

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

**July 12, 2021**

**CALL TO ORDER**

Chair Campbell called the regular board meeting to order at 4:04 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, Chair of the Board, Mayor of the City of Tacoma

Staff present:

Amy Cleveland, Interim Chief Executive Officer  
Deanne Jacobson, Clerk of the Board  
Aaron Millstein, General Counsel from K&L Gates  
Brittany Carbullido, Assistant to the CEO/Deputy Clerk of the Board

**OPENING REMARKS AND HOUSEKEEPING ITEMS**

Chair Campbell welcomed board members, staff, and citizens to the virtual meeting and provided instructions for participation to attendees.

**SPECIAL BUSINESS**

- 1. Federal and State Legislative Update and Authorizing Resolution No. 2021-007, Commemorating Representative Jake Fey, Representative Mari Leavitt, Representative Dan Bronoske, and Senator T’wina Nobles for Their Transit Support and Advocacy in Pierce County During the 2021 State Legislative Session**

*[Due to time constraints the Board proceeded with the commemoration portion of this agenda item, deferring the federal and state legislative update to later in the meeting.]*

Government Relations Administrator Alex Mather presented on the item. Ms. Mather highlighted the legislators’ successful advocacy and securing of funds for various transit and mobility projects in the Pierce County region.

Ms. Mather thanked the legislators for their advocacy and noted that Pierce Transit is looking forward to continuing the relationship. (*Each legislator received a transit champion award.*)

The legislators expressed their thanks and gratitude for the recognition and spoke about the importance of transit mobility and mobility options for all citizens and the important role that Pierce Transit has in the community.

Representative Fey expressed appreciation for being recognized for the transit work and noted the legislators' work is not exclusive to supporting Pierce Transit, but to help make transit available to all communities throughout Washington especially to those who rely solely on transit for transportation. He encouraged the commissioners to speak with other members of the legislature to learn how strong the funding proposal for transit is this year and encouraged everyone to step up and ask for support of the House version of the Transportation package.

Chair Campbell thanked the legislators for their support and work on transportation matters and noted that Pierce Transit is fortunate to have a strong delegation.

Commissioner Keel thanked the legislators for their support and advocacy.

Commissioners Keel and Walker **moved** and seconded to approve Resolution No. 2021-007, commemorating Representative Jake Fey, Representative Mari Leavitt, Representative Dan Bronoske, and Senator T'wina Nobles for their Transit Support and Advocacy in Pierce County During the 2021 State Legislative Session and for being true champions of transit for the Pierce County region.

Motion **carried**, 9-0.

## **AGENDA REORDER**

The agenda was reordered moving Item No. 2 from the Action Agenda relating to the Selection of a CEO Candidate to be addressed next on the agenda to ensure that all commissioners would be able to participate in the CEO selection process.

## **SPECIAL BUSINESS Cont'd**

### **2. Discussion and Potential Selection and Offer of Employment to a Chief Executive Officer Candidate**

Chair Campbell introduced the agenda item to select a new Chief Executive Officer.

Commissioner Woodards proposed that the Board recess into executive session for 15 minutes to discuss the qualifications of a CEO candidate.

## **EXECUTIVE SESSION**

At 4:25 p.m., Commissioner Woodards and Keel **moved** and seconded to recess into executive session for approximately 15 minutes, pursuant to RCW 42.30.110 (1)(g) to evaluate the qualifications of applicants for public employment. It was noted that the Board will take formal action with regards to selecting a new CEO when it returns to open session.

Motion **carried**, 9.0.

At 4:40 p.m., the executive session was extended 10 minutes and the extension was announced to attendees.

*(During executive session Commissioners Walker and Palmer were dropped from the Executive Session Zoom meeting due to technical difficulties.)*

## **RECONVENE TO OPEN SESSION**

At 4:55 p.m., Chair Campbell reconvened the meeting back to open session.

*(At 4:55 p.m., Commissioner Palmer rejoined the meeting.)*

Hearing no objection, Chair Campbell announced that the CEO selection agenda item will be addressed a little later today when all nine members of the board are present.

## **SPECIAL BUSINESS CONT'D**

### **1. Federal and State Legislative Update Cont'd**

Gordon Thomas Honeywell Government Affairs Consultant Hanna Jones provided an update on the 2021 State Legislative Session and the progress that is being made at the state level.

Jennifer Covino, President of Simon Company and lead advocate for federal affairs, provided a lengthy federal update and reported on the progress being making at the federal level with regards to funding of projects and earmarks for projects.

*(At 5:22 p.m. Commissioner Walker rejoined the meeting.)*

Chair Campbell thanked both lobbyist for keeping Pierce Transit front and center of their work.

Commissioner Keel thanked the lobbyist for their work and posed a few questions relating to funding that may become available to other transit agencies.

### **2. CEO Selection Cont'd**

Commissioner Woodards thanked Karras Consulting for their efforts in leading the nationwide search and thanked the members of the CEO Search and Recruitment

Committee and the Board for their deliberations on this matter. She noted there is a bright future for this organization.

Commissioner Mello thanked Commissioner Woodards for leading the CEO recruitment process. He noted it was a rigorous process and noted the decision was hard to make.

Commissioner Roscoe expressed her appreciation for the work conducted by the Search and Recruitment Committee and noted she was impressed with the candidates. She noted that the Board has taken the selection process very seriously, taking into consideration a possible ballot measure next year and keeping a sincere eye on the employees.

Commissioner Whalen echoed thanks to the consultants for leading the agency through the process and noted that he appreciates the feedback received relating to the candidates.

Commissioner Keel thanked Karras Consulting for their efforts and reported that this is his second time participating in hiring a new Pierce Transit CEO and noted it has been a difficult decision both times.

Chair Campbell thanked all the people who were involved in the recruitment process and for bringing forward high-quality candidates. He extended his thanks and appreciation to the employees and members of the public who participated in the process.

Commissioners Woodards and Keel **moved** and seconded to authorize Karras Consulting to extend an offer of employment to Mike Griffus to serve as the Chief Executive Officer of Pierce Transit and together with Chair Campbell to negotiate an employment contract up to a salary range of \$250,000.00 along with an acceptable benefit package, subject to final approval of that employment agreement at the August 9, 2021 board meeting.

Various commissioners expressed that it was a difficult decision to decide between both candidates, noting that both candidates are extremely qualified, and that the agency is fortunate to have them both.

Chair Campbell thanked both candidates for their interest in the CEO position, noting that the agency continues to attract top talent.

Motion **carried**, 9-0.

## **PRESENTATIONS/UPDATES**

### **1. 2<sup>nd</sup> Quarter Community Transportation Advisory Group**

CTAG member Cody Bakken reported on the work and activities that the CTAG reviewed during the 2<sup>nd</sup> quarter of 2021. (*Commissioner Woodards left the meeting at 5:56 p.m.*)

### **2. Returning to In-Person Meetings; Hybrid Model**

Chair Campbell opened discussion on the Board's pleasure for exploring a hybrid option to allow for a combination of virtual and in-person attendance for public meetings. He noted that Rules and Procedures around attending virtual meetings would need to be

created and suggested that they be vetted at the committee level prior to the Board approving them. He noted that this is an evolving topic and we expect that more guidance on this matter will become available over the next couple months.

*(Commissioner Palmer left the meeting at 5:59 p.m.)*

Chair Campbell also announced that the Federal Transportation Administration still requires masks to be worn at all transit facilities until September 13, 2021, so if the Board were to return to an in-person/hybrid model prior to September 13, all attendees present would be required to wear masks. He encouraged the commissioners to reach out to Clerk Jacobson about any ideas/thoughts they would like to share about the rules and procedures.

Commissioner Keel noted that he is in favor of exploring a hybrid model, but he would like to *(Commissioner Walker left the meeting at 6:00 p.m.)* wait until the mask mandate is lifted. He would like the committee meetings to be hybrid as well.

There was consensus amongst the commissioners to remain virtual and continue to look into providing a hybrid model.

### **3. Continued Discussion Regarding Pursuing a Ballot Measure to Increase Sales Tax Collections for Additional Bus Service**

Chair Campbell noted that it was the Board's hope that a new Chief Executive Officer would have been hired by June to help shepherd a successful ballot measure for the November 2021 election.

He opened the floor for discussion and he also announced that if someone else has a different view, he would entertain a motion to move forward with a ballot measure for the November 2021 election.

Upon inquiry from Commissioner Whalen about the ballot timing, Commissioner Campbell suggested the agency would be looking at pursuing a ballot measure in spring or summer of 2022.

Commissioner Mello recommended waiting until November of 2022 to go to the ballot. It would allow more time for relationship building, more distance from the pandemic, and allow more time for the CEO to get grounded. He suggested the agency commit to the work early and not wait until summer to decide to go to ballot.

Commissioner Keel expressed support for waiting until 2022 and doing more educational outreach with people who do not realize the value of transit to a community.

At the close of discussion, there was Board consensus to not move forward with a November 2021 ballot measure.

### **PUBLIC COMMENT**

Chair Campbell provided participation instructions to the public and opened public comment.

Clerk Jacobson announced that no written comments were received by the public for public comment today.

The following individual(s) spoke during public comment:

- Julian Wheeler, Chair of Pierce County Accessible Communities Advisory Committee, invited members and staff to attend the committee's next meeting on July 13 at 9:00 a.m. He reminded attendees that this committee may be able to expedite funding for mobility/access type projects and that the committee is always looking for new members and new ideas. He appreciates the board exploring a hybrid option.

Mr. Wheeler congratulated Mike Griffus for being selected the new CEO and thanked former CEO Sue Dreier for her service to the agency.

- Nancy Slotnick, Midland area resident and parent of an adult SHUTTLE rider, reported that she addressed the Board last month about the challenges of securing SHUTTLE rides for her son where there is a mismatch between the span of service and the origin and the destination of the route. She noted that the first 20 days of her son's new work schedule he was late six times, and she asked the Board to reflect on how secure a person's job would be with this type of reliability. She expressed frustration that the system isn't reliable and therefore is not useful. She noted that riders with disabilities want to be contributing members to their communities and that reliable transportation is critical to them achieving this goal.

She encouraged the agency to increase span of service for the Route 409 during the September service change.

Chair Campbell requested that staff reach out to Ms. Slotnick to make sure Pierce Transit understands the issue.

Public comment was closed.

## **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.)*

Commissioner Roscoe requested that Nos. 6, 8 and 9 of the consent agenda be moved to the Action Agenda.

Commissioners Roscoe and Keel **moved** and seconded to approve the consent agenda as amended.

Motion **carried**, 6-0.

1. Approval of Vouchers, June 1, 2021 – June 30, 2021  
Operating Fund #10  
Self-Insurance Fund #40  
Capital Fund #90

Payment Nos. 376277 through 376447  
Wire Nos. 7658 through 7886  
No Advance Travel Checks  
Total \$7,723,110.61

2. Approval of Minutes: June 4, 2021 Special Meeting; June 14, 2021, Regular Meeting; June 30, 2021, Special Meeting
3. Approval of Minutes: CEO Search and Recruitment Committee Meeting Minutes of May 28, 2021, June 3, 2021, and June 10, 2021
4. 2<sup>nd</sup> Quarter Sole Source Report and Contracts Over \$100,000.
5. FS 2021-036, Ratified Emergency Public Works Contract No. 1235 with TRS Mechanical to perform the repairs to Building 4 HVAC System in an amount not to exceed \$30,000.
6. ~~FS 2021-037, Increase the contract authority not to exceed amount by \$90,000 with Wood Harbinger, Contract No. 1038, to expand existing design services to allow for additional security cameras in various locations across the Pierce Transit System, for a new contract not to exceed authority amount of \$480,000.~~ **[Moved to the Action Agenda.]**
7. FS 2021-038, Authorized the Chief Executive Officer to execute Contract No. 1201 with Gillig, LLC, to purchase nine (9) forty-foot, low floor, CNG Coaches for a total not to exceed amount of \$5,673,146 plus a contingency of \$358,613 for an authorized expenditure of \$6,031,759.
8. ~~FS 2021-039, Increase the contract authority not to exceed amount by \$253,000 with Parametrix, Contract No. 1001, for GC/CM Advisory services for the Base Master Plan Implementation, for a new contract not to exceed authority amount of \$585,806.~~ **[Moved to the Action Agenda.]**
9. ~~FS 2021-040, Increase the contract authority not to exceed amount by 2,750,000 with Huitt Zollars, Inc., Contract No. PT 04-18, for Architectural and Engineering Design and Construction Support Services for the Base Master Plan Implementation Project Relating to Phase 1 of the New Maintenance Facility, for a new contract not to exceed authority amount of \$9,645,840.76.~~ **[Moved to the Action Agenda.]**

### **ACTION AGENDA**

1. **FS 2021-041, Delegating Authority to the CEO to Negotiate and Agree to Settlements for Real Property Rights that Exceed the Appraisal of Just Compensation by \$50,000 or Less for the Pacific Avenue/SR 7 BRT Project and Direct Staff to Prepare a Quarterly Property Acquisition Status Report to the Board of Commissioners Detailing the Property Acquisition Expenditures vs. Property Acquisition Cost Estimate for the Pacific Avenue/SR 7 BRT Project**

Executive Director of Finance Brett Freshwaters presented on the item, noting this item came before the board at the June 14 board meeting, at which time the Board requested

that staff create a reporting element that can be shared with the Board that tracks property acquisition expenditures vs. property acquisition cost estimates before it approves the item.

Mr. Freshwaters provided additional background information as it relates to the property acquisition aspects of the project, noting that the agency has a steering team overseeing the acquisition process consisting of staff and consultants from Common Street, the firm hired to assist with the property acquisition process, and they have been meeting over the last eight to nine months.

He noted that staff proposed delegating authority to the CEO, or a designated staff person, to minimize the number of condemnation proceedings, to reduce costs and to help keep the project on track.

He noted that this proposal would apply to hundreds of small slivers of properties with valuations less than \$50,000, Mr. Freshwaters noted that this approach would help eliminate the time and costs associated with the property owner ordering their own appraisal for the property, which Pierce Transit would be required to pay for.

Senior Planner Janine Robinson reviewed a PowerPoint presentation showing the acquisition timeline, expenditure/contract authority levels of the Board, and threshold and authority levels of the respective properties affected by the BRT project. She noted that this project contains about 400 properties that will be affected by the acquisition process with acquisitions scheduled to begin in January 2022. She noted that there have been some adjustments to the BRT design that may require adjustments to the property acquisition timeline presented today. She noted that Pierce Transit is obligated to pay fair market value and must negotiate in good faith.

The commissioners reviewed a sample of the BRT Property Acquisition Status Quarterly Report and responded to questions about what the data in the report represents.

Commissioner Roscoe requested that staff add to the Report a running cost estimate of the properties that are not closed.

Executive Director of Finance Brett Freshwaters noted that original cost estimates for property acquisition were around \$8.5 million and that number will change.

Commissioners Roscoe and Keel **moved** and seconded to delegate authority to the CEO, or the CEO's designee, to negotiate and agree to settlements for real property rights that exceed the appraisal of just compensation by \$50,000 or less for the Pacific Avenue/SR 7 BRT Project; and direct staff to prepare a quarterly property acquisition status report to the Board of Commissioners detailing the property acquisition expenditures vs. property acquisition cost estimate for the Pacific Avenue/SR 7 BRT Project.

Motion **carried**, 6-0.



**2. Authority to Increase the Contract Authority Not to Exceed Amount with Wood Harbinger, Contract No. 1038, to Expand Existing Design Services to Allow for Additional Security Cameras in Various locations Across the Pierce Transit System**

Senior Construction Project Manager Hope Gibson presented on the item and reported that it was expected that additional cameras would be added, but the project had not advanced completely to make the determination where all the cameras would be needed. Additional walk-throughs deemed an additional 116 additional cameras are needed across the Pierce Transit system.

Commissioner Roscoe requested that agenda items that involve exceeding the contract authority amount not be placed on the consent agenda in the future.

Chair Campbell noted Commissioner's Roscoe's request about the consent agenda.

Commissioners Whalen and Mello moved and seconded to increase the contract authority not to exceed amount by \$90,000 with Wood Harbinger, Contract No. 1038, to expand existing design services to allow for additional security cameras in various locations across the Pierce Transit System, for a new contract not to exceed authority amount of \$480,000.

Motion carried, 6-0.

**3. Authority to Increase the Contract Authority not to Exceed Amount with Parametrix, Contract No. 1001, for General Contractor/Construction Manager (GC/CM) Advisory Services for the Base Master Plan Implementation Project Relating to the Fuel and Wash Station**

Senior Project Manager Doug Dickinson presented on the item and reported that the majority of the costs associated with this amendment are for the new fuel and wash station which will also include a compressed natural gas component.

Commissioner Roscoe commented that more information is needed about the Base Master Plan and how options are added to the project and the overall budget of the project.

Executive Director of Finance Brett Freshwaters noted that staff hasn't done a detailed update since last year. He thinks it would be appropriate for the Board to receive an update on the project over the next couple months. He noted that the agency does have \$50 million budgeted through 2021 that will take us through completion of the Fuel and Wash building.

Commissioners Whalen and Roscoe moved and seconded to increase the contract authority not to exceed amount by \$253,000 with Parametrix, Contract No. 1001, for GC/CM Advisory services for the Base Master Plan Implementation, for a new contract not to exceed authority amount of \$585,806.

Motion carried, 6-0.

**4. Authorization to Increase the Contract Authority not to Exceed Amount with Huitt-Zollars, Inc., Contract No. PT-04-18, for Architectural and Engineering Design and Construction Support Services for the Base Master Plan Implementation Project Relating to Phase 1 of the New Maintenance Facility**

Senior Project Manager Doug Dickinson noted that this item is connected to the previous item that the Board approved with regards to the fuel and wash station and there is funding for it in this year's budget and the six-year plan. He noted the original contract was executed in 2018.

Commissioners Roscoe and Keel **moved** and seconded to increase the contract authority not to exceed amount by 2,750,000 with Huitt-Zollars, Inc., Contract No. PT-04-18, for Architectural and Engineering Design and Construction Support Services for the Base Master Plan Implementation Project Relating to Phase 1 of the New Maintenance Facility, for a new contract not to exceed authority amount of \$9,645,840.76.

Motion **carried** 6-0.

Commissioner Campbell noted that staff will plan a study session to review the Base Mast Plan in the near future and welcomed suggestions of other topics.

## **STAFF UPDATES/DISCUSSIONS**

### **1. CEO'S Report**

Interim CEO Amy Cleveland announced that due to time constraints, today's closed session for labor relations can be postponed to a future meeting.

Ms. Cleveland reported that Pierce County has decided not to renew law enforcement services contract for 2022. Pierce Transit is in the process of developing a new public safety model and is asking Pierce County for a short-term contract until the model is in place.

She also announced that Pierce Transit will be commissioning 26 new CNG buses that will be on the road in August, and will be commissioning six new electric buses, bringing the electric bus fleet to a total of nine buses.

Ms. Cleveland concluded her report by announcing that the Executive Director of Maintenance Frank Castro retired after 41 years of public service, and Fleet Manager Adam Davis has been appointed Interim Director of Maintenance.

## **INFORMATIONAL BOARD ITEMS**

### **1. Chair's Report**

Chair Campbell announced that next Executive Finance Committee meeting will be held this Thursday, July 15 at 3:00 p.m., virtually.

He also announced that the recent change in the Board leadership will require changes to the current membership of our standing committees (EFC and SDCC). He announced that pursuant to the Committee Operating Procedures, he will be moving from the SDCC committee to the EFC committee beginning with the July 15, 2021 EFC meeting. This change will create a vacancy on the SDCC committee, and this vacancy will need to be filled at the August 9 Board Meeting.

### **2. Sound Transit Update**

Commissioner Keel noted that the realignment work is still moving forward.

### **3. Puget Sound Regional Council Transportation Policy Board Update**

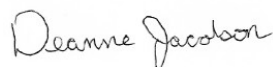
Commissioner Mello provided a short update about the last meeting and said he will send a written update that was prepared by the Transportation Policy Board staff. He noted the committee discussed safety targets as it relates to transit and continued the development of a regional financial strategy that consists of a new concept to include a Road Usage Charge. The funding strategy talks about how the region/State envisions funding transit and other transportation projects in the region given the shortages is gas tax monies that have resulted from better fuel economies in vehicles and reduction in driving during the COVID-19 pandemic.

### **4. Commissioners' Comments**

None.

## **ADJOURNMENT**

Seeing no further business, Chair Campbell adjourned the meeting at 7:07 p.m.



---

Deanne Jacobson  
Clerk of the Board



---

Marty Campbell, Chair  
Board of Commissioners