

PIERCE TRANSIT BOARD MEETING

Training Center, Rainier Room

August 13, 2012

4:00 P.M.

UPDATED AGENDA

CALL TO ORDER

ROLL CALL

APPROVAL OF VOUCHERS

PUBLIC COMMENT

PRESENTATIONS

1. Tacoma Link Light Rail Alternatives Analysis
Val Batey, Sr. Transportation
Planner & Chelsea Levy, Government
Community Relations Officer,
Sound Transit
2. Operator of the Month Program
Dan Dzyacky,
Sr. Manager, Transportation
3. Operator of the Month of May – Mike Moats
Scott Gaines,
Fixed Route Asst. Mgr.
4. Operator of the Month of June – Gary Polk
Scott Gaines

ACTION AGENDA

1. Authority to Execute a Sole Source Contract to Upgrade Fleetwatch Fluid Management System Hardware with JX-55 Data Logger Components with S & A Systems, Inc.
Erik Solberg, Project Manager
2. Authority to Execute a Sole Source Contract to Upgrade our Current Automated Fixed-Route Scheduling and Dispatch System and Enhance the Current System Capabilities with GIRO, Inc.
Erik Solberg
3. Authority to Purchase Computer Replacements from State Contract T10-MST-296/B27160 from Dell
Alberto Lara, VP of
Administration

4. Authority to Charter the Pierce Transit Community Transportation Advisory Group (CTAG)

Terence Artz,
Risk Manager & Lani Fowlkes,
Vanpool Asst. Manager

INFORMATIONAL/DISCUSSION BOARD ITEMS

1. Sales Tax Forecast

Wayne Fanshier, VP Finance

2. Monthly Financial & Performance Dashboard

Wayne Fanshier

3. Sound Transit Update

Commissioners McCarthy &
Strickland

EXECUTIVE SESSION

1. *Pursuant to RCW 42.30.140(4)(a): The governing body to discuss, plan or adopt the strategy or position to be taken by the governing body during the course of any collective bargaining negotiations and/or to review the proposals made in the negotiations of proceedings while in progress.*
2. *Pursuant to RCW 42.56.110(1)(g): To review the performance of a public employee. However, subject to RCW 42.30.140, when the Board elects to take final action setting the salary of an individual employee, that action shall be taken in a meeting open to the public.*

ADJOURNMENT

FACT SHEET

TITLE: Authority to Execute a Sole Source Contract to upgrade Fleetwatch Fluid Management System hardware with JX-55 Data Logger Components with S & A Systems, Inc. DEPARTMENT: Project Management Office (PMO)
ORIGINATOR: Erik Solberg

PRECEDING ACTION: Resolution No. 03-055, Authority to Execute a Contract for a Financial and Fleet Management Computer System;
Resolution No. 05-050, Authority to Execute a Sole Source Contract to Expand the Fluid Management System;
Resolution No. 06-022, Authority to Execute a Sole Source Contract to Expand the Fluid Management System;
Resolution No. 11-029, Adoption of 2012 Budget

COORDINATING DIVISION: Project Management Office

APPROVED FOR SUBMITTAL: _____
Vice President

APPROVED FOR AGENDA: _____
Chief Executive Officer Legal Counsel

ATTACHMENTS: Resolution

BUDGET INFORMATION

<u>2012 Budget Amount</u>	<u>Required Expenditure</u>	<u>Impact</u>
\$185,918 Capital	\$140,929.08	\$44,988.92
		Under budget

Explanation:

BACKGROUND: This resolution requests authority to execute a sole source contract to upgrade Fleetwatch Fluid Management System hardware with JX-55 Data Logger components with S & A Systems, Inc.

Pierce Transit uses a computer-aided system called Fleetwatch at the Fuel Island (Building 3) to control and monitor dispensing of all fuels and other fluid products. A main component of the current system is hardware called a Hubometer which is attached to the vehicle and compiles fuel and mileage data. The Hubometer relies on battery power which when fully depleted requires replacement at an approximate

cost of \$360 per unit. In the period from June 2010 to June 2011, 183 units were replaced for a total cost of \$65,907. In contrast, the new Data Loggers will run on the bus electrical system which will substantially increase unit lifecycle, require fewer replacements, and decrease cycle-times at the Fuel Island. From a costing standpoint, the payback period is estimated at 2.8 years.

It is imperative that Maintenance be able to collect accurate meter readings in order to comply with Sound Transit and FTA on-time preventative maintenance requirements. The current system of electronic Hubometers is expensive to maintain and causes periodic inaccuracies in life-to-date meter readings which necessitate manually correcting maintenance management system records. The implementation of the JX-55 Data Logger System would utilize radio frequency receivers mounted at the Fuel Island to collect odometer and vehicle identification information via a mobile data logger installed inside each bus.

S & A, Inc. is our current fuel management system vendor and the provider of the hardware. Consequently, they are the only firm that can furnish the hardware, as it is only compatible with their software. S & A, Inc. has provided consistently superior service since initially contracting with Pierce Transit in 2003. A demo, site visit, and conference calls with the vendor have answered many of outstanding questions related to the hardware and its implementation.

ALTERNATIVES: Two alternatives exist which are outlined below:

Alternative 1 -- Continue utilizing the current Fleetwatch hardware solution (Hubometer). This option would limit cash outflow in the near-term but would have long-term consequences as the previously noted replacement costs describe. Additionally, non-value adding activities (replacement of Hubometer) would remain consistent if Pierce Transit were unable to exploit this opportunity.

Alternative 2 -- Staff has investigated the replacement of the entire system. A quote in the amount of \$158,136.26 was received. However this quote did not include necessary related costs, such as installation, implementation, interface with other Pierce Transit systems, and training. These costs will increase system replacement costs by thousands of dollars over the base price. Other variables of concern are:

- Change management concerns
- Unknown reliability of new vendor
- Lack of resources and potential production interruptions created from design and introduction of new interface.
- Potential conflicts arising from concurrent design and implementation of new maintenance management system.

RECOMMENDATION: Authorization to Execute a Sole Source contract to upgrade Fleetwatch Fluid Management System hardware with JX-55 Data Logger components with S & A Systems, Inc.

RESOLUTION NO. 12-023

A RESOLUTION of the Board of Commissioners of Pierce Transit
Authorizing Execution of a Sole Source Contract to Upgrade
Fleetwatch Fluid Management System Hardware
With JX-55 Data Logger Components With S & A Systems, Inc.

WHEREAS, by Resolution No. 03-055, approved on the 8th day of September, 2003, the Board of Commissions of Pierce Transit authorized execution of a contract for a Financial and Fleet Management Computer System; and

WHEREAS, by Resolution No. 05-050, approved on the 21st day of September, 2005, the Board of Commissioners of Pierce Transit authorized solicitation of a sole source contract from S & A Systems, Inc. to expand the Fluid Management System; and

WHEREAS, by Resolution No. 06-022, approved on the 10th day of April, 2006, the Board of Commissioners of Pierce Transit authorized solicitation of a sole source contract from S & A Systems, Inc. to expand the Fluid Management System; and

WHEREAS, by Resolution No. 11-029, approved on the 12th day of December, 2011, the Board of Commissioners of Pierce Transit adopted the 2012 Budget; and

WHEREAS, the 2012 Agency Budget includes funds for replacement of fluid management system hardware; and

WHEREAS, Pierce Transit incurs substantial recurring replacement costs for the battery reliant Hubometer component of the existing Fluid Management System; and

WHEREAS, new radio frequency JX-55 Data Logger System components will increase reliability of fluid capture readings, increase lifecycle of component, and decrease cycle-time at the Fuel Island; and

WHEREAS, S & A Systems, Inc.'s proposal to deliver and facilitate the installation of the JX-55 Data Logger System components for the amount of \$140,929.08 has been evaluated by staff, is considered to be fair and reasonable and is by this reference incorporated herein; and

WHEREAS, the fleet management system hardware is proprietary and can only be provided by S & A Systems, Inc.; and

WHEREAS, the Board of Commissioners of Pierce Transit finds it in the best interest of Pierce Transit to execute a sole source contract to Upgrade Fleetwatch Fluid Management System hardware with JX-55 Data Logger components with S & A Systems, Inc.

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

3 Section 1 The Chief Executive Officer is hereby authorized to execute a sole source contract
4 with S & A Systems, Inc. in the amount of \$140,929.08 for upgrade of current Fleetwatch Fluid
5 Management System hardware. Said contract is to be substantially in the form of the document on file in
6 the office of the Clerk of the Board and by this reference incorporated herein as though fully set forth.

7 ADOPTED by the Board of Commissioners of Pierce Transit at a regular meeting thereof held
8 on the 13th day of August, 2012.

Marilyn Strickland, Chair
Board of Commissioners

ATTEST:

Treva Percival, MMC
Clerk of the Board

FACT SHEET

TITLE: Authority to Execute a Sole Source Contract to Upgrade our Current Automated Fixed-Route Scheduling and Dispatch System and Enhance the Current System capabilities with GIRO, Inc. DEPARTMENT: Project Management Office (PMO)
ORIGINATOR: Erik Solberg

PRECEDING ACTION: Resolution No. 85-046, Authority to execute a contract with Multisystems Inc. (GIRO);
Resolution No. 97-039, Authority to solicit a sole source proposal from GIRO, Inc. for upgrade of the automated scheduling system;
Resolution No. 03-064, Authority to solicit a sole source proposal from GIRO, Inc. for upgrade of the automated scheduling system;
Resolution No. 07-010, Authority to Execute a Sole Source Contract to Upgrade our Current Automated Fixed-Route Scheduling and Dispatch System;
Resolution No. 11-029, Adoption of 2012 Budget

COORDINATING DIVISION: Project Management Office

APPROVED FOR SUBMITTAL: _____
Vice President

APPROVED FOR AGENDA: _____
Chief Executive Officer Legal Counsel

ATTACHMENTS: Resolution

BUDGET INFORMATION

<u>2012 Budget Amount</u>	<u>Required Expenditure</u>	<u>Impact</u>
\$700,165.00 Capital	\$658,135.00	No impact

Explanation: The budget amount includes the Scheduling software upgrade and contractor labor for implementation of the software, required customizations, and training. The remaining funds budgeted were used for a Gap Analysis to review current and future system customizations, new features, and configurations. The Gap Analysis resulted in a mutually agreed upon statement of work for the software upgrade.

FACT SHEET
PAGE 2

BACKGROUND: This resolution requests authority to execute a sole source contract for upgrading our current automated scheduling and dispatch system with GIRO, Inc.

Pierce Transit uses a computer-aided system called HASTUS to schedule its fixed route bus service. This system allows Pierce Transit to optimize the use of staff and equipment. The scheduling system generates and stores all of our transit trips, assigns vehicles to operate the trips and assigns pieces of work for transit operators. The system is also the timekeeping system for our transit operators and maintenance personnel, and is the source of all timekeeping data that is passed to our Payroll System for payroll processing. The system is a critical part of our business.

The original system was purchased from GIRO 27 years ago. It was last upgraded in 2007. The infrastructure replacement plan includes upgrades to this system every three years. The current version of the software offered by GIRO will allow staff to take advantage of many new capabilities now offered to accomplish current tasks easier and more efficiently.

GIRO, Inc. is the vendor for this software and is the only firm that can furnish an upgrade to the system. They have provided superior service over the years. HASTUS and its related modules are also successfully in use at King County Metro and Community Transit, which greatly eases coordination as regional projects develop. Recently, Pierce Transit and GIRO conducted a joint systems analysis to establish a framework for future implementation. An internal resourcing plan has been established and will take advantage of GIRO's ability to meet implementation needs at this time. Staff has conducted a price comparison with other users and has found that the proposal is fair and reasonable. As an example, King County's projected expenditure to upgrade their current HASTUS Transit Scheduling and Operational Support system to 2012 is just short of \$2,000,000.

ALTERNATIVES: The alternative would be to issue a request for proposals for a new system to replace our current system when support becomes unavailable; however, this is not a viable option since replacement of the system would cost in excess of \$1,000,000.00. In addition, GIRO's Hastus system is the predominant software package for these functions and it is unlikely we would find an alternative that would equally meet our requirements.

RECOMMENDATION: Authorize execution of a sole source contract to upgrade and enhance our automatic scheduling and dispatch system with GIRO, Inc.

RESOLUTION NO. 12-024

1 A RESOLUTION of the Board of Commissioners of Pierce Transit
2 Authorizing Execution of a Sole Source Contract to Upgrade our
3 Current Automated Fixed-Route Scheduling and Dispatch System and
4 Enhance the Current System capabilities with GIRO, Inc.
5

6 WHEREAS, by Resolution No. 85-046, approved on the 6th day of May, 1985, the Board of
7 Commissions of Pierce Transit authorized execution of a contract with Multisystems, Inc. (*now known as*
8 *GIRO, Inc.*); and

9 WHEREAS, by Resolution No. 97-039, approved on the 23rd day of June, 1997, the Board of
10 Commissioners of Pierce Transit authorized solicitation of a sole source proposal from GIRO, Inc. for
11 upgrade of the automated scheduling system; and

12 WHEREAS, by Resolution No. 03-064, approved on the 27th day of October, 2003, the Board
13 of Commissioners of Pierce Transit authorized solicitation of a sole source proposal form GIRO, Inc. for
14 upgrade of the automated scheduling system; and

15 WHEREAS, by Resolution No. 07-010, approved on the 12th day of February, 2007, the Board
16 of Commissioners of Pierce Transit authorized execution of a sole source contract to upgrade our current
17 automated fixed-route scheduling and dispatch system; and

18 WHEREAS, by Resolution No. 11-029, approved on the 12th day of December, 2011, the
19 Board of Commissioners of Pierce Transit adopted the 2012 Budget; and

20 WHEREAS, the 2012 Agency Budget includes funds for the upgrade of the automated
21 scheduling system; and

22 WHEREAS, Pierce Transit's fixed-route scheduling and dispatch system was last upgraded in
23 2007; and

24 WHEREAS, in addition, to maintaining vendor support, the software upgrade and
25 enhancements will allow staff to take advantage of new capabilities making many tasks easier and more
26 efficient; and

27 WHEREAS, GIRO's proposal to deliver and install the upgrade and enhancements for the
28 amount of \$658,135.00 has been evaluated by staff, is considered to be fair and reasonable and is by this
29 reference incorporated herein; and

30 WHEREAS, the software upgrade and enhancements can only be provided by GIRO, Inc.; and

1 WHEREAS, the Board of Commissioners of Pierce Transit finds it in the best interest of Pierce
2 Transit to execute a sole source contract to upgrade the fixed-route scheduling and dispatch system with
3 GIRO, Inc.;

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

6 Section 1 The Chief Executive Officer is hereby authorized to execute a sole source contract
7 with GIRO, Inc. in the amount of \$658,135.00 for upgrade and enhancement of the fixed-route
8 scheduling and dispatch system. Said contract is to be substantially in the form of the document on file in
9 the office of the Clerk of the Board and by this reference incorporated herein as though fully set forth.

10 ADOPTED by the Board of Commissioners of Pierce Transit at a regular meeting thereof held
11 on the 13th day of August, 2012.

Marilyn Strickland, Chair
Board of Commissioners

ATTEST:

Treva Percival, MMC
Clerk of the Board

FACT SHEET

TITLE: Authority to Purchase Computer Replacements
from State Contract T10-MST-296/B27160 from Dell

DIVISION: Administration

ORIGINATOR: Shaney Edington

PRECEDING ACTION: Resolution No. 11-029, Adoption of the 2012 Agency Budget

COORDINATING DEPARTMENT: Information Technology

APPROVED FOR SUBMITTAL:

Vice President

APPROVED FOR AGENDA:

Chief Executive Officer

Legal Counsel

ATTACHMENTS:

Resolution

BUDGET INFORMATION

2012 Budget Amount
\$700,103

Required Expenditure
\$522,613

Impact
Cost savings from original budget

Explanation: Cost is less than originally budgeted. Some of those savings will be utilized for training employees on the new software and purchase a few additional laptops that require a different brand and tougher case than the standard laptop.

BACKGROUND: This resolution seeks authority to purchase replacement computers from Dell based on State Contract T10-MST-296/B27160.

Pierce Transit uses desktop computers throughout the agency. Our normal replacement schedule for this equipment is 3 years. Do to the economic situation of the past few years replacement has been postponed several times. The existing hardware is now well past its useful life, is no longer supported, and is experiencing increasing failure rates. In addition, many of our core software systems are being upgraded and will require upgraded hardware to support the new software versions.

The 2012 Agency Budget includes funds for computer replacements. Staff recommends proceeding with the purchase of 376 computers for \$522,613.71 by utilizing an existing Washington State contract with Dell Corporation that allows participation by Pierce Transit. Staff has conducted independent research on pricing and has found the purchase price quoted by Dell under the contract to be fair and reasonable.

ALTERNATIVES: Not replace computers. End users will lose productive time by not having equipment available to do their job with a high failure rate occurring and fewer staff available for repair. Core systems being upgraded will not operate on existing hardware.

RECOMMENDATION: Authorize purchase of replacement computers from Dell on Washington State Contract No. T10-MST-296/B27160.

RESOLUTION NO. 12-025

A RESOLUTION of the Board of Commissioners of Pierce Transit
Authorizing Execution to Procure Replacement Computers from State Contract
T10-MST-296/B27160

WHEREAS, by Resolution No. 11-029, approved on the 12th day of December, 2011, the Board of Commissioners of Pierce Transit adopted the 2012 Budget; and

WHEREAS, the 2012 Agency Budget includes funds for the upgrade of computers; and

WHEREAS, 376 Computers will replace computers that have exceeded their useful life; and

WHEREAS, the contract includes specifications and options for desktop and laptops computers that meet Pierce Transit's requirements; and

WHEREAS, pricing available from State of Washington contract has been arrived at competitively and is considered to be fair and reasonable; and

WHEREAS, the Board of Commissioners of Pierce Transit finds it in the best interest of Pierce Transit to accept said proposal to upgrade the existing agency computers to meet the hardware requirements of core systems and agency needs.

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

Section 1. The Chief Executive Officer is hereby authorized to proceed with procurement of 376 computers from Dell Corporation on the state contract State Contract T10-MST-296/B27160.

ADOPTED by the Board of Commissioners of Pierce Transit at a regular meeting thereof held on the 13th day of August, 2012.

ATTEST:

Marilyn Strickland, Chair
Board of Commissioners

Treva Percival, MMC
Clerk of the Board

FACT SHEET

TITLE: Authority to Charter the Pierce Transit
Community Transportation Advisory Group (CTAG)

DEPARTMENT: Executive

ORIGINATOR: Terence Artz

PRECEDING ACTION: N/A

COORDINATING DIVISION: Executive

APPROVED FOR SUBMITTAL: _____
Vice President

APPROVED FOR AGENDA: _____
Chief Executive Officer Legal Counsel

ATTACHMENTS: (1) Resolution, (2) CTAG Charter, (3) CTAG Application

BUDGET INFORMATION

2012 Budget Amount	Required Expenditure	Impact
\$0	\$0	0

Explanation: No impact.

BACKGROUND: On September 8, 2011, an initial fact finding group met to determine the need and usefulness of establishing a citizen's advisory body for the purposes of directly engaging the public on issues of significance to the Agency. With service changes ongoing and further changes being considered, it was felt such a body would help the Agency not only notify key stakeholders of impending changes, but also to solicit solutions and achieve buy-in from the community as plans are implemented. Further, such a body would assist the Agency in complying with the provisions of Title VI of the Civil Rights Act by serving as an interface with disadvantaged populations, so that input and consideration of those communities can be used to shape service changes and mitigate any adverse impacts resulting from them.

As a result of this effort, the fact finding group proposes that a group, to be referred to as the "Community Transportation Advisory Group (CTAG)," be created. The following is a summary of the charter, which is attached in its entirety for your review:

Scope: The CTAG is an important conduit not only for obtaining public input and ideas, but also for communicating to the public and encouraging public support for transit initiatives. As such, CTAG helps the Agency by partnering with the public to support Agency Strategic Priorities.

Composition: The CTAG shall be composed of nine (9) members appointed by the Pierce Transit Board of Commissioners. Membership shall reflect Pierce Transit's service area and strive for broad, inclusive, regional, and diverse representation to increase the reach and effectiveness of its purpose.

Membership Selection: Recruitment will be through the PT website, local newspapers, and communication with established community partners. Selection of the members of the CTAG shall be through an application process, followed by recommendations from staff subject to confirmation by the Board of Commissioners. Members of the CTAG must reside in, or be employed within, the Pierce Transit service area. Staff will have discretion to recruit individuals so long as the Group's composition meets the goal of broad, inclusive, regional, and diverse representation.

Membership Rotation: The Group will select one of its members to serve as the CTAG Chair (*Chair*) for a term not to exceed two years. Membership recruitment and filling of vacancies will be an ongoing process. Membership on the CTAG is for a three-year term with at least three members appointed each year. Members seeking to continue participation after their term has expired would be required to reapply. Membership applications will be sent to all who have requested an application, to people suggested by CTAG members or staff, other citizens, and to groups representing the previously stated participation list.

Operating Guidelines: The CTAG will conduct its business in accordance with Washington State's Open Public Meetings Act, RCW 42.30 and Public Disclosure Laws RCW 42.56. Pierce Transit staff will be assigned to record meeting minutes and report them to the Board. The members of the CTAG will serve in a voluntary role and without salary.

Attendance and Removal of Members: Any two unexcused absences in a 12-month period will result in forfeiture of the member's position on the CTAG. Pierce Transit staff will track attendance, and a notification of membership forfeiture will automatically be sent to the respective member when two unexcused absences in a 12-month period occur. For an excused absence, members must notify the staff liaison 24 hours prior to the meeting.

CTAG Liaison Team (*Agency Staff*): The Agency CEO shall appoint Pierce Transit staff to serve as the CTAG Liaison Team. The Liaison Team shall consist of 1) a facilitator to guide and serve as a resource for the Group, and 2) administrative support staff to acquire meeting facilities and equipment, record, transcribe and distribute minutes, and distribute other materials, including agendas.

Dissolution: The Board shall have the sole power to dissolve the CTAG and may exercise their power at anytime.

ALTERNATIVES: Continue to seek community input on an ad hoc basis, as changes are planned or otherwise needed.

RECOMMENDATION: Authorize charter and creation of the CTAG.

RESOLUTION NO. 12-026

A RESOLUTION of the Board of Commissioners of Pierce Transit
Authorizing the creation of the Community Transportation Advisory Group (*CTAG*)

WHEREAS, Pierce Transit seeks to ensure quality customer service by soliciting feedback on service quality and changes in public needs, as a part of a strategic cycle of public involvement;

WHEREAS, Pierce Transit seeks to develop new markets by engaging community representatives to identify new market segments, provide input on customer activity, and serve as ambassadors for the Agency to their respective constituencies;

WHEREAS, Pierce Transit seeks to add value to the community by helping the public consider transit in their community and development planning efforts, thus gaining support for transit initiatives and ballot measures and promoting the benefits of transit to the business community;

WHEREAS, Pierce Transit seeks to develop new revenue streams by engaging community representatives to identify potential public-private partnerships and legislative changes that encourage innovation, and to make the case for transit investment to their respective constituencies;

WHEREAS, Pierce Transit seeks to value employee success by soliciting feedback on service quality, allowing the Agency to target training and professional development needs;

WHEREAS, Pierce Transit seeks to streamline and improve compliance with service change requirements under Title VI of the Civil Rights Act relating to fare and equity analysis and limited English proficiency (*LEP*);

WHEREAS, staff recommends, as a means of achieving these goals, the creation of an advisory body to the Board of Commissioners chartered to: (1) offer an opportunity for community stakeholders to provide feedback and suggest improvements and recommendations on plans, policies, and services offered by Pierce Transit; (2) provide a forum for interactive discussions with community stakeholder input, creating a conduit to inform and get information out to the public; and (3) represent the interests of the community and assist staff and the Board of Commissioners in meeting the strategic priorities listed above; and

WHEREAS, the Board of Commissioners of Pierce Transit finds it in the best interest of Pierce Transit to create such an advisory body;

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

3 Section 1. The Chief Executive Officer is herewith authorized to direct Agency staff to create,
4 plan, establish rules and procedures for, recruit members to serve on, conduct periodic meetings of, and
5 bring forth recommendations from an advisory body to the Board Commissioners to be called the
6 "Community Transportation Advisory Group."

7 ADOPTED by the Board of Commissioners of Pierce Transit at a regular meeting thereof held
8 on the 13th day of August, 2012.

Marilyn Strickland, Chair
Board of Commissioners

ATTEST:

Treva Percival, MMC
Clerk of the Board

Community Transportation Advisory Group Charter

Article I: Name of Group

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

Article II: Purpose

The purpose of the CTAG is to offer an opportunity for community stakeholders to provide feedback and suggest improvements and recommendations on plans, policies, and services offered by Pierce Transit. CTAG meetings provide a forum for interactive discussions with community stakeholder input, as well as create a conduit to inform and get information out to the public. The CTAG is an advisory body to the Pierce Transit Board of Commissioners. The CTAG will represent the interests of the community and assist Staff and the Board of Commissioners in meeting our strategic priorities of ensuring quality customer service, developing new markets, adding value to the community, developing new revenue streams, and valuing employee success.

Article III: Scope of Work

The CTAG is an important conduit not only for obtaining public input and ideas, but also for communicating to the public and encouraging public support for transit initiatives. As such, CTAG helps the Agency by partnering with the public to support Agency priorities. Specifically, the CTAG will help Pierce Transit:

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

Article IV: Composition

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

Article V: Membership Selection Process

Broad representation by the Group is critical. The Board of Commissioners expects CTAG members to serve as representatives for their communities and constituents, using all available venues to gather information and prepare for productive participation. To achieve this, recruitment will be through the PT website, local newspapers, and communication with established community partners. Members will be selected through an application process, followed by recommendations from staff for approval by the Board of Commissioners. Members of the CTAG must reside in, or be employed in, the Pierce Transit service area. Examples of groups from whom participation may be sought include:

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

This list is neither comprehensive nor exclusive. Staff will have discretion to expand this list or recruit individuals so long as the Group's composition meets the goal of broad, inclusive, regional, and diverse representation. Membership applications will be sent to all who have requested an application, to people suggested by CTAG members or staff, other citizens, and to groups representing the previously stated participation list.

Article VI: Membership Rotation Process

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

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

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

Article VII: Operating Guidelines

The CTAG will conduct its business in accordance with Washington State's Open Public Meetings Act, RCW 42.30 and Public Disclosure Laws RCW 42.56. The Group will select one of its members to serve as the CTAG Chair (*Chair*) for a term not to exceed one year, and a limit of no more than two consecutive terms. Pierce Transit staff will be assigned to record meeting minutes and report them to the Board. The members of the CTAG will serve in a voluntary role and without salary. Upon request, CTAG members may be provided ORCA passes to enable active participation in Group proceedings and projects. Travel by volunteer members is otherwise not reimbursed according to Pierce Transit policy. As its first order of business, the CTAG will adopt operating procedures to carry out its purpose under this charter, which at a minimum will address:

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

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

Article VIII: Attendance and Removal of Members

Any two unexcused absences in a 12-month period will result in forfeiture of the member's position on the CTAG. Pierce Transit staff will track attendance, and a notification of membership forfeiture will automatically be sent to the respective member when two unexcused absences in a 12-month period occur. For an excused absence, members must notify the staff liaison 24 hours prior to the meeting. A pattern of significant absences will be reviewed by the Chair who then may make a recommendation for forfeiture to the Board. Further, Pierce Transit staff or CTAG membership may recommend removal of an individual member for any reason, subject to approval by the Board.

Article IX: CTAG Liaison Team (Agency Staff)

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

Article X: Dissolution

The Board shall have the sole power to dissolve the CTAG and may exercise their power at anytime.



PIERCE TRANSIT COMMUNITY TRANSPORTATION ADVISORY GROUP

Pierce Transit is soliciting applications from individuals residing or employed within Pierce Transit's service area who are interested in serving on an advisory panel, the Community Transportation Advisory Group. The Group consists of nine (9) members from a cross-section of the community who are willing to become involved, study the issues, and serve in an advisory capacity to Pierce Transit's governing board.

The Community Transportation Advisory Group meets quarterly and a copy of the Group's operating procedures is enclosed.

Applications are available at Pierce Transit Headquarters, 3701 96th Street SW, Lakewood, WA 98499 and on Pierce Transit's website: (*Piercetransit.org*). Applications are due (insert date).

Pierce Transit will review all applications received and schedule interviews. It is anticipated that a selection will be made by Pierce Transit at the (insert date) Board of Commissioner's meeting. All applicants will receive acknowledgment and notification of his or her status in the selection process.

For more information about the Community Transportation Advisory Group or the selection process, contact Terence Artz, CTAG Liaison at (253) 581-8045.



COMMUNITY TRANSPORTATION ADVISORY GROUP APPLICATION

Due (insert date)

Name: _____ Home Telephone: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Current Employment/Student Status (*if applicable*): _____

Occupation (*former if retired*): _____

Employer (*if applicable*): _____

Work Address: _____

Work Telephone: _____ Fax: _____

Cell Phone: _____ Email Address: _____

School (*if student*): _____

How long have you resided or been employed in Pierce Transit service area?

Please list community groups you are affiliated with (*volunteer, professional, etc.*)

Normally, the commitment to this group will require 2 hours per quarter. Can you commit 2 hours in the evening per quarter to the Community Transportation Advisory Group?

Yes ___ No ___

The Group will meet on Thursdays from 5:30 p.m. to 7:30 p.m. Can you meet at this time?

Yes ___ No ___ If not, when can you meet? _____

A meeting date will be determined by CTAG members at the first meeting.

(Using a separate sheet of paper)

Please answer the following and attach your answers to this application:

1. Describe public transportation issues of concern and importance to you.
2. Why do you want to be a member of Pierce Transit's Community Transportation Advisory Group? Please share any additional information relating to your interest and/or experience.
- Indicate the areas of interest you might bring to the group. *(Check all that apply):*

1. Senior Citizens ____
2. Persons with Disabilities ____
3. Medical Community ____
4. Social Service Agency ____
5. Downtown On the Go ____
6. Sound Transit ____
7. Unincorporated Community ____
8. Business Representative ____
9. Neighborhood Assn ____
10. Minority Rep ____
11. Rural Community ____
12. Citizens-at-Large ____

13. Students
14. Service User ____ *(Check all that apply):*
 - ☐ Vanpool
 - ☐ Carpool
 - ☐ Fixed Route
 - ☐ SHUTTLE
 - ☐ Sound Transit Center
 - ☐ ORCA card holder
 - ☐ Community Vans
 - ☐ Park-N-Ride lots and Transit
 - ☐ Rideshareonline.com
15. Other _____

Applicant's Signature _____ Date: _____

Please mail this application to:

Pierce Transit ATTN: Community Transportation Advisory Group (Terence Artz)
PO Box 99070, Tacoma, WA 98446-0070

Or bring in person to:

Pierce Transit 3701 96th Street SW Lakewood, WA 98499-4431

Fax to: (253) 983-2707 or email to: tartz@piercettransit.org

For more information about the Community Transportation Advisory Group
Call Pierce Transit, Terence Artz, CTAG Liaison, at 253-581-8045