

PIERCE TRANSIT BOARD MEETING

Training Center, Rainier Room

February 10, 2014

3:00 PM

SPECIAL STUDY SESSION MEETING

AGENDA

The Regular Board Meeting will follow this meeting at 4:00 PM.

CALL TO ORDER

ROLL CALL

STAFF/POLICY DISCUSSIONS

**1. Review of Community Transportation
Advisory Group (CTAG) Activities and
Review of Proposed Revisions to the CTAG
Charter**

Carol Mitchell, Public Relations Officer
Terence Artz, Risk Manager
Ken Gibson, CTAG Member

**2. Review of Vanpool Request for
Information**

Lani Fowlkes, Vanpool Assistant Manager

ADJOURNMENT

Pierce Transit

Community Transportation Advisory Group – Charter

Proposed Revisions as of February 10, 2014

Article I: Name of Group

The name of this group shall be "Community Transportation Advisory Group." Pierce County Public Transportation Benefits Area (Pierce Transit) has created a community advisory group called the Community Transportation Advisory Group (CTAG).

Article II: Purpose

The purpose of the CTAG is to offer an opportunity for community stakeholders to provide feedback and suggest improvements and recommendations on plans, policies, and services offered by Pierce Transit. CTAG meetings provide a forum for interactive discussions ~~between with~~ community stakeholders ~~and Pierce Transit staff input, and s well as create a conduit amplify Pierce Transit's proactive efforts~~ to inform and ~~educate get information out to~~ the public. The CTAG is an advisory body to the Pierce Transit Board of Commissioners (Board). The CTAG ~~will represents~~ the interests of the community and assists ~~s~~ staff and the ~~Board Board of Commissioners~~ in meeting ~~Pierce Transit's strategic goals, priorities of ensuring quality customer service, developing new markets, adding value to the community, developing new revenue streams, and valuing employee success.~~

Article III: Scope of Work

The CTAG is an ~~integral part of Pierce Transit's overall public involvement efforts and an important conduit for obtaining public input, communicating to the public, and encouraging public support for transit. important conduit not only for obtaining public input and ideas, but also for communicating to the public and encouraging public support for transit.~~ CTAG's specific scope of work is to:

1. ~~Act as an informed stakeholder group from which Pierce Transit proactively solicits advice;~~
2. ~~Offer suggestions and recommendations to Pierce Transit for achieving its strategic goals;~~
3. ~~Expand Pierce Transit's awareness of the public's perceptions of its activities, and speak on behalf of constituents when commenting on Pierce Transit's plans, policies and services;~~
4. ~~Inform and educate the public about Pierce Transit's operations;~~
5. ~~Provide an alternative forum for individual citizens to engage with Pierce Transit and present information in greater detail than possible at regular Board meetings; and,~~
6. ~~Report its activities to the Board on at least a quarterly basis.~~

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~~As such, CTAG helps the Agency by partnering with the public to support Agency priorities. Specifically, the CTAG will help Pierce Transit:~~

1. ~~Ensure quality customer service by providing information on service quality and changes in public needs, as part of a strategic cycle of public involvement;~~
2. ~~Develop new markets by identifying new market segments, providing input on customer activity, and serving as ambassadors for the Agency to their respective constituencies;~~
3. ~~Add value to the community by considering transit in their community and development planning efforts, and promoting the benefits of transit to the business community;~~
4. ~~Develop new revenue streams by identifying potential public private partnerships and cost containment opportunities and legislative changes that encourage innovation, and making the case for transit investment; and~~
5. ~~Value employee success by providing feedback on service quality, allowing the Agency to target training and professional development needs.~~

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Article IV: Composition

The CTAG shall be composed of no more than nine (9) members appointed by the ~~Board~~ ~~Pierce Transit Board of Commissioners~~. Members ~~hip~~ shall reflect Pierce Transit's service area and strive for broad, inclusive, regional, and diverse representation to increase the reach and effectiveness of ~~CTAG's~~ purpose. Pierce Transit ~~staff employees ("staff")~~ cannot serve as members of ~~CTAG the Group~~, but may ~~support the Group in facilitating support CTAG with~~ the selection of members, ~~the~~ conduct of meetings, ~~the creation of agenda items~~, and communication with ~~the Pierce Transit Board, other agency staff,~~ or the public.

Article V: Membership Selection Process

Broad representation ~~by CTAG by the Group~~ is critical. The Board of Commissioners expects CTAG members to serve as representatives ~~offer~~ their ~~respective~~ communities and constituents, using all available venues to gather information and prepare for

productive participation. To achieve this outcome, CTAG recruitment will be through the Pierce Transit website, local newspapers, and communication with established community partners. Members will be selected through an application process. The goal is to identify eligible participants that represent the populations listed below. The Board of Commissioners or a designated subgroup of the Board, will review all applications along with the staff and recommend prospective new members for ation and appointment by the Board. Staff will recommend members for reappointment to the Board.

CTAG members must meet the stated membership requirements and that reside or work within the Pierce Transit service area. Examples of populations from whom participation may be sought include:

- Service Users (Fixed Route, Paratransit, Vanpool)
- Chambers of Commerce
- Community-at-Large
- Students
- Faith Community
- Higher Education/Administration/Faculty
- Medical Community/ Public Health
- Neighborhood Associations
- Persons with Disabilities
- Public Agencies/Law Enforcement
- Civic Associations
- Senior Citizens
- Business Owners
- Social Service Agencies

This list is neither comprehensive nor exclusive. The Board and staff will have discretion to expand this list or recruit individuals so long as the CTAG Group's composition meets the goal of broad, inclusive, regional, and diverse representation. Membership applications will be made available sent to all who have requested an application, to people suggested by CTAG members, the Board, staff, members of the community, or organizations and agencies representing the participation list above.

Article VI: Membership Terms and Appointment Rotation Process

Membership recruitment and filling of vacancies on the CTAG will be an ongoing process. In order to maintain creativity and avoid complacency, the initial membership terms will be staggered. To do this, the first slate only of candidates submitted to the Board for approval shall consist of three sub-groups, assigned to candidates by lottery:

- Slate 1: Three members to serve for one year, with an option to reapply (subject to Board approval) for a subsequent full term if they wish to continue membership;
- Slate 2: Three members to serve for two years, with an option to reapply (subject to Board approval) for a subsequent full term if they wish to continue membership; and
- Slate 3: Three members to serve for three years (full term).

After the first initial slate's rotation is seated complete, all new members will be subject to three year terms, with at least three members appointed or re-appointed each year. members will be appointed for a three-year term and may be reappointed for one additional consecutive three-year term, for a maximum of six consecutive years. Upon completion of their terms, members are expected to relinquish their position unless approved by the Board for reappointment a position with to the CTAG the Group. Staff may develop, subject to Board review, further rules related to seating of members and terms of service as necessary and appropriate to facilitate the CTAG Group's purpose under this charter.

Article VII: Operating Guidelines

The CTAG will conduct its business in accordance with Washington State's Open Public Meetings Act, RCW 42.30 and Public Disclosure Laws RCW 42.56. CTAG The Group will select one of its members to serve as the CTAG Chair ("Chair") for a term not to exceed one year, and a limit of no more than two consecutive terms. Pierce Transit staff will be assigned to record meeting minutes and report them to the Board. The members of the CTAG will serve in a voluntary role and without salary. Upon request, CTAG members may be provided ORCA passes to enable active participation in CTAG Group proceedings and projects. Travel by volunteer

members is otherwise not reimbursed according to Pierce Transit policy. As its first order of business, ~~the~~ CTAG will adopt operating procedures to carry out its purpose under this charter, which at a minimum will address:

- The frequency of meetings (monthly, quarterly, etc.);
- The process and timing for selecting the CTAG Chair, who will serve as the spokesperson for the CTAG; and
- The completion of a charter review at least once every three years.

To facilitate this process, Pierce Transit staff will prepare and present to the ~~the~~ CTAG a proposed set of operating procedures for consideration and approval at the first meeting of the group.

Article VIII: Attendance, ~~and~~ Removal and Resignation of Members

~~For an excused absence, members must notify the staff Liaison and/or the CTAG Chair at least 24 hours prior to the meeting. A pattern of ~~any two~~ unexcused absences in a 12-month period, or other conduct that seriously interferes with a member's ability to perform his or her duties, may result in ~~will result in~~ forfeiture of the a recommendation for removal of the member to the Board. Such recommendations for removal shall be made upon motion and approval by a quorum of CTAG members, or by the CEO with notice to the CTAG Chair, ~~member's position on the CTAG.~~ Pierce Transit staff will track attendance, ~~and send a~~ notification of CTAG's or the CEO's intent to recommend membership removal ~~forfeiture will automatically be sent to the respective member.~~ The notice will include the date the matter is scheduled to appear on the CTAG agenda. ~~when two unexcused absences in a 12-month period occur.~~ Members whose positions are being considered for removal will have a reasonable opportunity to respond during the discussion of the motion by CTAG. The failure to appear at the meeting during which the agenda item is discussed will be deemed a forfeiture of the member's position on the CTAG. Any recommendation for removal must be approved by the Board before taking effect.~~

~~For an excused absence, members must notify the staff liaison 24 hours prior to the meeting. A pattern of significant absences will be reviewed by the Chair who then may make a recommendation for forfeiture to the Board. Further, Pierce Transit staff or CTAG membership may recommend removal of an individual member for any reason, subject to approval by the Board. A member who resigns his or her position prior to the expiration of a term shall notify the CTAG Chair and the staff Liaison in writing at least two weeks prior to the member's intended resignation date. The resigning member shall return any Pierce Transit property, including any ORCA card which might have been issued, to the staff Liaison not later than the intended resignation date. The staff Liaison will notify the Pierce Transit CEO and the Chair of the Pierce Transit Board of the member's resignation and staff shall record the resignation in the minutes of the CTAG.~~

Article IX: CTAG Liaison ~~Team~~ ~~Team~~ (AgencyPierce Transit Staff)

The ~~AgencyPierce Transit~~ CEO shall appoint Pierce Transit staff to serve as the CTAG Liaison Team ("Liaison Team"). The Liaison Team shall consist of 1) a ~~staff Liaison(s) facilitator~~ to guide and serve as a resource for the ~~CTAGGroup~~, and 2) administrative support staff to acquire meeting facilities and equipment, record, transcribe, and distribute minutes, ~~and distribute~~ other materials, including the agenda. Other duties of the Liaison Team include preparation of agenda forms and attachments to communicate CTAG issues and recommendations to the Pierce Transit Board of Commissioners. When requested, and for new members, the Liaison Team will provide information and orientation to CTAG members in specific areas including, but not limited to, defined responsibilities and legal requirements, nomenclature, history, mission, vision, services, policies, budget, strategic communications plans, ~~t~~Transit ~~d~~Development ~~p~~Plans, partnerships, and community outreach practices.

Article X: Dissolution

The Board shall have the sole power to dissolve the CTAG, ~~to appoint or remove members,~~ and may exercise ~~its~~~~their~~ power ~~to dissolve, appoint and remove~~ at any time ~~and for any reason.~~



For 2/10/14 Board Work Session

Summary - Vanpool Request for Information (RFI) report out

2013 – Staff was charged to research the cost of contracting out vanpool services.

A Request for Information (RFI) was issued in Oct 2013. Responses were received in late November. The two largest private vanpool providers responded – Enterprise and VRide.

Current PT vanpool costs:

PT Direct Costs total \$3.1M

PT Indirect costs total \$1.7M

PT Capital annual costs total \$1.1M (assuming no grant funding)

PT costs that remain even if services are contracted out total \$1.4M

Enterprise and VRide

RFI Responses

- Cost to have VRIDE take over current vanpool services: \$5,342,023
Approx. \$860K or 19 % above current PT costs
- Cost to have Enterprise take over current vanpool services: \$6,522,643
Approx. \$2M or 45% above current PT costs

Added cost of contracting:

Based on a Cost benefit analysis performed by Project Manager, Erik Solberg, last yr., a Contract Administrator is needed, at an annual cost of \$102K, if services were to be contracted.

Recommendation for vanpool operations

Based on the results of our research, it is our recommendation to continue operating vanpool services in-house.

Follow up on outstanding issue regarding service area.

Recommendation for VP service area

It is our recommendation to maintain the current countywide vanpool service area.