

July 15, 2021 - 3:00 p.m.  
Executive Finance Committee Meeting



Meeting Location: Teleconference  
Phone: 253-215-8782  
Meeting Code: 840 5588 6844

### **Virtual Meeting Participation:**

Due to the COVID-19 Pandemic and the Governor Proclamation 20-28 that is in effect, a physical meeting location will not be provided for this meeting. The public is welcome to attend the meeting by calling 1-253-215-8782 or 1-669-900-6833 and entering Meeting ID No. 840 5588 6844, or by accessing <https://us02web.zoom.us/j/84055886844>.

---

### **CALL TO ORDER**

### **SPECIAL BUSINESS**

Election of Committee Chair and Vice Chair

**APPROVAL OF MINUTES:** May 20, 2021

### **INTERIM CEO'S COMMENTS**

### **PRESENTATIONS/UPDATES:**

1. BRT Update
2. Transit Asset Management Plan (TAMP) Update –  
State of Good Repair Performance Measures &  
Targets: 2022-2025

Tina Lee  
Planning Manager

Darin Stavish  
Principal Planner

### **COMMISSIONER COMMENTS**

### **EXECUTIVE SESSION**

### **ADJOURNMENT**

**PIERCE TRANSIT  
EXECUTIVE FINANCE COMMITTEE MEETING  
CONDUCTED VIA ZOOM**

**May 20, 2021**

**MINUTES**

**CALL TO ORDER**

Upon receiving consensus from the committee members, Commissioner Mello chaired in Chair Woodards absence and called the meeting to order at 3:03 p.m.

**ATTENDANCE**

Executive Finance Committee Commissioners present:

Chris Beale, City of Tacoma  
Ryan Mello, Pierce County Council  
Jason Whalen, City of Lakewood

Executive Finance Committee Commissioners present:

Victoria Woodards, City of Tacoma

Staff present:

Sue Dreier, Chief Executive Officer  
Brittany Carbullido, Assistant to the CEO/Deputy Clerk of the Board  
Deanne Jacobson, Clerk of the Board

**OPENING REMARKS AND HOUSEKEEPING**

**APPROVAL OF MINUTES**

Commissioners Beale and Whalen **moved** and seconded to approve the May 21, 2020, meeting minutes as presented.

Motion **carried**, 3-0.

**CEO COMMENTS**

CEO Dreier reported that Pierce Transit received two mobility grants and the monies from these grants will be used for the Runner Program and to complete phase one of the Spanaway Transit Center project.

She also noted that Pierce Transit recently analyzed whether it should change its current vanpool program. Ms. Dreier noted that Pierce Transit only received one proposal in response to the Vanpool Vehicle Leasing and Fleet Maintenance RFP and noted that there appears to be no savings to move this program. The recommendation is to continue providing the current vanpool services in house.

## **ACTION AGENDA**

### **1. FS 2020-026, Authorize the Chief Executive Officer to Execute an Agreement with Tacoma Arts Live to Manage Theater Square for a Period of Five Years with the Option to Extend for Two Additional Five-Year Terms**

Senior Planner Janine Robinson presented on the item. She reviewed the history of this project and showed a map of Theater Square between 9th and 11th Street in Tacoma. She reported that the facility is due for mid-life maintenance and the agency is looking at whether these improvements could make the space more valuable to the community. She discussed the Transform Partnership with the City of Tacoma where members of the community came together to give input for the use of the space and to revitalize the area with shops and restaurants and improve the business climate as well. She reviewed various design concepts that were offered from the study.

Ms. Robinson reported that Tacoma Arts Live responded to the RFP and noted that David Fischer from Tacoma Arts is present today to answer questions if need be and she reviewed Tacoma Arts' qualifications for organizing community events.

Ms. Robinson gave an overview of the responsibilities Tacoma Arts and Piece Transit would be responsible for under the proposed agreement.

She reviewed compensation and revenue sharing elements of the agreement as well as other contractual terms and noted that Pierce Transit isn't equipped to handle events and it makes sense to contract this service out.

Commissioner Mello thanked Mr. Fischer for joining the meeting and thanked him for his interest.

Mr. Fischer responded to question relating to cost-sharing thresholds of the agreement and how Tacoma Arts has contracted for previous events. He also responded to questions about the maintenance and aesthetics of the pedestrian bridge at that location, and noted that his agency does not have any means to do any capital improvements but believes he will try to assist with keeping it clean and well lighted. Maintenance of the pedestrian bridge is not part of the agreement.

Mr. Fischer noted that Pierce Transit has been great to work with and is looking forward to the partnership and he answered further questions relating to future redevelopment efforts and programs he hopes to bring to Theater Square.

Commissioner Mello thanked staff for their work on this project.

Commissioners Whalen and Beale **moved** and seconded to authorize the Chief Executive Officer to execute an agreement (Contract No. 1202) with Tacoma Arts Live to manage Theater Square for a period of five years with the option to extend for two additional five-year terms.

Motion **carried**, 3-0.

## **PRESENTATIONS/UPDATES**

### **1. Biennial Fare Change Review**

Principal Planner Lindsey Sehmel provided the committee an overview of fare increase options to be considered for future implementation and also reviewed the fare changes that have occurred in the past. The committee reviewed a comparison table of the fares collected by the regional partners in the Puget Sound area.

The committee also received an overview of the ORCA LIFT program in which King County Metro, Sound Transit, and Community Transit currently are participants. It was noted that Pierce Transit staff estimates that the implementation of an ORCA LIFT program would cost the agency about \$500,000/year to facilitate the administration of the program and result in a revenue loss of approximately \$1-\$1.5 million in farebox recovery/year. The Board would also need to adopt the policy.

The committee also discussed the timing/impact of a potential fare increase with a potential ballot measure in 2021 to increase sales tax and what the impacts to fares truly would be should the ballot measure be approved by the voters, due to the ballot proposition possibly proposing no fares for youth and seniors.

CEO Dreier also noted that the current fare structure appears to be on par with the average income in Pierce County.

At the end of the discussion, the committee members thought it would be best to hold off on changing the fares at this time.

Commissioner Mello suggested that staff work with the newer commissioners to familiarize them with the ORCA LIFT program.

### **2. Bus Stop Balancing Project Update** *(Agenda Reordered, moving this item to No. 2)*

Chief Operating Officer Mike Griffus presented on the item and gave an overview of the social engagement campaign the agency has engaged the public with to keep them informed about which bus stops are being considered for removal. He noted that Pierce Transit received over 400 comments on this project. Mr. Griffus reviewed the process that staff is utilizing to determine which stops should be removed or kept and noted that the removal of stops that aren't utilized would speed up the system.

It was noted that stops that don't impact the public should be removed.

CEO Dreier noted that Pierce Transit can continue moving forward with the Bus Stop Balancing Project and return to the Board around July with a final number of stops recommended to be pulled from the system.

Commissioner Beale suggested that Pierce Transit partner or leverage funds to add amenities to stops such as benches and other amenities.

### **3. Transit Asset Management Plan**

There was no presentation on this item. Commissioner Beale left the meeting at 3:50 p.m., resulting in a loss of quorum.

**EXECUTIVE SESSION** ~ None.

### **ADJOURNMENT**

There being no further business before the committee, the meeting was adjourned at 3:53 p.m.

---

Deanne Jacobson  
Clerk of the Board

---

Ryan Mello, Acting Chair  
Executive Finance Committee



Executive Finance Committee

July 15, 2021

# Agenda

## Pacific Avenue BRT Update

- BRT Corridor Design
- Budget
- Current Market
- Next Steps
- Q&A



# BRT Lanes Overview

BUS RAPID TRANSIT FROM TACOMA TO SPANAWAY





# BRT Safety Improvements

BUS RAPID TRANSIT FROM TACOMA TO SPANAWAY

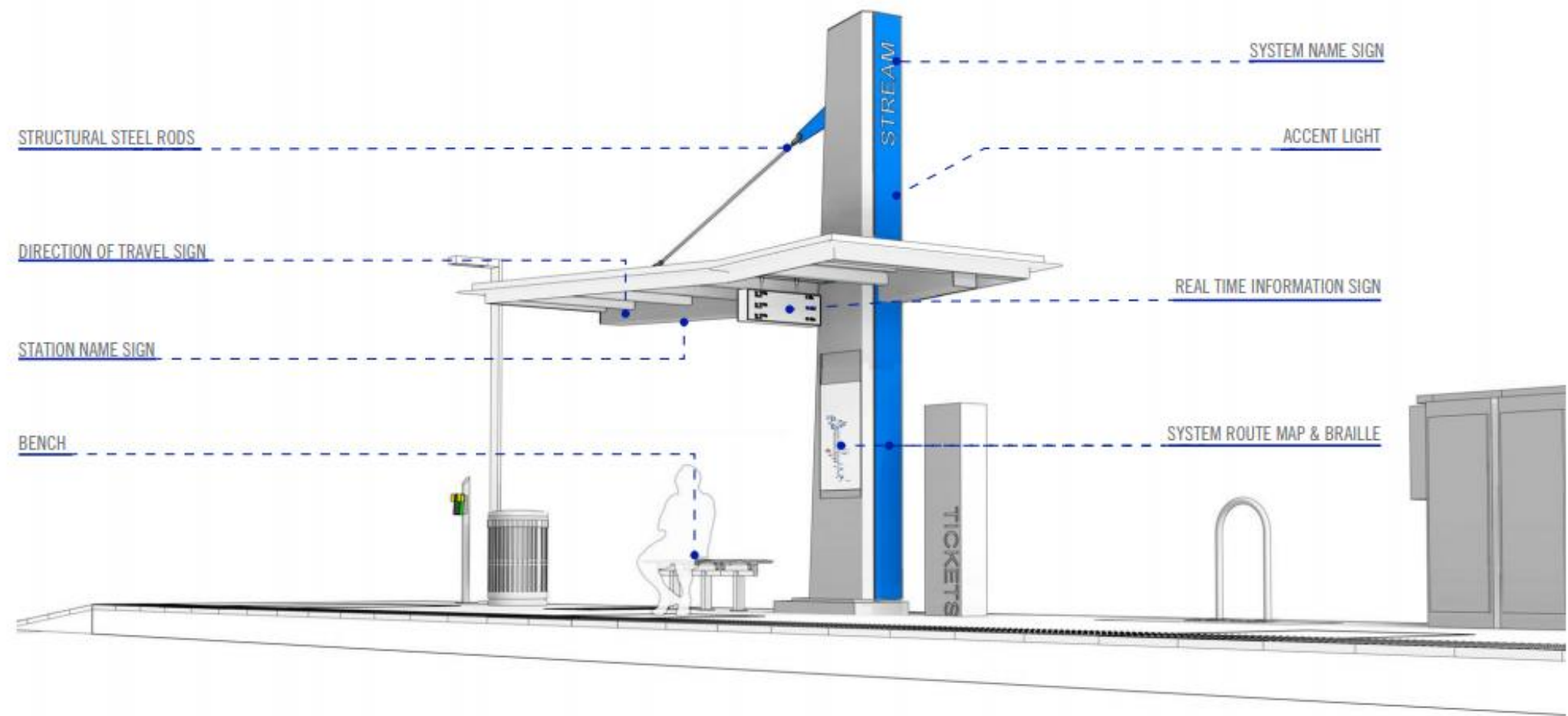


# Stations will feature

- ORCA Card readers
- Real-time bus tracker
- Protection from weather
- Ticket vending machines
- Parking for bikes and e-scooters
- Platforms spanning entire length of bus
- Raised platforms for improved accessibility



THE NEW REVISED OPTION:



# Project Funding

## Bringing resources back to our community.



- **\$60 million** ST Partnership Funds
- **\$19 million** WSDOT LEAP & Other Grants
- **\$13 million** FTA & State Grant Awards
- **\$ 3 million** Pierce Transit Local Funds Grant Match
- **\$75 million** FTA Small Starts Grant Request (Pending)

**\$170 million** Total Budget

# Project Budget

## Budget Pressures Going into 60% Design

- Project Delays (increase engineering, construction costs)
- Market volatility in materials costs
- Subcontractors are busy and are facing increased labor costs
- Increased 3rd party utility costs (TPU, water, third party)
- Increased ROW costs
- Settlement/condemnation contingency
- Risk for additional utility easement needs
- Additional electrical services costs at stations
- Additional roundabout at 96th



# Project Budget

## Cost Savings Underway & Proposed

- LPA-Adapted: 56th to 95th switched from median lanes to side stations at curb
- Moving the 56th Station towards 57<sup>th</sup> Street and to side station at curb
- Design refinements for station design
- Reduced amenities at stations: all stations may not have Ticket Vending Machine, real time arrival signage, and only one ORCA reader
- Design refinements along corridor
- Additional utility savings from design refinement (TPU & TW)



# Next Steps

## The Next Three Months are Critical

- Board of Commissioners Update – August 9, 2021
- Preliminary 60% design complete – late August, 2021
- Executive Finance Committee Update – September 16, 2021
- Virtual Open House – September, 2021
- 60% Cost Estimate – mid September, 2021
- 60% PSE to WSDOT & City of Tacoma – late September, 2021
- Board of Commissioners Update – October 11, 2021



**FTA Readiness Review Begins with 60% PSE Submittal to Project Management Oversight Consultant (PMOC):**

# Questions?





# Get Involved



visit us at  
**[www.RideBRT.com](http://www.RideBRT.com)**



email us at  
**[BRT@PierceTransit.org](mailto:BRT@PierceTransit.org)**



call us at  
**253.581.8016**

## Want to receive Email Updates?

visit [PierceTransit.org/StayConnected](http://PierceTransit.org/StayConnected) › enter your email › select "Bus Rapid Transit"





**Proposed State of Good Repair (SGR) Performance Measures & Targets for Capital Facilities, Equipment, and Rolling Stock:  
Calendar Years 2022-2025 – May 3, 2021**

Asset Category	Measured by	Revenue Vehicle Type		Performance Measure	Target
Facilities	Condition			Percent of capital facilities with a condition rating below 3.5 on the TERM scale.	Rehabilitate and restore at least 80 percent of capital facilities to a condition rating of 3.5 or above on the TERM scale by the end of calendar year 2025 (which is the end of the second four-year TAM horizon period).
Equipment	Age			Percentage of non-revenue, support, and service vehicles that have met or exceeded their Useful Life Benchmark (ULB).	No more than 10 percent of non-revenue, support, and service vehicles will be kept in operation beyond their ULB by the end of calendar year 2025.
	Condition			Percentage of equipment with a condition rating below 3.0 on the TERM scale.	Update, replace, or upgrade all equipment to a condition rating of 3.0 or above on the TERM scale by the end of calendar year 2025.
	IT Hardware’s adherence to manufacturer defined hardware life cycle.			Percentage of Information Technology hardware in operation that is currently a model/configuration supported by the manufacturer.	Ninety (90) percent of Information Technology hardware will meet the performance measure of being a model/configuration supported by the manufacturer.
	IT Software’s adherence to vendor supported versions and execution platform specifications. *			Percentage of Information Technology software in use that is at a version supported by the software vendor.	Ninety (90) percent of Information Technology software will meet the performance measure of being at a version that is supported by the software vendor.
				Percentage of Information Technology software in use that is running on a platform configuration that meets the software vendor’s specifications.	Ninety (90) percent of Information Technology software will meet the performance measure of running on a platform configuration that meets the software vendor’s specifications.
Rolling Stock	Age	Fixed Route Motorbus (40-foot) & BRT Articulated Coach (60-foot)		Percentage of revenue vehicles within a particular asset class that have met or exceeded their ULB.	No more than 25 percent of fixed route buses will exceed their 16-year ULB by the end of calendar year 2025.
		SHUTTLE (Paratransit)			No more than 15 percent of paratransit vehicles will exceed their ULB by the end of calendar year 2025.
		Vanpool			

		Community Connector (Small Bus)		No more than 10 percent of the other three revenue vehicle types will be kept in operation beyond their ULB by the end of calendar year 2025.
		Rubber Tired Trolley		

\*Indicates specific PMs and Targets for IT Equipment under a maintenance agreement that routinely receives software upgrades or is replaced on a regular basis.

The PM and Target were drafted for internal guidance only but will not be submitted to the NTD since they are not required. Instead, we will use them as a footnote in our TAM Plan Update of October 2022.





# **Transit Asset Management Plan Update Proposed State of Good Repair Performance Measures & Targets July 15, 2021**

# Rolling Stock Inventory & Conditions

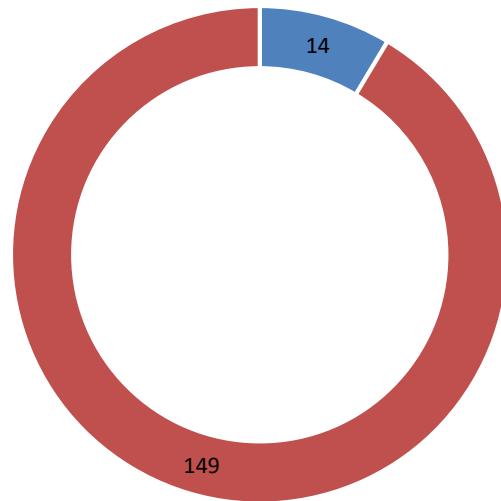
As of January 2021

Vehicle Type	At/Exceeded ULB	Total Vehicles	Percent to Total
Fixed Route	14	149	9.4%
Paratransit	29	109	26.6%
Vanpool	26	374	7.0%
Community Connector	0	9	0.0%
Gig Harbor Trolley	0	3	0.0%

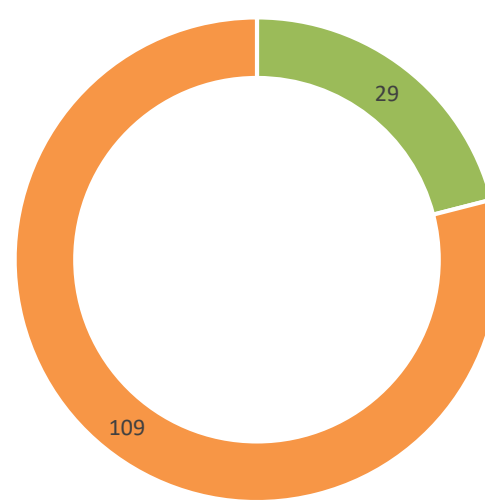
69

644

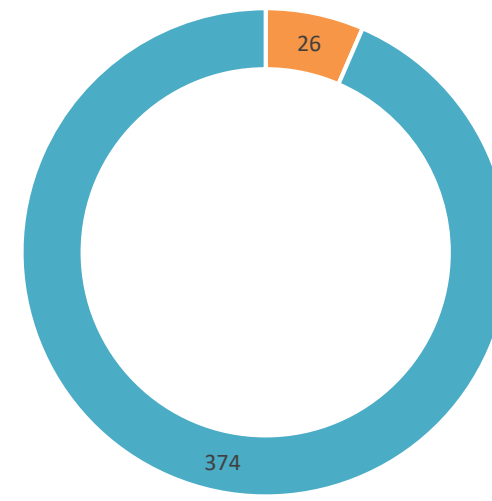
Fixed Route Buses At or Exceeded ULB



Paratransit Vehicles At or Exceeded ULB



Vanpool Vehicles At or Exceeded ULB

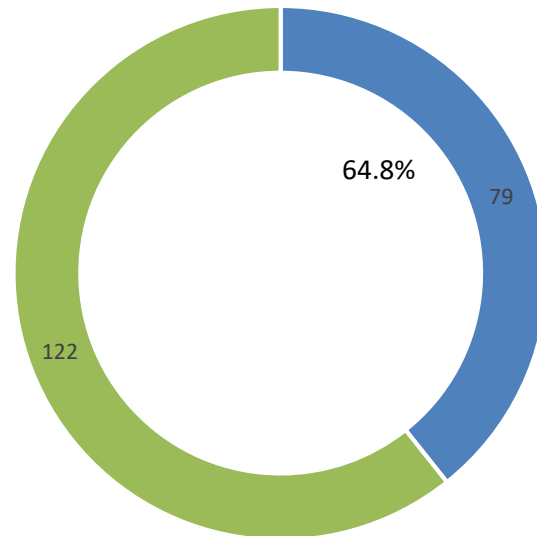


# Equipment Inventory & Conditions

As of January 2021

Non-Revenue Vehicle or Equipment Type	At/Exceeded ULB	Total Vehicles	Percent to Total
Automobiles (EV hybrids all counted as "Sedans")	0	0	
Sweepers	1	1	100.0%
Sedans, Minivans, Wagons (7-passenger van), SUV	61	91	67.0%
Speciality Trucks: 1-ton up to 5-ton	15	25	60.0%
Heavy Duty Boom Trucks, Heavy Duty Trailers, Tugs	0	1	0.0%
Scissors Lift, Forklift	2	4	50.0%
	79	122	64.8%

Equipment At or Exceeded ULB



# Facilities Inventory & Conditions

As of January 2021





# Vehicles & Equipment Replacement Schedules and SGR Performance Measures for All Categories

As of January 2021

Rolling Stock						Revenue Vehicles Type	Current Replacement Schedule (thru 2021)	Default ULB	Current PT SGR PMs	New PT SGR PMs
14	out of	149	buses	currently exceed their normal Useful Life Benchmark (ULB)		Buses (40-foot)	16 years or 640,000 miles - whichever comes first	14	35.0%	25.0%
29	out of	109	minibuses	currently exceed their normal Useful Life Benchmark (ULB)		Minibuses	8 years or 150,000 miles - whichever comes first	10	10.0%	15.0%
26	out of	374	vans/minivans	currently exceed their normal Useful Life Benchmark (ULB)		Vans/Minivans	8 years or 120,000 miles - whichever comes first	8	10.0%	10.0%
						Articulated Buses (60-foot)	16 years or 640,000 miles - whichever comes first	14	N/A	10.0%
Equipment						Equipment Type	Current Replacement Schedule (thru 2021)	Default ULB		
79	out of	122	non-revenue service vehicles	currently exceed their normal Useful Life Benchmark (ULB)		Automobiles (EV hybrids)	10 years or 150,000 miles - whichever comes first	8	10.0%	10.0%
						Sweepers	9 years or 100,000 miles - whichever comes first	N/A		
						Sedans, Minivans, Wagons (7-passenger van), SUV	10 years or 150,000 miles - whichever comes first	N/A		
						Speciality Trucks: 1-ton up to 5-ton	15 years or 150,000 miles - whichever comes first	N/A		
						Heavy Duty Boom Trucks, Heavy Duty Trailers, Tugs	20 years or 100,000 miles - whichever comes first	N/A		
						Scissors Lift, Forklift	20 years or 5,000 hours - whichever comes first	N/A		
Facilities						New Target: 2022-2025				
2	out of	8	support facilities (maintenance, administrative)	currently have a condition rating of less than "3"		...that will not have a condition rating below 3.5			25.0%	20.0%
1	out of	8	passenger facilities (rail terminals, bus transfer stations)	currently have a condition rating of less than "3"		...that will not have a condition rating below 3.5			25.0%	20.0%
2	out of	5	parking facilities (parking garages, park-and-ride lots)	currently have a condition rating of less than "3"		...that will not have a condition rating below 3.5			25.0%	20.0%

**Useful Life Benchmark:** The expected lifecycle of a capital asset for a particular transit provider's operating environment, or the acceptable period of use in service for a particular transit provider's operating environment.

Note: ULB is distinct from the useful life definition used in FTA's grant programs.

# FTA's TERM Asset Condition Ratings (1 to 5 Scale)

Asset condition criteria				Asset rating scale		
Asset useful life benchmark (ULB) Percent of ULB based on age remaining	Asset condition Quality, level of maintenance required	Asset performance Reliability, safety, meets industry standards	Asset level of maintenance required Level of preventive and corrective maintenance	Rating	Rating description	Rating range
Asset is new or nearly new 75% - 100%	Asset is new or like new	Asset meets or exceeds all performance and reliability metrics, industry standards	Asset requires routine preventative maintenance according to scheduled maintenance cycles.	5	Excellent	4.8 to 5.0
Asset is nearing or at its mid-point of ULB 50%-75%	Asset is showing minimal signs of wear and deterioration	Asset generally meets performance and reliability, based on manufacturer's performance standards	Asset needs some minor repairs for minor subcomponents between maintenance cycles	4	Good	4.0 to 4.7
Asset has passed its mid-point of ULB 25%-50%	Asset is showing moderately signs of defective or deteriorated components	Asset's performance and reliability may decrease and cause service interruption for none schedule maintenance	Asset needs more frequent minor repairs on subcomponents.	3	Adequate	3.0 to 3.9
Asset nearing or at end of its ULB 0%-25%	Asset's major subcomponents needs to be rebuilt or replace	Asset performance and reliability is becoming more substantial, but does not pose safety risk	Asset's maintenance is significant increased in repairs between preventative maintenance cycles	2	Marginal	2.0 to 2.9
Asset passed its ULB	Asset is no longer serviceable	Asset does not meet performance standards and would pose safety hazard if put in service	Major component failures	1	Poor	1.0 to 1.9

3 points or greater rating scale, the asset is in SGR

Less than 3 points rating scale, the asset is NOT in SGR

# Proposed SGR Performance Measures & Targets: 2022-2025

Proposed State of Good Repair (SGR) Performance Measures & Targets for Capital Facilities, Equipment, and Rolling Stock: Calendar Years 2022-2025 – May 3, 2021				
Asset Category	Measured by	Revenue Vehicle Type	Performance Measure	Target
Facilities	Condition		Percent of capital facilities with a condition rating below 3.5 on the TERM scale.	Rehabilitate and restore at least 80 percent of capital facilities to a condition rating of 3.5 or above on the TERM scale by the end of calendar year 2025 (which is the end of the second four-year TAM horizon period).
Equipment	Age		Percentage of non-revenue, support, and service vehicles that have met or exceeded their Useful Life Benchmark (ULB).	No more than 10 percent of non-revenue, support, and service vehicles will be kept in operation beyond their ULB by the end of calendar year 2025.
	Condition		Percentage of equipment with a condition rating below 3.0 on the TERM scale.	Update, replace, or upgrade all equipment to a condition rating of 3.0 or above on the TERM scale by the end of calendar year 2025.
	IT Hardware's adherence to manufacturer defined hardware life cycle.		Percentage of Information Technology hardware in operation that is currently a model/configuration supported by the manufacturer.	Ninety (90) percent of Information Technology hardware will meet the performance measure of being a model/configuration supported by the manufacturer.
	IT Software's adherence to vendor supported versions and execution platform specifications. *		Percentage of Information Technology software in use that is at a version supported by the software vendor.	Ninety (90) percent of Information Technology software will meet the performance measure of being at a version that is supported by the software vendor.
			Percentage of Information Technology software in use that is running on a platform configuration that meets the software vendor's specifications.	Ninety (90) percent of Information Technology software will meet the performance measure of running on a platform configuration that meets the software vendor's specifications.
Rolling Stock	Age	Fixed Route Motorbus (40-foot) & BRT Articulated Coach (60-foot)	Percentage of revenue vehicles within a particular asset class that have met or exceeded their ULB.	No more than 25 percent of fixed route buses will exceed their 16-year ULB by the end of calendar year 2025.
		SHUTTLE (Paratransit)		No more than 15 percent of paratransit vehicles will exceed their ULB by the end of calendar year 2025.
		Vanpool		No more than 10 percent of the other three revenue vehicle types will be kept in operation beyond their ULB by the end of calendar year 2025.
		Community Connector (Small Bus)		
		Rubber Tired Trolley		