



PIERCE TRANSIT BOARD MEETING
Training Center, Rainier Room
3720 96th Street SW, Lakewood, WA
June 13, 2016, 4:00 PM

AGENDA

CALL TO ORDER

ROLL CALL

SPECIAL BUSINESS

- FS 16-040, Election of Pierce Transit Board Chair
Chair Rick Talbert
- Appointment to the Combined Communications Network Executive Board (Board action not required)
Newly Elected Chair

ANNOUNCEMENTS

- Welcome Dan Pike, Executive Director of Planning and Communications
Sue Dreier
Chief Executive Officer

PRESENTATIONS

- May Operator of the Month ~ Alberto Rodriguez
Eric Gallagher
Transit Operator Assistant Manager
- Ridership Report
Peter Stackpole
Service Planning Assistant Manager
- Capital Projects Report
Heidi Soule
Project Management Office Manager

PUBLIC COMMENT

(Citizens wishing to provide comment will be given three minutes to comment on any transit-related matters regardless of whether it is an agenda item or not.)

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, June 2, 2016
2. Minutes: Regular Board Meeting of May 9, 2016
3. FS 16-035, A Resolution Revising Pierce Transit Code Sections 3.63.040 Capital Reserve and 3.63.050 Policy Review
4. FS 16-036, A Resolution Revising Pierce Transit Code Section 3.12.030 – Goods and Services and Increasing the No Bid Limit and Verbal Quote Limits
5. FS 16-037, A Resolution Amending Pierce Transit Code Section 3.13.090 – Capital Contract Administration Regarding Change Order Signing Authorities
6. FS 16-038, A Motion Authorizing Execution of Task Order No. 2 to the Master On-Call Agreement with Gray and Osborne for Architect/Engineering Services Relating to the Facilities Critical Repairs Project at 512 Park and Ride
7. FS 16-041, Amendment of Pierce Transit Code Section 1.32.020 Lost and Found Disposition and Section 1.32.030 – Claims by Employees

ACTION AGENDA

1. FS 16-039, A Resolution Authorizing Pierce Transit to
Continue Operating Route 63 Northeast Tacoma
Express, Effective September 11, 2016
- Tina Lee

STAFF UPDATES/DISCUSSION

- CEO Report
- Sue Dreier
Chief Executive Officer

INFORMATIONAL BOARD ITEMS

- Chair Report
 - Sound Transit Update
 - Commissioners' Comments
- Chair

EXECUTIVE SESSION

ADJOURNMENT

FACT SHEET

TITLE: Election of Pierce Transit Board Chair, Term Effective Until the First Board of Commissioners meeting in June, 2018

DIVISION: Executive

ORIGINATOR: Deanne Jacobson, Clerk of the Board

PRECEDING ACTION: N/A

COORDINATING DEPARTMENT: N/A

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

N/A

BUDGET INFORMATION

2016 Budget Amount
N/A

Required Expenditure
N/A

Impact
N/A

Explanation: N/A

BACKGROUND:

Pursuant to Pierce Transit Code Section 2.12.020, the Board of Commissioners' Chair shall be elected from among the voting members at the first meeting in June of each year. In the event of a vacancy, the voting members will elect a new chairperson at the next regular meeting. A board member shall not serve as Chair for more than two consecutive one-year terms. The current Chair, Commissioner Rick Talbert, has served two consecutive one year terms, thus it is appropriate for the Board to elect a new Chair at this time.

The proper procedure for election of chair is as follows:

1. The Chair calls for nominations for Chair. No motion or second is needed.

2. When all nominations have been made, Chair asks a final time if there are any further nominations. After all nominations have been offered, a motion to close nominations is in order.
4. The Chair calls for the vote on each person nominated in the order nominations were received. Board Members then cast votes for nominee(s). (Nominees are permitted and encouraged to vote.)
5. The first nominee to receive a majority of the votes is elected; the Chair declares that person to be elected.

ALTERNATIVES:

None.

RECOMMENDATION:

Board shall elect a new Chair with a term commencing upon election and ending at the first Board of Commissioners' meeting in June, 2018.

**PIERCE TRANSIT
BOARD OF COMMISSIONERS
MINUTES**

May 9, 2016

CALL TO ORDER

Chair Talbert called the meeting to order at 4:03 pm.

Commissioners present:

Rick Talbert, Chair of the Board, Pierce County Councilmember
Don Anderson, City of Lakewood Mayor
Daryl Eidinger, City of Edgewood Mayor (*representing Fife/Milton/Edgewood*)
Kent Keel, City of University Place Mayor Pro Tem (*arrived at 4:05 p.m.*)
Nancy Henderson, Town of Steilacoom Councilmember
(*representing Auburn/Gig Harbor/Fircrest/Pacific/Ruston/Steilacoom*)
Ryan Mello, City of Tacoma Councilmember
Heather Shadko, City of Puyallup Councilmember
Marilyn Strickland, Mayor of the City of Tacoma

Commissioners excused:

Pat McCarthy, Pierce County Executive

Staff present:

Sue Dreier, Chief Executive Officer
Wayne Fanshier, Executive Director of Finance/Chief Financial Officer
Dana Henderson, General Counsel
Deanne Jacobson, Assistant to the CEO/Clerk of the Board
Kristol Bias, Records Coordinator/Deputy Clerk of the Board
Vivienne Kamphaus, Interim Executive Director of Employee Services
Doug Middleton, Executive Director of Service Delivery & Support

PRESENTATIONS

April Operator of the Month ~ Lisa Hardy

Scott Gaines, Transit Operator Assistant Manager, honored Lisa Hardy for being selected April 2016 Operator of the Month. Mr. Gaines honored Ms. Hardy for nine years of accident free driving, one year of perfect attendance, being on many quarterly honor rolls and receiving numerous customer compliments. Mr. Gaines read one passenger compliment that Ms. Hardy received (*Commissioner Kent Keel arrived at 4:05 pm.*).

Vanshare 30th Anniversary Promotion

Lani Fowlkes, Vanpool Assistant Manager, provided an overview of the Vanshare 30th Anniversary Promotion, noting that this incentive lasts through December 31, 2016. With this incentive, participants of a vanshare receive special pricing of \$30 a month to be split amongst

the vanshare members. Vanshare bridges the gap between a transportation hub and an employees work site or home.

PUBLIC COMMENT

Chair Talbert provided direction for public comment and the following individuals spoke:

Tammie Cox, Lakewood, expressed frustration about limited parking, smoking issues and, in her opinion, inadequate bus shelter repairs at parking and bus stops. She also reported that she believes that the customer service department has provided her with wrong directions.

Cinderella Helga, Lakewood, extended her appreciation to CEO Sue Dreier for sending her a four year participation award. She also expressed her frustrations with bus drivers on the Route 48 running late, missing stops and disrespectfully interacting with patrons.

PUBLIC HEARING

NE Tacoma Demonstration Project

Tina Lee, Community Development Administrator, presented on the proposal to continue operating peak commute oriented Express service from NE Tacoma to Downtown Tacoma. In addition, the Agency will also continue its partnership with King County Metro that provides for Route 903 feeder service to the local Route 63.

She reviewed the ridership statistics of the proposed route and reported on the community outreach that Pierce Transit staff has engaged in with community stakeholders. She also reported that the Title VI service equity analysis showed no disparate impact for disproportionate burden impact.

The Board will decide at the June 13, 2016, meeting whether the proposed route should be operationalized, which would then go into effect September 11, 2016.

Surplus of Vehicles

Kevin Zinski, Fleet Manager, presented on the item. He gave a short overview of the vehicles scheduled for surplus and noted that they are at the end of their useful life. He also noted that two of the vans are eligible to be donated to nonprofit organizations through Pierce Transit's Care-a-van program.

He informed the Board that this item is on the consent agenda this afternoon for approval.

CONSENT AGENDA

(Items listed below were distributed to Commissioners in advance for reading and study and are enacted with one motion.)

Commissioners Keel and Strickland **moved** and seconded to approve the consent agenda as presented.

Motion **carried**, 8-0.

1. Approval of Vouchers, April 1, 2016
Operating Fund #10
Self-Insurance Fund #40
Capital Fund #90
Voucher CK Nos. 348994 through 349522
Advance Travel Checks 1094 through 1099
Wire Nos. 1678 through 1700
Total \$4,829,154.86
2. Minutes: Regular Board Meeting of April 11, 2016
3. FS 16-027, Approved Resolution No. 16-011, Declaring Surplus of Twenty-Four (24) Ford E350 Vanpool Vans, Seven (7) Dodge Grand Caravan Vanpool Vans, and One (1) Chevrolet Express 3500 Vanpool Van and Authorization for Sale or Donation Thereof

Motion **carried**, 8-0.

4. FS 16-031, Approved Resolution No. 16-014, Amending the 2016 Capital Budget CAD/AVL GPS Repeater 450 MHz Data Radio Project

Motion **carried**, 8-0.

ACTION AGENDA

1. **FS 16-028, Approved Resolution No. 16-012, Authorizing Pierce Transit to Enter Into, Execute, and Accept a Right-of Use Agreement and Non-Exclusive Franchise Agreement with the City of Tacoma Via a Proposed City of Tacoma Ordinance Relating to the Construction, Installation, Operation and Maintenance of Bus Stops, Bus Shelters, Bus Amenities and Advertising Shelters Within the City of Tacoma**

Commissioners Keel and Strickland **moved** and seconded to affirm authorizing the Chief Executive Officer to enter into, execute, and accept a Right-of Use Agreement and Non-Exclusive Franchise Agreement with the City of Tacoma, retroactive to January 1, 2014, in substantially the same form as Exhibit A.

Monica Adams, Project Manager, reported on the item and noted this is a legacy contract with the City of Tacoma and the prior agreement expired in 2012 and continued to provide an overview of the significant terms and conditions of the contract.

Ms. Adams and other staff members responded to questions regarding the overall revenue collected from advertisements and whether sales tax is included.

Motion **carried**, 8-0.

2. **FS 16-029, Approved Resolution No. 16-013, Authorizing the Chief Executive Officer to Enter Into a Cost Sharing Agreement with Sound Transit for Pierce Transit's Base Master Plan Update**

Commissioners Keel and Strickland **moved** and seconded to affirm authorizing the Chief Executive Officer to enter into a Cost Sharing Agreement with Sound Transit for Pierce Transit's Base Master Plan Update contingent upon the successful negotiation and award of a professional services contract for the Base Master Plan Update.

Doug Middleton, Interim Executive Director of Service Delivery and Support, provided an overview of the proposed agreement that would obligate Sound Transit to share in the cost of the Base Master Plan study that is needed to examine the facility needs for Pierce Transit's and Sound Transit's operational and maintenance needs as well as anticipated growth

A discussion ensued regarding whether Sound Transit's cost share is proportionate to their impact.

Motion **carried**, 8-0.

3. FS 16-030, Approved Resolution No. 16-015, Amending the 2016 Capital Budget to Add the High Capacity Transit Feasibility Study Project to the Budget

Commissioners Keel and Strickland **moved** and seconded to affirm amending the 2016 Capital Budget to add a High Capacity Transit Feasibility Study project to the 2016 Capital Budget.

Darin Stavish, Principal Planner, presented on the item which asks for an estimated \$850,000 in study cost. Total project cost is to be determined by the study. Mr. Stavish outlined study outcomes and next steps.

A short discussion ensued regarding the timing and excitement of the project. CEO Sue Dreier mentioned that the Agency wants to start now so that it can receive federal funds as the project moves forward.

The Board extended their excitement for the project.

Commissioner Anderson noted that he would like to see High Capacity Transit options for Joint Base Lewis McCord and the South Tacoma Way corridor.

Motion **carried**, 8-0.

4. FS 16-032, Approved Resolution No.'s 16-016 and 16-017 Authorizing the Donation of Surplussed Vehicles to Puget Sound Educational Service District (PSESD) – The Road to Independence, and BASE – Before and After School Program Pursuant to the Pierce Transit Care-a-van Program

Commissioners Keel and Strickland **moved** and seconded to affirm authorizing the donation of a Care-a-van vehicle to PSESD – The Road to Independence, and to BASE – Before and After School Enrichment, subject to the terms and conditions of the Donation Agreement in substantially the same form as Exhibit A.

Cherry Thomas, Senior Planner provided an overview of the competitive selection process and noted that 19 applications for two vehicles were received.

She detailed the number of trips each organization is anticipated to use the vans and the communities/individuals they will serve.

Chair Talbert presented representatives from both organizations keys to the vans and each representative expressed their gratitude to Pierce Transit.

The Board expressed overwhelming support for the Care-a-van program and the benefits that it provides to the community in addition to the potential cost savings of providing reduced SHUTTLE trips.

Motion **carried**, 8-0.

STAFF UPDATES/DISCUSSIONS

CEO Report

Chief Executive Officer Sue Dreier reported on the following items:

Pierce Transit participated and took fourth place in the Western Regional Dragon Boat Races and also participated in the city of Puyallup's Daffodil Parade. In addition, the Agency made a presence at the Washington State Spring Fair with 26 volunteers that included Pierce Transit staff and family.

Ms. Dreier and other Pierce Transit staff participated in the Tacoma bike swap, had an on-site visit from the Tacoma Rainer's Mascot Rhubarb and held an agency Take our Daughters and Sons to work day event.

INFORMATIONAL BOARD ITEMS

Chair Report

Anyone interested in potentially becoming the new Board chair should let Chair Talbert know, as election will take place in June. Appointment to the Executive Board of the Combined Communications Network (CCN) Executive Board is a duty of the Chair as well. 1

Sound Transit Update

Commissioner Strickland announced that the Sound Transit 3 Plan is in its final stages and encouraged people to provide comments before the comment period closes.

Commissioners' Comments

Commissioner Eidinger shared positive experiences he encountered while attending a recent American Public Transportation Association (APTA) conference in San Antonio, Texas for Board Members and Board Support staff.

EXECUTIVE SESSION

None.

ADJOURNMENT

Commissioners Keel and Strickland **moved** and seconded to adjourn the meeting at 5:23 pm.

Motion **carried**, 8-0.

Deanne Jacobson
Assistant to the CEO/ Clerk of the Board

Rick Talbert, Chair
Board of Commissioners

FACT SHEET

TITLE: A Resolution Revising Pierce Transit Code Sections 3.63.040 Capital Reserve and 3.63.050 Policy Review

DIVISION: Finance

ORIGINATOR: Wayne Fanshier, Executive Director of Finance

PRECEDING ACTION:

Resolution No. 92-161, Adoption of Reserve Fund Policy

Resolution No. 05-071 Authority to Revise Pierce Transit's Reserve Fund Policy

FS 16-034, EFC Referring Amended Reserve Policy to the Full Board for Approval

COORDINATING DEPARTMENT: Finance

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

Proposed Resolution

BUDGET INFORMATION

2016 Budget Amount
N/A

Required Expenditure
N/A

Impact
N/A

Explanation: There is no budget impact or expenditure required for this action.

BACKGROUND:

Pierce Transit's reserve policies are reviewed annually and changes are recommended by the Executive Director of Finance to be considered by the Board of Commissioners.

The Board of Commissioners held a study session on April 11, 2016 where Pierce Transit's current reserve policies and proposed changes to the capital reserve policy were reviewed. No changes to the operating and insurance reserve policies were recommended.

On May 26, 2016, the Executive Finance Committee met and reviewed the proposed changes to the Capital Reserve and Policy Review policies. At the end of the discussion, the Executive Finance Committee recommended that the Board adopt the following language:

Section 3.63.040 – Capital Reserve.

- B. The capital reserve shall be maintained in an amount sufficient to fund the capital requirements identified in the Six-Year Financial Plan plus an amount equal to three prior years of local depreciation, excluding buildings and other structures. ~~The minimum amount of the capital reserve will be set at a level 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.~~ This reserve has been set at this level to enable the agency to respond to urgent unanticipated capital expenditure requirements as well as to protect Pierce Transit from the uncertainty of federal and state grant funding.

Section 3.63.050 – Policy review.

The established written Pierce Transit reserve policy shall be reviewed annually by the Executive Director of Finance ~~vice president of finance and administration~~. Changes shall be approved by the Chief Executive Officer and the Board of Commissioners.

With these proposed revisions, the language in the policy will continue to follow the recommendations of the Government Finance Officers' Association Financial Policy Guidelines. There is no change recommended to the operating and insurance reserve policies.

ALTERNATIVES:

The alternatives would be to 1) not revise the policy or 2) revise the policy in a different manner..

RECOMMENDATION:

Approve Resolution No. 16-018, adopting Revisions to Pierce Transit Code Section 3.63.040 Capital Reserve and 3.63.050 Policy Review as presented.

RESOLUTION NO. 16-018

A RESOLUTION of the Board of Commissioners of Pierce Transit
Revising Pierce Transit Code Sections 3.63.040 Capital Reserve and 3.63.050 Policy Review

WHEREAS, by Resolution No 92-161, adopted on the 14th day of December, 1992, the Board of Commissioners of Pierce Transit adopted the Reserve Fund Policy; and

WHEREAS, by Resolution No. 05-071, adopted on the 12th day of December, 2005, the Board of Commissioners authorized a revision of the Pierce Transit Reserve Fund Policy; and

WHEREAS, the Executive Director of Finance has reviewed the Reserve Policy and recommends that the Pierce Transit Code Sections 3.63.040 Capital Reserve and 3.63.050 Policy Review of the Pierce Transit Code be revised and language updated; and

WHEREAS, the capital reserve policies have been established to meet the capital expenditure requirements programmed in the Pierce Transit Six-Year Financial Plan; and

WHEREAS, proposed changes to the Pierce Transit Code Section 3.63.030 on Capital Reserve and Section 3.63.050 on Policy Review are set forth in Exhibit A attached hereto and incorporated herein; and

WHEREAS, the Executive Finance Committee has reviewed and concurs with the proposed revisions of the Pierce Transit Code Sections on Capital Reserve and Policy Review as set forth in Exhibit A; and

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

Section 1. The Board of Commissioners hereby revises the Pierce Transit Code Section 3.63.040 Capital Reserve and Section 3.63.050 Policy Review as set forth in Exhibit A.

ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on the 13th day of June, 2016.

PIERCE TRANSIT

Rick Talbert, Chair
Board of Commissioners

ATTEST/AUTHENTICATED

Deanne Jacobson, CMC
Clerk of the Board

Exhibit A

Resolution No. 16-018

Pierce Transit Code

Chapter 3.63 - RESERVE POLICY*

Sections:

3.63.040 - Capital reserve.

- A. A capital reserve has been established in order to meet capital expenditure requirements programmed in Pierce Transit's six-year financial plan.
- B. ~~The capital reserve shall be maintained in an amount sufficient to fund the capital requirements identified in the Six-Year Financial Plan plus an amount equal to three prior years of local depreciation, excluding buildings and other structures. The minimum amount of the capital reserve will be set at a level equal to ten percent of the six year average capital expenditures and fifty percent of the average annual grant funding programmed in the six year financial plan.~~ This reserve has been set at this level to enable the agency to respond to urgent unanticipated capital expenditure requirements as well as to protect Pierce Transit from the uncertainty of federal and state grant funding.

(Res. 05-071 §2 (Exh. A (part)

3.63.050 - Policy review.

The established written Pierce Transit reserve policy shall be reviewed annually by the ~~Executive Director of Finance~~Executive~~Vice President of Finance and Administration~~. Changes shall be approved by the Chief Executive Officer and the Board of Commissioners.

(Res. 05-071 §2 (Exh. A (part)

FACT SHEET

TITLE: A Resolution Revising Pierce Transit Code Section 3.12.030 – Goods and Services and Increasing the No Bid Limit and Verbal Quote Limits

DIVISION: Finance and Purchasing

ORIGINATOR: Spiro Manthou, Procurement Manager

PRECEDING ACTION: Resolution No. 84-005, Establishing Procedures for Procurement of Goods and Services
Resolution No. 94-072, Authority for the Revision of Purchasing Policies and Procedures
Resolution No. 03-044, Authority for the Revision of Purchasing Policies and Procedures

COORDINATING DEPARTMENT: Purchasing

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

Resolution
Exhibit A, Proposed Code Change

BUDGET INFORMATION

2016 Budget Amount
N/A

Required Expenditure
N/A

Impact
N/A

Explanation: N/A

BACKGROUND:

This resolution proposes changes to the Pierce Transit Code Section 3.12.030 – Goods and services -- that require approval by the Pierce Transit Board of Commissioners. The current policy was established in 1994 and contains limits that have become outdated and cumbersome. Changes are recommended to Items A and B below in order to streamline the purchasing process without losing essential expenditure controls. All other provisions shall remain. 3.12.030 - Goods and services.

A. The "no bid" amount is increased to ~~\$1,000.00~~ \$3,000.00.

FACT SHEET

PAGE 2

- B. Three verbal quotes are required for purchases between ~~\$1,001.00~~ \$3,001.00 and \$10,000.00.
- C. Three written quotes are required for purchases between \$10,001.00 and \$35,000.00.
- D. The formal advertising threshold is increased to \$35,001.00.
- E. The Chief Executive Officer is authorized to execute contracts up to \$200,000.00.
- F. The Chief Financial Officer along with the Procurement Manager is authorized to execute contracts up to \$5,000.00.

ALTERNATIVES:

The alternative would be not to change purchasing policies and procedures.

RECOMMENDATION:

Approve Resolution No. 16-019, authorizing revisions to Code Section 3.12.030 – Goods and services as presented in Exhibit A.

RESOLUTION NO. 16-019

A RESOLUTION of the Board of Commissioners of Pierce Transit
Revising Pierce Transit Code Section 3.12.030 – Goods and Services and Increasing Bid Limits

WHEREAS, by Resolution No. 84-005, approved on the 3rd day of January 1984, the Board of Commissioners of Pierce Transit established procedures for the procurement of goods and services; and

WHEREAS, by Resolution No. 94-072, approved on the 13th day of June 1994, the Board of Commissioners of Pierce Transit authorized revision of purchasing policies and procedures; and

WHEREAS, by Resolution No. 03-044, approved on the 14th day of July 2003, the Board of Commissioners of Pierce Transit authorized revision of purchasing policies and procedures; and

WHEREAS, the existing procedures have been reviewed by staff and have been found to be outdated and cumbersome and in need of revision to allow for greater efficiency in the purchase of goods and services; and

WHEREAS, the proposed revised policies as set forth in Exhibit A attached hereto would continue to set forth a competitive process to allow participation by all qualified, competent and responsible contractors, suppliers and consultants; and

WHEREAS, the Board of Commissioners of Pierce Transit finds it in the best interest of Pierce Transit to revise the Agency's purchasing policies and procedures; and

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

Section 1. The "no bid" amount is hereby increased to \$3,000.00; and

Section 2. Three verbal quotes are hereby required for purchases between \$3,001.00 and \$10,000.00; and

Section 3. Pierce Transit Code Section 3.12.130 is hereby amended as set forth in Exhibit A hereto.

ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on the 13th day of June, 2016.

PIERCE TRANSIT

Rick Talbert, Chair
Board of Commissioners

1 ATTEST/AUTHENTICATED

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5 Deanne Jacobson, CMC
6 Clerk of the Board
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Resolution No. 16-019

Exhibit A

3.12.030 - Goods and services.

- A. The "no bid" amount is increased to ~~\$1,000.00~~ 3,000.00.-
- B. Three verbal quotes are required for purchases between ~~\$1,001.00~~ \$3,001.00 and \$10,000.00.
- C. Three written quotes are required for purchases between \$10,001.00 and \$35,000.00.
- D. The formal advertising threshold is increased to \$35,001.00.
- E. The Chief Executive Officer is authorized to execute contracts up to \$200,000.00.
- F. The Chief Financial Officer along with the Procurement Manager is authorized to execute contracts up to \$5,000.00.

(Res. 84-005 §2(part); Res. 94-072 §§1—5(part); Res. 00-019 §1; Res. 03-044 §§1—8)

(Res. No. 14-035, § 1(Exh. A), 7-14-2014)

FACT SHEET

TITLE: A Resolution Amending Pierce Transit Code
Section 3.13.090 –Capital Contract Administration
Regarding Change Order Signing Authorities

DIVISION: Finance and Purchasing

ORIGINATOR: Spiro Manthou, Procurement Manager

PRECEDING ACTION:

Resolution No. 84-005, Establishing Procedures for Procurement of Goods and Services

Resolution No. 94-072, Authority for the Revision of Purchasing Policies and Procedures

Resolution No. 03-044, Authority for the Revision of Purchasing Policies and Procedures

Resolution No. 08-018, Authorizing the Revised Delegated Authority and Procedures for the Procurement of Materials, Work and Services and for the Acquisition and Use of Property and Property Rights

COORDINATING DEPARTMENT: Purchasing

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

Proposed Resolution

BUDGET INFORMATION

2016 Budget Amount
N/A

Required Expenditure
N/A

Impact
N/A

Explanation: N/A

BACKGROUND:

This resolution proposes a change to the Pierce Transit Code with regard to purchasing policy that requires approval by the Pierce Transit Board of Commissioners. Delegating signing authority levels for up to \$50,000 to the Executive Director of Finance and the Purchasing Manager would allow efficiencies in the processing of change orders without losing essential expenditure controls. The proposed change is set forth on Exhibit A hereto.

ALTERNATIVES:

Do not authorize the delegation of signing authority to the Executive Director of Finance and Purchasing Manager for change orders up to \$50,000.

RECOMMENDATION:

Approve Resolution No. 16-020, authorizing the addition of Section 4 to Pierce Transit Code Section 3.13-090 – Capital Contract Administration as set forth in Exhibit A.

RESOLUTION NO. 16-020

A RESOLUTION of the Board of Commissioners of Pierce Transit
Amending Pierce Transit Code Section 3.13.090 Capital Contract Administration Regarding Change Order
Signing Authorities

WHEREAS, by Resolution No. 84-005, approved on the 3rd day of January 1984, the Board of Commissioners of Pierce Transit established procedures for the procurement of goods and services; and

WHEREAS, by Resolution No. 94-072, approved on the 13th day of June 1994, the Board of Commissioners of Pierce Transit authorized revision of purchasing policies and procedures; and

WHEREAS, by Resolution No. 03-044, approved on the 14th day of July 2003, the Board of Commissioners of Pierce Transit authorized revision of purchasing policies and procedures; and

WHEREAS, by Resolution No. 08-018, approved on 14th day of April 2008, the Board of Commissioners authorized the revised delegated authority and procedures for the procurement of materials, work and services and for the acquisition and use of property and property rights; and

WHEREAS, the Chief Executive Officer desires to delegate change order signing authority levels up to \$50,000 to the Executive Director of Finance and the Procurement Manager to improve efficiencies in the change order process pursuant to the conditions set forth in Section 3.13.090 – Capital contract administration; and

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

Section 1. The Executive Director of Finance/CFO and Procurement Manager are hereby authorized to approve and execute Change Orders of up to \$50,000.00 provided that all terms and conditions set forth in Pierce Transit Code Section 3.13.090 are met; and

Section 2. Pierce Transit Code Section 3.13.090 – Capital contract administration is hereby amended as presented in Exhibit A.

ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on the 13th day of June, 2016.

PIERCE TRANSIT

Rick Talbert, Chair
Board of Commissioners

1 ATTEST/AUTHENTICATED

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5 Deanne Jacobson, CMC
6 Clerk of the Board
7

Exhibit A
Resolution No. 16-020

3.13.090 - Capital contract administration.

The following procedures and practices shall be utilized by the Chief Executive Officer to initiate and report on the status of capital projects.

A. Unless Pierce Transit Board requests more frequent reporting, the Chief Executive Officer shall report quarterly to Pierce Transit Board on the progress and status of major capital projects.

B. Where contracts for the performance of work have been individually awarded by the Board and work is in progress, and changes in plans and/or specifications are necessitated in order to properly accomplish the work, the Executive Director of Finance or the Procurement Manager may approve and execute change orders valued up to \$50,000 and the Chief Executive Officer may execute change orders in any amount. Regardless of value, change orders may only be authorized provided that all of the following conditions are met:

1. The estimated cost of the change order will not exceed funds available in the approved contingency for the work. When an individual change order exceeds the available approved contingency, the change order shall not be issued without prior Board approval;
2. The contract provides for issuance of change orders and the change order is consistent with the terms and provisions of the contract; and
3. The individual change order has been approved and/or certified by the project architect or engineer as being appropriate.

(Res. No. 08-018, § 9, 4-14-2008)

FACT SHEET

TITLE: A Motion Authorizing Execution of Task Order No. 2 to the Master On-Call Agreement with Gray and Osborne for Architect/Engineering Services Relating to the Facilities Critical Repairs Project at 512 Park and Ride

DIVISION: Finance

ORIGINATOR: Clint Steele, Senior Project Manager

PRECEDING ACTION:

Approval to Negotiate and Execute Master Agreement for Agency Architect/Engineer and Related Services (Approved at Executive Finance Committee meeting, March 27, 2013)

Resolution No. 16-005, A Motion Authorizing Task Order No. 1 and Amendments No. 1, 2, 3, 4 to the Master Agreement with Gray & Osborne for Architectural/Engineering Related Services to Support the TDS G St Expansion Zone Project.

COORDINATING DEPARTMENT: Project Management Office, Transit Development

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS: N/A

BUDGET INFORMATION

2016 Budget Amount	Required Expenditure	Impact
\$714,850	\$78,700	\$0
	<u>\$ 7,800 – Design Contingency</u>	
	\$86,500 – Not to exceed amount	

Explanation: Task Order No. 2 with Gray and Osborne would be for \$78,700. Design contingency would be \$7,800 and only used if additional engineering services are necessary. \$86,500 is requested from the approved budget for consulting services for the Facilities Critical Repairs – 512 Park-n-Ride Project.

BACKGROUND:

The underlying Master On-Call Agreement with Gray and Osborne for Architect/Engineering services requires that any task order valued over \$50,000 must be approved by the Board of Commissioners.

Pierce Transit is preparing to make significant repairs to the 512 Park and Ride and transit center. These repairs include asphalt surfaces, damaged sub-base, landscape planter beds, locations where tree roots have buckled the asphalt, damaged curbing, ADA ramps, restriping, numbering of 443 parking stalls and other associated work. Gray and Osborne Engineers will assist in preparation of bid documents and specifications to meet WSDOT standards and will assist with submittal reviews, formal requests for information (RFIs), cost estimating, and technical inspections throughout the duration of the project.

ALTERNATIVES:

An alternative would be to put out an RFQ to solicit different engineering firms and conduct a selection process to hire a different firm to develop the bid specifications and drawings for this project. This would only result in further delay of the project and is therefore not advisable. Gray and Osborne Engineers, our on-call consultant, has extensive experience in this type of project.

RECOMMENDATION:

A motion authorizing the Chief Executive Officer to enter into and execute Task Order No. 2 to the Master On-Call Agreement with Gray and Osborne for Architect/Engineering services relating to the Facilities Critical Repairs Project at 512 Park and Ride for an amount not to exceed \$86,500.

FACT SHEET

TITLE: Amendment of Pierce Transit Code Section
1.32.020 Lost and Found Disposition and Section
1.32.030 – Claims by Employees

DIVISION: Service Delivery & Support

ORIGINATOR: Chris Barry, Customer Services
Supervisor

PRECEDING ACTION: Resolution No. 81-041, Establishing an Agency Lost and Found Policy

COORDINATING DEPARTMENT: General Counsel, Public Safety

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

Proposed Resolution

BUDGET INFORMATION

2016 Budget Amount
N/A

Required Expenditure
N/A

Impact
N/A

Explanation:

There is no cost incurred with this change.

BACKGROUND:

This resolution seeks revisions to the Pierce Transit Code 1.32.020 Disposition; and 1.32.030 Claims by Employees. The proposed revisions are attached as Exhibit A.

Currently, Pierce Transit Code Section 1.32.020 – Disposition states that the Chief Executive Officer determines disposition of lost property held in Pierce Transit Lost and Found. Not only is this not currently happening, but as a practical matter, it seems unwieldy and unnecessary for the CEO to make this disposition. RCW 63.21.060 states that lost property not claimed or returned to the rightful owner should be forwarded to the chief law enforcement officer in the City or County or his or her designee. Changing the authority for disposition of lost and found property from the Chief Executive Officer to the head of the Pierce Transit Department of Public Safety is not only more practical, it better aligns this authority with the applicable RCW.

The current rendition of Pierce Transit Code Section 1.32.030 – Claims by Employees allows employees to make a claim for lost items not claimed or returned to the rightful owner within the Agency's retention period of 14 days. The section as currently written is inconsistent with the Agency's internal practice of not allowing employees to make claim to lost and found items as such claims could be seen as opportunistic and could give rise to abuse or misconduct. State law under RCW 63.21.070 does not typically allow an employee, officer, or agent of a governmental entity to claim possession of lost property as a finder unless the governing body of such entity has specifically allowed employees to do so. Though PT Code currently allows employees to make claims to lost property as finders, staff recommends that the Board revise this provision so that employees may no longer do so. With such a revision, the opportunity for misconduct and/or the appearance of impropriety is greatly reduced.

ALTERNATIVES:

The alternative is to reject this recommendation and retain the current Code provisions.

RECOMMENDATION:

Approve Resolution No. 16-021, authorizing amendments to Pierce Transit Code Section 1.32.020 – Disposition and Section 1.32.030 – Claims by Employees as set forth in Exhibit A, attached hereto.

RESOLUTION NO. 16-021

A RESOLUTION of the Board of Commissioners of Pierce Transit
Amending Pierce Transit Code Section 1.32.020 Lost and Found Disposition
and Section 1.32.030 – Claims by Employees

WHEREAS, Pierce Transit Code Section 1.32.020 – Disposition currently states that the Chief Executive Officer determines disposition of lost property held in Pierce Transit Lost and Found; and

WHEREAS, it is unnecessary for the CEO to make this disposition, and state law provides that lost property not claimed or returned to the rightful owner should be forwarded to the chief law enforcement officer in the City or County or his or her designee; and

WHEREAS, revision of the authority for disposition of lost and found property from the Chief Executive Officer to the head of the Department of Public Safety is practical and would better align this authority with the applicable law; and

WHEREAS, Pierce Transit Code Section 1.32.030 – Claims by Employees currently allows employees to make a claim for lost items not claimed or returned to the rightful owner within the Agency's retention period of 14 days; and

WHEREAS, Section 1.32.030 as currently written is inconsistent with the Agency's internal practice of not allowing employees to make claim to lost and found items so that the opportunity for misconduct and/or the appearance of impropriety is reduced; and

WHEREAS, it is in the best interests of the Agency and the public that the Pierce Transit Code provisions regarding lost and found property be revised; and

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

Section 1. Pierce Transit Code Section 1.32.020 – Disposition and Section 1.32.030 – Claims by Employees is hereby revised as set forth in Exhibit A attached hereto; and

Section 2. Resolution No. 81-041 shall be superseded in its entirety.

ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on the 13th day of June, 2016.

PIERCE TRANSIT

Rick Talbert, Chair
Board of Commissioners

1 ATTEST/AUTHENTICATED
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4 _____
5 Deanne Jacobson, CMC
6 Clerk of the Board

RESOLUTION NO. 16-021
EXHIBIT A
PROPOSED REVISIONS TO PIERCE TRANSIT CODE
REGARDING LOST AND FOUND

1.32.020 - Disposition.

The head of the ~~chief executive officer~~ Pierce Transit Department of Public Safety will determine disposition of lost property after 14 days.

(Res. 81-41 §2; Res. 00-019 §1)

1.32.030 - Claims by employees.

An employee may not claim for his or her own possession lost property found while on the ~~performing his~~ job, ~~in accordance with RCW 63.21.070, and the internal policy established by the staff of Pierce Transit.~~

(Res. 81-41 §3)

FACT SHEET

TITLE: A Resolution Authorizing Pierce Transit to Continue Operating Route 63 Northeast Tacoma Express, Effective September 11, 2016

DIVISION: Planning and Community Development

ORIGINATOR: Tina Lee, Community Development Administrator

PRECEDING ACTION: Resolution No. 15-037, Authorizing the Northeast Tacoma Demonstration Project, Effective September 27, 2015 through September 26, 2016

COORDINATING DEPARTMENT: Community Development, Planning

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

Proposed Resolution
Exhibit A, Route 63 NE Tacoma Comment Summary
Exhibit B, NE Tacoma Title VI Service Equity Analysis
Exhibit C, Letter of Support from City of Tacoma Transportation Commission

BUDGET INFORMATION

2016 Budget Amount
\$266,792.30

Required Expenditure
\$266,792.30

Impact
\$0

Explanation: 2016 Budget Amount is a calculation of service hours to operate the Route 63 NE Tacoma Express service multiplied by the cost per service hour of \$150.56. Staff estimates 1,772 service hours are required for the NE Tacoma Express. The service hours are budgeted in the 2016 Budget.

BACKGROUND:

Pierce Transit staff seeks authority to continue operating the Route 63, NE Tacoma Express service from Northeast Tacoma to Downtown Tacoma. A demonstration project was authorized by the Pierce Transit Board of Commissioners at the June 8, 2015 Board meeting. The service started operating in its current configuration on September 28, 2015.

The route design was co-developed with collaboration and input of the Northeast Tacoma Community Investment Team (CIT) comprised of local representatives with a vested interest in guiding the design and success of the project. In March 2016, there were 679 boardings on the route. This is a 40% increase from the first full month of service (October 2015). This is still below Pierce Transit's typical ridership but improvement over the former service operating in NE Tacoma.

Customer Profile

Staff completed a rider survey on board the NE Tacoma Express in February and March 2016. A total of 26 surveys were completed. The survey was a random sample of riders. This was not a statistically valid survey; however, it does provide information on the riders using the NE Tacoma services. The age range for riders does represent the school and work markets with 28% of the riders being under 18 years of age and 55% of the riders being between the ages of 18-54. Income levels of riders varied with 31% of the riders having an annual household income under \$19,999, 10% having a household income between \$20,000-\$34,999, 10% having a household income between \$35,000-\$49,000, and 34% having a household income between \$50,000-\$74,999. Of those surveyed, 66% indicated they are Caucasian, 28% black or African American, and 7% Hispanic.

Title VI Analysis

The proposed addition of a new route is considered a major service change and is therefore subject to a Title VI Service Equity Analysis. As required by the Federal Transportation Administration (FTA) and Pierce Transit's Major Service Change Policy, staff completed a Title VI Service Equity Analysis for the NE Tacoma service in May 2016. That document is available for review on the project website at <http://www.piercetransit.org/route-63-demonstration-project/>.

Pierce Transit's Disparate Impact Policy establishes a threshold which identifies when adverse effects of a major service change or any fare change are borne disproportionately by minority populations. A disparate impact occurs when the minority population adversely affected by a fare or service change is 10% percent more than the average minority population of Pierce Transit's service area. In this case, there is no adverse effect because new service is being added to serve NE Tacoma. The analysis shows that the new routes are serving 38.1% minorities, which is .6% more minorities than were being served by the Route 62 and 2.8% more minorities than the service area minority population.

Pierce Transit's Disproportionate Burden Policy establishes a threshold which identifies when the adverse effects of a major service change or any fare change are borne disproportionately by low-income populations. A disproportionate burden occurs when the low-income population adversely affected by a fare or service change is 5% more than the average low-income population of Pierce Transit's service area. In this case there is no adverse effect because service is expanding, not reducing. The low-income population along the NE Tacoma service is 10.2% which is 2% higher than the low income population that had been served by the Route 62, thus a gain in low-income access to transit. It is also 4.1% lower than the service area low-income population of 14.3%, so is serving less of a low-income population than the overall system services. This is within the threshold of 5% and there is no overall adverse effect on the population, so a determination of disproportionate burden is not warranted.

Community Engagement

Community engagement and outreach of any new route is important to build awareness for that service. Staff has continued to update the community to share information about the route including a local postcard mailer to more than 9,000 NE Tacoma residents, appearing on TV Tacoma's CityLine, participating in community outreach events such as the Downtown and NE Tacoma Farmers Market as well as the local Turkey Trot celebration. Outreach specific to the public comment process required for the Board's consideration of continuing this service included:

- Legal notices in local news papers
- Automatic Vehicle Announcements on Route 63 Buses
- Posters on the Route 63 buses and in the community
- Rack cards on Route 63 buses
- Pierce Transit project web site including a comment form
- Social media messages
- Updates and/or presentations to the NE Tacoma Neighborhood Council and Tacoma Transportation Commission
- Presentation before Pierce Transit's Community Transportation Advisory Group

Comments Regarding Route 63 NE Tacoma Express

During the comment period for the NE Tacoma services, Pierce Transit received 12 comments. The comments are generally supportive of continuing the service. Riders expressed support for the direct express service to downtown Tacoma during peak commute times. There were comments asking for the service to be extended to the Browns Point area or to eliminate the need to transfer between the King County Metro Route 903 and Pierce Transit Route 63 services. None of the comments recommended eliminating the service, instead they recommend continuing to operate the service as the riders indicate they perceive ridership to be growing.

The Pierce Transit Community Transportation Advisory Group (CTAG) discussed the project at their April 28, 2016 meeting. The CTAG voted in favor of continuing to provide the existing NE Tacoma services and recommended sending a letter of support to the Pierce Transit Board of Commissioners.

ALTERNATIVES:

1. Eliminate the Route 63 NE Tacoma Express.
2. Explore alternative innovative modes of transportation for NE Tacoma in the future.

RECOMMENDATION:

Approve Resolution 16-022 authorizing staff to continue operating the Route 63 NE Tacoma Express service.

RESOLUTION NO. 16-022

A RESOLUTION of the Board of Commissioners of Pierce Transit Authorizing Pierce Transit to Continue Operating Route 63 Northeast Tacoma Express Effective September 11, 2016

WHEREAS, on July 8, 2013, the Pierce Transit Board of Commissioners adopted its Strategic Direction which directed staff to develop innovative and tailored community solutions; and

WHEREAS, the Northeast Tacoma Community Investment Team comprised of local representatives with a vested interest in guiding the design and success of tailored community services in the Northeast Tacoma area recommended a demonstration project; and

WHEREAS, community outreach for the proposed demonstration revealed support for a two-part solution including rerouting of Route 62 to deliver express service between Northeast Tacoma and Downtown Tacoma and the creation of a partnership with King County Metro to provide feeder service to the new Pierce Transit express service to Downtown Tacoma; and

WHEREAS, on June 8, 2015 the Board of Commissioners authorized the Northeast Tacoma Demonstration Project Effective September 27, 2015 through September 26, 2016; and

WHEREAS, community outreach for the pilot Route 63 NE Tacoma Express included distribution of more than 9,000 mailers to residents in Northeast Tacoma, rider brochures, a project web site with a web survey, an on-board bus rider survey, a community open house, posters in the community advertising the open house and public hearing, and public hearing notice was published in accordance with Agency guidelines; and

WHEREAS, input from the community has been favorable with 12 comments during the official comment period; and

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

Section 1. The Board of Commissioners authorizes the continuation of the Route 63, Northeast Tacoma Express September 11, 2016.

ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on the 13th day of June, 2016.

PIERCE TRANSIT

Rick Talbert, Chair
Board of Commissioners

1 ATTEST/AUTHENTICATED

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4 _____
Deanne Jacobson

5 Clerk of the Board

ROUTE 63 NE TACOMA EXPRESS COMMENTS

Comment Number	Date	Name	Comment	Source	Response
Public Comment During 4/25/16-5/27/16 Comment Period					
1	5/5/2016	Pam Dugan	Route 63 is just perfect as it is...express routes on and off the hill in the morning and at night. I used to take the 61 before it got cancelled and it was standing room only during these times. Back then it stopped at the Twin Lakes Park & Ride before shooting down the hill to Tacoma. Maybe an enhancement to route 63 would be to stop at the park & ride like the 61 did...the current small bus only has 14 seats though. Please keep Route 63!!	email from website	followed up with thank you
2	5/2/2016	Trent Lasley	Please continue the bus service to NE Tacoma.	email from website	followed up with thank you
3	5/5/2016	Troy Mirza	Recommends bringing back Route 61, no transfer is easier. Regular Rt 63 rider, sometimes uses KCM 903. Transfers can be challenging if bus is delayed they don't work. Doesn't want to pay the higher KCM fare required for Rt 903. Would like to see service off-peak as well between 9am-noon and after 6pm.	from open house at Center at Norpoint 5/5/16	in person comment
4	5/7/2016	Troy Mirza	Hello, my name is Troy Mirza and I spoke with you at the open house on May 5th. I am a rider on the Route 63 NE Tacoma Express. I am writing this letter to say that I believe the route is an asset to the community and that it should stay in service, but a few changes could make it better. One would be adding an extra morning and evening trip at 9 am and 7 pm to avoid the peak hours with King County Metro. Another suggestion would be to better coordinate the timing with the Metro 903 and Pierce Transit 63 so the connection is not missed as often as it has been. Or extend the 63 route to the Center at Norpoint. I am glad that there is a Pierce Transit bus that serves NE Tacoma and I hope that there will continue to be one that does.	email	followed up with thank you
5	5/11/2016	Pat	Route 63 needs to be extended to lower Browns Point Shopping Center at least. Even if it were a morning and evening only route it is needed as there are people with no choices of transit. It could go to the shopping center at Browns Point and then down Marine View Drive as it once did!!!	email from website	followed up with thank you

ROUTE 63 NE TACOMA EXPRESS COMMENTS

Comment Number	Date	Name	Comment	Source	Response
6	5/10/2016	Raymond van der Roest	<p>I believe Route 63 is definitely an asset to the community, because there are many college students and employees that use Route 63. It is beneficial that these people, including myself, have a time efficient way to use public transportation to get to work.</p> <p>Alternate ways exist, however; these routes require more than 1 bus and take as much as an hour longer. Personally, I find Route 500 a very unpleasant route, due to the rough public that frequents it. I actually favored using the LINK or any downtown bus to the Tacoma Dome transit center, riding Sound Transit Route 574, and taking a King County Metro bus to my neighborhood from the Federal Way Transit Center; despite the extra time. For these reasons I found myself riding the bus only 2 days per week on average when Route 63 did not exist. Now, I ride Route 63 at least 4 days a week. I see the same people every week, some of them every day. It seems there are at least 2 other riders any time I am riding Route 63, and often the bus is full.</p> <p>Therefore, Route 63 will prevent air pollution, provide quality of life, and contribute to the economy by providing an efficient transportation option.</p>	email from website	followed up with thank you
7	5/10/2016	Charles Warren	This route is good for me, cheaper than parking in downtown Tacoma. It does however not get me to work on time or I am very early. So schedule adjustment may be nice, but overall happy to have the service.	email from website	followed up with thank you
8	5/16/2016	Shonta Galloway	<p>I believe route 63 is a huge asset. It should be a permanent route that operates on a regular schedule.</p> <p>Traveling from NE Tacoma to downtown Tacoma is very expensive. When making this trip I have to ride king county metro which is \$2.50 and get an all day pass from Pierce county for \$5 and returning to NE Tacoma additional \$2.50 for King county metro. A \$10 a day trip is a lot and very time consuming taking buses from different counties.</p>	email from website	Followed up with information on ORCA card and regional transfers between KCM & PT
9	5/18/2016	Helen	Route #63, is very convenient. pls keep it.	email from website	followed up with thank you
10	5/27/2016	Laura Fall	This is a great route! Hoping my kids can use it all summer to get from NE Tacoma to Downtown!	email from website	followed with information on Summer Youth Pass
11	5/27/2016	Nicole Galeazzi	Why is there no morning service on the weekdays to browns point? I need this please!	email from website	followed up with information KCM Rt 903

ROUTE 63 NE TACOMA EXPRESS COMMENTS

Comment Number	Date	Name	Comment	Source	Response
12	6/2/2016	Teresa	It would be great if route 63 stopped outside the main gate at the Pointe Woodworth housing development like it used to years ago.	email from website	following up on bus stop evaluation
General Comments During Demonstration					
13	12/28/2015	Joe	Hi there. Not sure if information is worth much to you, but I am a NE Tacoma resident and have an ORCA card. I would love to ride the 63 into Tacoma several times per month, but since it's currently limited to peak times, it's not available when I need it. Rather than go into Tacoma, I just end up doing my shopping and whatnot from Federal Way.	email from website	followed up with email and thank you
14	11/12/2015	Rebecca Siemssen	My daughter waited for half an hour from 5:54pm - 6:31pm at 19th and Pacific for Bus 63 and it never came today, November 12. What's up with that? She needs a reliable bus to bring her home from school.	email from website	followed up with email and entered to ODDS for Transit Services Review
15	10/2/2015	Pam Dugan	Oh my gosh...I just followed this bus home last night and was wondering what it's all about. I took the 61 for years to Tacoma and I'm now back in my car because of it. I will begin taking the 63 on Monday, October 5th. Thank you, Thank you!	email from website	followed up with email and schedule
16	4/11/2016	Suzanna Stoikey	PLEASE keep this route! This is essential for my morning commute. I believe ridership will increase as more folks move south from Seattle.	email from website	followed up with email and thank you
17	4/13/2016	Randal Milholland	I used to ride this bus, and enjoyed the trip when you changed to larger bus. I would start this route, again, if there was a stop at the Twin Lakes transit center. Are there any park-and-ride lots near any of the stops? Thanks.	email from website	followed up with suggestions for on-street parking near route

Pierce Transit

Title VI Service Equity Analysis

Pursuant to FTA Circular 4702.1B

NE Tacoma Service

May 2016

PIERCE TRANSIT TITLE VI SERVICE EQUITY ANALYSIS

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PIERCE TRANSIT TITLE VI SERVICE EQUITY ANALYSIS

1 INTRODUCTION

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. This analysis was conducted in compliance with Federal Transit Administration (FTA) Circular 4702.1B, which requires any FTA recipient serving a population of 200,000 or greater to evaluate any fare change and any major service change at the planning and programming stages to determine whether those changes have a discriminatory impact. This document is a Title VI analysis of Pierce Transit's new NE Tacoma services currently in demonstration phase and planned to begin operationalized service in September 2016.

2 BACKGROUND

Service in NE Tacoma has traditionally been low performing. Route 61, which included direct service to downtown Tacoma, operated between \$10.19 and \$13.20 per passenger over its final five years (2007-2011). At the October 2011 service change, Route 61 was replaced by Route 62. Since its inception, Route 62 had an average cost per passenger of over \$35.00, including \$44.65 during April 2015. With the Route 62, NE Tacoma no longer had a direct connection to downtown Tacoma. Instead, commuting to/from downtown required a transfer and took over an hour to complete. Aside from ease of use issues, performance was also hampered by the fact that revenue hours for Route 62 vehicles only constituted 55% of hours dedicated to the route compared to an 88% system average. Bus size, route geography, and distance from base all contribute to this issue.

The 2014-2016 Pierce Transit Strategic Plan identified Route 62 (NE Tacoma) as not meeting performance standards. Pierce Transit staff were directed to work with key stakeholders to design a demonstration project that meets the unique needs of the community. Following a survey and in coordination with a Community Investment Team that includes representatives from the City of Tacoma, Puyallup Tribe of Indians, Port of Tacoma, Center at Norpoint/Tacoma Metropolitan Park District, Northeast Tacoma Neighborhood Council, and local bus riders, a pilot service was developed called the Route 63 NE Tacoma Express that provides a direct connection from NE Tacoma to Downtown Tacoma during peak commute times. Additionally, there was interest in a connection from NE Tacoma to Federal Way in King County. The recommendation stemming for these efforts was to contract with King County Metro to extend its existing Route 903 to provide a feeder service to the newly developed Pierce Transit Route 63, as well as eliminating the Route 62. See Figures 2-1 and 2-2 for the previous and demonstration service configurations serving NE Tacoma.

The demonstration Route 63 service has been operating since September 26, 2015. Staff are evaluating the service at this time and gathering public and rider input with the intention of recommending to the Pierce Transit Board of Commissioners that the service continue to operate in its current configuration. This service equity analysis examines the impact of the new NE Tacoma service configuration, including elimination of Route 62, addition of Route 63, and contracting of Route 903 with KC Metro on minority and low-income populations.

Figure 2-1: Previous Service in NE Tacoma

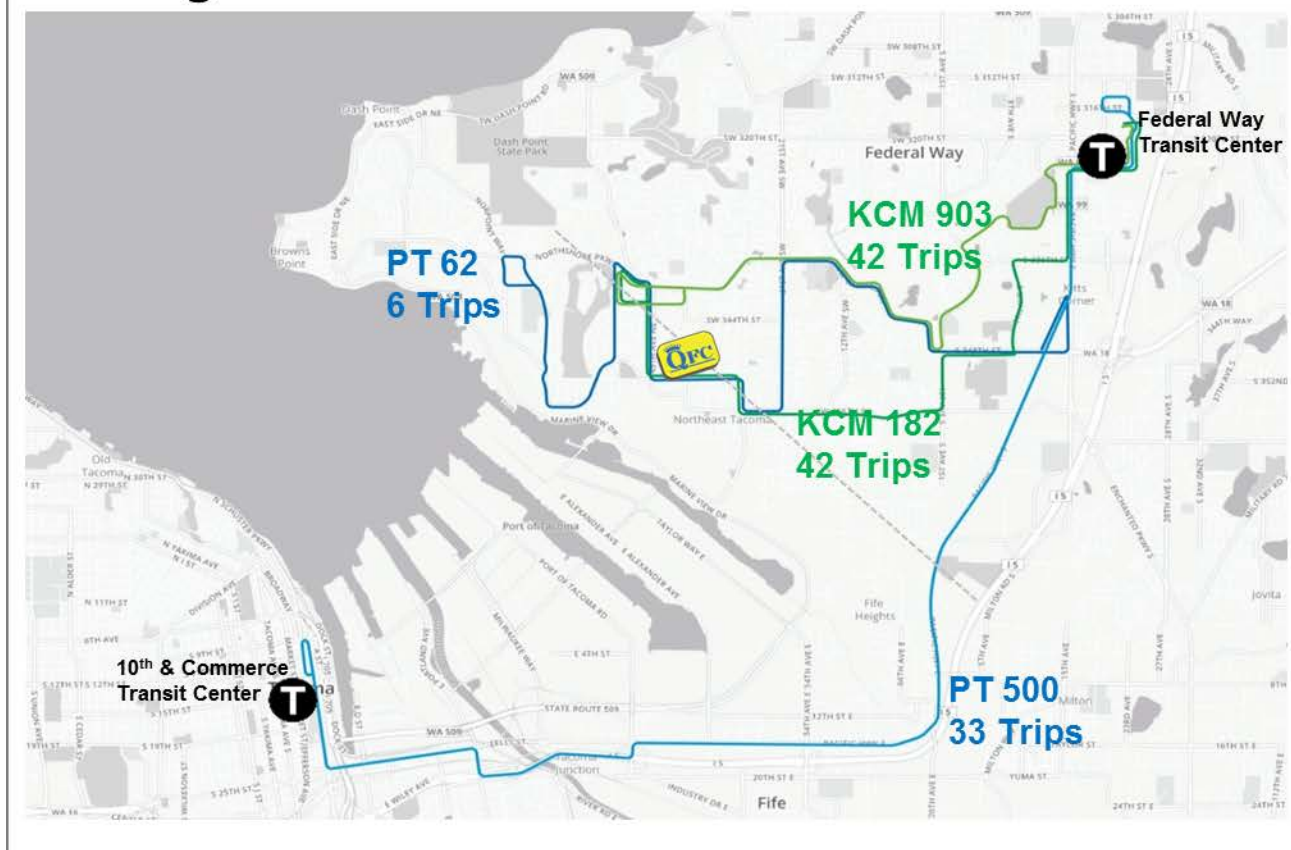
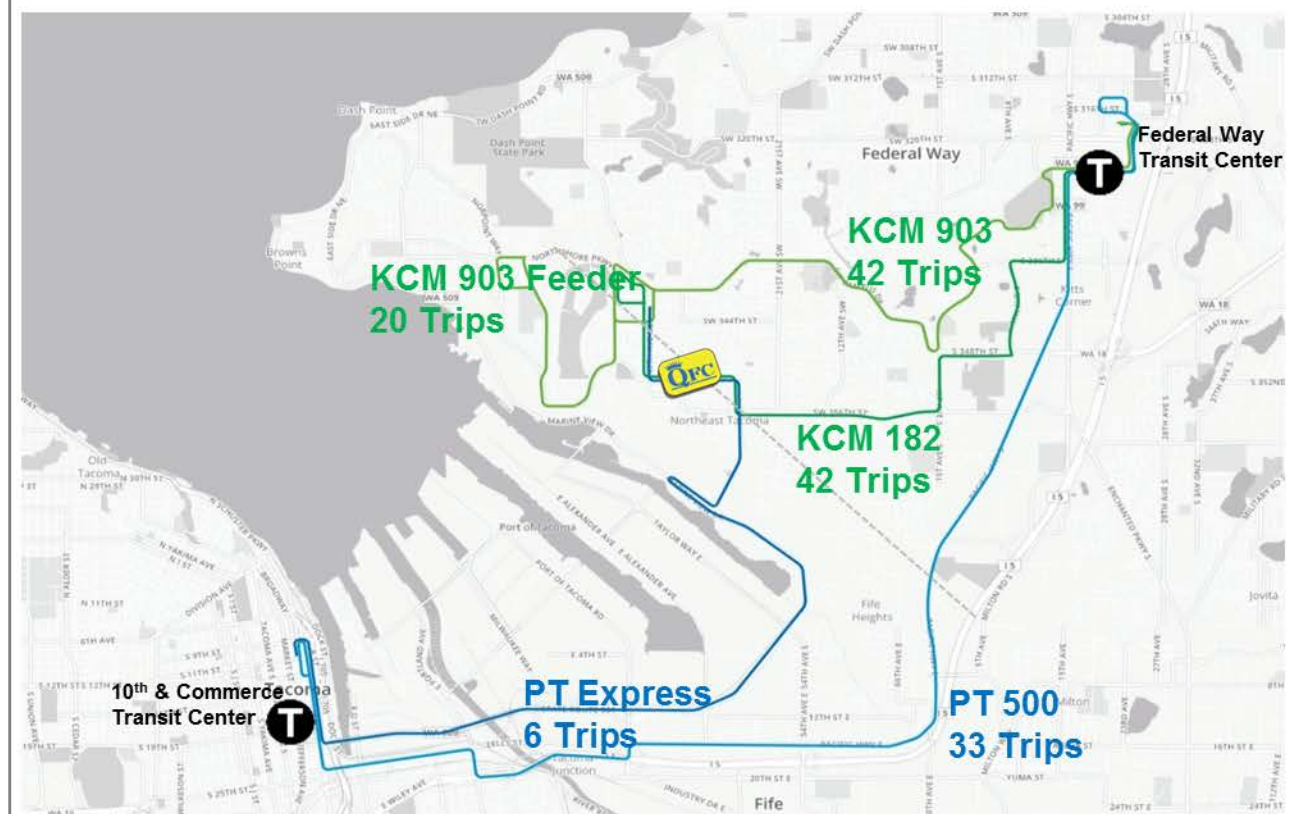


Figure 2-2: Demo Service in NE Tacoma



2.1 NE Tacoma Service Demonstration

The NE Tacoma Express Demonstration was developed in partnership with a committed Community Investment Team (CIT) that has helped guide the design of the demonstration service. This CIT represented the local community and included representation from: City of Tacoma, Puyallup Tribe of Indians, Port of Tacoma, Center at Norpoint/Tacoma Metropolitan Park District, Northeast Tacoma Neighborhood Council, and local bus riders. The NE Tacoma Express is operating as a one-year demonstration from September 27, 2015 to September 26, 2016.

Table 2-1 below shows the difference between historic NE Tacoma service and the current demonstration project.

Table 2-1: Past and New Service for NE Tacoma

	FW TC Trips	Comm TC Trips	Local Trips	Service Span	Service Freq	Service Days	Fare	Service Hrs (est.)	Cost (est.)
Previous (Route 61) – eliminated 2011	0	27	27	700a-1000a; 200p-700p	60 min	M-F	\$2.00	7,275	\$1,076,700
2011-2015 (Route 62)	0	0	6	500a-800a; 400p-700p	60 min	M-F	\$2.00	1,816	\$268,768
Demonstration Project									
Part 1 of 2 (Re-routed Express – Route 63)	0	6	0	500a-800a; 400p-700p	60 min	M-F	\$2.00	1,816	* \$268,768
Part 2 of 2 (KC Metro Partnership- Route 903)	20	0	20	500a-800a; 400p-700p	30 min	M-F	\$2.75	1,241	\$157,930

**By utilizing the current cost of Route 62, the total additional cost during the 12-month demonstration is estimated at \$157,930.*

Community Needs

The demonstration services connect riders in NE Tacoma to jobs and school in downtown Tacoma and Federal Way and to connecting locations at these key transfer points. The Route 63 operates three trips to downtown Tacoma during the AM peak at hourly headways and three hourly trips to NE Tacoma during the PM peak. Route 903 provides 20 daily trips at 30-minute headways between NE Tacoma and Federal Way Transit Center.

Demonstration Performance

Table 2-2 below shows the performance of the eliminated Route 62 compared with the new Route 63 based on cost. While the year to date cost is slightly higher during the demonstration, the most recent month's data (March 2016) shows that the passengers per hour are on the increase and the cost per passenger is decreasing.

Table 2-2: Demo Rt. 63 NE Tacoma Express Comparison to Historic NE Tacoma Service

PERFORMANCE STANDARD	DESCRIPTION	2014 Year End Rt. 62	Route 63 Mar 2016	Route 63 Year to Date
Passengers per Service Hour (PSH)	The number of passenger trips taken during one hour of service.	3.84	4.33	3.76
Cost Recovery	The percentage of operating costs, both direct and indirect, that are recovered from fares.	2.3%	2.7%	2.2%
Net Cost per Passenger	A measure of the cost-effectiveness determined by subtracting total fare revenue from the total cost of providing service, divided by the number of passenger trips.	\$36.61	\$33.79	\$38.77

Figure 2-1 below shows the performance of the Route 63 thus far through the demonstration period with it trending upwards for average weekday boardings. The green line shows the projected future into July 2016 should the trend continue.

Figure 2-1: Demonstration Route 63 Average Weekday Boardings

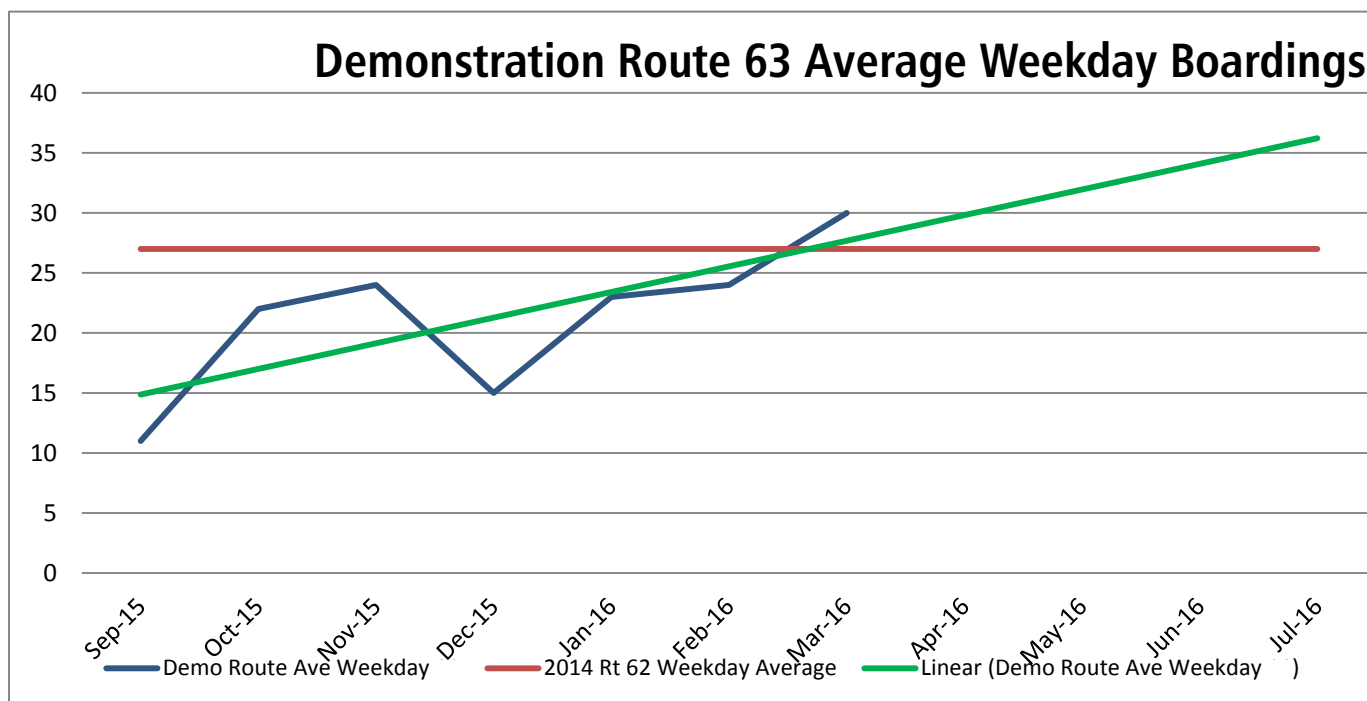


Table 2-3 below shows the upward trend of the Route 63 boardings and also shows the same trend for the Route 903. These combined services are providing significantly more trips in total, from 863 in October 2015 to 1018 in March 2016 over the period thus far for the demonstration.

Table 2-3: NE Tacoma Services - Ridership - September 2015 through March 2016

Month	PT Rt. 63 Boardings	PT Rt. 63 Avg. Daily Boardings	KCM Rt. 903 Boardings	KCM Rt. 903 Avg. Daily Boardings	Combined NE Tacoma Services Boardings
SEP 15	34	11	Data not available.	Data not available.	34
OCT 15	486	22	377	20	863
NOV 15	486	24	242	12	728
Dec 15	337	15	266	12	603
JAN 16	474	24	282	14	765
FEB 16	483	23	329	16	803
MAR 16	679	30	339	15	1018

Customer Profile

Pierce Transit completed a survey of riders on the Route 63 NE Tacoma Express and King County Metro Route 903 during the period from February 9-11, 2016 and March 1-8, 2016. Transitional Duty Transit Operators who are working light duty shifts road both Routes 63 and KCM Route 903 asking riders to complete the survey. They rode on various days of the week and during both the morning and evening span. A total of 29 surveys were completed; the survey was a random sample of riders. We do not report that this was a statistically valid survey; however, it does provide information on the riders using these two routes.

Those surveyed were evenly distributed between male and female riders with 48% being female and 52% male. When asked their age, the largest group of riders - 28% - were under 18 years of age, 10% of the riders were between the ages of 18-24, 14% were between the ages of 25-34 and also 34-55 years old, and 17% of the riders were either 45-54 years of age or 55-64 years of age. Anecdotally, the surveyors reported seeing a number of students travelling to high schools in in the Downtown Tacoma area as well as the University of Washington. The other noticeable group of riders were individuals travelling to jobs in the Downtown core. The riders indicated their primary trip purpose was to travel to work, school and home.

When asked their ethnic background, the majority of the riders - 65% - indicated their ethnic background as Caucasian, 28% indicated black or African American, and 7% Hispanic. Household income varied slightly amongst those surveyed. The survey indicated that 31% of those surveyed have a

household income under \$19,999 and 24% of those surveyed have a household income between \$50,000-\$75,000. A total of 41% of the riders have a household income below \$34,500.

Outreach and Decision-making

The proposed elimination of a route and addition of a new route are considered major service changes under Pierce Transit's Major Service Change Policy and require a Title VI Service Equity Analysis and public outreach. Communicating information about demonstration projects is vital to their success. Table 2-4 details outreach efforts for the NE Tacoma demonstration project.

Table 2-4: NE Tacoma Demonstration Community Outreach

EVENT	DATE	EST. CONTACTS
Norpoint Farmers Market	8/23/15	20+
CityLine TV Segment	9/17/15	100+
Broadway Downtown Farmers Market	9/24/15	25+
Stadium H.S. Open House	9/24/15	15
Rotary 8 Meeting Sponsor	10/8/15	25+
Harvest Festival (Center at Norpoint)	10/16/15	25+
NE Tacoma Postcard Mailer to Residents	10/23/15	9,336
Norpoint Turkey Trot	11/25/15	1,000+
Northeast Tacoma Neighborhood Association	4/21/16	30+
Open House Center at Norpoint	5/6/16	tbd
Public Hearing Pierce Transit	5/9/16	tbd

After considering feedback and demonstration performance, Pierce Transit's Board of Commissioners will consider operationalizing the new NE Tacoma service configuration on June 13, 2016. Legal notices were published on April 28, 2016, 12 days in advance of a public hearing on operationalizing the NE Tacoma Express Services, scheduled to take place at the Board of Commissioners meeting on May 9, 2016. The legal notice was also published on Pierce Transit's web site in advance of the public hearing. Rider alerts notifying the public about the hearing and seeking public comment were distributed on buses, and posters were placed in key locations throughout the community. Prior to the public hearing, a public open house is scheduled for May 6, 2016 from 3:00 p.m. to 6:30 p.m. at the Center for Norpoint, which is served by King County Metro Routes 903. Outreach about the service implementation planned to begin September 27, 2016 will be ongoing and will include information in The Bus Stops Here, Rider Alerts, website notices, and PT staff attendance at various community meetings.

3 TITLE VI POLICIES & DEFINITIONS

Pierce Transit's Board of Commissioners adopted three new policies in February 2013 related to Title VI that guide this analysis: Major Service Change Policy; Disparate Impact Policy; and Disproportionate Burden Policy. The requirement for these policies comes from Federal Transit Administration (FTA) Circular 4702.1B, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients" which became effective October 1, 2012. The Circular requires any FTA recipient that operates 50 or more fixed route vehicles in peak service and serving a population of 200,000 persons or greater to evaluate any fare change and any major service change at the planning and programming stages to determine whether those changes have a discriminatory impact.

3.1 PIERCE TRANSIT MAJOR SERVICE CHANGE POLICY

The purpose of this policy is to establish a threshold that defines a major service change and to define an adverse effect caused by a major service change.

A major service change is defined as any change in service on any individual route that would add or eliminate more than twenty percent of the route revenue miles or twenty percent of the route revenue hours. All major service changes will be subject to an equity analysis which includes an analysis of adverse effects on minority and low-income populations.

An adverse effect is defined as a geographical or time-based reduction in service which includes but is not limited to: span of service changes, frequency changes, route segment elimination, re-routing, or route elimination.

3.2 PIERCE TRANSIT DISPARATE IMPACT POLICY

The purpose of this policy is to establish a threshold which identifies when adverse effects of a major service change or any fare change are borne disproportionately by minority populations.

A disparate impact occurs when the minority population¹ adversely affected by a fare or service change is ten percent more than the average minority population of Pierce Transit's service area.

Disparate impacts on routes with either span of service changes and/or frequency changes will be determined by analyzing all routes with such changes together. Disparate impacts on routes with segment elimination, re-routing, or route elimination will be determined on a route by route basis.

If Pierce Transit finds a potential disparate impact, the agency will take steps to avoid, minimize or mitigate impacts and then reanalyze the modified service plan to determine whether the impacts were removed. If Pierce Transit chooses not to alter the proposed changes, the agency

¹ **Minority Population** – Persons identifying themselves as a race other than white or of Hispanic origin, self-reported in the U.S. Census.

may implement the service or fare change if there is substantial legitimate justification for the change AND the agency can show that there are no alternatives that would have less of an impact on the minority population and would still accomplish the agency's legitimate program goals.

3.3 PIERCE TRANSIT DISPROPORTIONATE BURDEN POLICY

The purpose of this policy is to establish a threshold which identifies when the adverse effects of a major service change or any fare change are borne disproportionately by low-income² populations.

A disproportionate burden occurs when the low-income population adversely affected by a fare or service change is five percent more than the average low-income population of Pierce Transit's service area.

Disproportionate burden on routes with either span of service changes and/or frequency changes will be determined by analyzing all routes with such changes together. Disproportionate burden on routes with segment elimination, re-routing, or route elimination will be determined on a route by route basis.

If Pierce Transit finds a potential disproportionate burden, the agency will take steps to avoid, minimize or mitigate impacts and then reanalyze the modified service plan to determine whether the impacts were removed. If Pierce Transit chooses not to alter the proposed changes, the agency may implement the service or fare change if there is substantial legitimate justification for the change AND the agency can show that there are no alternatives that would have less of an impact on low-income population and would still accomplish the agency's legitimate program goals.

² **Low-Income Population** – Persons reporting as being under the federal household poverty limit as defined by the U.S. Department of Health and Human Services. In 2013 the poverty limit was \$23,834 for a family of four.

4 METHODOLOGY

The NE Tacoma demonstration project eliminated Route 62 and implemented the Route 63 with service to downtown Tacoma along with contracted service with King County Metro for extending their Route 903 into Pierce County to connect NE Tacoma to Federal Way. Both the elimination of the Route 62 and the new operationalized route, the NE Tacoma Express, Route 63, qualify as Major Service Changes and thus are subject to a Title VI Service Equity Analysis.

Since the demonstration project eliminates one route and implements new service in an innovative configuration (i.e. some contracted and some locally provided), the Title VI analysis will compare the original service with the new, combined services.

Pierce Transit staff used Remix (www.remix.com) to undertake the Title VI analysis for this project. Remix allows you to automatically generate a Title VI report (based on Census data) by comparing existing service to a set of proposed changes. The methodology used by Remix to achieve this includes the following steps:

1. Get the population near a route, including its low income and minority percentage.
 - For each route, build a shape that represents the area within quarter mile of any of its stops.
 - Intersect the catchment area with 2009-2013 ACS Census data. Get a list of block groups and the percentage overlap with each.
 - For each block group, take the percentage of overlap and multiply it by the block group's statistics.
 - Get the population, minority population, and low income population for each group and sum them together. This is the total population a route could serve.
2. Compare the number of people-trips, before and after.
 - Multiply the population near a route times the number of trips it makes (per year) to get "people-trips".
 - Repeat for low-income and minority populations to get "low income people-trips" and "minority people trips".
 - Compare these numbers between the before and after versions of the route, to get a set of people-trip differences. We match before and after using routes that have the same name.
3. Get the total difference in people-trips across the transit system.
 - Repeat the process above for every route in the transit system.
 - Sum together the difference in people trips. This will return three numbers: total difference in people-trips, total difference in low-income people-trips, and total difference in minority people trips.
4. Calculate the change borne by low-income and minority populations.
 - Divide the total difference in low-income people trips by the total difference in people-trips to get the percentage of change borne by those with low incomes.
 - Repeat for minority people-trips.

5. Compare the percentage change to the average in the service area.
 - Calculate the average percentage of low-income and minority populations across the entire service area.
 - Subtract from the change borne by those populations.
 - Get two final numbers: the delta between the impact this set of transit changes had on low income and minority populations compared to any average change.

The equity analysis is provided below in Section 5.

5 EFFECTS OF PROPOSED SERVICE CHANGE ON LOW-INCOME AND MINORITY POPULATIONS

5.1 Impact of Service Change on Low-Income and Minority Populations

Table 5-1 describes the changes in service levels following elimination of the Route 62 and the addition of the Route 63 and contracted extension of King County Metro Route 903³ into Pierce County. The table estimates populations within a quarter-mile of stops, and then multiplies those populations by the number of trips added or reduced by the service change. Totalling people-trips, a weighted average is calculated to determine the net impact to minority and low-income populations.

Table 5-1: Analysis of Service Change on Low-Income and Minority Populations

Route	Before				After				Difference				
	Population (within 1/4 mi)	Low Income	Minority	Trips (Annually)	Population (within 1/4 mi)	Low Income	Minority	Trips (Annually)	People- Trips (Population * Trips)	Low Income People- Trips	Minority People- Trips	Change Borne By Low Income	Change Borne by Minorities
62 N. E Tacoma	9,047	8.2%	37.5%	1,530	0			0	-13,841,910	-1,139,271	-5,197,410	8.2%	37.5%
63 NE Tacoma	0			0	6,580	18.7%	41.1%	1,530	10,067,400	1,882,421	4,138,650	18.7%	41.1%
903	0			0	6,092	7.6%	37.2%	6,910	42,095,720	3,179,917	15,644,240	7.6%	37.2%
All Changes	9,047	8.2%	37.5%	1,530	12,672	13.3%	39.2%	8,440	38,321,210	3,923,068	14,585,480	10.2%	38.1%

According to the table, the Route 62's quarter-mile stop transit shed was 8.2% low-income /37.5% minority. This was replaced by the Route 63, with a quarter-mile stop transit shed of 18.7%/41.1%. So, Route 63 is serving a higher percentage of both low-income and minority populations than the eliminated Route 62 was serving. In addition, Pierce Transit contracted with King County Metro to extend the Route 903, which previously terminated at the county line, into Pierce Transit's service area to serve some stops which lost service through the elimination of the 62. Therefore NE Tacoma now has direct connections to both Federal Way and downtown Tacoma. The quarter-mile stop transit shed of the Route 903 is 7.6% low-income and 37.2% minority. This results in less than 1% fewer low-income and minority riders having access to this service when compared with the Route 62. Figures 5-1 and 5-2 below provide maps of routes and show areas with low-income and minority populations higher than the service area averages.

In looking at the total service available to NE Tacoma, there is a net gain in both low-income and minority annual people-trips of 3.9 million and 14.6 million, respectively. Combining both service additions and deletions, the total impacted population is 10.2% low-income and 38.1% minority. Comparing this to the system-average of 14.3% low-income and 35.3% minority, we see that this change under-represents the low-income system wide average by 4.0% while over-representing the minority system average by 2.8%. Table 5-2 depicts this information.

³ The demographic population estimates for the Route 903 include the full length of the route, including those in King County. A portion of the 903 operates as deviated-route service in parts of King County; the calculations in this analysis are limited to the quarter-mile buffer around fixed stops.

Figure 5-1: NE Tacoma Demonstration – Local Low-Income Blocks/Tracts

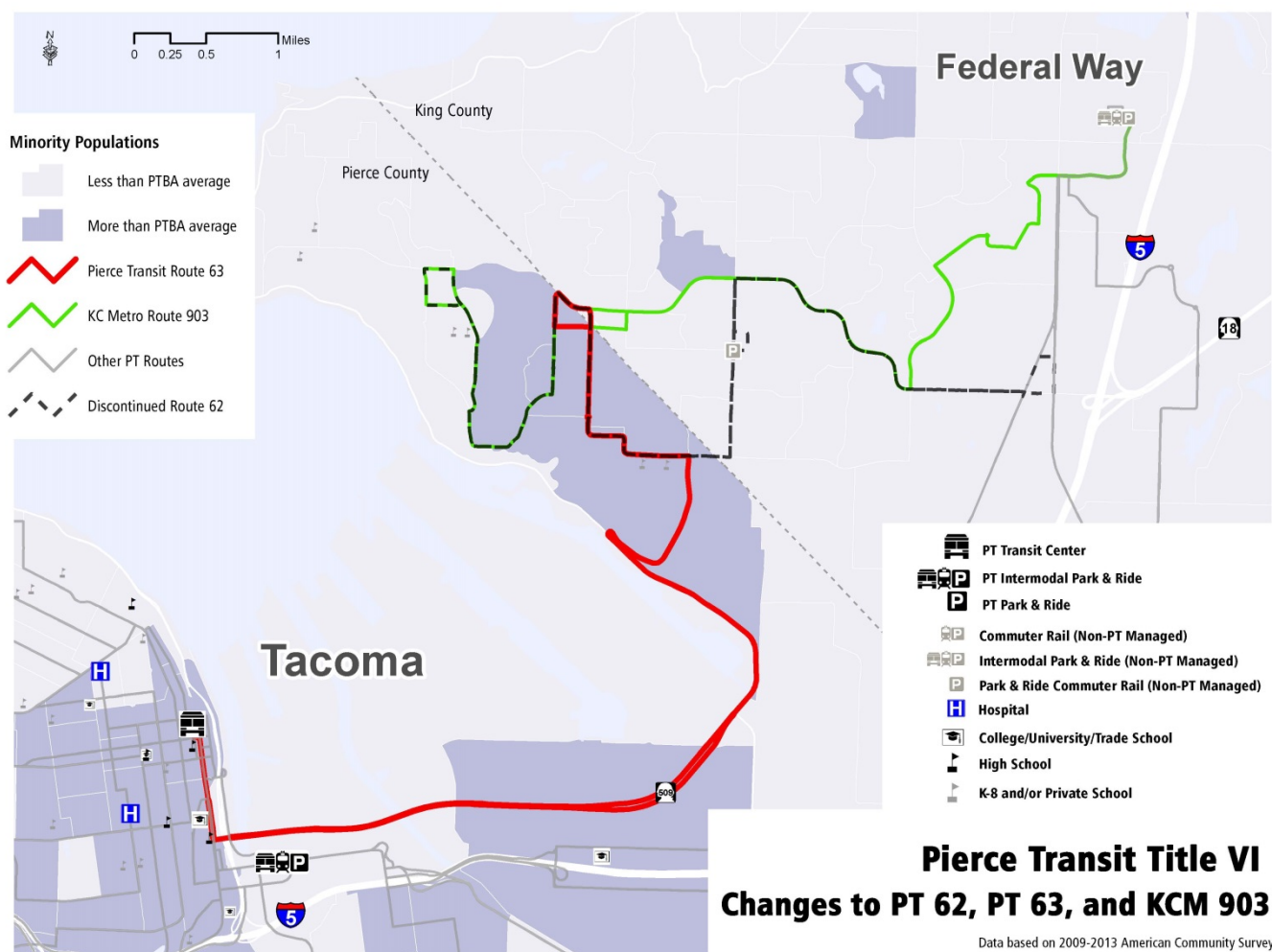


Figure 5-2 NE Tacoma Demonstration – Local Minority Blocks/Tracts

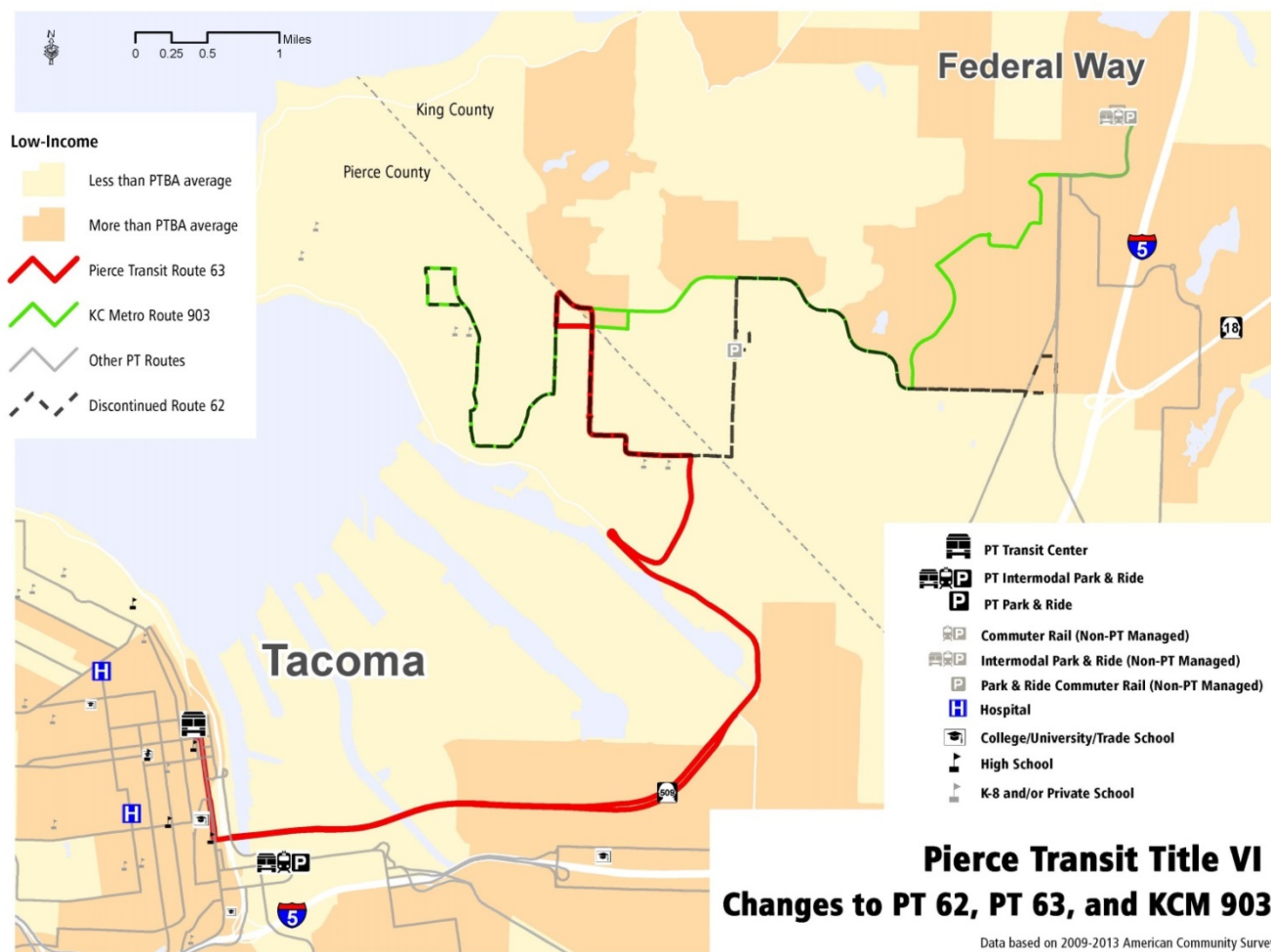


TABLE 5-2 Impact of New Service on Minority and Low-Income Populations

Summary of Service Change	Minority Proportion of Population			Low-income Proportion of Population		
	Census Blocks Along Route	Average Population in Service Area	Difference	Census Tracts Along Route	Average Population in Service Area	Difference
NEW NE TACOMA SERVICE	38.1%	35.3%	2.8%	10.2%	14.3%	-4.1%

5.2 Disparate Impact Analysis

Pierce Transit's policy states that a disparate impact occurs when the minority population adversely affected by a fare or service change is 10% more than the average minority population of Pierce Transit's service area. An adverse effect is defined in the Major Service Change Policy as a geographical or time-based reduction in service which includes but is not limited to: span of service changes, frequency changes, route segment elimination, re-routing, or route elimination. In this case, there is no adverse effect because new service is being added to serve NE Tacoma. The analysis shows that the new routes are serving 38.1% minorities, which is 0.6% more minorities than were being served by the Route 62 (37.5%) and 2.8% more minorities than the service area minority population (35.3%). A determination of disparate impact is therefore not warranted.

5.3 Disproportionate Burden Analysis

Pierce Transit's policy states that a disproportionate burden occurs when the low-income population adversely affected by a fare or service change is 5% more than the average low-income population of Pierce Transit's service area. An adverse effect is defined in the Major Service Change Policy as a geographical or time-based reduction in service which includes but is not limited to: span of service changes, frequency changes, route segment elimination, re-routing, or route elimination. In this case, there is no adverse effect because total service to the area is expanding, not reducing. The low-income population served by the NE Tacoma demonstration project routes is 10.2%, which is 2% higher than the low-income population that had been served by the Route 62 (8.2%), thus a gain in low-income access to transit. It is also 4.1% lower than the service area low-income population (14.3%), so is serving a less of a low-income population than the overall system serves. This is within the threshold of 5% and there is no overall adverse effect on the population, so a determination of disproportionate burden is not warranted.

APPENDICES

APPENDIX A	POSTER AND SAMPLE PUBLIC NOTICE FOR OPEN HOUSE, PUBLIC HEARING AND BOARD MEETING
APPENDIX B	NE TACOMA RIDER BROCHURE
APPENDIX C	MARCH 2016 PIERCE TRANSIT SYSTEM MAP

APPENDIX A

POSTER AND SAMPLE PUBLIC NOTICE FOR OPEN HOUSE, PUBLIC HEARING AND BOARD MEETING



We Want Your Input By May 27th

Route 63 NE Tacoma Express

Join us and let your voice be heard!

In September 2015, Pierce Transit started a new bus service in your area, offering connections to Downtown Tacoma and Federal Way. Pierce Transit is proposing that the Agency continue operating Route 63 NE Tacoma Express peak commuter express service to Downtown Tacoma. We would also continue to partner with King County Metro, which operates the Route 903 as a connecting service bringing passengers to the NE Tacoma Express, and to the Federal Way Transit Center. The Pierce Transit Board of Commissioners will take action on this proposal at it's June 13, 2016 meeting.

**Do you believe the Route 63 NE Tacoma Express is an asset to the community?
In order to serve you better, what changes would you like made to the route?**

Send your comments by May 27, 2016 to:
Web: pierce.transit.org/route-63-demonstration-project/
Phone: Tina Lee 253-589-6887
Email: tlee@pierce-transit.org

<p>Open House</p> <p>MAY 5</p> <p>3:00 - 6:30pm</p>	<p>Provide Feedback</p> <p>Center at Norpoint Cascade Hall North 4818 Nassau Ave NE Tacoma, WA 98422</p> <p>SERVED BY KCM RT 903</p>
<p>Public Hearing</p> <p>MAY 9</p> <p>4:00pm</p>	<p>Voice Your Opinion</p> <p>Pierce Transit Training Center 3720 96th Street SW Lakewood, WA 98499</p> <p>SERVED BY ROUTES 48 & 300</p>
<p>Board Meeting</p> <p>JUN 13</p> <p>4:00pm</p>	<p>Board Takes Action</p> <p>Pierce Transit Training Center 3720 96th Street SW Lakewood, WA 98499</p> <p>SERVED BY ROUTES 48 & 300</p>

Registered SHUTTLE customers may obtain specialized transportation to and from all events listed above by calling SHUTTLE at 253-581-8000, option 1, then 2, from one to five days in advance of the hearing. An interpreter for the hearing impaired will be provided upon request with a minimum notice of five days.

pull date 5/14/16

APPENDIX B

ROUTE 63 NE TACOMA RIDER BROCHURE

One Card Does It All!

- ORCA uses smart card technology to automatically pay different fares and transfers on Pierce Transit, Community Transit, Everett Transit, King County Metro Transit, Kitsap Transit, Sound Transit and Washington State Ferries.
- Save dollars if you are transferring, one card does it all!
- The card functions like a monthly pass, or like cash, or both! A pass and cash value can be combined for higher fares that you only occasionally need.



Easy to get

- Online at orcacard.com. By phone at 1.888.988.6722 (ORCA) or TTY Relay: 711. Non-English interpreter services: 1.800.823.9230 or visit Pierce Transit's Bus Shop located at 505 East 25th Street in Tacoma.



- A \$5 fee is charged for a standard or youth ORCA card, \$3 for a Regional Reduced Fare Permit ORCA. Then you're ready to purchase a pass or add value to your E-purse.

Products You Can Load on ORCA

- Regional Pass: Good for unlimited rides during one day or one calendar month. A regional pass can be purchased for the fare amount that covers the trip you take most often. When you take a trip with a higher fare, you can pay the cost difference from your E-purse, or with cash.
- E-purse: Holds pre-paid cash value for use on transportation services. You can store between \$5 and \$300 on your E-purse. Your fare will be deducted each time you ride. E-purse value may be purchased in full dollar increments with a minimum purchase of \$5.

Easy to Add Value

- Online at orcacard.com. This method takes 24 – 48 hours to process.
- By phone at 1.888.988.6722 (ORCA) or TTY Relay: 711. This method takes 24 – 48 hours.
- In person at an ORCA Customer Service Office or at a participating retailer. Visit orcacard.com for locations.
- At a self-serve ticket vending machine located on Sounder and Tacoma Dome Station platforms. Value available for immediate use.
- By mail. Call or visit an ORCA Customer Service Office and request an order form. Or, go to orcacard.com to print an order form.

Electronic Transfers

- ORCA allows you an automatic two hour transfer window from the time you first pay using your E-purse. E-purse and regional passes are valid on or between Pierce Transit, Sound Transit, King County Metro, Kitsap Transit, Community Transit and Everett Transit.

Community Investment Team

The demonstration is the result of a committed Community Investment Team who, in partnership with Pierce Transit, continues to collaborate to improve bus services within NE Tacoma. These local stakeholders, with a vested interest in the services provided in NE Tacoma, helped plan this demonstration:

- Local Rider & Downtown Commuter
- Northeast Tacoma Neighborhood Council
- Norpoint Communities
- Metro Parks
- Port of Tacoma
- Puyallup Tribe of Indians
- Tacoma City Council
- City of Tacoma

Questions or comments about the NE Tacoma Demonstration services? Contact Tina Lee, Service Innovation Administrator at 253.589.6887 or tlee@piercettransit.org.

Translation Service

is available in more than 200 languages, by calling 253.581.8000.

Ilame al 253.581.8000. Habrá un representante y servicio de traducción en español disponible para atenderle.

Знакать услуги представителя с переводом на русский язык можно по телефону 253-581-8000.

Xin gọi 253-581-8000 để nói chuyện với Nhân Viên Đại Diện Ban Phục Vụ Khách Hàng là người sẽ cung cấp dịch vụ thông dịch Việt Ngữ.

Tawagan ang 253-581-8000 upang makipag-usap sa Representatibo ng Pangarabasang Kustomer na magliligay ng nerhiyong pagsasalin ng wika sa Tagalog.

한국어 원격 서비스를 제공하는 상담원과 통화하시려면 253-581-8000으로 전화하십시오.

អ្នកអាចទទួលបានសេវាបកប្រែភាសា (ភាសា) ដោយទូរស័ព្ទលេខ 253-581-8000 ។

Rufen Sie 253.581.8000. Ein Mitarbeiter wird zur Verfügung sein, um Sie mit Übersetzungen in Deutsch zu unterstützen.

Route 63 • NE Tacoma Express Demonstration Starts September 28, 2015



piercettransit.org | 253.581.8000

Pierce Transit is Testing New Service in Northeast Tacoma

The NE Tacoma demonstration projects will operate as a one year demonstration from September 28, 2015 to September 2016. Toward the end of the demonstration period, the Pierce Transit Board of Commissioners will consider the ridership and routes to determine if these services should be made permanent. Check the project website, piercettransit.org/introducing-route-63 for more information.

Ridership is low on NE Tacoma buses. Additionally, we have not had direct service from this area to downtown Tacoma since 2011. This new service will test an express service to downtown Tacoma and a local service operated by King County Metro (KCM) that provides connections to Pierce Transit's route.

King County Metro Route 903 Service

Pierce Transit has partnered with King County Metro (KCM) to extend its Route 903, which operates nearby, to provide connections to Pierce Transit's demonstration Route 63. KCM Route 903 also provides a direct ride to the Federal Way Transit Center. KCM fares apply to Route 903 services. For detailed schedule information call KCM Customer Services at 206.553.3000 or visit metro.kingcounty.gov/schedules.

Pierce Transit's NEW Route 63 – NE Tacoma Express

This new route provides weekday peak only express service between NE Tacoma and downtown Tacoma. Regular PT fares are charged on Route 63. Route 62 is eliminated as part of this project.

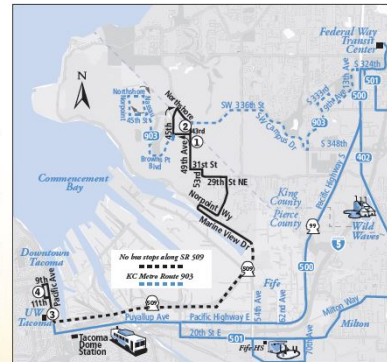
Benefits of the Demonstration

- NE Tacoma residents have more transit options
- Direct service to downtown Tacoma returns
- Express service reduces travel time to downtown Tacoma
- Better service to Federal Way Transit Center



Save Money by Using ORCA

The key to using these services is planning your connections. Riders should plan ahead because there are different fares for these routes and there are no paper transfers between KCM and Pierce Transit. Transferring is a breeze with an ORCA card! You have a number of different options with your ORCA card. Contact our friendly Customer Services staff at 253.581.8000, option 1, to help you pick the best ORCA option for your trip.

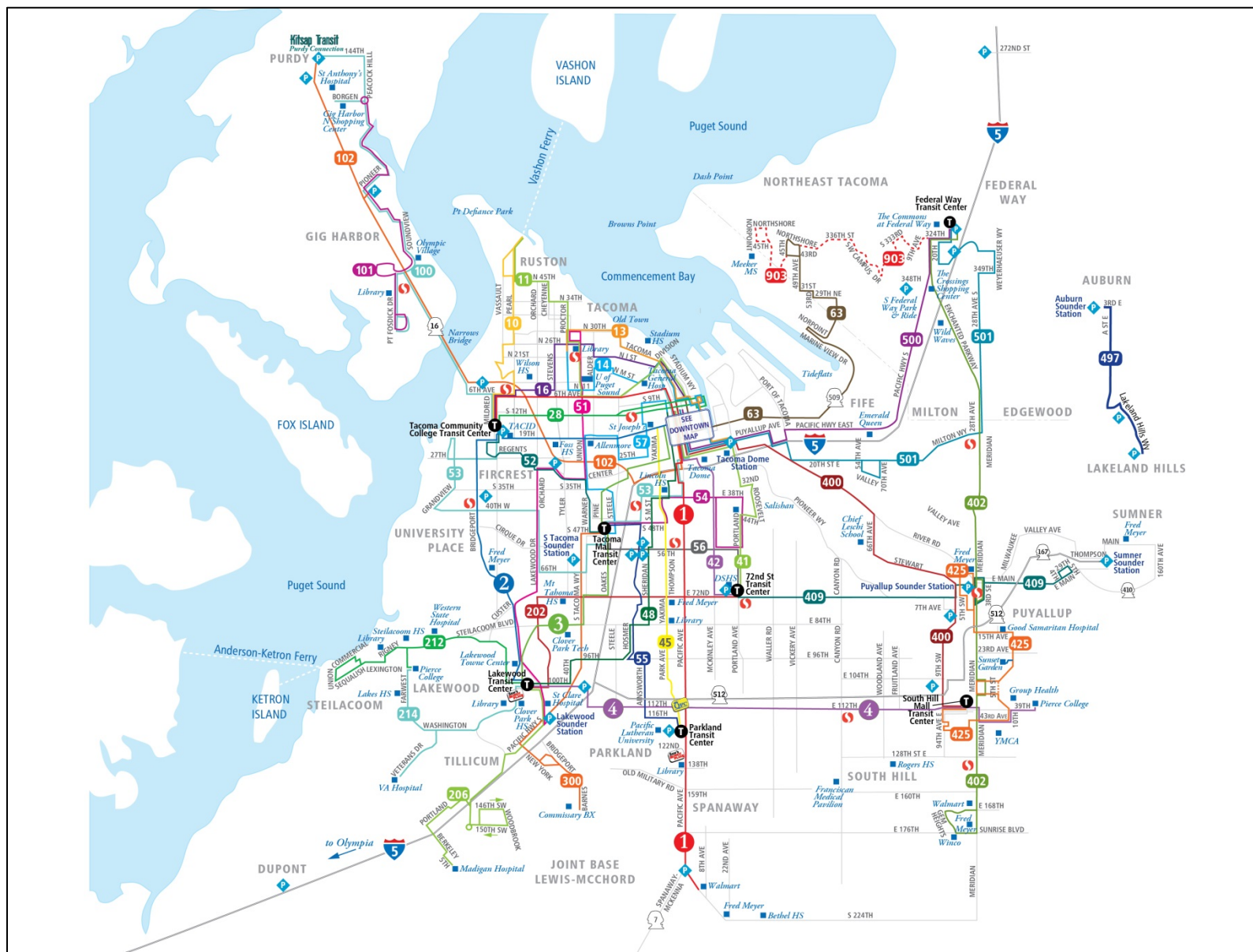


63 Weekdays

NE Tacoma to Downtown Tacoma				Downtown Tacoma to NE Tacoma			
49th Ave NE & 42nd St NE	39th Ave SW & Northshore Parkway	S 19th St & Pacific Ave	10th & Commerce Zone E	10th & Commerce Zone E	S 19th St & Pacific Ave	49th Ave NE & 42nd St NE	39th Ave SW & Northshore Parkway
1	2	3	4	4	3	1	2
6:05am	6:07	6:28	6:36	4:09pm	4:16	4:36	4:39
7:08	7:10	7:31	7:39	5:11	5:18	5:38	5:41
8:08	8:10	8:31	8:39	6:11	6:18	6:38	6:41

APPENDIX C

MARCH 2016 PIERCE TRANSIT SYSTEM MAP





City of Tacoma
Transportation Commission

May 27, 2016

Ryan Mello, Chair
Infrastructure, Planning, and Sustainability Council Committee
747 Market Street, Suite 1200
Tacoma, WA 98402

Re: Pierce Transit Route 63 Comments

Dear Chair Mello,

The Tacoma Transportation Commission has been following the development and implementation of Pierce Transit's Route 63 NE Tacoma Express demonstration service, and would like to comment on progress of the demonstration ahead of the scheduled board meeting on June 13, 2016. We support the continuation of the demonstration through its planned duration to realistically test the potential of satisfactory boardings and acceptance by its target audience.

When the board authorized the demonstration project, the discussion included the likely extended process of engaging the riders in this new, convenient, rush-hour connector between the historically underserved NE Tacoma community and downtown Tacoma. The associated service to nearby King County destinations and connecting transit opportunities was an innovative initiative, intended to address residents' needs for assistance in both directions. Realistic ridership goals were discussed, and a mid-course review projected.

A recent presentation to the Transportation Commission by the Community Development Administrator showed a healthy growth in daily boardings over the course of the demonstration since its September 2015 inception. It has attracted students (high school through college) and commuters both. While numbers are not yet satisfactory for a long-term service, they point to that possibility as interest in the service continues to grow. We know community organizations, such as the project's Community Investment Team and the Northeast Tacoma Neighborhood Council, support this project and will work to foster its success.

Exploring serving challenging community situations is a worthy use of modest amounts of Pierce Transit revenues, we believe. While not all such recent initiatives have developed into long-term services, they have all brought learning about how to succeed reaching out to such communities. The NE Tacoma Express demonstration, which innovatively includes connector service by King County Metro to destinations and transit opportunities in Federal Way, shows that focusing on key destinations and service windows can gain ridership. The test now is continuing to grow ridership, which will take at least the planned demonstration time, and perhaps more.

Tacoma Transportation Commission
Pierce Transit Route 63 Comments
May 27, 2016

The Tacoma Transportation Commission appreciates the opportunity to show support for a service that could provide a needed link in Tacoma's overall transit corridors headed into the future.

Sincerely,

Handwritten signature of Jane A. Moore, MD in blue ink.

Jane Ann Moore
Co-Chair

Handwritten signature of Justin D. Leighton in blue ink.

Justin D. Leighton
Co-Chair

cc: Mayor Marilyn Strickland
Tacoma City Councilmembers
Tacoma City Manager
Tina Lee, Pierce Transit