

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

March 8, 2021

CALL TO ORDER

Chair Woodards called the regular Board meeting to order at 4:03 p.m.

ROLL CALL

Commissioners present:

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

Staff present:

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

OPENING REMARKS AND HOUSEKEEPING ITEMS

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

SPECIAL BUSINESS

1. Welcoming Deputy Mayor Jason Whalen from the City of Lakewood to the Pierce Transit Board

On behalf of the Board, Chair Woodards welcomed Jason Whalen to the Pierce Transit Board.

2. Recognizing Commissioner Don Anderson for his Service on the Pierce Transit Board

On behalf of the Board, Chair Woodards thanked and recognized Commissioner Anderson for his long tenure on the Board, serving from January 2012 to February 2021. She detailed his contributions over the years and thanked him for the thoughtful discussions he brought

to the table and for his advocacy for a more equitable distribution of funds to the Pierce County region, including Pierce Transit from the Puget Sound Regional Council.

Commissioner Campbell thanked Commissioner Anderson for his service and wisdom he has brought to the table.

Commissioner Anderson expressed that he enjoyed his service on the Board and that he will continue to advocate for lifeline transit services in the community. He wished CEO Dreier well in her upcoming retirement, noting that he believes that her shoes will be hard to fill. He wished the Board well.

CEO Dreier thanked Commissioner Anderson for his service and noted that she appreciates the advice and wisdom he has provided her over the years.

3. Election of a Primary Replacement Representative to the Puget Sound Regional Council (PSRC) Transportation Policy Board for Calendar Year 2021

Chair Woodards appointed Ryan Mello and Chris Beale to the Executive Finance Committee, replacing vacancies that were created by changes to the membership of the Board.

Chair Woodards provided PSRC Transportation Policy Board meeting information and opened the floor for nominations.

Commissioners Walker and Mello **moved** and seconded to elect Commissioner Marty Campbell to serve as the primary representative on the PSRC Transportation Policy Board for calendar year 2021.

Motion **carried**, 8-0.

PRESENTATIONS/DISCUSSION

1. 2021 Quarter 1 Community Transportation Advisory Group (CTAG) Report

CTAG member Deirdre Maxwell provided an overview of the work that the committee has done during the first quarter of 2021, reviewing the various projects the group received overviews from staff.

2. Honoring 2020 Operators of the Month and Award Recipients for Quarters 3 and 4 Awards and Recognition

Lean and Change Management Administrator Samantha Einarson announced the Operators of the Month recipients for January – December 2020 as follows:

- January – James Chang
- February – Kimberly Jackson
- March – Noel Follante
- April – Cruz Rivera
- May – Richard Bartholomew

June – Shaun Grant
July – Leon Larry
August – Charles Dixon
September – Greg Snyder
October – Karen Kammerer
November – Pam Linton
December – David Keeling

The following employees were recognized for being awarded the Public Safety Employee of the Quarter Award for the 3rd and 4th quarters of 2020 as follows:

Sergeant Bill Mack – 3rd quarter award
Public Safety Officer Andrew Martin – 4th quarter award

The following employees were recognized for being awarded the Service Delivery and Support Employee of the Quarter Award for the 3rd and 4th quarters of 2020 as follows:

Training Instructor Mark Veach, 3rd quarter award
Public Safety Officer Andrew Martin, 4th quarter award

The following employees were recognized for being awarded the Administrative Staff Employee of the Quarter for the 3rd and 4th quarters of 2020 as follows:

Public Safety Division Assistant Judy Hubert, 3rd quarter award – honored for her commitment to excellence and customer service in the Public Safety division.

Employee Services Analyst Tina Givens, 4th quarter award – honored for assisting employees and supervisors with hundreds of phone calls relating to leave-related questions during the pandemic and was a key player in the implementation and administration of the new federal emergency leave and agency supplemental leave policy.

The following employees were recognized for being awarded the Effectiveness and Efficiency Quarterly Award for the 3rd and 4th quarters of 2020 as follows:

Contract Coordinator Amber Liebel, 3rd quarter award – honored for developing electronic processes, workflows and forms to improve procurement services to internal customers, resulting in increased efficiency in project management.

Special Events Coordinator Barbara Strong-Nelson and Planner Tina Vaslet, 4th quarter awards – honored for their work in reviewing and making recommendations of the removal or relocation of bus stops in support of the Bus Stop Balancing project, which will result in increased efficiency of the overall system.

The following employees were recognized for being awarded the Excellence in Safety Quarterly Award for the 3rd and 4th quarters of 2020 as follows:

3rd Quarter recipients:

Transit Operator Tony Barry
Transit Operator Leroy Brown
Transit Operator Adrian Lewis
Transit Operator Cornelius Owens

The above-named recipients are full-time transit operators who were honored for not triggering the agency's DriveCam camera system, which is triggered by G-force, for two years, demonstrating their commitment and dedication to adhere to and foster a level of safety for the community.

4th Quarter recipients:

Safety Coordination Rod Chandler – honored for coordinating Pierce Transit's COVID-19 overall response and managing the agency's Emergency Operations Center.

2020 Employee of the Year

Transportation Manager of Service Delivery and Support Dena Withrow

Ms. Withrow has worked at Pierce Transit for 22 years and has been in her current role for eight years. She was honored for initiating and implementing a new and improved customer service program to address customer concerns in a timely manner, reducing the amount of complaints and drastically increasing response time. She was instrumental in working with the Planning Department to address issues with run times and routes to increase on-time performance.

Ms. Withrow personally called over 100 employees to encourage at-risk employees to take furlough days to clear the way for lower seniority employees to remain employed during the beginning of the pandemic and was a key contributor to drafting work rules related to attendance and safety that will assist the agency to move forward in the future.

On behalf of the Board, Chair Woodards congratulated the recipients and thanked them for their good work and service to the community.

3. Bus Stop Balancing Project

Chief Operations Officer Mike Griffus provided a PowerPoint presentation that explained the benefits of balancing the number of bus stops within the system, noting that removing bus stops that are too close to each other helps to create a quicker, more reliable service and faster travel times. He reviewed the criteria for balancing bus stops and reported that staff has been analyzing the stops in the system over the last several months. Pierce Transit will preserve stops near hospitals and schools. The commissioners also reviewed a short video explaining the benefits of removing bus stops that are too close together.

Communications Manager Rebecca Japhet provided an overview of the Agency's internal and external communication plan for the project, which includes various communication

mediums and gathering feedback from operators. The official communication campaign begins March 9 and ends April 11.

Planning Analyst Alicia Bradshaw reviewed an interactive tool available on the Pierce Transit website that was developed for citizens to check which stops are being considered for elimination and allows for citizens to provide comment if they agree, disagree and provide their contact information for follow up by Pierce Transit staff. The feedback will be used in the decision-making process.

Chief Operations Officer Mike Griffus reviewed next steps, which will also include an equity impact analysis. Staff hopes to implement the changes by the September 2021 service change and staff believes that the reduction in bus stops could create some extra service hours that could be used for weekend service.

Mr. Griffus responded to various concerns raised by commissioners pertaining to the potential elimination of bus stops utilized by people with mobility issues now and in the future, and noted that Pierce Transit has passenger counters that show which stops have customers with mobility issues and will also use operator knowledge to account for this data.

A discussion also ensued about cost savings realized from a reduction in bus stops, with Mr. Griffus explaining that the complete dollar savings has not been fully calculated but a reduction in stops will cut down at least 20 seconds between stops and eliminate maintenance costs relating to trash removal, vandalism and graffiti at bus stops.

Commissioner Campbell inquired about the re-use of bus shelters and seats and noted that he believes that some shelters contained artistic work that he would hate to see removed or not used. He stated that he feels that more shelters and benches are needed throughout the system and recommended that staff coordinate with the local municipalities for future planning needs.

Commissioner Roscoe inquired about the Agency's last bus removal program and when that was done and is also interested in receiving community feedback on this project.

It was noted that the agency hasn't underwent a comprehensive bus stop removal plan and that public feedback will be shared with the Board.

PUBLIC COMMENT

Chair Woodards provided participation instructions to the public and opened public comment. The following individual(s) spoke:

- Julian Wheeler, Chair of Pierce County Accessible Communities Advisory Committee, invited members and staff to attend the committee's next meeting. He thanked Commissioner Don Anderson for his years of service on the Pierce Transit Board and welcomed Commissioner Jason Whalen to the Board. He congratulated the Pierce Transit staff members who were recognized earlier in the meeting for their work at Pierce Transit.

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 Campbell and Whalen **moved** and seconded to approve the consent agenda as presented.

Motion **carried**, 8-0.

1. Approval of Vouchers, February 1 through February 28, 2021
Operating Fund #10
Self-Insurance Fund #40
Capital Fund #90
Payment Nos. 375515 through 375679
Wire Nos. 6655 through 6975
No Advance Travel Checks
Total \$5,934,167.33
2. Approval of Minutes, February 8, 2021, Special Study Session and Regular Board Meetings
3. FS 2021-013, Authorized the Chief Executive Officer to enter into and execute a five (5) year Service Agreement (Contract No. 1163) with South Sound 911 for Law Enforcement Support Services in substantially the same form as Exhibit A in an amount not to exceed \$411,484.04.
4. FS 2021-014, Authorized the Chief Executive Officer to enter into and execute a five-year Communications Site Lease and Access Agreement with King County for the Radio Site Located at 206 112th Street, Seattle, Washington, referred to as the “Top Hat” location for a total not to exceed amount of \$250,066.00.

ACTION AGENDA

1. **FS 2021-015, Authorize the Chief Executive Officer to enter into and execute Amendment No. 1 with MyPad3D, dba MXTReality, Inc., Contract No. 86-19, to increase the contract authority amount by \$150,000, for a total authorized not to exceed amount of \$350,000 to support the virtual reality training program for operators through March 31, 2022**

Lean and Change Management Administrator Samantha Einarson presented on the item. She reported that the program was approved in 2019 and reviewed the procurement process. She noted that the project was delayed a little when COVID-19 broke out in 2020 and so the contract was awarded up to the CEO’s authority level of \$200,000, with the intent of requesting the Board to increase the contract authority amount to the full ***(Commissioner Keel arrived at 5:04 p.m.)*** contract amount.

She reviewed the virtual training programs that will be available through this program, noting that it will supplement and enhance Pierce Transit's current training program. The program allows for better route training and allows multiple employees to be trained at once, among many other training benefits.

Commissioners Keel and Roscoe **moved** and seconded to authorize the Chief Executive Officer to enter into and execute Amendment No. 1 with MyPad3D, dba MXT Reality, Inc., Contract No. 86-19, to increase the contract authority amount by \$150,000, for a total authorized not to exceed amount of \$350,000 to support the virtual reality training program for operators through March 31, 2022.

Motion **carried**, 9-0.

2. FS 2021-0016, Adopt Resolution No. 2021-005, approving Policy No. 2.10 - Emergency Assistance, formalizing and clarifying Pierce Transit's actions in certain mutual aid situations with Pierce County law enforcement agencies and the Pierce County Division of Emergency Management (PCDEM)

CEO Dreier presented on the item, (*Chair Woodards passed the gavel to Vice Chair Campbell and left the meeting.*) noting this is a follow-up to the discussion that occurred at the February 8 Board meeting. She reviewed the actions of the policy and noted that Pierce Transit plans to donate and transfer title of two paratransit vehicles to the Pierce County Department of Emergency Management (PCDEM) instead of transferring a bus and detailed the benefits of using paratransit vehicles over a full size bus; namely, no CDL license is required and the paratransit vehicles are not fueled by Compressed Natural Gas.

Commissioner Keel noted that he is happy to see this policy come forward and inquired into what is Pierce Transit's policy for responding to other non-emergency events and stated that it is important that Pierce Transit provides fair assistance to all.

CEO Dreier noted that Pierce Transit follows Federal Transportation Administration guidelines with regards to requests for special events and/or non-emergency events and noted that Pierce Transit will compile a list of events in the near future of the events that it has provided service with using a Pierce Transit wrapped bus.

Commissioner Campbell inquired if the vehicles could help the PCDEM to provide mobile access for COVID-19 vaccines to those who can't leave their homes.

CEO Dreier noted that Pierce Transit is working with its partners too see how it can help with the vaccine.

Commissioners Palmer and Mello **moved** and seconded to approve Resolution No. 2021-005, approving Policy No. 2.10 – Emergency Assistance, formalizing and clarifying Pierce Transit's actions in certain mutual aid situations with Pierce County laws enforcement agencies and the Pierce County Division of Emergency Management (DEM).

Motion **carried**, 8-0.

STAFF UPDATES/DISCUSSIONS

1. CEO Report – CEO Dreier reported on the following items:

- Welcomed Commissioner Whalen to the Pierce Transit Board.
- Reported on a recent bus accident that resulted in a fatality of the driver of the single occupancy vehicle, noting that an investigation occurred and there were no findings against Pierce Transit. She expressed her thoughts and prayers to the family of the deceased woman who died in the crash.
- Reported on mask complaints and compliance, noting that surveys show that there is a 99 percent compliance rate and shared that some passengers have disabilities or conditions that exempt them from wearing a mask.
- The board retreat will be held Thursday, March 18 from 1:00-4:00 p.m., and at this meeting she would like the commissioners to participate in a brainstorming exercise creating mobility options in Pierce County. She would also like input from them about expectations of expediency of receiving communication from Pierce Transit staff on board-related matters.

INFORMATIONAL BOARD ITEMS

1. Chair's Report

Vice Chair Campbell announced that the Board retreat meeting will be held Thursday, March 18, 2021 from 1:00 p.m. - 4:00 p.m.

2. Sound Transit Update

Commissioner Keel offered his condolences to the deceased lady in the recent bus accident reported by the CEO. He reported that Sound Transit is going through the realignment process and the agency is looking to see what funding assistance can be provided so that the voter approved projects can stay on budget as best as possible.

Commissioner Roscoe shared that Commissioner Keel is working well with Sound Transit staff on the realignment schedule and there are many questions posed by many Sound Transit board members about the realignment process. She encouraged board members to reach out to her should they have specific questions about the realignment process.

3. Puget Sound Regional Council Transportation Policy Board Update

Commissioner John Palmer gave an update about the pending federal funding formulas which could result in approximately \$21 million or \$41 million to Pierce Transit, noting that under the current formula there are a lot of winners and losers. PSRC is delaying action on this for right now in hopes to come up with a more balanced approach for distributing funds.

4. Commissioners' Comments

Commissioner Walker reported that she attended the National League of Cities conference and participated in a call with Secretary of Transportation Pete Buttigieg and she feels optimistic about investments for equitable transit.

Commissioner Whalen thanked all for the warm welcome to the Pierce Transit Board and noted that he enjoys working with transit and mobility issues and that he is excited to serve on the board.

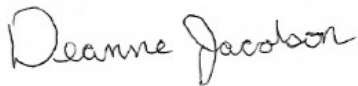
EXECUTIVE SESSION

There was no executive session.

ADJOURMENT

Commissioners Keel and Walker **moved** and seconded to adjourn the meeting at 5:33 p.m.

Motion **carried**, 8-0.



Deanne Jacobson
Clerk of the Board



Victoria Woodards, Chair
Board of Commissioners