



**PIERCE TRANSIT BOARD MEETING**  
**Training Center, Rainier Room**  
**3720 96<sup>th</sup> Street SW, Lakewood, WA**  
**September 11, 2017, 4:00 PM**

**AGENDA**

**CALL TO ORDER**

**ROLL CALL**

**PRESENTATIONS**

- 2017 Legislative Debrief & Honoring Jake Fey  
Alex Fastle  
Government Relations Officer
- Update on Pacific Avenue/SR 7 Corridor High  
Capacity Feasibility Study and Public Outreach  
Darin Stavish  
Principal Planner
- Update on Ridership (Post Service Change)  
Peter Stackpole  
Service Planning Assistant 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, September 1, 2017
2. Minutes: Regular Board Meeting of August 14, 2017
3. FS 17-063, Adoption of the Pierce Transit Public Transportation Agency Safety Plan
4. FS 17-064, Adoption of Housekeeping Amendments to Section 7.0 of the Personnel Manual – Supplementary Benefits to Incorporate the “Recognition Leave” Policy into the Personnel Manual

## **ACTION AGENDA**

1. FS 17-065, Authority to Execute a Multiyear Contract with Kelly Services to Provide Employment Services Chris Saffer  
Lean & Workforce Development Manager
2. FS 17-066, A Resolution Authorizing the CEO to Enter Into and Execute a Purchase and Sale Agreement with Pierce County Public Works for Real Property Located at 9515 & 9411 39<sup>th</sup> Avenue Court SW, Lakewood, Washington in the amount of \$1,250,000 Janine Robinson  
Senior Planner

## **STAFF UPDATES/DISCUSSION**

- CEO's Report Sue Dreier  
Chief Executive Officer

## **INFORMATIONAL BOARD ITEMS**

- Chair Report Chair Keel
- Sound Transit Update
- Commissioners' Comments

## **EXECUTIVE SESSION**

- Performance of a public employee, pursuant to 42.30.110 (1)(g).

## **ADJOURNMENT**

**PIERCE TRANSIT  
BOARD OF COMMISSIONERS  
MINUTES**

**August 14, 2017**

**CALL TO ORDER**

Vice Chair Henderson called the meeting to order at 4:02 p.m.

Commissioners present:

Don Anderson, City of Lakewood Mayor (*arrived at 4:17 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*)  
Ryan Mello, City of Tacoma Councilmember  
Heather Shadko, City of Puyallup Councilmember  
Bruce Dammeier, Pierce County Executive (*arrived at 4:22 p.m.*)  
Rick Talbert, Pierce County Councilmember (*arrived at 4:03 p.m.*)

Commissioners excused:

Kent Keel, Chair of the Board, City of University Place Mayor Pro Tem

Staff present:

Dana Henderson, General Counsel  
Deanne Jacobson, Assistant to the CEO/Clerk of the Board  
Kristol Bias, Records Coordinator/Deputy Clerk of the Board  
Mike Griffus, Director of Service Delivery & Support

Staff excused:

Sue Dreier, Chief Executive Officer

**PRESENTATIONS**

**July 2017 Operator of the Month ~ Tim McGraw**

Transit Operator Assistant Manager Scott Gaines honored Tim McGraw for being selected July 2017 Operator of the Month. (*Commissioner Talbert arrived at 4:03 p.m.*) Mr. Gaines recognized Mr. McGraw for his consistent professionalism, volunteerism at numerous special events and mentoring fellow employees since being hired in 1994. Mr. Gaines read three positive supervisor and passenger comments that Mr. McGraw has received. Mr. Gaines also noted that Mr. McGraw has 19 years of accident-free driving and presented Mr. McGraw with an accident-free driving award and pin along with his Operator of the Month award.

The Board members extended their appreciation to Mr. McGraw for his service.

Mr. McGraw shared that he looks forward to the next few years as he finishes his career at Pierce Transit.

## **Pierce Transit Public Transportation Agency Safety Plan**

Risk Manager Rob Huyck presented Pierce Transit's Public Transportation Agency Safety Plan, also known as a Safety Management System Plan, or "SMS."

Mr. Huyck noted that the Federal Transit Administration requires transit agencies that receive federal funds to develop and implement these plans to ensure public transportation systems are safe nationwide. The plan includes performance targets and implementation of the four components of SMS: Safety Management Policy; Safety Risk Management; Safety Assurance and Safety Promotion.

The proposed plan is scheduled for adoption at the September 11, 2017 Board of Commissioners Meeting.

Vice Chair Henderson inquired as to whether the injuries performance measure of the plan includes injuries unrelated to driving.

Mr. Huyck clarified that the injuries performance measure of the plan strictly focuses on gathering data related to injuries that occur on the road.

## **PUBLIC COMMENT**

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

- Cinderella Helga, Lakewood, reported on her experience as a Pierce Transit volunteer and suggested that the agency create additional smoking zone enforcements at bus stops and transit stations. (*Commissioner Anderson arrived at 4:17 p.m.*) Ms. Helga also commended the agency for distributing Washington State Fair informational flyers to the public in a timely manner.
- Walt Hurd, Tacoma, reported that the smoking ordinance is still not being enforced at bus stops. Mr. Hurd also expressed his desire for more frequent bus service during sports events with regards to the 590 and 594 buses.

## **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**, 7-0.

1. Approval of Vouchers, August 1, 2017  
Operating Fund #10  
Self-Insurance Fund #40  
Capital Fund #90  
Voucher CK Nos. 357147 through 357644  
Advance Travel CK Nos. 1222 through 1236  
Wire Nos. 1998 through 2018  
Total \$5,201,325.48
2. 2<sup>nd</sup> Quarter Sole Source/100k Report
3. Minutes: Regular Board Meeting of July 10, 2017
4. FS 17-058, Authorized 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

### **ACTION AGENDA**

#### **1. FS 17-059, Adoption of the 2017-2022 Transit Development Plan (TDP)**

Commissioners Strickland and Mello **moved** and seconded to approve Resolution No. 17-030, adopting the Pierce Transit 2017-2022 Transit Development Plan as presented.

*(Commissioner Dammeier arrived at 4:22 p.m.)* Principal Planner, Darin Stavish presented on the item, noting that Washington State requires municipal corporations, including Transportation Benefit Districts such as Pierce Transit, to complete a TDP each year. This year's Pierce Transit TDP highlights work accomplished in 2016, plus anticipated 2017-2022 service and facility changes, and budget priorities. Pierce Transit will use the TDP to guide development of upcoming service designs, business strategies and budget considerations.

Mr. Stavish concluded his presentation noting that with the Board's adoption, the TDP will be shared via compact disc to the 13 municipalities in the agency's service area, as well as Pierce County. The document will also be formally submitted to the agency's planning partners the Puget Sound Regional Council MPO and WSDOT, as required.

Vice Chair Henderson and Commissioner Strickland shared their excitement for the plan and commended the agency on its intent to better transit service.

A lengthy question and answer session ensued between Vice Chair Henderson and agency staff with regards to various portions of the plan and the agency's budget.

Motion **carried**, 8-0.

Mr. Stavish distributed a brochure invitation to the Board Members with regards to the Pacific Avenue/SR 7 corridor High Capacity Transit Feasibility Study open houses that will be taking place in September and November 2017.

2. **FS 17-060, A Resolution Donating Surplus Vehicle No. 7144 to Comprehensive Life Resources Pursuant to the Pierce Transit Care-a-van Program, and**

**FS 17-061, A Resolution Donating Surplus Vehicle No. 7134 to Alchemy Indoor Skate Park and Education Center Pursuant to the Pierce Transit Care-a-van Program**

Commissioners Strickland and Dammeier **moved** and seconded to 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; and to 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.

Paratransit Senior Planner, Cherry Thomas presented on the item. Ms. Thomas noted that there were two awardees selected out of the ten applications received based on the greatest amount of future projected trips.

Ms. Thomas introduced a representative from Alchemy Indoor Skate Park and Education Center who expressed his gratitude to Pierce Transit in receiving the van. The representative shared that the van will be used to transport youth to athletic, learning and volunteering opportunities.

Ms. Thomas noted that representatives from Comprehensive Life Resources were unable to attend the meeting; however, are grateful to have received the award. The van will assist community members in accessing mental health resources.

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

Commissioner Anderson inquired as to how many vans will become available for donation over the next year.

Ms. Thomas clarified that two vans will be awarded each quarter until the summer of 2018.

Commissioner Talbert inquired as to what the timeline and frequency of the program is and whether previous applicants re-apply.

Ms. Thomas clarified that the agency does encourage applicants to re-apply and noted that five of the ten applicants received were ones that have applied in the past.

Motion **carried**, 8-0.

Vice Chair Henderson presented the representative from Alchemy Indoor Skate Park and Education Center keys to the van and the representative expressed his gratitude to Pierce Transit.

**3. FS 17-062, A Resolution Authorizing the Amendment of the 2017 Capital Budget to Add the Commerce Tunnel Refurbishment Project**

Commissioners Mello and Strickland **moved** and seconded to 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.

Facilities Manager Larry McCarty presented on the item, asking the Board to approve an amendment to the 2017 Capital budget to conduct design work for refurbishment of the Commerce Street tunnel. Mr. McCarty specified that the design work will address tunnel lighting, the central HVAC system, the operator lounge area, drainage issues and other maintenance needs. The budget request for the repairs themselves have been proposed for the 2018 Capital Budget.

Commissioner Dammeier inquired as to what the scope of the final construction project will entail. Mr. McCarty clarified that there are significant infrastructure needs that are unseen and that the project in its entirety is a little over one million dollars.

Motion **carried**, 8-0.

**STAFF UPDATES/DISCUSSION**

**CEO's Report**

There were no items to report.

**INFORMATIONAL BOARD ITEMS**

**Chair Report**

There were no items to report.

**Sound Transit Update**

Commissioners Strickland and Dammeier had no items to report.

**Commissioners' Comments**

The commissioners had no items to report.

**ADJOURNMENT AND CLOSED SESSION**

At 5:02 p.m., Vice Chair Henderson adjourned the meeting into closed session to discuss Union Negotiations pursuant to RCW 42.30.140 (4)(b).

***Handouts Provided:***

- You're Invited! Pacific Avenue/SR 7 Corridor High Capacity Transit Feasibility Study

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Kristol Bias  
Records Coordinator/Deputy Clerk of the Board

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Nancy Henderson, Vice Chair  
Board of Commissioners



## FACT SHEET

TITLE: Adoption of the Pierce Transit Public  
Transportation Agency Safety Plan

DIVISION: Risk Management

ORIGINATOR: Rob Huyck, Risk Manager

PRECEDING ACTION: N/A

COORDINATING DEPARTMENT: Risk Management

APPROVED FOR SUBMITTAL:

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Executive Director - Administration

APPROVED FOR AGENDA:

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Chief Executive Officer

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General Counsel

ATTACHMENTS:

Proposed Resolution  
Exhibit A, Proposed Plan ([provided electronically](#))

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### BUDGET INFORMATION

2017 Budget Amount  
N/A

Required Expenditure  
None

Impact  
None

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### BACKGROUND:

The Federal Transit Administration requires all medium to large transit agencies to develop a Public Transportation Agency Safety Plan (SMS Plan), incorporating the elements of Safety Management Systems, by September 12, 2017 in a manner responsive to the National Public Transportation Safety Plan (NPTSP), (January 2017, Version 1.0). 49 U.S.C. 5329 (d). The SMS Plan must meet the general requirements of 49 U.S.C. 5329(b), which includes setting performance targets based on the criteria established in the NPTSP, and implement the four components of SMS: Safety Management Policy; Safety Risk Management; Safety Assurance; and Safety Promotion.

The Public Transportation Safety Program (SMS Program), was first authorized in the Moving Ahead for Progress in the 21st Century Act (MAP-21) (Pub. L. 112-141 (2012)) codified at 49 U.S.C. 5329. On December 4, 2015, the Fixing America's Surface Transportation (FAST) Act (Pub. L. 114-94 (2015)) was signed into law, and made two amendments to the Safety Program that affected existing rules and are discussed further, below.

Statutory Authority:

Under 49 U.S.C. 5329 (Section 5329), FTA, through the authority delegated by the Secretary of the Department of Transportation, must create a comprehensive National Transportation Safety Program.

Pierce Transit must submit a Board-approved SMS Plan to its Municipal Planning Organization, Puget Sound Regional Council (PSRC) on September 12, 2017 in order to meet FTA requirements.

Based upon a risk-analytic approach, a SMS Plan was developed along with an implementation plan. Pierce Transit's SMS Plan covers FTA requirements by providing for: Board approval; methods for identifying and evaluating risks throughout our systems; strategies for minimizing the exposure of the public, personnel and property to hazards and unsafe conditions; an audit process and annual Board review; performance targets based on the NPTSP; personnel assigned responsibility and accountability; and, for staff training. This SMS Plan has been reviewed by Executive management and the leadership team. A Board presentation on the SMS Plan was conducted at the August 14, 2017 full Board meeting, with opportunity for public comment. Implementation is underway.

ALTERNATIVES:

None.

RECOMMENDATION:

Approve Resolution No. 17-034, adopting the Pierce Transit Public Transportation Agency Safety Plan, as presented in Exhibit A.

**RESOLUTION NO. 17-034**

A Resolution of the Board of Commissioners Adopting the Pierce Transit Public Transportation Agency Safety Plan

WHEREAS, Fixing America's Surface Transportation (FAST) Act (Pub. L. 114-94 (2015)) requires that the Federal Transit Administration (FTA) develop a National Transportation Safety Plan (NTSP); and

WHEREAS, as an outgrowth of developing the NTSP, the FTA requires all mid-size to large-size bus operating grant-recipients like Pierce Transit to have a Board-approved Public Transportation Agency Safety Plan (PTASP) in accordance with 49 U.S.C. 5329 (b) that is responsive the NTSP; and

WHEREAS, by FTA requirements, Pierce Transit must also submit its Board-approved PTASP to its Municipal Planning Organization (Puget Sound Regional Council) by September 12, 2017; and

WHEREAS, the Pierce Transit Board of Commissioners received an electronic copy of the PTASP and heard a presentation on the contents of the plan with opportunity for questions and answers as well as public comment at the August 14, 2017 Board meeting; and

WHEREAS, the proposed PTASP is responsive to the NTSP and addresses the four components of Safety Management Systems: Safety Management Policy; Safety Risk Management; Safety Assurance; and Safety Promotion.

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

Section 1. The Pierce Transit Public Transportation Agency Safety Plan as set forth in Exhibit A attached hereto is hereby ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on the 11th day of September, 2017.

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Kent Keel, Chair  
Board of Commissioners

ATTEST/AUTHENTICATED

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Deanne Jacobson, CMC  
Clerk of the Board

## FACT SHEET

**TITLE:** Housekeeping Amendments to Section 7.0 of the Personnel Manual – Supplementary Benefits to Incorporate the “Recognition Leave” Policy Into the Personnel Manual

**DIVISION:** Administration

**ORIGINATOR:** Vivienne Kamphaus, Executive Director of Administration

**PRECEDING ACTION:** Resolution No. 13-036. Establishing a New Classification and Compensation System and a Rewards and Recognition Program for Non-Represented Employees

**COORDINATING DEPARTMENT:** Executive Department

**APPROVED FOR SUBMITTAL:**

\_\_\_\_\_  
Chief Financial Officer

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**APPROVED FOR AGENDA:**

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Chief Executive Officer

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General Counsel

**ATTACHMENTS:**

Proposed Resolution  
Exhibit A, Proposed Amendments

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### BUDGET INFORMATION

2017 Budget Amount  
N/A

Required Expenditure  
N/A

Impact  
N/A

Explanation: N/A

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### BACKGROUND:

The proposed amendments to Section 7.0 (Exhibit A) of the Personnel Manual are housekeeping in nature. On December 9, 2013, by Resolution No. 13-036 at Exhibit C, the Board of Commissioners approved a Rewards and Recognition program that included “Recognition Leave.” This policy authorized the Chief Executive Officer, to award non-represented employees up to five (5) additional days off for achieving or surpassing performance goals established during the prior year’s performance management process. The recognition leave program has been working as intended for the Agency in that employees are highly motivated by this potential reward and work to accomplish their “stretch” goals so as to be eligible. This is particularly so for newer hires who do not yet have a bank of vacation built up, as vacation accrues at a rate of 4 hours per two-week pay period.

Staff seeks to incorporate the recognition leave policy into Section 7. – Supplementary Benefits of the Personnel Manual. This will allow employees to more easily access and understand the requirements for such leave.

Staff will bring a revised “Awards and Recognition” policy to the Board for consideration in the near future.

ALTERNATIVES:

1. Do not authorize amendments to the Personnel Manual to incorporate the recognition leave program.

RECOMMENDATION:

Approve Resolution No. 17-035, authorizing housekeeping edits to Section 7.0 of the Personnel Manual – to incorporate the recognition leave policy into the personnel manual as set forth in Exhibit A.

**RESOLUTION NO. 17-035**

A RESOLUTION of the Board of Commissioners of Pierce Transit Authorizing Housekeeping Amendments to Section 7 of the Personnel Manual – Supplementary Benefits to Incorporate the “Recognition Leave” Policy into the Personnel Manual

WHEREAS, by Resolution No. 13-036, approved on the 9th day of December 2013, the Board of Commissioners of Pierce Transit adopted a New Classification and Compensation System and a Rewards and Recognition policy for non-represented employees; and

WHEREAS, said Rewards and Recognition policy authorizes the Chief Executive Officer to award non-represented employees up to five (5) additional “Recognition Leave” days off for achieving or surpassing performance goals established during the year’s performance management process; and

WHEREAS, the “Recognition Leave” program is a valuable tool to motivate employees to reach their stretch goals; and

WHEREAS, staff desires to incorporate the “Recognition Leave” policy into Section 7.0 – Supplementary Benefits of the Personnel Manual as it deems it the appropriate place; and

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

Section 1. Authorize housekeeping edits to Section 7.0 – Supplementary Benefits of the Personnel Manual as set forth in Exhibit A.

ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on the 11th day of September, 2017.

PIERCE TRANSIT

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Kent Keel, Chair  
Board of Commissioners

ATTEST/AUTHENTICATED

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Deanne Jacobson, CMC  
Clerk of the Board

**Resolution No. 17-035**  
**Exhibit A**

***Excerpt of Existing Rewards and Recognition Policy, Exhibit C of Resolution No. 13-036:***

**“Outstanding Performance and Goal Achievement**

Top performance and goal achievement contribute directly to the mission of Pierce Transit and should be rewarded. Non-represented employees who through documented achievement of established performance standards or goals that exceed usual employment requirements may be eligible for additional time off upon the recommendation of the immediate supervisor to the Chief Executive Officer, via Human Resources. Additional time off will be a component of the overall compensation structure, discussed at the employee's annual performance review and clear standards and goals will be set during that performance review so that the employee will know what must be accomplished in order to earn additional time off. Additional days off may be given at the Chief Executive Officer's discretion and only on the condition that the employee meets or exceeds the established performance and goals. The maximum amount of days that may be granted is five (5) and the additional time off may not be cashed out nor may it carry from year to year.”

***Proposed Amendment to Personnel Manual to Incorporate Above Policy:***

**Section 7.X.X – Recognition Leave for Non-represented Employees**

The Chief Executive Officer may award up to five (5) additional days of leave per calendar year to non-represented employees who achieve previously-established performance standards or goals beyond the employee's usual job requirements. Any such leave will be referred to as “Recognition Leave” and is a component of the employee's overall compensation structure. Recognition leave may not be cashed out and must be used in the calendar year in which it is awarded.

At the beginning of employment and during annual performance management meetings thereafter, clear standards and/or goals will be established by the employee and his/her manager for the forthcoming review period so that the employee will know what must be accomplished to earn recognition leave. Employees who are deemed to be performing at the unsatisfactory level in their most recent performance review are not eligible for recognition leave.

Employees do not have a right to recognition leave, the award of which is entirely in the Chief Executive Officer's discretion.

## FACT SHEET

TITLE: Authority to Execute a Multiyear Contract with Kelly Services to Provide Employment Services

DIVISION: Administration

ORIGINATOR: Chris Saffer, Lean & Workforce Development Manager

PRECEDING ACTION: None

COORDINATING DEPARTMENT: Procurement

APPROVED FOR SUBMITTAL:

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Chief Financial Officer

APPROVED FOR AGENDA:

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Chief Executive Officer

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General Counsel

ATTACHMENTS: N/A

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### BUDGET INFORMATION

2017 Budget Amount  
\$74,750.04

Expenditure  
Not to exceed \$450,000 over term  
of agreement, including options

Impact  
\$N/A

Explanation: The 2017 budget amount reflects the amount budgeted in the temporary services account only. However, departments supplement those funds with savings from vacant positions or other sources when the need arises. Therefore, there is generally no budgetary impact from hiring temporary services, and the cost of services is dependent on use.

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### BACKGROUND:

Throughout each year Pierce Transit has the need to hire experienced personnel to fill temporary positions due to the following:

- For immediate, short-term job assignments
- To temporarily fill vacant positions until they are filled through the regular recruiting process
- To assist with clerical functions in short-staffed departments
- For temporary back-fill of existing staff assigned to a project



Over the two year period in 2015 and 2016, Pierce Transit spent approximately \$297,000 on temporary services. These jobs were primarily clerical positions, but also included various IT, HR, and Operations positions. In order to expedite our ability to fill these temporary needs and remain in compliance with purchasing requirements, Pierce Transit desires to enter into a contract with Kelly Services to provide employment services on an as needed basis. Staff proposes to piggyback on an existing request for proposal (RFP) process conducted by Community Transit. The proposed contract will go into effect upon signature through January 31, 2019 with an option to extend for two, one- year periods in a total amount not to exceed \$450,000.

On July 27, 2017, the Executive Finance Committee reviewed and discussed the proposed contract with Kelly Services for temporary employment services. Discussion involved the overall procurement process with regards to piggybacking on Community Transit's Request for Proposal (RFP) and whether the rate derived from their RFP is comparable to the market rate in Pierce County. At the end of the discussion, the Executive Finance Committee referred this item to the full Board for further consideration.

Pierce Transit and Community Transit have in place a cooperative purchasing agreement as allowed by RCW 39.34, and the Pierce Transit Board has authorized the CEO to enter into such agreements pursuant to PT Code Section 3.12.050. Although Pierce Transit would be utilizing Community Transit's RFP process to competitively procure these services, Pierce Transit will enter into its own professional services agreement with Kelly Services which includes Pierce Transit – specific requirements and protections.

Community Transit put out a formal Request For Proposal (RFP) on September 8<sup>th</sup>, 2015. There were 11 respondents. Kelly Services was selected based on the following criteria: Professional Qualifications & Relevant Experience, Technical Capabilities, Approach and Capacity, Communication, Customer Service, Training, Risk, Performance, Quality Assurance, and Price. Price was not the top criteria, however it was considered. Based on the notes from Community Transit's procurement process, all responding vendors were fairly comparable on price because the hourly wages and vendor administrative fees are driven by the market demand and candidate experience for each position. The pricing by Kelly Services is in line with and the fees and wages Pierce Transit has historically paid for temporary employment services.

Not moving forward with this contract would require Pierce Transit to engage in our own RFP process, incurring the costs of employee time and delaying our ability to secure a contract by approximately 8-12 weeks.

#### ALTERNATIVES:

- Engage in a full RFP process for temporary services.

#### RECOMMENDATION:

Authorize the Chief Executive Officer to enter into and execute a multiyear contract with Kelly Services for temporary employment services in an amount not to exceed \$450,000.

## FACT SHEET

**TITLE:** Authorization to Enter Into and Execute a Purchase and Sale Agreement with Pierce County Public Works for Real Property Located at 9515 & 9411 39th Avenue Court SW, Lakewood, Washington in the amount of \$1,250,000

**DIVISION:** Planning and Community Development

**ORIGINATOR:** Janine Robinson, Senior Planner

**PRECEDING ACTION:** Resolution 16-047 Adopting the Annual Budget for Fiscal Year 2017

**COORDINATING DEPARTMENT:** Transit Development

**APPROVED FOR SUBMITTAL:**

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Chief Financial Officer

**APPROVED FOR AGENDA:**

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Chief Executive Officer

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General Counsel

**ATTACHMENTS:**

Proposed Resolution  
Exhibit A, Site Aerial Photo

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### BUDGET INFORMATION

2017 Budget Amount  
\$2,590,000.00

Required Capital Expenditures  
\$1,250,000

Impact  
\$0

Explanation: N/A

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### BACKGROUND:

Pierce Transit staff requests that the Board of Commissioners authorize the CEO to enter into and execute a Real Estate Purchase and Sale Agreement for the purchase of property located at 9515 and 9411 39<sup>th</sup> Avenue Court West, Lakewood, Washington ("the Property"). Pierce Transit has been leasing the Property from Pierce County Public Works since late 2010. The southern portion is currently used for communications equipment installations on fleet vehicles, incoming and outgoing fleet storage, and field supervisor headquarters/parking. The northern portion is used for storage of bus stop inventory. Located directly west of, and adjacent to, Pierce Transit's Main Base, the Property has been commonly referred to as "West Base."

FACT SHEET  
PAGE 2

The Property has been providing much needed additional space and includes covered interior and exterior fleet vehicle space as well as offices and parking. The Base Master Plan that is currently underway identifies the Property site for redevelopment to allow for service expansion and to provide more efficiency in operations and maintenance of the various fleets.

The Property includes: the southern Parcel, No. 0220368001 (88,802 square feet, 2.04 acres) which includes 16,046 square feet of buildings; and the northern Parcel No. 5087000010 (approximately 20,646 square feet, 0.47 acres). The two parcels are not contiguous; Pierce Transit purchased the property in between these parcels in 2011 (known as "Screaming Eagle").

The proposed purchase price is \$1,250,000. The September 2016 appraised value for the real property was \$1,230,000. The purchase price includes equipment such as an emergency generator, air compressor, fuel tank and other miscellaneous items. These additional items are estimated to value approximately \$20,000. Pierce County Public Works undertook monitoring and subsequent cleanup of soil around stormwater catchbasins on the site in 2016. The Phase I Environmental Site Assessment conducted by consultants on behalf of Pierce Transit completed in August 2017 found that no further environmental investigations are required.

ALTERNATIVES:

The alternative would be to not purchase the Property and continue leasing; however Pierce County has declared the property as surplus and is interested in selling. Ownership of the property by Pierce Transit will provide flexibility for planning for the Agency's future development and use of the site.

RECOMMENDATION:

Approve Resolution No. 17-036 authorizing the Chief Executive Officer to enter into and execute a Real Estate Purchase and Sale Agreement with Pierce County Public Works for the purchase of real property located at 9515 and 9411 39<sup>h</sup> Avenue Court SW, Lakewood, Washington in the amount of \$1,250,000.

## RESOLUTION NO. 17-036

A RESOLUTION of the Board of Commissioners of Pierce Transit Authorizing the Chief Executive Officer to Enter Into and Execute a Purchase and Sale Agreement with Pierce County Public Works for Real Property Located at 9515 & 9411 39th Avenue Court SW, Lakewood, Washington in the amount of \$1,250,000

WHEREAS, the 2017 Pierce Transit Capital Budget includes \$2,590,000 for purchase of the "West Base" property located at 9515 & 9411 39th Avenue Court SW, Lakewood, Washington ("the Property"); and

WHEREAS, Pierce Transit has been leasing the Property from Pierce County Public Works since November 2010; and

WHEREAS, the Property provides necessary capacity for the agency's operations and maintenance functions adjacent to the agency's Main Base; and

WHEREAS, the Base Master Plan that is currently underway identifies the Property for redevelopment to allow for service expansion and to provide more efficiency in operations and maintenance of the various fleets; and

WHEREAS, the purchase price of the Property in the amount of \$1,250,000 is the appraised value of \$1,230,000 plus an estimated \$20,000 in equipment included with the Property; and

WHEREAS, Pierce County has undertaken monitoring and cleanup of soil on the property; and

WHEREAS, Pierce County will complete decommissioning of the monitoring wells pursuant to Department of Ecology requirements prior to closing; and

WHEREAS, a Phase I Environmental Site Assessment found that no further environmental investigations are required.

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

Section 1. The Chief Executive Officer is hereby authorized to enter into and execute a Purchase and Sale Agreement with Pierce County Public Works for real property Located at 9515 & 9411 39th Avenue Court SW, Lakewood, Washington including additional equipment in the amount of \$1,250,000.

ADOPTED by the Board of Commissioners of Pierce Transit at a regular meeting thereof held on the 11th day of September 11, 2017.

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Kent Keel, Chair  
Board of Commissioners

ATTEST/AUTHENTICATED:

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Deanne Jacobson, CMC  
Clerk of the Board

