

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

April 13, 2020

CALL TO ORDER

Chair Woodards called the virtual Board meeting to order at 4:02 p.m.

ROLL CALL

Commissioners present:

Victoria Woodards, Chair of the Board, Mayor of the City of Tacoma
Marty Campbell, Vice Chair of the Board, Pierce County Councilmember
Nancy Henderson, Town of Steilacoom Councilmember
(representing Auburn/Gig Harbor/Fircrest/Pacific/Ruston/Steilacoom)
Daryl Eidinger, City of Edgewood Mayor *(representing Fife/Milton//Edgewood)*
Conor McCarthy, City of Tacoma Councilmember
Bruce Dammeier, Pierce County Executive
Kent Keel, City of University Councilmember
Don Anderson, City of Lakewood Mayor

Commissioners excused:

Robin Farris, Puyallup City Councilmember

Staff present:

Sue Dreier, Chief Executive Officer
Deanne Jacobson, Clerk of the Board
Aaron Millstein, General Counsel from K&L Gates

Opening Remarks and Housekeeping Items

Chair Woodards welcomed Board Members, staff and citizens to the virtual meeting and provided instructions for participation to attendees. She announced that oral public comments will not be received today; however, citizens were given the opportunity to submit written comments prior to the meeting. She noted that no written comments were submitted.

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

Motion **carried**, 8-0.

1. Approval of Vouchers, February 1, 2020 to February 29, 2020
Operating Fund #10
Self-Insurance Fund #40
Capital Fund #90
Payment Nos. 372959 through 373226
Wire Nos. 3472 through 3746
No Advance Travel Check
Total \$4,892,171.23

Approval of Vouchers, March 1, 2020 to March 31, 2020
Operating Fund #10
Self-Insurance Fund #40
Capital Fund #90
Payment Nos. 373227 through 373469
Wire Nos. 3747 through 4018
Advance Travel Check Nos. 1438 through 1438
Total \$7,520,205.73

2. Minutes: February 10, 2020 regular meeting and March 5, 2020 Board Retreat
3. CTAG Quarterly Update from Q4 of 2019 and Q1 of 2020.
4. FS 2020-016, Authorized the Chief Executive Officer to enter into and execute a Subrecipient Agreement SC-107335 with Pierce County, in substantially the same form as Exhibit A attached hereto, for Pierce Transit to manage and expend federal CMAQ funds in the amount of \$58,500 to provide a Trip Reduction Support Services Program to employers and/or residents in Pierce County for the term of March 1, 200 to March 31, 2022.
5. FS 2020-017, Authorized the Chief Executive Officer to enter into and execute Amendment No. 2 with Commonstreet Consulting, Contract No. PT-16-19, to provide property acquisition services for the proposed Pacific Avenue / State Route 7 Bus Rapid Transit Project in a not to exceed amount of \$1,564,930.00.
6. FS 2020-018, Authorized the CEO to execute a sole source, multi-year licensing and subscription agreement with Genfare to update the software of the farebox system in an amount not to exceed \$269,084.
7. FS 2020-019, Authorized the Chief Executive Officer to enter into and execute a Memorandum of Understanding with the City of Tacoma for Operation and Maintenance of a Glass Recycling Station at Narrows Park & Ride.
8. FS 2020-020, Authorized the Chief Executive Officer to enter into and execute a sole source, three-year agreement, maintenance and support agreement with Giro, Inc., for maintenance and support of Pierce Transit's automated scheduling and dispatch system in an amount not to exceed \$733,892.

9. FS 2020-021, Authorized the purchase of the mobile access routers (MARS) routers from CDW in an amount not to exceed \$293,026.35.
10. FS 2020-022, Authorized the Chief Executive Officer to enter into and execute Amendment No. 1 with ELTEC Systems, LLC, to increase the contract amount by \$150,000 for a total not to exceed contract amount of \$350,000 for purposes of executing elevator routine and required compliance maintenance and repairs.

ACTION AGENDA

1. **FS 2020-023, Authority to Execute Amendment No. 2 with Parametrix (Contract PT-18-19) for Preconstruction Advisory Services for the Proposed Bus Rapid Transit Pacific Avenue/State Route 7 Corridor Project**

Executive Director of Planning and Community Development Ryan Wheaton presented on the item, noting that Parametrix, under Amendment No. 1 in the amount of \$102,862, provided preliminary work and support in assisting Pierce Transit in obtaining the GC/CM project delivery method approval for the proposed BRT project. He noted that Amendment No. 2 expands the scope of service to include preconstruction support services, inclusive of project management support and permitting. Mr. Wheaton noted that the contract amount is for \$566,283 and is paid from the monies received from the Sound Transit 3 package.

Upon inquiry, General Counsel Aaron Millstein affirmed that based on his discussions with staff, the items on today's agenda, including FS 2020-023, fall within the definition of the Governor's Proclamation in that the agenda items considered today are necessary and routine or relate to the public health emergency relating to COVID 19. The consideration of interim contracts relating to significant public projects that are underway or ongoing aligns with the guidance offered by the Washington Attorney General's Office as being deemed routine and necessary. Delaying these projects would harm the project(s) as a result of the unintended consequences relating to the delay of the project.

Upon inquiry from Commissioner McCarthy, Executive Director of Finance Brett Freshwaters provided additional information relating to the procurement of the contact, the work that Parametrix performed under Amendment No. 1, and the work to be performed under Amendment No. 2.

Commissioners Campbell and Dammeier moved and seconded to authorize the Chief Executive Officer to enter into and execute Amendment No. 2 with Parametrix, Contract No. PT-18-19, to provide preconstruction advisory services for the proposed Bus Rapid Transit Pacific Avenue / State Route 7 Project in a not to exceed amount of \$669,145.

Motion carried, 8-0.

2. **FS 2020-024, A Resolution of the Board of Commissioners of Pierce Transit Proclaiming an Emergency Due to the Public Health Risks Caused by the Outbreak of COVID-19 Pursuant to RCW 38.52; Ratifying the Emergency Declarations and Related Actions Authorized by the CEO; Waiving Certain Procurement Requirements; Ratifying Temporary Administrative Leave Policies and Procurement**

Contracts Relating to the Emergency; and Authorizing the CEO to Utilize Emergency Powers Granted to Municipal Corporations Pursuant to RCW 38.52

Chief Executive Officer Sue Dreier presented on the item and reviewed the actions she has taken in response to COVID-19 in protecting employees and customers from the virus and maintaining the financial sustainability of the agency.

Commissioners Keel and Campbell moved and seconded to approve Resolution No. 2020-010, declaring that an Emergency exists due to the COVID-19 outbreak and authorizing the CEO to utilize emergency powers granted to municipal corporations pursuant to RCW 38.52 and ratifying previous actions that the Chief Executive Officer has taken as described in Exhibits A-F to maintain the continuity of operations and to protect the health and safety of employees and riders.

Commissioner McCarthy raised concerns about the communication provision that allows for the CEO to consult with the Chair or Vice Chair in lieu of the full Board about potential emergency actions that may be taken during the emergency. It was noted that the CEO will provide a full report to the Board of the actions taken during the emergency.

Motion carried, 7-1, with Commissioner McCarthy voting no.

STAFF UPDATES/DISCUSSION

CEO's Report – Financial Update

CEO Dreier thanked her Executive Team for their work in responding to the COVID 19 pandemic. She reported two employees tested positive for the virus and staffing levels are down. She discussed the health screening process that was conducted for five days to institute the behavior of employees not coming to work sick. She reported that ridership has dropped to approximately 65 percent, but Pierce Transit is still providing about 8,000 rides a day, which includes providing service to essential workers. She noted that she has been holding regular virtual meetings to keep employees informed. She stated that the fiscal impacts from the virus will most likely result in reduced service at the end of 2020 and 2021, and most likely will lead to some level of reduced staffing.

Executive Director of Finance Brett Freshwaters provided a presentation on the fiscal impacts that COVID 19 is projected to have on the Agency and reviewed potential mitigation measures that could be taken. He noted that Pierce Transit is expecting a significant drop in sales tax revenue and the Agency may not know the full impact of revenue collections until August 2020. The Agency is currently operating fare free to avoid the spread of the virus.

Mr. Freshwaters reviewed the potential mitigation efforts the Agency is looking at to maintain financial sustainability, which could include employee furloughs, suspension of capital projects, and only spending on essential services/projects. Pierce Transit expects to receive about \$22 million from the Cares Act. The Agency has added approximately \$9 million more in reserves than forecasted.

A steering committee will be implemented to guide on how to restore service back. Right-sizing staffing to service levels will need to be looked at to make sure the Agency remains sustainable.

Commissioner Campbell noted that the 8000 rides/day shows that buses provide an essential service. He advocated for the Agency to look at service reductions to be conducted in a strategic way and not done in a “peanut butter” type of an approach.

Commissioner Dammeier stated that this is a very challenging time and we haven’t seen impacts like these since World War II. He noted that the federal government will need to continue to offer programs and funding to help mitigate the financial impact caused by the virus. He encouraged the Agency to be creative in ways to minimize the damage to the community and to be open to new ideas, especially to one-time federal funding that may come available.

Commissioner Keel encouraged the Agency to stay plugged into lobbying efforts and funding programs that become available.

CEO Dreier announced that the Board Composition Review Meeting will most likely be rescheduled to June 2020. She also reported that Board action on the Classification and Compensation study has been postponed but she would still like to move forward with it in the future. She noted that it is important that the Agency look at doing things differently to create a mobility dynamic.

INFORMATIONAL BOARD ITEMS

Chair Report - Chair Woodards announced that the April 16, 2020, Service Delivery and Capital Committee meeting has been cancelled.

On behalf of the Board of Commissioners, she extended thanks and appreciation to the front-line workers of Pierce Transit for showing up each day and providing service to the community during this time.

Sound Transit Update – No update.

PSRC Transportation Policy Board Update – No update.

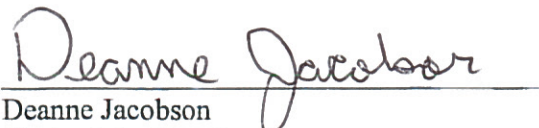
Commissioner Comments – No comments.


EXECUTIVE SESSION – None.

ADJOURNMENT

Commissioners Campbell and Eidinger **moved** and seconded to adjourn the meeting at 5:11 p.m.

Motion **carried**, 8-0.


Deanne Jacobson
Clerk of the Board


Victoria Woodards, Chair
Board of Commissioners