

November 15, 2011

This letter is to inform you that Pierce Transit's Board of Commissioners (*Pierce Transit*) approved a resolution at its November 14, 2011, Board meeting to convene a Public Transportation Improvement Conference (*PTIC*) as authorized by Ch. 36.57A RCW. The first meeting of the PTIC will be December 16, 2011, at 2:30 p.m. at the Puyallup Library, 324 South Meridian, Puyallup, WA 98371.

For your convenience, we offer the following general outline of the PTIC process. Necessarily, not all details are included and you should consult your legal counsel about the process. Further, since this letter constitutes Pierce Transit's 30 day written notice to you of the first PTIC meeting, you will need to designate your PTIC representative (*an elected official*) promptly in order to attend and participate in the first meeting (*see #4 below*).

1. Pierce Transit passes a resolution creating and convening a PTIC.
2. Pierce Transit sends a 30 day written notice of the first PTIC meeting to every jurisdiction (*including the County*) within the County.
3. Pierce Transit provides a 30 day public notice of the first PTIC meeting.
4. Prior to the first PTIC meeting, the County and jurisdictions must designate their representatives (*an elected official*).
5. At the first PTIC meeting, a chair will be elected from the members at large.
6. At the first PTIC meeting, the Conference will consider whether to propose revisions to the Public Transportation Benefit Area (*PTBA*) boundary.
7. At the first PTIC meeting the Conference may set a date for a public hearing. It will be assumed for this illustration that the Conference concludes a revision is appropriate. The public hearing must be publicly advertised for four consecutive weeks. Note below the date of this public hearing will be dependent on County and jurisdiction responses to the preliminary delineation discussed below.
8. Between the first PTIC meeting and the public hearing, a proposed revised boundary will be delineated based on the first meeting discussions. This preliminary delineation will be sent to the included County and jurisdictions.
9. The County and jurisdictions must then indicate affirmatively whether they wish to be included or excluded in the revised boundary.

10. The preliminary delineation is then amended to reflect the statements of inclusion or exclusion.
11. The amended delineation, in the form of a map and a description of the proposed boundary will then be placed in the publicly advertised notice for the public hearing noted above.
12. A public hearing will be held on the date and at the place in the notice. "At such hearing or any continuation thereof, any interested person may appear and be heard on all matters relating to the effect of the formation of the proposed public transportation benefit area." RCW 36.57A.030.
13. The Conference may adjourn the public hearing from time to time, but not for a period to exceed 30 days in all.
14. The Conference may make reasonable and proper changes to the amended delineation, with certain restrictions. If new territory is added, then a second public hearing shall be held.
15. At the conclusion of the first public hearing (*or the second public hearing, if applicable*), the Conference may adopt a resolution delineating the new boundary.
16. Within 30 days of the established resolution, the County may reject the new boundary.
17. Within 60 days of the establishment of the new boundary, any city may withdraw.

Included with this letter is a sample resolution for your consideration in order to formally designate your representative for the PTIC. Naturally, you should consult your legal counsel as to the appropriate resolution form to be used.

Sincerely,



Treva Percival, Clerk of the Board  
Pierce Transit

cc: Pierce Transit Board of Commissioners  
City Clerk

**RESOLUTION NO.**

A RESOLUTION OF THE CITY OF [\_\_\_\_\_] , WASHINGTON, APPOINTING A REPRESENTATIVE TO THE PIERCE TRANSIT PUBLIC TRANSPORTATION IMPROVEMENT CONFERENCE AND CONFIRMING THE CITY'S DESIRE TO BE INCLUDED IN THE BOUNDARIES OF THE PIERCE COUNTY PUBLIC TRANSPORTATION BENEFIT AREA.

**WHEREAS** Pierce County and the Jurisdictions of [\_\_\_\_\_] previously established the Pierce County Public Transportation Benefit Area in accordance with and as authorized by Chapter 36.57A RCW; and

**WHEREAS**, the said Pierce County Public Transportation Benefit Area Authority was lawfully established and is an active municipal corporation which operates under the name Pierce Transit, for the purpose of providing public transportation services; and

**WHEREAS**, on November 14, 2011, the Board of Commissioners of Pierce Transit adopted a resolution calling for the convening of a Public Transportation Improvement Conference ("Conference") for the purpose of considering the need and desirability of adjusting the boundary of Pierce Transit; and

**WHEREAS**, RCW 36.57A.020 requires each component City to select an 'elected representative to attend the Conference; and

**WHEREAS**, the existing boundary of Pierce Transit includes the City of [\_\_\_\_\_] ; and

**WHEREAS**, Pierce Transit and Its Board of Commissioners has adopted a proposal for the change of boundaries of Pierce Transit in accordance with attached Exhibit A; and

**WHEREAS**, the [\_\_\_\_\_] City Council hereby finds it is in the best interests of the residents of the City of [\_\_\_\_\_] to continue to be included within the boundary of Pierce Transit; now therefore,

**THE COUNCIL OF THE CITY OF [\_\_\_\_\_] , WASHINGTON HEREBY RESOLVES AS FOLLOWS:**

**THAT:** [\_\_\_\_\_] City Council hereby designates [\_\_\_\_\_] as its elected representative to attend and represent the City of [\_\_\_\_\_] at the Public Transportation Improvement Conference and all continued meetings thereof, including any public hearings scheduled by said Conference; and

**IT IS FURTHER RESOLVED** that the [\_\_\_\_\_] City Council shall consider its desire to be included within such boundary at its regular City Council Meeting on [\_\_\_\_\_] (or such other date as may hereafter be established in lieu of that meeting date), following the Public Transportation Improvement Conference.

PASSED by the City Council of the City of [\_\_\_\_\_], APPROVED by the Mayor  
and attested by the Clerk in authentication of such passage this [\_\_\_\_\_].

, MAYOR

ATTEST: