

Virtual Meeting Participation Information:

Due to the COVID-19 Pandemic, a physical meeting location will not be provided for this meeting. The public is welcome to attend the meeting by calling 1-253-215-8782 or 1-669-900-6833 and entering Meeting ID No. 862 0949 7827, or by accessing <https://us02web.zoom.us/j/86209497827>.

Call to Order

Roll Call

Public Comment:

Citizens wishing to provide comment will be given up to three minutes to comment on any transit-related matters regardless of whether it is an agenda item or not. The Chair, at his or her discretion, may reduce the comment time to allow sufficient time for the Board to conduct business.

*To request to speak during public comment, please press the Raise Hand button near the bottom of your Zoom window or press *9 on your phone. Your name or the last four digits of your phone number will be called out when it is your turn to speak.*

Consent Agenda

(Items listed below were distributed to Commissioners in advance for reading and study and are enacted with one motion. Item(s) may be moved to the Action Agenda at the request of a Commissioner.)

1. Approval of Vouchers: November 1, 2021 – November 30, 2021
2. Approval of Minutes: November 8, 2021, Regular Board Meeting; November 19, 2021 Special Board Meeting
3. FS 2021-066, Adopting the 2022 Federal and State Legislative Priorities
4. FS 2021-067, Authority to Execute a Vehicle Use Agreement, Contract No. 1282, to Allow West Pierce Fire and Rescue to Utilize a 15-passenger Van to Transport Fire Academy Recruits, Trainers and Firefighters to Various Training Sites from December 15, 2021 Through July 1, 2022
5. FS 2021-068, Authority to Execute a Contract with PC Specialists, Inc., dba Technology Integration Group (TIG) (Contract No. 1341) to Purchase 147 CradlePoint Routers with a Six-Year NetCloud Mobile Performance Essentials Plan
6. FS 2021-069, Authorizing the Chief Executive Officer to Accept the Special Needs Consolidated Grant awarded by WSDOT to Expand Microtransit Services in the Spanaway-Midland-Parkland Areas

Action Agenda

1. FS 2021-070, Adoption of Annual Budget for Fiscal Year 2022
Brett Freshwaters
Executive Director of Finance
2. FS 2021-071, Authorize the Chief Executive Officer to Execute a New Interlocal Agreement No. 1298 with the Pierce County Sheriff's Department (PCSD) for Law Enforcement Services from January 1, 2022 Through December 31, 2022
Mike Griffus
Chief Executive Officer
3. FS 2021-072, Authority to Increase Contract Spending Authority Amount with Top2Bottom Janitorial Services (Contract No. 1145) for Bus Sanitation Services at Pierce Transit's Lakewood Bus Lot Due to COVID-19
Adam Davis
Executive Director of Maintenance
4. FS 2021-073, Authorize the Chief Executive Officer to Increase the Authorized Total Contract not to Exceed Amount by \$100,000 with WSDOT, Contract No. JC 1446, for Project Review of the Bus Rapid Transit Pacific Avenue/State Route 7 Corridor Project for a New Authorized Total Contract not to Exceed Amount of \$300,000
Sean Robertson
Senior Project Planner
5. FS 2021-074, Authorize the Chief Executive Officer to Increase the Contract Authority not to Exceed Amount by \$100,000 with the City of Tacoma, Contract No. 1102, for Plan Review of the Bus Rapid Transit Pacific Avenue/State Route 7 Corridor Project for a New Authorized Total Contract not to Exceed Amount of \$300,000
Sean Robertson
Senior Project Manager

Special Business

1. Honoring Commissioner Woodards for Serving as Chair of the Pierce Transit Board from July 2019 to June 2021
Chair Campbell
2. Honoring Commissioner Beale for his Service on the Pierce Transit Board
Chair Campbell

Staff Updates

1. CEO's Report
Mike Griffus
Chief Executive Officer

2. Bus Rapid Transit Update

Mike Griffus
Chief Executive Officer

Informational Board Items

1. Chair Report
2. Sound Transit Update
3. Puget Sound Regional Council Transportation Policy Board Update
4. Commissioners' Comments

Chair Campbell

Commissioner Keel

Commissioner Mello

Executive Session

**Adjournment To Closed Session Meeting, pursuant to
RCW 42.30.140 (4)(b) – Labor negotiations**

American Disability Act (ADA) accommodations are available with a 72-hour notice. Please contact the Clerk's office at 253-581-8066 for special accommodations.



Consent Agenda

PIERCE TRANSIT
Board Payments Over \$50,000
Payments From: Nov 1, 2021 to Nov 30, 2021
Cash and Investment Balance: 161,584,307.04

Payment Numbers CK 00377217 through CK 00377369
 Wire Numbers EFT 00008956 through EFT 00009176
 No Advance Travel Checks
 Total \$6,979,854.00

Payments in Excess of \$50,000 are as follows:

Operating Fund

	Check	Vendor	Item/Service	Amount
EFT	00008960	ASSOCIATED PETROLEUM	DIESEL FUEL	57,874.41
EFT	00008994	SOUND TRANSIT	FAREBOX REVENUE 10/21	61,143.77
EFT	00009006	GREAT WEST RETIREMENT	DEF COMP CEO PP22 2021	56,888.24
EFT	00009007	ICMA RETIREMENT	DEF COMP PP22 2021	157,807.48
EFT	00009014	ASSOCIATED PETROLEUM	DIESEL FUEL	104,450.94
EFT	00009061	ASSOCIATED PETROLEUM	DIESEL FUEL	212,573.72
EFT	00009073	GILLIG LLC	MISC INVENTORY BUS PARTS	54,616.68
EFT	00009118	AWC EMPLOYEE BENEFIT TRUST	ER BGLI CREDIT 11/21	1,112,154.09
EFT	00009119	GREAT WEST RETIREMENT	DEF COMP CEO PP23 2021	57,393.78
EFT	00009120	ICMA RETIREMENT	DEF COMP LOAN PP23 2021	158,510.17
EFT	00009124	US BANK CORPORATE PAYMENT SYST	MISC BUSINESS EXPENSES	65,044.67
EFT	00009172	UNITED ENERGY TRADING LLC	CNG USAGE 10/21	53,255.41
Payments for Fund 1 Total				<u>\$2,151,713.36</u>

Self Insurance Fund

	Check	Vendor	Item/Service	Amount
Payments for Fund 4 Total				<u>\$0.00</u>

Capital Fund

	Check	Vendor	Item/Service	Amount
CHK	00377252	PEASE & SONS INC	ARCH SVC B4 MOD 09/21	187,862.76
CHK	00377267	WESTWATER CONSTRUCTION	ALL OTHER WORK SHMTC 09/21	351,566.12
EFT	00008989	PARAMETRIX ENGINEERING	ADV SV GCCM BMP 08/29-10/02/2	69,738.48
EFT	00009056	ABSHER CONSTRUCTION COMPANY	ADJUST STORM MOBI 09/21	1,416,938.00
EFT	00009124	US BANK CORPORATE PAYMENT SYST	SAMSUNG TABLETS FOR CAD PF	6,822.59
EFT	00009140	GRANITE CONSTRUCTION COMPANY	ADV SVC GCCM BRT 09/21	52,733.02
EFT	00009143	HUITT-ZOLLARS INC.	CIVIL WRK MOBI FUEL/WASH 10/	133,912.82
EFT	00009176	WSP USA, INC.	DESIGN BRT 09/21	963,549.77

Payments for Fund 9 Total

Payments for Fund 9 Total				<u>\$3,183,123.56</u>
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Total Payments in Excess of \$50,000.00

Total Payments in Excess of \$50,000.00				<u>\$5,334,836.92</u>
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Pierce Transit
Payment Certification for Nov 30, 2021
Payments Nov 1, 2021 to Nov 30, 2021
Payment Numbers CK 00377217 through CK 00377369
Wire Numbers EFT 00008956 through EFT 00009176
No Advance Travel Checks

Bank ID	Check Numbe	Check Date	Amount	endor Name
01	CHK	00377217	11/04/2021	1,100.90 ACCESS INFORMATION MANAGEMENT
01	CHK	00377218	11/04/2021	9,521.29 ALL PRO BUILDING MAINTENANCE
01	CHK	00377219	11/04/2021	2,203.20 ALL STARZ STAFFING AND CONSULT
01	CHK	00377220	11/04/2021	452.16 AMPLIFIED WIRELESS SOLUTIONS I
01	CHK	00377221	11/04/2021	27.59 AT&T
01	CHK	00377222	11/04/2021	9,324.53 AT&T
01	CHK	00377223	11/04/2021	1,075.00 ATU LOCAL 758 CORP
01	CHK	00377224	11/04/2021	838.18 AUDIT & ADJUSTMENT CO INC
01	CHK	00377225	11/04/2021	911.60 CHAPTER 13 TRUSTEE
01	CHK	00377226	11/04/2021	21,762.92 CITY OF FEDERAL WAY
01	CHK	00377227	11/04/2021	692.59 CITY OF PUYALLUP
01	CHK	00377228	11/04/2021	586.61 CITY TREASURER - TPU
01	CHK	00377229	11/04/2021	6,514.64 COASTAL COMMERCE GROUP LLC
01	CHK	00377230	11/04/2021	4,662.48 COLONIAL SUPPLEMENTAL LIFE
01	CHK	00377231	11/04/2021	150.25 COMCAST
01	CHK	00377232	11/04/2021	43.34 COMM ON POLITICAL EDUCATION
01	CHK	00377233	11/04/2021	3,087.00 CONSOLE CLEANING SPECIAL
01	CHK	00377234	11/04/2021	328.30 DAILY JOURNAL OF COMMERCE INC
01	CHK	00377235	11/04/2021	50.72 FEDERAL EXPRESS CORP
01	CHK	00377236	11/04/2021	16.00 GARY JACOBSON
01	CHK	00377237	11/04/2021	3,582.25 HULTZ BHU ENGINEERS INC.
01	CHK	00377238	11/04/2021	620.75 IAM & AW
01	CHK	00377239	11/04/2021	220.00 INTERNAL REVENUE SERVICE
01	CHK	00377240	11/04/2021	15.88 JOHNSTONE SUPPLY
01	CHK	00377241	11/04/2021	384.00 KENT KEEL
01	CHK	00377242	11/04/2021	3,771.30 KING COUNTY FINANCE
01	CHK	00377243	11/04/2021	263.30 LAKEVIEW LIGHT & POWER CO
01	CHK	00377244	11/04/2021	10,966.28 MACHINISTS HEALTH &
01	CHK	00377245	11/04/2021	510.00 MICHAEL G MALAIER
01	CHK	00377246	11/04/2021	136.40 NH DEPT OF H & HS
01	CHK	00377247	11/04/2021	1,395.68 NORTHWEST IAM BENEFIT TRUST
01	CHK	00377248	11/04/2021	896.82 NYS CHILD SUPPORT PROCESSING
01	CHK	00377249	11/04/2021	62.19 OFFICE DEPOT CORP
01	CHK	00377250	11/04/2021	263.60 PARKLAND LIGHT & WATER CO
01	CHK	00377251	11/04/2021	40.00 PATRICIA MADDEN
01	CHK	00377252	11/04/2021	187,862.76 PEASE & SONS INC
01	CHK	00377253	11/04/2021	443.66 PENINSULA LIGHT
01	CHK	00377254	11/04/2021	3,378.94 PUGET SOUND ENERGY
01	CHK	00377255	11/04/2021	136.44 REX PEGG FABRICS INC
01	CHK	00377256	11/04/2021	21.98 RICK FULLER
01	CHK	00377257	11/04/2021	921.50 RPAI US MANAGEMENT LLC
01	CHK	00377258	11/04/2021	3,250.00 SIMON AND COMPANY INC
01	CHK	00377259	11/04/2021	373.36 SONITROL PACIFIC
01	CHK	00377260	11/04/2021	420.00 T-MOBILE USA, INC
01	CHK	00377261	11/04/2021	4,830.31 TACOMA MALL PARTNERSHIP
01	CHK	00377262	11/04/2021	593.35 TX CHILD SUPPORT SDU
01	CHK	00377263	11/04/2021	1,533.72 UNITED SITE SERVICES (Everson)
01	CHK	00377264	11/04/2021	816.34 UNITED WAY OF PIERCE COUNTY
01	CHK	00377265	11/04/2021	318.72 VERIZON WIRELESS
01	CHK	00377266	11/04/2021	21,779.62 EMPLOYMENT SECURITY DEPT WASHI
01	CHK	00377267	11/04/2021	351,566.12 WESTWATER CONSTRUCTION
01	CHK	00377268	11/10/2021	97.60 AT&T
01	CHK	00377269	11/10/2021	488.00 AT&T
01	CHK	00377270	11/10/2021	107.41 BUNCE RENTALS INC
01	CHK	00377271	11/10/2021	66.73 CENTURY LINK
01	CHK	00377272	11/10/2021	240.20 COMCAST
01	CHK	00377273	11/10/2021	150.25 COMCAST

01	CHK	00377274	11/10/2021	395.65	COMCAST
01	CHK	00377275	11/10/2021	60.00	COMMUNITY TRANSIT
01	CHK	00377276	11/10/2021	584.97	GENES TOWING CORP
01	CHK	00377277	11/10/2021	295.52	GILCHRIST CHEVROLET
01	CHK	00377278	11/10/2021	483.86	HOME DEPOT CREDIT SERVICES
01	CHK	00377279	11/10/2021	847.50	IBI GROUP A CALIFORNIA PARTNER
01	CHK	00377280	11/10/2021	668.62	LOWE'S COMPANIES INC
01	CHK	00377281	11/10/2021	735.63	PACIFIC TORQUE
01	CHK	00377282	11/10/2021	656.29	POWDER COATING SYSTEMS
01	CHK	00377283	11/10/2021	1,576.14	REFRIGERATION SUPPLY DIST
01	CHK	00377284	11/10/2021	158.68	REX PEGG FABRICS INC
01	CHK	00377285	11/10/2021	2,464.00	SCHINDLER ELEVATOR CORPORATION
01	CHK	00377286	11/10/2021	1,163.42	SNIDER ENERGY
01	CHK	00377287	11/10/2021	227.47	TACOMA SCREW
01	CHK	00377288	11/10/2021	1,119.69	WALTER E NELSON CO.
01	CHK	00377289	11/18/2021	9,603.99	4IMPRINT
01	CHK	00377290	11/18/2021	46,891.06	ATU LOCAL 758 CORP
01	CHK	00377291	11/18/2021	152.67	AUTOZONE
01	CHK	00377292	11/18/2021	575.25	BYERS & ANDERSON INC
01	CHK	00377293	11/18/2021	9,793.40	CALL ONE INC
01	CHK	00377294	11/18/2021	7,740.47	CENTURY LINK
01	CHK	00377295	11/18/2021	79.91	CENTURY LINK
01	CHK	00377296	11/18/2021	911.60	CHAPTER 13 TRUSTEE
01	CHK	00377297	11/18/2021	11,644.11	CITY TREASURER - TPU
01	CHK	00377298	11/18/2021	14,144.65	CITY TREASURER - TPU
01	CHK	00377299	11/18/2021	13,250.00	CITY TREASURER - TPU
01	CHK	00377300	11/18/2021	349.80	CUDA WASHINGTON
01	CHK	00377301	11/18/2021	726.00	DM RECYCLING CO INC
01	CHK	00377302	11/18/2021	7,024.66	ENERGY SYSTEMS MANAGEMENT/TRS
01	CHK	00377303	11/18/2021	1,199.47	LIQUID ENVIRONMENTAL SOLUTIONS
01	CHK	00377304	11/18/2021	50.00	FORMFOX, INC.
01	CHK	00377305	11/18/2021	1,995.94	GENES TOWING CORP
01	CHK	00377306	11/18/2021	399.78	GILCHRIST CHEVROLET
01	CHK	00377307	11/18/2021	220.18	HAROLD LEMAY ENTERPRISES
01	CHK	00377308	11/18/2021	220.00	INTERNAL REVENUE SERVICE
01	CHK	00377309	11/18/2021	23,333.32	KARRAS CONSULTING
01	CHK	00377310	11/18/2021	78.69	KCDA PURCHASING COOPERATIVE
01	CHK	00377311	11/18/2021	60.60	LEMAY MOBILE SHREDDING
01	CHK	00377312	11/18/2021	1,372.15	MICHAEL G MALAIER
01	CHK	00377313	11/18/2021	136.40	NH DEPT OF H & HS
01	CHK	00377314	11/18/2021	896.82	NYS CHILD SUPPORT PROCESSING
01	CHK	00377315	11/18/2021	424.93	OFFICE DEPOT CORP
01	CHK	00377316	11/18/2021	422.61	PENINSULA LIGHT
01	CHK	00377317	11/18/2021	45,000.00	PIERCE COUNTY BUDGET & FINANCE
01	CHK	00377318	11/18/2021	3,402.27	PIERCE COUNTY BUDGET & FINANCE
01	CHK	00377319	11/18/2021	15,959.18	PUGET SOUND ENERGY
01	CHK	00377320	11/18/2021	294.47	REX PEGG FABRICS INC
01	CHK	00377321	11/18/2021	3,450.00	SCHINDLER ELEVATOR CORPORATION
01	CHK	00377322	11/18/2021	500.00	TIMOTHY MARLOWE
01	CHK	00377323	11/18/2021	3,861.98	SNIDER ENERGY
01	CHK	00377324	11/18/2021	114.15	SUPERIOR SAW & SUPPLY, INC.
01	CHK	00377325	11/18/2021	358.44	TACOMA SCREW
01	CHK	00377326	11/18/2021	593.35	TX CHILD SUPPORT SDU
01	CHK	00377327	11/18/2021	4,500.00	THE BUS COALITION
01	CHK	00377328	11/18/2021	806.51	UNITED SITE SERVICES (Everson)
01	CHK	00377329	11/18/2021	816.34	UNITED WAY OF PIERCE COUNTY
01	CHK	00377330	11/18/2021	848.13	WA ST DEPT OF REVENUE
01	CHK	00377331	11/18/2021	1,890.13	ZEP MANUFACTURING COMPANY
01	CHK	00377332	11/23/2021	3,965.76	ALL STARZ STAFFING AND CONSULT
01	CHK	00377333	11/23/2021	77.53	AT&T
01	CHK	00377334	11/23/2021	781.73	BUNCE RENTALS INC
01	CHK	00377335	11/23/2021	618.18	CENTURY LINK
01	CHK	00377336	11/23/2021	43,961.32	CITY OF LAKEWOOD
01	CHK	00377337	11/23/2021	6,619.20	CITY TREASURER - TPU
01	CHK	00377338	11/23/2021	524.50	CITY TREASURER - TPU
01	CHK	00377339	11/23/2021	13,618.80	CITY TREASURER - TPU
01	CHK	00377340	11/23/2021	155.20	COMCAST
01	CHK	00377341	11/23/2021	175.12	COMCAST
01	CHK	00377342	11/23/2021	140.25	COMCAST
01	CHK	00377343	11/23/2021	150.20	COMCAST

01	CHK	00377344	11/23/2021	150.20	COMCAST
01	CHK	00377345	11/23/2021	150.25	COMCAST
01	CHK	00377346	11/23/2021	99.05	DISH
01	CHK	00377347	11/23/2021	367.00	DM RECYCLING CO INC
01	CHK	00377348	11/23/2021	24.79	FASTENAL
01	CHK	00377349	11/23/2021	2,485.97	GENES TOWING CORP
01	CHK	00377350	11/23/2021	5.76	GILCHRIST CHEVROLET
01	CHK	00377351	11/23/2021	6,140.81	HAROLD LEMAY ENTERPRISES
01	CHK	00377352	11/23/2021	41,812.03	LAKEVIEW LIGHT & POWER CO
01	CHK	00377353	11/23/2021	659.90	LAKEWOOD WATER DISTRICT
01	CHK	00377354	11/23/2021	61.65	LEMAY MOBILE SHREDDING
01	CHK	00377355	11/23/2021	3,177.02	LEVEL 3 (CENTURY LINK)
01	CHK	00377356	11/23/2021	719.03	LEVEL 3 (CENTURY LINK)
01	CHK	00377357	11/23/2021	2,917.47	LEVEL 3 (CENTURY LINK)
01	CHK	00377358	11/23/2021	150.00	MARGUARITA MARION
01	CHK	00377359	11/23/2021	4,500.00	NATIONAL CINEMEDIA LLC
01	CHK	00377360	11/23/2021	189.51	OFFICE DEPOT CORP
01	CHK	00377361	11/23/2021	7,595.06	OFFICE OF MINORITY & WOMEN'S
01	CHK	00377362	11/23/2021	1,507.14	PURCELL TIRE & RUBBER COMPANY
01	CHK	00377363	11/23/2021	1,150.00	SCHINDLER ELEVATOR CORPORATION
01	CHK	00377364	11/23/2021	267.30	SMITH FIRE SYSTEMS INC
01	CHK	00377365	11/23/2021	5,187.50	SM STEMPER ARCHITECTS PLLC
01	CHK	00377366	11/23/2021	39.29	ULINE
01	CHK	00377367	11/23/2021	596.05	UNITED SITE SERVICES (Everson)
01	CHK	00377368	11/23/2021	47,454.51	VOYAGER FLEET SYSTEMS INC
01	CHK	00377369	11/23/2021	48.77	WALTER E NELSON CO.
01	EFT	00008956	11/01/2021	1,086.46	WA ST DEPT OF REVENUE
01	EFT	00008957	11/04/2021	1,985.40	A & E IMAGING
01	EFT	00008958	11/04/2021	2,340.99	ANGI ENERGY SYSTEMS
01	EFT	00008959	11/04/2021	242.41	APPLIED INDUSTRIAL TECHNOLOGIE
01	EFT	00008960	11/04/2021	57,874.41	ASSOCIATED PETROLEUM
01	EFT	00008961	11/04/2021	2,154.27	ATWORK! COMMERCIAL ENTERPRISES
01	EFT	00008962	11/04/2021	46,323.94	BRIDGESTONE AMERICA
01	EFT	00008963	11/04/2021	17,477.74	CARAHSOFT
01	EFT	00008964	11/04/2021	1,950.70	CHEVRON PRODUCTS CO.
01	EFT	00008965	11/04/2021	2,682.85	CTS (CABLING & TECH SVCS)
01	EFT	00008966	11/04/2021	12,502.83	CUMMINS INC
01	EFT	00008967	11/04/2021	223.02	FINISHMASTER, INC
01	EFT	00008968	11/04/2021	16,734.85	GILLIG LLC
01	EFT	00008969	11/04/2021	1,577.80	GRAINGER
01	EFT	00008970	11/04/2021	563.90	GROENEVELD LUBRICATION SOLUTIO
01	EFT	00008971	11/04/2021	1,085.00	INTERCITY TRANSIT
01	EFT	00008972	11/04/2021	2,550.40	IWG TOWERS ASSETS I LLC
01	EFT	00008973	11/04/2021	331.50	JARED MILES
01	EFT	00008974	11/04/2021	15,097.91	JENCO DEVELOPMENT
01	EFT	00008975	11/04/2021	436.77	JOHN GUMATAOTAO
01	EFT	00008976	11/04/2021	9,911.00	K & L GATES
01	EFT	00008977	11/04/2021	493.51	WESTERN FLUID COMPONENTS
01	EFT	00008978	11/04/2021	384.00	KRISTINA WALKER
01	EFT	00008979	11/04/2021	604.50	LONE FIR CREATIVE
01	EFT	00008980	11/04/2021	4,504.50	MALLORY SAFETY & SUPPLY LLC
01	EFT	00008981	11/04/2021	9,857.75	MEDSTAR CABULANCE INC
01	EFT	00008982	11/04/2021	318.30	MOHAWK MFG & SUPPLY
01	EFT	00008983	11/04/2021	105.67	MOOD MEDIA
01	EFT	00008984	11/04/2021	1,119.10	MUNCIE RECLAMATION & SUPPLY CO
01	EFT	00008985	11/04/2021	1,285.00	NAVIA BENEFIT SOLUTIONS
01	EFT	00008986	11/04/2021	1,679.52	NEOPART TRANSIT LLC
01	EFT	00008987	11/04/2021	15,977.98	NEXTREQUEST CO
01	EFT	00008988	11/04/2021	436.45	PACIFIC POWER PRODUCTS
01	EFT	00008989	11/04/2021	69,738.48	PARAMETRIX ENGINEERING
01	EFT	00008990	11/04/2021	788.37	PRINT NW
01	EFT	00008991	11/04/2021	692.37	QBSI-XEROX
01	EFT	00008992	11/04/2021	299.12	SEATTLE AUTOMOTIVE DIST.
01	EFT	00008993	11/04/2021	1,463.00	SIR SPEEDY
01	EFT	00008994	11/04/2021	61,143.77	SOUND TRANSIT
01	EFT	00008995	11/04/2021	25,437.74	SOUND TRANSIT
01	EFT	00008996	11/04/2021	1,565.73	STAPLES
01	EFT	00008997	11/04/2021	470.98	STELLAR INDUSTRIAL
01	EFT	00008998	11/04/2021	6,316.00	SUMMIT LAW GROUP PLLC
01	EFT	00008999	11/04/2021	4,993.30	TACOMA COMMUNITY COLLEGE

01	EFT	00009000	11/04/2021	62.48	TACOMA SCREW
01	EFT	00009001	11/04/2021	285.00	TECHNICAL SECURITY INTEGRATION
01	EFT	00009002	11/04/2021	7,034.76	THE AFTERMARKET PARTS CO LLC
01	EFT	00009003	11/04/2021	1,030.57	VEHICLE MAINTENANCE PROGRAM
01	EFT	00009004	11/04/2021	719.65	WESTERN PETERBILT
01	EFT	00009005	11/04/2021	11,616.00	ZONAR SYSTEMS INC
01	EFT	00009006	11/04/2021	56,888.24	GREAT WEST RETIREMENT
01	EFT	00009007	11/04/2021	157,807.48	ICMA RETIREMENT
01	EFT	00009008	11/04/2021	13,643.77	NAVIA BENEFIT SOLUTIONS
01	EFT	00009009	11/04/2021	9,316.51	TACOMA EMPLOYEES RETIREMENT SY
01	EFT	00009010	11/04/2021	5,601.61	WA ST CHILD SUPPORT REGISTRY
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01	EFT	00009013	11/10/2021	179.13	ANGI ENERGY SYSTEMS
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01	EFT	00009015	11/10/2021	3,832.45	ATWORK! COMMERCIAL ENTERPRISES
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01	EFT	00009019	11/10/2021	32,940.39	CUMMINS INC
01	EFT	00009020	11/10/2021	3,114.06	FINISHMASTER, INC
01	EFT	00009021	11/10/2021	153.37	FIRST TRANSIT
01	EFT	00009022	11/10/2021	24,884.18	GILLIG LLC
01	EFT	00009023	11/10/2021	1,700.74	GRAINGER
01	EFT	00009024	11/10/2021	307.78	GROENEVELD LUBRICATION SOLUTIO
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01	EFT	00009027	11/10/2021	41,939.02	KPFF CONSULTING ENGINEERS
01	EFT	00009028	11/10/2021	76.97	LARSCO INC
01	EFT	00009029	11/10/2021	1,190.20	MALLORY SAFETY & SUPPLY LLC
01	EFT	00009030	11/10/2021	214.90	MCGUIRE BEARING CO
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01	EFT	00009033	11/10/2021	807.04	OPEN SQUARE
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01	EFT	00009062	11/18/2021	58.08	BLANCHARD AUTO ELECTRIC CO
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01	EFT	00009069	11/18/2021	3,267.18	FREIGHTLINER NORTHWEST PACIFIC

01	EFT	00009070	11/18/2021	11,364.23	GALLS LLC
01	EFT	00009071	11/18/2021	2,253.47	GTT COMMUNICATIONS
01	EFT	00009072	11/18/2021	13,897.07	GENFARE
01	EFT	00009073	11/18/2021	54,616.68	GILLIG LLC
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01	EFT	00009075	11/18/2021	2,061.84	GROENEVELD LUBRICATION SOLUTIO
01	EFT	00009076	11/18/2021	5,250.00	INTEGRA WASHINGTON INC
01	EFT	00009077	11/18/2021	128.00	JOHN G PALMER
01	EFT	00009078	11/18/2021	6,355.19	K & L GATES
01	EFT	00009079	11/18/2021	405.65	WESTERN FLUID COMPONENTS
01	EFT	00009080	11/18/2021	384.00	KIMBERLY M ROSCOE
01	EFT	00009081	11/18/2021	3,536.12	LUMINATOR MASS TRANSIT LLC
01	EFT	00009082	11/18/2021	807.98	MALLORY SAFETY & SUPPLY LLC
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01	EFT	00009085	11/18/2021	29,362.82	MEDSTAR CABULANCE INC
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01	EFT	00009087	11/18/2021	730.09	MICHAEL JAFARI
01	EFT	00009088	11/18/2021	557.64	MOHAWK MFG & SUPPLY
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01	EFT	00009096	11/18/2021	578.68	PROTERRA INC
01	EFT	00009097	11/18/2021	202.79	QUADIENT FINANCE USA INC
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01	EFT	00009099	11/18/2021	1,267.71	R E AUTO ELECTRIC
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01	EFT	00009107	11/18/2021	1,333.78	TACOMA DODGE CHRYSLER JEEP
01	EFT	00009108	11/18/2021	254.58	TACOMA SCREW
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01	EFT	00009113	11/18/2021	725.97	UNIFIRST CORPORATION
01	EFT	00009114	11/18/2021	1,030.57	VEHICLE MAINTENANCE PROGRAM
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01	EFT	00009118	11/19/2021	1,112,154.09	AWC EMPLOYEE BENEFIT TRUST
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01	EFT	00009124	11/23/2021	71,867.26	US BANK CORPORATE PAYMENT SYST
01	EFT	00009125	11/23/2021	879.39	A & E IMAGING
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01	EFT	00009131	11/23/2021	961.96	BATTERY SYSTEMS
01	EFT	00009132	11/23/2021	10,651.27	COMMONSTREET CONSULTING LLC
01	EFT	00009133	11/23/2021	15,419.50	CUMMINS INC
01	EFT	00009134	11/23/2021	1,262.25	CUSTOM EDGE, INC.
01	EFT	00009135	11/23/2021	1,188.00	DOCUMO INC
01	EFT	00009136	11/23/2021	979.79	DRIVELINES NW INC
01	EFT	00009137	11/23/2021	8,144.34	GILLIG LLC
01	EFT	00009138	11/23/2021	5,750.00	GORDON THOMAS HONEYWELL
01	EFT	00009139	11/23/2021	1,375.25	GRAINGER

01	EFT	00009140	11/23/2021	52,733.02	GRANITE CONSTRUCTION COMPANY
01	EFT	00009141	11/23/2021	4,990.00	HIGH LINE SOFTWARE INC
01	EFT	00009142	11/23/2021	1,458.60	HOLMES DISTRIBUTING
01	EFT	00009143	11/23/2021	133,912.82	HUITT-ZOLLARS INC.
01	EFT	00009144	11/23/2021	793.49	INTELLICORP RECORDS INC
01	EFT	00009145	11/23/2021	540.02	WESTERN FLUID COMPONENTS
01	EFT	00009146	11/23/2021	76.29	LARSCO INC
01	EFT	00009147	11/23/2021	1,059.69	LUMINATOR MASS TRANSIT LLC
01	EFT	00009148	11/23/2021	1,543.28	MALLORY SAFETY & SUPPLY LLC
01	EFT	00009149	11/23/2021	8,451.15	MEDSTAR CABULANCE INC
01	EFT	00009150	11/23/2021	1,327.35	MOHAWK MFG & SUPPLY
01	EFT	00009151	11/23/2021	242.95	MUNCIE RECLAMATION & SUPPLY CO
01	EFT	00009152	11/23/2021	3,185.60	PACIFIC POWER PRODUCTS
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01	EFT	00009155	11/23/2021	38,206.49	PARAMETRIX ENGINEERING
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01	EFT	00009157	11/23/2021	388.47	PRINT NW
01	EFT	00009158	11/23/2021	700.75	PROTERRA INC
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01	EFT	00009160	11/23/2021	277.78	ROBERT SCHMID
01	EFT	00009161	11/23/2021	449.34	SEATTLE AUTOMOTIVE DIST.
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01	EFT	00009163	11/23/2021	139.85	STAPLES
01	EFT	00009164	11/23/2021	4,993.30	TACOMA COMMUNITY COLLEGE
01	EFT	00009165	11/23/2021	864.95	TACOMA SCREW
01	EFT	00009166	11/23/2021	742.70	TACOMA TROPHY
01	EFT	00009167	11/23/2021	7,739.89	TECHNICAL SECURITY INTEGRATION
01	EFT	00009168	11/23/2021	2,798.15	THE AFTERMARKET PARTS CO LLC
01	EFT	00009169	11/23/2021	1,124.91	TITUS WILL FORD INC
01	EFT	00009170	11/23/2021	1,345.20	JEANNETTE TWITTY
01	EFT	00009171	11/23/2021	473.54	UNIFIRST CORPORATION
01	EFT	00009172	11/23/2021	53,255.41	UNITED ENERGY TRADING LLC
01	EFT	00009173	11/23/2021	366.56	WAXIE SANITARY SUPPLY
01	EFT	00009174	11/23/2021	403.31	WESTERN PETERBILT
01	EFT	00009175	11/23/2021	44,282.64	WOOD HARBINGER INC
01	EFT	00009176	11/23/2021	963,549.77	WSP USA, INC.
Total Payments				<u>\$6,979,854.00</u>	

**PIERCE TRANSIT
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES**

November 8, 2021

CALL TO ORDER

Chair Campbell called the regular board meeting to order at 4:01 p.m.

ROLL CALL

Commissioners present:

Chris Beale, City of Tacoma Councilmember
Marty Campbell, Chair of the Board, Pierce County Councilmember
Kent Keel, City of University Councilmember (*representing University Place and Fircrest*)
Ryan Mello, Pierce County Councilmember
John Palmer, Deputy Mayor for City of Puyallup (*representing Puyallup and Edgewood*)
Kim Roscoe, Mayor of Fife (*representing Fife/Milton/ Pacific/Auburn/Gig Harbor/
Ruston/Steilacoom*)
Kristina Walker, Vice Chair of the Board, City of Tacoma Councilmember
Jason Whalen, City of Lakewood Deputy Mayor
Victoria Woodards, Chair of the Board, Mayor of the City of Tacoma

Staff present:

Mike Griffus, Chief Executive Officer
Deanne Jacobson, Clerk of the Board
Brittany Carbullido, Assistant to the CEO/Deputy Clerk of the Board
Aaron Millstein, General Counsel from K&L Gates

OPENING REMARKS AND HOUSEKEEPING ITEMS

Chair Campbell welcomed board members, staff, and citizens to the virtual meeting and provided instructions for participation (*Commissioner Roscoe arrived at 4:03 p.m.*) to attendees.

PRESENTATIONS

1. Honoring Operators of the Month for September and October 2021

Rachel Heller was recognized for earning the Operator of the Month award for September 2021.

Ricardo Reyes-Munoz was recognized for earning the Operator of the Month award for October 2021. (*Commissioner Palmer arrived at 4:05 p.m. Commissioner Woodards arrived at 4:06 p.m.*)

Assistant Transportation Manager Scott Gaines detailed the award recipients' accomplishments and service attributes.

On behalf of the Board, Chair Campbell thanked the recipients for their service.

2. Legislative Update: Review of Proposed 2022 State and Federal Legislative Priorities

The Board received an update from Gordon Thomas Honeywell State lobbyist Al Ralston, who reported on the work of the legislature for 2022 relating to transportation funding packages. He noted that one of the legislative packages is considering whether there will be a diversion (*Commissioner Keel arrived at 4:11 p.m.*) of sales tax from car sales to help fund transit.

The Board received an update from Simon Company Federal lobbyist Jennifer Covino, who reported about the infrastructure bill that was recently passed by the federal legislature. She discussed the funds that will be distributed over the next five years for transportation projects. She also discussed the allocation of funds with regards to electric charging stations and gave an overview of the requirements that transit agencies will need to meet to be competitive for grant funds.

Ms. Covino responded to questions relating to the types of programs that may be included in the Build Back Better Infrastructure Bill that relate to climate and human infrastructure.

Commissioner Keel encouraged partnerships amongst fellow transit agencies and local cities to partner on projects like Transit Oriented Development, zero emissions projects, and decarbonization of vehicles.

Government Relations Administration Alex Mather reviewed the proposed 2022 Federal and State Priorities, noting that preserving the \$75 Million for the BRT project is the biggest priority. She reviewed the areas that Pierce Transit is focusing on to secure grant funds. She reported that the State priorities focus on Bus Rapid Transit II Feasibility Study and investing in multi-modal transportation programs. She discussed the Clean Fuels Exemption and emphasized the need to continue to find an additional revenue stream other than sales tax to fund public transportation.

Ms. Mather encouraged the commissioners to reach out to her should they have any additional input or suggestions for the 2022 state and federal legislative priorities and reported that Pierce Transit supports the legislative priorities of the Washington State Transit Association and Bus Coalition.

Discussion ensued about the importance of funding and completing the Bus Rapid Transit Project I, while planning for the Bus Rapid Transit 2 Project.

Commissioner Mello recommended that staff look at funding resources for BRT 1 and ensure that there is sufficient funding to complete the project.

Chair Campbell thanked the lobbyists for their work on behalf of Pierce Transit and thanked Ms. Mather for her work.

PUBLIC COMMENT

Chair Campbell provided participation instructions to the public and opened public comment.

Clerk Jacobson announced that no written comments were received for public comment today.

The following individual(s) spoke during public comment:

Isaac Tate, President of Amalgamated Transit Union Local 758, reported that the union contract was voted down 3-1 recently. He reported that the members feel there has been a lack of respect due to the cap on wages. The workers have been working hard during the pandemic, putting themselves and their families at risk, citing that last year the workers became categorized as “essential employees.” He reported that operators were lost to Covid and that employees are contracting Covid. He reported that employees in the Maintenance Department are being offered 1996 wages.

Mr. Tate expressed that he appreciates the Board being stewards of the taxpayers’ monies, noting that these employees are taxpayers too and have worked through the pandemic, and continue to work through the pandemic.

He concluded his comments stating that he would like to see the Board give the employees the same consideration as they do to the Bus Rapid Transit project.

PUBLIC HEARING – Proposed 2022 Budget

Executive Director of Finance Brett Freshwaters provided a PowerPoint presentation on the proposed 2022 Budget, noting that the Board received a more in-depth review of the budget last month. He reviewed the Operating, Capital and Insurance funds.

Mr. Freshwaters also reviewed the service hours budgeted, noting that due to the uncertainty of the labor shortage, service hours may actually not be increased as projected in the budget. He also noted that the proposed budget does not reflect \$15 million American Rescue Plan Act (ARPA) funds that is expected, and these funds could help fund the Bus Rapid Transit.

Mr. Freshwaters reviewed wages and benefit costs, noting there is a 4.1 percent increase over the 2021 calendar year. He reviewed the positions budgeted for the 2022 calendar year. He reviewed the capital budget, including grant monies expected and carryover amounts.

He concluded the presentation by reporting that the proposed 2022 Budget is sustainable, balanced, and meets reserve requirements.

Chair Campbell opened the public hearing at 5:07 p.m.

No comments were received.

Chair Campbell closed the public hearing at 5:08 p.m.

CONSENT AGENDA

(Items listed below were distributed to Commissioners in advance for reading and study and are enacted with one motion. Item(s) may be moved to the Action Agenda at the request of a Commissioner.)

Commissioners Walker and Mello **moved** and seconded to approve the consent agenda as presented.

Motion **carried**, 9-0.

1. Approval of Vouchers, October 1, 2021 – October 31, 2021
Operating Fund #10
Self-Insurance Fund #40
Capital Fund #90
Payment Nos. 377041 through 377216
Wire Nos. 8721 through 8955
No Advance Travel Checks
Total \$7,231,909.80
2. Approval of Minutes: September 30, 2021 Special Study Session Meeting; October 11, 2021 Special Study Session Meeting; October 11, 2021 Regular Board Meeting.

ACTION AGENDA

1. **FS 2021-060, Authority to Implement a New Flat Rate Fare Structure for Commuter Vanpool and Authorize Related Amendments to Pierce Transit Code Section 3.72.130 – Vanpool Services – Defined – Fares**

Community Development Administrator Andrew Arnes provided an overview of the proposed new and simplified flat fee fare model, noting that the current fare structure is complicated and creates confusion amongst the customers. He reviewed the new fare model, which includes *(Commissioner Woodards left the meeting.)* six tiers, and reported that the new fare model includes a daily rider fare to accommodate customers who work a hybrid model.

Mr. Arnes reviewed fare models from peer agencies in Washington state and expressed that many transit agencies are moving to a flat fare model.

Commissioners Keel and Walker **moved** and seconded to approve Resolution No. 2021-014, authorizing staff to implement a new Flat Rate Fare Structure for Commuter Vanpool as presented in Exhibit A; setting the CEO's maximum threshold authority level to increase or decrease fares by 25 percent, and authorizing the related amendments to Pierce Transit Code Section 3.72.130 – Vanpool Services – Defined – Fares, as presented in Exhibit B.

Motion **carried**, 8-0.

2. FS 2021-061, Authorizing Pierce Transit to Withdraw from the Combined Communications Network (CCN) and Delegating Authority to the CEO to Execute all Documents Related to Such Withdrawal

Chief Financial Officer Brett Freshwaters presented on the item and reminded the Board that they received an overview of the withdrawal process last week. He noted that Pierce Transit will receive a credit of approximately \$1.4 Million that will give Pierce Transit a credit for subscriber fees until Pierce Transit implements its new CAD-AVL system, which is expected to occur in June 2023.

Commissioner Walker expressed that the team members from both agencies have done a great job dissolving the partnership.

Commissioners Walker and Roscoe **moved** and seconded to Approve Resolution No. 2021-015, approving the Combined Communications Network (CCN) Exit Plan, as presented in Exhibit A, authorizing Pierce Transit to Withdraw from the CCN, and delegating authority to the CEO to execute all documents related to such withdrawal.

Motion **carried**, 8-0.

3. FS 2021-062, Authorize the Chief Executive Officer to Increase the Contract Authority Not to Exceed Amount for WSP USA, Inc., Contract No. PT-105-18, for Bus Rapid Transit Pacific Avenue/State Route 7 Design

Senior Project Manager Sean Robertson discussed the need for additional funds to be added to the WSP contract, noting that challenges experienced during the COVID-19 Pandemic and unforeseen permitting efforts to align WSDOT and City of Tacoma standards have resulted in the need for additional Traffic Impact Analysis work. The proposed amendment will also further cover continued effort for WSP to complete 60% design and support services for FTA readiness review.

Mr. Robertson responded to various questions relating to the delay and overall progress of the project not meeting timeline projections.

Commissioner Keel expressed concern about the various issues that have caused delays in the project and that have led to the project budget increase, noting that he wants to the Board to be kept up to date on the BRT.

Chief Executive Officer Mike Griffus reported that he has had numerous discussions with WSDOT, City of Tacoma, and the FTA and stated that he believes the project is moving at an acceptable level of the FTA. He noted that he feels confident about the project and he feels our partners do too. He reported that he meets with officials from WSDOT and the City of Tacoma every other week and things seem to be working.

Chair Campbell thanked Mr. Griffus for his efforts in helping to keep the project on track.

Commissioners Keel and Walker **moved** and seconded to authorize the Chief Executive Officer to increase the authorized total contract not to exceed amount for WSP USA, Inc., Contract No. PT-105-18, Bus Rapid Transit Pacific Avenue/SR 7 Design by \$2,498,645 for a new authorized total contract not to exceed amount from \$15,885,701 to \$18,384,346 to provide additional Architectural and Engineering services for design support including 60% Design and FTA Readiness Review.

Motion **carried**, 8-0.

4. FS 2021-063, Authority to Increase Contract Authority Amount with K&L Gates (Contract No. PT-69-17B) for Legal Services

Chief Executive Officer Griffus presented on the item and noted that the original contract authority amount was determined adequate because the original contract amount was estimated on the fact that the agency utilized in-house counsel.

He noted that a decision was made in 2020 by the previous CEO to not utilize in-house counsel and rely solely on external legal contracts. This change is resulting in the need to increase the contract authority amount to absorb the additional legal costs associated with increased reliance of external legal firms for routine matters as well as for large projects planned for upcoming years.

Commissioners Keel and Palmer **moved** and seconded authorize the Chief Executive Officer to increase the total authorized contract amount with K&L Gates, (Contract No. PT-69-17B) for legal services by \$234,000, for a new total authorized contract amount not to exceed \$684,000.

Motion **carried**, 8-0.

5. FS 2021-064, Authority to Execute Amendment No. 1 to the 2019 Interlocal Agreement with City of Federal Way, Contract No. 1242, to Provide Extra Duty Police Services at the Federal Way Transit Center and Other Bus Routes and Bus Stops Located in Federal Way

Chief Jim Kelly presented on the item and noted that the proposed amendment revises the shift hours and rate of pay to be the same percentage of pay increase in the Federal Way Police Guild bargaining agreement with the City of Federal Way. The hourly rate shall be adjusted on January 1st and July 1st of each contract year, pursuant to the bargaining agreement. There is no change to the term of the contract or the previously authorized total amount of \$1,382,960.

Upon inquiry about how this contract affects the Pierce County Sheriff's Department (PCSD) contract, Chief Kelly noted that it is important that this contract stay in place. Staff is expecting to bring the PCSD contract forward in December for consideration.

Commissioners Roscoe and Whalen **moved** and seconded to approve Resolution No. 2021-016, authorizing the Chief Executive Officer to enter into and execute Amendment No. 1 to the 2019 Interlocal Agreement with the City of Federal Way, Contract No. 1242, as presented in Exhibit A, to provide extra duty police services at

the Federal Way Transit Center and other bus routes and bus stops located in Federal Way effective January 1, 2022 through December 31, 2023.

Motion **carried**, 8-0.

6. FS 2021-065, Authority to Amend the 2021 Capital Budget in the amount of \$220,386 to Include a Project to Upgrade the Audio-Visual Equipment Located in the Large Training and Conference Rooms (Rainier, St Helens and Olympic) in Building 5 of the Pierce Transit Campus

Chief Technology Officer Arun Kalavakolanu presented on the item and noted that the current system was designed using proprietary technology that forces vendor lock-in and does not allow the agency to use best-of-breed sub-components. The audio system has become unreliable causing microphone sound feedback and audio distortions. One of the video sub-components that facilitates video conferencing has failed. Controllers that manage the configuration of the system are unreliable requiring tedious repetitive manual intervention for initial set-up and have failed unpredictably while the equipment is in use.

These conference rooms are used to conduct critical business meetings including in-person Board meetings. A fully functional audio-visual system is therefore critical for the conference rooms to be usable. While the pandemic resulted in low/no-usage of the conference rooms, the anticipated return to in-person and hybrid (partial in-person and partial on-line) meetings necessitates upgrading the system.

The anticipated cost was derived from a thorough system review by an AV consultant and includes upgrades of obsolete equipment, including replacing all three projectors with new laser projectors. The project budget also includes a 10% contingency.

Commissioners Roscoe and Walker **moved** and seconded to amend the 2021 Capital Budget in the amount of \$220,386 to include a project to upgrade the audio-visual equipment located in the large training and conference rooms (Rainier, St Helens and Olympic) in Building 5 of the Pierce Transit Campus.

Motion **carried**, 7-0. (*Chair Campbell left the meeting after the vote. Commissioner Keel left the meeting before the vote.*)

STAFF UPDATES

1. CEO'S Report

CEO Mike Griffus reported on the following items:

- Pierce Transit registered to participate in the Federal Transportation Administration's Sustainable Transit for a Healthy Planet Climate Challenge to help reduce greenhouse gas emissions.

- Pierce Transit recently joined APTA’s Racial Equity Commitment Pilot Program. This is a two-year pilot program that begins in the Fall of 2021. The program will provide Pierce Transit with a tangible roadmap for advancing racial equity as part of a comprehensive diversity, equity, and inclusion framework.
- The State Auditor’s Office completed its audit of the Report on Financial Statements and Federal Single Audit for calendar year 2020 and no findings or management letters were issued.
- The agency is planning a “Talk with a Doc” virtual session on Nov. 10 to give employees an opportunity to hear directly from a health professional about the benefits of the vaccine and answer their questions, including information about boosters.
- Reminded the Board that the agency offered fare free service from Nov. 7 through Nov. 9. This event was put in place to help promote Pierce Transit’s services and to acknowledge the impacts that customers have experienced over the last several months due to the labor shortage.

2. Bus Rapid Transit Update

CEO Griffus noted that he briefed the Board on the BRT earlier in the meeting during the WSP Contract item (Item No. 3 on the action agenda).

3. Quarter 3 Financial Report

Chief Financial Officer reviewed the third quarter financial report.

INFORMATIONAL BOARD ITEMS

1. Chair’s Report

Vice Chair Walker announced that the next Executive Finance Committee meeting will be held November 18, 2021, at 3:00 p.m.

2. Sound Transit Update

Commissioner Roscoe reported that Sound Transit adopted the regional ORCA contract and that the Sound Transit Board established a selection committee for the next Chief Executive Officer.

3. Puget Sound Regional Council Transportation Policy Board Update

Commissioner Mello reported that the next PSRC meeting is Wednesday, Nov. 10 and the members will receive a copy of the Transit Integration Report. The Regional Transportation Plan is expected to be released in December for public comment. Break out sessions are planned for future visioning. Conversations are beginning for Sound Transit 4.

4. Commissioners' Comments

No comments were provided.

ADJOURNMENT

Commissioners Mello and Roscoe **moved** and seconded to adjourn the meeting at 6:51 p.m. (*The meeting was not adjourned into closed session for labor negotiations, pursuant to 42.30.140 (4)(b) as a quorum of the board was not maintained.*)

Motion **carried**, 4-0.

Deanne Jacobson
Clerk of the Board

Marty Campbell, Chair
Board of Commissioners

**PIERCE TRANSIT
BOARD OF COMMISSIONERS
SPECIAL STUDY SESSION MEETING MINUTES**

November 19, 2021

CALL TO ORDER

Chair Campbell called the special study session meeting to order at 2:03 p.m.

ROLL CALL

Commissioners present:

Chris Beale, City of Tacoma Councilmember
Marty Campbell, Chair of the Board, Pierce County Councilmember
Kent Keel, City of University Councilmember (*representing University Place and Fircrest*)
Ryan Mello, Pierce County Councilmember
Kim Roscoe, Mayor of Fife (*representing Fife/Milton/ Pacific/Auburn/Gig Harbor/
Ruston/Steilacoom*) (*present for closed session*)
Kristina Walker, Vice Chair of the Board, City of Tacoma Councilmember
Jason Whalen, City of Lakewood Deputy Mayor

Commissioners excused:

John Palmer, Deputy Mayor for City of Puyallup (*representing Puyallup and Edgewood*)
Victoria Woodards, City of Tacoma Mayor

Staff present:

Mike Griffus, Chief Executive Officer
Deanne Jacobson, Clerk of the Board
Brittany Carbullido, Deputy Clerk of the Board

OPENING REMARKS

Chair Campbell welcomed attendees and announced that today's meeting was scheduled so that the Board could receive an update on labor negotiations, which will be conducted in closed session pursuant to RCW 42.30.140 (4)(b).

AJOURNMENT OF MEETING TO CLOSED SESSION

At 2:06 p.m., Chair Campbell adjourned the meeting into closed session to discuss labor negotiations, pursuant to 42.30.140 (4)(b).

Deanne Jacobson
Clerk of the Board

Marty Campbell, Chair
Board of Commissioners

TITLE: Adopting the 2022 Federal and State Legislative Priorities

DIVISION: Executive

SUBMITTED BY: Alexandra Mather, Government Relations Administrator

RELATED ACTION: N/A

ATTACHMENTS:
Proposed Resolution
Exhibit A, 2022 State Legislative Priorities
Exhibit B, 2022 Federal Legislative Priorities

RELATION TO STRATEGIC PLAN: Customer

BUDGET INFORMATION: N/A

BACKGROUND:

Pierce Transit works diligently to build and maintain strategic partnerships with the Washington state and federal legislative delegation, State and U.S. Department of Transportation, State and U.S. Department of Energy, relevant state and federal Transportation Committee staff and national advocacy organizations. Pierce Transit aims to remain a key influencer in the national, state, regional and local discussion for public transportation and zero-emission strategy and deployment.

Staff seeks adoption of the proposed 2022 Federal and State Legislative Priorities and supports Pierce Transit staff and consultants to continue communicating about issues that impact the agency throughout the coming fiscal year. As Pierce Transit's state and national priorities evolve and advance, staff will seek advice and guidance from the Board as appropriate. Staff will send updates by email to the Board highlighting major milestones relating to Pierce Transit's state and national priorities and will call upon Board members to assist in advancing public transportation advocacy and objectives as appropriate.

The 2022 federal and state priorities were driven by Commissioner input, agency priorities, prior ongoing legislative work and advocacy, consumer demand and in response to the priorities of national leadership.

On Nov. 8, 2021, the Board of Commissioners received a briefing on the proposed 2022 State and Federal Legislative Priorities as well as state and federal legislative updates from the state and federal legislative affairs team. There was continued support for advocacy surrounding additional funds for Bus Rapid Transit expansion and the Maintenance and Operations Base Improvement projects as the agency's top priority. No additional input or changes were received by commissioners so the legislative priorities for 2022 are being placed on the consent agenda for adoption.

STAFF RECOMMENDATION:

Staff recommends the adoption of the 2022 Federal & State Legislative Priorities as presented in Exhibits A and B.

ALTERNATIVES:

1. Do not adopt the 2022 Federal & State Legislative Priorities.
2. Modify the proposed priorities.

PROPOSED MOTION:

Move to: Approve Resolution No. 2021-017, adopting the 2022 Federal and State Legislative Priorities in substantially the same form as presented in Exhibits A and B.

RESOLUTION NO. 2021-017

A RESOLUTION of the Board of Commissioners of Pierce Transit Adopting the 202 Federal and State Legislative Priorities

WHEREAS, the Board of Commissioners received a briefing from the state and federal legislative affairs team about the 2022 state and federal legislative priorities at the November 8, 2021, Board of Commissioners meeting; and

WHEREAS, the 2022 federal and state priorities were driven by Commissioner input, agency priorities, prior ongoing legislative work and advocacy, consumer demand and in response to the priorities of national leadership.

WHEREAS, The Pierce Transit Board of Commissioners desires to give guidance and direction to its staff and contracted Legislative Liaison; and

WHEREAS, The Pierce Transit Board of Commissioners wishes to assure that its policies and positions are effectively communicated to the members of the Washington State Congressional delegation and relevant federal agencies, Washington State Legislature, Washington State Agencies, and the Office of the Governor; and

WHEREAS, the Pierce Transit Board of Commissioners finds it is in the best interest of Pierce Transit to adopt an agenda for federal and state legislative priorities; and

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Pierce Transit as follows:

Section 1. The Board herewith adopts the Pierce Transit 2022 Federal & State Legislative Priorities in substantially the same form as Exhibits A and B attached hereto.

ADOPTED by the Board of Commissioners of Pierce Transit at their board meeting thereof held on the 13th day of December 2021.

PIERCE TRANSIT

Marty Campbell, Chair
Board of Commissioners

ATTEST/AUTHENTICATED

Deanne Jacobson, CMC
Clerk of the Board

2022 State Legislative Agenda Exhibit A

Support Passage of a Statewide Transportation Package

Pierce Transit recognizes that creation of additional statewide grant opportunities and infrastructure improvement to the transportation system is critical in Washington State. Pierce Transit requests the Legislature work to develop a comprehensive, statewide transportation package that supports opportunities for public transit.

- **Bus Rapid Transit II – Feasibility Study**

Pierce Transit envisions a **future five-line electric Bus Rapid Transit system** to serve the people of Pierce County. Should the state pass a new revenue package calling for project proposals, ***Pierce Transit respectfully requests \$10M for the feasibility study and early design*** of a zero-emission Bus Rapid Transit 2, serving Tacoma, Fircrest, University Place and Lakewood.

- **Investing in Existing Transit and Multimodal Grant Programs**

Continue to support a future that is clean and environmentally sound by bolstering programs that support transportation options in addition to traditional single-occupancy modes, specifically that Green Transportation Grant Program and Regional Mobility Grant Program.

State Investment in Public Transit Agency Operations

Identify a sustainable, statewide public transportation funding solution to support an essential level of service. An effective revenue tool will protect existing sources of public transportation revenue while incorporating new and innovative funding models to ensure the stability and reliability of equitable and environmentally just public transportation in Washington State.

Maintenance + Operations Base Improvement Project (MOBI)

Pierce Transit's base is 34 years old and in need of modernization and retrofitting to accommodate the agency's top priority of safety, an electric bus fleet to support the future BRT network and update the current vehicle fuel and wash facility. Pierce Transit also recognizes the additional load electrification places on the local power grid and seeks to mitigate that demand through energy storage. To that end, **Pierce Transit supports any legislation, grant or funding opportunities that invest in electrification charging infrastructure, as well as supports the diversification of clean transportation propulsion systems, including Compressed Natural Gas. This project is shovel-ready.**

Community Partner Priorities

Pierce Transit supports grant programs and funding tools to facilitate housing projects that support all income levels and policies that incentivize transit-oriented housing development.

City of Tacoma

Pierce Transit supports expanded authorization for automated speed enforcement to facilitate safe walksheds around schools and urban centers, and in areas with a high number of vulnerable users who have been killed or seriously injured. Automated enforcement presents an unbiased and consistent method of enforcing speed limits, calming traffic, and maintaining safety.

Pierce County

Work in Partnership with Pierce County in securing funds to bolster first and last mile infrastructure connections to the *Stream* Pacific Avenue Bus Rapid Transit corridor. Improvements may include but are not limited to sidewalks, ADA access improvements, and curb extensions to create safer and more accessible transportation options for Pierce County residents.

Washington State Transit Association Legislative Agenda Transportation Choices Coalition Legislative Agenda



2022 FEDERAL LEGISLATIVE AGENDA Exhibit B

Preserve \$75M included in President Biden's 2022 Presidential Budget for Pacific Avenue/SR 7 BRT Corridor (Capital Investment Grants - Small Starts)

Pierce Transit has entered into the Small Starts Project Development (SSPD) Phase and successfully sought federal assistance in support of the Pacific Avenue/SR7 Corridor Bus Rapid Transit (BRT) Project through the Capital Investment Grant (CIG) Program.

The Pacific Avenue/SR7 Corridor is a 14-mile segment of Pacific Avenue S/SR 7 between the Commerce Street Transfer Center in Downtown Tacoma and 204th Street E in Spanaway, entirely within Pierce County. It is Pierce Transit's highest ridership corridor with 5,950 average weekday boardings and over 18% of total fixed route ridership system wide. There are more than 3,500 weekday boardings along the portion of the Route 1 being considered for BRT. More than 1.7 million passengers were served in 2016, which is nearly 20 percent of Pierce Transit's fixed route ridership. Pierce Transit's Destination 2040 Long Range Plan, Sound Transit's ST3 Plan, and Puget Sound Regional Council's (PSRC) Transportation 2040 Long Range Plan all support this investment in the busiest transit corridor in Pierce County.

The project will: increase transit ridership through enhanced transit service; deliver cost-effective service that provides capacity to meet future demand; promote transportation equity in the corridor by ensuring that transit service is accessible to all populations; improve multi-modal access and connectivity; support a regional vision for the community as documented in land use and transportation plans; enhance safety and security for transit patrons and public health overall; support existing economic activity and be a catalyst for sustainable economic growth and corridor redevelopment; and promote environmental stewardship and sustainability.

The current 31,500 jobs located along the corridor will increase to an estimated 59,000 by 2040. Approximately 11% of the people living along the corridor are dependent on transit for their travel needs. The City of Tacoma and Pierce County have already identified this corridor for higher-density, mixed-use, transit-oriented development that encompasses six federally-designated Opportunity Zones. The project will result in better access to educational, vocational and job opportunities, services, and businesses and commerce in the area.

Pierce Transit has already committed non-federal resources totaling \$95 million, including \$60 million from Sound Transit 3 and \$15 million in state funding. We appreciate your continued support for this critical infrastructure project and our efforts to secure the Small Starts Grant Agreement (SSGA) for it.

Appropriations Requests

Pierce Transit thanks lawmakers for appropriating record-level funding for key formula and discretionary grant programs at or above the following levels authorized by the Infrastructure Investment and Jobs Act. Pierce Transit appreciates the supplemental appropriations included in that bill as outlined below.

	Authorization	Supplemental Appropriation
State of Good Repair Grants (5337)	\$18.39 billion	\$4.75 billion
Urbanized Formula Grants (5307)	\$33.54 billion	N/A
Capital Investment Grants (5309)	\$15 billion	\$8 billion
<i>Small Starts</i>	N/A	\$1.2 billion
Bus and Bus Facilities Formula Grants (5339a)	\$3.161 billion	N/A
Bus and Bus Facilities Discretionary Grants (5339b)	\$2.34 billion	N/A
Low or No Emission Vehicles (5339c)	\$374.6 million	\$5.25 billion
Pilot Program for Transit-Oriented Development Planning	\$68.8 million	N/A

Heading into our consideration of this platform for Fiscal Year 2022, the House and Senate Appropriations Committee Majority have proposed the following appropriations levels for these critical programs:

	House of Representatives	Senate
State of Good Repair (5337)	Authorized level	Authorized + \$45 million
Urbanized Formula Grants (5307)	Authorized level	Authorized level
Capital Investment Grants (5309)	\$2.47 billion	\$2.25 billion
<i>Small Starts</i>	\$303 million	\$251 million
Bus and Bus Facilities Formula Grants (5339a)	N/A	\$200 million
Bus and Bus Facilities Discretionary Grants (5339b)	\$203 million	\$100 million
Low or No Emission Vehicles (5339c)	\$240 million	\$132 million

We urge lawmakers to prioritize investments in the Small Starts program within the Capital Investment Grant (CIG) Program.

Programmatic Requests

Pierce Transit supports the creation of the following new surface transportation and resiliency programs included in the *Infrastructure Investment and Jobs Act* and the *Build Back Better Act*, which will provide additional support to local efforts by transit agencies or other partners. Our agency will look forward to pursuing relevant opportunities as IIJA and Build Back Better legislation funding opportunities become available.

Infrastructure Investment and Jobs Act

- Carbon Reduction Program
- Alternative Fuel Corridors: Community Grants

- Promoting Resilient Operations for Transformative, Efficient, and Cost-saving Transportation (PROTECT) Program
- Strengthening Mobility and Revolutionizing Transportation (SMART) Program
- Congestion Relief Program
- Healthy Street Program
- CO2 Infrastructure Finance and Innovation Act (CIFIA) Program

Build Back Better Act

- FTA-HUD Affordable Housing Access Program
- Local Transportation Priorities

We also support policy provisions in the IIJA expanding eligibility for highway formula programs to include bus rapid transit corridors and dedicated bus lanes.

Tax Provisions

We ask lawmakers to preserve the Alternative Fuels Tax Credit, which resulted in \$931,581.50 in savings for Pierce Transit in 2019. We support the proposed extension of this credit through December 31, 2031 as proposed in the *Build Back Better Act*.

Grant Applications

We appreciate the Congressional delegation's continued support for Pierce Transit's pending and future federal grant applications. We will be sure to make you aware of any forthcoming proposals.

TITLE: Authority to Execute a Vehicle Use Agreement, Contract No. 1282, to Allow West Pierce Fire and Rescue to Utilize a 15-passenger Van to Transport Fire Academy Recruits, Trainers and Firefighters to Various Training Sites from December 15, 2021 Through July 1, 2022

DIVISION: Service Delivery & Support

SUBMITTED BY: Rodney Chandler, Emergency Management Coordinator

RELATED ACTION: N/A

ATTACHMENTS: Exhibit A, Proposed Agreement

RELATION TO STRATEGIC PLAN: Customer

BUDGET INFORMATION: N/A

BACKGROUND:

From time to time, local government agencies call on Pierce Transit to temporary use agency vehicles to assist with transporting personnel to training events and other non-emergency, non-police events. Working collaboratively with local government agencies is a good example of wisely utilizing resources and government working in a cohesive manner.

To ensure that Pierce Transit is protected from liability issues that could arise from a partnering agency using a Pierce Transit Vehicle and to be able to respond more nimbly to vehicle use requests from local government agencies, Pierce Transit staff worked with its insurance provider, Washington State Transit Insurance Pool (WSTIP), to develop a standardized contract whereby the partnering agency accepts full responsibility and fully defends and indemnifies Pierce Transit from any and all damage, costs, claims and judgments and/or awards of damages arising out of or in any way resulting from the partnering agency's use of the vehicle. The standardized contract was also reviewed by Pierce Transit counsel.

Pierce Transit shall retain full discretion whether it can partner with local government agencies contingent upon the criteria below and may reject partnering with local government agencies if for any reason it is not in the best interest for Pierce Transit to loan the vehicle(s).

1. Vehicle(s) are available;
2. Loaning the vehicle does not interfere with Pierce Transit operations;
3. Vehicle use is intended for short-term use, less than one-year;
4. There is a mutual benefit to both parties; and
5. Serves a public need and supports the non-use of single occupancy vehicles.

Under the proposed Vehicle Use Agreement, Pierce Transit will loan West Pierce Fire and Rescue a 15- passenger 2016 Chevy Express 3500 Van, Unit number 7526, VIN 1GAZGPFGXG1309004, WA plate # RS11950 for the purpose of transporting fire academy recruits, trainers and firefighters to various training sites from December 15, 2021 through July 1, 2022.

West Pierce Fire and Rescue also has agreed to allow Pierce Transit to utilize lot space on their campus to conduct CDL training, as needed, while Pierce Transit's lot is under construction and to assist with first aid classes to support Pierce Transit's Active Shooter plan.

STAFF RECOMMENDATION:

Approve the Vehicle Use Agreement with West Pierce Fire and Rescue as presented in Exhibit A. The proposed agreement is being placed on the consent agenda for approval as the contract has been vetted by Pierce Transit's insurance pool and legal counsel and the agency assumes no risk in partnering with local government agencies for the use of our vehicles.

Because contracts with government agencies are considered Interlocal Agreements, approval of Interlocal Agreements are required to be approved by the governing body of a public agency pursuant to RCW 39.34.

ALTERNATIVES:

Do not approve the Vehicle Use Agreement as presented in Exhibit A. This is not recommended as rejecting the agreement seems unnecessary because there is no liability risk to Pierce Transit. The partnering agency assumes all risk.

PROPOSED MOTION:

Move to: Authorize the Chief Executive Officer to execute the Vehicle Use Agreement as presented in Exhibit A (Contract No. 1282) to allow West Pierce Fire and Rescue to utilize a 15-passenger van to transport fire academy recruits, trainers and firefighters to various training sites from December 15, 2021 through July 1, 2022.

Pierce Transit
Vehicle Use Agreement No. 1282

This agreement ("Agreement") is made and entered into this _____ day of December 2021, by and between Pierce Transit (hereafter called **Pierce Transit**, a municipal corporation of the State of Washington located at 3710 96th St SW, Lakewood, WA 98499; AND West Pierce Fire & Rescue, (hereafter called Party), (nature of municipal corporation) located at 3631 Drexler Dr W. University Place, WA 98466.

RECITALS

Whereas Pierce Transit has available and is willing to provide the Vehicle to West Pierce Fire and Rescue to transport fire academy recruits, trainers and firefighters to various training sites; and

Whereas, West Pierce Fire and Rescue Transit has also agreed to allow Pierce Transit to utilize lot space on their campus to conduct CDL Training, as needed for an indefinite period of time, while Pierce Transit's lot is under construction and has agreed to assist with first aid classes to support Pierce Transit's Active Shooter Plan.

Now, therefore, the Parties agree as follows, incorporating by reference the above Recitals:

1. PURPOSE OF AGREEMENT

Pierce Transit agrees to loan West Pierce Fire & Rescue a 15-passenger 2016 Chevy Express 3500 van, Unit number 7526, VIN 1GAZGPFGXG1309004, WA plate # RS11950 for the purpose stated above. Nothing in this agreement should be construed to transfer ownership of the Vehicle to the Party.

2. PERIOD OF AGREEMENT

This Agreement covers the time period from December 15, 2021 – July 1, 2022 unless otherwise agreed to or extended in writing by the Parties.

3. PARTY AGREES TO THE FOLLOWING CONDITIONS OF USE

- To only use the vehicle for the intended purpose(s) as set forth in this agreement, and not use the vehicle for any other use not contemplated in this agreement;
- Vehicle is only used within Washington State;
- Vehicle is only used to the capacity established by manufacture guidelines; They may be no more people allowed in the vehicle that available seat belts or load capacity of the vehicle, whichever is lower;
- Vehicle is brought in for routine maintenance, when requested by Pierce Transit. No one other than Pierce Transit may perform mechanical work on the vehicle without Pierce Transit's expressed permission;
- Report any vehicle accidents, passenger injuries, or vehicle damage within 24 hours to Pierce Transit;
- Pierce Transit is notified of any potential mechanical defects as soon as reasonable under the circumstances.

4. HOLD HARMLESS BY THE PARTY

The Party shall hold harmless and defend Pierce Transit, its officers, directors, agents, servants, employees, or representatives harmless from any and all claims or losses, including but not limited to death, bodily injury or property damage, together with attorney fees and court costs, resulting

from the Party's use of the vehicle. The Party agrees that it is fully responsible for the acts and omissions of its own employees and agents.

5. INSURANCE REQUIREMENTS OF PIERCE TRANSIT

Pierce Transit will maintain auto physical damage coverage on the vehicle at its own expense. Pierce Transit may ask for contribution to the deductible for any auto physical damage loss associated with the vehicle while it was in the care, custody or control of the Service Provider. Such an amount, if any, is indicated in Section 7 of this agreement.

It is further specifically and expressly understood that the indemnification provided herein constitutes West Pierce Fire & Rescue's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. The Parties further acknowledge that they have mutually negotiated the waiver.

6. INSURANCE REQUIREMENTS OF PARTY

The Party agrees to provide the following insurance coverage:

- Commercial general liability insurance (or its equivalent).
- Business auto liability for non-owned automobiles.
- Workers compensation coverage as required by the industrial insurance laws of State of Washington.

The Party's insurance requirements (above) may be fulfilled by the Party's membership and coverage in municipal risk pool or via self-insurance as is allowed under RCW 48.62.

Party shall promptly provide a certificate of insurance or any other form of adequate proof of the required insurance coverage under this Agreement. Party will immediately notify Pierce Transit of any lapses in coverage.

7. DEDUCTIBLE AND CONDITIONAL LIMIT OF LIABILITY

The Party will be solely responsible for the first \$25,000 per occurrence for repairs to the vehicle(s), whether caused by comprehensive or collision-type perils.

8. OBLIGATIONS IN EVENT OF CLAIM OR LOSS

In the event of a claim or loss against the Party, the Party shall promptly notify the Transit Agency and jointly, their own business auto liability insurance carrier. It will be the Transit Agency's responsibility to provide notice to WSTIP in the event of damage to the vehicle provided under this Agreement. The Service Provider is obligated to cooperate in the investigation, defense or settlement of any claim or lawsuit associated with this Agreement.

9. COMPLIANCE WITH LAWS

The parties to this Agreement shall comply with all local, state, and federal Laws, rules, and regulations.

10. MEDIATION AND ARBITRATION

In the event of a dispute between Pierce Transit and Service Provider with respect to this Agreement, the parties shall be obliged to first seek resolution through mediation on terms and conditions agreed to in writing or, in the event the parties do not reach such agreement, through the Washington Arbitration and Mediation Service (WAMS) in Seattle, in accordance with WAMS' applicable rules. Each party will bear its own costs and fees for mediation, including one half of the mediation service provider cost. If the parties cannot come to resolution through mediation, the parties shall submit to binding arbitration

on terms and conditions agreed to in writing or, in the event the parties do not reach such agreement, through WAMS, with fees and costs awarded to the prevailing party as determined by the arbitrator.

11. NO ASSIGNMENT

This Agreement may not be assigned or transferred to a third party.

12. THIRD PARTY BENEFICIARIES

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either Pierce Transit or the Party.

13. TERMINATION

Party may terminate this Agreement at any time by giving reasonable notice to Pierce Transit to coordinate the transfer of the vehicle back to Pierce Transit. Pierce Transit may terminate this Agreement at any time that it determines it is in the best interest of Pierce Transit and shall give reasonable notice to Party to allow for transfer of vehicle back to Pierce Transit. Upon termination, the vehicle associated with this Agreement shall be returned immediately to Pierce Transit in the same condition as existed when Party first took possession of the vehicle, less normal wear and tear.

14. EXECUTION AND ADMINISTRATION OF THE AGREEMENT

Vehicle Use Agreements with Government Agencies are subject to the Interlocal Cooperation Act, RCW 39.34 and shall be approved by their respective governing bodies. No modification or amendment of this contract shall be effective unless in writing and signed by authorized representatives of the parties after approval by their respective governing body.

The Chief Executive Officer, and at his or her discretion, may delegate a Contract Administration to facilitate the requirements of this agreement and the vehicle transfer/loan process.

The Party appoints Jim Sharp, or designee, for the purpose of administering this Agreement.

15. ELECTRONIC SIGNATURES

A signed copy of this Agreement or any other ancillary agreement transmitted by facsimile, email or other means of electronic transmission shall be deemed to have the same legal effect as delivery of any original executed copy of this Agreement or such other ancillary agreement for all purposes.

16. SIGNATURES

The Parties affirm the individuals signing this Agreement have been granted the authority to do so and by their signature affirm the Parties will comply with the terms and conditions of this Agreement.

Dated this ___ of December 2021.

Dated this ___ of December 2021.

PIERCE TRANSIT

WEST PIERCE FIRE AND RESCUE

Signature of Pierce Transit Signatory

Signature of Party Signatory

Mike Griffus

Printed Name of Pierce Transit Signatory

Jim Sharp

Printed Name of Party Signatory

Chief Executive Officer

Title of Pierce Transit Signatory

Fire Chief, WPF&R

Title of Party Signatory

TITLE: Authority to Execute a Contract No. 1341 with PC Specialists, Inc., dba Technology Integration Group (TIG) to Purchase 147 CradlePoint Routers with a Six (6) Year NetCloud Mobile Performance Essentials Plan

DIVISION: Finance

SUBMITTED BY: Christian Handsaker, IT Supervisor

RELATED ACTION: N/A

[Click here to enter text.](#)

ATTACHMENTS: N/A

RELATION TO STRATEGIC PLAN: Customer

BUDGET INFORMATION

Is it Budgeted? Yes / No

Project Name or Number: 603 - Network Infrastructure Replacement 2021

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Local Amount	\$ 285,258.21	This is a part of the larger Network Infrastructure Replacement 2021 Project with a total project budget of \$760,000.
Grant/Other Amounts	\$	
Total Expenditure	\$ 285,258.21	

BACKGROUND:

Pierce Transit issued a Request for Bid published on November 18, 2021 and received six (6) responsive bids on the bid due date of November 29, 2021. PC Specialists, Inc., dba Technology Integration Group (TIG) was determined to be the low responsible bidder.

Pierce Transit first begin installing cell capable network devices otherwise known as mobile access routers (MARS) on transit vehicles in 2016 to support remote viewing of cameras. Since then, these routers have become an essential part of several systems including reporting on time performance and vehicle tracking. In 2022, they will also be used for voice communications and to support ORCA transactions.

The first models of the mobile routers that were purchased to support the Apollo video system are over five years old and have reached their end of life. We have chosen a newer comparable model that will support our fleet for the next six years with technologies like WiFi 6 and 5G capable modems along with software licenses that allows staff to manage them remotely from a cloud platform called NetCloud. This model easily integrates with our current systems and have been qualified with the upcoming projects for next generation ORCA and our next CAD/AVL system scheduled to go-live in 2022.

STAFF RECOMMENDATION:

Authorize the Chief Executive Officer to execute Contract No. 1341 with PC Specialists, Inc., dba Technology Integration Group (TIG) for the purchase of one hundred and forty-seven (147) CradlePoint Routers and a Six (6) Year NetCloud Mobile Performance Essentials Plan.

ALTERNATIVES:

1. Do not procure the routers. In this case the existing routers would no longer have active management licensing and Pierce Transit would no longer be able to make configuration changes and provide support for next generation ORCA or the new CAD/AVL project. After the legacy systems are retired in 2022, Pierce Transit buses and Operators would not be able to communicate with the base or accept payment with ORCA cards. These devices provide the network backbone for many strategic systems and not procuring them would drastically impair fleet management.
2. Procure a model that is not qualified with our current and planned new systems. Pierce Transit would need to undertake the time consuming and costly endeavor of qualifying the product with our current systems and all new systems scheduled to be deployed. This will delay delivery of strategic projects such as next generation ORCA and the new CAD/AVL system and incur additional costs associated with the delay. The proposed CradlePoint router is very cost competitive and meets the agency needs.

PROPOSED MOTION:

Move to: Authorize the Chief Executive Officer to execute Contract No. 1341 with PC Specialists, Inc., dba Technology Integration Group (TIG) to purchase 147 CradlePoint Routers with a six-year NetCloud Mobile Performance Essentials Plan for a total not to exceed amount of \$285,258.21.

TITLE: Authorizing the Chief Executive Officer to Accept the Special Needs Consolidated Grant Awarded by WSDOT to Expand Microtransit Services in the Spanaway-Midland-Parkland Areas

DIVISION: Planning & Community Development

SUBMITTED BY: Duane Wakan, Senior Planner

RELATED ACTION: N/A

ATTACHMENTS: Exhibit A, Spanaway Runner Zones

RELATION TO STRATEGIC PLAN: Customer

BUDGET INFORMATION

Is it Budgeted? Yes / No

Project Name or Number: Microtransit Grant Award Acceptance

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Local Amount	\$ 295,770	Accept Consolidated Special Needs Grant (Spanaway Runner) <ul style="list-style-type: none"> • 2021-2023 & 2023-2025 Biennia • Grant Award \$591,540 + \$295,770 (50% Local Match)
Regional Mobility Grant	\$ 591,540	

BACKGROUND:

The action requested by the Board on this matter is procedural in nature in that the agency is required to formally accept the grant funds before proceeding with the Spanaway Runner project. At the August 9, 2021 Board of Commissioners meeting, the Board received an overview of microtransit on demand services and an overview of the Pierce Transit Runner Network that includes the following zones: 1) Ruston Runner; 2) Joint-Base Lewis McChord Runner; 3) Tideflats Runner; and 4) Spanaway-Parkland-Midland Runner. The Spanaway Runner is the last leg to complete the Runner Zones.

Staff sought grant funds through a WSDOT sponsored grant programs to serve the Spanaway-Midland-Parkland areas with on-demand microtransit zones. This area responded very positively to a fully subsidized Lyft microtransit service offered during the Mobility on Demand (MOD) Sandbox project trial in 2018. In addition, the Spanaway Runner could potentially serve 15.8k households, 9.9k jobs, 47k patrons, of which 43% are non-White or of Hispanic origin. Other key demographics include 28% at or below 200% poverty levels, a high percent of Senior 65+ and persons under 17

years (36%), while 15% of the population that lives with a disability. Staff will work with local employers and partners to help promote the service in Q1 of 2022.

Microtransit services are trending nationally as a legitimate form of on demand public transportation to areas with limited fixed-route opportunities. If microtransit on demand services proves to be successful, Pierce Transit would plan to permanently operationalize these services in the future.

STAFF RECOMMENDATIONS:

1. Staff recommends authorizing the Chief Executive Officer to accept the Consolidated Special Needs Grant (Spanaway Runner).

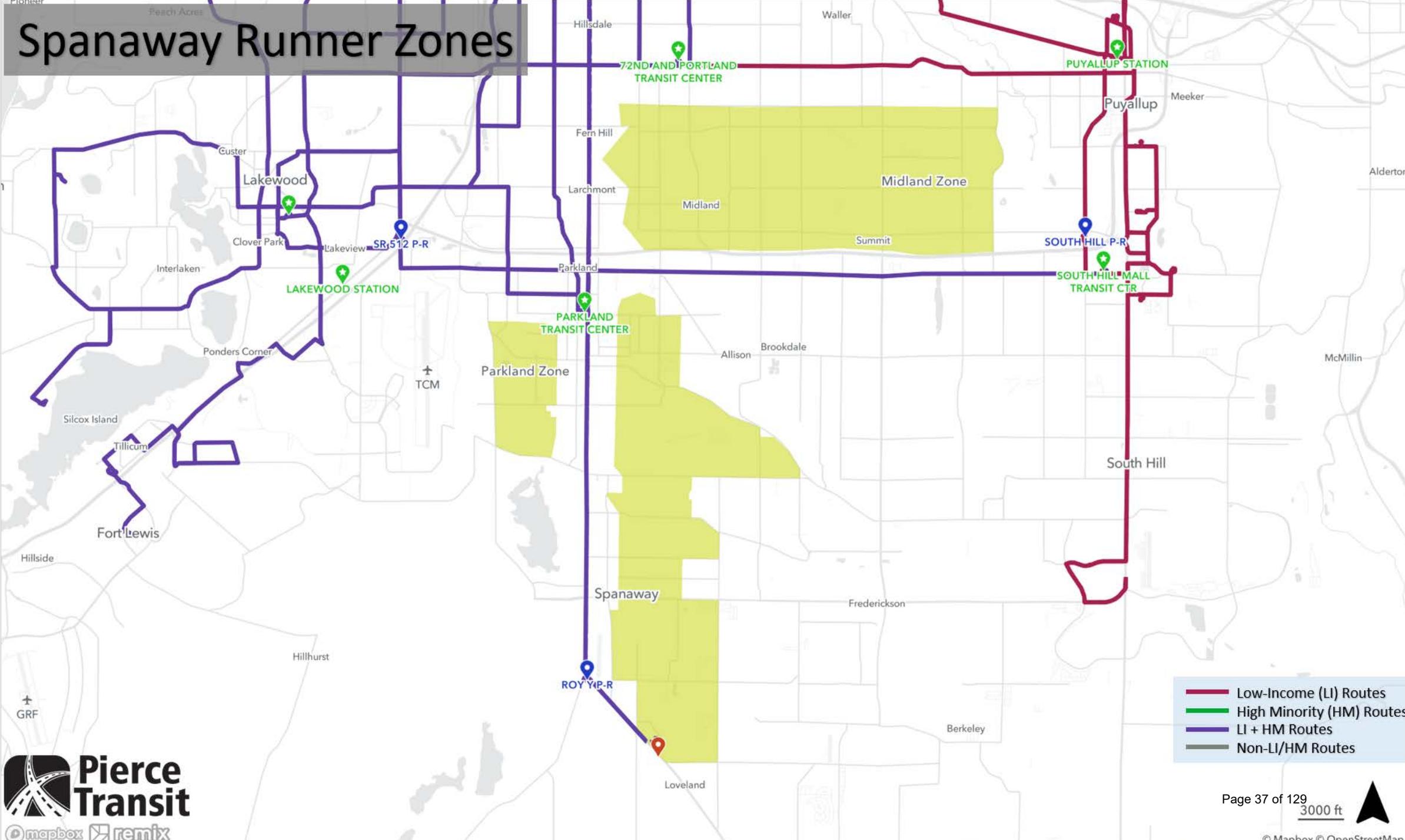
ALTERNATIVES:

Do not authorize the Chief Executive Officer to accept the Regional Consolidated Special needs grant award. This is not recommended as public transit options are already limited in the Spanaway, Midland and Parkland areas.

PROPOSED MOTION:

Move to: Authorize the Chief Executive Officer to accept the Special Needs Consolidated Grant awarded by WSDOT to expand microtransit services to additional zones, such as in the Spanaway-Midland-Parkland area.

Spanaway Runner Zones



- Low-Income (LI) Routes
- High Minority (HM) Routes
- LI + HM Routes
- Non-LI/HM Routes



mapbox remix



Spanaway Runner Zones

Emergency Services

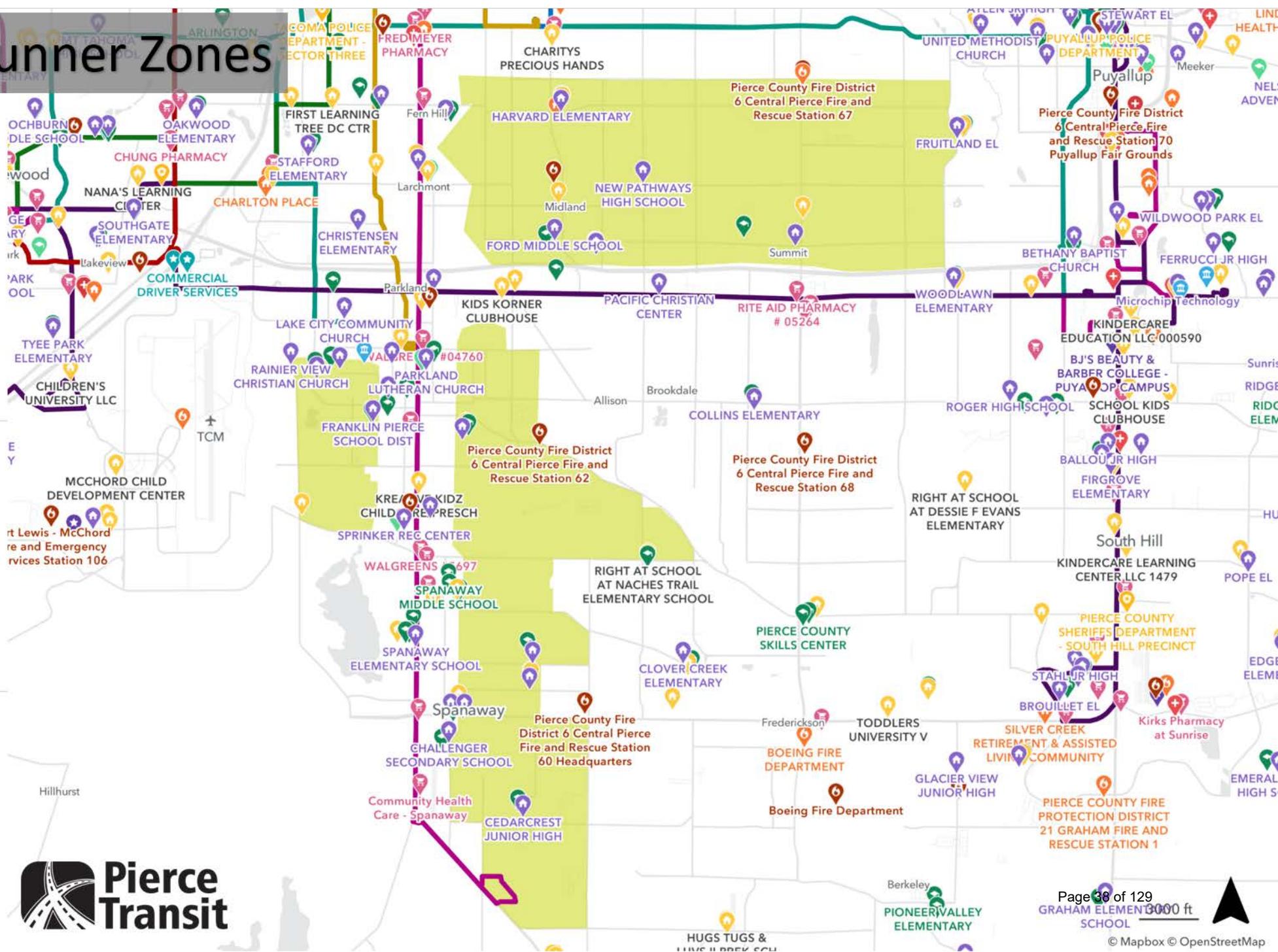
-  American Red Cross
-  EMS Station
-  Fire Station
-  Fire & EMS Station
-  Local Law Enforcement
-  National Shelter System Facility
-  Local Emergency Operations Center
-  State Emergency Operation Center

Schools

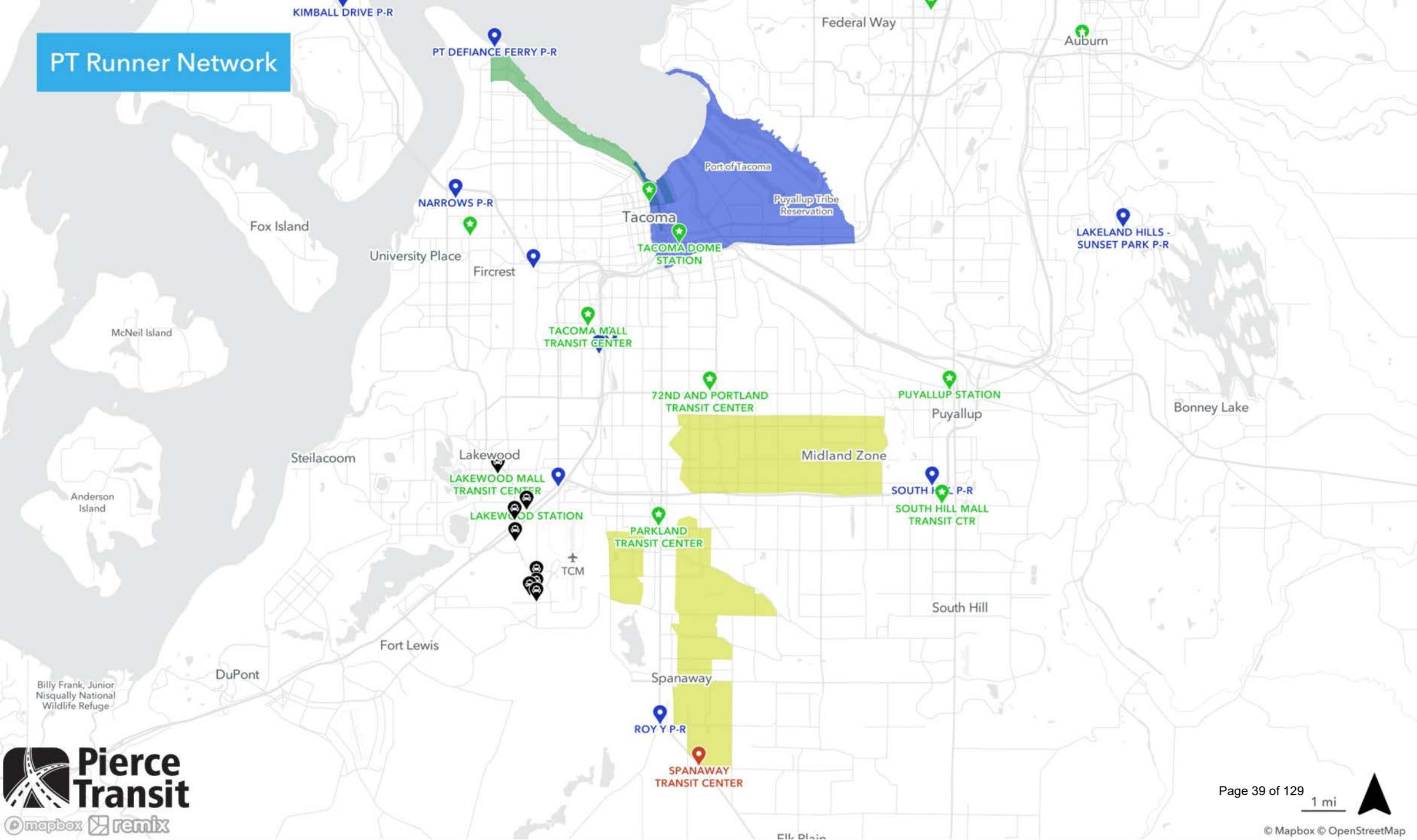
-  Child Care Center
-  Public School
-  Private School
-  College / University
-  Supplemental College
-  Truck Driving School

Health Facilities

-  Hospital
-  Urgent Care Facility
-  Veterans Health Medical Facility
-  Pharmacy
-  Public Health Department
-  Nursing Home



PT Runner Network



Billy Frank, Junior Nisqually National Wildlife Refuge





Action Agenda

TITLE: Adoption of Annual Budget for Fiscal Year 2022

DIVISION: Finance

SUBMITTED BY: Brett Freshwaters, Executive Director of Finance & IT (CFO)

RELATED ACTION: N/A

ATTACHMENTS: Proposed Resolution
 Exhibit A, proposed 2022 Budget

RELATION TO STRATEGIC PLAN: Financial

BUDGET INFORMATION

2022 Budget Appropriations

Operating Budget	Expenditures	Resources
Operating	\$ 154,380,928	\$ 61,065,537
Non-Operating	1,143,054	132,703,595
Operating Contributions	-	2,966,320
Operating Transfers	61,510,479	-
Use of Reserves	-	20,299,009
	<u>\$ 217,034,461</u>	<u>\$ 217,034,461</u>
Capital Budget		
Operating	\$ 285,133,952	\$ 175,847,501
Operating Transfers	-	59,412,378
Use of Reserves	-	49,874,073
	<u>\$ 285,133,952</u>	<u>\$ 285,133,952</u>
Insurance Budget		
Operating	\$ 2,540,000	\$ 16,000
Operating Transfers	-	2,098,101
Use of Reserves	-	425,899
	<u>\$ 2,540,000</u>	<u>\$ 2,540,000</u>
Total Appropriations	504,708,413	504,708,413
Less Operating Transfers	<u>(61,510,479)</u>	<u>(61,510,479)</u>
Net Budget	<u>\$ 443,197,934</u>	<u>\$ 443,197,934</u>

BACKGROUND:

The 2022 Budget is ready for adoption. It has been submitted and reviewed at the Board of Commissioner's Study Session on 09/30/2021 and Public Hearing on 11/08/2021.

The budget is balanced, sustainable, and meets Board-adopted reserve requirements. The Agency's budget is \$504,708,412. Of this amount, \$61,510,479 represents internal transfers, leaving a net budget of \$443,197,934. The three components that make up this amount are the Operating Budget (43%), Capital Budget (56%), and Insurance Budget (1%).

The budget includes Pierce Transit fixed route service hours totaling 500,000. SHUTTLE hours are budgeted at 161,848. Vanpool service hours are budgeted at 80,000. Pierce Transit anticipates providing 334,217 service hours for Sound Transit Regional Transit Service.

To provide the projected levels of service, the 2022 Budget includes 981 positions and 960 full-time equivalent employees (FTEs). 31 new positions are offset by 10 position reductions for a net increase of 21 positions. The budget has a wage increase pool of 4.1%, this includes eligible step and COLA increases for represented employees, per the terms of the applicable collective bargaining agreements and eligible step and general wage adjustments in January for non-represented employees.

Capital projects for 2022 are budgeted at \$285,133,952. Approved but unspent projects are carried over to the following budget year. The 2022 budget contains \$80,045,651 of prior year budgeted funds (carryover). Included are funds for vehicles, facilities, technology, and administrative and maintenance equipment.

The insurance budget of \$2,540,000 includes workers' compensation costs of \$2,340,000 and unemployment costs of \$200,000.

STAFF RECOMMENDATION:

Authorize adoption of the Annual Budget for fiscal year 2022 as presented at the December 13, 2021 Board of Commissioners' Study Session and Public Hearing.

ALTERNATIVES:

Modify the budget. The Board may at any time throughout the budget year make modifications to the budget.

PROPOSED MOTION:

Move to: Approve Resolution No. 2021-018, adopting the Annual Budget for Fiscal Year 2022 with attendant wage adjustments and approval of 981 positions as presented in Exhibit A.

RESOLUTION NO. 2021-018

1 A RESOLUTION of the Board of Commissioners of Pierce Transit to Adopt the Annual Budget for
2 Fiscal Year 2022
3

4 WHEREAS, the Chief Executive Officer has prepared a preliminary budget for fiscal year 2022; and

5 WHEREAS, the Board of Commissioners of Pierce Transit has reviewed the preliminary budget at its
6 September 30, 2021 Special Study Session Meeting; and

7 WHEREAS, the Board of Commissioners of Pierce Transit held a public hearing on the preliminary
8 budget at its November 8, 2021 meeting; and

9 WHEREAS, the Board of Commissioners of Pierce Transit has now determined that the preliminary
10 budget provides for the efficient and effective delivery of public transportation services within the financial
11 capacity of Pierce Transit for 2022; and

12 WHEREAS, the Budget proposes service to provide 1,076,064 service hours for fixed route, SHUTTLE,
13 Vanpool and Sound Transit services, requiring a workforce of 981 positions; and

14 WHEREAS, Pierce Transit seeks to be an employer of choice in Pierce County and a general wage
15 adjustment for non-represented employees should assist in hiring and retention of quality employees; and

16 NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Pierce Transit as follows:

17 Section 1. The Board of Commissioners authorizes the annual budget for Pierce Transit for Fiscal
18 Year 2022 as presented in Exhibit A, which was reviewed by the Board of Commissioners in its final form
19 and content, and which is hereby adopted as the annual budget for Pierce Transit for Fiscal Year 2022.

20 Section 2. The summary of the total estimated expenditures and resources for the appropriations
21 are as follows:

	Expenditures	Resources
Appropriation before use of Fund Balance	\$ 504,708,413	\$ 434,109,432
Use of Reserves	\$ -	\$ 70,598,981
Total Appropriation	<u>\$ 504,708,413</u>	<u>\$ 504,708,413</u>
Less Operating Transfers	<u>\$ (61,510,479)</u>	<u>\$ (61,510,479)</u>
Net Budget	<u>\$ 443,197,934</u>	<u>\$ 443,197,934</u>

1
2

Section 3. The Chief Executive Officer is hereby authorized to staff up to 981 positions.

1 Section 4. The Board affirms continuing the Classification and Compensation Program for Non-
2 Represented positions with an annual step increase adjustment.

3 Section 5. A General Wage Adjustment of 3.0% effective January 1, 2022 is hereby authorized for
4 non-represented employees.

5 ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on
6 the 13th day of December 2021.

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PIERCE TRANSIT

Marty Campbell, Chair
Board of Commissioners

ATTEST/AUTHENTICATED

Deanne Jacobson, CMC
Clerk of the Board

Pierce Transit

Lakewood, Washington

2022 Budget



“Connecting You with Life”



Mission Statement

Pierce Transit improves people's quality of life by providing safe, reliable, innovative and useful transportation services that are locally based and regionally connected.

Strategic Priorities

Customer: Provide transportation services that meet our current and potential customers' needs.

Internal: Develop a culture which fosters safety, collaboration, data-driven decisions and innovation.

Financial: Act with financial accountability and transparency as stewards of the public trust.

Employee: Attract, cultivate, and maintain an engaged workforce.



2022 PRELIMINARY BUDGET

Fiscal Year January 1, 2022 through December 31, 2022

MIKE GRIFFUS, Chief Executive Officer

Prepared By
The Finance Division

BRETT FRESHWATERS, Executive Director of Finance, CFO

LISA MCVAY, Budget Supervisor

JULIE STUTZKE, Budget Coordinator

For budget and other information about Pierce Transit visit PierceTransit.org



2022 PRELIMINARY BUDGET TABLE OF CONTENTS

Information is available on Pierce
Transit’s website:

PierceTransit.org

Or contact the Pierce Transit Budget
Office:

Lisa McVay – 253.581.8123 or
lmcvay@piercetransit.org

Julie Stutzke – 253.983.3422 or
jstutzke@piercetransit.org

Introduction

	Page
Pierce Transit Board of Commissioners.....	2
Organizational Chart.....	3
Budget Message.....	4

Summary

Overall Summary	19
Operating Summary - Revenues.....	20
Operating Summary - Expenditures	21
Capital Summary.....	22
Insurance Summary.....	23
Ending Balances	24
Agency Expenditure Comparison	25

Statistics

Operating Statistics - All Modes.....	27
Personnel Summary.....	28
Capital Program	30
Capital Budget.....	32
Insurance Expenditure Comparison	34

Six-Year Financial Plan

Revenues & Expenditures	36
Ending Balances	39
Capital Plan.....	40

Appendix

Acronym List.....	43
Budget Glossary.....	44



*This section includes Pierce Transit
Board of Commissioners,
Organizational Chart, and the
Budget Message.*

2022 Preliminary Budget Introduction



BOARD OF COMMISSIONERS

Pierce Transit is a separate municipal corporation, not part of the City of Tacoma or Pierce County.

Pierce Transit is governed by a nine-member Board. The Board is comprised of elected officials representing Pierce County, Tacoma, Lakewood, Puyallup, University Place and the smaller cities and towns in Pierce County. The governance structure allows for a tenth, non-voting union representative; however, this right is currently not being exercised and the position is vacant.



Commissioner Marty Campbell
Chair
Pierce County Council
Representing Pierce County



Commissioner Kristina Walker
Vice Chair
Tacoma City Council
Representing Tacoma



Commissioner Chris Beale
Tacoma City Council
Representing Tacoma



Commissioner Kent Keel
University Place City Council
Representing University Place and Fircrest



Commissioner Ryan Mello
Pierce County Council
Representing Pierce County



Commissioner John Palmer
Deputy Mayor of Puyallup
Representing Puyallup and Edgewood



Commissioner Kim Roscoe
Mayor of Fife
Representing Fife, Milton, Pacific, Auburn, Ruston, Steilacoom and Gig Harbor



Commissioner Jason Whalen
Deputy Mayor of Lakewood
Representing Lakewood



Commissioner Victoria Woodards
Mayor of Tacoma
Representing Tacoma

Vacant
Non-Voting Union Representative



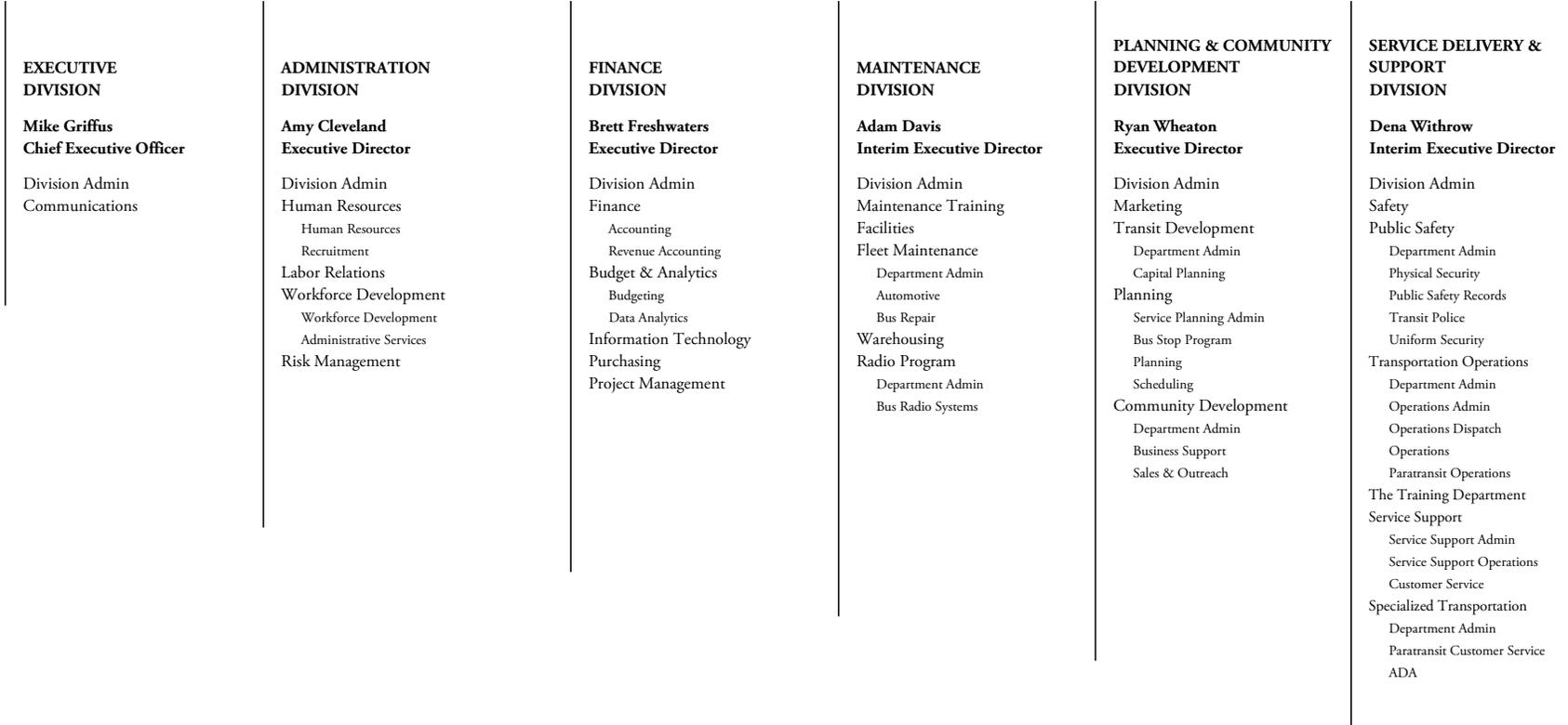
2022 ORGANIZATIONAL CHART

CITIZENS OF PIERCE COUNTY

BOARD OF COMMISSIONERS

CHIEF EXECUTIVE OFFICER
Mike Griffus

CLERK OF THE BOARD/
PUBLIC RECORDS OFFICER





2022 BUDGET MESSAGE



December 13, 2022

TO: Pierce Transit Board of Commissioners, Citizens and Employees

FROM: Mike Griffus, Chief Executive Officer

I am pleased to present the 2022 Budget for your review and consideration. We successfully weathered the COVID storm in 2020 and continued our recovery in 2021. Many of us expected that COVID would be tamed by the end of 2021 and that we would be able to focus on restoring service and bringing riders back to our system. However, we still have lingering COVID-related challenges ahead of us that we must address in this budget, including:

- Safely bringing riders back to our system.
- Continued reduced fare collections.
- Recruiting for vacant positions, particularly Operators.
- Continuing to take precautions to prevent COVID spread and provide a safe workplace for employees.
- Accounting for higher prices and materials shortages, in both construction projects and operations.

I am extremely proud of the entire Pierce Transit workforce. Our employees' dedication to serving the public is a major force that keeps Pierce Transit moving forward and will allow us to come out the other side of the pandemic even stronger.

Economic Condition and Outlook

Pierce Transit's annual budget planning process examines its programs, service and financial operations, along with various economic forecasts, to develop an overall financial outlook. The pandemic caused a sudden and severe downturn in the economy and revenue collections in 2020, but significant recovery occurred in 2021 and signs point to continued recovery into 2022.



2022 BUDGET MESSAGE



Local economic conditions and retail spending play major roles in the generation of sales tax revenue, which is Pierce Transit's primary source of operating revenue. While economic expansion halted abruptly in March 2020, swift distribution of government pandemic funds contributed to a quick spending recovery. Two subsequent rounds of recovery funds have kept the economy humming. Continued stock market growth in turn spurs spending on consumable goods. Many pandemic closures and travel restrictions were lifted in Spring 2021, boosting the travel, entertainment and restaurant industries.

The Puget Sound region has been one of the fastest-growing metropolitan areas in the U.S. Locally, residents continue to move into Pierce County due to higher housing prices in King County and employment growth has picked up following hiring freezes in 2020.

While many COVID-induced restrictions have come to an end, uncertainty exists with the rapid rise of the Delta variant. Specific areas of concern include employment numbers that are below pre-pandemic levels and supply chain issues caused by staffing shortages that have led to delays in construction projects and increasing prices. On the bright side for revenue, increasing wages should spur higher spending. However, even though wages are increasing, overall personal income is expected to decrease by 1.7% in 2022, largely due to the end of COVID-recovery programs. Employment is expected to increase in 2022, but new housing permits are expected to decrease. With these types of mixed signals, the outlook remains a bit uncertain. However, with many drivers of retail sales increasing significantly in the second half of 2021, we should see modest growth in Pierce Transit's sales tax revenue next year.

Budget Summary

Given that there is still some uncertainty around the economy in 2021, our team's goal was to build a draft 2022 budget that allows us to increase our local service to pre-pandemic levels if conditions progress as anticipated. The budget before you achieves that goal. The 2022 budgeted expenditures for all funds are approximately \$443 million, balanced by expected revenues and reserves. Sales tax will contribute 73% of



2022 BUDGET MESSAGE



total budgeted operating revenues in 2022 (excluding the revenue from our contract to provide Sound Transit regional service) and is expected to generate \$105 million in revenue. While sales tax collections are projected to increase above 2021 levels, uncertainty exists around future collections. Therefore, the six-year plan shows modest 3.5% annual increases, well below our historical average annual increase of 5% and below the Puget Sound Forecaster average of about 4%. While costs continue to escalate faster than prior years, employees will focus their efforts on improving productivity, reducing costs and obtaining grants for service and projects. Operating expenditures are increasing by 10.9% over projected 2021 levels, due primarily to filling vacant positions with an eye toward restoring service back to 100% of pre-COVID levels. The budget includes 960 FTEs (981 positions). Pierce Transit fixed route service hours for 2022 are planned to increase to 500,000.

The Six-Year Financial Plan is sustainable for operations. Reserves and operating transfers will be used over the next six years to provide capital infrastructure that supports service plans. Additional grants and/or other funding sources will be required to fully implement the planned capital program, particularly the Maintenance and Operations Base Improvements and Bus Rapid Transit projects. Reserves comply with required levels established by the Board of Commissioners. As recently experienced, reserves provide the ability to deal with adverse economic conditions, emergencies, and exposure to casualty and legal risks. The agency has no long-term debt.

The 2022 budget includes several initiatives that are direct outcomes of the Strategic Plan, including placing a strong emphasis on safety, building collaborative partnerships, using data-driven analysis and providing innovative customer service and mobility options. Our goal with this budget and throughout the six-year plan framework is to continue building on our solid foundation to provide an improved public transportation system that meets the needs of our communities. I believe this budget fully meets our agency's mission: Pierce Transit improves people's quality of life by providing safe, reliable, innovative and useful transportation services that are locally based and regionally connected.



2022 BUDGET MESSAGE



I would like to thank the Pierce Transit Finance and Budget professionals for their thoughtful preparation of the agency's 2022 Budget. The budget provides a plan that allows Pierce Transit to serve its communities not only in 2022, but well into the future.

I also thank the Pierce Transit Board of Commissioners for their commitment to public transit in our communities.

Mike Griffus

Mike Griffus, Chief Executive Officer



2022 BUDGET MESSAGE

In brief:

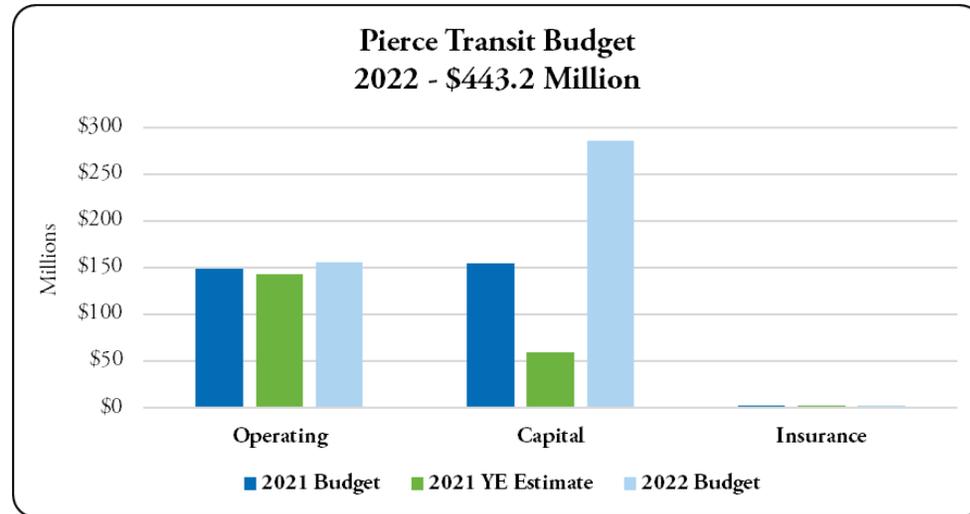
The 2022 preliminary net expenditure budget totals \$443,197,934. This total excludes transfers between funds and balances.

The Board of Commissioners appropriates all funds. The fund structure in the budget is the same as the audited financial statements. Pierce Transit is a single enterprise that uses the same accrual method of accounting as a private enterprise.

The budget is distributed across three major categories: Operating, Capital, and Insurance. These are treated as separate funds for budget purposes.

The operating budget finances the day-to-day operations of the Agency and provides transfers to support capital and insurance needs. The capital budget contains revenues and expenditures associated with capital acquisitions. The self-insurance budget is maintained for workers' compensation and unemployment.

Agency Budget Summary



The operating budget is the primary budget of the Agency. It includes revenue from fares, advertising, reimbursement from Sound Transit for regional service, sales tax, interest, other, and operating contributions. The operating budget expenditure categories include wages, benefits, maintenance and operating costs, non-operating expenditures, and transfers to the capital and insurance funds.

The capital budget revenues include federal and state grants, Sound Transit funding, interest earnings, and transfers from the operating fund. Capital budget expenditures include replacement vehicles, facilities, and maintenance equipment.

The self-insurance budget for self-insurance programs includes projected revenues for interest earnings on the insurance fund balance and transfers from the operating fund. Insurance expenditures include costs associated with workers' compensation benefits and unemployment insurance.

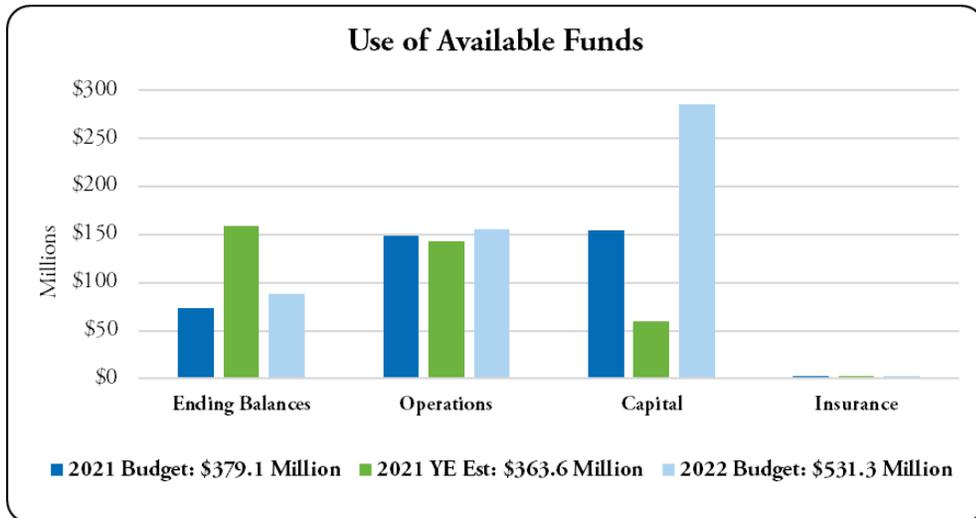
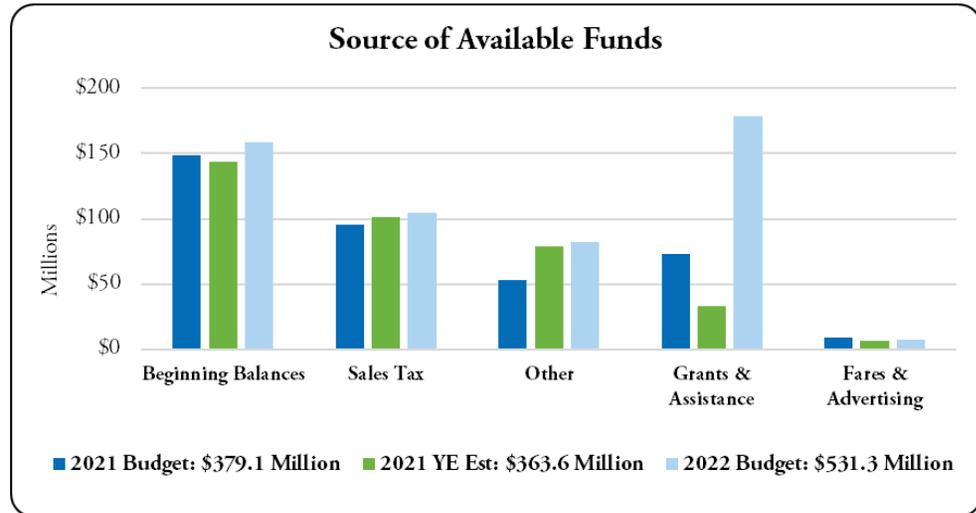


2022 BUDGET MESSAGE

In brief:

The Agency Source of Available Funds includes beginning balances and is shown on the following chart. Sales tax revenue is projected to moderately grow. Grants & Assistance is increasing based on timing of receipts and increases in capital project funding. The other categories remain fairly flat.

Use of Available Funds includes ending balances and is shown on the following chart. Ending balances include required reserves and fluctuate based on expenditures. Operating and Insurance expenditures are fairly flat. Capital expenditures include carryover funds for capital projects from the prior year.





2022 BUDGET MESSAGE

Operating Budget

The 2022 operating revenues of \$196,735,452 support the operating expenditures of \$154,380,928, non-operating expenditures of \$1,143,054 and operating transfers of \$61,510,479. Operating transfers support the self-insurance and capital programs and fluctuate from year to year depending on capital and self-insurance needs. The net change in reserves is a decrease of \$20,299,009. Reserves beyond the required amount will be utilized over the next six years to fund capital projects.

The operating budget revenue for 2022 is increasing by 3.9% and operating expenditures are increasing 10.9% from the 2021 Year-End Estimate.

	<u>2021 YE Estimate</u>	<u>2022 Budget</u>	Year-End Estimate to Budget Change	
			<u>\$ Change</u>	<u>% Change</u>
Operating Revenues	\$ 189,261,800	\$ 196,735,452	\$ 7,473,652	3.9%
Operating Expenditures	(139,240,723)	(154,380,928)	(15,140,205)	10.9%
	50,021,077	42,354,524	(7,666,553)	-15.3%
Non-Operating Expenditures	(4,056,296)	(1,143,054)	2,913,242	-71.8%
Operating Transfers	(20,647,692)	(61,510,479)	(40,862,787)	197.9%
Net Change - Reserves	<u>\$ 25,317,089</u>	<u>\$ (20,299,009)</u>	<u>\$ (45,616,098)</u>	<u>-180.2%</u>

2022 Non-Operating Expenditures are a payment of \$1,143,054 for Pierce County Agreement grant exchange funds.



2022 BUDGET MESSAGE

In brief:

Operating Revenues include both Operating Income such as fares, and Non-Operating Income such as sales tax received to pay for ongoing transportation operations.

Operating Revenues

The type of revenue and percent change from 2021 Year-End Estimate are included in the table below.

	<u>2021 YE Estimate</u>	<u>2022 Budget</u>	Year-End Estimate to Budget Change	
			<u>\$ Change</u>	<u>% Change</u>
Operating Income				
Fares	\$ 5,895,776	\$ 6,747,477	\$ 851,701	14.4%
Advertising	500,000	500,000	-	0.0%
Regional Transit Service	46,146,584	53,818,060	7,671,475	16.6%
Non-Operating Income				
Sales Tax	100,919,402	104,956,178	4,036,776	4.0%
Miscellaneous (Interest & Other)	32,721,946	27,747,417	(4,974,529)	-15.2%
Operating Contributions	3,078,091	2,966,320	(111,771)	-3.6%
	<u>\$ 189,261,800</u>	<u>\$ 196,735,452</u>	<u>\$ 7,473,652</u>	<u>3.9%</u>

Fares – Revenues are estimated based on ridership and average fare per boarding projections. The average fare per boarding is expected to be \$0.97 per fixed route boarding. Average fare per boarding varies due to factors such as number of boardings and the percentage of boardings by fare type and category. There is no projected fare increase included in the 2022 Budget. The last adult fare increase was November 2010. The current Adult Fare for Local PT Service (one-ride) is \$2.00 or a Local PT Service All Day Pass is \$5.00. The current Discounted Fare for Local PT Service (one-ride) is \$1.00 or a Local PT Service All Day Pass is \$2.50.

Advertising – The advertising budget reflects the minimum contractual agreement rate which may be exceeded based on demand and the number of buses in service available for ads.



2022 BUDGET MESSAGE

Sound Transit – Regional Transit Service budgeted revenue totals \$53,818,060 in 2022 a 16.6% increase from 2021 Year-End Estimate. Pierce Transit is under contract with Sound Transit to provide regional express transit services. Sound Transit reimburses Pierce Transit for the cost of operating its service. For 2022, Sound Transit is increasing service hours 8.0% from 309,334 to 334,217. Sound Transit also reimburses for their share of costs associated with security, liability insurance, special services for operating Tacoma Dome Station.

Sales Tax – Sales tax projections are based on economic conditions and analysis of activity in the jurisdictions in the Public Transportation Benefit Area (PTBA). Consumer spending plays a major role in the generation of sales tax revenue which is Pierce Transit’s primary operating revenue source. Sales tax represents 73.4% of the operating budget revenue excluding Sound Transit. In 2022, sales tax is expected to total \$104,956,178, a 4.0% increase over the 2021 Year-End Estimate and in line with current growth trends.

Miscellaneous – Includes miscellaneous revenues such as interest, advertising and insurance recoveries. One-time Federal contributions such as Coronavirus Aid, Relief, and Economic Security 2020 (CARES), Coronavirus Response and Relief Supplemental Appropriations Act 2021 (CRRSAA) and American Rescue Plan Act 2022 (ARPA) are included in miscellaneous

Operating Contributions – Operating Contributions are funds from partnering agencies. They include Pierce County for Commute Trip Reduction (CTR) and Washington State Department of Transportation Special Needs Operations. Pierce County also partners for Americans with Disabilities Act (ADA) service.



2022 BUDGET MESSAGE

In brief:

Operating Expenditures are funds paid for providing and administering transportation services including wages, benefits and Maintenance & Operations (M&O).

Non-Operating Expenditures are funds for Pierce County Agreement grant exchange funds.

Operating Expenditures

Operating expenses are projected to total \$154,380,928 a 10.9% increase from the 2021 Year-End Estimate. The larger than normal increase over year-end estimates is a result of reduced service and expenditures in 2021 due to COVID restrictions and returning to 100% pre-COVID service levels in 2022. The changes from the 2021 Year-End Estimate to the 2022 Budget are as follows:

	<u>2021 YE Estimate</u>	<u>2022 Budget</u>	Year-End Estimate to Budget Change	
			<u>\$ Change</u>	<u>% Change</u>
Wages	\$ 70,673,162	\$ 77,490,382	\$ 6,817,220	9.6%
Benefits	26,845,134	30,351,438	3,506,304	13.1%
M & O	41,722,427	46,539,108	4,816,681	11.5%
Total Operations	139,240,723	154,380,928	15,140,205	10.9%
Non-Operating Expenditures	4,056,296	1,143,054	(2,913,242)	-71.8%
Total	<u>\$ 143,297,019</u>	<u>\$ 155,523,982</u>	<u>\$ 12,226,963</u>	<u>8.5%</u>

Wages – The 2022 Budget includes 981 positions and 960 full-time equivalents (FTEs). The 9.6% increase in wages includes general wage adjustments and eligible step increases. The increase in wages also includes projected wages and salaries for filling vacant positions from the prior year in addition to the 21 new positions.

Represented employees are 84% of the total Agency workforce. The Master Agreement with the Amalgamated Transit Union (ATU) is currently under negotiation for the period beginning January 1, 2021. The Master Agreement with the International Association of Machinists (IAM) is for May 1, 2018 through December 31, 2021.



2022 BUDGET MESSAGE

Benefits – The increase in benefits of 13.1% or \$3,506,304 is a result of medical and dental premium increases, percentage-based benefits that increase with wages, and filling prior year vacancies and new positions.

Maintenance and Operations – The 2022 Maintenance and Operations (M&O) Budget is \$46,539,108. The expenditures support service, maintenance of equipment, and technology system needs. This is an increase of \$4,816,681 or 11.5% higher than the 2021 Year-End Estimate. The increases in expenses are impacted by the number of service hours and miles operated. The following categories represent most of the change.

Supplies – Increases include fuel, tires and parts costs.

Services – Professional services, legal services, and publicity are increasing.

Other – Purchased transportation and utilities are increasing.

Non-Operating Expenditures – 2022 Non-Operating Expenditures are for payment of \$1,143,054 for Pierce County Agreement grant exchange funds.



2022 BUDGET MESSAGE

In brief:

Pierce Transit defines the Operating Reserve Balance as reserves maintained to provide sufficient working capital and balances to finance cash flow requirements, meet unanticipated downturns in revenue, and provide funds for emergency expenditures. This balance must be maintained at a level of reserves that meets or exceeds the Agency's required reserve policy of two months of operating expenses.

Operating Reserve Balance

The 2022 budget includes operating and non-operating revenues of \$196.7 million which funds operating and non-operating expenses of \$155.5 million for 1,076,064 hours of service and contributes to the capital and insurance programs. In addition, the budget fully funds and maintains all reserve balances at levels required by the Board adopted reserve policy.

	\$ in Millions	
Beginning Cash		<u>\$97.9</u>
Operating & Non-Operating Revenues	\$196.7	
Operating & Non-Operating Expenditures	<u>(\$155.5)</u>	
Operating Margin		\$41.2
Transfer to Capital/Insurance		<u>(\$61.5)</u>
Ending Cash		\$77.6
Operating Reserves		\$25.7
Reserves for Sustainability		<u>\$51.9</u>
Operating Reserve Balance Calculation (\$ in Millions)		
	<u>2021 Forecast</u>	<u>2022 Budget</u>
Projected Ending Balance	\$97.9	\$77.6
Operating Expenses	<u>143.3</u>	<u>155.5</u>
Two Months Operating Expense/Required Operating Reserve	(23.2)	(25.7)
Cash/Working Capital in Excess of Reserves	<u>\$74.7</u>	<u>\$51.9</u>



2022 BUDGET MESSAGE

In brief:

The 2022 Capital Budget is comprised of the following categories.

Revenue Vehicles – 7%

Provide customers a comfortable and reliable mode of transportation

Base Facilities – 21%

Support efficient operations of the Agency

Passenger Facilities & Amenities – 3%

Serve as the front door to the transit system

Technology – 8%

Provide infrastructure and software to improve information and services for staff and the public

Other – 61%

Maintain equipment and provide improved transportation services

A detailed project list reflecting the carryover, new allocations and grant support is in the Budget Statistics section of this document.

Capital

The Capital Budget presents the revenues and expenditures associated with capital development and acquisition. It includes funds for budgeted replacement vehicles, capital planning for the efficient use of base and passenger facilities, technology, and maintenance equipment. These items are distinguished from operating items due to their greater than \$5,000 value and longer than one year projected useful life. Capital expenses and grant reimbursements are budgeted by project. Pierce Transit budgets funds in the year in which the Agency anticipates entering into a contract for service or acquisition.

Capital projects for 2022 are budgeted at \$285,133,952. Approved but unspent projects are carried over from the prior year to the following budget year. The 2022 Budget contains \$80,045,651 of prior year budgeted funds (carryover) and \$205,088,301 in new projects. Expenditures are supported by \$175,522,501 in grant revenue primarily from the Federal Transit Administration, Sound Transit, State, and other capital assistance. Operating costs or anticipated savings associated with significant non-routine capital expenditures such as personnel, maintenance, and utility costs have been included in the operating budget.

	2022 Capital Budget Expenditures		
	Carryover	New	Total
Revenue Vehicles	\$ 6,895,372	\$ 11,446,025	\$ 18,341,397
(Bus, Vanpool and SHUTTLE replacements)			
Base Facilities	25,251,000	35,500,000	60,751,000
(Maintenance & Operations Base Improvements)			
Passenger Facilities and Amenities	3,787,615	3,717,886	7,505,501
(Spanaway Transit Center & 4 Transit Center Renewals)			
Technology	19,156,636	4,489,192	23,645,828
(Next Generation ORCA, CAD-AVL System Replacement, ADEPT Replacement, Security Systems Replacement, Network Infrastructure)			
Other	24,955,028	149,935,198	174,890,226
(Corridor Speed & Reliability Improvements, BRT, TDS Elevator)			
	\$ 80,045,651	\$ 205,088,301	\$ 285,133,952

2022 BUDGET MESSAGE

Self- Insurance

The 2022 Budget of \$2,540,000 reflects an increase of \$199,770 from the 2021 Year-End Estimate of \$2,340,230. The increase is due to projected Workers' Compensation Insurance costs.

Ending Balances

Ending balances include the required reserves for the operating, capital, and insurance funds. The Board of Commissioners reserve policy supports management decision-making by avoiding revenue-expenditure imbalances, supporting stable service delivery, and assuring funds are available for operations, self-insurance programs and planned capital acquisition during economic downturns or other unanticipated events.

Operating reserve – shall be maintained at a minimum of two months of agency operating expenditures.

Capital reserve – shall be maintained at no less than 50% of the previous three years average annual asset depreciation at any time in the Six-Year Financial Plan. At the end of the Six-Year Financial Plan, the capital reserve shall be at least 100% of the previous three years average annual asset depreciation.

Self-Insurance reserve – set at a level adequate to protect the agency from self-insurance risks, currently \$1.2 million.

Conclusion

The 2022 Budget is balanced, sustainable, and focused on strategic initiatives to meet Pierce Transit's Vision and Mission.



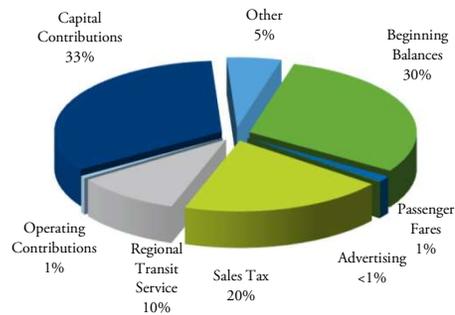
A summary of Pierce Transit's preliminary budget is displayed in the following section. The summary is designed to present an overview of the Agency's financial outlook for the coming year. It includes an overall summary followed by summaries of operating revenues and expenditures, capital, insurance, and ending balances. An agency expenditure comparison concludes this section.

2022 Preliminary Budget Summary

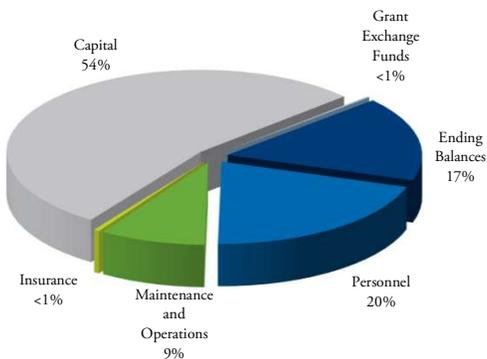


**2022 BUDGET
OVERALL SUMMARY**

Revenues



Expenditures



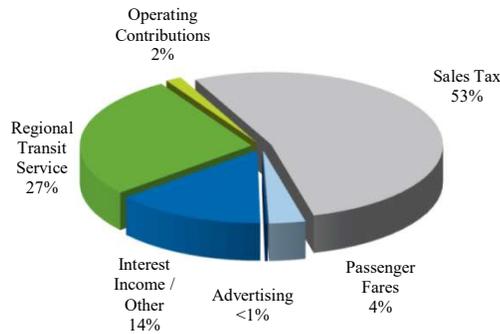
	2020 YEAR-END ACTUALS	2021 AMENDED BUDGET	2021 YEAR-END ESTIMATE	2022 BUDGET	% CHANGE 2021 YEAR-END ESTIMATE TO 2022 BUDGET
REVENUES					
OPERATING INCOME					
Passenger Fares	\$ 6,391,850	\$ 8,677,844	\$ 5,895,776	\$ 6,747,477	14.4%
Advertising	515,512	500,000	500,000	500,000	0.0%
Regional Transit Service (Sound Transit)	48,109,519	50,814,788	46,146,584	53,818,060	16.6%
NON-OPERATING INCOME					
Sales Tax	91,744,911	95,760,000	100,919,402	104,956,178	4.0%
Other	2,828,545	2,130,288	33,062,696	28,088,417	-15.0%
CONTRIBUTIONS					
Operating	27,548,949	3,110,127	3,078,091	2,966,320	-3.6%
Capital	12,256,028	69,697,647	29,932,457	175,522,501	486.4%
REVENUES	189,395,314	230,690,694	219,535,007	372,598,953	69.7%
BEGINNING BALANCES					
Working Cash	54,632,474	70,656,078	72,590,542	97,907,631	34.9%
Insurance	2,976,152	3,674,096	3,615,475	1,625,899	-55.0%
Capital Reserve	57,806,824	74,091,366	67,857,434	59,174,073	-12.8%
BEGINNING BALANCES	115,415,450	148,421,540	144,063,451	158,707,603	10.2%
TOTAL REVENUES AND BALANCES	\$ 304,810,764	\$ 379,112,234	\$ 363,598,458	\$ 531,306,555	46.1%
EXPENDITURES					
OPERATING EXPENDITURES					
Personnel	\$ 91,146,692	\$ 102,408,469	\$ 97,518,296	\$ 107,841,820	10.6%
Maintenance and Operations	40,490,731	44,867,386	41,722,427	46,539,108	11.5%
Insurance	2,149,646	2,835,000	2,340,230	2,540,000	8.5%
NON-OPERATING EXPENDITURES					
Grant Exchange Funds	4,945,230	1,143,054	4,056,296	1,143,054	-71.8%
CAPITAL EXPENDITURES					
Capital	22,015,014	154,926,801	59,253,606	285,133,952	381.2%
EXPENDITURES	160,747,313	306,180,710	204,890,855	443,197,934	116.3%
Working Cash	72,590,542	62,231,524	97,907,631	77,608,621	-20.7%
Insurance	3,615,475	1,200,000	1,625,899	1,200,000	-26.2%
Capital Reserve	67,857,434	9,500,000	59,174,073	9,300,000	-84.3%
ENDING BALANCES	144,063,451	72,931,524	158,707,603	88,108,622	-44.5%
TOTAL EXPENDITURES AND BALANCES	\$ 304,810,764	\$ 379,112,234	\$ 363,598,458	\$ 531,306,555	46.1%

NOTE: Transfers are not shown since they result in offsetting allocations between unrestricted and restricted reserves.



**2022 BUDGET
OPERATING SUMMARY - REVENUES**

Operating Revenues

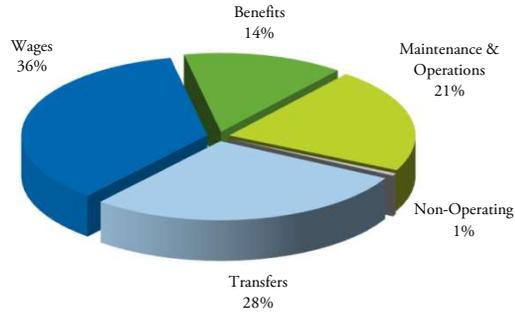


	2020 YEAR-END ACTUALS	2021 AMENDED BUDGET	2021 YEAR-END ESTIMATE	2022 BUDGET	% CHANGE 2021 YEAR-END ESTIMATE TO 2022 BUDGET
OPERATING REVENUES					
OPERATING INCOME					
Passenger Fares	\$ 6,391,850	\$ 8,677,844	\$ 5,895,776	\$ 6,747,477	14.4%
Advertising	515,512	500,000	500,000	500,000	0.0%
Regional Transit Service (Sound Transit)					
Express Reimbursement	47,015,884	49,813,510	45,366,924	52,740,121	16.3%
Tacoma Dome Station Reimbursement	1,093,635	1,001,278	779,660	1,077,939	38.3%
Special Service Reimbursement	-	-	-	-	0.0%
Other Reimbursement	-	-	-	-	0.0%
OPERATING INCOME	55,016,881	59,992,632	52,542,361	61,065,537	16.2%
NON-OPERATING INCOME					
Sales Tax	91,744,911	95,760,000	100,919,402	104,956,178	4.0%
Interest Income	237,281	325,000	250,000	250,000	0.0%
Other	2,181,834	1,454,288	32,471,946	27,497,417	-15.3%
NON-OPERATING INCOME	94,164,026	97,539,288	133,641,348	132,703,595	-0.7%
OPERATING CONTRIBUTIONS					
CTR / Vanpool Assistance	97,505	180,267	107,356	2,500	-97.7%
Operating Grants - Other	25,251,504	729,920	964,077	1,150,444	19.3%
Special Needs Transportation Grant	2,199,940	2,199,940	2,006,658	1,813,376	-9.6%
OPERATING CONTRIBUTIONS	27,548,949	3,110,127	3,078,091	2,966,320	-3.6%
TOTAL OPERATING REVENUES	176,729,856	160,642,047	189,261,800	196,735,452	3.9%
BEGINNING BALANCE	54,632,474	70,656,078	72,590,542	97,907,631	34.9%
TOTAL OPERATING REVENUES AND BEGINNING BALANCE	\$ 231,362,330	\$ 231,298,125	\$ 261,852,342	\$ 294,643,082	12.5%



**2022 BUDGET
OPERATING SUMMARY - EXPENDITURES**

Operating Expenditures & Transfers

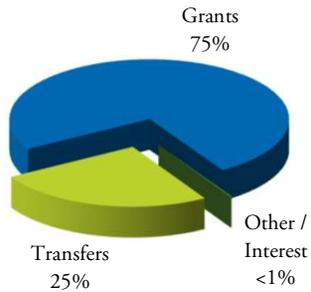


	2020 YEAR-END ACTUALS	2021 AMENDED BUDGET	2021 YEAR-END ESTIMATE	2022 BUDGET	% CHANGE 2021 YEAR-END ESTIMATE TO 2022 BUDGET
OPERATING EXPENDITURES					
OPERATING PERSONNEL					
Wages	\$ 65,241,313	\$ 73,619,980	\$ 70,673,162	\$ 77,490,382	9.6%
Benefits	25,905,379	28,788,489	26,845,134	30,351,438	13.1%
PERSONNEL	91,146,692	102,408,469	97,518,296	107,841,820	10.6%
MAINTENANCE & OPERATIONS					
Supplies	12,729,978	15,451,535	13,545,605	14,157,988	4.5%
Services	7,584,962	8,266,373	7,756,969	9,045,876	16.6%
Insurance (Purchased)	3,540,935	3,562,533	3,562,533	3,862,662	8.4%
Utilities	1,660,338	1,778,500	1,667,283	1,796,060	7.7%
Repairs	808,457	599,216	462,158	734,169	58.9%
Rentals	573,591	580,041	578,599	585,120	1.1%
Purchased Transportation	5,608,055	7,253,800	6,511,840	8,583,684	31.8%
Other	7,984,415	7,375,388	7,637,440	7,773,549	1.8%
MAINTENANCE & OPERATIONS	40,490,731	44,867,386	41,722,427	46,539,108	11.5%
OPERATING EXPENDITURES	131,637,423	147,275,855	139,240,723	154,380,928	10.9%
NON-OPERATING EXPENDITURES					
Grant Exchange Funds	4,945,230	1,143,054	4,056,296	1,143,054	-71.8%
NON-OPERATING EXPENDITURES	4,945,230	1,143,054	4,056,296	1,143,054	-71.8%
TOTAL EXPENDITURES	136,582,653	148,418,909	143,297,019	155,523,982	8.5%
TRANSFERS					
Other Insurance Transfer	-	340,932	340,932	250,538	-26.5%
Workers' Comp. Transfer	2,339,673	(6,028)	(6,028)	1,847,563	-30749.7%
Capital Reserve	19,849,462	20,312,788	20,312,788	59,412,378	192.5%
TRANSFERS	22,189,135	20,647,692	20,647,692	61,510,479	197.9%
TOTAL EXPENDITURES AND TRANSFERS	158,771,788	169,066,601	163,944,711	217,034,461	32.4%
ENDING BALANCE	72,590,542	62,231,524	97,907,631	77,608,621	-20.7%
TOTAL OPERATING EXPENDITURES AND ENDING BALANCE	\$ 231,362,330	\$ 231,298,125	\$ 261,852,342	\$ 294,643,082	12.5%



**2022 BUDGET
CAPITAL SUMMARY**

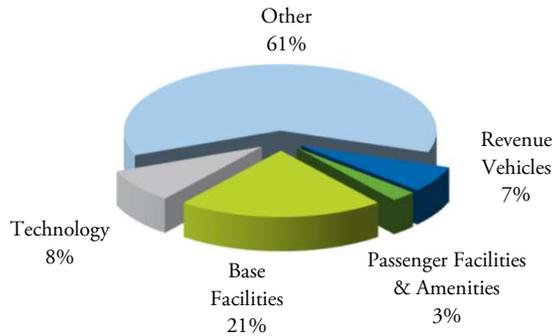
Capital Revenues & Transfers



CAPITAL REVENUES

	2020 YEAR-END ACTUALS	2021 AMENDED BUDGET	2021 YEAR-END ESTIMATE	2022 BUDGET	% CHANGE 2021 YEAR-END ESTIMATE TO 2022 BUDGET
REVENUES					
Grants	\$ 12,256,028	\$ 69,697,647	\$ 29,932,457	\$ 175,522,501	486.4%
Other Capital Revenue / Interest	378,937	325,000	325,000	325,000	0.0%
REVENUE	12,634,965	70,022,647	30,257,457	175,847,501	481.2%
TRANSFERS					
Capital Reserve	19,430,659	20,312,788	20,312,788	59,412,378	192.5%
TRANSFERS	19,430,659	20,312,788	20,312,788	59,412,378	
CAPITAL REVENUES	32,065,624	90,335,435	50,570,245	235,259,879	365.2%
BEGINNING BALANCE					
Capital Reserve	57,806,824	74,091,366	67,857,434	59,174,073	-12.8%
TOTAL CAPITAL REVENUES AND BEGINNING BALANCE	\$ 89,872,448	\$ 164,426,801	\$ 118,427,679	\$ 294,433,952	148.6%

Capital Expenditures

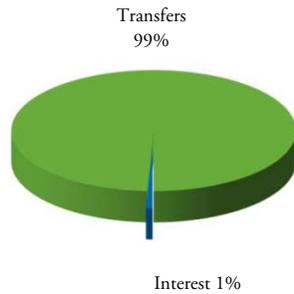


CAPITAL EXPENDITURES

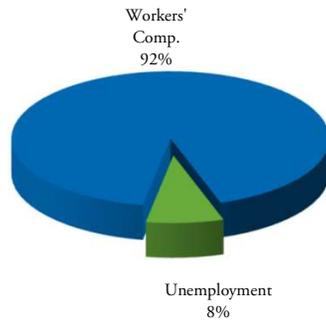
	2020 YEAR-END ACTUALS	2021 AMENDED BUDGET	2021 YEAR-END ESTIMATE	2022 BUDGET	% CHANGE 2021 YEAR-END ESTIMATE TO 2022 BUDGET
CAPITAL ACQUISITION					
Revenue Vehicles	\$ 8,126	\$ 34,956,122	\$ 26,568,472	\$ 18,341,397	-31.0%
Passenger Facilities & Amenities	3,442,263	14,132,489	6,211,507	7,505,501	20.8%
Base Facilities	6,602,654	42,338,459	16,136,048	60,751,000	276.5%
Technology	2,698,789	23,439,459	2,376,594	23,645,828	894.9%
Other	9,263,182	40,060,272	7,960,985	174,890,226	2096.8%
CAPITAL EXPENDITURES	22,015,014	154,926,801	59,253,606	285,133,952	381.2%
ENDING BALANCE					
Capital Reserve	67,857,434	9,500,000	59,174,073	9,300,000	-84.3%
TOTAL CAPITAL EXPENDITURES AND ENDING BALANCE	\$ 89,872,448	\$ 164,426,801	\$ 118,427,679	\$ 294,433,952	148.6%

**2022 BUDGET
INSURANCE SUMMARY**

Insurance Revenues & Transfers



Insurance Expenditures

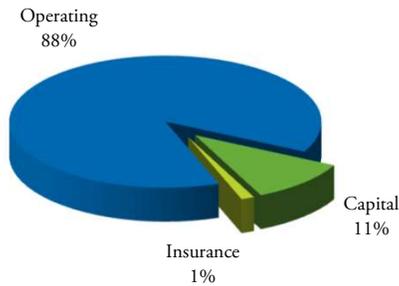


	2020 YEAR-END ACTUALS	2021 AMENDED BUDGET	2021 YEAR-END ESTIMATE	2022 BUDGET	% CHANGE 2021 YEAR-END ESTIMATE TO 2022 BUDGET
INSURANCE REVENUES					
REVENUES					
Workers' Comp. Interest	\$ 29,221	\$ 25,000	\$ 15,000	\$ 15,000	0.0%
Unemployment Insurance Interest	1,272	1,000	750	1,000	33.3%
REVENUES	30,493	26,000	15,750	16,000	1.6%
TRANSFERS					
Workers' Comp. Transfer	2,758,476	(6,028)	(6,028)	1,847,563	-30749.7%
Unemployment Insurance Transfer	-	340,932	340,932	250,538	-26.5%
TRANSFERS	2,758,476	334,904	334,904	2,098,101	526.5%
REVENUES AND TRANSFERS	2,788,969	360,904	350,654	2,114,101	502.9%
BEGINNING BALANCES					
Workers' Comp. Insurance	3,021,847	3,741,028	3,748,695	1,602,437	-57.3%
Unemployment Insurance	(45,695)	(66,932)	(133,220)	23,462	-117.6%
BEGINNING BALANCES	2,976,152	3,674,096	3,615,475	1,625,899	-55.0%
TOTAL INSURANCE REVENUES AND BEGINNING BALANCES	\$ 5,765,121	\$ 4,035,000	\$ 3,966,129	\$ 3,740,000	-5.7%
INSURANCE EXPENDITURES					
Workers' Comp. Insurance	1,758,366	2,635,000	2,155,230	2,340,000	8.6%
Unemployment Insurance	391,280	200,000	185,000	200,000	8.1%
INSURANCE EXPENDITURES	2,149,646	2,835,000	2,340,230	2,540,000	8.5%
ENDING BALANCES					
Workers' Comp. Insurance	4,051,178	1,125,000	1,602,437	1,125,000	-29.8%
Unemployment Insurance	(435,703)	75,000	23,462	75,000	219.7%
ENDING BALANCES	3,615,475	1,200,000	1,625,899	1,200,000	-26.2%
TOTAL INSURANCE EXPENDITURES AND ENDING BALANCES	\$ 5,765,121	\$ 4,035,000	\$ 3,966,129	\$ 3,740,000	-5.7%



**2022 BUDGET
ENDING BALANCES**

Ending Balances



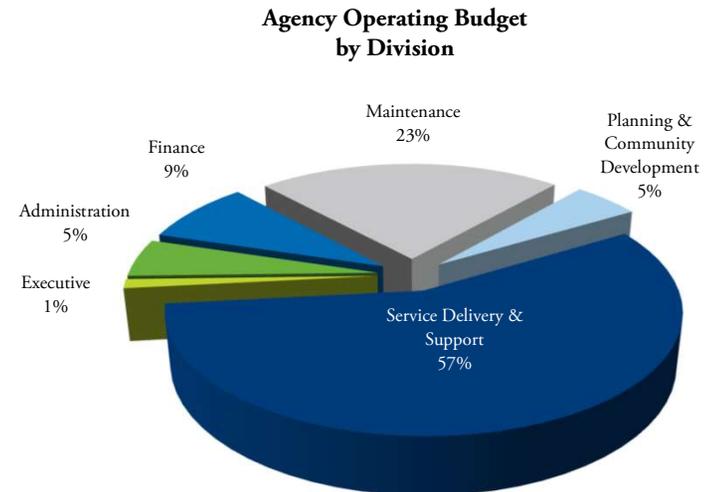
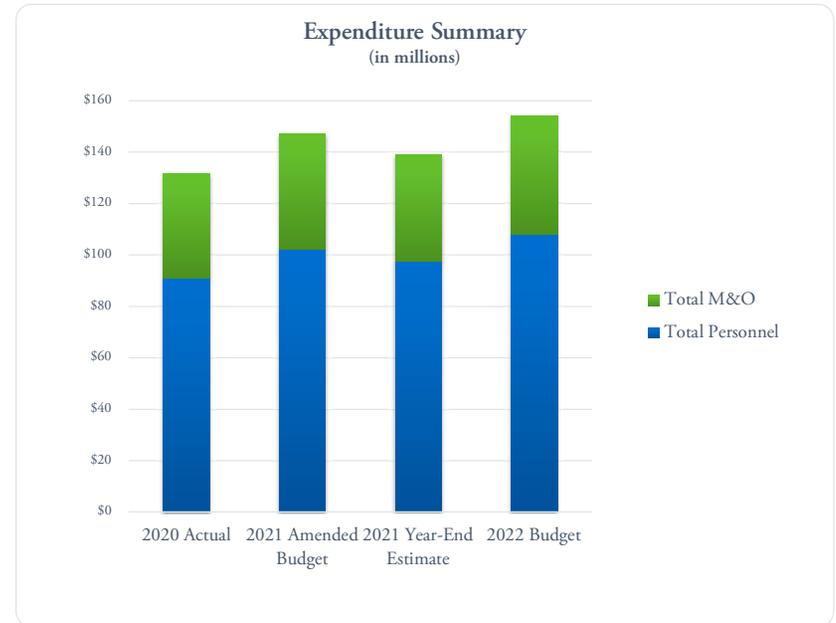
	2020 YEAR-END ACTUALS	2021 AMENDED BUDGET	2021 YEAR-END ESTIMATE	2022 BUDGET	% CHANGE 2021 YEAR-END ESTIMATE TO 2022 BUDGET
OPERATING					
Revenues	\$ 176,729,856	\$ 160,642,047	\$ 189,261,800	\$ 196,735,452	3.9%
Less: Expenditures	(136,582,653)	(148,418,909)	(143,297,019)	(155,523,982)	8.5%
Subtotal	40,147,203	12,223,138	45,964,781	41,211,470	-10.3%
Plus: Beginning Balance	54,632,474	70,656,078	72,590,542	97,907,631	34.9%
Less: Transfers					
Capital Reserve	(19,849,462)	(20,312,788)	(20,312,788)	(59,412,378)	192.5%
Insurance	(2,339,673)	(334,904)	(334,904)	(2,098,101)	526.5%
ENDING OPERATING BALANCE	\$ 72,590,542	\$ 62,231,524	\$ 97,907,631	\$ 77,608,621	-20.7%
CAPITAL					
Revenues	\$ 12,634,965	\$ 70,022,647	\$ 30,257,457	\$ 175,847,501	481.2%
Plus: Transfers					
Capital Reserve	19,849,462	20,312,788	20,312,788	59,412,378	192.5%
Subtotal Revenue	32,484,427	90,335,435	50,570,245	235,259,879	365.2%
Less: Expenditures	(22,015,014)	(154,926,801)	(59,253,606)	(285,133,952)	381.2%
Subtotal	10,469,413	(64,591,366)	(8,683,361)	(49,874,073)	474.4%
Plus: Beginning Balance	57,806,824	74,091,366	67,857,434	59,174,073	-12.8%
ENDING CAPITAL BALANCE	\$ 68,276,237	\$ 9,500,000	\$ 59,174,073	\$ 9,300,000	-84.3%
INSURANCE					
Revenues	\$ 30,493	\$ 26,000	\$ 15,750	\$ 16,000	1.6%
Plus: Transfers	2,758,476	334,904	334,904	2,098,101	526.5%
Subtotal Revenue	2,788,969	360,904	350,654	2,114,101	502.9%
Less: Expenditures	(2,149,646)	(2,835,000)	(2,340,230)	(2,540,000)	8.5%
Subtotal	639,323	(2,474,096)	(1,989,576)	(425,899)	-78.6%
Plus: Beginning Balance	2,976,152	3,674,096	3,615,475	1,625,899	-55.0%
ENDING INSURANCE BALANCE	\$ 3,615,475	\$ 1,200,000	\$ 1,625,899	\$ 1,200,000	-26.2%
GRAND TOTAL - ALL BALANCES	\$ 144,482,254	\$ 72,931,524	\$ 158,707,603	\$ 88,108,622	-44.5%



**2022 OPERATING BUDGET
AGENCY EXPENDITURE COMPARISON**

	2020 Actual	2021 Amended Budget	2021 Year-End Estimate	2022 Budget	% Change 2021 Year-End Estimate to 2022 Budget
Personnel					
Wages	\$ 65,241,313	\$ 73,619,980	\$ 70,673,162	\$ 77,490,382	9.6%
Benefits	25,905,379	28,788,489	26,845,134	30,351,438	13.1%
Personnel	91,146,692	102,408,469	97,518,296	107,841,819	10.6%
Maintenance and Operations					
Supplies	12,729,978	15,451,535	13,545,605	14,157,988	4.5%
Services	7,584,962	8,266,373	7,756,969	9,045,876	16.6%
Insurance	3,540,935	3,562,533	3,562,533	3,862,662	8.4%
Utilities	1,660,338	1,778,500	1,667,283	1,796,060	7.7%
Repairs & Maintenance	808,457	599,216	462,158	734,169	58.9%
Rentals	573,591	580,041	578,599	585,120	1.1%
Other	12,752,803	13,816,570	13,227,212	15,651,165	18.3%
Repairs & Maint Contract Servic	839,667	812,618	922,068	706,068	-23.4%
Other Improvements	-	-	-	-	0.0%
Maintenance and Operations	40,490,730	44,867,386	41,722,427	46,539,108	11.5%
Total *	\$ 131,637,422	\$ 147,275,855	\$ 139,240,723	\$ 154,380,927	10.9%
Total FTE's	973.75	942.00	942.00	960.00	
Total Positions	993	960	960	981	

* Does not include Non-Departmental, Debt Service, Transfers or Self-Insurance Expenditures





This section includes Operating Statistics for all modes of service, Personnel Summary, Capital Program, Capital Budget, and an Insurance Expenditure Comparison.

2022 Preliminary Budget Statistics



**2022 Budget
Operating Statistics
All Modes**

	2020 Actual	2021 YE Estimate	2022 Budget	% Change 2021 YE Estimate - 2022 Budget
Pierce Transit				
Fixed Route Local & Express				
Ridership	4,755,557	4,365,928	4,623,481	5.9%
Service Hours	431,958	475,000	500,000	5.3%
Service Miles	5,015,093	5,340,376	5,688,040	6.5%
Sound Transit				
Fixed Route Express				
Ridership	2,338,192	2,214,834	2,378,672	7.4%
Service Hours	314,059	309,334	334,217	8.0%
Service Miles	7,502,760	7,311,737	7,794,154	6.6%
Total Fixed Route (Pierce Transit & Sound Transit)				
Ridership	7,093,749	6,580,762	7,002,154	6.4%
Service Hours	746,017	784,334	834,217	6.4%
Service Miles	12,517,853	12,652,113	13,482,195	6.6%
SHUTTLE				
Ridership	148,698	165,800	270,824	63.3%
Service Hours	93,594	97,529	161,848	65.9%
Service Miles	1,365,629	1,624,840	2,654,077	63.3%
Vanpool				
Ridership	397,472	350,000	400,000	14.3%
Service Hours	83,295	75,000	80,000	6.7%
Service Miles	3,015,970	2,700,000	3,000,000	11.1%
AGENCY TOTAL (Pierce Transit and Sound Transit Fixed Route, SHUTTLE & Vanpool)				
Ridership	7,639,919	7,096,562	7,672,978	8.1%
Service Hours	922,906	956,864	1,076,064	12.5%
Service Miles	16,899,452	16,976,953	19,136,271	12.7%



2022 BUDGET PERSONNEL SUMMARY

Personnel Summary

The 2022 Budget includes 981 positions and 960 full-time equivalents (FTEs). This is a net increase of 21 positions from the 2021 Budget. The net increase in positions include:

31 New Positions

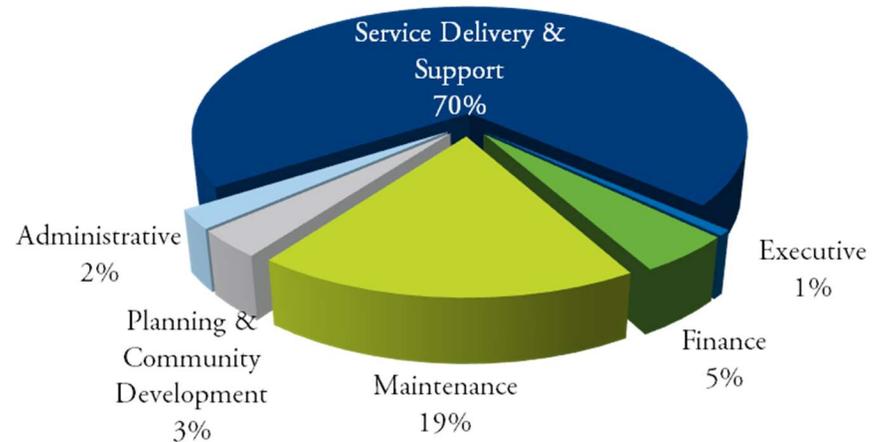
- | | |
|-----------------------------|------------------------------------|
| 1 Employee Services Analyst | 2 Communication Technician I |
| 1 BEB Program Coordinator | 15 Transit Operators (Fixed Route) |
| 12 Relief Transit Operators | |

10 Position Reductions

- 10 Transit Operators (SHUTTLE)

Directly operated service includes Service Delivery & Support and Maintenance Divisions and represents 872 or 89% of total positions. The remaining 109 positions or 11% are in Executive, Administration, Finance, and Planning & Community Development Divisions.

2022 Budgeted Positions - 981

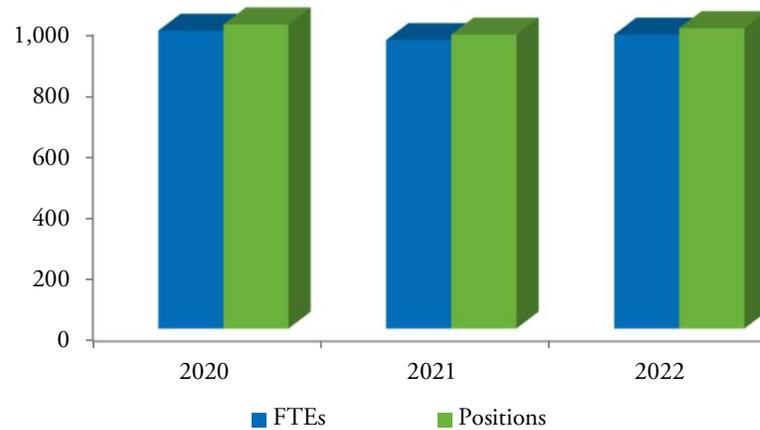




2022 BUDGET PERSONNEL SUMMARY

Budget FTEs				Budget Positions			
2020 Budget	2021 Budget	2022 Budget	2021-2022 Change	2020 Budget	2021 Budget	2022 Budget	2021-2022 Change
972.75	942.00	960.00	18.00	993	960	981	21

Budget FTEs & Positions





2022 BUDGET CAPITAL PROGRAM

In brief:

Capital projects for 2022 are budgeted at \$285,133,952. Approved but unspent projects are carried over from the prior year to the following budget year. The 2022 Budget contains \$80,045,651 of prior year budgeted funds (carryover) and \$205,088,301 in new projects. Expenditures are supported by \$175,522,501 in grant revenue from the Federal Transit Administration, Sound Transit, State, and other capital assistance.

The Capital Budget presents the revenues and expenditures associated with capital development and acquisition. It includes funds for budgeted replacement vehicles, capital planning for the efficient use of base and passenger facilities, technology, and maintenance equipment. These items are distinguished from operating items due to their greater than \$5,000 value and longer than one year projected useful life. Capital expenses and grant reimbursements are budgeted by project. As a matter of policy, Pierce Transit budgets funds in the year in which the Agency anticipates entering into a contract for service or acquisition. This generally results in funds that carry over from the previous budget year for projects in process. Operating costs or anticipated savings associated with significant non-routine capital expenditures such as personnel, maintenance, and utility costs have been included in the operating budget.

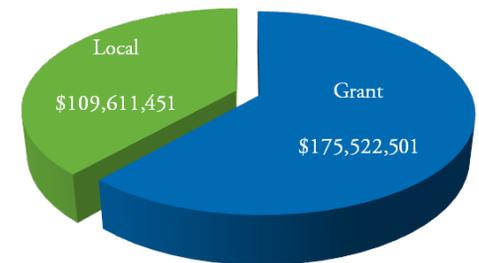
Capital Revenues

Where possible, capital projects are funded from non-recurring funding sources such as grants and other capital assistance. Grant funding sources are estimated to provide \$175.5 million for capital funding in 2022. The remaining local funds come from transfers from operating and interest/other.

Grant revenues of \$175.5 million include the following projects:

- Bus Fleet Replacement 2022 \$5.6 million
- SHUTTLE Fleet Replacement 2022 \$1.8 million
- Collision Avoidance System \$0.1 million
- Corridor Speed & Reliability \$1.4 million
- Bus Rapid Transit (BRT) \$155.3 million
- CAD/AVL \$3.3 million
- Tacoma Dome Station Elevator Modernization \$2.4 million
- Bus Fleet Replacement 2021 \$5.0 million
- Commerce Facility Charging Station \$0.6 million

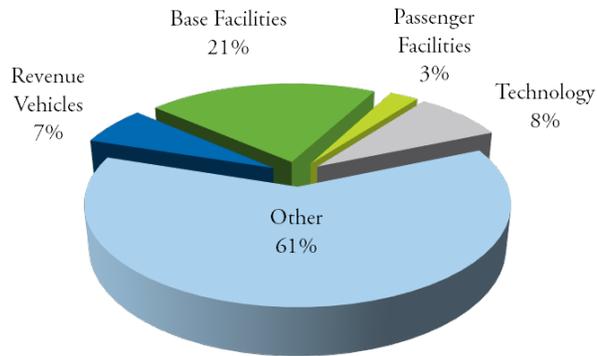
2022 Capital Budget Revenue





2022 BUDGET CAPITAL PROGRAM

The capital budget is separated into five expenditure categories that are important for Agency reporting requirements and include Revenue Vehicles, Passenger Facilities and Amenities, Base Facilities, Technology, and Other.



Capital Expenditures

Revenue Vehicles – Pierce Transit currently operates an active fleet of 161 buses, 369 vanpool vans, and 102 SHUTTLE vehicles. Revenue vehicles are replaced on an as needed basis that meet or exceed Federal Transit Administration (FTA) requirements. Pierce Transit has a fixed route fleet with an average age of 8.62 years and continues to extend the useful life of vehicles wherever possible. Funds are budgeted to replace 24 buses and 19 SHUTTLE vehicles.

Passenger Facilities & Amenities – This category includes funds for necessary repairs and refurbishments at several locations including construction of the Spanaway Transit Center and renewal of four other transit centers.

Base Facilities – Funds are budgeted for repairs and refurbishments to base facilities and systems. The Maintenance & Operations Base Improvement (MOBI) plan is to provide additional bus parking capacity, wider lanes and improved circulation, and new Fuel & Wash facility.

Technology – Budget includes maintenance and upgrade of critical software and systems, as well as replacement of infrastructure that has reached the end of its useful life. Some of these projects include Next Generation ORCA, CAD-AVL System, Collision Avoidance System, Security System Replacement, ADEPT software and Network Infrastructure.

Other – Other capital projects include the Bus Rapid Transit (BRT) project covering engineering design, environmental clearances, right-of-way, property acquisitions, community outreach, contractor services, and permits. This project is almost fully funded by Federal, State and Sound Transit contributions. Other also includes replacement and expansion of non-revenue support vehicles (trucks, forklifts, cars, etc.), and maintenance and administrative equipment.

The detailed 2022 Preliminary Capital Budget list follows.

2022 CAPITAL BUDGET

Project Title	Project Number	Project Carryover from 2021 into 2022	New 2022 Project Allocation Amount	2022 Capital Budget	Local (Pierce Transit) Funded	Grant Funding
Base Facilities Projects						
Base Master Plan Implementation	525	25,251,000	35,500,000	60,751,000	60,751,000	
Subtotal Base Facilities Projects		25,251,000	35,500,000	60,751,000	60,751,000	-
Other Projects (Admin & Shop Equipment)						
Corridor Speed & Reliability Improvements 2018	554	2,403,917		2,403,917	963,917	1,440,000
BRT Pac Ave SR 7 Construction 2019-2021	563	19,981,469	146,000,000	165,981,469	10,678,839	155,302,630
TDS Elevator Repairs/Upgrades 2020	588	1,471,643	1,732,991	3,204,634	801,158	2,403,476
Support Vehicle Replacement 2021	606	164,022		164,022	164,022	
Commerce Facility Bus Charging Station	612	300,000	1,700,000	2,000,000	1,414,800	585,200
BRT System Expansion Study	613	486,989		486,989	486,989	
Upholstery Shop Sewing Machine Repl	615	1,000		1,000	1,000	
Misc Capital Equipment	778	145,988		145,988	145,988	
Support Vehicle Replacement 2022	NEW		334,837	334,837	334,837	
Parts Washers Replacement 2022	NEW		46,525	46,525	46,525	
Consolidate IT Work Area and Storage 2022	NEW		57,480	57,480	57,480	
Body Shop Storage Cabinets	NEW		28,365	28,365	28,365	
Bldg 5 Chair Replacement	NEW		35,000	35,000	35,000	
Subtotal Other Projects		24,955,028	149,935,198	174,890,226	15,158,920	159,731,306
Passenger Facilities Projects						
Narrows Park & Ride Renewal	503	422,508		422,508	422,508	
Spanaway TC P&R - Phase I	556	1,560,107	3,717,886	5,277,993	5,277,993	
Kimball Drive Park & Ride 2020	590	350,000		350,000	350,000	
North Purdy Park & Ride 2020	591	350,000		350,000	350,000	
Parkland Transit Center 2020	592	150,000		150,000	150,000	
Spanaway TC P&R - Phase II Design	607	920,000		920,000	920,000	
Tacoma Dome Station Garage Wayfinding Design	608	35,000		35,000	35,000	
Subtotal Passenger Facilities Projects		3,787,614	3,717,886	7,505,500	7,505,500	-
Revenue Vehicle Projects						
SHUTTLE Replacement 2019	558	1,030,079		1,030,079	1,030,079	
Bus Fleet Replacement 2021	602	5,021,865		5,021,865	54,585	4,967,280
Vanpool Replacement 2021	611	814,118		814,118	814,118	
Vanpool 2021 Ford Explorer	616	29,310	3,000	32,310	32,310	

2022 CAPITAL BUDGET

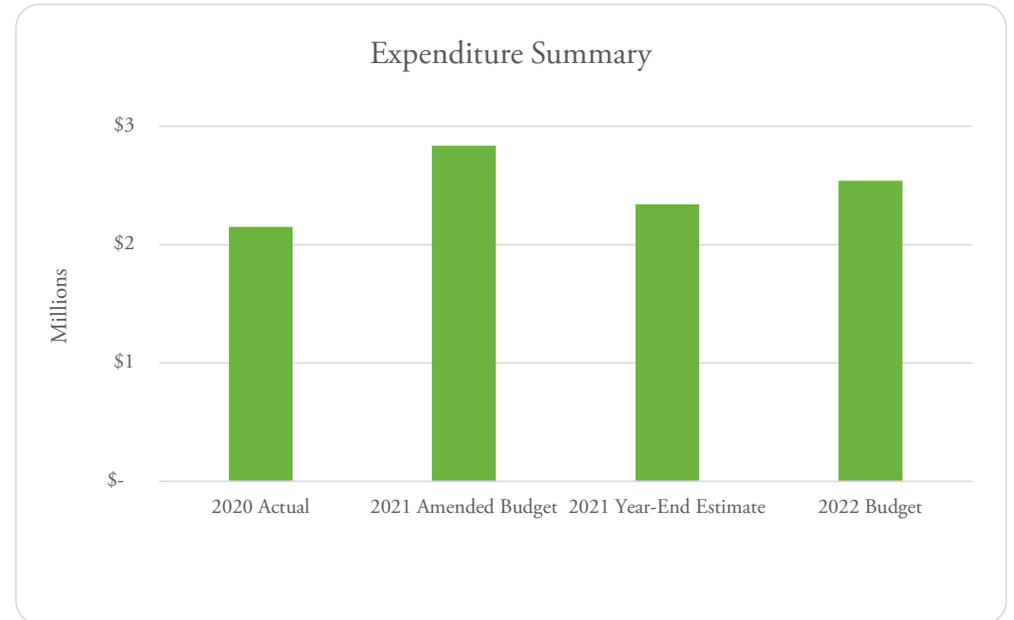
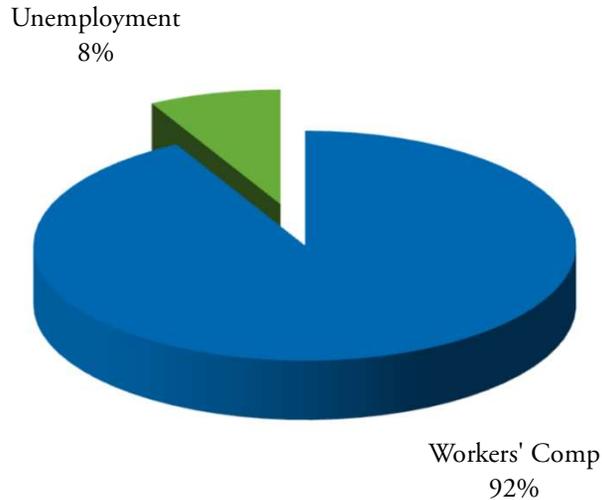
Project Title	Project Number	Project Carryover from 2021 into 2022	New 2022 Project Allocation Amount	2022 Capital Budget	Local (Pierce Transit) Funded	Grant Funding
Bus Fleet Replacement 2022	NEW		7,061,429	7,061,429	1,412,285	5,649,144
SHUTTLE Replacement 2022	NEW		2,928,534	2,928,534	1,165,607	1,762,927
Vanpool Replacement 2022	NEW		1,453,062	1,453,062	1,453,062	
Subtotal Revenue Vehicles Projects		6,895,372	11,446,025	18,341,397	5,962,046	12,379,351
Technology Projects						
Security Systems Repl 2015	452	1,350,375	1,549,192	2,899,567	2,899,567	
ngORCA	482	4,990,216		4,990,216	4,990,216	
Collision Avoidance System	518	139,931		139,931	66,515	73,416
Backup Software Repl 2018	543	85,000		85,000	85,000	
Bus Driving Simulator 2018	544	44,994		44,994	44,994	
CAD-AVL System Replacement 2019	573	10,390,236		10,390,236	7,051,808	3,338,428
EAM Enhancement	576	100,160		100,160	100,160	
Network Infrastructure Replacements 2019-2024	578	16,066		16,066	16,066	
Storage Area Network 2019 - 2024	579	329,700		329,700	329,700	
Network Infrastructure Replacement 2020	598	24,134		24,134	24,134	
Network Infrastructure Replacement 2021	603	760,000		760,000	760,000	
Call Center Software Replacement 2021	604	55,000		55,000	55,000	
Document/Records Management System 2021	605	780,625		780,625	780,625	
NeoGov HRIS Module	609	90,200		90,200	90,200	
ADEPT Upgrade or Replace 2022	NEW		2,200,000	2,200,000	2,200,000	
Network Infrastructure Replacement 2022	NEW		440,000	440,000	440,000	
Computer/Laptop Replacement	NEW		300,000	300,000	300,000	
Subtotal Technology Projects		19,156,636	4,489,192	23,645,828	20,233,984	3,411,844
Total		80,045,651	205,088,301	285,133,952	109,611,451	175,522,501



2022 BUDGET INSURANCE EXPENDITURE COMPARISON

Insurance Expenditure Comparison

Description	2020 YEAR-END ACTUALS	2021 AMENDED BUDGET	2021 YEAR END ESTIMATE	2022 BUDGET	% Change 2021 Year-End Estimate to 2022 Budget
Workers' Comp. Insurance	\$ 1,758,366	\$ 2,635,000	\$ 2,155,230	\$ 2,340,000	8.6%
Unemployment Insurance	391,280	200,000	185,000	200,000	8.1%
TOTAL INSURANCE	\$ 2,149,646	\$ 2,835,000	\$ 2,340,230	\$ 2,540,000	8.5%





This section includes the Six-Year Financial Plan Revenues & Expenditures, Ending Balances, and the 2022-2027 Six-Year Capital Plan.

A Six-Year Financial Plan is prepared to ensure fiscal sustainability over time.

2022 Preliminary Budget Six-Year Financial Plan

PIERCE TRANSIT
2022-2027 Six-Year Financial Plan
Revenues & Expenditures

(in millions)	2021 YE Est	2022 Budget	2023	2024	2025	2026	2027
OPERATING							
Revenue							
Operating Income							
Passenger Fares (Fare Revenue)	\$5.895776	\$6.747477	\$6.792325	\$6.837621	\$6.883370	\$6.937458	\$6.992244
Advertising (contract)	0.500000	0.500000	0.320000	0.320000	0.320000	0.320000	0.320000
Sound Transit Reimbursement (ST)							
ST Express	45.366924	52.740121	55.139041	50.091347	36.979117	38.448576	39.982644
ST Tacoma Dome Station	0.779660	1.077939	1.099498	1.121488	1.143917	1.166796	1.190132
Operating Income	52.542361	61.065537	63.350864	58.370455	45.326404	46.872830	48.485020
Non-Operating Income							
Sales Tax	100.919402	104.956178	108.629644	112.431682	116.366791	120.439629	124.655016
Interest	0.250000	0.250000	0.251250	0.252506	0.253769	0.255038	0.256313
Other Miscellaneous	32.471946	27.497417	0.275000	0.275000	0.425000	0.581000	0.587120
Non-Operating Income	133.641348	132.703595	109.155894	112.959188	117.045560	121.275667	125.498449
Operating Contributions							
CTR/Vanpool Assistance	0.107356	0.002500	0.000000	0.000000	0.000000	0.000000	0.000000
Special Needs Transportation Grant	2.006658	1.813376	1.768041	1.813376	1.722707	1.722707	1.722707
Operating Grants - Other	0.964077	1.150444	1.150444	1.150444	0.940185	0.729920	0.729920
Operating Contributions	3.078091	2.966320	2.918485	2.963820	2.662892	2.452627	2.452627
Total Operating Revenue	\$189.261800	\$196.735452	\$175.425243	\$174.293463	\$165.034856	\$170.601123	\$176.436096
Expenditures							
Operating Expenditures							
Wages	\$70.673162	\$77.490382	\$81.027760	\$80.504426	\$76.369530	\$79.933481	\$83.154017
Benefits	26.845134	30.351438	31.579502	31.407088	29.761323	31.146678	32.417486
M & O	24.509844	27.191672	27.144892	27.685029	28.087872	28.740368	29.426359
Fuel	3.927687	4.337794	4.422793	4.284821	3.938833	4.012663	4.075555
Parts	7.182302	7.142552	7.315841	7.054379	6.387341	6.539305	6.670091
Purchased Trans.	6.100000	7.864340	7.864340	7.864340	7.864340	8.047072	8.235411
Bridge Tolls	0.002594	0.002750	0.002805	0.002861	0.002918	0.002977	0.003036
Total Operating Expenditures (w/out Debt, Depreciation, and NonDepartmental)	139.240723	154.380928	159.357933	158.802944	152.412156	158.422544	163.981954

PIERCE TRANSIT
2022-2027 Six-Year Financial Plan
Revenues & Expenditures

(in millions)	2021 YE Est	2022 Budget	2023	2024	2025	2026	2027
Non-Operating Expenditures							
Payments to Pierce Co for 5307 Agreement	4.056296	1.143054	1.143054	1.143054	1.143054	1.143054	1.143054
Non-Operating Expenditures	4.056296	1.143054	1.143054	1.143054	1.143054	1.143054	1.143054
Total Operating Expenditures	\$143.297019	\$155.523982	\$160.500987	\$159.945998	\$153.555210	\$159.565597	\$165.125008
Total Operating Revenue Less Total Operating Expenditures	\$45.964781	\$41.211470	\$14.924256	\$14.347466	\$11.479646	\$11.035526	\$11.311088
Transfers							
Capital Reserve	\$20.312788	\$59.412378	\$47.044787	\$28.069513	\$8.939784	\$5.793502	\$9.668931
Insurance	0.334904	2.098101	2.610200	2.688686	2.769527	2.852792	2.938556
Transfers	20.647692	61.510479	49.654987	30.758199	11.709311	8.646294	12.607487
Total Expenditures and Transfers	\$163.944711	\$217.034461	\$210.155974	\$190.704197	\$165.264520	\$168.211892	\$177.732495
Change in Reserves	\$25.317089	-\$20.299009	-\$34.730731	-\$16.410733	-\$0.229664	\$2.389232	-\$1.296399

CAPITAL

Revenue							
Federal	\$14.338666	\$101.712035	\$7.412071	\$7.412071	\$7.412071	\$7.412071	\$7.324012
State	6.301654	15.668258	\$9.100000	0.000000	0.000000	0.000000	0.000000
Other	9.292137	58.142208	\$9.120000	35.540201	28.503358	19.200000	9.313074
Transfer from Operating Fund	20.312788	59.412378	\$47.044787	28.069513	8.939784	5.793502	9.668931
Interest	0.325000	0.325000	\$0.046500	0.046500	0.046500	0.046500	0.046500
Total Capital Revenues	\$50.570245	\$235.259879	\$72.723358	\$71.068285	\$44.901713	\$32.452073	\$26.352517
Expenditures							
Revenue Vehicles	\$26.568472	\$18.341397	\$12.687134	\$13.589926	\$13.144097	\$11.753346	\$13.298684
Base Facilities	16.136048	60.751000	38.600000	28.921886	0.000000	0.000000	0.000000
Passenger Facilities & Amenities	6.211507	7.505501	9.104594	0.000000	0.000000	0.000000	0.000000
Technology	2.376594	23.645828	1.584800	1.441800	2.619896	0.795000	1.070000
Other	7.960985	174.890226	10.746830	27.114673	29.137720	19.903727	2.683833
Total Capital Expenditures	\$59.253606	\$285.133952	\$72.723358	\$71.068285	\$44.901713	\$32.452073	\$17.052517
Use of Reserve	-8.683361	-49.874073	0.000000	0.000000	0.000000	0.000000	9.300000

PIERCE TRANSIT
2022-2027 Six-Year Financial Plan
Revenues & Expenditures

(in millions)	2021 YE Est	2022 Budget	2023	2024	2025	2026	2027
INSURANCE							
Revenue							
Interest	\$0.015750	\$0.016000	\$0.006000	\$0.006000	\$0.006000	\$0.006000	\$0.006000
Transfer	0.334904	2.098101	2.610200	2.688686	2.769527	2.852792	2.938556
Total Insurance Revenue & Transfer	\$0.350654	\$2.114101	\$2.616200	\$2.694686	\$2.775527	\$2.858792	\$2.944556
Expenditures							
Insurance Expenditures	\$2.340230	\$2.540000	\$2.616200	\$2.694686	\$2.775527	\$2.858792	\$2.944556
Use of Reserve	-\$1.989576	-\$0.425899	\$0.000000	\$0.000000	\$0.000000	\$0.000000	\$0.000000

PIERCE TRANSIT

2022-2027 Six-Year Financial Plan

Ending Balances

(in millions)	2021 YE Est	2022 Budget	2023	2024	2025	2026	2027
OPERATING							
Beginning Balance	\$72.590542	\$97.907631	\$77.608622	\$42.877890	\$26.467157	\$26.237493	\$28.626725
Revenue	189.261800	196.735452	175.425243	174.293463	165.034856	170.601123	176.436096
Total	\$261.852342	\$294.643082	\$253.033864	\$217.171354	\$191.502013	\$196.838616	\$205.062821
Expenditures	\$143.297019	\$155.523982	\$160.500987	\$159.945998	\$153.555210	\$159.565597	\$165.125008
Transfers from Operating	20.647692	61.510479	49.654987	30.758199	11.709311	8.646294	12.607487
Total	\$163.944711	\$217.034461	\$210.155974	\$190.704197	\$165.264520	\$168.211892	\$177.732495
Operating Ending Balance	\$97.907631	\$77.608622	\$42.877890	\$26.467157	\$26.237493	\$28.626725	\$27.330326
Required Margin	23.206787	25.730155	26.559656	26.467157	25.402026	26.403757	27.330326
Margin / (Deficit)	74.700843	51.878467	16.318235	0.000000	0.835467	2.222968	0.000000

CAPITAL							
Beginning Balance	\$67.857434	\$59.174073	\$9.300000	\$9.300000	\$9.300000	\$9.300000	\$9.300000
Revenues	50.570245	235.259879	72.723358	71.068285	44.901713	32.452073	26.352517
Total	\$118.427679	\$294.433952	\$82.023358	\$80.368285	\$54.201713	\$41.752073	\$35.652517
Expenditures	\$59.253606	\$285.133952	\$72.723358	\$71.068285	\$44.901713	\$32.452073	\$17.052517
Capital Ending Balance	\$59.174073	\$9.300000	\$9.300000	\$9.300000	\$9.300000	\$9.300000	\$18.600000
Required Margin >\$9.3 M; 2027 \$18.6 M	9.500000	9.300000	9.300000	9.300000	9.300000	9.300000	18.600000
Margin / (Deficit)	49.674073	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000

INSURANCE							
Beginning Balance	\$3.615475	\$1.625899	\$1.200000	\$1.200000	\$1.200000	\$1.200000	\$1.200000
Interest	0.015750	0.016000	0.006000	0.006000	0.006000	0.006000	0.006000
Transfer	0.334904	2.098101	2.610200	2.688686	2.769527	2.852792	2.938556
Total	\$3.966129	\$3.740000	\$3.816200	\$3.894686	\$3.975527	\$4.058792	\$4.144556
Expenditures	\$2.340230	\$2.540000	\$2.616200	\$2.694686	\$2.775527	\$2.858792	\$2.944556
Insurance Ending Balance	\$1.625899	\$1.200000	\$1.200000	\$1.200000	\$1.200000	\$1.200000	\$1.200000
Required Margin	1.200000						
Margin / (Deficit)	0.425899	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000

Total Ending Balances	\$158.707603	\$88.108622	\$53.377891	\$36.967158	\$36.737493	\$39.126725	\$47.130326
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ALL FUNDS							
Required Margin	\$33.906787	\$36.230155	\$37.059656	\$36.967157	\$35.902026	\$36.903757	\$47.130326
Margin/ (Deficit)	\$124.800815	\$51.878467	\$16.318235	\$0.000000	\$0.835467	\$2.222968	\$0.000000

#	Project Title	Project Number	2021 Estimated Carryover	New 2022 Project Allocation	2022-Cap	2023-Cap	2024-Cap	2025-Cap	2026-Cap	2027-Cap	Total
1	Security Systems Repl 2015	452	1,350,375	1,549,192	2,899,567						2,899,567
2	ngORCA	482	4,990,216	-	4,990,216						4,990,216
3	Narrows Park & Ride Renewal	503	422,508	-	422,508						422,508
4	Collision Avoidance System	518	139,931	-	139,931						139,931
5	Base Master Plan Implementation	525	25,251,000	35,500,000	60,751,000	38,600,000	28,921,886				128,272,886
6	Backup Software Repl 2018	543	85,000	-	85,000						85,000
7	Bus Driving Simulator 2018	544	44,994	-	44,994						44,994
8	Corridor Speed & Reliability Improvements 2018	554	2,403,917	-	2,403,917						2,403,917
9	Spanaway TC P&R - Phase I	556	1,560,107	3,717,886	5,277,993						5,277,993
10	SHUTTLE Replacement 2019	558	1,030,079	-	1,030,079						1,030,079
11	BRT Pac Ave SR 7 Construction 2019-2021	563	19,981,469	146,000,000	165,981,469	1,000,000	1,000,000	1,000,000			168,981,469
12	CAD-AVL System Replacement 2019	573	10,390,236	-	10,390,236						10,390,236
13	EAM Enhancement	576	100,160		100,160						100,160
14	Network Infrastructure Replacements 2019-2024	578	16,066		16,066						16,066
15	Storage Area Network 2019 - 2024	579	329,700		329,700						329,700
16	TDS Elevator Repairs/Upgrades 2020	588	1,471,643	1,732,991	3,204,634						3,204,634
17	Kimball Drive Park & Ride 2020	590	350,000		350,000						350,000
18	North Purdy Park & Ride 2020	591	350,000		350,000						350,000
19	Parkland Transit Center 2020	592	150,000		150,000						150,000
20	Network Infrastructure Replacement 2020	598	24,134		24,134						24,134
21	Bus Fleet Replacement 2021	602	5,021,865		5,021,865						5,021,865
22	Network Infrastructure Replacement 2021	603	760,000		760,000						760,000
23	Call Center Software Replacement 2021	604	55,000		55,000						55,000
24	Document/Records Management System 2021	605	780,625		780,625						780,625
25	Support Vehicle Replacement 2021	606	164,022		164,022						164,022
26	Spanaway TC P&R - Phase II Design	607	920,000		920,000	9,104,594					10,024,594
27	Tacoma Dome Station Garage Wayfinding Design	608	35,000		35,000						35,000
28	NeoGov HRIS Module	609	90,200		90,200						90,200
29	Vanpool Replacement 2021	611	814,118		814,118						814,118
30	BRT Commerce Facility Bus Charging Station	612	300,000	1,700,000	2,000,000						2,000,000
31	BRT System Expansion Study	613	486,989		486,989						486,989
32	Upholstery Shop Sewing Machine Repl	615	1,000		1,000						1,000
33	Vanpool 2021 Ford Explorer	616	29,310	3,000	32,310						32,310
34	Misc Capital Equipment	778	145,988		145,988						145,988
Subtotal Carryover & Additional Requests			80,045,651	190,203,069	270,248,720	48,704,594	29,921,886	1,000,000	-	-	349,875,200

2022-2027 Six-Year Capital Plan

A portion of this project is funded by grants

#	Project Title	Project Number	2021 Estimated Carryover	New 2022 Project Allocation	2022-Cap	2023-Cap	2024-Cap	2025-Cap	2026-Cap	2027-Cap	Total	
35	Bus Fleet Replacement 2022	New		7,061,429	7,061,429						7,061,429	
36	SHUTTLE Replacement 2022	New		2,928,534	2,928,534						2,928,534	
37	Support Vehicle Replacement 2022	New		334,837	334,837						334,837	
38	ADEPT Upgrade or Replace 2022	New		2,200,000	2,200,000						2,200,000	
39	Network Infrastructure Replacement 2022	New		440,000	440,000						440,000	
40	Parts Washers Replacement 2022	New		46,525	46,525						46,525	
41	Vanpool Replacement 2022	New		1,453,062	1,453,062						1,453,062	
42	Consolidate IT Work Area and Storage 2022	New		57,480	57,480						57,480	
43	Body Shop Storage Cabinets	New		28,365	28,365						28,365	
44	Computer/Laptop Replacement	New		300,000	300,000	300,000	300,000	300,000	300,000	300,000	1,800,000	
45	Bldg 5 Chair Replacement	New		35,000	35,000						35,000	
Subtotal New Requests				14,885,232	14,885,232	300,000	300,000	300,000	300,000	300,000	16,385,232	
46	BRT 2 2022	Outyear				9,120,000	25,778,114	28,137,720	19,200,000	2,200,000	84,435,834	
47	Bus Fleet Replacement 2023-2027	Outyear				7,283,808	7,514,786	7,753,005	7,113,255	6,425,071	36,089,925	
48	Tacoma Dome Station Parking Payment System 2025	Outyear						609,396			609,396	
49	Network Infrastructure 2023-2027	Outyear				1,284,800	1,141,800	1,710,500	495,000	770,000	5,402,100	
50	Shuttle Replacement 2023-2027	Outyear				2,980,353	3,201,473	2,143,926	2,510,977	2,729,944	13,566,673	
51	Support Vehicle Replacement 2023-2027	Outyear				626,830	336,559		703,727	483,833	2,150,949	
52	Vanpool Replacement 2023-2027	Outyear				2,422,973	2,873,667	3,247,166	2,129,114	4,143,669	14,816,589	
Subtotal Outyear Requests				-	-	-	23,718,764	40,846,399	43,601,713	32,152,073	16,752,517	157,071,466
Grand Total			80,045,651	205,088,301	285,133,952	72,723,358	71,068,285	44,901,713	32,452,073	17,052,517	523,331,898	



*This section includes the
Acronym List
and
Budget Glossary.*

2022 Preliminary Budget Appendix



2022 BUDGET ACRONYM LIST

Acronyms are words formed from the initial letters of other words most commonly used in the context of the budget.

ADA – American Disabilities Act
AFR – Annual Financial Report
APTA – American Public Transportation Association
AWC – Association of Washington Cities
BRT – Bus Rapid Transit
CNG – Compressed Natural Gas
CTR – Commute Trip Reduction
DOT – Department of Transportation
FTA – Federal Transit Administration
FY – Fiscal Year
GFOA – Government Finance Officers Association
JBLM – Joint Base Lewis McChord
M&O – Maintenance and Operations
MOBI – Maintenance & Operations Base Improvements
ngORCA – Next Generation One Regional Card for All
PERS – Public Employees Retirement System
PT – Pierce Transit
PTBA – Public Transportation Benefit Area
SHUTTLE – Specialized Transportation
ST – Sound Transit
SUV – Special Use Van
TDS – Tacoma Dome Station
USDOT – United States Department of Transportation
VP – Vanpool
WSDOT – Washington State Department of Transportation
YE – Year End



2022 BUDGET GLOSSARY

Accounting System – Pierce Transit is a single enterprise that uses the accrual method of accounting. Under this method of accounting, revenues are recorded when earned and expenses are recorded as soon as they result in liabilities for benefits received.

Accrual Accounting – A basis of accounting in which revenues and expenses are allocated to the year in which they are incurred, as opposed to when cash is actually received or spent.

Accrual Basis – The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash receipts and disbursements.

ADA Americans with Disabilities Act – Federal legislation mandating specific requirements for vehicles and facilities to accommodate the disabled.

Agency – As a government agency, Pierce Transit is often referred to as “the Agency” in this document and in other Pierce Transit publications.

Annual Ridership – The total number of passenger boardings on fixed route, SHUTTLE, or vanpool in a year.

Annual Service Hours – The number of hours of service provided during one year.

Appropriation – A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation usually is limited in amount and time it may be expended.

APTA – American Public Transportation Association. National, nonprofit trade association representing the public transit industry.

Basis of Accounting – The term that describes the criteria governing the timing of the recognition of transactions and events.



2022 BUDGET GLOSSARY

Beginning Reserve Balance – The fund balance as of January 1 that includes designated and undesignated amounts.

Boardings – Passengers are counted each time they board revenue vehicles no matter how many vehicles they use to travel from their origin to their destination. The official name of this statistic in National Transit Database (NTD) terms is “unlinked passenger trip.”

Bond – Long-term debt issued by an agency to help finance new acquisitions of property, facilities and equipment.

Budget – A financial plan to allocate financial resources to personnel, equipment, and facilities to deliver transit services to the public. It serves four main purposes: a policy statement, an operation guide, a financial plan, and a communication device.

Budget Amendment – A budget amendment is a formal action of the Board of Commissioners. An amendment is required in accordance with the Agency budget procedures.

Budget Revision – A budget revision is a record of change to the budget. A completed budget revision form is required for a revision.

Bus Rapid Transit – Bus Rapid Transit systems are designed to carry larger numbers of riders with greater speed, reliability and frequency than a standard fixed-route bus.

Capital Budget – The Capital Budget is a portion of the annual budget that appropriates funds for the purchase of capital items. It includes funds for capital purchases such as vehicles, construction of new facilities, maintenance machinery, and off-site improvements. In addition, payroll costs and supplies may be capitalized if they are a portion of a project greater than \$5,000. These items are distinguished from operating items due to their value (greater than \$5,000) and projected useful life (greater than one year). Effective 2002.

2022 BUDGET GLOSSARY

Capital Fund Account – An account used to segregate a portion of the Agency's equity to be used for future capital program expenditures. The amount of the capital account is roughly equal to the Agency's annual equipment depreciation and an amount identified as being needed for future capital acquisition.

Capital Reserve – Reserves established to meet expenditure requirements for capital programmed in the Six-Year Financial Plan – a minimum amount equal to ten percent of the six-year average annual capital expenditures and fifty percent of the average annual grant funding programmed in the Six-Year Financial Plan.

Congestion Mitigation & Air Quality Program (CMAQ) – A federal program that funds transportation projects that will contribute to meeting the attainment of national ambient air quality standards.

Cost per Passenger – The cost of carrying each passenger. This is determined by dividing the total cost of carrying all passengers by the total number of passenger trips.

Cost per Vehicle Mile – The cost of traveling one mile. This is determined by dividing the total cost of providing service by the total number of miles traveled.

Deadhead Time – The number of hours a bus is traveling while not in revenue service. Includes travel between the garage and the beginning/end of a route or travel between two routes when the vehicle is not actually in service.

Debt – The amount of money required to pay interest and principal on the Agency's borrowed funds.

Debt Service – The annual debt service requirements and future debt service schedule associated with the bonds currently outstanding as determined by the debt policy. Debt service includes the principal and interest payment obligations for the defined periods.

Department – A sub-organizational unit of a Division responsible for achievement of specific Agency objectives such as service support, facilities management, and procurement.



2022 BUDGET GLOSSARY

Division – An organizational unit of the Agency responsible for carrying out Agency functions such as Operations and Finance.

DOT – See USDOT and WSDOT

Dwell Time – The scheduled time a vehicle is allowed to discharge and take on passengers at a stop, including opening and closing doors.

Encumbrances – A classification of expenditures committed for goods or services for which payments have not been made.

Ending Reserve Balance – The fund balance as of December 31 that includes designated and undesignated amounts.

Enterprise Fund – An enterprise fund is a type of proprietary fund used to account for a government's business-type activities. An enterprise fund may be used to report any activity for which a fee is charged to external users for goods or services. Enterprise funds are commonly used by transit districts to focus attention on the cost of providing services, and they serve to highlight the portion of that cost being borne by taxpayers.

Expenditures – Decrease in net current assets. Expenditures include debt service, capital outlays, and those current operating costs that require the use of current assets.

Expenses – Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

Express – A segment of fixed route service that operates between major commuting centers without intermediate stops. This service is designed to be faster and more direct than local fixed route service. Express service is made up of Sound Transit service and other express services.

Farebox Recovery Ratio – The amount of total fares collected divided by total costs. This ratio indicates how much the passenger provides toward the total cost of service.



2022 BUDGET GLOSSARY

Fiscal Year – The fiscal year for Pierce Transit is the calendar year January 1 through December 31.

Fixed Guideway (fg) – A Public transportation facility using and occupying: a separate right-of-way (ROW) or rail for the exclusive use of Public Transportation; or a fixed catenary system usable by other forms of transportation.

Fixed Route – Bus operations that adhere to a published schedule on specific routes.

Full-time Equivalents (FTEs) – A unit used for measuring personnel according to the percentage of hours worked annually, based on a 40-hour workweek / 52 weeks / 2080 hours.

Fund – A fiscal or accounting entity with a self-balancing set of accounts. A fund is established for the purpose of carrying on specific activities in accordance with specific limitations.

Fund Balance – Fund balance is the difference between assets and liabilities. The fund balance consists of required reserves set by the Board of Commissioners policy and unreserved amounts.

Grants – A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital depending on the purpose of the grant.

Grow America Act – Generating Renewal, Opportunity, and Work with Accelerated Mobility, Efficiency, and Rebuilding of Infrastructure and Communities throughout America is the proposed multi-year surface transportation reauthorization proposal in 2014.

Insurance Fund Account – This account reflects the Agency's self-insured risk management programs: workers' compensation, and unemployment benefits. Operating funds pay an appropriate premium into this fund, which then pays valid claims. Dedicated cash funds to cover potential claims have been accumulated and are maintained in this account. These funds are restricted in their use.



2022 BUDGET GLOSSARY

Insurance Reserve – Reserves set at a level to adequately protect the Agency from self- insurance risks. The risks and reserve levels will be evaluated annually.

JARC – Job Access and Reverse Commute program. A grant funding support van services for Temporary Aid to Needy Families (TANF) and Welfare to Work recipients to transport eligible individuals with low income to and from jobs and activities related to their employment.

Layover Time – The time a bus is not in service between two scheduled trips.

Local Service – Fixed route bus service which travels within the local service area and makes regular and frequent stops. Pierce Transit's local service extends north to the Federal Way Transit Center in south King County, south to Spanaway, west to University Place and Steilacoom, and east to Puyallup.

Maintenance and Operation Expenditures (M&O) – This term refers to expenditures paid to obtain goods or services; including such items as services, supplies, fuel, utilities, insurance, etc. This category does not include personnel or capital expenditures.

MAP-21 Moving Ahead for Progress in the 21st Century Act (P.L. 112-141) – Federal legislation funding surface transportation programs through the Federal Transit Administration for fiscal years 2013 and 2014. It replaces *SAFETEA-LU*.

Mission Statement – This statement defines the purpose of Pierce Transit, thus providing long-term guidance to the Agency. This Mission Statement is the basis of the Agency's strategy priorities, annual goals, and objectives.

Modified Accrual Basis of Accounting – This method recognizes increases and decreases in financial resources only to the extent that they reflect near-term inflows or outflows of cash. Non-revenues and expenditures, including capital grant receipts, and capital acquisitions are budgeted on an accrual basis. Debt service principal is budgeted on a cash basis.



2022 BUDGET GLOSSARY

Net Cost per Passenger – A measure of the cost-effectiveness of a transit system. This is determined by subtracting total fare revenue from the total cost of providing service, divided by the number of passenger trips.

One Regional Card for All (ORCA) – The seamless fare system for the region’s customers. It enables agencies to offer transit fare options, reduce media confusion, and improve interagency fare revenue reconciliation through an apportionment process. Regional fares are shared by the participating agencies which include Community Transit, Everett Transit, Kitsap Transit, King County Metro, Pierce Transit, Sound Transit, and Washington State Ferries.

Operating Budget – A plan of expenditures and proposed sources of financing current service. The operating budget does not include capital funds. The principle sources of revenue are operating income, sales tax, investment income and grants. All divisions are financed through this budget.

Operating Expenditures –The outflow of funds paid, or to be paid, for current goods and services.

Operating Reserve – Reserves maintained to provide a sufficient working capital and balance to finance cash flow requirements, unanticipated downturns in revenues, and provide funds for emergency expenditures - a minimum of two months of operating expenditures.

Operating Revenue – Funds that the Agency receives as income to pay for ongoing operations. It includes such items as: taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

Passengers per Vehicle Hour – The number of passenger trips taken during one hour of service. This is calculated by dividing the total number of service hours by the number of passenger trips.

Performance Indicators – Measures by which Pierce Transit evaluates the effectiveness and efficiency of its operations.

Personnel – This item includes the cost of all salaries, wages, overtime, and benefits associated with the Agency's staff.



2022 BUDGET GLOSSARY

Platform Hours – At Pierce Transit, the terms platform hours and service hours are interchangeable (see Service Hours).

Regional Fare Coordination Project (ORCA / Smart Card) - The Regional Fare Coordination (RFC) Contract, Joint Consultant contracts, and the combined Agency activities related to the RFC System. The System, which comprises Community Transit, Everett Transit, Kitsap Transit, King County Metro, Pierce Transit, Sound Transit, and Washington State Ferries, will provide a common, non-cash fare system throughout the Agencies' service areas.

Replacement – Capital items having reached the end of a minimum normal service life.

Required Reserve – The amount approved by the Board of Commissioner for the account groups operating, capital, and insurance account groups needed to mitigate current and future risks.

Reserve – An account used to segregate a portion of fund balance to indicate that it is not available for expenditures; or an account used to segregate a portion of fund equity as legally set aside for a specific future use.

Revenue Hours – A calculation of service based on the number of hours a vehicle is in service providing passenger trips (and is potentially collecting fare revenue). Revenue hours do not include deadhead time but do include layover time between trips.

Revenue Miles – A calculation of service based on the number of miles in which a vehicle is in service providing passenger trips (and is potentially collecting fare revenue).

Revenue per Passenger – The amount of revenue received per passenger trip. This is calculated by dividing the total amount of fares collected by the total number of passenger trips.

Revenue Vehicle – Any vehicle which provides service resulting in fare revenue for the Agency.



2022 BUDGET GLOSSARY

SAFETEA-LU – Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users. Reauthorization of the federal surface transportation program covering the time periods 2005-2009 and extended through 2012.

Sales Tax – Tax on certain forms of consumption levied by the State of Washington within the service district for the Agency in the amount of six-tenths of one percent (0.6 percent) (effective 7/1/02).

Sea-Tac – The general geographic area between Seattle and Tacoma and a city in the same area.

Self-insurance – The items determined to be administered by the Agency rather than covered by an insurance policy. The costs may include workers' compensation, unemployment compensation benefits, related attorney fees and legal costs.

Service Hours – A calculation of service based on the number of hours a vehicle is on the road (includes revenue, recovery and deadhead hours) (also referred to as "Platform Hours").

Service Miles – A calculation of service based on the number of miles a vehicle is on the road (includes revenue, recovery, and deadhead miles but not training or maintenance road test miles).

SHUTTLE – see Specialized Transportation also known as SHUTTLE.

Single-Enterprise Fund – Pierce Transit is a single-enterprise fund. Within the single fund, there are account groups (operating, capital, and insurance).

Smart Card – see Regional Fare Coordination Project.

Sound Transit – Regional Transit Authority. A cooperative known as "Sound Transit" which includes Pierce, King, and Snohomish counties, established to implement a regional, integrated, transit system throughout the Puget Sound area.

Specialized Transportation – An Agency program whereby transportation services are provided to the area disabled.

2022 BUDGET GLOSSARY

Transfers – Amounts transferred from the operating budget to the insurance and capital budgets. These amounts represent the annual contribution to these budgets.

Unreserved Amount – The designated or undesignated fund balance resources available for spending.

USDOT – United States Department of Transportation. The federal agency responsible for overseeing, regulating and providing financial assistance to ensure safe, effective national transportation systems including the Federal Transit Administration.

Vanpool – A group of 5 to 15 people sharing the ride in an 8, 12, or 15-passenger van.

Vehicle Hours – Aggregation of time during which a transit vehicle leaves the operating base, is available for service, and returns to the operating base. Includes layover and deadhead hours.

Working Cash – Excess of readily available assets over current liabilities or cash on hand equivalents that may be used to satisfy cash flow needs.

WSDOT – Washington State Department of Transportation. The state agency responsible for carrying out state transportation programs including public transportation.



TITLE: Authorize the Chief Executive Officer to Execute a New Interlocal Agreement No. 1298 with the Pierce County Sheriff's Department (PCSD) for Law Enforcement Services from January 1, 2022 Through December 31, 2022

DIVISION: Service Delivery & Support

SUBMITTED BY: Mike Griffus, Chief Executive Officer

RELATED ACTION: N/A

ATTACHMENTS: Proposed Resolution
 Exhibit A, Proposed Agreement

RELATION TO STRATEGIC PLAN: Customer

BUDGET INFORMATION

Is it Budgeted? Yes / No

Project Name or Number: N/A

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Contract Amount	\$ 1,867,590	The original contract amount of \$1,867,590 proposed by the County does not factor in compensation for off duty officer work, overtime for personnel, or rates for special services performed. Staff has added contingency costs to cover these unplanned circumstances.
Contingency	\$ 1,875,321	
Total Expenditure	\$ 3,742,911	

BACKGROUND:

Staff seeks authority to execute a new Interlocal Agreement with the Pierce County Sheriff's Department for Law Enforcement Services beginning January 1, 2022 through December 31, 2022. Like many law enforcement agencies across the United States, the Pierce County Sheriff's Department is also facing a shortage of law enforcement officers, resulting in the need for a new Interlocal Agreement that constitutes a reduction in service from what has typically been provided by the Pierce County Sheriff's Department. The proposed service level is detailed in Exhibit A of the Agreement.

The new agreement provides for one (1) PCSD Police Chief; two (2) PCSD Sergeants, and one (1) Investigator. The staffing levels are reduced in a phased approach with the Patrol Deputy staffing levels reducing from fourteen (14) down to six (6) beginning January 10, 2022, and further reducing to zero (0) Patrol Deputies beginning July 11, 2022 through December 31, 2022.

The cost of each phase of service is detailed in Exhibit A of the Agreement in a fixed amount as follows:

January 1, 2022 – January 9, 2022	\$86,660
January 10, 2022 – July 10, 2022	\$1,298,010
July 11, 2022 – December 31, 2022	\$482,920
Subtotal	\$1,867,590
Contingency for Special Rates/Overtime/Off Duty	\$1,875,321
Grand Total	\$3,742,911

The Agreement also provides for Extra Duty and Specialized Services Rates based on utilization. Historically, Pierce Transit has not utilized many of the services listed on the Services Rate Page (Exhibit C to the Agreement), but we do anticipate that there will be a need to pay overtime and to compensate for police service work provided by PCSD off duty officers, which is reflected in the contingency cost above.

Providing a safe transit system for Pierce Transit’s customers is Pierce Transit’s top priority. Pierce Transit is in the process of developing a new policing model that it anticipates implementing at the beginning of 2023. The proposed agreement will allow staff time to develop and implement a new policing model. The staffing of the PCSD Chief, (2) sergeants and (1) investigator is needed for continuity of service for managing public safety officers and off duty officers from partnering law enforcement which, at this time, include agencies such as Federal Way and Lakewood.

STAFF RECOMMENDATION:

Staff recommends the approval of the new Interlocal Agreement with the Pierce County Sherriff’s Department for Law Enforcement Services to allow staff time to develop a new public safety model.

ALTERNATIVES:

Do not approve the proposed new Interlocal Agreement. This is not recommended as law enforcement services from PCSD are needed throughout the Pierce Transit system until Pierce Transit implements a new policing model.

PROPOSED MOTION:

Move to: Approve Resolution No. 2021-019, authorizing the Chief Executive Officer to execute Interlocal Agreement No. 1298 with the Pierce County Sheriff’s Department to provide Law Enforcement Services pursuant to the terms and conditions described in Exhibit A from January 1, 2022 through December 31, 2022, for a not to exceed amount of \$3,742,911.

RESOLUTION NO. 2021-019

1 A RESOLUTION of the Board of Commissioners of Pierce Transit Authorize the Chief Executive Officer to
2 Execute a New Interlocal Agreement No. 1298 with the Pierce County Sheriff's Department (PCSD) for Law
3 Enforcement Services from January 1, 2022 Through December 31, 2022
4

5 WHEREAS, like many law enforcement agencies across the United States, the Pierce County Sheriff's
6 Department is also facing a shortage of law enforcement officers; and

7 WHEREAS, due to the labor shortage affecting the public safety sector, Pierce County Sheriff's
8 Department will need to reduce its level of service that has typically been provided to Pierce Transit; and

9 WHEREAS, the parties have agreed to enter into a new Interlocal Agreement for Pierce County to
10 provide police services at a reduced level pursuant to the terms presented in the agreement attached hereto as
11 Exhibit A from January 1, 2022 through December 31, 2022; and

12 WHEREAS, providing a safe transit system for Pierce Transit's customers is one of Pierce Transit's top
13 priority; and

14 WHEREAS, Pierce Transit is in the process of developing a new policing model and anticipates the new
15 model to be implemented at the beginning of 2023; and

16 WHEREAS, law enforcement services from Pierce County Sheriff's Department is needed until the new
17 model is in place.

18 NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Pierce Transit as follows:

19 Section 1. The Board of Commissioners authorizes the Chief Executive Officer to execute Interlocal
20 Agreement No. 1298 with the Pierce County Sheriff's Department to provide Law Enforcement Services as
21 presented in Exhibit A from January 1, 2022 through December 31, 2022, for a not to exceed amount of
22 \$3,742,911.

23 ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on
24 the 13th day of December 2021.
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PIERCE TRANSIT

Marty Campbell, Chair
Board of Commissioners

ATTEST/AUTHENTICATED

Deanne Jacobson, CMC
Clerk of the Board

**INTERLOCAL AGREEMENT
BETWEEN PIERCE COUNTY AND PIERCE TRANSIT
RELATING TO LAW ENFORCEMENT SERVICES**

THIS INTERLOCAL AGREEMENT (“Agreement”) is entered into by and between **PIERCE COUNTY**, a political subdivision of the State of Washington (“County”) and **PIERCE COUNTY PUBLIC TRANSPORTATION BENEFIT AUTHORITY**, a municipal corporation of the State of Washington (“Pierce Transit”) (together, “Parties”) as follows:

WHEREAS, Pierce Transit has requested the County provide certain law enforcement services to Pierce Transit; and

WHEREAS, the County has the resources necessary through the Pierce County Sheriff’s Department (PCSD) to provide law enforcement services to Pierce Transit; and

WHEREAS, the parties entered into an agreement for law enforcement services on January 1, 2017, and subsequently amended that agreement on February 23, 2021; and

WHEREAS, after evaluating the scope of Pierce Transit’s need for law enforcement services, Pierce Transit seeks to enter into this new Agreement (“Agreement”) for a new scope of work, and upon the effective date of this Agreement, any prior agreement between the Parties for law enforcement services shall be null; and

WHEREAS, the parties are authorized to enter into such agreements by virtue of RCW 39.34 and 35.02.225.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, it is mutually agreed by and between the County and Pierce Transit as follows:

SECTION 1. PURPOSE.

The purpose of this agreement is for the County to provide Pierce Transit with law enforcement services by and through PCSD.

SECTION 2. DIRECT SERVICES.

The County will provide law enforcement services as described in the categories below within the Pierce Transit service area at the level described in Exhibit “A” attached hereto and incorporated herein by this reference, and at the cost described in Exhibit “B,” which is also attached hereto and incorporated herein by this reference. Patrol Deputies, Sergeants, K9 Units, Investigators and Public Safety Chief categories shall be filled utilizing trained and fully commissioned deputies. The County shall coordinate with Pierce Transit to maximize coverage and efficiency in utilization of deputy assignments. The County is to provide sworn police services dedicated to Pierce Transit. In so doing, the law enforcement services shall be dedicated to Pierce Transit and shall not be used elsewhere within Pierce County; provided however, that in the event of emergency or a call by an officer for assistance, then reasonable levels of mutual aid may be rendered.

- A. Patrol and Enforcement and Investigations Services. Patrol and enforcement services will, to the extent reasonably practicable based on service levels described in Exhibit A, constitute the first response for the enforcement of state and local law and Pierce Transit Codes and Policies throughout Pierce Transit’s system. As used herein, “patrol services” means reactive patrol to

respond to Pierce Transit's staff, customers and business calls for services, proactive patrol to prevent and deter criminal activity at Pierce Transit facilities and throughout Pierce Transit operations, and other lawful law enforcement assignments Pierce Transit deems necessary.

Deputies will be selected and supervised by the Sergeant(s) and Public Safety Chief. In the event that a Deputy position cannot be filled due to a lack of applicants, or if applicant(s) are not successful during the selection process, the position will be filled according to the PCSD guild contract, a current copy of which, and any changes thereto, shall be provided to Pierce Transit.

- B. Sergeants. The County will provide Sergeant(s) who will be selected by the County. Pierce Transit may participate and provide input into the selection process. The Sergeants will be assigned to Pierce Transit to provide patrol supervision for PCSD deputies, provide patrol services, assist the Public Safety Chief as directed, and serve as the Acting Chief in the Public Safety Chief's absence at the discretion of Pierce Transit.

Sergeant patrol services will be provided when regular duty or extra duty staff is unavailable; provided that such patrol services will occur only to the extent reasonably practicable in consideration of Sergeant administrative duties and the service levels described in Exhibit A.

Sergeant patrol supervisory duties will only be performed for PCSD deputies. Sergeants will not supervise any activities, operations, policies, training, or use of force for extra duty officers that are not employed by PCSD; all peace officers not employed by PCSD will be supervised by the commissioning agency that employs such officer.

Sergeant administrative duties will include scheduling, timekeeping, viewing reports, and other tasks assigned by the Public Safety Chief. In addition, Sergeants will coordinate information sharing concerning security, safety, and criminal activity affecting transit operations and facilities among agencies contracted to provide direct law enforcement services to Pierce Transit.

In the event a Sergeant position cannot be filled due to a lack of applicants, or if applicant(s) are not successful during the selection process, the position will be filled according to the PCSD guild contract.

- C. Public Safety Chief. The Public Safety Chief will handle and direct the day-to-day operational concerns for the Pierce Transit Department of Public Safety (DPS) in accord with the policies and direction for the DPS as identified by Pierce Transit and will serve as Pierce Transit's Chief of Public Safety. In addition, the Public Safety Chief or other designated supervisory staff will be available to Pierce Transit during certain days and hours, as mutually agreed to by the County and Pierce Transit for such activities as meetings of the Pierce Transit Board of Commissioners and appropriate community meetings. Selection of the Public Safety Chief to be assigned to Pierce Transit will be done by PCSD with the involvement of and input from the Pierce Transit Chief Operating Officer or designee.

The duties of the Public Safety Chief shall include, but are not limited to:

- a. To work with Pierce Transit Chief Operating Officer to establish performance standards, goals and objectives for this Agreement and for the County's provision of law enforcement services to Pierce Transit.
- b. Lead, be responsible for and coordinate DPS operations and activities, including hours of operation and Pierce Transit protocols and procedures, to carry out the performance standards, goals and objectives for this Agreement and for the County's provision of law enforcement services to Pierce Transit.
- c. Direct, supervise, and review the performance of all PCSD deputies and supervisory staff. Report to PCSD any recommendations for performance improvement.
- d. Coordinate duties of officers assigned to Pierce Transit as specific needs arise, and as necessary to deliver on the performance requirements and standards of this Agreement. Report to PCSD any changes in duty of Pierce Transit assigned officers.
- e. Oversee the implementation within Pierce Transit of PCSD policies and procedures as necessary and appropriate for the County's provision of law enforcement services to Pierce Transit. Maintain, adhere to, administer, and enforce current Pierce Transit policies and procedures. Notify Pierce Transit Chief Operating Officer of any County procedures or changes which either supplement or possibly detract from Pierce Transit's goals and objectives for the DPS.
- f. Oversee the implementation of all Pierce Transit policies and procedures relating to police services. Provide to PCSD any written information relative to police services created by Pierce Transit. Notify PCSD of all procedures which differ from PCSD policies and procedures.
- g. Identify areas of supplemental training for officers assigned to Pierce Transit. Make recommendations to PCSD for supplemental training. Make recommendations to Pierce Transit Chief Operating Officer for training not provided by PCSD.
- h. Provide supervision and direction to all County deputies assigned to Pierce Transit as well as other assigned personnel, and liaison with PCSD command.
- i. Supervise Pierce Transit staff in the following positions, subject to all Pierce Transit policies, rules, requirements, and the direction of the Pierce Transit Chief Operating Officer with the assistance of the Pierce Transit Employee Services Department. All recommendations on hiring, discipline and performance reviews of the following Pierce Transit employees shall be conducted in accord with the policies and procedures of the Pierce Transit Employee Services Department:
 - i. Records Assistant - Executive Assistant
 - ii. Public Safety Sergeants
 - iii. Transit Security Specialist
 - iv. Records Supervisor

- j. Assist Pierce Transit with development and implementation of a plan to provide an ordered, effective transition of services (if any) pursuant to the terms of section 10 of this Agreement.
- D. Canine Unit. The County has utilized grant funding to secure a bomb dog to be assigned to Pierce Transit in protection of the public transportation system. The County will pay all costs associated with the acquisition, care and maintenance of the canine, and will provide a fully-trained Canine Unit Deputy to handle the canine who will also maintain all necessary training. The canine and the Canine Unit Deputy are referred to together as the "K9 Unit", and in addition to day to day policing of the Pierce Transit system, the K9 Unit will represent Pierce Transit at events as requested. Pierce Transit will provide information and statistics necessary for the County to meet grant expectations. Pierce Transit will allow the reasonable and limited use of the K9 Unit for mutual aid but reserves the right to seek reimbursement if Pierce Transit interests are not maintained. Pierce Transit shall maintain this position as required by grant parameters.
- E. Training for Pierce Transit Employees. PCSD deputies may be asked to present to each transit operator or public safety officer training class and to other Pierce Transit staff with regard to law enforcement generally and/or the resources available under this Agreement. Any such duties will be included in the overall cost of staffing for this Agreement as set forth in Exhibit B.
- F. Charges for Optional Special Services. The PCSD is a full-service police agency and a number of optional, specialized services may be provided at Pierce Transit's request. To the extent Pierce Transit does not select one or more support services designated as optional special contract services, the County will not charge Pierce Transit for those services. In the event any of these services are deployed at the request of Pierce Transit, charges for such services will be as is set forth in Exhibit C, and if such services are not listed on Exhibit C, the parties hereto shall meet and confer to determine the specific cost arrangement for such services.
- G. Special Assignments. As used herein, "Special Assignment" is when a PCSD employee who is ordinarily assigned to Pierce Transit under this Agreement is temporarily assigned by PCSD for another purpose and is therefore not performing services for Pierce Transit. Prior to any Special Assignment, the Pierce Transit Chief Operating Officer will meet with the PCSD Undersheriff or delegate to review and mutually approve any Special Assignment activities and the duration of same. Prior approval shall not be required in the event of an emergency. Pierce Transit may revisit this term and negotiate alternative staffing, cost reductions or further modifications to the costs under this Agreement as a result of Special Assignments.
- H. Extra Duty Program for 2022. Pierce Transit may utilize extra duty deputies to supplement its compliment of law enforcement officers beyond the numbers set forth in Exhibit A. As used herein, an "extra duty deputy" is a PCSD deputy not usually assigned to Pierce Transit. Pierce Transit shall coordinate scheduling of extra duty deputies (if any) with the PCSD Chief of Patrol based on Pierce Transit's needs as determined by the Pierce Transit Chief Operating Officer in consultation with the Public Safety Chief; provided, however that Pierce Transit understands and agrees that the County and PCSD have no obligation hereunder to provide extra duty deputies but will undertake reasonable efforts to do so upon Pierce Transit's request taking into account PCSD's operational needs and staffing levels.

SECTION 3. COST OF SERVICES.

- A. Charges for services provided in 2022. Base year costs and unit costs for law enforcement services for 2022 are shown in Exhibit B and will be billed on the basis of actual services provided. All PCSD staff assigned to Pierce Transit and included in this Exhibit B will be fully trained through the PCSD, and will be supervised by and through the Public Safety Chief and Sergeant positions.
- B. Purchase of Additional Special Services. For additional services requested pursuant to Section 2(F) herein, the County will provide additional personnel at the unit cost reflected in Exhibit C. Except as otherwise set forth herein, other services not reflected in Exhibits B or C may be provided at costs negotiated between Pierce Transit and the County.
- C. Extra Duty Officer Overtime Costs. For extra duty officers requested pursuant to Section 2(H) herein, the County will provide additional personnel if available at the unit cost reflected in Exhibit C.
- D. Special Event Services. Upon request by Pierce Transit's Chief Operating Officer that PCSD provide additional services for "special events", such events will be staffed on an overtime basis over and above the service level identified in Exhibit A. The cost for additional services for "special events" will be as set forth in Exhibit C. As used herein, "special events" are occurrences such as community events or concerts that take place on an infrequent and sporadic basis beyond Pierce Transit's usual operations and which require additional public safety services. Pierce Transit understands and agrees that the County and PCSD have no obligation hereunder to provide additional services for special events, but will undertake reasonable efforts to do so upon Pierce Transit's request taking into account PCSD's operational needs and staffing levels.
- E. Billing Procedure. The cost of services as outlined in this Agreement will be billed monthly by the County after the 10th of the month in which the services are rendered. Extra duty or overtime performed by PCSD employees will be billed, consistent with Exhibit C after the last pay cycle of the month once the overtime has been entered into the system by the deputies. Pierce Transit will be billed by the County for any pay differentials resulting from a Sergeant serving as the Acting Chief in the Public Safety Chief's absence. Payments by Pierce Transit will be due 30 days after receipt of the invoice. Monthly payments that are not paid within the allotted time period shall be considered delinquent. Delinquent charges shall accrue interest on the unpaid balance from the date of delinquency until paid, at an interest of one half of one percent (0.5%) per month.
- F. Overtime. The compensation rate for employment of additional personnel in an overtime status shall be as set forth in Exhibit C.

SECTION 4. REPORTING, RECORDS RETENTION, AUDIT, AND PUBLIC RECORDS.

- A. Notification of Significant Criminal Activity. The Public Safety Chief, or his or her designee, will immediately notify Pierce Transit's Chief Operating Officer of any significant criminal occurrences within the Pierce Transit system. The term "significant" as used in this section means felony offenses occurring on or within the Pierce Transit system of vehicles and facilities, any identified pattern of criminal activity within the boundaries of the Pierce Transit benefit area, or other offenses that the Public Safety Chief deems significant.

- B. Reports. In addition to reports that the Public Safety Chief and the Pierce Transit Chief Operating Officer determine are reasonably necessary to measure the performance of the County under this contract and/or to determine the scope of Pierce Transit's policing service needs, the County shall provide the following written reports:

The following reports shall be provided monthly:

- a. Dispatched calls for service to include the time the call is received to the time of dispatch; the time of dispatch to arrival; and the time from arrival to clearance.
 - b. Number of bus trips or service rides by County personnel;
 - c. Number of civilian contacts by County personnel;
 - d. Breakdown of transit-specific responses as opposed to non-transit assist responses;
 - e. Summaries of Service Incident Report (SIRs);
 - f. Verification of hours worked by Public Safety Officers.
- C. Records Retention and Audit. During the term of this Agreement and for a period of not less than six (6) years from the date of its expiration or earlier termination, the records and accounts pertaining to this Agreement and services provided hereunder are to be kept available by both Parties for inspection and audit by the other party and the State Auditor, and copies of all records, accounts, documents or other data pertaining to the Agreement or services provided hereunder will be furnished upon reasonable notice. If any litigation, claim or audit is commenced, records and accounts, along with any supporting documentation shall be retained until the litigation, claim, or audit has been resolved, even if such litigation, claim or audit continues past the six-year retention period; provided further that, consistent with RCW 40.14.070, personnel records for peace officers providing services under this Agreement shall be retained for the duration of the officer's employment and a minimum of 10 years thereafter.
- D. Disclosure of Public Records. The Parties acknowledge that all non-privileged non-exempt records that may be maintained by either party pursuant to this Agreement may be subject to disclosure under the Washington State Public Records Act, or other laws, and that disclosure of any such record(s) by either party shall not constitute a breach of this Agreement or a basis for claim by one party adverse to the other.

SECTION 5. HIRING, ASSIGNMENT, RETENTION, SUPERVISION, AND DISCIPLINE OF OFFICERS AND INDEPENDENT CONTRACTOR STATUS.

The County is, and shall at all times be deemed to be, an independent contractor. Nothing herein shall be construed as creating the relationship of employer and employee, or principal and agent, between Pierce Transit and the County or any of the County's deputies, agents or employees. The County shall retain all authority for hiring, supervision, discipline, rendition of services, standards of performance, and control of PCSD personnel, and other matters incident to the performance of services by the County pursuant to this Agreement as set forth herein.

The County shall hire, assign, retain, supervise, and discipline all PCSD employees according to PCSD's collective bargaining agreement, civil service rules, and state and federal law; provided, however that only qualified, trained officers meeting all of the requirements of applicable state laws and regulations may be utilized in the performance of services under this Agreement.

The County shall encourage officer retention to provide continuity of service and promote diversity in the work force which is reflective of the diversity of the community.

Nothing in this Agreement shall make any employee of Pierce Transit a County employee or any employee of the County a Pierce Transit employee for any purpose, including, but not limited to, for withholding of taxes, payment of benefits, worker's compensation pursuant to Title 51 RCW, or any other rights or privileges accorded County or Pierce Transit employees by virtue of their employment.

SECTION 6. ADDITIONAL RESPONSIBILITIES OF THE PARTIES.

A. Pierce Transit shall be additionally responsible to:

- a. With the assistance of the Public Safety Chief, develop and provide to the County the general policies, procedures, and standards by which Pierce Transit expects the County to provide law enforcement services for citizens who use Pierce Transit's transit system.
- b. To the extent reasonably possible taking into consideration local circumstances, endeavor as it adopts code, policies, practices, rules or guidelines that relate to law enforcement or public safety to have such provisions be consistent with ordinances of the County or state law. It is recognized that it is in the interest of both Parties to this Agreement that reasonable uniformity of common regulations will promote efficient provision of law enforcement services. Nothing in this provision shall prevent Pierce Transit from adopting code provisions, policies, practices, rules or guidelines that it determines to be necessary and in its best interest.
- c. Provide and maintain the facility(ies) for all County personnel to deliver services under this Agreement.
- d. Provide, hire, retain, and employ Pierce Transit staff to provide security and citizen services such as those provided by the Public Safety Sergeants and Officers, Transit Security Specialist, Records Supervisor, Records Technician, and Office Assistant/Records Clerk, all of whom are and shall remain Pierce Transit employees, subject to applicable Pierce Transit policies, rules, procedures, guidelines, practices, and any applicable collective bargaining agreements.
- e. Pierce Transit's Chief Operating Officer shall have the general duty and responsibility of providing to the assigned Public Safety Chief general direction relative to the furnishing of law enforcement services to Pierce Transit.
- f. Except as otherwise stated herein, supply at its own cost and expense any special supplies, stationary, notices, or forms where such must be issued in the name of Pierce Transit.

B. The County shall be additionally responsible to:

- a. Make operational and day-to-day decisions to implement pursuant to this Agreement Pierce Transit's general policies, procedures, and standards by which Pierce Transit expects the County to provide law enforcement services for citizens who use Pierce Transit's transit system.

- b. Serve as a subject matter expert to consult with Pierce Transit as needed in the development of Pierce Transit's policies relating to the provision of law enforcement services.
- c. Keep Pierce Transit's Chief Operating Officer informed of PCSD policy, procedures, standards, rules, guidelines or best practices that may conflict with Pierce Transit policies, procedures, rules, or practices so that the Parties may resolve any such disputes and determine the appropriate course.
- d. Provide all necessary supplies, vehicles, uniforms, weapons, and other equipment for law enforcement personnel to meet the level of service provisions as specified in this Agreement.
- e. The County Public Safety Chief shall maintain communication between Pierce Transit and PCSD command structures to ensure that changes in County polices are agreeable to Pierce Transit and that changes in Pierce Transit policies are agreeable to the County.
- f. Provide deputies who are trained on and equipped with such technology as is customarily provided to its patrol deputies. Such technology may include, but is not limited to: mobile data terminals (MDTs); AFIS; GIS; computer access to criminal history data and other like data; and other current technology utilized within law enforcement agencies. Any technology not currently in use or not customarily provided to patrol deputies, may be requested by Pierce Transit, and the County and Pierce Transit agree to meet and confer over the need, with the County having final decision-making authority on whether or not such technology will be utilized or implemented in support of this Agreement.

C. Both Parties will:

- a. In the implementation of the law enforcement services to be provided by the County, regularly meet and confer to assure that the implementation of services is consistent with Pierce Transit's priorities.
- b. Collaborate to establish a list of policies and procedures that are subject to Pierce Transit control and those that are subject to County control.
- c. Maintain communication between the Public Safety Chief and the Pierce Transit Chief Operating Officer so that contract management direction is provided by the Pierce Transit Chief Operating Officer to the County.
- d. In the event a Pierce Transit procedure, policy goal or operation differs from the County's, and there is a need for resolution of the issue, Pierce Transit's Chief Operating Officer and PCSD shall negotiate to reach a final determination as to which policy will prevail.
- e. Pierce Transit and the County will equally share responsibility and liability for any mutually-negotiated deviation from standard County procedure, policy or operation.

SECTION 7. ADDITIONAL TRAINING.

Pierce Transit may seek to have the deputies assigned to duty within Pierce Transit limits attend additional or supplemental training specific to Pierce Transit's work. Such training would be requested by Pierce Transit and subject to approval by the Pierce County Sheriff who will not unreasonably withhold approval. Such training shall be done at the sole cost and expense of Pierce Transit.

SECTION 8. COMMUNITY IDENTITY.

PCSD will maintain a uniform for its officers. Pierce Transit acknowledges that the assigned personnel shall retain the uniform of the PCSD; however, the County agrees that assigned personnel may wear additional identification in the nature of a pin, patch, or other like identification indicating affiliation with Pierce Transit. The nature and design of any additional identification will be determined jointly by the Pierce County Sheriff and Pierce Transit and provided to PCSD by Pierce Transit.

Patrol vehicles that are assigned to Pierce Transit shall display the identification and other logo of Pierce Transit. Additionally, the vehicles will indicate that they are PCSD vehicles with appropriate law enforcement markings. The form of identification will be determined jointly by the PCSD and Pierce Transit, and provided at Pierce Transit's expense. In the event Pierce Transit requests that the patrol cars be a different color than ordinarily used by PCSD, the County will make reasonable efforts to accommodate Pierce Transit's request in accordance with the County's vehicle replacement schedule.

SECTION 9. CONTRACT ADMINISTRATION.

- A. Daily Operations. The Pierce Transit Chief Operating Officer shall be responsible for communicating with the Public Safety Chief about the general direction of the Pierce Transit DPS and the general administration of this Agreement on behalf of Pierce Transit. This designation shall not intrude upon the province of the PCSD staff in the actual delivery of police services but shall be the method of liaison and communication between the Pierce Transit and PCSD command structure.

- B. Dispute Resolution. In the event of a dispute with regard to this Agreement, Pierce Transit Chief Operating Officer shall discuss the dispute with the Public Safety Chief in an attempt to resolve the problem. Any problem that cannot be resolved by the Pierce Transit Chief Operating Officer and the Public Safety Chief shall be referred to the Pierce County Sheriff who will negotiate with the Pierce Transit CEO. If the dispute cannot be resolved by the Pierce Transit CEO and the Pierce County Sheriff, the Parties agree to participate in non-binding mediation before a third party whose selection will be mutually agreed upon. The cost of mediating the dispute will be borne equally by both parties.

SECTION 10. TERM OF AGREEMENT AND TERMINATION.

The term of the Agreement shall commence on January 1, 2022 ("Effective Date") and extend through December 31, 2022 ("End Date") unless the termination process outlined herein is invoked. Any extension or amendment must be in writing and agreed to by the Parties.

- A. Process for Termination: If either party desires to terminate the Agreement prior to the End Date, that party shall provide three (3) months advance written notice of termination prior to termination. Once notice of termination is given, the parties shall work together to develop a transition plan, which shall be established no later than sixty (60) days prior to the effective date

of the termination and shall provide for an orderly transition of police service responsibilities from the County to Pierce Transit.

- B. Transition Plan: The Transition Plan shall identify and address any transfer of personnel and/or conveyance of equipment to Pierce Transit (if applicable), workload, assignment and any other issues related to the transition. Each party shall bear its own cost in developing the transition plan.
- C. Implementation of Plan. The County and Pierce Transit agree to use best efforts to implement the transition plan to provide an ordered, effective transition of services.
- D. Option to Purchase Vehicles. At the termination of this Agreement, Pierce Transit shall have the option to purchase the County owned vehicles assigned to deputies for Pierce Transit at the then-existing undepreciated value of those vehicles.
- E. Unplanned Fiscal Impacts: Due to circumstances beyond Pierce Transit's control, if Pierce Transit's revenues experience an unplanned major fiscal disruption, or if funds are not allocated in the Pierce Transit budget for the services contemplated by this Agreement, Pierce Transit may need to eliminate sworn positions provided by the County to Pierce Transit. When eliminating positions, Pierce Transit shall provide the County with the following advance notice:

One Position: 30 days' notice
Two to three positions: 45 days' notice
Four or more positions: 60 days' notice

The position of Public Safety Chief shall not be subject to elimination under this section. Further, it is acknowledged that any reduction in staffing pursuant to this section may negate the minimum staffing staffing/service level provisos described in Exhibit A, and that such reduction shall not be deemed a breach of this Agreement so long as Pierce Transit gives the above-indicated advance notice to the County, and provided that the resultant minimum staffing level is mutually agreed upon by both Pierce Transit and the County. In the event of such a reduction, the County shall begin to provide per diem billing credit after the budgeted position has been vacated for 60 consecutive days.

SECTION 11. INDEMNIFICATION AND DEFENSE.

To the extent permitted by law, the County shall defend, indemnify, and hold harmless Pierce Transit, its officers, employees, and agents from any and all costs, including reasonable attorney fees, claims, judgments, or awards or damages, resulting from acts or omissions of the County, its officers, employees, or agents arising out of or in connection with the performance of this Agreement except for injuries, damages and judgments caused by the sole negligence of Pierce Transit.

In executing this Agreement, the County does not assume liability or responsibility for or in any way release Pierce Transit from any liability or responsibility which arises in whole or in part from the existence or effect of Pierce Transit's ordinances, rules, regulations, resolutions, customs, policies or practices. If any cause, claim, suit, action or administrative proceeding is commenced in which the enforceability and/or validity of any such Pierce Transit ordinance, rule, regulation, resolution, custom, policy or practice is at issue, Pierce Transit shall defend the same at its sole expense, and if judgment specifically attributable to such Pierce Transit provisions, is entered and damages are awarded against

Pierce Transit, the County, or both, Pierce Transit shall satisfy the same, including all chargeable costs and reasonable attorney's fees and costs.

To the extent permitted by law, Pierce Transit shall defend, indemnify and hold harmless the County, its officers, employees and agents from any and all costs, including reasonable attorney fees, claims, judgments, or awards of damages, resulting from acts or omissions of Pierce Transit, its officers, employees or agents arising out of or in connection with the performance of this Agreement except for injuries, damages, judgments caused by the sole negligence of the County.

In executing this Agreement, Pierce Transit does not assume liability or responsibility for or in any way release the County from any liability or responsibility which arises in whole or in part from the existence or effect of County ordinance, rules, regulations, resolutions, customs, policies or practices. If any cause, claim, suit, action, or administrative proceeding is commenced in which the enforceability and/or validity of any such County ordinance, rule, regulation, resolution, custom, policy, or practice is at issue, the County shall defend the same at its sole expense, and if judgment is entered and damages are awarded against the County, Pierce Transit, or both, the County shall satisfy the same, including all chargeable costs and reasonable attorney' s fees and costs.

It is further understood that no liability shall attach to either Party by reason of entering into this Agreement except as expressly provide herein.

If the claim, suit or action for injuries, death or damages as provided for in the proceeding paragraphs of this Agreement is caused by or results from the concurrent negligence of (a) the indemnitee or the indemnitee's agents or employees, and (b) the indemnitor or the indemnitor' s agents or employees, the indemnity provisions provided for in these paragraphs shall be valid and enforceable only to the extent of the indemnitor's negligence.

In addition to this mutual indemnification and defense provision in this Section 11, the parties acknowledge that any mutually agreed change to County procedure, policy, or operation is subject to the terms of Section 6(C) (e) herein.

Defense and indemnification obligations shall survive the expiration or termination of this Agreement.

SECTION 12. NO THIRD-PARTY BENEFICIARY.

The County does not intend by this Agreement to assume any contractual obligations to anyone other than Pierce Transit, and Pierce Transit does not intend by this Agreement to assume any contractual obligations to anyone other than the County. The County and Pierce Transit do not intend that there be any third-party beneficiary to this Agreement.

SECTION 13. INSURANCE COVERAGE.

The County shall maintain at all times during the course of this Agreement a general liability insurance policy or a program of self-insurance that includes coverage for personal injury, bodily injury, property damage, law enforcement professional liability, and employment practices liability or other comparable coverage with a self-insured retention of no more than \$500,000.00 and a policy limit of no less than \$5,000,000.00 dollars and shall name Pierce Transit as an additional insured on any such policies.

SECTION 14. NON-DISCRIMINATION.

The County and Pierce Transit certify that they are Equal Opportunity Employers. The County shall remain committed to encourage a diverse workforce for law enforcement at Pierce Transit. Both Parties shall comply with all applicable federal, state and local laws, rules and regulations pertaining to nondiscrimination, and that during the performance of this Agreement, no party shall discriminate or tolerate harassment on the basis of sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression or age except by minimum age and retirement provisions, unless based upon a bona fide occupation qualification in the administration or delivery of services or any other benefit under this Agreement.

SECTION 15. ASSIGNMENT.

Neither the County nor Pierce Transit shall have the right to transfer or assign, in whole or in part, any or all of its obligations and rights hereunder without the prior written consent of the other party.

SECTION 16. NOTICE.

Any formal notice or communication to be given by the County to Pierce Transit under this Agreement shall be deemed properly given if delivered, or if mailed postage prepaid and addressed to:

Pierce Transit
3701 96th St SW
Lakewood, WA 98496
Attn: Executive Director of Finance/IT (CFO)

Any formal notice or communication to be given by Pierce Transit to the County under this Agreement shall be deemed properly given if delivered, or if mailed postage prepaid and addressed to:

Pierce County Sheriff Department

930 Tacoma Avenue South,

1st Floor, County-City Building

Tacoma, Washington 98402-2100

Attn: Chief of Staff

The title and address to which notices and communications shall be directed may be changed at any time, and from time to time, by either Pierce Transit or the County giving notice thereof to the other as herein provided.

SECTION 17. WAIVER.

No waiver by either party of any term or condition of this Agreement shall be deemed or construed to constitute a waiver of any other term or condition or of any subsequent breach, whether of the same or a different provision of this Agreement.

SECTION 18. AMENDMENT.

Provisions within this Agreement may be amended with the mutual consent of the Parties hereto. No additions to, or alternation of, the terms of this Agreement shall be valid unless made in writing, formally approved and executed by duly authorized agents of both Parties.

SECTION 19. NO REAL PROPERTY ACQUISITION OR JOINT FINANCING.

This Agreement does not provide for the acquisition, holding or disposal of real property. Nor does this Agreement contemplate the financing of any joint or cooperative undertaking. There shall be no budget maintained for any joint or cooperative undertaking pursuant to this Agreement.

SECTION 20. SEVERABILITY.

If any of the provisions contained in this Agreement are held illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.

SECTION 21. CONFLICTS.

In the event of a conflict between this Agreement and any other agreement between the Parties, this Agreement shall govern.

SECTION 22. ENTIRE AGREEMENT

This Agreement contains all of the agreements of the Parties with respect to any matter covered or mentioned in this Agreement and no prior agreements shall be effective for any purpose.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed on the day and year the last signature hereto is affixed.

PIERCE TRANSIT

PIERCE COUNTY

Mike Griffus, Chief Executive Officer

Pierce County Sheriff

Date: _____

Date: _____

County Executive

Date: _____

Budget & Finance

Date: _____

Prosecuting Attorney

Date: _____

EXHIBIT "A"
2022 SERVICE LEVEL

The County will provide law enforcement services as described in the categories below within the Pierce Transit service area at the levels described below:

Service Period	Chief	Sergeant	Patrol Deputy	Investigator	K9 Unit	Total
January 1, 2022 to January 9, 2022	1	2	14	1	1	19
January 10, 2022 to July 10, 2022	1	2	6	1	1	11
July 11, 2022 to December 31, 2022	1	2	0	1	0	4

EXHIBIT "B"
2022 COST EXHIBIT

Service Period: January 1, 2022 to January 9, 2022			
Service	Unit Cost	No. Units	Cost
Public Safety Chief	\$5,362	1	\$5,360
Sergeant	\$4,867	2	\$9,730
Patrol Deputy	\$4,455	14	\$62,370
Investigator	\$4,455	1	\$4,460
K9 Unit	\$4,736	1	\$4,740
Subtotal / Service Period Cost:			\$86,660

Service Period: January 10, 2022 to July 10, 2022			
Service	Unit Cost	No. Units	Cost
Public Safety Chief	\$144,150	1	\$144,150
Sergeant	\$124,430	2	\$248,860
Patrol Deputy	\$112,610	6	\$675,660
Investigator	\$112,610	1	\$112,610
K9 Unit	\$116,730	1	\$116,730
Subtotal / Service Period Cost:			\$1,298,010

Service Period: July 11, 2022 to December 31, 2022			
Service	Unit Cost	No. Units	Cost
Public Safety Chief	\$137,700	1	\$137,700
Sergeant	\$118,840	2	\$237,680
Patrol Deputy		0	
Investigator	\$107,540	1	\$107,540
K9 Unit		0	
Subtotal / Service Period Cost:			\$482,920

GRAND TOTAL:	\$1,867,590
* Rates include the additional 3.5% paid toward the retirement of commissioned deputies that the State will no longer pay because Pierce Transit is not considered a LEOFF Agency.	

EXHIBIT "C"

2022 EXTRA DUTY AND SPECIALIZED SERVICES RATES

Service	Cost Per Response
Detective – Major Crimes/Internal Affairs	\$134.00/hour per officer (3 hr. minimum)
Forensic – Major Crimes	\$127.00/hour per officer (3 hr. minimum)
Marine	\$134.00/hour per officer (3 hr. minimum)
SWAT	\$13,860.00
K9	No charge
Hazardous Devices	No charge
Air Ops	No charge
Special Overtime Rate – Deputy	\$110.87 per hour
Special Overtime Rate – Detective	\$118.81 per hour
Special Overtime Rate – Sergeant	\$129.45 per hour
Extra Duty Rate – Deputy	\$110.87 per hour
Extra Duty Rate – Detective	\$118.81 per hour
Extra Duty Rate – Sergeant	\$129.45 per hour

* PCSD will only bill for SWAT services in the event that another SWAT team is either unable and/or unwilling to respond and PCSD is called in to respond.

TITLE: Authority to Increase the Contract Spending Authority Amount with Top2Bottom Janitorial Services (Contract No. 1145) for Bus Sanitation Services at Pierce Transit's Lakewood Bus Lot Due to COVID-19

DIVISION: Maintenance

SUBMITTED BY: Adam Davis, Maintenance Executive Director

RELATED ACTION:

Under executive authority, an initial contract for \$191,586.00 was issued on December 4, 2020 for bus cleaning services for January 1, 2021 through June 30, 2021 on Pierce Transit's Lakewood lot only. Also, under executive authority, Amendment 1 for \$8,340 was issued on December 29, 2020 in response to Sound Transit's request that the buses on their Mid-Day storage lot be cleaned for the month of January 2021.

FS 2021-006, Authorized the Chief Executive Officer to enter into and execute Amendment No. 2 to Contract 1145 with Top2Bottom Janitorial Services to provide bus sanitation services due to COVID-19 at the Mid-Day Storage Lot through June 2021 in the amount of \$41,700, for a revised total contract amount not to exceed \$241,626.

FS 2021-031, Authorized the Chief Executive Officer to execute Amendment No. 3 to Contract 1145 with Top2Bottom Janitorial Services to provide bus sanitation services at Pierce Transit's Bus Lot and Sound Transit's Mid-Day Storage Lot due to COVID-19 for an additional three months through September 2021, in the amount of \$120,813, for a revised total contract amount not to exceed \$362,439.

FS 2021-058, Authorize the Chief Executive Officer to increase the contract spending authority amount with Top2Bottom Janitorial Services (Contract No. 1145) to provide bus sanitation services at Pierce Transit's Bus Lot and Sound Transit's Mid-Day Storage Lot due to COVID-19 for an additional three months through December 2021, in the amount of \$106,828, for a revised total contract spending authority not to exceed amount of \$469,267.-

ATTACHMENTS: N/A

RELATION TO STRATEGIC PLAN: Customer

BUDGET INFORMATION

Is it Budgeted? Yes / No

Project Name or Number: N/A

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Previous Expenditures	\$ 469,267	The proposed increase is to continue COVID related bus sanitizing services on Pierce Transit's main bus lot through end of 2022.
New Expenditure Amount	\$ 408,084	

New Contract Authority Amount	\$ 877,351	
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BACKGROUND:

Pierce Transit issued Contract No. 1145 and subsequent Amendments to Top2Bottom Janitorial for bus sanitizing services at the Lakewood base lot and at Sound Transit’s mid-day storage lot in Seattle for a current contract total of \$469,267. In addition to sanitation, the contractor also replaces social distancing signs and restocks the mask dispensers on board the buses as needed.

Given the continuing upswing of COVID cases, staff is recommending extending the bus sanitizing contract through the end of 2022 for bus cleaning at the Lakewood base lot only. The current contract expires December 31, 2021. The monthly flat rate fees for the base lot will increase in accordance with the consumer price index for all urban consumers (CPI-U) previous 12 months increase of 6.5%.

The new monthly rate for the Lakewood base lot will be \$34,007. The total increase to the contract for January through December 2022 will be \$408,084.

STAFF RECOMMENDATION:

Authorize the Chief Executive Officer to increase the contract spending authority to Contract 1145 with Top2Bottom Janitorial Services to provide bus sanitation services through December 2022. This reinforces Pierce Transit’s commitment to rider safety.

ALTERNATIVES:

The alternative would be to not authorize a contract increase and discontinue COVID-19 bus sanitation services. This is not recommended.

PROPOSED MOTION:

Move to: Authorize the Chief Executive Officer to increase the contract spending authority amount with Top2Bottom Janitorial Services (Contract No. 1145) in the amount of \$408,084 to provide bus sanitation services at Pierce Transit’s Lakewood Bus Lot due to COVID 19 through December 31, 2022, for a total not to exceed contract amount of \$877,351.

TITLE: Authorize the Chief Executive Officer to Increase the Contract Authority Not to Exceed Amount for WSDOT Agreement No. JC 1446 for Project Review of the Bus Rapid Transit Pacific Avenue/State Route 7 Corridor Project

DIVISION: Finance

SUBMITTED BY: Sean Robertson, Senior Construction Project Manager

RELATED ACTION:

Resolution No. 19-042 Authorizing the Chief Executive Officer to Execute a Funding Agreement Providing for Sound Transit to Contribute Funds to Pierce Transit for Bus Capital Enhancements for Speed, Reliability, and Convenience along Pacific Avenue/State Route 7 Corridor for the Bus Rapid Transit Project.

Resolution No. 2020-005, Authorization to Execute a Reimbursable Agreement with WSDOT for the Project Review of the Bus Rapid Transit Pacific Avenue/State Route 7 Corridor Project.

ATTACHMENTS: N/A

RELATION TO STRATEGIC PLAN: Customer

BUDGET INFORMATION

Is it Budgeted? Yes / No

Project Name or Number: Bus Rapid Transit Pacific Avenue/State Route 7 Construction 2019 - Project Number 563

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Current Contract Amount	\$ 200,000	An increase to the WSDOT Agreement No. JC 1446 is needed to re-run the traffic impact analysis at the request of the City of Tacoma and WSDOT Engineering staff.
Contract Increase Amount	\$ 100,000	
New Total Contract Authorized Not to Exceed Amount	\$ 300,000	

BACKGROUND:

Pierce Transit entered into Contract No. JC 1446 with WSDOT in February 2020 for Project Review of the Bus Rapid Transit Pacific Avenue/State Route 7 Corridor Project. The original contract authorized not to exceed amount was \$200,000 with the assumption that construction would start in 2022. The Project team has since agreed to re-run the traffic impact analysis at the request of the City of Tacoma and WSDOT engineering staff. This exercise will result in roughly a one-year delay, with construction now expected to start in mid-2023. This increase will add enough funds to cover roughly one more year of project review from WSDOT.

The Board of Commissioners were briefed on the project challenges with regards to traffic impact analysis at the September 30, 2021, Study Session as well as other project challenges. This expenditure is a direct result of the challenges discussed and relate to unforeseen permitting efforts to align WSDOT and City of Tacoma standards.

Additional project review costs are expected to be incurred as the project progresses and these costs will be addressed in separate agreements in the summer/fall of 2022.

STAFF RECOMMENDATION:

Staff recommends the approval to increase the authorized total contract not to exceed amount for WSDOT Contract No. JC 1446 for Project Review of the Bus Rapid Transit Pacific Avenue/State Route 7 Corridor Project.

ALTERNATIVES:

Reject the increase to the authorized total contract not to exceed amount for the WSDOT Contract No. JC1446 and continue work until the existing authorized contract not to exceed is met. This would result in all permit review stopping by the end of December 2021.

PROPOSED MOTION:

Move to: Authorize the Chief Executive Officer to increase the authorized total contract not to exceed amount by \$100,000 with WSDOT, Contract No. JC 1446, for Project Review of the Bus Rapid Transit Pacific Avenue/State Route 7 Corridor Project for a new authorized total contract not to exceed amount of \$300,000.

TITLE: Authorize the Chief Executive Officer to Increase the Contract Authority Not to Exceed Amount with the City of Tacoma, Contract No. 1102, for Plan Review of the Bus Rapid Transit Pacific Avenue/State Route 7 Corridor Project

DIVISION: Finance

SUBMITTED BY: Sean Robertson, Senior Construction Project Manager

RELATED ACTION:

Resolution No. 18-025, adopting the Locally Preferred Alternative (LPA), Mode, Termini and Alignment for the Proposed Pacific Avenue / State Route 7 Corridor Bus Rapid Transit Project.

Resolution No. 19-008A, adopting the Locally Preferred Alternative’s Running Way Option and Access to Tacoma Dome Station Option for the Pacific Avenue/SR 7 Corridor Bus Rapid Transit Project.

Resolution No. 19-023, Authorized the Chief Executive Officer to Execute a Funding Agreement Providing for Sound Transit to Contribute Funds to Pierce Transit for Bus Capital Enhancements for Speed, Reliability, and Convenience along Pacific Avenue/State Route 7 Corridor Bus Rapid Transit Project.

ATTACHMENTS: N/A

RELATION TO STRATEGIC PLAN: Customer

BUDGET INFORMATION

Is it Budgeted? Yes / No

Project Name or Number: Bus Rapid Transit Pacific Avenue/State Route 7 Construction 2019 - Project Number 563

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Original/Current Contract Amount	\$ 200,000	The original contract amount was authorized by the former Chief Executive Officer under her authority level and was estimated to be sufficient at the beginning of the project. An increase to the City of Tacoma Contract No. 1102 is needed due to the re-run of the traffic impact analysis at the request of the City of Tacoma and WSDOT Engineering staff.
Increase Contract Amount	\$ 100,000	
New Total Contract Authorized Not to Exceed Amount	\$ 300,000	

BACKGROUND:

Pierce Transit entered into Contract No. 1102 with the City of Tacoma in April 2020 for Plan Review of the Bus Rapid Transit Pacific Avenue/State Route 7 Corridor Project. The original contract not to exceed amount was set at \$200,000 with the assumption that construction would start in 2022. The Project team has since agreed to re-run the traffic impact analysis at the request of the City of Tacoma and WSDOT engineering staff. This exercise will result in roughly a one-year delay, with construction now expected to start in mid-2023. This increase will add enough funds to cover roughly one more year of plan review from the City of Tacoma.

The Board of Commissioners were briefed on the project challenges with regards to traffic impact analysis at the September 30, 2021, Study Session as well as other project challenges. This expenditure is a direct result of the challenges discussed and relate to unforeseen permitting efforts to align WSDOT and City of Tacoma standards.

Additional project review costs are expected to be incurred as the project progresses and these costs will be addressed in separate agreements in the summer/fall of 2022.

STAFF RECOMMENDATION:

Staff recommends increasing the Contract total not to exceed amount for City of Tacoma, Contract No. 1102, for Plan Review of the Bus Rapid Transit Pacific Avenue/State Route 7 Corridor Project.

ALTERNATIVES:

Reject the increase to the Contract total not to exceed amount for the City of Tacoma Contract No. 1102 and continue work until the existing contract not to exceed is met. This would result in all plan review stopping by the end of December 2021. Discontinuing the plan review process would prevent the project from completing.

PROPOSED MOTION:

Move to: Authorize the Chief Executive Officer to increase the contract authority not to exceed amount by \$100,000 with the City of Tacoma, Contract No. 1102, for Plan Review of the Bus Rapid Transit Pacific Avenue/State Route 7 Corridor Project for a new authorized total contract not to exceed amount of \$300,000.