

Meeting Location: Teleconference
Phone: 253-215-8782
Meeting ID: 851 3650 1126

Virtual Meeting Participation Information:

Due to the COVID-19 Pandemic and the Governor Proclamation 20-28 that is in effect, a physical meeting location will not be provided for this meeting. The public is welcome to attend the meeting by calling 1-253-215-8782 or 1-669-900-6833 and entering Meeting ID No. 851 3650 1126, or by accessing <https://us02web.zoom.us/j/85136501126>,

A Special Study Session Meeting will be held prior to this meeting at 3:00 p.m.

Call to Order

Roll Call

Special Business

1. Welcoming Commissioner Ryan Mello from Pierce County Council and Commissioner Chris Beale from Tacoma City Council to the Pierce Transit Board Chair Victoria Woodards
2. Recognizing Commissioners Bruce Dammeier and Conor McCarthy for their Service on the Pierce Transit Board Chair Victoria Woodards
3. Chair's Appointments to Executive Finance Committee Chair Victoria Woodards

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. The Chair, at his or her discretion, may reduce the comment time to allow sufficient time for the Board to conduct business.*)

Public Hearing (*Citizens wishing to provide comment will be given up to three minutes to speak on the public hearing topic. The Chair, at his or her discretion, may reduce the comment time allowed to allow sufficient time for the Board to conduct business.*)

1. 2021 Proposed Budget [Presentation]

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, January 1 through January 31, 2021

2. Approval of Minutes, January 11, 2021, Board Meeting
3. 2020 Fourth Quarter Sole Source Report and Contracts Executed Between \$100,000 and \$200,000
4. FS 2021-004, Ratify the Emergency Mutual Aid Agreement Between Pierce County Sheriff's Department Corrections Bureau and Pierce Transit for the Use of Two Pierce Transit 15 Passenger Vans from January 14, 2021 through January 23, 2021
5. FS 2021-005, Authority to Execute Amendment No. 9 With KPFF Consulting Engineers to Increase the Master Contract No. PT-101-18 Not to Exceed Amount for the Spanaway Transit Center
6. FS 2021-006, Authority to Execute Amendment No. 2 to Contract No. 1145 with Top2Bottom Janitorial Services for Bus Sanitation Services at Sound Transit's Mid-Day Storage Lot in Seattle Due to COVID-19
7. FS 2021-007, Authority to Amend the Capital Budget and Increase Contract Number 1064 with Construct, Inc. for the Commerce Tunnel Refurbishment Project
8. FS 2021-008, Acceptance of Title VI Equity Analysis for Emergency Service Cuts Due to the COVID Pandemic

Action Agenda

1. FS 2021-009, Adoption of Annual Budget for Fiscal Year 2021
Brett Freshwaters
Executive Director of Finance
2. FS 2021-010, Authorization to Execute Change Order No. 4 to Contract No.1087 with Absher Construction Company to Increase the Contract Authority Amount for the Construction of the New Fuel and Wash Facility and Related Improvements for Guaranteed Maximum Price (GMP) Package 2a
Brett Freshwaters
Executive Director of Finance
3. FS 2020-011, Consideration to Implement a New Policy for Pierce Transit to Provide Bus or Van Transportation Assistance to Law Enforcement Agencies or the Emergency Management Department within the Pierce Transit Boundary Under Emergency Situations and When Deemed Necessary by the Requesting Agency
Commissioner Don Anderson
&
Sue Dreier
Chief Executive Officer
4. Forming or Assigning a Committee to Assist with the Recruitment and Transition Process of a New Chief Executive Officer with Final Hiring Decisions to be Made by the Full Board
Chair Victoria Woodards

Staff Updates/Discussion

1. CEO's Report

CEO Sue Dreier

Informational Board Items

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

Chair Victoria Woodards

Commissioners Keel or Woodards

Executive Session

Adjournment to Closed Session – Labor Relations
pursuant to RCW 42.30.140(b)

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



Public Hearing



**PIERCE TRANSIT
NOTICE OF PUBLIC HEARING
PROPOSED 2021 BUDGET**

A public hearing will be held as part of the Board of Commissioners Regular Meeting on Monday, February 8, 2021, beginning at 4:00 p.m. The purpose of the Public Hearing is to obtain comment and feedback from citizens on the proposed 2021 Budget.

Due to the COVID-19 Pandemic and the Governor Proclamation 20-28 that is in effect, a physical meeting location will not be provided for this meeting and the meeting will be held virtually. Citizens may attend the meeting through Zoom at <https://us02web.zoom.us/j/85136501126>, or by dialing 253.215.8782 and entering access code 851 3650 1126.

Oral comments will be taken at the Board meeting. Sign up to speak by clicking on the "Raise Hand" button at the bottom of the Zoom window or press *9 on your phone. Those wishing to submit written comments may do so by emailing the Clerk of the Board at Djacobson@piercetransit.org, or by mail at 3701 96th ST SW, Lakewood, WA 98499 by 4:00 p.m. on Friday, February 5, 2021. All Written comments received will be compiled and forwarded to the Board prior to the meeting.

The proposed Budget may be viewed on the Agency's website at Piercetransit.org/Resources/PublicDocuments/Budget&Financial/2021 Preliminary Budget.

Deanne Jacobson, CMC
Clerk of the Board

Published in the Tacoma Daily Index and Tacoma News Tribune Thursday, January 28, 2021.



**Pierce
Transit**

**2021 Preliminary Budget
Public Hearing**

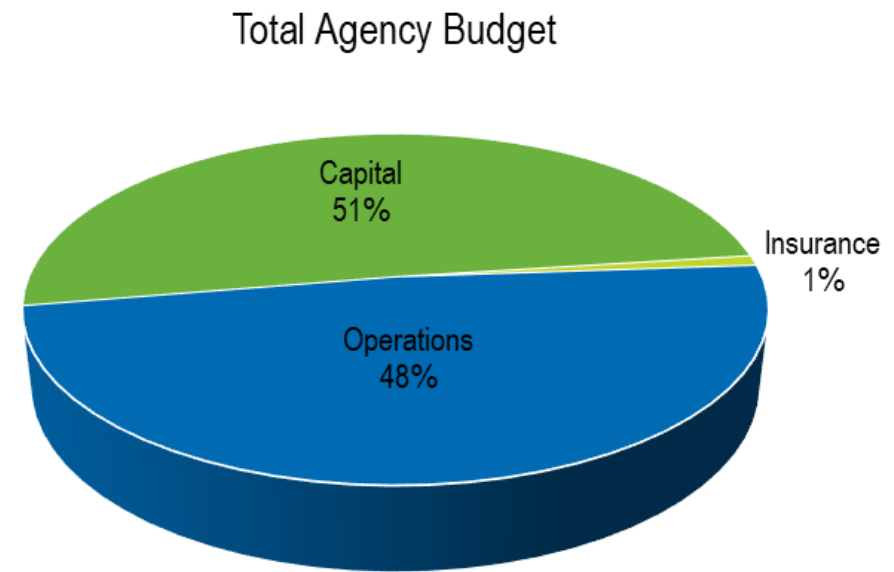
524

Pierce Transit

WASHINGTON
C4313C

2021 Budget Overview

- Total Agency Budget \$306 Million
 - Operating
 - Capital
 - Insurance
- Balanced & Sustainable
- Meets Reserve Requirements



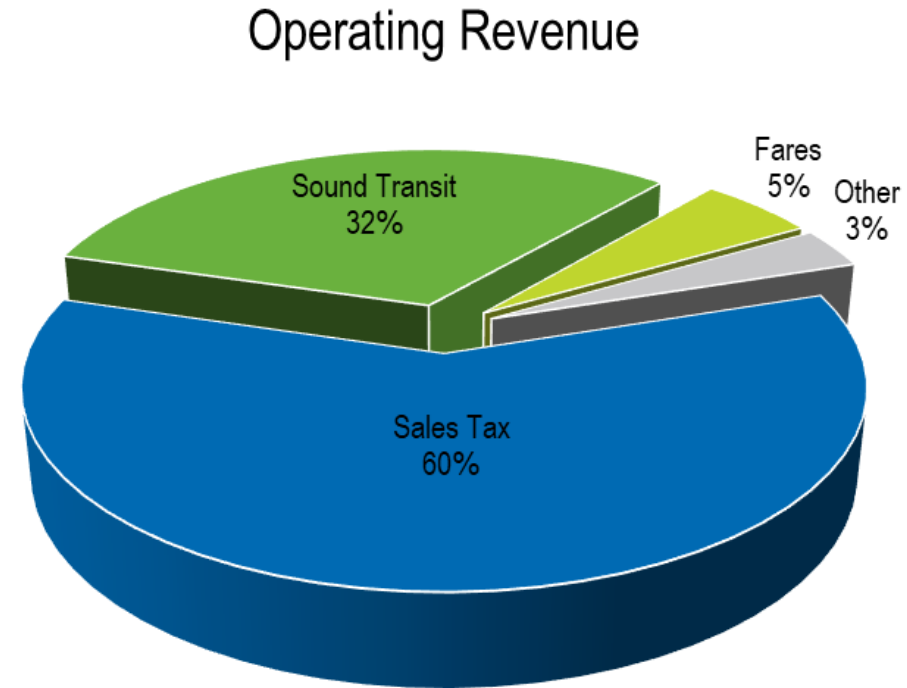
2021 Budget Service

- Pierce Transit
 - Local Fixed Route
 - 475,000 service hours
 - SHUTTLE
 - 126,533 service hours
 - Vanpool
 - 95,200 service hours
- Sound Transit
 - 320,968 service hours



2021 Budget Operating Revenue

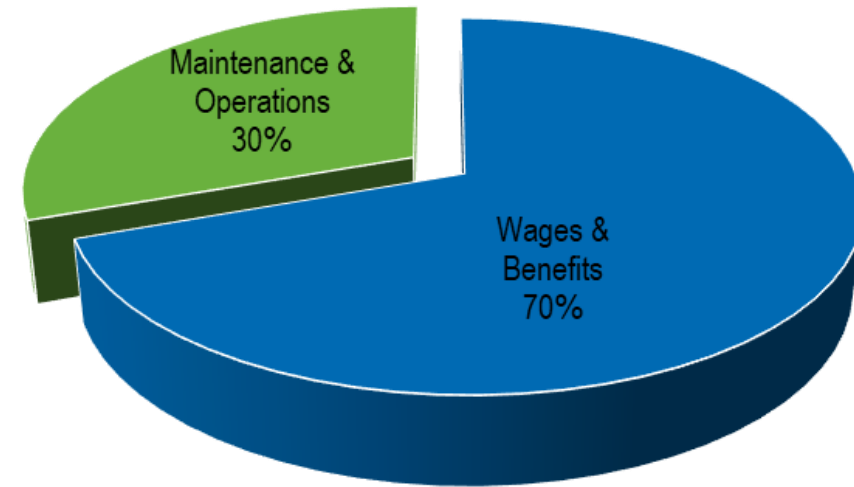
- Sales Tax - \$96 million
- Regional Transit Service (Sound Transit) - \$51 million
- Fares - \$9 million
- Other - \$5 million



2021 Budget Operating Expenditures

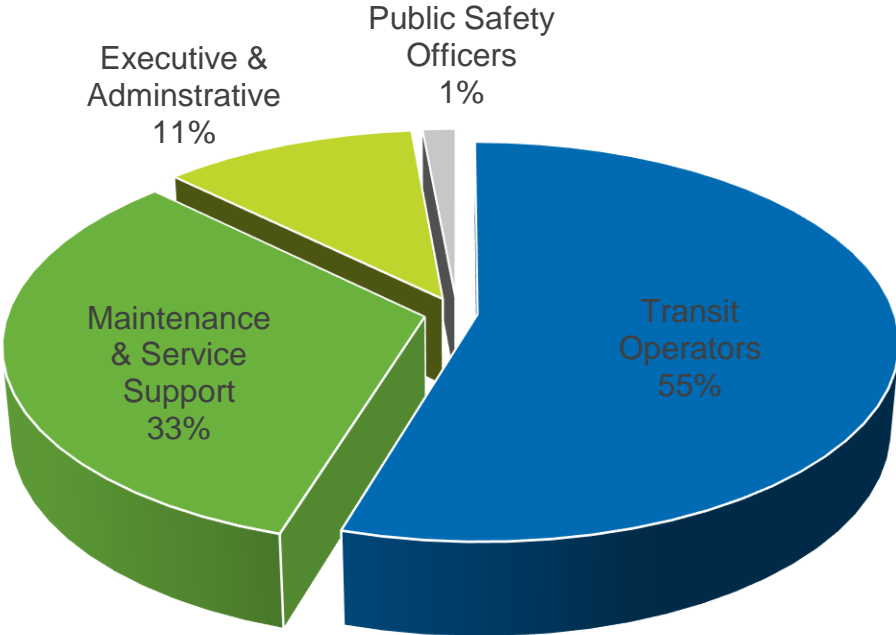
- Wages & Benefits - \$102 million
- Maintenance & Operations - \$45 million
 - Supplies
 - Services
 - Other

2021 Budget Operating Expenditures
(excluding Non-Operating & Transfers)



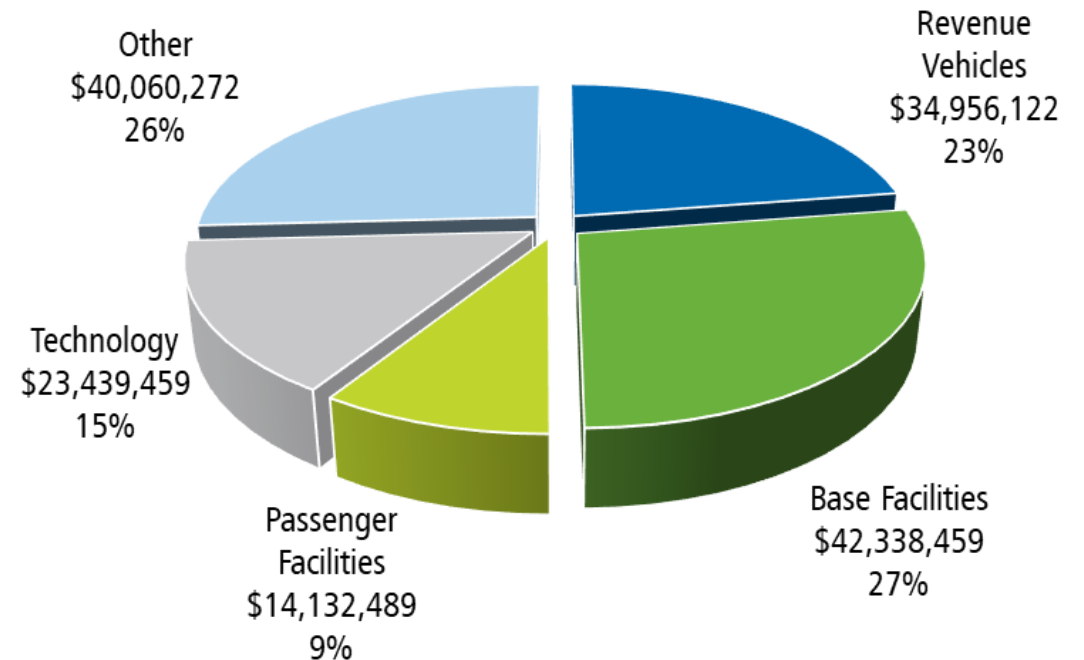
2021 Budget Workforce

2021 Budgeted Positions - 960



2021 Budget Capital

- Total Capital Budget \$154,926,801
- 44% or \$69.7 million covered by grant funding
- \$120.3 million carryover from previous years; \$34.6 million new allocation or projects



Six-Year Financial Plan

- Sustainable
- Balanced
- Meets Reserve Requirements





Consent Agenda

PIERCE TRANSIT
Board Payments Over \$50,000
Payments From: Jan 1, 2021 to Jan 31, 2021
Cash and Investment Balance: \$143,674,753.94

Payment Numbers CK 00375327 through CK 00375514
 Wire Numbers EFT 00006381 through EFT 00006654
 No Advance Travel Checks
 Total \$10,047,864.40

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

Operating Fund

	Check	Vendor	Item/Service	Amount
CHK	00375436	CONDUENT TRANSPORT SOLUTIONS	SUPP CAD/AVL 2021	392,491.00
CHK	00375453	UNITED ENERGY TRADING LLC	CNG USAGE 12/20	60,220.72
CHK	00375510	WA ST DEPT OF L&I - ELEVATOR	SELF-INS RPT Q420	52,461.50
EFT	00006385	ASSOCIATED PETROLEUM	B5 DIESEL	67,728.58
EFT	00006422	LUMINATOR MASS TRANSIT LLC	LICENSE VIM AUTOCLIP 2020	91,442.31
EFT	00006460	WA ST TRANSIT INSURANCE POOL	INSURANCE 2019 ADJ	3,667,043.00
EFT	00006469	AWC	ASSESSMENT FEE 2021	96,151.06
EFT	00006475	DELL USA LP	Dell Monitors	3,588.56
EFT	00006478	FIRST TRANSIT	December SHUTTLE Service Costs	395,086.94
EFT	00006528	GREAT WEST RETIREMENT	PP 01 2021 Empower	96,889.88
EFT	00006529	ICMA RETIREMENT	PP 01 2021 ICMA	238,757.44
EFT	00006534	AWC	AWC Premiums Jan 21	1,198,641.92
EFT	00006591	GREAT WEST RETIREMENT	PP 02 2021 Empower	101,225.16
EFT	00006592	ICMA RETIREMENT	PP 02 2021 ICMA	272,497.19
EFT	00006600	ASSOCIATED PETROLEUM	B5 DYED DIESEL	101,232.57
EFT	00006602	BRIDGESTONE AMERICA	Service Fee 12/20	61,839.00
EFT	00006608	E-BUILDER INC	AppXchange Fee 01/21-01/22	117,959.53
EFT	00006626	MICROSOFT CORP	SUPP 01/19/21-01/18/22	250,787.00
EFT	00006649	JEANNETTE TWITTY	Bus Disinfecting 09/26-10/02/20	75,208.22
Payments for Fund 1 Total				7,341,251.58

Self Insurance Fund

	Check	Vendor	Item/Service	Amount
CHK	00375510	WA ST DEPT OF L&I - ELEVATOR	SELF-INS RPT Q420	74,283.73
CHK	00375511	EMPLOYMENT SECURITY DEPT	UNEMPLOYMENT Q420	81,891.34
Payments for Fund 4 Total				156,175.07

Capital Fund

	Check	Vendor	Item/Service	Amount
EFT	00006395	CONSTRUCT, INC.	Arch Demo Comm 12/20	154,020.00
EFT	00006435	PC SPECIALISTS INC	Dome antenna	94,744.35
EFT	00006475	DELL USA LP	Dell PowerEdge R640 Servers	98,002.66
EFT	00006544	COMMONSTREET CONSULTING LLC	ACQUISITION BRT 12/20	93,762.20
EFT	00006555	HUITT-ZOLLARS INC.	DESIGN SVC MOBI 11/28/20	123,415.79
Payments for Fund 9 Total				563,945.00

Total Payments in Excess of \$50,000.00

8,061,371.65

Pierce Transit
Payments Jan 1, 2021 to Jan 31, 2021
Payment Numbers CK 00375327 through CK 00375514
Wire Numbers EFT 00006381 through EFT 00006654

Bank ID	Check Numbe	Check Date	Amount	Vendor Name
01	CHK 00375327	01/07/2021	27.47	AT&T
01	CHK 00375328	01/07/2021	51.00	AT&T
01	CHK 00375329	01/07/2021	278.39	AT&T
01	CHK 00375330	01/07/2021	63.01	CENTURY LINK
01	CHK 00375331	01/07/2021	25,140.44	CITY OF FEDERAL WAY
01	CHK 00375332	01/07/2021	1,023.22	CITY TREASURER - TPU
01	CHK 00375333	01/07/2021	662.25	CLINICAL REFERENCE LABORATORY
01	CHK 00375334	01/07/2021	140.24	COMCAST
01	CHK 00375335	01/07/2021	150.24	COMCAST
01	CHK 00375336	01/07/2021	395.59	COMCAST
01	CHK 00375337	01/07/2021	308.00	DYNAMIC LANGUAGE
01	CHK 00375338	01/07/2021	8.72	FEDERAL EXPRESS CORP
01	CHK 00375339	01/07/2021	121.70	FRUITLAND MUTUAL WATER COMPANY
01	CHK 00375340	01/07/2021	309.93	GENES TOWING CORP
01	CHK 00375341	01/07/2021	1,452.50	GILCHRIST CHEVROLET
01	CHK 00375342	01/07/2021	32,022.00	HERMANSON COMPANY LLP
01	CHK 00375343	01/07/2021	28,839.86	HULTZ BHU ENGINEERS INC.
01	CHK 00375344	01/07/2021	166.45	JON-DON
01	CHK 00375345	01/07/2021	45.13	K-D-L HARDWARE SUPPLY INC
01	CHK 00375346	01/07/2021	3,771.30	KING COUNTY FINANCE
01	CHK 00375347	01/07/2021	58.49	L.N. CURTIS & SONS
01	CHK 00375348	01/07/2021	23,328.00	LAKEWOOD WATER DISTRICT
01	CHK 00375349	01/07/2021	541.05	LOWE'S COMPANIES INC
01	CHK 00375350	01/07/2021	65.93	OFFICE DEPOT CORP
01	CHK 00375351	01/07/2021	23.00	PTBA PETTY CASH
01	CHK 00375352	01/07/2021	327.85	PUGET SOUND ENERGY
01	CHK 00375353	01/07/2021	572.68	PURCELL TIRE & RUBBER COMPANY
01	CHK 00375354	01/07/2021	894.66	RPAI US MANAGEMENT LLC
01	CHK 00375355	01/07/2021	16.70	SNAP-ON TOOLS - Robert Mustain
01	CHK 00375356	01/07/2021	500.00	SOURCE PANEL
01	CHK 00375357	01/07/2021	4,830.31	TACOMA MALL PARTNERSHIP
01	CHK 00375358	01/07/2021	2,317.47	UNITED SITE SERVICES (Everson)
01	CHK 00375359	01/07/2021	884.16	VISUAL OPTIONS INC
01	CHK 00375360	01/14/2021	23.11	AGRISHOP ACE TACOMA
01	CHK 00375361	01/14/2021	1,978.20	AHERN RENTAL
01	CHK 00375362	01/14/2021	14,639.53	ALL PRO BUILDING MAINTENANCE
01	CHK 00375363	01/14/2021	290.88	CAMPBELL UNDERGROUND LLC
01	CHK 00375364	01/14/2021	1,047.50	CASCADIA CONSULTING GROU
01	CHK 00375365	01/14/2021	617.62	CENTURY LINK
01	CHK 00375366	01/14/2021	4,730.50	CITY TREASURER - TPU
01	CHK 00375367	01/14/2021	261.00	CITY TREASURER - TPU
01	CHK 00375368	01/14/2021	156.14	COMCAST
01	CHK 00375369	01/14/2021	150.18	COMCAST
01	CHK 00375370	01/14/2021	155.18	COMCAST
01	CHK 00375371	01/14/2021	2,098.87	CRT TOOLS
01	CHK 00375372	01/14/2021	407.65	DATA SECURITY CORP
01	CHK 00375373	01/14/2021	1,024.36	DM RECYCLING CO INC

01	CHK	00375374	01/14/2021	55.02	FLOYD POWELL
01	CHK	00375375	01/14/2021	50.00	FORMFOX, INC.
01	CHK	00375376	01/14/2021	1,562.20	GENES TOWING CORP
01	CHK	00375377	01/14/2021	3,486.98	GILCHRIST CHEVROLET
01	CHK	00375378	01/14/2021	6,948.85	HAROLD LEMAY ENTERPRISES
01	CHK	00375379	01/14/2021	50.58	HOME DEPOT CREDIT SERVICES
01	CHK	00375380	01/14/2021	413.26	IMAGE 360
01	CHK	00375381	01/14/2021	185.00	JANNA IGNATOW
01	CHK	00375382	01/14/2021	34.75	KAREN SCHUSTER
01	CHK	00375383	01/14/2021	45,193.17	LAKEVIEW LIGHT & POWER CO
01	CHK	00375384	01/14/2021	387.30	LEMAY MOBILE SHREDDING
01	CHK	00375385	01/14/2021	730.20	LEVEL 3 (CENTURY LINK)
01	CHK	00375386	01/14/2021	4,834.61	LEVEL 3 (CENTURY LINK)
01	CHK	00375387	01/14/2021	23.16	NATIONAL AUTO PARTS WAREHOUSE
01	CHK	00375388	01/14/2021	50.50	NATIONAL TESTING NETWORK
01	CHK	00375389	01/14/2021	1,055.04	OFFICE DEPOT CORP
01	CHK	00375390	01/14/2021	470.84	PENINSULA LIGHT
01	CHK	00375391	01/14/2021	6,367.28	PUGET SOUND ENERGY
01	CHK	00375392	01/14/2021	1,095.00	PUYALLUP SUMNER CHAMBER OF COM
01	CHK	00375393	01/14/2021	1,150.27	QUADIENT LEASING USA INC
01	CHK	00375394	01/14/2021	450.44	REX PEGG FABRICS INC
01	CHK	00375395	01/14/2021	216.00	SCA PACIFIC INC
01	CHK	00375396	01/14/2021	559.38	SHERWIN-WILLIAMS (LKWD, CEDR)
01	CHK	00375397	01/14/2021	373.36	SONITROL PACIFIC
01	CHK	00375398	01/14/2021	300.00	SRS LLC
01	CHK	00375399	01/14/2021	3,650.00	SM STEMPER ARCHITECTS PLLC
01	CHK	00375400	01/14/2021	15.00	STEVE RIVERA
01	CHK	00375401	01/14/2021	104.56	TACOMA DAILY INDEX
01	CHK	00375402	01/14/2021	116.81	TERMINIX COMMERCIAL
01	CHK	00375403	01/14/2021	116.81	TERMINIX COMMERCIAL
01	CHK	00375404	01/14/2021	710.00	U S POSTAL SVC (PRMT RENEW)
01	CHK	00375405	01/14/2021	240.00	U S POSTAL SVC (PRMT RENEW)
01	CHK	00375406	01/14/2021	255.05	VALIN CORPORATION
01	CHK	00375407	01/14/2021	1,783.47	WA ST DEPT OF REVENUE
01	CHK	00375408	01/14/2021	1,035.59	WALTER E NELSON CO.
01	CHK	00375409	01/14/2021	8,615.76	WESTERN SYSTEMS, INC.
01	CHK	00375410	01/15/2021	675.00	ATU LOCAL 758 CORP
01	CHK	00375411	01/15/2021	37.50	CALIFORNIA STATE DISBURSEMENT
01	CHK	00375412	01/15/2021	911.60	CHAPTER 13 TRUSTEE
01	CHK	00375413	01/15/2021	50.00	CHASE BREWER
01	CHK	00375414	01/15/2021	4,900.63	COLONIAL SUPPLEMENTAL LIFE
01	CHK	00375415	01/15/2021	43.34	COMM ON POLITICAL EDUCATION
01	CHK	00375416	01/15/2021	919.25	IAM & AW
01	CHK	00375417	01/15/2021	220.00	INTERNAL REVENUE SERVICE
01	CHK	00375418	01/15/2021	16,394.39	MACHINISTS HEALTH &
01	CHK	00375419	01/15/2021	1,140.00	MICHAEL G MALAIER
01	CHK	00375420	01/15/2021	167.50	MISSOURI FAMILY SUPPORT PAYMEN
01	CHK	00375421	01/15/2021	136.40	NH DEPT OF H & HS
01	CHK	00375422	01/15/2021	2,267.98	NORTHWEST IAM BENEFIT TRUST
01	CHK	00375423	01/15/2021	896.82	NYS CHILD SUPPORT PROCESSING
01	CHK	00375424	01/15/2021	593.35	TX CHILD SUPPORT SDU
01	CHK	00375425	01/15/2021	1,043.34	UNITED WAY OF PIERCE COUNTY

01	CHK	00375426	01/21/2021	73.76	AT&T
01	CHK	00375427	01/21/2021	31.04	AT&T
01	CHK	00375428	01/21/2021	203.84	AUTOZONE
01	CHK	00375429	01/21/2021	78.02	CENTURY LINK
01	CHK	00375430	01/21/2021	7,572.16	CENTURY LINK
01	CHK	00375431	01/21/2021	25,512.34	CITY OF FEDERAL WAY
01	CHK	00375432	01/21/2021	9,000.94	CITY TREASURER - TPU
01	CHK	00375433	01/21/2021	150.18	COMCAST
01	CHK	00375434	01/21/2021	150.24	COMCAST
01	CHK	00375435	01/21/2021	7,269.29	COMCAST
01	CHK	00375436	01/21/2021	392,491.00	CONDUENT TRANSPORT SOLUTIONS
01	CHK	00375437	01/21/2021	94.01	DISH
01	CHK	00375438	01/21/2021	256.00	DONALD L ANDERSON
01	CHK	00375439	01/21/2021	354.21	GENES TOWING CORP
01	CHK	00375440	01/21/2021	128.00	KENT KEEL
01	CHK	00375441	01/21/2021	653.68	L.N. CURTIS & SONS
01	CHK	00375442	01/21/2021	132.96	LAKEWOOD WATER DISTRICT
01	CHK	00375443	01/21/2021	3,187.12	LEVEL 3 (CENTURY LINK)
01	CHK	00375444	01/21/2021	2,637.60	OFFICE DEPOT CORP
01	CHK	00375445	01/21/2021	1,162.19	PACIFIC TORQUE
01	CHK	00375446	01/21/2021	46,608.52	PIERCE COUNTY BUDGET & FINANCE
01	CHK	00375447	01/21/2021	17,411.78	PUGET SOUND ENERGY
01	CHK	00375448	01/21/2021	1,572.10	PURCELL TIRE & RUBBER COMPANY
01	CHK	00375449	01/21/2021	96.32	REFRIGERATION SUPPLY DIST
01	CHK	00375450	01/21/2021	685.78	SMITH FIRE SYSTEMS INC
01	CHK	00375451	01/21/2021	136.28	SNAP-ON TOOLS - Robert Mustain
01	CHK	00375452	01/21/2021	23.91	SUPERIOR SAW & SUPPLY, INC.
01	CHK	00375453	01/21/2021	60,220.72	UNITED ENERGY TRADING LLC
01	CHK	00375454	01/21/2021	2,473.47	UNITED SITE SERVICES (Everson)
01	CHK	00375455	01/21/2021	34,782.24	VOYAGER FLEET SYSTEMS INC
01	CHK	00375456	01/21/2021	87.50	YUN HAN
01	CHK	00375457	01/21/2021	400.37	ZEP MANUFACTURING COMPANY
01	CHK	00375458	01/28/2021	819.72	ALIGNMENT ON WHEELS INC
01	CHK	00375459	01/28/2021	5,845.94	AT&T
01	CHK	00375460	01/28/2021	10,801.41	AT&T
01	CHK	00375461	01/28/2021	48,505.01	ATU LOCAL 758 CORP
01	CHK	00375462	01/28/2021	108.40	BUNCE RENTALS INC
01	CHK	00375463	01/28/2021	37.50	CALIFORNIA STATE DISBURSEMENT
01	CHK	00375464	01/28/2021	911.60	CHAPTER 13 TRUSTEE
01	CHK	00375465	01/28/2021	2,500.00	CITY OF LAKEWOOD
01	CHK	00375466	01/28/2021	1,266.61	CITY TREASURER - TPU
01	CHK	00375467	01/28/2021	470.27	CITY TREASURER - TPU
01	CHK	00375468	01/28/2021	21,756.49	CITY TREASURER - TPU
01	CHK	00375469	01/28/2021	150.18	COMCAST
01	CHK	00375470	01/28/2021	150.24	COMCAST
01	CHK	00375471	01/28/2021	147.00	DAILY JOURNAL OF COMMERCE INC
01	CHK	00375472	01/28/2021	50.00	EMPLOYMENT SECURITY DEPA
01	CHK	00375473	01/28/2021	307.72	FLEET MOBILE LUBE-WASH INC
01	CHK	00375474	01/28/2021	341.01	GCR TIRE & SERVICE AUBURN
01	CHK	00375475	01/28/2021	1,183.06	GENES TOWING CORP
01	CHK	00375476	01/28/2021	127.16	GILCHRIST CHEVROLET
01	CHK	00375477	01/28/2021	11.82	HARBOR FREIGHT TOOLS

01	CHK	00375478	01/28/2021	220.00	INTERNAL REVENUE SERVICE
01	CHK	00375479	01/28/2021	1,587.43	JOHNSON CONTROLS
01	CHK	00375480	01/28/2021	59.15	L.N. CURTIS & SONS
01	CHK	00375481	01/28/2021	23.00	LOUIS PORTER
01	CHK	00375482	01/28/2021	1,140.00	MICHAEL G MALAIER
01	CHK	00375483	01/28/2021	167.50	MISSOURI FAMILY SUPPORT PAYMEN
01	CHK	00375484	01/28/2021	4,419.00	MULTICARE HEALTH SYSTEM
01	CHK	00375485	01/28/2021	136.40	NH DEPT OF H & HS
01	CHK	00375486	01/28/2021	1,127.63	NYS CHILD SUPPORT PROCESSING
01	CHK	00375487	01/28/2021	96.85	OFFICE DEPOT CORP
01	CHK	00375488	01/28/2021	466.68	PARKLAND LIGHT & WATER CO
01	CHK	00375489	01/28/2021	457.13	PENINSULA LIGHT
01	CHK	00375490	01/28/2021	37.23	PIERCE COUNTY BUDGET & FINANCE
01	CHK	00375491	01/28/2021	495.90	POWDER COATING SYSTEMS
01	CHK	00375492	01/28/2021	1,793.41	PUGET SOUND ENERGY
01	CHK	00375493	01/28/2021	795.16	PURCELL TIRE & RUBBER COMPANY
01	CHK	00375494	01/28/2021	1,115.37	REX PEGG FABRICS INC
01	CHK	00375495	01/28/2021	88.47	SNAP-ON TOOLS - Robert Mustain
01	CHK	00375496	01/28/2021	234.00	SSMC CASE MANAGEMENT
01	CHK	00375497	01/28/2021	16.00	STEVE RIVERA
01	CHK	00375498	01/28/2021	750.00	SWARNER COMMUNICATIONS
01	CHK	00375499	01/28/2021	69.60	TACOMA DAILY INDEX
01	CHK	00375500	01/28/2021	593.35	TX CHILD SUPPORT SDU
01	CHK	00375501	01/28/2021	694.05	TRIO GROUP
01	CHK	00375502	01/28/2021	2,472.37	UNITED SITE SERVICES (Everson)
01	CHK	00375503	01/28/2021	1,053.34	UNITED WAY OF PIERCE COUNTY
01	CHK	00375504	01/28/2021	5,620.00	VALEO VOCATION
01	CHK	00375505	01/28/2021	14,129.53	VERIZON WIRELESS
01	CHK	00375506	01/28/2021	794.91	VERIZON WIRELESS
01	CHK	00375507	01/28/2021	2,614.35	VERIZON WIRELESS
01	CHK	00375508	01/28/2021	7,483.69	VERIZON WIRELESS
01	CHK	00375509	01/28/2021	305.00	WA ASSOC OF SHERIFFS & POLICE
01	CHK	00375510	01/28/2021	126,745.23	WA ST DEPT OF L&I - ELEVATOR
01	CHK	00375511	01/28/2021	81,891.34	EMPLOYMENT SECURITY DEPT WASHI
01	CHK	00375512	01/28/2021	104.25	WALTER E NELSON CO.
01	CHK	00375513	01/28/2021	8,547.85	WOOD HARBINGER INC
01	CHK	00375514	01/28/2021	632.90	WURTH USA INC
01	EFT	00006381	01/07/2021	875.26	A & E IMAGING
01	EFT	00006382	01/07/2021	88.04	ALICIA BRADSHAW
01	EFT	00006383	01/07/2021	5,955.43	AMAZON.COM CORPORATE CREDIT
01	EFT	00006384	01/07/2021	230.40	ANDREW ARNES
01	EFT	00006385	01/07/2021	67,728.58	ASSOCIATED PETROLEUM
01	EFT	00006386	01/07/2021	10,524.19	ATWORK! COMMERCIAL ENTERPRISES
01	EFT	00006387	01/07/2021	3,432.23	AUDIOSEARS CORPORATION
01	EFT	00006388	01/07/2021	250.00	AUSHA POTTS
01	EFT	00006389	01/07/2021	250.00	BARBARA STRONG-NELSON
01	EFT	00006390	01/07/2021	1,552.16	BATTERY SYSTEMS
01	EFT	00006391	01/07/2021	250.00	CATHERINE D. JONES
01	EFT	00006392	01/07/2021	159.44	CINTAS FIRE PROTECTION
01	EFT	00006393	01/07/2021	386.85	COMMERCIAL BRAKE & CLUTCH
01	EFT	00006394	01/07/2021	44,097.50	COMMONSTREET CONSULTING LLC
01	EFT	00006395	01/07/2021	154,020.00	CONSTRUCT, INC.

01	EFT	00006396	01/07/2021	3,535.61	CUMMINS INC
01	EFT	00006397	01/07/2021	11,721.02	DELL USA LP
01	EFT	00006398	01/07/2021	185.75	DENNIS BEHM (EMPLOYEE)
01	EFT	00006399	01/07/2021	152.00	DRUG FREE BUSINESS
01	EFT	00006400	01/07/2021	30,105.75	ELTEC SYSTEMS LLC
01	EFT	00006401	01/07/2021	135.54	ENRIQUE VARGAS
01	EFT	00006402	01/07/2021	5,795.00	ANA LABORATORIES INC
01	EFT	00006403	01/07/2021	266.53	FINISHMASTER, INC
01	EFT	00006404	01/07/2021	250.00	FRANCES L RANKOS
01	EFT	00006405	01/07/2021	2,757.66	GALLS LLC
01	EFT	00006406	01/07/2021	2,276.48	GTT COMMUNICATIONS
01	EFT	00006407	01/07/2021	31,463.62	GILLIG LLC
01	EFT	00006408	01/07/2021	5,750.00	GORDON THOMAS HONEYWELL
01	EFT	00006409	01/07/2021	2,222.75	GRAINGER
01	EFT	00006410	01/07/2021	63.29	GRAYBAR ELECTRIC
01	EFT	00006411	01/07/2021	238.48	GUARDIAN SECURITY GROUP INC
01	EFT	00006412	01/07/2021	1,342.62	HERITAGE-CRYSTAL CLEAN LLC
01	EFT	00006413	01/07/2021	1,457.28	HOLMES DISTRIBUTING
01	EFT	00006414	01/07/2021	12,548.38	HUBSPOT, INC.
01	EFT	00006415	01/07/2021	2,476.12	IWG TOWERS ASSETS I LLC
01	EFT	00006416	01/07/2021	147.83	JOHN JACKSON
01	EFT	00006417	01/07/2021	14,704.77	JENCO DEVELOPMENT
01	EFT	00006418	01/07/2021	241.99	KATHY WALTON
01	EFT	00006419	01/07/2021	250.00	KIM MCGILVER Y
01	EFT	00006420	01/07/2021	467.08	LARSEN SIGN COMPANY
01	EFT	00006421	01/07/2021	250.00	LINDSEY SEHMEL
01	EFT	00006422	01/07/2021	91,442.31	LUMINATOR MASS TRANSIT LLC
01	EFT	00006423	01/07/2021	7,669.54	MALLORY SAFETY & SUPPLY LLC
01	EFT	00006424	01/07/2021	109.89	MARAH HARRIS
01	EFT	00006425	01/07/2021	96.67	MCGUIRE BEARING CO
01	EFT	00006426	01/07/2021	895.27	MOHAWK MFG & SUPPLY
01	EFT	00006427	01/07/2021	250.00	MONNETT SMITH
01	EFT	00006428	01/07/2021	100.32	MOOD MEDIA
01	EFT	00006429	01/07/2021	486.40	MUNCIE RECLAMATION & SUPPLY CO
01	EFT	00006430	01/07/2021	1,440.00	NAVIA BENEFIT SOLUTIONS
01	EFT	00006431	01/07/2021	1,119.75	NORTHWEST PUMP & EQUIPMENT CO
01	EFT	00006432	01/07/2021	58.09	NORTHWEST STEEL & PIPE CO
01	EFT	00006433	01/07/2021	14,871.31	PACIFIC POWER PRODUCTS
01	EFT	00006434	01/07/2021	136.36	PACIFIC WELDING SUPPLY INC
01	EFT	00006435	01/07/2021	94,744.35	PC SPECIALISTS INC
01	EFT	00006436	01/07/2021	2,493.30	PROTERRA INC
01	EFT	00006437	01/07/2021	2,214.65	QUALITY PRESS
01	EFT	00006438	01/07/2021	1,883.92	R E AUTO ELECTRIC
01	EFT	00006439	01/07/2021	220.38	ROMAN GUTIERREZ
01	EFT	00006440	01/07/2021	229.68	RYAN WHEATON
01	EFT	00006441	01/07/2021	14.52	SEATTLE AUTOMOTIVE DIST.
01	EFT	00006442	01/07/2021	25,133.04	SKILLSOFT CORPORATION
01	EFT	00006443	01/07/2021	42,444.72	SOUND TRANSIT
01	EFT	00006444	01/07/2021	47,770.57	SOUND TRANSIT
01	EFT	00006445	01/07/2021	537.29	STANDARD PARTS CORP
01	EFT	00006446	01/07/2021	668.17	STAPLES
01	EFT	00006447	01/07/2021	47.04	STERICYCLE

01	EFT	00006448	01/07/2021	4,732.99	TACOMA COMMUNITY COLLEGE
01	EFT	00006449	01/07/2021	114.11	TACOMA DODGE CHRYSLER JEEP
01	EFT	00006450	01/07/2021	56.57	TACOMA SCREW
01	EFT	00006451	01/07/2021	285.00	TECHNICAL SECURITY INTEGRATION
01	EFT	00006452	01/07/2021	33,260.99	THE AFTERMARKET PARTS CO LLC
01	EFT	00006453	01/07/2021	2,500.00	NEWS TRIBUNE, THE
01	EFT	00006454	01/07/2021	349.78	THOMSON REUTERS-WEST
01	EFT	00006455	01/07/2021	10,584.00	JEANNETTE TWITTY
01	EFT	00006456	01/07/2021	200.56	TRISHA CANZLER
01	EFT	00006457	01/07/2021	2,245.44	UNIFIRST CORPORATION
01	EFT	00006458	01/07/2021	230.99	USAME DAHIR
01	EFT	00006459	01/07/2021	3,146.48	VEHICLE MAINTENANCE PROGRAM
01	EFT	00006460	01/07/2021	3,667,043.00	WA ST TRANSIT INSURANCE POOL
01	EFT	00006461	01/07/2021	754.93	WESTERN FLUID COMPONENTS
01	EFT	00006462	01/07/2021	8,642.72	WESTERN PETERBILT
01	EFT	00006463	01/07/2021	243.79	WILLIAM WAKAN
01	EFT	00006464	01/14/2021	20,391.50	CSCHED
01	EFT	00006465	01/14/2021	24,499.58	ACI CUSTODIAL INC
01	EFT	00006466	01/14/2021	1,574.30	ALLSTREAM
01	EFT	00006467	01/14/2021	85.41	AMB TOOLS & EQUIPMENT
01	EFT	00006468	01/14/2021	16,349.76	ASSOCIATED PETROLEUM
01	EFT	00006469	01/14/2021	96,151.06	AWC
01	EFT	00006470	01/14/2021	4,144.31	BRIDGESTONE AMERICA
01	EFT	00006471	01/14/2021	247.94	CHRISTIAN HANDSAKER
01	EFT	00006472	01/14/2021	60.77	COMMERCIAL BRAKE & CLUTCH
01	EFT	00006473	01/14/2021	29,199.48	CUMMINS INC
01	EFT	00006474	01/14/2021	250.00	CYBERSOURCE CORP.
01	EFT	00006475	01/14/2021	101,591.22	DELL USA LP
01	EFT	00006476	01/14/2021	2,055.02	ENVIROISSUES
01	EFT	00006477	01/14/2021	138.61	FINISHMASTER, INC
01	EFT	00006478	01/14/2021	395,086.94	FIRST TRANSIT
01	EFT	00006479	01/14/2021	224.36	GENFARE
01	EFT	00006480	01/14/2021	21,917.57	GILLIG LLC
01	EFT	00006481	01/14/2021	944.77	GRAINGER
01	EFT	00006482	01/14/2021	465.27	HERITAGE-CRYSTAL CLEAN LLC
01	EFT	00006483	01/14/2021	1,534.64	WESTERN FLUID COMPONENTS
01	EFT	00006484	01/14/2021	4,282.57	KIDDER MATHEWS, INC.
01	EFT	00006485	01/14/2021	110.41	KORUM FORD
01	EFT	00006486	01/14/2021	1,709.22	LARSCO INC
01	EFT	00006487	01/14/2021	2,721.94	LEGACY TELECOMMUNICATIONS, INC
01	EFT	00006488	01/14/2021	1,027.13	LUMINATOR MASS TRANSIT LLC
01	EFT	00006489	01/14/2021	502.18	MCGUIRE BEARING CO
01	EFT	00006490	01/14/2021	31,994.63	MEDSTAR CABULANCE INC
01	EFT	00006491	01/14/2021	8.46	MINUTEMAN PRESS
01	EFT	00006492	01/14/2021	1,299.24	MOHAWK MFG & SUPPLY
01	EFT	00006493	01/14/2021	721.98	MUNCIE RECLAMATION & SUPPLY CO
01	EFT	00006494	01/14/2021	233.78	NORTHWEST STEEL & PIPE CO
01	EFT	00006495	01/14/2021	3,167.40	PACIFIC AIR CONTROL INC
01	EFT	00006496	01/14/2021	27,833.76	PACIFIC POWER PRODUCTS
01	EFT	00006497	01/14/2021	18.41	PACIFIC WELDING SUPPLY INC
01	EFT	00006498	01/14/2021	3,541.60	PACIFICA LAW GROUP
01	EFT	00006499	01/14/2021	125.54	PLATT ELECTRIC SUPPLY

01	EFT	00006500	01/14/2021	4,086.72	PRINT NW
01	EFT	00006501	01/14/2021	3,087.07	QUADIENT FINANCE USA INC
01	EFT	00006502	01/14/2021	581.42	ROBBLEES TOTAL SECURITY INC
01	EFT	00006503	01/14/2021	261.50	SAMBA HOLDINGS INC
01	EFT	00006504	01/14/2021	17.58	SEATTLE AUTOMOTIVE DIST.
01	EFT	00006505	01/14/2021	17,946.33	SOUND TRANSIT
01	EFT	00006506	01/14/2021	31,019.94	SOUND TRANSIT
01	EFT	00006507	01/14/2021	629.95	STANDARD PARTS CORP
01	EFT	00006508	01/14/2021	1,378.05	STAPLES
01	EFT	00006509	01/14/2021	756.01	TACOMA DODGE CHRYSLER JEEP
01	EFT	00006510	01/14/2021	1,262.12	TACOMA SCREW
01	EFT	00006511	01/14/2021	95.00	TECHNICAL SECURITY INTEGRATION
01	EFT	00006512	01/14/2021	4,485.36	TERRYBERRY MANUFACTURING JEWEL
01	EFT	00006513	01/14/2021	6,018.29	THE AFTERMARKET PARTS CO LLC
01	EFT	00006514	01/14/2021	1,454.49	THERMO KING NW INC
01	EFT	00006515	01/14/2021	456.88	TINY'S TIRE
01	EFT	00006516	01/14/2021	330.47	TITUS-WILL TOYOTA
01	EFT	00006517	01/14/2021	12,148.00	JEANNETTE TWITTY
01	EFT	00006518	01/14/2021	2,504.48	UNIFIRST CORPORATION
01	EFT	00006519	01/14/2021	1,822.24	VIX TECHNOLOGY USA INC
01	EFT	00006520	01/14/2021	734.50	WA ST AUDITOR
01	EFT	00006521	01/14/2021	22,691.91	WA ST TRANSIT INSURANCE POOL
01	EFT	00006522	01/14/2021	1,613.25	WAXIE SANITARY SUPPLY
01	EFT	00006523	01/14/2021	32,277.20	WEST PIERCE FIRE& RESCUE
01	EFT	00006524	01/14/2021	5,875.96	WESTERN PETERBILT
01	EFT	00006525	01/14/2021	8,527.12	WILLIAMS OIL FILTER
01	EFT	00006526	01/14/2021	2,417.88	WSP USA, INC.
01	EFT	00006527	01/14/2021	11,572.47	ZONAR SYSTEMS INC
01	EFT	00006528	01/14/2021	96,889.88	GREAT WEST RETIREMENT
01	EFT	00006529	01/14/2021	238,757.44	ICMA RETIREMENT
01	EFT	00006530	01/14/2021	14,073.29	NAVIA BENEFIT SOLUTIONS
01	EFT	00006531	01/14/2021	7,692.12	TACOMA EMPLOYEES RETIREMENT SY
01	EFT	00006532	01/14/2021	6,766.48	WA ST CHILD SUPPORT REGISTRY
01	EFT	00006533	01/15/2021	32,544.90	US BANK CORPORATE PAYMENT SYST
01	EFT	00006534	01/19/2021	1,198,641.92	AWC
01	EFT	00006535	01/21/2021	4,695.61	WA ST DEPT OF REVENUE
01	EFT	00006536	01/21/2021	7,998.87	ABSHER CONSTRUCTION COMPANY
01	EFT	00006537	01/21/2021	80.58	AIRGAS-NOR PAC INC
01	EFT	00006538	01/21/2021	488.40	ALLSTREAM
01	EFT	00006539	01/21/2021	6,160.95	AMAZON.COM CORPORATE CREDIT
01	EFT	00006540	01/21/2021	193.90	ANGI ENERGY SYSTEMS
01	EFT	00006541	01/21/2021	8,552.42	AXON ENTERPRISES INC
01	EFT	00006542	01/21/2021	3,731.94	BATTERY SYSTEMS
01	EFT	00006543	01/21/2021	793.24	COMMERCIAL BRAKE & CLUTCH
01	EFT	00006544	01/21/2021	93,762.20	COMMONSTREET CONSULTING LLC
01	EFT	00006545	01/21/2021	6,917.68	CUMMINS INC
01	EFT	00006546	01/21/2021	20,415.76	DELL USA LP
01	EFT	00006547	01/21/2021	1,765.44	ELTEC SYSTEMS LLC
01	EFT	00006548	01/21/2021	71.08	FINISHMASTER, INC
01	EFT	00006549	01/21/2021	511.05	NORTHWEST CASCADE INC
01	EFT	00006550	01/21/2021	435.45	GENFARE
01	EFT	00006551	01/21/2021	20,684.91	GILLIG LLC

01	EFT	00006552	01/21/2021	3,495.32	GRAYBAR ELECTRIC
01	EFT	00006553	01/21/2021	153.07	GROENEVELD LUBRICATION SOLUTIO
01	EFT	00006554	01/21/2021	16,518.51	LIBERTY MUTUAL GROUP INC
01	EFT	00006555	01/21/2021	123,415.79	HUITT-ZOLLARS INC.
01	EFT	00006556	01/21/2021	981.57	INTELLICORP RECORDS INC
01	EFT	00006557	01/21/2021	120.10	JEROME TAVARES
01	EFT	00006558	01/21/2021	1,075.76	WESTERN FLUID COMPONENTS
01	EFT	00006559	01/21/2021	128.00	KIMBERLY M ROSCOE
01	EFT	00006560	01/21/2021	31,391.75	KPFF CONSULTING ENGINEERS
01	EFT	00006561	01/21/2021	247.16	LARSCO INC
01	EFT	00006562	01/21/2021	4,212.24	LUMINATOR MASS TRANSIT LLC
01	EFT	00006563	01/21/2021	458.68	MALLORY SAFETY & SUPPLY LLC
01	EFT	00006564	01/21/2021	885.00	MAYES TESTING ENGINEERS INC
01	EFT	00006565	01/21/2021	271.60	MCGUIRE BEARING CO
01	EFT	00006566	01/21/2021	1,104.36	MINUTEMAN PRESS
01	EFT	00006567	01/21/2021	1,310.45	MOHAWK MFG & SUPPLY
01	EFT	00006568	01/21/2021	19,490.00	MOSS ADAMS LLP
01	EFT	00006569	01/21/2021	571.96	MUNCIE RECLAMATION & SUPPLY CO
01	EFT	00006570	01/21/2021	324.71	NORTHWEST PUMP & EQUIPMENT CO
01	EFT	00006571	01/21/2021	51.77	NORTHWEST STEEL & PIPE CO
01	EFT	00006572	01/21/2021	5,188.39	OPEN SQUARE
01	EFT	00006573	01/21/2021	256.24	OUTFITTER SATELLITE INC
01	EFT	00006574	01/21/2021	6,166.02	PACIFIC POWER PRODUCTS
01	EFT	00006575	01/21/2021	10,531.23	PARAMETRIX ENGINEERING
01	EFT	00006576	01/21/2021	865.07	ROBBLEES TOTAL SECURITY INC
01	EFT	00006577	01/21/2021	229.20	RODNEY DYE (EMPLOYEE)
01	EFT	00006578	01/21/2021	103.20	SEATTLE AUTOMOTIVE DIST.
01	EFT	00006579	01/21/2021	649.00	SITECRAFTING INC.
01	EFT	00006580	01/21/2021	247.76	SOUTH TACOMA GLASS
01	EFT	00006581	01/21/2021	182.07	STANDARD PARTS CORP
01	EFT	00006582	01/21/2021	34.26	TACOMA SCREW
01	EFT	00006583	01/21/2021	7,738.30	TECHNICAL SECURITY INTEGRATION
01	EFT	00006584	01/21/2021	17,886.45	THE AFTERMARKET PARTS CO LLC
01	EFT	00006585	01/21/2021	1,748.43	THERMO KING NW INC
01	EFT	00006586	01/21/2021	4,475.00	TRAPEZE SOFTWARE GROUP
01	EFT	00006587	01/21/2021	214.48	UNIFIRST CORPORATION
01	EFT	00006588	01/21/2021	165.11	VEHICLE MAINTENANCE PROGRAM
01	EFT	00006589	01/21/2021	292.14	WAXIE SANITARY SUPPLY
01	EFT	00006590	01/21/2021	6,515.42	WESTERN PETERBILT
01	EFT	00006591	01/28/2021	101,225.16	GREAT WEST RETIREMENT
01	EFT	00006592	01/28/2021	272,497.19	ICMA RETIREMENT
01	EFT	00006593	01/28/2021	13,867.53	NAVIA BENEFIT SOLUTIONS
01	EFT	00006594	01/28/2021	7,815.60	TACOMA EMPLOYEES RETIREMENT SY
01	EFT	00006595	01/28/2021	6,665.98	WA ST CHILD SUPPORT REGISTRY
01	EFT	00006596	01/28/2021	751.85	A & E IMAGING
01	EFT	00006597	01/28/2021	2,250.00	ACI CUSTODIAL INC
01	EFT	00006598	01/28/2021	87.61	AMB TOOLS & EQUIPMENT
01	EFT	00006599	01/28/2021	2,147.75	ANGI ENERGY SYSTEMS
01	EFT	00006600	01/28/2021	101,232.57	ASSOCIATED PETROLEUM
01	EFT	00006601	01/28/2021	2,337.94	BATTERY SYSTEMS
01	EFT	00006602	01/28/2021	61,839.00	BRIDGESTONE AMERICA
01	EFT	00006603	01/28/2021	41,109.34	CUMMINS INC

01	EFT	00006604	01/28/2021	250.00	DARIN L. STAVISH
01	EFT	00006605	01/28/2021	13,449.54	DCS TECHNOLOGIES, INC.
01	EFT	00006606	01/28/2021	3,166.34	DIAMOND PARKING SERVICES LLC
01	EFT	00006607	01/28/2021	23,674.58	DLT SOLUTIONS LLC
01	EFT	00006608	01/28/2021	117,959.53	E-BUILDER INC
01	EFT	00006609	01/28/2021	4.00	FENCE SPECIALISTS INC
01	EFT	00006610	01/28/2021	1,496.58	FINISHMASTER, INC
01	EFT	00006611	01/28/2021	361.53	FLAGS-A-FLYING
01	EFT	00006612	01/28/2021	14,092.32	GALLS LLC
01	EFT	00006613	01/28/2021	189.06	GENFARE
01	EFT	00006614	01/28/2021	38,847.24	GILLIG LLC
01	EFT	00006615	01/28/2021	1,479.95	GRAINGER
01	EFT	00006616	01/28/2021	855.42	GUARDIAN SECURITY GROUP INC
01	EFT	00006617	01/28/2021	4,720.00	HIGH LINE SOFTWARE INC
01	EFT	00006618	01/28/2021	250.00	JANINE ROBINSON
01	EFT	00006619	01/28/2021	384.00	JOHN G PALMER
01	EFT	00006620	01/28/2021	2,766.86	K & L GATES
01	EFT	00006621	01/28/2021	677.81	WESTERN FLUID COMPONENTS
01	EFT	00006622	01/28/2021	63.41	KORUM FORD
01	EFT	00006623	01/28/2021	461.58	LYTX INC
01	EFT	00006624	01/28/2021	7,103.38	MALLORY SAFETY & SUPPLY LLC
01	EFT	00006625	01/28/2021	499.63	MCGUIRE BEARING CO
01	EFT	00006626	01/28/2021	250,787.00	MICROSOFT CORP
01	EFT	00006627	01/28/2021	1,005.23	MOHAWK MFG & SUPPLY
01	EFT	00006628	01/28/2021	244.13	MUNCIE RECLAMATION & SUPPLY CO
01	EFT	00006629	01/28/2021	192.94	NEOPART TRANSIT LLC
01	EFT	00006630	01/28/2021	47,288.29	PACIFIC POWER PRODUCTS
01	EFT	00006631	01/28/2021	621.45	PLATT ELECTRIC SUPPLY
01	EFT	00006632	01/28/2021	252.91	PROTERRA INC
01	EFT	00006633	01/28/2021	250.00	PUBLIC SAFETY SELECTION, PC
01	EFT	00006634	01/28/2021	2,992.51	R E AUTO ELECTRIC
01	EFT	00006635	01/28/2021	147.83	RED WING SHOE STORE
01	EFT	00006636	01/28/2021	3,861.26	SAYBR CONTRACTORS INC
01	EFT	00006637	01/28/2021	1,619.54	SOUND TRANSIT
01	EFT	00006638	01/28/2021	197.82	SOUTH TACOMA GLASS
01	EFT	00006639	01/28/2021	512.36	STANDARD PARTS CORP
01	EFT	00006640	01/28/2021	1,425.49	STAPLES
01	EFT	00006641	01/28/2021	47.04	STERICYCLE
01	EFT	00006642	01/28/2021	4,732.99	TACOMA COMMUNITY COLLEGE
01	EFT	00006643	01/28/2021	2,210.06	TACOMA DODGE CHRYSLER JEEP
01	EFT	00006644	01/28/2021	1,336.48	TACOMA SCREW
01	EFT	00006645	01/28/2021	16,297.96	THE AFTERMARKET PARTS CO LLC
01	EFT	00006646	01/28/2021	918.74	THERMO KING NW INC
01	EFT	00006647	01/28/2021	799.59	TITUS WILL FORD INC
01	EFT	00006648	01/28/2021	58.44	TITUS-WILL TOYOTA
01	EFT	00006649	01/28/2021	75,208.22	JEANNETTE TWITTY
01	EFT	00006650	01/28/2021	129.09	TORY JONES
01	EFT	00006651	01/28/2021	522.32	UNIFIRST CORPORATION
01	EFT	00006652	01/28/2021	242.47	REDDAWAY
01	EFT	00006653	01/28/2021	20,583.18	WESTERN PETERBILT
01	EFT	00006654	01/28/2021	31.65	WILLIAMS OIL FILTER

Total Payments

\$10,047,864.40

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

January 11, 2021

CALL TO ORDER

Chair Woodards called the Board meeting to order at 4:07 p.m.

ROLL CALL

Commissioners present:

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

Commissioners excused:

Conor McCarthy, City of Tacoma Councilmember

Staff present:

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

PRESENTATIONS/DISCUSSION

1. Vanpool Operations and Program

Executive Director of Planning and Community Development Ryan Wheaton and Community Development Manager Kim McGilvery provided an overview of the agency's current vanpool operations and proposed the idea to contract out certain portions/functions of the agency's vanpool program, i.e. vanpool leasing, maintenance, and insurance. It was reported that the agency is still in the exploratory stages of evaluating whether this change in operations would be cost effective. [*Commissioner Dammeier arrived.*] The agency believes it is a good time to explore a new model since vanpool ridership has significantly decreased due to COVID and because more companies are moving to work from home options for their employees. To help determine whether the change in operations would be beneficial, staff would like to release a Request for Proposals (RFP) during the first quarter of 2021 for this service.

Staff responded to various questions relating to customer enhancements that could be realized under the new program.

Commissioner Anderson requested to review two financial metrics: The cost of selling vans and the lifecycle costs of maintain the vehicles and would like these costs compared to the new proposal.

Chair Woodards noted that she understands that the RFP will help realize costs. She asked that this item come back to the full Board after the RFP process is finalized and before any final decisions are made by staff to implement a new model.

Mr. Wheaton noted that staff anticipates that it will report back to the Board on this item in March.

SPECIAL BUSINESS

[Items 1 and 2 under Special Business were transacted by the Board shortly after the meeting was called to order due to technical issues. Commissioner Dammeier was not present for these two items.]

1. Chair's Appointments to Executive Finance Committee and Service Delivery and Capital Committee (Alternate Position)

Chair Woodards appointed Don Anderson to serve as an alternate on the Service Delivery and Capital Committee. She thanked Commissioner Anderson for serving on additional committee.

2. FS 2021-001, Election of Primary and Alternate Member to the Puget Sound Regional Council (PSRC) Transportation Policy Board for Calendar Year 2021

Chair Woodards provided PSRC meeting information prior to opening nominations to this committee. She noted that pursuant to PSRC's rules, Commissioners Rosco, McCarthy and Walker should not be appointed to this Board as they already represent another entity on the PSRC Transportation Policy Board.

Commissioners Woodards nominated Commissioner Don Anderson to serve as the primary member of the Puget Sound Regional Council Transportation Board for calendar year 2021. No other nominations were made.

Commissioners Keel and Campbell **moved** and seconded to close nominations.

Motion **carried**, 7-0, with Chair Woodards declaring Commissioner Anderson the primary representative.

Chair Woodards nominated Commissioner John Palmer to serve as the alternate member on the Puget Sound Regional Council Transportation Policy Board for calendar year 2021. No other nominations were made.

Commissioners Woodards and Roscoe **moved** and seconded to close nominations.

Motion **carried**, 7-0, with Chair Woodards declaring Commissioner Palmer the alternate representative.

Campbell and Keel moved and seconded to serve as an alternate member

3. FS 2021-002, Appointing and Reappointing Members to the Community Transportation Advisory Group (CTAG)

Community Development Administrator Penny Grellier presented on the item. She noted that CTAG applicant Paul Buchanan withdrew his application earlier today due to health concerns.

Ms. Grellier also provided a background history of the CTAG and its purpose and overview of the member selection process of new member selection and reappointment process. She noted the candidates bring a diverse experience to the committee.

Commissioners Campbell and Walker **moved** and seconded to approve Resolution No. 2021-002, appointing Linda Moran, Barbara Rhoades, and Deirdre Maxwell each to the CTAG committee with terms beginning January 28, 2021, and ending January 27, 2024, and reappointing retroactively Don Green and Blake Geyen, current CTAG members, each to three-year terms beginning January 1, 2021 and ending January 2, 2024.

Motion **carried**, 8-0.

PUBLIC COMMENT

Chair Woodards provided directions for participating in public comment and the following individuals spoke:

- Julian Wheeler, Chair of Pierce County Accessible Communities Advisory Committee, encouraged people to think of ideas for accessible projects and advised that their next regular committee meeting will be held January 12, 2021 beginning at 9:00 a.m. He also talked about a threat he recently received for serving as a Washington State elector.
- Isaac Tate, President of Amalgamated Transit Union (ATU) 758, provided comments about the proposal discussed earlier in the meeting relating to contracting out certain portions/functions of the vanpool program and the potential for that leading to job losses for ATU represented auto technicians in Pierce Transit's maintenance department. He noted that it is the Pierce Transit maintenance department who performs quality assurance, maintenance, and vehicle safety checks to the vanpool fleet as well as to the SHUTTLE fleet. He noted that these employees provide conscientious work and that Pierce Transit's vanpool fleet is cleaner and better maintained compared to other peer vanpool fleets on the road.

He noted before the COVID pandemic, there was no inconvenience to the customer to navigate through the vanpool program. Mr. Tate suggested that the Board consider using different sized vehicles in its fleet, such as cut-outs or cut-away vans, to attract ridership interest in areas such as Frederickson. He encouraged the Board to look at different models. He noted as the ATU president he does not support the loss of any ATU represented

positions and he encouraged the Board to not just be thinking solely about costs but to be thinking about safety as well.

Chair Woodards passed the gavel to Vice Chair Campbell to chair the remainder of the meeting. *[Chair Woodards left the meeting at 4:58. p.m.]*

PUBLIC HEARING

1. Title VI Service Equity Analysis Relating to Emergency Service Reductions to Certain Routes Due to the COVID-19 Pandemic March 2020 – March 2021

Principal Planner Lindsey Sehmel presented on the item and noted she has made previous presentations about emergency service changes that have occurred throughout the course of the pandemic and the upcoming service changes scheduled for the March 2021 service change. She reviewed Pierce Transit's definition of what is considered a "major service change" and noted that an equity analysis under Title VI is required to be done. She reviewed the data sets that staff used to make decisions to reduce routes.

The March 2021 service plan identifies continued reductions in span and frequency on five local bus routes (13, 63, 212, 402, 425), and continued elimination of one local express route (102). All these continued reductions meet the standard of a major service change which in turn required acceptance of the equity analysis this evening.

To help mitigate the impact of Route 102, Pierce Transit coordinated with Sound Transit to ensure continuity of service between Purdy, Gig Harbor and Tacoma Dome Station, with Sound Transit adding a stop at Tacoma Dome Station on Route 595. Although the span and frequency of Route 595 differs from Route 102, this additional stop will minimize the impact by allowing residents of Gig Harbor and Purdy to maintain a direct connection to Downtown Tacoma via transfers to Pierce Transit local routes, including locations formerly served by Route 102.

Vice Chair Campbell opened the public hearing at 5:03 p.m. and gave instructions for providing comment. The following individuals spoke:

- Laura Svancarek, representative from Downtown on the GO, reported that she lives in Tacoma and uses Pierce Transit's service. Ms. Svancarek acknowledged the care staff takes when making service cuts decisions, noting that she understands that they are hard decisions. She expressed concerns about the cuts being made now and how long they will last. She expressed concern that the routes that are being looked at for service reductions many of them are the only routes that go into neighborhoods such as Northeast Tacoma, Puyallup and Purdy areas, which already are exposed to reduced service.

Vice Chair Campbell closed the public hearing at 5:06 p.m.

CONSENT AGENDA

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

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

Motion **carried**, 7-0.

1. Approval of Vouchers, December 1, 2020 to December 31, 2020
Operating Fund #10
Self-Insurance Fund #40
Capital Fund #90
Payment Nos. 373095 through 375326
Wire Nos. 6070 through 6380
No Advance Travel Checks
Total \$10,901,021.32
2. Minutes: December 14, 2021 Regular Board Meeting.
3. FS 2020-003, Authorized the Chief Executive Officer to enter into and execute Contract No. 1161 with Clever Devices to provide Hardware Warranty and Software Maintenance Support Services to the new Computer Aided Dispatch/Automated Vehicle Location (CAD/AVL) System for (5) years, and four (4) optional one-year extensions, for a total authorized amount not to exceed \$4,565,728.

ACTION AGENDA

None.

EXECUTIVE SESSION

None.

STAFF UPDATES/DISCUSSION

CEO's Report

CEO Dreier reported on the following:

- Pierce Transit anticipates that it will receive up to \$22 million from the COVID relief bill passed by congress and which will be distributed by the Puget Sound Regional Council. She will update the Board when the actual amount is available as the \$22 million is a preliminary number.
- Pierce Transit's recent virtual BRT open house was very successful last month. Prior to COVID, we averaged about 10 community members. With the virtual open house, there

were 99 attendees. She encouraged the Board to visit RideBRT.com to view the open house and to view communications sent to property owners. She also noted that there is a video of the open house on YouTube as well.

- Staff is preparing for its next virtual event that is focused on 501c3 organizations. Pierce Transit's sales and outreach team has reached out to approximately 346 not for profit organizations who are not currently participating in the program to promote the program. Outreach efforts included mailers, calls and social media. The virtual event will be held January 12 and the Board will receive an update on the event.
- CEO Dreier wished all a healthy happy 2021.

INFORMATIONAL BOARD ITEMS

Chair Report - Chair Woodards announced that the Board retreat meeting date has been set for Thursday, March 18, 2021, from 1:00 p.m. to 4:00 p.m.

Sound Transit Update

Commissioner Keel reported that Sound Transit is going through a realignment process. Due to revenue problems due to COVID, some project due dates will need to be extended.

He also noted the Puget Sound Region is booming and property values have increased resulting in increased costs for property acquisition and construction labor costs. Adjustments will occur but the projects will be completed.

Staff and elected officials are working to obtain money that may be available in relief packages from the federal and state levels.

Commissioner Dammeier reported that our region is being represented well by Kent Keel serving as the Sound Transit Board Chair. He noted the realignment process has been challenging and Commissioner Keel has led the organization well through this process. He noted that there will be challenges but we need to continue to advocate for the Pierce County related projects to remain in the queue. Commissioner Dammeier thanked the members of the Board who currently serve on the Sound Transit Board for their service.

PSRC Transportation Policy Board Update

Commissioner Anderson stated that he did not attend the last PSRC Transportation Policy Board meeting due to a conflict. He reported that the Board reviewed the passenger only ferry system that is still progressing and the Board recommended \$15 million for the West Seattle Bridge project.

He reported on the topics of the upcoming meeting and noted that funding opportunities and funding formulas have not been distributed fairly and he continues to advocate for the fair distribution of funds.

Commissioners' Comments

None.

ADJOURNMENT TO CLOSED SESSION

Commissioners Keel and Walker **moved** and seconded to adjourn the meeting into closed session at 5:23 p.m. to discuss labor relations pursuant to RCW 42.30.140(b).

Motion **carried**, 7-0.

Deanne Jacobson
Clerk of the Board

Victoria Woodards, Chair
Board of Commissioners

4th QUARTER 2020
 Report to Board of Commissioners
 Sole Source Over \$10,000
 Contracts and Amendments - \$100,000 to \$200,000

Sole Source Over \$10,000			
Name	Explanation	Amount	Eff. Date
none			

Contracts and Amendments - \$100,000 to \$200,000 awarded from 10-1-20 – 12-31-20			
Name	Explanation	Amount	Eff. Date
Pease Construction	TDS Bird Mitigation	\$148,750	11.16.20
Top2Bottom Janitorial	Bus Sanitization on Base Lot and Sound Transit mid-day storage yard in Seattle	\$199,926	12.1.20

Sole Source: A circumstance when the vendor is the sole provider of licensed or patented goods or services, or has specialized knowledge or skill needed for a project when there is limited time and vendors with the expertise.

Amendments: Master agreements sometimes have amendments. This could be due to time extensions to a contract, or a situation where changing a contractor before the work is complete could cause delays, hardships and/or added costs.

TITLE: Ratification of an Emergency Mutual Aid Agreement Between Pierce County Sheriff's Department Corrections Bureau and Pierce Transit for the Use of Two, Pierce Transit 15 Passenger Vans

DIVISION: Service Delivery & Support

SUBMITTED BY: Mike Griffus, Chief Operations Officer

RELATED ACTION: N/A

ATTACHMENTS:

RELATION TO STRATEGIC PLAN: N/A

Exhibit A, Declaration of Emergency
Exhibit B, Interlocal Agreement

BUDGET INFORMATION: N/A

BACKGROUND:

On January 13, 2021, the Pierce County Sheriff's Department contacted Pierce Transit requesting the use of two 15 passenger vans to transport corrections bureau staff to and from the Tacoma jail. This request was in preparation of anticipated public unrest.

On January 14, 2021, the Chief Executive Officer signed a Declaration of Emergency and an Interlocal Agreement with Pierce County Sheriff's Department to loan the requested vans.

STAFF RECOMMENDATION:

Staff seeks ratification of the Interlocal Agreement with the Pierce County Sheriff's Department to provide 2 passenger vans from January 14 through January 23. This is at no cost to Pierce Transit.

PROPOSED MOTION:

Move to: Ratify the Emergency Mutual Aid Agreement (Exhibit B) Between Pierce County Sheriff's Department Corrections Bureau and Pierce Transit for the use of two, Pierce Transit 15 passenger vans from January 14, 2021 through January 23, 2021.

TO: Sue Dreier, Chief Executive Officer

FROM: Mike Griffus, Chief Operations Officer

DATE: January 13, 2021

SUBJECT: Request to Declare An Emergency Status to Enter into an Interlocal Agreement prior to Pierce Transit Board approval.

On January 13th, the Pierce County Sheriff's Department contacted Chief Jim Kelly requesting the use of two 15 passenger vans to transport corrections bureau staff to and from the Tacoma jail. The request was in preparation of public unrest. This is at no cost to Pierce Transit.

The ILA has been signed by both parties and is ready to be presented to the Board at the next meeting for ratification.

Approved Declaration of Emergency Status to Enter into an Interlocal Agreement prior to Pierce Transit Board approval.

Authorized by: *Susan Dreier*

Title: Chief Executive Officer

**INTERLOCAL MUTUAL AID AGREEMENT FOR VEHICLE USE
BETWEEN PIERCE COUNTY SHERIFF'S DEPARTMENT
CORRECTIONS BUREAU AND PIERCE TRANSIT**

This agreement ("Agreement") is made by and between Pierce County Public Transportation Benefit Area Corporation ("Pierce Transit") and Pierce County Sheriff's Department Corrections Bureau ("Sheriff's Department"), referred to hereinafter individually as "Party" or collectively as the "Parties."

RECITALS

Whereas, the Sheriff's Department is in need of two (2) passenger vans ("Vehicles") to transport corrections bureau staff to and from the jail located at 910 Tacoma Avenue South, Tacoma, on a temporary basis; and

Whereas, Pierce Transit has available and is willing to provide the Vehicles on a temporary basis at no cost.

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

PURPOSE OF AGREEMENT

The purpose of this Agreement is to enter into an Interlocal Mutual Aid Agreement for Pierce Transit to provide vehicles #7384 and #7522 to the Sheriff's Department to assist in transporting corrections bureau staff as described above. The Sheriff's Department shall provide the drivers of the Vehicles.

The Sheriff's Department may use the Vehicles for an estimated duration of 6 days pursuant to the terms and conditions herein. Nothing in this agreement should be construed to transfer ownership of the Vehicle to the Sheriff's Department.

PERIOD OF AGREEMENT

This Agreement covers the time period from January 14, 2021 and runs through January 23, 2021, unless otherwise agreed to or extended in writing by the Parties.

OTHER TERMS AND CONDITIONS

It is understood and agreed that this Agreement is solely for the benefit of the Parties hereto and gives no right to any other person or entity. No partnership is formed as a result of this Agreement. No employees or agents of one Party shall be deemed, or represent themselves to be, employees, agents, contractors or subcontractors of the other Party.

Each Party shall comply and shall ensure that its employees or agents comply with all federal, state and local laws, regulations, and ordinances applicable to the use of the Vehicle at issue in this Agreement.

The Sheriff's Department shall fully defend, indemnify, and hold harmless Pierce Transit, its elected officials, officers, officials, employees and agents while acting within the scope of their employment as such, from any and all damage, costs, claims, judgments, and/or awards of damages, arising out of or in any way resulting from the Sheriff's Department's use of the subject Vehicles. The Sheriff's Department agrees that it is fully responsible for the acts and omissions of its own employees and agents.

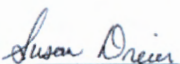
The Sheriff's Department is self-insured for commercial general liability and automobile liability and will accept primary, full, and complete responsibility for defense and indemnity of Pierce Transit as if Pierce Transit were an additional insured of the Sheriff's Department.

The Sheriff's Department agrees to accept all responsibility for any property damage to the Vehicles and will pay for any required repairs and maintenance related to the use of the Vehicles under this agreement. Furthermore, the Sheriff's Department agrees to thoroughly clean and disinfect the interior of the Vehicles prior to returning them to Pierce Transit.

The Sheriff's Department will, within twenty-four (24) hours, report to Pierce Transit any incident, accident and/or claim occurring or arising out of use of the Vehicles. In the event of any such incident, accident, or claim, the Parties shall maintain complete and accurate records of any such known incident, accident or claim. Such records shall be maintained by each Party for a minimum term of six (6) years. Each of the Parties will cooperate with one another in the investigation and/or defense of any incident, claim or lawsuit arising under this Agreement, to the extent allowed by law, however no Party shall be required to reveal any matters protected by attorney-client privilege except as may be required by law.

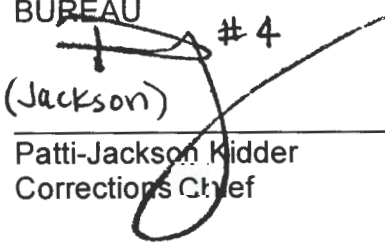
Dated this 14th day of January 2021

PIERCE TRANSIT



Susan Dreier
Chief Executive Officer

PIERCE COUNTY SHERIFF'S
DEPARTMENT CORRECTIONS
BUREAU


4
(Jackson)

Patti-Jackson Kidder
Corrections Chief

TITLE: Authority to Execute Amendment No. 9 With KPFF Consulting Engineers to Increase the Master Contract No. PT-101-18 Not to Exceed Amount for the Spanaway Transit Center

DIVISION: Finance

SUBMITTED BY: Hope Gibson, Senior Capital Project Manager

RELATED ACTION:

FS 2019-019, Authority to Execute a Contract with KPFF for Architectural and Engineering Services for the Spanaway Turnaround Facility

FS 2018-086, A Resolution Amending the 2018 Capital Budget to include funding for the Pacific Avenue/SR 7 Park and Ride and Authorizing the Chief Executive Officer to enter into and execute an Agreement with the Washington Department of Transportation to receive Regional Mobility Grant Funds for the Pacific Avenue/SR 7 Park and Ride.

ATTACHMENTS: N/A

RELATION TO STRATEGIC PLAN: Customer

BUDGET INFORMATION

Is it Budgeted? Yes / No

Project Name or Number: 556 Spanaway Transit Center

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Current Contract		Increase Master Contract No. PT-101-18 with KPFF Consulting Engineers for additional work needed to complete the Preliminary Engineering, Final Design, and Construction Support for the Spanaway Transit Center.
Authority Amount	\$ 500,000	
Amendment Amount	\$ 419,000	
Contingency Amount	\$ 50,000	
New Contract		
Authority Amount	\$ 969,000	

BACKGROUND:

In 2019, Pierce Transit entered into a master contract with consulting firm KPFF, in the amount of \$450,000, for professional services in support of the Spanaway Transit Center. Concurrently, the Agency was actively looking for a commercial property on which to site the new facility.

Subsequently, in April 2019, Pierce Transit executed Amendment No. 8 under the CEO's signing authority with KPFF to complete Design, and Construction Support work increasing the master contract not to exceed amount from \$450,000 to \$500,000.

Due to real estate market conditions at the time, Pierce Transit was faced with multiple challenges in locating a suitable property to acquire. It quickly became evident that there was no ideal property available that met all the agency's criteria for purchase. KPFF's role in providing technical assistance with the acquisition ultimately was more expansive than originally assumed due to the technical nature of many of the due diligence questions that arose throughout the property search and acquisition process. These services ranged from performing a high-level assessment of the development potential of multiple sites, to performing utility, cultural resources and environmental investigations as part of the agency's due diligence once a primary candidate emerged. In addition to providing information that was key to selecting the final site, KPFF's work also identified significant issues related to developability of the selected site. This information assisted the agency in negotiating the final sales price.

These services, while of immense value to the project, went beyond those of the typical design contract. Now that the project is well into design, the existing contract amount is insufficient for the work still needed to take the project through permitting, bidding and construction. Another factor impacting the contract cost is the fact that the needed design work is more expansive than originally anticipated. This is largely due to the complexities of providing utilities to the site and gaining access to the state highway which fronts the property.

The consultant has provided a proposal for \$419,000 for the remaining work. The proposal has been reviewed and analyzed and the amount of the contract pertaining to design services, including the additional requested authorization, falls within the range generally recommended as an acceptable percentage of estimated construction costs.

STAFF RECOMMENDATION:

Approve Amendment No. 9 with KPFF Consulting Engineers, Master Contract No. PT-101-18, to increase the not to exceed amount to \$969,000 to complete the Preliminary Engineering, Final Design, and Construction Support for the Spanaway Transit Center Project.

ALTERNATIVES:

Do not authorize additional funds. This would bring the project to a halt at the completion of 60% design.

PROPOSED MOTION:

Move to: Authorize the Chief Executive Officer to enter into and execute Amendment No. 9 with KPFF, Master Contract No. PT-101-18, to increase the master contract not to exceed amount by \$419,000, plus a \$50,000 contingency amount, for a new not to exceed amount of \$969,000. to complete the preliminary engineering, final design and construction support for the Spanaway Transit Center Project.

TITLE: Authority to Execute Amendment No. 2 to Contract No. 1145 with Top2Bottom Janitorial Services for Bus Sanitation Services at Sound Transit’s Mid-Day Storage Lot in Seattle Due to COVID-19

DIVISION: Maintenance

SUBMITTED BY: Francisco Castro, Executive Director of Maintenance

RELATED ACTION: N/A

ATTACHMENTS: N/A

RELATION TO STRATEGIC PLAN: Customer

BUDGET INFORMATION

Is it Budgeted? Yes / No

Project Name or Number: N/A

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Local Amount	\$ 191,586	The proposed budget is for six months of bus sanitizing on our Lakewood bus lot and at the Mid-Day Storage Lot in Seattle for Sound Transit, due to COVID-19. Pierce Transit receives reimbursement from Sound Transit for the Mid-Day Storage Lot portion of \$50,040.
Grant/Other Amounts	\$ 50,040	
Total Expenditure	\$ 241,626	

BACKGROUND:

On November 10, 2020, Pierce Transit published a Request for Bids (RFB) for Bus Sanitizing Services due to COVID-19. Four responses were received, and Top2Bottom Janitorial Services was determined to be the low responsive responsible bidder. Pierce Transit entered into Contract No. 1145 with Top2Bottom Janitorial for bus sanitizing services for the Lakewood base lot in an amount of \$191,586 (lump sum rate of \$31,931 per month) through June 2021. In addition to sanitation, the Contractor also replaces social distancing signs and restocks the mask dispensers on board the buses as needed.

Sound Transit approached Pierce Transit requesting that COVID-19 bus sanitation services be extended to the Mid-Day Storage Lot (MDSL), located at 3100 Airport Way South in Seattle, as they did not have the resources to obtain the services in a timely manner. The additional services at the MDSL include sanitation of approximately 15 buses, replacing social distancing signs and restocking mask dispensers as needed. Top2Bottom Janitorial Services provided a cost of \$8,340 per month to add the requested services to Contract 1145. Pierce Transit will be reimbursed by Sound Transit for the added services.

On December 29, 2020, Amendment No. 1 to Contract 1145 was executed, adding the requested additional services at the MDSL through the month of January 2021, in the amount of \$8,340. This resulted in a total contract amount not to exceed \$199,926. Amendment No. 2, in the amount of \$41,700 is required to continue the services through the current contract expiration of June 30, 2021.

STAFF RECOMMENDATION:

Authorize the Chief Executive Officer to execute Amendment No. 2 to Contract 1145 with Top2Bottom Janitorial Services to provide bus sanitation services due to COVID-19 at the Mid-Day Storage Lot through June 2021 in the amount of \$41,700, for a revised total contract amount not to exceed \$241,626. This reinforces Pierce Transit's commitment to rider safety and fosters our partnership with Sound Transit.

ALTERNATIVES:

The alternative would be to not authorize Amendment No. 2 and discontinue COVID-19 bus sanitation at the Mid-Day Storage Lot.

PROPOSED MOTION:

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

TITLE: Authority to Amend the Capital Budget and Increase Contract Number 1064 with Construct, Inc. for the Commerce Tunnel Refurbishment Project

DIVISION: Finance

SUBMITTED BY: Monica Adams, Sr. Project Manager

RELATED ACTION:

FS 2020-043, Amended the Capital Budget by transferring funds from the Commerce Placemaking 2019 project No. 570 in the amount of \$2,143,000 to the Commerce Tunnel Refurbishment project No. 524; and 2) Authorize the Chief Executive Officer to enter into and execute Contract No. 1064 with Construct, Inc., to provide construction services for the Commerce Tunnel Turnaround Project in an amount not to exceed \$2,795,100.

Resolution 17-033 August 14, 2017 Increase 2017 Budget to include \$275,000 for Commerce Street Turnaround Improvements

Resolution 17-249 December 11, 2017 Adopt 2018 Budget to include \$1,010,000 for Commerce Street Turnaround Improvements

ATTACHMENTS: N/A

RELATION TO STRATEGIC PLAN: Employee

BUDGET INFORMATION

Is it Budgeted? Yes / No

Project Name or Number: 524

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Local Amount	\$ 124,063	Due to the accumulation of unforeseen conditions during the demolition phase and higher than anticipated project costs outside of the construction contract, a minor project budget increase and contract amendment is needed to successfully complete the work.
Grant/Other Amounts	\$ 0	
Total Expenditure	\$ 124,063	

BACKGROUND:

The Commerce Street facility is 25 years old and needs significant repairs. Construct Inc. was awarded a contract in September 2020 in the amount of \$2,662,000 to complete those repairs. During demolition, several discoveries have been made requiring additional labor and materials. The expectation was that the existing weatherproof membrane in planter boxes on the plaza would be adhered to the sub-floor. This was not the case and all existing material must be removed. The tunnel itself is very dark and the expectation was that the entire ceiling would be painted. However, there was an interpretation error made between the wording in the

specifications and what the contractor bid on. Construct Inc. did not include the ceiling in their bid, requiring a change order for that area be included in the scope of work.

The art project that will be installed on the waterwall is a joint project with the City of Tacoma. The extent of landscape improvements required of Construct, Inc. were unknown until the artist decided upon the final design. The actual landscape costs are higher than the initial budget allowance.

Final demolition is nearly complete however we have used all of the existing contingency through change orders and are including some additional contingency should other unforeseen conditions arise.

Given the foregoing circumstances, staff requests to increase Construct Inc.'s contract by \$116,268 for a not to exceed amount of \$2,778,279 plus \$50,000 contingency for unforeseen conditions. With the additional costs of the construction contract change orders and other project costs outside of the contract such as additional permit fees, temporary restroom facilities and new furniture in the staff area, an overall project budget amendment is needed in the amount of \$124,063.

STAFF RECOMMENDATION:

Authorize Pierce Transit's CEO to amend the Capital Budget in the amount of \$124,063 bringing the project budget to \$3,552,063 and increase Contract Number 1064 with Construct Inc. in the amount of \$116,268 and authorize a \$50,000 contingency for unforeseen conditions for a revised Contract authorized total of \$2,961,368.25.

ALTERNATIVES:

Do not authorize increasing the project budget which will require scope to be cut from the project which is not recommended. All the unforeseen conditions need to be addressed as they are critical for the success of the overall project and to ensure safety of our employees.

PROPOSED MOTION:

Move to: Authorize Pierce Transit's CEO to amend the Capital Budget in the amount of \$124,063 bringing the project budget to \$3,552,063 and increase Contract Number 1064 with Construct Inc. in the amount of \$116,268 and authorize a \$50,000 contingency for unforeseen conditions for a revised Contract authorized total of \$2,961,368.25.

TITLE: Acceptance of Title VI Equity Analysis for
Emergency Service Cuts Due to the COVID Pandemic

DIVISION: Planning & Community Development

SUBMITTED BY: Lindsey Sehmel, Principal Planner -
Scheduling

RELATED ACTION: N/A

ATTACHMENTS:

RELATION TO STRATEGIC PLAN: N/A

Exhibit A, March 2021 COVID Emergency Title VI Equity
Analysis

BUDGET INFORMATION: N/A

BACKGROUND:

At the beginning of the COVID Pandemic – the Scheduling department had to do multiple emergency service cuts due to a variety of factors, including loss of operators, loss of riders, and a continuing changing environment.

The Pierce Transit Code of Resolution states:

"1.60.010(A): Pierce Transit will hold a public hearing when any fare changes lasting longer than a 6-month demonstration period are proposed or any major service changes are proposed. A major service change shall be defined as any change in service lasting 12 months or more on any individual route that would add or eliminate twenty percent or more of the route revenue miles or twenty percent or more of the route revenue hours. All major service changes and all non-demonstration, system-wide, fare changes will be subject to an equity analysis which includes an analysis of adverse effects on minority and low-income populations."

Planning staff prepared the draft analysis that is presented at your regularly scheduled February 2021 meeting. The March 2021 service plan identifies continued reductions in span and frequency on five local bus routes (13, 63, 212, 402, 425), and continued elimination of one local express route (102). All these continued reductions meet the standard of a major service change which in turn required acceptance of the equity analysis this evening.

To help mitigate the impact of Route 102, Pierce Transit coordinated with Sound Transit to ensure continuity of service between Purdy, Gig Harbor and Tacoma Dome Station, with Sound Transit adding a stop at Tacoma Dome Station on Route 595. Although the span and frequency of Route 595 differs from Route 102, this additional stop will minimize the impact by allowing residents of Gig Harbor and Purdy to maintain a direct connection to Downtown Tacoma via transfers to Pierce Transit local routes, including locations formerly served by Route 102.

Throughout the course of the pandemic, Pierce Transit staff aimed to maintain service on higher-ridership days and trips while also considering affects to regional access and impacts to low income and minority communities. Datasets that aided in this decision-making include; annualized route productivity, daily ridership trends (both prior to and during the pandemic), and 2018 ACS Census Block data for minority and low-income populations within the service area.

FACT SHEET
PAGE 2

To inform the public of the changes in service, staff issued press releases, rider alerts, and utilized technology to communicate changes throughout the rapidly changing pandemic.

STAFF RECOMMENDATION:

Move to accept the final report *March 2021 COVID Emergency Title VI Equity Analysis* as presented.

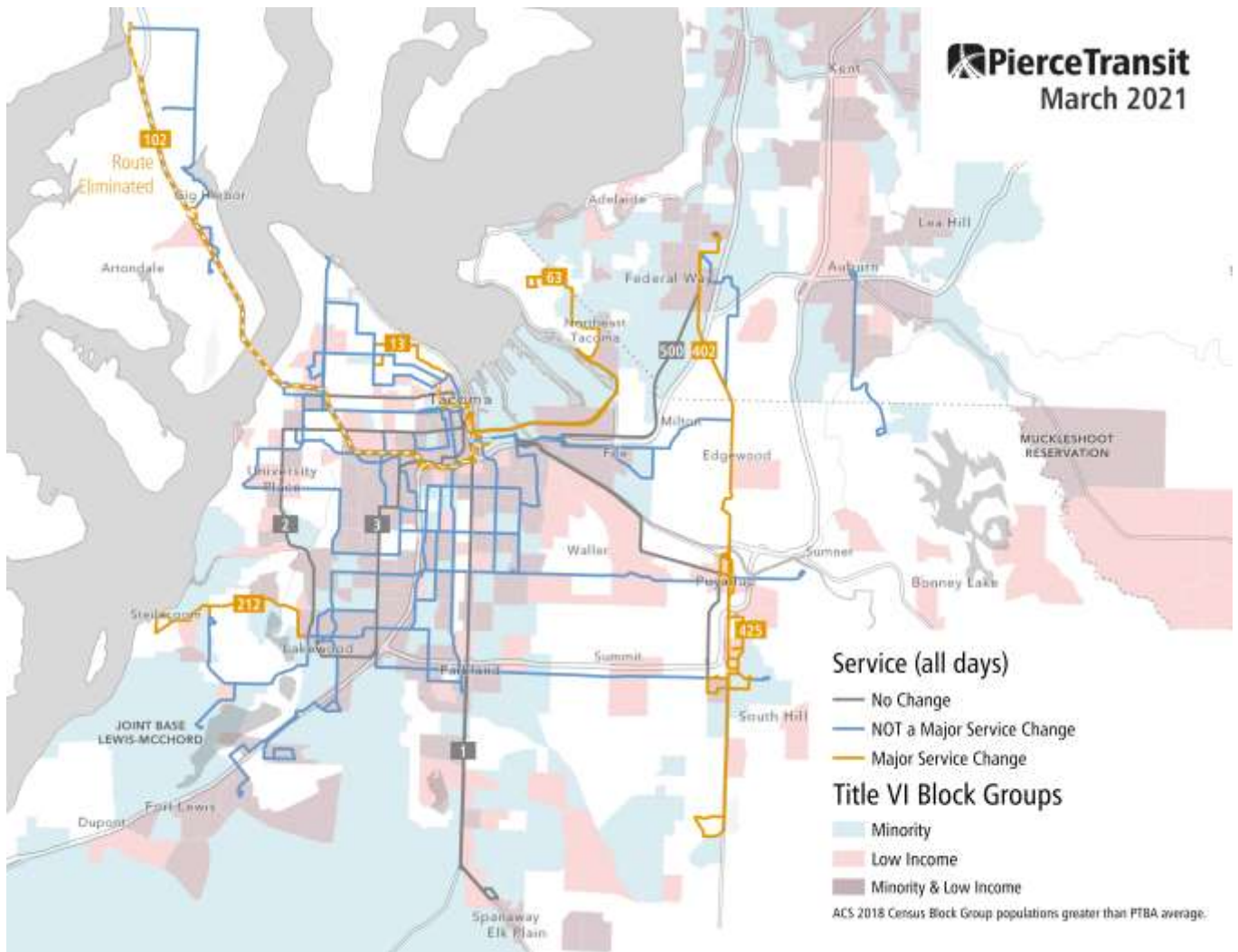
ALTERNATIVES:

Find a funding source to restore all service to pre-COVID levels by the March 2021 service change date.

PROPOSED MOTION:

Move to: Accept the final Title VI Equity Analysis for emergency service cuts due to the COVID-19 Pandemic in substantially the same form as Exhibit A.

Map: Route Level Summary of Major Service Changes and Geographic Equity Due to COVID-19 Pandemic.



Pierce Transit

Title VI Service Equity Analysis

Pursuant to FTA Circular 4702.1B

Emergency Service Reductions due to COVID-19 Pandemic: March 2020 – March 2021

March 2021

Pierce Transit – Planning & Scheduling Dept.

**PIERCE TRANSIT TITLE VI SERVICE EQUITY ANALYSIS
EMERGENCY SERVICE REDUCTIONS DUE TO COVID-19 PANDEMIC
MARCH 2020 AND MARCH 2021**

TABLE OF CONTENTS

1	INTRODUCTION.....	1
2	BACKGROUND.....	1
2.1	ACTION.....	2
3	TITLE VI POLICIES AND DEFINITIONS.....	2
3.1	PIERCE TRANSIT MAJOR SERVICE CHANGE POLICY.....	2
3.2	PIERCE TRANSIT DISPARATE IMPACT POLICY.....	3
3.3	PIERCE TRANSIT DISPROPORTIONATE BURDEN POLICY.....	3
4	METHODOLOGY.....	4
5	EFFECTS OF SERVICE CHANGE ON LOW-INCOME AND MINORITY POPULATIONS.....	5
5.1	SPAN CHANGES.....	5
5.2	FREQUENCY CHANGES.....	6
5.3	ROUTE ELIMINATION.....	6
5.4	DISPARATE IMPACT ANALYSIS.....	7
5.5	DISPROPORTIONATE BURDEN ANALYSIS.....	7
6	OUTREACH AND DECISION MAKING.....	7
7	APPENDIX.....	9
7.1	ROUTES MEETING THRESHOLD FOR MAJOR SERVICE CHANGE.....	9
7.2	MAP OF ROUTES MEETING THRESHOLD FOR MAJOR SERVICE CHANGE.....	10
7.3	MAP OF ROUTE 102 AND 595.....	11

PIERCE TRANSIT TITLE VI SERVICE EQUITY ANALYSIS

EMERGENCY SERVICE REDUCTIONS DUE TO COVID-19 PANDEMIC

MARCH 2020 AND MARCH 2021

1 INTRODUCTION

- Title VI of the Civil Rights Act of 1964 prohibits discrimination on 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 changes to fixed route bus service throughout the Pierce Transit benefit area as a result of emergency service reductions implemented due to the COVID-19 pandemic and beyond, until such time that fixed route bus service can be restored back to pre-pandemic levels. Emergency service changes made between March 2020 and planned service for March 2021 constitute a major service change under FTA Title VI Service Equity rules and require analysis to evaluate impacts on transit riders as the result of service reductions.

2 BACKGROUND

- When the COVID-19 pandemic began in March 2020, Pierce Transit had to rapidly respond, modifying and reducing service levels 3 times over 8 weeks and eventually cutting service by about one-third from pre-COVID levels. Six routes were suspended temporarily, and many routes were operating on vastly reduced schedules under emergency service levels.
- In May 2020, as the situation stabilized, Pierce Transit was able to restore some service, back to 80 percent of pre-COVID levels.
- In September 2020, the agency restored service to about 90 percent of what existed before COVID.
- All the changes had to occur quickly, responding to ridership levels, available revenues and resources and State mandates for social distancing, while providing as much transit service as possible.
- March 2021 is the next regularly scheduled service change. As Pierce Transit plans for this next level of service, projected sales tax revenues, lower ridership, reduced fare revenues, and State mandated passenger-load maximums due to the COVID pandemic affect the amount of service that can be provided. Available service hours for the March 2021 service change will be at about 90 percent of what existed before COVID. The March 2021 service plan identifies reductions in span and frequency on five local bus routes, and elimination of one local express route.
- Emergency service changes made between March 2020 and planned service for March 2021 constitute a major service change under FTA Title VI Service Equity rules and require analysis to evaluate impacts on transit riders as the result of service reductions. Appendix 7.1 highlights the 6 routes which meet the threshold for major service changes.

2.1 ACTION

- Throughout the course of the pandemic, Pierce Transit Staff aimed to maintain service on higher-ridership days and trips while also considering affects to regional access and impacts to low income and minority communities. Datasets that aided in this decision-making include: annualized route productivity, daily ridership trends (both prior to and during the pandemic), and 2018 ACS Census Block data for minority and low-income populations within the service area.
- To inform the public of the changes in service, staff issued press releases, rider alerts, and utilized technology to communicate changes throughout the rapidly changing pandemic.
- Routes having any change in service that added or eliminated more than twenty percent of the route revenue miles or twenty percent of the route revenue hours were identified as major service changes and noted as to the type of change in service (see Appendix 7.1).
- Five routes were identified as having span and frequency changes greater than twenty percent, and one route was identified for elimination (see map in Appendix 7.2).
- An equity analysis was performed on these six routes, to identify and evaluate adverse effects on minority and low-income populations.
- Results of the analysis for each route evaluated is contained in this report, showing the percentage of burden borne by minority and low-income populations.

3 TITLE VI POLICIES AND 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 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.

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

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 2018 the poverty limit was \$25,100 for a family of four.

4 METHODOLOGY

Once routes with major service changes were identified, Pierce Transit Staff used Remix (www.remix.com) to aid in further Title VI analysis. Remix allows users to easily calculate the demographic information within a quarter mile of a route's stops using 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 2014-2018 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.

Pierce Transit staff then used the following steps to estimate potential impacts to low-income and minority populations served by each route. Calculations can be found in section 5 of this report.

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.
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.

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

Pierce Transit is required to evaluate changes to span and frequency as separate categories in order to determine whether disparate impacts or disproportionate burdens exist at a systematic level under each category. Conversely, changes to routing—in this case, route elimination—is required to be analyzed on a route-by-route basis to determine disparate impacts/disproportionate burdens.

5.1 SPAN CHANGES

Table 5-1 describes changes in service span levels on Routes 13, 63, 402 and 425. 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. A weighted average is calculated to determine the net impact to minority and low-income populations.

Table 5-1: Routes Experiencing a Change in Service Span and Impact to Low-Income and Minority Populations

Route	MARCH 2020				MARCH 2021				Difference				Change in Annual Trips	Trip Count Change from Original	
	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
13	13,975	13.50%	26.70%	6,912	13,975	13.50%	26.70%	2,048	-67,974,400	-9,176,544	-18,149,165	14%	27%	-4,864	-70%
63	9,399	12.80%	40.50%	2,304	9,399	12.80%	40.50%	1,024	-12,030,720	-1,539,932	-4,872,442	13%	41%	-1,280	-56%
402	26,200	10.70%	31.50%	15,939	26,200	10.70%	31.50%	9,618	-165,610,200	-17,720,291	-52,167,213	11%	32%	-6,321	-40%
425	11,155	11.10%	28.30%	9,892	11,155	11.10%	28.30%	3572	-70,499,600	-7,825,456	-19,951,387	11%	28%	-6,320	-64%
Total									-316,114,920	-36,262,223	-95,140,206				

	Low Income	Minority
Change Borne By	11.5%	30.1%
PTBA Average	12.9%	38.0%
Difference	-1.4%	-7.9%

5.2 FREQUENCY CHANGES

Table 5-2 describes changes in service frequency levels on Routes 13, 63, 212, 402 and 425. Using the same methods for measuring span changes, a weighted average is calculated to determine the net impact to minority and low-income populations.

Table 5-2: Routes Experiencing a Change in Service Frequency and Impact to Low-Income and Minority Populations

Route	MARCH 2020				MARCH 2021				Difference					Change in Annual Trips	Trip Count Change from Original
	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		
13	13,975	13.50%	26.70%	6,912	13,975	13.50%	26.70%	2,048	-67,974,400	-9,176,544	-18,149,165	14%	27%	-4,864	-70%
63	9,399	12.80%	40.50%	2,304	9,399	12.80%	40.50%	1,024	-12,030,720	-1,539,932	-4,872,442	13%	41%	-1,280	-56%
212	9,262	15.80%	42.90%	17,201	9,262	15.80%	42.90%	16,174	-9,512,074	-1,502,908	-4,080,680	16%	43%	-1,027	-6%
402	26,200	10.70%	31.50%	15,939	26,200	10.70%	31.50%	9,618	-165,610,200	-17,720,291	-52,167,213	11%	32%	-6,321	-40%
425	11,155	11.10%	28.30%	9,892	11,155	11.10%	28.30%	3572	-70,499,600	-7,825,456	-19,951,387	11%	28%	-6,320	-64%
Total									-325,626,994	-37,765,131	-99,220,886				

	Low Income	Minority
Change Borne By	11.6%	30.5%
PTBA Average	12.9%	38.0%
Difference	-1.3%	-7.6%

5.3 ROUTE ELIMINATION

Through its elimination, Route 102 was the only route to undergo changes to routing. Table 5-5 illustrates the impact to minority and low-income populations served by route 102. See Appendix 7.3 for a map of Route 102.

Table 5-3: Routes Experiencing Elimination and Impact to Low-Income and Minority Populations

Route	MARCH 2020				MARCH 2021				Difference					Change in Annual Trips	Trip Count Change from Original
	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		
102	8,642	26.30%	35.40%	3,072	0	0%	0%	0	-26,548,224	-6,982,183	-9,398,071	26%	35%	-3,072	-100%
Total									-26,548,224	-6,982,183	-9,398,071				

	Low Income	Minority
Change Borne By	26.3%	35.4%
PTBA Average	12.9%	38.0%
Difference	13.4%	-2.6%

5.4 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.

Of the population affected by proposed changes to service **span**, 30.1% is minority (Table 5.1). This is 7.9% less than the system average minority population of 38%. This difference is less than 10%, and therefore there is no disparate impact due to changes in service span. Similarly, 30.5% of the population affected by changes to **frequency** is minority (Table 5.2), 7.6% less than the system average. Because this difference is also less than 10%, there is no disparate impact due to changes in frequency. Finally, with a 35.4% minority population affected by the proposed **elimination** of Route 102 (Table 5.3), 2.6% less than the system average, this also does not qualify as a disparate impact.

5.5 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.

Of the population affected by proposed changes to service **span**, 11.5% is low income (Table 5.1). This is 1.4% less than the system average low-income population of 12.9%. Because the difference is less than 5%, there is no disproportionate burden due to changes in service span. Similarly, of the population affected by proposed changes to service **frequency**, 11.6% is low income (Table 5.2). This is 1.3% less than the system average, and consequentially also does not create a disproportionate burden. However, with the **elimination** of route 102, 26.3% of the population affected is low income (Table 5.3). This is 13.4% more than the system average low-income population and qualifies as a disproportionate burden. Section 6 describes how this impact is mitigated through an alternative service option.

6 OUTREACH AND DECISION MAKING

To help mitigate the impact of route 102, Pierce Transit coordinated with Sound Transit to ensure continuity of service between Purdy, Gig Harbor and Tacoma Dome Station; Sound Transit added a stop at Tacoma Dome Station along route 595. Although the span and frequency of route 595 differs from route 102—and this only minimizes the impact—this additional stop will allow residents of Gig Harbor and Purdy to maintain a direct connection to Downtown Tacoma. See Appendix 7.3 for a map of routes 102 and 595.

Table 6-1 compares the difference in fares for the two routes. Fares are the same rate for senior and disabled riders on both routes, with use of a regional reduced fare permit. Adult and youth one-ride fares are higher on route 595 than route 102. However, while low income fares are not available on route 102, Sound Transit route 595 offers two types of discounted fare options: an ORCA LIFT pass (25% less than route 102 adult fare) and a subsidized annual pass option for those who qualify. Qualification for the ORCA LIFT fare is based on household income of less than double the federal poverty level (as established by US Health and Human Services Department). The subsidized annual pass is available to

residents of King, Pierce, or Snohomish County with incomes at or below 80% of the federal poverty level, and who are enrolled in one of six state benefit programs. This option may qualify riders for a subsidized annual pass to pay 100% of fare on route 595.

Table 6-1: Comparison of Route Fares

Fares	Route 102	Route 595	Difference
Adult*	\$ 2.00	\$ 3.25	\$ 1.25
Youth	\$ 1.00	\$ 1.50	\$ 0.50
Discounted (Senior/Disabled)	\$ 1.00	\$ 1.00	\$ -
*Low-Income (ORCA LIFT)	not available	\$ 1.50	\$ (0.50)

Staff issued press releases, rider alerts, and utilized technology to communicate changes with the public throughout the rapidly changing pandemic. At its meeting on December 14, 2020, the Pierce Transit Board of Commissioners considered implementing the proposed increase in service levels for the March 2021 service change. Upon acceptance of the proposed March 2021 service change package, Pierce Transit staff then presented to Pierce Transit’s Community Transportation Advisory Group (CTAG), Executive Directors and the Pierce Transit Board of Commissioners on the equity impacts of proposed changes.

To gather input from the public regarding the proposed March 2021 service change, Pierce Transit’s Board of Commissioners held a public hearing on January 11, 2021. Legal notices were published on December 30, 2020, 10 days in advance of the public hearing, in the *Tacoma News Tribune*, and the *Tacoma Daily Index*, as well as on Pierce Transit’s web site. Rider alerts notifying the public about the hearing and seeking public comment were also displayed on Pierce Transit’s website and posted on social media. At the public hearing, one comment was made by a Tacoma resident who expressed two concerns: first, inquiring about when reduced service would end, and second, reminding staff that although rural areas experience lower ridership, those riders are still dependent on Pierce Transit’s service. In response, Pierce Transit staff will continue to emphasize alternative options for service, where available—such as in the case of Sound Transit’s route 595 now servicing riders impacted by the elimination of route 102.

7 APPENDIX

7.1 ROUTES MEETING THRESHOLD FOR MAJOR SERVICE CHANGE

Route	March 2020		March 2021		Difference		Change in Service
	Revenue Hours	Revenue Miles	Est. Revenue Hours	Est. Revenue Miles	Revenue Hours	Revenue Miles	
1	447.9	4,797.5	440.7	4,796.8	-1.6%	0.0%	
2	236.2	2,259.6	227.9	2,311.1	-3.5%	2.3%	
3	184.2	1,482.4	180.6	1,734.4	-2.0%	17.0%	
4	145.1	1,693.8	121.9	1,423.6	-16.0%	-16.0%	
10	63.0	573.8	60.3	550.3	-4.2%	-4.1%	
11	69.4	773.0	56.7	646.8	-18.3%	-16.3%	
13	13.2	150.9	4.9	44.8	-62.7%	-70.3%	Span & Frequency
16	69.3	736.8	64.4	666.6	-7.1%	-9.5%	
28	42.8	450.5	43.7	440.3	2.2%	-2.3%	
41	93.7	1,064.6	93.0	1,045.7	-0.7%	-1.8%	
42	55.1	537.9	51.9	527.0	-5.9%	-2.0%	
45	64.0	737.5	60.3	713.6	-5.8%	-3.2%	
48	101.5	1,172.1	92.7	1,129.0	-8.6%	-3.7%	
52	60.0	561.9	57.2	542.7	-4.8%	-3.4%	
53	82.7	985.9	82.1	955.4	-0.7%	-3.1%	
54	60.2	615.7	60.4	603.8	0.4%	-1.9%	
55	67.3	825.0	68.3	811.4	1.5%	-1.6%	
57	82.8	726.5	79.1	711.8	-4.4%	-2.0%	
63	6.5	105.2	3.1	46.3	-52.2%	-56.0%	Span & Frequency
100	61.1	1,078.9	60.1	1,040.1	-1.6%	-3.6%	
102	15.6	262.3	-	-	-100.0%	-100.0%	Route Elimination
202	105.2	988.4	94.0	933.5	-10.6%	-5.6%	
206	103.4	1,352.9	95.2	1,249.4	-8.0%	-7.7%	
212	68.1	601.0	50.9	525.5	-25.2%	-12.6%	Frequency
214	64.0	863.0	64.2	842.5	0.3%	-2.4%	
400	41.7	557.5	41.5	557.5	-0.5%	0.0%	
402	158.3	1,803.8	114.9	1,302.5	-27.4%	-27.8%	Span & Frequency
409	32.3	456.2	26.0	376.6	-19.5%	-17.5%	
425	49.0	478.5	20.6	162.6	-57.9%	-66.0%	Span & Frequency
497	7.2	95.9	6.9	85.3	-3.9%	-11.1%	
500	145.9	1,693.5	142.0	1,685.4	-2.7%	-0.5%	
501	84.6	1,129.2	77.2	1,049.9	-8.7%	-7.0%	

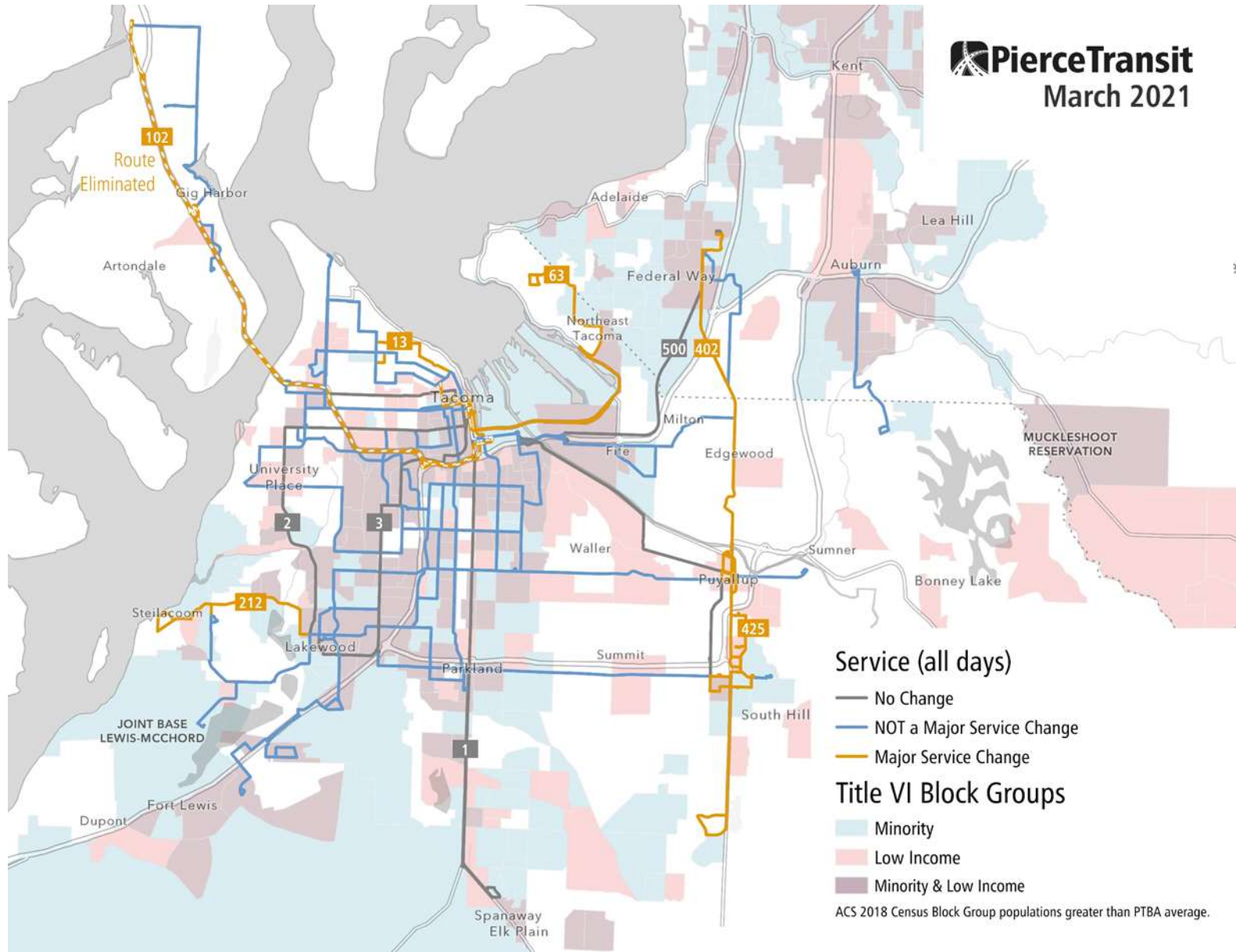
PIERCE TRANSIT MAJOR SERVICE CHANGE POLICY

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.

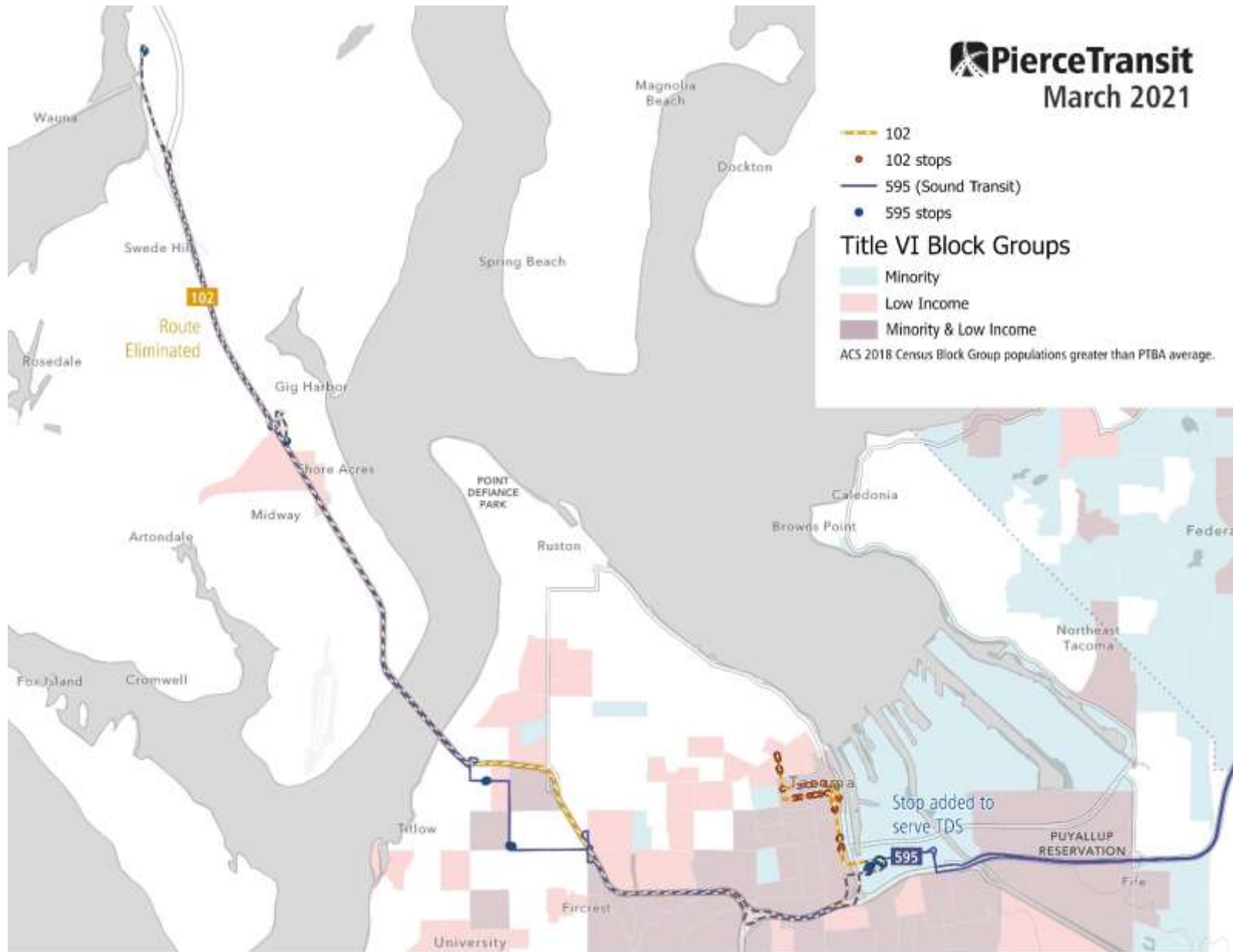
MITIGATION:

The elimination of Route 102 qualifies as a disproportionate burden. Mitigation includes an additional stop at the Tacoma Dome along ST route 595 to ensure continued service between Purdy, Gig Harbor and downtown Tacoma.

7.2 MAP OF ROUTES MEETING THRESHOLD FOR MAJOR SERVICE CHANGE



7.3 MAP OF ROUTE 102 AND 595





Action Agenda

TITLE: Adoption of Annual Budget for Fiscal Year 2021

DIVISION: Finance

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

RELATED ACTION: N/A

ATTACHMENTS: Proposed Resolution

RELATION TO STRATEGIC PLAN: Financial

BUDGET INFORMATION

2021 Budget Appropriations

Operating Budget	Expenditures	Resources
Operating	\$ 147,275,855	\$ 59,992,632
Non-Operating	1,143,054	97,539,288
Operating Contributions	-	3,110,127
Operating Transfers	20,647,692	-
Use of Reserves	-	8,424,554
	<u>169,066,601</u>	<u>169,066,601</u>
Capital Budget		
Operating	154,926,801	70,022,647
Operating Transfers	-	20,312,788
Use of Reserves	-	64,591,366
	<u>154,926,801</u>	<u>154,926,801</u>
Insurance Budget		
Operating	2,835,000	26,000
Operating Transfers	-	334,904
Use of Reserves	-	2,474,096
	<u>2,835,000</u>	<u>2,835,000</u>
Total Appropriations	326,828,402	326,828,402
Less Operating Transfers	<u>(20,647,692)</u>	<u>(20,647,692)</u>
Net Budget	<u><u>\$ 306,180,710</u></u>	<u><u>\$ 306,180,710</u></u>

BACKGROUND:

The 2021 Budget is ready for adoption. It has been submitted and reviewed at the Board of Commissioner's Study Session and Public Hearing on 02/08/2021.

The budget is balanced, sustainable, and meets Board-adopted reserve requirements. The Agency's budget is \$326,828,402. Of this amount, \$20,647,692 represents internal transfers, leaving a net budget of \$306,180,710. The three components that make up this amount are the Operating Budget (48%), Capital Budget (51%), and Insurance Budget (1%).

The budget includes Pierce Transit fixed route service hours totaling 475,000. SHUTTLE hours are budgeted at 126,533. Vanpool service hours are budgeted at 95,200. Pierce Transit anticipates providing 320,968 service hours for Sound Transit Regional Transit Service.

To provide the projected levels of service, the 2021 Budget includes 960 positions and 942.50 full-time equivalent employees (FTEs). Five new positions are offset by 38 position reductions for a net decrease of 33 positions. The budget has a wage increase pool of 3.5%, which includes class and compensation adjustments for non-represented employees, as well as step and COLA increases for represented employees, per the terms of the applicable collective bargaining agreements. General wage adjustments for non-represented employees are scheduled for increases in July.

Capital projects for 2021 are budgeted at \$154,926,801. Approved but unspent projects are carried over to the following budget year. The 2021 budget contains \$120,286,097 of prior year budgeted funds (carryover). Included are funds for vehicles, facilities, technology, and administrative and maintenance equipment.

The insurance budget of \$2,835,000 includes workers' compensation costs of \$2,635,000 and unemployment costs of \$200,000.

The Board of Commissioners held a special study session meeting on February 8, 2021, to review the proposed 2021 Budget and subsequently held a public hearing to receive public input on the proposed 2021 Budget at their regularly scheduled meeting on February 8, 2021.

STAFF RECOMMENDATION:

Authorize adoption of the Annual Budget for fiscal year 2021 as presented at the February 8, 2021 Board of Commissioners' Study Session and Public Hearing.

ALTERNATIVES:

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

PROPOSED MOTION:

Move to: Approve Resolution No. 2021-003 adopting the Annual Budget for Fiscal Year 2021 with attendant wage adjustments and approval of 960 positions as presented therein.

RESOLUTION NO. 2021-003

A RESOLUTION of the Board of Commissioners of Pierce Transit to Adopt the Annual Budget for Fiscal Year 2021

WHEREAS, the Chief Executive Officer has prepared a preliminary budget for fiscal year 2021; and

WHEREAS, the Board of Commissioners of Pierce Transit has reviewed the preliminary budget at a special study session meeting held on February 8, 2021 and subsequently held a public hearing to receive public input on the proposed budget at its regular scheduled meeting on February 8, 2021; and

WHEREAS, the Board of Commissioners of Pierce Transit has now determined that the preliminary budget provides for the efficient and effective delivery of public transportation services within the financial capacity of Pierce Transit for 2021; and

WHEREAS, the Budget proposes service to provide 1,017,701 service hours for fixed route, SHUTTLE, Vanpool and Sound Transit services, requiring a workforce of 960 positions; and

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

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

Section 1. The Board of Commissioners authorizes the annual budget for Pierce Transit for Fiscal Year 2021 which was reviewed by the Board of Commissioners in its final form and content and, by this reference, incorporated herein as though fully set forth, and the same is hereby adopted as the annual budget for Pierce Transit for Fiscal Year 2021.

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

	Expenditures	Resources
Appropriation before use of Fund Balance	\$ 326,828,402	\$ 251,338,386
Use of Reserves	-	75,490,016
Total Appropriation	<u>326,828,402</u>	<u>326,828,402</u>
Less Operating Transfers	<u>(20,647,692)</u>	<u>(20,647,692)</u>
Net Budget	<u>\$ 306,180,710</u>	<u>\$ 306,180,710</u>

Section 3. The Chief Executive Officer is hereby authorized to staff up to 960 positions.

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

TITLE: Authorization to Execute Change Order No. 4 to Contract No.1087 with Absher Construction Company to Increase the Contract Authority Amount for the Construction of the New Fuel and Wash Facility and Related Improvements for Guaranteed Maximum Price (GMP) Package 2a

DIVISION: Finance

SUBMITTED BY: Douglas Dickinson, Project Manager, Sr.

RELATED ACTION:

EFC FS 2019-017 Authorization to Execute a Contract with Absher Construction for General Contractor/Construction Manager (GC/CM) Preconstruction Services for the Base Master Plan Implementation Phase 1 Projects.

BOC FS 2019-068 Authorization to Execute a Contract with Absher Construction for Construction of the South Base Parking Expansion and West Base Demolition for the Base Master Plan Implementation Phase 1 Projects.

BOC FS 2020-033 Authorization to Execute a Contract with Absher Construction for Construction of the New Fuel and Wash, Bus Rapid Transit Electric Charging Facility and Related Improvements for Guaranteed Maximum Price (GMP) Package 2.

ATTACHMENTS: None

RELATION TO STRATEGIC PLAN: Customer

BUDGET INFORMATION

Is it Budgeted? Yes / No

Project Name or Number: 0525.2 Base Master Plan Implementation

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Local Amount	\$ 21,723,380	The amount reflects the estimated balance of expenditures to complete all potential work contained within GMP 2a.
Contingency	\$ 1,200,000	
Total Expenditure	\$ 22,923,380	

BACKGROUND:

A Base Master Plan Update was completed in early 2018. Out of that plan several recommendations were made to improve efficiencies, update aging infrastructure and plan for growth and changing fleet composition for buses and other service and support vehicles. From that list of recommendations, additional design meetings refined the priorities and phasing plan. The complete plan includes parking lot expansions, building expansions or renovations, and new

adjacent facility construction. These projects are intended to improve safety, transit vehicle circulation, increase efficiency and capacity for maintenance and operation of all vehicle types.

Due to the complexity of the project, phasing, and need for continued operations throughout the construction period, Pierce Transit utilized the GC/CM method of project delivery. Absher Construction, our GC/CM, has worked with the design team since April 2019 to develop the phasing plan, which continues to evolve. The first GMP package, which included expanding the Building 5 parking lot and demolishing unused buildings on the West Base area, is complete.

The second Guaranteed Maximum Price (GMP) package approved by the Board of Commissioners on July 13, 2020 includes civil work to prepare for construction of a new Fuel and Wash Building and SHUTTLE and relief vehicle parking behind Building 4, constructing new staff ADA parking next to Building 4 and other miscellaneous work to prepare for future phases.

This third GMP (2a) is the next phase for GMP 2 and includes constructing the new Fuel and Wash Building, replacing the old facility that limits capacity and utilizes aging technology. The new building will allow more efficient operations for expanding bus fleet types, as well as eliminate bottlenecks at peak service hours. The new building location behind Building 4 will also allow expansion and reconfiguration of the current bus lot to accommodate future needs.

Pierce Transit staff are currently negotiating with Sound Transit staff on Sound Transit's financial contribution to the project. The contribution is not included in the funding source as we have not yet reached an agreement. We anticipate reaching an agreement by mid-year 2021.

Cost Summary:

Board authorization July 13, 2020 for GMP Package 2

Local Funding	\$8,445,657
10% Contingency	<u>\$ 845,000</u>
Total Authorized	\$9,290,657

Absher Construction Contract Award to Date:

Original Contract	\$6,224,982
Change Orders 1 – 3	<u>\$ 589,055</u>
Current Contract Total	\$6,814,037

Change Order 4 – GMP 2a	\$24,200,000
Balance of Board Authorization	<u>(\$2,476,620)</u>
	\$21,723,380
5% Contingency	<u>\$ 1,200,000</u>
This Increase Request	<u>\$22,923,380</u>

Total Authorized Spending	\$32,214,037
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STAFF RECOMMENDATION:

Staff recommends that the Board authorize staff to increase the total amount for GMP-2 and GMP-2a to \$30,169,037 plus a contingency of \$2,045,000 for a total authorized not to exceed amount of \$32,214,037 for Contract #1087 with Absher Construction for Base Master Plan Implementation project.

ALTERNATIVES:

An alternative plan would be to refurbish the current Fuel and Wash facility instead of building a new one. While this would be less costly, it would not provide expanded capacity for the fuel and wash operations or the bus lot itself. This is not recommended as we are well underway with executing the plan for the new building and it will impede our ability to effectively maintain and service our fleet, as well as impede our ability to accommodate potential future growth.

PROPOSED MOTION:

Move to: Authorize the execution of Change Order 4 to Contract No. 1087 with Absher Construction to increase the contract authority amount total for Base Master Plan GMP package 2 and 2a to \$30,169,037 plus a contingency of \$2,045,000 for a total authorized not to exceed amount of \$32,214,037.

TITLE: Consideration to Implement a New Policy for Pierce Transit to Provide Bus or Van Transportation Assistance to Law Enforcement Agencies or the Emergency Management Department within the Pierce Transit Boundary Under Emergency Situations and When Deemed Necessary by the Requesting Agency

DIVISION: Executive

SUBMITTED BY: Sue Dreier, Chief Executive Officer

RELATED ACTION: N/A

ATTACHMENTS:

RELATION TO STRATEGIC PLAN: N/A

Proposed Resolution

BUDGET INFORMATION: N/A

BACKGROUND:

The proposed resolution would implement a new policy for Pierce Transit to provide bus or van transportation assistance to law enforcement agencies in the Pierce Transit boundary or the Pierce County Emergency Management Department when it is determined by the requesting agency to be necessary for the protection of life or property in response to a public emergency, protest or disturbance. The proposed resolution is being sponsored and brought forward by Commissioner Don Anderson.

As information, Pierce Transit received a request from Pierce County to use two buses operated by Pierce Transit personnel on Sunday, Jan. 24 at approximately 1730 to transport riot police to a designated staging area in response to demonstrations that were occurring in Tacoma.

The Chief Operating Officer, on behalf of the Chief Executive Officer, denied the request on the basis that the proposed request could present risk to the health and safety of Pierce Transit employees and physical assets. Furthermore, the CEO also believed the agency's brand and core mission of providing public transportation to all people could be compromised. The decision to not transport police officers to protests and civil unrest activities was not taken lightly, and it is the belief of the Executive that it is in the best interest of Pierce Transit, within her authority, and aligns with other transit agencies in the region. Pierce Transit considers the relationship with Pierce County, Lakewood and Tacoma police departments to be mutually respectful of our appropriate roles. Pierce Transit is grateful to our law enforcement partners for continuing to keep our customers and employees safe.

As context, many transit agencies across the United States have implemented policies to discontinue the transport of police officers to events of civil unrest and/or protests, including King County Metro, San Francisco Muni, SEPTA in Philadelphia and Port Authority, Pittsburg. Many of these policies were in response to the Amalgamated Transit Union (ATU) International, which has been a leader on keeping transit employees safe.

In terms of responding to a public emergency or natural disaster, Pierce Transit has and will continue to assist. During the tragic train derailment near Dupont in 2017, Pierce Transit sent buses and personnel. The same occurred during the Steilacoom train incident, fire emergencies and large public events such as police officer memorials. Pierce Transit's

Emergency Operations Center works hand-in-hand with Pierce County DEM any time the centers are activated. This includes drills on responses to natural disasters.

The proposed policy seeks to require Pierce Transit to fulfill a request for bus or van transportation assistance from a law enforcement agency or emergency management department operating within Pierce Transit's boundaries, when it is determined by the requesting agency to be necessary for the protection of life or property in response to a public emergency or disturbance. The request for service of Pierce Transit, including employees is not subject to Pierce Transit review or approval.

STAFF RECOMMENDATION:

This proposal was brought forward from a Commissioner of the Board; therefore, there will not be a staff recommendation. Policy setting is under the authority of the Board of Commissioners. The Executive's direction and reasoning is stated above.

ALTERNATIVES:

1. Do not approve.
2. Modify the proposed policy.

PROPOSED MOTION:

Move to: Approve Resolution No. 2021-004, directing the Chief Executive Officer to implement a policy for Pierce Transit to provide bus or van transportation assistance to Law Enforcement agencies or the Emergency Management Department within the Pierce Transit boundary under emergency situations and when deemed necessary by the requesting agency.

RESOLUTION NO. 2021-004

1 A RESOLUTION of the Board of Commissioners of Pierce Transit Adopting a New Policy Authorizing Pierce
2 Transit to Provide Bus or Van Transportation Assistance to Law Enforcement Agencies in the Pierce Transit
3 Boundary or the Pierce County Emergency Management Department When it is Determined by the
4 Requesting Agency to be Necessary for the Protection of Life or Property in
5 Response to a Public Emergency or Disturbance
6

7 WHEREAS, Pierce Transit is committed to the safety of its customers, employees and to the residents
8 of its service area; and

9 WHEREAS, the maintenance of public safety is a core function of all levels of national, state, county
10 and municipal government; and

11 WHEREAS, Pierce Transit has been called upon and may be called upon in the future to provide for the
12 transport of law enforcement and emergency personnel to assist in the protection of people and property in the
13 event of disaster or civil disturbance; and

14 WHEREAS, a clearly articulated governing policy will assist the management and staff of Pierce Transit
15 in responding to such requests for assistance; and

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

17 Section 1. Upon a request for bus or van transportation assistance from a law enforcement
18 agency or emergency management department operating within Pierce Transit's boundaries, when it is
19 determined by the requesting agency to be necessary for the protection of life or property in response to a
20 public emergency or disturbance, it shall be the policy of Pierce Transit to:

21 a. Provide out of service buses with drivers to transport law enforcement and/or emergency
22 response personnel from a designated staging area to a location proximate to their need; and

23 b. Obtain assurance that Pierce Transit personnel shall not be required to enter any area of direct
24 danger ("hot zone").

25 Section 2. In no event shall Pierce Transit buses or vans utilized under this policy be used to
26 transport individuals who have been arrested or detained by law enforcement personnel, except in such
27 exceptional cases as Pierce Transit's vehicles are involuntarily, lawfully commandeered.

28 ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on
29 the 8th day of February 2021.

30 PIERCE TRANSIT

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32 _____
33 Victoria Woodards, Chair
Board of Commissioners

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ATTEST/AUTHENTICATED

Deanne Jacobson, CMC
Clerk of the Board