

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

February 8, 2021

CALL TO ORDER

Chair Woodards called the Special Study Session meeting to order at 3:03 p.m.

ROLL CALL

Commissioners present:

Don Anderson, City of Lakewood Mayor
Chris Beale, City of Tacoma Councilmember
Marty Campbell, Vice 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, City of Tacoma Councilmember
Victoria Woodards, Chair of the Board, Mayor of the City of Tacoma

Staff present:

Sue Dreier, 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

CEO COMMENTS

CEO Dreier announced that the Executive Director of Finance Brett Freshwaters will walk the Board through the proposed 2021 Budget this evening. She noted that the Board's action to postpone the adoption of the budget into 2021 has provided staff with valuable sales tax and economic trending information.

Ms. Dreier reported that the 2021 Budget and Six-Year Plan is balanced and sustainable with the current sales tax collection rate. The planned operating hours will remain at the 95 percent pre-COVID levels of services with non-productive trips/routes being eliminated.

PRESENTATIONS/DISCUSSION

1. Proposed 2021 Budget

Executive Director of Finance Brett Freshwaters provided a PowerPoint presentation inclusive of the agency's strategic initiatives for each division and noting that the budget plan includes an emphasis on diversity, equity and inclusion, employee retention and development, internal and external customer service, and data driven decisions that

achieve financial sustainability. The presentation also covered the following elements of the 2021 Budget:

- Reviewed operating revenues collected and an overview of where the revenue was spent;
- Reviewed service hours per mode of transportation;
- Reviewed demographics of the agency's ridership that was collected from a survey conducted in Fall 2017;
- Provided an overview of the Agency's workforce by division;
- Reviewed the infrastructure that the agency uses to operate the transit agency and service, inclusive of technology hardware and software, transit facilities and buildings, and vehicle inventory;
- He explained how capital projects carry forward to future budget years and do not need approval by the Board each year thereafter;
- Reviewed the capital projects by category/type;
- Reviewed the major capital projects as estimated costs as follows:
 - Bus Rapid Transit - \$33.4 million
 - Maintenance & Operations Base Improvements (MOBI) – \$41.1 million
 - ngORCA - \$5.7 million
 - Computer Aided Dispatch/Automated Vehicle Location System, \$10.8 million
 - Bus Replacement of \$33.1 million in 2019, 2020, and 2021 which includes 6 electric buses and 36 Compressed Natural Gas (CNG) buses
- Reviewed the Six-Year Financial Plan years 2021-2026 assumptions for sales tax projections, wage adjustments, benefits and fixed route service hours, discussing at length the effects of COVID-19 effects on sales tax projections.
- Provided a budget comparison for 2021 vs. 2020 operating levels.
- Pierce Transit is expecting to receive additional funding for COVID-19 and those funds are not factored into the proposed budget.
- Reviewed operating expenditures

Mr. Freshwaters concluded the budget presentation stating that the proposed budget is balanced and sustainable over the next six years and noted that next steps include a public hearing scheduled for the 4 p.m. board meeting later today, followed by a review by the Community Transportation Advisory Group scheduled for their Feb. 25 meeting. He also detailed the steps the agency took to involve the public in the budget process.

Staff responded to various questions from commissioners pertaining to the budget, agency programs, service hours and data metrics.

2. Discussion Pertaining to Selecting or Appointing a Committee to Oversee the Recruitment and Transition Process for Hiring a New Chief Executive Officer

Chair Woodards announced that due to the recent notice of resignation submitted by CEO Sue Dreier, the agency needs to begin the recruitment process to hire a new Chief Executive Officer. She announced that the agency needs to secure a recruitment firm and Pierce Transit has already issued a request for proposals to solicit proposals from recruitment firms. She noted that Commissioner Campbell, along with members from staff, will serve on the committee to select a recruitment firm.

Chair Woodards inquired if there were any commissioners interested in serving on the CEO recruitment/transition committee and noted that in order to have a good mix of individuals on this committee she would also like a member from CTAG and/or Sound Transit, and/or the business community in addition to herself and Commissioners Keel, Campbell, Walker and Mello.

Upon inquiry, General Counsel Aaron Millstein provided guidance with regards to the committee structure.


EXECUTIVE SESSION

There was no executive session held.


ADJOURNMENT

Commissioners Campbell and Walker **moved** and seconded to adjourn the meeting at 4:06 p.m.

Motion **carried**, 9-0.



Deanne Jacobson
Clerk of the Board



Victoria Woodards, Chair
Board of Commissioners