



PIERCE TRANSIT BOARD MEETING
Training Center, Rainier Room
3720 96th Street SW, Lakewood, WA
August 14, 2017, 4:00 PM

AGENDA

CALL TO ORDER

ROLL CALL

PRESENTATIONS

- July Operator of the Month ~ Tim McGraw
Scott Gaines
Transit Operator Assistant Manager
- Pierce Transit Public Transportation Agency
Safety Plan
Rob Huyck
Risk Manager

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, August 1, 2017
2. 2nd Quarter Sole Source/100k Report
3. Minutes: Regular Board Meeting of July 10, 2017
4. FS 17-058, Authority to Execute Task Order No. 11 with Parametrix for Engineering and Design Services for the Base Lot Lighting Upgrade Project

ACTION AGENDA

1. FS 17-059, Adoption of the 2017-2022 Transit Development Plan (TDP) Darin Stavish
Principal Planner
2. FS 17-060, A Resolution Donating a Surplus Vehicle to Comprehensive Life Resources Pursuant to the Pierce Transit Care-a-van Program, and Rob Andresen-Tenace
Specialized Transportation Manager
FS 17-061, A Resolution Donating a Surplus Vehicle to Alchemy Indoor Skate Park and Education Center Pursuant to the Pierce Transit Care-a-van Program
3. FS 17-062, A Resolution Authorizing the Amendment of the 2017 Capital Budget to Add the Commerce Tunnel Refurbishment Project Larry McCarty
Facilities Manager

STAFF UPDATES/DISCUSSION

- CEO Report

INFORMATIONAL BOARD ITEMS

- Chair Report Vice Chair Henderson
- Sound Transit Update Commissioner Strickland or Dammeier
- Commissioners' Comments

EXECUTIVE SESSION

- Union Negotiations, pursuant to RCW 42.30.140 (4)(b)
- Review the performance of a public employee, pursuant to RCW 42.30.110 (g)

ADJOURNMENT

SECOND QUARTER 2017

Report to Board of Commissioners

Sole Source Over \$10,000

Contracts and Amendments - \$100,000 to \$200,000

Sole Source Over \$10,000

Name	Explanation	Amount	Eff. Date
MConsulting, LLC	Extension of existing contract with vendor who provides consulting and project management services associated with the security design and development at the Indian Hill 2 communications facility. Vendor provides an emergency "Continuity of Operations Plan" for Site Security Technologies. In addition, this vendor provides a 24/7 Security Incident Management Service featuring escalation notification for first responders.	\$93,500	04/12/17
NOV Pole Products Division	Two concrete bus shelter poles were destroyed (one at Tacoma Mall Transit Center and one at T.C.C. Transit Center) and this vendor has the original forms made in the 1980s. To have new forms designed and produced would add significant, additional design and engineering costs.	\$22,096	04/26/17
Lloyd Robinson	This was an extension of the existing contract for employee coaching services using the Hogan Leadership Forecast Assessment which is currently being used with Pierce Transit's executive coaching clients. Employees are learning to use the concepts, language, and behaviors specific to this assessment.	\$29,175	05/10/17
Northwest Lift & Equipment, LLC	This is for installation of three hoists in the Tire and Body Shop in Pierce Transit's Maintenance Facility. Stertil-Koni USA, Inc. requires their hoists be installed by a Stertil-Koni USA, Inc. certified installer. Northwest Lift & Equipment, LLC is the only certified installer for the northwest region. Therefore, they are the sole provider for the installation of these hoists.	\$25,500	6/6/17
Trapeze Software Group, Inc.	Trapeze is the sole provider of services and support for the EAM Fleet Maintenance Management System. There will be three enhancements that will allow the maintenance staff to use the system much more effectively and increase their overall productivity.	\$30,000	6/12/17

Contracts and Amendments - \$100,000 to \$200,000 awarded from 4/1/17 - 6/30/17

Name	Explanation	Amount	Eff. Date
General Mechanical, Inc.	Contract for Auto Shop replacement hoists in Pierce Transit's Maintenance Facility.	\$111,670	04/17/17

Sole Source: A circumstance when the vendor is the sole provider of licensed or patented goods or services, or has specialized knowledge or skill needed for a project when there is limited time and vendors with the expertise.

Amendments: Master agreements sometimes have amendments. This could be due to time extensions to a contract, or a situation where changing a contractor before the work is complete could cause delays, hardships and/or added costs.

**PIERCE TRANSIT
BOARD OF COMMISSIONERS
MINUTES**

July 10, 2017

CALL TO ORDER

Chair Keel called the meeting to order at 4:04 p.m.

Commissioners present:

Kent Keel, Chair of the Board, City of University Place Mayor Pro Tem
Don Anderson, City of Lakewood Mayor (*arrived at 4:11 p.m.*)
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*)
Marilyn Strickland, Mayor of the City of Tacoma (*arrived at 4:21 p.m.*)
Ryan Mello, City of Tacoma Councilmember
Heather Shadko, City of Puyallup Councilmember
Bruce Dammeier, Pierce County Executive (*arrived at 4:05 p.m.*)

Commissioners excused:

Rick Talbert, Pierce County Councilmember

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

Election of Vice Chair

Chair Keel appointed Commissioner Henderson to serve an additional term as the Vice Chair of the Board. (*Commissioner Dammeier arrived at 4:05 p.m.*) With there being no additional nominations from Board members, the Board unanimously confirmed the appointment of Commissioner Henderson to serve as the Vice Chair of the Board, with the term expiring June of 2018.

Chair Keel declared Commissioner Henderson as Vice Chair of the Board of Commissioners.

PRESENTATIONS

June 2017 Operator of the Month ~ Angel Arteaga

Transit Operator Assistant Manager, Scott Gaines honored Angel Arteaga for being selected June 2017 Operator of the Month. Mr. Gaines recognized Mr. Arteaga for his consistent positivity, professionalism, and mentorship of new transit operator students since being hired in

2008. Mr. Gaines noted Mr. Arteaga has seven years of accident free driving and several positive passenger and mentee comments within his employee file. (*Commissioner Anderson arrived at 4:11 p.m.*) Mr. Gaines read two supervisor comments and one mentee evaluation comment which highlighted Mr. Arteaga's positive attitude and exemplar job performance. With his son by his side, Mr. Arteaga accepted the honorary certificate, thanking his safety trainer, mentor, and manager and stated that it is a privilege being a Transit Operator for Pierce Transit. The Board members extended their appreciation to Mr. Arteaga for his service.

Second Quarter (2017) CTAG Report

Community Transportation Advisory Group (CTAG) Vice Chair Cody Bakken provided an update on CTAG activities for the months of April, May and June 2017.

Mr. Bakken noted that CTAG group activities included discussing parking concerns for local businesses, volunteer outreach efforts during the Puyallup Spring Fair, the proposed Pierce Transit SHUTTLE fare increase, and being introduced to an idea of restating and posting Pierce Transit's rules with some suggested transit habits in terms of positive language. Mr. Bakken also noted that two Pierce Transit staff members presented at the CTAG group meetings each month with regards to agency updates on various topics.

Public Transportation Safety Plan

Executive Director of Administration, Vivienne Kamphaus noted that the planned presenter for this item encountered an unexpected emergency and that the item will be rescheduled and presented by Risk Manager, Rob Huyck at the August 14, 2017 Board of Commissioners meeting. (*Commissioner Strickland arrived at 4:21 p.m.*)

PUBLIC COMMENT

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

- Cinderella Helga, Lakewood, extended a compliment to Pierce Transit Service Supervisor Erik Dunn, who recently provided assistance getting her to Tacoma Community College when she encountered some confusion with regards to her route. She also extended a thank you to fixed route customer service employees as they have been very helpful and patient with answering her trip planning questions. Ms. Helga reported on her experience with the Route 13 bus during the recent Tacoma Tall Ship Festival, noting that what would have been a 30 minute trip took two hours. She requested a return of the Route 48 bus, as she has found it to be the most dependable and convenient.
- Tammie Cox, Lakewood, reported receiving feedback from fellow citizens with regards to bus shelter glass being continually broken in Woodbrook and suggested the agency use the same material that the bus shelter roofs are built with. She also reported that there is low visibility for passengers to see the bus driver when there are riders secured in wheelchairs. Ms. Cox ended her public comment by reporting that individuals are smoking in transit stations, cars are driving through designated bus Operator areas in transit stations and the noise level of bus passenger conversations and music on the bus is becoming a disturbance.

- Walt Hurd, Tacoma, reported that the smoking ordinance is still not being enforced at bus stops. He also reported the Route 41 and Route 594 buses being consistently late when coming from Seattle to Tacoma. Mr. Hurd expressed his desire for additional bus seating and more frequent bus service during events (such as Mariner's games) with regards to the Route 594 bus.
- Roxy Giddings, Parkland, requested a presentation for the public at a future Board meeting as to where Pierce Transit will have regular bus service with regards to all of the ongoing road and business developments and expansions in the Parkland area, as she did not notice this information included within the agency's proposed 2017-2022 Transportation Development Plan.
- William Giddings, Parkland, requested hard copies of Board agenda items to be available for public review in advance of the Board meetings to allow for more efficient public comment preparation.

PUBLIC HEARING

Proposed 2017-2022 Transportation Development Plan

Principal Planner, Darin Stavish presented on the item, formally announcing the online availability of Pierce Transit's proposed 2017-2022 Transportation Development Plan for public review and comment on the agency's website. He also noted that hard copies are available upon request. Mr. Stavish's presentation included the history behind why the agency produces an annual Transportation Development Plan, the details of what is included within the plan, agency highlights from 2016 and how the plan will be used moving forward. The content of the plan is not to be confused with the agency's Long Range Plan, which highlights items such as area developments and population density changes. The Transportation Development Plan will be finalized when the public comment process closes on August 11, 2017 and presented for Board adoption at the Board of Commissioners meeting on August 14, 2017.

Chair Keel confirmed the avenues to which the Transportation Development Plan is made available to the public.

Commissioner Henderson expressed her excitement with the Transportation Development Plan, noted how impressed she was with the detailed content of the plan, and commended agency staff for all of their hard work.

Chair Keel provided instructions for the public hearing to citizens.

At 4:32 p.m., the public hearing was opened and the following individuals commented:

- Tammy Cox, Lakewood, reported that she may provide public comment with regards to the Transportation Development Plan at the August 14, 2017 Board of Commissioners meeting after she has read the plan in full detail.
- Cinderella Helga, Lakewood, provided comment unrelated to the proposed Transportation Development Plan. Ms. Helga requested a dedicated Customer Service

bus shop in Lakewood, such as the one located at the Tacoma Dome Station, where patrons can buy bus passes instead of having to wait in line at places such as grocery stores. She also inquired as to whether the agency has a weekend telephone line available where a live staff member can be reached in the event patrons encounter an emergency. Ms. Helga requested additional education for SHUTTLE customer service staff to assist callers who have medical conditions.

At 4:39 p.m., the public hearing was closed.

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

Motion **carried**, 8-0.

1. Approval of Vouchers, July 1, 2017
Operating Fund #10
Self-Insurance Fund #40
Capital Fund #90
Voucher CK Nos. 356526 through 357146
Advance Travel CK Nos. 1213 through 1220
Wire Nos. 1978 through 1997
Total \$7,943,531.67
2. Minutes: Special Study Session and Regular Board Meeting of June 12, 2017
3. FS 17-047, Authorized execution of multi-year contracts for OEM Radiators to New Flyer Parts; MCI Services and Western Peterbilt, LLC, in a total amount not to exceed \$1,475,239.26 for all three vendors.
4. FS 17-048, Ratified the Chief Executive Officer's Declaration of Emergency Related to the failed fire panel in Building 5.
5. FS 17-049, Approved Resolution No. 17-026, authorizing the Chief Executive Officer to enter into and execute an agreement with the Port of Tacoma to receive grant funds in support of the Downtown to Defiance Trolley.
6. FS 17-050, Authorized the Chief Executive Officer to enter into and execute a four-month contract extension with American Custodial, Inc., for janitorial services in an amount not to exceed \$74,107.
7. FS 17-051, Authorized purchase of replacement computers from Dell in the amount of \$950,000, using Washington State contract MNWNC -108/#05815-003.

8. FS 17-052, Approved Resolution No. 17-027, authorizing amendment of the 2017 Capital Budget by adding \$98,040 to the existing budget of \$359,218 for a total revised budget of \$457,258.

ACTION AGENDA

1. **FS 17-053, A Resolution Approving a Fare Increase to SHUTTLE Fares Effective September 1, 2017, and Authorizing Amendments to Pierce Transit Codes Chapter 3.72 – Fare Schedule**

Commissioners Strickland and Mello **moved** and seconded to approve Resolution No. 17-028, approving a 50-cent fare increase to SHUTTLE fares effective September 1, 2017 and authorizing related amendments to Pierce Transit Codes Chapter 3.72 – Fare Schedule.

Specialized Transportation Manager Rob Andresen-Tenace presented on the item, providing public comment analysis and addressing previously mentioned Board concerns. Mr. Andresen-Tenace compiled and submitted 30 public comments to the Clerk of the Board that were received by the agency via phone, email, and in person. 21 out of the 30 public comments originated from the June 12, 2017 Public Hearing and opposed the SHUTTLE fare increase. A review of SHUTTLE pass users showed that the pass was not being used as a cost saver but as a convenient means of paying without using cash. Mr. Andresen-Tenace stated that the agency currently does not have any discounts for its service; however, agency staff are reviewing scheduling to improve efficiency and analyze service and will return to the Board with recommendations for consideration regarding increased efficiencies and other options.

Commissioner Strickland requested data with regards to how often the average SHUTTLE user utilizes service per month. In addition to this data, Commissioner Anderson requested to see when service spikes and possible alternatives to consider for persons such as the visually or mentally impaired to be able to receive occasional free service.

Mr. Andresen-Tenace stated staff would look into possibly providing the data at the August 14, 2017 Board of Commissioners meeting.

Chair Keel commended agency staff for having innovative ideas and encouraged them to continue to have this mindset when considering alternative options for SHUTTLE users who are on a fixed income. Chief Executive Officer Sue Dreier stated that SHUTTLE rides are across the region and suggested the agency hold off on any more increases after this item until fixed route is also raised. Chair Keel and Commissioner Strickland stated they will support the increase; however, would like to see better efficiencies throughout service and additional options for those on fixed incomes.

Motion **carried**, 8-0.

2. **FS 17-054, Authority to Purchase Three (3) Forty-Foot Catalyst Electric Transit Vehicle Replacement Coaches From Proterra, Inc. Pursuant to Washington State Heavy-Duty Mass Transit Vehicles Using Department of Enterprise Services (DES) Contract No. 09214**

Commissioners Strickland and Mello **moved** and seconded to authorize the purchase of three (3) electric forty-foot catalyst transit vehicle replacement coaches from Proterra, Inc., pursuant to Washington State heavy-duty mass transit vehicles Department of Enterprise Services (DES) Contract No. 09214.

Executive Director of Service Support and Delivery Mike Griffus presented on the item. He noted that in 2016 Pierce Transit was awarded a \$2.55 million federal grant for the purchase of electric buses and charging infrastructure, with a required Pierce Transit match of 15 percent. Pierce Transit's cost will be just around \$150,000 per bus, with a \$400,000 contingency built in. In addition to their environmental benefits, electric buses will be quite different from a maintenance perspective, as they have 30 percent fewer parts, need 75 percent fewer brake repairs, make 25 percent less noise, and require no exhaust after-treatment, oil changes or liquid fuels. Unlike some of the older-model electric buses, the new ones have a range of up to 300 miles. The agency will also purchase plug-in chargers, all located at Pierce Transit headquarters.

Commissioner Henderson shared her excitement on the item and inquired on estimated electric cost consumption, to which Mr. Griffus stated agency staff would report back on.

Commissioner Anderson requested full justification of environmental benefits with regards to life cycle costs. Mr. Griffus noted that Proterra has some of the details noted on their website, the electric bus batteries for disposal will be for reuse, and agency staff will reach out to a Proterra representative to retrieve further details.

Commissioner Dammeier inquired as to whether the amount of passengers on the electric buses is comparable to current bus passenger capability and how the agency will measure the effects of the pilot project. Mr. Griffus noted passenger capabilities as being comparable and that measuring the effects of the pilot project is part of the agency's system and plan. The agency will conduct an analysis and has a bus replacement plan over the next three years to continue to diversify its fleet.

Motion **carried**, 8-0.

3. FS 17-055, A Resolution to Amend the 2017 Capital Budget to Increase Funding for the Financial Management System Replacement Project and to Award a Contract to Superion, LLC for a Financial Management System

Commissioners Strickland and Shadko **moved** and seconded to approve Resolution No. 17-029, amending the 2017 Capital Budget to increase funding for the Financial Management System Replacement Project budget from \$1,010,000 to \$1,551,957 and authorizing the Chief Executive Officer to enter into and execute a contract with Superion, LLC, of a Financial Management System.

Executive Director of Finance Brett Freshwaters provided a brief history and overview on the item and introduced Senior Project Manager Erik Solberg to present remaining details. Mr. Solberg noted the benefits, timeline and reasoning behind the new financial management system.

Mr. Solberg noted that Pierce Transit's current financial management system is antiquated and does not meet the agency's current or future needs. In late 2016, the agency issued a request for proposal (RFP) for a replacement financial management system. The selected system will change many processes around the agency's financial work, making the data much more useful and tasks more efficient and cost-effective. The new system is planned to go live between the third and fourth quarter of 2018.

A discussion ensued with regards to whether the new financial management system works with other agency programs, where project funding is coming from, whether free upgrades will be provided over time, where data will be stored, security defenses, and other vendor details.

Mr. Solberg stated agency staff is working diligently to ensure that the new financial management system works with other agency programs. The system will be a secure virtual private network (VPN) utilizing authentication and encryption.

Mr. Freshwaters stated that the agency has enough contingency in capital reserves to fund this project. Staff will look into whether there are free upgrades in perpetuity available over time and also stated that Pierce Transit's General Counsel is currently in negotiations with the vendor to ensure that the agency is legally covered in the event something unexpected occurs with the data.

Mr. Solberg also noted that the vendor is a very stable and is a well-known company specializing in governmental information systems and recently changed their name from Sungard to Superion, LLC. Staff have also talked to employees at the City of Puyallup and received a good recommendation with regards to the vendor.

Motion **carried**, 8-0.

STAFF UPDATES/DISCUSSION

CEO's Report

Chief Executive Officer, Sue Dreier reported on the following item(s):

- With the recently passed state budget, Pierce Transit will be losing the streamlined sales tax mitigation payments, but gaining its portion of the internet sales tax. It is projected that the agency will see a significant net benefit from the new tax.
- Bus ride statistics from the Taste of Tacoma event that took place June 23, 2017 through June 25, 2017 were record breaking for the agency with a total of 21,000 rides.
- The agency held its annual on-site Safety and Wellness day for employees on June 29, 2017. Many vendors were present as employees participated in this event. An extra effort was placed on safety vests to ensure all employees were wearing one while attending the event.
- Ms. Dreier and Transit Development Manager Jay Peterson represented Pierce Transit while attending the Kitsap Transit Fast Ferry Launch on July 5, 2017. With the new ferry,

a Bremerton to Seattle trip can be completed in approximately 32 minutes, cutting the passenger commute time in half. The passenger ferry's first day of service was on July 10, 2017.

Commissioner Dammeier asked Ms. Dreier to elaborate on agency efforts after an Amtrak train derailed in Steilacoom near Chambers Bay on July 2, 2017.

Ms. Dreier stated that Pierce Transit was called on shortly after the incident occurred and were able to deploy three buses to the site and transport stranded passengers to the Tacoma Amtrak station.

Commissioner Henderson commended the agency on its rapid response and versatility with regards to the incident.

INFORMATIONAL BOARD ITEMS

Chair Report

Chair Keel noted that he is continuing to reach out to Board members with regards to the importance of Board meeting attendance.

Sound Transit Update

Commissioners Strickland, Keel and Dammeier had no items to report.

Commissioners' Comments

The commissioners had no items to report.

EXECUTIVE SESSION

At 5:32 p.m. the regular meeting was recessed into Executive Session for approximately 30 minutes to review the performance of a public employee, pursuant to RCW 42.30.110 (g). It was noted that formal action is anticipated to follow in open session following the Executive Session.

At 6:02 p.m. Chair Keel extended the executive session 15 minutes. The extension was announced to the public.

At 6:17 p.m. Chair Keel extended the executive session by 10 minutes. The extension was announced to the public.

(Commissioners Dammeier and Mello left the meeting at 6:25 p.m.)

RECONVENE

At 6:27 p.m. the regular meeting was reconvened.

OTHER BUSINESS

Commissioners Strickland and Henderson **moved** and seconded to authorize the Chair to enter into compensation negotiations with the CEO and bring back a finalized proposal for Board consideration at the August 14, 2017 Board of Commissioners Meeting.

Motion **carried**, 6-0.

ADJOURNMENT

Chair Keel adjourned the meeting at 6:31 p.m.

Handouts Provided:

- SHUTTLE Fare Increase Proposal Public Comments (phone, email and in person)

Kristol Bias
Records Coordinator/Deputy Clerk of the Board

Kent Keel, Chair
Board of Commissioners

FACT SHEET

TITLE: Authority to Execute Task Order No. 11 with Parametrix for Engineering and Design Services for the Base Lot Lighting Upgrade Project

DIVISION: Project Management Office

ORIGINATOR: Douglas Dickinson, Sr. Construction Project Manager

PRECEDING ACTION:

Resolution No. 17-023, Amendment of the 2017 Capital Budget to Add the Base Lot Lighting Upgrades Project

COORDINATING DEPARTMENT: The PMO, Facilities Maintenance, and Safety

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

None

BUDGET INFORMATION

Funding Source	Required Expenditure	Impact
2017 Capital Budget \$104,125.00	Task Order: \$104,125	\$0
	Contingency: \$20,000	
	Total Expenditure: \$124,125	

Explanation: Total project budget is \$399,750. This expenditure is for the engineering and design portion of the project.

BACKGROUND:

There have been a number of parking lot configuration changes over the years. These configuration changes among other factors are having an adverse effect on the balance of light levels across the lots, resulting in dark areas and shadows.

At the June Board meeting, the 2017 Capital Budget was amended to add \$399,750.00 for the Base Lot Lighting Upgrade project. Staff seeks to award a Task Order in the amount of \$104,125.00 with a \$20,000.00 contingency to Pierce Transit's on-call Engineering firm Parametrix for lighting evaluation, planning and design, and construction support for the three parking lots at the Maintenance and Operations Base; bus parking lot, and employee parking at buildings 4 and 5. The scope of work will include considering type of lighting to maximize coverage, equipment and lighting life expectancy and energy efficiency.

ALTERNATIVES:

Do not award a Task Order and continue to supplement the current lighting levels with the eight rented portable light plants. This is not recommended as the portable light plants alternative is meant to only be a temporary fix, due to ongoing rental cost and uneven light levels.

RECOMMENDATION:

Authorize the Chief Executive Officer to enter into and execute Task Order No. 11 with Parametrix to provide engineering and design services for the Base Lot Lighting Upgrade Project in an amount not to exceed \$124,125.

FACT SHEET

TITLE: Adoption of the 2017-2022 Transit Development Plan (TDP)

DIVISION: Planning & Community Development

ORIGINATOR: Darin L. Stavish, Principal Planner

PRECEDING ACTION: N/A

COORDINATING DEPARTMENT:

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

Proposed Resolution
Exhibit A, Proposed Transit Development Plan (provided electronically)

BUDGET INFORMATION

2017 Budget Amount
\$N/A

Required Expenditure
\$N/A

Impact
\$N/A

Explanation: This document represents the Agency's annual update and six-year plan for Calendar Years 2017 through 2022.

BACKGROUND:

This Transit Development Plan (TDP) outlines Pierce Transit's intermediate operating and capital plans for the period from 2017 through 2022. As such, it will ensure compliance with the Revised Code of Washington (RCW) chapter 35.58, which requires municipal corporations including public transportation benefit areas such as Pierce Transit to prepare and adopt a Six-Year Transit Development Plan for that calendar year and the ensuing five years. The TDP is based upon the 2017 budget adopted by the Board of Commissioners on December 12, 2016. This six-year year plan reports on Pierce Transit's annual operating budget, capital investments, and business strategies, and is submitted annually to the Washington State Department of Transportation, Puget Sound Regional Council (PSRC) Metropolitan Planning Organization, Pierce County, and each of the 13 jurisdictions within the Pierce County Public Transportation Benefit Area (PTBA).

This year's TDP highlights agency work accomplished in 2016; provides a general outline of services and facility changes anticipated for 2017-2022; and financial elements (both operating and capital) budgeted for 2017 and projected for 2018-2023. Once finalized, Pierce Transit will use the TDP to guide specific development of upcoming service designs, business strategies, and budget considerations.

ALTERNATIVES:

Do not approve the proposed 2017-2022 Transit Development Plan. This is not recommended as the agency would therefore not be in compliance with RCW 35.58.2795.

RECOMMENDATION:

Approve Resolution No. 17-030, adopting the Pierce Transit 2017-2022 Transit Development Plan as presented.

RESOLUTION NO. 17-030

A RESOLUTION of the Board of Commissioners of Pierce Transit
Adopting the 2017-2022 Transit Development Plan (TDP)

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, the 2017-2022 Transit Development Plan provides guidance on issues related to service and capital facilities development, regional coordination, and a financial implementation strategy; and

WHEREAS, the Revised Code of Washington (RCW) Chapter 35.58 requires that municipal corporations, including public transportation benefit areas such as Pierce Transit, prepare and approve a Six-Year Transit Development Plan for that calendar year and the ensuing five years; and

WHEREAS, the Pierce Transit Board of Commissioners held a public hearing on the proposed 2017-2022 Transit Development Plan at its regular meeting on July 10, 2017.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Pierce Transit that the 2017-2022 Transit Development Plan, attached hereto as Exhibit A, is adopted and constitutes Pierce Transit's Six-Year Transit Development Plan for the period 2017-2022.

ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof, held on this 14th day of August, 2017.

PIERCE TRANSIT

Kent Keel, Chair
Board of Commissioners

ATTEST/AUTHENTICATED

Deanne Jacobson, CMC
Clerk of the Board

FACT SHEET

TITLE: A Resolution Donating Surplus Vehicle #7144 to Comprehensive Life Resources Pursuant to the Pierce Transit Care-a-van Program

DIVISION: Specialized Transportation

ORIGINATOR: Rob Andresen-Tenace, Specialized Transportation Manager

PRECEDING ACTION:

Resolution 15-068 Creating the Care-a-van Van Grant Program for Donation of Surplus Vehicles to Qualifying Non-Profit Organizations

COORDINATING DEPARTMENT: Paratransit; Fleet Maintenance

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

Proposed Resolution
Exhibit A, Proposed Contract

BUDGET INFORMATION

2017 Budget Amount
\$0

Required Expenditure
\$0

Impact
\$2,688
Estimated Kelley Blue Book Value in
"good" condition

Explanation: The following vehicle has been identified by the Maintenance Department as being appropriate for donation through the Care-a-van program, the approximate Kelley Blue Book Value of which if sold in "good" condition is:

VIN: 1FBNE31L66DA24679

Make/Model/Year: 2006 Ford E350 Super Duty Passenger XL Van 3D

Mileage: 144,125

Estimated Kelley Blue Book Value in "good": \$2,688

BACKGROUND:

From time to time, Pierce Transit surpluses rolling stock that has exceeded its useful life for public transit and in the past, Pierce Transit has sold surplus rolling stock at auction for relatively small amounts, because when a vehicle is surplus, it typically is beyond its reasonable service life and usually has little to no appreciable market value. Certain non-profit organizations have expressed a need for and interest in utilizing Pierce Transit's surplus vehicles to provide transportation services to Pierce County residents and visitors.

Pierce Transit has identified the above-listed surplus vehicle as having potential to meet the needs of non-profit organizations based on the vehicle's mileage and maintenance history.

By Resolution 15-068, the Board of Commissioners created the Care-a-van program that provides for the donation of surplus vehicles to certain non-profit organizations expected to utilize the vehicle to defray the cost of Pierce Transit's service, since many of those organizations would be providing trips that would otherwise be provided by Pierce Transit, including trips that would be SHUTTLE eligible. Through the Care-a-van vehicle donation program, interested non-profit organizations have applied for the surplus vehicles through a competitive selection process. In the most recent round of applications, Staff received 10 applications, has ranked those applications based on established criteria, and recommends awarding this vehicle to Comprehensive Life Resources based on the strength of this organization's application and ranking.

After review and a competitive assessment of the applications, Staff recommends the award of a Care-a-van vehicle to Comprehensive Life Resources. This organization has demonstrated the financial capacity to follow all state and federal laws regarding maintaining and insuring the vehicle and has provided a description of how the vehicle will best meet the transportation needs of Pierce County residents and visitors. This non-profit organization is also able to sign a contract in substantially the same form as Exhibit A hereto.

Comprehensive Life Resources' mission is to assist community members in need of mental health related services. They propose to use this vehicle to transport consumers of their agency, primarily Medicaid funded or unfunded in Pierce County, to Mental Health services. These services are provided through their Wellness Center which is used as to tool for recovery and as a forum to teach social skills, nutrition, budgeting, exercise habits, coping skills, mindfulness meditation, etc. These services are used in conjunction with their individual therapy programs. Additionally, the van would be used by their homeless outreach team to help consumers move from encampments to shelters or other more permanent housing resources.

Applications from organizations that meet donation requirements but which did not score high enough to be recommended for a vehicle at this time will be kept on file and considered for future donations.

ALTERNATIVES:

An alternative would be to not award this vehicle, in which case, staff will sell the vehicle(s) at auction.

RECOMMENDATION:

Approve Resolution No. 17-031 awarding a Care-a-van vehicle to Comprehensive Life Resources, subject to the terms and conditions of the Care-a-van Agreement in substantially the same form as Exhibit A hereto.

RESOLUTION NO. 17-031

1 A RESOLUTION of the Board of Commissioners of Pierce Transit Donating Surplus Vehicle #7144 to
2 Comprehensive Life Resources Pursuant to the Pierce Transit Care-a-van Program
3

4 WHEREAS, By Resolution No. 15-068, the Pierce Transit Board of Commissioners adopted the Care-A-
5 Van Program pursuant to which the Agency may donate an otherwise surplus vehicle to a qualified non-profit
6 organization, provided that the recipient organization agrees, among other contractual requirements, to
7 maintain and insure the vehicle and provide and report on a certain level of transportation services to Pierce
8 County residents and visitors sufficient to cover the approximate value of the surplus vehicle if it were
9 otherwise sold at auction; and

10 WHEREAS, an application has been submitted by Comprehensive Life Resources for donation of a
11 surplus vehicle from the Care-A-Van Program; and

12 WHEREAS, Comprehensive Life Resources is a qualified social service agency organized under and
13 existing pursuant to the laws of the State of Washington; and

14 WHEREAS, after a competitive evaluation process, Pierce Transit staff has recommended that
15 Comprehensive Life Resources be the recipient of a vehicle pursuant to the terms of Pierce Transit's Care-
16 A-Van Grant Program Agreement; and

17 WHEREAS, Pierce Transit has a surplus 206 Ford Super Duty Passenger XL Van, VIN no.
18 1FBNE31L66DA24679 ("the Van"), and Pierce Transit's Maintenance Department recommends that the Van
19 be surplussed and has determined that the Van is appropriate for donation through the Care-A-Van program;
20 and

21 WHEREAS, the donation of the Van will aid Comprehensive Life Resources in their work for the
22 community while benefiting Pierce Transit by offsetting transportation services that would otherwise be
23 provided by Pierce Transit at greater expense; and

24 WHEREAS, Comprehensive Life Resources is an organization that assists with transportation to
25 necessary mental health services and resources in addition to helping homeless move from encampments to
26 shelters or more permanent housing; and

27 WHEREAS, this Board is of the opinion that it is in the best interests of the citizens and residents of
28 Pierce County that the Van be granted to Comprehensive Life Resources.
29

1
2 NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Pierce Transit as follows:

3 1. The Van is hereby donated to Comprehensive Life Resources pursuant to the terms and
4 conditions in substantially the same form as the Care-A-Van Grant Program Agreement attached hereto as
5 Exhibit A.

6 2. Once Comprehensive Life Resources agrees to all terms of the Pierce Transit's Care-A-Van Grant
7 Program Agreement, Pierce Transit staff is authorized to transfer title of said vehicle to Comprehensive Life
8 Resources.

9 ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on
10 the 14th day of August, 2017.

11 PIERCE TRANSIT

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14 _____
15 Kent Keel, Chair
16 Board of Commissioners
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18 ATTEST/AUTHENTICATED

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20 _____
21 Deanne Jacobson, CMC
22 Clerk of the Board

FACT SHEET

TITLE: A Resolution Donating Surplus Vehicle #7134 to
Alchemy Indoor Skate Park and Education Center
Pursuant to the Pierce Transit Care-a-van Program

DIVISION: Specialized Transportation

ORIGINATOR: Rob Andresen-Tenace, Specialized
Transportation Manager

PRECEDING ACTION:

Resolution 15-068 Creating the Care-a-van Van Grant Program for Donation of Surplus Vehicles to Qualifying Non-Profit Organizations

COORDINATING DEPARTMENT: Paratransit; Fleet Maintenance

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

Proposed Resolution
Exhibit A, Proposed Contract

BUDGET INFORMATION

2017 Budget Amount
\$0

Required Expenditure
\$0

Impact
\$2,727
Estimated Kelley Blue Book Value in
"good" condition

Explanation: The following vehicle has been identified by the Maintenance Department as being appropriate for donation through the Care-a-van program, the approximate Kelley Blue Book Value of which if sold in "good" condition is:

VIN: 1FBNE31L36DA24669

Make/Model/Year: 2006 Ford E350 Super Duty Passenger XL Van 3D

Mileage: 143,068

Estimated Kelley Blue Book Value in "good": \$2,727

BACKGROUND:

From time to time, Pierce Transit surpluses rolling stock that has exceeded its useful life for public transit and in the past, Pierce Transit has sold surplus rolling stock at auction for relatively small amounts, because when a vehicle is surplussed, it typically is beyond its reasonable service life and usually has little to no appreciable market value. Certain non-profit organizations have expressed a need for and interest in utilizing Pierce Transit's surplussed vehicles to provide transportation services to Pierce County residents and visitors.

Pierce Transit has identified the above-listed surplussed vehicle as having potential to meet the needs of non-profit organizations based on the vehicle's mileage and maintenance history.

By Resolution 15-068, the Board of Commissioners created the Care-a-van program that provides for the donation of surplussed vehicles to certain non-profit organizations expected to utilize the vehicle to defray the cost of Pierce Transit's service, since many of those organizations would be providing trips that would otherwise be provided by Pierce Transit, including trips that would be SHUTTLE eligible. Through the Care-a-van vehicle donation program, interested non-profit organizations have applied for the surplus vehicles through a competitive selection process. In the most recent round of applications, Staff received 10 applications, has ranked those applications based on established criteria, and recommends awarding this vehicle to Alchemy Indoor Skate Park and Education Center based on the strength of this organization's application and ranking.

After review and a competitive assessment of the applications, Staff recommends the award of a Care-a-van vehicle to Alchemy Indoor Skate Park and Education Center. This organization has demonstrated the financial capacity to follow all state and federal laws regarding maintaining and insuring the vehicle and has provided a description of how the vehicle will best meet the transportation needs of Pierce County residents and visitors. This non-profit organization is also able to sign a contract in substantially the same form as Exhibit A hereto.

Alchemy Indoor Skate Park and Education Center's mission is to empower youth through athletic programs, experiential learning opportunities, a safe and dry place to skate, and the facilitation of adult and peer mentorship. They partner with the Tacoma School District, SOTA, SAMI, and IDEA to offer for-credit H.S. courses in skateboarding. They propose to use the van to coordinate trips to the many related events and other numerous learning opportunities. Additionally, the after school program which has a huge focus on volunteering in the community, would use the van to transport participants to volunteer activities.

Applications from organizations that meet donation requirements but which did not score high enough to be recommended for a vehicle at this time will be kept on file and considered for future donations.

ALTERNATIVES:

An alternative would be to not award this vehicle, in which case, staff will sell the vehicle(s) at auction.

RECOMMENDATION:

Approve Resolution No. 17-032 awarding a Care-a-van vehicle to Alchemy Indoor Skate Park and Education Center, subject to the terms and conditions of the Care-a-van Agreement in substantially the same form as Exhibit A hereto.

RESOLUTION NO. 17-032

1 A RESOLUTION of the Board of Commissioners of Pierce Transit Donating Surplus Vehicle #7134 to Alchemy
2 Indoor Skate Park and Education Center Pursuant to the Pierce Transit Care-a-van Program
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4 WHEREAS, By Resolution No. 15-068, the Pierce Transit Board of Commissioners adopted the Care-A-
5 Van Program pursuant to which the Agency may donate an otherwise surplus vehicle to a qualified non-profit
6 organization, provided that the recipient organization agrees, among other contractual requirements, to
7 maintain and insure the vehicle and provide and report on a certain level of transportation services to Pierce
8 County residents and visitors sufficient to cover the approximate value of the surplus vehicle if it were
9 otherwise sold at auction; and

10 WHEREAS, an application has been submitted by Alchemy Indoor Skate Park and Education Center
11 for donation of a surplus vehicle from the Care-A-Van Program; and

12 WHEREAS, Alchemy Indoor Skate Park and Education Center is a qualified social service agency
13 organized under and existing pursuant to the laws of the State of Washington; and

14 WHEREAS, after a competitive evaluation process, Pierce Transit staff has recommended that
15 Alchemy Indoor Skate Park and Education Center be the recipient of a vehicle pursuant to the terms of
16 Pierce Transit's Care-A-Van Grant Program Agreement; and

17 WHEREAS, Pierce Transit has a surplus 2006 Ford Super Duty Passenger XL Van, VIN no.
18 1FBNE31L36DA24669 ("the Van"), and Pierce Transit's Maintenance Department recommends that the Van be
19 surplussed and has determined that the Van is appropriate for donation through the Care-A-Van program; and

20 WHEREAS, the donation of the Van will aid Alchemy Indoor Skate Park and Education Center in their
21 work for the community while benefiting Pierce Transit by offsetting transportation services that would
22 otherwise be provided by Pierce Transit at greater expense; and

23 WHEREAS, Alchemy Indoor Skate Park and Education Center is an organization that assists with
24 transportation to necessary youth empowering activities, class related events, athletic programs, mentorship
25 programs and volunteer activities; and

26 WHEREAS, this Board is of the opinion that it is in the best interests of the citizens and residents of
27 Pierce County that the Van be granted to Alchemy Indoor Skate Park and Education Center.
28

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

2 1. The Van is hereby donated to Alchemy Indoor Skate Park and Education Center pursuant to the
3 terms and conditions in substantially the same form as the Care-A-Van Grant Program Agreement attached
4 hereto as Exhibit A.

5 2. Once Alchemy Indoor Skate Park and Education Center agrees to all terms of the Pierce Transit's
6 Care-A-Van Grant Program Agreement, Pierce Transit staff is authorized to transfer title of said vehicle to
7 Alchemy Indoor Skate Park and Education Center.

8 ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on
9 the 14th day of August, 2017.

10 PIERCE TRANSIT

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12
13 _____
14 Kent Keel, Chair
15 Board of Commissioners
16

17 ATTEST/AUTHENTICATED

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19
20 _____
21 Deanne Jacobson, CMC
Clerk of the Board

FACT SHEET

TITLE: A Resolution Authorizing the Amendment of the 2017 Capital Budget to Add the Commerce Tunnel Refurbishment Project

DIVISION: Finance

ORIGINATOR: Heidi Soule, PMO Manager

PRECEDING ACTION: 2017 Budget Approval

COORDINATING DEPARTMENT: Project Management Office

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

Proposed Resolution

BUDGET INFORMATION

2017 Budget Amount
\$0

Budget Amendment
\$275,000

Impact
\$275,000

Explanation: The Commerce Tunnel needs repairs, and this request is primarily for design services to determine the scope of the total project. The funds for the budget amendment will come from excess reserves. The construction project cost will be included in the 2018 capital budget.

BACKGROUND:

The Commerce Tunnel facility is 25 years old with several deferred maintenance needs. Conditions include inefficient tunnel lighting, a failing central HVAC system, outdated and degraded operator lounge area, issues with water infiltration in lighting electrical panel, and structural and/or mechanical leaks in tunnel and drainage issues on the plaza level, as well as bird control issues. The budget requested will be used for design services to address these issues. Any remaining budget needed for the repairs will be included in the 2018 Capital Budget.

ALTERNATIVES:

1. Do not refurbish this facility. This is not recommended as this location is key to Pierce Transit's services and in need of maintenance. There are no other locations identified as good alternatives.
2. Postpone refurbishment. This alternative is also not recommended, as the facility is 25 years old and in need of critical maintenance. Getting started on design services now will allow repairs to begin sooner, which will ultimately result in cost savings with the equipment renewal and lighting upgrades proposed.

RECOMMENDATION:

Approve Resolution No. 17-033, authorizing the Amendment of the 2017 Capital Budget to add Commerce Tunnel Refurbishment project in the amount of \$275,000.

RESOLUTION NO. 17-033

A RESOLUTION of the Board of Commissioners of Pierce Transit Authorizing the Amendment of the 2017 Capital Budget to Add the Commerce Tunnel Refurbishment Project

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

WHEREAS; Pierce Transit did not originally budget for the refurbishment of the Commerce Tunnel facility located at 930 Commerce Street, Tacoma, WA 98402; and

WHEREAS, The Commerce Tunnel facility is 25 years old, with little reinvestment in maintaining or improving the infrastructure; and

WHEREAS, the facility has inefficient tunnel lighting, a failing central HVAC system, outdated and degraded operator lounge area, issues with water infiltration in lighting electrical panel, and structural and/or mechanical leaks in tunnel and drainage issues on the plaza level, as well as bird control issues; and

WHEREAS, the budget requested will be used for design services and improvements to address these issues; 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 \$275,000 for the Commerce Tunnel Refurbishment project.

ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on the 14th day of August, 2017.

PIERCE TRANSIT

Kent Keel, Chair
Board of Commissioners

ATTEST/AUTHENTICATED

Deanne Jacobson, CMC
Clerk of the Board