



PIERCE TRANSIT BOARD MEETING
Training Center, Rainier Room
3720 96th Street SW, Lakewood, WA
April 11, 2016, 4:00 PM

A Special Study Session Meeting will be Held Prior at 3:00 PM.

AGENDA

CALL TO ORDER

ROLL CALL

PRESENTATIONS

- Commemorating Leo Randolph, Sr. Scott Gaines
Transit Operator Assistant Manager
- March Operator of the Month ~ Bob Andersen Scott Gaines
Transit Operator Assistant Manager
- Employee(s) of the Month ~ Darin Stavish
Principal Planner Jay Peterson
Transit Development Manager
- Efficiency & Effectiveness Award ~ Ryan Wheaton Doug Middleton
E.D. of Service and Delivery
- Quarterly CTAG Update Sandy Paul
CTAG Member

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.)

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, April 1, 2015

2. Minutes: Regular Board Meeting of March 14, 2016
3. FS 16-017, A Resolution Amending the 2016 Operating Budget and Adding Seven (7) Staff Positions for Sound Transit Service
4. FS 16-018, A Resolution Authorizing the Amendment and Increase of the 2016 Operating Budget to Allow for 35 Staff Positions in Preparation for the 2017 Pierce Transit Service Increase
5. FS 16-019, A Resolution Amending the 2016 Capital Budget to Add the 2016 Bus Expansion Project to the 2016 Capital Budget, and Authorize the Purchase of Seven (7) Forty-Foot Compressed Natural Gas Expansion Coaches, Pursuant to the Department of Enterprise Services Contract No. 09214 in the Amount of \$4,467,631
6. FS 16-024, A Motion Authorizing the Purchase of Two (2) Warehouse Replacement Support Vehicles, Thirteen Facilities Replacement Support Vehicles, and Two (2) Fleet Maintenance Replacement Support Vehicles From Washington State Contract Nos. 03613 and 03813

ACTION AGENDA

1. FS 16-020, A Resolution Adopting Destination 2040, The Long Range Plan Darin Stavish, Principal Planner
2. FS 16-021, A Motion Awarding a Contract to Nova Contracting, Inc., for Construction of the Tacoma Dome Station East G Street Bus Bay Expansion Project Monica Adams, Project Manager
3. FS 16-022, A Motion Authorizing a Cost-of-Living (COLA) and Benefits Adjustment for Non-Represented Employees Vivienne Kamphaus
Interim E.D. of Employer Services
4. FS 16-023, A Resolution Authorizing Amendment of Section 6.2 of the Personnel Rules – Vacation Leave, to Provide Different Vacation Leave Accrual Rates or a Vacation Bank of Hours Upon Hire for Hard to Fill Professional Positions Vivienne Kamphaus
Interim E.D. of Employer Services

STAFF UPDATES/DISCUSSION

- CEO Report Sue Dreier
Chief Executive Officer

INFORMATIONAL BOARD ITEMS

- Chair Report Chair Rick Talbert
- Sound Transit Update Commissioners Strickland or McCarthy

American Disability Act (ADA) accommodations are available with a 72-hour notice. An interpreter for the hearing impaired will be provided upon request with a minimum notice of two weeks. Please contact the Clerk's office at 253-581-8066 for special accommodations. Meeting room is wheelchair accessible. Registered SHUTTLE customers may obtain specialized transportation to and from the hearing by calling SHUTTLE at 253-581-8000 from one to five days in advance of the hearing.

- Commissioners' Comments

EXECUTIVE SESSION

ADJOURNMENT

**PIERCE TRANSIT
BOARD OF COMMISSIONERS
MINUTES**

March 14, 2016

CALL TO ORDER

Chair Talbert called the meeting to order at 4:08 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
Rick Talbert, Chair of the Board, Pierce County Councilmember

Commissioners excused:

Marilyn Strickland, Mayor of the City of Tacoma
Pat McCarthy, Pierce County Executive

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

PRESENTATIONS

Legislative Update

Alex Soldano, Pierce Transit lobbyist, Gordon Thomas Honeywell, provided an overview of the last legislative session and the status of proposed bills and initiatives. He noted the legislators still do not have an operating budget and are in special session; 3,791 bills are under consideration.

He responded to questions pertaining to the reasons why the proposed public records bills did not have much traction and noted that the legislators authorized up to \$250,000 in funds to conduct further research on public records.

He clarified that the Safe Harbor language in the proposed public record bill relating to body cameras would not apply to cameras on buses.

He informed the attendees that the 2017 Legislative Session should be very active and grant funding for the proposed Bus Rapid Transit project may be adjusted.

Quarterly Financial Report

Finance Manager Kathy Sullivant presented on the 2015 fourth quarter financial information, reviewing sales tax collection and expenditures.

The “spotlight” overview featured various transit apps and tools on the agency’s website that can be used to access real-time bus information.

A tutorial video was shown that gave directions on how to use a smart phone to access real-time bus information.

She responded to questions about how the capital expenditures and sales tax collections impact the Agency’s reserves.

Ridership Report

Service Planning Assistant Manager Peter Stackpole gave an overview of the 2015 annual ridership for fixed route, suburban routes, urban routes, express routes, trunk routes, SHUTTLE and vanpool monthly boardings. He noted the goal for 2016 is to grow ridership.

Upon inquiry, he noted that less than 10 percent of Pierce Transit service is express service, and he agreed with Commissioner Anderson that there seems to be trend for this type of service.

Commissioner Keel requested that the statistical information of the ridership boardings be incorporated into the outcomes of the Comprehensive Analysis to help the Board understand the ridership data.

Quarterly Capital Projects Report

Project Manager Heidi Soule stated that the Capital Projects Report will be provided every three months. She reviewed the 15 capital projects that exceed \$1,000,000 and 28 capital projects that were under \$1,000,000.

Commissioner Mello advocated for improving lighting at the Tacoma Dome Station.

PUBLIC COMMENT

Chair Talbert provided directions for public comment.

Cinderella Helga, Lakewood, reported that there are no current bus books at Tacoma Dome Station and on certain buses. She discussed the property site in Lakewood that will become a Chick-fil-a, and noted that it would be helpful for Pierce Transit to have an after-hours emergency number.

Walt Hurd, Tacoma, reported that he has experienced the bus being late or not showing up and that the smoking ordinance is still not being enforced. He submitted a written document that reported missed trips and tardiness.

Upon inquiry, Executive Director of Service and Delivery Doug Middleton responded to questions about how Pierce Transit communicates with customers when the bus is late or there is no service.

Chair Talbert noted it would be helpful to review our performance standards.

CEO Dreier noted that staff will review our performance standards with the Board in the next couple of months.

PUBLIC HEARING

Destination 2040

Prior to the public hearing, Principal Planner Darin Stavish provided an overview on the Long Range Plan (Destination 2040). He reported on the public outreach that was conducted to roll out The Plan to the community and working with other local governments and stakeholders.

He noted the comment period will close April 1, 2016, with adoption scheduled for the April 11, 2016 Board Meeting.

Chair Talbert opened the public hearing at 5:08 pm.

- Cinderella Helga, Tacoma, asked questions relating to the ability of the plan to evolve.

CEO Dreier noted that the Destination 2040 Plan is a planning document through 2040 and is an active document.

The public hearing was closed at 5:10 pm.

CONSENT AGENDA

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

Commissioners Keel and Mello **moved** and seconded to approve the consent agenda as presented.

Motion **carried**, 7-0.

1. Approval of Vouchers, March 2, 2016
Operating Fund #10
Self-Insurance Fund #40
Capital Fund #90
Voucher CK Nos. 347905 through 348383
Advance Travel Checks 1070 through 1083

Wire Nos. 1637 through 1658
Total \$6,638,929.65

2. Minutes: Regular Board Meeting of February 8, 2016
3. Approved FS 16-016, 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 Tacoma Dome Station Mid-Life Maintenance Project in the amount not to exceed \$242,413, for a total amount of \$536,619.95.

ACTION AGENDA

None.

STAFF UPDATES/DISCUSSIONS

Tacoma Dome Parking Study

Senior Planner Monica Adams reviewed the results of the Tacoma Dome Station (TDS) Garage Parking Management Study conducted by Desman Design Management. She reported that parking has become very full at TDS and therefore Pierce Transit embarked on a parking study. She reviewed three different strategies and the consultant's recommendation to implement fee-based parking.

Discussion and/or questions ensued about the impact fee based parking would have on customers and businesses in the surrounding area, overall ridership, how would parking revenues be utilized and what portion of the revenue collected would be Pierce Transit's versus Sound Transit's, whether there could be incentives for customers who are in the Public Transportation Benefit Area, if Link implements a paid system, what impact will it have on TDS parking, and is there data that describes the type of patrons that are parking at the TDS station.

Commissioner Mello reported that the City of Tacoma supports paid parking at TDS. He suggested the revenue be invested to improve access to the facility in a multi-modal way, not by single occupancy only. He also suggested improving the streetscape and incentivizing High Occupancy Vehicle (HOV) drivers who park at TDS.

CEO's Report

Chief Executive Officer Sue Dreier reported on the following items:

- At the April 11, 2016 study session the Board will review the system refresh plan and discuss how to re-invest into the system.
- Staff will be bringing forward budget amendments at the April 11, 2016 Board Meeting relating to restoration of service hours in September of 2016 and beyond.

- There will be a joint Board/CTAG meeting in June or July to review the Fixed Route Comprehensive Analysis Study.
- The March 17, 2016 Executive Finance Committee meeting will be cancelled.

INFORMATIONAL BOARD ITEM

Chair's Report

Chair Talbert reported that the March 17, 2016 Executive Finance Committee meeting will be cancelled.

He announced that on March 15, 2016 he will be riding the Pierce Transit bus with Downtown On the Go! and invited attendees to ride the bus with him to discuss issues relating to transit and in the County.

Sound Transit Update

The Grand opening of Sound Transit's U-Link will be held on Friday, March 18. The U-Link connects the Seattle Broadway Station to Husky Stadium.

Commissioners' Comments

Commissioner Anderson addressed a letter from an environmentalist regarding the Cross-Base Highway and its lack of inclusion in Pierce Transit's Destination 2040 Plan, noting that the Cross-Base Highway isn't included in the plan because the project was defunded.

EXECUTIVE SESSION

None.

ADJOURNMENT

Commissioners Keel and Mello **moved** and seconded to adjourn the meeting at 5:42 pm.

Motion **carried**, 7-0.

Deanne Jacobson
Assistant to the CEO/ Clerk of the Board

Rick Talbert, Chair
Board of Commissioners

FACT SHEET

TITLE: A Resolution Authorizing the Amendment of the 2016 Operating Budget to Increase the Operating Budget by \$206,999 and Add Seven (7) Staff Positions for Sound Transit Service

DIVISION: Operations

ORIGINATOR: Doug Middleton, Executive Director of Service Delivery

PRECEDING ACTION:

Resolution No. 15-071, Adoption of the 2016 Budget

Resolution No. 15-038, Authorizing the Chief Executive Officer to Enter Into and Execute a New Multi-Year Interlocal Agreement with Sound Transit for ST Express Bus Operations and Maintenance, Effective July 1, 2015

COORDINATING DEPARTMENT: Operations, Finance and General Counsel

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

Proposed Resolution

BUDGET INFORMATION

2016 Budget Amount
\$0

Required Expenditure
\$206,999

Impact
\$206,999

Explanation: Authorize the amendment of the 2016 Operating Budget to increase the Operating Budget by \$206,999 and add seven (7) staff positions for the operation of Sound Transit service. Actual costs of Sound Transit 2016 service will be reconciled at year end and reimbursed by Sound Transit.

BACKGROUND:

Pierce Transit operates and maintains Sound Transit's express bus service in accordance with an Interagency Agreement with reimbursement from Sound Transit. Due to timing differences between Pierce Transit's budget cycle and Sound Transit's final service plan, the 2016 Budget did not reflect the total Sound Transit service hours. The change in Sound Transit 2016 service hours from Budget is 16,776, for a total of 324,267.

The following costs and personnel are requested as a 2016 Budget amendment in order to provide Sound Transit additional service hours:

Staffing Additions		
Position	Number of Positions	Estimated Cost
Transit Operator	5	\$ 101,894
Relief Transit Operator	1	11,833
Service Supervisor	1	93,272
Total	7	\$ 206,999

Costs are reimbursed by Sound Transit and are calculated based on actual costs at year end.

This amendment seeks authority to amend the 2016 Operating Budget, increases the 2016 Operating Budget by \$206,999 and adds seven (7) staff positions.

ALTERNATIVES:

Do not provide the service hours requested by Sound Transit.

RECOMMENDATION:

Approve Resolution No. 16-006, amending the 2016 Operating Budget, increasing the 2016 Operating Budget by \$206,999 and adding seven (7) staff positions.

RESOLUTION NO. 16-006

1 A RESOLUTION of the Board of Commissioners of Pierce Transit
2 Amending the 2016 Operating Budget to Increase the Budget by \$206,999
3 and Adding Seven (7) Staff Positions for Sound Transit Service
4

5 WHEREAS, by Resolution No 15-071, approved on the 14th day of December 2015, the Board of
6 Commissioners of Pierce Transit adopted the 2016 Agency Budget; and

7 WHEREAS, Pierce Transit and Sound Transit are authorized to contract for public transportation
8 services pursuant to RCW 36.57.080 and RCW 39.33.050; and

9 WHEREAS, by Resolution No 15-038, approved on the 8th day of June 2015, the Board of
10 Commissioners of Pierce Transit authorized the Chief Executive Officer to enter into a multi-year interlocal
11 agreement with Sound Transit for ST Express Bus Service Operations and Maintenance; and

12 WHEREAS, the change to 2016 budgeted Sound Transit hours is 16,776 service hours which due to
13 the agencies' respective budget cycles is higher than Pierce Transit budgeted; and

14 WHEREAS, the addition of these service hours requires seven (7) additional staff positions; and

15 WHEREAS, Sound Transit's Board of Directors has agreed to fund service hours provided by Pierce
16 Transit; and

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

18 The 2016 Operating Budget is hereby amended to increase the Operating Budget by \$206,999 and
19 add seven (7) staff positions.

20 ADOPTED by the Board of Commissioners of Pierce Transit at a regular meeting thereof held on the
21 11th day of April, 2016.

22 PIERCE TRANSIT

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26 Rick Talbert, Chair
27 Board of Commissioners

28 ATTEST/AUTHENTICATED

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30 _____
31 Deanne Jacobson, CMC
32 Clerk of the Board

FACT SHEET

TITLE: A Resolution Authorizing the Amendment of the 2016 Operating Budget to Increase the Operating Budget to Allow for 35 Staff Positions in Preparation of 2017 Pierce Transit Service Increase

DIVISION: Finance; Service Delivery and Support

ORIGINATOR: Wayne Fanshier, E.D of Finance

PRECEDING ACTION:

Resolution No. 15-071, Adoption of the 2016 Budget

COORDINATING DEPARTMENT: Operations, Finance, General Counsel

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

Proposed Resolution

BUDGET INFORMATION

2016 Budget Amount
\$0

Required Expenditure
\$1,040,469

Impact
\$1,040,469

Explanation: This amendment increases operating expenses by \$1,040,469 and adds 35 staff positions.

BACKGROUND:

The addition of 29,200 service hours is planned for March 2017. Training of transit operators and other personnel required for this service needs to begin in 2016 in order to have trained personnel available for the 2017 service increase. Authority is requested to increase the 2016 Operating Budget and add the following staff positions:

Staffing Additions		
Position	Number of Positions	Estimated Cost
Transit Operator	18	\$ 366,818
Relief Transit Operator	4	47,331
Service Supervisor	1	74,848
Journey Level Mechanic	5	119,083
Service Station Attendant	2	33,977
Communication System Technician I	2	156,011
Vehicle Custodian	1	14,667
Instructor	1	75,588
Human Resources Generalist	1	87,346
Human Resources Specialist - Limited Term	0	64,800
Totals	35	\$1,040,469

The Transit Operator, Relief Operator and Instructor positions are required to have trained operators available for the 2017 service. The Service Supervisor will support the additional service. The positions in the Maintenance Department (Journey Level Mechanic, Service Station Attendant, Vehicle Custodian and Communication System Technician I) are required to maintain the buses, fuel and clean them. These positions are direct costs of the planned 2017 service increase.

The Human Resources positions (Human Resource Generalist and Human Resource Specialist) are included to create the applicant flow and hiring pipeline required to fill these positions as well as to fill other positions vacated through attrition.

This amendment seeks the authority to amend the 2016 Budget and increase the Operating Budget by \$1,040,469 and add 35 staff positions.

ALTERNATIVES:

Do not authorize the 2016 Budget amendment. However, if this amendment is not approved, the March 2017 service increase would likely have to be delayed until later in 2017.

RECOMMENDATION:

Approve Resolution No. 16-007 authorizing amendment of the 2016 Budget to increase the Operating Budget by \$1,040,469 for the addition of 35 staff positions in preparation of 2017 Pierce Transit service increase.

RESOLUTION NO. 16-007

A RESOLUTION of the Board of Commissioners of Pierce Transit
Amending the 2016 Budget to Increase the Operating Budget to Allow for 35 Staff Positions
In Preparation of 2017 Pierce Transit Service Increase

WHEREAS, by Resolution No 15-071, approved on the 14th day of December 2015, the Board of Commissioners of Pierce Transit adopted the 2016 Agency Budget; and

WHEREAS, the addition of 29,200 service hours is planned for March 2017; and

WHEREAS, the increase in service hours requires additional personnel to be hired and trained in 2016; and

WHEREAS, the proposed 2016 Budget amendment increases operating expenses by \$1,040,469 and adds 35 staff positions to support the March 2017 increase in service hours; and

WHEREAS, the proposed 2016 Budget amendment will be funded by reserves; and

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

The Board of Commissioners hereby authorizes amendment of the 2016 Budget to increase the Operating Budget by \$1,040,469 and add 35 staff positions.

ADOPTED by the Board of Commissioners of Pierce Transit at a regular meeting thereof held on the 11th day of April, 2016.

PIERCE TRANSIT

Rick Talbert, Chair
Board of Commissioners

ATTEST/AUTHENTICATED

Deanne Jacobson, CMC
Clerk of the Board

FACT SHEET

TITLE: A Resolution Amending the 2016 Capital Budget to Add the 2016 Bus Expansion Project to the 2016 Capital Budget and Authorizing the Purchase of Seven (7) Forty-Foot Compressed Natural Gas (CNG) Expansion Coaches, Pursuant to Washington State Heavy-Duty Mass Transit Vehicles Department of Enterprise Services (DES) Contract No. 09214

DIVISION: Maintenance

ORIGINATOR: Kevin Zinski, Fleet Manager

PRECEDING ACTION:

Resolution 15-025, authorizing the amendment to 2015 Capital Budget to add the 2015 Bus Expansion Project and authorize the purchase of ten (10) forty-foot compressed natural gas (CNG) expansion coaches, pursuant to the GRTC Contract No. 114-13-07 and the Kansas City Area Transportation Authority (KCATA) Contract No. 13-5001-52; Resolution 15-071, Adoption of 2016 Budget;

COORDINATING DEPARTMENT: Budget; Fleet Maintenance

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

Proposed Resolution

BUDGET INFORMATION

2016 Budget Amount
\$0

Required Expenditure
\$4,467,631

Impact
\$4,467,631

Explanation: Add a 2016 Bus Expansion project to the Capital Budget, increase the 2016 Capital Budget by \$4,467,631 and approve the purchase of seven (7) forty-foot Compressed Natural Gas coaches. The purchase will be funded from available reserves.

BACKGROUND:

This resolution requests an amendment to add a 2016 Bus Expansion project to the 2016 Capital Budget in the amount of \$4,467,631 for the purchase of seven (7) forty-foot Compressed Natural Gas (CNG) expansion coaches

from Gillig Corporation pursuant to Washington State Heavy-Duty Mass Transit Vehicles Department of Enterprise Services (DES) Contract No. 09214.

The request to purchase expansion coaches is necessary to support the planned 2017 Pierce Transit service increase of 29,200 hours. The current lead time for purchase and delivery of coaches is 12 plus months from date of order; staff has worked with Gillig to negotiate an earlier build and delivery date in an effort to put these buses into service by the end of the second quarter of 2017. The Pierce Transit Contingency Reserve fleet has ten (10) 1999 high-floor, 40 foot, Gillig diesel buses that will be used to provide the added service hours until the new buses are delivered.

Staff recommends, in accordance with Ch. 39.34 RCW, entering into interstate compact agreements for the purchase of coaches competitively procured by DES instead of instituting Pierce Transit procurement, which would be duplicative of the Washington State Department of Enterprise Services procurement contracts.

Staff recently obtained an additional seven (7) formal assignment options pursuant to the DES contract. We have thoroughly reviewed the updated pricing received from Gillig Corporation and are satisfied that pricing for the DES contract is fair and reasonable, remains competitive in the market place. In addition, pre-award Buy America information has been received from Gillig Corporation which exceeds the Buy America regulations for American assembly and content.

The price quoted by Gillig for the DES option is \$543,382 per bus plus tax which includes the base price and additional options selected by Pierce Transit for a fully equipped coach. Also included in the budget amendment is \$295,000 in contingency funds for a two-day pre-production meeting in Hayward, California; an on-site mechanic at the Gillig plant to inspect the bus build over a 30-day period, as well as additional miscellaneous equipment required for installation prior to putting the coaches into revenue service. The total amount for 7 coaches is \$3,803,674 plus 9.7% sales tax and a \$295,000 in contingency for a total amount of \$4,467,631. Gillig has provided an excellent product and service in the past, and staff is confident this will continue in the future.

ALTERNATIVES:

An alternative would be to not order expansion coaches and use reserve coaches. However, the reserve coaches are over 16 years old with an average of 710,868 miles per coach. These coaches are high-floor diesel express buses that Sound Transit surplused and sold to Pierce Transit following the fire at our CNG fueling station and are not designed for local service.

RECOMMENDATION:

Approve Resolution No. 16-008 amending the 2016 Capital Budget to add the 2016 Bus Expansion Project to the 2016 Capital Budget, and authorize the purchase of seven (7) forty-foot Compressed Natural Gas Expansion Coaches, pursuant to the Department of Enterprise Services Contract No. 09214 in the amount of \$4,467,631.

RESOLUTION NO. 16-008

1 A RESOLUTION of the Board of Commissioners of Pierce Transit Amending the 2016 Capital Budget to Add the
2 2016 Bus Expansion Project to the 2016 Capital Budget and Authorizing the Purchase of Seven (7) Forty-Foot
3 Compressed Natural Gas (CNG) Expansion Coaches, Pursuant to Washington State Heavy-Duty Mass Transit
4 Vehicles Department of Enterprise Services (DES) Contract No. 09214
5

6 WHEREAS, by Resolution No 15-071, approved on the 14th day of December 2015, the Board of
7 Commissioners of Pierce Transit adopted the 2016 Agency Budget; and

8 WHEREAS, Resolution No. 15-025, approved on April 13, 2015, authorized the amendment to the
9 2015 Capital Budget to add the 2015 Bus Expansion Project and authorized the purchase of ten (10) forty-foot
10 compressed natural gas (CNG) replacement coaches, pursuant to the Greater Richmond Transit Company
11 (GRTC) contract no. 114-13-07 and Kansas City Area Transportation Authority (KCATA) Contract No. 13-5001-
12 52; and

13 WHEREAS, Resolution No. 15-071, approved on the December 14, 2015, the Board of Commissioners
14 of Pierce Transit adopted the 2016 Budget; and

15 WHEREAS, seven (7) expansion coaches are required for the anticipated fixed route service hour
16 increase in 2017; and

17 WHEREAS, the current lead time for purchase and delivery of coaches is close to a year from date of
18 order and staff has worked with the manufacturer to negotiate an earlier build and delivery date in an effort
19 to put the buses into service by the end of the second quarter of 2017; and

20 WHEREAS, pursuant to RCW 39.34, Pierce Transit is authorized to enter into a contract for purchase of
21 coaches through the DES Contract No. 09214 competitively procured by Washington State Department
22 Enterprise Services; and

23 WHEREAS, staff has reviewed and is satisfied that the procurement process used to develop the DES
24 Contract substantially complies with all state, federal and competitive rules and regulations; and

25 WHEREAS, staff has received the required pre-award Buy America Information from the manufacturer,
26 Gillig Corporation and finds it to meet or exceed the requirements of Buy America regulations; and

27 WHEREAS, the proposal from Gillig Corporation to provide seven (7) Forty-Foot CNG Coaches for
28 \$543,382 per bus, plus tax is considered to be fair and reasonable; and

29 WHEREAS, \$295,000 in contingency funds is included in the budget amendment for a two-day pre-
30 production meeting in Hayward, California; an on-site mechanic at the Gillig plant to inspect the bus build

1 over a 30-day period, as well as additional miscellaneous equipment required for installation prior to putting
2 the coaches into revenue service; and

3 WHEREAS, the Board of Commissioners of Pierce Transit finds it in the best interest of Pierce Transit to
4 amend the 2016 Capital Budget and authorize the purchase of seven (7) Forty-Foot CNG expansion coaches
5 from the DES contract; and

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

7 Section 1. The 2016 Capital Budget is herewith amended to reflect a new capital project: 2016 Bus
8 Expansion in the amount of \$4,467,631 which includes sales tax and contingency funds.

9 Section 2. The Chief Executive Officer is hereby authorized to purchase seven (7) Forty-Foot CNG
10 expansion coaches from Washington State Department of Enterprise Services Contract No. 09214 in the
11 total amount of \$4,467,631.

12 ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on
13 the 11th day of April, 2016.

14 PIERCE TRANSIT

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17 _____
18 Rick Talbert, Chair
19 Board of Commissioners
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21 ATTEST/AUTHENTICATED

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23 _____
24 Deanne Jacobson, CMC
25 Clerk of the Board
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FACT SHEET

TITLE: A Motion Authorizing the Purchase of Two (2) Warehouse Replacement Support Vehicles, Thirteen (13) Facilities Replacement Support Vehicles, and Two (2) Fleet Maintenance Replacement Support Vehicles from Washington State Contract Nos. 03613 and 03813

DIVISION: Service and Delivery

ORIGINATOR: Kevin Zinski, Fleet Manager

PRECEDING ACTION:

Resolution No. 14-067, adoption of the 2015 Budget which includes funding for purchasing Support Vehicles
Resolution No. 15-071, adoption of the 2016 Budget which includes funding for purchasing Support Vehicles

COORDINATING DEPARTMENT: Maintenance; Procurement

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

None

BUDGET INFORMATION

2015 Budget Amount	Required Expenditure	Impact
\$411,711.00	\$719,957	(\$83,468)
2016 Budget Amount		Under Budget
\$391,714.00		

Explanation: Funds are provided in Capital Project 0455, Support Vehicle Replacement 2015, and Capital Project 0474, and Support Fleet Replacement 2016, which are locally funded.

BACKGROUND

The two (2) Warehouse replacement support vehicles, thirteen (13) Facilities replacement support vehicles, and two (2) Fleet Maintenance replacement support vehicles are beyond their useful life and need to be replaced. Replacing the vehicles will help mitigate major component failures, downtime, and unplanned maintenance cost. The 2015 and 2016 Capital Budgets include two Support Vehicle Replacement projects; therefore, the funds are available to replace existing vehicles that meet the replacement parameters (10 Years or 120,000 miles) and are beyond their useful life. The required expenditure also includes \$118,000 in contingency funds for

miscellaneous equipment required for installation prior to putting the support vehicles into service. The State of Washington has established vehicle contracts that allow for use by political subdivisions. Staff has reviewed the contracts available and has identified the vehicles appropriate for our intended purpose. State Contract pricing is obtained on a competitive bid basis and is considered to be fair and reasonable.

ALTERNATIVES:

The alternative would be to develop specifications and solicit bids ourselves; however, in the past we were not able to achieve the same discounts offered in the state contracts due to combined statewide volume. The second alternative would be to not replace any of the support vehicles. However, these vehicles are beyond their useful life and will require higher maintenance costs.

RECOMMENDATION:

A motion authorizing the purchase of two (2) warehouse replacement support vehicles, thirteen (13) facilities replacement support vehicles, and two (2) fleet maintenance replacement support vehicles from Washington State Contract Nos. 03613 and 03813.

FACT SHEET

TITLE: A Resolution Adopting Destination 2040, The Long Range Plan

DIVISION: Transit Development

ORIGINATOR: Darin L. Stavish, Principal Planner

PRECEDING ACTION: N/A

COORDINATING DEPARTMENT: Planning Department

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

Proposed Resolution
[Exhibit A](#) (provided electronically)

BUDGET INFORMATION

2016 Budget Amount
N/A

Required Expenditure
N/A

Impact
N/A

Explanation: N/A

BACKGROUND:

Destination 2040, 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. It was created to provide direction as Pierce Transit begins restoring and expanding fixed route transit service and related infrastructure improvements over both the mid-term and long-term. Once adopted, Pierce Transit will use the LRP's revised and updated Performance Measures and Service Guidelines to easily but accurately demonstrate that the fixed routes are meeting or exceeding their targets. The other two service types – SHUTTLE (paratransit) and Vanpool (commuter alternative) – will also be required to adhere to new metrics as they too are monitored over time.

This action follows three open houses for community outreach (in Lakewood, Puyallup, and Tacoma) and City Council presentations at 11 PTBA municipalities plus unincorporated Pierce County. In addition, a public hearing that was held at a regular Board of Commissioners meeting on March 14, 2016, where the municipal planning partner and stakeholder outreach process was discussed. A summary of comments received on the document since the public review and comment period opened on February 5, 2016, was also presented. Cost estimations contained in the LRP are based on projected future growth in service hours and the revenues needed to meet the various scenarios, but are only illustrative or hypothetical since the document is not fiscally constrained. As with past plans, future updates to the LRP (likely beginning in 2020) will include any new funding sources, plus the population and employment impacts of the South Puget Sound Region's changing landscape, especially as it affects the surface transportation infrastructure.

ALTERNATIVES:

The alternative would be to not adopt the Long Range Plan. This is not recommended as the document's recommendations and measures for growth in Pierce Transit services will be utilized by the Puget Sound Regional Council Metropolitan Planning Organization as they begin updating their own long range plan, Transportation 2040, beginning in 2017 for adoption in 2018.

RECOMMENDATION:

Approve Resolution No. 16-009, adopting Destination 2040, the Agency's Long Range Plan, in substantially the same form as Exhibit A.

RESOLUTION NO. 16-009

A RESOLUTION of the Board of Commissioners of Pierce Transit
Adopting Destination 2040, the Long Range Plan

WHEREAS, Destination 2040, the Long Range Plan, provides guidance on issues related to growth in service hours and capital facilities, unconstrained fixed route scenarios, regional coordination, performance measures and system performance standards; and

WHEREAS, the Revised Code of Washington (RCW) Chapter 47.06.040 notes that the plans developed under each component of the Statewide Multimodal Transportation Plan must be consistent with the state transportation policy plan and with each other, reflect public involvement, be consistent with regional transportation planning, high capacity transportation planning, and local comprehensive plans prepared under chapter 36.70A RCW, and include analysis of intermodal connections and choices. The emphasis for these plans shall be the relief of congestion, the preservation of existing investments and downtowns, and the ability to attract or accommodate planned population and employment growth; and

WHEREAS, Pierce Transit held three open houses for community outreach (in Tacoma on February 3, Puyallup on February 16, and Lakewood on February 25) and conducted City Council presentations at 11 PTBA municipalities plus unincorporated Pierce County regarding the Destination 2040 Long Range Plan; and

WHEREAS, the Pierce Transit Board of Commissioners held a public hearing on the proposed Destination 2040 Long Range Plan at their regular meeting on March 14, 2016.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Pierce Transit that Destination 2040, the Long Range Plan with Appendices, is hereby adopted in substantially the same form as Exhibit A and on file in the office of the Clerk of the Board and by reference is incorporated herein as though fully set forth and shall constitute Pierce Transit's Long Range Plan for horizon year 2040.

ADOPTED by the Board of Commissioners of Pierce Transit at a regular meeting thereof, held on this 11th day of April, 2016.

PIERCE TRANSIT

Rick Talbert, Chair
Board of Commissioners

1 ATTEST/AUTHENTICATED

2

3

4 Deanne Jacobson, CMC

5 Clerk of the Board

FACT SHEET

TITLE: A Motion Awarding a Contract to Nova Contracting, Inc., for Construction of the Tacoma Dome Station East G Street Bus Bay Expansion Project
 DIVISION: Finance
 ORIGINATOR: Monica Adams

PRECEDING ACTION: Resolution No. 15-071, Approval of the 2016 Budget

COORDINATING DEPARTMENT: Transit Development

APPROVED FOR SUBMITTAL:

 Chief Financial Officer

APPROVED FOR AGENDA:

 Chief Executive Officer

 General Counsel

ATTACHMENTS: None

BUDGET INFORMATION

2016 Budget Amount
 \$505,624 (construction only)

Required Expenditure
 Contract + 10% contingency

Impact
 Under budget

Explanation: N/A

BACKGROUND:

This project seeks to design and construct three or four new bus zones, improve lighting, security monitoring and pedestrian enhancements on East G Street between Puyallup Avenue and E 25th St. By providing these additional zones and passenger facilities, Pierce Transit and our partner agencies will have sufficient capacity for future expansion. Options to turn buses around became limited after selling the Broadway turnaround in 2012 and even more so as we de-emphasized Commerce Street and brought more service to Pacific Ave.

This Resolution requests the authority to award a contract for the TDS East G Street Bus Bay Expansion Project to Nova Contracting, Inc. This is a Pierce County Regional Council grant project with a total budget of \$744,024.

A call for bids was advertised on March 3rd. The bid due date was April 1st. The responsive bidders were as follows:

Nova Contracting Inc	\$349,500.00
RV Associates	\$570,0113.00

The lowest qualified and responsive bid was submitted by Nova Contracting, Inc. in the amount of \$349,500.00. Staff checked references, which proved to be favorable. Staff is confident that Nova Contracting is able to perform the work required for this project.

ALTERNATIVES:

Rebid (only if project is over budget or only one bid received)
Cancel the project and return the remaining funds to PCRC.

RECOMMENDATION:

Authorize the Chief Executive Officer to enter into and execute a contract with Nova Contracting, Inc., for the construction of the TDS East G Street Bus Bay Expansion Project in the amount of \$349,500.

FACT SHEET

TITLE: A Motion Authorizing a Cost-of-Living (COLA) and Benefits Adjustment for Non-Represented Employees

DIVISION: Administration

ORIGINATOR: Vivienne Kamphaus, Interim Executive Director of Administration

PRECEDING ACTION: Resolution 14-076 Authorizing a Revision of the Non-Represented Employee Salary Structure and Benefits for Non-Represented Employees

COORDINATING DEPARTMENT: Human Resources

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

None

BUDGET INFORMATION

Required Expenditure
\$452,000

Explanation: The 2016 required expenditure is already incorporated into the 2016 Budget. This expenditure is also in alignment with the Agency's six-year financial plan and provides consistency for our non-represented staff due to the COLA and benefit offerings provided earlier this year to union members.

BACKGROUND:

Earlier this year, the Agency settled the ATU contract for approximately 780 employees and provided a Cost-of-Living Adjustment for 2016, increased the Employer's contribution to the Employee's 457 accounts, and increased the medical insurance waiver by \$50. It is the desire of the Agency to provide some parity with our non-represented staff with respect to these wage and benefit areas.

Specifically, effective May 1, 2017, for non-represented staff, the Agency would like to provide parity as follows:

	ATU Represented Employees	Non-Represented Employees
COLA	Provide a Cost-of-Living Adjustment of 3%	Same
Insurance	Increase the medical insurance waiver by \$50 for	Same

FACT SHEET
PAGE 2

Waiver	employees who elect to not have medical coverage through the Agency because they already have insurance through a spouse or other means and choose to waive their medical coverage	
Deferred Compensation	Increase the employer match from 4.0% to 4.25% for employees with less than 10 years of service; 5.0% to 5.25% for employees with 10-14 years of service; and 5.5% to 6% for employees with more than 15 years of service	Same

ALTERNATIVES:

The alternative is to reject the proposal provided and have the non-represented employees fall behind with respect to the cost-of-living and benefits provided other employees within the Agency.

RECOMMENDATION:

Authorize the Chief Executive Officer to implement the Cost-of-Living and Benefit Adjustments as presented in FS 16-022, effective May 1, 2016.

FACT SHEET

TITLE: A Resolution Authorizing Amendment of Section 6.2 of the Personnel Rules – Vacation Leave, to Provide Different Vacation Leave Accrual Rates or a Vacation Bank of Hours Upon Hire for Hard to Fill Professional Positions

DIVISION: Administration

ORIGINATOR: Vivienne Kamphaus, Interim Executive Director of Administration

PRECEDING ACTION:

Resolution 80-100 Adoption of Pierce Transit Personnel Rules and Regulations;
Resolution 2004-046 Authorizing Revisions and Updates to Personnel Manual

COORDINATING DEPARTMENT: Human Resources

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

Proposed Resolution
Exhibit A, Proposed Policy Change

BUDGET INFORMATION

Required Expenditure
Dependent Upon Hire/Case-By-Case

Explanation: The cost associated with this benefit change would be realized when an employee utilizes vacation that was accrued at a higher rate or when an employee separates from employment. Vacation leave is a funded liability and therefore part of the annual budget expenditures. This expenditure is also in alignment with the Agency's six-year financial plan and provides an opportunity for our Agency to competitively recruit for professional positions that are difficult to fill or for when a seasoned professional is being sought who is already at a higher level of vacation leave accrual.

BACKGROUND:

The Agency seeks authorization to modify Personnel Rules, Section 6.2 – Vacation Leave to address an issue we are experiencing with recruiting for hard to fill, professional positions. When recruiting in today's market, in order to attract seasoned professionals within the industry, it is helpful to be able to meet or exceed the candidate's current vacation accrual rate as part of a job offer package. Not being able to have the flexibility to tender such an

offer impedes the ability to compete with other employers that can offer such leave, and acts as a deterrent for candidates in professional disciplines considering employment with Pierce Transit.

Currently, in accordance with Personnel Policy, employees receive 4 hours each pay period of vacation per year (13 days per year) as part of their new hire benefit.

We are requesting authorization to modify Personnel Rules, Section 6.2. B (Non-Represented Rate of Accruals) to include the following paragraph:

“At the discretion of the Chief Executive Officer, which discretion may be delegated to the Executive Director of Administration, the Agency may offer accelerated leave accrual rates of up to 6.4616 hours each pay period (21 days per year), or a one-time allowance of a bank of 40 vacation hours upon hire for professional positions that are difficult to fill and/or to acquire a highly talented candidate. ”

The standards that would guide eligibility for the accelerated leave accruals or a one-time bank of vacation hours upon hire would include: the complexity of the professional position being recruited for; the decision making authority granted to that position; years of experience and expertise of the candidate; talent pool quality; and market availability of qualified candidates.

ALTERNATIVES:

The alternative is to reject the proposal. Potential impact: the Agency may not be able to compete with other government agencies and companies that have the flexibility to offer this benefit for hard to fill positions or to attract seasoned professionals in the industry sought.

RECOMMENDATION:

Approve Resolution No. 16-010 amending Section 6.2 B of the Personnel Rules - Vacation Leave to allow for accelerated vacation leave accruals or a vacation bank of hours upon hire for hard to fill professional positions, effective May 1, 2016.

RESOLUTION NO. 16-010

1 A RESOLUTION of the Board of Commissioners of Authorizing Amendment of Section 6.2 of Personnel Rules –
2 Vacation Leave, to Provide Different Vacation Leave Accrual Rates or a Vacation Bank of Hours
3 Upon Hire for Hard to Fill Professional Positions
4

5 WHEREAS, Pierce Transit’s Personnel Rules with regard to vacation leave for non-represented
6 employees have not been amended since 2004; and

7 WHEREAS, the Agency has experienced issues with recruiting for hard to fill, professional positions;
8 and

9 WHEREAS, in order to attract seasoned professionals within the industry sought, the Board finds that
10 it may be helpful to be able to offer a different vacation accrual rate than is currently offered to non-
11 represented employees as part of a job offer package; and

12 WHEREAS, currently, non-represented employees earn four hours each pay period of vacation (13
13 days per year) as part of their new hire benefit; and

14 WHEREAS, the CEO or designee should be authorized to award accelerated leave accruals or a one-
15 time bank of vacation hours upon hire when one or more of the following factors justifies such an award: the
16 complexity of the professional position being recruited for; the decision making authority granted to that
17 position; years of experience and expertise of the candidate; talent pool quality; and/or market availability of
18 qualified candidates.

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

21 Section 1. The Board of Commissioners hereby authorizes amending the Personnel Rules as set
22 forth in Exhibit A attached hereto and authorizes the Chief Executive Officer or designee to offer accelerated
23 vacation leave accrual rates or a vacation bank of hours upon hire for hard to fill professional positions as set
24 forth therein.

25 ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on
26 the 11th day of April, 2016.

27 PIERCE TRANSIT

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29 _____
30 Rick Talbert, Chair
31 Board of Commissioners

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ATTEST/AUTHENTICATED

Deanne Jacobson, CMC
Clerk of the Board

Resolution 16-010

Exhibit A
Proposed Policy Change

6.2 Vacation Leave

6.2.1 Rate of Accrual of Vacation Leave

....

B. Non-represented employees shall accrue vacation leave by reason of tenure. Increases in the accrual rate shall begin in January of the year in which periods of aggregate service are completed according to the following schedule:

- 1) At hire through December 31 in which year 4 is completed: 4 hours each pay period (13 days per year)
- 2) On January 1 of the year in which year 5 is completed: 4.9231 hour each pay period (16 days per year)
- 3) On January 1 of the year in which year 9 is completed: 5.5385 hours each pay period (18 days per year)
- 4) On January 1 of the year in which year 14 is completed: 6.4616 hours each pay period (21 days per year)
- 5) On January 1 of the year in which years 19 through 28 are completed: For each of these years an additional 0.3077 hour will be accrued each pay period (1 additional day per year)

Non-represented part-time employees shall accrue a pro-rated portion of the above schedule.

At the discretion of the Chief Executive Officer, which may be delegated to the Executive Director of Administration, the Agency may offer accelerated leave accrual rates of up to 6.4616 hours each pay period (21 days per year), or a one-time allowance of a bank of 40 vacation hours upon hire for professional positions that are difficult to fill and/or to acquire a highly talented candidate.