



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

AGENDA

CALL TO ORDER

ROLL CALL

SPECIAL BUSINESS

- Election of Vice Chair Chair Keel

SPECIAL INTRODUCTION

- New Employee Introduction~ Alexandra Fastle, Government and Community Relations Officer Rebecca Japhet Communications Manager

PRESENTATIONS

- CTAG 2nd Quarter Update Cody Bakken, CTAG Member
- Employee Recognition~ Ashley Smith, Project Controls Coordinator Heidi H. Soule Project Management Office Manager
- Financial Update Wayne Fanshier Chief Financial Officer

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.)

- p. 19 2. Minutes: Regular Board Meeting of June 13, 2016
- p. 23 3. FS 16-042, A Resolution Authorizing the Chief Executive Officer to Execute Amendment #1 to the Northeast Tacoma Route 903 Funding Agreement with King County Metro
- p. 29 4. FS 16-043, A Resolution Authorizing Amendment of the 2016 Capital Budget to Increase the Cameras on Buses Project Budget in the Amount of \$265,419.29 to Add Wi-Fi and Cellular Systems on Pierce Transit Buses
- p. 33 5. FS 16-044, A Motion Authorizing Amendment No. 2 Year Contract PT 32-14 with Apollo Video Technology for the Purchase of Equipment, Software and Installation of a Wi-Fi and Cellular System on Pierce Transit Buses
- p. 35 6. FS 16-048, A Motion Authorizing Amendment No. 1 with QBSI, Modifying the Scope of the Contract to Include Printer Maintenance, Support and Supplies

ACTION AGENDA

- p. 37 1. FS 16-045, A Resolution Authorizing
Amending the 2016 Capital Budget to increase
the TDS Mid-life Maintenance Project Budget to
Include Lighting Improvements
Clint Steele
Senior Project Manager
- p. 43 2. FS 16-046, A Resolution Authorizing
Amending the 2016 Capital Budget to Add Four
Transit Center and Park and Ride Renewal
Projects
Clint Steele
Senior Project Manager
- p. 47 3. FS 16-047, A Resolution of the Board of
Commissioners of Pierce Transit Authorizing
Amending the 2016 Capital Budget to Add the
Commerce Placemaking Project to the 2016
Capital Budget
Janine Robinson
Senior Planner

STAFF UPDATES/DISCUSSION

- CEO Report
Sue Dreier
Chief Executive Officer

INFORMATIONAL BOARD ITEMS

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

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.

EXECUTIVE SESSION

ADJOURNMENT

**PIERCE TRANSIT
BOARD OF COMMISSIONERS
MINUTES**

June 13, 2016

CALL TO ORDER

Rick Talbert called the meeting to order at 4:05 pm.

Commissioners present:

Kent Keel, Chair of the Board, City of University Place Mayor Pro Tem
Rick Talbert, Pierce County Councilmember
Don Anderson, City of Lakewood Mayor
Daryl Eidinger, City of Edgewood Mayor (*representing Fife/Milton/Edgewood*)
Nancy Henderson, Town of Steilacoom Councilmember
(*representing Auburn/Gig Harbor/Fircrest/Pacific/Ruston/Steilacoom*)

Commissioners excused:

Marilyn Strickland, Mayor of the City of Tacoma
Ryan Mello, City of Tacoma Councilmember
Heather Shadko, City of Puyallup Councilmember
Pat McCarthy, Pierce County Executive

Staff present:

Sue Dreier, Chief Executive Officer
Dana Henderson, General Counsel
Deanne Jacobson, Assistant to the CEO/Clerk of the Board
Kristol Bias, Records Coordinator/Deputy Clerk of the Board

SPECIAL BUSINESS

1. FS 16-040, Election of Pierce Transit Board Chair, Term Effective Until the First Board of Commissioners meeting in June, 2018

Commissioners Anderson and Henderson **moved** and seconded to elect Kent Keel to serve as the chair, with term commencing upon election and ending at the first Board of Commissioners' meeting in June, 2018. Commissioner Talbert agreed to chair the remainder of the meeting. He also noted that unless anyone has any objection, he will continue to serve on the board of the Combined Communications Network (CCN). There was no objection.

Motion **carried**.

ANNOUNCEMENTS

Sue Dreier, CEO, gave an introduction welcoming Dan Pike, Executive Director of Planning and Communications to the Pierce Transit team. Dan comes to Pierce Transit with a wide array of experience in transportation, long range planning and political awareness.

PRESENTATIONS

May Operator of the Month Alberto Rodriguez

Eric Gallagher, Transit Operator Assistant Manager, recognized Alberto Rodriguez for being selected May 2016 Operator of the Month. Mr. Gallagher honored Mr. Rodriguez for providing exemplary customer service since being hired in April 2007 and the Board extended their appreciation to Mr. Rodriguez for his service.

Ridership Report

Peter Stackpole, Service Planning Assistant Manager, presented Pierce Transit's latest Ridership Report that included statistics on monthly fixed route ridership YTD, suburban routes by month, urban routes YTD, express routes, trunk routes, SHUTTLE monthly boardings and vanpool monthly boardings.

Overall, findings showed ridership being up on Pierce Transit's trunk routes, and declining on Pierce Transit's suburban routes, albeit not as much as this time last year. Pierce Transit conducted an intensive outreach campaign along Route 4, which included mailing bus passes, free ORCA card offers and The Bus Stops Here books to people along the route. Mr. Stackpole concluded with noting Pierce Transit's goal is to grow ridership, not stabilize it.

Capital Projects Report

Heidi Soule, Project Management Office Manager, provided an update on Pierce Transit's latest Capital Projects Report that included updates on revenue vehicles, facilities/amenities and technology.

A short discussion ensued and clarification was given regarding project tracking, source of funding, timelines and new financial software.

PUBLIC COMMENT

Rick Talbert provided direction for public comment and the following individual(s) spoke:

- 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.

CONSENT AGENDA

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

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

Motion **carried**, 5-0.

1. Approval of Vouchers, June 2, 2016

Operating Fund #10
Self-Insurance Fund #40
Capital Fund #90
Voucher CK Nos. 349523 through 350018
Advance Travel Checks 1100 through 1108
Wire Nos. 1701 through 1719
Total \$5,724,806.21

2. Minutes: Regular Board Meeting of May 9, 2016
3. FS 16-035, approved Resolution No. 16-018, adopting revisions to Pierce Transit Code Section 3.63.040 Capital Reserve and 3.63.050 Policy review as presented.
4. FS 16-036, approved Resolution No. 16-019, authorizing revisions to Pierce Transit Code Section 3.12.030 - Goods and services as presented in Exhibit A.
5. FS 16-037, approved Resolution No. 16-020, authorizing the addition of Section 4 to Pierce Transit Code Section 3.13.090 – Capital Contract Administration as set forth in Exhibit A.
6. FS 16-038, authorized the Chief Executive Officer to enter into and execute Task Order No. 2 to the Master On-Call Agreement with Gray and Osborne for Architect/Engineering services relating to the Facilities Critical Repairs Project at 512 Park and Ride for an amount not to exceed \$86,500.
7. FS 16-041, approved Resolution No. 16-021, authorizing amendments to Pierce Transit Code Section 1.32.020 – Disposition, and Section 1.32.030 – Claims by Employees as set forth in Exhibit A.

ACTION AGENDA

1. **FS 16-039, Approved Resolution No. 16-022, Authorizing Pierce Transit to Continue Operating Route 63 Northeast Tacoma Express, Effective September 11, 2016**

Commissioners Keel and Eidinger **moved** and seconded to affirm authorizing staff to continue operating the Route 63 NE Tacoma Express service.

Tina Lee, Community Development Administrator, reported on the item illustrating ridership data trends and noting the completion of the customer comment phase. Pierce Transit did not ask to add hours, but rather to continue to operate with the current route service.

Motion **carried**, 5-0.

STAFF UPDATES/DISCUSSIONS

CEO Report

Chief Executive Officer Sue Dreier reported on the following items:

- Feedback welcomed regarding the slight change in Board meeting set up.

- Invitations extended for the Board Composition Meeting being held on June 29, 2016 at 6:00 pm. Meeting will encompass whether the Board composition is to remain the same or change. A majority vote is needed should an interest to change Board composition arise.
- Next Generation of ORCA is kicking off and set for 2021. There will be a need for an organized meeting made up of elected officials to weigh in on the categorization of fares in the near future.

INFORMATIONAL BOARD ITEMS

Chair Report

A joint Board/Community Transportation Advisory Group (CTAG) meeting is scheduled to be held on July 11, 2016 at 5:30 pm to receive an overview on the comprehensive route analysis.

Sound Transit Update

None.

Commissioners' Comments

Commissioner Keel expressed the pleasant time he had attending the Tacoma Rainier's baseball game on June 2, 2016 with Pierce Transit employees, noting it was a nice cooperative effort by all.

EXECUTIVE SESSION

None.

ADJOURNMENT

Commissioners Keel and Anderson **moved** and seconded to adjourn the meeting at 4:50 pm.

Motion **carried**, 5-0.

Deanne Jacobson
Assistant to the CEO/ Clerk of the Board

Kent Keel, Chair
Board of Commissioners

FACT SHEET

TITLE: A Resolution Authorizing the Chief Executive Officer to Execute Amendment No.1 to the Northeast Tacoma Route 903 Funding Agreement with King County Metro

DIVISION: Community Development

ORIGINATOR: Tina Lee, Community Development Administrator

PRECEDING ACTION:

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

Resolution No. 15-037, Implementation of the Northeast Tacoma Demonstration Project

Resolution No. 15-044, Authorization to Execute a One-Year Agreement with King County Metro (KCM) for Service in Northeast Tacoma

Resolution No. 16-022, Authorization to Continue Operating Route 63 Northeast Tacoma Express Effective September 11, 2016

COORDINATING DEPARTMENT: Business Development Office; Service Planning

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

Proposed Resolution
Exhibit A, Proposed Amendment No. 1

BUDGET INFORMATION

12- Month Budget Amount
\$160,350

Required Expenditure
\$160,350

Impact
\$160,350 in 2016

Explanation: 2016 funds were allocated to contracted services in the 2016 Budget.

BACKGROUND:

The Pierce Transit Board of Commissioners authorized implementation of the Northeast Tacoma Demonstration Project at their June 8, 2015 meeting. The demonstration includes a Northeast Tacoma to Downtown express service and a partnership with King County Metro (KCM) to provide feeder service to the Pierce Transit Rt. 63

Northeast Tacoma Express. The Board of Commissioners also authorized a funding agreement with KCM at their July 13, 2015 meeting. The Northeast Tacoma demonstration service has been well received by the community and riders. Both the City of Tacoma Transportation Commission and the Pierce Transit Community Transportation Advisory Group recommended that the service continue to operate. The Board of Commissioners authorized continued operation of the Pierce Transit Route 63 Northeast Tacoma Express at their June 13, 2016 meeting.

The KCM Route 903 operates as a feeder service bringing passengers from Northeast Tacoma and the Browns Point area to Pierce Transit's Route 63 service. That agreement expires on September 27, 2016 but may be extended an additional two year term if mutually-acceptable to both parties through a written amendment to the agreement. Either party may terminate the agreement with written notice at least 90 days prior to Metro's next scheduled service change date.

KCM is agreeable to extending the agreement. Staff seeks authority to enter into Amendment No. 1 to the interlocal agreement with KCM so that feeder service can continue to operate.

ALTERNATIVES:

Do not move to approve Amendment #1 to the agreement with King County Metro.

RECOMMENDATION:

Approve Resolution No. 16-023 authorizing the Chief Executive Officer to enter into and execute Amendment No. 1 to the Northeast Tacoma Route 903 Transit Service Funding agreement with King County Metro for feeder service in Northeast Tacoma, effective September 11, 2016.

RESOLUTION NO. 16-023

1 A RESOLUTION of the Board of Commissioners of Pierce Transit Authorizing the Chief Executive Officer
2 to Execute Amendment No.1 to the Northeast Tacoma Route 903 Funding Agreement with King County Metro
3

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

6 WHEREAS, by Resolution No. 15-037, approved on 8th day of June 2015, the Board of Commissioners
7 of Pierce Transit authorized implementation of the Northeast Tacoma Demonstration Project; and

8 WHEREAS, the Interlocal Cooperation Act, RCW 39.34, permits local governmental entities to make
9 the most efficient use of their powers by enabling them to engage in joint or cooperative action; and

10 WHEREAS, by Resolution No. 15-044, approved on July 13, 2015, the Board of Commissioners of
11 Pierce Transit authorized a One-Year Agreement with King County Metro (KCM) for Service in Northeast
12 Tacoma; and

13 WHEREAS, the existing funding agreement between Pierce Transit and KCM provides for an additional
14 two (2) year term if the Northeast Tacoma Route 903 transit service extension is deemed viable by both
15 parties; and

16 WHEREAS, by Resolution No. 16-022, approved on June 13, 2016, the Pierce Transit Board of
17 Commissioners authorized staff to continue operating Northeast Tacoma Express effective September 11,
18 2016; and

19 Whereas, KCM has agreed to a two year extension to continue the partnership with Pierce Transit to
20 provide feeder service to the Pierce Transit Route 63 NE Tacoma Express; and

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

22 Section 1. Pursuant to RCW 39.34, the Board of Commissioners authorizes the Chief Executive
23 Officer to enter into and execute Amendment No. 1 to the Northeast Tacoma Route 903 Transit Service
24 Funding Agreement, which is attached hereto as Exhibit A, with King County Metro for feeder service in
25 Northeast Tacoma, effective September 11, 2016.

26 ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on
27 the 11th day of July, 2016.
28
29

1
2
3
4
5
6
7
8
9
10
11
12
13
14

PIERCE TRANSIT

Kent Keel, Chair
Board of Commissioners

ATTEST/AUTHENTICATED

Deanne Jacobson, CMC
Clerk of the Board

AMENDMENT #1
NORTHEAST TACOMA ROUTE 903 TRANSIT SERVICE
FUNDING AGREEMENT

Between

PIERCE TRANSIT

And

KING COUNTY

This Amendment #1 to the Northeast Tacoma Route 903 Transit Service Funding Agreement ("Amendment #1") is made and entered into by and between the Pierce County Public Transportation Benefit Authority ("Pierce Transit"), and King County, a home rule charter county of the State of Washington, through its Department of Transportation, Metro Transit Division ("County" or "Metro"), either of which may be referred to collectively as "Parties" or individually as a "Party."

WHEREAS Pierce Transit and County have entered into the Northeast Tacoma Route 903 Transit Service Funding Agreement ("Agreement") dated July 28, 2015, to establish the terms and conditions under which Pierce Transit will provide funding for the County to extend the transit service on County's Route 903 to serve the Northeast Tacoma community and to connect that community to public transportation options in the Pierce Transit service area; and

WHEREAS the Agreement may be extended by written amendment for an additional two (2) year term if funding for the service is approved by the Pierce Transit Board of Commissioners; and

WHEREAS the Pierce Transit Board of Commissioners adopted Resolution 16-022, on June 13, 2016, Authorizing the Chief Executive Officer to continue operating Route 63 Northeast Tacoma Express Effective September 11, 2016; and

WHEREAS Pierce Transit and County now desire to amend the terms of the Agreement in accordance with this Amendment #1.

NOW, THEREFORE, for and in consideration the terms, covenants and conditions set forth below, Pierce Transit and County hereby agree as follows:

- 1. Amendment to Section 5. Effective Date, Duration and Extension.** Section 5 is deleted and substituted with

5. EFFECTIVE DATE, DURATION AND EXTENSION

This Agreement will become effective upon signature by both Parties and will expire on December 30, 2018, unless terminated earlier pursuant to the terms of this Agreement.

2. **Amendment to EXHIBIT A, SERVICE DESCRIPTION.** Exhibit A, Designated Contact Staff or on-going Operations is updated with:

PIERCE TRANSIT:

Peter Stackpole
Service Planning Manager
Pierce Transit
3701 96th St SW
Lakewood WA 98499-4421
(253) 581-8131
pstackpole@piercettransit.org

PIERCE TRANSIT

KING COUNTY

Sue Dreier, CEO
Pierce County Public Transportation Benefit
Authority

Rob Gannon, General Manager
King County Department of Transportation,
Metro Transit Division

Date: _____

Date: _____

FACT SHEET

TITLE: A Resolution Authorizing Amendment of the 2016 Capital Budget to Increase the Cameras on Buses Project Budget in the Amount of \$265,419.29 to Add Wi-Fi and Cellular System on Pierce Transit Buses

DIVISION: Finance

ORIGINATOR: Monica Adams, Project Manager

PRECEDING ACTION:

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

Resolution No. 14-069, Authority to Execute a Contract with Apollo Video Technology for the Purchase, Install and Software for Cameras on Buses System.

Amendment No. 1, Authorizing Contract

COORDINATING DEPARTMENTS: Budget, Project Management Office, Operations, Maintenance

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

Proposed Resolution

BUDGET INFORMATION

2016 Budget Amount	Required Expenditure	Impact
\$2,050,391.00	\$195,835.72	\$265,419.29
	<u>\$19,583.57</u> 10% contingency	
	\$215,419.29 Apollo Total	
	<u>\$50,000.00</u> array & configure	
	\$265,419.29	

Explanation: This amendment increases the Cameras on Buses budget to include Wi-Fi and Cellular Systems on Buses as well as hiring the services of another vendor to reconfigure the existing wireless network and install additional arrays as needed.

BACKGROUND:

The Cameras on Buses project has included the purchase and installation of all components for an on-board camera system with wireless download capabilities. The system has been installed in 140 fixed route buses, not

including SHUTTLE vehicles. This included cameras, wiring, DVR, external antennae, access antennae, software, training and a two-year warranty. Software was installed in 30 Public Security vehicles and three Service Supervisor vehicles which provide "Live Look-in" functionality.

The current system requires that the first responder vehicle be within 250 feet of the bus in order to log into the cameras on a bus. In some situations, this distance could put the first responder in harm's way. The proposed enhancement will allow first responders the ability to log into a bus from anywhere there is cellular coverage. In addition, this proposed cellular system is expected to improve the uploading performance of the existing camera system. An enhanced benefit of improving this system is that we will be able to provide Wi-Fi on buses for our customers.

ALTERNATIVES:

Do not proceed with amending the budget to add the additional scope at this time. This is not a recommended alternative because the expected benefits of the system would be lost and our existing system would continue to pose difficulties in logging into the system for first responders and in uploading data. .

Fund the Wi-Fi on Buses project that would be proposed in the 2017 Capital Budget if this amendment does not proceed. By waiting to fund the project until 2017, Pierce Transit's Public Safety Department would continue to experience issues with offloading videos causing them to manually pull the video from the bus instead of access it remotely. This would also delay providing Wi-Fi service on buses for customers.

RECOMMENDATION:

Approve Resolution No. 16-024, Amending the 2016 Capital Budget to increase the Cameras on Buses project budget in the amount of \$265,419.29 to add Wi-Fi and Cellular System on Pierce Transit Buses as well as hiring the services of another vendor to reconfigure the existing wireless network and install additional arrays as needed.

RESOLUTION NO. 16-024

1 A RESOLUTION Of The Board Of Commissioners Of Pierce Transit Authorizing Amendment Of The 2016 Capital
2 Budget To Increase The Cameras On Buses Project Budget In The Amount Of \$265,419.29 To Add Wi-Fi And
3 Cellular System On Pierce Transit Buses
4

5 WHEREAS, by Resolution No. 13-037, approved on the 9th day of December 2013, the Board of
6 Commissioners of Pierce Transit adopted the 2014 Agency Budget, including the Cameras on Buses project;
7 and

8 WHEREAS, by Resolution No. 14-069, approved on the 8th day of December 2014, the Board of
9 Commissioners of Pierce Transit granted Authority to Execute a Contract with Apollo Video Technology for the
10 Purchase, Install and Software for Cameras on Buses system; and

11 WHEREAS, a camera system with wireless download capabilities was installed in 2015 on our fixed
12 route buses; and

13 WHEREAS, a Wi-Fi and Cellular system on Pierce Transit buses would be a benefit to Pierce Transit's
14 customers; and

15 WHEREAS, the Wi-Fi and Cellular system would provide first responders the opportunity to look into
16 the bus in an emergency situation yet remain far enough from the bus to be out of harm's way; and

17 WHEREAS, reconfiguring the existing wireless network and will also improve the performance of the
18 wireless offloading of the imagery recorded from the camera system; and

19 WHEREAS, a minimum of 136 fixed route Pierce Transit buses, will be equipped with the Wi-Fi and
20 cellular system, excluding SHUTTLE vehicles, which will allow our customers Wi-Fi access on the bus; and

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

22 Section 1. The Board of Commissioners approves amendment of the 2016 Capital Budget to
23 increase the Cameras on Buses project budget in the amount of \$265,419.29 to add a Wi-Fi and Cellular
24 System on Pierce Transit Buses and reconfigure the existing wireless network.

25 ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on
26 the 11th day of July, 2016.
27

1
2
3
4
5
6
7
8
9
10
11
12
13
14

PIERCE TRANSIT

Kent Keel, Chair
Board of Commissioners

ATTEST/AUTHENTICATED

Deanne Jacobson, CMC
Clerk of the Board

FACT SHEET

TITLE: A Motion Authorizing Amendment No. 2 to Contract PT 32-14 with Apollo Video Technology for the Purchase of Equipment, Software and Installation of a Wi-Fi and Cellular System on Pierce Transit Buses

DIVISION: Finance

ORIGINATOR: Monica Adams, Project Manager

PRECEDING ACTION:

Resolution No. 14-069, Authority to Execute a Contract with Apollo Video Technology for the Purchase, Install and Software of the Cameras on Buses System.

Amendment No. 1, authorizing contract extension to December 31, 2016.

Resolution No. 16-024, Amendment of 2016 Capital Budget to Increase the Cameras on Buses Project Budget in the amount of \$265,419.29.

COORDINATING DEPARTMENT: Budget, Maintenance, Operations, Project Management Office

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

None

BUDGET INFORMATION

2016 Budget Amount	Required Expenditure	Impact
\$2,050,391.00	\$215,419.29	\$215,419.29

Explanation: The equipment being purchased from Apollo Video Technology is on the state GSA contracts schedule. The expenditure includes the base system plus five spare routers, plus ten percent contingency.

BACKGROUND:

The Cameras on Buses project has included the installation of all components for a camera system with wireless download capabilities such as cameras, software, wiring, DVR, external antennae, access antennae, training and a

two-year warranty. The system was installed in 140 fixed route buses, not including SHUTTLE vehicles. Software was also installed in 30 Public Security vehicles and three Service Supervisor vehicles which provides "Live Look in" functionality.

The scope of the original project is proposed to be expanded in order to provide Wi-Fi and Cellular capabilities. The benefits of this enhancement include providing Wi-Fi for our customers, as well as allowing first responders to log into a bus from anywhere there is cellular coverage. The current system requires that the first responder vehicle be within 250 feet of the bus. In some situations, this distance could put the first responder in harm's way. In addition, the Wi-Fi and cellular router will improve the wireless uploading performance of our existing camera system saving time for Public Safety staff members who typically have to physically visit the bus to pull needed video instead of accessing it remotely.

This project aligns with our Strategic Priorities:

- Add Value to the Community through Innovative Transit Solutions by providing first responders the opportunity to look into the bus in an emergency situation yet remain far enough from the situation to be out of harm's way.
- Improve Operational Efficiencies through the improved performance of the wireless offloading of the imagery recorded from the camera system.
- Improve Customer Experience by allowing them to have the ability to perform smartphone functions such as surfing the web, paying bills remotely, catching up on social media, checking the traffic report or watching the news.

ALTERNATIVES:

Do not upgrade to a Wi-Fi and Cellular system for our fixed route bus fleet. The additional benefits of the Wi-Fi system would be lost.

Delay this project to a later date; again, this would delay implementation of the above-described benefits.

RECOMMENDATION:

A motion authorizing the Chief Executive Officer to enter into and execute Amendment No. 2 to Contract PT 32-14 with Apollo Video Technology for the Purchase of Equipment, Software and Installation of a Wi-Fi and Cellular System on Pierce Transit Buses in the amount of \$215,419.29.

FACT SHEET

TITLE: A Motion Authorizing Amendment No. 1 with QBSI to Modify the Scope of the Master Agreement with QBSI to Include Printer Maintenance, Support and Supplies

DIVISION: Information Technology

ORIGINATOR: Shaney Edington, Assistant Manager Network & Security

PRECEDING ACTION:

Resolution No.15071 Adoption of 2016 Budget

EFC Fact Sheet 15-061, Authority to Enter into Agreement with QBSI for Print Managed Services

COORDINATING DEPARTMENT: Information Technology

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

None

BUDGET INFORMATION

2016 Budgeted Amount	2016 Required Expenditure	2016 Impact
\$35,000	\$42,000	\$7,000

Explanation: The current 5-year agreement with QBSI only includes support, maintenance and supplies for the Agency copiers. Amendment No. 1 adds full support, maintenance and supplies for all Agency printers. The expenditure amount is an estimate based on historical printer usage. The current impact to the 2016 Budget will be \$7,000 and will come from available budgeted funds in the current IT M&O Budget. This agreement includes supplies, maintenance and support costs for both copiers and all Agency printers for the next 4.5 years. Years 2017 through 2020 will be budgeted at \$151,604 per year in the 2017, 2018, 2019, and 2020 budgets. The total 4.5-year value of the agreement is \$689,220 (including tax).

BACKGROUND:

In 2015, Pierce Transit piggybacked off of a Sound Transit agreement and entered into a Print Management agreement with QBSI to provide supplies and support for our Xerox Copiers. Staff seeks to amend the scope of our Print Management Agreement with QBSI to also add supplies, maintenance and support for printers, which would

eliminate the need for an existing expiring contract, would merge all of these services into one contract for ease of administration, and free up the IT support staff currently supporting the printers to address other critical support issues.

The maintenance and support agreement rates are based on Sound Transit's Agreement No. RTA/RP 0024-14 for Enterprise Managed Print Services (EMPS). The cost per copy rate is \$0.0089 for black and white and \$0.8900 for color.

- A) ALTERNATIVES: Continue to have internal staff support and repair printers. This option is not recommended as we currently lack the staffing resources to effectively support all Agency printers along with computer, software and infrastructure support, which in turn results in inadequate customer service to our internal customers.
- B) Go out for bid for an alternate contract. This option would take more time to manage and involve a secondary vendor when we already have the foundation set for a system in place. Additionally, this option would be more expensive as we are getting lower bulk rates by utilizing the Sound Transit contract.

RECOMMENDATION:

A motion authorizing the Chief Executive Officer to enter into and execute Amendment No. with QBSI to modify the scope of the Master Agreement with QBSI to include printer maintenance, support and supplies

FACT SHEET

TITLE: A Resolution Authorizing Amending the 2016 Capital Budget to Increase the Tacoma Dome Station (TDS) Mid-life Maintenance Project Budget to Include Lighting Improvements

DIVISION: Finance

ORIGINATOR: Clint Steele, Sr. Project Manager

PRECEDING ACTION:

Resolution No. 09-023, Adopting the 2010 Annual budget which included \$595,935 for Tacoma Dome Station (TDS) Mid-Life Repairs.

Resolution No. 11-017, Amendment to the 2011 Capital Budget which increased the Tacoma Dome Station (TDS) Mid-life Maintenance budget from \$595,935 to \$2,761,250. This figure was a combination of \$2,209,000 Federal Grant funding, \$252,250 local match, and \$300,000 from Sound Transit.

Resolution No. 15-071, Adoption of the Annual Budget for Fiscal-Year 2016 included an increase of \$109,795 from Sound Transit for the TDS Mid-Life Repairs project increasing the total budget to \$2,871,045.

COORDINATING DEPARTMENTS: Budget, Project Management Office, Transit Development

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

Proposed Resolution

BUDGET INFORMATION

Current Budget Amount
\$2,871,045

Proposed New Budget Amount
\$1,500,000

Total Proposed Budget
\$4,371,045

Explanation: This amendment increases the TDS Mid-life Maintenance budget to replace existing light fixtures to increase safety, energy conservation and to reduce ongoing maintenance costs. The funds for this budget amendment are available from Capital Reserves.

BACKGROUND:

Pierce Transit was awarded two Federal Earmark grants in the amount of \$2,209,000 from the Federal Transit Administration for mid-life maintenance at the Tacoma Dome Station Intermodal Facility in Downtown Tacoma.

Pierce Transit's local share amount is \$252,250. Sound Transit will assist with the costs for repairs done on the West Garage in the amount of \$409,795. These figures total to \$2,871,045.

The current scope of 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 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 repairs. Replacement of lighting is not included in the current scope for the mid-life repairs due to budget constraints.

The Tacoma Dome Station parking garages, bridges, driveways, and walking pathways are all illuminated by high pressure sodium and metal halide light fixtures. These fixtures are costly to operate and require routine bulb replacement. In addition, the fixtures are aging and as they do their ballasts begin to fail and need replacement. Ballasts for these types of fixtures are expensive and labor intensive to replace. The Condition assessment completed by Wiss, Janney, Elstner Associates, Inc. in 2013 showed that about 2 - 3% of the light fixtures were not on or were cycling off/on indicating end of life or ballast failures. Light fixtures in the stairwells, pedestrian bridges, roof, and near the perimeters of the building show signs of weather deterioration, lens discoloration, insect intrusion and rust. Replacing these aging fixtures with new LED light fixtures would decrease annual operating costs, maintenance hours, and at the same time improve both the quality and amount of light produced.

The 2014 Customer Satisfaction Survey notes that there has been a significant decrease to the overall satisfaction with Transit Centers and Park and Rides. The lack of adequate lighting was one of the concerns noted in the survey. Replacing the light fixtures with new LED fixtures will directly address the concern raised by Pierce Transit riders.

There is an opportunity to increase the local funding share of the TDS Mid-life Maintenance project in the amount of \$1,500,000 and have the mid-life repairs and lighting replacement done by the same contractor at the same time, saving procurement time and costs, along with coordination challenges of shutting down sections of the garage multiple times to do needed repairs.

The anticipated outcome is the removal and replacement of 1,400 existing high pressure sodium and metal halide light fixtures with new LED light fixtures. The benefits to Pierce Transit are greater than just the projected 30 - 40% annual operating cost savings which is significant by itself. Pierce Transit will work with Tacoma Public Utilities to acquire any possible rebates to help recover some of the costs of the project. In addition to the cost savings, overall lighting will be significantly improved. The illumination produced from LED light fixtures has been shown to provide better lighting both for users and for security camera monitoring systems. There will also be an improved sense of safety for our night time customers with better lighting.

ALTERNATIVES:

1. Do not proceed with amending the budget to add the additional lighting replacement scope at this time. This is not a recommended alternative as the condition of the lighting will continue to deteriorate, lighting levels will not

improve, customer dissatisfaction will continue to rise, and annual operating and maintenance costs for the existing lighting system will continue to be much higher than what they could be.

2. Fund the lighting replacement project in the 2017 Capital Budget. This alternative is also not recommended because it will cause another shut down of the parking garages while the work is being done. In addition to this the project will likely not be able to start until 2018 because the contractor working on the mid-life repairs will have occupancy of the parking garages through most of 2017.

RECOMMENDATION:

Approve Resolution No. 16-025, amending the 2016 Capital Budget to increase the TDS Mid-life Maintenance project budget to include lighting improvements in the amount of \$1,500,000.

RESOLUTION NO. 16-025

A RESOLUTION of the Board of Commissioners of Pierce Transit Authorizing Amending the 2016 Capital Budget to Increase the Tacoma Dome Station (TDS) Mid-Life Maintenance Project Budget to Include Lighting Improvements

WHEREAS, by Resolution No. 09-023, Adoption of the Annual Budget for Fiscal-Year 2010 included the TDS Mid-life Maintenance project budget in the amount of \$595,935; and

WHEREAS, by Resolution No. 11-017, Amendment to the 2011 Capital Budget included an increase to the Tacoma Dome Station (TDS) Mid-life Maintenance budget amending the project budget to \$2,761,250; and

WHEREAS, the new budget of \$2,761,250 was comprised of federal grant funding totaling \$2,209,000, a Sound Transit contribution of \$300,000 and a local match of \$252,250; and

WHEREAS, By Resolution 15-071, Adoption of the Fiscal year budget 2016 Sound Transit's contribution amount increased by \$109,795 making a new total budget of \$2,871,045; and

WHEREAS, replacing the light fixtures is not in the current scope of work due to the extensive repairs needed; and

WHEREAS, improving the lighting conditions at Tacoma Dome Station provides for better safety for our customers and will improve customer satisfaction; and

WHEREAS, replacing the lighting fixtures will reduce ongoing maintenance costs, reduce energy consumption, and as a result reduce our carbon footprint; and

WHEREAS, this resolution increases the project budget by \$1,500,000 from our reserves to include in the current project scope the replacement of light fixtures in the parking garages, stair towers and bridges which will increase the project budget from \$2,871,045 to \$4,371,045; and

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

Section 1. The Board of Commissioners authorizes Pierce Transit to amend the 2016 Capital Budget to increase the TDS Mid-life Maintenance project budget to include lighting improvements for safety and energy conservation in the amount of \$1,500,000 increasing the project budget from \$2,871,045 to \$4,371,045.

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

1
2
3
4
5
6
7
8
9
10
11
12
13
14

PIERCE TRANSIT

Kent Keel, Chair
Board of Commissioners

ATTEST/AUTHENTICATED

Deanne Jacobson, CMC
Clerk of the Board

FACT SHEET

TITLE: A Resolution Authorizing Amendment of the 2016 Capital Budget to Add Four Transit Center and Park and Ride Renewal Projects

DIVISION: Finance

ORIGINATOR: Clint Steele, Sr. Project Manager

PRECEDING ACTION: None.

COORDINATING DEPARTMENTS: Budget, Project Management Office, Transit Development

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

Proposed Resolution

BUDGET INFORMATION

Current Budget Amount
\$0

Requested Budget Amount
\$3,000,000

Impact
\$3,000,000

Explanation: This amendment adds four Transit Center/Park and Ride Renewal projects to the 2016 Capital Budget. The funds are available from reserves that were set aside for System Refresh.

BACKGROUND:

The Transit Centers and Park and Rides are some of Pierce Transit's oldest facilities and are showing significant signs of deterioration. Many times they are the place where riders first meet the 'face' of Pierce Transit. The 2014 Customer Satisfaction Survey notes that there has been a significant decrease to the overall satisfaction with Transit Centers and Park and Rides. Availability of shelters, amount of lighting, and safety waiting after dark are all identified as key indicators in improving customer satisfaction. The renewal projects will provide an opportunity to address issues raised by the public to improve the public's perception of safety, and provide a better Pierce Transit experience for riders by making necessary repairs to the Transit Centers and Park and Ride lots.

The projects include improving the overall deteriorated and run-down appearance, fixing trip hazards, repairing cracked and failing asphalt surfaces, improving lane markings, and ADA improvements. It includes replacing light fixtures with new modern LED fixtures for better lighting for night time users, replacing signage that is outdated or

missing, re-striping and numbering of parking stalls, repairing damaged curbing, roadway and parking surfaces, renewing landscaping, repairing damaged shelters, replacing and adding customer seating, re-painting painted surfaces, and other needs as identified.

The benefits to Pierce Transit are many. An investment in renewing these Transit Centers and Park and Ride lots is a means of ensuring sustained current ridership and further ridership growth. To do so will build trust in the community that the transit operation is stable and financially sound. The renewal of the center improves our image in the community which in turn builds support for increased ridership. A renewed Transit Center is an attractive Transit Center that encourages existing customers to continue to use our transportation services.

Through recent customer satisfaction surveys Pierce Transit has become aware that the state of the Transit Centers has and is impacting their satisfaction and sense of safety. When people don't feel safe or they view a facility as rundown, trashed, ugly, or unmaintained their trust in the rest of the organization soon follows. The same is true for the surrounding community and businesses who want to encourage their employees and customers to use public transportation. They are much more inclined to do so if those facilities appear safe, clean, and well maintained. The benefit of renewing the transit centers is increased sense of safety, increased community and business support, improved customer satisfaction.

The Projects proposed to be added to the 2016 Capital Budget include:

- 72nd St. and Portland Ave. Transit Center Renewal in the amount of \$750,000
- Tacoma Community College Transit Center Renewal in the amount of \$900,000
- Tacoma Mall Transit Center in the amount of \$850,000
- SR-512 Park and Ride Renewal in the amount of \$500,000

ALTERNATIVES:

Fund only \$240,000 in the 2016 Capital Budget to begin the design phase of the projects and fund the construction phase to renew the Transit Centers in the 2017 Capital Budget.

Do not approve amending the 2016 Capital Budget to include the renewal of the Transit Centers and Park and Ride lots that are in need of significant repairs and improvement. Delaying the renewal of these facilities will accelerate the rate of deterioration and it will be costlier in the future to restore the facilities. In addition to costlier repairs in the future, doing nothing continues to erode customer satisfaction based on the poor visual and physical condition of the facilities.

Do not fund these projects in 2016. The projects would be proposed in the 2017 Capital Budget and could be funded to begin in 2017. By waiting to fund the project until 2017, we risk losing the opportunity to begin design work in 2016 so that we could go out to bid for construction in early 2017. If we delay, we would miss the good weather window required for asphalt repairs which would not be able to be done until 2018.

RECOMMENDATION:

Approve Resolution No. 16-026, amending the 2016 Capital Budget to add four Transit Center and Park and Ride Renewal Projects in the amount of \$3,000,000.

RESOLUTION NO. 16-026

A RESOLUTION of the Board of Commissioners of Pierce Transit Authorizing Amendment of the 2016 Capital Budget to Add Four Transit Center and Park and Ride Renewal Projects

WHEREAS, Pierce Transit's transit centers and park and ride facilities are showing significant signs of aging and deterioration; and

WHEREAS, providing safe, clean, and well-maintained facilities to Pierce Transit customers is a priority and essential to providing a positive customer experience; and

WHEREAS, investing and renewing in our transit centers and park and ride facilities is a means of ensuring sustained ridership and further ridership growth; and

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

Section 1. The Board of Commissioners hereby authorizes amendment of the 2016 Capital Budget to add four Transit Center and Park and Ride Renewal projects in the amount of \$3,000,000 as follows:

- 72nd St. and Portland Ave. Transit Center Renewal in the amount of \$750,000
- Tacoma Community College Transit Center and Park and Ride Renewal in the amount of \$900,000
- Tacoma Mall Transit Center in the amount of \$850,000
- SR 512 Transit Center and Park and Ride Renewal in the amount of \$500,000

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

PIERCE TRANSIT

Kent Keel, Chair
Board of Commissioners

ATTEST/AUTHENTICATED

Deanne Jacobson, CMC
Clerk of the Board

FACT SHEET

TITLE: A Resolution Authorizing Amendment of the 2016 Capital Budget to Add the Commerce Placemaking Project to the 2016 Capital Budget

DIVISION: Transit Development

ORIGINATOR: Janine Robinson, Senior Planner

PRECEDING ACTION: Resolution 15-071, Adoption of 2016 Budget

COORDINATING DEPARTMENTS: Budget, Project Management Office (PMO)

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

Proposed Resolution

BUDGET INFORMATION

2016 Budget Amount
\$0

New Budget Amount
\$250,000

Impact
\$200,000

Explanation: The study will be funded with \$200,000 from agency reserves and \$50,000 provided by the City of Tacoma through a grant from the National Endowment for the Arts.

BACKGROUND:

This resolution requests an amendment to add the Commerce Placemaking project as a new project to the 2016 Capital Budget in the total amount of \$250,000. The project will create a Tacoma Theater District Transportation & Culture Plan with the aim of bringing about a vibrant, visually appealing destination for cultural, artistic, civic, and local marketplace activities, a destination that is well-served by multiple forms of transportation and offers convenient transit connections. Important dimensions of the plan will be to consider the role of public transportation and how it can best support and enhance the cultural activities in this location, as well as how art and cultural activities can best complement public transportation. The project provides for stakeholder engagement, plan development, technical studies and conceptual designs that will leverage the existing public investments and attract additional public and private investments to the district.

Pierce Transit partnered with the City of Tacoma and the Broadway Center for Performing Arts (BCPA) for a Creative Placemaking grant to conduct this project; the partners were recently awarded \$50,000 from the National Endowment for the Arts' "Our Town" Program. Each of the partners owns or operates significant assets that can contribute to economic development and revitalization of this district. This project is an opportunity to use best practices in urban design, creative placemaking, transit oriented development, and public art to better connect the transit hub with the BCPA and other cultural activities, increase pedestrian flow, and foster economic vitality. The expected outcome will create a safe sense of place where community members want to gather and express themselves, enhance this district, and strengthen access and usability of the publicly owned spaces in this urban center.

This project will result in a plan and concepts that will guide further design work, public investment, and encourage well-thought-out and appropriately planned private development. Special attention will be paid to achieving these goals using the publicly-owned assets in this district including:

- ***Pierce Transit Commerce Street Turnaround/Layover Facility:*** Downtown transit hub that includes an indoor turnaround/bus storage area for 18 coaches, vacant commercial space, a drivers' recovery lounge and restrooms, public restrooms, and a large-scale fountain located between the street and Theater Square.
- ***Pierce Transit Theater Square:*** A central public space above the bus turnaround facility that will be re-designed to serve multiple users and multiple purposes year-round. The plan will address how this central public space will become more user-friendly, welcoming, and actively programmed, maintained, and managed.
- ***Commerce Street between S.9th and S.11th Streets:*** The important transfer hub for transit passengers in downtown Tacoma that includes Tacoma Link Light Rail, seven bus bays and passenger waiting zones, and is served by 18 Pierce Transit, three Intercity Transit, and two Sound Transit bus routes.
- ***North Park Garage:*** a City-owned paid-parking garage built in 1969 with frontage on Commerce Street and stalls for 492 cars.

The City of Tacoma will be the recipient of the \$50,000 NEA grant funds, which will be passed on to PT via a future intergovernmental agreement to administer a consultant contract. Pierce Transit committed to at least \$50,000 in local cash match for the grant. To complete the scope of the Commerce Placemaking project, staff has estimated a total project budget of \$250,000. In-kind commitments from all partners, including PT, City, and BCPA staff time, event space, and expertise, show real commitment from the partners to make this project a success.

ALTERNATIVES:

An alternative would be to not conduct the study. However, Pierce Transit has committed to at least \$50,000 match for the NEA grant, so the partners would risk loss of the \$50,000 in grant funds. In addition, PT's Commerce turnaround facility is in need of significant mid-life maintenance. Leveraging those future necessary maintenance funds for a project that enhances the facility and the district in a transformative way will put those future funds to greater use. The investment in this study sets the stage for how to best spend those funds.

RECOMMENDATION:

Approve Resolution No. 16-027, amending the 2016 Capital Budget to add the Commerce Placemaking project to the 2016 Capital Budget.

RESOLUTION NO. 16-027

A RESOLUTION of the Board of Commissioners of Pierce Transit Authorizing Amendment of the 2016 Capital Budget to Add the Commerce Placemaking Project to the 2016 Capital Budget

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, Pierce Transit's Commerce Street Turnaround Facility and Theater Square were built in 1993 and are in need of significant mid-life maintenance; and

WHEREAS, Pierce Transit partnered with the City of Tacoma and the Broadway Center for Performing Arts (the Partners) to obtain an "Our Town" grant of \$50,000 for Creative Placemaking from the National Endowment for the Arts (NEA); and

WHEREAS, each of the Partners owns or operates significant assets that can contribute to economic development and revitalization of this district; and

WHEREAS, Pierce Transit staff proposes to hire a Consultant team to use best practices in urban design, stakeholder engagement, creative placemaking, transit oriented development, and public art to better connect the Commerce Street transit hub with the Broadway Center for Performing Arts and other cultural activities, increase pedestrian flow, and foster economic vitality; and

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

Section 1. The 2016 Capital Budget is herewith amended to add a new capital project: Commerce Placemaking Project in the amount of \$250,000, \$50,000 of which will be provided by the City of Tacoma through a grant from the National Endowment for the Arts, with the remaining \$200,000 funded by Pierce Transit reserves.

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

PIERCE TRANSIT

Kent Keel, Chair
Board of Commissioners

1 ATTEST/AUTHENTICATED

2

3

4 _____
5 Deanne Jacobson, CMC
6 Clerk of the Board
7