

Executive Finance Committee Meeting Agenda  
March 20, 2025, 3:00 p.m.



**Virtual Meeting Participation Information:**

Dial: 1-253-215-8782 Meeting ID No. 87027114206

Webinar link: <https://us02web.zoom.us/j/87027114206>

**Physical Meeting Location:**

Pierce Transit Training Center

3720 96<sup>th</sup> Street SW

Lakewood, WA 98499

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**Call to Order**

**Approval of Minutes** – July 18, 2024, committee meeting

**Public Comment:**

*Citizens wishing to provide comment will be given up to three minutes to comment on 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.*

*To request to speak virtually during public comment, please press the Raise Hand button near the bottom of your Zoom window or press \*9 on your phone. If speaking in person, please sign in at the table at the back of the room. Your name or the last four digits of your phone number will be called out when it is your turn to speak. Written comments may also be emailed to [Djacobson@piercetransit.org](mailto:Djacobson@piercetransit.org).*

**Action Agenda**

- |   |  |
|---|--|
| 1. Election of Chair and Vice Chair   | Chair Walker                                       |
| 2. FS 2025-013, Authorize Contract 1019 with All StarZ Staffing and Consulting, Inc., to Continue Providing Temporary Staffing for Bus Cleaning Custodians and other Temporary Staffing Needs | Randal Shultz<br>Human Resources Assistant Manager |
| 3. FS 2025-014, Authority to Increase Contract No. PT-09-18 with Gordon Thomas Honeywell Government Relations to Continue to Provide State Legislative Liaison Services                       | Amy Cleveland<br>Chief Administration Officer      |
| 4. FS 2025-015, Authority to Increase Contract PT-08-18 with Covino, Smith & Simon to Continue to Provide Federal Government Liaison Services   | Amy Cleveland<br>Chief Administration Officer      |

**Presentations**

- |   |  |
|---|--|
| 1. Overview of FTA System Safety Data Reporting Requirements and Review of 2024 Q4 Data | Rod Chandler<br>Emergency Management Administrator |
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**Commissioner Comments**

**Executive Session – None Scheduled**

**Adjournment**

Pierce Transit does not discriminate on the basis of disability in any of its programs, activities, or services. To request this information in an alternative format or to request a reasonable accommodation, please contact the Clerk's Office at 253.581.8066, before 4:00 p.m., no later than the Tuesday preceding the committee meeting.

**PIERCE TRANSIT  
EXECUTIVE FINANCE COMMITTEE MEETING**

**July 18, 2024**

**MINUTES**

**CALL TO ORDER**

Chair Walker called the meeting to order at 3:08 p.m.

**ATTENDANCE**

Executive Finance Committee Commissioners present:

Kristina Walker, Tacoma City Council, Chair  
Marty Campbell, Pierce County Council, Vice Chair  
Ryan Mello, Pierce County Council

Executive Finance Committee Commissioners excused:

Jim Kastama, Mayor, City of Puyallup  
Shannon Reynolds, Fircrest City Council

Staff present:

Ryan Wheaton, Acting CEO  
Mona Sullivan, Assistant to the CEO/Deputy Clerk of the Board

**OPENING REMARKS AND HOUSEKEEPING**

Chair Walker welcomed committee members, staff, and citizens to the meeting and provided instructions for participation to attendees.

**APPROVAL OF MINUTES**

Commissioners Campbell and Mello **moved** and seconded to approve the March 21, 2024, meeting minutes as presented.

Motion **carried**, 3-0.

**PUBLIC COMMENT**

No public comments were received.

## **ACTION AGENDA**

### **1. FS 2024-033, Authority to Increase the Contract Authority Amount with Energy Systems Management dba TRS Mechanical, Inc., Contract No. 1232, for HVAC Repairs and Maintenance**

Steve Jeffries, Facilities Assistant Manager, provided an overview of the request for the contract increase.

Commissioners Campbell and Mello **moved** and seconded to authorize the Chief Executive Officer to increase the contract spending authority by \$125,000 with Energy Systems Management, dba TRS Mechanical, Inc., Contract No. 1232, for a new total contract spending authority amount of \$325,000.

Motion **carried**, 3-0.

### **2. FS 2024-034, Authorize the Chief Executive Officer to Increase Contract 1143 with Drug Free Business to Continue Providing Drug and Alcohol Collection, Testing and Laboratory Analysis, in addition to Medical Review Officer Services**

Tara Schaak, Human Resources Manager, provided an overview of the request for the contract increase.

Commissioners Campbell and Mello **moved** and seconded to authorize the Chief Executive Officer to increase Contract No. 1143 with Drug Free Business in the amount of \$175,000, to continue drug and alcohol collection, testing and laboratory analysis, as well as medical review officer (MRO) services, for a new contract amount of \$375,000.

Motion **carried**, 3-0.

## **REVIEW AND DISCUSSION**

### **1. 2024 Q2 Public Safety Update –**

Ed Roberts, Public Safety Chief, provided an update on the numbers and types of calls that Public Safety received in the 2<sup>nd</sup> quarter.

### **2. 2023 Sustainability Report**

Pamela Gant, Data Analyst, and Nathan Groh, Zero Emissions Fleet Coordinator, shared an update on how the agency did in 2023 in reducing the agency's emissions and carbon footprint.

### **3. Review of Proposed Strategic Plan Dashboard**

Dustin Annis, Strategies Initiative Administrator, shared the new strategic plan dashboard that will be posted on the Pierce Transit website once final comments and recommendations have been received. The committee members were very complimentary of the dashboard, highlighting the visual simplicity of the data. There was some discussion about the need to change the on-time performance goal and measurement, with Chair Walker expressing some concern about the proposed change.

#### **COMMISSIONER COMMENTS**

No comments were provided.

#### **EXECUTIVE SESSION**

No executive session was scheduled.

#### **ADJOURNMENT**

There being no further business before the committee, the meeting was adjourned at 4:17 p.m.

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Deanne Jacobson  
Clerk of the Board

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Kristina Walker, Chair  
Executive Finance Committee

**TITLE:** Authorize the Chief Executive Officer to Increase Contract 1019 with All StarZ Staffing and Consulting, Inc., to Continue Providing Temporary Staffing for Bus Cleaning Custodians and other Temporary Staffing Needs

**DIVISION:** Administration

**SUBMITTED BY:** Randal Shultz, Human Resources Assistant Manager

**RELATED ACTION:**

FS 2022-065, Authorize the Chief Executive Officer to increase Contract 1019 with All StarZ Staffing and Consulting, Inc. to Continue Providing Temporary Staffing for Bus Cleaning Custodians

FS 2023-029, Authorize the Chief Executive Officer to increase Contract 1019 with All StarZ Staffing and Consulting, Inc. to Continue Providing Temporary Staffing for Bus Cleaning Custodians and other Temporary Staffing Needs

FS 2023-048, Authorize the Chief Executive Officer to increase Contract 1019 with All StarZ Staffing and Consulting, Inc. to Continue Providing Temporary Staffing for Bus Cleaning Custodians and other Temporary Staffing Needs

**ATTACHMENTS:** N/A

**RELATION TO STRATEGIC PLAN:** Customer

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**BUDGET INFORMATION**

Is it Budgeted? ☒ Yes / ☐ No

Project Name or Number:

☒ Operating Budget

☐ Capital Budget

FUNDING SOURCE:		EXPLANATION:
Contract Costs approved by CEO	\$ 200,000	Funds will be reallocated from the Operating Budget utilizing funds from unfilled positions. This contract ends December 31, 2026.
Previous Contract Increases	\$ 600,000	
This Increase Amount	\$ 200,000	
New Contract Amount	\$ 1,000,000	

**BACKGROUND:**

Pierce Transit is seeing improvements in staffing levels for the Bus Custodians and has been able to absorb some of the bus cleaning services in-house; however, the agency is still experiencing staffing shortages and needs additional assistance from temporary staffing agencies until the labor market returns to more predictable, healthy levels.

This request is to increase the contract spending authority amount by an additional \$200,000, for a new contract authority amount of \$1,000,000 to cover primarily bus cleaning custodian services as needed through 2026.

After initiating a competitive bid process in April 2020, Pierce Transit executed a contract with All StarZ Staffing and Consulting to provide temporary staffing for bus cleaning custodians and other temporary staffing positions.

Shortly after contract execution, All StarZ fulfilled our request for bus cleaning custodians on base, due to staffing shortages. Due to COVID-19 prevention requirements, the need for bus cleaning increased throughout 2021 and 2022, which caused the contract to be increased up to the Chief Executive Officer's authority of \$200,000.

Previous Executive Finance Committee and Board actions that occurred on November 17, 2022, July 20, 2023, and November 13, 2023, approved increases to the All StarZ contract in a combined amount of up to \$800,000 to cover temporary staffing costs through 2024 due to labor shortages experienced in the Bus Custodian/Fleet Care Attendant field and to fulfill bus cleaning services. All StarZ has also provided minimal temporary staffing support to the Information Technology and the Service and Delivery Customer Service departments on an as needed basis.

#### ALTERNATIVES:

Do not authorize the contract increase, which would create an unhealthy situation for our riders, and would not provide a resource for temporary staffing for other departments as needed.

#### RECOMMENDATION:

Authorize the contract increase to continue providing bus cleaning services and other temporary staffing positions as needed.

#### PROPOSED MOTION:

Move to: Authorize the Chief Executive Officer to increase Contract No. 1019 with All StarZ Staffing and Consulting, Inc., in the amount of \$200,000 to continue providing temporary staffing services primarily for bus cleaning custodians and other agency temporary staffing positions on an as needed basis, for a new contract spending authority amount of \$1,000,000.

TITLE: Authority to Increase Contract No. PT-09-18 Gordon DIVISION: Executive

Thomas Honeywell Government Relations to Provide

Continued State Legislative Liaison Services

SUBMITTED BY: Mike Griffus, CEO

**RELATED ACTION:**

Fact Sheet No. 2011-023, Authority to Execute a Contract for Legislative Liaison Services with Gordon Thomas Honeywell Government Relations (GTH GOV)

Fact Sheet No. 2018-030, Authority to Enter into a Multi-Year Contract with Gordon Thomas Honeywell Governmental Relations through 2023

Fact Sheet No. 2023-004, Authority to Execute Amendment No. 3 with Gordon Thomas Honeywell (Contract No. PT-09-18), to Provide State Legislative Liaison Services through 2025

ATTACHMENTS: N/A

RELATION TO STRATEGIC PLAN: Financial

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**BUDGET INFORMATION**Is it Budgeted? ☒ Yes / ☐ No

Project Name or Number: N/A

☒ Operating Budget☐ Capital Budget

FUNDING SOURCE:		EXPLANATION:
Current Contract	\$ 498,000	Costs are included in the operating budget. The contract will be extended two years. \$13,000 of the requested increase is to cover costs through current expiration date of June 30, 2025. The following two-year extension will be paid at a monthly fixed fee of \$6,850.00. A small contingency has been added to the requested increase.
Authority		
Increase Contract	\$ 180,000	
New Contract	\$ 678,000	
Authority Amount		

**BACKGROUND:**

Gordon Thomas Honeywell Government Relations (GTH GOV) has served as Pierce Transit's on-the-ground state advocacy firm since Oct. 14, 2011. During that time, GTH GOV has delivered significant value to the mission and operations of Pierce Transit, including helping secure more than \$47M in transportation grants and project appropriations to support enhanced services and agency initiatives on behalf of the transit riding public. To site



just two examples, on Pierce Transit's behalf, GTH GOV secured \$250,000 in operating budget dollars for the agency's new behavioral health co-responder pilot program and worked directly with lawmakers and state agency staff to exempt transit vehicles from the toll on the Tacoma Narrows Bridge. In addition, GTH GOV has been instrumental in helping Pierce Transit develop positive relationships with key lawmakers, including our Pierce County delegation, and has supported the Pierce Transit CEO and staff in developing and carrying out a state legislative agenda each year based on research, intel and stakeholder outreach.

With a dedicated team member on the ground in Olympia, GTH GOV carefully tracks legislation and its impact on Pierce Transit, works with staff to develop strategic approaches to each bill, testifies on the agency's behalf, secures legislative sponsors for funding requests and bill amendments, and much more. During the interim, GTH GOV organizes meetings with legislators, brings lawmakers to tour our base and meet with agency leadership, and lays the groundwork for the requests we plan to make during the following session. The GTH GOV team's relationship with, and access to, lawmakers and key legislative staff has paid significant dividends for Pierce Transit.

#### ALTERNATIVES:

1. Do not authorize additional funds. This would require a public solicitation upon contract expiration.
2. Discontinue the use of utilizing governmental affairs services. This is not recommended as GTHGA has delivered significant value to Pierce Transit over the years.

#### RECOMMENDATION:

Authorize the Chief Executive Officer to increase Contract No. PT-09-18 with Gordon Thomas Honeywell Governmental Relations to continue State Legislative Liaison Services.

#### PROPOSED MOTION:

Move to: Authorize the Chief Executive Officer to increase Contract No. PT-09-18 with Gordon Thomas Honeywell to provide continued State Legislative Liaison Services in the amount of \$180,000 for a total contract spending authority of \$678,000.

TITLE: Authority to Increase Contract PT-08-18 with Covino, Smith & Simon to Continue to Provide Federal Government Liaison Services

DIVISION: Executive

SUBMITTED BY: Mike Griffus, CEO

RELATED ACTION:

Fact Sheet No. 2023-005, Authority to Execute Amendment No. 3 with Covino, Smith & Simon (Contract No. PT-08-18), to Continue to Provide Federal Government Liaison Services Through 2025

ATTACHMENTS: N/A

RELATION TO STRATEGIC PLAN: Financial

### BUDGET INFORMATION

Is it Budgeted? ☒ Yes / ☐ No

Project Name or Number: N/A

☒ Operating Budget

☐ Capital Budget

FUNDING SOURCE:		EXPLANATION:
Current Contract Authority	\$ 288,000	Contract costs are included in the operating budget. The contract will be extended two years. First year's cost is fixed fee at \$3,750 per month. Second year's cost will be increased based on Consumer Price Indexing and wage adjustments. Contingency has been added to increase request to accommodate second year pricing.
Increase Contract Authority	\$ 100,000	
New Contract Authority Amount	\$ 388,000	

BACKGROUND:

Covino, Smith & Simon (formerly Simon & Company) has served as Pierce Transit's federal government liaison team since 2018. In the past three years alone, Covino, Smith & Simon has helped Pierce Transit secure more than \$24 million in federal grants and Community Project Funding awards to fund key initiatives that have positively impacted our customers and community. That funding includes \$3.87 million for three battery electric buses (BEBs); \$14.78 million to purchase four BEBs and a new gantry charging infrastructure system that will support up to 30 BEBs; \$3 million for the Spanaway Transit Center; and \$2.5 million to fund about 100 new bus shelters.

The Covino team conducts many ongoing and critical tasks for Pierce Transit, including: working in partnership with Pierce Transit's Grants team and others to help us secure federal funding for key Pierce Transit projects (as noted above); providing weekly updates on federal legislation and other federal actions that may impact the

agency; alerting us in real time to new grant opportunities; arranging meetings for Pierce Transit's CEO and others with federal lawmakers and their staff in Washington, D.C. multiple times a year and staffing those meetings; counseling Pierce Transit's Grants team on strategy for project and grant submittals; securing letters of support for Pierce Transit grant requests from members of the Washington state delegation; partnering with Pierce Transit staff to pursue and follow up on grant requests; positioning the agency for success by arranging discussions with leaders at the U.S. Department of Transportation, the Federal Transit Administration and other agencies; and working with Pierce Transit to develop and carry out a federal legislative agenda each year.

It is more important now than ever, during a time of tremendous change within the federal government, to continue working with the Covino team that intimately understands Pierce Transit and our priorities, has a strong and reputable presence in Washington, D.C., and maintains key contacts and relationships that will help the agency navigate the new federal funding and regulatory landscape.

#### ALTERNATIVES:

Do not authorize additional funds. This would require a public solicitation upon contract expiration and potential disruption to our federal support at a time when the federal government is in major flux, and Pierce Transit needs an experienced advocate on the ground to provide information and support. Pierce Transit may also discontinue the use of governmental affairs services. This is not recommended as Covino, Smith & Simon has delivered significant value to Pierce Transit over the years.

#### RECOMMENDATION:

Authorize the Chief Executive Officer to increase Contract No. PT-08-18 with Covino, Smith & Simon to continue Federal Government Liaison Services.

#### PROPOSED MOTION:

Move to: Authorize the Chief Executive Officer to increase Contract No. PT-08-18 with Covino Smith & Simon, to continue Federal Government Liaison Services for an amount not to exceed \$100,000, for a total contract spending authority of \$388,000.



# Pierce Transit

Connecting you with life

## FTA System Data Reporting Requirements

Effective Date: September 25, 2024



# SEPTEMBER 25th, 2024

## FTA Issues General Directive to Protect Nation's Frontline Transit Workers from Assault

Today, FTA issued a General Directive to protect our nation's frontline transit workers from assaults. General Directive 24-1:

Required Actions Regarding Assaults on Transit Workers will require more than 700 transit agencies nationwide to take action and address ongoing incidents of assaults on transit workers. The directive reflects FTA's commitment to the safety of transit workers and the need to address at the federal level the problem of verbal and physical assaults they face while at work. **Assaults have increased more than 120 percent between 2013 and 2021.** The General Directive requires all transit agencies subject to FTA's Public Transportation Agency Safety Plans (PTASP) regulation to complete a safety risk assessment. They are required to assess the risk of assaults on their workers using the Safety Management System processes outlined in their agency safety plans. The directive, a significant and necessary next step in FTA's efforts to better protect frontline transit workers, requires transit agencies to: Assess the risk of assaults on the agency's transit workforce using the Safety Management System (SMS) processes outlined in its Agency Safety Plan (ASP). **Conduct a safety risk assessment related to assaults on transit workers. If a transit agency's safety risk assessment shows an unacceptable level of risk of assaults on transit workers, they must identify strategies to mitigate that risk and improve transit worker safety.** For transit agencies serving large urbanized areas (with populations of 200,000 or more), they must comply with PTASP requirements to involve the joint labor-management Safety Committee when identifying safety risk mitigations and strategies. **Provide information to FTA within 90 days on how they are assessing, mitigating, and monitoring the safety risk associated with assaults on transit workers.** This information will help FTA understand how transit worker assault safety risk assessments and safety risk mitigations vary throughout the industry, informing the agency of further activities that may be effective in reducing the risk of assaults on transit workers



# Summary of Directive

## Required Actions Regarding Assaults on Transit Workers

- FTA is issuing a General Directive to address the significant and continuing safety risk associated with assaults on transit workers. FTA has identified a national-level hazard that transit workers must interact with the public and, at times, must clarify or enforce agency policies, which can present a risk of transit workers being assaulted on transit vehicles and in revenue facilities.
- Each transit agency must use the SRM process documented in its ASP as defined at CFR 673.25(d) to identify safety risk mitigations or strategies necessary as a result of the agency's safety risk assessment.
- Each covered transit agency must also provide information to FTA on how it is assessing, mitigating, and monitoring the safety risk associated with assaults on transit workers.



# General Directive and Required Actions

In accordance with 49 U.S.C. 5329(f)(2), 49 CFR § 670.25, and Office of Management and Budget Control Number 2132-0580

## **(c) Submit Required Information to FTA**

The transit agency must submit to FTA responses to the following questions, utilizing the Safety Risk Matrix:

1. Date of completed safety risk assessment
2. Hazard assessed: transit workers must interact with the public and, at times, must clarify or enforce agency policies
3. Potential Consequence: Transit workers are assaulted on transit vehicles
4. Potential Consequence: Transit workers are assaulted in revenue facilities
5. Risk Rating (provide overall risk rating resulting from safety risk assessment)
6. For transit agencies serving a large urbanized area, did the joint labor-management Safety Committee identify and recommend safety risk mitigations?
7. If you answered no to Question 6, please explain.



# Q4 Overall System Data Compared to Public Safety Report

Security Event Type	Q4 2024 Data	Q4 2024 Data From PSR	Delta
Security: Assault (other employees)	3	3	0
Security: Assault (Passenger(s))	21	10	-11
Security: Assault (Operator employees)	19	5	-14
Security: Drugs or Alcohol	80	15	-65
Security: Disruptive Behavior	158	27	-131
Security: Events Caught on Camera	2	0	-2
Security: Exclusion	31	0	-31
Security: Policy Enforcement	5	0	-5
Security: Theft	8	0	-8
Security: Transit Police Action	61	0	-61
Security: Suspicious Activity / Package	4	0	-4
Security: Vandalism / Graffiti	177	13	-164
Security: Trespass	47	10	-37
Security: Weapon Violation	10	0	-10
<b>Totals</b>	<b>626</b>	<b>83</b>	<b>-543</b>



## Discussion/Questions

