

# **PIERCE TRANSIT BOARD MEETING AGENDA**

**Training Center, Rainier Room**

**December 9, 2013**

## **CALL TO ORDER**

## **ROLL CALL**

**APPROVAL OF MINUTES:**      October 14, 2013 Study Session Meeting Minutes  
October 14, 2013 Regular Board Meeting Minutes  
November 18, 2013 Study Session Meeting Minutes  
November 18, 2013 Regular Board Meeting Minutes

## **APPROVAL OF VOUCHERS**

## **ACTION AGENDA**

1. **FS 13-020, Establishing a New Classification and Compensation System and a Rewards and Recognition Program for Non-Represented Employees**  

Kristine Dupille  
Human Resources Manager
  
2. **FS 13-022, Adoption of Proposed 2014 Budget**  

Cathie Reid  
Budget Assistant Manager
  
3. **Resolution of Appreciation for Commissioner Derek Young**  

Deanne Jacobson  
Clerk of the Board
  
4. **FS13-023, Authorization for Puyallup Demonstration Project Design and Public Outreach**  

Tina Lee  
Innovation Services Administrator
  
5. **FS 13-024, Ratification of Interagency Agreements with Department of Enterprise Services for Project Management Services**  

Jay Peterson  
Transit Development Manager
  
6. **FS 13-025, Adoption of Federal Legislative Priorities**  

Justin Leighton  
Government Liaison Officer
  
7. **FS 13-026, Adoption of 2014 Legislative Priorities**  

Justin Leighton  
Government Liaison Officer

## **PUBLIC COMMENT**

## **PRESENTATIONS**

- **Operator of the Month for October ~ Kevin Ware**
- **Financial Update/Sales Tax Collection**
- **Sole Source Report**

Hazel Whitish  
Transit Operator Assistant Manager

Kathy Sullivant  
Finance Manager

Wayne Fanshier  
Chief Financial Officer

## **INFORMATIONAL BOARD ITEM**

1. **Sound Transit Update**

## **STAFF/POLICY DISCUSSIONS**

## **EXECUTIVE SESSION**

## **ADJOURNMENT**

**PIERCE TRANSIT  
BOARD OF COMMISSIONERS  
SPECIAL MEETING/STUDY SESSION  
MINUTES  
October 14, 2013**

**CALL TO ORDER**

Chair Strickland called the meeting to order at 2:39 PM.

**ATTENDANCE**

Commissioners present:

Marilyn Strickland, Chair, Tacoma Mayor  
Glenn Hull, Fife Mayor Pro Tem (*representing Fife/Edgewood/Milton*)  
Don Anderson, Lakewood Mayor  
Lauren Walker, Tacoma Councilmember (*arrived at 2:40 PM*)  
Derek Young, Gig Harbor Councilmember  
(*representing Auburn/Gig Harbor/Fircrest/Pacific/Ruston/Steilacoom*)  
  
Kent Keel, University Place Councilmember  
Don McKnight, President/Business Agent, ATU Local 758

Commissioners excused:

Rick Talbert, Vice Chair of the Board, Pierce County Councilmember  
Pat McCarthy, Pierce County Executive  
Steve Vermillion, Puyallup Councilmember

Staff present:

Lynne Griffith, CEO  
Wayne Fanshier, Chief Finance Officer (*arrived at 3:09 PM*)  
Alberto Lara, Chief Administration Officer  
Kristine Dupille, Human Resources Manager  
Doug Middleton, Chief Operations Officer  
Deanne Jacobson, Clerk of Board  
Ashley Smith, Project Controls Assistant

**STAFF DISCUSSION ITEM:**

**1. Classification and Compensation Study and Rewards and Recognition Program**

Chief Executive Officer Lynne Griffith introduced the proposed Classification and Compensation Study and Rewards and Recognition Program.

Chief Administration Officer Alberto Lara presented on the item. He provided a PowerPoint presentation explaining the background behind the proposal. He noted that staff's recommendation is for the Board to adopt the proposed plan in November.

A lengthy discussion ensued about how to resolve the compensation structure for employees who were earning over the market rate. At the end of the discussion, the Board decided that the topic should be discussed at the November Executive-Finance Committee. Commissioner Keel noted he would like to be included in the discussion.

**ADJOURNMENT**

When there was no further business to come before the Board, Chair Strickland adjourned the meeting at 3:28 PM.

---

Deanne Jacobson, CMC  
Clerk of the Board

---

Marilyn Strickland, Chair  
Board of Commissioners

**PIERCE TRANSIT  
BOARD OF COMMISSIONERS  
MINUTES  
October 14, 2013**

**CALL TO ORDER**

Chair Strickland called the meeting to order at 4:02 PM.

Commissioners present:

Marilyn Strickland, Chair of the Board, Tacoma Mayor  
Lauren Walker, Tacoma Councilmember  
Don Anderson, Lakewood Mayor  
Glenn Hull, Fife Mayor Pro Tem (*representing Fife/Edgewood/Milton*)  
Kent Keel, University Place Councilmember (left at 5:19 PM)  
Pat McCarthy, Pierce County Executive (*arrived at 4:07 PM*)  
Steve Vermillion, Puyallup Councilmember  
Derek Young, Gig Harbor Councilmember (left at 5:22 PM)  
(*representing Auburn/Gig Harbor/Fircrest/Pacific/Ruston/Steilacoom*)  
Don McKnight, President/Business Agent, ATU Local 758

Commissioners excused:

Rick Talbert, Vice Chair of the Board, Pierce County Councilmember

Staff present:

Lynne Griffith, Chief Executive Officer  
Wayne Fanshier, Chief Financial Officer  
Alberto Lara, Chief Administration Officer  
Doug Middleton, Chief Operations Officer  
Dana Henderson, General Counsel  
Deanne Jacobson, Clerk of the Board

**APPROVAL OF MINUTES**

Commissioners Keel and Vermillion **moved** and seconded to approve the July 31, 2013, Special Board Work Session meeting minutes, and the September 9, 2013, Regular Board meeting minutes as presented. Motion **carried**.

**APPROVAL OF VOUCHERS**

Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing that was made available to the Board on October 10, 2013.

Commissioners Hull and Walker **moved** and seconded to approve the vouchers subject to proper audit. Those vouchers included in the listing are further described as follows:

Operating Fund #10  
Self-Insurance Fund #40  
Capital Fund #90

Voucher numbers were 332234 through 332714 and wire numbers were 1190 through 1204 for a total of \$4,401,800.86. Motion **carried**.

## **PUBLIC COMMENT - GENERAL**

**Cinderella Helga D'Andrea – Lakewood**, noted that the Pierce Transit phone systems are not working well and urged that the problem be resolved.

## **PRESENTATIONS**

**Operator of the Month of August** – Transit Operator Assistant Manager Hazel Whitish presented Rich Siemers with the Operator of the Month Award for his outstanding performance.

**Financial Update** – Budget Assistant Manager Cathie Reid provided an update on the sales tax collections through July.

Chief Financial Officer Wayne Fanshier talked about the Federal debt ceiling. He reported on a recent court decision involving CMS and noted that Pierce Transit can expect to receive some monies as a result of the ruling. He responded to questions from various Board Members relating to sales tax collections.

**High Beams ~ Featuring Employee Recognition(s)** – Public Relations Officer Carol Mitchell introduced a high beams video, which featured employees who have gone above and beyond his or her job. The video featured a team of employees who worked on the Gig Harbor Trolley Project.

## **ACTION AGENDA**

- 1. FS 13-010 ~ Authority to Operate Seasonal Gig Harbor Trolley Service Starting in 2014**  
Commissioners Walker and Vermillion **moved** and seconded to Adopt Resolution No. 13-028, authorizing the implementation of seasonal Gig Harbor Trolley service starting 2014, utilizing local Pierce Transit adult, youth and discounted fares.

Service Innovation Administrator Tina Lee presented on the item and responded to questions from various Board Members.

### **Public Comment**

Terry Lee, Gig Harbor resident and representative of Gig Harbor Chamber thanked the Board and staff members for making the trolley a success and asked that the Board fund the Gig Harbor Trolley in 2014. He also thanked Councilmember Derek Young for his efforts and support.

Commissioner Young complimented staff for making the trolley a success.

Motion **carried** unanimously.

- 2. FS 13-011 ~ Authorization to Design the Fife-Milton-Edgewood Demonstration Project**  
Commissioners Walker and Vermillion **moved** and seconded to adopt Resolution No. 13-029, authorizing design of the Fife-Milton-Edgewood Demonstration including the required Title VI Service Equity Analysis and public process for the proposed modifications to Route 501.

Service Innovation Administrator Tina Lee presented on the item, discussing the proposed routes and services and noting that the project is for one year. She noted that this item will come back to the November 18, 2013 Regular Board Meeting for final decision.

Discussion ensued about the financial contributions from the Community Investment Team (CIT). (Kent Keel left the meeting at 5:19 PM.)

Commissioner Hull thanked staff for their efforts.

Motion **carried** unanimously.

## **INFORMATIONAL BOARD ITEMS**

**Sound Transit Update** ~ Commissioner McCarthy provided an update on Sound Transit.  
(Commissioner Young left the meeting at 5:22 PM.)

## **EXECUTIVE SESSION**

At 5:25 PM the Regular Meeting was recessed into Executive Session to discuss Real Estate ~ Pursuant to RCW 42.30.110 (1)(b); and Potential Litigation ~ Pursuant to RCW 42.30.110(1)(i) for approximately 15 minutes. No action will occur. At 5:35 PM, the Regular Board Meeting was reconvened.

## **ADJOURMENT**

When there was no further business to come before the Board, the meeting was adjourned at 5:36 PM.

---

Deanne Jacobson, CMC  
Clerk of the Board

---

Marilyn Strickland, Chair  
Board of Commissioners

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

**MINUTES**

**November 18, 2013**

**CALL TO ORDER**

Commissioner McCarthy called the meeting to order at 3:04 PM.

**ATTENDANCE**

Commissioners present:

Pat McCarthy, Pierce County Executive  
Marilyn Strickland, Chair, Tacoma Mayor (*arrived at 3:55 PM*)  
Glenn Hull, Fife Mayor Pro Tem (*representing Fife/Edgewood/Milton*)  
Don Anderson, Lakewood Mayor (*arrived at 3:49 PM*)  
Derek Young, Gig Harbor Councilmember  
(*representing Auburn/Gig Harbor/Fircrest/Pacific/Ruston/Steilacoom*)  
  
Steve Vermillion, Puyallup Councilmember  
Kent Keel, University Place Councilmember

Commissioners excused:

Rick Talbert, Vice Chair of the Board, Pierce County Councilmember  
Lauren Walker, Tacoma Councilmember  
Don McKnight, President/Business Agent, ATU Local 758

Staff present:

Lynne Griffith, CEO  
Wayne Fanshier, Chief Finance Officer (*arrived at 3:09 PM*)  
Keith Messner, Acting Chief Administration Officer  
Cathie Reid, Budget Assistant Manager  
Kathy Sullivan, Finance Manager  
Doug Middleton, Chief Operations Officer (*arrived at 3:11 PM*)  
Dana Henderson, General Counsel  
Deanne Jacobson, Clerk of Board

**STAFF DISCUSSION ITEM:**

**1. Proposed 2014 Budget**

Budget Assistant Manager Cathie Reid reviewed the proposed 2014 Budget. She noted that Pierce Transit is sustainable the next six years provided that significant changes do not occur with the economy.

Staff responded to various questions.

**ADJOURNMENT**

When there was no further business to come before the Board, the meeting was adjourned at 4:00 PM.

---

Deanne Jacobson, CMC  
Clerk of the Board

---

Marilyn Strickland, Chair  
Board of Commissioners

**PIERCE TRANSIT  
BOARD OF COMMISSIONERS  
MINUTES**

**November 18, 2013**

**CALL TO ORDER**

Chair Strickland called the meeting to order at 4:08 PM.

Commissioners present:

Marilyn Strickland, Chair of the Board, Tacoma Mayor  
Don Anderson, Lakewood Mayor (*left at 5:16 PM*)  
Glenn Hull, Fife Mayor Pro Tem (*representing Fife/Edgewood/Milton*)  
Kent Keel, University Place Councilmember  
Pat McCarthy, Pierce County Executive (*arrived at 4:07 PM; left at 5:00 PM*)  
Steve Vermillion, Puyallup Councilmember  
Derek Young, Gig Harbor Councilmember  
(*representing Auburn/Gig Harbor/Fircrest/Pacific/Ruston/Steilacoom*)

Commissioners excused:

Rick Talbert, Vice Chair of the Board, Pierce County Councilmember  
Don McKnight, President/Business Agent, ATU Local 758  
Lauren Walker, Tacoma Councilmember

Staff present:

Lynne Griffith, Chief Executive Officer  
Wayne Fanshier, Chief Financial Officer  
Keith Messner, Acting Chief Administration Officer  
Doug Middleton, Chief Operations Officer  
Dana Henderson, General Counsel  
Deanne Jacobson, Clerk of the Board

**APPROVAL OF MINUTES**

No minutes were approved.

**APPROVAL OF VOUCHERS**

Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing that was made available to the Board on November 15, 2013.

Commissioners Vermillion and McCarthy **moved** and seconded to approve the vouchers subject to proper audit. Those vouchers included in the listing are further described as follows:

Operating Fund #10  
Self-Insurance Fund #40  
Capital Fund #90

Voucher numbers were 332715 through 333368 and wire numbers were 1205 through 1223 for a total of \$4,880,187.69. Motion **carried**.

### **PUBLIC HEARING NO. 1 ~ Proposed 2014 Budget**

Budget Assistant Manager Cathie Reid presented the proposed 2014 Budget. There were no comments provided during the public hearing.

### **PUBLIC HEARING NO. 2 ~ Amending Special Rates of Fare Code**

Business Development Officer Van Sawin presented on the item and explained the reason for the code change. There were no comments provided during the public hearing.

### **PUBLIC HEARING NO. 3 ~ Proposed Service Change for Route 501**

Service Innovation Administrator Tina Lee presented on the item.

Chair Strickland opened the Public Hearing at 4:16 PM.

- Michael Wilson, Executive Director of the Mt. View Community Center in Edgewood, spoke in support of the item.
- Beth Elliott, Director of FISH food banks of Pierce County, spoke in support of the item.

The Public Hearing was closed at 4:18 PM.

### **PUBLIC COMMENT**

Betsy Elgar provided comments.

### **PRESENTATIONS**

**Third Quarter Financial Update and Sales Tax Collection** ~ Kathy Sullivant reviewed the third quarter financial update and September sales tax collection.

### **ACTION AGENDA**

#### **1. FS 13-014 ~ Authority to Proceed with the Acquisition, Taking, Condemnation and Appropriation of Fee and Easement Interests in Certain Portion of Real Property Parcel No. 9375000201**

Commissioners Vermillion and Hull **moved** and seconded to adopt Resolution No. 13-035, providing for the acquisition, taking, condemnation and appropriation of fee and easement interests in certain portions of real property Parcel No. 9375000201, for the purpose of constructing certain public transportation facility improvements, providing that the entire cost thereof shall be paid from available funds, and directing its attorneys to prosecute the appropriate action and proceedings for said condemnation.

General Counsel Dana Henderson reviewed and discussed the item and explained why the proposed condemnation is needed, the benefits and detailed the steps required for the process.

Motion **carried** unanimously.

#### **2. FS 13-016 ~ Authorization to Amend Pierce Transit Code Section 3.72.120, Special Rates of Fare**

Commissioners McCarthy and Keel **moved** and seconded to adopt Resolution No. 13-031, authorizing amendment of Pierce Transit Code Section 3.72.120 to establish special rates of fare for transit promotions, demonstration projects or special events.

Business Development Officer Van Sawin presented on the item. A question and answer period ensued.

Motion **carried** unanimously.

**3. FS 13-015 ~ Implementation of Custom Bus Route 485 and Express Route 475 as a Demonstration Project**

Commissioners McCarthy and Keel **moved** and seconded to adopt Resolution No. 13-030, authorizing the Chief Executive Officer to implement Custom Bus Route 485 and Express Route 475 as a demonstration project; effective December 9, 2013.

Business Development Officer Van Sawin presented on the item.

Motion **carried** unanimously.

**4. FS 13-017 ~ Authority to Enter Into and Execute an Interlocal Agreement with Intercity Transit for Demonstration Intercounty Express Service Program**

Commissioners Vermillion and McCarthy **moved** and seconded to adopt Resolution No. 13-032, authorizing the Chief Executive Officer to enter into and execute an interlocal agreement with Intercity Transit for Demonstration Intercounty Express Service Program.

Service Innovation Administrator Tina Lee presented on the item.

Motion **carried** unanimously.

**5. FS 13-018 ~ Authorization to Implement the Fife-Milton- Edgewood Demonstration Project, Effective February 16, 2014, Contingent Upon Adoption of 2014 Budget**

Commissioners Vermillion and Hull **moved** and seconded to adopt Resolution No. 13-033, authorizing the implementation of the Fife-Milton- Edgewood Demonstration Project, effective February 16, 2014, contingent upon the adoption of the 2014 Budget.

Service Innovation Administrator Tina Lee presented on the item.

Discussion ensued about the impacts Route 501 changes will have on some of the employers in the Federal Way area. (*Commissioner McCarthy left the meeting at 5:00 PM.*)

**PUBLIC COMMENT**

- Debra Perry, Mayor of the City of Milton, noted her support for the project.
- Kate Wright, Edgewood Community FISH Food Bank, noted that her organizations supports the project.
- Jennifer Landon, member of Radiance Homeowner's Association in Fife, noted that her Association supports the project. (*Commissioner Anderson left the meeting at 5:16 PM.*)

Upon Roll Call Vote, the motion **carried**, 4-1, with Commissioner Keel voting no.

**6. FS 13-019, Authority to Enter Into and Execute a Sole Source Contract with GFI Genfare to Replace Fareboxes**

Commissioners Vermillion and Keel moved and seconded to adopt Resolution No. 13-034, authorizing the Chief Executive Officer to enter into and execute a sole source contract with GFI Genfare to replace current fareboxes with GFI Genfare fast fareboxes.

Project Manager Erik Solberg presented on the item.

General Counsel Dana Henderson answered questions relating to the sole source contract.

Motion **carried** unanimously.

## **INFORMATIONAL BOARD ITEMS**

None.

## **EXECUTIVE SESSION**

At 5:29 PM the Regular Meeting was recessed into Executive Session for approximately 15 minutes to discuss complaints against a public employee, review the qualifications of a public employee and potential litigation; pursuant to RCW 42.30.110 (f) (g) and (i). No action was taken following the meeting. At 5:45 PM, the Regular Meeting was reconvened.

## **ADJOURMENT**

When there was no further business to come before the Board, the meeting was adjourned at 5:45 PM.

---

Deanne Jacobson, CMC  
Clerk of the Board

---

Marilyn Strickland, Chair  
Board of Commissioners

## FACT SHEET

TITLE: Establishing a New Classification and Compensation System and a Rewards and Recognition Program for Non-Represented Employees

DIVISION: Administration

ORIGINATOR: Kristine Dupille, Human Resources Manager

PRECEDING ACTION: Resolution No. 03-043, Authorizing Adoption of Consultant's 2002/2003 Final Report and Recommendations, Classification and Compensation Study for Non-Represented Positions.

COORDINATING DEPARTMENT: Human Resources

APPROVED FOR SUBMITTAL:

\_\_\_\_\_  
Chief Financial Officer

APPROVED FOR AGENDA:

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Legal Counsel

ATTACHMENTS:

Proposed Resolution  
Exhibit A, Proposed Salary Structure  
Exhibit B, Proposed Classification System  
Exhibit C, Proposed Rewards and Recognition Policy

---

### BUDGET INFORMATION

2014 Budget Amount  
\$15,000

Required Expenditure  
\$15,000

Impact  
\$0

Explanation: No impact to budget in 2013. 2014 shall be a transition period with full implementation in 2015.

---

### BACKGROUND:

#### Classification and Compensation Study

It has been 10 years since the existing classification and compensation program was implemented. A need has existed for some time to improve internal alignment, recalibrate the salary structure and increase flexibility. In 2012, through a competitive bid process, Fox Lawson & Associates (FLA) was contracted to conduct the classification and compensation study for non-represented positions. The purpose of the study was to:

1. Survey similar jobs in the comparable external market to assess competitiveness of the Agency's pay rates and to recommend a salary model that adjusts as market conditions change;
2. Analyze and evaluate each position for appropriate internal equity and alignment in relationship to essential functions and responsibilities;

3. Develop and recommend a broader, more flexible classification and compensation structure to better serve the needs of a changing organization; and
4. Provide a salary system that enables the Agency to recruit and retain a skilled workforce.

In conducting the compensation study, 34 Pierce Transit positions were selected as representative benchmarks for each classification. Agency salary ranges were then compared to the 50<sup>th</sup> percentile of salaries for comparable positions in private and public organizations, our defined market. External information was derived from data contained in the following surveys:

Towers Watson Surveys  
Mercer Surveys  
Utah Transit Salary Survey  
2012 Public Transportation (APTA) Management Compensation Report  
Corporate Compensation Strategies Transit Survey and Management Survey  
Hays Local Area Survey

FLA's analysis of the data revealed that, on average, salary ranges for Pierce Transit's non-represented positions are approximately 8.6% below market. As with any study, there are individual classifications below the minimum and above the maximum of the surveyed market.

The existing compensation plan contains ranges with incremental steps of 5% increases for salary progression. The proposed structure replaces this stepped model with wide salary bands with the minimum, midpoint and maximum salary identified. Employee progression through the range would be based on documented performance towards defined goals with annual maximum salary adjustment increases from 0% to 3%. The maximum salary adjustment, up to 3% increase, based on budget, would be recommended by staff and approved by the Board of Commissioners annually in the budget review process. In alignment with the proposed compensation program, the classification structure is also broadened with the number of classifications reduced from 21 to 17. Positions with similar duties and decision-making authority have been collapsed into occupational categories. The updated specifications reflect the type, impact, and level of work performed as opposed to the specific tasks of an assignment. As proposed, the broad-banded compensation and classification system increases the Agency's ability to meet changing needs and demands.

### **Rewards and Recognition Policy**

Pierce Transit encourages the recognition of excellent performance and achievement. Currently, there is no formal policy allowing for rewards and recognition initiatives for non-represented employees that are creative, flexible and meaningful. The agency's ability to attract and retain top performers is negatively impacted by the absence of this essential element of a total compensation program. As proposed, the policy would apply to non-represented employees only, with the exception of a couple of annual events such as Transit Team Appreciation Day (TTAD), and under no circumstances would any specific monetary award to an individual exceed \$200. Existing recognition awards for represented employees would be discussed during negotiations in 2014.

**EXECUTIVE/FINANCE COMMITTEE REVIEW:** At the request of the Board of Commissioners, the Executive/Finance Committee reviewed information on the proposed Classification and Compensation System and the proposed Rewards and Recognition Program during the October 17, 2013, meeting. Following discussion,

there was consensus from the Committee for staff to move forward with the proposed Classification and Compensation System and Rewards and Recognition Program and bring back the item to the November 18, 2013, Board of Commissioners' meeting for consideration.

**ALTERNATIVES:** The alternative would be to not adopt the recommendations and continue 5% step increases that are not tied to market forces or performance. Existing classification inequities relative to internal alignment would continue and the salary schedule would not reflect current market data. Additionally, the agency's total compensation program would be lacking a key component in the absence of a rewards and recognition policy.

**RECOMMENDATION:** Approve Resolution No. 13-036, establishing a new Classification and Compensation System and a Rewards and Recognition Program for non-represented employees as presented.

Clarification: This action shall supersede Section 3 – Classification and Section 4 – Compensation of the Personnel Manual that is currently under review. Employee salaries below the minimum of the new salary range will be brought into alignment effective January 1, 2014, the beginning of the 2014 budget cycle. Employees above the maximum of the new range will remain at current salary ("red lined") until the salary structure and market aligns with the redlined employee's pay provided that effective January 1, 2015, no employee shall be paid more than 15% above the maximum. Adopt the Rewards and Recognition Policy and direct staff to establish the program in 2014 for implementation in 2015.

**RESOLUTION NO. 13-036**

A Resolution of the Board of Commissioners of Pierce Transit  
Establishing a New Classification and Compensation System and a Rewards and  
Recognition Program for Non-Represented Employees

WHEREAS, Fox Lawson & Associates was contracted with to conduct an independent classification and compensation study for Pierce Transit's non-represented positions; and

WHEREAS, Fox Lawson & Associates has completed an analysis of Pierce Transit's salary structure for non-represented employees relative to the comparable external market place; and

WHEREAS, Fox Lawson & Associates has evaluated non-represented positions for appropriate internal equity and alignment in relationship to essential functions and responsibilities; and

WHEREAS, Fox Lawson & Associates has recommended a revised compensation and classification system which sets non-represented salary ranges at the 50% percentile of the defined labor market for comparable positions as reflected by the proposed salary structure and classification system attached to this resolution as Exhibits A and B; and

WHEREAS, Pierce Transit encourages recognition of excellent performance and achievement; and

WHEREAS, the use of creative, flexible and meaningful rewards and recognition initiatives is a key element to a total compensation program, and staff is proposing a rewards and recognition program for non-represented employees as reflected by Exhibit C;

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

Section 1. The salary structure attached hereto as Exhibit A is adopted as the salary structure for non-represented positions effective January 1, 2014, with employee salaries found to be below the minimum of the new range adjusted as recommended.

Section 2. The classification system attached hereto as Exhibit B is adopted as the system for non-represented positions effective January 1, 2014.

Section 3. The Rewards and Recognition Policy attached hereto as Exhibit C is adopted and the Chief Executive Officer of Pierce Transit is hereby authorized to proceed with program development and implementation.

1           ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof  
2 held on the 9th day of December, 2013.

ATTEST:

---

Marilyn Strickland, Chair  
Board of Commissioners

---

Deanne Jacobson, CMC  
Clerk of the Board

Exhibit A

3-

**CURRENT SALARY STRUCTURE**

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
A11	\$34,321	\$36,037	\$37,839	\$39,731	\$41,718	\$43,803				
A12	\$35,523	\$37,298	\$39,164	\$41,121	\$43,178	\$45,337				
A13	\$36,766	\$38,603	\$40,535	\$42,561	\$44,689	\$46,924				
B21	\$37,466	\$39,339	\$41,307	\$43,372	\$45,540	\$47,818	\$50,209			
B22	\$40,089	\$42,093	\$44,197	\$46,407	\$48,728	\$51,164	\$53,723			
B23	\$42,896	\$45,039	\$47,292	\$49,657	\$52,139	\$54,746	\$57,483			
B24/B31	\$45,897	\$48,193	\$50,601	\$53,132	\$55,789	\$58,579	\$61,507			
B25/B32	\$49,110	\$51,566	\$54,143	\$56,851	\$59,694	\$62,679	\$65,813			
C41	\$49,344	\$51,812	\$54,402	\$57,122	\$59,978	\$62,978	\$66,127	\$69,432		
C42	\$52,058	\$54,661	\$57,394	\$60,264	\$63,277	\$66,440	\$69,763	\$73,252		
C43	\$56,223	\$59,034	\$61,986	\$65,085	\$68,339	\$71,756	\$75,344	\$79,111		
C44/C51	\$60,721	\$63,756	\$66,945	\$70,292	\$73,806	\$77,497	\$81,371	\$85,440		
C45/C52	\$65,578	\$68,857	\$72,301	\$75,914	\$79,712	\$83,696	\$87,881	\$92,275		
D61	\$67,452	\$70,824	\$74,366	\$78,084	\$81,989	\$86,088	\$90,392	\$94,912	\$99,657	
D62	\$72,848	\$76,490	\$80,315	\$84,331	\$88,547	\$92,975	\$97,624	\$102,505	\$107,630	
D63	\$78,676	\$82,609	\$86,741	\$91,077	\$95,631	\$100,413	\$105,434	\$110,705	\$116,240	
D64	\$83,435	\$87,608	\$91,988	\$96,588	\$101,417	\$106,488	\$111,813	\$117,402	\$123,272	
E81	\$85,088	\$89,343	\$93,809	\$98,500	\$103,425	\$108,597	\$114,027	\$119,728	\$125,713	\$131,999
E82	\$90,665	\$95,198	\$99,958	\$104,956	\$110,203	\$115,713	\$121,499	\$127,574	\$133,953	\$140,651
E83	\$99,732	\$104,717	\$109,953	\$115,452	\$121,224	\$127,284	\$133,649	\$140,332	\$147,349	\$154,716
Market Premium for Info Technology										
B22P	\$50,471	\$52,995	\$55,646	\$58,427	\$61,349	\$64,417	\$67,637			
C43P	\$64,206	\$67,417	\$70,788	\$74,327	\$78,043	\$81,946	\$86,044	\$90,345		

**PROPOSED SALARY STRUCTURE**

Grade	Min	Mid	Max
A11	\$ 32,407	\$ 38,078	\$ 43,749
A12	\$ 35,161	\$ 41,314	\$ 47,467
A13	\$ 38,150	\$ 44,826	\$ 51,502
B21	\$ 41,393	\$ 48,636	\$ 55,880
B22	\$ 44,911	\$ 52,770	\$ 60,630
B23	\$ 48,728	\$ 57,256	\$ 65,783
B31	\$ 52,870	\$ 62,122	\$ 71,375
C41	\$ 55,023	\$ 67,403	\$ 79,783
C42	\$ 58,874	\$ 72,121	\$ 85,368
C43	\$ 62,996	\$ 77,170	\$ 91,344
C44	\$ 67,405	\$ 82,571	\$ 97,738
C51	\$ 72,124	\$ 88,351	\$104,579
D61	\$ 77,749	\$ 97,187	\$116,624
D62	\$ 85,524	\$106,905	\$128,286
D63	\$ 94,077	\$117,596	\$141,115
D64	\$103,484	\$129,355	\$155,226
E81	\$113,833	\$142,291	\$170,749
E82	\$125,216	\$156,520	\$187,824
E83	\$137,738	\$172,172	\$206,606
Mkt Premium for Info Technology			
B22IT	\$51,648	\$60,686	\$69,724
B23IT	\$56,038	\$65,844	\$75,651
C41IT	\$63,276	\$77,513	\$91,750
C42IT	\$67,706	\$82,939	\$98,173
C43IT	\$72,445	\$88,745	\$105,045
C44IT	\$77,516	\$94,957	\$112,398
C51IT	\$82,942	\$101,604	\$120,266
D61IT	\$89,412	\$111,765	\$134,118
D63IT	\$108,188	\$135,235	\$162,282

## EXHIBIT B

### PROPOSED CLASSIFICATION

### PROPOSED SALARY RANGE

#### **Management Support Classification**

Assistant	\$35,161	\$47,467
Specialist	\$41,393	\$60,630

#### **Operations/Programs Classification**

Specialist	\$41,393	\$65,783
Analyst	\$55,023	\$85,368
Administrator	\$62,996	\$97,738
IT Administrator	\$77,516	\$112,398

#### **Planning Classification**

Planner	\$58,874	\$91,344
Principal Planner	\$58,874	\$104,579
<i>Project Management - Stand-alone</i>		
PMO Planner	\$62,996	\$97,738

#### **Information Technology Classification**

Specialist	\$51,648	\$69,724
Analyst	\$63,279	\$105,045

#### **Management Classification**

Manager	\$77,749	\$155,226
Chief	\$113,833	\$170,749

#### **Public Safety Classification**

Specialist	\$44,911	\$60,630
Supervisor	\$58,874	\$85,368
Sergeant	\$58,874	\$91,344

#### **Legal Classification**

General Counsel	\$113,833	\$170,749
-----------------	-----------	-----------

## **Proposed Rewards and Recognition Policy**

### **POLICY**

Pierce Transit encourages the recognition of excellent performance and achievement through the use of rewards and recognition initiatives that are creative, flexible, and meaningful. When administered and communicated effectively, rewards and recognition are an important part of a total compensation program.

Additionally, the Agency recognizes employees for their years of service to Pierce Transit. Commencing with the 5<sup>th</sup> year of service, employees are awarded a pin and a certificate of appreciation. After 20 years, employees are also eligible to receive a small token of appreciation.

For the purposes of this policy, any monetary reward and/or recognition initiative that is directly paid out to the employee applies to non-represented employees only. Under no circumstances will the total dollar amount of any award given to an individual employee be more than \$200. Company-wide recognition programs are open to all full-time and part-time staff at Pierce Transit.

The Executive Team will appoint a Rewards and Recognition committee to evaluate all nominations and make selections for the below awards. This committee shall also be charged with planning the annual Recognition banquet.

### **WHAT REWARDS AND RECOGNITION INITIATIVES ARE AVAILABLE?**

#### **EMPLOYEE OF THE MONTH AWARD**

Any non-represented employee may be nominated by his or her immediate supervisor to be Employee of the Month. The Rewards and Recognition committee will select a winner every month. The committee will develop the evaluation criteria which should include attendance, outstanding performance, contribution to the mission of Pierce Transit, etc. The selected employee of the month will be awarded \$150, a certificate of recognition and a designated parking stall for that month. He/she will also be invited to the annual Recognition banquet.

#### **OUTSTANDING PUBLIC SERVICE ANNUAL AWARD**

Meaningful contributions to our community come in many forms. Many of our employees volunteer their time and personal resources to make Pierce County a great place to live and work. Any employee of Pierce Transit may be nominated for this annual award. Nominations will be sent to the Rewards and Recognition committee for selection. The employee selected will be awarded a designated parking stall, a certificate of recognition and an invitation to the annual Recognition banquet.

### EXCELLENCE IN SAFETY QUARTERLY AWARD

Safety is the top priority of our Agency. Outstanding efforts to keep an accident-free, safe environment by our non-represented employees should be recognized. Any non-represented employee is eligible for this award. Nominations will be sent to the Rewards and Recognition committee for selection of one employee per quarter. The employee selected will be awarded \$150, a certificate of recognition and a designated parking stall. He/she will also be invited to the annual Recognition banquet.

### OUTSTANDING PERFORMANCE AND GOAL ACHIEVEMENT

Top performance and goal achievement contribute directly to the mission of Pierce Transit and should be rewarded. Non-represented employees who, through documented achievement of established performance standards or goals that exceed usual employment requirements may be eligible for additional time off upon the recommendation of the immediate supervisor to the Chief Executive Officer, via Human Resources. Additional time off will be a component of the overall compensation structure, discussed at the employee's annual performance review and clear standards and goals will be set during that performance review so that the employee will know what must be accomplished in order to earn additional time off. Additional days off may be given at the Chief Executive Officer's discretion and only on the condition that the employee meets or exceeds the established performance and goals. The maximum amount of days that may be granted is five (5) and the additional time off may not be cashed out nor may it carry from year to year.

### EFFICIENCY AND EFFECTIVENESS AWARD

Pierce Transit employees who make suggestions that improve the efficiency and/or effectiveness of the agency including, but not limited to: savings in time or money; generation of revenue; elimination of waste or duplication; improved service or product; energy conservation; and/or improved working conditions may be nominated by his/her immediate supervisor to the Rewards and Recognition committee for selection. This award may be given to any employee, and the Rewards and Recognition committee may give this award at their discretion to acknowledge outstanding suggestions for increased efficiencies and effectiveness. Employees selected will be given a certificate of recognition, \$150, and an invitation to the annual Recognition banquet.

### **WHAT AGENCY-WIDE RECOGNITION ACTIVITIES ARE AVAILABLE?**

#### ANNUAL RECOGNITION BANQUET

The Executive Team will appoint a committee to arrange for an annual celebration where all employees who received any type of award during the current year may come together to celebrate their achievements. A budget will be proposed to the Board annually and upon approval, will be administered by Human Resources.

#### TRANSIT TEAM APPRECIATION DAY (TTAD)

A nationally recognized transit appreciation day honors all those who contribute to the success of transit systems, including Pierce Transit. A committee will be selected by the Executive Team to coordinate the annual TTAD celebration.

#### RETIREMENT RECOGNITION

Employees who are retiring from service with Pierce Transit will receive the benefits outlined in the Personnel Manual. In addition to that, the Division Chief where the retirement is occurring may authorize expenditures to celebrate the retiree. Under no circumstances will the total value of agency funds used for this purpose exceed \$200.

# FACT SHEET

TITLE: Adoption of the 2014 Budget

DIVISION: Finance

ORIGINATOR: Wayne Fanshier, CFO

PRECEDING ACTION: 11/18/13 Budget Study Session

COORDINATING DEPARTMENT: All

APPROVED FOR SUBMITTAL:

\_\_\_\_\_  
Chief Financial Officer

APPROVED FOR AGENDA:

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Legal Counsel

ATTACHMENTS:

Exhibit A, Proposed Resolution

## BUDGET INFORMATION

### 2014 Budget Appropriations

	Expenditures	Resources
Operating Budget		
Operating	\$ 119,264,193	\$ 51,485,293
Non-Operating	860,300	75,054,284
Operating Contributions	-	3,735,785
Operating Transfers	1,339,935	-
Use of Reserves	-	(8,810,934)
	<u>121,464,428</u>	<u>121,464,428</u>
Capital Budget		
Operating	38,626,043	14,222,955
Operating Transfers	-	-
Use of Reserves	-	24,403,088
	<u>38,626,043</u>	<u>38,626,043</u>
Insurance Budget		
Operating	2,674,000	30,958
Operating Transfers	-	1,339,935
Use of Reserves	-	1,303,107
	<u>2,674,000</u>	<u>2,674,000</u>
<b>Total Appropriations</b>	162,764,471	162,764,471
Less Operating Transfers	<u>(1,339,935)</u>	<u>(1,339,935)</u>
<b>Net Budget</b>	<u><u>\$ 161,424,536</u></u>	<u><u>\$ 161,424,536</u></u>

Explanation: The 2014 Budget totals \$162,764,471 for the operating, capital, and insurance budgets. Of this amount, \$1,339,935 is internal transfers, which leaves a net budget of \$161,424,536.

---

**BACKGROUND:** The proposed 2014 Budget as presented to the Board of Commissioners in a special study session on November 18, 2013 anticipates fixed route service hours of 427,717, service miles of 4,806,782, and 10,528,358 in ridership. Specialized Transportation (SHUTTLE) ridership is projected to be 384,725. Vanpool ridership is projected at 940,000. Pierce Transit ridership for all modes is expected to be 11,853,083. Sound Transit anticipates annual service hours of 305,899, service miles of 7,622,994, and 7,463,927 in ridership.

To provide the projected levels of service for Pierce Transit and Sound Transit, the Agency's combined budget is \$162,764,471. Of this amount, \$1,339,935 represents internal transfers, which leaves a net budget of \$161,424,536. The three components that make up this amount are the Operating Budget (74%), Capital Budget (24%), and Insurance Budget (2%). The 2014 Budget includes 866 positions and 844 full-time equivalents (FTEs), which is the same as the 2013 Budget.

Capital projects for 2014 are budgeted at \$38,626,043. Approved but unspent projects are carried over to the following budget year. The 2014 budget contains approximately \$24 million of prior year budgeted funds (carryover). Included are funds for vehicles, construction, administrative and maintenance equipment, and off-site improvements.

The insurance budget of \$2,674,000 includes anticipated Workers' Compensation costs of \$1,922,000, the Agency's liability and other insurance of \$455,000, the light duty program of \$147,000 and unemployment costs of \$150,000.

**ALTERNATIVES:** No budget could be adopted for 2014. Such action would not provide good stewardship of public funds. The Board may at any time throughout the budget year make modifications to the budget.

**RECOMMENDATION:** Approve Resolution No. 13- 037, adopting the 2014 Budget as presented.

**RESOLUTION NO. 13-037**

A RESOLUTION of the Board of Commissioners of Pierce Transit  
Adopting the Annual Budget for Fiscal-Year 2014

WHEREAS, the Chief Executive Officer has prepared a preliminary budget for fiscal year 2014; and

WHEREAS, the Executive-Finance Committee has carefully reviewed the 2014 preliminary budget at its November 21, 2013 meeting; and

WHEREAS, the Board of Commissioners of Pierce Transit has carefully reviewed the 2014 preliminary budget at a Special Board Meeting on November 18, 2013; and

WHEREAS, The Board of Commissioners of Pierce Transit held a public hearing on the proposed 2014 Budget at its November 18, 2013 Regular Board Meeting; and

WHEREAS, the Board of Commissioners of Pierce Transit has now determined that the preliminary budget provides efficient delivery of public transportation services within the financial capacity of Pierce Transit for 2014; and

WHEREAS, the 2014 Budget proposes service to provide 19,317,010 total passenger trips, and the service requires a workforce of 866 positions;

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

Section 1. The annual budget for Pierce Transit for Fiscal Year 2014 as determined in the preliminary budget which was reviewed and adopted by the Board of Commissioners to its final form and content and, by this reference, incorporated herein as though fully set forth, and the same is hereby adopted as the annual budget for Pierce Transit for Fiscal Year 2014.

Section 2. The summary of the total estimated expenditures and resources for the appropriations are as follows:

2014 Budget Appropriation

	Expenditures	Resources
Appropriation before use of Fund Balance	\$162,764,471	\$145,869,210
Use of Reserves	<u>-</u>	<u>16,895,261</u>
Total Appropriation	162,764,471	162,764,471
Less Operating Transfers	<u>(1,339,935)</u>	<u>(1,339,935)</u>
Net Budget	<u>\$161,424,536</u>	<u>\$161,424,536</u>

Section 3. The Chief Executive Officer is hereby authorized to staff up to 866 positions to meet the objectives of the 2014 Budget.

ADOPTED by the Board of Commissioners of Pierce Transit at a regular meeting thereof held on the 9<sup>th</sup> day of December, 2013.

\_\_\_\_\_  
Marilyn Strickland, Chair  
Board of Commissioners

ATTEST:

\_\_\_\_\_  
Deanne Jacobson, CMC  
Clerk of the Board

**THERE IS NO  
FACT SHEET  
FOR RESOLUTIONS  
OF APPRECIATION**

**RESOLUTION NO. 13-038**

A RESOLUTION of the Board of Commissioners of Pierce Transit  
Commending Derek M. Young

WHEREAS, Commissioner Derek Young has served the City of Gig Harbor for 16 years with passion and dedication; and

WHEREAS, Commissioner Derek Young has brought thoughtful and thorough attentiveness to the deliberations and details of the business of Pierce Transit Board of Commissioners; and

WHEREAS, he has skillfully and professionally represented the City of Gig Harbor and other small cities through his tenure on the Pierce Transit Board from May 2012 through December 2013; and

WHEREAS, Commissioner Young's leadership both on the Board and in the community was instrumental in the success of the Get around Gig Harbor! PT Trolley Demonstration Project; and

WHEREAS, he has also ably served and supported Pierce Transit and its Board of Commissioners through his participation on Board Committees; and

WHEREAS, he has contributed to the Board's positive relations with Pierce Transit's staff by continually providing both support and direction; and

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Pierce Transit that Derek Young is hereby commended for his outstanding public service to Pierce Transit and is wished much success in all his future endeavors.

ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on the 9th day of December, 2013.

\_\_\_\_\_  
Commissioner Marilyn Strickland, Chair

\_\_\_\_\_  
Commissioner Rick Talbert, Vice Chair

\_\_\_\_\_  
Commissioner Pat McCarthy

\_\_\_\_\_  
Commissioner Don Anderson

\_\_\_\_\_  
Commissioner Kent Keel

\_\_\_\_\_  
Commissioner Glenn Hull

\_\_\_\_\_  
Commissioner Steve Vermillion

\_\_\_\_\_  
Commissioner Lauren Walker

\_\_\_\_\_  
Commissioner Don McKnight

ATTEST:

\_\_\_\_\_  
Deanne Jacobson, Clerk of the Board

\_\_\_\_\_  
Lynne Griffith, Chief Executive Officer

## FACT SHEET

TITLE: Authorization for Puyallup Demonstration Project  
Design and Public Outreach

DIVISION: Business Development Office

ORIGINATOR: Tina Lee, Service Innovation  
Administrator

PRECEDING ACTION: Executive/Finance Committee meeting on November 21, 2013, at which the EFC recommended the design & public involvement phase for the Puyallup Community Connector Demonstration Project to the Board of Commissioners.

COORDINATING DEPARTMENT: Executive

APPROVED FOR SUBMITTAL:

\_\_\_\_\_  
Chief Financial Officer

APPROVED FOR AGENDA:

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Legal Counsel

ATTACHMENTS:

Proposed Resolution  
Exhibit A, Project Fact Sheet

---

### BUDGET INFORMATION

2013 Budget Amount  
\$31,425

Required Expenditure  
\$31,425

Impact  
N/A

Explanation: Design of the demonstration project will include public participation and a community survey. Outreach would include a community survey to gather input from approximately 300 Puyallup residents, rider alerts, community meetings and presentations, and informational materials to gather feedback on the demonstration proposed by the Puyallup Community Investment Team (CIT).

---

**BACKGROUND:** The Business Development Office (BDO) has been engaged in developing a rapid design project with the community of Puyallup following a City of Puyallup request to develop an innovative, tailored solution for the area. A CIT with representatives from the City of Puyallup, MultiCare/Good Samaritan Hospital, South Hill Mall, Puyallup/Sumner Chamber of Commerce, Puyallup Main Street Association, Pierce College, Washington State Fair, Senior Housing Assistance Group (SHAG), and Puyallup Senior Center formed to guide the design of a service concept. The CIT met four times during the months of September 2013 through November 2013 to develop details of a potential demonstration project. At their November 14, 2013 meeting the CIT recommended a Community Connector concept that would operate for one year to test this service. The proposed Puyallup Community

Connector Demonstration project would provide local, tailored services for the public providing access to multiple destinations including shopping, medical, and recreational destinations in Puyallup.

The recommendation from the CIT is a service operating seven days a week from approximately 10 am – 6 pm. During the summer season, from the June 8, 2014 service change to the September 28, 2014 service change, Saturday service would start earlier at 9 am to provide transportation alternatives to activities in the downtown area. Service on Thursday evenings would operate until approximately 9 pm to provide public transportation connections to and from community activities in the downtown. Smaller 25-foot cutaway vehicles would be utilized to operate this local connector.

Additionally the CIT recommended the BDO continue to develop proposals for additional service concepts that will be investigated, and if feasible, brought forward at a later date as the BDO refines the concepts in conjunction with the Puyallup CIT.

ALTERNATIVES:

1. Direct Puyallup CIT to modify the proposed concepts and return to Board with an updated recommendation.
2. Do not proceed with the Puyallup Demonstration Project Design and Public Outreach.

RECOMMENDATION: Approve Resolution No. 13-038, authorizing the Chief Executive Officer to direct staff to complete the design of a Puyallup Demonstration Project Design and Public Outreach.

**RESOLUTION NO. 13-039**

A Resolution of the Board of Commissioners of Pierce Transit  
Authorizing the Puyallup Demonstration Project Design and Public Outreach

WHEREAS, on July 8, 2013 the Pierce Transit Board of Commissioners adopted its Strategic Direction which directed staff to develop innovative, tailored community solutions; and

WHEREAS, a Puyallup Community Investment Team comprised of local representatives with a vested interest in guiding the design and success of tailored community service has recommended a community connector concept for a possible demonstration; and

WHEREAS, the proposed Puyallup Community Connector Demonstration project is a one-year demonstration project that would commence on June 8, 2014 and would operate with a modified seasonal summer schedule; and

WHEREAS, the proposed Puyallup Community Connector Demonstration project would provide local, tailored services for the public, providing access to multiple destinations including shopping, medical, and recreational destinations in the area; and

WHEREAS, community outreach for the proposed demonstration project will including rider alerts, web site notices, community open houses, on board bus rider survey, a web survey, and legal notices for public hearing;

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

Section 1. The Board of Commissioners authorizes the expenditure of \$31,425 for Pierce Transit staff to engage in the design and public outreach process for a proposed Puyallup Demonstration Project.

ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on the 9th day of December, 2013.

ATTEST:

---

Marilyn Strickland, Chair  
Board of Commissioners

---

Deanne Jacobson, CMC  
Clerk of the Board

# INNOVATIVE Puyallup SOLUTIONS



November 18, 2013

## Exhibit A

### Background

In partnership with Pierce Transit, a committed Puyallup Community Investment Team has helped guide the design of a possible demonstration Community Connector service focused on improving fixed route service within the Puyallup community. The proposed demonstration focuses on tailored local service and connections:

#### Community needs

Connecting riders to key Puyallup community destinations including medical, shopping, and recreation.

#### Seasonal activities

Shaping summertime service schedule to best serve important community events like Concerts at Pioneer Park, Saturday Farmer's Markets, and local activities in Downtown Puyallup.

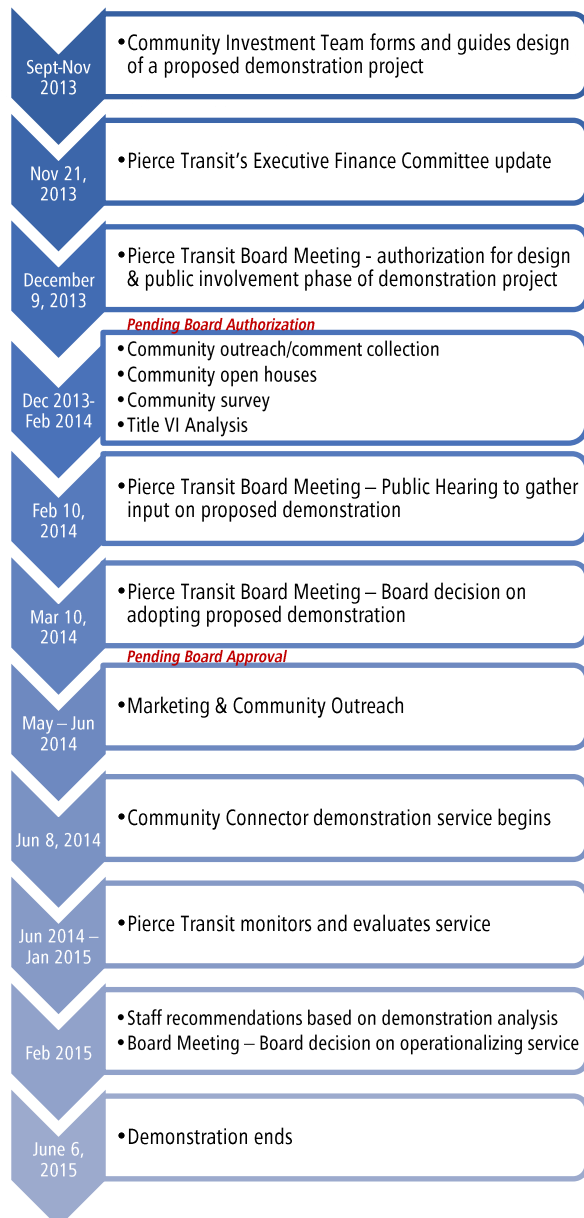
#### Integration with existing transit system

Connecting service with Routes 400, 402, 409, 410, and 495 for ease of use; linking community connector to local routes to integrate the service for system effectiveness.

### Community Investment Team

- City of Puyallup
- MultiCare - Good Samaritan
- Puyallup Main Street Association
- Puyallup/Sumner Chamber of Commerce
- Puyallup Senior Center
- Pierce College
- Washington State Fair
- Senior Housing Assistance Group (SHAG)
- South Hill Mall

### Timeline



## FACT SHEET

TITLE: Ratification of Interagency Master Agreement and Task Order No. 1 Agreement for Contract No. 2012-EAS-712 with Department of Enterprise Services for Project Management Services and Authorization to Extend Master Agreement Through December 31, 2014

DIVISION: Transit Development

ORIGINATOR: Jay Peterson, Transit Development Manager

PRECEDING ACTION: N/A

COORDINATING DEPARTMENT: N/A

APPROVED FOR SUBMITTAL:

\_\_\_\_\_  
Chief Financial Officer

APPROVED FOR AGENDA:

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Legal Counsel

ATTACHMENTS:

Proposed Resolution  
Exhibit A, Master Agreement  
Exhibit B, Task Order Amendment No. 1

---

### BUDGET INFORMATION

2013 Budget Amount  
N/A

Required Expenditure  
N/A

Impact  
N/A

Explanation: There is no current financial impact associated with this agreement, other than an agreed schedule for rates for DES's services as defined in the Master Agreement. Future contracts with DES for specific projects would be subject to these rates and brought to the Board for approval if necessary.

**BACKGROUND:** This request seeks authority to ratify our former and renew an Amended Interagency Agreement with the Department of Enterprises Services (DES) pursuant to Chapter 39.34 RCW. The purpose of this Agreement is to provide an avenue by which DES may provide future Project Management services to Pierce Transit. DES's Division of Engineering and Architectural Services (E&AS), Capital Project Management (CPM) provides project management services to state agencies to design and construct state facilities. This program adds value to Pierce Transit by monitoring the project budget, schedule, quality, and ensuring that Pierce Transit's needs are met. The CPM program is responsible for providing project management services in accordance with the laws and policies of the State of Washington. These services include:

- Assisting with project scope and budget development;

- Adhering to state and federal procurement requirements;
- Selecting a project designer and negotiating design fees;
- Issuing design contracts;
- Monitoring the design process and approving designer invoices for payment by PT;
- Managing the construction bidding process;
- Issuing construction contracts;
- Monitoring the construction progress and managing the contracts; and
- Accepting the work and approving contractor invoices.

CPM may only move forward with these services with Pierce Transit's approval. Pierce Transit will return to the Board's Executive Finance Committee or the Board to seek approval of certain contracts that will be managed by CPM when those contracts exceed the financial authority of the CEO.

Staff requests that the Board ratify the prior Interagency Agreement (2001-EAS-712) with DES and approve the amendment to that Agreement. The only amendment to the Agreement is to extend the term; there is no change to the rates charged by E&AS, CPM for their services.

**ALTERNATIVES:** Do not authorize the Chief Executive Officer to enter into the Interagency Agreement with DES, which would prevent Pierce Transit from using the tools and services of E&AS, CPM.

**RECOMMENDATION:** Approve Resolution No. 13-039, ratifying an Interagency Master Agreement and Task Order No. 1 Agreement for Contract No. 2012-EAS-712 with Department of Enterprise Services for project management services and authorization to extend Master Agreement Through December 31, 2014.

# Puyallup Community Connector Demonstration

The proposed Puyallup Community Connector Demonstration Project will connect riders with shopping, recreation, and medical facilities between Downtown and South Hill Puyallup.

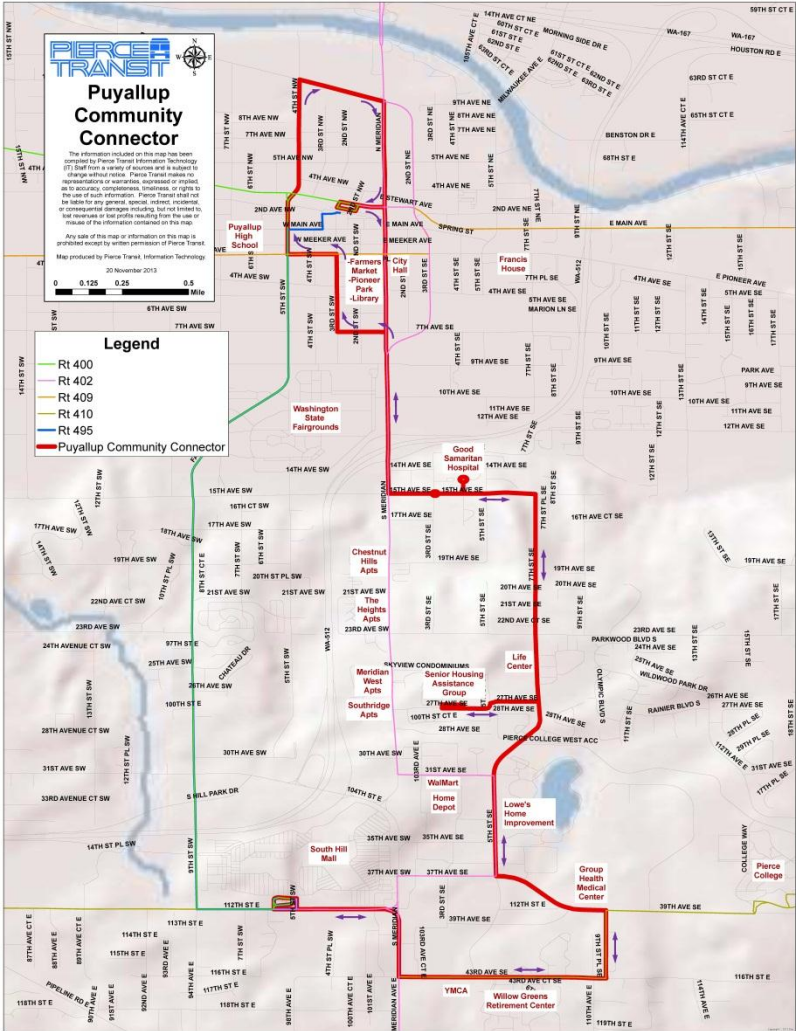
Service would operate seven days a week, running every 30 minutes between 10 am and 6 pm. During summer months, Thursdays will run until 9 pm to transport more riders to and from Concerts in the Park and Saturdays will begin at 9 am to accommodate the Downtown Farmer's Market.

Service would be integrated with existing transit services. Riders can transfer to other Pierce Transit services at the South Hill Mall Transit Center or Puyallup Station.

Proposed fares for the demonstration project are the same as local fares enjoyed by all Pierce Transit riders--- \$2.00 adult fare or \$0.75 discounted and youth fare. Passengers can also take advantage of PT's Weekend All-Day Pass.



A small, uniquely-wrapped 25-foot vehicle would be used to transport customers.



## Seasonal Puyallup Community Connector June 8, 2014 – September 27, 2014

Day	Frequency	Span
Monday	30 minute	10 am – 6 pm
Tuesday	30 minute	10 am – 6 pm
Wednesday	30 minute	10 am – 6 pm
Thursday	30 minute	10 am – 9 pm
Friday	30 minute	10 am – 6 pm
Saturday	30 minute	9 am – 6 pm
Sunday	30 minute	10 am – 6 pm

## Puyallup Community Connector Demonstration September 28, 2014 – June 6, 2015

Day	Frequency	Span
Monday-Sunday	30 minute	10 am – 6 pm

Fares	Adult	Youth	*Discounted
One Ride	\$2.00	\$0.75	\$0.75
Monthly Regional Pass	\$72	\$27	\$27

\*Must show Regional Reduced Fare Permit

## For more information...

Tina Lee, Service Innovation Administrator  
[tlee@piercetransit.org](mailto:tlee@piercetransit.org)  
253.589.6887  
PO Box 99070 | Lakewood, WA 98496

- Selecting a project designer and negotiating design fees;
- Issuing design contracts;
- Monitoring the design process and approving designer invoices for payment by PT;
- Managing the construction bidding process;
- Issuing construction contracts;
- Monitoring the construction progress and managing the contracts; and
- Accepting the work and approving contractor invoices.

CPM may only move forward with these services with Pierce Transit's approval. Pierce Transit will return to the Board's Executive Finance Committee or the Board to seek approval of certain contracts that will be managed by CPM when those contracts exceed the financial authority of the CEO.

Staff requests that the Board ratify the prior Interagency Agreement (2001-EAS-712) with DES and approve the amendment to that Agreement. The only amendment to the Agreement is to extend the term; there is no change to the rates charged by E&AS, CPM for their services.

**ALTERNATIVES:** Do not authorize the Chief Executive Officer to enter into the Interagency Agreement with DES, which would prevent Pierce Transit from using the tools and services of E&AS, CPM.

**RECOMMENDATION:** Approve Resolution No. 13-039, ratifying an Interagency Master Agreement and Task Order No. 1 Agreement for Contract No. 2012-EAS-712 with Department of Enterprise Services for project management services and authorization to extend Master Agreement Through December 31, 2014.

## FACT SHEET

TITLE: Ratification of Interagency Master Agreement and Task Order No. 1 Agreement for Contract No. 2012-EAS-712 with Department of Enterprise Services for Project Management Services and Authorization to Extend Master Agreement Through December 31, 2014

DIVISION: Transit Development

ORIGINATOR: Jay Peterson, Transit Development Manager

PRECEDING ACTION: N/A

COORDINATING DEPARTMENT: N/A

APPROVED FOR SUBMITTAL:

\_\_\_\_\_  
Chief Financial Officer

APPROVED FOR AGENDA:

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Legal Counsel

ATTACHMENTS:

Proposed Resolution  
Exhibit A, Master Agreement  
Exhibit B, Task Order Amendment No. 1

---

### BUDGET INFORMATION

2013 Budget Amount  
N/A

Required Expenditure  
N/A

Impact  
N/A

Explanation: There is no current financial impact associated with this agreement, other than an agreed schedule for rates for DES's services as defined in the Master Agreement. Future contracts with DES for specific projects would be subject to these rates and brought to the Board for approval if necessary.

**BACKGROUND:** This request seeks authority to ratify our former and renew an Amended Interagency Agreement with the Department of Enterprises Services (DES) pursuant to Chapter 39.34 RCW. The purpose of this Agreement is to provide an avenue by which DES may provide future Project Management services to Pierce Transit. DES's Division of Engineering and Architectural Services (E&AS), Capital Project Management (CPM) provides project management services to state agencies to design and construct state facilities. This program adds value to Pierce Transit by monitoring the project budget, schedule, quality, and ensuring that Pierce Transit's needs are met. The CPM program is responsible for providing project management services in accordance with the laws and policies of the State of Washington. These services include:

- Assisting with project scope and budget development;

- Adhering to state and federal procurement requirements;
- Selecting a project designer and negotiating design fees;
- Issuing design contracts;
- Monitoring the design process and approving designer invoices for payment by PT;
- Managing the construction bidding process;
- Issuing construction contracts;
- Monitoring the construction progress and managing the contracts; and
- Accepting the work and approving contractor invoices.

CPM may only move forward with these services with Pierce Transit's approval. Pierce Transit will return to the Board's Executive Finance Committee or the Board to seek approval of certain contracts that will be managed by CPM when those contracts exceed the financial authority of the CEO.

Staff requests that the Board ratify the prior Interagency Agreement (2001-EAS-712) with DES and approve the amendment to that Agreement. The only amendment to the Agreement is to extend the term; there is no change to the rates charged by E&AS, CPM for their services.

**ALTERNATIVES:** Do not authorize the Chief Executive Officer to enter into the Interagency Agreement with DES, which would prevent Pierce Transit from using the tools and services of E&AS, CPM.

**RECOMMENDATION:** Approve Resolution No. 13-039, ratifying an Interagency Master Agreement and Task Order No. 1 Agreement for Contract No. 2012-EAS-712 with Department of Enterprise Services for project management services and authorization to extend Master Agreement Through December 31, 2014.

**RESOLUTION NO. 13-040**

A RESOLUTION of the Board of Commissioners of Pierce Transit Ratifying an Interagency Master Agreement and Task Order No. 1 Agreement for Contract No. 2012-EAS-712 With Department of Enterprise Services for Project Management Services and Authorization to Extend Master Agreement Through December 31, 2014

WHEREAS, the Washington State Department of Enterprise Services' (DES) Division of Engineering and Architectural Services (E&AS), Capital Project Management (CPM) provides project management services to state agencies to design and construct state facilities; and

WHEREAS, DES's program adds value to Pierce Transit by monitoring a project's budget, schedule, quality, and ensuring that Pierce County Public Transportation Benefit Area Corporation's ("Pierce Transit") needs are met.

WHEREAS, the 2012 Master Interagency Agreement Between DES And Pierce Transit (2012-EAS-712)("Agreement"), attached hereto as Exhibit A, provides a vehicle for DES to provide future Project Management services to Pierce Transit; and

WHEREAS, the Agreement expires on December 28, 2013, and Pierce Transit and DES desire to extend the term of the Agreement to allow the Parties to work together through December 31, 2014, but the parties intend to make no other changes to the Agreement; and

WHEREAS, Pierce Transit entered into an Interagency Agreement ("Task Order 1"), attached hereto as Exhibit B, with DES in May of 2013 for project management services specific to Pierce Transit Headquarters Renovation for Building 4, Project No. 2013-181.

WHEREAS, Pierce Transit staff will return to the Board's Executive Finance Committee or the Board in 2014 to seek approval of certain contracts that will be managed by DES pursuant to the Agreement whenever those contracts exceed the financial authority of the CEO.

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

Section 1. The prior Interagency Master Agreement and Task Order No. 1 Agreement Between Department of Enterprise Services and Pierce County Public Transportation Benefit Area Corporation (2012-EAS-712) are hereby ratified.

Section 2. The Pierce Transit Chief Executive Officer is hereby authorized to enter into and execute an amended Interagency Master Agreement with Department of Enterprise Services for project

1 management services that extends the term of the Agreement by one year, but makes no other  
2 substantive changes.

3 ADOPTED by the Board of Commissioners of Pierce Transit at a regular meeting thereof held on  
4 the 9th day of December, 2013.

---

Marilyn Strickland, Chairman  
Board of Commissioners

ATTEST:

---

Deanne Jacobson,  
Clerk of the Board

**INTERAGENCY AGREEMENT  
BETWEEN  
DEPARTMENT OF ENTERPRISE SERVICES  
AND  
PIERCE COUNTY PUBLIC TRANSPORTATION BENEFIT AREA CORPORATION**

This Agreement, pursuant to Chapter 39.34 RCW, is made and entered into by and between the Department of Enterprise Services, Facilities Division, Engineering and Architectural Services, hereinafter referred to as "DES" and Pierce County Transportation Benefit Area Corporation, hereinafter referred to as "AGENCY".

**It is the purpose of this Agreement** to provide a vehicle for DES to provide future Project Management services to the AGENCY.

Now, therefore, in consideration of the terms and conditions contained herein, or attached and incorporated by reference and made a part hereof, the above named parties mutually agree to follows:

**1. Statement of Work**

DES shall furnish the necessary personnel and services and otherwise do all things necessary for or incidental to the performance of the work.

Project Management services shall include, but are not limited to the following:

**A. Manage the Architect/Engineer (A/E) contracts and activities including:**

1. Assist with selection of A/E consultants
2. Assist with negotiation and preparation of A/E contracts
3. Schedule on-site meetings
4. Assure compliance with the A/E contract
5. Issue amendments to the A/E contract upon approval by AGENCY
6. Review and approve A/E invoices for final approval and payment by AGENCY

**B. Manage the construction contracts including:**

1. Assist with the bid process for construction contracts
2. Attend bid openings, check contractor responsibility, and provide recommendations to AGENCY regarding award of contracts
3. Schedule project progress meetings
4. Coordinate communications with Contractor, A/E, and AGENCY
5. Issue Field Authorizations and Change Orders only as provided by the Construction Contract, within AGENCY guidelines and with AGENCY approval
6. Review and approve construction invoices for final approval and payment by the AGENCY

- C. Assure that the project and contracts comply with applicable state and federal statutes and requirements and state policies including without limitation:
  - 1. RCW Title 39 and 43
  - 2. Sustainable design
  - 3. ADA Requirements
  - 4. Buy America
  - 5. Davis-Bacon
  - 6. Prevailing Wage
  - 7. DBE Participation
  - 8. Apprentice Participation
  - 9. Timely Payment to contractors
  - 10. Timely release of Retainage to contractors
- D. Provide engineering and architectural expertise to assist AGENCY.
- E. Close-out project consistent with all legal requirements including without limitation RCW.

All work shall be authorized by Task Order to this agreement.

**2. Terms and Conditions**

All rights and obligations of the parties to this Agreement shall be subject to and governed by the terms and conditions contained in the text of this Agreement and each Task Order.

**3. Period of Performance**

Subject to its other provisions, the period of performance of this Agreement shall commence when this Agreement is properly signed and be completed on **December 28, 2013**, unless terminated sooner or extended, as provided herein.

**4. Consideration**

Compensation under this Agreement shall be by Task Order for each authorized project. Each Task Order will include the amount of compensation for the authorized project. Total cost shall not be increased except by a written Amendment to the applicable Task Order.

Compensation for Project Management Services, authorized by Task Order, shall be based on the total project value per the Project Management Fee Schedule set forth in Attachment "A".

Compensation for services provided by Consultant/Contractor shall be paid directly to the Consultant/Contractor by the AGENCY, after DES has reviewed, approved and forwarded the invoices to the AGENCY for payment.

**5. Billing Procedure**

DES shall submit an invoice for each open or completed Task Order to the AGENCY in the month of July 2012, January 2013 and July 2013 on or before the 10<sup>th</sup> of each month. Compensation for services for each Task Order shall be based on the project's percentage of completion less previous billings.

The invoices shall be forwarded to the following:

Tina Lee, Capital Planning Manager  
Pierce Transit  
P.O. Box 99070  
Lakewood, WA 98496-0070  
Seattle, WA 98106

**6. Payment Procedure**

AGENCY will remit payment to DES within 30 days of receipt of a properly executed invoice.

**7. Non-Discrimination**

In the performance of this Agreement, DES shall comply with the provisions of Title VI of the Civil Rights Act of 1964 (42 UC 200d), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), and Chapter 49.60 RCW, as now or hereafter amended.

**8. Records Maintenance**

The parties to this Agreement shall each maintain books, records, documents, and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to inspection, review, or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this Agreement to the other party, will remain the property of the DES. DES may retain copies of all documents as necessary to execute this agreement and to comply with Washington State law. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

**9. Contract Management**

a) AGENCY representative on this Agreement shall be:

Tina Lee, Capital Planning Manager  
Pierce Transit  
3701 96<sup>th</sup> Street SW  
Lakewood, WA 98499

Phone: 253-589-6887  
tlee@piercetransit.org

Tina Lee will be the contact person for all AGENCY communications regarding the conduct of work under this Agreement.

b) DES's representative on this Agreement shall be:

Paul Szumlanski, Acting Assistant Director  
Department of Enterprise Services,  
Facilities Division, Engineering and Architectural Services  
1500 Jefferson Street SE  
PO Box 41012  
Olympia, WA 98504-1012  
Phone: (360) 407-9333  
[paul.szumlanski@des.wa.gov](mailto:paul.szumlanski@des.wa.gov)

DES's representative shall be the contact person for all communications regarding conduct of work under this Agreement. DES's representative shall be responsible for monitoring the performance of this Agreement, fulfilling DES's responsibilities as addressed herein.

**10. Hold Harmless**

Each party to this Agreement shall be responsible for its own acts and/or omissions and those of its officers, employees and agents. No party to this Agreement shall be responsible for the acts and/or omissions of entities or individuals not a party to this Agreement.

**11. Agreement Alterations and Amendments**

AGENCY and DES may mutually amend this Agreement. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind AGENCY and DES or their respective delegates.

**12. Termination**

Except as otherwise provided in this Agreement, either party may terminate this Agreement upon thirty (30) days written notification. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

**13. Funding**

If funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this contract and prior to normal completion, AGENCY or DES

may terminate the contract under the "Termination" clause, subject to renegotiation under those new funding limitations and conditions.

**14. Disputes**

In the event a dispute arises under this Agreement, a dispute board shall be created jointly by DES and AGENCY to resolve the dispute. The Dispute Board shall be created in the following manner: AGENCY shall appoint a member to the Dispute Board. The Director of DES shall appoint a member to the Dispute Board. Both executives shall jointly appoint a third member to the Dispute Board. The Dispute Board shall evaluate the dispute and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto, unless one of the parties pursues judicial relief in Thurston County Superior Court.

**15. Order of Precedence**

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a) Applicable state and federal statutes and rules;
- b) Terms and Conditions;
- c) Statement of Work, and
- d) Any other provisions of the Agreement, including materials incorporated by reference.

**16. All Writings Contained Herein**

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

**17. Designated Employees**

The employees who will perform the services on behalf of DES shall be designated by DES and identified on each Task Order. No other individuals shall perform the services required by this Agreement without express permission of the AGENCY. The AGENCY may, however, require the removal of any DES employee and DES shall replace such employee upon demand by the AGENCY.

**18. Assignment**

This Agreement may not be assigned or otherwise transferred by either party hereto, nor will the DES delegate, nor hire additional persons to perform services and duties under this Agreement, without the written consent of the AGENCY.

**19. Wage and Hours of Compliance**

DES shall comply with all applicable provisions of the Fair Labor Standards Act ("FLSA") and all other legislation affecting its employees and the rules and regulations issued there under insofar as applicable to its employees.

**20. Social Security and Other Taxes**

DES assumes full responsibility for the payment of payroll taxes, use, sales, income or other forms of taxes, fees, licenses, excises, or payments required by city, county, federal or state legislation which is now or may during the term of the Agreement be enacted as to all persons employed by DES.

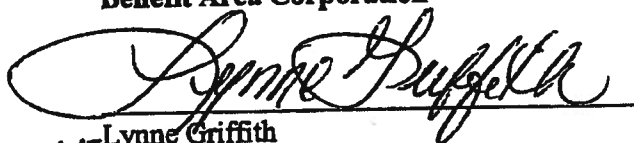
**21. Severability**

If one or more of the Agreement clauses is found to be unenforceable, illegal or contrary to public policy, the Agreement will remain in full force and effect except for the clauses that are unenforceable, illegal or contrary to public policy.

---

IN WITNESS WHEREOF, the parties have executed this Agreement.

**Pierce County Public Transportation  
Benefit Area Corporation**



WF Lynne Griffith  
Chief Executive Officer

6/19/2012  
Date

**Department of Enterprise Services,  
Facilities Division**



Thomas Henderson  
Assistant Director

7/16/12  
Date

REVIEWED BY DES CONTRACT UNIT 6/4/12

**Attachment "A"**

DES Interagency Agreement No. 2012-EAS-712

**Project Management Fee Schedule**  
**Engineering and Architectural Services**  
**May, 2009**

Total Project Value	Project Complexity *		
	C Fee	B Fee	A Fee
0 to 25,000	\$2,992.00	\$3,740.00	\$4,488.00
\$50,000.00	\$3,740.00	\$4,675.00	\$5,610.00
\$100,000.00	\$4,675.00	\$5,844.00	\$7,013.00
\$200,000.00	\$7,788.00	\$9,735.00	\$11,682.00
\$300,000.00	\$9,631.00	\$12,039.00	\$14,447.00
\$400,000.00	\$11,273.00	\$14,091.00	\$16,910.00
\$500,000.00	\$12,644.00	\$15,804.00	\$18,965.00
\$600,000.00	\$13,760.00	\$17,201.00	\$20,641.00
\$700,000.00	\$15,411.00	\$19,264.00	\$23,116.00
\$800,000.00	\$16,883.00	\$21,104.00	\$25,325.00
\$900,000.00	\$18,258.00	\$22,822.00	\$27,387.00
\$1,000,000.00	\$20,115.00	\$25,143.00	\$30,172.00
\$1,500,000.00	\$25,066.00	\$31,332.00	\$37,599.00
\$2,000,000.00	\$29,731.00	\$37,164.00	\$44,597.00
\$3,000,000.00	\$32,844.00	\$41,055.00	\$49,265.00
\$4,000,000.00	\$38,740.00	\$48,424.00	\$58,109.00
\$5,000,000.00	\$45,493.00	\$56,866.00	\$68,240.00
\$6,000,000.00	\$49,593.00	\$61,991.00	\$74,389.00
\$7,000,000.00	\$54,959.00	\$68,699.00	\$82,439.00
\$8,000,000.00	\$61,076.00	\$76,346.00	\$91,615.00
\$9,000,000.00	\$70,076.00	\$87,595.00	\$105,114.00
\$10,000,000.00	\$84,142.00	\$105,177.00	\$126,213.00
\$11,000,000.00	\$97,075.00	\$121,344.00	\$145,613.00
\$12,000,000.00	\$120,835.00	\$151,044.00	\$181,253.00
\$13,000,000.00	\$145,418.00	\$181,772.00	\$218,127.00
\$14,000,000.00	\$163,309.00	\$204,136.00	\$244,963.00
\$15,000,000.00	\$182,269.00	\$227,836.00	\$273,403.00

## \* Notes:

1. Project management fees to be interpolated between project values shown.
2. The project complexity is to be determined based on the A/E fee schedule.
3. Projects can be a blend of complexities with the PM fee adjusted to match.

## **INTERAGENCY Amendment**

*Department of Enterprise Services*

Date: April 24, 2013  
Agreement No: 2012-EAS-712  
Amendment No: 1

**Interagency Agreement Between the  
Department of Enterprise Services  
And  
Pierce County Transportation Benefit Area Corporation**

The parties to this Agreement, the Department of Enterprise Services, Facilities Division, Engineering & Architectural Services, hereinafter referred to as "DES", and Pierce County Transportation Benefit Area Corporation, hereinafter referred to as the "AGENCY", hereby amend the Interagency Agreement dated July 16, 2012 as follows:

### **1. Statement of Work**

DES shall furnish the necessary personnel and services and otherwise do all things necessary for or incidental to the performance of the work.

Project Management services shall include, but are not limited to the following:

**A. Manage the Architect/Engineer (A/E) contracts and activities including:**

1. Assist with selection of A/E consultants
2. Assist with negotiation and preparation of A/E contracts
3. Schedule on-site meetings
4. Assure compliance with the A/E contract
5. Issue amendments to the A/E contract upon approval by AGENCY
6. Review and approve A/E invoices for final approval and payment by AGENCY

**B. Manage the construction contracts including:**

1. Assist with the bid process for construction contracts
2. Attend bid openings, check contractor responsibility, and provide recommendations to AGENCY regarding award of contracts
3. Schedule project progress meetings
4. Coordinate communications with Contractor, A/E, and AGENCY
5. Issue Field Authorizations and Change Orders only as provided by the Construction Contract, within AGENCY guidelines and with AGENCY approval
6. Review and approve construction invoices for final approval and payment by the AGENCY

C. Assure that the project and contracts comply with applicable state and federal statutes and requirements and state policies including without limitation:

1. RCW Title 39 and 43
2. Sustainable design
3. ADA Requirements
4. Buy America
5. Davis-Bacon
6. Prevailing Wage
7. DBE Participation
8. Apprentice Participation
9. Timely Payment to contractors
10. Timely release of Retainage to contractors

D. Provide engineering and architectural expertise to assist AGENCY.

E. Close-out project consistent with all legal requirements including without limitation RCW

**All work shall be authorized by Amendment to this agreement.**

**AGENCY must review and approve all Architect/Engineer (A/E) and Construction Contracts before final execution by DES.**

**1.1 Project Management services for Pierce Transit Headquarter Renovation Project No. 2013-181.**

### **3. Period of Performance**

Subject to its other provisions, the period of performance of this Agreement shall commence July 16, 2012 and be completed on **November 30, 2014**, unless terminated sooner or extended, as provided herein.

### **4. Consideration**

Compensation under this Agreement shall be by **Amendment** for each authorized project. Each **Amendment** will include the amount of compensation for the authorized project. Total cost shall not be increased except by a written Amendment.

Compensation for Project Management Services, authorized by **Amendment**, shall be based on the total project value per the Project Management Fee Schedule set forth in Attachment "A".

Compensation for services provided by Consultant/Contractor shall be paid directly to the Consultant/Contractor by the AGENCY, after DES has reviewed, approved and forwarded the invoices to the AGENCY for payment.

**4.1 Project Management fee for Pierce Transit Headquarters Renovation Project No. 2013-181 totals \$38,331.00**

## 5. Billing Procedure

DES shall submit invoices for each open or completed Project to the AGENCY based on the Invoicing Schedule included in each authorized Amendment. The invoices will clearly indicate that it is for services rendered in performance under this Agreement and shall reflect the Agreement number, along with the Amendment number.

### Invoicing Schedule

<u>Month Invoiced</u>	<u>Invoice Amount</u>
July 2013	\$9,582.75
December 2013	\$9,582.75
May 2014	\$9,582.75
December 2014	\$9,582.75

The invoices shall be forwarded to the following:

**Robert Ebert**  
**Construction Projects Supervisor**  
**Pierce Transit**  
**3701 96<sup>th</sup> St. SW**  
**Lakewood, WA 98496-0070**

## 9. Contract Management

- a) AGENCY representative on this Agreement shall be:

**Robert Ebert**  
**Construction Projects Supervisor**  
**Pierce Transit**  
**3701 96<sup>th</sup> St. SW**  
**Lakewood, WA 98496-0070**  
[rebert@piercetransit.org](mailto:rebert@piercetransit.org)

**Robert Ebert** representative shall be the contact person for all AGENCY communications regarding the conduct of work under this Agreement.

- b) DES's representative on this Agreement shall be:

**Lee Knawa**  
**Project Manager**  
**1500 Jefferson Street SE**  
**PO Box 41012**  
**Olympia, WA 98504-1012**  
[Lee.knawa@des.wa.gov](mailto:Lee.knawa@des.wa.gov)

Exhibit B

DES's representative shall be the contact person for all communications regarding conduct of work under this Agreement. DES's representative shall be responsible for monitoring the performance of this Agreement, fulfilling DES's responsibilities as addressed herein.

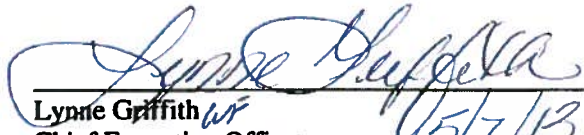
All sections above have been fully amended and are shown in their entirety.


All other terms and conditions of this Agreement remain in full force and effect. The requirements of RCW 39.34.030 are satisfied by the underlying Agreement and are incorporated by reference herein.

Each party signatory hereto, having first had the opportunity to read this Amendment and discuss the same with independent legal counsel, in execution of this document hereby mutually agree to all terms and conditions contained herein, and as incorporated by reference in the original Interagency Agreement.

**Pierce County  
Public Transportation Benefit Area Corporation**

**Department of Enterprise Services**

  
\_\_\_\_\_  
Lynne Griffith  
Chief Executive Officer  
Title  
5/7/13  
Date

  
\_\_\_\_\_  
Joyce Turner  
Director  
Title  
5/14/13  
Date

## FACT SHEET

TITLE: Adoption of 2014-2016 Federal Advocacy Program

DIVISION: Executive

ORIGINATOR: Justin D. Leighton  
Government Relations Officer

PRECEDING ACTION: Reviewed Program at 11/21/13 EFC Meeting.

COORDINATING DEPARTMENT: None

APPROVED FOR SUBMITTAL:

\_\_\_\_\_  
Chief Financial Officer

APPROVED FOR AGENDA:

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Legal Counsel

ATTACHMENTS:

Proposed Resolution  
Exhibit A, Federal Advocacy Program

---

### BUDGET INFORMATION

2013 Budget Amount  
N/A

Required Expenditure  
N/A

Impact  
N/A

Explanation: N/A

---

**BACKGROUND:** Policies and laws passed by Congress and implemented by the Federal Government can have significant impact on Pierce Transit. Pierce Transit staff and contract federal liaison have tracked and advocated for the advancement of priorities to assist in efficient and effective operations of the agency. This action authorizes Pierce Transit staff and consultants to advocate and/or pursue the positions outlined in the attached Federal Advocacy Program 2014-2016 document. As issues develop, staff will seek advice and guidance from Board's Executive Finance Committee and full board, as appropriate. Board members are encouraged to advance these priorities with consultation with staff and the federal liaison during their annual business trips to Washington DC. Additionally, the CEO and Government Relations Officer will be planning a trip to Washington DC in spring of 2014 to meet with Congressional Delegation and Staff to further advance the agencies Federal Advocacy Program.

**ALTERNATIVES:** Do not approve the Federal Advocacy Program 2014-2016.

**RECOMMENDATION:** Approve Resolution No. 13-041, adopting the 2014-2016 Federal Advocacy Program as presented.

**RESOLUTION NO. 13-041**

A RESOLUTION of the Board of Commissioners of Pierce Transit  
Authorizing Adoption of the 2014-2016 Federal Advocacy Program

WHEREAS, The Pierce Transit Board of Commissioners desires to give guidance and direction to its staff and contracted Federal Liaison; and

WHEREAS, The Pierce Transit Board of Commissioners wishes to assure that its policies and positions are effectively communicated to its Congressional Delegation, the Federal Transit Administration, and the Executive Branch of the United States; and

WHEREAS, the Pierce Transit Board of Commissioners wishes to support Federal priorities of other transit, local and regional governmental agency partners; and

WHEREAS, the Pierce Transit Board of Commissioners finds it is in the best interest of Pierce Transit to adopt a three-year Federal Advocacy Program; and

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

Section 1. The Board herewith adopts the Pierce Transit 2014-2016 Federal Advocacy Program as presented in Exhibit A, attached hereto.

ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on the 9th day of December, 2013.

PIERCE TRANSIT

---

Marilyn Strickland, Chair  
Board of Commissioners

ATTEST:

---

Deanne Jacobson, CMC  
Clerk of the Board



Exhibit A



## **Pierce Transit**

### **Federal Advocacy Program, 2014-2016**

Pierce Transit provides over 10 million boardings annually to seniors, students, commuters and people with disabilities. Pierce Transit is impacted by federal policies and regulations which create barriers in providing safe, reliable, and quality transit service. The agency has identified its top federal legislative priorities and seeks to implement the following:

#### **Sustainable Federal Funding for Transit**

Transit funding is at risk as Congress and the Administration deliberate on the FY14 budget following the shutdown and set new spending caps for FY15 and subsequent years.

#### **Bus & Bus Facilities Funding in Transportation Reauthorization**

2012 "MAP-21" legislation provided less funding for the Bus and Bus Facilities program, which benefitted Pierce Transit as a discretionary program. The program was formulized resulting in Pierce Transit -- and other bus-only mid-size systems -- receiving less funding.

#### **Alternative Fuel Tax Credit**

Pierce Transit relies considerably on the Alternative Energy Tax Credit, which has been kept alive legislatively by one-year "extenders". The Credit is under review with ongoing tax reform deliberations and Pierce Transit seeks to formalize the Alternative Fuel Tax Credit, which will provide sustainable financial planning for the agency.

#### **Internet Sales Tax Reform**

The Senate has passed the Marketplace Fairness Act which would allow states to collect sales tax on Internet purchases by residents of their states, which could generate over \$500 million annually for Washington State as tax compliance, not a new tax. An alternate version of this legislation is expected to emerge soon in the House. Enactment could generate additional sales revenues to sustain Pierce Transit service.

#### **Charter Rule Waivers and Reforms**

The DOT Charter Rule requires preference for any private charter service, which has created inequities and challenges for Pierce Transit in delivering service. Pierce Transit wants to seek waivers and reforms to the Rule when major regional events require bus charter service beyond private sector capabilities.

#### **Transportation Grants**

Major federal transportation resources, including the Small Starts program, the TIGER grants, and TIFIA loans, are all available to fund future Pierce Transit projects on a competitive basis. Evaluate which future projects should have federal capital participation and seek funding working with the Congressional delegation and DOT.

#### **For any questions regarding Pierce Transit or our legislative priorities, please contact:**

Justin D. Leighton  
Government Relations Officer  
E-mail: [jleighton@piercetransit.org](mailto:jleighton@piercetransit.org)  
Desk: 253-984-8166 | Cell: 253-278-2565

Len Simon  
Simon & Company  
E-mail: [len.simon@simoncompany.com](mailto:len.simon@simoncompany.com)  
Tel: 202-659-229



## FACT SHEET

TITLE: Adoption of 2014 Legislative Priorities

DIVISION: Executive

ORIGINATOR: Justin D. Leighton  
Government Relations Officer

PRECEDING ACTION: Reviewed priorities at 11/21/13 EFC Meeting.

COORDINATING DEPARTMENT: None

APPROVED FOR SUBMITTAL:

\_\_\_\_\_  
Chief Financial Officer

APPROVED FOR AGENDA:

\_\_\_\_\_  
Chief Executive Officer\_\_\_\_\_  
Legal Counsel

ATTACHMENTS:

Proposed Resolution  
Exhibit A, 2014 Legislative Priorities

---

### BUDGET INFORMATION

2013 Budget Amount  
N/ARequired Expenditure  
N/AImpact  
N/AExplanation: N/A

---

**BACKGROUND:** The Washington State legislature convenes its 2014 session on January 13, 2014. The purposes of this resolution are to: adopt Pierce Transit's 2014 State Legislative Priorities that are attached hereto; direct staff to continue to evaluate issues for impacts to the Agency; and to give staff guidance and direction to effectively communicate and advocate the Board's position and policies. This action also authorizes Pierce Transit staff and the agency's designees to advocate and/or pursue the position outlined in the attached 2014 State Legislative Priorities during the upcoming legislative session. As issues develop during session, staff will seek advice and guidance from the Board's Executive Finance Committee and full Board, as appropriate. Staff will send updates via email to the Board during the legislative session and call upon Board members to assist in advancing these legislative priorities, again, as appropriate.

**ALTERNATIVES:** Do not approve the 2014 Legislative Priorities; adopt different priorities.

**RECOMMENDATION:** Approve Resolution No. 13-042, adopting the 2014 Legislative Priorities as presented.

**RESOLUTION NO. 13-042**

A RESOLUTION of the Board of Commissioners of Pierce Transit  
Authorizing Adoption of the 2014 Legislative Priorities

WHEREAS, The Pierce Transit Board of Commissioners desires to give guidance and direction to its staff and contracted Legislative Liaison; and

WHEREAS, the State Legislature will convene the 2014 Legislative Session on January 13, 2014; and

WHEREAS, The Pierce Transit Board of Commissioners wishes to ensure that its policies and positions are effectively communicated to the members of the Washington State Legislature, Washington State Agencies and the Office of the Governor; and

WHEREAS, the Pierce Transit Board of Commissioners wishes to support the legislative priorities of other transit, local and regional governmental agency partners; and

WHEREAS, the Pierce Transit Board of Commissioners finds it is in the best interest of Pierce Transit to adopt an agenda of legislative priorities; and

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

Section 1. The Board herewith adopts the Pierce Transit 2014 State Legislative Priorities as presented in Exhibit A attached hereto.

Section 2. The Board further authorizes Pierce Transit staff and consultants to advocate and/or pursue the 2014 State Legislative Priorities, and directs staff to keep the Board informed as issues develop during session, and to seek advice and guidance from the Board's Executive Finance Committee and full Board, as appropriate.

ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on the 9th day of December, 2013.

PIERCE TRANSIT

---

Marilyn Strickland, Chair  
Board of Commissioners

ATTEST:

---

Deanne Jacobson, CMC  
Clerk of the Board







## Pierce Transit 2014 State Legislative Priorities


Pierce Transit is the state's **partner** in providing public transportation services that connect people to jobs and assist our community's most vulnerable members in using transit to meet life's basic needs. Pierce Transit supports state policies and funding that help the agency provide an efficient, effective, and financially-stable public transportation system.

Like any public agency, Pierce Transit is impacted by a number of state policies; however, the agency has identified its top legislative priorities and asks that the State support our efforts.

### 2014 Legislative and Policy Priorities

-  Pursue legislation that reduces the cost to transit agencies in providing non-emergency medical transportation.
-  Encourage the state to adopt a transportation funding package that includes significant funding for public transportation.
-  Request additional flexibility for funds distributed through the Vanpool Investment Program for the JBLM corridor to focus on reducing congestion on the corridor, rather than trips ending/beginning on the military base.
-  Seek mitigating funds for operating impacts due to the pending I-5 HOV extension project.

### Monitor changes to policies and legislation related to:

-  State and regional tolling, MAP 21 implementation, public records, performance measures, accountability and/or governance that might negatively alter the oversight, financing, construction, and/or operations of Pierce Transit.

Pierce Transit has worked collaboratively with local, regional and state partners including, the Washington State Transit Association, the Puget Sound Regional Council, and the Regional Access Mobility Project (RAMP) in developing the 2014 State Legislative Priorities and will support partner agencies' legislative agendas where appropriate.

**For any questions regarding Pierce Transit or our legislative priorities, please contact:**

Justin D. Leighton  
Government Relations Officer  
E-mail: [jleighton@piercetransit.org](mailto:jleighton@piercetransit.org)



Desk: 253-984-8166 | Cell: 253-278-2565

DRAFT

