

Agenda

Call to Order

Roll Call

Discussion

- | | | |
|--------------------|---|--|
| 9:00 – 9:15 a.m. | 1. Opening Remarks and Financial Overview | Sue Dreier
Chief Executive Officer |
| | | Brett Freshwaters
Executive Director of Finance |
| 9:15 – 9:30 a.m. | 2. Long-Range Plan Vision 2040 | Ryan Wheaton
Executive Director of Planning |
| 9:30 – 11:00 a.m. | 3. Funding Needs and Scenarios | Max Henkle
Senior Planner |
| 11:00 – 12:30 p.m. | 4. Extending the PTBA Boundaries
<i>(Working Lunch - Lunch served at 11:45 a.m.)</i> | Dana Henderson
General Counsel |
| | | Tina Lee
Planning Manager |
| 12:30 – 12:45 p.m. | 5. Committee Structures <i>(time permitting)</i> | Sue Dreier
Chief Executive Officer |
| 12:45 – 1:00 p.m. | 6. Recap of Meeting/Decisions | Sue Dreier
Chief Executive Officer |
| 1:00 p.m. | Adjournment | |

American Disability Act (ADA) accommodations are available with a 72-hour notice. An interpreter for the hearing impaired will be provided upon request with a minimum notice of two weeks. Please contact the Clerk's office at 253-581-8066 for special accommodations. Meeting room is wheelchair accessible. Registered SHUTTLE customers may obtain specialized transportation to and from the hearing by calling SHUTTLE at 253-581-8000 from one to five days in advance of the hearing.



Pierce Transit

2019 Board Retreat

FUNDING AUTHORITY



Pierce Transit collects 0.6% sales tax, and has a taxing authority up to 0.9%

- Voters rejected 0.3% increase in 2011 and 2012.

Washington transit agencies under the PTBA authority

- Community Transit 1.2%
- Intercity Transit 1.2%
- Kitsap Transit 1.1% (0.8% transit + 0.3% ferries)
- Spokane Transit 0.8%
- Pierce Transit 0.6%

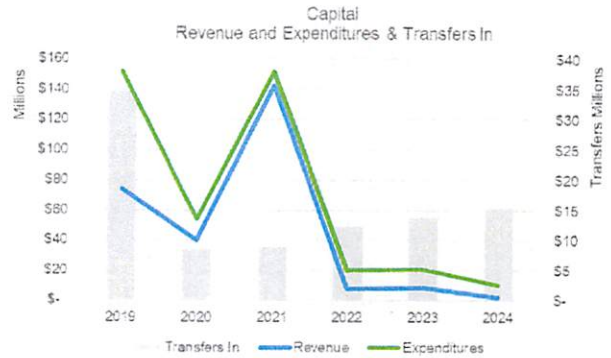
COMPARISONS

	 Pierce Transit	 communitytransit
Sales Tax Rate	0.6%	1.2%
Sales Tax Revenue	\$93.4 M	\$146.4 M
FTE (in-house + contracted)	964 + 0	687 + 217
Local Service	500,130	399,500
Sound Transit Service	336,208	0
Contracted Service	0	141,748
Total Service Hours	836,338	541,248



FINANCIAL OVERVIEW

SIX-YEAR FORECAST, CURRENT FUNDING



Major Assumptions:

1. No growth in FTEs
2. Sales tax grows 6.5% in 2019, 5.5% thereafter
3. Service hours remain steady at approximately 500,000
4. No increased expenses for BRT, will be added in 2020 budget forecast



SIX-YEAR CAPITAL FORECAST, CURRENT FUNDING

	2019	2020	2021	2022	2023	2024	TOTAL
Revenue Vehicle	\$54,531,492	\$10,496,488	\$20,577,053	\$16,933,562	\$9,710,324	\$2,463,159	\$114,712,078
Base Facility	25,864,128	217,500	39,055,189	130,000	8,651,976	4,665,210	78,584,003
Passenger Facility	7,858,869	2,750,000	-	-	-	-	10,608,869
Technology	26,979,251	1,819,550	2,071,650	2,840,200	2,152,150	1,747,895	37,610,696
Other	36,500,668	39,078,068	89,857,408	147,793	320,347	1,401,184	167,305,468
Total	\$151,734,408	\$54,361,606	\$151,561,300	\$20,051,555	\$20,834,797	\$10,277,448	\$408,821,114



LONG RANGE PLAN

LONG RANGE PLAN



- 1. Aspirational Growth Scenario 2040 (Vision)**
 - Based on high growth in transit service hours, expanded or new routes, and unlimited or non-constrained funding availability
 - 3.0% annual growth
 - 700,000 annual service hours by 2030, and 950,000 annual service hours by 2040
- 2. Rapid Growth Scenario (Baseline Plus)**
 - Based on maintaining or upgrading current assets and facilities, while still returning to the Agency's historically high service level when feasible
 - 2.5% annual growth
 - 650,000 annual service hours by 2030
- 3. Incremental Growth Scenario (Per PSRC goals)**
 - Prescribed by Transportation 2040
 - 2.0% annual growth
 - 600,000 service hours by 2030, and 730,000 service hours by 2040
- 4. Current Conditions (Baseline)**
 - Budgeted at a flat annual growth rate (0.0%)
 - 500,000 service hours in 2019 thru 2024.
- 5. Core Service Only Scenario (Baseline Minus)**
 - Identifies routes to be reduced or discontinued if revenues were suspended or dramatically cut
 - 30% service reduction
 - 350,000 annual service hours



FUTURE PLAN

A master plan for current and proposed BRT routes for Pierce County

BRT features will improve your ride by making it faster and more convenient:

- Frequent and reliable trips every 10 minutes during peak commute times
- Better opportunities for economic development along the corridor
- Green light priority signaling keeps BRT vehicles moving
- New BRT stations will feature pre-payment options and real-time travel information
- State-of-the-art buses that accommodate bicycles on board and are equipped with Wi-Fi
- Level boarding allows for easy access of wheelchairs, bicycles, and strollers

THE BIG PICTURE

Pierce Transit Bus Rapid Transit (BRT) is a service that can be easily and quickly implemented to provide a high capacity, high quality transportation option. Our region is growing. As of 2015 Pierce County had approximately 816,000 residents and 350,000 jobs. By 2040, Pierce County's population will surpass the 1 million mark, and there will be 500,000 employees working in the county.

The Pierce Transit BRT plan will implement high capacity transit services within Pierce County establishing critical mobility links between our centers and key corridors. A significant benefit of these BRT projects is that they connect to other high capacity transportation options serving other portions of the metropolitan area.

- RT 1 IN PROGRESS** The Pacific Avenue | SR 7 Corridor will be the first BRT route provided by Pierce Transit. The 14.4-mile alignment from downtown Tacoma to Spanaway is currently a strong transit market with robust employment and population.
- RT 3 PROPOSED** This route would travel from Lakewood to Downtown Tacoma via South Tacoma Way. The service connects three regionally designated growth centers.
- RT 2 PROPOSED** This route would travel from Downtown Tacoma to Tacoma Community College via S 19th Street, then on to Lakewood via Bridgeport Way. The service currently connects three regionally designated growth centers.
- RT 402 PROPOSED** This corridor would travel from roughly South Hill Mall Transit Center along Meridian to the Puyallup Station. This service currently connects two regionally designed growth centers.

RideBRT FUTURE PLAN TIMELINE



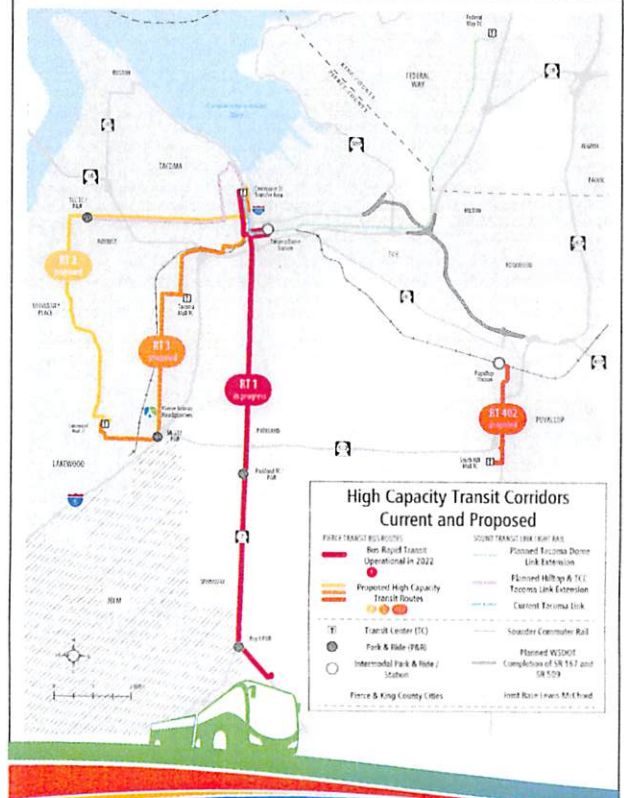
WHY BRT?

BRT grows ridership.
BRT attracts all types of passengers and increases ridership. According to the American Public Transportation Association (APTA), implementing a BRT system can result in ridership gains of 20 to 96 percent.

BRT is a convenient way to travel.
Transit must meet people's changing transportation demands to retain current customers and attract more riders.

BRT is a catalyst for business and job growth.
A BRT's sense of permanence and place lends itself to growth, giving businesses the confidence they are locating in a growing area where customers can easily get to them via transit.

BRT Connects Communities.
Pierce Transit BRT will provide high capacity transit service to underserved employment bases and connect dense residential and employment sectors with designated regional growth centers. Pierce Transit BRT will further the goals of Pierce Transit's adopted long range plan *Destination 2040* by developing our community's High Capacity Transit (HCT) corridors that connect our cities and county to the wider Puget Sound region.



GET INVOLVED!

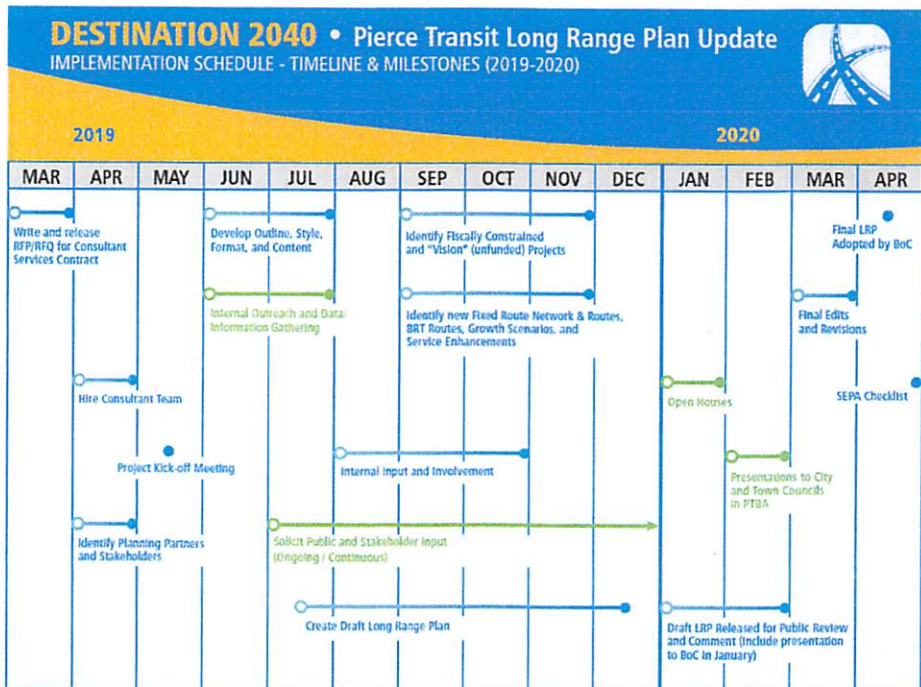
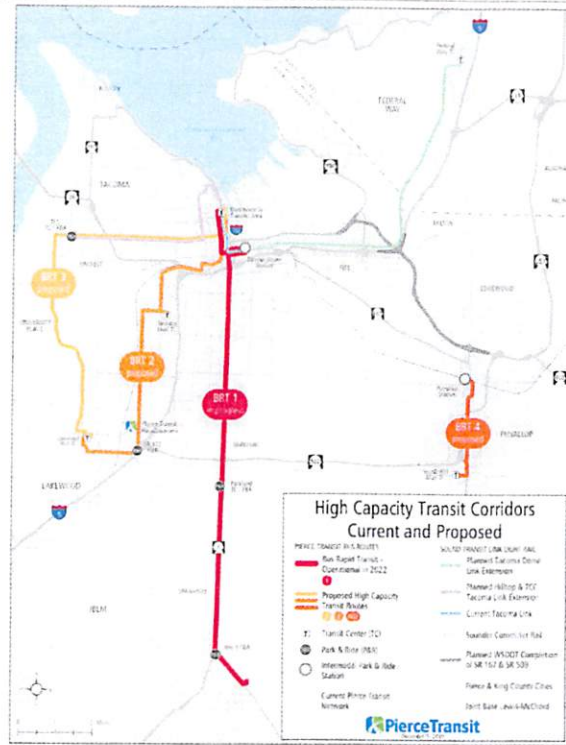
Receive Updates:
Visit PierceTransit.org/StayConnected, enter your email address, and select "Bus Rapid Transit."

Get in Touch
 Visit us at RideBRT.com
 Email BRT@PierceTransit.org
 Contact Project Manager Tina Lee, 253.589.6887

Be social with us!
 Follow us on Facebook, Twitter and Instagram for the latest news:
 Facebook.com/PierceTransit
 Twitter.com/PierceTransit
 Instagram.com/PierceTransit

11.26.18





FUNDING NEEDS AND SCENARIOS

SALES TAX SCENARIOS

OPERATING REVENUES (collection 0.6%)	2019	2020	2021	2022	2023	2024	Total
Sales Tax - Percent change from prior year	6.50%	5.50%	5.50%	5.50%	5.50%	5.50%	
Sales Tax Revenue	\$93,415,421	\$98,553,269	\$103,973,699	\$109,692,252	\$115,725,326	\$122,090,219	\$643,450,185
OPERATING REVENUES (collection 0.7%)	2019	2020	2021	2022	2023	2024	Total
Sales Tax - Percent change from prior year	6.50%	5.50%	5.50%	5.50%	5.50%	5.50%	
Sales Tax Revenue	\$93,415,421	\$98,553,269	\$116,970,437	\$127,974,331	\$135,012,919	\$142,438,629	\$714,365,005
OPERATING REVENUES (collection 0.8%)	2019	2020	2021	2022	2023	2024	Total
Sales Tax - Percent change from prior year	6.50%	5.50%	5.50%	5.50%	5.50%	5.50%	
Sales Tax Revenue	\$93,415,421	\$98,553,269	\$129,967,097	\$146,256,308	\$154,300,405	\$162,786,927	\$785,279,426
OPERATING REVENUES (collection 0.9%)	2019	2020	2021	2022	2023	2024	Total
Sales Tax - Percent change from prior year	6.50%	5.50%	5.50%	5.50%	5.50%	5.50%	
Sales Tax Revenue	\$93,415,421	\$98,553,269	\$142,963,836	\$164,538,378	\$173,587,989	\$183,135,328	\$856,194,220
Phased Collection 2021 - 2023	2019	2020	2021 (+0.1 = 0.7)	2022 (+0.1 = 0.8)	2023 (+0.1 = 0.9)	2024	Total
Sales Tax - Percent increase from prior year	6.50%	5.50%	5.50%	5.50%	5.50%	5.50%	
Sales Tax Revenue	\$93,415,421	\$98,553,269	\$116,970,413	\$146,256,339	\$173,587,992	\$183,135,332	\$811,918,766

SALES TAX INCREMENTAL GROWTH

Sales Tax Revenue	2019	2020	2021	2022	2023	2024	Total Change
Change 0.6 to 0.7	-	-	\$12,996,738	\$18,282,079	\$19,287,593	\$20,348,410	\$70,914,820
Change 0.6 to 0.8	-	-	25,993,399	36,564,056	38,575,079	40,696,708	141,829,241
Change 0.6 to 0.9	-	-	38,990,137	54,846,126	57,862,663	61,045,109	212,744,035
Change 0.6 to 0.7, to 0.8, to 0.9	-	-	12,996,715	36,564,087	57,862,666	61,045,113	168,468,581

FUNDING NEEDS AND SCENARIOS

2016 Build Your Own System Results

Strategy	Description	Yes	No	Yes %
Provide more frequent service on weekdays	Routes operate more frequently than they do today. For example, a route that currently runs every 30 minutes would run every 15 minutes.	591	270	69%
Provide earlier and later service on weekdays	Routes run earlier and later than they do today. For example, a route that currently runs between 6am-8pm would run between 5am-10pm.	568	293	66%
Introduce service to new areas	Expand service to areas or destinations that are currently unserved.	445	416	52%
Provide more frequent service on weekends	Routes run more frequently on Saturdays and Sundays. For example, a route that currently runs every 60 minutes would run every 30 minutes.	422	439	49%
Provide earlier and later service on weekends	Routes run earlier and later than they do today. For example, a route that currently runs between 9am-7pm would run between 8am-9pm.	411	450	48%

FUNDING NEEDS AND SCENARIOS

Planning Assumptions

- No Expansion of PTBA
- Allocation of new sales tax revenue = 65% service and 35% capital
- Pacific Ave/SR-7 BRT Included
- Moderate improvements in scheduling efficiency
- 3 peak vehicles per mobility-on-demand zone

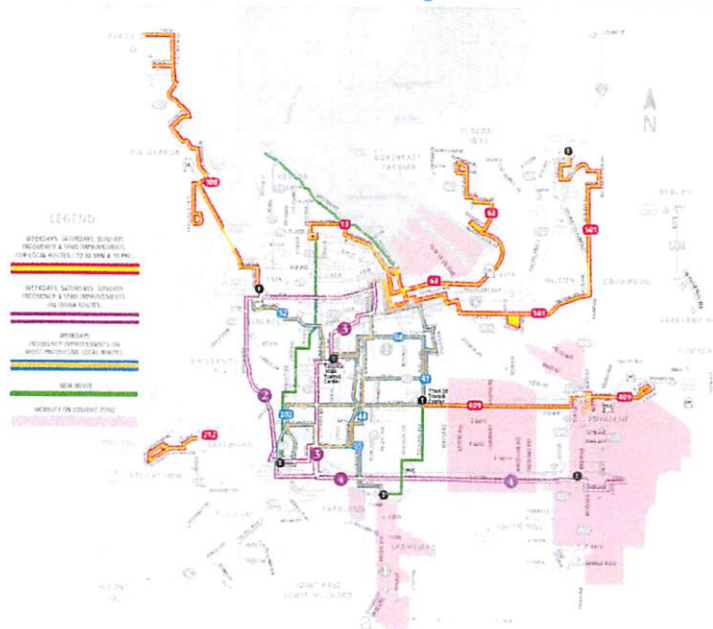
CURRENT SYSTEM MAP



0.9% SCENARIO: 735,000 SERVICE HOURS

Type	Improvement	Cost
INCREASE FREQUENCY	Every local route 30 minute daytime frequency (Weekdays)	\$\$\$
INCREASE SPAN	Every local route runs until 10PM (Weekdays)	\$\$\$
NEW ROUTE	Unify routes with similar profiles (52 & 55, 11 & 41)	\$
NEW ZONE	First Zone for 3 vehicles in service	\$\$
INCREASE FREQUENCY	Six most productive local routes get 20 minute daytime frequency (weekdays)	\$\$
INCREASE FREQUENCY	Every trunk route 15 minute daytime frequency (weekdays)	\$\$\$
INCREASE SPAN	Route 63 increases to all day, bi-directional service (weekdays)	\$\$\$
NEW ROUTE	Portland Ave. between Parkland and 72nd St. Transit Center	\$\$\$
NEW ZONE	Second Zone for 3 vehicles in service	\$\$
NEW ROUTE	North-South between Lakewood, UP, and Tacoma	\$\$\$
NEW ROUTE	Ruston Way	\$\$\$
INCREASE FREQUENCY	Every trunk route 30 minute daytime frequency (Sunday)	\$
INCREASE FREQUENCY	Every trunk route 20 minute daytime frequency or better (Saturday)	\$
INCREASE FREQUENCY	Every local route 30 minute daytime frequency (Weekdays)	\$\$
INCREASE SPAN	Every local route runs until 10PM (Saturday)	\$
INCREASE SPAN	Every trunk route runs until 10PM (Saturday)	\$
INCREASE SPAN	Every trunk route runs until 10PM (Sunday)	\$
INCREASE SPAN	Every local route runs until 8PM (Sunday)	\$
NEW ZONE	Third Zone for 3 vehicles in service	\$\$

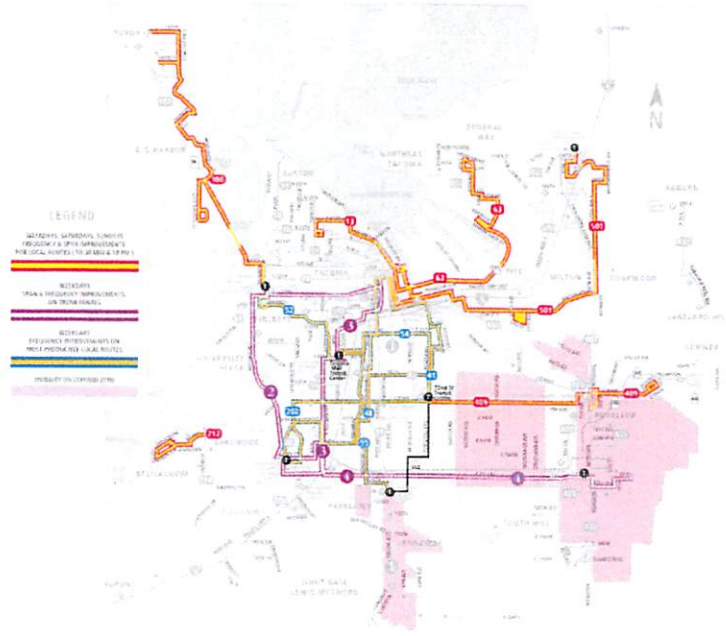
0.9% SCENARIO: 735,000 SERVICE HOURS



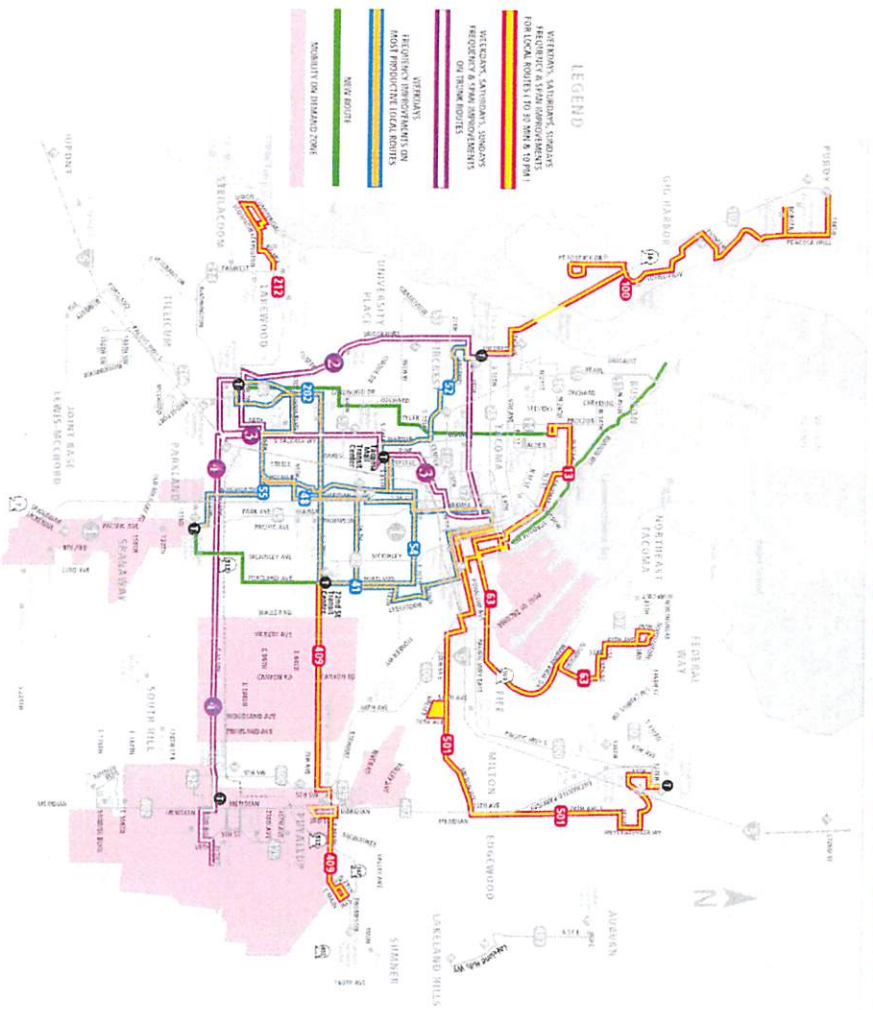
0.8% SCENARIO: 652,000 SERVICE HOURS

Type	Improvement	Cost
INCREASE FREQUENCY	Every local route 30 minute daytime frequency (Weekdays)	\$\$\$
INCREASE SPAN	Every local route runs until 10PM (Weekdays)	\$\$\$
NEW ROUTE	Unify routes with similar profiles (52 & 55, 11 & 41)	\$
NEW ZONE	First Zone for 3 vehicles in service	\$\$
INCREASE FREQUENCY	Six most productive local routes get 20 minute daytime frequency (weekdays)	\$\$
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INCREASE FREQUENCY	Every local route 30 minute daytime frequency (Weekdays)	\$\$
INCREASE SPAN	Every local route runs until 10PM (Saturday)	\$
INCREASE SPAN	Every trunk route runs until 10PM (Saturday)	\$
INCREASE SPAN	Every trunk route runs until 10PM (Sunday)	\$
INCREASE SPAN	Every local route runs until 8PM (Sunday)	\$
NEW ZONE	Third Zone for 3 vehicles in service	\$\$

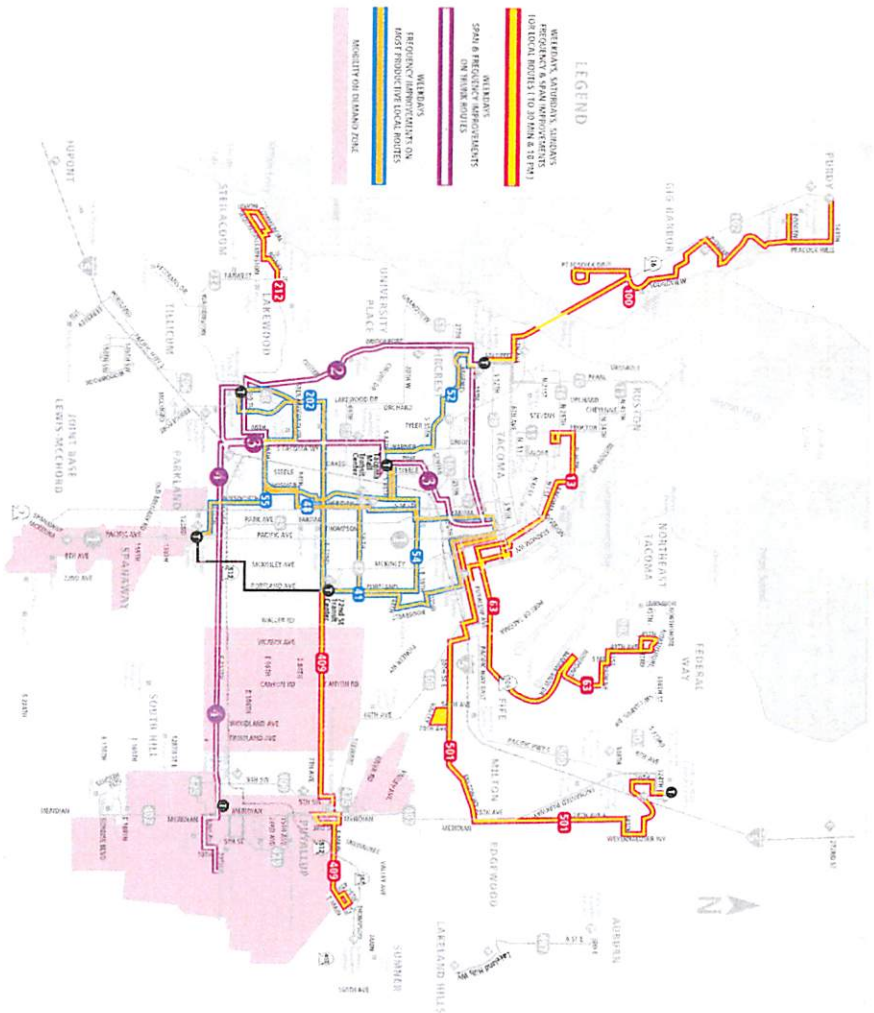
0.8% SCENARIO: 652,000 SERVICE HOURS



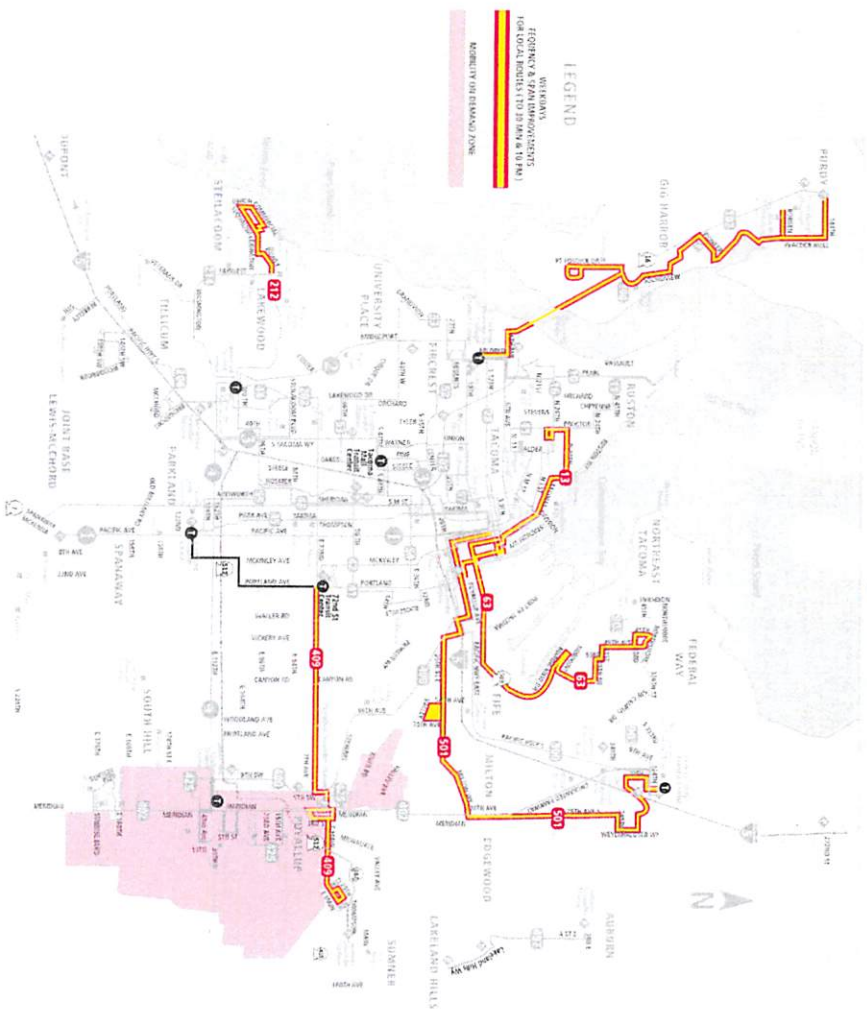
0.9% SCENARIO: 735,000 SERVICE HOURS



0.8% SCENARIO: 652,000 SERVICE HOURS



0.7% SCENARIO: 571,000 SERVICE HOURS



FUNDING NEEDS AND SCENARIOS

0.9% SCENARIO 735,000 SERVICE HOURS

0.8% SCENARIO 652,000 SERVICE HOURS

0.7% SCENARIO 571,000 SERVICE HOURS



 Pierce Transit

EXTENDING THE PTBA BOUNDARIES

OPTION 1: ANNEXATION

What can happen? A new jurisdiction joins the PTBA. A jurisdiction-specific question, only for areas directly contiguous to the existing PTBA. May annex into adjacent county.

Who sets this in motion? This gets on the ballot by:

- Resolution of PT Board
- Petition signed by at least 4% of qualified voters in proposed area to be annexed; or
- Resolution of PT Board upon request of a city

Who decides? Voters.

How long does this take? Can be on next special or regular election in the area to be annexed.

Vote of the people? Yes for boundaries and taxation.

Change the PT Board? Only if annex area in another county, or if annex area w/ population of greater than 15% of the PTBA at last BCRC meeting.

OPTION 2: PTIC

What can happen? Looks at overall boundaries, areas can be added or subtracted.

Who sets this in motion?

- County Council
- Resolution of 2+ cities within the county
- Petition of 10% of electorate within the PTBA

Who decides? PTIC is an independent body comprised of reps of Cities and County Council. Cities and County Council have final opportunity to impact map. Voters get to decide on tax.

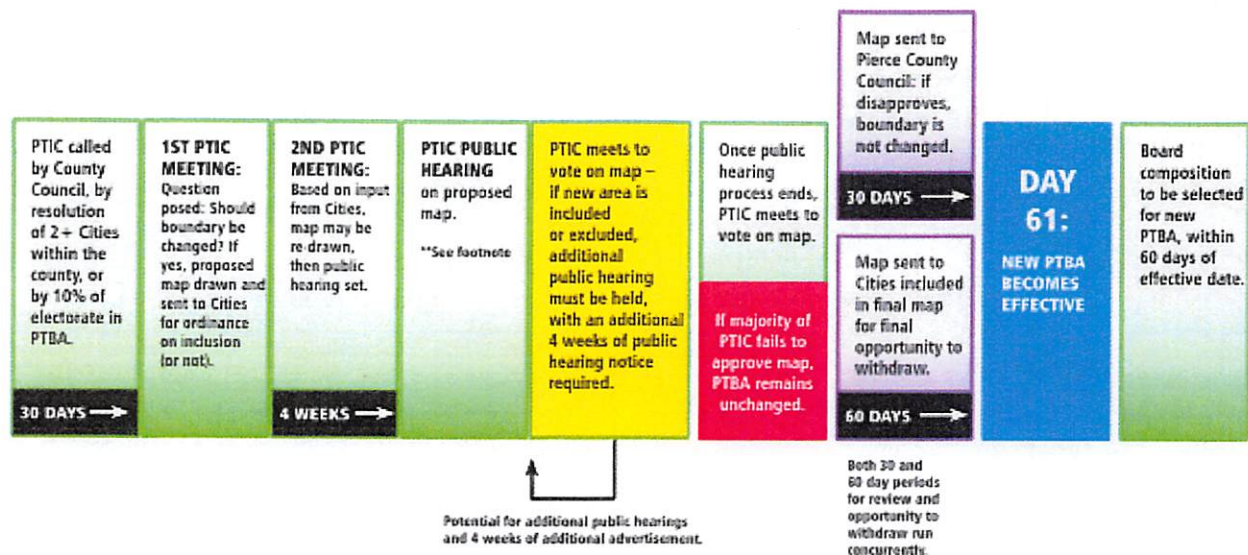
How long does this take? Min. of 120 days. Can be much longer depending on input from cities & public process.

Vote of the people? Not for boundary change, but should be followed by vote in new area on taxation. (Risk: can result in PTBA boundaries expanded, but voters in new area not approving tax.)

Change the PT Board? Yes. BCRC convened within 60 days after PTIC process.

Issue	Annexation	PTIC
What triggers?	<ul style="list-style-type: none"> Reso of PT board, because in best interest of PTBA, Reso of PT Board upon request of city seeking annexation, or Petition by 4% of voters in proposed annexed area 	<ul style="list-style-type: none"> County Council, Resolution of 2+ cities in County, or 10% of the electorate of PTBA
Vote of electorate?	Yes, by voters in area proposed for annexation, must approve tax also	No
How change boundaries?	Only contiguous area may be added	Areas can be added or deleted; may be connected by non-service corridor; cannot leave "islands" or "doughnuts"
Decisionmaker	Voters	County Council
Cause BCRC?	If annex sufficient additional population or area in another county	Yes, automatically
How long?	As long as it takes to send out to ballot	Minimum 120 days

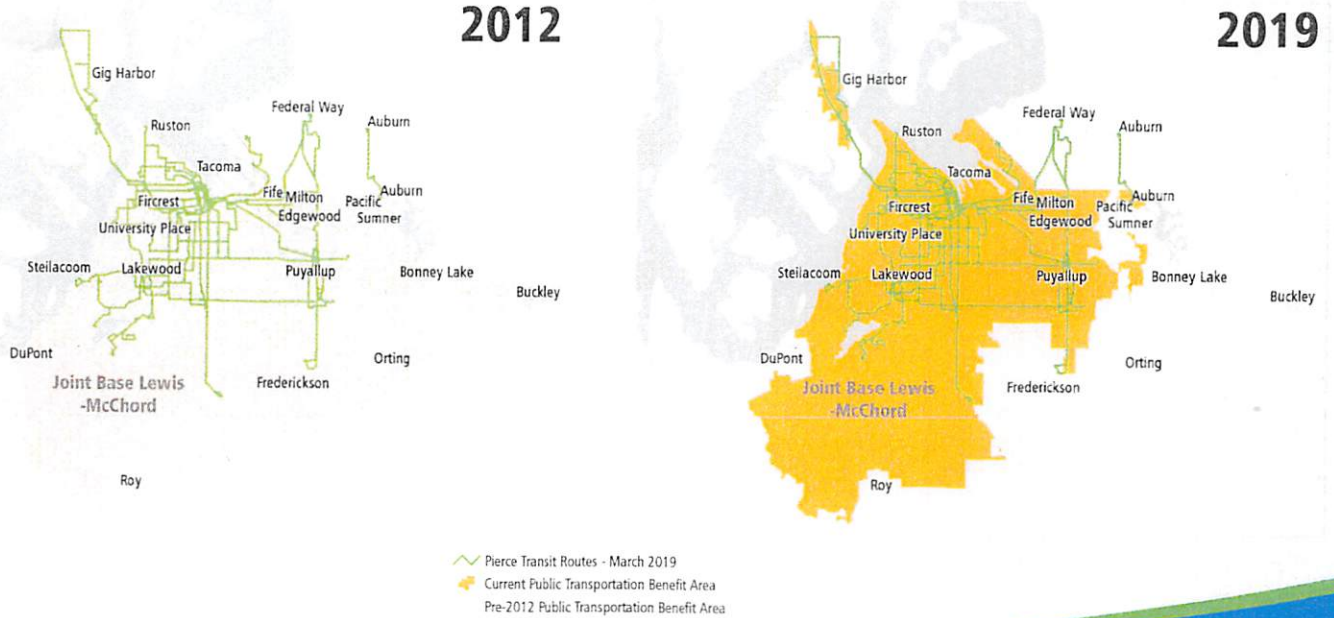
RCW 36.57A.020-.055
Public Transportation Improvement Conference (PTIC)
Timeline and Decision Points



PTIC Membership: PTIC is comprised of an elected representative selected by the legislative body of each city in Pierce County and the County Council.

****** The conference may adjourn the hearing on the formation of a public transportation benefit area from time to time not exceeding 30 days in all.

EXTENDING THE PTBA BOUNDARIES



REMINDER ON PDC REQUIREMENTS

Board role:

- May adopt resolution to place initiative on ballot.
- May make official statements for/against initiatives, but not using Agency resources.

Agency staff role:

- Responsible for informing the public in a fair and objective way.
- Cannot use Agency resources for campaign or election advocacy work.
- Cannot make a statement for/against in official capacity (only as personal expression).
- May engage in activities that are part of the normal & regular conduct of Agency work.
- May produce one neutral, objective, and fair fact sheet re: impact of initiative, distributed via usual methods of communication.

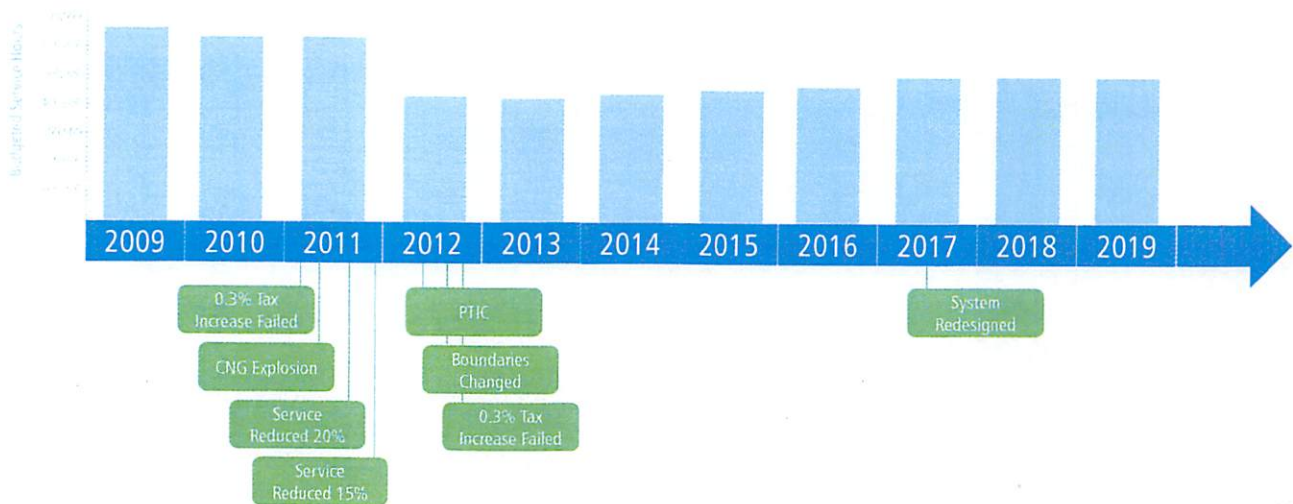
High level implications:

- Violations may result in fines to Agency, individual.
- Even unfounded complaints can have negative impact.

EXTENDING THE PTBA BOUNDARIES

Area	Revenue (2017 amount at 0.6%)	Expense (new service cost; fixed route 62%, paratransit 38%)	Notes
Bonney Lake	\$3,187,399	\$2,413,075	407, 496; doubled weekdays for more frequency + added Saturday
Buckley	570,661	777,575	406; doubled daily for more frequency + added Saturday
DuPont	551,049	489,348	New zone like Orting
Orting	514,002	456,725	Orting loop increased to seven days a week
Sumner	3,970,822	3,071,151	408, 409; doubled weekdays, increased weekends, connected MIC to Sounder station
Subtotal	\$8,793,932	\$7,207,875	
Unincorporated Pierce County (Frederickson, Key Peninsula, Graham)			\$4,779,369 113, 444, 446, 402
Total	\$8,793,932 + county	\$11,987,243	We do not have revenue on specific areas of unincorporated Pierce County

BALLOT INITIATIVE HISTORY



BALLOT INITIATIVE OPPORTUNITIES

- Ballot initiative/sales tax increase
 - Ballot initiative/sales tax increase
 - Implement expanded service
- General election 2019
General election 2020 (revenue collection 04/21)
September 2021
- Boundary change election
 - Phase 1 service new boundaries
- April 2021
March 2022 (placeholder)
- BRT Line 1 implementation
 - BRT Line 2 implementation
- September 2022
September 2026

COMMITTEE STRUCTURES

EXECUTIVE FINANCE COMMITTEE

Membership

- Chair of the Board
- One Commissioner representing Pierce County
- One Commissioner representing the largest city in the PTBA
- One Commissioner representing another city or multiple cities within the PTBA
- One at large alternate from the full membership

Role and Duties

- The Board's or committee's bylaws, governance structure, and/or operating procedures
- Agency-wide policies
- State and federal legislative priorities/government relations strategies
- Proposed operating and capital budget
- Financial Statements including any significant accounting or reporting issues or unusual transactions
- Strategy for asset liability management and monitoring of investment and debt performance and risks
- Risk management and insurance
- Quarterly financial reports which detail performance against capital and operating budgets

SERVICE DELIVERY AND CAPITAL COMMITTEE

Membership (new committee)

- Vice Chair of the Board
- One Commissioner representing Pierce County
- One Commissioner representing the largest city in the PTBA
- One Commissioner representing another city or multiple cities within the PTBA
- One non-voting member from the Community Transportation Advisory Group
- One at large alternate from the full membership

Role and Duties

- Activities and communications affecting the customer experience, on-time performance, safety
- Six-Year Capital Plan
- System enhancement and state of good repair projects consistent with the transit improvement plan
- Providing oversight, strategic direction and recommendations to the Board regarding maintenance, fleet, and facility plans
- Strategies for project development and delivery
- Scope, schedule, budget, risks, construction and capital activities, external engagement for system expansion projects;
- Operational impacts on facilities; overall service delivery and maintenance
- Oversight of all capital projects consistent with the transit improvement program
- Recommendations to other Committees and/or the Board on new and existing capital projects and related policies

TO: Board of Commissioners

FROM: Sue Dreier, CEO

DATE: April 8, 2019

SUBJECT: Committee Structures and Operating Procedures

On March 28, 2019, the Executive Finance Committee (EFC) reviewed proposed committee structures and operating procedures for the Executive Finance Committee and a newly proposed committee – Service Delivery and Capital Committee (SDCC). At the end of the discussion, the committee recommended that the draft procedures be reviewed at the April 11, 2019 retreat, time permitting, and suggested that the scope of the review be limited to the roles and responsibilities of each committee and overall governance of the committee structures.

The operating procedures for both committees defines the roles and duties of each committee, defines the make-up/membership of the primary membership of each committee, proposes (1) at large alternate for each committee, and sets formal guidelines and rules in which the committees will operate.

Highlights of the proposed operating procedures for both committees are as follows:

- The committee meetings will be moved from the fourth Thursday to the third Thursday of each month at 3:00 p.m. and the committees will alternate months.

Example: EFC meetings would be held: January, March, May, July, September, November.
SDCC meetings would be held: February, April, June, August, October, December.

- A quorum will constitute ~~(2) two~~ (3) three members.
- Each committee will be comprised of (4) four primary members and (1) one at large alternate from the Board of Commissioner membership. The SDCC would include a member from the CTAG.
- Authority Level for EFC (no change to authority level) - approve contracts for goods and services up to \$1 million (pursuant to Resolution No. 2008-018) and all contracts for Pierce Transit to acquire or use property of others or to allow the use of Pierce Transit property by others which exceed the CEO's award authority up to a maximum amount of \$1 million.
- Authority Level for SDCC (new authority level) - approve contracts for goods and services in a value up to \$1,000,000; approve capital project budget changes valued up to \$500,000, but no more than twice during the course of a capital project.
- Attendance expectations.
- Telephonic participation expectations.



Executive Finance Committee Operating Procedures

1. Creation.

A. Pursuant to Pierce Transit Bylaws Section 2.24.030 and Resolution No. 08-026, Committees of the Board shall be created from time to time by act of the voting members of the Board as needed to facilitate the conduct of business. In addition, Resolution 08-026 also updated its Rules and Operating Procedures for Board Committees: Executive Committee and the Finance Committee. These two committees were combined into one committee for efficiency and is referred to as the Executive Finance Committee (EFC).

B. Pursuant to Resolution No. 2019-xxx, the Board of Commissioners hereby establishes new, revised guidelines of the EFC as outlined in these Operating Procedures which shall supersede prior procedures.

2. Authority Level.

The EFC has been delegated the authority by the Board to approve contracts for goods and services up to \$1 million (pursuant to Resolution No. 2008-018) and all contracts for Pierce Transit to acquire or use property of others or to allow the use of Pierce Transit property by others which exceed the CEO's award authority up to a maximum amount of \$1 million.

3. Role and Duties.

The EFC generally facilitates and oversees matters relating to Board governance; Agency financial and administrative policy formation and revision; financial matters such as budget, audit, investments, and reserves; and provides more detailed financial oversight of the Agency. All items considered by the EFC are subject to Board approval except for those matters that the Board has specifically delegated authority to the EFC to decide, including contracting authority discussed herein. The Pierce Transit Board or other committees may also refer specific matters to the EFC for study, recommendation, and certain decisions as appropriate. Typical topics for consideration by the EFC include, but are not limited to:

- The Board's or committees' bylaws, governance structure, and/or operating procedures;
- Agency-wide policies;
- State and federal legislative priorities/government relations strategies;
- Proposed operating and capital budget;
- Financial Statements including any significant accounting or reporting issues or unusual transactions;
- Strategy for asset liability management and monitoring of investment and debt performance and risks;
- Risk management and insurance; i.e., accident and On-the-job injury statistics
- Quarterly financial reports which detail performance against capital and operating budgets.

4. Membership.

A. The committee shall be comprised of (4) four primary voting members and (1) one at large alternate from the Board of Commissioner membership. The membership of the (4) four primary members is as follows:

- i. Chair of the Board;
- ii. One Commissioner representing Pierce County;
- iii. One Commissioner representing the largest city in the PTBA; and
- iv. One Commissioner representing another city or multiple cities within the PTBA.

Other than the Chair of the Board, whose membership on the EFC shall be a duty of the Chair, all other positions on the EFC are appointed by the Board Chair, including when vacancies occur. In the event a vacancy occurs, the Chair of the Board shall appoint a member to fill the committee vacancy at the next Regular Board meeting. Committee members shall serve at the pleasure of the Board Chair and may serve without re-appointment provided that their attendance is in good standing.

B. Three (3) members shall constitute a quorum. (**This provision shall supersede Paragraph 3.D Quorum for Committees or Subcommittees of Resolution No. 2008-026.*)

C. Committee members' terms shall coincide with their term on the Board.

D. The committee shall elect a chair and vice chair at the first meeting each year.

E. Non-committee members of the Board may attend committee meetings to listen and provide input but shall not be permitted to vote.

5. Expectations/Attendance.

A. Committee members are expected to attend each committee meeting prepared and engage in conversation and to make informed decisions based on the information provided to them.

B. Any committee member with three two (32) or more unexcused ~~or un-excused~~ absences within a 12-month period may not be considered to be in "good standing," and may be subject to removal from the committee by the Board Chair.

C. Committee members who have determined that they can no longer serve on the committee, shall give a reasonable notice to the CEO, or Clerk of the Board, so the position can be fulfilled in a timely manner.

6. Meetings.

A. All meetings shall be conducted in accordance with the Open Public Meetings Act, RCW 42.30. Regular meetings will be held at 3:00 p.m. on the third Thursday every other month beginning in January at Pierce Transit located at 3701 96th St. SW, Lakewood, WA. ~~If the meeting date falls on a scheduled holiday, the regular meeting will be held the following Thursday.~~ All other meetings held outside of the regular schedule and location shall be deemed a “special meeting” and will be noticed and held in accordance with the Open Public Meetings Act, RCW 42.30.

B. The committee is authorized to conduct public meetings, hearings, or joint meetings and hearings with other public agencies for and on behalf of the Board in order to meet any requirements of federal, state, or local laws and regulations and to enable the Agency to perform its statutory functions.

C. At the Chair’s discretion, the committee shall recognize members of the public for the purpose of commenting on an agenda item at a meeting. In the event an agenda item has already been the subject of a public meeting or hearing at prior meetings of the Board or committee, the Chair may declare public input on the subject to be closed. A member of the public may present information on relevant issues or topics, but shall not be entitled to debate merits of the issue or topic.

D. Any meeting held without the establishment of a quorum will not be considered a meeting. The meeting should be postponed to a certain time and adjourned. Members present can receive information but no binding decisions or final disposition on any matter shall occur.

E. The provisions in the operating procedures shall be the prevailing rules of the committee and shall supersede any provisions adopted by previous resolutions.

7. Telephonic Participation.

Attendance via speakerphone/teleconferencing should be the rare exception, not the rule. The telephonic participation by a committee member shall be limited to one member per meeting and will count towards the establishment of a quorum, provided that there are at least two committee members physically present at the committee meeting. Members participating by telephone may vote. Board Members should notify the Clerk of the Board, or designee, 24 hours in advance of the need to telephonically participate.

8. Voting.

A. All voting members in attendance, including the chairperson, at committee meetings may vote on matters brought before the committee. All votes taken shall be by voice vote unless a roll call vote is requested by the Chair or a member of the committee present at the meeting.

B. A majority of the votes cast at a meeting at which a quorum is present is necessary for the Committee to act.

C. Motions drawing a tie vote shall be deemed lost.

D. Recommendation to the full Board should be in one of the following formats:

- i. Refer Item No. FS xx-xxx to the full Board with recommendation of approval (or denial) and placement of the item on the consent agenda (or action agenda); or
- ii. Refer Item No. FS xx-xxx to the full Board for consideration.

9. Conduct.

The Clerk of the Board, or designee, shall prepare written minutes of the committee's actions and decisions made. Statements, discussion and remarks of individual commissioners and commentators will not be noted in the official minutes.

10. Compensation.

By Resolution No. 90-147, EFC members who are eligible to receive compensation shall receive the maximum per diem as allowed by RCW 36.57A.050. Eligibility for compensation shall be determined as more fully set forth in Pierce Transit's Compensation Guidelines for Board of Commissioners.

11. Amendment of Operating Procedures.

Amendments to these Committee Operating Procedures may be made with a super majority of the members of the committee voting in the affirmative and further adoption by resolution of the Board of Commissioners. Any amendment to these Committee Operating Procedures shall go into effect after adoption by the full body.

Service Delivery & Capital Committee (SDCC) Operating Procedures

1. Creation.

A. Pursuant to Pierce Transit Bylaws Section 2.24.030 and Resolution No. 08-026, Committees of the Board may be created from time to time by act of the voting members of the Board as needed to facilitate the conduct of business.

B. Pursuant to Resolution 2019-_____, the Pierce Transit Board created the Service Delivery & Capital Committee ("SDCC") to give additional oversight and certain defined decision-making authority on operational matters, capital projects, service and safety quarterly reports, and fare reviews. These operating procedures shall serve as the prevailing guidelines and shall supersede any prior provisions.

2. Authority Level.

Pursuant to Resolution 2019-_____, The SDCC committee has been delegated the authority by the Board to: approve contracts for goods and services in a value up to \$1,000,000; approve capital project budget changes valued up to \$500,000, but no more than twice during the course of a capital project; and _____.

3. Role and Duties.

The SDCC committee generally facilitates and oversees matters relating to operational matters, capital projects, service and safety quarterly reports, and fare reviews. The Pierce Transit Board or other committees may also refer specific matters to the SDCC for study, recommendation, and certain decision-making.

Typical topics for consideration by the SDCC include, but are not limited to:

- Activities and communications affecting the customer experience, on-time performance, safety;
- Six-Year Capital Plan;
- System enhancement and state of good repair projects consistent with the transit improvement plan;
- Providing oversight, strategic direction and recommendations to the Board regarding maintenance, fleet, and facility plans;
- Strategies for project development and delivery;
- Scope, schedule, budget, risks, construction and capital activities, external engagement for system expansion projects;
- Operational impacts on facilities; overall service delivery and maintenance;

- Oversight of all capital projects consistent with the transit improvement program; and/or
- Recommendations to other Committees and/or the Board on new and existing capital projects and related policies.

4. Membership.

A. The committee shall be comprised of (4) four primary voting members, a member from the CTAG, -and (1) one at large alternate from the Board of Commissioner membership. The membership of the (4) four primary members is as follows:

- Vice Chair of the Board;
- One Commissioner representing Pierce County;
- One Commissioner representing the largest city in the PTBA;
- One Commissioner representing another city or multiple cities within the PTBA; and
- One non-voting member from the Community Transportation Advisory Group.

Other than the Vice Chair of the Board, whose membership on the SDCC shall be a duty of the Vice Chair, all other positions on the SDCC are appointed by the Board Chair, including when vacancies occur. In the event a vacancy occurs, the Chair of the Board shall appoint a member to fill the committee vacancy at the next Regular Board meeting. Committee members shall serve at the pleasure of the Board Chair and may serve without re-appointment provided that their attendance is in good standing.

B. Three voting (3) members shall constitute a quorum. (**This provision shall supersede Paragraph 3.D Quorum for Committees or Subcommittees of Resolution No. 2008-026.*)

C. Committee members' terms shall coincide with their term on the Board.

D. The committee shall elect a chair and vice chair at the first meeting each year.

E. Non-committee members of the Board may attend committee meetings to listen to discussion, but shall not be permitted to vote.

5. Expectations/Attendance.

A. Committee members are expected to attend each committee meeting prepared and engage in conversation and to make informed decisions based on the information provided to them.

B. Any committee member with three-two (32) or more ~~excused or~~ un-excused absences within a 12-month period may not be considered to be in "good standing," and may be subject to removal from the committee by the Board Chair.

- C. Committee members who have determined that they can no longer serve on the committee, shall give a reasonable notice to the CEO, or Clerk of the Board, so the position can be fulfilled in a timely manner.

6. Meetings.

A. All meetings shall be conducted in accordance with the Open Public Meetings Act, RCW 42.30. Regular meetings will be held at 3:00 p.m. on the third Thursday every other month beginning in February at the Pierce Transit Training Center, Rainier Room, located at 3701-3720 96th St. SW, Lakewood, WA. ~~If the meeting date falls on a scheduled holiday, the regular meeting will be held the following Thursday.~~ All other meetings held outside of the regular schedule and location shall be deemed a “special meeting” and will be noticed and held in accordance with the Open Public Meetings Act, RCW 42.30.

B. The committee is authorized to hold executive session meetings in accord with RCW 42.30.110, and may conduct public hearings or hold joint meetings and hearings with other public agencies for and on behalf of the Board in order to meet any requirements of federal, state, or local laws and regulations and to enable the Agency to perform its statutory functions.

C. At the Chair’s discretion, the committee shall recognize members of the public for the purpose of commenting on an agenda item at a meeting. In the event an agenda item has already been the subject of a public meeting or hearing at prior meetings of the Board or committee, the Chair may declare public input on the subject to be closed. A member of the public may present information on relevant issues or topics, but shall not be entitled to debate merits of the issue or topic.

D. Any meeting held without the establishment of a quorum will not be considered a meeting. The meeting should be postponed to a certain time and adjourned. Members present can receive information but no binding decisions, motions, or final disposition on any matter shall occur.

E. The provisions in the operating procedures shall be the prevailing rules of the committee and shall supersede any provisions adopted by previous resolutions.

7. Telephonic Participation.

Attendance via speakerphone/teleconferencing should be the rare exception, not the rule. The telephonic participation by a committee member shall be limited to one member per meeting and shall count towards the establishment of a quorum, provided that there are at least two committee members physically present at the committee meeting. Members participating by telephone may vote. Board Members should notify the Clerk of the Board, or designee, 24 hours in advance of the need to telephonically participate

8. Voting.

A. All voting members in attendance, including the chairperson, at committee meetings may vote on matters brought before the committee. All votes taken shall be by voice vote unless a roll call vote is requested by the Chair or a member of the committee present at the meeting.

B. A majority of the votes cast at a meeting at which a quorum is present is necessary for the Committee to act.

C. Motions drawing a tie vote shall be deemed lost.

D. Recommendation to the full Board should be in one of the following formats:

- i. Refer Item No. FS xx-xxx to the full Board with recommendation of approval (or denial) and placement of the item on the consent agenda (or action agenda); or
- ii. Refer Item No. FS xx-xxx to the full Board for consideration and final decision.

9. Conduct.

The Clerk of the Board, or designee, shall prepare written minutes of the committee's actions and decisions made. Statements, discussion and remarks of individual commissioners and commentators will not be noted in the official minutes.

10. Compensation.

By Resolution No. 90-147, committee members who are eligible to receive compensation shall receive the maximum per diem as allowed by RCW 36.57A.050. Eligibility for compensation shall be determined as more fully set forth in Pierce Transit's Compensation Guidelines for Board of Commissioners.

11. Amendment of Operating Procedures.

Amendments to these Committee Operating Procedures may be made with a super majority of the voting members of the committee voting in the affirmative and further adoption by resolution of the Board of Commissioners. Any amendment to these Committee Operating Procedures shall go into effect after adoption by the full body.