



**PIERCE TRANSIT BOARD MEETING**

**Training Center, Rainier Room  
3720 96<sup>th</sup> Street SW, Lakewood, WA  
March 14, 2016, 4:00 PM**

**AGENDA**

**CALL TO ORDER**

**ROLL CALL**

**PRESENTATIONS**

- Legislative Update Alex Soldano, Gordon Thomas Honeywell
- Quarterly Financial Report Kathy Sullivant, Finance Manager
- Ridership Report Peter Stackpole, Service Planning Assistant Manager
- Quarterly Capital Projects Report Heidi Soule, Project Management Office Manager

**PUBLIC COMMENT**

*(Citizens wishing to provide comment will be given three minutes to comment on any transit-related matters regardless of whether it is an agenda item or not.)*

**PUBLIC HEARING**

*(Citizens wishing to provide comment will be given three minutes to comment on the subject(s) listed below.)*

- Destination 2040 (Long Range Plan)

**CONSENT AGENDA**

*(Items listed below were distributed to Commissioners in advance for reading and study and are enacted with one motion. Item(s) may be moved to the Action Agenda at the request of a Commissioner.)*

1. Approval of Vouchers, March 2, 2016
2. Minutes: Regular Board Meeting of February 8, 2016
3. FS 16-016, A Motion Authorizing the Ratification of the Master Agreement and Related Task Order Nos. 1 and 2 and Amendment No. 1 to Task Order No. 2 for Assessment, Design Document Creation, and Elevator Repair of the Tacoma Dome Station and Authorization to Execute Task Order No. 3 with Wiss, Janney, Elstner Associates, Inc., for Construction Administration Services for the TDS Mid-Life Maintenance Project

## **ACTION AGENDA**

### **STAFF UPDATES/DISCUSSION**

- Tacoma Dome Parking Study Monica Adams, Senior Planner
- CEO Report Sue Dreier, Chief Executive Officer

### **INFORMATIONAL BOARD ITEMS**

- Chair Report Chair Talbert
- Sound Transit Update Commissioners Strickland or McCarthy
- Commissioners' Comments

### **EXECUTIVE SESSION**

### **ADJOURNMENT**



**PIERCE TRANSIT  
NOTICE OF PUBLIC HEARING  
DRAFT LONG RANGE PLAN: DESTINATION 2040**

Pierce Transit's draft edition of the Long Range Plan, titled *Destination 2040*, has been filed with the Clerk of the Board. A copy of the entire draft plan, including the appendices, is available for review and comment until April 1, 2016.

A public hearing will be held as part of the Board of Commissioners' meeting on Monday, March 14, 2016. The meeting begins at 4:00 pm and is held in the Pierce Transit Training Center - Rainier Conference Room, 3720 96<sup>th</sup> Street SW, Lakewood, Washington 98499.

The Long Range Plan (LRP) was created as a comprehensive guiding documentation of the agency's vision and blueprint for providing safe, efficient, and integrated public transport services throughout the South Sound region of today, tomorrow, and beyond.

The Plan may be viewed at the agency's website: [www.piercetransit.org/destination-2040/](http://www.piercetransit.org/destination-2040/). An online comment form is also available through the website. Written comments or questions concerning the Plan should be submitted no later than April 1, 2016 to:

Darin L. Stavish, AICP Principal Planner  
P.O. Box 99070  
Lakewood, WA 98496  
Office (Direct): 253-983-3329  
Email: [dstavish@piercetransit.org](mailto:dstavish@piercetransit.org)

Registered SHUTTLE customers may obtain specialized transportation to and from the hearing by calling SHUTTLE at (253) 581-8000, Option 2, from one to five days in advance of the hearing. An interpreter for the hearing impaired will be provided upon request with a minimum notice of five days.

*Published in the Tacoma News Tribune and Tacoma Daily Index on Friday, March 4, 2016.*

**PIERCE TRANSIT  
BOARD OF COMMISSIONERS  
MINUTES**

**February 8, 2016**

**CALL TO ORDER**

Vice Chair Keel called the meeting to order at 4:00 pm.

Commissioners present:

Don Anderson, City of Lakewood Mayor  
Daryl Eidinger, City of Edgewood Mayor (*representing Fife/Milton/Edgewood*)  
Kent Keel, City of University Place Mayor Pro Tem  
Nancy Henderson, Town of Steilacoom Councilmember  
(*representing Auburn/Gig Harbor/Fircrest/Pacific/Ruston/Steilacoom*)  
Ryan Mello, City of Tacoma Councilmember  
Heather Shadko, City of Puyallup Councilmember

Commissioners excused:

Pat McCarthy, Pierce County Executive  
Rick Talbert, Chair of the Board, Pierce County Councilmember  
Marilyn Strickland, Mayor of the City of Tacoma

Staff present:

Sue Dreier, Chief Executive Officer  
Wayne Fanshier, Executive Director of Finance/Chief Financial Officer  
Dana Henderson, General Counsel  
Deanne Jacobson, Assistant to the CEO/Clerk of the Board  
Vivienne Kamphaus, Interim Executive Director of Employee Services  
Doug Middleton, Executive Director of Service Delivery & Support

**SPECIAL ANNOUNCEMENT**

On behalf of the Board of Commissioners, Vice Chair Keel welcomed Tacoma Councilmember Ryan Mello to the Pierce Transit Board.

Commissioner Mello noted he is a transit rider and is looking forward to supporting transit and also noted that regional collaboration is important to him.

**SPECIAL BUSINESS**

Senior Employer Services Coordinator Sharon Stockwell introduced Kevin Dull, Chief Human Potential Officer of MutiCare Health Systems, who on behalf of Multicare Health Systems was recognized for their commitment to provide ORCA transit benefits to all their employees.

Kevin Dull, Chief Human Potential Officer, on behalf of MultiCare Health Systems accepted the recognition. He noted he is happy to participate in the ORCA program and values the partnership with Pierce Transit. He noted that over 2000 employees have requested ORCA cards.

## **PRESENTATIONS**

There were no presentations.

## **PUBLIC COMMENT**

Vice Chair Keel provided directions for public comment and the following individuals spoke:

- Tammy Cox, Lakewood, reported that some passengers are not friendly. She requested longer service hours on weekends and evenings.
- Sarah and Mark from L'Arche Tahoma Hope, addressed the Board about the recent SHUTTLE fare increase and the financial impact that it imposes. They asked if there is a financial assistance program to help people like Mark to get to work and other activities.
- Inga Rohde from L'Arche Tahoma Hope spoke on behalf of Carie Halle, who is also a member of the Tahoma Hope Center. She noted that Carie relies on SHUTTLE to attend events in the community. She noted that after the SHUTTLE fee is paid, Carie does not have much money left over. They asked if Pierce Transit has a financial assistance program for the SHUTTLE service.
- Fatima Cervantes from L'Arche Tahoma Hope and SHUTTLE rider Cindy shared how Cindy uses SHUTTLE to visit family, friends, and to go shopping. Ms. Cervantes talked about how the increase in SHUTTLE fares impacts Cindy's budget. She asked Pierce Transit to come up with solutions to help people like Cindy to continue to use the SHUTTLE service.
- Walt Hurd, Tacoma, talked about his experience riding the bus and various times that they have run late.

## **PUBLIC HEARING**

### **Surplus of Vehicles**

Prior to the public hearing, Fleet Manager Bill Spies provided an overview of the vehicles scheduled for surplus. He noted there are 29 vehicles that have reached the end of their useful life.

Upon inquiry regarding whether any of the surplus vehicles could be donated through the Care-a-van program, Mr. Spies reported that staff has identified at least two vans that may be used for donation.

General Counsel Dana Henderson noted that staff hopes to bring a resolution before the Board in March for donation through the Care-a-van program.

Vice Chair Keel provided instructions for the public hearing to citizens.

At 4:28 pm, the public hearing was opened and the following individuals commented:

- Walt Hurd, Tacoma, provided comments not related to the topic of the public hearing. He reported on an episode where a passenger had to stand for a full hour on the 594.
- Tammy Cox, Tacoma, suggested that Pierce Transit donate surplus vehicles to charities.

At 4:31 pm, the public hearing was closed.

### **CONSENT AGENDA**

*(Items listed below were distributed to Commissioners in advance for reading and study and are enacted with one motion.)*

Commissioners Eidinger and Anderson **moved** and seconded to approve the consent agenda as presented.

Motion **carried**, 6-0.

1. Approval of Vouchers, February 1, 2016  
Operating Fund #10  
Self-Insurance Fund #40  
Capital Fund #90  
Voucher CK Nos. 347360 through 347904  
Advance Travel Checks 1067 through 1069  
Wire Nos. 1621 through 1634  
Total \$6,610,363
2. 2015 Fourth Quarter Sole Source and Contracts Awarded Over \$100,000 Report
3. Minutes: Regular Board Meeting of January 11, 2016
4. FS 16-010, approved Resolution No. 16-002, declaring the vehicles listed in Exhibit A as surplus property and authorizing the sale or donation thereof.
5. FS 16-011, approved Resolution No. 16-003, authorizing the Chief Executive officer to enter into and execute a Cooperative Purchasing Agreement with the City of Seattle for the purchase of various supplies, materials, equipment and consultant services using competitively awarded contracts.
6. FS 16-013, approved Resolution No. 16-005, authorizing the Chief Executive Officer to enter into and execute an Interlocal Agreement with Invista Performance Solutions in an amount not to exceed \$16,000 to assist with Pierce Transit's diversity and inclusion program.
7. FS 16-014, A motion removing Tyree Smith from the Community Transportation Advisory Group due to lack of attendance as a result of conflicting work and academic obligations.

Motion **carried**, 6-0.

## **ACTION AGENDA**

### **1. FS 16-003, Election of a Representative and Alternate to the Puget Sound Regional Council (PSRC) Transportation Policy Board for 2016 Calendar Year.**

Vice Chair Keel reminded the Board that at the January 11, 2016 Board meeting, Chair Talbert offered to serve as the alternate on the PSRC Transportation Policy Board.

Commissioners Anderson and Keel **moved** and seconded to elect Rick Talbert to serve as the alternate representative on the PSRC Transportation Policy Board.

Motion **carried**, 6-0.

Vice Chair Keel called for nominations for the primary representative.

Commissioner Henderson nominated Ryan Mello to serve as the primary representative.

Commissioners Keel and Shadko **moved** and seconded to elect Ryan Mello to serve as the primary representative on the PSRC Transportation Policy Board.

Motion **carried**, 6-0.

### **2. FS 16-012, A Resolution Ratifying Amendment No. 1 to the Transit Service Direct Financial Partnership Agreement Between King County, the City of Auburn and Pierce Transit; and Approving Amendment No. 3 to the Transit Service Direct Financial Partnership Agreement Between King County, the City of Auburn and Pierce Transit for Lakeland Hills-Auburn Sounder Station Service**

Commissioners Eidinger and Mello **moved** and seconded to approve Resolution No. 16-004, ratifying Amendment No. 1 to the Transit Service Direct Financial Partnership Agreement Between King County, the City of Auburn and Pierce Transit; and approve Amendment No. 3 to the Transit Service Direct Financial Partnership Agreement between King County, the City of Auburn and Pierce Transit for Lakeland Hills-Auburn Sounder Station service

Service Planning Assistant Manager Peter Stackpole presented on the item and recapped the history of this service. He reviewed the new cost-sharing agreement and ridership statistics.

Mr. Stackpole responded to questions pertaining to the new cost model.

Motion **carried**, 6-0.

## **STAFF UPDATES/DISCUSSIONS**

### **CEO Report**

Chief Executive Officer Sue Dreier reported on the following items:

- Service Planning Assistant Manager Peter Stackpole will brief the Board later this evening on the fixed route comprehensive analysis that is underway.

- On February 3, 2016 the first open house on the Destination 2040 plan (Long-Range Plan) was held in the Hilltop district in Tacoma last week. Attendance was fair.
- The Destination 2040 Plan is available for review on the agency's website and questions and critiques are welcomed.
- Testified on the De-annexation bill in Olympia on February 4, 2016. At this time, the bill is moving forward.
- The property located on 96<sup>th</sup> Street and South Tacoma Way known as the "Cosmos Property" closed today. Pierce Transit is still working on selling the three additional parcels adjacent to the Cosmos property.

### **Comprehensive Analysis of Fixed Route Bus System**

Service Planning Assistant Manager Peter Stackpole reported that the comprehensive analysis is underway and the outcomes from the analysis will provide short-term recommendations for service in September 2016 and long-term recommendations for future service.

He reviewed the scope of the project and noted that the purpose of this effort is to assess the strengths and weaknesses of the current route network.

He reported that a project website will be developed in the next few weeks and will contain an interactive user component. The overall study will include a public outreach component. Recommendations need to be finalized by July in order to put increase service out in September.

### **Update Regarding the City of DuPont**

Service Innovation Administrator Tina Lee distributed and reviewed the DuPont survey that was conducted to determine if there was support for fixed route transit service in the City of DuPont.

She noted that city officials have expressed interest in having some sort of service and are currently exploring the idea of using funds from the Transportation Benefit District (TBD) and raise the tax from two-tenths to six-tenths.

Upon inquiry regarding the regression analysis, Ms. Lee noted the regression analysis was based on the 2011 vote and past ballot measure history.

Upon inquiry regarding Pierce Transit's concerns of moving forward with a ballot measure for the City of DuPont to join the Pierce Transit Public Transportation Benefit Area (PTBA), Ms. Lee advised that there hasn't been support for service in previous ballot measures and there may not be enough support for a future ballot measure. She also noted that the cost for service is another concern.

Commissioner Mello noted that he is supportive of contract service and hopes that in the future the City of DuPont will re-join the PTBA.



CEO Dreier reminded the Board that Pierce Transit cannot guarantee that DuPont will have service and noted that there is an opportunity to provide contract service.

### **INFORMATIONAL BOARD ITEM**

#### **Chair Report**

None.

#### **Sound Transit update**

None.

#### **Commissioners' Comments**

CEO Dreier announced that Pierce Transit is celebrating its 35<sup>th</sup> Anniversary and distributed token items to the commissioners who were not present at the last meeting.

Commissioner Anderson thanked staff for the token gifts. He requested that the topic of “the performance of a public employee” be discussed in Executive Session this evening.

### **EXECUTIVE SESSION**

At 5:10 pm, the regular meeting was recessed into Executive Session for matters relating to potential litigation, RCW 42.30.110 (1)(i) and the performance of a public employee, RCW 42.30.110 (1) (g) for approximately 20 minutes. It was noted that no formal action would be taken in open session following the Executive Session.

At 5:30 pm the Executive Session was extended 10 minutes. The clerk announced the extension to citizens.

### **RECONVENE**

At 5:40 pm, the regular meeting was reconvened.

### **ADJOURNMENT**

Commissioners Henderson and Anderson **moved** and seconded to adjourn the meeting at 5:40 pm.

Motion **carried**, 6-0.

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Deanne Jacobson  
Assistant to the CEO/ Clerk of the Board

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Kent Keel, Vice Chair  
Board of Commissioners

## FACT SHEET

**TITLE:** A Motion Authorizing the Ratification of the Master Agreement and Related Task Order Nos. 1 and 2 and Amendment No. 1 to Task Order No. 2 for Assessment, Design Document Creation, and Elevator Repair of the Tacoma Dome Station and Authorization to Execute Task Order No. 3 with Wiss, Janney, Elstner Associates, Inc., for Construction Administration Services for the TDS Mid-Life Maintenance Project

**DIVISION:** Finance Department

**ORIGINATOR:** Clint Steele, Senior Project Manager

**PRECEDING ACTION:**

Resolution No. 11-029, Adoption of the Annual Budget for Fiscal-Year 2012

Resolution No. 12-035, Adoption of the Annual Budget for Fiscal-Year 2013

Resolution No. 13-037, Adoption of the Annual Budget for Fiscal-Year 2014

Resolution No. 14-067, Adoption of the Annual Budget for Fiscal-Year 2015

Resolution No. 15-071, Adoption of the Annual Budget for Fiscal-Year 2016

**COORDINATING DEPARTMENT:** Project Management Office, Transit Development

**APPROVED FOR SUBMITTAL:**

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

**APPROVED FOR AGENDA:**

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Chief Executive Officer

\_\_\_\_\_  
General Counsel

**ATTACHMENTS:**

N/A

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### BUDGET INFORMATION

2016 Budget Amount	Required Expenditure		Impact
\$2,209,000 (Grant Funds)			\$0
\$252,250 (Local Funds)	Task Order No. 1	\$118,379.95	
<u>+\$409,795 (Sound Transit)</u>	Task Order No. 2	\$173,627.00	
\$2,871,045 (Project Budget)	Amendment No. 1	\$ 2,200.00	
	Task Order No. 3	<u>\$ 242,413.00</u>	
	Total	\$ 536,619.50	

Explanation: There is no budget impact because the project budget has funds available for this expenditure.

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#### BACKGROUND:

Pierce Transit was awarded two Federal Earmark grants from the Federal Transit Administration for mid-life maintenance at the Tacoma Dome Station Intermodal Facility in Downtown Tacoma. Sound Transit will assist with the costs for repairs done on the West Garage. The project consists of multiple tasks to address mid-life maintenance and capital renewal issues. These tasks may include, but are not limited to: the Southwest elevator tower water intrusion repairs; spalling and damaged concrete repairs; painting of concrete surfaces; replacing of deck joint sealants; bridge waterproofing repairs; traffic coatings at closure strips; wall joint sealants; bird control measures; re-painting of all steel surfaces; re-striping of both garages; structural supports; drainage and retaining wall repairs; and other identified needed repairs.

After a competitive Request for Qualification/Request for Proposal (RFQ/RFP) procurement process, Wiss Janney Elstner Associates, Inc., was selected as the most qualified and responsive firm to the Agency's RFQ/RFP. **Master Agreement** between Pierce Transit and Wiss Janney Elstner Associates, Inc. was established on January 22, 2013.

**Task Order #1**, signed in early February 2013 focused on the initial condition assessment of the parking garages and associated amenities and to deliver a report and rough order of magnitude (ROM) estimates for the various repair needs identified. The cost for the condition assessment, report and estimates totaled \$118,379.95.

**Task Order #2** – From the condition assessment created through Task Order #1 and recognizing that the parking structures were 12 to 15 years old and in need of mid-life rehabilitation work, Pierce Transit asked Wiss, Janney Elstner and Associates, Inc. to take the completed condition assessment and further research the issues and create technical design solutions for the repairs, drawings, and specifications that could go out to public bid. Task Order #2 was signed in early February of 2015. There was a \$2,200 amendment to Task Order #2 to do a sub-contracted inspection of the Southwest elevator tower that was not identified in the original scope of Task Order #2. Task Order #2 cost \$175,827 in total.

**Task Order #3** - This Task Order is to provide engineering and construction administration services through the bidding and construction phases of the TDS Mid-life Maintenance project and shall not exceed \$242,413. Wiss Janney Elstner Associates, Inc., is the best suited for this continued consultant assistance having developed the design documents and specifications for the work that will be done by a general contractor and their sub-contractors.

The consultants will do such things as: answer technical questions and issue addendums during the bidding phase; review any substitution requests for compliance with the technical specifications; provide recommendations regarding any bid alternates; and assist with reviewing the bids. They will review and approve or reject technical submittals, schedules, and shop drawings. Throughout the construction period they will answer technical requests for information (RFIs) and provide engineers supplemental instructions (ESIs) or drawing clarifications when necessary. On an ongoing basis, via periodic site inspections, the consulting firm will monitor technical compliance of the contractor in relation to the design documents and specifications. They will review change order proposals from an engineering standpoint and provide independent cost estimates for each. They will provide regular

engineering reports and review progress payment requests for accuracy and percentage completed. These and other typical consultant construction administration activities will be performed throughout the construction phase.

#### ALTERNATIVES:

One: Do not proceed with the TDS Mid-life Maintenance Project at this time. This is not a recommended alternative as the condition of the parking garages and bridges will continue to deteriorate and costs to make repairs will be much higher in the future and could also result in significant structural damage or failure. Design

Documents that are completed now would need to be reviewed and revised if delayed to some future date as codes change and conditions worsen. This would add additional design costs to the project. This alternative also puts Pierce Transit at risk of losing the grant funds, which could affect future grant funding opportunities for the Agency.

Two: Move forward without consulting services during the bidding and construction phases of the project. This is not recommended because many of the deficiencies are technical in nature and when questions arise throughout the construction phase staff would not have the technical expertise to adequately answer those questions, review technical submittals, substitution requests, shop drawings, and provide other technical and engineering services required to successfully complete the project.

Three: Hire a different consulting firm to provide these services through bidding and construction. A new consulting firm will not have the in-depth knowledge of the conditions of the garages and bridges that our current consulting firm does. The time, expense, and effort required for any new consulting firm would likely be greater than a consulting firm already intimately familiar with the deficiencies and therefore cost considerably more for their services.

#### RECOMMENDATION:

A motion ratifying the Master Agreement and related Task Order Nos. 1 and 2 and Amendment No. 1 to Task Order No. 2, with Wiss, Janney, Elstner Associates, Inc., in the amount of \$294,206.95 for assessment, design document creation and elevator repair of the Tacoma Dome Station, and authorizing the Chief Executive Officer to enter into and execute Task Order No. 3 with Wiss, Janney, Elstner Associates, Inc., for Construction Administration Services for the TDS Mid-Life Maintenance Project in the amount not to exceed \$242,413 for a total amount of \$536,619.95.