

PIERCE TRANSIT BOARD MEETING
Training Center, Rainier Room
March 12, 2012
4:00 P.M.

AGENDA

Page Nos.

CALL TO ORDER

WELCOME NEW BOARD MEMBER – Lauren Walker, City of Tacoma

ROLL CALL

APPROVAL OF VOUCHERS

1-4 **APPROVAL OF MINUTES** February 13, 2012

PUBLIC COMMENT

PRESENTATIONS

1. Operator of the Quarter – Bill Lajiness
Scott Gaines,
Fixed Route Asst. Mgr.
2. Legislative Update
Briahna Taylor, Al Ralston,
Gordon Thomas Honeywell

PUBLIC HEARING

Proposed Sale of Surplus Property Van Sawin, Fleet Manager

ACTION AGENDA

- | | | |
|--------------|--|------------------------|
| 5-6 | 1. Authority to Declare Sixteen (16) 1998 Forty-Foot Low-Floor CNG Coaches Surplus and Public Sale Thereof | Van Sawin |
| 7-9 | 2. Authority to Purchase Twenty (20) Fifteen-Passenger Vans from State Contract No. 04311 | Van Sawin |
| 10-11 | 3. Authorizing Recognition for Service Excellence of Transit Operator Ted Sharp | Lynne Griffith,
CEO |

INFORMATIONAL/DISCUSSION BOARD ITEMS

1. Sound Transit Update Commissioners McCarthy &
Strickland

Page Nos.

STAFF/POLICY DISCUSSIONS

1. CNG Fueling Station Update

Larry McCarty, Facilities
Maintenance Manager

2. PTIC Update

Justin Leighton,
Public Relations Coordinator

3. June Service Change Update

Lynne Griffth

12

4. Sole Source Disclosure

Wayne Fanshier, VP of
Finance

5. Budget Update

Wayne Fanshier

6. Mildred Street Overlay

Tina Lee, Capital
Planning Manager

ADJOURNMENT

**PIERCE TRANSIT
BOARD OF COMMISSIONERS
MINUTES
February 13, 2012**

CALL TO ORDER

Chair Strickland called the meeting to order at 4:09 p.m.

ATTENDANCE

Commissioners present:

Marilyn Strickland, Chair of the Board, Tacoma City Mayor
Don Anderson, Lakewood Deputy Mayor
Tim Farrell, Pierce County Councilmember
Jake Fey, Tacoma City Councilmember
Pat McCarthy, Pierce County Executive
Steve Vermillion, Puyallup/University Place Representative (*Puyallup Councilmember*)
Don McKnight, President/Business Agent, ATU Local 758

Staff present:

Lynne Griffith, CEO
Wayne Fanshier, VP of Finance
Alberto Lara, VP of Administration
Kelly Hayden, Acting VP of Operations
Lars Erickson, Public Relations Officer
JoAnn Artis, Transportation Manager Service Support
Terry Artz, Risk Manager
Rod Baker, Public Safety Chief
Bill Cassio, Deputy Chief of Public Safety/Transit Police
Carlos Davis, Fleet Maintenance Manager
Kristine Dupille, HR Manager
Dan Dzyacky, Sr. Manager Transportation
Lani Fowlkes, Vanpool Assistant Manager
Jerry Heath, Transit Operator Assistant Manager
Jason Hovde, Safety Officer
Tina Lee, Capital Planning Manager
Larry McCarty, Facilities Maintenance Manager
Keith Messner, Information Technology Manager
Doug Middleton, Transportation Manager, Transit Operators
Tony Oliver, Security Sergeant
Liz Passmore, Finance Assistant Manager
Gisela Ratajski, Procurement Manager
Cathie Reid, Budget Assistant Manager
Van Sawin, Fleet Manager
Amber Simonsen, Executive Project Manager
Bill Spies, Sr. Manager Maintenance
Kathy Sullivant, Finance Manager

Joan Cormany, Physical Security Supervisor
Marvino Gilliam, Safety & Service Quality Administrator
John Harkins, Security Specialist
Linda Honeycutt, Budget Analyst
Justin Leighton, Public Relations Coordinator
Jay Peterson, ORCA Administrator
Tim Renfro, ADA Eligibility Administrator
Elvy Sablan, Security Specialist
Barb Schatz, Sr. Executive Assistant/Deputy Clerk of the Board
Ashley Smith, Project Controls Assistant
Peter Stackpole, Principal Planner
Sharon Stockwell, Business Partnerships Coordinator
Isaac Tate, Operator
Zack Willhoite, Network Admin Specialist
Treva Percival, Assistant to the CEO/Clerk of the Board

Others Present:

Tammie Cox, Citizen
Whitney Rhodes, Pierce County
Raul Silva, First Transit
Tom Wolfendale, Legal Counsel

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 February 9, 2012. Commissioners Farrell and Fey **moved** and seconded to approve the vouchers subject to proper audit. Motion **carried**.

Those vouchers included in the listing are further described as follows:

Operating Fund #10
Self Insurance Fund #40
ST Self Insurance Fund #41
Capital Fund #90

Voucher numbers were 322194 through 322569 and wire numbers were 0917 through 0929 for a total of \$7,876,987.34.

APPROVAL OF MINUTES

Commissioners Anderson and Farrell and **moved** and seconded to approve the October 10, 2011, November 14, 2011, and January 9, 2012, regular Board meeting minutes as presented by staff. Motion **carried**.

PUBLIC COMMENT

Tammie Cox, 6615 – 150th ST SW #127, Lakewood 98439. She is concerned about the bus schedules. They need to be extended to 6 p.m. She knows of people getting stuck at the Lakewood and Tacoma Mall transfer stations.

PRESENTATIONS

1. Ginny Wise, Director of the Grants Program at the Transportation Security Administration (TSA), presented Pierce Transit with the **TSA Gold Standard Award for Transit Security**. She said Pierce Transit was being recognized for achieving a strong security program as evidenced by the high scores on our most recent Baseline Assessment for Security Enhancement (BASE). BASE is a comprehensive review of Pierce Transit's security program, focusing on 17 categories identified by the transit community as fundamental for a sound, transit security program. TSA considers Pierce Transit's caliber of performance as deserving of special attention and commends us for the commitment and hard work this achievement requires.
2. Facilities Maintenance Manager Larry McCarty gave an update on the CNG Fueling Station. He said construction was still in progress but there with some setbacks from which they are still recovering. He expects to be fueling buses on-site by mid-to-late march. And, the entire project should be completed within the 150 days, mid-to-late April. Larry introduced John Boatman, Project Manager from Project Dimensions.
3. Executive Project Manager Amber Simonsen presented the Pierce Transit Tomorrow Close-Out Report. She thanked the Board for its support, which was instrumental in the direction and success of this project. This two-year effort encompassed five areas of focus: Operational Efficiency, System Redesign, Public Involvement, Organizational Capability, and Strategy. Amber also thanked the many Pierce Transit employees who contributed to the execution of this project.
4. Human Resources Manager Kristine Dupille talked about the Non-Represented Employees Classification and Compensation Study. Without a substantial revision in over 10 years this study is necessary. Pierce Transit has contracted with Fox Lawson Consulting to help with the review and redesign of positions and pay. The study begins in March and the resulting recommendations will be presented to the Board by the end of the year.

ACTION ITEMS

1. Commissioners Farrell and Fey **moved** and seconded to Approve Resolution 12-002 **Adoption of the 2011-2016 Transit Development Plan**. Motion **carried**.
2. Commissioners Farrell and Fey **moved** and seconded to Approve Resolution 12-003 **Amendment of the 2012 Capital Budget and Authority to Execute Related Grant Funding Agreement with Washington State Department of Transportation**. Motion **carried**.
3. Commissioners Farrell and Fey **moved** and seconded to Approve Resolution 12-004 **Resolution of Appreciation for Sound Transit**.

WHEREAS, on February 28, 2011, Pierce Transit experienced a catastrophic explosion of its compressed natural gas (CNG) compressors resulting in complete loss of fueling capability; and

WHEREAS, Pierce Transit had insufficient resources to ferry its fleet to alternate fueling locations on a regular basis without significant overtime costs and service disruption; and

WHEREAS, Sound Transit staff immediately took action to loan of up to 50 diesel coaches to Pierce Transit in order to minimize reliance on CNG vehicles and service disruption; and

WHEREAS, Pierce Transit has put over one quarter of a million miles on the loaned vehicles in delivering much needed service to its customers.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners, staff, and employees of Pierce Transit extend sincere appreciation for the support provided by Sound Transit's Staff and employees.

ADOPTED by the Board of Commissioners of Pierce Transit at a regular meeting thereof held on the 13th day of February 2012.

Motion **carried**.

4. Commissioners Farrell and Fey **moved** and seconded to Approve Resolution 12-005 **Authority to Execute a Sole Source Contract with Trapeze Software Group to Upgrade our Advanced Traveler Information System (ATIS) – the Agency Trip Planning System.** Motion **carried**.

COMMITTEE APPOINTMENTS

Chair Strickland said the members of the Board should think about on which committee they would like to serve; the Finance Committee, Executive Committee, or the Security Ad Hoc Committee; and email her with their preference.

INFORMATIONAL/DISCUSSION BOARD ITEMS

Sound Transit Update ~ Commissioner McCarthy stated the Sounder Station in Lakewood would be opening in the fall of 2012. Regarding the consternation coming out of Federal Way as it related to Link light rail – the Sound Transit Board will be taking action based on a recommendation by South King County representatives Pete von Reichbauer and Julia Patterson to look at forwarding an allocation of funds to put more planning dollars towards getting the Link further south. Changes in the Board – Chair Strickland will be replacing Commissioner Fey. Mary Moss of Lakewood and Dave Enslow of Sumner continue to serve.

CEO Lynne Griffith shared that six transportation systems in the Puget Sound area streamed a 30-minute live press conference today regarding a house bill that has been issued to end dedicated transit funding.

STAFF/POLICY DISCUSSION

Public Transportation Improvement Conference (PTIC) Update ~ Pierce Transit General Counsel Tom Wolfendale gave a brief update on the PTIC. He thanked Pierce Transit staff members Justin Leighton, Treva Percival, and Peter Stackpole for their efforts to keep the PTIC on track. A brief discussion followed regarding the Timeline and Decision Points chart and the Public Transportation Benefit Area Preliminary Delineation map handouts.

EXECUTIVE SESSION

At 5:17 p.m., Commissioners Farrell and Fey **moved** and seconded to adjourn to Executive Session pursuant to RCW 42.30.110(1)(i)(i)(ii) and (iii). *To discuss with legal counsel representing the agency, potential litigation to which the agency, the governing body, or a member acting in an official capacity may, or is likely to become, a party and/or legal risks of a proposed action that the agency had identified when public discussion of the legal risks is likely to result in an adverse legal or financial consequence to the agency for a period not to exceed 10 minutes.* Motion **carried**.

At 5:27 Chair Strickland extended the Executive Session for 10 minutes. She reconvened the meeting at 5:37 p.m.

ADJOURNMENT

Chair Strickland adjourned the meeting at 5:38 p.m.

Treva Percival, MMC
Clerk of the Board

Marilyn Strickland, Chair
Board of Commissioners

Prepared by: Barbara Schatz, Senior Executive Assistant/Deputy Clerk of the Board

FACT SHEET

TITLE: Declaration of Surplus of Sixteen (16) 1998 Forty-Foot, Low-Floor CNG Buses and Authorization for Sale Thereof

DEPARTMENT: Operations

ORIGINATOR: Van Sawin

PRECEDING ACTION: N/A

COORDINATING DIVISION: Maintenance, Purchasing

APPROVED FOR SUBMITTAL: _____
Vice President

APPROVED FOR AGENDA: _____
Chief Executive Officer Legal Counsel

ATTACHMENTS: Resolution, List of Surplus Vehicles

BUDGET INFORMATION

2012 Budget Amount
N/A

Required Expenditure
N/A

Impact

BACKGROUND: This resolution requests that the Board of Commissioners declare sixteen (16) forty-foot, low floor CNG buses surplus and authorize the sale thereof.

Staff has identified sixteen (16) 1998 New Flyer CNG coaches that are surplus to the needs of the agency. A detailed list of the surplus vehicles is attached.

The surplus vehicles are old, have reached the end of their useful life and are no longer economical to maintain. Due to the service cuts necessitated by the economic down-turn and the unsuccessful tax vote in 2011 these vehicles will not be replaced. Staff intends to offer these vehicles for sale at a public auction.

ALTERNATIVES: The alternative would be to keep the equipment; however it is no longer useful to the Agency.

RECOMMENDATION: Declare sixteen (16) miscellaneous vehicles surplus and authorize sale thereof.

RESOLUTION NO. 12-006

A RESOLUTION of the Board of Commissioners of Pierce Transit
Declaring Sixteen (16) 1998 Forty-Foot, Low-Floor CNG Buses Surplus
and Authorizing Sale thereof

WHEREAS, Pierce Transit is a municipal corporation as defined in the Revised Code of
Washington; and

WHEREAS, Pierce Transit has complied with the provisions of RCW 39.34.020 Disposal of
Surplus Property; and

WHEREAS, Pierce Transit has sixteen (16) 1998 forty-foot, low-floor CNG New Flyer coaches
that are no longer of use to the Agency; and

WHEREAS, the vehicles are of an age and condition where they are no longer economical to
repair; and

WHEREAS, due to the 2011 service cuts and the current poor economic situation these
coaches will not be replaced; and

WHEREAS, the Board of Commissioners of Pierce Transit finds it in the best interest of Pierce
Transit to declare the sixteen (16) coaches surplus and authorize the sale thereof to the public;

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

Section 1. Said sixteen (16) 1998 forty-foot, low-floor CNG New Flyer coaches are herewith
declared surplus and authorized for sale as described herein.

ADOPTED by the Board of Commissioners of Pierce Transit at a regular meeting thereof held
on the 12th day of March 2012.

Marilyn Strickland, Chair
Board of Commissioners

ATTEST:

Treva Percival, MMC
Clerk of the Board

FACT SHEET

TITLE: Authority to Purchase Twenty (20) Fifteen-Passenger Vanpool Vans from Washington State Contract No. 04311

DIVISION: Operations

ORIGINATOR: Van Sawin

PRECEDING ACTION: Resolution No. 11-029, Adoption of the 2012 Agency Budget;
Resolution No. 12-003, Amendment of the 2012 Capital Budget and Authority to Execute Related Grant Funding Agreement with Washington State Department of Transportation

COORDINATING DEPARTMENT: Maintenance, Vanpool, Procurement

APPROVED FOR SUBMITTAL:

Vice President

APPROVED FOR AGENDA:

Chief Executive Officer

Legal Counsel

ATTACHMENTS:

Resolution

BUDGET INFORMATION

2012 Budget Amount
\$550,000

Required Increase
\$532,740

Impact
\$17,260
Under budget

EXPLANATION: \$440,000 of the required funds are available through a new grant from Washington State Department of Transportation.

BACKGROUND: This resolution seeks authority to purchase twenty (20) fifteen-passenger Chevrolet Express Vans from Bud Cleary Auto Dealerships through existing Washington State Contract No. 04311.

At its February 2012 meeting, the Board of Commissioners added funding for twenty (20) vanpool expansion vans to the 2012 Capital Budget and authorized execution of a grant from Washington State DOT providing 80% of funding for said vans. Pierce Transit will use the vans to support JBLM troops and civilians, and to aid in congestion mitigation in the I-5 corridor.

JBLM has expanded exponentially over the past decade and is preparing for even more growth. By 2015, JBLM estimates it will have 70 percent more military personnel than it had in 1990. With more than 31,000 active-duty service members stationed there now, traffic became worse over the summer, extending peak travel times and resulting in the I-5 corridor experiencing its severest congestion in its history. At times the normal drive time doubled between Olympia and Tacoma.

As a lead partner in the [JBLM Growth Coordination Plan](#), Pierce Transit is committed to supporting JBLM. With twenty (20) 15-passenger expansion vans, Pierce Transit will be able to serve up to 300 JBLM service members and civilians. A Pierce Transit contract employee is currently dedicated to JBLM vanpool recruitment outreach. A productive working relationship has been developed between the agencies with Pierce Transit having a presence on JBLM's Commute Trip Reduction (CTR) team. The twenty expansion vans will assist both JBLM and Pierce Transit in achieving needed traffic mitigation objectives.

In order to obtain the vehicles in the most expeditious manner, staff has reviewed the vehicle contracts established by Washington State and has identified vehicles appropriate for our intended purpose. State Contract pricing is obtained on a competitive bid basis and is considered to be fair and reasonable. Cost of the vans including options will be \$26,637 each for a total of \$532,740.

ALTERNATIVES: The alternative would be not to purchase the vans from the existing State Contract and to develop a bid and contract ourselves. However, this would delay the purchase considerably. In addition, historically, pricing under State vehicle contracts is based on statewide quantities and has been substantially lower than we are able to obtain on our own.

RECOMMENDATION: Authorize Purchase of twenty (20) fifteen-passenger vanpool vans from Washington State Contract No. 04311.

RESOLUTION NO. 12-007

A RESOLUTION of the Board of Commissioners of Pierce Transit
Authorizing Purchase of Twenty (20) Fifteen-Passenger Vanpool Vans from
Washington State Contract No. 04311

WHEREAS, by Resolution No. 11-029, approved on the 12th day of December 2011, the Board of Commissioners of Pierce Transit adopted the 2012 Agency Budget; and

WHEREAS, by Resolution No. 12-003, approved on the 13th day of February 2012, the Board of Commissioners of Pierce Transit amended the 2012 Capital Budget and authorized execution of a related grant funding agreement with Washington State Department of Transportation; and

WHEREAS, the amended 2012 Capital Budget includes funding for twenty (20) fifteen-passenger vanpool expansion vans; and

WHEREAS, Pierce Transit has been working with Joint Base Lewis McCord (JBLM) on solutions to their transportation needs and mitigation of traffic congestion created by the increase of soldiers and families stationed at the base; and

WHEREAS, promoting a vanpool program at the base is considered to be an effective way to support those goals; and

WHEREAS, Washington State Contract No. 04311 provides for vehicles appropriate for Pierce Transit's purpose and permits participation by Pierce Transit; and

WHEREAS, the contract includes specifications and options for twenty (20) fifteen-passenger Chevrolet Express vans at a cost of \$26,637 each or a total of \$532,740; and

WHEREAS, pricing available from the State of Washington Contract has been arrived at competitively and is considered to be fair and reasonable; and

WHEREAS, the Board of Commissioners of Pierce Transit finds it in the best interest of Pierce Transit to purchase twenty (20) fifteen-passenger Chevrolet Express Vans from Washington State Contract No. 04311;

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

Section 1. Chief Executive Officer is herewith authorized to purchase twenty (20) fifteen-passenger Chevrolet Express Vanpool Expansion Vans from Washington State Contract No. 04311 as described.

ADOPTED by the Board of Commissioners of Pierce Transit at a regular meeting thereof held on the 12th day of March 2012.

Marilyn Strickland, Chair
Board of Commissioners

ATTEST:

Treva Percival, MMC
Clerk of the Board

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

Ted Sharp, Transit Operator

RESOLUTION NO. 12-008

A RESOLUTION of the Board of Commissioners of Pierce Transit
Authorizing the Recognition for Service Excellence of Transit Operator Ted Sharp

WHEREAS, Pierce Transit needs to value this employee's success and;

WHEREAS, you have been an employee of Pierce Transit for 10 years and;

WHEREAS, you have been nominated for; and received numerous attendance and safety awards, two commendations for exceptional service during an evacuation of Orting residents during a storm and;

WHEREAS, on August 24th, 2011, while operating the Route 61 in Northeast Tacoma you did witness a passenger lapse into unconsciousness while you operated your route; and

WHEREAS, you came to the aid of the passenger and also contacted the Pierce Transit Communication Center and then performed Cardio Pulmonary Resuscitation (CPR) on the passenger until medical help arrived; and;

WHEREAS, the passenger's life was saved and has recovered due to your willingness to take action and quick thinking to assess the situation and act;

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

Section 1. The Board of Commissioners recognizes and thanks Operator Ted Sharp for service excellence above and beyond the call of duty when rendering assistance to a passenger in distress.

ADOPTED by the Board of Commissioners of Pierce Transit at a regular meeting thereof held on the 12th day of March 2012.

Marilyn Strickland, Chair
Board of Commissioners

ATTEST:

Treva Percival, MMC
Clerk of the Board

Change Orders & Amendments - Sole Source Over \$10,000					
	Name	Description/Project	Explanation	Contract Amount	Eff. Date
1	Aramark Uniform Services	Laundry service for maintenance.	This is a contract extension. Laundry service is currently out to bid.	\$ 25,536.16	3/1/2012
2	Berger/ABAM Engineers, Inc.	Amendment 3 to Task Order 5 for the Master Agreement. Change in tasks due to the CNG explosion.	Change in contractor would cause delays/hardships/added costs.	\$ 16,636.70	2/2/2012
Contracts/Proprietary - Sole Source Over \$10,000					
	Name	Description/Project	Explanation	Contract \$ Amount	Eff. Date
	N/A				
Other - Sole Source Over \$10,000					
	Name	Description/Project	Explanation	Contract \$ Amount	Eff. Date
3	Microsoft	Premier Support Renewal Agreement/Annual Maintenance Agreement.	Service provider for existing systems.	\$ 80,728.98	1/1/2012
4	S & A Systems, Inc.	Maintenance service on Fleetwatch software and equipment.	Service provider for existing systems.	\$ 13,410.00	12/1/2011
5	Tacoma Community College	Training for PT employees assigned by task order.	Specialized training to meet the needs of PT employees. On site training is provided.	\$ 20,000.00	1/1/2012
6	T.S. Marshall & Associates	Employee training services.	Specialized training to meet the needs of PT employees. On site training is provided.	\$ 20,000.00	1/1/2012

Change Orders & Amendments: Master Agreements sometimes have Change Orders and Amendments. The reason could be for time extensions to a contract, or a situation where changing a contractor before the work is complete could cause delays, hardships, and/or added costs to the project. Change Orders and Amendments most often happen with construction contracts.

Contracts/Proprietary: The service or product is not provided by another vendor.

Other: A special circumstance when specialized knowledge or skill is needed for a project and there is limited time and vendors with the expertise.