

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

August 8, 2022

CALL TO ORDER

Vice Chair Walker called the regular board meeting to order at 4:01 p.m.

ROLL CALL

Commissioners present:

Marty Campbell, Chair of the Board, Pierce County Councilmember
John Hines, City of Tacoma Councilmember
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, Vice Chair of the Board, City of Tacoma Councilmember
Jason Whalen, City of Lakewood Mayor
Victoria Woodards, Mayor of the City of Tacoma

Commissioners excused:

Kent Keel, City of University Councilmember (*representing University Place and
Fircrest*)

Staff present:

Mike Griffus, Chief Executive Officer
Chris Schuler, Chief Financial Officer
Deanne Jacobson, Clerk of the Board
Brittany Carbullido, Assistant to the CEO/Deputy Clerk of the Board
Aaron Millstein, Counsel from K&L Gates

OPENING REMARKS AND HOUSEKEEPING ITEMS

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

PRESENTATIONS

- 1. Honoring Keisha Barker for Operator of the Month for July 2022;** presentation by Ron Mackenzie, Transportation Assistant Manager

Mr. Mackenzie honored Ms. Barker for being selected Operator of the Month for July 2022, He detailed her contributions and work ethic that support earning this achievement and highlighted that Ms. Barker has been an operator since 2015 and emphasized her dedication to safety and customer service.

Ms. Barker expressed her appreciation and thanks for receiving the award. (*Commissioner Woodards arrived at 4:06 p.m.*)

On behalf of the Board, Vice Chair Walker congratulated Ms. Barker on her accomplishment.

2. 2022 Q2 Community Transportation Advisory Group (CTAG) Update; presentation by Don Green, CTAG Chair

On behalf of the CTAG committee, Chair Green expressed appreciation for the open dialog and communication that CEO Griffus provides to the committee. He also expressed his appreciation to staff for being well prepared to discuss topics and projects and expressed gratitude for the commissioners attending CTAG meetings.

Vice Chair Walker thanked Mr. Green for his report and service on the CTAG.

PUBLIC COMMENT

Vice Chair Walker provided participation instructions to the public and opened public comment. There were no public comments provided and public comment was closed.

PUBLIC HEARING

1. 2022-2027 Transit Development Plan; presentation by Amber Stanley, Senior Planner

Ms. Stanley provided an overview of the information that is contained in the 2022-2027 Transit Development Plan and reviewing the required elements of the plan pursuant to Washington State Department of Transportation Guidelines. She noted that the agency will receive public comments on the Plan until August 29, 2022, and the Plan is scheduled for adoption at the September 12, 2022, board meeting.

Commissioner Mello noted that he would like to see a focus on the agency's Key Performance Measures, what are they, are they the right ones, and that the measures be reviewed quarterly to determine how the Agency is meeting them.

CEO Griffus reported that there will be a discussion about some of the agency's Key Performance Measures relating to route performance and other measures at the September 15 Board Retreat and later in the year the agency will be looking at revising its Strategic Plan, which will be another opportunity to visit Key Performance Measures.

Vice Chair Walker provided instructions for how to provide comment during the public hearing and opened the public hearing at 4:21 p.m.

No public comments were provided. Vice Chair Walker closed the public hearing at 4:21 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 Mello and Hines **moved** and seconded to approve the consent agenda as presented.

Motion **carried**, 8-0.

1. Approval of Vouchers, July 1, 2022 – July 31, 2022
Operating Fund #10
Self-Insurance Fund #40
Capital Fund #90
Payment Nos. 378774 through 378956
Wire Nos. 11006 through 11242
No Advance Travel Checks
Total \$9,710,627.32
2. Approval of Minutes: July 11, 2022, regular board meeting.
3. FS 2022-039, Procedural Matter – Acknowledging Receipt of the Public Hearing Comments Attached in Exhibit A Submitted in Response to the Fare Free for Youth 18 and Younger Policy and Related Title VI Analysis and to Further Acknowledge that with this Additional Information the Board of Commissioners of Pierce Transit Reaffirms its Position of Approval of Resolution No. 2022-007, as Adopted on July 11, 2022.

ACTION AGENDA

[Due to technical difficulty, the agenda was re-ordered and the Board of Commissioners considered FS 2022-041 first under the Action Agenda.]

1. **FS 2022-041, Authorize the Chief Executive Officer to Increase the Contract Authority Amount for WSP USA, Inc., Contract No. PT-105-18, for Planned and Budgeted Design Work for the Bus Rapid Transit Pacific Avenue/State Route Project;** presentation by Sean Robertson, Sr. Construction Project Manager

Mr. Roberson presented on the contract amendment and reviewed the work that has been completed under the Traffic Impact Analysis re-run process. He reviewed the scope of work that will be completed under Amendment 12, which covers 14 more months of engineering services with WSP through August 2023 including the FTA Risk and Readiness Review.

He reported that in approximately September 2023 staff will be requesting Amendment 13, which will take the project to final design.

Upon inquiry, Mr. Robertson confirmed that this amendment does not increase the project budget.

Commissioners Mello and Hines **moved** and seconded to authorize the Chief Executive Officer to increase the contract authority amount for WSP USA, Inc., Contract No. PT-105-18, by \$7,246,000 for a new contract authority amount of \$28,569,346 to provide additional planned and budgeted Architect and Engineer design work for the Bus Rapid Transit Pacific Avenue/State Route 7 Project.

Motion **carried**, 8-0.

2. FS 2022-040, Adopting; the 2022-2023 Pierce Transit Public Transportation Agency Safety Plan (PTASP); presentation by Reggie Reese, Chief Safety Officer

Mr. Reese presented on the PTASP and noted that the PTASP is required by the FTA. He reviewed the key changes to the 2022-2023 Plan and these changes result from changes in the agency's practices and programs and regulatory requirements. He highlighted the four pillars of the agency's Safety Plan and spoke in depth about the agency's conflict and assault prevention program and de-escalation approach.

He responded to general questions about the PTASP.

Commissioners Mello and Hines **moved** and seconded to approve Resolution No. 2022-9, adopting the 2022-2023 Pierce Transit Public Transportation Agency Safety Plan as presented in Exhibit A.

Motion **carried**, 8-0.

3. FS 2022-042, Authorize the Chief Executive Officer to Increase the Contract Authority Amount for Absher Construction Company, Contract No.1087, for Building 6 Tenant Improvements presentation by Brian Matthews, Sr. Construction Project Manager

Mr. Matthews presented on the contract amendment, noting this amendment does not increase the project budget. He gave an overview of the improvements to be done and noted that the Facilities Division will move from what is Building 2 to Building 6 so that Buildings 2 and 3 can be demolished.

Commissioners Mello and Hines **moved** and seconded to authorize the Chief Executive Officer to increase the Contract authority not to exceed amount for Absher Construction, Contract No. 1087, by \$979,000 for Building 6 Tenant Improvements for a new contract authority not to exceed amount of \$33,193,037.

Motion **carried**, 8-0.

4. FS 2022-043, Authority to Execute a Contract with Construct, Inc., Contract No. 1136, for Construction of Phase 1 of the Spanaway Transit Center; presentation by Hope Gibson, Sr. Construction Project Manager

Ms. Gibson provided a short overview of the project, reviewing a site map and detailing the improvements that will be conducted under Phase 1. She noted that

Phase 2 of the project will increase parking spots and finalize egress from the Transit Center.

Ms. Gibson reported that Phase 1 construction will begin at the end of the year and will take approximately one year to complete. She gave an overview of the procurement process, noting that five bids were received, with Construct, Inc., coming in as low bid.

A short discussion ensued about whether the estimated contingency is too low. Ms. Gibson responded to general questions about the project.

Commissioners Mello and Hines **moved** and seconded to authorize the Chief Executive Officer to enter into and execute a contract with Construct, Inc., Contract No. 1136, to provide construction services for Phase 1 of the Spanaway Transit Center in the amount of \$4,861,000.00.

Motion **carried**, 8-0.

STAFF UPDATES

CEO'S Report

CEO Mike Griffus reported on the following items:

- The groundbreaking ceremony for the Spanaway Transit Center has been scheduled for October 3. Invitations have been sent to the commissioners.
- Pierce Transit will celebrate Transit Team Appreciate Day (TTAD) on September 1, 2022. TTAD involves team building exercises and members of the Executive Team serves breakfast to the operators.
- Pierce Transit provided free rides to customers traveling to or from cooling centers from July 25-31, and also participated in the Pierce County Trails Day on July 30th.
- Reported that the Maintenance Apprenticeship program recently promoted two apprentices to Journey Level Mechanics and that the agency hopes to share this great program out in the community.
- New public safety model is underway utilizing private security officers. The agency is focusing on staffing at the busiest transit centers. The agency is receiving positive feedback about the additional security presence at our transit facilities.

Training is underway for the two Puyallup Police Deputies and the agency hopes to have them ready for service by the end of the year. Pierce Transit is also hiring more Pierce Transit Public Safety Officers.

- Service change will be implemented September 18. Minor changes to the routes will be made so service will be more dependable.

- The Spanaway/Parkland Runner service is scheduled to begin Aug. 29. Staff is working with the vendor to implement service and marketing efforts are underway.

Chair Campbell requested that the marketing information for this service be shared with the Pierce County Council and the County's social media/communications team so that they too can help get the word out about the service.

Vice Chair Walker applauded staff's work to implement the Free Youth Transit Pass program and thanked Pierce Transit for continuing to have an active role in the community.

CEO Griffus responded to questions about when the agency expects ridership to improve, noting that industry leaders do not anticipate ridership levels to greatly improve until 2027 citing cultural shifts and telecommuting options for employees is a contributing factor. He noted that that Pierce Transit is seeing improvements in ridership numbers.

INFORMATIONAL BOARD ITEMS

1. Chair's Report

Vice Chair Walker reported on the following items:

- The August 18, 2022, Service Delivery and Capital Committee meeting will be cancelled due to a lack of agenda items.
- The Board Retreat meeting has been scheduled for Thursday, September 15 from 1-5 p.m., and this meeting will replace the Executive Finance Committee meeting.

2. Sound Transit Update

Vice Chair Walker reported on the following:

- Difficult alignment decisions were made on the Ballard Alignment.
- Julie Timm, Sound Transit's new Chief Executive Officer, will start at the end of the month.
- The Sound Transit Board passed the Youth Ride Free policy. She applauded the great coordination between Pierce Transit and Sound Transit to make sure that youth can ride free at the beginning of the school year.

3. Puget Sound Regional Council Transportation Policy Board Update

Commissioner Mello reported on the following:

- No meeting will be held in August.
- Reviewed the work the committee conducted in July relating to funding packages that were approved and the creation of an allocation model for funds

to be distributed in an equitable manner. A workgroup will be created to review the model to see if a more equitable formula can be created.

4. Commissioners' Comments

No comments were provided.

EXECUTIVE SESSION

At 5:40 p.m., Vice Chair Walker recessed the meeting into Executive Session for approximately 20 minutes for purposes of evaluating the performance of a public employee, pursuant to RCW 42.30.110 (4)(g). She reported that the Board will take final action when the Board returns to open session.

At 6:00 p.m., the Executive Session was extended 20 minutes until 6:00 p.m. The extension was announced to attendees.

At 6:00 p.m. the Executive Session was extended five minutes until 6:05 p.m. The extension was announced to attendees. [*Commissioner Woodards left during the Executive Session at approximately 6:06 p.m.*]

RECONVENE TO OPEN SESSION

Vice Chair Walker reconvened the meeting back to open session at 6:07 p.m.

OTHER BUSINESS

The commissioners discussed and applauded the efforts and accomplishments of the CEO and the agency over the past year, highlighting the progress of the Bus Rapid Transit project, restructuring of the public safety model, navigate workforce shortages, external involvement with the community and stakeholders, ability to navigate and overcome challenges, and timely and transparent communications.

The commissioners also expressed areas of future focus should include to better define the implementation plan of the Maintenance and Operations Base Improvement project and to continue to stride to increase on time performance, frequency, span, and the overall customer experience.

CEO Griffus thanked the commissioners for their trust and support and the help given to him during his first year. He expressed that he has a good team that strides to make things better and to continue to move the agency forward. He acknowledged and thanked the commissioners for their comments.

Commissioners Hines and Whalen **moved** and seconded to adopt the CEO's 2021-2022 Composite Evaluation in accordance with the discussion of the CEO's performance which was held in Executive Session.

Motion **carried**, 7-0.

Commissioners Hines and Whalen **moved** and seconded to increase the CEO's salary by 3% and to direct counsel to amend the CEO's employment contract accordingly.

Motion **carried**, 7-0.

ADJOURNMENT

Commissioners Mello and Hines **moved** and seconded to adjourn the meeting at 6:22 p.m.

Motion **carried**, 7-0.



Deanne Jacobson
Clerk of the Board



Kristina Walker, Vice Chair
Board of Commissioners