

Meeting Location: Teleconference
Phone: 253-215-8782
Meeting ID: 833 6529 7368

Virtual Meeting Participation Information:

Due to the COVID-19 Pandemic, 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. 83365297368 , or by accessing <https://us02web.zoom.us/j/83365297368>.

Call to Order

Roll Call

Presentations

- | | |
|---|--|
| 1. Operators of the Month: September and October 2021 | Scott Gaines
Assistant Transportation Manager |
| 2. Legislative Update; Review of Proposed 2022 State and Federal Legislative Priorities | Alexandra Mather
Government Relations Administrator |

Public Comment:

Citizens wishing to provide comment will be given up to three minutes to comment on any 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 during public comment, please press the Raise Hand button near the bottom of your Zoom window or press *9 on your phone. Your name or the last four digits of your phone number will be called out when it is your turn to speak.*

Public Hearing:

- | | |
|-------------------------|--|
| 1. Proposed 2022 Budget | Brett Freshwaters
Executive Director of Finance |
|-------------------------|--|

*Citizens wishing to speak during the public hearing will be given up to three minutes to comment. To request to speak during the hearing, please press the Raise Hand button near the bottom of your Zoom window or press *9 on your phone. Your name or the last four digits of your phone number will be called out when it is your turn to speak.*

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.)

1. Approval of Vouchers: October 1, 2021 – October 31, 2021

2. Approval of Minutes: September 30, 2021 Special Study Session Meeting; October 11, 2021 Study Session Meeting, and October 11, 2021 Regular Board Meeting

Action Agenda

1. FS 2021-060, Authorizing a New Flat Rate Fare Structure for Commuter Vanpool and Authorize Related Amendments to Pierce Transit Code Section 3.72.130 – Vanpool Services – Defined – Fares
Andrew Arnes
Community Development Administrator
2. FS 2021-061, Authorizing Pierce Transit to Withdraw from the Combined Communications Network (CCN) and Delegating Authority to the CEO to Execute all Documents Related to Such Withdrawal
Brett Freshwaters
Executive Director of Finance
3. FS 2021-062, Authorize the Chief Executive Officer to Increase the Contract Authority Not to Exceed Amount for WSP USA, Inc., Contract No. PT-105-18, for Bus Rapid Transit Pacific Avenue/State Route 7 Design
Sean Robertson
Sr. Project Manager
4. FS 2021-063, Authority to Increase Contract Authority Amount with K&L Gates (Contract No. PT-69-17B) for Legal Services
Mike Griffus
Chief Executive Officer
5. FS 2021-064, Authority to Execute Amendment No. 1 to the 2019 Interlocal Agreement, Contract No. 1242) with City of Federal Way to Provide Extra Duty Police Services at the Federal Way Transit Center and Other Bus Routes and Bus Stops Located in Federal Way
Jim Kelly
Chief of Public Safety
6. FS 2021-065, Authority to Amend the 2021 Capital Budget in the amount of \$220,386 to Include a Project to Upgrade the Audio-Visual Equipment Located in the Large Training and Conference Rooms (Rainier, St Helens and Olympic) in Building 5 of the Pierce Transit Campus
Arun Kalavakolanu
Chief Technology Officer

Staff Updates

1. CEO's Report
Mike Griffus
Chief Executive Officer
2. Bus Rapid Transit Update
Mike Griffus
Chief Executive Officer

3. Quarter 3 Financial Report

Brett Freshwaters
Executive Director of Finance

Informational Board Items

1. Chair Report

Chair Campbell

2. Sound Transit Update

Commissioner Keel

3. Puget Sound Regional Council Transportation Policy
Board Update

Commissioner Mello

4. Commissioners' Comments

Executive Session

Adjournment to Closed Session Meeting

Pursuant to RCW 42.30.140 (b) – Labor negotiations

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.



Staff Updates



**Pierce
Transit**

**2021 September and
October Operators of
the Month**

Rachel Heller

September 2021

- Operator Since 2016
- Safety Oriented
- Outstanding Customer Service

Meet one of Pierce Transit's finest drivers.

TRANSIT OPERATOR OF THE MONTH

Rachel



*September
2021*

*“Every day I find joy in
providing customer service
to my community.”*



Ricardo Reyes-Munoz

October 2021

- Operator Since 2019
- Perfect Attendance
- Outstanding Customer Service

Meet one of Pierce Transit's finest drivers.

TRANSIT OPERATOR OF THE MONTH

Ricardo



“It’s so rewarding to be part of this amazing team and serve the wonderful people in this community.”



Pierce Transit 2022 State Legislative Agenda

Support Passage of a Statewide Transportation Package

Pierce Transit recognizes that creation of additional statewide grant opportunities and infrastructure improvement to the transportation system is critical in Washington State. Pierce Transit requests the Legislature work to develop a comprehensive, statewide transportation package that supports opportunities for public transit.

- **Bus Rapid Transit II – Feasibility Study**

Pierce Transit envisions a **future five-line electric Bus Rapid Transit system** to serve the people of Pierce County. Should the state pass a new revenue package calling for project proposals, ***Pierce Transit respectfully requests \$10M for the feasibility study and early design*** of a zero-emission Bus Rapid Transit 2, serving Tacoma, Fircrest, University Place and Lakewood.

- **Investing in Existing Transit and Multimodal Grant Programs**

Continue to support a future that is clean and environmentally sound by bolstering programs that support transportation options in addition to traditional single-occupancy modes, specifically that Green Transportation Grant Program and Regional Mobility Grant Program.

Preserve Clean Fuel Incentives for Public Transportation

Protect the current sales tax exemption on compressed natural gas. HB 1537 seeks to remove this exemption. Currently, 80% of Pierce Transit's fleet is comprised of Compressed Natural Gas buses. While the agency is pivoting to a zero-emission fleet portfolio, this exemption saves the agency nearly \$69,000 annually.

State Investment in Public Transit Agency Operations

Identify a sustainable, statewide public transportation funding solution to support an essential level of service. An effective revenue tool will protect existing sources of public transportation revenue while incorporating new and innovative funding models to ensure the stability and reliability of equitable and environmentally just public transportation in Washington State.

Maintenance + Operations Base Improvement Project (MOBI)

Pierce Transit's base is 34 years old and in need of modernization and retrofitting to accommodate the agency's top priority of safety, an electric bus fleet to support the future BRT network and update the current vehicle fuel and wash facility. Pierce Transit also recognizes the additional load electrification places on the local power grid and seeks to mitigate that demand through energy storage. To that end, **Pierce Transit supports any legislation, grant or funding opportunities that invest in electrification charging infrastructure, as well as supports the diversification of clean transportation propulsion systems, including Compressed Natural Gas. This project is shovel-ready.**

Community Partner Priorities

Pierce Transit supports grant programs and funding tools to facilitate housing projects that support all income levels and policies that incentivize transit-oriented housing development.

City of Tacoma

Pierce Transit supports expanded authorization for automated speed enforcement to facilitate safe walksheds around schools and urban centers, and in areas with a high number of vulnerable users who have been killed or seriously injured. Automated enforcement presents an unbiased and consistent method of enforcing speed limits, calming traffic, and maintaining safety.

City of Lakewood: XXXXXXXXX

Pierce County:

Work in Partnership with Pierce County in securing funds to bolster first and last mile infrastructure connections to the *Stream* Pacific Avenue Bus Rapid Transit corridor. Improvements may include but are not limited to sidewalks, ADA access improvements, and curb extensions to create safer and more accessible transportation options for Pierce County residents.

Washington State Transit Association Legislative Agenda

Transportation Choices Coalition Legislative Agenda

DRAFT



Pierce Transit
Federal Legislative Agenda
2022

Preserve \$75M included in President Biden’s 2022 Presidential Budget for Pacific Avenue/SR 7 BRT Corridor (Capital Investment Grants - Small Starts)

Pierce Transit has entered into the Small Starts Project Development (SSPD) Phase and successfully sought federal assistance in support of the Pacific Avenue/SR7 Corridor Bus Rapid Transit (BRT) Project through the Capital Investment Grant (CIG) Program.

The Pacific Avenue/SR7 Corridor is a 14-mile segment of Pacific Avenue S/SR 7 between the Commerce Street Transfer Center in Downtown Tacoma and 204th Street E in Spanaway, entirely within Pierce County. It is Pierce Transit’s highest ridership corridor with 5,950 average weekday boardings and over 18% of total fixed route ridership system wide. There are more than 3,500 weekday boardings along the portion of the Route 1 being considered for BRT. More than 1.7 million passengers were served in 2016, which is nearly 20 percent of Pierce Transit’s fixed route ridership. Pierce Transit’s Destination 2040 Long Range Plan, Sound Transit’s ST3 Plan, and Puget Sound Regional Council’s (PSRC) Transportation 2040 Long Range Plan all support this investment in the busiest transit corridor in Pierce County.

The project will: increase transit ridership through enhanced transit service; deliver cost-effective service that provides capacity to meet future demand; promote transportation equity in the corridor by ensuring that transit service is accessible to all populations; improve multi-modal access and connectivity; support a regional vision for the community as documented in land use and transportation plans; enhance safety and security for transit patrons and public health overall; support existing economic activity and be a catalyst for sustainable economic growth and corridor redevelopment; and promote environmental stewardship and sustainability.

The current 31,500 jobs located along the corridor will increase to an estimated 59,000 by 2040. Approximately 11% of the people living along the corridor are dependent on transit for their travel needs. The City of Tacoma and Pierce County have already identified this corridor for higher-density, mixed-use, transit-oriented development that encompasses six federally-designated Opportunity Zones. The project will result in better access to educational, vocational and job opportunities, services, and businesses and commerce in the area.

Pierce Transit has already committed non-federal resources totaling \$95 million, including \$60 million from Sound Transit 3 and \$15 million in state funding. We appreciate your continued support for this critical infrastructure project and our efforts to secure the Small Starts Grant Agreement (SSGA) for it.

Appropriations Requests

Pending Congressional action on the *Infrastructure Investment and Jobs Act*, which contains the five-year *Surface Transportation Reauthorization Act*, we encourage lawmakers to appropriate funding for key formula and discretionary grant programs at or above the following levels authorized by the legislation. We also support the supplemental appropriations included in that bill as outlined below.

	Authorization	Supplemental Appropriation
--	---------------	----------------------------

State of Good Repair Grants (5337)	\$18.39 billion	\$4.75 billion
Urbanized Formula Grants (5307)	\$33.54 billion	N/A
Capital Investment Grants (5309)	\$15 billion	\$8 billion
<i>Small Starts</i>	N/A	\$1.2 billion
Bus and Bus Facilities Formula Grants (5339a)	\$3.161 billion	N/A
Bus and Bus Facilities Discretionary Grants (5339b)	\$2.34 billion	N/A
Low or No Emission Vehicles (5339c)	\$374.6 million	\$5.25 billion
Pilot Program for Transit-Oriented Development Planning	\$68.8 million	N/A

Heading into our consideration of this platform for Fiscal Year 2022, the House and Senate Appropriations Committee Majority have proposed the following appropriations levels for these critical programs:

	House of Representatives	Senate
State of Good Repair (5337)	Authorized level	Authorized + \$45 million
Urbanized Formula Grants (5307)	Authorized level	Authorized level
Capital Investment Grants (5309)	\$2.47 billion	\$2.25 billion
<i>Small Starts</i>	\$303 million	\$251 million
Bus and Bus Facilities Formula Grants (5339a)	N/A	\$200 million
Bus and Bus Facilities Discretionary Grants (5339b)	\$203 million	\$100 million
Low or No Emission Vehicles (5339c)	\$240 million	\$132 million

We urge lawmakers to prioritize investments in the Small Starts program within the Capital Investment Grant (CIG) Program.

Programmatic Requests

We support the creation of the following new surface transportation and resiliency programs included in the *Infrastructure Investment and Jobs Act* and the *Build Back Better Act*, which would provide additional support to local efforts by transit agencies or other partners. Our agency will look forward to pursuing relevant opportunities if the legislation is enacted into law.

Infrastructure Investment and Jobs Act

- Carbon Reduction Program
- Alternative Fuel Corridors: Community Grants



- Promoting Resilient Operations for Transformative, Efficient, and Cost-saving Transportation (PROTECT) Program
- Strengthening Mobility and Revolutionizing Transportation (SMART) Program
- Congestion Relief Program
- Healthy Street Program
- CO2 Infrastructure Finance and Innovation Act (CIFIA) Program

Build Back Better Act

- FTA-HUD Affordable Housing Access Program
- Local Transportation Priorities

We also support policy provisions in the IIJA expanding eligibility for highway formula programs to include bus rapid transit corridors and dedicated bus lanes.

Tax Provisions

We ask lawmakers to preserve the Alternative Fuels Tax Credit, which resulted in \$931,581.50 in savings for Pierce Transit in 2019. We support the proposed extension of this credit through December 31, 2031 as proposed in the *Build Back Better Act*.

Grant Applications

We appreciate the Congressional delegation's continued support for Pierce Transit's pending and future federal grant applications. We will be sure to make you aware of any forthcoming proposals.

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Public Hearing



**PIERCE TRANSIT
NOTICE OF PUBLIC HEARING
PROPOSED 2022 BUDGET**

A public hearing will be held as part of the Board of Commissioners Regular Meeting on Monday, November 8, 2021. The Board meeting begins at 4:00 p.m. and will be conducted virtually. The meeting can be heard by dialing 253.215.8782 and entering meeting Code 833 6529 7368, or by clicking on the link here <https://us02web.zoom.us/j/83365297368>. A physical meeting location will not be provided for this meeting due to the Covid-19 pandemic.

To provide oral comments during the meeting, please press the Raise Hand button near the bottom of the Zoom window or *9 on your phone. Those providing comment will be allowed up to three minutes to speak. Those wishing to submit written comments may do so by emailing Djacobson@piercetransit.org, or by submitting written comments to Deanne Jacobson, Pierce Transit Clerk of the Board, 3701 96th Street SW, Lakewood, WA 98499. Written comments will be compiled and forwarded to the Pierce Transit Board.

The proposed Budget may be viewed on the Agency's website at [http://www.piercetransit.org/Resources/Public documents](http://www.piercetransit.org/Resources/Public%20documents).

Deanne Jacobson, CMC
Clerk of the Board

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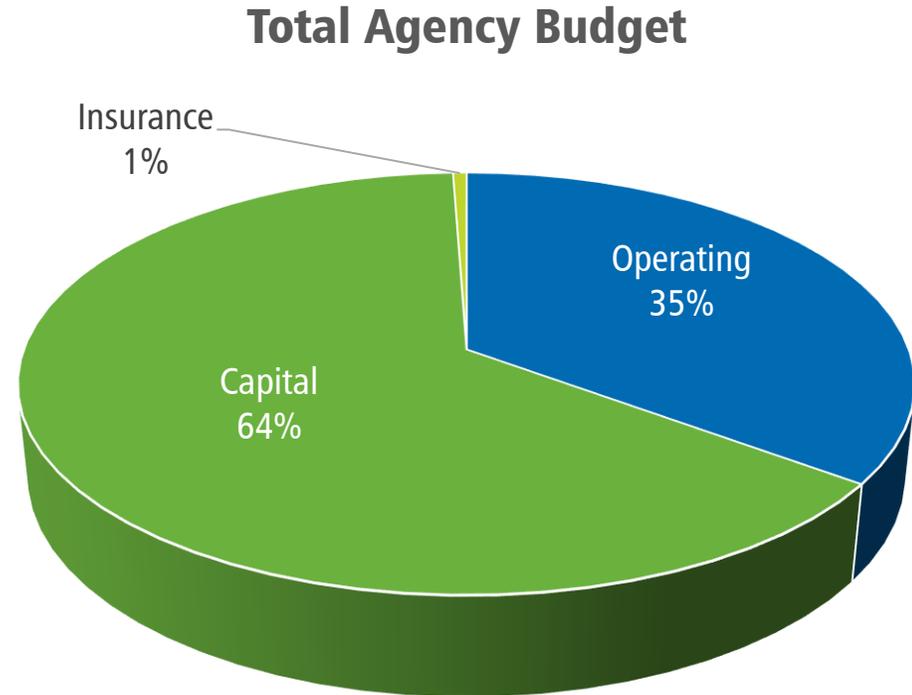


**Pierce
Transit**

**2022 Preliminary Budget
Public Hearing
November 8, 2021**

2022 Budget Overview

- Total Agency Budget \$443 Million
 - Operating
 - Capital
 - Insurance
- Balanced & Sustainable
- Meets Reserve Requirements



2022 Budget Service

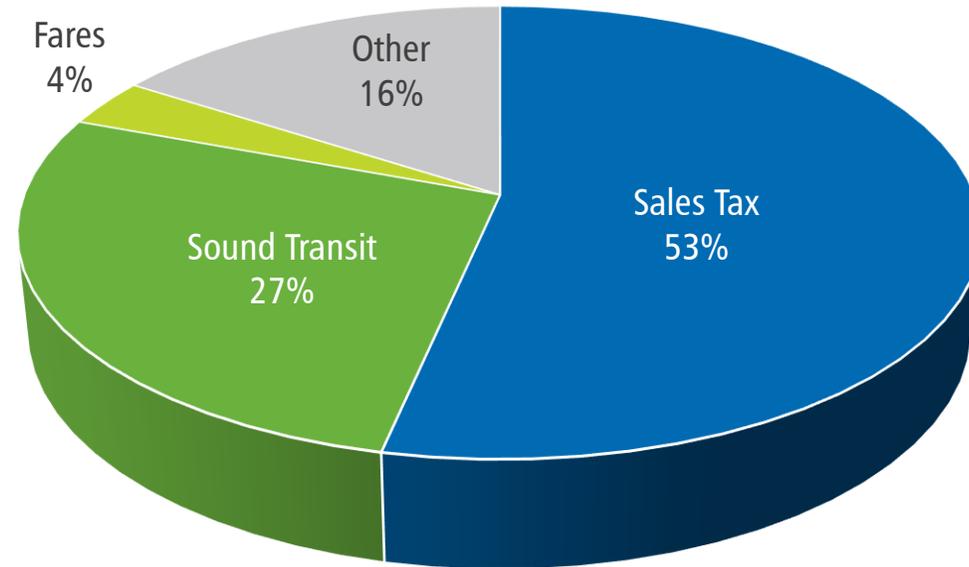
- Pierce Transit
 - Local Fixed Route
 - 500,000 service hours
 - SHUTTLE
 - 161,848 service hours
 - Vanpool
 - 80,000 service hours
- Sound Transit
 - 334,217 service hours



2022 Budget Operating Revenue

- Sales Tax - \$105 million
- Regional Transit Service (Sound Transit) - \$54 million
- Fares - \$7 million
- Other - \$31 million

Operating Revenue



Budget Comparison

Operating Revenues

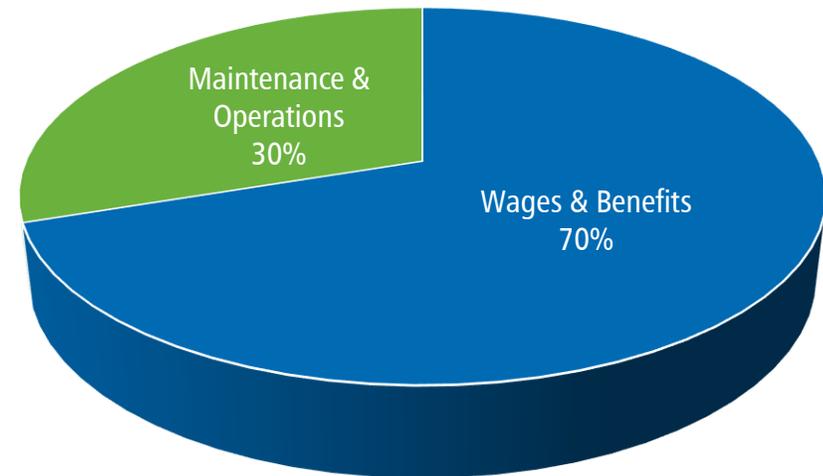
	<u>2021 Year-End Estimate</u>	<u>2022 Budget</u>	<u>% Change</u>
Operating Income			
Fares	\$ 5,895,776	\$ 6,747,477	14.4%
Advertising	500,000	500,000	0%
Regional Transit Service	46,146,584	53,818,060	16.6%
Non-Operating Income			
Sales Tax	100,919,402	104,956,178	4.0%
Miscellaneous	32,721,946	27,747,417	-15.2%
Operating Contributions	3,078,091	2,966,320	-3.6%
Total	\$ 189,261,800	\$ 196,735,452	3.9%



2022 Budget Operating Expenditures

- Wages & Benefits - \$108 million
- Maintenance & Operations - \$46 million
 - Supplies
 - Services
 - Other

2022 Budget Operating Expenditures
(excluding Non-Operating & Transfers)



Budget Comparison

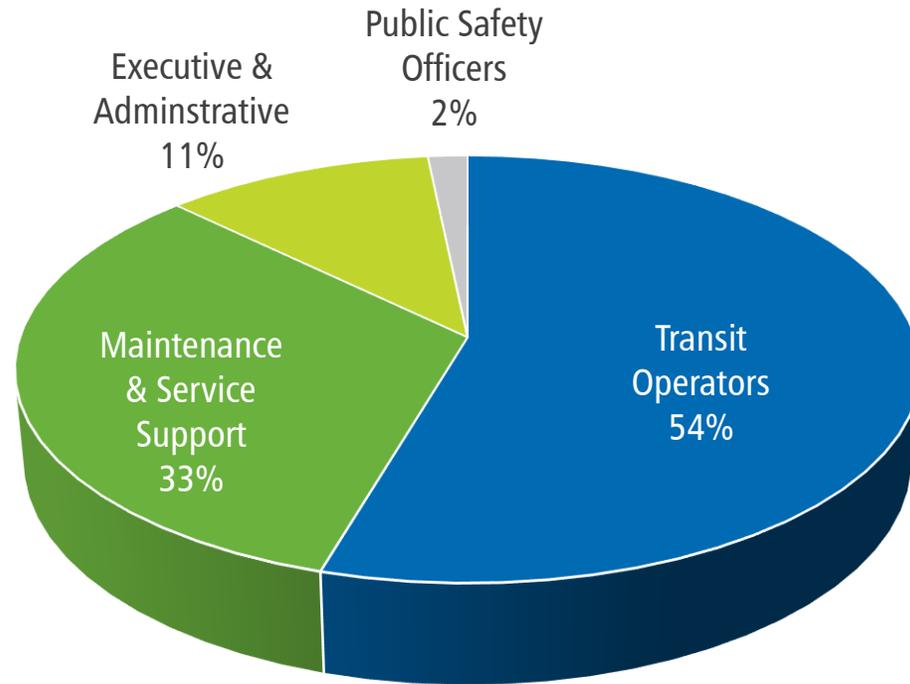
Operating Expenditures

	2021 Year-End Estimate	2022 Budget	% Change
Wages	\$ 70,673,162	\$ 77,490,382	9.7%
Benefits	26,845,134	30,351,438	13.1%
M & O	41,722,427	46,539,108	11.5%
Subtotal	139,240,723	154,380,928	10.9%
Non-Operating	4,056,296	1,143,054	
Transfers	20,647,692	61,510,479	
Total	\$ 163,944,711	\$ 217,034,461	



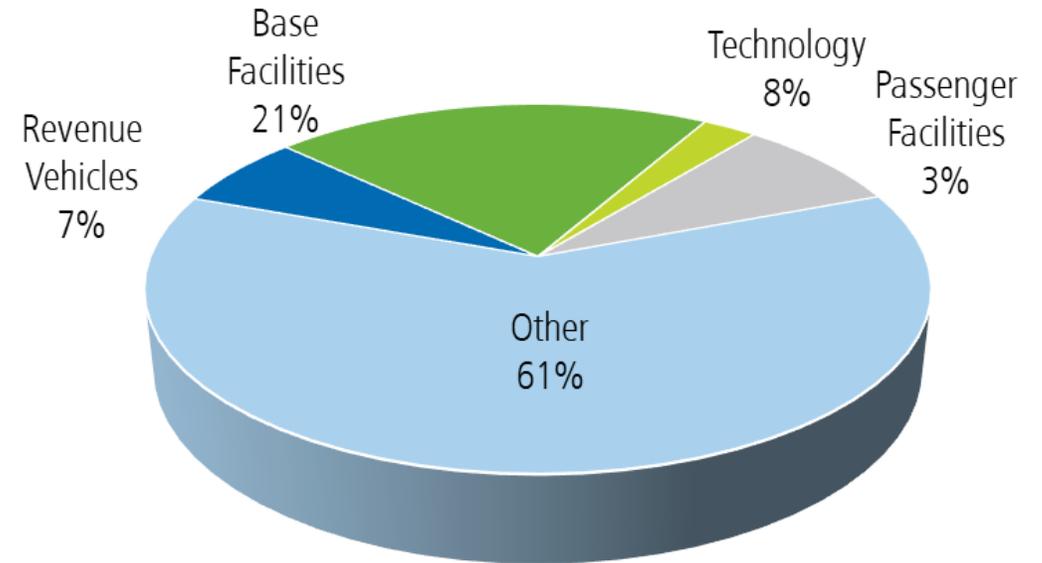
2022 Budget Workforce

2022 Budgeted Positions - 981



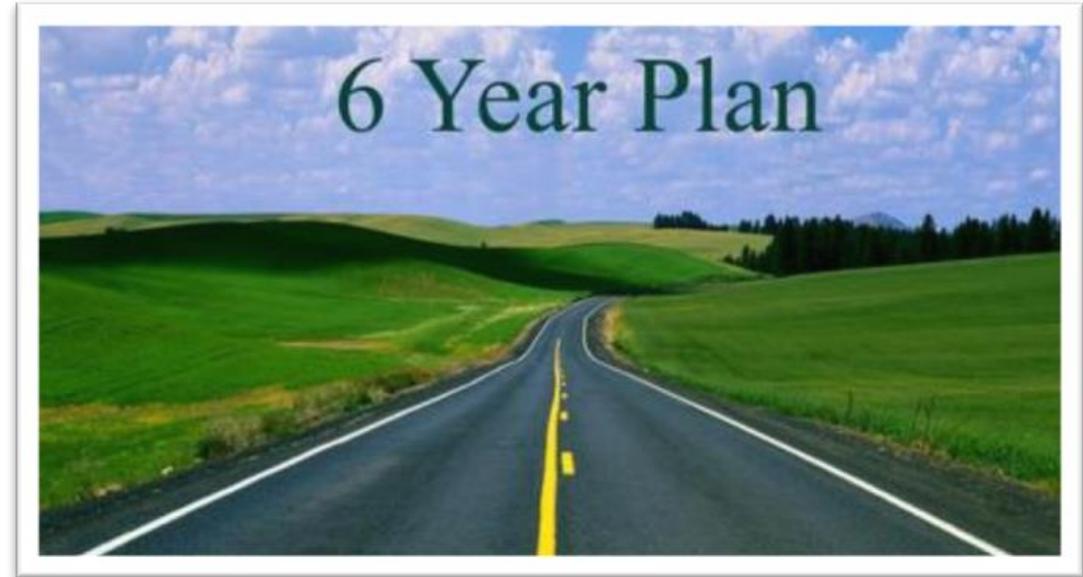
2022 Budget Capital

- Total Capital Budget \$285.1 million
- 62% or \$175.5 million covered by grant funding
- \$80.0 million carryover from previous years; \$205.1 million new allocation or projects



Six-Year Financial Plan

- Sustainable
- Balanced
- Meets Reserve Requirements





Consent Agenda

PIERCE TRANSIT
Board Payments Over \$50,000
Payments From: Oct 1, 2021 to Oct 31, 2021
Cash and Investment Balance: 134,976,518.34

Payment Numbers CK 00377041 through CK 00377216
 Wire Numbers EFT 00008721 through EFT 00008955
 No Advance Travel Checks
 Total \$7,231,909.80

Payments in Excess of \$50,000 are as follows:

Operating Fund

	Check	Vendor	Item/Service	Amount
CHK	00377042	ATS TRANS LLC	ADA Paratransit Svc 08/21	67,569.49
CHK	00377131	ATS TRANS LLC	ADA Paratransit Svcs 09/21	61,549.99
CHK	00377168	PIERCE COUNTY BUDGET & FINANCE	POLICING SVC 10/21	292,886.00
EFT	00008721	ASSOCIATED PETROLEUM	DIESEL USAGE	66,247.32
EFT	00008724	BRIDGESTONE AMERICA	DAMAGED TIRES TAB19304 08/21	62,519.40
EFT	00008774	GREAT WEST RETIREMENT	CEO PP20 2021	58,330.88
EFT	00008775	ICMA RETIREMENT	DEF COMP PP20 2021	171,105.67
EFT	00008814	SOUND TRANSIT	FAREBOX REVENUE 09/21	59,027.68
EFT	00008825	UNITED ENERGY TRADING LLC	CNG USAGE 09/21	57,108.06
EFT	00008831	US BANK CORPORATE PAYMENT SYST	MISC BUSINESS EXPENSES	64,729.52
EFT	00008837	ASSOCIATED PETROLEUM	DIESEL USAGE	53,024.39
EFT	00008841	CERIUM NETWORKS	ERR SEE CM I091829	51,854.65
EFT	00008852	FIRST TRANSIT	EXP RMB STORM WTR 09/21	481,340.28
EFT	00008898	AWC EMPLOYEE BENEFIT TRUST	BGLI 10/21	1,145,193.29
EFT	00008899	GREAT WEST RETIREMENT	DEF COMP CEO PP21 2021	57,278.18
EFT	00008900	ICMA RETIREMENT	DEF COMP PP21 2021	189,275.90
EFT	00008904	ASSOCIATED PETROLEUM	DIESEL FUEL	74,624.83
EFT	00008935	PROTERRA INC	WARRANTY PROPLUSION/HV	121,341.76
Payments for Fund 1 Total				\$ 3,135,007.29
Self Insurance Fund				

	Check	Vendor	Item/Service	Amount
Payments for Fund 4 Total				0.00

Capital Fund

	Check	Vendor	Item/Service	Amount
CHK	00377074	PEASE & SONS INC	CARPET LABOR B4 MOD 08/21	70,230.51
CHK	00377168	PIERCE COUNTY BUDGET & FINANCE	BUS PARKING 10/21	1,656.78
EFT	00008725	CLEVER DEVICES	DESIGN SVC CAD/AVL 09/13/21	381,134.58
EFT	00008752	PARAMETRIX ENGINEERING	ADVSVC GCCM BRT 05/30-07/03/21	53,424.02
EFT	00008797	HUITT-ZOLLARS INC.	PRJ MGT WEST BASE RAMP 08/21	79,701.20
EFT	00008812	SAYBR CONTRACTORS INC	INSTALL EWS Bldg 4 09/21	150,867.95
EFT	00008815	SOUND TRANSIT	ngORCA ILA Capital 21-048	69,567.84
EFT	00008827	WA ST TRANSIT INSURANCE POOL	PROF SV CAWS Lutin 09/21	123,087.70
EFT	00008831	US BANK CORPORATE PAYMENT SYST	12 TABLETS FOR CLEVER	12,844.58
EFT	00008833	ABSHER CONSTRUCTION COMPANY	CONSTR MOBI FUEL/WASH 08/21	622,506.94
EFT	00008856	GRANITE CONSTRUCTION COMPANY	CONSTR GCCM BRT 08/21	52,657.32
EFT	00008897	WSP USA, INC.	Design Svc BRT 08/21	769,642.96
EFT	00008933	PARAMETRIX ENGINEERING	ADV SVC GCCM BRT 07/21	69,330.81
Payments for Fund 9 Total				\$ 2,456,653.19
Total Payments in Excess of \$50,000.00				\$ 5,591,660.48

Pierce Transit
Payment Certification for Oct 31, 2021
Payments Oct 1, 2021 to Oct 31, 2021

Payment Numbers CK 00377041 through CK 00377216
Wire Numbers EFT 00008721 through EFT 00008955

Bank ID	Check Num	Check Date	Amount	Vendor Name
01	CHK	00377041 10/07/2021	9,521.29	ALL PRO BUILDING MAINTENANCE
01	CHK	00377042 10/07/2021	67,569.49	ATS TRANS LLC
01	CHK	00377043 10/07/2021	981.65	ATU LOCAL 758 CORP
01	CHK	00377044 10/07/2021	113.59	BUNCE RENTALS INC
01	CHK	00377045 10/07/2021	581.60	CHAPTER 13 TRUSTEE
01	CHK	00377046 10/07/2021	23,716.99	CITY OF FEDERAL WAY
01	CHK	00377047 10/07/2021	4,858.98	CITY OF GIG HARBOR
01	CHK	00377048 10/07/2021	41,923.36	CITY OF LAKEWOOD
01	CHK	00377049 10/07/2021	1,664.30	CITY TREASURER - TPU
01	CHK	00377050 10/07/2021	25,067.96	CITY TREASURER - TPU
01	CHK	00377051 10/07/2021	4,474.41	COLONIAL SUPPLEMENTAL LIFE
01	CHK	00377052 10/07/2021	43.34	COMM ON POLITICAL EDUCATION
01	CHK	00377053 10/07/2021	1,400.00	CURVED GLASS COMPANY
01	CHK	00377054 10/07/2021	198.93	FRUITLAND MUTUAL WATER COMPANY
01	CHK	00377055 10/07/2021	779.97	GENES TOWING CORP
01	CHK	00377056 10/07/2021	184.56	HARBOR FREIGHT TOOLS
01	CHK	00377057 10/07/2021	220.18	HAROLD LEMAY ENTERPRISES
01	CHK	00377058 10/07/2021	621.63	HOME DEPOT CREDIT SERVICES
01	CHK	00377059 10/07/2021	620.75	IAM & AW
01	CHK	00377060 10/07/2021	220.00	INTERNAL REVENUE SERVICE
01	CHK	00377061 10/07/2021	66.00	JOSE GARCIA
01	CHK	00377062 10/07/2021	706.50	LAIRD PLASTICS
01	CHK	00377063 10/07/2021	1,006.50	LEGEND DATA SYSTEMS -LEGEND ID
01	CHK	00377064 10/07/2021	779.58	LOWE'S COMPANIES INC
01	CHK	00377065 10/07/2021	13,078.07	MACHINISTS HEALTH &
01	CHK	00377066 10/07/2021	1,492.15	MICHAEL G MALAIER
01	CHK	00377067 10/07/2021	205.26	MSC INDUSTRIAL SUPPLY CO
01	CHK	00377068 10/07/2021	38.97	NATIONAL AUTO PARTS WAREHOUSE
01	CHK	00377069 10/07/2021	136.40	NH DEPT OF H & HS
01	CHK	00377070 10/07/2021	1,570.14	NORTHWEST IAM BENEFIT TRUST
01	CHK	00377071 10/07/2021	896.82	NYS CHILD SUPPORT PROCESSING
01	CHK	00377072 10/07/2021	181.19	OWEN EQUIPMENT
01	CHK	00377073 10/07/2021	5,760.98	PACIFIC POWER PRODUCTS
01	CHK	00377074 10/07/2021	70,230.51	PEASE & SONS INC
01	CHK	00377075 10/07/2021	488.02	PENINSULA LIGHT
01	CHK	00377076 10/07/2021	3,402.27	PIERCE COUNTY BUDGET & FINANCE
01	CHK	00377077 10/07/2021	921.50	RPAI US MANAGEMENT LLC
01	CHK	00377078 10/07/2021	911.85	SEWING MACHINE SERVICE CO INC
01	CHK	00377079 10/07/2021	3,250.00	SIMON AND COMPANY INC
01	CHK	00377080 10/07/2021	397.36	SONITROL PACIFIC
01	CHK	00377081 10/07/2021	3,595.50	SOURCE PANEL
01	CHK	00377082 10/07/2021	4,830.31	TACOMA MALL PARTNERSHIP
01	CHK	00377083 10/07/2021	593.35	TX CHILD SUPPORT SDU
01	CHK	00377084 10/07/2021	651.61	UNITED SITE SERVICES (Everson)
01	CHK	00377085 10/07/2021	886.34	UNITED WAY OF PIERCE COUNTY
01	CHK	00377086 10/07/2021	22,870.59	WSDOT
01	CHK	00377087 10/07/2021	1,343.76	WALTER E NELSON CO.
01	CHK	00377088 10/07/2021	109.90	WESCOM
01	CHK	00377089 10/07/2021	4,514.05	WESTEK MARKETING
01	CHK	00377090 10/14/2021	28.09	AT&T

01	CHK	00377091	10/14/2021	488.00	AT&T
01	CHK	00377092	10/14/2021	97.60	AT&T
01	CHK	00377093	10/14/2021	67.41	CENTURY LINK
01	CHK	00377094	10/14/2021	2,756.41	CITY TREASURER - TPU
01	CHK	00377095	10/14/2021	7,796.26	CITY TREASURER - TPU
01	CHK	00377096	10/14/2021	140.25	COMCAST
01	CHK	00377097	10/14/2021	150.25	COMCAST
01	CHK	00377098	10/14/2021	395.65	COMCAST
01	CHK	00377099	10/14/2021	415.12	CREATIVE BUS SALES
01	CHK	00377100	10/14/2021	726.00	DM RECYCLING CO INC
01	CHK	00377101	10/14/2021	50.00	FORMFOX, INC.
01	CHK	00377102	10/14/2021	292.49	GENES TOWING CORP
01	CHK	00377103	10/14/2021	40.70	GILCHRIST CHEVROLET
01	CHK	00377104	10/14/2021	98.94	HARBOR FREIGHT TOOLS
01	CHK	00377105	10/14/2021	7,201.48	HAROLD LEMAY ENTERPRISES
01	CHK	00377106	10/14/2021	6,224.99	HULTZ BHU ENGINEERS INC.
01	CHK	00377107	10/14/2021	394.24	JOHNSON CONTROLS
01	CHK	00377108	10/14/2021	3,771.30	KING COUNTY FINANCE
01	CHK	00377109	10/14/2021	122.25	LEMAY MOBILE SHREDDING
01	CHK	00377110	10/14/2021	719.03	LEVEL 3 (CENTURY LINK)
01	CHK	00377111	10/14/2021	4,808.29	LEVEL 3 (CENTURY LINK)
01	CHK	00377112	10/14/2021	160.63	MIGUEL GUZMAN
01	CHK	00377113	10/14/2021	2,000.00	NATIONAL CINEMEDIA LLC
01	CHK	00377114	10/14/2021	18.13	OWEN EQUIPMENT
01	CHK	00377115	10/14/2021	3,792.00	PHICORE HEALTH SERVICES
01	CHK	00377116	10/14/2021	611.40	PUGET SOUND CONTROLS LLC
01	CHK	00377117	10/14/2021	16,524.73	PUGET SOUND ENERGY
01	CHK	00377118	10/14/2021	101.10	SALIH SHAKIR
01	CHK	00377119	10/14/2021	165.60	SIX ROBBLEES INC
01	CHK	00377120	10/14/2021	3,931.20	SOUND TRANSIT
01	CHK	00377121	10/14/2021	1,000.00	SOURCE PANEL
01	CHK	00377122	10/14/2021	101.09	TIERRA PALMER
01	CHK	00377123	10/14/2021	5,376.00	TRICERAT INC.
01	CHK	00377124	10/14/2021	191.40	UNITED SITE SERVICES (Everson)
01	CHK	00377125	10/14/2021	4,398.00	UNIVERSITY OF WASHINGTON TACOM
01	CHK	00377126	10/14/2021	94.78	WURTH USA INC
01	CHK	00377127	10/21/2021	854.70	ACCESS INFORMATION MANAGEMENT
01	CHK	00377128	10/21/2021	2,203.20	ALL STARZ STAFFING AND CONSULT
01	CHK	00377129	10/21/2021	240.00	AMERICAN PUBLIC WORKS ASSOCIAT
01	CHK	00377130	10/21/2021	4,069.46	AMPLIFIED WIRELESS SOLUTIONS I
01	CHK	00377131	10/21/2021	61,549.99	ATS TRANS LLC
01	CHK	00377132	10/21/2021	94.96	AT&T
01	CHK	00377133	10/21/2021	46,960.79	ATU LOCAL 758 CORP
01	CHK	00377134	10/21/2021	80.22	CENTURY LINK
01	CHK	00377135	10/21/2021	618.18	CENTURY LINK
01	CHK	00377136	10/21/2021	7,736.56	CENTURY LINK
01	CHK	00377137	10/21/2021	911.60	CHAPTER 13 TRUSTEE
01	CHK	00377138	10/21/2021	4,432.08	CITY TREASURER - TPU
01	CHK	00377139	10/21/2021	799.00	CITY TREASURER - TPU
01	CHK	00377140	10/21/2021	12,802.00	COASTAL COMMERCE GROUP LLC
01	CHK	00377141	10/21/2021	155.20	COMCAST
01	CHK	00377142	10/21/2021	175.12	COMCAST
01	CHK	00377143	10/21/2021	150.18	COMCAST
01	CHK	00377144	10/21/2021	150.20	COMCAST
01	CHK	00377145	10/21/2021	150.25	COMCAST
01	CHK	00377146	10/21/2021	6,621.83	COMCAST
01	CHK	00377147	10/21/2021	333.20	DAILY JOURNAL OF COMMERCE INC
01	CHK	00377148	10/21/2021	17.49	DAVID MORNICK
01	CHK	00377149	10/21/2021	99.05	DISH

01	CHK	00377150	10/21/2021	367.00	DM RECYCLING CO INC
01	CHK	00377151	10/21/2021	4.42	FEDERAL EXPRESS CORP
01	CHK	00377152	10/21/2021	1,785.95	GENES TOWING CORP
01	CHK	00377153	10/21/2021	220.00	INTERNAL REVENUE SERVICE
01	CHK	00377154	10/21/2021	850.35	JOHNSON CONTROLS
01	CHK	00377155	10/21/2021	34,235.46	LAKEVIEW LIGHT & POWER CO
01	CHK	00377156	10/21/2021	7,556.16	LAKEWOOD WATER DISTRICT
01	CHK	00377157	10/21/2021	3,177.02	LEVEL 3 (CENTURY LINK)
01	CHK	00377158	10/21/2021	1,765.00	MATERIALS TESTING & CONSULTING
01	CHK	00377159	10/21/2021	37.88	MCMMASTER-CARR SUPPLY
01	CHK	00377160	10/21/2021	5,000.00	METRO PARK DIST OF TACOMA
01	CHK	00377161	10/21/2021	1,492.15	MICHAEL G MALAIER
01	CHK	00377162	10/21/2021	6,531.50	MULTICARE HEALTH SYSTEM
01	CHK	00377163	10/21/2021	467.50	MVP POSTER
01	CHK	00377164	10/21/2021	136.40	NH DEPT OF H & HS
01	CHK	00377165	10/21/2021	896.82	NYS CHILD SUPPORT PROCESSING
01	CHK	00377166	10/21/2021	43.63	PACIFIC TORQUE
01	CHK	00377167	10/21/2021	337.96	PENINSULA LIGHT
01	CHK	00377168	10/21/2021	294,542.78	PIERCE COUNTY BUDGET & FINANCE
01	CHK	00377169	10/21/2021	995.24	PURCELL TIRE & RUBBER COMPANY
01	CHK	00377170	10/21/2021	1,151.31	QUADIENT LEASING USA INC
01	CHK	00377171	10/21/2021	489.50	REACTAV AUDIO VISUAL SYSTEMS
01	CHK	00377172	10/21/2021	83.37	SHERWIN-WILLIAMS (LKWD, CEDR)
01	CHK	00377173	10/21/2021	98.24	TACOMA DAILY INDEX
01	CHK	00377174	10/21/2021	593.35	TX CHILD SUPPORT SDU
01	CHK	00377175	10/21/2021	608.22	ULINE
01	CHK	00377176	10/21/2021	1,362.56	UNITED SITE SERVICES (Everson)
01	CHK	00377177	10/21/2021	826.34	UNITED WAY OF PIERCE COUNTY
01	CHK	00377178	10/21/2021	150.48	WALTER E NELSON CO.
01	CHK	00377179	10/28/2021	75.00	BUILDERS EXCHANGE OF WA
01	CHK	00377180	10/28/2021	40,470.88	CITY OF LAKEWOOD
01	CHK	00377181	10/28/2021	424.72	CITY TREASURER - TPU
01	CHK	00377182	10/28/2021	150.20	COMCAST
01	CHK	00377183	10/28/2021	1,260.00	CRANE CONSULTANTS INC
01	CHK	00377184	10/28/2021	2,465.65	CREATIVE BUS SALES
01	CHK	00377185	10/28/2021	1,056.96	CWA INC
01	CHK	00377186	10/28/2021	208.25	DAILY JOURNAL OF COMMERCE INC
01	CHK	00377187	10/28/2021	237.00	ELIZABETH BERBER
01	CHK	00377188	10/28/2021	3,893.06	ENERGY SYSTEMS MANAGEMENT/TRS
01	CHK	00377189	10/28/2021	8.83	FEDERAL EXPRESS CORP
01	CHK	00377190	10/28/2021	3,360.55	GENES TOWING CORP
01	CHK	00377191	10/28/2021	1,903.24	GILCHRIST CHEVROLET
01	CHK	00377192	10/28/2021	1,230.90	JOHNSON CONTROLS
01	CHK	00377193	10/28/2021	4,273.93	LAKEVIEW LIGHT & POWER CO
01	CHK	00377194	10/28/2021	545.71	MILES RESOURCES
01	CHK	00377195	10/28/2021	1,702.82	PACIFIC TORQUE
01	CHK	00377196	10/28/2021	355.21	PUGET SOUND ENERGY
01	CHK	00377197	10/28/2021	213.73	SEATTLE PUMP & EQUIPMENT
01	CHK	00377198	10/28/2021	4,408.30	SNIDER ENERGY
01	CHK	00377199	10/28/2021	16,320.22	SM STEMPER ARCHITECTS PLLC
01	CHK	00377200	10/28/2021	169.50	TACOMA DAILY INDEX
01	CHK	00377201	10/28/2021	211.45	TRANSOURCE
01	CHK	00377202	10/28/2021	787.09	VERIZON WIRELESS
01	CHK	00377203	10/28/2021	7,523.08	VERIZON WIRELESS
01	CHK	00377204	10/28/2021	2,550.49	VERIZON WIRELESS
01	CHK	00377205	10/28/2021	684.22	VERIZON WIRELESS
01	CHK	00377206	10/28/2021	704.10	VERIZON WIRELESS
01	CHK	00377207	10/28/2021	722.95	VERIZON WIRELESS
01	CHK	00377208	10/28/2021	663.27	VERIZON WIRELESS

01	CHK	00377209	10/28/2021	659.76	VERIZON WIRELESS
01	CHK	00377210	10/28/2021	710.67	VERIZON WIRELESS
01	CHK	00377211	10/28/2021	659.28	VERIZON WIRELESS
01	CHK	00377212	10/28/2021	652.28	VERIZON WIRELESS
01	CHK	00377213	10/28/2021	684.54	VERIZON WIRELESS
01	CHK	00377214	10/28/2021	47,301.46	VOYAGER FLEET SYSTEMS INC
01	CHK	00377215	10/28/2021	223.94	WALTER E NELSON CO.
01	CHK	00377216	10/28/2021	392.83	WURTH USA INC
01	EFT	00008721	10/07/2021	66,247.32	ASSOCIATED PETROLEUM
01	EFT	00008722	10/07/2021	163.80	BATTERIES PLUS
01	EFT	00008723	10/07/2021	1,094.94	BATTERY SYSTEMS
01	EFT	00008724	10/07/2021	62,519.40	BRIDGESTONE AMERICA
01	EFT	00008725	10/07/2021	381,134.58	CLEVER DEVICES
01	EFT	00008726	10/07/2021	34,570.58	COMMONSTREET CONSULTING LLC
01	EFT	00008727	10/07/2021	33,245.94	CUMMINS INC
01	EFT	00008728	10/07/2021	823.01	DRIVELINES NW INC
01	EFT	00008729	10/07/2021	642.33	FINISHMASTER, INC
01	EFT	00008730	10/07/2021	485.38	NORTHWEST CASCADE INC
01	EFT	00008731	10/07/2021	1,932.32	FREIGHTLINER NORTHWEST PACIFIC
01	EFT	00008732	10/07/2021	2,253.47	GTT COMMUNICATIONS
01	EFT	00008733	10/07/2021	29,502.31	GILLIG LLC
01	EFT	00008734	10/07/2021	939.77	GRAINGER
01	EFT	00008735	10/07/2021	1,524.60	HOLMES DISTRIBUTING
01	EFT	00008736	10/07/2021	2,550.40	IWG TOWERS ASSETS I LLC
01	EFT	00008737	10/07/2021	147.83	JAMES E MOORE
01	EFT	00008738	10/07/2021	33.11	JAMES SULLIVAN
01	EFT	00008739	10/07/2021	2,053.60	WESTERN FLUID COMPONENTS
01	EFT	00008740	10/07/2021	443.86	MCGUIRE BEARING CO
01	EFT	00008741	10/07/2021	190.51	MOHAWK MFG & SUPPLY
01	EFT	00008742	10/07/2021	105.67	MOOD MEDIA
01	EFT	00008743	10/07/2021	614.97	MUNCIE RECLAMATION & SUPPLY CO
01	EFT	00008744	10/07/2021	187.68	NATIONAL AUTO PARTS WAREHOUSE
01	EFT	00008745	10/07/2021	1,290.00	NAVIA BENEFIT SOLUTIONS
01	EFT	00008746	10/07/2021	49.94	NORMED
01	EFT	00008747	10/07/2021	5,015.00	OPEN SQUARE
01	EFT	00008748	10/07/2021	4,325.52	PACIFIC AIR CONTROL INC
01	EFT	00008749	10/07/2021	594.36	PACIFIC POWER PRODUCTS
01	EFT	00008750	10/07/2021	18.43	PACIFIC WELDING SUPPLY INC
01	EFT	00008751	10/07/2021	7,650.00	PACIFICA LAW GROUP
01	EFT	00008752	10/07/2021	53,424.02	PARAMETRIX ENGINEERING
01	EFT	00008753	10/07/2021	87.69	PLATT ELECTRIC SUPPLY
01	EFT	00008754	10/07/2021	97.27	PROTERRA INC
01	EFT	00008755	10/07/2021	971.68	R E AUTO ELECTRIC
01	EFT	00008756	10/07/2021	5,828.30	SAYBR CONTRACTORS INC
01	EFT	00008757	10/07/2021	14,533.07	SHI INTERNATIONAL CORP
01	EFT	00008758	10/07/2021	17.60	SOUND TRANSIT
01	EFT	00008759	10/07/2021	250.00	MARK W MEROD
01	EFT	00008760	10/07/2021	137.77	STANDARD PARTS CORP
01	EFT	00008761	10/07/2021	938.00	STELLAR INDUSTRIAL
01	EFT	00008762	10/07/2021	144.52	STERICYCLE
01	EFT	00008763	10/07/2021	2,631.27	TACOMA DODGE CHRYSLER JEEP
01	EFT	00008764	10/07/2021	1,398.95	TACOMA SCREW
01	EFT	00008765	10/07/2021	1,373.49	TECHNICAL SECURITY INTEGRATION
01	EFT	00008766	10/07/2021	9,707.60	THE AFTERMARKET PARTS CO LLC
01	EFT	00008767	10/07/2021	2,078.26	THERMO KING NW INC
01	EFT	00008768	10/07/2021	34.98	TITUS WILL FORD INC
01	EFT	00008769	10/07/2021	31,931.00	JEANNETTE TWITTY
01	EFT	00008770	10/07/2021	2,641.83	UNIFIRST CORPORATION
01	EFT	00008771	10/07/2021	3,539.01	WESTERN PETERBILT

01	EFT	00008772	10/07/2021	300.00	WSTA
01	EFT	00008773	10/07/2021	11,616.00	ZONAR SYSTEMS INC
01	EFT	00008774	10/07/2021	58,330.88	GREAT WEST RETIREMENT
01	EFT	00008775	10/07/2021	171,105.67	ICMA RETIREMENT
01	EFT	00008776	10/07/2021	13,630.70	NAVIA BENEFIT SOLUTIONS
01	EFT	00008777	10/07/2021	8,918.01	TACOMA EMPLOYEES RETIREMENT SY
01	EFT	00008778	10/07/2021	5,699.61	WA ST CHILD SUPPORT REGISTRY
01	EFT	00008779	10/14/2021	203.75	CSCHED
01	EFT	00008780	10/14/2021	26,527.00	ACI CUSTODIAL INC
01	EFT	00008781	10/14/2021	2,275.82	ANGI ENERGY SYSTEMS
01	EFT	00008782	10/14/2021	13,169.00	APPLIED INDUSTRIAL TECHNOLOGIE
01	EFT	00008783	10/14/2021	28,816.95	ASSOCIATED PETROLEUM
01	EFT	00008784	10/14/2021	10,712.84	ATWORK! COMMERCIAL ENTERPRISES
01	EFT	00008785	10/14/2021	1,610.09	BATTERY SYSTEMS
01	EFT	00008786	10/14/2021	380.77	ATLAS SUPPLY INC
01	EFT	00008787	10/14/2021	37,962.36	CARAHSOFT
01	EFT	00008788	10/14/2021	9,267.50	CDW GOVERNMENT INC
01	EFT	00008789	10/14/2021	10,938.26	CUMMINS INC
01	EFT	00008790	10/14/2021	250.00	CYBERSOURCE CORP.
01	EFT	00008791	10/14/2021	3,169.30	DIAMOND PARKING SERVICES LLC
01	EFT	00008792	10/14/2021	577.02	FINISHMASTER, INC
01	EFT	00008793	10/14/2021	5,492.69	GILLIG LLC
01	EFT	00008794	10/14/2021	5,750.00	GORDON THOMAS HONEYWELL
01	EFT	00008795	10/14/2021	60.63	GRAINGER
01	EFT	00008796	10/14/2021	1,272.42	HERITAGE-CRYSTAL CLEAN LLC
01	EFT	00008797	10/14/2021	79,701.20	HUITT-ZOLLARS INC.
01	EFT	00008798	10/14/2021	200.00	JEFFREY D MILLER
01	EFT	00008799	10/14/2021	15,097.91	JENCO DEVELOPMENT
01	EFT	00008800	10/14/2021	3,467.94	WESTERN FLUID COMPONENTS
01	EFT	00008801	10/14/2021	453.60	LARSCO INC
01	EFT	00008802	10/14/2021	2,013.37	PEOPLEFLUENT INC
01	EFT	00008803	10/14/2021	747.00	LONE FIR CREATIVE
01	EFT	00008804	10/14/2021	1,020.57	MOHAWK MFG & SUPPLY
01	EFT	00008805	10/14/2021	1,231.96	MUNCIE RECLAMATION & SUPPLY CO
01	EFT	00008806	10/14/2021	2,295.00	OPEN SQUARE
01	EFT	00008807	10/14/2021	3,886.99	PACIFIC POWER PRODUCTS
01	EFT	00008808	10/14/2021	1,870.00	TEEPLER PRODUCTIONS LLC
01	EFT	00008809	10/14/2021	92.95	QUADIENT FINANCE USA INC
01	EFT	00008810	10/14/2021	121.76	RED WING SHOE STORE
01	EFT	00008811	10/14/2021	219.45	SAMBA HOLDINGS INC
01	EFT	00008812	10/14/2021	150,867.95	SAYBR CONTRACTORS INC
01	EFT	00008813	10/14/2021	161.30	SCHETKY NORTHWEST SALES INC
01	EFT	00008814	10/14/2021	59,027.68	SOUND TRANSIT
01	EFT	00008815	10/14/2021	69,567.84	SOUND TRANSIT
01	EFT	00008816	10/14/2021	279.71	SOUTH TACOMA GLASS
01	EFT	00008817	10/14/2021	913.80	STAPLES
01	EFT	00008818	10/14/2021	11,599.72	SYSTEMS FOR PUBLIC SAFETY INC
01	EFT	00008819	10/14/2021	633.83	TACOMA DODGE CHRYSLER JEEP
01	EFT	00008820	10/14/2021	1,943.12	TACOMA SCREW
01	EFT	00008821	10/14/2021	8,710.59	THE AFTERMARKET PARTS CO LLC
01	EFT	00008822	10/14/2021	350.10	THOMSON REUTERS-WEST
01	EFT	00008823	10/14/2021	440.64	TITUS WILL FORD INC
01	EFT	00008824	10/14/2021	1,886.41	UNIFIRST CORPORATION
01	EFT	00008825	10/14/2021	57,108.06	UNITED ENERGY TRADING LLC
01	EFT	00008826	10/14/2021	4,029.44	VIX TECHNOLOGY USA INC
01	EFT	00008827	10/14/2021	123,087.70	WA ST TRANSIT INSURANCE POOL
01	EFT	00008828	10/14/2021	4,338.20	WESTERN PETERBILT
01	EFT	00008829	10/14/2021	103.19	WILLIAMS OIL FILTER
01	EFT	00008830	10/14/2021	150.00	WSTA

01	EFT	00008831	10/14/2021	77,574.10 US BANK CORPORATE PAYMENT SYST
01	EFT	00008832	10/21/2021	2,290.00 A CUSTOMER'S POINT OF VIEW
01	EFT	00008833	10/21/2021	622,506.94 ABSHER CONSTRUCTION COMPANY
01	EFT	00008834	10/21/2021	524.70 ADVANCED TRAFFIC PRODUCTS INC
01	EFT	00008835	10/21/2021	89.12 AIRGAS-NOR PAC INC
01	EFT	00008836	10/21/2021	2,062.19 ALLSTREAM
01	EFT	00008837	10/21/2021	53,024.39 ASSOCIATED PETROLEUM
01	EFT	00008838	10/21/2021	543.42 BATTERY SYSTEMS
01	EFT	00008839	10/21/2021	311.82 BRAUN CORPORATION
01	EFT	00008840	10/21/2021	50.00 BRENT CAMPBELL
01	EFT	00008841	10/21/2021	51,854.65 CERIUM NETWORKS
01	EFT	00008842	10/21/2021	256.00 CHRISTOPHER BEALE
01	EFT	00008843	10/21/2021	17,112.88 CUMMINS INC
01	EFT	00008844	10/21/2021	5,542.68 CUSTOM EDGE, INC.
01	EFT	00008845	10/21/2021	13,535.63 DELL USA LP
01	EFT	00008846	10/21/2021	0.39 DELMAR SHERRELL
01	EFT	00008847	10/21/2021	8,167.80 MYGLASSTRUCK.COM
01	EFT	00008848	10/21/2021	2,846.50 DRUG FREE BUSINESS
01	EFT	00008849	10/21/2021	886.50 ENVIROISSUES
01	EFT	00008850	10/21/2021	2,995.00 ANA LABORATORIES INC
01	EFT	00008851	10/21/2021	15.88 FINISHMASTER, INC
01	EFT	00008852	10/21/2021	481,340.28 FIRST TRANSIT
01	EFT	00008853	10/21/2021	7,118.74 FREIGHTLINER NORTHWEST PACIFIC
01	EFT	00008854	10/21/2021	30,412.69 GILLIG LLC
01	EFT	00008855	10/21/2021	2,353.22 GRAINGER
01	EFT	00008856	10/21/2021	52,657.32 GRANITE CONSTRUCTION COMPANY
01	EFT	00008857	10/21/2021	4,990.00 HIGH LINE SOFTWARE INC
01	EFT	00008858	10/21/2021	23,373.06 HUITT-ZOLLARS INC.
01	EFT	00008859	10/21/2021	4,092.00 INDUSTRIAL SOFTWARE SOLUTIONS
01	EFT	00008860	10/21/2021	701.64 INTELLICORP RECORDS INC
01	EFT	00008861	10/21/2021	128.00 JASON M WHALEN
01	EFT	00008862	10/21/2021	3,545.11 WESTERN FLUID COMPONENTS
01	EFT	00008863	10/21/2021	554.40 LARSEN SIGN COMPANY
01	EFT	00008864	10/21/2021	979.58 MALLORY SAFETY & SUPPLY LLC
01	EFT	00008865	10/21/2021	398.10 MCGUIRE BEARING CO
01	EFT	00008866	10/21/2021	677.36 METAL SUPERMARKETS
01	EFT	00008867	10/21/2021	1,244.84 MOHAWK MFG & SUPPLY
01	EFT	00008868	10/21/2021	1,785.22 MUNCIE RECLAMATION & SUPPLY CO
01	EFT	00008869	10/21/2021	9,150.00 MYPAD3D INC
01	EFT	00008870	10/21/2021	199.67 NEOPART TRANSIT LLC
01	EFT	00008871	10/21/2021	298.14 OUTFITTER SATELLITE INC
01	EFT	00008872	10/21/2021	704.00 PACIFIC FITNESS PRODUCTS
01	EFT	00008873	10/21/2021	9,121.50 PACIFIC POWER PRODUCTS
01	EFT	00008874	10/21/2021	3,649.45 PACIFICA LAW GROUP
01	EFT	00008875	10/21/2021	727.68 PRINT NW
01	EFT	00008876	10/21/2021	4,771.30 QBSI-XEROX
01	EFT	00008877	10/21/2021	380.18 QUALITY PRESS
01	EFT	00008878	10/21/2021	1,444.33 RED WING SHOE STORE
01	EFT	00008879	10/21/2021	29.73 ROY MONTALVO
01	EFT	00008880	10/21/2021	14,044.24 SAYBR CONTRACTORS INC
01	EFT	00008881	10/21/2021	581.79 SEATTLE AUTOMOTIVE DIST.
01	EFT	00008882	10/21/2021	778.04 SHI INTERNATIONAL CORP
01	EFT	00008883	10/21/2021	15,400.00 SOUTH SOUND 911
01	EFT	00008884	10/21/2021	1,405.17 SOUTH TACOMA GLASS
01	EFT	00008885	10/21/2021	562.98 STAPLES
01	EFT	00008886	10/21/2021	1,200.92 TACOMA DODGE CHRYSLER JEEP
01	EFT	00008887	10/21/2021	284.58 TACOMA SCREW
01	EFT	00008888	10/21/2021	7,739.89 TECHNICAL SECURITY INTEGRATION
01	EFT	00008889	10/21/2021	35,094.28 THE AFTERMARKET PARTS CO LLC

01	EFT	00008890	10/21/2021	15.76	TITUS WILL FORD INC
01	EFT	00008891	10/21/2021	1,759.14	UNIFIRST CORPORATION
01	EFT	00008892	10/21/2021	2,916.00	VIRICITI
01	EFT	00008893	10/21/2021	734.50	WA ST AUDITOR
01	EFT	00008894	10/21/2021	11,960.21	WESTERN PETERBILT
01	EFT	00008895	10/21/2021	906.99	WILLIAMS OIL FILTER
01	EFT	00008896	10/21/2021	12,788.71	WOOD HARBINGER INC
01	EFT	00008897	10/21/2021	769,642.96	WSP USA, INC.
01	EFT	00008898	10/21/2021	1,145,193.29	AWC EMPLOYEE BENEFIT TRUST
01	EFT	00008899	10/21/2021	57,278.18	GREAT WEST RETIREMENT
01	EFT	00008900	10/21/2021	189,275.90	ICMA RETIREMENT
01	EFT	00008901	10/21/2021	13,630.70	NAVIA BENEFIT SOLUTIONS
01	EFT	00008902	10/21/2021	8,955.80	TACOMA EMPLOYEES RETIREMENT SY
01	EFT	00008903	10/21/2021	5,181.61	WA ST CHILD SUPPORT REGISTRY
01	EFT	00008904	10/28/2021	74,624.83	ASSOCIATED PETROLEUM
01	EFT	00008905	10/28/2021	192.12	ATLAS SUPPLY INC
01	EFT	00008906	10/28/2021	31.38	BRAUN CORPORATION
01	EFT	00008907	10/28/2021	2,464.00	COMMERCIAL BRAKE & CLUTCH
01	EFT	00008908	10/28/2021	13,171.14	COMMONSTREET CONSULTING LLC
01	EFT	00008909	10/28/2021	5,936.99	CUMMINS INC
01	EFT	00008910	10/28/2021	2,561.90	CXTEC INC
01	EFT	00008911	10/28/2021	1,851.43	DRIVELINES NW INC
01	EFT	00008912	10/28/2021	14,032.06	EVERBRIDGE
01	EFT	00008913	10/28/2021	740.89	FINISHMASTER, INC
01	EFT	00008914	10/28/2021	21,345.40	FREIGHTLINER NORTHWEST PACIFIC
01	EFT	00008915	10/28/2021	27,971.54	GILLIG LLC
01	EFT	00008916	10/28/2021	4,342.56	GRAINGER
01	EFT	00008917	10/28/2021	195.76	GROENEVELD LUBRICATION SOLUTIO
01	EFT	00008918	10/28/2021	16,518.51	LIBERTY MUTUAL GROUP INC
01	EFT	00008919	10/28/2021	785.78	HERITAGE-CRYSTAL CLEAN LLC
01	EFT	00008920	10/28/2021	1,273.71	WESTERN FLUID COMPONENTS
01	EFT	00008921	10/28/2021	128.37	KAMAN INDUSTRIAL TECHNOLOGIES
01	EFT	00008922	10/28/2021	26,881.11	KPFF CONSULTING ENGINEERS
01	EFT	00008923	10/28/2021	76.29	LARSCO INC
01	EFT	00008924	10/28/2021	198.00	LARSEN SIGN COMPANY
01	EFT	00008925	10/28/2021	1,852.97	LUMINATOR MASS TRANSIT LLC
01	EFT	00008926	10/28/2021	1,107.32	MALLORY SAFETY & SUPPLY LLC
01	EFT	00008927	10/28/2021	1,868.75	MAYES TESTING ENGINEERS INC
01	EFT	00008928	10/28/2021	16,222.12	MEDSTAR CABULANCE INC
01	EFT	00008929	10/28/2021	755.28	MOHAWK MFG & SUPPLY
01	EFT	00008930	10/28/2021	800.80	MUNCIE RECLAMATION & SUPPLY CO
01	EFT	00008931	10/28/2021	17,000.00	MYPAD3D INC
01	EFT	00008932	10/28/2021	12,007.95	PACIFIC POWER PRODUCTS
01	EFT	00008933	10/28/2021	69,330.81	PARAMETRIX ENGINEERING
01	EFT	00008934	10/28/2021	2,192.49	THERMO KING NW INC
01	EFT	00008935	10/28/2021	121,341.76	PROTERRA INC
01	EFT	00008936	10/28/2021	47.54	R E AUTO ELECTRIC
01	EFT	00008937	10/28/2021	62.50	SEATTLE AUTOMOTIVE DIST.
01	EFT	00008938	10/28/2021	649.00	SITECRAFTING INC.
01	EFT	00008939	10/28/2021	13,922.44	SOUND TRANSIT
01	EFT	00008940	10/28/2021	12,830.84	SOUTH TACOMA GLASS
01	EFT	00008941	10/28/2021	1,040.49	STANDARD PARTS CORP
01	EFT	00008942	10/28/2021	1,076.20	STAPLES
01	EFT	00008943	10/28/2021	1,482.11	TACOMA DODGE CHRYSLER JEEP
01	EFT	00008944	10/28/2021	2,767.20	TACOMA SCREW
01	EFT	00008945	10/28/2021	1,425.00	TECHNICAL SECURITY INTEGRATION
01	EFT	00008946	10/28/2021	16.72	TENNANT
01	EFT	00008947	10/28/2021	21,598.62	THE AFTERMARKET PARTS CO LLC
01	EFT	00008948	10/28/2021	1,189.28	TITUS WILL FORD INC

01	EFT	00008949	10/28/2021	1,251.82	UNIFIRST CORPORATION
01	EFT	00008950	10/28/2021	1,321.98	VEHICLE MAINTENANCE PROGRAM
01	EFT	00008951	10/28/2021	11,457.94	VIX TECHNOLOGY USA INC
01	EFT	00008952	10/28/2021	359.70	WAXIE SANITARY SUPPLY
01	EFT	00008953	10/28/2021	9,384.99	WESTERN PETERBILT
01	EFT	00008954	10/28/2021	5.53	WILLIAMS OIL FILTER
01	EFT	00008955	10/28/2021	2,285.73	XEROX FINANCIAL SERVICES
Total Payments				<u><u>\$7,231,909.80</u></u>	

**PIERCE TRANSIT
BOARD OF COMMISSIONERS
SPECIAL STUDY SESSION MEETING MINUTES**

September 30, 2021

CALL TO ORDER

Chair Campbell called the special study session meeting to order at 1:03 p.m.

ROLL CALL

Commissioners present:

Chris Beale, City of Tacoma Councilmember
Marty Campbell, Chair of the Board, Pierce County Councilmember
Kent Keel, City of University Councilmember (*representing University Place and Fircrest*)
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 Deputy Mayor
Victoria Woodards, City of Tacoma Mayor

Staff present:

Mike Griffus, Chief Executive Officer
Deanne Jacobson, Clerk of the Board
Brittany Carbullido, Deputy Clerk of the Board

CEO'S OPENING REMARKS

CEO Griffus provided the following opening remarks:

- Thanked the Board for being here this afternoon and noted that today's topics have many moving parts and are complex. It is a good time for the Board to be updated on their current status.
- Reported that the proposed 2022 budget is before the Board today, and he is pleased to announce that the budget is balanced by expected revenues and reserves, meets reserve requirements, and is sustainable for operations. He noted that the agency still faces challenges such as uncertainties due to the Delta variant, shortages in the labor market, and supply chain issues that impact project costs and timelines.
- CEO Griffus stated that he is extremely proud of the entire Pierce Transit workforce. Our employees' dedication to serving the public is a major force that keeps Pierce Transit moving forward and will allow us to come out the other side of the pandemic even stronger.

- CEO Griffus concluded his opening remarks by thanking Brett Freshwaters and the entire Pierce Transit Finance and Budget professionals for their thoughtful preparation of the agency's 2022 Budget. The proposed budget provides a plan that allows Pierce Transit to serve its communities not only in 2022, but well into the future.

PRESENTATIONS/DISCUSSION

1. 2022 Proposed Budget

Executive Director of Finance Brett Freshwaters gave an overview of the proposed 2022 Budget and reviewed the following elements:

- Strategic initiatives for 2022 by agency division;
- Revenue resources;
- The budget accounts for an increase in service in 2022;
- Budget comparison for Operating Revenues between 2021 year-end and projected 2022 revenues;
- 2022 Operating Expenditures;
- Reviewed Operating Statistics – projected transit service hours;
- Reviewed Pierce Transit's capital infrastructure, including technology, vehicle inventory, passenger facilities and base facilities;
- Reviewed Service Map/Service area of fixed route and paratransit services;
- Reviewed Vanpool service area;
- Personnel Budget – 981 positions budgeted for 2022;
- Capital Project Budget, including carryover from 2021, and estimated new capital project budgets. Reviewed major capital projects over \$5M; and
- Reviewed 6-year plan and the assumptions used to develop the plan for sales tax projections, wage adjustments, benefits, and fixed route service hour.

Commissioner Mello stated that he would like Pierce Transit to engage in more discussion with Sound Transit so that Sound Transit does not reduce the 596 Bus Service in Federal Way that is scheduled for the upcoming future.

Discussion ensued about Sound Transit services as it relates to the 590 series/Federal Way Express Bus, with Commissioner Mello strongly advocating that this service be retained as it is a vital commuter service.

Mr. Freshwaters continued to review the Six-Year Financial Plan 2022-2027 and noted that the full budget details are in the preliminary budget that was distributed, and he is happy to explain any matter in more detail if need be.

Mr. Freshwaters reviewed the innovative and interactive tools that are on the agency's website and encouraged the commissioners to access these tools.

2. Review/Update of the Stream Bus Rapid Transit Project

Planning Manager Tina Lee reviewed the proposed BRT corridor route, noting that the BRT will connect with other forms of transportation at Tacoma Dome Station, such as

light rail and Amtrak. She reviewed the types of lane treatments that will be utilized through the system.

Upon inquiry, Ms. Lee discussed the challenges associated around the Right-of-Way at 56th Street in Tacoma.

Ms. Lee reviewed the four locations that roundabouts are planned in the BRT corridor and depicted where BRT stations will be located in proximity to pedestrian safety infrastructure such as crosswalks and medians.

Ms. Lee noted the agency is seeing cost increases to the project for a variety of reasons and reported that the BRT team has identified areas to use Value Engineering concepts and also recommends shifting stations to Curb design from 57th to 84th, which will result in less property acquisition costs. (*Commissioner Walker temporarily left the meeting at 2:29 p.m. for approximately 15 minutes.*)

Ms. Lee responded to questions pertaining to grant funding and project completion.

Senior Project Manager Sean Robertson reviewed the station features and amenities that have been identified as a “must install” at each station. (*At 2:38 p.m. Commissioner Keel temporarily stepped away from the meeting.*)

Mr. Robertson reviewed the current station design and lighting.

Chair Campbell recommended that the station design and amenities be consistent throughout the system, so that certain communities do not receive a “skinny down” version.

Mr. Robertson reported that staff is still looking at weather barriers to provide coverage for sideways rain that will not attract graffiti and not increase maintenance costs.

Mr. Robertson reviewed the project timeline and indicated that the project is expected to be open for service in mid-2025. He noted that property acquisition is expected to begin in 2022, which will involve over 350 properties. He provided a breakdown of the parcels by low cost to high cost properties. He noted that property acquisition will most likely start in mid-2022, and he reviewed the acquisition timeline that will be done in phases.

Chair Campbell suggested that, where possible, the acquisition phasing be prioritized so that properties most likely to escalate more rapidly, such as in the commercial corridor, be prioritized to help keep costs down.

Mr. Robertson noted that the agency is still waiting for the 60 percent design cost estimate and continued to review the improvements planned for the BRT Corridor. He reviewed the various categories of funding for the project, which totaled \$170 million. Staff believes costs are trending closer to \$185 million as it is designed today. Pierce Transit will need to find grants to fund the additional expenditures.

In order to not jeopardize funding, Pierce Transit will need to show that it has local funds to build out the project.

Upon inquiry from Commissioner Keel, Executive Director of Finance Brett Freshwaters confirmed that the \$15 million project shortage is accounted for in the Six-Year capital budget.

Discussion ensued about whether the City of Tacoma and Pierce Transit could share in mitigating the costs for the impacts at 56th Street.

Staff raised concerns that the FTA funding for this project could be in jeopardy if Pierce Transit is unable to submit the 60 percent design to the City of Tacoma; that the funding could be lost if there isn't some movement on this project over the next six months.

Vice Chair Walker and Chair Walker affirmed that they are fully committed to the project and protecting the funding is important. They discussed a recent meeting they attended with Tacoma staff members.

Mr. Robertson recapped the cost mitigating measures that help save costs and which are included in the 60 percent design.

Ms. Lee reviewed the requirements for receiving the FTA funds and noted the agency is at risk of losing the monies. She reviewed scenarios for Traffic Impact Analysis options and bookend measures. She also reviewed additional budget pressures that are not currently accounted for in the 60 percent design/cost estimate and which may not be funded by FTA.

Ms. Lee noted that some of our partners are talking about possibly requiring a third modeling. She noted this would be costly and would delay the project even more.

Commissioner Keel noted that if the funding is lost, he doesn't think the project is worthwhile.

Commissioner Whalen stated that he wants to see this project move forward. He offered to help in any way to move the project forward and expressed that he doesn't see how a ballot measure could be successful if this project can't be delivered to the community.

Commissioner Woodards noted that she is committed to do whatever she can at the City of Tacoma and that it will take commitments from everybody to move this project forward.

Ms. Lee reviewed the timeline for the Traffic Impact Analysis Bookend approach.

CEO Griffus expressed that he thinks that all parties want to see this project move forward and that he is confident that the City of Tacoma will help get this done too.

BREAK/RECESS

At 3:30 p.m., Chair Campbell recessed the meeting for 15 minutes for a short break.

RECONVENE MEETING TO OPEN SESSION

Chair Campbell reconvened the meeting back to open session at 3:45 p.m.

PRESENTATIONS/DISCUSSION CONT'D

3. Review/Update of the Maintenance and Operations Base Improvement (MOBI) Project

Executive Director of Finance Brett Freshwaters introduced the project, noting that he has been involved with this project since 2016. He noted that the agency looked at its current infrastructure to ensure that it can serve the community over the next 30-40 years, citing that the original plan has gone through several iterations. The agency completed the first phase and is well into the second phase.

Senior Project Manager Doug Dickinson provided a PowerPoint presentation and reported on the project. He oriented the members with the layout of the Maintenance and Operations Base and gave an overview of the project and the primary goals of the project. Mr. Dickinson noted that the maintenance capacity needs to be expanded and the base lot also needs room for the articulated buses that are needed for the BRT. He noted that staff conducted an analysis of whether it would be more cost effective to refurbish the existing infrastructure versus building a new infrastructure.

Mr. Dickinson reviewed the improvements that have been done to date and reviewed the improvements that are scheduled to occur in the future. He reported that there is a plan in place to replace the Maintenance Building (Building 1) in phases. He reviewed the project challenges and cost escalators for various building materials and noted that there are supply issues resulting in delay of building materials. He gave an overview of tools that the agency utilizes to control project costs.

Mr. Dickinson reviewed the various phases of the project and noted that the project is funded through the 2022-2027 six-year capital plan. He noted that the project is not funded beyond Phase 3 of the new maintenance building.

Upon inquiry, Mr. Dickinson confirmed that currently the agency does not have monies to fund approximately \$50 million of the project and the agency currently can fund up to Phase 1 of the new Maintenance Building as it will support the BRT project. Costs for outlying years can be adjusted. The agency can also consider assuming debt to complete the project. Total costs for all phases are expected to be over \$200 million, with funding thus far coming from all local monies and some small contributions from Sound Transit. Staff will seek grant opportunities when available.

Executive Director of Finance Brett Freshwater confirmed that if the agency does not end of having enough funding to complete the full project, the critical stopping point would be Phase 1 of the new Maintenance Building as it will support the BRT project. Mr. Freshwaters confirmed that funding to complete Phase 1 of the new Maintenance Building is accounted for in the 2022 Budget.

Upon inquiry, it was confirmed that the base plan could be built to accommodate up to 12 electric charging stations.

Upon inquiry from Commissioner Roscoe regarding future downsizing of Sound Transit buses from Pierce Transit's lot as the Sound Transit light rail stations are built out to the South Sound region, it was noted that Pierce Transit is planning for Sound Transit buses to stay longer than originally planned.

CEO'S CLOSING REMARKS

CEO Griffus thanked all members for attending today's meeting. He expressed that Pierce Transit has planned for Sound Transit to stay longer and noted that the budget contemplates additional service hours, but it isn't realistic to expect an increase in service hours due to the ongoing labor shortage. He also noted that Pierce Transit may need to engage the Board to help the BRT project across the finish line, and securing FTA funding for this project is the agency's number one priority.

ADJOURNMENT

Commissioners Whalen and Keel **moved** and seconded to adjourn the meeting at 4:45 p.m.

Motion **carried**, 9-0.

Deanne Jacobson
Clerk of the Board

Marty Campbell, Chair
Board of Commissioners

**PIERCE TRANSIT
BOARD OF COMMISSIONERS
SPECIAL STUDY SESSION MEETING MINUTES**

October 11, 2021

CALL TO ORDER

Vice Chair Walker called the special study session meeting to order at 3:07 p.m.

ROLL CALL

Commissioners present:

Chris Beale, City of Tacoma Councilmember
Kent Keel, City of University Councilmember (*representing University Place and Fircrest*)
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
Victoria Woodards, City of Tacoma Mayor

Commissioners excused:

Marty Campbell, Chair of the Board, Pierce County Councilmember
Jason Whalen, City of Lakewood Deputy Mayor

Staff present:

Mike Griffus, Chief Executive Officer
Deanne Jacobson, Clerk of the Board
Brittany Carbullido, Deputy Clerk of the Board

PRESENTATION AND REVIEW

- 1. Update on Pierce Transit Withdrawing and Dissolving its Joint-Venture Partnership with Pierce County, Also Known as the Combined Communications Network (CCN), to Operate, to Own, to Maintain, and to Govern a Shared Single County Wide Communication System for the Pierce Transit System and the County's Public Safety Programs**

Executive Director of Finance Brett Freshwaters provided a PowerPoint presentation on this item. He gave an overview of the partnership, explaining how the CCN was formed and the reason for the investment.

Mr. Freshwaters noted that over time, the system and technology became old and obsolete. In addition, due to technology advances, the agency's new Computer Aided Dispatch, Automatic Vehicle Location (CAD-AVL) system, which is currently in the process of being installed/implemented, will allow communication at a much more cost-effective rate and to occur with a cellular system; therefore, the CCN is no longer needed.

He noted that the withdrawal process began last year with the board approving a resolution in 2020 authorizing Pierce Transit to notify Pierce County with its intent to withdraw from the CCN.

Mr. Freshwaters gave a high-level overview of the infrastructure, maintenance and lease contracts and assets. It was noted that Pierce Transit will transfer all assets to Pierce County. A forensic audit determined the value of the remaining assets at approximately \$1.4 million, which will provide Pierce Transit with 18 months of credits for CCN system access fees into 2023, which is when Pierce Transit's CAD-AVL system is expected to be fully operational. (*Commissioner Palmer arrived at 3:20 p.m. Commissioner Beale arrived at 3:21 p.m.*)

Mr. Freshwaters also reported that the FCC license that is currently held by Pierce Transit is in the process of being transferred to Pierce County.

Mr. Freshwaters reviewed pending items that are still being finalized with regards to system equipment and system decommissioning.

A short question and answer period ensued with regards to who uses the equipment and the type of equipment that is utilized.

Mr. Freshwaters reported that staff will return to the November 8, 2021 Board meeting with a resolution to dissolve the joint-venture between Pierce Transit and Pierce County, followed by the CCN Board ending the joint-venture in December 2021.

Vice Chair Walker, who is also a member of the CCN Board, acknowledged that the dissolution process has entailed a lot of work by both parties and confirmed that she is not aware of any disagreements between the parties relating to the dissolution process.

2. Overview of Pierce Transit's Disadvantaged Business Enterprise (DBE) Program

Procurement Manager Linda Shilley provided an overview of the agency's current DBE program. She reviewed current outreach and tactics the agency utilizes to assist DBE businesses. She advised that the 2021-2023 program goal is set at 2.5 percent, based on WSDOT's Disparity Study, Census, Pierce Transit's planned three-year capital program, and availability of DBEs.

Ms. Shilley introduced a set of recommendations that would enhance the agency's current DBE program that could be implemented. The proposal also included an enhanced outreach plan, removing barriers, reducing the amount of money required for performance bonds, less stringent insurance requirements when applicable, more resources to assist DBEs with submitting bids, and holding a forum/workshop to assist DBEs.

At the end of the discussion, the Board was supportive of the agency's recommendation of an enhanced Pierce Transit DBE Program that could eventually be monitored/tracked at the contract specific level after Pierce Transit conducts an in-depth study.

Commissioner Woodards suggested that Pierce Transit advertise for proposals in any local newspaper that focuses on Black, Indigenous, People of Color (BIPOC) communities and

other non-English newspapers, and also recommended that Pierce Transit include the Hilltop Action Coalition and Tacoma Urban League in its outreach plan.

Commissioner Mello encouraged Pierce Transit to present the enhanced plan to the Joint Municipal Action Committee (JMAC).

Many commissioners thanked Ms. Shilley for her work and efforts to enhance the DBE program.

ADJOURNMENT

Commissioners Woodards and Mello **moved** and seconded to adjourn the meeting at 3:58 p.m.

Motion **carried**, 7-0.

Deanne Jacobson
Clerk of the Board

Kristina Walker, Vice Chair
Board of Commissioners

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

October 11, 2021

CALL TO ORDER

Vice Chair Walker called the regular board meeting to order at 4:07 p.m.

ROLL CALL

Commissioners present:

Chris Beale, City of Tacoma Councilmember
Kent Keel, City of University Councilmember (*representing University Place and Fircrest*)
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
Victoria Woodards, City of Tacoma Mayor

Commissioners excused:

Marty Campbell, Chair of the Board, Pierce County Councilmember
Jason Whalen, City of Lakewood Deputy Mayor

Staff present:

Mike Griffus, Chief Executive Officer
Deanne Jacobson, Clerk of the Board
Brittany Carbullido, Deputy Clerk of the Board
Aaron Millstein, General Counsel from K&L Gates

PRESENTATIONS

Vice Chair Walker welcomed board members, staff, and citizens to the virtual meeting and provided attendees instructions for participating in the meeting.

PRESENTATIONS

1. Community Transportation Advisory Group (CTAG) 2021 Quarter 3 Update:

CTAG member Cody Bakken reported on the work the committee has done during Quarter 3 of 2021.

Vice Chair Walker, on behalf of the Board, thanked Mr. Bakken and fellow CTAG members for their work.

(Commissioner Woodards arrived at 4:12 p.m.)

2. Emergency Service Reduction due to Operator Shortage

Principal Planner of Scheduling Lindsey Sehmel reviewed the proposal to reduce Pierce Transit fixed route service by 10 percent due to the labor shortage. She reported that the agency worked with Sound Transit to determine routes that could be temporarily reduced, and she reviewed the routes that would be affected, noting that no routes will be eliminated; just the level of frequency will be reduced. The service reduction will go into effect November 2.

Discussion ensued about the labor shortage trend that is occurring nationally.

Upon inquiry, Director of Administration Amy Cleveland, spoke to the factors that are contributing to the labor shortage and detailed the initiatives that Pierce Transit is utilizing to attract and recruit operators.

CEO Griffus noted that it is painful to have to cut service to Pierce Transit's customers. He noted restoring service is a top priority and the agency is focused on restoring service as soon as possible.

There was consensus that it is better to adjust the schedule to the reality of the workforce so that customers have reliability, instead of waiting for a bus that doesn't come.

It was noted that the agency hopes that service levels will be restored by March 2022. Details of the agency's communication plan for the service reduction were discussed.

The Board requested that they receive monthly updates on the agency's recruitment status and kept apprised of the workforce issues as a result of the labor shortage.

PUBLIC COMMENT

Vice Chair Walker provided participation instructions to the public and opened public comment.

- Julian Wheeler, Chair of Pierce County Accessible Communities Advisory Committee, invited members and staff to attend the committee's next meeting on November 9 at 9:00 a.m. He reminded attendees that this committee may be able to help with mobility/access type projects and that the committee is always looking for new members and new ideas.

Mr. Wheeler announced that a Legislative Forum will be held Tuesday, November 16 at 6:30 p.m. The forum will give citizens the opportunity to engage with their state legislators.

- Laura Svancarek, Commute Trip Reduction and Advocacy Coordinator for Downtown on the Go, announced that her organization is co-hosting an event with Disability Rights Washington October 22-29. The event is designed to give individuals an idea what it is like for individuals who are not able to drive to get around the community and are dependent on other forms of transportation. Ms. Svancarek announced that Commissioners Walker and Mello are participating in this event and she encouraged other elected officials and transit officials to attend.

Vice Chair Walker closed public comment.

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 Keel **moved** and seconded to approve the consent agenda as presented.

Motion **carried**, 7-0.

1. Approval of Vouchers, September 1, 2021 – September 30, 2021
Operating Fund #10
Self-Insurance Fund #40
Capital Fund #90
Payment Nos. 376828 through 377040
Wire Nos. 8430 through 8720
No Advance Travel Checks
Total \$13,224,941.07
2. Approval of Minutes: September 13, 2021 Regular Board Meeting
3. Third Quarter 2021 Contract Report

ACTION AGENDA

1. FS 2021-055, Adoption of the 2021-2026 Transit Development Plan (TDP)

Senior Planner Duane Wakan presented on the TDP. He reported that the agency is required by WSDOT to adopt the TDP each year and that the plan serves as the financial plan/road map for the next six years.

Mr. Wakan reported that the agency received comment requesting that the agency consider the following:

- 15 Minute frequencies tied to affordable housing
- Considering environmental justice on Route 55
- Develop an Enhanced Bus or BRT-Lite brand
- Integrate transit connection to Hilltop Tacoma Link Extension, Federal Way LINK Extension

Commissioners Keel and Palmer **moved** and seconded to approve Resolution No. 2021-012, adopting the 2021-2026 Transit Development Plan as presented in Exhibit A.

Motion **carried**, 7-0.

2. FS 2021-056, Authority to Amend the 2021 Capital Budget to Include Two Safety Enhancement Projects: Building 4 Lobby Hardening; and Tacoma Dome Station (TDS) Security Office Door

Chief Safety Officer Reggie Reese presented on the item, citing the importance that these safety improvements be added to the administrative buildings as they will provide an extra physical barrier and provide a secondary exit option for employees. He reported that the funds needed to cover this expenditure will come from funds unused from other projects. (*Commissioner Woodards left the meeting.*)

Commissioners Keel and Roscoe **moved** and seconded to amend the 2021 Capital Budget to include two safety enhancement projects: Building 4 Lobby Hardening in the amount of \$85,543 and TDS Security Office Door in the amount of \$33,654, for a total addition to the 2021 Capital Budget of \$119,197.

Motion **carried**, 6-0.

3. FS 2021-057, Authority to Add One Additional Paid Holiday for all Regular Employees in Recognition of Juneteenth

Human Resources Manager Tara Schaak presented on the item and noted that formal recognition of this historical date is a reminder of our history and work needed to remove barriers.

Staff responded to questions relating to whether the day could be offered as an optional day and a short discussion ensued about support for making Juneteenth a paid holiday at other jurisdictions in the region.

Commissioners Mello and Keel **moved** and seconded to approve Resolution No. 2021-013, adding one additional paid holiday for all regular employees in recognition of Juneteenth.

Motion **carried**, 6-0.

4. FS 2021-058, Authority to Increase Contract Spending Authority Amount with Top2Bottom Janitorial Services (Contract No. 1145) for Bus Sanitation Services at Pierce Transit's Bus Lot and Sound Transit's Mid-Day Storage Lot in Seattle Due to COVID-19

Interim Director of Maintenance Adam Davis presented on the item, reporting that given the upswing of COVID cases due to the Delta variant, staff is recommending extending the bus sanitizing contract through the end of 2021.

Mr. Davis reported that this extension covers service through the end of the year and not knowing the uncertainties COVID will have on the future, staff may need to come back for additional contract amendments.

Commissioners Palmer and Mello **moved** and seconded to authorize the Chief Executive Officer to increase the contract spending authority amount with Top2Bottom

Janitorial Services (Contract No. 1145) to provide bus sanitation services at Pierce Transit's Bus Lot and Sound Transit's Mid-Day Storage Lot due to COVID-19 for an additional three months through December 2021, in the amount of \$106,828, for a revised total contract spending authority not to exceed amount of \$469,267.

Motion **carried**, 6-0.

5. FS 2021-059, Authorize the Chief Executive Officer to Execute a Multi-Year Master on Call Contract with Rider Levett Bucknall (RLB) to Provide Estimating Consulting Services

Heidi Soule, Project Management Office Manager, presented on the item and noted that the on-call agreement will typically be used for smaller public works projects and for situations when time is of the essence. She clarified that each individual project will be administered by task orders with pricing set by the master contract. She reviewed the procurement process.

Discussion ensued relating to what may have contributed to the agency receiving only one proposal in response to the agency's Request for Proposals.

Commissioner Roscoe requested that she would like to see an end of the year accounting of the expenditures relating to this contract and the specific task orders issued.

Commissioners Palmer and Mello **moved** and seconded to authorize the Chief Executive Officer to execute a multi-year Master On-Call Contract with Rider Levett Bucknall (RLB), to provide Estimating Consulting Services for an amount not to exceed \$500,000 over the life of the contract.

Motion **carried**, 6.0.

STAFF UPDATES

1. CEO'S Report

CEO Mike Griffus reported on the following items:

- Recently attended the Washington to Washington conference, where he met with representatives and business leaders;
- The virtual BRT open house held on September 23 was a success. Pierce Transit received a lot of feedback;
- Announced that Brett Freshwaters, Executive Director of Finance, will be retiring January 23. Recruitment for this position will begin soon;
- Interim Director of Maintenance Adam Davis was promoted to permanent Executive Director of Maintenance;
- Recruitment is underway for the Chief Operating Officer position;
- Recently met with government advocacy officials to discuss legislative agendas and noted the agency is seeking funding for BRT-2; and

- Expressed that he enjoyed meeting individually with commissioners the last couple of weeks and giving each a tour of the agency.

INFORMATIONAL BOARD ITEMS

1. Chair's Report

Vice Chair Walker announced that the next Service Delivery and Capital Committee meeting will be held Thursday, October 21, 2021 at 3:00 p.m.

2. Sound Transit Update

Commissioner Keel reported on the following items:

- Sound Transit CEO Peter Rogoff will be retiring quarter 1 of 2022. Recruitment process to begin soon;
- Sound Transit Chief Finance Officer has stepped down;
- Sound Transit will reissue additional bonding that will save money for the taxpayer; and
- Mayor Woodards has stepped down from the Sound Transit Board and will be replaced by Councilmember Kristina Walker from the City of Tacoma.

3. Puget Sound Regional Council Transportation Policy Board Update

Commissioner Mello reported that Pierce Transit tried to make the case that the American Rescue Plan Act funds that are distributed by PSRC be distributed with equity in mind. He noted the argument/case was not totally successful in that Pierce Transit did not get the additional dollars, but he feels the conversation has moved forward.

He gave a high-level overview of the work being initiated with WSDOT relating to greenhouse gases.

4. Commissioners' Comments

None.

EXECUTIVE SESSION

None.

ADJOURNMENT INTO CLOSED SESSION

Commissioners Keel and Mello **moved** and seconded to adjourn the meeting into closed session at 5:21 p.m. to discuss labor relations pursuant to RCW 42.30.140(b).

Motion **carried**, 6-0.

Deanne Jacobson
Clerk of the Board

Kristina Walker, Vice Chair
Board of Commissioners



Action Agenda

TITLE: Authority to Implement a New Flat Rate Fare Structure for Commuter Vanpool and Authorize Related Amendments to Pierce Transit Code Section 3.72.130 – Vanpool Services – Defined – Fares

DIVISION: Planning & Community Development

SUBMITTED BY: Andrew Arnes, Community Development Administrator

RELATED ACTION: N/A

ATTACHMENTS:

RELATION TO STRATEGIC PLAN: Customer

Exhibit A, Proposed Code Changes

BUDGET INFORMATION: N/A

BACKGROUND:

The current commuter vanpool fare structure consists of 420 different fares with over 2,000 fare options ranging from \$38.00 to \$283.00. The existing multivariable fare structure is complex and creates several difficulties for both staff and customers, including:

- Constant need to adjust customer vanpool fares
- Ongoing adjustments to customer vanpool fare statements and internal accounting tools
- Customers are unable to anticipate monthly vanpool fare
- Customers have difficulty fully utilizing some employer subsidies due to constant fare adjustments
- Minor route adjustments often necessitate fare adjustments
- Fare adjustments necessitate changes to monthly accounting reports
- Difficulty explaining fares to potential customers

The commuter vanpool fare structure, and its components, have not been reviewed or considered by the Board since 2013. The current fare structure makes it difficult to conduct an annual fare analysis and/or determine the need for revisions.

Because of the ongoing pandemic, several employers have implemented various remote and hybrid working models. The current commuter vanpool fare structure provides no way to offer a flexible daily vanpooling option that would serve those that are now commuting on a part-time basis.

Pierce Transit staff recommends simplifying the commuter vanpool fare structure by adopting a new single variable, six-tier flat rate fare structure and a single variable, two-tier daily fare as follows:

SINGLE VARIABLE SIX-TIER FLAT RATE COMMUTER VANPOOL FARE

Daily Round Trip Miles (RTM)	Monthly Vanpool Fare Per Rider
≤ 50	\$100
51-75	\$125
76-100	\$150
101-125	\$175
126-150	\$200
151+	\$225

SINGLE VARIABLE TWO-TIER DAILY COMMUTER VANPOOL FARE

Daily Round Trip Miles (RTM)	Daily Rider Vanpool Fare
≤ 100	\$15
101 +	\$20

The new flat rate fare structure would reduce the number of commuter vanpool fares from 420 down to six and provide a permanent flexible daily rider option for those who may not commute enough to become monthly riders. It also eliminates the ongoing difficulties created by the current fare structure.

As part of the new flat rate fare structure, Pierce Transit staff is developing new cost recovery monitoring tools that will allow for greater accuracy and flexibility when reviewing cost allocation and cost recovery percentages. These new tools will be used to conduct an annual fare analysis to be reviewed by the Board in accordance with the current Pierce Transit code.

In addition, staff recommends the proposed code amendment to Pierce Transit Code Section 3.72.130 as presented in Exhibit A to give the Chief Executive Officer authority to make certain fare adjustments within board-approved parameters so that the new fare structure may be adjusted to meet market conditions. The proposed code amendment requests that the Chief Executive Officer be authorized to change certain components of the fare structure, including round trip mileage sums and flat rate fare amounts, within the parameters of the flat rate fare structure authorized by the Board.

The Pierce Transit Executive Team has recommended to continue the 70% target cost recovery percentage of all operating expenses for commuter vanpool. The proposed flat rate structure meets that directive. If authorized by the Board, it is anticipated that the new flat rate commuter vanpool fare would be implemented in early 2022.

UPDATE:

The Service Delivery and Capital Committee at their October 21, 2021 meeting reviewed the proposal to implement a flat rate fare structure for commuter vanpool and the related code amendments to Pierce Transit Code Section 3.72.130 – Vanpool Services – Defined – Fares. After discussion, the committee recommended implementing the flat fare structure with the following amendments to be added to the proposed code amendments (Exhibit A):

1. CEO's authority maximum threshold to increase or decrease fares, currently recommended by staff to be set at 25 percent, should be determined by the full Board at the November 8, 2021 Board meeting; and
2. Minimum of two weeks' notice to Board for all changes authorized by the CEO prior to implementation.

The recommendations of the SDCC committee have been incorporated into the proposed code changes in Exhibit A, and staff awaits further direction from the full Board with regards to setting the CEO's maximum threshold authority level to increase or decrease fares.

STAFF RECOMMENDATION:

Staff recommends implementing a new flat rate fare structure for commuter vanpool as presented and recommends amending Pierce Transit Code Section 3.72.130 – Vanpool Services – Defined – Fares, as presented in Exhibit A, pending additional direction from the Board with regards to setting the CEO's maximum threshold authority level to increase or decrease fares.

ALTERNATIVES:

1. Do not approve the proposed flat rate fare structure for commuter vanpool and retain the existing fare structure. This is not recommended as the current fare structure is complex and creates several difficulties for both staff and customers.
2. Direct staff to modify certain elements of the fare structure and bring back to a future meeting for approval.

PROPOSED MOTION:

Move to: Approve Resolution No. 2021-014, authorizing staff to implement a new Flat Rate Fare Structure for Commuter Vanpool as presented in Exhibit A; setting the CEO's maximum threshold authority level to increase or decrease fares by ___ percent, and authorizing the related amendments to Pierce Transit Code Section 3.72.130 – Vanpool Services – Defined – Fares, as presented in Exhibit B.

RESOLUTION NO. 2021-014

1 A RESOLUTION of the Board of Commissioners of Pierce Transit Authorizing a New Flat Rate Fare Structure for
2 Commuter Vanpool and Authorizing Related Amendments to Pierce Transit Code Section 3.72.130 – Vanpool
3 Services – Defined - Fares
4

5 WHEREAS, the current commuter vanpool fare structure consists of 420 different fares with over
6 2,000 fare options ranging from \$38.00 to \$283.00; and

7 WHEREAS, the existing multivariable fare structure is complex and creates several difficulties for both
8 staff and customers;

9 WHEREAS, because of the ongoing COVID-19 pandemic and cultural changes in the labor market,
10 employers throughout the region are shifting their business model to offer employees hybrid working models;
11 and

12 WHEREAS, Pierce Transit desires to amend its current commuter vanpool structure and adopt a new flat
13 fare rate fare structure for Commuter Vanpool service to offer a more simplified, flexible program that better
14 serves our customers that are commuting on a part-time basis or hybrid model; and

15 NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Pierce Transit as follows:

16 Section 1. The Board of Commissioners authorizes a New Flat Rate Fare Structure for Commuter
17 Vanpool in substantially the same form as presented in Exhibit A; and;

18 Section 2. Authorizes the related code amendments to Pierce Transit Code Section 3.72.130-
19 Vanpool Services – Defined – Fares, as presented in Exhibit B; and

20 Section 3. This Resolution shall supersede all previous amendments to Pierce Transit Code
21 Section 3.72.130 Vanpool Services – Defined – Fares.

22 ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on
23 the 8th day of November 2021.

24 PIERCE TRANSIT

25 _____
26 Marty Campbell, Chair
27 Board of Commissioners

28 ATTEST/AUTHENTICATED

29 _____
30 Deanne Jacobson, CMC
31 Clerk of the Board

SINGLE VARIABLE SIX-TIER FLAT RATE COMMUTER VANPOOL FARE

Daily Round Trip Miles (RTM)	Monthly Vanpool Fare Per Rider
≤ 50	\$100
51-75	\$125
76-100	\$150
101-125	\$175
126-150	\$200
151+	\$225

SINGLE VARIABLE TWO-TIER DAILY COMMUTER VANPOOL FARE

Daily Round Trip Miles (RTM)	Daily Rider Vanpool Fare
≤ 100	\$15
101 +	\$20

PROPOSED CHANGES:

3.72.130 - Vanpool Services—Defined—Fares.

A. Definitions.

1. "Commuter vanpool" is defined as ~~a the same~~ group of people who travel round trip per day to and from work. ~~Fares. The fare structure is are~~ set by the ~~Pierce Transit B~~board of ~~C~~commissioners. The Pierce Transit Board of Commissioners delegates authority to the Pierce Transit Chief Executive Officer to modify or adjust certain components of the authorized fare structure to achieve program goals within the following parameters:

a. Round-trip mileage sums may be modified or adjusted no more than twice per year.

b. A maximum of one fare tier may be added or removed no more than once per year.

c. Fare amounts may be increased or decreased by a maximum of XX25%. An increase or decrease of greater than XX 25% must be approved by the Pierce Transit Board of Commissioners prior to implementation.

d. Variables used for determining fares may not be added or removed by the Chief Executive Officer.

e. The Pierce Transit Board of Commissioners ~~must~~ shall be notified of all modifications or adjustments to fare amounts authorized by the Chief Executive Officer at least two weeks in advance of implementation.

f. Written notice of any fare change must be provided to all current commuter vanpool participants at least thirty days in advance.

2. "Special use vanpool" is defined as one which serves a finite group of people and which is sponsored by an organization or an agency. Use of this vanpool is usually limited to that organization's or agency's staff and/or clients. Fares are set by the chief executive officer to include a fixed rate and mileage rate that includes an amount estimated for full or partial recovery of the fixed rate, depending upon how fares are collected.

3. "Shared use vanpool" is defined as supplemental use of a given commuter vanpool which is used during non-commute hours primarily by social service agencies. The vanpool is used during commute hours as a commuter vanpool. Fares will be set by the chief executive officer and will be based on a mileage rate.

4. "Community use vanpool" is defined as one that serves and is available to all members of a given community or organization for transportation for employees and clients outside a usual commute. Services are not limited to one round trip per day. Fares will be set by the board of commissioners.

5. "Vanshare" is defined as a service that provides the link connecting commuters from home to established bus, train, or ferry service or from said service to employer. This service will be limited to thirty (30) miles or less round trip per day. The fee is set by the chief executive officer to include a flat rate.

B. Vanpool fares will be based on recovering a majority of the program's direct operating costs.

C. Vanpool fares will be reviewed ~~biannually~~annually by the Pierce Transit Board of Commissioners
~~with thirty days' advance written notice of any fare change sent to all current vanpool participants.~~

(Res. No. 15-030, § 1(Exh. A), 6-8-2015; Res. No. 16-032, § 1(Exh. A), 9-12-2016)

TITLE: Authorizing Pierce Transit to Withdraw from the Combined Communications Network (CCN) and Delegating Authority to the CEO to Execute all Documents Related to Such Withdrawal

DIVISION: Finance

SUBMITTED BY: Brett Freshwaters, Executive Director of Finance

RELATED ACTION:

RESOLUTION NO. 14-058 A RESOLUTION of The Board of Commissioners of Pierce Transit Authorizing the CEO to Enter into and Execute an Interlocal Agreement with Pierce County for the Creation, Operation, Sustainment and Governance of a Combined Communication Network, as Amended by Pierce County Council.

RESOLUTION NO. 2020-021 A RESOLUTION of the Board of Commissioners of Pierce Transit Providing the Executive Board of the Combined Communications Network (CCN) Enterprise with Notice of Intent to Withdraw from the Joint Venture Partnership with Pierce County to Jointly Own, Maintain, Operate and Govern a Shared Single County Wide Communication System for the Pierce Transit System and the County's Public Safety Programs and Directing Staff to Develop an Exit Plan for Formal Board Approval

ATTACHMENTS: Proposed Resolution

RELATION TO STRATEGIC PLAN: Financial

BACKGROUND:

In 2014 the Pierce Transit Board approved a resolution to enter into an interlocal agreement with Pierce County to form the Combined Communications Network (CCN) to operate and manage a single county-wide communications system. Since the agreement was signed, Pierce Transit and Pierce County have jointly operated the network, including maintaining the infrastructure assets. While the assets are in decent repair, they are now fully depreciated and communications technology has advanced. Pierce Transit has also fully moved away from the UHF communications band, which was part of the system.

When Pierce Transit started planning for a new Computer Aided Dispatch/Automated Vehicle Location (CAD/AVL) system in 2018, it became apparent that cellular technology had advanced enough to provide Pierce Transit with a less expensive, stable communications platform. Pierce Transit started discussions with our elected officials and Pierce County staff and elected officials to plan the steps necessary for the withdrawal from the CCN. In November 2020, the Pierce Transit Board approved Resolution No. 2020-021, authorizing the Chief Executive Officer to 1) provide advance notice to the CCN Executive Board on or before November 30, 2020 of Pierce Transit's intent to withdraw from the Joint Partnership with Pierce County to Jointly Own, Maintain, Operate and Govern a Shared Single County Wide Communication System for the Pierce Transit System and the County's Public Safety Programs; and 2) Direct staff to work in collaboration with Pierce County personnel to develop and provide to the CCN Executive Board and Pierce Transit Board by end of Quarter 3 of 2021 an exit plan and assessment and cost analysis of the shared assets as defined in Section 14 of the "CCN Governing Agreement."

Pierce Transit provided the formal notice of withdrawal to the CCN governing board in November 2020. Working together, Pierce Transit and Pierce County staff developed a plan and action item list to complete Pierce Transit's

withdrawal from the partnership, as well as a financial agreement for the shared asset valuation and transfer. The withdrawal plan and asset valuation were presented to the Pierce Transit Board at a special study session on October 11, 2021. All steps in the withdrawal plan and agreements should be substantially complete by December 31, 2021.

STAFF RECOMMENDATION:

Staff recommends approval of Resolution 2021-015, approving the exit plan authoring withdrawal from the CCN.

ALTERNATIVES:

Do not approve the resolution. This is not recommended as both Pierce Transit and Pierce County have agreed to the withdrawal and developed a withdrawal plan and Pierce Transit would not realize the financial savings from withdrawal.

PROPOSED MOTION:

Move to: Approve Resolution No. 2021-015, approving the Combined Communications Network (CCN) Exit Plan, as presented in Exhibit A, authorizing Pierce Transit to Withdraw from the CCN, and delegating authority to the CEO to execute all documents related to such withdrawal.

RESOLUTION NO. 2021-015

1 A RESOLUTION of the Board of Commissioners of Pierce Transit Approving the Combined Communications
2 Network (CCN) Exit Plan, Authorizing Pierce Transit to Withdraw from the CCN and Delegating Authority to the
3 CEO to Executed all Documents Related to Such Withdrawal
4

5 WHEREAS, Pierce Transit adopted Resolution No. 14-058 on November 10, 2014, forming the joint
6 venture with Pierce County to form the Combined Communications Network (CCN) for operation of a single
7 county wide communications system; and

8 WHEREAS, Pierce Transit is replacing its Computer Aided Dispatch/Automated Vehicle Location
9 (CAD/AVL) system with a new system which will enable data and communications for our transportation
10 network to occur over a cellular network, resulting in a more stable, less expensive communication platform;
11 and

12 WHEREAS, in November 2020 the Pierce Transit Board of Commissioners approved a Resolution No.
13 2020-021, providing the CCN Board with notice of intent to withdraw from the joint venture partnership and
14 directing staff to develop an exit plan for formal Board approval; and

15 WHEREAS, Pierce Transit and Pierce County staff have worked collaboratively to develop an exit plan
16 which was presented to the Pierce Transit Board Study Session meeting held on October 11, 2021; and

17 WHEREAS, the exit plan includes agreements for valuation and transfer of communication system
18 assets; and

19 WHEREAS, the exit plan will be substantially complete by December 31, 2021; and

20 NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Pierce Transit as follows:

21 Section 1. The Board of Commissioners approves the CCN exit plan as presented in Exhibit A and
22 attached hereto, and authorizes Pierce Transit to Withdraw from the (CCN); and

23 Section 2. Delegates authority to the CEO to execute all documents related to such withdrawal.

24 ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on the 8th
25 day of November 2021.

26 PIERCE TRANSIT

27 _____
28 Marty Campbell, Chair
29 Board of Commissioners

30 ATTEST/AUTHENTICATED

31 _____
32 Deanne Jacobson, CMC
33 Clerk of the Board

Workplan

- Agreements

Maintenance Contracts – Status **COMPLETE**

- Fuel
- HVAC
- Generator
- Ground Maintenance

Lease Contracts – Status **In Process**

- Top Hat
- Hemlock
- Indian Hill 2
- Lease agreement needed between Transit/PC for equipment at Transit HQ



Workplan

- Assets

Assets

Settlement Agreement - Pending

- Determine value of 18 months system access **Done**
- Send information to CCN attorney requesting a draft settlement agreement **Done**
- Draft settlement agreement to respective agency attorneys for review **Pending** – initial draft under revision

Transfer of Assets **Pending**

- Use asset list per valuation report
- CCN attorney develop draft transfer agreement
- Agreement to respective agency attorneys for review



Workplan

- Technical

FCC license Transfer Pending

- Target Completion December 2021
- Assigned to Adam Davis (PT) and Tim Lenk (Pierce County)

Subscriber Equipment Pending

- Target Completion December 2021
- Pierce Transit will need to provide Pierce County a dispatch console count that they intend to retain at Pierce Transit Dispatch over the next 2 years
 - Review remote dispatch equipment (Target completion Qtr.4 2021)
 - Pierce County owned consoles at Pierce Transit need to be kept on the maintenance plans and Motorola System Upgrade Agreement (SUA)

UHF System Decommissioning In Process

Target Completion 4th Quarter 2021

- Pierce Transit will remove and dispose of all UHF related equipment from each tower and site exterior
- Pierce County has removed most interior building/shelter equipment
Completion by end of 3rd Quarter 2021



Workplan

- Board/Council Action

Resolutions for the Pierce Transit Board and Pierce County Council dissolving joint venture- **November 2021 (draft resolutions prepared)**

Original Resolutions

Pierce Transit Board Resolution #14-058

Pierce County Council Resolution #R2014-95s

Final CCN Board meeting ending the joint venture in **December 2021**



TITLE: Authorize the Chief Executive Officer to Increase the Contract Authority Not to Exceed Amount for WSP USA, Inc., Contract No. PT-105-18, for Bus Rapid Transit Pacific Avenue/State Route 7 Design DIVISION: Finance
SUBMITTED BY: Sean Robertson, Sr. Construction PM

RELATED ACTION:

Resolution No. 19-008A, adopting the Locally Preferred Alternative's Running Way Option and Access to Tacoma Dome Station Option for the Pacific Avenue/SR 7 Corridor Bus Rapid Transit Project.

Resolution No. 18-025, adopting the Locally Preferred Alternative (LPA), Mode, Termini and Alignment for the Proposed Pacific Avenue / State Route 7 Corridor Bus Rapid Transit Project.

Resolution No. 19-023, Authorized the Chief Executive Officer to Execute a Funding Agreement Providing for Sound Transit to Contribute Funds to Pierce Transit for Bus Capital Enhancements for Speed, Reliability, and Convenience along Pacific Avenue/State Route 7 Corridor Bus Rapid Transit Project.

FS No. 19-043, Authorized the Chief Executive Officer to enter into and execute a contract with WSP, USA to provide Architectural and Engineering services for design and construction support of the proposed Bus Rapid Transit Pacific Avenue / State Route 7 Project in a not to exceed amount of \$12,635,701.

FS No. 2021-046, Authorized the Chief Executive Officer to increase the authorized total contract not to exceed amount for WSP USA, Inc., Contract No. PT-105-18, Bus Rapid Transit Pacific Avenue/SR 7 Design by \$3,250,000 for a new authorized total contract not to exceed amount from \$12,635,701 to \$15,885,701 to provide additional Architectural and Engineering services for design support including 60% Design and FTA Readiness Review.

ATTACHMENTS: N/A

RELATION TO STRATEGIC PLAN: Customer

BUDGET INFORMATION

Is it Budgeted? Yes / No

Project Name or Number: BRT Pac Ave SR7 Construction
2019 - Project Number 563

Operating Budget

Capital Budget

BACKGROUND:

Pierce Transit (PT), in cooperation with the Federal Transit Administration (FTA) and Sound Transit, is implementing a new corridor-based Bus Rapid Transit (BRT) system in a north-south corridor connecting the city of Tacoma's central business district to the Tacoma Dome Station (TDS), Parkland and Spanaway. The corridor is currently served by the Route 1, which has the highest ridership of any PT route. In 2017, the BRT portion of the Route 1 saw more than 1 million boardings, accounting for 12% of PT's total ridership.

The BRT system is expected to provide the following:

- Safe, fast, and reliable transportation that will connect the South Sound community.
- Time-savings from gridlock with relaxing, frequent service and state-of-the-art buses that can comfortably hold up to 90 passengers and have amenities such as Wi-Fi and multiple boarding doors.
- A fast ride that rivals car travel times, with buses arriving every 10 to 15 minutes.
- New BRT Stations which feature pre-payment options, real-time travel info, and weather protection.
- Accessibility to all with level boarding for bikes, strollers, wheelchairs, and pedestrians.
- Environmentally friendly, high-speed transit for a fraction of the cost of rail modes.
- A uniquely branded system that is easy to understand and use.
- Better opportunities for economic development along the corridor.

Pierce Transit advertised a Request for Qualifications (RFQ) in March 2019 for professional consultant services for the Bus Rapid Transit Pacific Avenue/SR7 Project. Statements of Qualifications were accepted until 5p.m. on April 3, 2019. Three qualified candidates responded to the RFQ. A selection committee reviewed the consultants and chose WSP, USA as the most qualified consultant to lead the design and construction support of the BRT Pacific Ave/SR7 Project.

WSP, USA provided a proposal for consulting services dated June 19th, 2019. The proposal included a not to exceed amount of \$12,635,701 for pre-design, design, bid, and construction support services. The contract was expected to span four years with BRT revenue service starting in the summer of 2023. Due to delays in design and permitting, the new revenue service is expected in late 2025, adding over two additional years to the contract.

Due to challenges experienced during the COVID-19 Pandemic and unforeseen permitting efforts to align WSDOT and City of Tacoma standards, WSP's original contract amount was nearly expended by the summer of 2021. A board request to amend the not to exceed amount to 15,885,701 was made at the August 9th, 2021 board meeting. This amendment will further cover continued effort for WSP to complete 60% design and support services for FTA readiness review. A summary of the expanded scope included in this amendment is listed below:

- Continued Design and Administrative Management
- Continued Quality Management
- Continued FTA Support
- Plans for approval and process management plan support
- Continued technical and partnership support

- Continued Topographic and utility survey support
- Continued Street Improvement design and WSDOT PFA plan approval packages
- Advance design for portions of project that are not subjected to traffic impact analysis changes (204th to 121st) and (City of Tacoma Downtown segment) north of 38th
- Continued Drainage and TESC design
- Continued utility coordination for new and relocated utility services
- Further Traffic Engineering design and refinements with new growth rate perimeters provided by City of Tacoma and WSDOT.
- Continued support for Maintenance of Traffic development
- Continued station architecture development
- Continued Structural plan refinements

With readiness review expected to wrap up by the end of 2022, Pierce Transit will reassess the project progress in Spring of 2022 and expect to come back to the board for a final amendment to allow WSP to complete 100% design and construction support.

The funds for this contract will come from the \$60 million Sound Transit 3 funding agreement that is the subject of Resolution No. 19-023, adopted by the Board on August 12, 2019.

STAFF RECOMMENDATION:

Staff recommends authorization to increase the authorized total contract not to exceed amount for WSP USA, Inc. Contract No. PT-105-18 Bus Rapid Transit Pacific Avenue/SR 7 Design.

ALTERNATIVES:

Reject the increase to the total not to exceed amount for WSP USA, Inc. and continue work until the existing contract not to exceed is met. This would result in all design work ceasing in December 2021. This is not recommended as it would put the project in jeopardy.

PROPOSED MOTION:

Move to: Authorize the Chief Executive Officer to increase the authorized total contract not to exceed amount for WSP USA, Inc., Contract No. PT-105-18, Bus Rapid Transit Pacific Avenue/SR 7 Design by \$2,498,645 for a new authorized total contract not to exceed amount from \$15,885,701 to \$18,384,346 to provide additional Architectural and Engineering services for design support including 60% Design and FTA Readiness Review.

TITLE: Authority to Increase Contract Authority Amount with K&L Gates (Contract No. PT-69-17B) for Legal Services

DIVISION: Executive

SUBMITTED BY: Mike Griffus, CEO & Brittany Carbullido, Executive Assistant to the CEO

RELATED ACTION: FS 2018-007, Authorized the CEO to enter into and execute a multi-year agreement with K&L Gates in an amount not to exceed \$450,000.

ATTACHMENTS: N/A

RELATION TO STRATEGIC PLAN: Financial

BUDGET INFORMATION

Is it Budgeted? Yes / No

Project Name or Number:

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Original Contract Amount	\$ 450,000	In January 2018, the board authorized a contract for legal services with K&L Gates, not to exceed \$450,000, through February 29, 2023. In the end of 2019, a decision was made to remove in-house legal counsel, resulting in increased reliance on external legal contracts. The agency will soon reach the spending amount initially authorized and is needing additional authorization through the end of the current contract term.
New Contract Increase Amount	\$ 234,000	
New Authorized Contract Amount	\$ 684,000	

BACKGROUND:

From 2013 to 2019, Pierce Transit maintained a legal office consisting of General Counsel and a Senior Legal Assistant. The legal office would process all agency requests for legal advice and representation either in-house or by utilizing supplemental external contracts with K&L Gates, Pacifica, and Eisenhower Law. A decision was made by the previous CEO to remove in-house legal counsel and rely solely on external legal contracts beginning in 2020. The last day of Pierce Transit's General Counsel was December 13, 2019. The Senior Legal Assistant was eventually absorbed into the Risk Department and continued to manage the external legal contracts in coordination with the former CEO until March of 2021. At that time, the CEO and their Executive Assistant took over the management of those three contracts and the associated budget was absorbed into the Executive Division.

Our current contract with K&L Gates was executed on April 6, 2018 for a board authorized amount of \$450,000, with an expiration date of February 2023. Since the removal of in-house General Counsel, legal costs related to K&L Gates have increased substantially, as seen below. Recent work performed by K&L Gates includes but is not limited to advising on topics such as CEO contract negotiations, the effects of public safety legislation, CCN lease transfers, and legal issues arising from Transit Center renovations.

	2018	2019	2020	2021 (through Sept.)	Grand Total
Yearly Costs - K&L Gates	\$63,699.83	\$53,321.28	\$172,654.12	\$126,340.79	\$416,016.02

As a part of the normal yearly budget process, the Executive Division has accounted for the increased reliance on external legal firms. However, the agency now needs to increase the contract authority amount to reflect yearly costs accurately. With large projects planned in the next several years, Pierce Transit expects to continue to rely heavily on K&L Gates for legal advice and are using 2020, which had the highest legal spending, as a baseline to calculate the additional authorization needed through the end of the contract term.

STAFF RECOMMENDATION:

Staff recommends increasing the contract authority amount by \$234,000 to facilitate legal spending through the end of the contract term and in anticipation of continued reliance on external legal advice.

ALTERNATIVES:

1. If additional spending is not authorized, the agency would experience a lack of continuity in legal counsel and would need to quickly pivot to using one of our other legal contracts. Our experience has been that K&L Gates has more attorneys with broader areas of expertise and has greater institutional knowledge of Pierce Transit in comparison to the other law firms.

PROPOSED MOTION:

Move to: Authorize the Chief Executive Officer to increase the total authorized contract amount with K&L Gates, (Contract No. PT-69-17B) for legal services by \$234,000, for a new total authorized contract amount not to exceed \$684,000.

TITLE: Authority to Execute Amendment No. 1 to the 2019 Interlocal Agreement with City of Federal Way, Contract No. 1242, to Provide Extra Duty Police Services at the Federal Way Transit Center and Other Bus Routes and Bus Stops Located in Federal Way

DIVISION: Service Delivery & Support

SUBMITTED BY: Jim Kelly, Chief of Public Safety

RELATED ACTION:

Resolution No. 2018-021, Authorizing a Six-Month Interlocal Agreement with the City of Federal Way to provide police services at the Federal Way Transit Center and other bus routes and bus stops located in Federal Way

Resolution No. 2018-053, Authorizing Amendment No. 1 to the Interlocal Agreement with the City of Federal Way to provide extra duty police services at the Federal Way Transit Center and other bus routes and bus stops located in Federal Way for an additional year.

Resolution No. 2019-030, Authorizing New ILA with City of Federal Way to provide extra duty police services at the Federal Way Transit Center and other bus routes and bus stops located in Federal Way from October 15, 2019 through December 31, 2023.

ATTACHMENTS:
Proposed Resolution
Exhibit A, Proposed Amendment No. 1 to ILA

RELATION TO STRATEGIC PLAN: Customer

BUDGET INFORMATION

Is it Budgeted? Yes / No

Project Name or Number: N/A

Operating Budget

Capital Budget

BACKGROUND:

In 2017, the Federal Way Transit Center and other bus routes in the area reflected elevated levels of incidents that undermined the safety and experience of its customers. As a result, beginning in June of 2018, Pierce Transit partnered with the Federal Way Police Department to provide police services at the Federal Way Transit Center and other bus routes and bus stops located in Federal Way.

Since implementing this partnership, calls for public safety assistance have reduced. Providing a more visible public safety presence has deterred public nuisance crimes, fare evasion, and illegal drug activity and numerous other infractions, as well as improved police response times.

Providing a safe and reliable transit system is a fundamental element of Pierce Transit's core mission. Due to the success of this partnership, both parties wish to continue the partnership.

The proposed amendment revises the shift hours and rate of pay to be the same percentage of pay increase in the Federal Way Police Guild bargaining agreement with the City of Federal Way. The hourly rate shall be adjusted on January 1st and July 1st of each contract year, pursuant to the bargaining agreement.

This amendment does not change the total compensation amount of \$1,382,960, or expiration date of December 31, 2023 as previously approved by the Board by Resolution No. 2019-030 on September 9, 2019. This Amendment changes the hours and level of service and rate of pay per contract terms. There is no change to the term of the contract or the previously authorized total amount of \$1,382,960. Sound Transit pays approximately 30% of the full expenditure.

STAFF RECOMMENDATION:

Staff recommends approving Amendment No. 1 to the existing ILA with the City of Federal Way to provide police services at the Federal Way Transit Center and other bus routes and bus stops located in Federal Way.

ALTERNATIVES:

Do not approve the amendment and resort back to emergent and non-emergent law enforcement services through 911 services. This is not recommended as this model has limited resources and response times.

PROPOSED MOTION:

Move to: Approve Resolution No. 2021-016, authorizing the Chief Executive Officer to enter into and execute Amendment No. 1 to the 2019 Interlocal Agreement with the City of Federal Way, Contract No. 1242, as presented in Exhibit A, to provide extra duty police services at the Federal Way Transit Center and other bus routes and bus stops located in Federal Way effective January 1, 2022 through December 31, 2023.

RESOLUTION NO. 2021-016

1 A RESOLUTION of the Board of Commissioners of Pierce Transit Authorizing Amendment No. 1 to the 2019
2 Interlocal Agreement with the City of Federal Way, Contract No. 1242, to Provide Extra Duty Police Services at
3 the Federal Way Transit Center and Other Bus Routes and Bus Stops Located in Federal Way,
4 Effective January 1, 2022 Through December 31, 2023
5

6 WHEREAS, the Board of Commissioners on June 11, 2018 approved Resolution No. 2018-021
7 authorizing a six-month Interlocal Agreement with the City of Federal Way to provide police services at the
8 Federal Way Transit Center and other bus routes and bus stops located in Federal Way; and

9 WHEREAS, the Board of Commissioners on December 19, 2018 approved Resolution No. 2018-053
10 authorizing a one-year Interlocal Agreement with the City of Federal Way to provide police services at the
11 Federal Way Transit Center and other bus routes and bus stops located in Federal Way; and

12 WHEREAS, the Board of Commissioners on September 9, 2019 approved Resolution 2019-030
13 authorizing a new Interlocal Agreement to provide police services at the Federal Way Transit Center and other
14 bus routes and bus stops located in Federal Way effective October 15, 2019 through December 31, 2023; and

15 WHEREAS, providing a safe and reliable transit system is a fundamental element of Pierce Transit's core
16 mission; and

17 WHEREAS, showing a more visible public safety presence has deterred public nuisance crimes, fare
18 evasion, and illegal drug activity, and numerous other infractions, as well as improved police response times;
19 and

20 WHEREAS, Pierce Transit staff wishes to execute Amendment No. 1 to the 2019 Interlocal Agreement
21 (approved by Resolution No. 2019-030), revising the shift hours and rate of pay to be the same percentage of
22 pay increase in the Federal Way Police Guild bargaining agreement with the City of Federal Way. The hourly
23 rate shall be adjusted on January 1st and July 1st of each contract year, pursuant to the bargaining agreement.
24 This amendment does not change the total compensation amount of \$1,382,960, and will be in effect beginning
25 January 1, 2022 through December 31, 2023, as previously approved by the Board.

26 NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Pierce Transit as follows:

27 Section 1. The Board of Commissioners authorizes the CEO to enter into and execute Amendment
28 No. 1 to the 2019 Interlocal Agreement with the City of Federal Way, Contract No. 1242, as presented in

1 Exhibit A and attached hereto, to provide extra duty policing services at the Federal Way Transit Center and
2 other bus routes and bus stops located in Federal Way

3 ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on
4 the 8th day of November 2021.

5 PIERCE TRANSIT

6
7
8

Marty Campbell, Chair
9 Board of Commissioners

10 ATTEST/AUTHENTICATED

11
12

Deanne Jacobson, CMC
13 Clerk of the Board
14

CITY OF FEDERAL WAY

EXTRA DUTY POLICE SERVICES AGREEMENT
AMENDMENT NO. 1

This ~~agreement-amendment~~ is made and entered into this _____ day of _____, 2021 by and between the City of Federal Way, Washington (hereafter "City") and Pierce County Public Transportation Benefit Area Corporation (hereinafter "Pierce Transit").

WHEREAS, the City and Pierce Transit previously entered into an Extra Duty Police Services Agreement dated June 1, 2018 and executed Amendment No. 1 to said Agreement on January 29, 2018; and a new Services Agreement dated September 13, 2019; and

WHEREAS, the parties desire to enter into this ~~new Agreement~~ amendment to the 2019 Agreement to incorporate additional terms recently negotiated and agreed upon between the parties; and

WHEREAS, Pierce Transit's operations occur in and around the City;

WHEREAS, Pierce Transit seeks to contract with the City for police related services or assistance to support Pierce Transit's system; and

WHEREAS, the City ~~normally has~~ may have resources available and ~~is~~ may be able to provide duly commissioned law enforcement officers to provide police related services to Pierce Transit subject to the terms and conditions set forth in this Agreement and the approval of the City's Chief of Police or Designee; and

WHEREAS, the duly commissioned officers who may provide such service will be assigned to extra duty under this contract during their off-duty hours, which will not conflict with their law enforcement obligation to the City; and

WHEREAS, the parties intend that the City be reimbursed, as nearly as possible, for its cost of providing policing services to Pierce Transit and that there shall be neither profit nor subsidy in the rates for such services; and

WHEREAS, the parties are authorized to enter into this agreement by virtue of Chapter RCW 39.34 RCW and RCW 35.02.225.

NOW, THEREFORE, the parties agree as follows:

1. PURPOSE.

The purpose of this agreement is for the City to provide Pierce Transit with law enforcement services through the Federal Way Police Department (FWPD). It is the intent of all parties that the services provided herein shall be provided in conjunction with the Pierce County Sheriff's Department to provide law enforcement services to support Pierce Transit's system.

2. SCOPE OF PERFORMANCE.

The City may provide Pierce Transit with extra duty police officer services upon request by the Pierce Transit Chief of Public Safety. The parties acknowledge that the number of officers and number of hours requested by Pierce Transit may fluctuate depending on Pierce Transit's needs, and the City's Chief of Police, or Designee, and Pierce Transit's Chief of Public Safety shall work together to determine the appropriate staffing level. Service provided by the City will be as is generally described below:

- a. Number of Officers: As requested by Pierce Transit, subject to the approval of the City's Chief of Police or Designee. Upon the availability of officers, For planning purposes, in the first year of this Agreement, the City ~~should would~~ plan to have at least one (1) officer per shift, per day ~~available~~ to support this Agreement.
- b. Hours and dates to be worked: Pierce Transit anticipates requesting services from ~~0400-0230~~ to 0800, ~~1500-1600~~ to ~~1800-1900~~, and 2100 to 2400 each day. Hours and dates of service may be changed as deemed necessary by either party and as agreed upon between the City's Chief of Police and Pierce Transit's Chief of Police.
- c. Specific location of service: As requested by Pierce Transit, subject to the approval of the City's Chief of Police or Designee. Pierce Transit requests service at the Federal Way Transit Center (31621 23rd Ave S., Federal Way, WA.) and Pierce Transit vehicles, bus routes, bus stops, facilities and properties located in the City.
- d. Duty of Officers: The officers assigned to support Pierce Transit pursuant to this agreement shall provide law enforcement services for and at various Pierce Transit stations, vehicles, bus routes, bus stops, facilities and properties and throughout Pierce Transit's system located within the City. Such services shall include but are not limited to addressing issues of safety and security, responding to calls for service, conducting criminal investigations, making arrests, writing official reports, and issuing exclusion orders as well as monitoring activities at or on various Pierce Transit stations, vehicles, bus routes, bus stops, facilities, properties, and parking lots. Service also includes working to ensure the safety and security of the patrons, employees, staff and visitors to the various Pierce Transit stations, vehicles, bus routes, bus stops, facilities and properties. FWPD officers are expected to be at Pierce Transit locations within the City serving as a visual deterrent and liaison to the patrons and employees for a

majority of the work shift. These services shall be provided in full uniform and shall be accompanied by a marked or other authorized police vehicle.

It is the expectation of the parties that the officers scheduled for a pre- determined shift will be present to complete his/her shifts, except for the following circumstances: agency callback, late call/report from primary employment, family emergency, personal illness, all of which will be considered excused. The officers will make appropriate notification to FWPD management and attempt to find a replacement for their shifts.

- e. The City shall furnish and supply all necessary personnel, supervision, equipment, uniforms, communication equipment, vehicles and supplies necessary to maintain the level of service to be rendered hereunder, and shall pay all salaries and employee benefits and other costs in connection therewith.
- f. The City shall maintain all records relating to the administration of this agreement and staffing for same, provided that Pierce Transit shall have access to all records (excluding personnel records) relating to this agreement and/or law enforcement services provided to Pierce Transit upon request.
- g. When working pursuant to this contract, FWPD officers will monitor and respond to radio calls for service within the City that originate from Pierce Transit. Pierce Transit will designate a Primary Talk group that officers will listen to and respond to calls for service.

3. ADMINISTRATION OF PERSONNEL.

All personnel assigned to Pierce Transit shall be employed by the City and governed by the City and FWPD laws, rules, policies and collective bargaining agreements. Recruitment, replacement, and performance of all personnel shall be in accordance with such City laws, rules, policies, and agreement; provided, however, that Pierce Transit may communicate performance concerns of City personnel to the City. Any assignment or re- assignment of personnel will be in the sole discretion of the City's Chief of Police or Designee.

4. CONTRACT TERM, EXTENSION AND TERMINATION.

- a. The term of performance of the amendment to the contract shall be from January 1, 2022 ~~October 15, 2019~~ through December 31, 2023~~1~~. ~~This contract may be extended for two additional one year periods upon the written consent of both parties hereto, and subject to approval of their governing bodies.~~
- b. Either party may terminate this Agreement for any reason and at any time when, in its

sole discretion, it is in the best interest of the terminating party, by giving one hundred twenty (120) days' prior written notice to the other party.

5. COMPENSATION.

Pierce Transit shall pay the City as full reimbursement for all police services furnished under this contract an hourly rate per officer. ~~On July 1, 2021, the hourly rate per officer was \$76.63 per hour. On January 1st and July 1st of each contract year, the hourly rates shall be increased by the same percentage of pay increase in the Federal Way Police Guild bargaining agreement with the City. The City shall notify Pierce Transit of the percentage increase at the time of each occurrence.~~ ~~fee of \$72.20 per hour, per officer, in calendar year 2019.~~

~~On Independence Day, July 4, the rate will be two times the hourly base rate. This rate also applies to other holidays as set forth in the Federal Way Police Guild bargaining agreement with the City. It is agreed upon that officers will be paid in 1/6 of an hour increments during times when officers work beyond their assigned shifts to complete reports, transports or other law enforcement duties that are Pierce Transit related.~~

~~On Thanksgiving Day, Christmas, and New Year's Day, the rate shall be one and one half times the hourly base rate. On Independence Day, the rate shall be two times the hourly base rate.~~

~~Beginning January 1, 2020, the hourly rates shall be increased by the same percentage of pay increase in the Federal Way Police Guild bargaining agreement with the City, not to exceed four percent (4%) per year. Hourly rate increases for any optional extension years shall be negotiated between the parties prior to execution of any contract amendment extending the term of this Agreement.~~

~~It is agreed upon that officers will be paid in 1/6 of an hour increments during times when officers work beyond their assigned shifts to complete reports, transports or other law enforcement duties that are Pierce Transit related.~~

6. PAYMENT.

Pierce Transit shall reimburse the City for law enforcement services described herein pursuant to the all-inclusive payment rate shown above. The City shall invoice Pierce Transit on or about the ~~15th~~ 25th of the month following the service and include detailed service information, including officer name and actual service hours, ~~and all inclusive hourly rate per officer.~~ Payment shall be made by a check payable to the City of Federal Way and sent to the City within thirty (30) calendar days after receipt of invoice. Payments will include a processing fee of \$10.00 per month. Payments to the City that are received later than thirty (30) days following the invoice dates shall accrue interest at the rate of twelve percent

(12%) per annum on the balance due. All payments shall first be applied to the accrued interest.

Pierce Transit shall not be financially liable for scheduled law enforcement services which are not actually performed if non-performance occurred because an officer was unable to complete his shift. However, Pierce Transit is financially liable for scheduled law enforcement services at the designated hourly minimum in all other circumstances.

7. COORDINATION WITH CHIEF OF PUBLIC SAFETY.

Pierce Transit has contracted with Pierce County Sherriff's Department to provide a Chief of Public Safety who will be responsible for coordinating the daily delivery of policing services to Pierce Transit in conjunction and cooperation with the City and any other applicable law enforcement agencies. Pierce Transit reserves the right to directly hire a Chief of Public Safety as a Pierce Transit employee. The Chief of Public Safety will be tasked with coordinating all law enforcement efforts along with the City's FWPD officers. It shall be the responsibility of the Chief of Public Safety to determine the appropriate coverage, amount of hours (a 3-hour minimum is required for each shift), and type of work needed by FWPD officers to support Pierce Transit's system. The Chief of Public Safety will coordinate with the City's Chief of Police or Designee, as needed, to ensure appropriate levels of law enforcement coverage for Pierce Transit.

8. DUTY STATUS.

Each police officer assigned to work, pursuant to this contract, is subject to call or assignment elsewhere by the City's Chief of Police or the Chiefs designee, at any time for emergencies, special assignment, or overtime duty. Extra duty employment shall not infringe or interfere with the officer's primary obligations associated with his or her employment obligations to the City.

9. ADHERENCE TO CITY POLICIES AND PROCEDURES-SCOPE OF WORK.

Police officers engaged in extra duty employment are obligated to discharge all duties of their office and adhere to the City's police department policies and procedures at all times. Such officers shall obey, uphold and enforce the laws of the City and State of Washington and the Constitutions of the State of Washington and the United States of America at all times. Such officers shall understand that while they are on duty or engaged in extra duty assignment under this contract, they may remain subject to the supervision, direction, and/or discipline by the City, and subject to any applicable collective bargaining agreement in effect with the City. Police officers performing work pursuant to this contract shall only provide law enforcement/peacekeeping services as specified in Section 2(d) of this contract and they are at all times while performing said services subject to the direction and control of the City police department only.

10. ACTIVITY REPORTS.

Upon request, the City will provide reports to Pierce Transit, through the Chief of Public Safety, on criminal activity within the City of Federal Way on or involving Pierce Transit's system. Extra duty officers assigned by the City will report their daily activities for those hours worked in the Pierce Transit system pursuant to this Agreement. Pierce Transit will provide the City with an electronic activity reporting tool if needed.

11. NO SPECIAL DUTY TO CONTRACTOR OR OTHERS.

Police officers on extra duty assignment have a primary obligation to the City, not Pierce Transit. They are expected to discharge all duties of their office while performing pursuant to this contract and are not required to perform any non-law enforcement/peacekeeping functions for Pierce Transit. Furthermore, this contract and performance thereof by the City police officers shall not create any special relationship with any person or duties to protect any specific persons from harm or injury including the party signing this contract. The law enforcement/peacekeeping duties to be performed pursuant to this contract are the same in extent and scope as those provided by police officers to every member of the public.

12. NONDISCRIMINATION.

The parties shall not discriminate on the basis of race, color, sex, religion, national origin, creed, age or the presence of any sensory, mental or physical handicap. The City and Pierce Transit certify that they are Equal Opportunity Employers.

13. INDEPENDENT CONTRACTOR.

The City is, and shall at all times be deemed to be, an independent contractor. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between Pierce Transit and the City or any of the City's agents or employees. The City shall retain all authority for rendition of services, standards of performance, control of personnel, and other matters incident to the performance of services by the City pursuant to this Agreement.

Nothing in this agreement shall make any employee of Pierce Transit a City employee or any employee of the City a Pierce Transit employee for any purpose, including, but not limited to, for withholding of taxes, payment of benefits, worker's compensation pursuant to Title 51 RCW, or any other rights or privileges accorded City or Pierce Transit employees by virtue of their employment.

14. INSURANCE COVERAGE.

The City shall maintain at all times during the course of this agreement a general liability insurance policy or other comparable coverage with a self-insured retention of no more than \$500,000.00 and a policy limit of no less than \$5,000,000.00 dollars.

15. LIABILITY AND INDEMNIFICATION.

Each party shall be responsible and liable for the consequences of any act or failure to act on the part of itself, its employees or officers. While providing services hereunder, the acts or omissions of extra duty officers in the course and scope of supporting or otherwise providing services to Pierce Transit under this Agreement shall be deemed to be acts or omissions of City employees which shall be the sole responsibility of the City. Each party shall be responsible for its own negligence and that of its employees. Each party shall defend, indemnify and save harmless, the other party or the other party's officers, employees and agents from any and all costs, claims, judgments or awards of damages, resulting or arising from the acts or omissions of the indemnifying party, its officers or employees arising out of or in connection with the performance of this agreement. This indemnity provision shall survive the expiration or termination of this Agreement.

16. DISPUTE RESOLUTION.

In the event of a dispute in the administration of this agreement, Pierce Transit CEO or his-her designee shall discuss the dispute with the City's Chief of Police in an attempt to resolve the problem. If Pierce Transit CEO and the City's Chief of Police are unable to resolve a claim or dispute stemming from this Agreement, the parties agree to participate in non-binding mediation before a third-party professional mediator, whose selection will be mutually agreed upon. The cost of mediating the dispute will be borne equally by both parties, and mediation should occur within thirty (30) days of a request by either party to engage in mediation. No claim or suit may be brought until the dispute resolution procedures as set forth in this section have been exhausted. If dispute resolution efforts under this section are not successful, either party may institute legal action to enforce the terms and conditions of this agreement. Exclusive jurisdiction for any such dispute shall be Pierce County Superior Court in Tacoma, Washington.

17. NOTICES

All notices and other material to be delivered under this contract shall be in writing and shall be delivered or mailed to the following address:

City of Federal Way
33325 8th Ave. S.
Federal Way, WA 98003
Attn: Chief of Police

Pierce Transit 3701 96th St. SW
Lakewood, WA 98499
Attn: Chief of Public Safety

Pierce Transit 3701 96th St. SW
Lakewood, WA 98499 Attn: ~~General Counsel~~Chief Executive Officer

Or such other addresses as either ~~patty party~~ may, from time to time, designate in writing.

18. SIGNATURES.

The parties agree that all signatures, whether original, copy or faxed on this agreement will be considered originals.

19. SEVERABILITY.

If any of the provisions contained in this Agreement are held illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.

20. CONFLICTS.

In the event of a conflict between any other agreements between the parties, this Agreement shall govern.

21. ENTIRE AGREEMENT.

No modification or amendment of this contract shall be effective unless in writing and signed by authorized representatives of the parties after approval of their respective governing body. This contract contains the entire agreement between the parties and may not be enlarged, modified or altered except in writing signed by the parties.

In WITNESS hereof, the parties have executed this Agreement on this date, the _____ day
of _____, 2021.

CITY OF FEDERAL WAY:

PIERCE TRANSIT

Andy J. Hwang, Chief of Police / Date

Mike Griffus, Chief Executive Officer / Date

TITLE: Authority to Amend the 2021 Capital Budget in the amount of \$220,386 to Include a Project to Upgrade the Audio-Visual Equipment Located in the Large Training and Conference Rooms (Rainier, St Helens and Olympic) in Building 5 of the Pierce Transit Campus

DIVISION: Finance

SUBMITTED BY: Arun Kalavakolanu, Chief Technology Officer

RELATED ACTION:

Resolution No. 2021-023, adopting the 2020 Continuing Annual Budget for Fiscal Year 2021 with attendant wage adjustments and approval of 993 positions until such time as a new budget is adopted.

ATTACHMENTS: N/A

RELATION TO STRATEGIC PLAN: Internal

BUDGET INFORMATION

Is it Budgeted? Yes / No

Project Name or Number:

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Local Amount	\$ 220,386	Funds for this project will come from the capital fund reserve.
Grant/Other Amounts	\$	
Total Expenditure	\$ 220,386	

BACKGROUND:

Rainier, St Helens and Olympic are large training/conference rooms located in Building 5 of the Pierce Transit Campus. They are currently equipped with audio-visual equipment installed in 2015-2016 that has either reached its end-of-life, stopped functioning or become unreliable. The equipment is not designed to allow seamless participation in online conference calls using tools such as Zoom or Microsoft Teams. The current system was designed using proprietary technology that forces vendor lock-in and does not allow us to use best-of-breed sub-components. The audio system has become unreliable causing microphone sound feedback and audio distortions. One of the video sub-components that facilitates video conferencing has failed. Controllers that manage the configuration of the system are unreliable requiring tedious repetitive manual intervention for initial set-up and have failed unpredictably while the equipment is in use.

These conference rooms are used to conduct critical business meetings including in-person Board meetings. A fully functional audio-visual system is therefore critical for the conference rooms to be usable. While the pandemic resulted in low/no-usage of the conference rooms, the anticipated return to in-person and hybrid (partial in-person and partial on-line) meetings necessitates upgrading the system.

The anticipated cost was derived from a thorough system review by an AV consultant and includes upgrades of obsolete equipment, including replacing all three projectors with new laser projectors. The project budget also includes a 10% contingency.

STAFF RECOMMENDATION:

Staff recommends amending the 2021 Capital Budget to upgrade the audio-visual equipment in the Rainier, St. Helens and Olympic conference rooms. The upgrade will ensure that the conference rooms can be used to their full potential including hosting Board meetings where some participants are present in-person in the conference room while others attend remotely via on-line tools such as Zoom.

ALTERNATIVES:

1. Do not authorize the budget amendment to repair existing legacy equipment and limit the use of the conference rooms to in-person only meetings with the understanding that legacy equipment is past end-of-life and subject to further deterioration.

PROPOSED MOTION:

Move to: Amend the 2021 Capital Budget in the amount of \$220,386 to include a project to upgrade the audio-visual equipment located in the large training and conference rooms (Rainier, St Helens and Olympic) in Building 5 of the Pierce Transit Campus.



Staff Updates

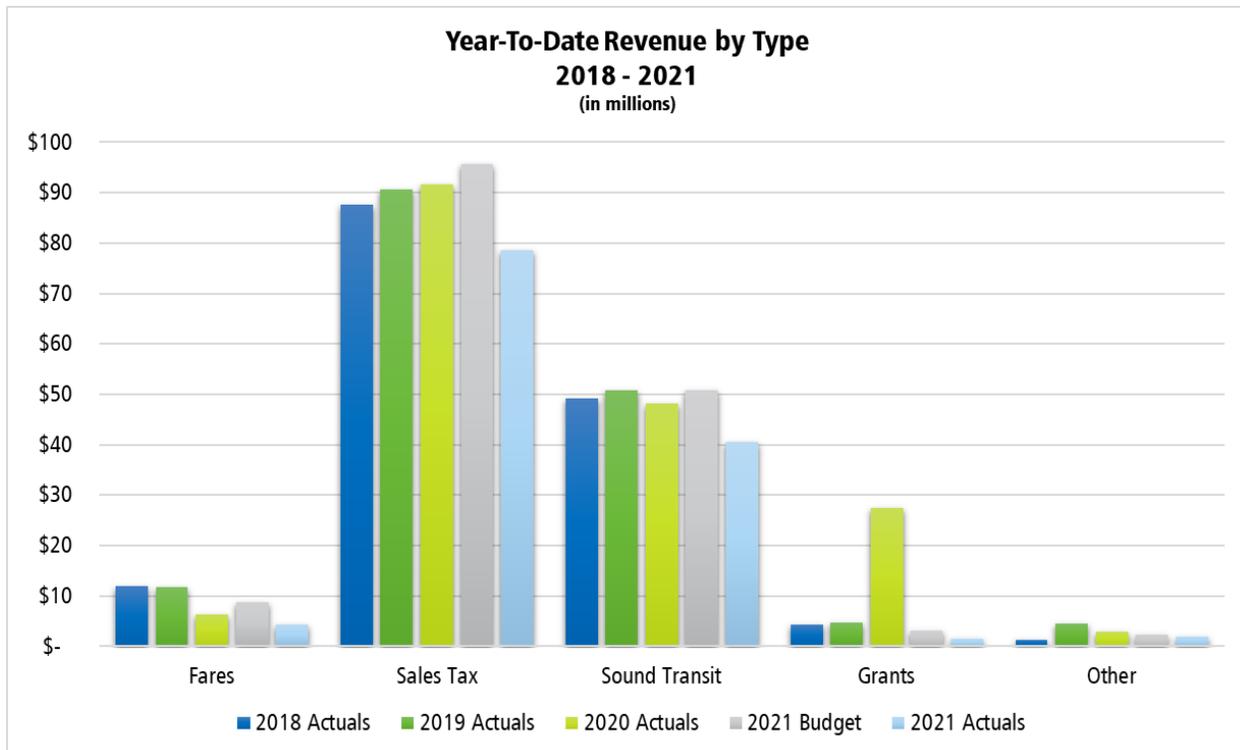
Pierce Transit
Quarterly Financial Report
07.01.2021 – 09.30.2021



Operating Revenues

As of September 30th, Pierce Transit has received 79.00% of the budgeted revenue. A comparison of operating revenue for three prior years and 2021 Budget to Actuals are provided in the table below. Prior year actuals and budget figures are for the full year whereas current year actuals are January through September.

	2018 Actuals	2019 Actuals	2020 Actuals	2021 Budget	2021 Actuals	% of Budget Received
Fares	\$ 12,014,669	\$ 11,820,798	\$ 6,391,850	\$ 8,677,844	\$ 4,404,963	50.76%
Sales Tax	87,679,018	90,647,576	91,744,911	95,760,000	78,663,737	82.15%
Sound Transit	49,101,677	50,713,326	48,109,519	50,814,788	40,457,899	79.62%
Grants	4,234,031	4,635,073	27,548,949	3,110,127	1,580,762	50.83%
Other	1,266,063	4,514,848	2,934,627	2,279,288	1,807,430	79.30%
Total Operating Revenues	\$ 154,295,459	\$ 162,331,621	\$ 176,729,855	\$ 160,642,047	\$ 126,914,792	79.00%



Highlights from 3rd Quarter:

Sales Tax, Sound Transit and Other revenue sources are at expected received amounts, or approximately 75% of the annual budgeted amount. Fare revenues continue to remain low through 3rd quarter. COVID-19 is the main factor, with fewer riders due to unemployment remaining higher than recent years and increased teleworking options. Grants revenues appear low but is due to timing of received funds not actual decreases in expected revenue.

Revenue Definitions

Fares – Revenues for actual services provided and include fixed route, SHUTTLE and Vanpool services. The current average fare per boarding is \$0.97. The last adult fare increase was in 2010.

Sales Tax – This revenue source provides most of our operating revenue and is based on taxable sales within the Pierce Transit Public Transportation Benefit Area. Currently, Pierce Transit only collects 0.6% of the 0.9% allowable sales tax rate.

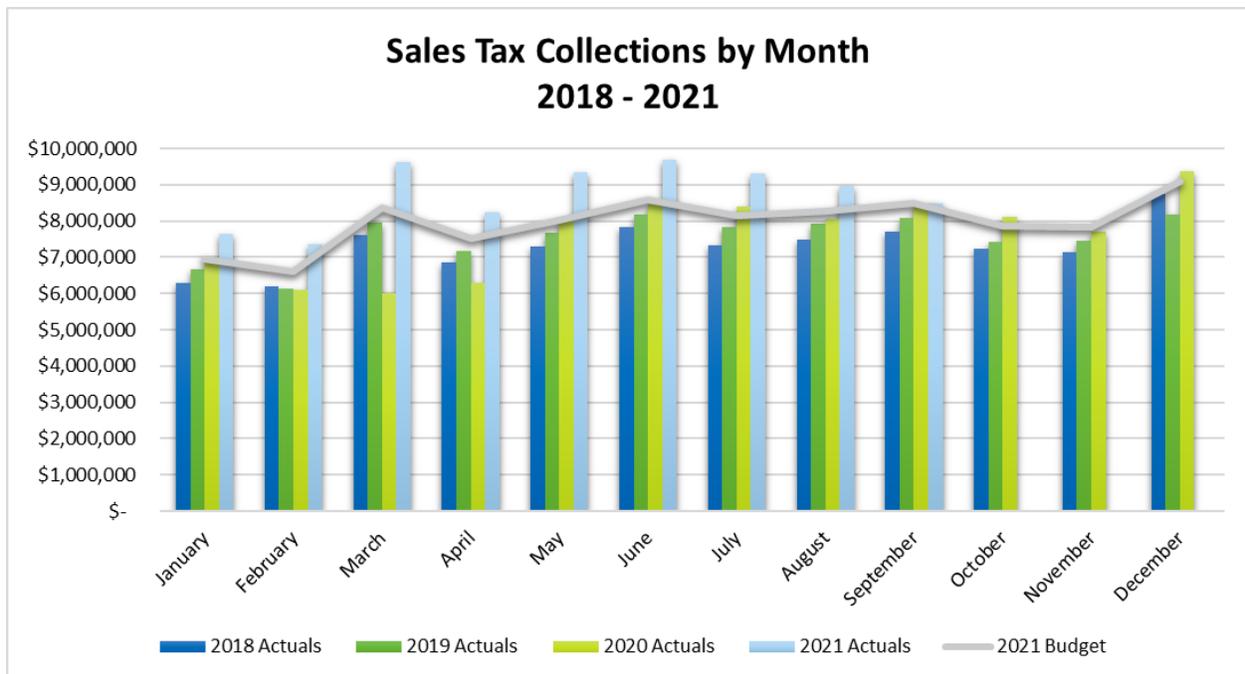
Sound Transit – Are reimbursable expenses for Pierce Transit providing regional transit service from Pierce to King County on behalf of Sound Transit. Reimbursements are based on the costs of services at an hourly rate for service hours required to provide the service.

Grants – Revenues to offset costs of running services. Included in grant revenues are Commute Trip Reduction and Special Needs Operations. These revenues are provided by Pierce County and Washington State.

Other – Other includes interest and advertising revenues that are received with more consistency as well as revenues that cannot be classified in one of the other revenue types.

Sales Tax Collections by Month

	2018 Actuals	2019 Actuals	2020 Actuals	2021 Budget	2021 Actuals	% of Budget Received
January	\$ 6,286,644	\$ 6,661,763	\$ 6,855,621	\$ 6,953,195	\$ 7,637,028	109.83%
February	6,186,256	6,123,214	6,092,111	6,610,090	7,370,653	111.51%
March	7,618,846	7,966,546	5,994,922	8,369,235	9,636,003	115.14%
April	6,856,361	7,164,339	6,291,754	7,529,007	8,250,503	109.58%
May	7,279,348	7,673,750	8,019,580	8,029,698	9,337,168	116.28%
June	7,826,817	8,178,012	8,456,153	8,594,469	9,683,916	112.68%
July	7,325,057	7,835,117	8,381,745	8,140,896	9,299,206	114.23%
August	7,498,533	7,916,716	8,043,555	8,277,869	8,974,836	108.42%
September	7,694,361	8,086,917	8,410,943	8,474,424	8,474,424 *	100.00%
October	7,232,110	7,424,375	8,104,755	7,870,419		0.00%
November	7,139,272	7,446,670	7,710,856	7,832,538		0.00%
December	8,735,413	8,170,157	9,382,916	9,078,160		0.00%
Total Sales Tax	\$ 87,679,018	\$ 90,647,576	\$ 91,744,911	\$ 95,760,000	\$ 78,663,737	82.15%



*There is a two-month delay between when the sales tax is collected and remittance to Pierce Transit. The projection is based on the current year's monthly budgeted amount for this report until the remitted amount is finalized.

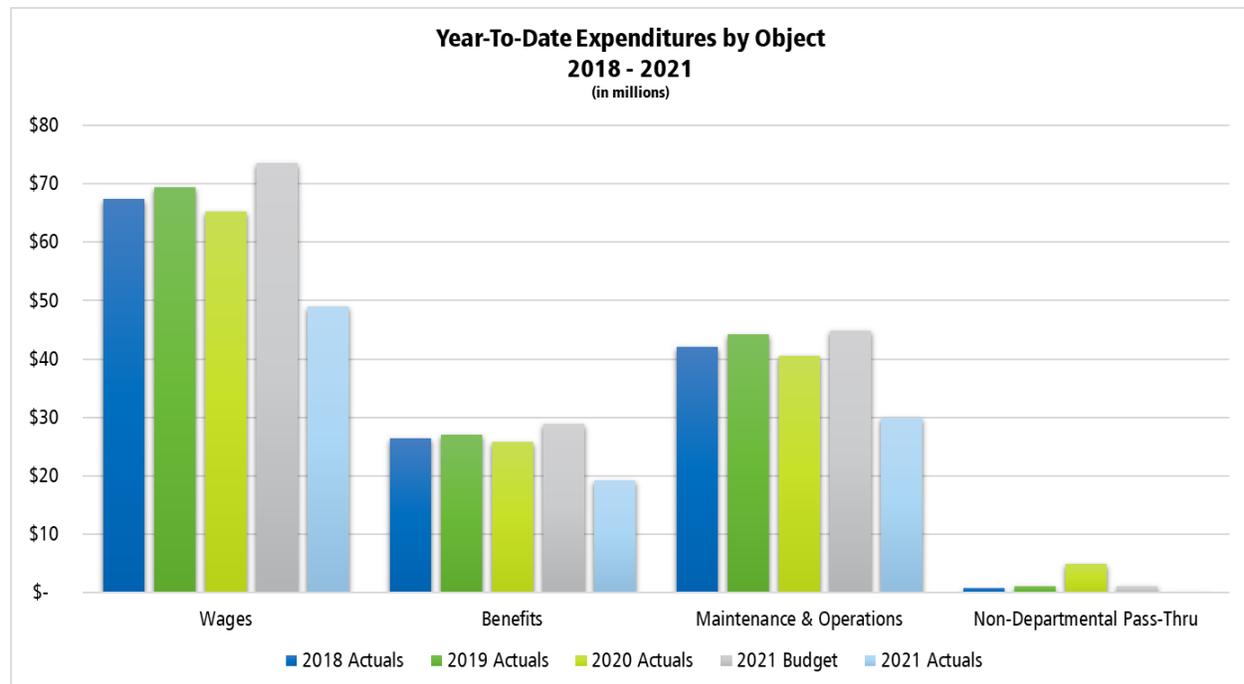
2021 collections are 18.21%, or \$12,117,353 over year-to-date 2020 actuals.

2021 collections are 10.83%, or \$7,684,854 over year-to-date 2021 budget.

Operating Expenditures by Object

As of September 30th, Pierce Transit has expended 66.11% of the budgeted expenditures. A comparison of operating expenditures for three prior years and 2021 Budget and Actuals are provided in the table below. Prior year actuals and budget figures are for the full year whereas current year actuals are for January through September. Non-Departmental Pass-Thru funds are payments made to Pierce County as part of the 5307 agreement.

	2018 Actuals	2019 Actuals	2020 Actuals	2021 Budget	2021 Actuals	% of Budget Expended
Wages	\$ 67,365,033	\$ 69,382,120	65,241,313	\$ 73,573,643	\$ 48,949,907	66.53%
Benefits	26,401,482	27,084,106	25,905,379	28,834,826	19,180,136	66.52%
Total Personnel	93,766,515	96,466,226	91,146,692	102,408,469	68,130,043	66.53%
Maintenance & Operations	42,029,169	44,240,095	40,490,730	44,867,386	29,988,950	66.84%
Total Operating Expenditures	135,795,683	140,706,322	131,637,423	147,275,855	98,118,993	66.62%
Non-Departmental Pass-Thru	879,816	1,143,468	4,945,230	1,143,054	-	0.00%
Total Expenditures	\$ 136,675,499	\$ 141,849,790	\$ 136,582,653	\$ 148,418,909	\$ 98,118,993	66.11%



Highlights from 3rd Quarter:

Overall operating expenditures are under budget by 8.89% when compared to 75% of the annual budget.

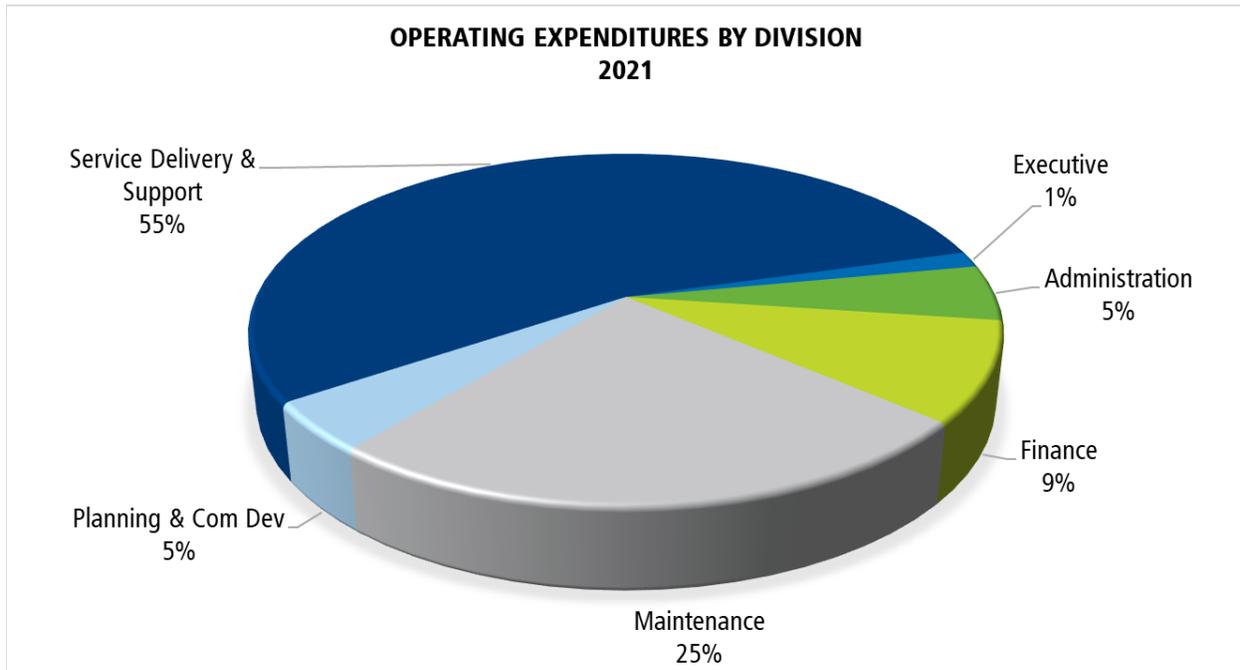
Wages and benefits are 69.4% of total expenditures.

No non-departmental pass-thru payments have been made to Pierce County as part of the 5307 agreement in the third quarter of 2021.

Operating Expenses by Division

Pierce Transit consists of six divisions; Executive, Administration, Finance, Maintenance, Planning & Community Development and Service Delivery & Support. Approximately 70% of our budgeted operating expenditures are wages and benefits for personnel. 852 or 89% of our personnel is included in Maintenance and Service Delivery & Support.

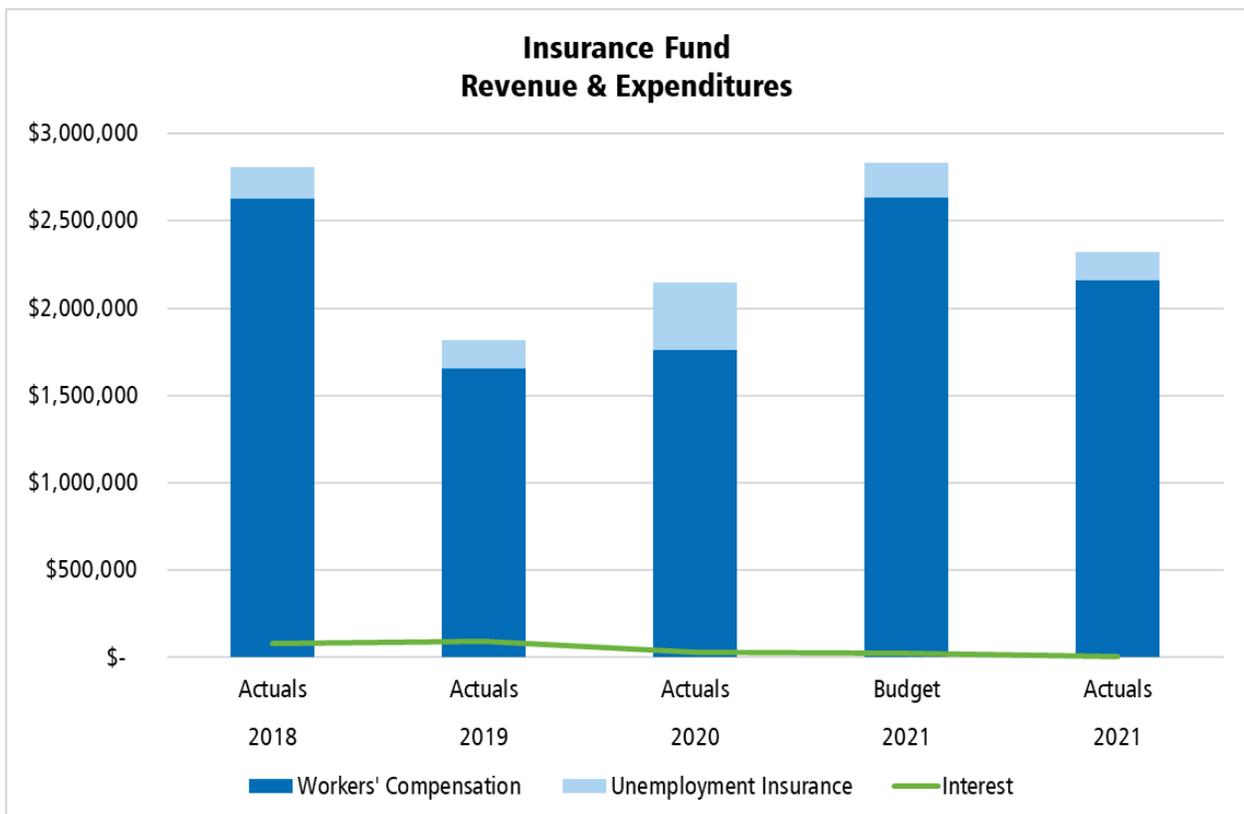
	2018 Actuals	2019 Actuals	2020 Actuals	2021 Budget	2021 Actuals	% of Budget Expended
Executive	\$ 1,603,681	\$ 1,705,646	1,552,165	\$ 1,658,854	\$ 1,423,813	85.83%
Administration	6,567,946	7,115,727	6,397,270	7,310,382	5,040,571	68.95%
Finance	10,762,192	11,606,724	11,985,261	12,788,310	9,033,180	70.64%
Maintenance	33,290,799	33,413,075	33,255,427	35,985,474	24,209,522	67.28%
Planning & Com Dev	6,651,145	6,959,382	5,977,022	6,855,632	4,438,558	64.74%
Service Delivery & Support	76,919,920	79,905,768	72,470,277	82,677,203	53,973,348	65.28%
Subtotal Operating Expenditures	\$ 135,795,683	\$ 140,706,322	\$ 131,637,423	\$ 147,275,855	\$ 98,118,993	66.62%



Insurance Fund

Pierce Transit's Insurance Fund covers the expenses for Worker's Compensation and Unemployment Insurance. This fund receives minimal revenues from interest. Expenditures over revenue are covered through use of reserves and transfers from the Operating Fund.

	2018 Actuals	2019 Actuals	2020 Actuals	2021 Budget	2021 Actuals	% of Budget
Revenue						
Interest	\$ 81,312	\$ 94,888	\$ 30,493	\$ 26,000	\$ 3,806	14.64%
Expenditures						
Workers' Compensation	\$ 2,628,913	\$ 1,657,148	\$ 1,758,366	\$ 2,635,000	\$ 2,159,935	81.97%
Unemployment Insurance	179,080	161,774	391,280	200,000	163,260	81.63%
	<u>\$ 2,807,993</u>	<u>\$ 1,818,922</u>	<u>\$ 2,149,646</u>	<u>\$ 2,835,000</u>	<u>\$ 2,323,195</u>	<u>81.95%</u>
Net Income (Loss)	<u>\$ (2,726,680)</u>	<u>\$ (1,724,034)</u>	<u>\$ (2,119,153)</u>	<u>\$ (2,809,000)</u>	<u>\$ (2,319,389)</u>	

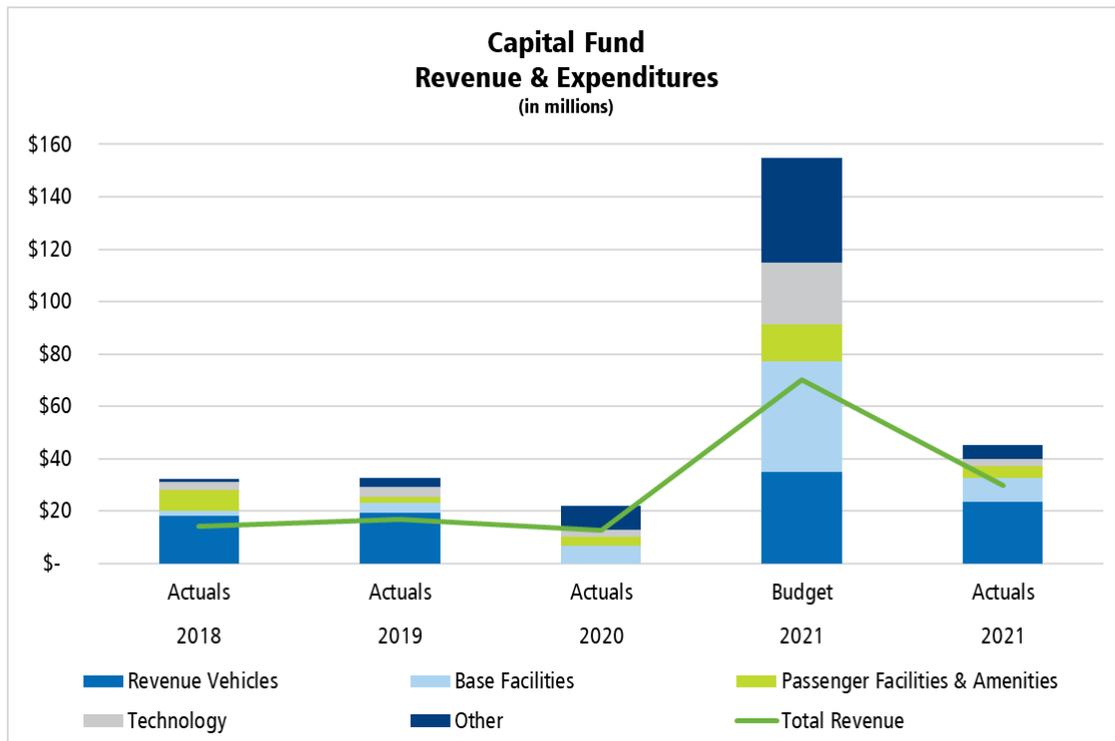


Capital Fund

Capital Fund is designated to provide funding and budgets for projects that meet the guidelines of capital, broadly defined as greater than \$5,000 and a useful life of more than one year. Capital projects are budgeted for the full amount in the year that they are added to the capital portfolio. Any unspent budgets are carried forward to the next budget year along with any remaining funding. Funding for projects is received from Federal, State and other sources and is project specific. Expenditures over revenue are covered through use of reserves and transfers from the Operating Fund. Classifications of capital expenditures are defined by the National Transit Database (NTD).

	2018 Actuals	2019 Actuals	2020 Actuals	2021 Budget	2021 Actuals
Interest	\$ 1,112,087	\$ 1,281,523	\$ 378,937	\$ 325,000	\$ 47,013
Federal Grants	11,648,290	10,176,485	463,051	20,762,628	11,646,871
State Grants	525,077	2,518,313	3,506,650	20,735,198	8,593,112
Other Grants	816,477	2,864,005	8,286,327	28,199,821	9,373,378
Total Revenue	\$ 14,101,931	\$ 16,840,326	\$ 12,634,965	\$ 70,022,647	\$ 29,660,373
Revenue Vehicles	\$ 17,944,816	\$ 19,241,522	\$ 8,126	\$ 34,956,122	\$ 23,452,272
Base Facilities	2,088,679	3,753,722	6,602,654	42,338,459	8,986,913
Passenger Facilities & Amenities	8,095,288	2,291,463	3,442,263	14,132,489	4,616,249
Technology	2,801,853	3,946,960	2,698,789	23,439,459	2,753,689
Other	1,392,226	3,369,026	9,263,181	40,060,272	5,243,277
Total Expenditures	\$ 32,322,861	\$ 32,602,693	\$ 22,015,014	\$ 154,926,801	\$ 45,052,400
Net Income (Loss)	\$ (18,220,930)	\$ (15,762,367)	\$ (9,380,049)	\$ (84,904,154)	\$ (15,392,027)

% Covered by Outside Funding 40.19% 47.72% 55.67% 44.99% 65.73%



Transfers

Transfers made from the Operating Fund to the Insurance and Capital Funds are to cover reserve requirements and expenditures. Transfers out from the Operating Fund and into the Insurance and Capital Funds net to zero and are not considered an actual revenue or expenditure in any fund. Below is a historical view of transfers made between funds.

	2018 Actuals	2019 Actual	2020 Actual	2021 Budget	2021 Actual	% of Budget
Operating Fund	\$ (17,562,500)	\$ (17,562,500)	\$ (22,189,135)	\$ (20,647,692)	\$ -	0.00%
Insurance Fund	2,433,505	2,433,505	2,758,476	334,904	-	0.00%
Capital Fund	15,128,995	15,128,995	19,430,659	20,312,788	-	0.00%

*In 2019, the transfers were incorrectly posted using 2018 amounts. A correction was made in 2020 to true up the transfers to the budgeted amount for 2019.

Balances

Ending balances include the required reserves for the operating, insurance and capital funds. The Board of Commissioner's reserve policy supports management decision-making by avoiding revenue-expenditure imbalances, supporting stable service delivery and assuring funds are available for operations, self-insurance programs and planned capital acquisition during economic downturns or other unanticipated events.

	Operating	Insurance	Capital
Beginning Balance	\$ 72,590,542	\$ 3,615,476	\$ 67,857,433
Revenue	\$ 126,914,792	3,806	29,660,373
Transfers-In	\$ -	\$ -	\$ -
	<u>\$ 126,914,792</u>	<u>\$ 3,806</u>	<u>\$ 29,660,373</u>
Expenditures	\$ 98,118,993	2,323,195	45,052,400
Transfers-Out	\$ -	\$ -	\$ -
	<u>\$ 98,118,993</u>	<u>\$ 2,323,195</u>	<u>\$ 45,052,400</u>
Ending Balance	<u>\$ 101,386,340</u>	<u>\$ 1,296,087</u>	<u>\$ 52,465,406</u>
Required Reserve	\$ 24,500,000	\$ 1,200,000	\$ 9,500,000
Margin (Deficit)	\$ 76,886,340	\$ 96,087	\$ 42,965,406

Reserve Requirements

Operating: A minimum of two months of agency operating expenditures of the current year and is currently \$24.5 million for 2021.

Insurance: An adequate level to protect the agency from self-insurance risk. The level is reviewed periodically and is currently \$1.2 million.

Capital: A minimum of 50% of the previous three years average of annual asset depreciation at any point in the Six-Year Financial Plan; 100% in the final year of the Six-Year Financial Plan and is currently \$9.5 million with \$19 million in the final year.