



PIERCE TRANSIT BOARD MEETING

**Training Center, Rainier Room
3720 96th Street SW, Lakewood, WA
June 12, 2017, 4:00 PM**

AGENDA

A Special Study Session will be held prior to this meeting at 3:00 p.m.

CALL TO ORDER

ROLL CALL

SPECIAL BUSINESS

- Appointment to Executive Finance Committee

Chair Keel

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. The Chair, at his or her discretion, may reduce the comment time allowed to allow sufficient time for the Board to conduct business.)

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, June 1, 2017
2. Minutes: Special Study Session and Regular Board Meeting of May 8, 2017
3. FS 17-040, A Resolution Authorizing the Chief Executive Officer to Enter Into and Execute a Multi-Year Contract with Lamar Transit, LLC, DBA Lamar Transit to Generate Revenue with a Transit Advertising Sales and Placement Services Contract
4. FS 17-041, A Resolution Authorizing the Chief Executive Officer to Enter Into and Execute a Memorandum of Agreement with Pierce County for Pierce Transit to Manage and Expend Federal Congestion Mitigation and Air Quality (CMAQ) Grant Funds for a Trip Reduction Support Services Program
5. FS 17-042, A Resolution Authorizing Amendment of the 2017 Capital Budget to Add the Base Lot Lighting Upgrades Project
6. FS 17-044, Authority to Execute a Two Year Contract Extension for Natural Gas with Cost Management Services, Inc. (CMS)

PUBLIC HEARING

(Citizens wishing to provide comment will be given up to three minutes to comment on the subject of the public hearing(s). The Chair, at his or her discretion, may reduce the comment time allowed to allow sufficient time for the Board to conduct business.)

Proposal to increase SHUTTLE Fares by 50-cents, increasing the Shuttle cash fare from \$1.25 to \$1.75, and to increase the monthly pass from \$45 to \$63, effective September 1, 2017

Rob Andresen-Tenace
Specialized Transportation Manager

ACTION AGENDA

1. FS 17-043, A Resolution Adopting the 2017-2021 Strategic Plan and Repealing the 2015-2020 Strategic Plan Adopted by Resolution No. 15-022
2. FS 17-045, A Resolution Amending the 2017 Capital Budget to Include Line Items for the Following: the Purchase of Real Property Located at 9622 40th Avenue SW, Lakewood, Washington, to Make Improvements to Said Property, and to Integrate the Subject Property into the Base Master Plan
3. FS 17-046, Authority to Amend Task Orders 2, 3, 4, 5 and 6 with Gray and Osborne Engineers for Additional Engineering Services Needed

Samantha Einarson
Lean Administrator

Janine Robinson
Senior Planner

Clint Steele
Sr. Project Manager

STAFF UPDATES/DISCUSSION

- CEO's Report

Sue Dreier
Chief Executive Officer

INFORMATIONAL BOARD ITEMS

- Chair Report
- Sound Transit Update
- Commissioners' Comments

Chair Keel
Commissioner Strickland

EXECUTIVE SESSION

ADJOURNMENT

**PIERCE TRANSIT
BOARD OF COMMISSIONERS SPECIAL STUDY SESSION
MINUTES**

May 8, 2017

CALL TO ORDER

Vice Chair Henderson called the Special Study Session meeting to order at 3:05 p.m.

Commissioners present:

Nancy Henderson, Vice Chair of the Board, Town of Steilacoom Councilmember
(*representing Auburn/Gig Harbor/Fircrest/Pacific/Ruston/Steilacoom*)
Daryl Eidinger, City of Edgewood Mayor (*representing Fife/Milton/Edgewood*)
Bruce Dammeier, Pierce County Executive
Heather Shadko, City of Puyallup Councilmember
Ryan Mello, City of Tacoma Councilmember (*arrived at 3:13 p.m.*)
Marilyn Strickland, Mayor of the City of Tacoma

Commissioners excused:

Kent Keel, Chair of the Board, City of University Place Mayor Pro Tem
Rick Talbert, Pierce County Councilmember
Don Anderson, City of Lakewood Mayor

Staff present:

Dana Henderson, General Counsel
Dan Pike, Executive Director of Planning & Community Development
Deanne Jacobson, Assistant to the CEO/Clerk of the Board
Kristol Bias, Records Coordinator/Deputy Clerk of the Board

Staff excused:

Sue Dreier, Chief Executive Officer

DISCUSSION/REVIEW

After receiving consensus from the Board, Vice Chair Henderson requested to change the order of agenda to hear the Mobile Ticketing Pilot Project prior to the Regional Fare Forum item.

Discuss the Costs and Benefits of a Mobile Ticketing Pilot Project Using the Proposed Vendor of Hopthru

Transit Development Manager Jay Peterson provided follow-up clarification with regards to unresolved inquiries from the Board of Commissioners meeting held on April 10, 2017. Mr. Peterson's presentation covered the costs and benefits of a new mobile ticketing pilot project and included reasoning for the agency's decision to conduct a mobile ticketing pilot project. Mr. Peterson also touched on the capabilities of the mobile ticketing application, smartphone ownership and ridership data, a future outlook of mobile fare payment, a listing of other transit agencies currently offering mobile ticketing, the authority and duration of the pilot project and the potential

usage and markets of fare payment. Mr. Peterson's presentation provided a more in depth overall look at the pilot project. (*Commissioner Mello arrived at 3:13 p.m.*)

Mr. Peterson stated that the agency is conducting the pilot project in response to Board direction. The one-year pilot features a mobile application that allows people to purchase fare media on their smartphones. When ready to ride, individuals will activate the fare media and show the image to the transit operator as they board. Following the pilot, agency staff will collect feedback from operators and customers and make a decision about whether to adopt mobile ticketing long-term.

A short discussion ensued with regards to whether the other transit agencies that have mobile ticketing are utilizing the Hopthru vendor and whether the timing of the project has any relation to the next generation ORCA design. Mr. Peterson noted that the other transit agencies are not utilizing the Hopthru vendor and that the timing has no relation to the next generation ORCA design.

The Board showed their support for the project upon conclusion of the discussion.

Review and Discuss the Recommendations That Were Borne From the Regional Fare Forum Meetings to Assist with the Initial Design of Next Generation ORCA

Transit Development Manager Jay Peterson provided follow-up clarification to questions and concerns raised on the overview he provided at the April 10, 2017 Board of Commissioners meeting. Prior to beginning his presentation, Mr. Peterson invited Commissioners Ryan Mello and Marilyn Strickland who participated in the Regional Fare Forum meetings to provide some background detail to assist with putting the information related to the Regional Fare Forum item into context.

Commissioner Ryan Mello showed his support in moving forward with vendor selection as it relates to the item, stating it is the most efficient and cost effective way to move forward. Commissioner Marilyn Strickland also showed her support in proceeding for the importance of providing a model and to make it easier for people within the community to utilize transit.

Mr. Peterson provided background and main objectives on the three 2016 Regional Fare Forum meetings that were held, noted outcomes of past fare forums and shared the three recommendations that emerged from the 2016 Regional Fare Forum meetings. Extensive detail on each of the recommendations that emerged was provided, noting that Pierce Transit does not have zone or trip based peak fares and will not pursue fare capping for the initial design of next generation ORCA. For the most part, the recommendations will not impact Pierce Transit, as they address fare options the agency does not have. However, the recommendations have the potential to save significant amounts of time and funding in building next generation ORCA. Agencies can revisit the policies at any time.

A short discussion ensued with regards to the simplification that the recommendations provide, when a rider is subject to peak fares at other transit agencies, the fare differences for peak verses non-peak fares at other transit agencies, ORCA card tracking data and the importance of ensuring people within the community are not paying more utilizing this model than they would purchasing a monthly pass. Mr. Peterson noted that a rider is currently subject to peak fares at other transit agencies based on trip times and that the difference between peak versus non-peak fares is approximately 75-cents. Agency staff will be bringing further information assuring the protection of fares for low income individuals within the community to a future Board meeting. The Board showed their support for the item upon conclusion of the discussion. Commissioner Strickland noted

that the item would be on the consent agenda for approval at the Regular Board of Commissioners meeting immediately following the Special Study Session meeting.

ADJOURNMENT

Vice Chair Henderson adjourned the meeting at 3:51 p.m.

Kristol Bias
Records Coordinator/Deputy Clerk of the Board

Nancy Henderson, Vice Chair
Board of Commissioners

**PIERCE TRANSIT
BOARD OF COMMISSIONERS
MINUTES**

May 8, 2017

CALL TO ORDER

Vice Chair Henderson called the meeting to order at 4:05 p.m.

Commissioners present:

Nancy Henderson, Vice Chair of the Board, Town of Steilacoom Councilmember
(*representing Auburn/Gig Harbor/Fircrest/Pacific/Ruston/Steilacoom*)
Daryl Eidinger, City of Edgewood Mayor (*representing Fife/Milton/Edgewood*)
Bruce Dammeier, Pierce County Executive
Ryan Mello, City of Tacoma Councilmember
Heather Shadko, City of Puyallup Councilmember
Marilyn Strickland, Mayor of the City of Tacoma

Commissioners excused:

Kent Keel, Chair of the Board, City of University Place Mayor Pro Tem
Rick Talbert, Pierce County Councilmember
Don Anderson, City of Lakewood Mayor

Staff present:

Dana Henderson, General Counsel
Dan Pike, Executive Director of Planning & Community Development
Deanne Jacobson, Assistant to the CEO/Clerk of the Board
Kristol Bias, Records Coordinator/Deputy Clerk of the Board

Staff excused:

Sue Dreier, Chief Executive Officer

SPECIAL BUSINESS

For expediency purposes, Vice Chair Henderson requested that items 1 and 2 under Special Business of the agenda be joined.

- 1. FS 17-028, A Resolution Donating Surplus Vehicle #7030 to Graham-Kapowsin Community Council Pursuant to the Pierce Transit Care-a-van Program**
- 2. FS 17-029, A Resolution Donating Surplus Vehicle #7122 to Tacoma Shine Youth Athletics Pursuant to the Pierce Transit Care-a-van Program**

Specialized Transportation Manager Rob Andresen-Tenace introduced representatives from both organizations and the representatives expressed their gratitude to Pierce Transit in receiving the vans. Graham-Kapowsin community Council stated it will use the van to transport youths and adults to work and education sites, food programs, medical appointments and other locations.

Tacoma Shine Youth Athletics, whose mission is to mentor and tutor low-income at-risk youth, stated it will use the van to take young people on field trips and to various services.

Various Board members expressed overwhelming support for the Care-a-van program and the transportation benefits that it provides to the community.

Commissioners Eidinger and Shadko **moved** and seconded to approve Resolution Nos. 17-017 and 17-018 awarding Care-a-van vehicles to Graham-Kapowsin Community Council and Tacoma Shine Youth Athletics, subject to the terms and conditions of the Care-a-van agreement.

Motion **carried**, 6-0.

Vice Chair Henderson presented representatives from both organizations keys to the vans.

PRESENTATIONS

April 2017 Operator of the Month ~ Sherry Tate

Transit Operator Assistant Manager Scott Gaines honored Sherry Tate for being selected April 2017 Operator of the Month. Mr. Gaines recognized Ms. Tate for her consistent professionalism and willingness to assist customers and fellow employees since being hired in 1990. Mr. Gaines read a comment from an exemplar performance review rating that Ms. Tate received shortly after being hired and spoke about an incident where Ms. Tate utilized quick observation skills and rendered first aid upon coming across a car accident. Mr. Gaines read two supervisor compliments and one passenger compliment that Ms. Tate has also received. Ms. Tate accepted the honorary certificate and the Board members extended their appreciation to Ms. Tate for her service.

2016 Financial Year End Report

Executive Director of Finance Brett Freshwaters gave a presentation reviewing the 2016 year-end operating revenue, operating expense by category, capital expenditures, self-insurance expenditures, net income and ending balances. Mr. Freshwaters noted revenue collections are exceeding budget forecasts, total expenditures are within budget, and self-insurance expenditures are under budget. Mr. Freshwaters ended his presentation stating there is the potential for reserves to come down over time with reinvestment. (*Commissioner Strickland exited the room at 4:36 p.m. and re-entered the room at 4:37 p.m.*)

Proposed SHUTTLE Fare Adjustment and Presentation on Technology Improvements

Specialized Transportation Manager, Rob Andresen-Tenace, gave a presentation reviewing the agency's SHUTTLE fare increase and technology improvement plans. Mr. Andresen-Tenace provided background and current proposal details, noting that the agency is proposing a 50-cent increase to SHUTTLE fares beginning September 1, 2017 and major technology enhancements that will provide many additional services for SHUTTLE riders. This comes after the Pierce Transit Board adopted a policy in 2015 to incrementally raise SHUTTLE fares until they reach parity with fixed-route rates by 2020. Mr. Andresen-Tenace noted that the proposed fare rates are in line with those of other transit agencies. A public hearing will take place with regards to the proposed fare increase at the June 12, 2017 Board of Commissioners meeting.

The technology enhancements are designed to improve reliability of vehicle location information. SHUTTLE users will now have the ability to confirm their ride 24/7, receive a confirmation call the night before the ride, check on the status of their ride without having to wait on hold for a dispatcher and receive an alert when the vehicle is on the way to pick them up. There will be a three-month implementation and significant marketing plan with regards to the new system as it requires the use of personal customer ID and pin numbers.

A short discussion ensued with regards to whether cancellation fees will apply with the new technology and whether it will be a requirement for customers to have to remember their ID and pin numbers. Mr. Andresen-Tenace clarified that there will be no cancellation fees with regards to the new technology and that there will be other options for individuals who forget their customer ID and pin numbers. The agency plans to send cards to SHUTTLE riders that list their customer ID numbers for individuals to carry around with them. Reservations will still be made with a live person and agency staff will have other personal information on file in the event the customer does not have their ID and pin numbers available.

PUBLIC COMMENT

Vice Chair Henderson provided direction for participating in public comment and the following individuals spoke:

(Commissioner Dammeier left the meeting at 5:02 p.m.)

(Commissioner Mello exited the room at 5:03 p.m. and re-entered the room at 5:04 p.m.)

- Tammie Cox, Tacoma, reported receiving feedback from fellow citizens with regards to strollers being left in the middle of the bus aisle during the 206 Route, riders not paying fares upon boarding, bus riders not moving to the back of the bus for elderly or handicapped individuals when it is at capacity and smoking in and around bus shelters. Ms. Cox submitted a research article to the Clerk of the Board with regards to the dangers of stroller overuse. Ms. Cox also noted receiving feedback from fellow citizens with regards to a bus stop that was out of order directly outside of Madigan Army Medical Hospital and citizens had to use an alternate bus stop down the street.
- Walt Hurd, Tacoma, reported experiencing the 41 Route and 594 Route buses running late. Mr. Hurd also reported witnessing citizens smoking in and around bus stops and transit facilities. Mr. Hurd advocated for no smoking signs to be posted at these locations to assist with resolving the smoking issue.

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.)

Commissioners Strickland and Shadko **moved** and seconded to approve the consent agenda as presented.

Motion **carried**, 5-0.

1. Approval of Vouchers, May 1, 2017
Operating Fund #10
Self- Insurance Fund #40
Capital Fund #90
Voucher CK Nos. 355507 through 355970
Advance Travel CK Nos. 1184 through 1209
Wire Nos. 1937 through 1957
Total \$5,020,814.43
2. First Quarter 2017 Sole Source and 100K Report
3. Minutes: Special Study Session and Regular Board Meeting of April 10, 2017
4. Minutes: Special Board Meeting Retreat of February 22, 2017
5. FS 17-030, Authorized the Chief Executive Officer to enter into and execute the sole source purchase agreement for Mobile Data Computers and Supporting Equipment for All SHUTTLE Vehicles with StrataGen Systems, Inc. in an amount not to exceed \$240,747.74
6. FS 17-031, Approved Resolution No. 17-019, adopting the Regional Fare Forum Summary Report recommendations to assist with initial design of next generation ORCA, as presented in Exhibit A
7. FS 17-032, Authorized Pierce Transit to enter into and execute Task Order No. 8 with Parametrix for Architectural/Engineering services in an amount not to exceed \$101,198
8. FS 17-033, Authorized the Chief Executive Officer to enter into and execute Amendment No. 1 with Metro Glass Co., Inc., allowing for a one year contract extension for June 1, 2017 – May 31, 2018 and authorizing an overall project expenditure of \$344,274 for bus shelter glass replacement

ACTION AGENDA

1. **FS 17-034, Authority for the Chief Executive Officer to Implement a 1.25 Percent General Wage Adjustment (GWA) for Non-Represented Employees, Effective July 1, 2017**

Executive Director of Finance Brett Freshwaters presented on the item explaining the agency's plan to incorporate general wage adjustments (also known as "cost of living increases") into the budget process effective January 1 of each calendar year beginning January 1, 2018. The proposed general wage adjustment is one-half of the amount that would otherwise be proposed, in order to balance out the financial impact of moving up the 2018 increase to January 1. Mr. Freshwaters noted that putting subsequent general wage adjustments on the calendar year cycle will align with the agency's fiscal year, improve the budget and long-term forecast analysis process, provide new employees with consistency and provide greater opportunity for adjustment in times of changing economic conditions.

The general wage adjustment comes out to approximately a 2.55 percent increase on an annual basis. Represented employees will continue to receive wage adjustments according to the negotiated contract.

Commissioner Strickland expressed her support for the item upon conclusion of Mr. Freshwaters presentation.

Commissioners Shadko and Strickland **moved** and seconded to authorize the Chief Executive Officer to implement the General Wage Adjustment of 1.25 percent, effective July 1, 2017.

Motion **carried**, 5-0.

2. FS 17-035, Authority to Purchase Twenty-Three (23) Forty-Foot Low Floor Compressed Natural Gas (CNG) Replacement Coaches From Gillig Corporation Pursuant to Washington State Heavy-Duty Mass Transit Vehicles Department of Enterprise Services (DES) Contract No. 09214

Fleet Manager Kevin Zinski presented on the item. Mr. Zinski provided history on the Federal Transit Administration (FTA) and Pierce Transit's replacement schedule, noting that the agency will be replacing coaches that are overdue on their recommended replacement schedules and have exceeded their useful life for public transit. The buses being replaced are currently 19-years old with an average mileage of 770,000. Mr. Zinski also stated that the CNG replacement coaches come with an extended vehicle warranty as well as newer options, such as rear facing wheelchair restraint systems and engines that have been mandated by the Environmental Protection Agency (EPA). A financial summary concluded Mr. Zinski's presentation.

A short discussion ensued with regards to how many wheelchairs can be accommodated per bus, whether the replacement coaches come with warranties and whether the agency foresees purchasing more coaches with the newer engine types versus electric buses. Mr. Zinski stated each bus can accommodate either two forward or two rear facing wheelchairs, the replacement coaches come with a one-year body warranty with the option to purchase an extended warranty. Agency staff is conducting an analysis with regards to purchasing electric buses versus coaches that include the newer engine type. Agency staff have the preliminary data and plan to present the final data analysis to the Board at the June 12, 2017 Board of Commissioners meeting.

Commissioners Eidinger and Shadko **moved** and seconded to Purchase Twenty-Three (23) Forty-Foot Low Floor Compressed Natural Gas (CNG) Replacement Coaches From Gillig Corporation Pursuant to Washington State Heavy-Duty Mass Transit Vehicles Department of Enterprise Services (DES) Contract No. 09214, contingent upon Pierce Transit options being included in the state contract.

Motion **carried**, 5-0.

3. **FS 17-036, A Resolution Authorizing Revisions to Pierce Transit Code Section 1.28 – Women-Owned and Disadvantaged Business Program to Align the Current Disadvantaged Business Enterprise Program with the Federal Transportation Administration Requirements**

Executive Director of Planning and Community Development Dan Pike presented on the item explaining the need for the Pierce Transit Code to be revised to reflect the current program. Mr. Pike explained the objectives and policy statement of the agency's Disadvantaged Business Enterprise (DBE) Program and demonstrated how the agency will continue to meet the Federal Transit Administration (FTA) and contract assurances as it aligns its current program with the Federal Transportation Administration Requirements.

Mr. Pike also noted that Pierce Transit has incorporated a non-discriminatory small business element to its Disadvantaged Business Program. The agency's website will include a link to its eBids website for vendor registration where firms can view open procurements, recurring procurements and contract award information.

Commissioners Strickland and Shadko **moved** and seconded to Approve Resolution No. 17-020, authorizing revisions to Pierce Transit Code Section 1.28 - Women-Owned and Disadvantaged Business Program as described in Exhibit B to Align the Current Disadvantaged Business Enterprise Program with the Federal Transportation Administration Requirements.

Motion **carried**, 5-0.

INFORMATIONAL BOARD ITEMS

Executive Director of Planning and Community Development Dan Pike provided a short informational update regarding the debut of the Downtown to Defiance Trolley. A short video was shown and Mr. Pike distributed invitations to the Board members with regards to the trolley debut that will take place on June 2, 2017.

A short discussion ensued with regards to the trolley hours of operation.

Chair Report

Vice Chair Henderson reported on the following reminders with regards to upcoming June 2017 business:

- A Special Study Session meeting will be held to review and discuss the Base Master Plan and the High Capacity Transit Project.
- The election for the Chair and Vice Chair positions will be held and the agency will need to fill the opening in the Executive Finance Committee, which was recently vacated by Chair Kent Keel due to the conflict with the Sound Transit Board.
- A public hearing will be held on the proposed SHUTTLE fare adjustment where a large citizen turnout is expected.

Sound Transit Update

Commissioner Strickland reported that funding allocated from the Sound Transit 3 regional public transit system expansion ballot measure is now intact. There is potential for a delay in projects; however, there are set plans to complete them.

Commissioners' Comments

Commissioner Eidinger gave a reminder and encouraged attendance for the upcoming Pierce Transit Bus Roadeo that will take place on May 21, 2017.

(Commissioner Shadko left the meeting at 5:42 p.m.)

Vice Chair Henderson requested details from agency staff with regards to how the agency can enforce and/or improve the quality of life issues for bus riders with respect to smoking. She inquired whether there are “no smoking” signs at bus shelters and bus facilities and, if not, whether they could be installed. She also inquired as to whether there is new information relating to the storage of strollers on buses that the agency can share with the public to assist in keeping them informed on the issue.

Agency staff stated they would follow up with Vice Chair Henderson with regards to her inquiries.

ADJOURNMENT

With there being no further business, Vice Chair Henderson adjourned the meeting at 5:47 p.m.

Kristol Bias
Records Coordinator/Deputy Clerk of the Board

Nancy Henderson, Vice Chair
Board of Commissioners

FACT SHEET

TITLE: A Resolution Authorizing the Chief Executive Officer to Enter Into and Execute a Multi-Year Contract with Lamar Transit, LLC, DBA Lamar Transit to Generate Revenue with a Transit Advertising Sales and Placement Services Contract

DIVISION: Planning and Community Development

ORIGINATOR: Kathy Walton, Marketing Assistant Manager

PRECEDING ACTION: N/A

COORDINATING DEPARTMENT: Communications

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

Proposed Resolution

BUDGET INFORMATION

2017 Budget Amount
\$800,000 (revenue)

2017 Minimum Guaranteed Revenue
\$560,000

Impact
\$240,000 (shortfall)

Explanation: This contract is to generate revenue from advertising placement. The current contract with a different vendor, which runs through June 30, 2017, includes a minimum annual guarantee of \$820,000 (or \$410,000 for six months). The new contract, beginning July 1, 2017, guarantees a minimum of \$300,000 the first year (or \$150,000 for six months). The revenue shortfall for 2017 will be \$240,000, since any 55% revenue share beyond the minimum guarantee of \$300,000 will be received and recorded in 2018.

BACKGROUND:

Pierce Transit has a history of contracting with a qualified firm to sell and place advertisements on Pierce Transit's buses, paratransit vehicles, advertising shelters, and some literature in order to generate revenue. The current contract with Intersection Media expires June 30, 2017.

A Request for Proposals (RFP) was released on March 27, 2017 and was posted on the Pierce Transit eBids website, Pierce Transit's website, The Daily Journal of Commerce, Tacoma Daily Index, Office of Minority & Women's Business Enterprises (OMWBE) and Transit Talent. Twenty-three (23) companies downloaded the RFP and two (2) companies, Intersection Media and Lamar Transit LLC, submitted Proposals that were due on May 3, 2017.

An Evaluation Committee reviewed the proposals and scored the proposals based on the following criteria:

- 1) Minimum Annual Guarantees and Pierce Transit Revenue Percentage
- 2) Comparative Work Experience, and Quality and Experience of Staff
- 3) Content and Presentation of Written Proposal
- 4) Proposer's Experience with Direct Application Products, Other Innovative Products, and Their Ability to Integrate with Current Products.

Lamar Transit has many years of experience in the transit advertising industry, including multiple contracts with transit agencies in the Pacific Northwest such as Intercity Transit in Olympia, Everett Transit, CTRAN in Vancouver, Washington, and Lane Transit District in Eugene, Oregon. After the Evaluation Committee's initial scoring process, staff also checked references regarding Lamar Transit. Seven transit agencies were contacted, and four responded. All four provided strong positive feedback regarding their past or present work with Lamar Transit.

Lamar Transit's proposal to Pierce Transit included the following revenues over the life of the 5-year contract, which would begin on July 1, 2017:

Total Minimum Annual Guarantee (MAG) to Pierce Transit:		Lamar Transit, LLC
	Jul 2017-Jun 2018	\$300,000
	Jul 2018-Jun 2019	\$320,000
	Jul 2019-Jun 2020	\$340,000
	Jul 2020-Jun 2021	\$360,000
	Jul 2021-Jun 2022	\$380,000
TOTAL		\$1,700,000
Percentage Share of Revenue to Pierce Transit:		
	Jul 2017-Jun 2018	55%
	Jul 2018-Jun 2019	55%
	Jul 2019-Jun 2020	55%
	Jul 2020-Jun 2021	55%
	Jul 2021-Jun 2022	55%

The Evaluation Committee concluded that Lamar Transit's proposal is thorough, conveys a clear understanding of Pierce Transit's advertising needs, has positive references, and proposes the strongest revenue package over the upcoming five years.

ALTERNATIVES:

The alternative is to reject the Proposals received and re-solicit. This is not recommended as Pierce Transit's Evaluation Committee that reviewed the Proposals believes that Lamar Transit will meet all of the requirements set forth in the Proposal, has excellent references from other Transit Agencies, and has proposed a fair and reasonable Minimum Annual Guarantee.

RECOMMENDATION:

Approve Resolution No. 17-021, authorizing the Chief Executive Officer to enter into and execute a multi-year Contract with Lamar Transit for Transit Advertising Sales and Placement Services for a term of five (5) years.

RESOLUTION NO. 17-021

A RESOLUTION of the Board of Commissioners of Pierce Transit Authorizing the Chief Executive Officer to Enter Into and Execute a Multi-Year Contract with Lamar Transit, LLC, DBA Lamar Transit to Generate Revenue with a Transit Advertising Sales and Placement Services Contract

WHEREAS, Pierce Transit contracts for transit advertising sales and placement services on its buses, SHUTTLE vans, bus shelters, and literature; and

WHEREAS, the current contract expires June 30, 2017; and

WHEREAS, a request for proposals was issued on March 27, 2017 and published in the manner required by law; and

WHEREAS, twenty-three (23) companies downloaded the request for proposals; and

WHEREAS, two (2) companies submitted proposals by the May 3, 2017 deadline; and

WHEREAS, the proposals were opened, analyzed, and evaluated by Pierce Transit staff; and

WHEREAS, the proposal from Lamar Transit LLC, DBA Lamar Transit, was found to be responsive and includes a fair and reasonable Minimum Annual Guarantee; and

WHEREAS, the Board of Commissioners of Pierce Transit finds it in the best interest of Pierce Transit to accept said proposal; and

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

Section 1. The proposal of Lamar Transit LLC is hereby accepted subject to execution of a written contract. Pierce Transit, at its sole discretion, reserves the right to revoke the acceptance of this proposal any time prior to execution of the written contract.

Section 2. The Chief Executive Officer is hereby authorized to execute a contract with Lamar Transit, LLC on behalf of Pierce Transit. The contract shall be for a five (5) year period commencing July 1, 2017 and expiring June 30, 2022.

ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on the 12th day of June, 2017.

PIERCE TRANSIT

Kent Keel, Chair
Board of Commissioners

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2 ATTEST/AUTHENTICATED

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5 _____
6 Deanne Jacobson, CMC
Clerk of the Board

FACT SHEET

TITLE: A Resolution Authorizing the Chief Executive Officer to Enter Into and Execute a Memorandum of Agreement with Pierce County for Pierce Transit to Manage and Expend Federal Congestion Mitigation and Air Quality (CMAQ) Grant Funds for a Trip Reduction Support Services Program

DIVISION: Employer Services

ORIGINATOR: Sharon Stockwell, Senior Employer Services Coordinator

PRECEDING ACTION: Resolution No. 14-063, Memorandum of Agreement with Pierce County for Pierce Transit to Manage and Expend Federal Congestion Mitigation and Air Quality (CMAQ) Grant Funds for a Trip Reduction Support Services Program

COORDINATING DEPARTMENT: Community Development

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

Proposed Resolution
Exhibit A, Memorandum of Agreement

BUDGET INFORMATION

2017 Budget Amount
\$65,000

Total Required Expenditure through
December 31, 2020 - \$230,000

Impact
\$0.00

Explanation: Pierce Transit will invoice the County monthly for the cost of this program and will receive reimbursement of program costs for a total reimbursement amount of \$230,000.

BACKGROUND:

With the inception of the Commute Trip Reduction (CTR) law in 1991, Pierce Transit partnered with Pierce County to assist employers in developing, implementing, and promoting transportation programs to reduce drive alone trips and vehicle miles traveled. Since 1999 Pierce County has provided Congestion Mitigation and Air Quality (CMAQ) federal funds to Pierce Transit to develop and administer programs and services to increase the use of transportation

options. Current ongoing program elements include Emergency Ride Home, Summit Awards employer recognition, PierceTrips website and trip tracking calendar, and various promotions and campaigns.

With this funding, Pierce Transit will collaborate with Pierce County in planning, developing, and implementing a Trip Reduction Support Services Program. The work plan tasks include: 1) Providing education programs and services tailored to meet the needs of employers and/or residents, with the goal of reducing drive alone trips; 2) Providing personalized assistance, marketing materials, advertising and promotions aimed at encouraging the use of transportation options; 3) Providing an Emergency Ride Home program, employer recognition program and, when identified as a need by the County and Pierce Transit, other related programs; 4) Providing community outreach items, low-cost safety items for alternative commuting, educational items, transit passes and vanpool subsidies; Providing support to the PierceTrips.com website, Pierce Trips trip tracking calendar, website and calendar maintenance, updates and social media; and 5) Providing staff to support the project.

By authorizing the Chief Executive Officer to enter into and execute a Memorandum of Agreement with Pierce County, Pierce Transit will continue to provide trip reduction support services to employers and/or residents in Pierce County for the term of March 1, 2017 – December 31, 2020.

ALTERNATIVES:

Do not authorize. Declining the authorization will significantly limit Pierce Transit's employer/resident outreach.

RECOMMENDATION:

Approve Resolution No. 17-022, authorizing the Chief Executive Officer to enter into and execute a Memorandum of Agreement, in substantially the same form as attached hereto as Exhibit A, with Pierce County for Pierce Transit to manage and expend federal CMAQ funds in the amount of \$230,000 to provide a Trip Reduction Support Services Program to employers and/or residents in Pierce County for the term of March 1, 2017 – December 31, 2020.

RESOLUTION NO. 17-022

A RESOLUTION of the Board of Commissioners of Pierce Transit Authorizing the Chief Executive Officer to Enter Into and Execute a Memorandum of Agreement with Pierce County for Pierce Transit to Manage and Expend Federal Congestion Mitigation and Air Quality (CMAQ) Grant Funds for a Trip Reduction Support Services Program

WHEREAS, Pierce Transit partners with Pierce County to assist employers in developing, implementing, and promoting transportation programs to reduce drive alone trips and vehicle miles traveled; and

WHEREAS, since 1999, Pierce County has provided federal Congestion Mitigation and Air Quality (CMAQ) funds to Pierce Transit to develop and administer programs and services to increase the use of transportation options; and

WHEREAS, current programs include Emergency Ride Home, Summit Awards employer recognition, PierceTrips website and trip tracking calendar, and various promotions and campaigns; and

WHEREAS, Pierce Transit will collaborate with Pierce County in planning, developing, and implementing a Trip Reduction Support Services Program; and

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

Section 1. The Board of Commissioners authorizes the Chief Executive Officer to enter into and execute a Memorandum of Agreement, in substantially the same form as attached hereto as Exhibit A, with Pierce County for Pierce Transit to manage and expend federal CMAQ funds in the amount of \$230,000 to provide a Trip Reduction Support Services Program to employers and/or residents in Pierce County for the term of March 1, 2017 – December 31, 2020.

ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on the 12th day of June, 2017.

PIERCE TRANSIT

Kent Keel, Chair
Board of Commissioners

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2 ATTEST/AUTHENTICATED

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6 Deanne Jacobson, CMC
Clerk of the Board

**MEMORANDUM OF AGREEMENT
BETWEEN PIERCE COUNTY AND PIERCE TRANSIT
REGARDING
THE TRIP REDUCTION SUPPORT SERVICES PROGRAM**

THIS AGREEMENT is entered into this day by and between **PIERCE COUNTY**, a political subdivision of the State of Washington (herein referred to as "the COUNTY") and **PIERCE TRANSIT**, the PIERCE COUNTY PUBLIC TRANSPORTATION BENEFIT AREA CORPORATION (herein referred to as "TRANSIT").

SECTION 1.0 PURPOSE

The purpose of this Agreement is to set forth the responsibilities and obligations of the COUNTY and TRANSIT concerning the management and expenditure of federal CMAQ grant funds, authorized through LAA #8045, for a Trip Reduction Support Services Program.

SECTION 2.0 TRANSIT RESPONSIBILITIES AND OBLIGATIONS

- 2.1** TRANSIT shall collaborate with the COUNTY in the planning, development and implementation of the Trip Reduction Support Services Program.
- 2.2** TRANSIT shall collaborate with the COUNTY to develop a workplan for the Trip Reduction Support Services Program. The workplan tasks assigned to Pierce Transit shall include:
 - 2.2.1** Provide education programs and services tailored to meet the needs of employers and/or residents, with the goal of reducing drive alone trips;
 - 2.2.2** Provide personalized assistance, marketing materials and advertising, promotions aimed at encouraging the use of transportation options;
 - 2.2.3** Provide an Emergency Ride Home program, campaigns, employer recognition program and, when identified as a need by the COUNTY and TRANSIT, other related programs;
 - 2.2.4** Provide, as necessary, community outreach items, low-cost safety items for alternative commuting, educational items, transit passes (including fare) and vanpool subsidies;
 - 2.2.5** Provide support to www.PierceTrips.com website, Pierce Trips trip tracking calendar, website and calendar maintenance and updates, and social media; and
 - 2.2.6** Staffing to support the project.
- 2.3** TRANSIT agrees to expend Federal funds in accordance with the provisions of WSDOT's Local Agency Guidelines and LAA #8045.
- 2.4** TRANSIT shall establish and maintain for the project, either a separate set of accounts or accounts within the framework of an established accounting system in order to sufficiently and properly reflect all eligible project costs incurred in the performance of this Agreement. All staff time records shall use or clearly cross-reference the tracking account code established for this Agreement.

- 2.5** TRANSIT shall submit to the COUNTY, monthly, a report describing all activities, results, and tally of expenses and in accordance with the COUNTY's federal CMAQ reporting requirements associated with LAA #8045. The report shall include copies of materials developed to promote the program and all supporting documentation.

SECTION 3.0 COUNTY RESPONSIBILITIES AND OBLIGATIONS

- 3.1** The COUNTY shall collaborate with TRANSIT in the planning, development and implementation of the Trip Reduction Support Services Program.
- 3.2** The COUNTY shall provide purchasing guidelines.
- 3.3** The COUNTY shall participate in a consulting role in the selection process for any necessary consultant services, but TRANSIT shall have the final decision in identifying and engaging any consultants it deems necessary to perform the obligations contemplated by this Agreement.
- 3.4** The COUNTY shall reimburse TRANSIT 100% of eligible grant expenses incurred directly by TRANSIT. Final reimbursement to TRANSIT will not exceed \$230,000.00. Compensation, as detailed in SECTION 4.0, will be based on the program report, invoice, and documentation submitted by TRANSIT.

SECTION 4.0 COMPENSATION

TRANSIT shall submit to the COUNTY quarterly progress reports, a copy of all materials produced that quarter, a line-item invoice, and all supporting documentation.

TRANSIT will submit, with the invoice, supporting documentation including properly executed payrolls, time records, invoices, contracts, receipts, and payment vouchers evidencing in sufficient detail the nature and propriety of the costs claimed. For any incurred staff costs, documentation must include the units of work actually performed, the actual number of days worked each month, total number of hours for the month, and the total dollar payment requested.

These items are due to the COUNTY monthly, until the agreement expires or TRANSIT exhausts the compensation amount, whichever comes first.

Upon receipt of the progress report, invoice, and appropriate documentation, utilizing funds provided by LAA #8045, the COUNTY shall pay TRANSIT 100% of the eligible invoice amount.

TRANSIT's invoices over the term of this agreement shall not total more than \$230,000.

SECTION 5.0 AGREEMENT PERIOD

Regardless of the execution date, the effective date of this AGREEMENT shall be March 1, 2017. The expiration date shall be December 31, 2020. Once TRANSIT begins charging against this AGREEMENT, which is funded with LAA# 8045, the Memorandum of Agreement between TRANSIT and COUNTY regarding the Trip Reduction Support Services Program dated January 1, 2015 through December 31, 2018 and funded with LAA #7524 will terminate immediately.

SECTION 6.0 RECAPTURE PROVISION

In the event WSDOT determines that TRANSIT has failed to expend Federal funds in accordance with the provisions of LAA #8045, WSDOT reserves the right to recapture Federal funds in an amount equivalent to the extent of noncompliance.

The COUNTY reserves the right to withhold further reimbursements to TRANSIT until WSDOT notifies the COUNTY that reimbursements may be resumed.

Such right of recapture shall exist for a period of three (3) years following the termination of this agreement. Repayment by TRANSIT of Federal funds under this provision shall occur within thirty (30) days of demand.

SECTION 7.0 ASSIGNMENT AND SUBCONTRACTING

No portion of this Agreement may be assigned or subcontracted to any other individual, firm, or entity without the express and prior written approval of the COUNTY.

SECTION 8.0 NO THIRD PARTY BENEFICIARY

The COUNTY does not intend by this agreement to assume any contractual obligations to anyone other than TRANSIT, and TRANSIT does not intend by this agreement to assume any contractual obligations to anyone other than the County. The COUNTY and TRANSIT do not intend that there be any third-party beneficiary to this agreement.

SECTION 9.0 COUNTY AND TRANSIT AS INDEPENDENT CONTRACTOR

Both TRANSIT and the COUNTY are, and shall at all times be deemed to be independent contractors. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between TRANSIT and the COUNTY or any of TRANSIT's or COUNTY's agents or employees. TRANSIT and the COUNTY shall each retain all authority for services rendered, standards of performance, control of personnel, and other matters incident to the performance of services by TRANSIT and the COUNTY, respectively, pursuant to this Agreement.

SECTION 10.0 REGULATIONS AND REQUIREMENT

This Agreement shall be subject to all laws, rules, and regulations of the United States of America, the State of Washington, and political subdivisions of the State of Washington.

SECTION 11.0 RIGHT TO REVIEW

This agreement is subject to review by any Federal or State auditor. The COUNTY or its designee shall have the right to review and monitor the financial and service components of this program by whatever means are deemed expedient by the COUNTY. Such review may occur with or without notice, and may include, but is not limited to, onsite inspection by COUNTY agents or employees, inspection of all records or other materials that the COUNTY deems pertinent to the Agreement and its performance, and all communications with or evaluations by service recipients under this Agreement. TRANSIT shall

preserve and maintain all financial records and records relating to the performance of work under this Agreement for not less than three (3) years from the final payment of any federal aid funds to TRANSIT.

SECTION 12.0 MODIFICATIONS

Either party may request changes in the Agreement. No such modification, however, shall be effective unless in writing and signed by duly authorized agents of both parties.

SECTION 13.0 TERMINATION OF THE AGREEMENT

This Agreement will terminate when the terms of the Agreement are complete or upon mutual written consent of both parties to this Agreement.

SECTION 14.0 TERMINATION FOR PUBLIC CONVENIENCE

The COUNTY may terminate the agreement in whole or in part whenever the COUNTY, in its sole discretion, determines that such termination is in the interests of the COUNTY. Whenever the Agreement is terminated in accordance with this paragraph, TRANSIT shall be entitled to 1) two weeks written notice of termination and 2) payment for actual work performed prior to termination. Termination of this agreement by the COUNTY at any time during its term, whether for default or convenience, shall not constitute a breach of contract by the COUNTY.

SECTION 15.0 DEFENSE AND INDEMNITY

The parties agree to defend, indemnify and save harmless each other, and each party's appointed and elected officers and employees, from and against all loss or expense, including but not limited to judgments, settlements, attorney's fees and costs by reason of any and all claims or demands for damages because of the indemnifying party's acts or omissions giving rise to claims or demands for personal or bodily injury, including death at any time resulting from, sustained by any person or persons and for damages to property including loss of use thereof, but in the event of alleged concurrent negligence of the parties, this provision applies only to the extent of the indemnifying party's proportionate share of any such negligence. This defense, indemnity, and hold harmless provision does not apply in instances in which such injury or damage as shall have been occasioned by the sole negligence of a party or, its appointed or elected officials or employees.

The indemnification provided herein shall apply to and require each party to defend, indemnify and hold harmless the other party for claims brought by an employee of one party against the other party if said claims are alleged to have arisen from the alleged negligent actions or omissions of the employee's employer, and in such case, the parties, with respect to each other only, waive and will not assert against each other, any immunity under the Washington State Industrial Insurance Act (RCW Title 51). This waiver is limited to actions by and between parties only and does not extend to the employees of either party. The parties expressly do not waive their immunity against claims brought by their own employees.

SECTION 16.0 NON-DISCRIMINATION

The COUNTY and TRANSIT certify that they are Equal Opportunity Employers.

SECTION 17.0 INSURANCE COVERAGE

TRANSIT shall, at its own expense, maintain, with an insurance carrier licensed or eligible under RCW 48.15 to do business in the State of Washington or through a program of self insurance pool as provided for in RCW 48.62, with minimum coverage as outlined below, commercial automobile liability insurance and commercial general liability insurance.

Commercial Automobile Liability

Bodily Injury Liability and Property Damage
Liability Insurance \$1,000,000 each occurrence
OR combined single limit coverage of
\$2,000,000 with a deductible no greater than
\$1000.

Commercial General Liability

Bodily Injury Liability and Property Damage
Liability Insurance \$1,000,000 each occurrence
OR combined single limit coverage of
\$2,000,000 with a deductible no greater than
\$1000.

The COUNTY shall be named as an additional insured on all required policies and such insurance as is carried by TRANSIT shall be primary over any insurance carried by the COUNTY. TRANSIT shall provide a certificate of insurance to be approved by the COUNTY Risk Manager prior to execution of this Agreement. The certificate shall be attached to the Agreement.

The COUNTY shall have no obligation to report occurrences unless a claim is filed with the COUNTY Auditor; nor shall the COUNTY have an obligation to pay premiums.

SECTION 18.0 INDUSTRIAL INSURANCE WAIVER

With respect to the performance of this Agreement and as to claims against the COUNTY, its officers, agents, and employees, TRANSIT expressly waives its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to its employees and agrees that the obligations to indemnify, defend, and hold harmless provided in this Agreement extend to any claim brought by or on behalf of any employee of TRANSIT. This waiver is mutually negotiated by the parties to this Agreement.

SECTION 19.0 APPLICABLE LAW AND VENUE

This Agreement shall be governed, construed, and interpreted according to the laws of the State of Washington. In the event that either Party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this Agreement, the Parties hereto agree that any such action or

proceedings shall be brought in Pierce County Superior Court. The Parties shall be responsible for their own attorney's fees and costs.

SECTION 20.0 FUTURE NON-ALLOCATION OF FUNDS

Notwithstanding any other terms of this Agreement, if sufficient funds are not appropriated or allocated for payment under this contract for any future fiscal period, the COUNTY will not be obligated to make payment for services or amounts after the end of the fiscal period through which funds have been appropriated and allocated. No penalty or expense shall accrue to the COUNTY in the event this provision applies. COUNTY shall, however, within ten (10) days of learning that inadequate funds have been appropriated for any future fiscal period, shall notify TRANSIT of such funding shortage.

SECTION 21.0 NOTICE

Any formal notice or communication to be given by the COUNTY to TRANSIT under this Agreement shall be deemed properly given if delivered or if mailed postage prepaid and addressed to:

PIERCE TRANSIT
POB 99070
Lakewood, WA 98496
Attention: General Counsel

Any formal notice or communication to be given by TRANSIT to the COUNTY under this Agreement shall be deemed properly given if delivered or if mailed postage prepaid and addressed to:

PIERCE COUNTY
Pierce County Planning and Public Works
4301 South Pine Street, Suite, 628
Tacoma, WA 98409-7207
Attention: County Traffic Engineer

The name and address to which notices and communications shall be directed may be changed at any time, and from time to time, by either TRANSIT or the COUNTY, by giving notice thereof to the other as herein provided.

SECTION 22.0 SEVERABILITY

If any of the provisions contained in this Agreement are held illegal, invalid, or unenforceable, the remaining provisions shall remain in full force and effect.

SECTION 23.0 WAIVER

Waiver of any breach or condition of this Agreement shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this Agreement shall be held to be waived, modified, or deleted except by an instrument, in writing, signed by the parties hereto.

SECTION 24.0 ENTIRE AGREEMENT

This written Agreement represents the entire Agreement between the parties and supersedes any prior oral statements, discussions, or understandings between the parties.

IN WITNESS WHEREOF, Pierce County and Pierce Transit have executed this Agreement as of the date and year written above.

PIERCE COUNTY

By: _____

County Executive

Date: _____

Approved as to Form:

Deputy Prosecuting Attorney

Date: _____

Recommended by:

Planning and Public Works

Date: _____

Budget and Finance

Date: _____

Risk Management

Date: _____

PIERCE TRANSIT

By: _____

Chief Executive Officer

Date: _____

Approved:

By: _____
Chief Financial Officer

Date: _____

Attest:

By: _____
Clerk of the Board

Date: _____

FACT SHEET

TITLE: A Resolution Authorizing Amendment of the 2017 Capital Budget to Add the Base Lot Lighting Upgrades Project

DIVISION: Project Management Office

ORIGINATOR: Douglas Dickinson, Sr. Construction Project Manager

PRECEDING ACTION: N/A

COORDINATING DEPARTMENT: The PMO, Facilities Maintenance, and Safety

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

Proposed Resolution

BUDGET INFORMATION

2017 Budget Amount
\$0

Required Expenditure
\$0

Impact
\$399,750.00

Explanation: This request is to amend the 2017 Capital Budget to include the Base Lot Lighting Upgrade project. Because the contract has not yet been awarded, expenditures are not yet needed. The amount above is the expected budgetary impact.

BACKGROUND:

Staff requests to amend the 2017 Capital Budget to add the Base Lot Lighting Upgrades project.

There have been a number of Lot configuration changes since the lots were constructed. These configuration changes, among other factors, may be having an adverse effect on the balance of the lighting level across the lots. There may be a number of dark areas and shadows making operation on the lots less than ideal. This project will evaluate the lighting, determine recommended improvements, and ultimately result in the construction and implementation of improvements for lighting in the bus lot and other areas at Base.

FACT SHEET
PAGE 2

This project is expected to be completed in four phases: 1) Engineering evaluation of the current lighting levels and recommendation(s) for improvements to the Base Lot Lighting to include the Bus Lot, Buildings 4 and 5; 2) Consulting services for design, construction and bid documentation; 3) Construction and implementation of the design for the Bus Lot; and 4) Implementation of the design for Buildings 4 and 5.

ALTERNATIVES:

Continue to supplement the current lighting levels on the Bus Lot with the eight rented portable light plants. Monthly costs set aside, the portable light plants, although an improvement, is not an ideal condition and is only meant to be a temporary fix.

RECOMMENDATION:

Approve Resolution No. 17-023, authorizing amendment of the 2017 Capital Budget to add the Base Lot Lighting Upgrades project in the amount of \$399,750.00.

RESOLUTION NO. 17-023

A RESOLUTION of the Board of Commissioners of Pierce Transit Authorizing Amendment of the 2017 Capital Budget to Add the Base Lot Lighting Upgrades Project

WHEREAS, by Resolution No. 16-076, approved on the 12th day of December 2016, the Board of Commissioners of Pierce Transit adopted the 2017 Agency Budget; and

WHEREAS, there have been a number of Lot configuration changes since the lots at the Pierce Transit Base were constructed which may have had an impact on the balance of the lighting level across the lots; and

WHEREAS, under the Base Lot Lighting Project, staff will work with an Engineering firm to perform a lighting study of the Base Parking Lots including the Bus Lot, Buildings 4 and 5, make recommendations for improvements, provide bid documents based on those recommendations; and

WHEREAS, staff will seek bids from qualified, responsive, and responsible contractors to construct said recommended improvements for the Base Lots; 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 2017 Capital Budget to add the Base Lot Lighting Upgrades Project in the amount of \$399,750.00.

ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on the 12th day of June, 2017.

PIERCE TRANSIT

Kent Keel, Chair
Board of Commissioners

ATTEST/AUTHENTICATED

Deanne Jacobson, CMC
Clerk of the Board

FACT SHEET

TITLE: Authority to Execute a Two Year Contract Extension for Natural Gas with Cost Management Services, Inc. (CMS)

DIVISION: Operations

ORIGINATOR: Mike Griffus, Executive Director of Service Delivery and Support

PRECEDING ACTION: Resolution No.13-027, Authority to Execute a Contract for Natural Gas with Cost Management Services, Inc. (CMS)

COORDINATING DEPARTMENT: Maintenance and Service Delivery and Support

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

Legal Counsel

ATTACHMENTS:

None

BUDGET INFORMATION

2017 Budget Amount
\$1,095,580

Required Expenditure
(in 2018 – 2020)
Depending on usage
Approximately \$986,090 per year

Impact
N/A

Explanation: The 2017 budgeted amount is based on expected usage for one year. Expenditures for the two proposed extension years (November, 2018 – October, 2020) will vary depending on actual usage and price fluctuations and such funds will be budgeted in those respective budget years.

BACKGROUND:

The agency seeks authority to execute a two year extension of the Agency's existing contract for natural gas with Cost Management Services, Inc. (CMS). The underlying agreement was approved by the Board of Commissioners in September of 2013 for a five year term; since its effective date in November of 2013, the Agency has spent a total of \$3,740,197.13 for natural gas through its agreement with CMS. For reasons set forth below, staff recommends a two year extension of this agreement.

Pierce Transit currently operates 151 coaches powered by compressed natural gas (CNG). For the past twenty – plus years, Pierce Transit has taken advantage of our high usage and has purchased natural gas from independent brokers instead of Puget Sound Energy (PSE). The Agency's current contract with broker CMS expires on October 31, 2018. When initially procured, a request for proposals was issued on July 18, 2013 and sent to twenty-one prospective proposers. A single proposal was received from CMS that met Pierce Transit's needs for these services, offered competitive fees, and allowed for maximum usage flexibility. As our current contractor, CMS has provided excellent service. If this motion is approved, the Agency will issue another RFP for these services in advance of the proposed 2020 expiration date.

Extending the contract with CMS would be in the best interest of Pierce Transit because by acting as our broker, CMS is authorized to lock in natural gas prices at \$.32/therm from November, 2018 – October 2019 and \$.321 in November, 2019 – October, 2020 (the approximate equivalent of \$.40 - \$.40125/gallon) based on the open futures market. By doing this now, the Agency should see a savings of approximately \$90,000 in 2019 over the current prices in 2018, and another \$90,000 in savings on top of that for 2020. With the fluctuating and uncertainty of the open gas market, potential savings for 2019 and 2020 could be jeopardized by not locking in the prices now.

ALTERNATIVES:

The alternative would be not to extend this contract and issue a RFP in 2018 for natural gas broker services or purchase gas through PSE, however this option could result in higher costs to the agency and/or a less favorable level of service than we currently have with CMS.

RECOMMENDATION:

Authorize the Chief Executive Officer to enter into and execute a two year contract extension for natural gas with Cost Management Services, Inc. effective November 2018 – October 2019.



**PIERCE TRANSIT
NOTICE OF PUBLIC HEARING
PROPOSED FARE CHANGES EFFECTIVE SEPTEMBER 1, 2017**

A public hearing will be held as part of the Board of Commissioners' meeting on June 12, 2017. The meeting begins at 4:00 PM and will be held in the Pierce Transit Rainier Conference Room, 3720 96th Street SW, Lakewood, Washington. The purpose of the hearing is to allow public comment on proposed changes to SHUTTLE fares.

The new fares, if adopted, would be implemented September 1, 2017.

	Current	Proposed
SHUTTLE Cash Fare	\$1.25	\$1.75
SHUTTLE One-Ride Tickets ¹	\$1.25	\$1.75
SHUTTLE Monthly Pass	\$45.00	\$63.00

¹ Certified Human Service Agencies may purchase tickets. Tickets are not available to the general public.

If you are unable to attend the public hearing, you may call Customer Service at 253-581-8000, option 1, to register your comments with a Customer Service Representative. You may also send written comments by June 9, 2017. Please address your comments to:

Pierce Transit
ATTN: Rob Andresen-Tenace, SHUTTLE Program
P.O. Box 99070
Lakewood, WA 98496-0070
Or email at ptcustomer@piercettransit.org

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

Deanne Jacobson
Clerk of the Board

Published in the Tacoma News Tribune and Tacoma Daily Index on June 1, 2017.

FACT SHEET

TITLE: A Resolution Adopting the 2017-2021 Strategic Plan and Repealing the 2015-2020 Strategic Plan
Adopted by Resolution No. 15-022

DIVISION: Administration

ORIGINATOR: Samantha Einarson, Lean Administrator

PRECEDING ACTION: Resolution No. 15-022, Adopting the 2015-2020 Strategic Plan

COORDINATING DEPARTMENT: Executive

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

Proposed Resolution
Exhibit A, Proposed 2017-2021 Strategic Plan

BUDGET INFORMATION

2017 Budget Amount
N/A

Required Expenditure
N/A

Impact
N/A

Explanation: N/A

BACKGROUND:

The Agency's current strategic plan was adopted by the Board of Commissioners on April 13, 2015. Since that time, Pierce Transit has experienced a major change of leadership with a new Chief Executive Officer as well as several new Executive Directors. This change in leadership spurred a need for an updated Strategic Plan. On February 22, 2017 and April 10, 2017, the Board of Commissioners reviewed suggested changes to the current strategic plan. Based on the Board's guidance and the input from staff at multiple levels of the organization who have met weekly for the last four months, a new five-year strategic plan has been prepared. The Pierce Transit 2017-2021 Strategic Plan adopts a new vision statement as well as four objectives that are in line with a balanced-score card approach.

ALTERNATIVES:

1. Make no changes to the existing strategic plan.
2. Do not approve proposed new strategic plan as presented, and instead make amendments thereto.

RECOMMENDATION:

Approve Resolution No. 17-024, adopting Pierce Transit's 2017-2021 Strategic Plan as presented in Exhibit A and repealing Resolution No. 15-022, the agency's 2015-2020 Strategic Plan.

RESOLUTION NO. 17-024

A RESOLUTION of the Board of Commissioners of Pierce Transit Adopting the 2017-2021 Strategic Plan and Repealing the 2015-2020 Strategic Plan Adopted by Resolution No. 15-022

WHEREAS, by Resolution No. 15-022, approved on the 13th day of April 2015, the Board of Commissioners of Pierce Transit adopted the current strategic plan; and

WHEREAS, the Board of Commissioners participated in a Strategic Plan work session special meeting on February 22, 2017 and April 10, 2017 to provide guidance to staff; and

WHEREAS, with input from the Board of Commissioners and Pierce Transit staff, an updated strategic plan has been proposed; and

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

Section 1. The proposed 2017-2021 Strategic Plan, attached hereto as Exhibit A, is hereby adopted and constitutes the content of the Pierce Transit's Strategic Plan for the period of 2017-2021; and

Section 2. Resolution No. 15-022, the agency's 2015-2020 Strategic Plan is hereby repealed in its entirety.

ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on the 12th day of June, 2017.

PIERCE TRANSIT

Kent Keel, Chair
Board of Commissioners

ATTEST/AUTHENTICATED

Deanne Jacobson, CMC
Clerk of the Board

Pierce Transit Strategic Plan 2017-2021

Exhibit A

Customer



Provide transportation services that meet our current and potential customer's needs

1. Ridership increases at the same rate as growth in total service area population
2. Increase in the number of customers who perceive that Pierce Transit meets their transportation needs
3. Community's perception of Pierce Transit improves
4. Increase in the number of partnerships annually

Internal



Develop a culture which fosters safety, collaboration, data-driven decisions and innovation

1. Customer's and community's perspectives are integrated into decision-making
2. OJI rate and preventable accident rate decreases
3. Meet the targets and performance measures document in the Transit Asset Management Plan (TAMP)
4. Meet or exceed divisional and department-level goals

Financial



Act with financial accountability and transparency as stewards of the public trust

1. Revenues equal or exceed expenditures and Board policy reserve requirements are met
2. Improve transparency of the budget development process
3. Improve internal and external satisfaction with communication of financial information
4. Use a documented cost/benefit analysis for financial decisions

Employee



Attract, cultivate, and maintain an engaged workforce

1. Individual development plans implemented annually (non-rep)
2. Individual performance evaluations completed annually (rep)
3. Maintain retention rates
4. EE engagement increases

Vision:

Your Preferred Transportation Choice for Today and Tomorrow

Mission:

Pierce Transit improves people's quality of life by providing safe, reliable, innovative, and useful transportation services that are locally based and regionally connected.



FACT SHEET

TITLE: A Resolution Amending the 2017 Capital Budget to Include Line Items for the Following: the Purchase of Real Property Located at 9622 40th Avenue SW, Lakewood, Washington, to Make Improvements to Said Property, and to Integrate the Subject Property into the Base Master Plan

DIVISION: Planning and Community Development

ORIGINATOR: Janine Robinson, Senior Planner

PRECEDING ACTION: Resolution 16-047 Adopting the Annual Budget for Fiscal Year 2017; Resolution No. 16-013, Authorization of Cost Sharing Agreement with Sound Transit for Base Master Plan; FS 16-033, Authority to Execute a Master Contract and Task Order No. 1 with Schacht Aslani Architects for Consulting Services for the Pierce Transit Base Master Plan Update; FS 17-039, Authority for the CEO to Enter Into a Lease With Option to Buy Property at 9622 40th Avenue SW in Lakewood and to Further Authorize the CEO to Execute a Purchase and Sale Agreement

COORDINATING DEPARTMENT: Transit Development

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

Proposed Resolution

BUDGET INFORMATION

2017 Budget Amount	Required Capital Expenditures		Impact
\$0.00	Purchase 9622 40 th Ave SW:	\$1,535,000.00	\$1,985,000.00
	Improvements to 9622 40 th Ave SW:	\$400,000.00	
	Base Master Plan (Project 0470) integration:	\$50,000.00	
	Total:	\$1,985,000.00	

Explanation: Staff is requesting to amend the 2017 Capital Budget to include these three projects to purchase and improve the subject property and integrate the subject property into the Base Master Plan. The funds would come from reserves.

BACKGROUND:

The agency seeks authority to amend the 2017 Capital Budget to include line items and funding for the following: 1) the purchase of property located at 9622 40th Avenue SW, Lakewood, Washington ("the Property") the lease and purchase of which was authorized by the Executive Finance Committee (EFC) at its meeting held May 25, 2017; 2) improvements to the Property, and 3) integration of the Property into Base Master Planning. At a special meeting held on November 23, 2016, the Board of Commissioners authorized staff to enter into negotiations for the purchase of this property. Subsequently, on January 9, 2017 the Board authorized the Chief Executive Officer (CEO), or designee, to negotiate a Purchase and Sale Agreement for said property for the price discussed in Executive Session and to delegate authority to the Executive Finance Committee to approve the final purchase and sale agreement. On May 25, 2017 the Executive Finance Committee gave authority to the CEO to enter into and execute a lease with option to purchase, and to enter into and execute a purchase and sale agreement.

Pierce Transit is expanding its bus fleet to add service, and has taken on more Sound Transit service in the past few years. We are currently at maximum capacity in the bus lot and have limited additional available office space. Recently, SHUTTLE vehicles had to be moved to an already crowded parking lot behind Building 5, where vanpools are parked in addition to employee vehicles and spare buses. This is a temporary solution. With the purchase of this property, we have the opportunity to free up much needed space both in the parking lot behind Building 5, as well as office space in the building, by moving Vanpool vans and staff.

The Property includes: Parcel No. 5087000110 (33,500 square feet) which includes an 11,200 square foot building; and a portion of an adjacent Parcel No. 5087000121 (approximately 12,500 square feet). The adjacent property is also owned by the seller who is working with the City of Lakewood and Pierce County on obtaining a boundary line adjustment (BLA) to create the larger parcel (approximately 46,000 square feet) to come under Pierce Transit ownership. Pierce Transit will lease the property for 6 months to allow time for the BLA to be recorded. The lease began on June 1, 2017 for a period of six months at \$5,000 per month (plus property taxes, insurance and maintenance, estimated at \$2,390 per month). The purchase price is \$1,500,000.

Three amendments to the 2017 Capital Budget are proposed and would include two new projects (acquisition and improvements) and one existing project (Base Master Plan Update). The proposed Capital Budget amendments are:

1. Acquisition of Property at 9622 40th SW, Lakewood, to include funds of \$1,535,000 for the property purchase and due diligence/closing costs.
2. Improvements to the Property to accommodate Vanpool staff and vehicles, to include \$400,000 for tenant improvements required to house Vanpool operations at the new location. Improvements to the Property are expected to include perimeter security, access card readers, computer networking (including fiber connection to headquarters), furniture, carpet, paint, and lighting.
3. Integration with the Base Master Plan Update (Project No. 0470) currently underway, to include conceptual design and determining best use of the Property, with \$50,000 allocated to this work, for an overall project budget of \$353,000. Sound Transit's 40% share of this total project cost is \$141,200. Any improvements necessary to use the additional building space will be part of a future capital project.

ALTERNATIVES:

Alternative options exist, including: not include the Property in the base master planning process, and move just Vanpool vans to this location and not move staff which would reduce the amount of the tenant improvement project from \$400,000 to approximately \$240,000. Neither of these options is recommended, as expansion is necessary for continued growth of the Agency, it is needed immediately, and this property is near to base, available, and a very good option for expansion.

RECOMMENDATION:

Approve Resolution No. 17-025 amending the 2017 Capital Budget to include line items for the following: 1) \$1,535,000 for the purchase of real property located at 9622 40th Avenue SW, Lakewood, Washington; 2) \$400,000 for necessary improvements to said property, and 3) \$50,000 for the integration of the property into the Base Master Plan.

RESOLUTION NO. 17-025

A RESOLUTION of the Board of Commissioners of Pierce Transit Amending the 2017 Capital Budget to Include Line Items for the Following: the Purchase of Real Property Located at 9622 40th Avenue SW, Lakewood, Washington, to Make Improvements to Said Property, and to Integrate the Subject Property into the Base Master Plan

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

WHEREAS, after delegation of authority to do so by the Board of Commissioners on May 25, 2017, Fact Sheet No. 17-039, the Executive Finance Committee authorized the CEO to enter into a Lease Agreement, Option to Purchase Agreement, and Purchase and Sale Agreement for real property located at 9622 40th Avenue SW in Lakewood, Washington ("the Property") in the amount of \$1,500,000; and

WHEREAS, Pierce Transit did not originally budget for the acquisition of this property and related improvement costs as the property was not marketed for sale during the 2017 budget process; and

WHEREAS, it was advantageous to purchase said property due to its close proximity to Pierce Transit headquarters and base facilities are at maximum capacity for bus fleet parking with limited available office space; and

WHEREAS, moving portions of our base operations will free up both parking and office space; and

WHEREAS, the purchase price of the property in the amount of \$1,500,000 and the related costs for necessary improvements need to be incorporated into the 2017 budget; and

WHEREAS, additional acquisition costs, such as due diligence and closing costs are estimated at an additional \$35,000; and

WHEREAS, improvements to the Property to accommodate operations are estimated to cost \$400,000 and need to be included in the 2017 Budget; and

WHEREAS, purchase of the Property requires integration with overall planning for the future of all base facilities and the Base Master Plan which is currently underway at a cost of \$50,000; and

WHEREAS, staff recommends improvements to the Property and integration with the Base Master Plan which require amendments to the 2017 Capital Budget; and

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

Section 1. The 2017 Capital Budget is hereby amended to provide \$1,535,000 for the purchase of Real Property Located at 9622 40th Avenue SW, Lakewood, Washington \$400,000 for improvements to the property, and \$50,000 for integration with the Base Master Plan, for a total of \$1,985,000.

ADOPTED by the Board of Commissioners of Pierce Transit at a regular meeting thereof held on the 12th day of June, 2017.

PIERCE TRANSIT

Kent Keel, Chair
Board of Commissioners

ATTEST/AUTHENTICATED:

Deanne Jacobson, CMC
Clerk of the Board

FACT SHEET

TITLE: Authority to Amend Task Orders 2, 3, 4, 5 and 6 with Gray and Osborne Engineers for Additional Engineering Services

DIVISION: Finance

ORIGINATOR: Clint Steele, Senior Project Manager

PRECEDING ACTION:

Approval to Negotiate and Execute Master Agreement for Agency Architect/Engineer and Related Services (Executive Finance Committee meeting, March 27, 2013).

FS 16-038, Execution of Task Order No.2 to the Master On-Call Agreement with Gray and Osborne for Engineering services relating to the Facilities Critical Repairs project at the SR-512 Park and Ride on June 13, 2016.

Resolution 16-026 to amend the 2016 Capital budget in the amount of \$3,000,000 to add four Transit Center and Park and Ride Renewal projects.

FS 16-065, Approval to enter into contracts for Task Orders 3, 4, 5 and 6 with Gray and Osborne Engineers on October 10, 2016.

COORDINATING DEPARTMENT: Project Management Office, Transit Development

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

N/A

BUDGET INFORMATION

2017 Budget Amount	See next page	Budget Impact
Task Order 2 - \$ 714,850		\$0
Task Order 3 - \$1,000,000		\$0
Task Order 4 - \$1,300,000		\$0
Task Order 5 - \$1,000,000		\$0
Task Order 6 - \$1,500,000		\$0

	Current Estimated Expenditures	Previously Approved 6/13/2016	Difference
<u>Task Order No. 2</u>			
SR-512 Park and Ride Repairs	\$ 83,700.00	\$78,700.00	\$ 5,000.00
40%* Contingency for SR-512	<u>33,480.00</u>	<u>7,800.00</u>	<u>25,680.00</u>
Subtotal:	\$117,180.00	\$86,500.00	\$30,680.00

FACT SHEET
PAGE 2

*For Task Order 2 , staff is currently waiting on fee proposals for design services to add electric vehicle charging stations at the SR-512 Park and Ride. The added contingency would be used for that purpose.

	Current Estimated Expenditures	Previously Approved 10/10/2016	Difference
<u>Task Order No. 3</u>			
SR-512 Transit Center	\$110,377.70	\$90,170.00	\$20,207.70
10% Contingency for SR-512	<u>11,037.77</u>	<u>9,017.00</u>	<u>2,020.77</u>
Subtotal:	\$121,415.47	\$99,187.00	\$22,228.47
<u>Task Order No. 4</u>			
Tacoma Mall Transit Center	\$135,844.57	\$123,145.00	\$12,699.57
10% Contingency for Tacoma Mall	<u>13,584.46</u>	<u>12,314.50</u>	<u>1,269.96</u>
Subtotal:	\$149,429.03	\$135,459.50	\$13,969.53
<u>Task Order No. 5</u>			
72 nd Street Transit Center	\$114,155.07	\$110,366.00	\$3,789.07
10% Contingency for 72 nd Street	<u>11,415.51</u>	<u>11,036.60</u>	<u>378.91</u>
Subtotal:	\$125,570.58	\$121,402.60	\$4,167.98
<u>Task Order No. 6</u>			
TCC Transit Center and Park & Ride	\$148,603.57	\$131,855.00	\$16,748.57
10% Contingency for TCC	<u>14,860.36</u>	<u>13,185.50</u>	<u>1,674.86</u>
Subtotal:	\$163,463.93	\$145,040.50	\$18,423.43
Total for task orders 2, 3, 4, 5 & 6	\$677,059.01	\$587,589.60	\$89,469.41

BACKGROUND:

On July 11, 2016, the Board of Commissioners approved a budget amendment to the 2016 capital budget to include the four Transit Center and Park and Ride renewal projects listed above. Pierce Transit needed civil and architectural design services to prepare specifications and engineered drawings for permitting prior to public bidding for construction; those Task Orders were executed on October 10, 2016.

As Gray and Osborne worked on the initial part of the project, staff asked our consultants to provide additional engineering services outside of the original scope of work. Additional work to be performed includes: storm water site plans as required by the city; preparation of AutoCAD drawings; electrical design services for additional light poles and fixtures; and splitting the bid package at the SR-512 Transit Center into two parts. A geotechnical study is also required at Tacoma Community College to determine if we can use pervious asphalt in an effort to reduce storm water run-off and improve water quality. The consultants are also required to provide professional surveys to document right of way issues at the three Transit centers located in Tacoma.

ALTERNATIVES:

There really are no feasible alternatives to address the additional engineering services required. All of these were either required by city building departments or provided improvements at the transit centers in line with Pierce Transit's strategic goals focusing on improving customer satisfaction, safety, sustainability, innovation and energy conservation.

RECOMMENDATION:

Authorize the execution of Task Order Nos. 2, 3, 4, 5 and 6 to the Master On-Call Agreement with Gray and Osborne for Architect/Engineering Services in an amount not to exceed \$89,469.41, for a new total amount of \$677,059.01 including contingency.