

June 18, 2020 - 3:00 p.m.
Service Delivery & Capital Committee Meeting



Meeting Location: Teleconference
Phone: 253-215-8782
Meeting Code: 816 4920 4550

Virtual Meeting Participation:

Due to the COVID-19 Emergency, the June 18, 2020 Service Delivery and Capital Committee meeting will be conducted by phone. Per the [Governor Proclamation 20-28](#) Open Public Meetings Act, a physical meeting location will not be provided for this meeting. The public is welcome to participate in the meeting by joining via phone by calling 253-215-8782 and entering Meeting ID No. 816 4920 4550.

CALL TO ORDER

APPROVAL OF MINUTES – February 20, 2020 committee meeting

CEO’S COMMENTS

ACTION AGENDA

1. Election of Chair and Vice Chair Chair Campbell

2. FS 2020-031, Authority to Enter into and Execute a Multi-Year Contract with Electronic Data Magnetics, Inc. for Fare Media Services Brenda Davis
Community Development Assistant Manager

DISCUSSION/UPDATE:

1. Review of Service Reduction Proposal due to Impacts of COVID-19 Lindsey Sehmel
Principal Planner - Scheduling

2. Base Master Plan Update for Phase 2 of the Plan Brett Freshwaters
Executive Director of Finance

COMMISSIONER COMMENTS

EXECUTIVE SESSION

ADJOURNMENT

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.

**PIERCE TRANSIT
SERVICE DELIVERY & CAPITAL COMMITTEE MEETING
3720 96th STREET SW, LAKEWOOD, WA
RAINIER CONFERENCE ROOM**

February 20, 2020

MINUTES

CALL TO ORDER

Chair Campbell called the meeting to order at 3:04 p.m.

ATTENDANCE

Service Delivery & Capital Committee members present:

Marty Campbell, Pierce County Council, Chair of SDCC
Nancy Henderson, Town of Steilacoom Councilmember, Vice Chair of SDCC
(representing Auburn/Gig Harbor/Fircrest/Pacific/Ruston/Steilacoom)
Robin Farris, Puyallup City Councilmember
Daryl Eiding, City of Edgewood Mayor (representing Fife/Milton//Edgewood)

Service Delivery & Capital Committee members excused:

Kent Keel, City of University Place Mayor

Staff present:

Sue Dreier, Chief Executive Officer
Kristol Bias, Executive Assistant to the CEO/Deputy Clerk of the Board

APPROVAL OF MINUTES

Commissioners Henderson and Farris **moved** and seconded to approve the October 17, 2019, meeting minutes as presented.

Motion **carried**, 4-0.

CEO COMMENTS

Chief Executive Officer Sue Dreier noted that the Tacoma Placemaking Project presentation being given at today's meeting will provide attendees with an overall vision and next steps for the Tacoma Theater District area.

ACTION AGENDA

1. FS 2020-013, Amend the Capital Budget to Add the Line Item “Building 4 Shuttle and Public Safety Office Moves Project”

Executive Director of Service Delivery and Support Mike Griffus presented on the item, noting that staff is asking approval of this item to relocate the SHUTTLE and Public Safety teams into consolidated work spaces. Each team is currently working out of three locations; SHUTTLE staff would move into the former Vanpool operations area, and Public Safety would move into the area that will be vacated by SHUTTLE Customer Service. These moves would co-locate teams to create a more efficient work environment.

Mr. Griffus answered questions with regards to cubicle sizes, clarifying that the new office space would allow for additional space and privacy for staff as well as the opportunity to update 1980s furniture.

Commissioners Eidinger and Henderson moved and seconded to amend the 2020 Capital Budget to add the line item “Building 5 Shuttle and Public Safety Office Moves Project” in the amount of \$317,000.

Motion carried, 4-0.

2. FS 2020-014, Authority to Execute Amendment No. 1 to Increase the Contract PT-51-18 Amount by \$200,000 with Workspace Development dba Open Square

Facilities Maintenance Manager Larry McCarty presented on the item. Mr. McCarty stated that the agency has a contract in effect through June 30, 2021 to allow for purchases of furniture systems and freestanding office furniture and space planning/design needs for the agency. These are typically small work area remodel projects that include the reconfiguration of work areas to address staffing and ergonomic needs. Increasing the current expenditure level would allow staff to meet immediate furniture and design service needs for the agency.

Commissioner Farris and Eidinger moved and seconded to authorize the Chief Executive Officer to enter into and execute Amendment No. 1 with Workspace Development dba Open Square, Contract PT-51-18, to increase the contract amount from \$200,000 to \$400,000 for furniture and design services.

Motion carried, 4-0.

3. FS 2020-015, Authority to Execute Amendment No. 2, PT-12-18, to Increase the Master Contract Amount with Hultz/BHU Engineers for the Commerce Street Bus Turnaround Project

Sr. Construction Project Manager Doug Dickinson presented on the item. Mr. Dickinson noted that with the complexity and added coordination of the Commerce Street Tunnel Refurbishment and the Commerce Placemaking projects, the design and engineering efforts have increased and therefore additional funds are needed to cover the unanticipated costs.

Commissioner Farris and Eidinger **moved** and seconded to authorize the Chief Executive Officer to enter into and execute Amendment No. 2 with Hultz/BHU Engineers, PT-12-18, by \$210,817.30 for a total not to exceed amount of \$488,190.32.

Motion **carried**, 4-0.

DISCUSSION/UPDATE

1. Tacoma Placemaking Project

Senior Capital Planner Janine Robinson presented on the item. Ms. Robinson's presentation included an overview of plan concepts, community collaboration efforts and project next steps.

Ms. Robinson noted that over the past couple of years, the agency's Planning staff has been working with a group of stakeholders and the public to create a grand vision for the Tacoma Theater District area that includes the agency's Commerce Street facility and Theater Square above its bus tunnel. The group's final report presents two distinct concepts for the area and enhancements that will make this a more vibrant place.

Ms. Robinson answered questions with regards to ADA accessibility, bike ramp and electric bus charging possibilities and project cost. Chief Executive Officer Sue Dreier clarified that Pierce Transit does not have the funds for this project and is relying on others that do. Ms. Robinson added that the plan recognizes that the best way to generate interest in redevelopment of the site is by getting programming and activities there.

Chair Campbell encouraged staff to work with Tacoma Arts Live. Ms. Robinson noted that Pierce Transit has been strategizing with Tacoma Arts Live, as well as Metro Parks Tacoma, City of Tacoma, BIA and other stakeholders on how to better manage and program the public space. The result of that strategizing has led the agency to work with Tacoma Arts Live toward a management agreement that would have them take over the management and programming of Theater Square.

The next step is for the City of Tacoma to also pursue interest from developers and others to move the vision forward.

2. Bus Rapid Transit Update

Executive Director of Planning and Community Development Ryan Wheaton introduced the topic as well as Senior Construction Project Manager Sean Robertson who presented on the item.

Mr. Robertson noted one new update to the project was the fact that the City of Tacoma has issued a load limit for the 26th Street Bridge Pierce Transit had planned to use as the route into and out of the Dome area; the City is studying whether the bridge can be retrofitted or if Pierce Transit would need to move the route. Mr. Robertson also informed the committee that Pierce Transit's preferred bus type is a three-door, 60-foot articulated, battery electric bus, and that the Bus Rapid Transit naming/branding and station design processes are underway.

Mr. Robertson answered questions with regards to what it would involve maintaining each station design concept and upcoming community outreach efforts.

Commissioner Campbell encouraged staff to communicate with property owners of commercial business in their outreach efforts.

Commissioner Farris expressed interest in doing door-to-door outreach with Pierce Transit staff.

The next step is to bring the naming/branding and station design concepts to the community during outreach efforts. Staff will then bring the top two station design concepts that were favored by the community during these outreach efforts to the full board at an upcoming regular scheduled Board of Commissioners meeting.

COMMISSIONER COMMENTS

No comments.

EXECUTIVE SESSION

None.

ADJOURNMENT

There being no further business, the meeting was adjourned at 4:26 p.m.

Kristol Bias
Executive Assistant to the CEO/
Deputy Clerk of the Board

Marty Campbell, Chair
Service Delivery & Capital Committee

TITLE: Authority to Enter into and Execute a Multi-Year Contract with Electronic Data Magnetics, Inc. for Fare Media Services

DIVISION: Planning & Community Development

SUBMITTED BY: Brenda Davis, Community Development Assistant Manager

RELATED ACTION: N/A

ATTACHMENTS: N/A

RELATION TO STRATEGIC PLAN: Customer

BUDGET INFORMATION

Is it Budgeted? Yes / No

Project Name or Number: IFB #1023, Fare Media

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Local Amount	\$ 330,800.00	The estimated average annual cost is \$66,160 based on estimated quantities. The not to exceed amount is \$330,800 for the full term of the Contract including option years.
Grant/Other Amounts	\$	
Total Expenditure	\$ 330,800.00	

BACKGROUND:

In 2014 Pierce Transit installed Genfare Fast Fare fareboxes on its active and reserve buses, trolleys, and connector vehicles. These fareboxes issue and accept fare media with magnetic stripes, pre-encoded with value. The farebox vendor, SPX Genfare, recommends that all fare media used in the equipment meet the company's quality standards and become certified with SPX Genfare. It is critical for our customers and for our operations that we procure and maintain adequate inventories of high-quality fare media that meet those technical standards. Pierce Transit currently sells six types of fare media.

The invitation to bid was released on May 27, 2020 and was posted on Builder's Exchange of Washington, advertised on Pierce Transit's website, The Daily Journal of Commerce, Tacoma Daily Index and OMWBE. Two (2) responsive bids were received and evaluated and Electronic Data Magnetics, Inc. was determined to be the low-bid.

STAFF RECOMMENDATION:

Authorize the Chief Executive Officer to enter into and execute a contract with Electronic Data Magnetics, Inc. to provide Fare Media for one (1) year with four (4) optional one-year extensions. The not to exceed amount of \$330,800.00 is based on annual estimated quantities and is budgeted annually in the Operations budget. The Contract term will commence on July 1, 2020 when the current contract expires.

ALTERNATIVES:

Reject all bids and re-solicit. This is not recommended as Electronic Data Magnetics, Inc. is the low-bidder, adequate advertising and competition existed and they are able to meet all bid requirements.

PROPOSED MOTION:

Authorize the Chief Executive Officer to enter into and execute a multi-year contract with Electronic Data Magnetics, Inc. for a not to exceed amount of \$330,800.00.

TO: Service Delivery Coordinating Committee, Pierce Transit

FROM: Scheduling Division, Lindsey Sehmel, AICP

DATE: June 15, 2020

SUBJECT: September 2020 Schedule Change Status

Due to the COVID-19 Pandemic, Pierce Transit must continue to ensure financial solvency, and this requires a ten percent (10%) cut of ‘regular’ service for the September 2020 schedule update based on the most up to date information we have. The Planning and Scheduling department prepared three separate scenarios, and fine tuned them to reduce the impacts to our riders. The recommended service proposal attempts to meet the needs of the community and continue to provide service, as we also balance the impacts of having to reduce service. This memo is a brief summary of the recommendation.

Scheduling Adjustments:

1. Remove shadow and social distancing ‘rules’ in the schedule.
2. No route adjustments, focus was on span and frequency.

Recommendation: In trying to balance the regional, financial, and community impacts to a 10% fixed route reduction, the Scheduling Division along with support from the Executive Team find that reducing frequency on Sunday’s local routes as well as removing one unsatisfactory express route during the weekdays helps us continue to provide weekday span and levels of frequency across the PTBA.

Weekdays: Cut service on Route 102; Reduce frequency and span on four unsatisfactory routes (13, 63, 214, 425); Reduce span on four unsatisfactory routes (4, 11, 409, 501); Reduce frequency on one route (402).

Saturdays: Reduce frequency on three unsatisfactory routes (4, 212, 425).

Sundays: Reduce frequency to one-hour service on all trunk routes; Two-hour frequency of service for all remaining routes.

Next Steps:

- Present to the full Board in July the recommended schedule adjustments to reduce 10% of our Fixed Route Service.
- Prepare public education website and work with Marketing on development of the September Print Schedule.
- Schedulers are developing the proposals in HASTUS, will block and do a run-cut to provide a detailed estimate of the service hours. We anticipate this work to be completed in the next week.



MEMO

Page 2 of 2

- Obtain financial estimates in July to ensure we do not have to cut additional service below 450K annual service hours.

Public Engagement and Outreach:

Based on what final proposal for service change is identified as the preferred option, public engagement will be necessary to inform the Board of the detailed impacts of these adjustments.

A major service change analysis is mandatory if any of these routes experience impacts that exceed 20% of the service hours or service miles and, is expected to occur longer than a 12-month period. Due to the limited timeframe because of our current emergency situation, Staff recommends we provide the detailed information to the Board for the July meeting, and utilize our GovDelivery System to send out a notification to our riders. Directing them to view a webpage with the detailed information being provided to the Board, and request they submit open ended comments on the service proposal for us.

Due to being under an Emergency Declaration, Planning Staff will be preparing to process Equity Impact Analysis' on the routes that meet the definition of a Major Service Change, which will include a public hearing and adoption by the Board at a later date. We anticipate processing and sharing these analysis' in late 2020, early 2021 after we receive financial estimates on what level of service we can operate at in March 2021. While it is our hope to be back to 500K annual service hours, we recognize that long-term¹ adjustments to our fixed route may be unavoidable.

Following the Committee's feedback, staff will update the Board meeting materials to include topics and suggestions.

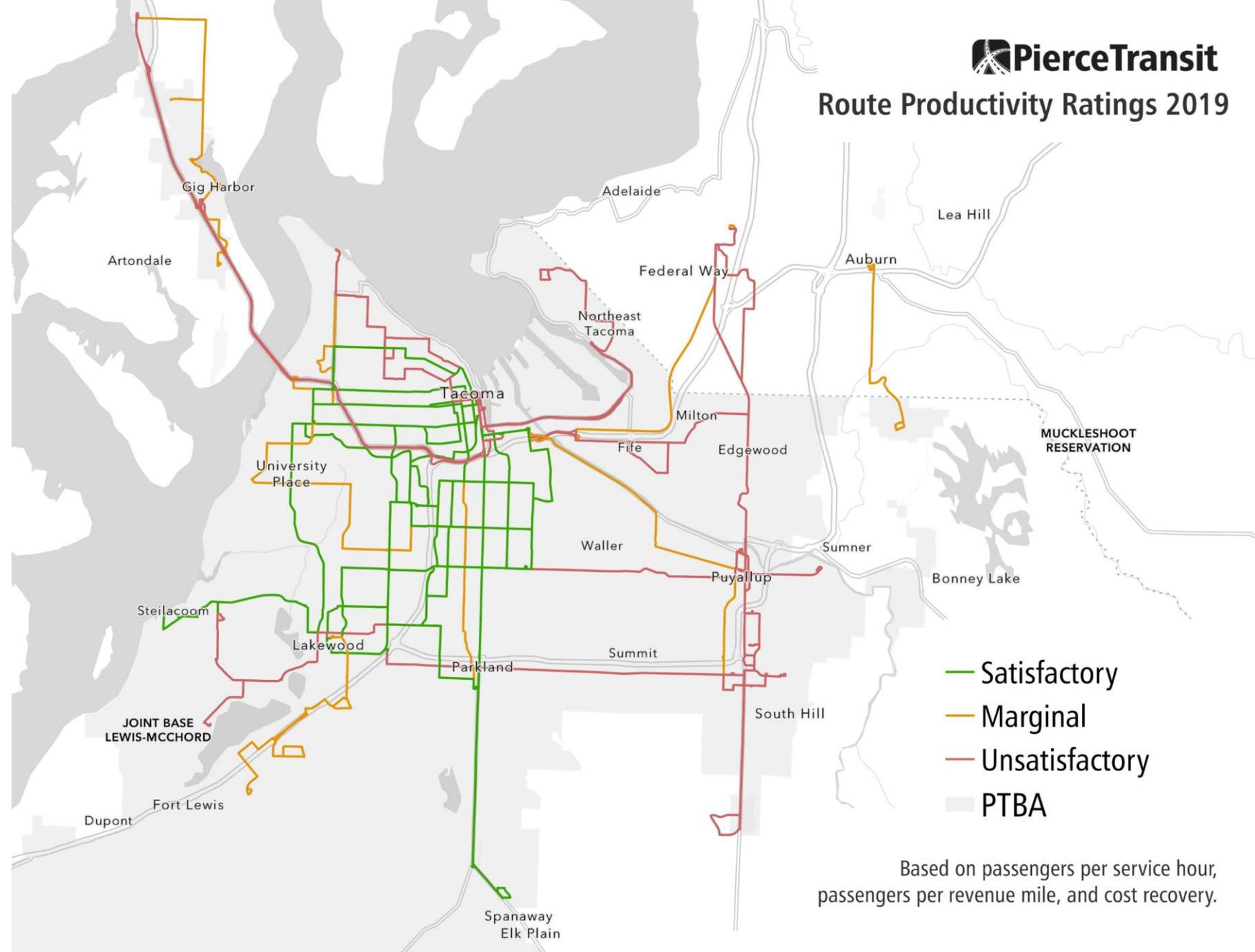
¹ PT Code of Resolutions identifies any route with a 20% change in revenue hours or miles, that will operate for a 12 month period or longer as a "major service change".

September 2020

Service Recovery Planning

1st Quarter 2020 Service Snapshot

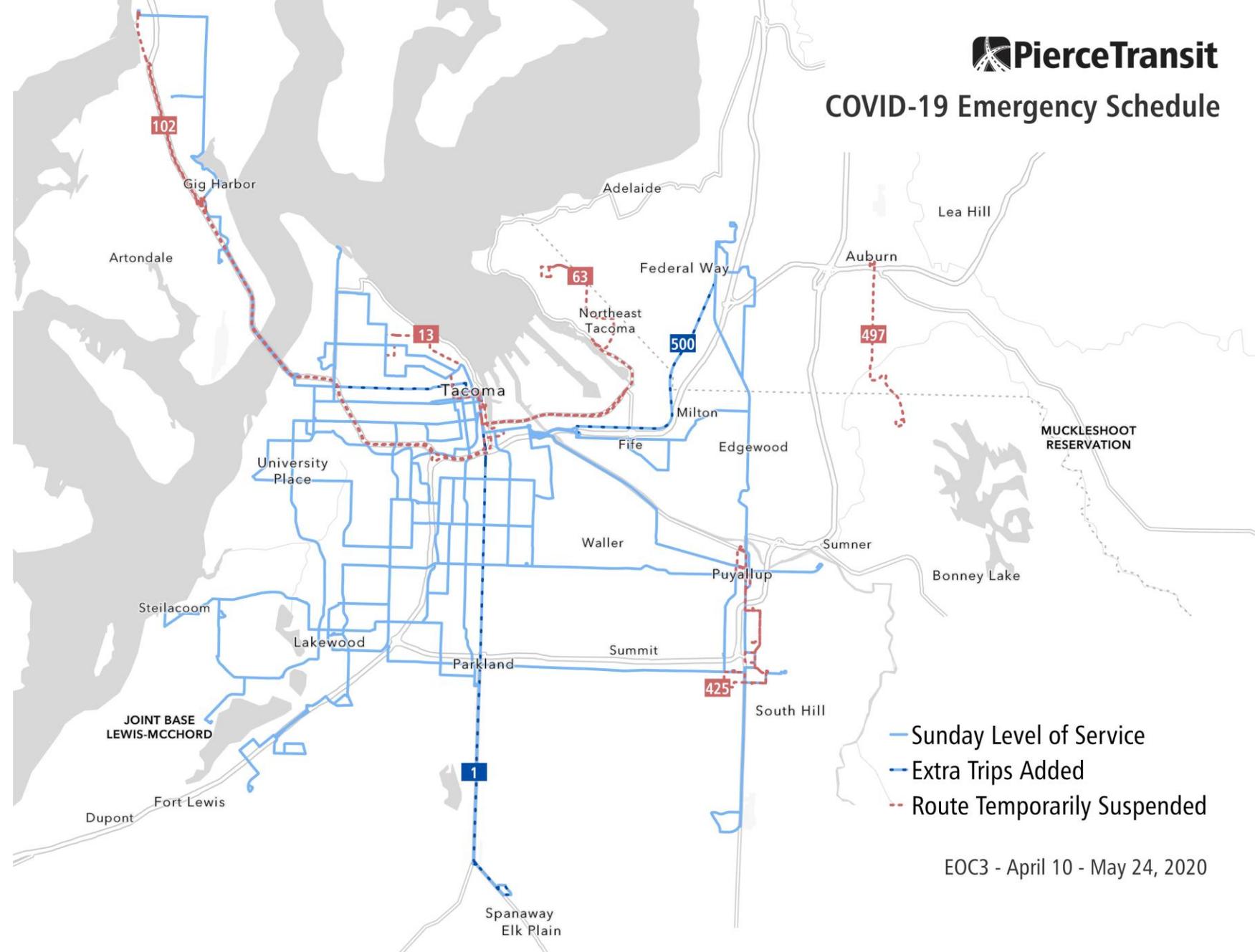
- 500,130 budgeted service hours
- 22,900 average daily boardings



COVID EOC Schedules

March 29, April 6, April 10

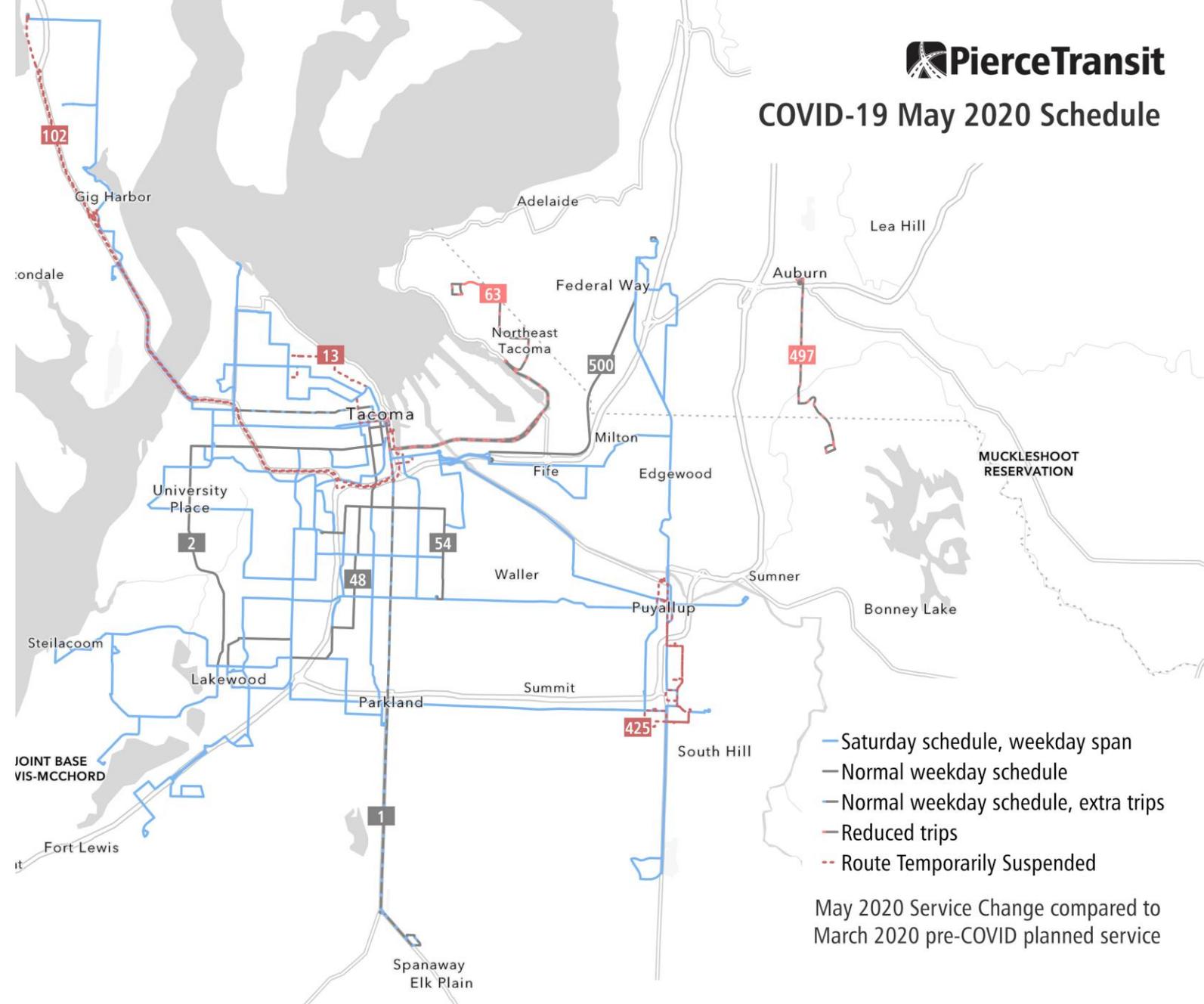
- Three separate service changes in a matter of two and a half weeks.
- Impacts felt system wide
- Six routes were temporarily suspended from service on April 6.
 - 13
 - 63
 - 102
 - 425
 - 497
 - JBLM Connector



EOC3 - April 10 - May 24, 2020

May 24, 2020 Service Change

- Saturday level of service on a weekday span for most routes
 - Will reduce the need for SHUTTLE to provide for essential trips
- Total of 395K annual service hours in this schedule.
 - 20K annual service hours due to need for social distancing
 - No relief carpooling
 - Shadow assignments
- Routes 1 is operating above 'regular' service due to needs for social distancing.
- Routes 2, 48, 54 and 500 are operating at full service.
- Routes 13, 102, and 425 are temporarily suspended.
- Route 497 will return with partial weekday service.
- Saturdays remain on Sunday schedule.

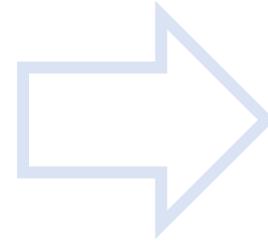


— Saturday schedule, weekday span
— Normal weekday schedule
- - - Normal weekday schedule, extra trips
— Reduced trips
- - - Route Temporarily Suspended

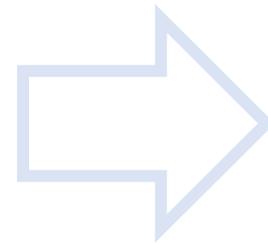
May 2020 Service Change compared to March 2020 pre-COVID planned service

September 2020

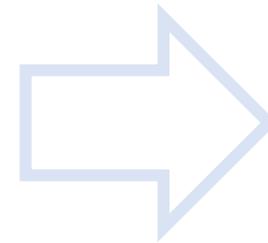
- 10% reduction of 'normal' service.
- Service has to be planned with no social distancing due to limited hours and requested level of service.
- Consideration of the equity impacts for our riders and communities we serve.
- Regional equity of the PTBA communities.
 - Balancing cuts in suburban areas to ensure some level of services remain.
- Preservation of high performance routes (passengers per service hour 2019), high need routes, and geographic access.
- Social equity at the route level.



Equity



Regional Access



Route Performance

Analysis Tools

1. Analyzed loads at the trip level based on ridership from September 2019 – February 2020.
2. Updated Equity Mileage based on 2018 ACS data and referenced each route with most current minority and low income data.
3. COVID-19 Ridership – Analyzed where riders were before and where they are now.

Route		425				
Dir		SOUTH				
Values						
Hours	Trip Start	Average of Max Load	Average of Seats Empty	Average of Seat Cap		
9 AM	:59	2.9	11	14		
10 AM	:32	2.3	12	14		
11 AM	:02	2.6	11	14		
	:32	2.3	12	14		
12 PM	:04	2.9	11	14		
	:34	2.5	11	14		
1 PM	:02	2.7	11	14		
	:32	2.5	12	14		
2 PM	:02	2.5	12	14		
	:32	2.7	11	14		
3 PM	:04	3.2	11	14		
	:34	3.4	11	14		
4 PM	:04	3.0	11	14		
	:34	1.8	12	14		
5 PM	:04	2.3	12	14		
	:39	2.6	11	14		

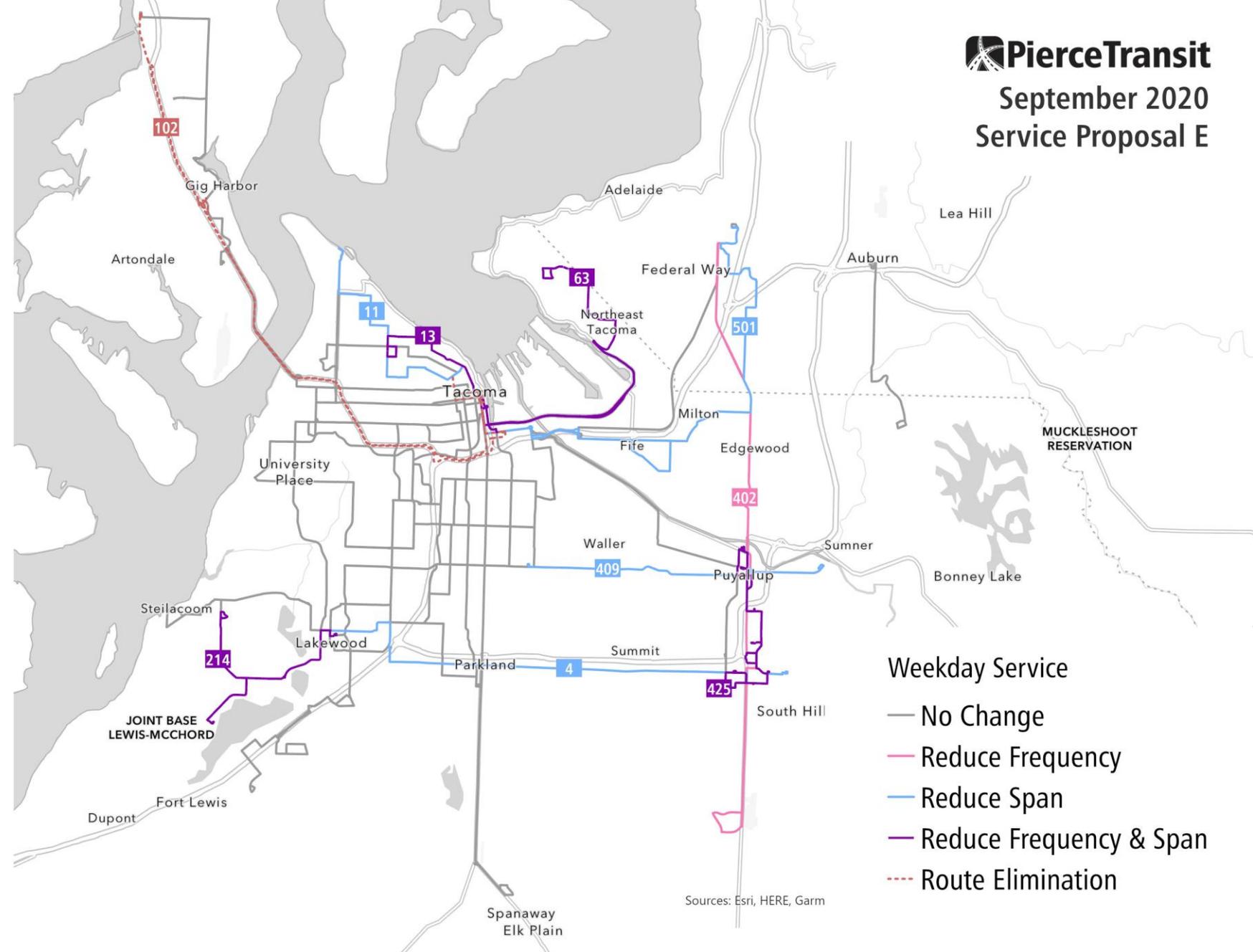
Route		102				
Dir		SOUTH				
Values						
Hours	Trip Start	Average of Max Load	Average of Seats Empty	Average of Seat Cap		
4 AM	:55	4.2	33	37		
5 AM	:00	7.3	29	36		
	:35	5.2	31	36		
	:40	5.9	30	36		
6 AM	:15	14.2	22	36		
	:20	15.9	21	37		
7 AM	:00	19.2	17	37		
	:17	7.1	31	38		
	:50	11.8	25	37		

Route		63				
Dir		SOUTH				
Values						
Hours	Trip Start	Average of Max Load	Average of Seats Empty	Average of Seat Cap		
6 AM	:05	2.9	34	36		
7 AM	:08	11.2	25	36		
8 AM	:08	6.7	30	37		
9 AM	:08	6.8	31	38		

	Description	Weekday Service	Saturday Service	Sunday Service	Potential Boardings Impacted
A	Focus on efficiency: eliminate lowest-performing routes.	Reduce Span/frequency on Route 402. Routes 13, 63, 102, 409, 425, 501 fully removed.	No Routes 409, 425, 501	No Routes 501, 409	407,051
B	Preserve all routes, system-wide trip removal.	Trips cut on Routes 4, 10, 11, 13, 45, 53, 55, 100, 102, 214, 400, 402, 409, 425, 501.	Sunday Schedule, No Route 425	Normal	617,848
C	Eliminate low-performing routes & remove low-performing trips.	Reduce span and/or frequency on Routes 53, 63, 214, 402, 409, 501 Routes 13, 102, 425 fully removed.	Sunday Schedule, No Route 425	Normal	570,327
D	Remove Sunday service outside of trunk routes and route 500. Reduce span on low-performing routes during weekday.	Reduce span and/or frequency on Routes 11, 13, 63, 402, 409, 425, 501 Route 102 Fully Removed.	Reduced Span on Route 425	Trunk Routes 1, 2, 3, 4 and Route 500 Operation only	581,345
E	Focus on preservation of most all weekday service and connections. Maintain a level of service on Sunday.	Reduce span and/or frequency on Routes 11, 13, 63, 214, 402, 409, 425, 501 Route 102 Fully Removed.	Reduced Span on Route 425, Reduced frequency on 4 & 212	One hour frequency on Trunk Routes and Route 500. Two hour frequency for others.	577,731

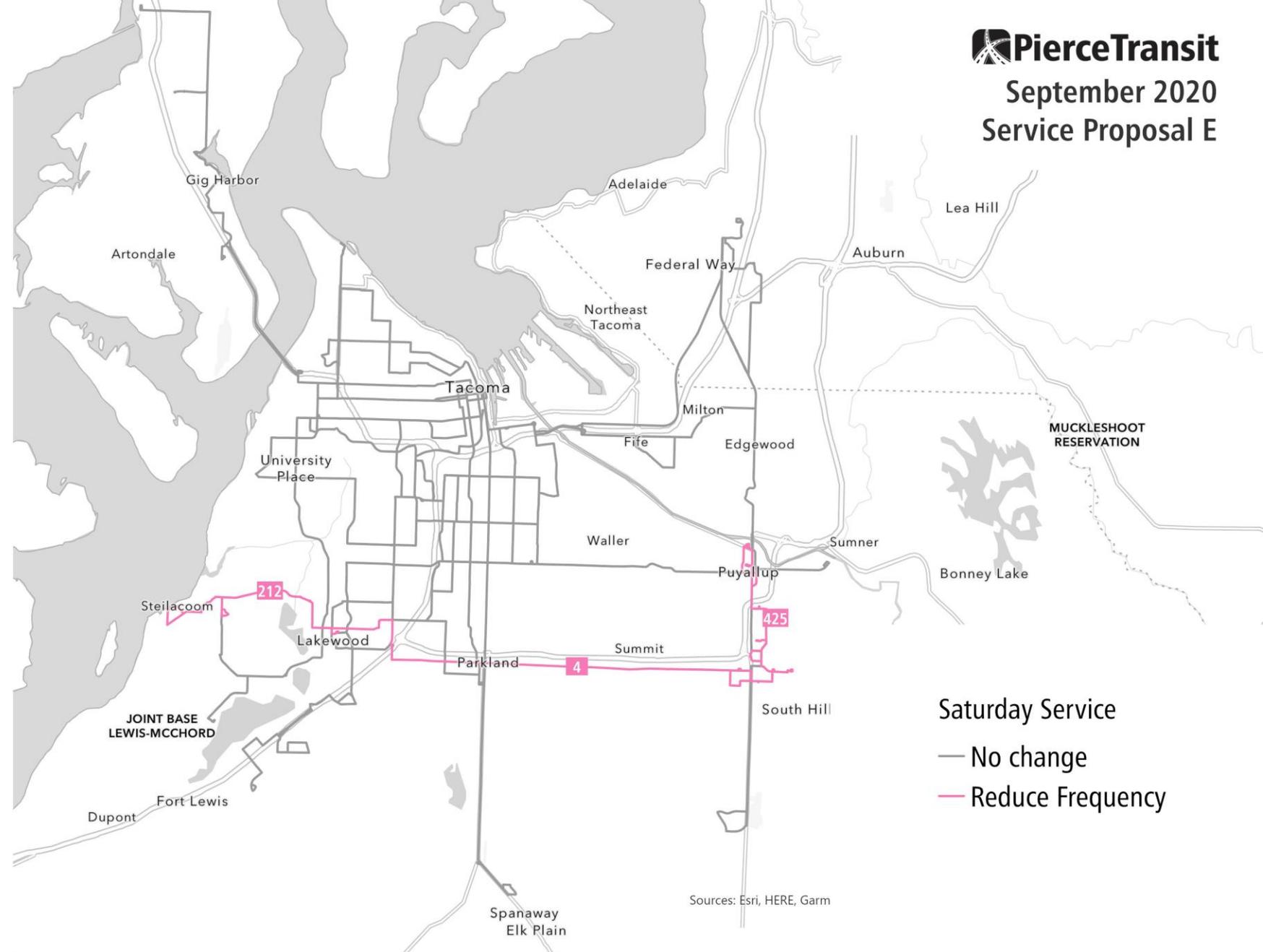
Recommendation

- WEEKDAY SERVICE LEVELS
- Cut Service
 - 102 Express
- Hourly service
 - 409
 - 402
 - 214 after 3pm
- Directional Service
 - 63
 - 13
- Span Reduction
 - 501
 - 425
 - 4



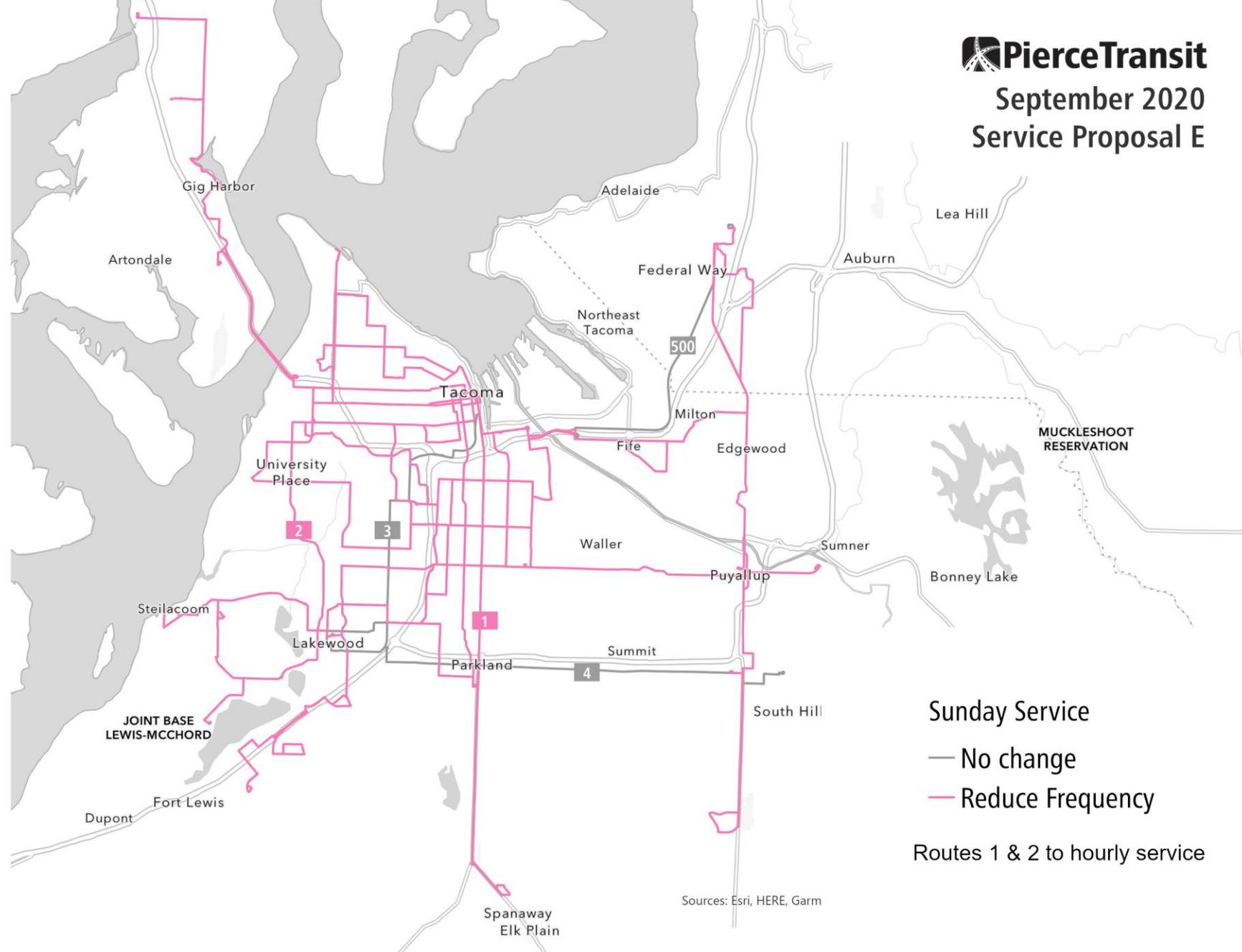
Recommendation

- SATURDAY SERVICE LEVELS
- Reduced frequency on Routes:
 - 4
 - 212
 - 425



Recommendation

- SUNDAY SERVICE LEVEL
- Two Hour Service Frequency on Most all Routes

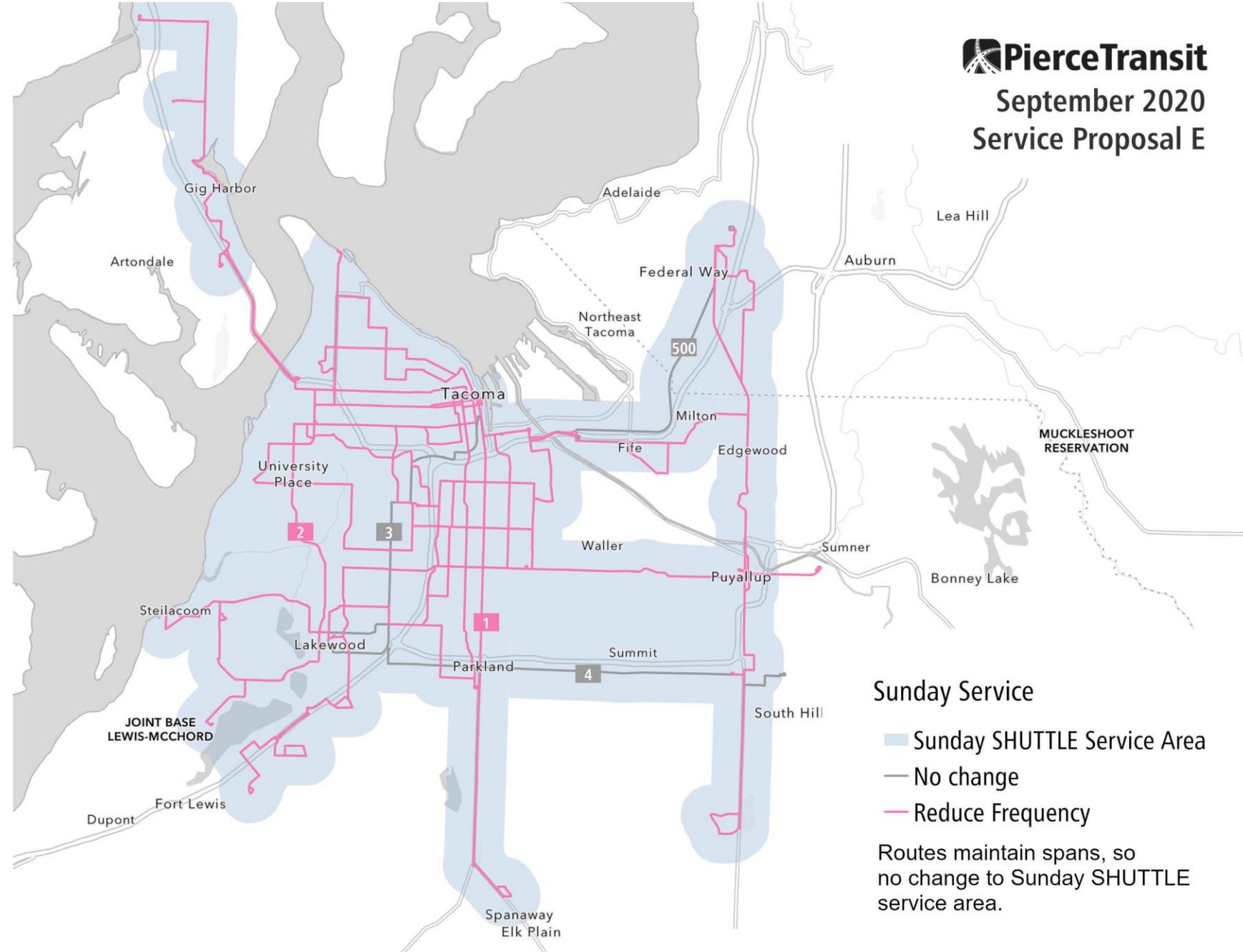


Sunday Service
— No change
— Reduce Frequency
Routes 1 & 2 to hourly service

Recommendation

Downstream Impacts

- 2019 Annual Shuttle Ridership for Sundays: **7,437 boardings and alightings.**



Sunday Service

— Sunday SHUTTLE Service Area

— No change

— Reduce Frequency

Routes maintain spans, so no change to Sunday SHUTTLE service area.

Analysis Summary

Major Route Impacts

- Shows the progression of the development of the recommendation to find the balance between the three tiers of Equity, Regional Access and Route Performance.
- Estimate of Annual Boardings impacted: 577,731 (7%)
- Estimate of total share of Services removed 10%
- Major Service Changes for Routes 13, 63, 102, 402, 409, 425

Route	% Mileage of high Minority blockgroups	% Mileage of high Low Income	High Minority	Low Income	Estimated Annual % Service Removed				
1 - 6th Ave/Pacific Ave	60%	87%	Yes	Yes	0%	3%	3%	0%	4%
2 - Bridgeport / S 19th St	70%	90%	Yes	Yes	0%	3%	3%	0%	3%
3 - South Tacoma Way	99%	99%	Yes	Yes	0%	7%	7%	0%	0%
4 - S 112th St	68%	65%	Yes	Yes	0%	10%	4%	0%	12%
10 - Pearl St	40%	70%	Yes	Yes	0%	13%	1%	5%	3%
11 - Pt. Defiance	11%	28%	No	No	0%	10%	1%	15%	12%
13 - N 30th St	41%	27%	Yes	No	100%	35%	100%	70%	70%
16 - N 21st /North End	34%	56%	Yes	Yes	0%	5%	5%	6%	3%
28 - S 12TH ST	61%	79%	Yes	Yes	0%	4%	4%	6%	3%
41 - 56th St/Salishan	90%	72%	Yes	Yes	0%	2%	2%	7%	4%
42 - McKinley	100%	69%	Yes	Yes	0%	0%	0%	8%	4%
45 - Yakima	94%	86%	Yes	Yes	0%	19%	0%	7%	3%
48 - Sheridan/M st	95%	92%	Yes	Yes	0%	1%	1%	7%	4%
52 - TCC Tac Mall	63%	66%	Yes	Yes	0%	5%	5%	8%	4%
53 - University Place	45%	67%	Yes	Yes	0%	12%	31%	7%	3%
54 - S 38th St/Portland	95%	81%	Yes	Yes	0%	0%	0%	6%	3%
55 - Parkland Tac Mall	87%	79%	Yes	Yes	0%	16%	5%	8%	4%
57 - Tacoma Mall	89%	100%	Yes	Yes	0%	2%	2%	7%	3%
63 - NE Tacoma	83%	51%	Yes	Yes	100%	55%	55%	55%	55%
100 - Purdy Gig Harbor TCC	5%	15%	No	No	0%	7%	1%	11%	5%
102 - Purdy Gig Harbor Tacoma Express	38%	42%	Yes	Yes	100%	20%	100%	100%	100%
202 - 72nd Street	96%	79%	Yes	Yes	0%	0%	0%	14%	7%
206 - Pacific Hwy/Tillicum/Madigan	84%	81%	Yes	Yes	0%	4%	4%	8%	6%
212 - Steilacoom	56%	46%	Yes	Yes	0%	8%	8%	5%	8%
214 - Washington	66%	25%	Yes	No	0%	18%	18%	5%	16%
400 - Puyallup/DowntownTacoma	29%	62%	No	Yes	0%	19%	0%	0%	0%
402 - Meridian/Federal Way	34%	37%	Yes	Yes	37%	37%	37%	42%	38%
409 - Puyallup/72nd	6%	56%	No	Yes	100%	29%	29%	40%	35%
425 - Puyallup Connector	50%	54%	Yes	Yes	100%	69%	100%	64%	64%
497 - Lakeland Hill connector	52%	57%	Yes	Yes	0%	0%	0%	0%	0%
500 - Federal Way	91%	44%	Yes	Yes	0%	4%	4%	0%	0%
501 - Milton Federal way	65%	32%	Yes	No	100%	5%	7%	3%	10%
TOTAL					10%	10%	10%	10%	10%

Next Steps - Planning

- Present to the full Board in July the recommended schedule adjustments to reduce 10% of our Fixed Route Service.
- Prepare public education website and work with Marketing on development of the September Print Schedule.
- Schedulers are developing the proposals in HASTUS, will block and do a run-cut to provide a detailed estimate of the service hours. We anticipate this work to be completed in the next week.
- Obtain financial estimates in July to ensure we do not have to cut additional service below 450K annual service hours.

September 2020

Service Recovery Planning