

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

**November 14, 2022**

**CALL TO ORDER**

Chair Campbell called the special meeting to order at 3:04 p.m.

**ROLL CALL**

Commissioners present:

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 Mayor

Commissioners excused:

John Hines, City of Tacoma Councilmember  
Victoria Woodards, Mayor of the City of Tacoma

Staff present:

Mike Griffus, Chief Executive Officer  
Chris Schuler, Chief Financial Officer  
Deanne Jacobson, Clerk of the Board  
Brittany Carbullido, Assistant to the CEO/Deputy Clerk of the Board  
Aaron Millstein, Counsel

**OPENING REMARKS AND HOUSEKEEPING ITEMS**

Chair Campbell welcomed board members, staff, and citizens to the meeting and provided attendees with instructions for meeting participation.

**PUBLIC HEARING ~ Proposed 2023 Budget**

Chief Financial Officer Chris Schuler kicked off the proposed 2023 Budget presentation and opened the floor to the CEO and the department directors, who gave an (*Commissioner Keel arrived at 3:13 p.m.*) overview of the strategic initiatives planned for their departments in 2023.

Mr. Schuler provided the following inform:  re Board reviewing/receiving

- Revenue projections and the various revenue sources the agency receives money from.
- Budget Comparisons of Operating Revenues from calendar years 2019 through 2023
- Breakdown showing where revenue is spent
- Budget Comparison of Operating Expenditures from calendar years 2019 through 2023
- Overview of 2023 Operating statistics for Transit Service Hours, Transit Service Miles, and Transit Service Rides
- Service Comparison of all service modes that Pierce Transit provides from calendar years 2019 through 2023
- Overview of the infrastructure, vehicle inventory, technology needs, base and passenger facilities needs and amenities needed to support the transit system, which include Sound Transit infrastructure
- Overview of the Service Area map and the cities and towns that are served by the Pierce Transit system, both fixed route and SHUTTLE
- Overview of the Vanpool service area, showing origination and destination
- Overview of the Personnel Budget, reflecting 987 positions budgeted for 2023. 966 Full-Time Equivalents
- High-level overview of 16 new positions requested in 2023 and how they align with the agency's strategic initiatives
- Overview of Capital Budget, which includes 50 carryover projects. It was noted that the Maintenance & Operations Base Improvement (MOBI) project and the Bus Rapid Transit project represent 80 percent of the capital budget
- Received an overview of the project milestones achieved and future accomplishments for Major Capital projects over \$5 million for 2022 and 2023. These projects consist of the BRT, MOBI, Spanaway Transit Center, and CAD/AVL
- Overview of the Six-Year Financial Plan. It was noted that staff is keeping an eye on sales tax collections and will need to readjust the budget in 2023 should there be an economic downturn
- The budget for service hours is not constrained and will be able to accommodate increased hours as operator levels restore.
- Overview of the 2023 Reserve requirements.

Mr. Schuler concluded his presentation advising the budget is balanced and sustainable. He responded to questions relating to the Community Transportations Advisory Group's involvement with the budget, noting that there were no concerns raised from the members.

Commissioner Keel requested to see what the operating revenues would be without the American Rescue Plan Act (ARPA) funds. Mr. Schuler provided this information, removing the revenue dollars received from ARPA and the Coronavirus Response and Relief Supplemental Appropriations Act (CRSSA) funds.

The public hearing was opened at 3:43 and closed at 3:44 p.m. No public testimony was provided; no written comments were received.

## **PRESENTATION/DISCUSSION**

### **Overview of the Agency's Diversity Equity and Inclusion (DEI) Program**

Executive Director of Administration Amy Cleveland provided an overview of the agency's DEI Program, reviewing the components of the DEI Program, the Equal Employment Opportunity (EEO) Program, the Agency Focus/Programs and Roadmap for the Future. She reported the agency is working towards imbedding equity in everything that it does.

Ms. Cleveland reported that the DEI Program touches the following pillars of work at the agency:

- Recruitment/Talent Acquisition
- Employee Experience
- Training and Development
- Customer and Employer Branding
- Supplier and Contract Diversity

She reviewed the role of the EEO Program Plan and the Federal Transit Administration (FTA), Office of Civil Rights. She reported that the FTA reviews the agency's plan every four years and noted that Pierce Transit did not receive any findings, but noted some categories are (*Commissioner Palmer arrived at 3:51 p.m.*) below utilization.

Ms. Cleveland reviewed and discussed the employee demographics by job category and reviewed the agency's workforce demographics to the general Pierce County workforce.

Ms. Cleveland reviewed and discussed at length the activities and workplan of the DEI Committee and reviewed the employment structures and trainings that the agency participates in that support DEI and ensures that the agency is continually moving towards fostering a workforce that is equitable.

Ms. Cleveland reviewed the core principles of the APTA Racial Equity Pilot Program, which Pierce Transit is a participating member of. She reported that the Disadvantaged Business Enterprise (DBE) program is managed through the and Procurement Department and Title VI is managed through the Planning Department.

Ms. Cleveland concluded her presentation by reiterating that there are multiple layers of DEI components at Pierce Transit and there are layers of DEI imbedded throughout the agency.

Vice Chair Walker expressed her appreciation for the DEI Program and noted that she is happy to see the increased investment in this work. She recognized that the DEI work shared today is an important piece that the Board wanted to see accomplished. She noted that she is also excited about the APTA pilot program and requested that the Board receive periodic updates on how the agency is doing with APTA pilot program during future study sessions so the public can see the great work that Pierce Transit is doing.

**ADJOURNMENT**

Commissioners Walker and Roscoe **moved** and seconded to adjourn the meeting at 4:05 p.m.

Motion **carried**, 7-0.



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Deanne Jacobson  
Clerk of the Board



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Marty Campbell, Chair  
Board of Commissioners