

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

**October 29, 2020**

**CALL TO ORDER**

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

**ROLL CALL**

Commissioners present:

Victoria Woodards, Chair of the Board, Mayor of the City of Tacoma  
Nancy Henderson, Town of Steilacoom Councilmember  
*(representing Auburn/Gig Harbor/Fircrest/Pacific/Ruston/Steilacoom)*  
Daryl Eidinger, City of Edgewood Mayor *(representing Fife/Milton//Edgewood)*  
Kent Keel, City of University Councilmember  
Don Anderson, City of Lakewood Mayor  
Robin Farris, Puyallup City Councilmember

Commissioners excused;

Bruce Dammeier, Pierce County Executive  
Conor McCarthy, City of Tacoma Councilmember  
Marty Campbell, Vice Chair of the Board, Pierce County Councilmember

Staff present:

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

**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 Anderson and Eidinger **moved** and seconded to approve the consent agenda as presented.

Motion **carried**, 5-0.

1. Approval of Vouchers, September 1, 2020 through September 31, 2020.

Operating Fund #10  
Self-Insurance Fund #40  
Capital Fund #90  
Payment Nos. 374496 through 374682  
Wire Nos. 5304 through 5520  
No Advance Travel Checks  
Total \$7,332,705.54

2. Minutes: September 14, 2020 regular meeting.
3. FS 2020-045, authorized the Chief Executive Officer to enter into and execute Amendment No. 3, Contract No. PT-07-16, with Summit Law Group to increase the contract amount by \$250,000, for a total contract amount to not exceed \$750,000, for Labor Negotiations & Labor/Contract Relations Services through August 31, 2021.
4. FS 2020-046, authorized the Chief Executive Officer to enter into and execute Amendment No. 3 with Gene's Towing extending the contract by eleven months to September 30, 2021 and increasing the contract amount by \$140,000 for a total not to exceed contract amount of \$377,706.22.
5. FS 2020-047, authorized the Chief Executive Officer to enter into and execute Amendment No. 2 with Granite Construction, Pre-Construction Agreement No. PT-68-19, to increase the original contract authority amount by \$637,365.00 to cover the potholing work down the State Route 7 Corridor for a new contract amount of \$1,787,968.00.
6. FS 2020-048, authorized the Chief Executive Officer to enter into and execute Amendment No. 3 with Hultz/BHU Engineers, Master Contract No. PT-12-18, increasing the original contract authority amount by \$78,142.37 for Construction Support Services for a total not to exceed amount of \$566,332.69.
7. FS 2020-049, authorized the Chief Executive Officer to enter into and execute Amendment No. 5 with Parametrix, Contract No. PT-18-19, to increase the existing contract amount by \$504,727.00, plus a contingency amount of \$100,945.00, to provide additional Advisory Services for the BRT Pacific Ave/SR 7 Corridor Project for a new contract authority amount of \$1,274,817.

## **PRESENTATIONS**

### **1. Overview of Pierce Transit's Disadvantaged Business Enterprise (DBE) Program**

Executive Director of Finance Brett Freshwaters kicked off the presentation and noted that Pierce Transit would like to implement its own informal DBE program outside of the Federal Transportation Administration's program that would apply to broader projects.

Procurement Manager Linda Shilley covered the remainder of the presentation and reported that Pierce Transit's current DBE program has been approved by the Federal Transportation Administration (FTA), but it only applies to contracts that receive FTA funds.

Ms. Shilley reviewed/compared DBE statistics from other peer transit agencies and reviewed Pierce Transit's current outreach policy/program for DBE businesses. She also reviewed FTA funding percentages and goals for DBE business for years 2016-2020 and recent results for non-FTA funded public works contracts.

Ms. Shilley concluded her presentation by reviewing staff's recommendation for enhancing its current DBE program.

A short question and answer period ensued, with the Board recommending the following suggestions for consideration:

- Reduce limits and liabilities to incentivize smaller businesses to apply
- Create a small focus group to remove barriers in our policy and report back to the Board about what barriers could be removed.

### **PUBLIC COMMENT**

No public comment was provided.

### **STAFF UPDATE/DISCUSSIONS**

CEO's Report – CEO Dreier reported on the following information:

- Welcomed Commissioner Keel to the meeting. (*Commissioner Keel arrived at 4:30 p.m.*)
- Reported on recent communications that were sent to property owners who will be affected by the BRT line and reported that staff will begin working closely with the businesses that are affected by the BRT.
- Reported that Pierce Transit has begun its partnership with Transit App and explained how the App functions and explained the type of information it provides to customers, highlighting that it gives real time information and it gives information about the level of crowdedness on the bus to help with social distancing measures.
- Announced that two new Board Members will be joining the Pierce Transit Board on November 9, 2020 – Mayor Kim Roscoe from the City of Fife, and Kristina Walker from the City of Tacoma.
- Reviewed the November 9, 2020, Board agenda and reported that there is a lot of business to cover and to expect a long meeting.

### **INFORMATIONAL BOARD ITEMS**

**Chair Report** – No report.

**Sound Transit Update** – No update.

#### **PSRC Transportation Policy Update**

Commissioner Anderson provided an update and reported that the Transportation Policy Board is moving forward with a five-year plan that is going to the full body for vote. He noted that discussions are still moving forward about the equitable distribution of transit dollars to agencies, but he still sees that King County will continue to receive a higher percentage.

**Commissioners' Comments – No Comments.**

**SPECIAL BUSINESS**

Chair Woodards recognized outgoing Commissioners Nancy Henderson from the Town of Steilacoom (representing the cities and towns of Fircrest, Gig Harbor, Ruston, Steilacoom, Pacific and Auburn) and Robin Farris from the City of Puyallup for their service on the Board and talked about their contributions on the Board. [Commissioners Farris and Henderson were presented with a certificate of appreciation for their service.]

Members of the Board thanked both outgoing members and commended them for their contributions to the Board and wished them well.

Commissioner Farris noted that the Cities of Puyallup and Edgewood are in the process of working on resolving the Board representation matter and she asked for confirmation as to whether there would need to be a change to Pierce Transit Bylaws to allow for a primary and alternate member.

General Counsel Aaron Millstein confirmed that the Bylaws currently do not support alternate members from the standpoint that if the primary representative cannot attend a Pierce Transit Board meeting, then the alternate member would then attend the meeting. He stated that under the current Bylaws the entities can alternate between each other as separate appointments.

Commissioners Farris and Henderson noted that they enjoyed serving on the Board and provided endearing comments about working with the fellow commissioners and Pierce Transit staff.

**EXECUTIVE SESSION**

At 4:53 p.m., Chair Woodards recessed the meeting into executive session to evaluate the performance of a public employee, pursuant to RCW 42.30.110 (g). She noted that the Board is expected to act on this matter when it returns to open session. [*Commissioner Anderson left the meeting after the Executive Session.*]

**RECONVENE TO OPEN SESSION**

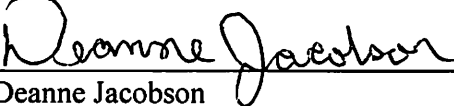
Chair Woodards reconvened the meeting at 5:25 p.m. and noted that the Board will not take any formal action today on the matter discussed in Executive Session but plans to address the matter at the November 9, 2020 Board meeting.

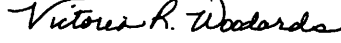
Commissioner Keel shared a story about CEO Sue Dreier going the extra mile to help a customer retrieve his wallet that was left on the bus, noting that this individual was his son. He commended her for taking the time to serve a customer that would typically be handled by other Pierce Transit employees and for caring to make sure he got his wallet.

**ADJOURNMENT**

Commissioners Henderson and Keel moved and seconded to adjourn the meeting at 5:28 p.m.

Motion **carried**, 5-0.

  
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Deanne Jacobson  
Clerk of the Board

  
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Victoria Woodards, Chair  
Board of Commissioners