

PIERCE TRANSIT BOARD OF COMMISSIONERS
EXECUTIVE FINANCE COMMITTEE
Building 4 – Conference Room 1B
November 20, 2014 – 3:00 PM.

AGENDA

CALL TO ORDER

APPROVAL OF MINUTES: October 30 and November 3, 2014 Special Meetings

ACTION AGENDA:

- | | | |
|--------------|---|---|
| 1. FS 14-077 | FS 14-077, Authority to Execute a Contract with IPKeys Technology for Network Engineering Services | Keith Messner Information Technology Manager |
| 2. FS 14-078 | FS 14-078, Authority to Create a New Pierce Transit Code Section 3.13.210 – Purchasing Credit Card Program; Revise Pierce transit Code Section 3.28- Business and Travel Expense Policy; and Rescinding PT Code Sections 3.28-020 -3.28.100 in Their Entirety | Kathy Sullivant Finance Manager |
| 3. FS 14-079 | FS 14-079, Adoption of 2015 State Legislative Priorities | Justin Leighton Government Relations Officer |

DISCUSSION:

1. Review of proposed 2015 Budget

ADJOURNMENT

**PIERCE TRANSIT
BOARD OF COMMISSIONERS
SPECIAL EXECUTIVE FINANCE COMMITTEE MEETING**

October 30, 2014

MINUTES

CALL TO ORDER

Chair Vermillion called the meeting to order at 3:02 PM.

ATTENDANCE

Commissioners present:

Steve Vermillion, Chair, Puyallup Councilmember
Lauren Walker, Vice-Chair, City of Tacoma Councilmember
Rick Talbert, Pierce County Councilmember (via phone)
Don Anderson, Mayor of Lakewood (arrived 3:11 PM)

Staff present:

James L. Walton, Interim Chief Executive Officer
Alberto Lara, Chief Administration Officer
Wayne Fanshier, Chief Financial Officer
Dana Henderson, General Counsel (via phone)
Deanne Jacobson, Clerk of the Board
Angela Woods, Deputy Clerk of the Board
Van Sawin, Business Development Officer
Spiro Manthou, Procurement Manager
Carol Mitchell, Public Relations Officer
Doug Middleton, Chief Operations Officer
Cathie Reid, Budget Assistant Manager
Kathy Sullivant, Finance Manager
Bill Spies, Fleet Manager
Jason Hovde, Safety Officer
Jay Peterson, Transit Development Manager
Ben Han, Planner II

APPROVAL OF MINUTES

Commissioners Walker and Talbert **moved** and seconded to approve the September 18, 2014 and October 2, 2014, minutes as presented.

Motion **carried**, (3-0).

ACTION AGENDA

1. FS 14-070, Authorization to Enter Into and Execute a Contract with Phoenix Environmental, Inc., for Waste Handling Services.

Commissioners Walker and Talbert **moved** and seconded to authorize the Chief Executive Officer to enter into and execute a contract with Phoenix Environmental, Inc., for waste handling services in the amount of \$204,000 for three years, with two additional one-year extensions at \$60,000 per additional year.

Safety Officer Jason Hovde gave an overview of the services that Phoenix Environmental, Inc. will provide in disposal of environmental waste.

Motion **carried**, (3-0).

2. FS 14-071, Authority to Execute a Five (5) Year Contract with Tolar Manufacturing, Inc., for the Purchase of Passenger Shelters.

Commissioners Talbert and Walker **moved** and seconded to authorize the Chief Executive Officer to enter into and execute a contract with Tolar Manufacturing, Inc., for the purchase of passenger shelters for an estimated amount of \$530,750 over a five (5) year contract term, contingent upon approval of the 2015 Budget.

Planner II Ben Han introduced himself and provided an overview of the bus shelters.

Motion **carried**, (3-0).

3. FS 14-072, Authority to Execute a Professional Services Contract with Northwest Research Group to Conduct Customer Survey/Market Research Services on an As-Needed Basis.

Commissioners Walker and Talbert **moved** and seconded to authorize the Chief Executive Officer to enter into and execute a contract with Northwest Research Group to provide customer survey/market research services for three years, with the option of two (2) one-year extensions, with the total cost of the contract not to exceed \$600,000, and contingent upon adoption of the 2015 through 2019 Operating Budgets.

Transit Development Manager Jay Peterson presented on the item and described the different types of survey and market research services that the firm could provide for Pierce Transit.

Motion **carried**, (3-0).

Commissioner Anderson arrived at 3:11 PM.

4. FS 14-073, Authority to Purchase Ten (10) 7 Passenger Expansion Vanpool Vans From State Contract No. 03613.

Commissioners Anderson and Talbert **moved** and seconded to authorize the purchase of ten (10) 7 passenger expansion vanpool vans from Washington State Contract No. 03613 in the amount of \$300,670.

Fleet Manager Bill Spies presented on the item and explained why the vehicle expansion is necessary for Pierce Transit's Vanpool Program.

Motion **carried**, (4-0).

Commissioner Talbert left the meeting (via telephone) at 3:17 PM.

DISCUSSION

Review of Proposed 2015 Budget

Chief Financial Officer Wayne Fanshier walked through the 2015 proposed Budget with the Executive Finance Committee (EFC). Mr. Fanshier distributed budget binders to the Commissioners for review prior to the EFC meeting.

Chair Vermillion inquired whether all the Commissioners have met with staff on the 2015 proposed Budget. It was explained that not all commissioners received their binders, but will prior to the November 10, 2014 Board meeting.

Mr. Fanshier announced that the 2015 proposed Budget will be discussed at the November 10, 2014 Study Session and a Public Hearing will be held during the Regular Board Meeting held at 4:00 PM. The proposed Budget will be presented for adoption at the December 8, 2014 Board meeting.

Commissioners Anderson, Walker and Vermillion voiced concerns about the added positions and requested that staff prepare an explanation as to why these positions are needed at the November 10, 2014 Board Meeting.

Review of Proposed Timeline and Work Plan for CEO Recruitment

Clerk of the Board Deanne Jacobson presented the proposed timeline and work-plan for the Chief Executive Officer Recruitment. Ms. Jacobson noted that the first kick off meeting with Karras Consulting is scheduled for Monday, November 3, 2014.

Chair Vermillion requested that information used for previous CEO recruitments be provided to the Selection Committee for reference.

Commissioner Anderson expressed the qualities and qualifications he would like from the new CEO.

ADJOURNMENT

Commissioners Walker and Anderson **moved** and seconded to adjourn the meeting.

Motion **carried**.

The meeting was adjourned at 4:26 PM.

Angela Woods
Deputy Clerk of the Board

Steve Vermillion, Chair
Board Executive Finance Committee

**PIERCE TRANSIT
BOARD OF COMMISSIONERS
SPECIAL EXECUTIVE FINANCE COMMITTEE MEETING**

November 3, 2014

MINUTES

CALL TO ORDER

Chair Vermillion called the meeting to order at 11:09 AM.

ATTENDANCE

Commissioners present:

Steve Vermillion, Chair, Puyallup Councilmember
Rick Talbert, Pierce County Councilmember
Lauren Walker, Vice-Chair, City of Tacoma Councilmember

Commissioners excused:

Don Anderson, Mayor of Lakewood

Staff present:

Kristine Dupille, Human Resources Manager
Deanne Jacobson, Clerk of the Board

Others present:

Dennis Karras, CEO
Marissa Karras, Vice President

SPECIAL BUSINESS

1. Development of Work Plan for the Chief Executive Officer Recruitment

The Committee met with Karras Consulting to discuss the recruitment plan and process. The Committee reviewed and agreed with the proposed timeline. The Committee discussed the qualifications and core competencies the new CEO should possess. They also identified stakeholders that should be involved in the process and directed the Clerk of the Board to finalize the list and provide to Karras Consulting.

ADJOURNMENT

Commissioners Vermillion and Talbert **moved** and seconded to adjourn the meeting.

Motion **carried**.

The meeting was adjourned at 11:29 AM.

Deanne Jacobson, CMC
Clerk of the Board

Steve Vermillion, Chair
Board Executive Finance Committee

FACT SHEET – EXECUTIVE FINANCE COMMITTEE

TITLE: Authority to Execute a contract with IPKeys Technology for Network Engineering Services

DIVISION: Administration

ORIGINATOR: Keith Messner, Information Technology Manager

PRECEDING ACTION:

COORDINATING DEPARTMENT: Information Technology

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

N/A

BUDGET INFORMATION

2015 Budget Amount
\$50,000

Required Expenditure
Up to \$50,000/year

Impact
None

Total amount not to exceed
\$250,000 for five years

Explanation: Our current Network Engineering Services Contract expires on December 31st 2014. This new agreement locks in chargeable rates for billable services for the next three years with two additional one-year extensions. The amount has been budgeted in the 2015 budget, and the remaining years will be included in the annual budgets for the remaining years. Total cost for the three year contract plus the two additional optional years is not to exceed \$250,000 (up to \$50,000 per year).

BACKGROUND:

Pierce Transit seeks authority to execute a three-year contract with IPKeys Technology for Network Engineering Services with two optional one-year contract extensions.

Pierce Transit contracts out our network engineering services to effectively support the Agency's Local Area Network. These services cover the complex programming and support of all network components such as firewalls and routers; provides the second tier of network support for the Agency in diagnosing, troubleshooting and resolving network issues; and provides Tier 1 support training on new equipment to Agency staff.

FACT SHEET
PAGE 2

A Request for Proposals was released on September 24, 2014 for these services, and it was sent to 34 prospective service providers. IPKeys Technology was the sole responder to the RFP and has been deemed responsive and responsible.

ALTERNATIVES:

The alternative would be to put aside award of this contract and release a second RFP. This would push award of a contract past our current network engineering services contract – leaving us without these services until any new responding proposals may be evaluated and a contract awarded. There is no guarantee that the results would be different.

RECOMMENDATION:

Authorize the Chief Executive Officer to enter into and execute a contract with IPKeys Technology for network engineering services for a period of three years, with the option of two additional one-year extensions, with the total cost of the contract not to exceed \$250,000.

Executive/Finance Committee Action:

Approved: _____

Disapproved: _____

Steve Vermillion, Chair
Executive Finance Committee

ATTEST:

Deanne Jacobson, CMC
Clerk of the Board

FACT SHEET – EXECUTIVE FINANCE COMMITTEE

TITLE: Authority to Create a New Pierce Transit Code Section 3.13.210 – Purchasing Credit Card Program; Revise Pierce Transit Code Section 3.28 – Business and Travel Expense Policy; and Rescinding PT Code Sections 3.28-020 – 3.28.100 in Their Entirety

DIVISION: Finance

ORIGINATOR: Wayne Fanshier, Chief Financial Officer

PRECEDING ACTION: Resolution No. 1980-021, Establishment of Travel Policy; Resolutions Nos. 1980-117, 1981-014, 1982-30, 1988-087, 1989-110, 1990-134, 1996-037, 2001-031, 2002-009

COORDINATING DEPARTMENT: Finance

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

Proposed Resolution

Exhibit A, Proposed PT Code Section 3.13.210, Purchasing Credit Card Program

Exhibit B, Revised PT Code Section 3.28, Business and Travel Expense Policy

BUDGET INFORMATION

2014 Budget Amount
N/A

Required Expenditure
N/A

Impact
N/A

Explanation: There is no budget impact or expenditure required for this action.

BACKGROUND:

The Pierce Transit Travel Policy was originally adopted on by Resolution 1980-021 and revised in part on the dates shown above and is currently found at Chapter 3.28 of the Pierce Transit Code. A review of the current policy indicates a need for revisions to increase efficiencies and ease of utility. The proposed new Business and Travel Expense Policy establishes authority and controls in accordance with existing laws and requirements and delegates to the Chief Executive Officer (CEO) the authority to approve, enforce, and revise specific procedures and rules governing agency business, travel, recruitment and relocation expenses.

The new policy provides authority to pay reasonable business and travel expenses for employees and members of the Board of Commissioners incurred on behalf of the Agency for authorized business purposes authorized by the Board of Commissioners. The policy authorizes travel advances. Reimbursement for non-employees' business and travel expense recruitment purposes and relocation costs are also provided.

Expenses authorized under the policy will comply with Pierce Transit procurement and credit card policies and procedures and with Chapter 42.24, of the Revised Code of Washington. The policy delegates to the Chief Executive Officer the authority to approve specific procedures and administrative rules governing Pierce Transit business, travel, and relocation expenses.

The new Business and Travel Expense Policy shall be governed under PT Code Section 3.28. The Purchasing Credit Card Program shall be governed under PT Section 3.13.210.

Agency staff have completed the Business and Travel Expense Procedure Manual which will be approved by the CEO upon adoption of Resolution No. _____ by the Board of Commissioners. This manual, among other items, provides for reimbursement of certain meals for authorized travel on a *per diem* basis, defines allowable expenses for Agency business and travel, discusses appropriate use of Agency credit cards, and outlines employee and Agency obligations with regard to such expenses.

ALTERNATIVES:

The alternative would be to not revise the Travel Policy.

RECOMMENDATION:

Refer Fact Sheet 14-078 to the December 8, 2014 Board of Commissioners Meeting with recommendation to approve the new Business and Travel Expense Policy and Purchasing Credit Card Policy as presented in Exhibits A and B.

Executive/Finance Committee Action:

Approved: _____

Disapproved: _____

Referred to the Board of Commissioners: _____

Steve Vermillion, Chair
Executive Finance Committee

ATTEST:

Deanne Jacobson, CMC
Clerk of the Board

RESOLUTION NO. 14-xxx

1 A RESOLUTION of the Board of Commissioners of Pierce Transit Giving Authority to Create a New PT Code
2 Section 3.13.210 – Purchasing Credit Card Program; Revise PT Code Section 3.28 – Business and Travel
3 Expense Policy; and Rescinding PT Code Sections 3.28-020 – 3.28.100 in Their Entirety
4

5 WHEREAS, by Resolution No. 2002-009, the Board of Commissioners of Pierce Transit adopted a
6 revised Travel Policy that is currently set forth in Pierce Transit Code Section 3.28;

7 WHEREAS; a review of the existing policy indicates a need to revise the policy to allow for greater
8 efficiencies and ease of utility;

9 WHEREAS, the proposed new travel policy supports management recommendations to bring the
10 Agency’s policies and practice in line with the existing laws and requirements;

11 WHEREAS, the proposed policy provides authority to pay reasonable and necessary business and
12 travel expenses for employees and members of the Board of Commissioners incurred on behalf of the Agency
13 for authorized business purposes authorized by the Board of Commissioners;

14 WHEREAS, the proposed policy authorizes reimbursement for non-employees for reasonable and
15 necessary business and travel expense recruitment purposes and relocation costs;

16 WHEREAS, the proposed policy provides for travel advances;

17 WHEREAS, the proposed policy delegates to the Chief Executive Officer (CEO) the authority to
18 approve, enforce, and revise specific procedures and rules governing agency business, travel, recruitment and
19 relocation expenses, and directs that the procedures for the Business and Travel Expense Policy are provided
20 for in the Business and Travel Expense Procedure Manual to be on file with the Finance Division;

21 WHEREAS, all previous Business and Travel Expense Policies should be rescinded and Pierce Transit
22 Code Section 3.28 be revised to contain the new proposed Business and Travel Expense Policy;

23 WHEREAS, Pierce Transit Code Sections 3.28-010 through 3.28.100 should be rescinded in their
24 entirety;

25 WHEREAS, the Purchasing Credit Card Program should be removed from Pierce Transit Code Section
26 3.28.100 and revised under new Pierce Transit Code Section 3.13.210 – Purchasing Credit Card Program,
27 which is attached hereto as Exhibit A;

28 WHEREAS, the Business and Travel Expense Policy shall be provided for in Pierce Transit Code Section
29 3.28, which is attached hereto as Exhibit B; and

30 WHEREAS, expenses shall comply with Pierce Transit procurement and credit card policies and
31 procedures and with Chapter 42.24, Revised Code of Washington.

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

3 Section 1. the Purchasing Credit Card Program shall be removed from Pierce Transit Code Section
4 3.28.100 and revised under new Pierce Transit Code Section 3.13.210 – Purchasing Credit Card Program,
5 which is attached hereto as Exhibit A; and

6 Section 2. Pierce Transit Code Section 3.28 shall be revised to contain the new Business and Travel
7 Expense Policy, which is attached hereto as Exhibit B; and

8 Section 3. Pierce Transit Code Sections 3.28-020 through 3.28.100 shall be rescinded in their entirety
9 and procedures relating to business and travel expenses are provided for in the Business and Travel Expense
10 Procedure Manual, which shall be kept on file with the Finance Division; and

11 Section 4. The Chief Executive Officer is delegated the authority to approve specific procedures and
12 administrative rules governing Pierce Transit business, travel and relocation expenses to be provided for in a
13 Business and Travel Expense Procedure Manual.

14 ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on
15 the 8th day of December, 2014.

16 PIERCE TRANSIT

17
18
19 _____
20 Rick Talbert, Chair
21 Board of Commissioners
22

23 ATTEST/AUTHENTICATED

24
25 _____
26 Deanne Jacobson, CMC
27 Clerk of the Board
28
29

Pierce Transit Code Section 3.28 is hereby revised as follows:

"Chapter 3.28 – ~~Travel Policy~~* Business and Travel Expense Policy

Pierce Transit shall pay all reasonable and necessary business and travel expenses for employees and members of the Board of Commissioners, provided that such expense is incurred on behalf of the Agency for authorized business purposes, and is within the budget authorized by the Board of Commissioners.

Approval of the Chief Executive Officer's business and travel expenses shall be by the Chair or Vice Chair of the Board of Commissioners or Chair of the Executive Finance Committee, or by another Commissioner designated by the Chair. Approval of any member of the Board of Commissioner's business or travel expense shall be by the Chair of the Board of Commissioners, or in the case of the Chair's business or travel expense, by another Board member.

Reimbursement may also be authorized for non-employees for business and travel expenses related to recruitment or relocation costs pursuant to Agency procedures and rules. Expenses will comply with Agency procurement and credit card policies and procedures and with Chapter 42.24, Revised Code of Washington. Travel advances are authorized.

The Board of Commissioners delegates to the Chief Executive Officer (CEO) the authority to approve, enforce, and revise specific procedures and rules governing agency business, travel, recruitment and relocation expenses.

The procedures for the Business and Travel Expense Policy are provided for in the Business and Travel Expense Procedure Manual and shall be on file with the Finance Division."

Pierce Transit Code Sections 3.28-010 through 3.28.100 are hereby rescinded in their entirety.

~~"3.28.010—Overnight stay Report requirements:~~

~~Travel involving an overnight stay requires prior approval by the chief executive officer for staff members or chairman of the board for the chief executive officer or members of the board. The general policy for an overnight stay is that the destination be at least 25 miles from Pierce Transit or the traveler's return destination, whichever is nearer. A travel authorization and expense report (TAER) must be completed by the employee, then signed by the supervisor and division or department head before submittal to the chief executive officer for final approval. TAER's for the chief executive officer or other board members must be approved by the chairman of the board. Travel and TAER's by the chairman of the board must be approved by~~

~~the chief executive officer after it is authorized by the rest of the board at a regularly stated meeting.~~

~~(Res. 90-131 §1; Res. 00-019 §1)~~

~~3.28.020—Transportation fares and lodging.~~

~~First class transportation fares are prohibited except for rail fares involving trips over 400 miles one-way. Requisitions for transportation fares and lodging are submitted to the purchasing section for advance payment and must be accompanied by a copy of an approved TAER. A Pierce Transit travel card may be used to purchase airline and train tickets, and to hold lodging reservations. However, the travel card may not be used to pay for lodging.~~

~~(Res. 90-131 §2; Res. 02-009 §2)~~

~~3.28.030—Meal reimbursement for overnight travel.~~

~~Meals are reimbursed on the basis of actual expenses. Expenditures are to be certified by the claimant.~~

~~(Res. 90-131 §3; Res. 02-009 §2)~~

~~3.28.040—Use of advance travel account.~~

~~When travel requires an overnight stay, the traveler may receive, in advance, money required for the following items: lodging, meals, personal auto expenses, gasoline for agency vehicles, or rental car expenses. An advance of \$40 per day may be paid for meals. For partial days, the advance is prorated. A full day's meal advance is paid for travel beginning before 1:00 p.m. A half day's meal advance is paid for travel beginning after 1:00 p.m.~~

~~(Res. 90-131 §5)~~

~~3.28.050—Telephone charges.~~

~~Telephone calls on behalf of the agency while traveling out of town should either be made collect to Pierce Transit or charged to the calling card issued by Pierce Transit.~~

~~(Res. 90-131 §6)~~

~~3.28.060 – Use of privately owned vehicles.~~

~~Pierce Transit employees using their own automobile in connection with the performance of their duties for Pierce Transit shall be paid at the rate per mile allowed by the Internal Revenue Service for such use. Mileage is calculated as the actual round trip mileage to the destination from either Pierce Transit to another starting point, whichever is shorter. If the destination is more than one hundred and fifty (150) miles from Tacoma, reimbursement for mileage shall not exceed an amount equal to the coach airline fare. For distances of less than one hundred and fifty (150) miles, the use of public carriers or staff vehicles is encouraged.~~

~~(Res. 96-037 §§1, 2; Res. 01-031 §1)~~

~~3.28.070 – Automobile rentals.~~

~~While traveling for business purposes, it may be necessary to rent an automobile. Rental agencies provide short-term policies of insurance for a variety of coverages relating to the use of their automobiles. Agency travelers should decline the coverage and sign the waiver agreements unless the traveler determines a personal need for one or more of the insurance coverages being offered by the rental agency. The agency will not reimburse travelers for optional coverages provided by automobile rental agreements. The three most common coverages are collision damage, personal indemnity, and theft of contents coverage. The collision waiver agreement and the personal indemnity waiver agreement are a duplication of coverages provided by agency policy. The theft of contents coverage is a personal matter to the traveler and will not be subject to reimbursement by the agency.~~

~~(Res. 90134 §9)~~

~~3.28.080 – Reimbursement Documentation requirements.~~

~~A. For travel outside Pierce Transit's jurisdiction not requiring an overnight stay, employees should complete a local business and expense claim form. For those who tend to travel more than once a month, this form should be submitted only once each month. For local business expense, reimbursement will be made only upon presentation of actual receipts for all expenses other than mileage. If the total expenses are \$25 or less, reimbursement can be made by presenting the expense claim with a petty cash voucher. For amounts more than \$25, the local business and expense form should be presented with a requisition to the purchasing section. Travel on local business is not eligible for the travel allowance.~~

~~B. For a trip requiring an overnight stay, the TAER must be completed by the traveler upon return from the trip. Documentation should be provided for all reimbursable expenses other than meals below the \$10, \$10 and \$20 thresholds for breakfast, lunch and dinner, respectively. Documentation includes receipts for hotels, rental cars and gasoline for rental or agency vehicles. Receipts should be obtained whenever possible, though are not required for reasonable costs for taxi, limousine, parking and bus service. The completed TAER form with receipts must be returned to the manager of accounting within ten days after the traveler's return.~~

~~(Res. 90-134 §7)~~

~~3.28.090 – Nontravel business meals Eligible for reimbursement when:~~

~~A. The agency will reimburse Pierce Transit employees for reasonable and necessary meal expenses incurred during the course of conducting agency business, even though travel outside the jurisdiction is not required. To be eligible, no reasonable alternatives to holding the meeting during normal meal times may exist and the principal purpose of the meeting must be to discuss Pierce Transit business. Normal meal times are defined as 7:00 to 8:00 a.m., 12:00 to 1:00 p.m. and 5:00 to 6:00 p.m.~~

~~B. Reasonable and necessary meal expenses are defined as those expenses incurred in the course of conducting agency business. However, when meetings times are flexible, they should be scheduled outside of customary meal hours. Meal expenses in connection with seminars extending over mealtimes qualify for reimbursement.~~

~~C. Only those meetings that take an employee out of their normal routine and choice of a consumption of a meal may be considered for meal reimbursement. Reimbursement for meals within the agency's jurisdiction or on agency premises is permissible if the primary purpose of the meeting is for the conduct of agency business and the meeting takes place over a normal meal time, e.g. 7:00 a.m. to 8:00 a.m., 12 noon to 1:00 p.m., and 5:00 to 6:00 p.m.~~

~~D. Agency employees are not permitted to purchase meals for nonagency governmental employees, vendors, consultants or members of the general public. However, nonagency employees on "loan," e.g. members of interview boards, will be eligible for agency-paid meals provided that the meal arrangement has been established in writing with the lending organization in advance.~~

~~E. In general, refreshments do not qualify for reimbursement. However, in the case of training and recognition programs that include refreshments as a reward for achieving particular goals~~

~~or where the provision of refreshments is integral to the objective of the program, expenses are reimbursable provided the program has been approved by specific resolution enacted by the board of commissioners.~~

~~(Res. 90-134 §8)~~

~~3.28.100 – Travel/purchasing credit card program.~~

~~A. Definitions. For the purpose of this section, "travel and purchasing card" means a card that is the responsibility of the agency, with the balance to be paid monthly, which gives the cardholder the privilege of making official travel arrangements and small governmental purchases.~~

~~B. Authorization. The chief executive officer is herewith authorized to establish policies and procedures for issuance of travel and/or purchasing cards to appropriate agency personnel.~~

~~C. Limitations. The vice president of finance and administration shall implement the following system for the distribution, authorization and control, credit limits and payment of bills related to the use of credit cards by Pierce Transit:~~

~~1. Distribution. Credit cards may be distributed to those Pierce Transit employees, who in the vice president's opinion have responsibilities that would be facilitated by the use of a credit card and said use would benefit Pierce Transit.~~

~~2. Authorization and Control. The vice president of finance and administration shall develop and implement guidelines and accounting controls to ensure the proper usage of the cards, and establish credit limits.~~

~~3. Payment of Bills. The vice president of finance and administration shall establish and implement a written procedure for the payment of all credit card bills.~~

~~4. Unauthorized Charges. Cards issued by Pierce Transit shall not be authorized for use on non-agency business. The chief executive officer shall be authorized to take all necessary legal action to recover unauthorized charges and to develop a disciplinary process for unauthorized use."~~

~~(Res. 00-020 §§ 1—3)~~

FACT SHEET – EXECUTIVE FINANCE COMMITTEE

TITLE: Adoption of 2015 State Legislative Priorities

DIVISION: Executive

ORIGINATOR: Justin D. Leighton
Government Relations Officer

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, 2015 Legislative Priorities

BUDGET INFORMATION

2013 Budget Amount
N/ARequired Expenditure
N/AImpact
N/A

Explanation: N/A

BACKGROUND:

The Washington State Legislature convenes its 2015 session on January 12, 2015. The purpose of this resolution is to adopt the 2015 Legislative Priorities and to direct staff to continue to evaluate issues for impacts to the Agency and to give guidance and direction so that staff may effectively communicate and advocate the Board's position and policies. This action authorizes Pierce Transit staff and consultants to advocate and/or pursue the positions outlined in the 2015 State Legislative Priorities, attached hereto as Exhibit A, during the upcoming legislative session. As issues develop during session, staff will seek advice and guidance from the Board's Executive Finance Committee and full Board, as appropriate. Staff will send updates via email to the Board during the legislative session and call upon Board members to assist in advancing these legislative priorities.

FACT SHEET
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ALTERNATIVES:

1. Do not approve the 2015 Legislative Priorities.
2. Modify the 2015 Legislative Priorities.

RECOMMENDATION:

Refer Fact Sheet No. 14-079 to the December 8, 2014 Board of Commissioners Meeting, with recommendation to adopt the 2015 Legislative Priorities in Exhibit A as presented.

Executive/Finance Committee Action:

Approved: _____

Disapproved: _____

Referred to Board of Commissioners with the following recommendation: _____

Steve Vermillion, Chair
Executive Finance Committee

ATTEST:

Deanne Jacobson, CMC
Clerk of the Board

RESOLUTION NO. 14-xxx

A RESOLUTION of the Board of Commissioners of Pierce Transit
Authorizing Adoption of the 2015 State Legislative Priorities

WHEREAS, The Pierce Transit Board of Commissioners desires to give guidance and direction to its staff and contracted Legislative Liaison; and

WHEREAS, the State Legislature will convene the 2015 legislative session on January 12, 2015; and

WHEREAS, The Pierce Transit Board of Commissioners wishes to assure that its policies and positions are effectively communicated to the members of the Washington State Legislature, Washington State Agencies and the Office of the Governor; and

WHEREAS, the Pierce Transit Board of Commissioners wishes to support the legislative priorities of other transit, local and regional governmental agency partners; and

WHEREAS, the Pierce Transit board of Commissioners finds it is in the best interest of Pierce Transit to adopt an agenda of legislative priorities; and

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

Section 1. The Board herewith adopts the Pierce Transit 2015 State Legislative Priorities as presented in Exhibit A.

ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on the 8th day of December, 2014.

PIERCE TRANSIT

Rick Talbert, Chair
Board of Commissioners

ATTEST/AUTHENTICATED

Deanne Jacobson, CMC
Clerk of the Board



Pierce Transit 2015 State Legislative Priorities

Pierce Transit is the State's *partner* in providing public transportation services that connect people to jobs and assisting our community's most vulnerable members with using transit to meet life's basic needs. Pierce Transit has worked collaboratively with local, regional and state partners in developing its top 2015 State Legislative Priorities and asks that the State support our efforts.

2015 Legislative and Policy Priorities

-  Continue to seek solutions that lower the burden on transit agencies of providing non-emergency medical transportation.
-  Support efforts to maintain and increase levels of funding for state transportation programs including, but not limited to: Regional Mobility, Special Needs, Vanpool Investment Program and direct operating assistance.
-  Seek mitigating funds for operating impacts related to the State's I-5 HOV extension project.
-  Seek legislation to provide additional local funding for public transportation, including special needs uses.

Support and monitor policies and legislation related to:

-  Continue to encourage the State to adopt a transportation and infrastructure funding package that includes significant funding for public transportation.
-  Support efforts to seek additional revenue options from the legislature which would provide Sound Transit, Pierce Transit's regional transit partner, the opportunity to propose new package of investments to voters as early as 2016.
-  State and regional tolling, MAP 21 implementation, public records, performance measures, accountability and/or governance that might negatively alter the oversight, financing, construction, and/or operations of Pierce Transit.

For any questions regarding Pierce Transit or our legislative priorities, please contact:

Justin D. Leighton
Government Relations Officer
E-mail: jleighton@piercetransit.org
Desk: 253-984-8166 | Cell: 253-278-2565