

**Virtual Meeting Participation Information:**

Dial: 1-253-215-8782 Meeting ID No. 84134942082

Webinar link: <https://us02web.zoom.us/j/84134942082>

**Physical Meeting Location:**

Pierce Transit Training Center

3720 96<sup>th</sup> Street SW

Lakewood, WA 98499

**Call to Order**

**Approval of Minutes** – January 19, 2023, committee meeting

**Public Comment:**

*Citizens wishing to provide comment will be given up to three minutes to comment on 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 to allow sufficient time for the Board to conduct business.*

*To request to speak virtually during public comment, please press the Raise Hand button near the bottom of your Zoom window or press \*9 on your phone. If speaking in person, please sign in at the table at the back of the room. Your name or the last four digits of your phone number will be called out when it is your turn to speak. Written comments may also be emailed to [Djacobson@piercetransit.org](mailto:Djacobson@piercetransit.org).*

**Action Agenda**

1. FS 2023-013, Authority to Execute a Contract with Sequoyah Electric, LLC., Contract No. 1631, for Construction and Infrastructure Work for the Installation Three Electric Charging Stations at the Commerce Street Bus Facility

Monica Adams  
Sr. Project Manager

**Review/Discussion**

1. Proposed Bus Shelter Design

Monica Adams  
Sr. Project Manager

**Commissioner Comments**

**Executive Session** – None Scheduled

**Adjournment**

Pierce Transit does not discriminate on the basis of disability in any of its programs, activities, or services. To request this information in an alternative format or to request a reasonable accommodation, please contact the Clerk's Office at 253.581.8066, before 4:00 p.m., no later than the Tuesday preceding the Board meeting.

**PIERCE TRANSIT  
EXECUTIVE FINANCE COMMITTEE MEETING**

**January 19, 2023**

**MINUTES**

**CALL TO ORDER**

Chair Whalen called the meeting to order at 3:02 p.m.

**ATTENDANCE**

Executive Finance Committee Commissioners present:

Marty Campbell, Pierce County Council, Vice Chair  
John Hines, City of Tacoma  
Ryan Mello, Pierce County Council  
Jason Whalen, Mayor of City of Lakewood, Chair

Staff present:

Mike Griffus, Chief Executive Officer  
Chris Schuler, Chief Financial Officer  
Brittany Carbullido, Assistant to the CEO/Deputy Clerk of the Board  
Deanne Jacobson, Clerk of the Board

**OPENING REMARKS AND HOUSEKEEPING**

Chair Whalen welcomed committee members, staff, and citizens to the virtual meeting and provided instructions for participation to attendees.

**APPROVAL OF MINUTES**

Commissioners Campbell and Mello **moved** and seconded to approve the November 17, 2022, Executive Finance Committee meeting minutes as presented.

Motion **carried**, 4-0.

**PUBLIC COMMENT**

No public comments were received.

**ACTION AGENDA**

1. **Election of Chair and Vice Chair**

Pursuant to Section 4 of the EFC Operating Procedures, the committee members elected to not change the current leadership of this committee.

Commissioners Mello and Hines **moved** and seconded to re-elect Commissioner Jason Whalen to serve as the chair and Commissioner Marty Campbell to serve as the Vice Chair.

Motion **carried**, 4-0.

- 2. FS 2023-004, Authorize the Chief Executive Officer to Enter into and Execute Amendment No. 3 with Gordon Thomas Honeywell (Contract No. PT-09-18), to provide State Legislative Liaison Services through 2025 in the Amount of \$156,000, for a New Contract Amount of \$498,000**

Government Relations Administrator Alexandra Mather presented on the item and advised that this is an amendment to the 2018 contract. She reviewed the value Gordon Thomas Honeywell brings to the agency, reporting that they have helped the agency secure over \$25 million in grant funding over the years and they are a great advocate for Pierce Transit's initiatives.

Ms. Mather responded to general questions about the contract.

Commissioner Mello noted his support for Gordon Thomas Honeywell and provided comments relating to the importance of going through the competitive bid process when the contract expires.

Commissioners Mello and Hines **moved** and seconded to authorize the Chief Executive Officer to enter into and execute Amendment No. 3 with Gordon Thomas Honeywell (Contract No. PT-09-18), to provide State Legislative Liaison Services through 2025 in the amount of \$156,000, for a new contract amount of \$498,000.

Motion **carried**, 4-0.

- 3. FS 2023-005, Authorize the Chief Executive Officer to Enter into and Execute Amendment No. 3 with Simon & Company, Contract No. PT-08-18, to Continue Federal Government Liaison Services Through 2025 in the Amount of \$90,000.00, for a new Contract Amount of \$288,000.00**

Ms. Mather presented on the item and reported that this contract was competitively procured in 2018 and the contract terms allow for extensions.

She reviewed the value Simon & Company brings to the agency.

Commissioners Campbell and Hines **moved** and seconded to authorize the Chief Executive Officer to enter into and execute Amendment No. 3 with Simon & Company, Contract No. PT-08-18, to continue Federal Government Liaison Services through 2025 in the amount of \$90,000.00, for a new contract amount of \$288,000.

Motion **carried**, 4-0.

## **REVIEW AND DISCUSSION**

### **1. Pierce Transit Rider Survey Results**

Community Development Manager Kim McGilverly provided introductory comments, reviewing the survey methodology utilized to obtain the survey results and reported that the survey was conducted September 12, 2022 – October 26, 2022, and reviewed the areas of focus. She reported that 712 interviews were conducted, 440 from current from current riders and 167 from infrequent riders.

Brian Vines, Director at EMC Research, Inc., reviewed the survey results with the committee members and responded to questions about the data.

Ms. McGilverly advised that the results will be shared with the full Board in April.

Commissioner Hines raised brainstorming question about what the are of focus should be to attract ridership.

Commissioner Mello advised that the survey provides useful information and noted that improved frequency would improve satisfaction and ridership. He also advised that reducing travel time would also improve satisfaction and ridership and expressing the importance of rolling out a thoughtful BRT system that has all the amenities that will reduce travel times and streamline the system.

## **COMMISSIONER COMMENTS**

Commissioner Hines inquired about the process for agencies who are currently outside of the Public Transportation Benefit Area (PTBA) to come back in.

Staff advised a video explaining the process will be distributed to the full Board.

## **EXECUTIVE SESSION**

No executive session was scheduled.

## **ADJOURNMENT**

There being no further business before the committee, the meeting was adjourned at 3:57 p.m.

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Deanne Jacobson  
Clerk of the Board

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Jason Whalen, Chair  
Executive Finance Committee

**TITLE:** Authority to Execute a Contract with Sequoyah Electric, LLC., Contract No. 1631, for Construction and Infrastructure Work for the Installation Three Electric Charging Stations at the Commerce Street Bus Facility

**DIVISION:** Finance

**SUBMITTED BY:** Monica Adams, Sr. Construction Project Manager

**RELATED ACTION:**

FS 2022-011, authorized a contract with Stantec Consulting to provide design engineering and construction administration services for the installation of three (3) on-route electric charging stations at the Commerce Street Bus Facility.

**ATTACHMENTS:** Tunnel photo  
 Design/layout  
 Charger photo

**RELATION TO STRATEGIC PLAN:** Customer

**BUDGET INFORMATION**

Is it Budgeted?  Yes /  No

Project Name or Number: 612

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Budget	\$ 350,998.00	This contract is part of a capital project, with a total budget of \$2,000,000.00. The project is being partially funded by a \$585,200 WSDOT Green Transportation Grant with a \$146,300 match from Pierce Transit with the remainder of the funds coming from local match.
Contingency	\$ 53,000.00	
Total Expenditure	\$ 403,998.00	

**BACKGROUND:**

Pierce Transit desires to diversity its bus fleet through the use of zero emissions technology. As such, Pierce Transit was awarded a WSDOT Green Transportation grant to install three electric chargers at the Commerce Street bus facility. These chargers will allow Pierce Transit to increase the number of routes which can be served with electric buses.

In 2022, Pierce Transit executed a contract with Stantec Consulting to provide design engineering and construction administration services for the installation of three electric chargers at the Commerce Street Bus facility. The scope of the Stantec agreement also included Stantec’s expertise and assistance with the selection of the best charging units suitable for the space and available for purchase. The design phase of the project has been completed and the project is ready for the construction and installation phase of the project, which will involve constructing the necessary

infrastructure to install the three electric vehicle charging stations. This will include constructing three concrete bus bays, and providing conduit, wiring and safety features. The project is estimated to be completed by June of 2023.

On March 1, 2023, three bids were received for this work. Sequoyah Electric, LLC was the low bidder after conducting a competitive bid process.

Charging Stations:

Due to ongoing supply chain issues, Pierce Transit conducted a separate competitive procurement to purchase the three charging units in advance of the construction phase of the project to reduce the likelihood of any delays. Based on the recommendation of Stantec Consulting, Pierce Transit entered into a contract with Heliox for the purchase and installation of three (3) Heliox Flex 180 kw charging stations at the Commerce Bus facility in the amount of \$175,765.

As shown in the pictures below, each charger contains three ports, which gives flexibility to charge one bus full power (180 kw), or split amongst two to three buses charging 60 kw to each bus. An 180 kw charge would take approximately 50 minutes and is estimated to provide approximately 100 miles of distance in ideal driving conditions, i.e., flat surfaces and limited use of accessories such as heat and air-conditioning and other accessories.

The charging infrastructure will not be available for public use and will include security fencing around it. Regular vehicles may be charged at these stations and these units would be considered fast chargers for regular vehicles.

STAFF RECOMMENDATION:

Execute a contract with Sequoyah Electric, LLC to provide construction services for the Commerce Facility.

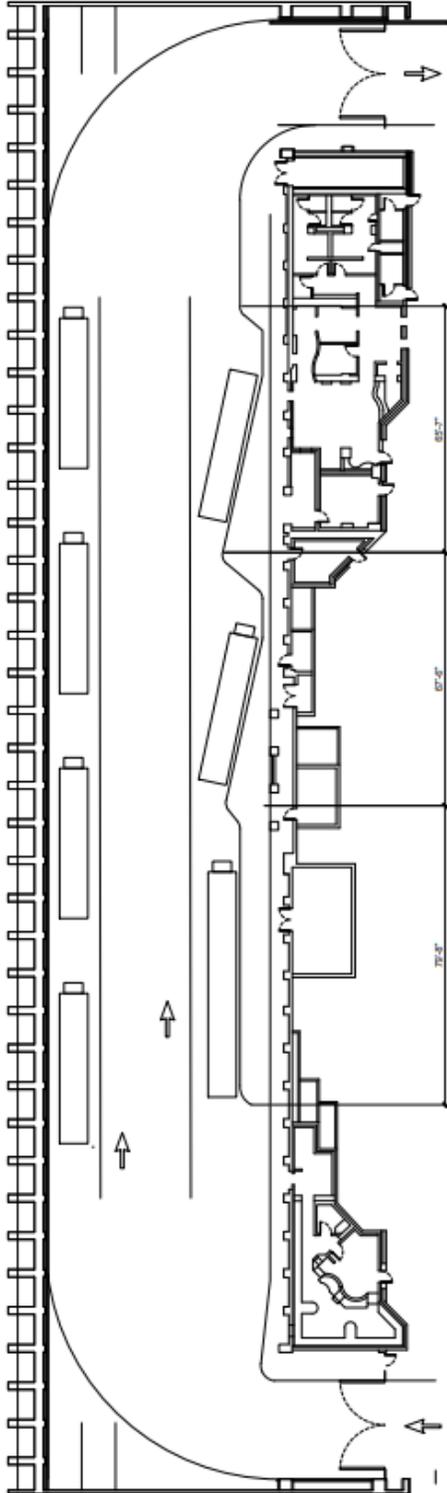
ALTERNATIVES:

Reject Sequoyah Electric, LLC bid and put the project back out for bid. This is not recommended as it would delay the project with no guarantee of a future lower bid. This is also a grant funded project. The grant expires in June of 2023. Delaying or cancelling the project could jeopardize the grant funds.

PROPOSED MOTION:

Move to: Authorize the Chief Executive Officer to enter into and execute a contract with Sequoyah Electric, LLC., Contract No. 1631, to provide construction and infrastructure work for the installation of three (3) electric charging stations at the Commerce Street Bus Facility for a total contract spending authority amount of \$403,998.00.





Heliox Flex 180 kw charging stations



# **Bus Shelter Refurb**

**Project revision & recommendations**

**March 2023**

# Current condition

- Many nearly 20 years old
- Some paint colors age very poorly & hard to match touchup
- Repeat and frequent vandalism
- 521 total shelters
- 308 shelters need 1+ piece of glass replaced
- 1,094 pieces of glass needed as of October 2022
- Glass prices nearly tripled since the beginning of 2022
- Supply chain and availability impacted



# Vandalism costs

Year	Parts	Labor (burdened rate)
2019	\$ 67,139.54	\$ 144,133.03
2020	\$ 67,039.46	\$ 155,995.35
2021	\$ 77,423.55	\$ 171,656.10
2022	\$ 11,504.98	\$ 117,720.89
Total	\$ 223,107.53	\$ 589,505.37

# Previously

- **Board approved contract with Tacoma Iron to refurb**
- **Ultimately cancelled/couldn't perform as per contract**
- **Board didn't like perf panels "jail like" nor the color black**
- **Continue replacing glass**
- **Demo a few metal panel**
- **Deferred design to CTAG**
- **CTAG no strong opinion**
- **Internal staff discussions ensued**
- **Proposal includes design, color and replace v.s. refurbish**

# Recent months' activity

- Facilities began replacing glass
- Retrofitted 4 of 10 demonstration shelters with perf panels so far
- Replaced glass in 24 shelters so far
- As of early Feb, 2 glass shelters have been vandalized
- No vandalism of perf panels

# Summary of discussions

**Black is the overwhelmingly preferred color:**

- **Long lasting**
- **Does not fade quickly like other colors**
- **Not trendy**
- **Compliments any other color**
- **Easy to touch up**
- **Not tied directly to our current color pallet**

# Summary of discussions

- Switch to smaller/individual panes
- Refurbish custom & business district shelters
- Explore integrated interior lighting
- Explore solar panels for advertising shelters
- New RFP will include:
  - Federal clauses & likely piggyback language
  - Properly dispose of old shelters
  - Structure for greatest labor flexibility
    - All IN house
    - All contracted labor
    - Combination

# Designs considered



# The recommended style



# Proposal

- **Replace approximately 1/5<sup>th</sup> of the shelters each year\***
- **Distribute equitably across service area**
- **Continue replacing glass for now, as resources allow**
- **Refurbish all existing custom/business district shelters within 5 years**
- **For new shelters: do not replace glass**
- **For existing shelters: consider expanded metal where appropriate**
- **Black = new standard paint color**

**\*would need new capital project request/s and/or grants beyond 2023. Congressional earmark \$2.3M pending**

# Next steps

- **Update EFC**
- **Update CTAG March 24<sup>th</sup>**
- **Advertise new RFP & update Board (April/May)**
- **Apply for grants**