**PIERCE TRANSIT BOARD MEETING**

**Training Center, Rainier Room**

**January 12, 2015, 4:00 PM**

# AGENDA

## CALL TO ORDER

## ROLL CALL

## PRESENTATIONS

- Operator of the Month for November ~ Yvonne Maldonado — Scott Gaines, Transit Operator Assistant Manager
- Public Safety Officer of the Year ~ Robert Bracco — Bill Cassio, Interim Chief of Public Safety
- Financial Update — Wayne Fanshier, Chief Financial Officer

## PUBLIC COMMENT

**(***Citizens wishing to provide comment will be given five minutes to comment on any transit-related matters regardless of whether it is an agenda item or not.*)

## 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, January 2, 2015
2. Fourth Quarter Sole Source Report/ 100K Report
3. Minutes: November 10, 2014 Study Session Meeting and Regular Board Meeting; December 8, 2014 Regular Board Meeting
4. FS 15-001, A Resolution Authorizing the Renewal of a Sole Source Agreement for Microsoft Premier Services for 2015
5. FS 15-002, A Resolution Ratifying a Ballot Drop Box Use Permit Agreement with Pierce County Auditor's Office for the Installation of Ballot Drop Boxes at Pierce Transit Park and Ride Transit Centers and Authorization to Execute Amendment No. 1 to the Ballot Drop Box Use Permit Removing the Bonney Lake Park and Ride Transit Center as a Ballot Drop Box Site
6. FS 15-003, A Resolution Establishing a Money Purchase Retirement Plan with ICMA-RC for James L. Walton, Interim Chief Executive Officer, and Any and All Successors That Will Hold Employment as a Permanent or Interim Chief Executive Officer at Pierce Transit

## ACTION AGENDA

| | |
|---|---|
| 1. FS 15-004, a Resolution Authorizing Appointment of Representative and Alternate to the Puget Sound Regional Council Transportation Policy Board for Calendar Year 2015 | Justin Leighton<br>Government Relations Officer |
| 2. FS 15-005, a Resolution Amending Pierce Transit Code Sections 1.94.040 and 1.94.050 Regarding the Community Transportation Advisory Group Composition and Membership Selection Process | Carol Mitchell<br>Public Relations Officer |
| 3. FS 15-006, a Resolution Authorizing Appointment and Reappointment of Members to the Community Transportation Advisory Group | Carol Mitchell<br>Public Relations Officer |

## INFORMATIONAL BOARD ITEM

| | |
|---|---|
| • Chair Report | Rick Talbert<br>Chair |
| • Sound Transit Update | Commissioners<br>Strickland/McCarthy |
| • Commissioners' Comments | |

## STAFF UPDATES/DISCUSSIONS

| | |
|---|---|
| • 2040 Long Range Plan | Darin Stavish<br>Principal Planner |

## EXECUTIVE SESSION

## ADJOURNMENT

American Disability Act (ADA) accommodations are available with a 72-hour notice. An interpreter for the hearing impaired will be provided upon request with a minimum notice of two weeks. Please contact the Clerk's office at 253-581-8066 for special accommodations. Meeting room is wheelchair accessible. Registered SHUTTLE customers may obtain specialized transportation to and from the hearing by calling SHUTTLE at 253-581-8000 from one to five days in advance of the hearing.

## Change Orders & Amendments - Sole Source Over $10,000

| | Name | Description/Project | Explanation | Contract Amount | Eff. Date |
|---|---|---|---|---|---|
| | NONE | | | | |

## Contracts/Proprietary - Sole Source Over $10,000

| | Name | Description/Project | Explanation | Contract $ Amount | Eff. Date |
|---|---|---|---|---|---|
| | NONE | | | | |

## Other - Sole Source Over $10,000

| | Name | Description/Project | Explanation | Contract $ Amount | Eff. Date |
|---|---|---|---|---|---|
| | Northwest Tower Engineering | Closeout engineering inspection of all communications towers and the equipment attached to these towers. | Vendor has unique and specialized knowledge in the services required for this project. | $34,500.00 | 10/21/2014 |
| | Vital Smarts | Curriculum is designed to teach folks how to have accountability conversations. We will purchase the curriculum for this course and the license to use it. | Vendor is the sole provider of this licensed or patented service. | $17,000.00 | 11/26/2014 |
| | Aviat | System monitoring , engineering and troubleshooting support for the microwave backhaul system for voice and data systems. Extended warranty service also included. | Vendor is the sole provider of this licensed or patented service. | $42,348.00 | 12/2/2014 |

## Contracts over $100,000 and below $200,000 awarded from 10/1/14 -12/31/14

| | Name | Description/Project | Explanation | Contract Amount | Eff. Date |
|---|---|---|---|---|---|
| | Trapeze Software Group | Trapeze is the software used for asset and maintenance management. | Extension increases software license and training for an additional year. | $152,296.00 | 11/25/2014 |

**Change Orders & Amendments:** Master Agreements sometimes have Change Orders and Amendments. The reason could be for time extensions to a contract, or a situation where changing a contractor before the work is complete could cause delays, hardships, and/or added costs to the project. Change Orders and Amendments most often happen with construction contracts.

**Contracts/Proprietary:** The service or product is not provided by another vendor.

**Other:** A special circumstance when specialized knowledge or skill is needed for a project and there is limited time and vendors with the expertise.

**PIERCE TRANSIT**
**BOARD OF COMMISSIONERS**
**SPECIAL STUDY SESSION**
**MINUTES**

**November 10, 2014**

## CALL TO ORDER

Vice Chair Vermillion called the meeting to order at 3:07 PM.

Commissioners present:
Steve Vermillion, Vice-Chair, Puyallup Councilmember
Marilyn Strickland, City of Tacoma Mayor (arrived at 3:16 PM)
Daryl Eidinger, City of Edgewood Mayor (*representing Fife/Milton/Edgewood*)
Lauren Walker, City of Tacoma Councilmember
Don Anderson, City of Lakewood Mayor
Nancy Henderson, Town of Steilacoom Councilmember
(*representing Auburn/Gig Harbor/Fircrest/Pacific/Ruston/Steilacoom*)

Commissioners excused:
Pat McCarthy, Pierce County Executive
Kent Keel, City of University Place Councilmember
Rick Talbert, Chair of the Board, Pierce County Councilmember

Staff present:
James L. Walton, Interim Chief Executive Officer
Alberto Lara, Chief Administration Officer
Wayne Fanshier, Chief Financial Officer
Doug Middleton, Chief Operations Officer
Dana Henderson, General Counsel
Deanne Jacobson, Clerk of the Board
Angela Woods, Deputy Clerk of the Board

**DISCUSSION ITEMS** ~ Presentation and Review of the Proposed 2015 Budget

Chief Financial Officer Wayne Fanshier provided a PowerPoint presentation on the proposed 2015 Budget. He noted that the 2015 Budget requests 15 new positions. He explained the reasons that the positions are needed. Staff responded to various questions.

Commissioner Walker asked for the comparatives on how the reserves were used from 2008-2014.

It was also requested that staff prepare a parallel graph with a flat three percent sales tax collection through 2020.

## ADJOURNMENT

Vice Chair Vermillion adjourned the meeting at 3:35 PM.

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| Deanne Jacobson, CMC<br>Clerk of the Board | Rick Talbert, Chair<br>Board of Commissioners |

**PIERCE TRANSIT**
**BOARD OF COMMISSIONERS**
**MINUTES**

**November 10, 2014**

## CALL TO ORDER

Vice Chair Vermillion called the meeting to order at 4:00 PM.

Commissioners present:
Steve Vermillion, Vice-Chair, City of Puyallup Councilmember
Pat McCarthy, Pierce County Executive
Marilyn Strickland, City of Tacoma Mayor
Daryl Eidinger, City of Edgewood Mayor (*representing Fife/Milton/Edgewood*)
Lauren Walker, City *of* Tacoma Councilmember
Don Anderson, City of Lakewood Mayor
Nancy Henderson, Town of Steilacoom Councilmember
(*representing Auburn/Gig Harbor/Fircrest/Pacific/Ruston/Steilacoom*)

Commissioners excused:
Kent Keel, City of University Place Councilmember
Rick Talbert, Chair of the Board, Pierce County Councilmember

Staff present:
James L. Walton, Interim Chief Executive Officer
Alberto Lara, Chief Administration Officer
Wayne Fanshier, Chief Financial Officer
Doug Middleton, Chief Operations Officer
Dana Henderson, General Counsel
Deanne Jacobson, Clerk of the Board
Angela Woods, Deputy Clerk of the Board

## PRESENTATIONS

**Financial Update** ~ Chief Financial Officer Wayne Fanshier reviewed the finance brochure for November and discussed the trends of sales tax collections through August and Agency Expenditures through September. Upon inquiry, Mr. Fanshier explained how the Agency forecasts its sales tax collections.

## PUBLIC COMMENT

Vice-Chair Vermillion provided instructions for public comment.

There were no public comments provided.

## PUBLIC HEARING ~ Proposed 2015 Budget

Chief Financial Officer Wayne Fanshier gave a brief presentation on the proposed 2015 Budget. (Commissioner Walker temporarily left the room at 4:11 PM and returned at 4:12 PM.). He also announced that Budget Assistant Manager Cathie Reed is retiring and that she has been with the Agency 15 years. He commended her for her help in preparing budgets. He thanked Ms. Reid for her service and expressed his appreciation for her years of service.

The Public Hearing was opened at 4:38 PM.

No comments were provided.

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The Public Hearing was closed at 4:40 PM

## CONSENT AGENDA

(*Items listed below were distributed to Commissioners in advance for reading and study and are enacted with one motion.)*

Commissioners Strickland and McCarthy **moved** and seconded to approve the consent agenda as presented.

Motion **carried,** 7-0.

1. Approval of November 3, 2014 Vouchers
   Operating Fund #10
   Self-Insurance Fund #40
   Capital Fund #90
   Voucher Numbers CK 339155 through CK 339753
   Wire Numbers 1389 through 1406
   Total $7,387,449.11

2. Minutes: Regular Board Meeting of October 13, 2014

3. FS 14-074, Approved Resolution No. 14-058, authorizing the Chief Executive Officer to enter into and execute an Interlocal Agreement with Pierce County for the Creation, Operation and Governance of a Combined Communications Network in substantially the same form as Exhibit A, and designating said document as the controlling agreement and rescinding prior CCN agreement adopted by Resolution No. 14-042 on July 14, 2014.

## ACTION AGENDA

1. FS 14-075, Authority to Operate Route 503 Fife to Puyallup Station, Service Effective February 15, 2015 and Continue to Operate Route 504 Edgewood Milton Community Connector Until New Demonstration On-Demand Zone Service Begins in Milton and Edgewood

   Tina Lee presented on the Route 503. She recapped the comments that were received by citizens at the October 13th public hearing relating to routes that do not meet performance standards. She noted that the CIT recommends that service continue on this demonstration for one more year, with periodic performance reviews provided to the Board.

   She reported on the performance standards of Route 504, noting that it too is not meeting ridership performance standards. She presented the idea of providing an on-demand zone service and gave an overview of how this service would work. She noted that anticipated costs could be between $50 -$75.

   She noted that staff did not have any demographic information; however, Pierce Transit staff has indicated that it is mixed demographics.

   Commissioner Anderson inquired whether zonal service could happen before June given the routes' performance.

Ms. Lee reviewed the processes that are involved and staff will look at the timeline again to see if it can be shortened.

Commissioner Strickland noted concerns about the cost per service hour for the demonstration project and its inefficiency.

Commissioner Eidinger noted he would like to see the on-demand zone accelerated.

Upon inquiry, it was noted that some high demand routes are being passed over. McCarthy noted that the Agency should be allocating resources to service hours and not to FTE positions.

Ms. Lee responded to questions pertaining to cost and the difference between SHUTTLE and what is being proposed in the on-demand service.

A lengthy discussion ensued about the cost per service hour for the demonstration projects and the amount of resources the Agency is expending in areas where public transportation is not utilized after many attempts to attract service.

A discussion ensued about whether it would be cost efficient to run SHUTTLE and the On-Demand Service.

Cost in ridership analysis of the Route 503 and 504 compared to high ridership routes.

Commissioners Eidinger and Strickland **moved** and seconded to approve Resolution No. 14-059, authorizing Pierce Transit staff to operationalize Route 503, Fife to Puyallup Station, service effective February 15, 2015, with modifications that the service route be amended to include the apartments (located on 20th Street) in the route.

Upon roll call vote, the motion **failed.** 3-4. (Anderson, McCarthy, Strickland and Walker dissented.)

Commissioner Anderson **moved** to discontinue the Route 504 Community Connector as soon as reasonably practical.

The motion died for lack of a second.

Commissioners Strickland and McCarthy **moved** and seconded to approve Resolution No. 14-060, authorizing Pierce Transit staff to operationalize Route 504, Milton Edgewood Community Connector until June 2015 or until a new demonstration on-demand zone service, as presented in Exhibit B, begins operating in Fife, Milton and Edgewood.

The motion **failed**, 3-4.

2. FS 14-076, Authorizing Revision of the Non-Represented Employee Salary Structure and One Additional Personal Holiday for Non-Represented Employees

Commissioners Anderson and Strickland **moved** and seconded to approve Resolution No. 14-061, authorizing revisions to non-represented employee salary structure as reflected in Exhibit A and approve revisions to the Pierce Transit Code Section 6.1.1 by granting non-represented employees one additional Personal Holiday as reflected in Exhibit B.

Chief Administration Officer Alberto Lara presented on the item. He also noted that the medical premiums of the non-represented employees will be adjusted to match the costs of represented employees.

Motion carried, 7-0.

## INFORMATIONAL BOARD ITEM

**Chair Report** ~ Commissioners Vermillion and Henderson participated in the evaluation and interview process for applicants of the Community Transportation Advisory Group (CTAG). There are currently four vacancies on the CTAG, and group interviews are scheduled for November 20, 2014 and may continue into January 2015.

The CEO Transition Committee held its first meeting on November 3, 2014 with the Karras Consulting Group. The Committee discussed core competencies, timeline of the recruitment, public stakeholders. Karras Consulting is working on the advertising plan, job announcement and connecting with public stakeholders.

Vice Chair Vermillion noted that he participated in the November 3rd meeting and thought it was a very comprehensive recruitment plan.

**Sound Transit Update ~** Commissioner Strickland noted that Sound Transit is working on its long-range plan, route alignment and ballot measure that will be proposed in 2016 to extend its taxing authority.

## STAFF UPDATES/DISCUSSION

Real Property Update ~ Senior Planner Janine Robinson provided an overview of Pierce Transit properties that are currently for sale and potential development sites. A short discussion ensued regarding potential developing opportunities in the Dome District.

## EXECUTIVE SESSION

At 6:11 PM the Regular Meeting was recessed into Executive Session to discuss matters relating to potential litigation, pursuant to RCW 42.30.110 (1)(i) and Real Estate, pursuant to RCW 42.30.110 (1)(b) for approximately 15 minutes and charges against a public employee, RCW 42.30.110 (1)(f). It was announced that formal Board action will occur in open session following Executive Session.
At 6:26 PM the meeting was extended approximately five additional minutes. The announcement of the extension was made to attendees.

## OTHER BUSINESS

At 6:31 PM, the Regular Meeting was convened. Commissioners Anderson and Strickland **moved** and seconded to authorize General Counsel to attempt to resolve the Pierce Transit vs. Wells Fargo condemnation matter in the range as discussed in Executive Session.

Motion **carried**, 7-0.

**ADJOURNMENT**

Vice Chair Vermillion adjourned the meeting at 6:33 PM.

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| Deanne Jacobson, CMC<br>Clerk of the Board | Rick Talbert, Chair<br>Board of Commissioners |

**PIERCE TRANSIT**
**BOARD OF COMMISSIONERS**
**MINUTES**

**December 8, 2014**

## CALL TO ORDER

Vice Chair Vermillion called the meeting to order at 4:03 PM.

Commissioners present:
Steve Vermillion, Vice-Chair, City of Puyallup Councilmember
Daryl Eidinger, City of Edgewood Mayor (*representing Fife/Milton/Edgewood*)
Lauren Walker, City of Tacoma Councilmember (left at 5:41 PM.)
Don Anderson, City of Lakewood Mayor
Nancy Henderson, Town of Steilacoom Councilmember
(*representing Auburn/Gig Harbor/Fircrest/Pacific/Ruston/Steilacoom*)
Kent Keel, City of University Place Councilmember

Commissioners excused:
Rick Talbert, Chair of the Board, Pierce County Councilmember
Pat McCarthy, Pierce County Executive
Marilyn Strickland, City of Tacoma Mayor

Staff present:
James L. Walton, Interim Chief Executive Officer
Alberto Lara, Chief Administration Officer
Wayne Fanshier, Chief Financial Officer
Doug Middleton, Chief Operations Officer
Dana Henderson, General Counsel
Deanne Jacobson, Clerk of the Board
Angela Woods, Deputy Clerk of the Board

## PRESENTATIONS

**Operator of the Month for October, Michael Parker ~** Transit Operator Assistant Manager Hazel Whitish recognized Mr. Parker for the great service he provides to Pierce Transit and noted he was selected as Operator of the Month for October. She noted he took a 10-year break from Pierce Transit for an aviation assignment with the Air Force and Pierce Transit is pleased that he has returned.

**Recognition for 40 Years of Service, Danny Wydra, Transit Operator ~** Transit Assistant Manager Hazel Whitish honored Mr. Wydra for his 40 years of service. She noted he has an accident-free record and he always provides great customer service.

Mr. Wydra recapped the changes he has seen while at Pierce Transit and noted he has enjoyed his tenure at Pierce Transit. Mr. Wydra was provided with a gift on behalf of fellow transit operators and other staff members.

**Driven by Art Program ~** Chief Operations Officer Doug Middleton introduced Transit Operator Bobbie Hausenbuiler, the developer/founder of the Driven by Art Program.

Mr. Hausenbuiler explained what the program is about and how it will be of benefit to employees. [A small art exposition was displayed at the back of the room for preview.]

Commissioner Vermillion suggested that they contact the Washington State Fair to showcase the art.

Commissioner Walker noted her appreciation that Pierce Transit started the program.

**Financial Update** ~ Chief Financial Officer Wayne Fanshier reviewed the finance brochure for December and discussed the trends of sales tax collections through September. He also compared the ridership from a year ago for fixed route, SHUTTLE, and vanpool.

He responded to questions relating to ridership in relationship to various economic factors.

Commissioner Vermillion noted that adding a year-end comparison to the brochure could be useful information too.

## PUBLIC COMMENT

Vice-Chair Vermillion provided instructions for public comment.

- Betsy Helgar provided comments.
- Helga Cinderella, Lakewood, submitted comments in writing. She noted concerns with the new fare pass in the event there are issues with the fareboxes or if the fare pass is stolen. She inquired about how the passes work with regards to Personal Care Attendants.

## CONSENT AGENDA

(*Items listed below were distributed to Commissioners in advance for reading and study and are enacted with one motion.)*

Commissioners Keel and Walker **moved** and seconded to approve the consent agenda as presented.

Motion **carried,** 6-0.

1. Approval of December 1, 2014 Vouchers
   Operating Fund #10
   Self-Insurance Fund #40
   Capital Fund #90
   Voucher Numbers CK 339754 through CK 340245
   Wire Numbers 1407 through 1419
   Total $5,485,268.69

2. FS 14-078, Approved Resolution No. 14-062, authorizing the new Business and Travel Expense Policy and Purchasing Credit Card Policy as presented in Exhibits A and B.

3. FS 14-080, Approved Resolution No. 14-063, authorizing the Chief Executive Officer to enter into and execute a Memorandum of Agreement with Pierce County for Pierce Transit to manage and expend federal CMAQ funds in the amount of $208,093 to provide a Trip Reduction Support Services Program from January 1, 2015 – December 31, 2018.

4. FS 14-081, Approved Resolution No. 14-064, authorizing the Chief Executive Officer to enter into and execute Amendment No. 3, extending the term of the Master Agreement with Department of Enterprise Services (DES) for Project Management Services Through December 31, 2015.

5. FS 14-082, Approved Resolution No. 14-065, authorizing the Chief Executive Officer to enter into and execute Amendment No. 2 with Sound Transit for ST Express Bus Operations and Maintenance granting a six-month contract extension to the current Interagency Agreement.

6. FS 14-083, Approved Resolution No. 14-066, authorizing the Chief Executive Officer to enter into and execute Amendment No.1 with Sound Transit authorizing a three-month contract extension for the maintenance and operations of the Tacoma Dome Station Garage and Bus Platform, effective January 1, 2015 through March 31, 2015.

## ACTION AGENDA

1. **FS 14-084, Adoption of the Annual Budget for Fiscal Year 2015**

Commissioners Anderson and Keel **moved** and seconded to adopt Resolution No. 14-067, adopting the 2015 Budget as presented. [Clarification: with the caveat that the Budget would be amended in March of 2015 to include the addition of 12,000 additional service hours.]

Chief Financial Officer Wayne Fanshier presented on the item. He reviewed a PowerPoint presentation that showed a plan to add 12,000 additional service hours in addition to the 4,000 hours that were already proposed in the 2015 Budget.

Principal Planner Peter Stackpole discussed capacity issues and resolutions for the overloads that are occurring on certain routes during certain time periods. He discussed customer feedback statistics on weekend service and proposed two options for additional service to the Board to consider. He noted that staff will exercise Option 1 unless they hear otherwise.

Staff responded to various questions.

The Commissioners thanked staff for their work and for being creative in being able to add service to routes that will have a positive impact on ridership.

Motion **carried**, 6-0.

2. **FS 14-079, Adoption of the 2015 Legislative Priorities**

Commissioners Keel and Henderson moved and seconded to adopt the 2015 Legislative Priorities as presented in Exhibit A.

Government Relations Officer Justin Leighton presented with Legislative Lobbyist Alex Soldano from Gordon Thomas Honeywell. He noted that the goals were presented to the EFC and that since that meeting the first priority was added to the proposed priorities.

Mr. Soldano responded to various questions regarding the proposed priorities and the State's allocation of resources for transportation money in 2015.

Commissioner Anderson noted that he does not support Bullet Point Nos. 4 and 7 of the proposed priorities listed on Exhibit A.

Commissioner Walker also noted some concerns with Bullet Point Nos. 4 and 7, and noted that number 7 needs to be more in sync with Sound Transit.

Commissioners Anderson and Eidinger **moved** and seconded to omit Bullet Point Nos. 4 and 7 from the proposed priority list described on Exhibit A.

Discussion ensued about what other transit agencies are advocating for.

The amendment **carried**, 6-0.

The original motion **carried**, as amended, 6-0.

3. **FS 14-085, Authority to Execute a Contract with Apollo Video Technology for the Purchase, Install, and Software of Cameras on Buses System**

Commissioners Walker and Keel moved and seconded to approve Resolution No. 14-069, authorizing the Chief Executive Officer to enter into and execute a contract with Apollo Video Technology under GSA Schedule pricing, for the purchase, installation, software and training for providing a comprehensive video camera system on Pierce Transit's fixed route fleet in an amount not to exceed $2,050,391 contingent upon adoption of the 2015 Budget.

Chief Administration Officer Alberto Lara presented on the item. He responded to questions. (*Commissioner Walker left the meeting at 5:41 PM.)*

Commissioner Anderson suggested that in the future, Pierce Transit may want to add legislative priorities relating to the Public Records Act.

Motion **carried**, 5-0.

## INFORMATIONAL BOARD ITEM

**Chair Report** ~ Vice Chair Vermillion announced upcoming events, which included reappointments to the Puget Sound Regional Council Transportation Policy Board, election of a new Chair and Vice Chair, all-day work session scheduled for February 2, 2015 and Community Transportation Advisory Group recruitments and appointments.

**Sound Transit Update** – None.

## STAFF UPDATES/DISCUSSION

**Farebox Installation** ~ Fleet Manager Bill Spies noted staff and vendors installed 172 fareboxes on Pierce Transit coaches this weekend. He noted that staff has been providing public outreach on how to use the new fareboxes.

**Washington State Auditor's Office Exit Conference** ~ Chief Financial Officer Wayne Fanshier announced that an exit conference will be held on December 18, 2015, and no audit findings were issued. Pierce Transit has received a certificate of excellence in budgeting for 30 years in a row and attributed that success to Finance Manager Kathy Sullivant.

## EXECUTIVE SESSION

At 5:54 PM, the Regular Meeting was recessed into Executive Session for approximately five minutes to discuss matters relating to litigation, pursuant to RCW 42.30.110 (1)(i). It was announced that formal Board action will occur in open session, following the Executive Session.

## OTHER BUSINESS

The Regular Meeting was reconvened at 6:00 PM.

Commissioners Henderson and Keel **moved** and seconded to approve the proposed settlement to pay a total of $500,000 to Wells Fargo Bank inclusive of all fees, costs, interest, and any prior payments in order to resolve the pending condemnation matter which involves genuine issues of dispute between the parties regarding the fair market value of the property.

Motion **carried**, 5-0.

## ADJOURNMENT

Chair Vermillion adjourned the meeting at 6:01 PM.

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| Deanne Jacobson, CMC<br>Clerk of the Board | Rick Talbert, Chair<br>Board of Commissioners |

AGENDA NO: 15-001

AGENDA DATE: 01/12/2015

# FACT SHEET

TITLE: Authority to Renew a Sole Source Agreement for Microsoft Premier Services for 2015

DIVISION: Administration

ORIGINATOR: Keith Messner, Information Technology Manager

PRECEDING ACTION: Resolution No. 14-067, Adoption of the 2015 Budget

COORDINATING DEPARTMENT: Information Technology

APPROVED FOR SUBMITTAL: _____
Chief Financial Officer

APPROVED FOR AGENDA: _____ _____
Chief Executive Officer General Counsel

ATTACHMENTS: Proposed Resolution

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**BUDGET INFORMATION**

| 2015 Budget Amount | Required Expenditure | Impact |
|---|---|---|
| $384,656 | $384,656 | None |

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BACKGROUND:

Pierce Transit's current Microsoft Premier Services Agreement expires on January 19th, 2015. Renewal will provide: up to 794 hours for Support Assistance; up to 90 hours for Problem Resolution Support; Third Tier Support for Microsoft Lync and Exchange; Twelve (12) Onsite Service Resource Site Visits; and Unlimited Access to the Premier Online Website.

Microsoft Premier Support includes the services indicated above, and during the onsite visits they will provide targeted, in-depth training for the Microsoft Lync telephone system, the Microsoft Exchange E-mail system, and SharePoint (our Intranet and document management storehouse). This agreement also provides support for all Agency Microsoft servers – on which all Agency Core Business Systems operate (except for the Agency Trip Planner).

Microsoft is the only provider of these services for the Agency's Microsoft systems. Microsoft offers two methods of providing this support:

- Pay on a per incident basis – which would require that we waiting in an incident queue for each incident on a first come basis with all other support calls coming into Microsoft – charge is $275 per hour.
- Enter into a Support Agreement with Microsoft Premier with priority support – this is a much more cost effective option as we would far exceed the cost of this agreement utilizing the hourly charge method, and when we do have an issue, it is normally a critical system issue for the Agency that can't wait in a queue for support for any great length of time..

To meet the need to resolve our Microsoft System Support requirements in an effective and expeditious manner we entered into a sole source agreement with Microsoft Premier Services in 2013 – this agreement was approved by the CEO as it was within her signature authority. The Agency's experience with Microsoft Premier Services under the prior contract has been overall positive, and we have found them to be very responsive to our needs and technically superior to other vendors we've worked with.

ALTERNATIVES:

The alternative would be to not renew our agreement with Microsoft Premier. This would require us to pay Microsoft on a per incident basis on a first come basis with no priority support. Having no support agreement in place would leave us with no dedicated support for our critical Microsoft Core Systems or Microsoft Servers.

RECOMMENDATION:

Approve Resolution No. 15-001, authorizing the Chief Executive Officer to enter into and execute a sole source Microsoft Premier Support Agreement renewal with Microsoft Premier Services in the amount of $384,656 for calendar year 2015.

**RESOLUTION NO. 15-001**

A RESOLUTION of the Board of Commissioners of Pierce Transit
Authorizing the Renewal of a Sole Source Agreement with Microsoft Premier Services for 2015

WHEREAS, to meet the Agency's Microsoft System Support requirements in an effective and expeditious manner, Pierce Transit entered into a sole source agreement with Microsoft Premier Services in 2013; and

WHEREAS, the current Microsoft Premier Services agreement expires on January 19, 2015; and

WHEREAS, by Resolution No. 14-067 approved on the 9th day of December, 2014, the Board of Commissioners of Pierce Transit adopted the 2015 Budget which included a planned expenditure for support assistance and problem resolution for the agency's various telephone, email, document management systems; and

WHEREAS, the proposed renewal of the Microsoft Premier Services agreement ("renewal agreement") provides that the vendor would provide services for support assistance and problem resolution. The renewal agreement provides for up to 794 hours for Support Assistance, up to 90 hours for Problem Resolution Support, Third Tier Support for Microsoft Lync and Exchange, twelve (12) Onsite Service Resource visits, unlimited access to the Premier Online Website, and support for all Agency Microsoft servers – on which most of the agency core business systems operate; and

WHEREAS, the renewal agreement provides that onsite visits will provide targeted, in-depth training for the Microsoft Lync telephone system, the Microsoft Exchange E-mail system, and for Microsoft SharePoint for the new Senior Systems Analyst administering these systems; and

WHEREAS, Microsoft is the only provider of these services for Microsoft's proprietary systems; and

WHEREAS, the Microsoft Premier Services Renewal Agreement in the amount of $384,656 has been evaluated by staff, 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 renew the sole source Microsoft Premier Services Agreement with Microsoft Premier Services.

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 renewal of the sole source Premier Services Agreement with Microsoft Premier Services in the amount of $384,656 for the year 2015.

ADOPTED by the Board of Commissioners of Pierce Transit at a regular meeting thereof held on the 12th day of January, 2015.

_____
Rick Talbert, Chairman
Board of Commissioners

ATTEST:

_____
Deanne Jacobson, CMC
Clerk of the Board

FACT SHEET NO: 15-002

AGENDA DATE: 01/12/2015

# FACT SHEET

TITLE: Ratification of Ballot Drop Box Use Permit Agreement with Pierce County Auditor's Office for the Installation of Ballot Drop Boxes at Pierce Transit Park and Ride Transit Centers and Authorization to Execute Amendment No. 1 to the Ballot Drop Box Use Permit Removing the Bonney Lake Park and Ride Transit Center as a Ballot Drop Box Site

DIVISION: Capital Development

ORIGINATOR: Monica Adams, Senior Planner

PRECEDING ACTION: N/A

COORDINATING DEPARTMENT: Capital Development

APPROVED FOR SUBMITTAL: _____
Chief Financial Officer

APPROVED FOR AGENDA: _____ _____
Chief Executive Officer General Counsel

ATTACHMENTS: Proposed Resolution
Exhibit A, Ballot Drop Box Use Permit Agreement Dated July 2010
Exhibit B, Proposed Amendment No. 1

**BUDGET INFORMATION**

| 2014 Budget Amount | Required Expenditure | Impact |
|---|---|---|
| N/A | N/A | N/A |

Explanation: N/A

BACKGROUND:

On September 8, 2010, Pierce Transit entered into a Ballot Drop Box Use Permit Agreement with the Pierce County Auditor's Office, which allowed Pierce County to install ballot drop boxes at five of our Park and Ride Transit Centers. Pierce Transit wishes to ratify this agreement at this time. Subsequently, in October of 2014, Pierce Transit sold the Bonney Lake Park and Ride Transit Center to Sound Transit. The Bonney Lake Park and Ride was listed as one of the ballot drop locations; however, because Pierce Transit no longer owns the Bonney Lake Park and Ride Transit Center, we wish to amend the Ballot Drop Box Use Permit with Pierce County and remove the Bonney Lake Park and Ride Transit Center from the list of ballot drop box sites.

ALTERNATIVES:

None.

RECOMMENDATION:

Approve Resolution No. 15-002, ratifying the Ballot Drop Box Use Permit Agreement dated September 8, 2010 with the Pierce County Auditor's Office for the Installation of ballot drop Boxes at Pierce Transit Park and Ride Transit Centers and Authorization to Execute Amendment No. 1 to the Ballot Drop Box Permit Agreement removing the Bonney Lake Park and Ride Transit Center from the list of ballot drop box sites.

**RESOLUTION NO. 15-002**

A RESOLUTION of the Board of Commissioners of Pierce Transit Ratifying the Ballot Drop Box Use Permit with Pierce County Auditor's Office for the Installation of Ballot Drop Boxes at Pierce Transit Park and Ride Transit Centers and Authorization to Execute Amendment No. 1 Removing Bonney Lake Park and Ride Transit Center

WHEREAS, on September 8, 2010 Pierce Transit and Pierce entered into a Ballot Drop Box Use Permit Agreement ("Agreement") allowing ballot drop boxes to be installed at five of Pierce Transit-owned park and ride facilities; and

WHEREAS, that Agreement should be ratified by the Pierce Transit Board of Commissioners; and

WHEREAS, the Bonney Lake Park and Ride Transit Center was one of the initial facilities included in the Drop Box Use Permit Agreement; and

WHEREAS, the Bonney Lake Park and Ride Transit Center was, pursuant to Board of Commissioners' approval, surplussed and sold to Sound Transit on October 17, 2014; and

WHEREAS, the Drop Box Use Permit needs to be amended to remove the Bonney Lake Park and Ride Transit Center from the list of facilities where drop boxes are installed;

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

Section1. The Ballot Drop Box Use Permit Agreement between Pierce Transit and Pierce County that was entered into on September 8, 2010 which is attached hereto as Exhibit A is hereby ratified, and;

Section 2. The Chief Executive Officer is hereby authorized to enter into and execute Amendment No. 1 to the Ballot Drop Box Use Permit between Pierce Transit and the Pierce County Auditor's Office to remove the Bonney Lake Park and Ride Transit Center from the list of facilities where drop boxes are installed.

ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on the 12th day of January, 2015.

PIERCE TRANSIT

_____

Rick Talbert, Chair
Board of Commissioners

ATTEST/AUTHENTICATED

_____

Deanne Jacobson, CMC
Clerk of the Board

# BALLOT DROP BOX USE PERMIT
## (Pierce County Auditor)

This Ballot Drop Box Use Permit (hereinafter "Permit") is made and entered into as of the Effective Date (defined in Section 21 below) by and between PIERCE TRANSIT, a Washington municipal corporation (hereinafter "Pierce Transit") and PIERCE COUNTY, a municipal corporation and political subdivision of the state of Washington (hereinafter "Pierce County"). Pierce Transit and Pierce County may hereinafter be referred to collectively as "Parties" or individually as a "Party."

## RECITALS

WHEREAS Pierce Transit owns or leases certain parcels of real property consisting of the land and improvements commonly and legally described in **Exhibit A** attached hereto and by this reference incorporated herein (hereinafter "Subject Properties"); and

WHEREAS Pierce County has secured a federal "Help America Vote Act" grant through the Elections Division of the Washington Secretary of State to purchase, install, use and maintain ballot drop boxes of the type and nature schematically depicted in **Exhibit B** attached hereto and by this reference incorporated herein (hereinafter "Drop Boxes") in various locations throughout Pierce County to collect ballots cast by voters in general and special elections conducted by the Auditor of Pierce County pursuant to Chapter 29A of the Revised Code of Washington; and

WHEREAS Pierce Transit desires to make available to Pierce County for the installation, use and maintenance of the Drop Boxes those certain portions of the Subject Properties depicted in **Exhibit C** attached hereto and by this reference incorporated herein (hereinafter collectively "Premises"); and

WHEREAS the Parties agree that it is in their mutual interest and the interest of the general public that Drop Boxes to be located throughout Pierce County; and

NOW, THEREFORE, for in and consideration of the terms, covenants and conditions set forth in this Permit, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, Pierce Transit and Pierce County hereby agree as follows:

## AGREEMENT

1. **Incorporation of Recitals.** The above recitals are true and correct and are incorporated herein by this reference as if fully set forth.

2. **Grant of Permit.** Pierce Transit hereby grants to Pierce County, and Pierce County hereby accepts from Pierce Transit, a permit to use the Premises upon the terms, covenants and conditions set forth in this Permit.

3. **Permit Period.** This Permit shall commence on the Effective Date and terminate at midnight on December 31, 2020 provided Pierce Transit still has possession and use of the Subject Properties (hereinafter "Permit Period"). The foregoing notwithstanding, this Permit shall automatically renew for successive periods of one (1) year each beginning January 1 and ending December 31 (hereinafter "Renewal Period(s)") unless terminated by either Party upon ninety (90) calendar days prior written notice to the other.

4. **Delivery of Possession; Acceptance.** Pierce County shall be entitled to possession of the Premises as of the Effective Date. Pierce County has inspected the Premises and has determined to its complete satisfaction the same are suitable for the uses described in Section 5.1 below.

5. **Use of Premises.**

5.1 **Permitted Uses.** Pierce County shall use the Premises for the sole purposes of installing, using, maintaining and removing the Drop Boxes and for no other uses or purposes without the prior written consent of Pierce Transit, which consent may be granted, withheld, conditioned or delayed by Pierce Transit in its sole and absolute judgment and discretion.

5.2 **Prohibited Uses.** Pierce County shall not use the Premises in violation of any statute, rule, ordinance, permit, order, regulation or code in effect and applicable to any part thereof, nor shall it do or permit to be done in or about the Premises, or bring into, keep, or permit to be brought into or kept in or about the Premises, anything that may constitute a waste, nuisance or unreasonable annoyance to Pierce Transit or its customers.

6. **Pierce County's Responsibilities.**

6.1 **Installation.** Pierce County shall, at its sole cost and expense, installing the Drop Boxes in good and workmanlike manner in accordance with the manufacturer's specifications and with all laws, rules, regulations, ordinances, permits and requirements of all governmental agencies, including Pierce Transit, having jurisdiction and shall be maintained throughout the Permit Period by Pierce County in a good, neat, clean and sanitary condition and repair.

6.2. **Maintenance.** Pierce County shall, at its sole cost and expense, maintain the Drop Boxes throughout the Permit Period in good repair and in a neat, clean, sanitary and graffiti-free condition. If any Drop Box is breached, damaged,

vandalized or defaced in any way, Pierce County shall re-secure, repair or replace the Drop Box as soon as practicable after receiving notice thereof.

**6.3 Security.** Pierce County shall be solely responsible for the security of the Drop Boxes and their contents. If any threat is made with respect to a Drop Box, such as an incendiary or other device, Pierce County shall be solely responsible for dealing with and resolving that threat.

**7. Pierce Transit's Responsibilities.** Pierce Transit shall: (a) exercise due care and caution with respect to the Drop Boxes while conducting its business operations in and about the Subject Properties and shall, at its sole cost and expense, repair any and all damage to the Drop Boxes caused by the negligent or willful conduct of its elected or appointed officials, contractors, servants, agents or employees; and (b) notify Pierce County immediately if: (i) any Drop Box is breached, damaged, vandalized or defaced in any way; and/or (ii) any threat is made with respect to a Drop Box.

**8. Indemnification.** Pierce County shall indemnify, defend, and hold Pierce Transit harmless from all claims, liabilities, costs, attorney fees and expenses of any kind, type or nature whatsoever arising out of or in any way relating to: (a) Pierce County's use of the Subject Properties pursuant to this Permit; (b) any activity, work or thing done, permitted or suffered by Pierce County in or about the Subject Properties; (c) any breach or default in the performance of any obligation to be performed by Pierce County under this Permit; or (d) any act or omission of Pierce County or of its elected or appointed officials, contractors, servants, agents or employees caused by negligence or willful misconduct and then only to the extent of its or their proportionate share of liability. Pierce County's obligation to indemnify Pierce Transit under this Section 8 includes an obligation to indemnify for losses resulting from death or injury to Pierce County's elected or appointed officials, contractors, servants, agents or employees, and Pierce County hereby waives any and all immunities it now has or hereafter may have under Title 51 RCW (Industrial Insurance), or other worker's compensation, disability benefit or other similar act that would otherwise be applicable in the case of such a claim and further acknowledges that such waiver was mutually negotiated by the Parties as required by RCW 4.24.115.

**9. Default; Remedies.** In the event of a default under this Permit either Party may pursue any remedy allowed by law.

**10. Waiver.** Failure by either Party to promptly enforce any right under this Permit shall not operate as a waiver of such right with respect to any future default.

**11. Notices.** Any notices required or desired to be given shall be by telephone, electronic mail and U.S. mail to the person(s) set forth below:

| | |
|---|---|
| To Pierce Transit: | Pierce Transit<br>Attn: Larry McCarty, Facilities Maintenance Manager<br>3701 96th Street SW<br>Lakewood, WA 98499-4431<br>Telephone: 253-581-8053<br>Email: lmccarty@piercetransit.org |
| Copy to: | Pierce Transit<br>Attn: Dixie Sciacqua, Special Events Coordinator<br>P.O. Box 99070<br>Lakewood, WA 98496-0070<br>Telephone: 253-581-8001<br>Fax: 253-984-8161<br>Email: dixiesciacqua@piercetransit.org |
| To Pierce County: | Pierce County Auditor - Elections Division<br>Attn: Cindy Hartman/Mary Johnson-Hall/Mike Rooney<br>2501 South 35th Street, Suite C<br>Tacoma, WA 98409-7284<br>Telephone: 253-798-6587 (Hartman)<br>253-798-2146 (Johnson-Hall)<br>253-798-2148 (Rooney)<br>Email: chartm1@co.pierce.wa.us (Hartman)<br>mjohns6@co.pierce.wa.us (Johnson-Hall)<br>mrooney@co.pierce.wa.us (Rooney) |
| Copy to: | Pierce County Prosecuting Attorney/Civil Division<br>Attn: David H. Prather, Deputy Prosecuting Attorney<br>955 Tacoma Avenue South, Suite 301<br>Tacoma, WA 98402-2160<br>Telephone: 253-798-4168<br>Email: dprathe@co.pierce.wa.us |

Any Party, by written notice to the other in the manner herein provided, may designate contact information different from that set forth above. Any notices sent by a Party's attorney on behalf of such Party shall be deemed delivered by such Party.

**12. Negotiation and Construction.** This Permit was negotiated by the Parties with the assistance of their own legal counsel and shall be construed according to its fair meaning and not strictly for or against either Party.

**13. Time.** Time is of the essence of this Permit and of every term and provision hereof. If the date for any performance under this Permit falls on a weekend or holiday, the time shall be extended to the next business day.

**14. Counterparts.** This Permit may be signed in two or more counterparts, which taken together shall constitute the complete agreement between the Parties, and signatures to this Permit by the Parties transmitted via facsimile shall be acceptable and binding.

**15. Prior Agreements.** This Permit contains all of the agreements of the Parties with respect to any matter covered or mentioned herein and no prior agreement, letter of intent, negotiation or understanding pertaining to any such matter shall be effective for any purpose. No provision of this Permit may be amended or added to, except by an agreement in writing signed by the Parties or their respective successors in interest.

**16. Attorney Fees and Costs.** If either Party requires the services of an attorney in connection with enforcing the terms of this Permit, whether or not suit is brought, or in the event suit is brought for the recovery of any sums due under this Permit or for the breach of any term, covenant or condition hereof, the substantially prevailing Party shall be entitled to reasonable attorney fees and all costs incurred in connection therewith, including, without limitation, the fees of experts and professionals, whether at trial, on appeal or without resort to suit.

**17. Vacation of Premises.** Upon expiration or earlier termination of the Permit Period, Pierce County shall: (a) remove the Drop Boxes and any associated mounting hardware from the Premises; and (b) leave the Premises in a neat, clean, sanitary, and original condition, ordinary wear and tear excepted.

**18. Cost of Performance.** Except as otherwise expressly provided in this Permit, all covenants and agreements to be performed by Pierce County shall be performed at its sole cost and expense.

**19. Severability.** Any provision of this Permit that proves to be invalid, void, or illegal shall in no way affect, impair, or invalidate any other provision hereof, and such other provisions shall remain in full force and effect.

**20. Governing Law; Venue.** This Permit shall be governed by and construed and interpreted in accordance with the laws of the state of Washington. The venue of any action between the Parties relating to the subject matter of this Permit shall be in the Pierce County, Washington.

**21. Effective Date of Permit.** The term "Effective Date" shall mean the date upon which Pierce County's Executive has signed this Permit Lease as indicated opposite her name below.

***[SIGNATURES & ACKNOWLEDGEMENTS APPEAR ON FOLLOWING PAGES]***

**PIERCE TRANSIT SIGNATURE PAGE**

PIERCE TRANSIT, a Washington municipal corporation:

By Lynne Griffith
WF Its: CEO Date 7/9/10

STATE OF WASHINGTON )
) ss.
COUNTY OF PIERCE )

THIS IS TO CERTIFY that on this 9th day of July, 2010, before me personally appeared Lynne Griffith, to me known to be the CEO of PIERCE TRANSIT, a Washington municipal corporation, described in and that executed the foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said municipal corporation, for the uses and purposes therein mentioned, and on oath stated that he/she was authorized to execute the said instrument on behalf of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

Name: Treva J. Percival
Notary Public in and for the State of Washington
Washington, residing at: Buckley, WA
My Appointment Expires: 1/31/2012

TREVA J. PERCIVAL
NOTARY
PUBLIC
01-31-12
STATE OF WASHINGTON

## PIERCE COUNTY SIGNATURE PAGE

PIERCE COUNTY, a municipal corporation and political subdivision of the state of Washington:

Approved as to legal form only:

6/30/10

Deputy Prosecuting Attorney Date

Recommended:

08.04.2010

Department Director Date

Final Action:

9/8/10

Pierce County Executive Date

STATE OF WASHINGTON )
) ss.
COUNTY OF PIERCE )

THIS IS TO CERTIFY that on this 8th day of Sept, 2010, before me personally appeared Pat McCarthy, to me known to be the Executive of Pierce County, a municipal corporation and political subdivision of the state of Washington, described in and that executed the foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said municipal corporation, for the uses and purposes therein mentioned, and on oath stated that she was authorized to execute the said instrument on behalf of said municipal corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

Name: Constance B Perry
Notary Public in and for the State of Washington, residing at: Tacoma
My Appointment Expires: 4-16-2012

CONSTANCE B. PERRY NOTARY PUBLIC 04-16-12 STATE OF WASHINGTON

# EXHIBIT A
## (Common & Legal Descriptions of Subject Properties)

**72nd Street Park & Ride**
**Site address: 1319 E 72nd Street, Tacoma, WA**
**Tax Parcel: 916000592**
**Legal Description:**
Section 27 Township 20 Range 03 Quarter 24 UNION PACIFIC: UNION PACIFIC PARCEL `B` OF BOUNDARY LINE REVISION 94-06-02-0287 DESC AS FOLL LOTS 1 THRU 12 BLK 49 TOG/W LOTS 1 THRU 12 BLK 50 TOG/W THAT POR OF LOTS 1 THRU 12 BLK 51 DESC AS FOLL BEG AT SW COR O

**Lakewood Park & Ride**
**Site address: 10417 S. Tacoma Way, Lakewood, WA**
**Tax Parcel: 5095000054**
**Legal Description:**
Township 19 Range 03 Quarter 32 LAKE VIEW PARK: LAKE VIEW PARK POR B4, 5, 18, 10, 19 & 24 & POR VAC WATER ST, OLYMPIA AVE & ALLEYS LY WLY OF SR 5, SCOTT RD TO TAC & SELY OF FOLL DESC LI BEG AT A PT OPPOSITE HES 1091+66 ON SURVEY LI OF SR 5 & 1

**Roy Y Park & Ride**
**Site address: 19110 SR 7 E, Tacoma, WA**
**Tax Parcel: None**
**Legal Description:**

Exhibit A

Parcel A (PARK & RIDE FACILITY)

Commencing at the POINT OF BEGINNING; thence south 86°17'30" west, 176.76 feet; thence along a curve to the right having a central angle of 22°00'00" and radius of 540.00 feet, a distance of 207.34 feet; thence north 71°42'30" west a distance of 92.27 feet to the southeasterly right-of-way line of State Highway No. 507; thence north 17°31'30" east along said southeasterly right-of-way line a distance of 123.54 feet; thence along a curve to the right having a central angle of 98°14'58" and a radius of 144.8 feet, a distance of 248.3 feet to the intersection with the southwesterly right-of-way line of State Highway No. 7; thence south 42°49'30" east along said right-of-way a distance of 338.61 feet, more or less, to the POINT OF BEGINNING.

Contains 1.85 acres, more or less.

EXHIBIT "B"
JUL 2 6 1993

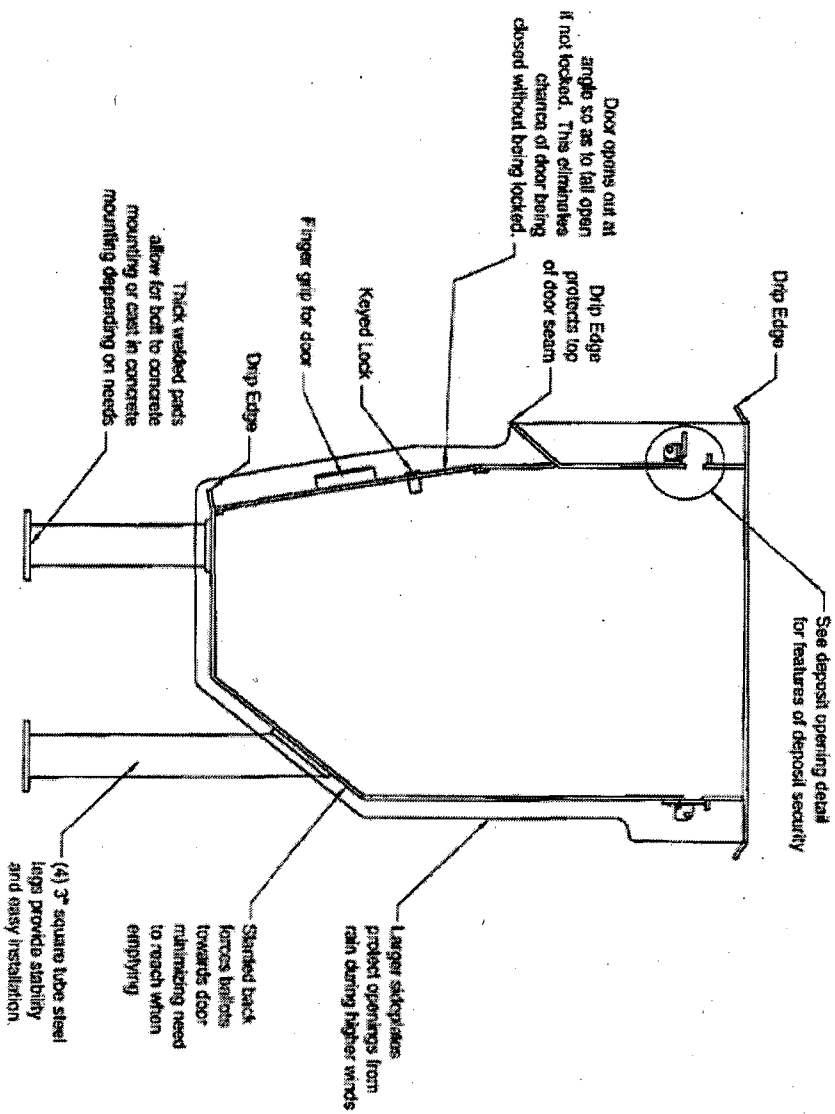
**Tacoma Dome Park & Ride**
**Site address: 610 Puyallup Ave., Tacoma, WA**
**Tax Parcel: 2074240011**

**Legal Description:**
Section 09 Township 20 Range 03 Quarter 12 : TACOMA LD COS 1ST N 1/2 OF NE 9-20-03E COMB FOR TAX PURPOSES ONLY L 1 THRU 12 B 7424, L 1 THRU 12 B 7426, L 1 THRU 12 B 7523, L 1 THRU 12 B 7525 TOG/W VAC ALLEYS & VAC EAST `F` ST PER ORD 25698 ALSO TOG/W E 10

**Bonney Lake Park & Ride**
**Site address: 9201 SKY ISLAND DR E, Bonney Lake, WA**
**Tax Parcel: 5640001841**

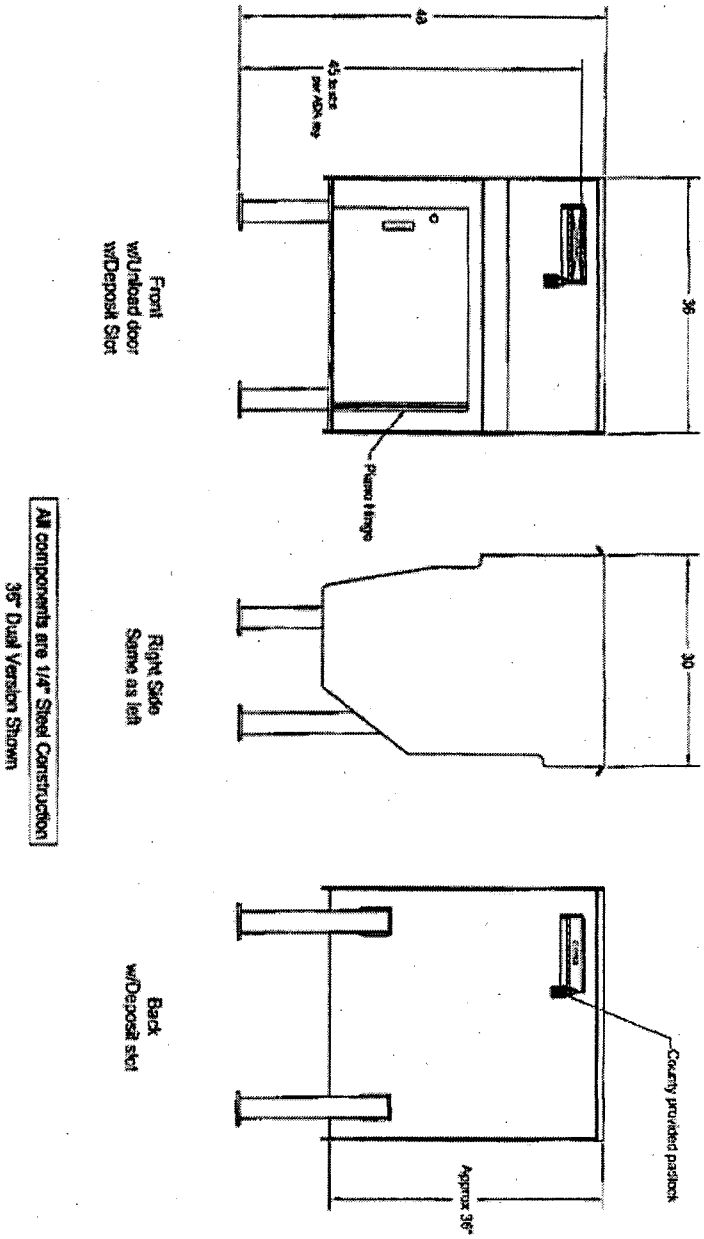
**Legal Description:**
Section 33 Township 20 Range 05 Quarter 32 MCDONALD FRUIT TRACTS: MCDONALD FRUIT TRACTS L 4 DBLR 98-04-16-5004 POR IN SW 33-20-05E DESC AS FOLL S 1/2 TR 28 & N 1/2 OF N 1/2 TR 30 EXC POR LY NLY OF ELY OF FOLL DESC LI COM AT NW COR OF S 1/2 TR 28 TH S 89

# EXHIBIT B
## (Schematic Depiction of Drop Boxes)

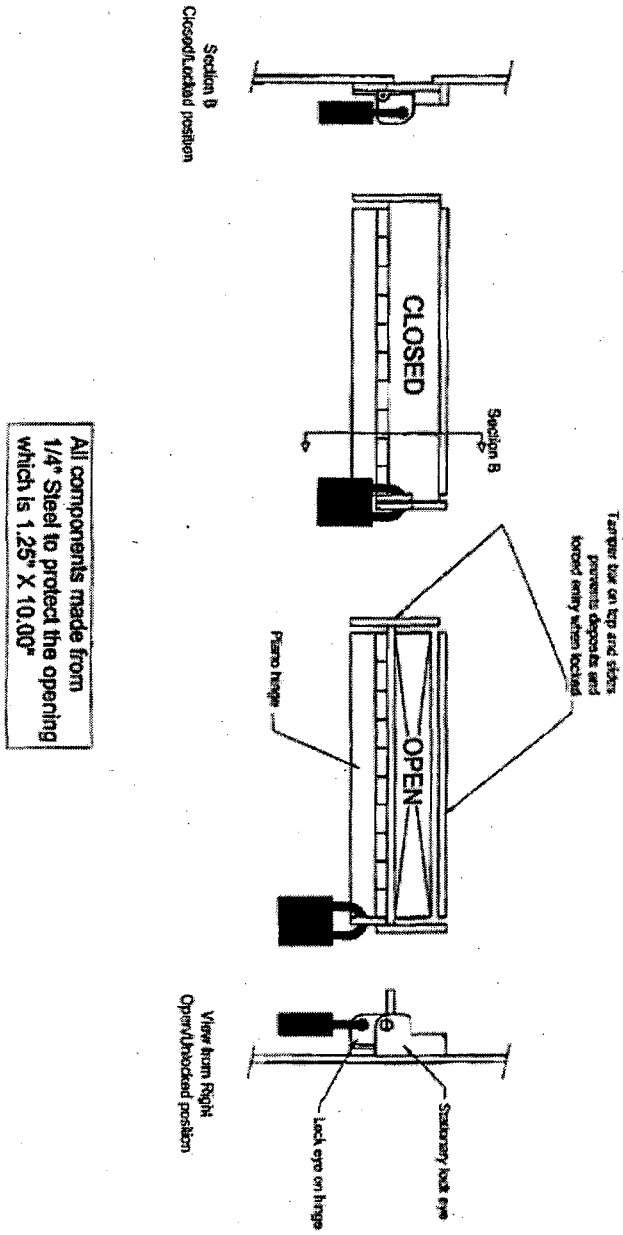



Transparent view of right side to show features

# EXHIBIT B
## (Schematic Depiction of Drop Boxes Continued)



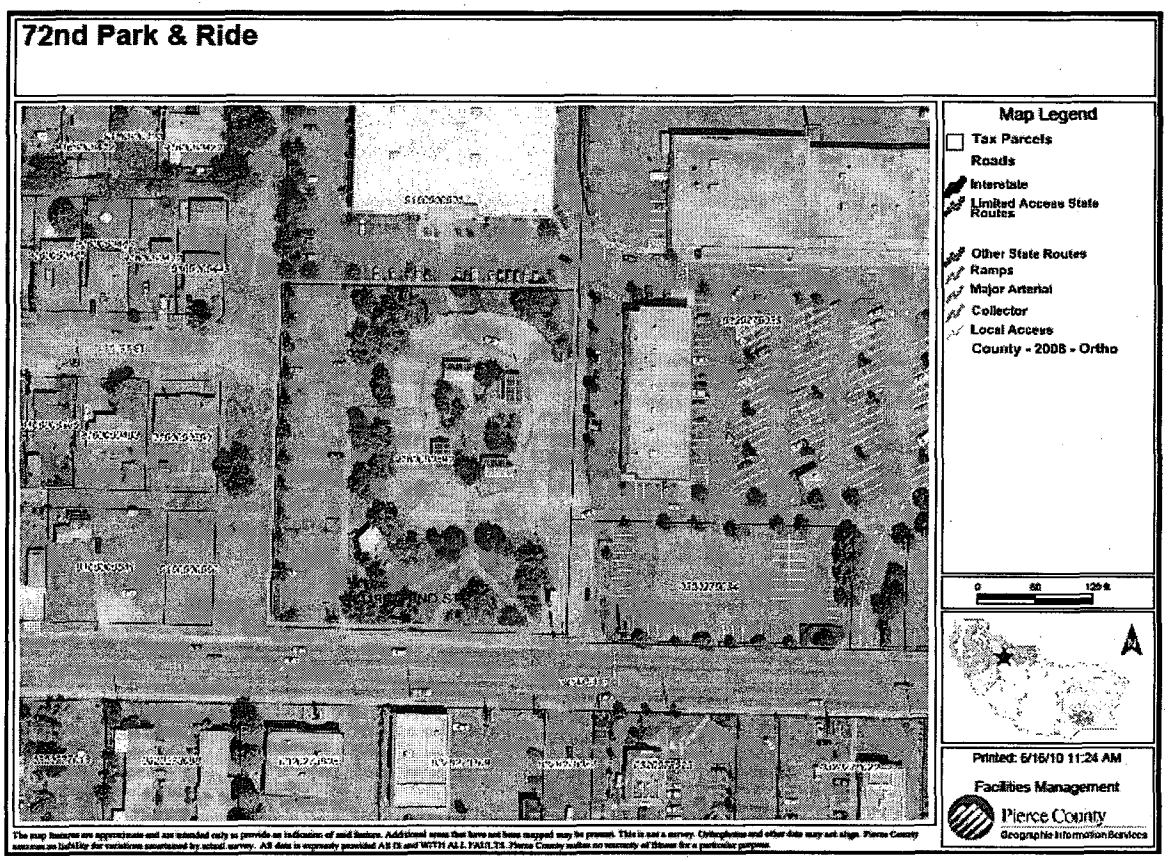
# EXHIBIT B
## (Schematic Depiction of Drop Boxes Continued)




All components made from 1/4" Steel to protect the opening which is 1.25" X 10.00"

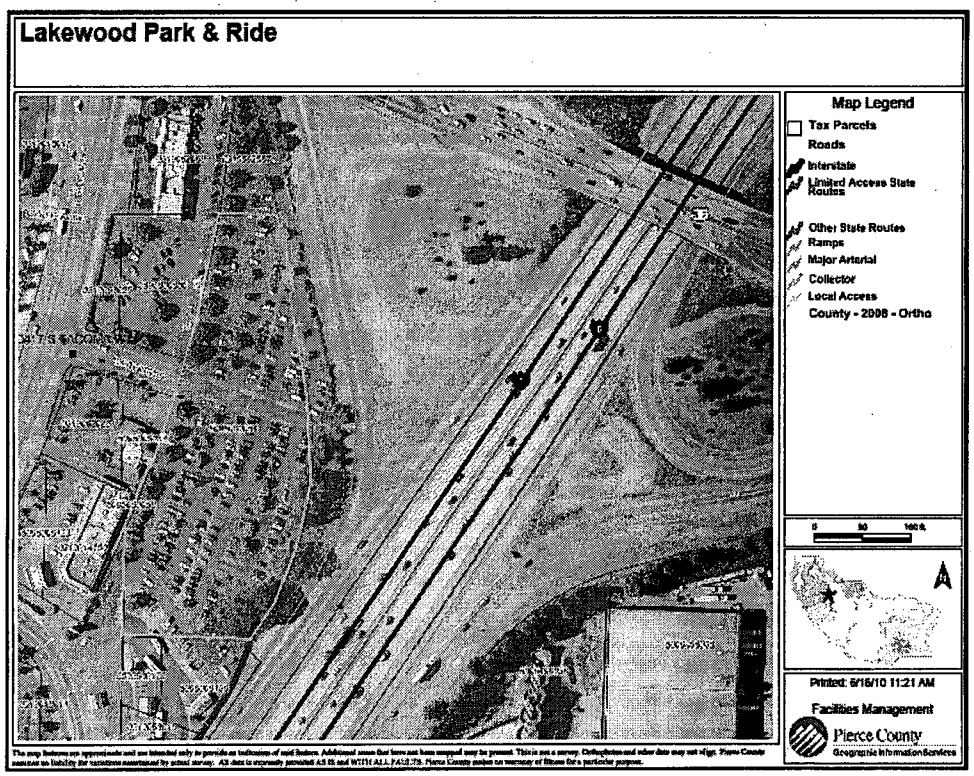
# EXHIBIT C
## (Depiction of Premises)

**72nd Street Park & Ride**
**Site address: 1319 E 72nd Street, Tacoma, WA**
**Tax Parcel: 916000592**



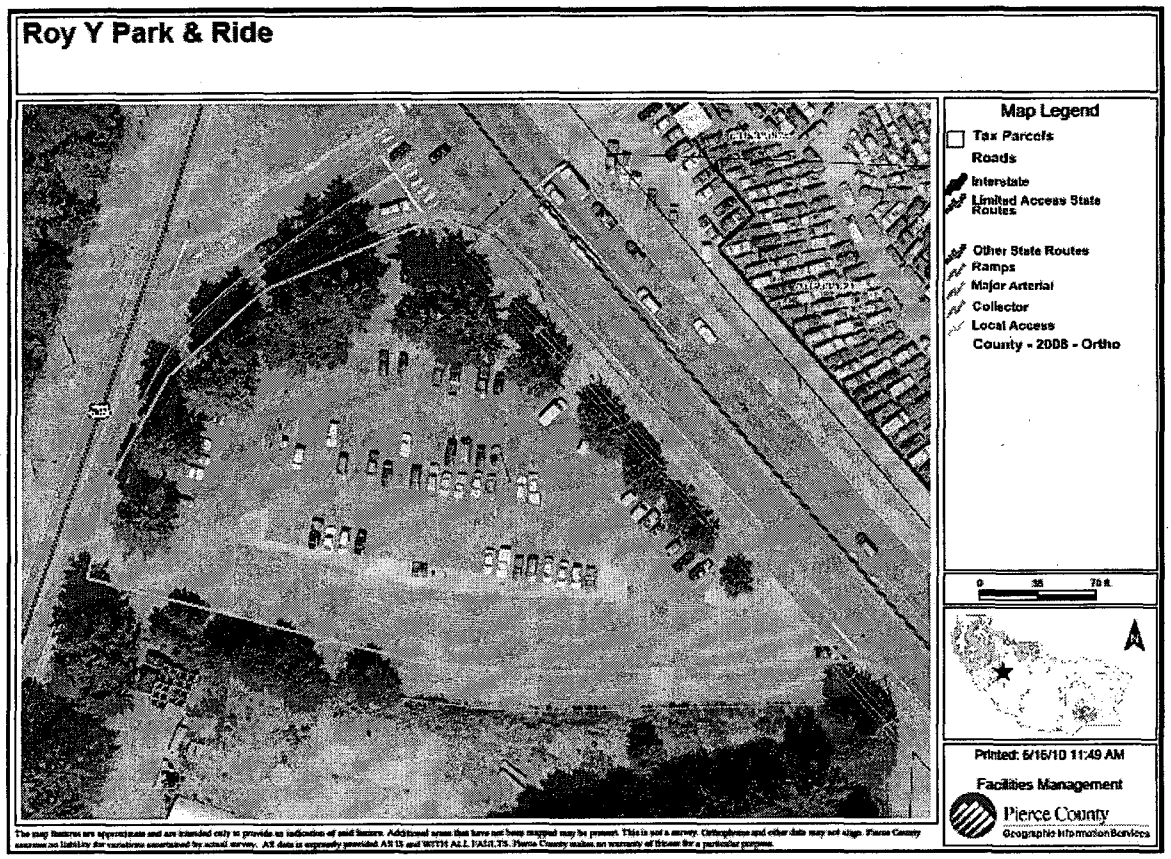
# EXHIBIT C
## (Depiction of Premises Continued)

**Lakewood Park & Ride**
**Site address: 10417 S. Tacoma Way, Lakewood, WA**
**Tax Parcel: 5095000054**



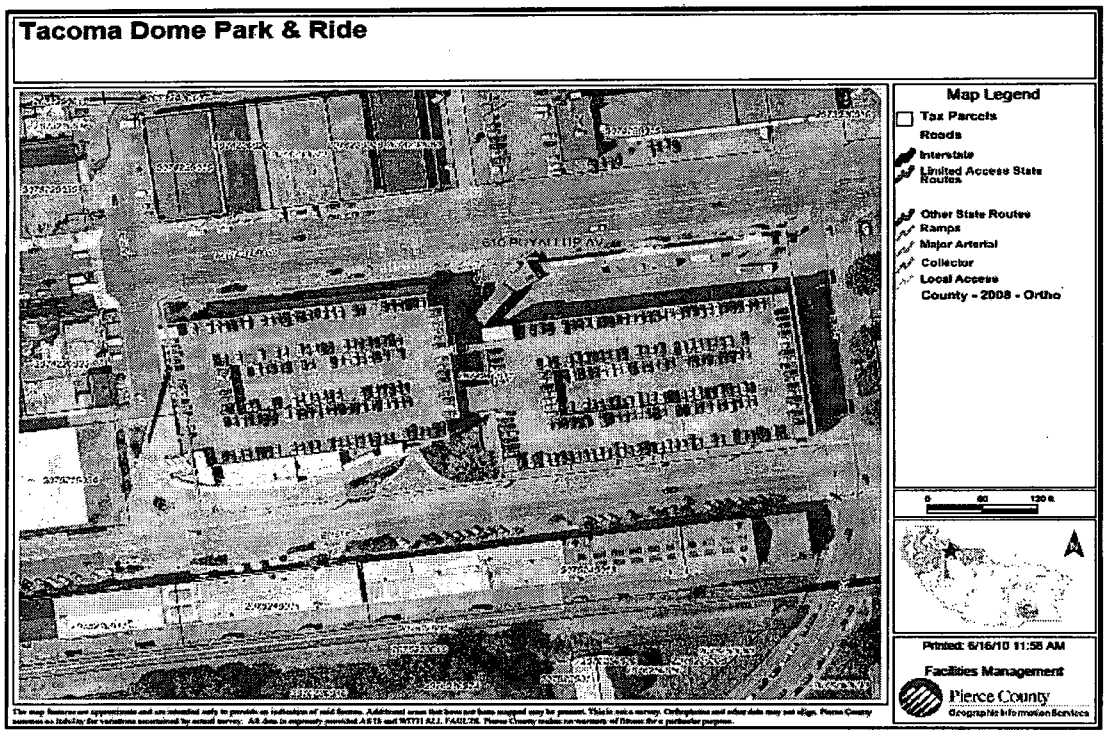
# EXHIBIT C
## (Depiction of Premises Continued)

**Roy Y Park & Ride**
**Site address: 19110 SR 7 E, Tacoma, WA**

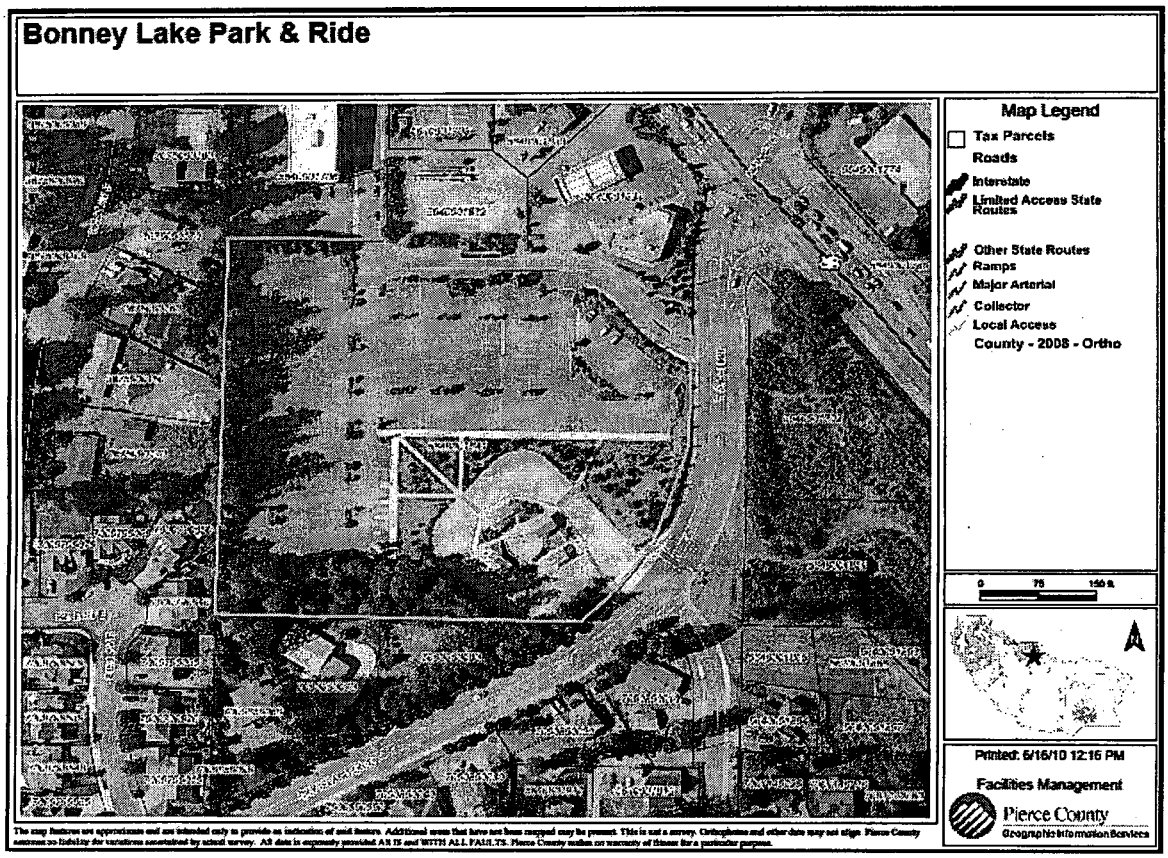


# EXHIBIT C
## (Depiction of Premises Continued)

**Tacoma Dome Park & Ride**
**Site address: 610 Puyallup Ave., Tacoma, WA**
**Tax Parcel: 2074240011**



# EXHIBIT C
## (Depiction of Premises Continued)
## Bonney Lake Park & Ride
## Site address: 9201 SKY ISLAND DR E, Bonney Lake, WA
## Tax Parcel: 5640001841



# FIRST AMENDMENT
# TO
# BALLOT DROP BOX USE PERMIT
# (Pierce County Auditor)

This First Amendment to Ballot Drop Box Use Permit ("First Amendment") is made and entered into by and between PIERCE TRANSIT, a Washington municipal corporation (hereinafter "Pierce Transit") and PIERCE COUNTY, a municipal corporation and political subdivision of the state of Washington (hereinafter "Pierce County"). PIERCE TRANSIT and Pierce County may hereinafter be referred to collectively as "Parties" or individually as a "Party."

WHEREAS PIERCE TRANSIT and Pierce County have entered into that certain Ballot Drop Box Property Use Permit ("Agreement") dated September 8, 2010 pursuant to which PIERCE TRANSIT granted to Pierce County and Pierce County accepted from PIERCE TRANSIT, the right to use certain parcels of real property consisting of the land and improvements commonly and legally described in Exhibit A attached hereto and by this reference incorporated herein ("Subject Properties"); and

WHEREAS PIERCE TRANSIT has sold the Bonney Lake Park and Ride Property located at 9201 Sky Island Drive East, Bonney Lake, WA, tax parcel 5640001841 (hereinafter "The Bonney Lake Park and Ride Property") to CENTRAL PUGET SOUND REGIONAL TRANSIT AUTHORITY, A REGIONAL TRANSIT AUTHORITY OF THE STATE OF WASHINGTON (hereinafter "Sound Transit") pursuant to that certain Statutory Warranty Deed dated 10/10/14 and recorded on 10/17/14; and

WHEREAS PIERCE TRANSIT and Pierce County now desire to amend the terms of the Agreement in accordance with this First Amendment.

NOW, THEREFORE, for and in consideration the terms, covenants and conditions set forth below, PIERCE TRANSIT and Pierce County hereby agree as follows:

1. **Amendment to Exhibit "A" Common and Legal Descriptions of Subject Properties.** Exhibit "A" shall be replaced with the attached Exhibit "A-1" to remove the Bonney Lake Park and Ride Property from the Agreement.

2. **Amendment to Exhibit "C" Depiction of the Premises.** Exhibit "C" shall be replaced with the attached Exhibit "C-1" to remove the Bonney Lake Park and Ride Property from the Agreement.

3. **Amendment to Section 11. Notices.** Section 11 is deleted and substituted with

   **11. Notices.** Any notices required or desired to be given shall be by telephone, electronic mail and U.S. mail to the person(s) set forth below:

To Pierce Transit: Pierce Transit
Attn: Larry McCarty, Facilities Maintenance Manager
3701 96th Street SW
Lakewood, WA 98499-4431
Telephone: 253-581-8053
Email: lmccarty@piercetransit.org

Copy to: Pierce Transit
Attn: Dixie Sciacqua, Special Events Coordinator
P.O. Box 99070
Lakewood, WA 98496-0070
Telephone: 253-581-8001
Fax: 253-984-8161
Email: dixiesciacqua@piercetransit.org

To Pierce County: Pierce County Auditor - Elections Division
Attn: Julie Colacurcio//Mike Rooney
2501 South 35th Street, Suite C
Tacoma, WA 98409-7284
Telephone: 253-798-6587 (Colacurcio)
253-798-2148 (Rooney)
Email: jcolacu@co.pierce.wa.us (Colacurcio)
mrooney@co.pierce.wa.us (Rooney)

Copy to: Pierce County Facilities Management
Attn: Real Property Management Specialist
1102 Broadway, Suite 302
Tacoma, WA 98402-2160
Telephone: 253-798-7223
Email: rtacket@co.pierce.wa.us

Copy to: Pierce County Prosecuting Attorney/Civil Division
Attn: David H. Prather, Deputy Prosecuting Attorney
955 Tacoma Avenue South, Suite 301
Tacoma, WA 98402-2160
Telephone: 253-798-4168 (Direct Line)
Email: dprathe@co.pierce.wa.us

**4.** **Construction.** This First Amendment was negotiated under circumstances in which each party had the opportunity to seek the assistance of their own legal counsel and shall be construed according to its fair meaning and not strictly for or against either party.

**5.** **Authority.** Landlord and Tenant each represents and warrants to the other that it has the power and authority to execute this First Amendment and that there are no third party approvals required to execute this First Amendment or to comply with the terms and conditions set forth herein.

6. **Ratification and Confirmation.** The Agreement, except as amended by the First Amendment is hereby ratified and confirmed and shall remain in full force and effect in accordance with its original terms and conditions.

7. **Effective Date of First Amendment.** The effective date hereof shall be the date the Pierce County Executive (who shall be the last person to sign) shall have executed this Amendment as indicated opposite her name below.

***[SIGNATURES & ACKNOWLEDGEMENTS APPEAR ON FOLLOWING PAGES]***

**PIERCE TRANSIT SIGNATURE PAGE**

PIERCE TRANSIT, A Washington municipal corporation:

By:_____
Jim Walton, CEO Date

**PIERCE COUNTY SIGNATURE PAGE**

PIERCE COUNTY, a municipal corporation and political subdivision of the state of Washington:

APPROVED AS TO LEGAL FORM ONLY:

By:_____
Deputy Prosecuting Attorney Date

RECOMMENDED:

By:_____
Director, Budget and Finance Date

By:_____
Pierce County Auditor Date

FINAL ACTION:

By:_____
Pierce County Executive

# EXHIBIT A
## (Common and Legal Descriptions of Subject Properties)

**72nd Street Park & Ride**
**Site address: 1319 E 72nd Street, Tacoma, WA**
**Tax Parcel: 916000592**
**Legal Description:**
Section 27 Township 20 Range 03 Quarter 24 UNION PACIFIC: UNION PACIFIC PARCEL `B` OF BOUNDARY LINE REVISION 94-06-02-0287 DESC AS FOLL LOTS 1 THRU 12 BLK 49 TOG/W LOTS 1 THRU 12 BLK 50 TOG/W THAT POR OF LOTS 1 THRU 12 BLK 51 DESC AS FOLL BEG AT SW COR O

**Lakewood Park & Ride**
**Site address: 10417 S. Tacoma Way, Lakewood, WA**
**Tax Parcel: 5095000054**
**Legal Description:**
Township 19 Range 03 Quarter 32 LAKE VIEW PARK: LAKE VIEW PARK POR B4, 5, 18, 10, 19 & 24 & POR VAC WATER ST, OLYMPIA AVE & ALLEYS LY WLY OF SR 5, SCOTT RD TO TAC & SELY OF FOLL DESC LI BEG AT A PT OPPOSITE HES 1091+66 ON SURVEY LI OF SR 5 & 1

**Roy Y Park & Ride**
**Site address: 19110 SR 7 E, Tacoma, WA**
**Tax Parcel: None**
**Legal Description:**

Parcel A (PARK & RIDE FACILITY)

Commencing at the POINT OF BEGINNING; thence south 86°17'30" west, 176.76 feet; thence along a curve to the right having a central angle of 22°00'00" and radius of 540.00 feet, a distance of 207.34 feet; thence north 71°42'30" west a distance of 92.27 feet to the southeasterly right-of-way line of State Highway No. 507; thence north 17°31'30" east along said southeasterly right-of-way line a distance of 123.54 feet; thence along a curve to the right having a central angle of 98°14'58" and a radius of 144.8 feet, a distance of 248.3 feet to the intersection with the southwesterly right-of-way line of State Highway No. 7; thence south 42°49'30" east along said right-of-way a distance of 338.61 feet, more or less, to the POINT OF BEGINNING.

Contains 1.85 acres, more or less.

EXHIBIT "B"
JUL 2 6 1993

# EXHIBIT A
## (Common and Legal Descriptions of Subject Properties)
## Continued

**Tacoma Dome Park & Ride**
**Site address: 610 Puyallup Ave., Tacoma, WA**
**Tax Parcel: 2074240011**

**Legal Description:**
Section 09 Township 20 Range 03 Quarter 12 : TACOMA LD COS 1ST N 1/2 OF NE 9-20-03E COMB FOR TAX PURPOSES ONLY L 1 THRU 12 B 7424, L 1 THRU 12 B 7426, L 1 THRU 12 B 7523, L 1 THRU 12 B 7525 TOG/W VAC ALLEYS & VAC EAST `F` ST PER ORD 25698 ALSO TOG/W E 10

**Bonney Lake Park & Ride**
**Site address: 9201 SKY ISLAND DR E, Bonney LakeWA**
**Tax Parcel: 5640001841**

**Legal Description:**
Section 33 Township 20 Range 05 Quarter 32 MCDONALD FRUIT TRACTS: MCDONALD FRUIT TRACTS L 4 DBLR 98-04-16-5004 POR IN SW 33-20-05E DESC AS FOLL S 1/2 TR 28 & N 1/2 OF N 1/2 TR 30 EXC POR LY NLY OF ELY OF FOLL DESC LI COM AT NW COR OF S 1/2 TR 28 TH S 89

# EXHIBIT A-1
## (Common and Legal Descriptions of Subject Properties)

**72nd Street Park & Ride**
**Site address: 1319 E 72nd Street, Tacoma, WA**
**Tax Parcel: 916000592**
**Legal Description:**
Section 27 Township 20 Range 03 Quarter 24 UNION PACIFIC: UNION PACIFIC PARCEL `B` OF BOUNDARY LINE REVISION 94-06-02-0287 DESC AS FOLL LOTS 1 THRU 12 BLK 49 TOG/W LOTS 1 THRU 12 BLK 50 TOG/W THAT POR OF LOTS 1 THRU 12 BLK 51 DESC AS FOLL BEG AT SW COR O

**Lakewood Park & Ride**
**Site address: 10417 S. Tacoma Way, Lakewood, WA**
**Tax Parcel: 5095000054**
**Legal Description:**
Township 19 Range 03 Quarter 32 LAKE VIEW PARK: LAKE VIEW PARK POR B4, 5, 18, 10, 19 & 24 & POR VAC WATER ST, OLYMPIA AVE & ALLEYS LY WLY OF SR 5, SCOTT RD TO TAC & SELY OF FOLL DESC LI BEG AT A PT OPPOSITE HES 1091+66 ON SURVEY LI OF SR 5 & 1

**Roy Y Park & Ride**
**Site address: 19110 SR 7 E, Tacoma, WA**
**Tax Parcel: None**
**Legal Description:**

Parcel A (PARK & RIDE FACILITY)

Commencing at the POINT OF BEGINNING; thence south 86°17'30" west, 176.76 feet; thence along a curve to the right having a central angle of 22°00'00" and radius of 540.00 feet, a distance of 207.34 feet; thence north 71°42'30" west a distance of 92.27 feet to the southeasterly right-of-way line of State Highway No. 507; thence north 17°31'30" east along said southeasterly right-of-way line a distance of 123.54 feet; thence along a curve to the right having a central angle of 98°14'58" and a radius of 144.8 feet, a distance of 248.3 feet to the intersection with the southwesterly right-of-way line of State Highway No. 7; thence south 42°49'30" east along said right-of-way a distance of 338.61 feet, more or less, to the POINT OF BEGINNING.

Contains 1.85 acres, more or less.

EXHIBIT "B"
JUL 2 6 1993

# EXHIBIT A-1
## (Common and Legal Descriptions of Subject Properties)
## Continued

**Tacoma Dome Park & Ride**
**Site address: 610 Puyallup Ave., Tacoma, WA**
**Tax Parcel: 2074240011**

**Legal Description:**
Section 09 Township 20 Range 03 Quarter 12 : TACOMA LD COS 1ST N 1/2 OF NE 9-20-03E COMB FOR TAX PURPOSES ONLY L 1 THRU 12 B 7424, L 1 THRU 12 B 7426, L 1 THRU 12 B 7523, L 1 THRU 12 B 7525 TOG/W VAC ALLEYS & VAC EAST `F` ST PER ORD 25698 ALSO TOG/W E 10

# EXHIBIT C-1
## (Depiction of Premises)

**72nd Street Park & Ride**
**Site address: 1319 E 72nd Street, Tacoma, WA**
**Tax Parcel: 916000592**

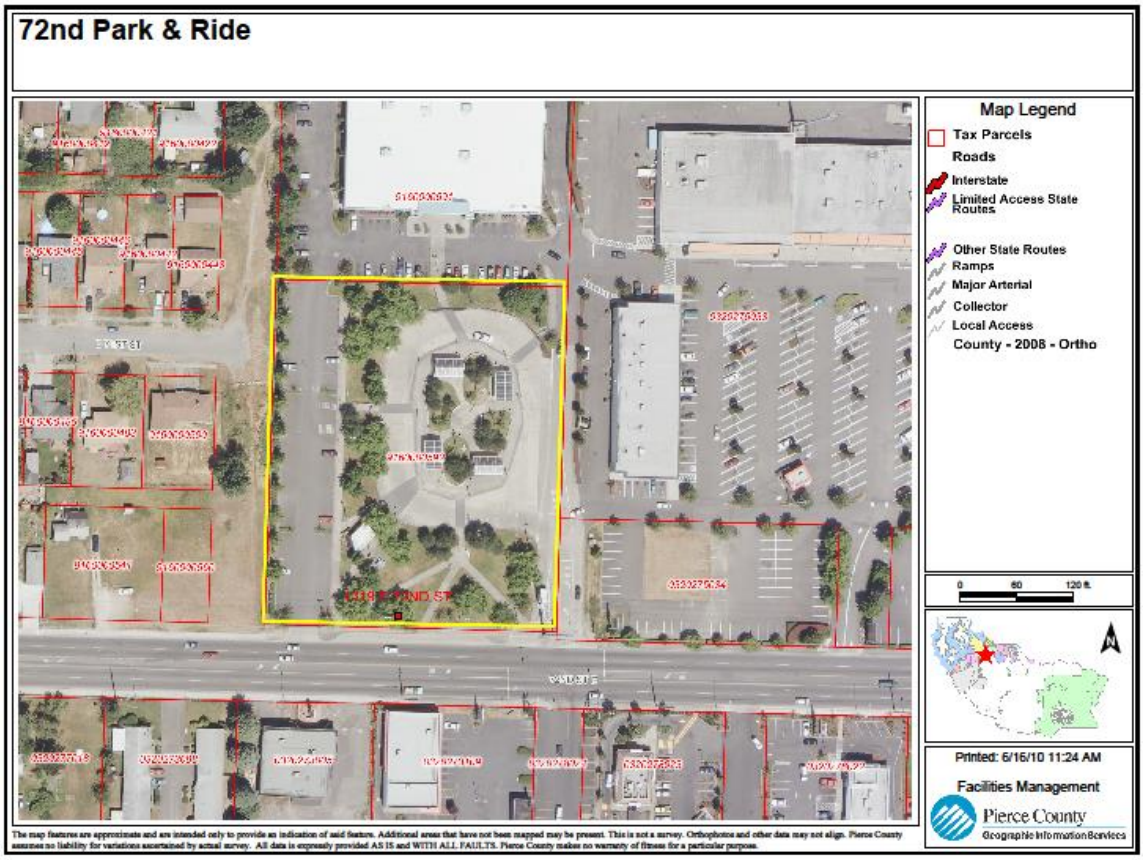


**EXHIBIT C-1**
**(Depiction of Premises)**
**Continued**

**Lakewood Park & Ride**
**Site address: 10417 S. Tacoma Way, Lakewood, WA**
**Tax Parcel: 5095000054**

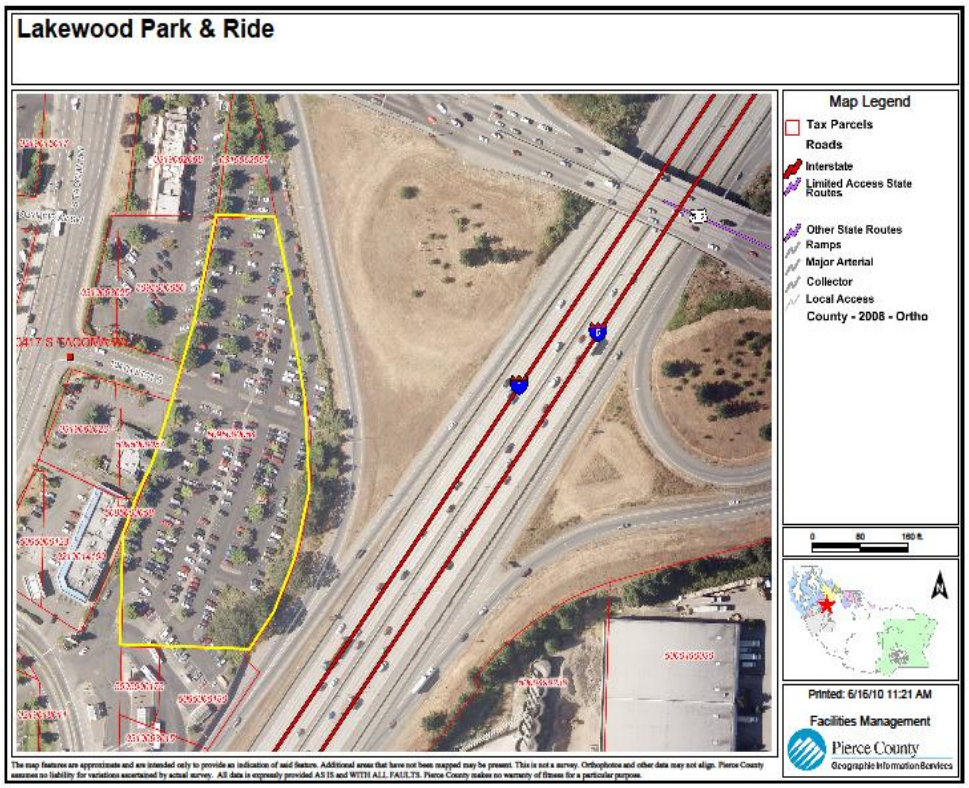


**EXHIBIT C**
**(Depiction of Premises)**
**Continued**

**Roy Y Park & Ride**
**Site address: 19110 SR 7 E, Tacoma, WA**

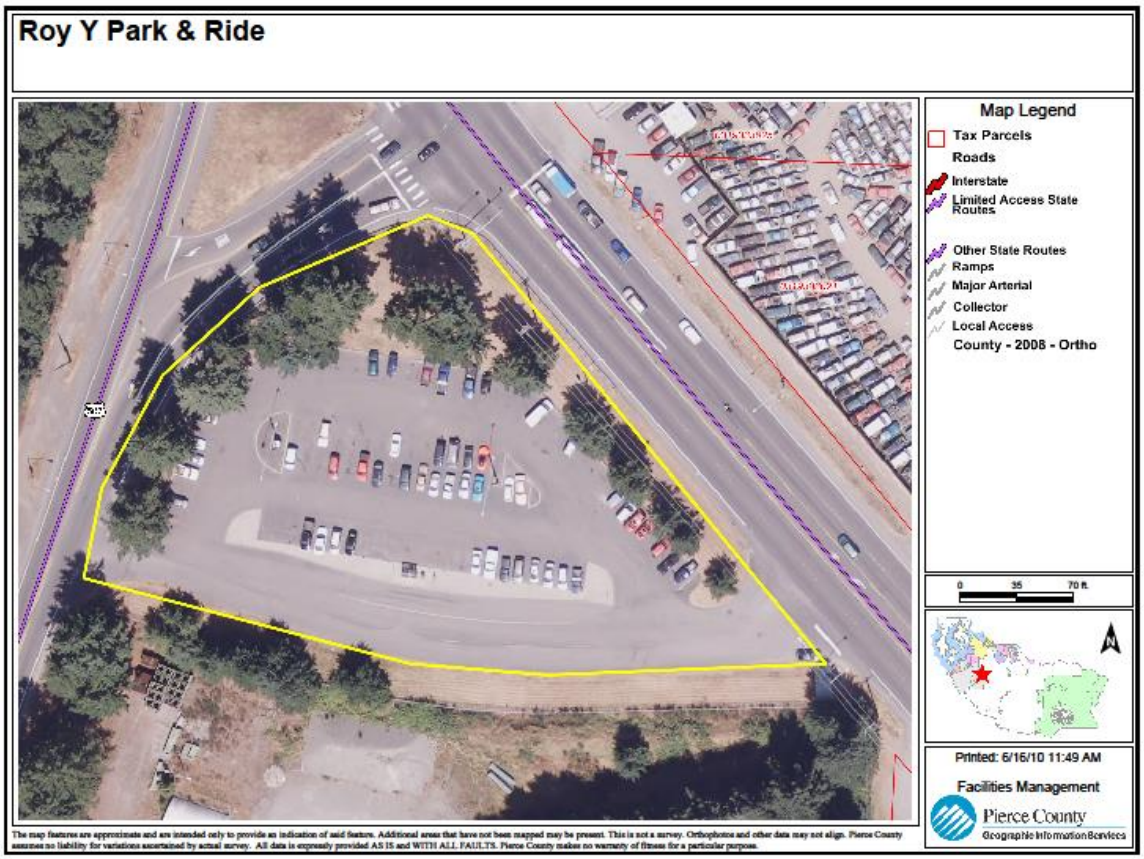
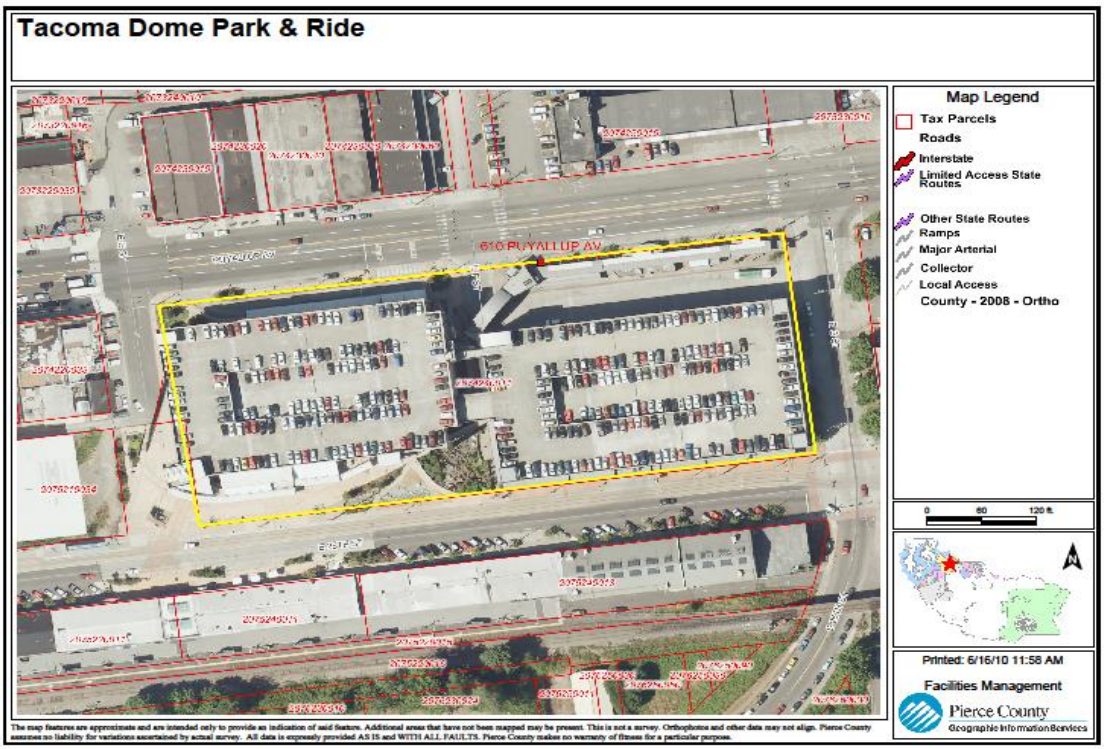


**EXHIBIT C-1**
**(Depiction of Premises)**
**Continued**

**Tacoma Dome Park & Ride**
**Site address: 610 Puyallup Ave., Tacoma, WA**
**Tax Parcel: 2074240011**



FACT SHEET NO: 15-003

AGENDA DATE: 01/12/2015

# FACT SHEET

TITLE: A Resolution Establishing a Money Purchase Retirement Plan with ICMA-RC for James L. Walton, Interim Chief Executive Officer, and Any and All Successors That Will Hold Employment as a Permanent or Interim Chief Executive Officer at Pierce Transit

DIVISION: Administration

ORIGINATOR: Alberto Lara, Chief Administration Officer

PRECEDING ACTION: Resolution No. 84-105, Establishing a Money Purchase Retirement Plan for Don Monroe

COORDINATING DEPARTMENT: Executive

APPROVED FOR SUBMITTAL: _____
Chief Financial Officer

APPROVED FOR AGENDA: _____ _____
Chief Executive Officer General Counsel

ATTACHMENTS: Proposed Resolution
Exhibit A, Resolution for a Legislative Body Relating to a Money Purchase Plan

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**BUDGET INFORMATION**

| 2014 Budget Amount | Required Expenditure | Impact |
|---|---|---|
| N/A | N/A | N/A |

Explanation:

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BACKGROUND:

ICMA-RC serves as one of Pierce Transit's administrators for money purchase retirement plan(s). Because the Chief Executive Officer or Interim Chief Executive Officer position allows for a separate employment contract with negotiated terms and conditions for pay and benefits that is different than what is offered to regular employees, ICMA-RC requires that a Money Purchase Plan be established for this position and that any such plan be approved by the Board.

The proposed resolution and Exhibit A will establish a Money Retirement Purchase Plan with ICMA-RC for the current Interim Chief Executive Officer, James L. Walton, and any and all successors that will hold employment as a permanent or interim Chief Executive Officer at Pierce Transit. Participation in the plan(s) and Pierce Transit's

contribution to the plan will be subject to and governed by the Chief Executive Officer Employment Contract approved by the Pierce Transit Board of Commissioners.

ALTERNATIVES:

None.

RECOMMENDATION:

Approve Resolution No. 15-003, establishing a Money Purchase Retirement Plan for James L. Walton, Interim Chief Executive Officer, and any and all successors that will hold employment as a Permanent or Interim Chief Executive Officer at Pierce Transit, pursuant to the terms and conditions of the employment contract.

**RESOLUTION NO. 15-003**

A RESOLUTION of the Board of Commissioners of Pierce Transit Establishing a Money Purchase Retirement Plan with ICMA-RC for James L. Walton, Interim Chief Executive Officer, and Any and All Successors That Will Hold Employment as a Permanent or Interim Chief Executive Officer at Pierce Transit

WHEREAS, Pierce Transit, hereinafter referred to as the "Employer" wishes to offer retirement benefits that attract and retain talented employees; and

WHEREAS, the establishment of a money purchase retirement plan benefits employees by providing funds for retirement and funds for their beneficiaries in the event of his or her death; and

WHEREAS; the Employer desires that its money purchase retirement plan be administered by ICMA-RC.

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

Section 1. Pierce Transit is hereby authorized to establish a Money Purchase Retirement Plan with ICMA-RC for James L. Walton, Interim Chief Executive Officer, in substantially the same form as Exhibit A, which is attached hereto, and contribute monies to his 401(a) account pursuant to his employment contract agreement adopted by Pierce Transit Board of Commissioners on October 13, 2014, by Resolution No. 14-056.

Section 2. Pierce Transit is hereby authorized to establish a Money Purchase Retirement Plan with ICMA-RC in substantially the same form as Exhibit A for any successor employee who is employed as the Pierce Transit Chief Executive Officer or Interim Chief Executive Officer, and whose employment contract allows for participation in the Plan.

Section 3. The Employer's contribution to any Chief Executive Officer's Money Purchase Retirement Plan shall be pursuant to the terms and conditions of the Employment Contract of the Chief Executive Officer, approved by the Pierce Transit Board of Commissioners.

ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on the 12th day of January, 2015.

_____

Rick Talbert, Chair
Board of Commissioners

ATTEST/AUTHENTICATED

_____

Deanne Jacobson, CMC
Clerk of the Board

Exhibit A

# RESOLUTION FOR A LEGISLATIVE BODY RELATING TO A MONEY PURCHASE PLAN

RESOLUTION OF Pierce Transit (EMPLOYER NAME).

PLAN NUMBER 10- 8 205R

WHEREAS, the Employer has employees rendering valuable services; and

WHEREAS, the establishment of a money purchase retirement plan benefits employees by providing funds for retirement and funds for their beneficiaries in the event of death; and

WHEREAS, the Employer desires that its money purchase retirement plan be administered by ICMA-RC and that the funds held in such plan be invested in the VantageTrust, a trust established by public employers for the collective investment of funds held under their retirement and deferred compensation plans:

NOW THEREFORE BE IT RESOLVED that the Employer hereby establishes or has established a money purchase retirement plan (the "Plan") in the form of: (Select one)

- ☒ The ICMA Retirement Corporation Governmental Money Purchase Plan & Trust, pursuant to the specific provisions of the Adoption Agreement (executed copy attached hereto).
- ☐ The Plan and Trust provided by the Employer (executed copy attached hereto).

The Plan shall be maintained for the exclusive benefit of eligible employees and their beneficiaries; and

BE IT FURTHER RESOLVED that the Employer hereby executes the Declaration of Trust of VantageTrust, intending this execution to be operative with respect to any retirement or deferred compensation plan subsequently established by the Employer, if the assets of the plan are to be invested in the VantageTrust.

BE IT FURTHER RESOLVED that the Employer hereby agrees to serve as trustee under the Plan and to invest funds held under the Plan in the VantageTrust; and

BE IT FURTHER resolved that the Laura Nakamura HR Specialist (use title of official, not name) shall be the coordinator for the Plan; shall receive reports, notices, etc., from the ICMA Retirement Corporation or the VantageTrust; shall cast, on behalf of the Employer, any required votes under the VantageTrust; may delegate any administrative duties relating to the Plan to appropriate departments; and

BE IT FURTHER RESOLVED that the Employer hereby authorizes HR Specialist (use title not name) to execute all necessary agreements with the ICMA Retirement Corporation incidental to the administration of the Plan.

I, Deanne Jacobson, Clerk of the ~~(City, County, etc.)~~ Board of Pierce Transit, do hereby certify that the foregoing resolution proposed by (Council Member, Trustee, etc.) of _____, was duly passed and adopted by the (Council, Board, etc.) of the (City, County, etc.) of _____ at a regular meeting thereof assembled this _____ day of _____, 20 ____, by the following vote:

AYES:

NAYS:

ABSENT:

(SEAL)

_____

Clerk of the (City, County, etc.)

FACT SHEET NO: 15-004

AGENDA DATE: 01/12/2015

# FACT SHEET

TITLE: Appointment of a Transit Representative and Alternate to the Puget Sound Regional Council Transportation Policy Board for Calendar Year 2015

DIVISION: Executive

ORIGINATOR: Justin D. Leighton, Government Relations Officer

PRECEDING ACTION: Resolution No. 14-043, a resolution establishing the PSRC Policy Board Appointment Policy

COORDINATING DEPARTMENT: N/A

APPROVED FOR SUBMITTAL: _____
Chief Financial Officer

APPROVED FOR AGENDA: _____ _____
Chief Executive Officer General Counsel

ATTACHMENTS: Propose Resolution
Exhibit A, List of Nominees

**BUDGET INFORMATION**

| 2015 Budget Amount | Required Expenditure | Impact |
|---|---|---|
| N/A | N/A | N/A |

Explanation: N/A

BACKGROUND:

In response to the Federal Transportation Act MAP-21, the Puget Sound Regional Council (PSRC) Executive Board has changed the structure of the Transportation Policy Board (TPB) so that transit will be represented in a voting capacity. The new board structure eliminates the prior non-voting transit agency seats with five voting seats: one regional seat for Sound Transit and one specifically designated local transit seat for each county. For the county-wide transit seats, the appointment will be made by the Board of the largest transit agency in the county, but the member will represent all transit interests within the county. The appointment should be coordinated with all designated recipient transit agencies providing transit service within the county.

There are five public agencies that provide transit services in Pierce County: Pierce Transit; Kitsap Transit; Intercity Transit; Sound Transit; and Pierce County government through their ferry service. Because Sound Transit and Kitsap

Transit will have their own seat, Pierce Transit coordinates with Pierce County Government and Intercity Transit when making this appointment.

The Clerk of the Board has coordinated with other public transportation providers in the County to seek nominations, and any nominees received will be listed on Exhibit A to the Fact Sheet. Any individuals listed on Exhibit A will have been confirmed by the Clerk that the individuals are willing to serve should he or she be appointed.

The Board should elect both the representative and alternate by majority vote. The Chair should list the nominees, and call for a vote on each nominee in the order in which they were nominated. The first nominee to receive a majority vote is elected.

The term of those appointed shall be from January 2015 through December 31, 2015.

ALTERNATIVES:

None.

RECOMMENDATION:

Approve Resolution No. 15-004, authorizing the appointment of _____ to serve as the primary transit representative and _____to serve as the alternate transit representative for the Puget Sound Regional Council Transportation Policy Board for calendar year 2015.

**RESOLUTION NO. 15-004**

A RESOLUTION of the Board of Commissioners of Pierce Transit Appointing Transit Representative and Alternate to the Puget Sound Regional Council Transportation Policy Board for Calendar Year 2015

WHEREAS, the Puget Sound Regional Council (PSRC) has multiple committees including the Transportation Policy Board (TPB); and

WHEREAS, the largest transit agency in each county is the appointing authority for the transit TPB Representative; and

WHEREAS, the Clerk of the Board has coordinated with other public transportation providers in the County to seek interest or nominations for the currently open position, a listing of whom has been provided to the Board; and

WHEREAS, the Board of Commissioners should appoint a primary representative and an alternate to fill the roles for the 2015 calendar year.

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

Section 1. The Board of Commissioners authorizes the appointment of:

_____ of _____ as Primary Pierce County Transit Representative to the Puget Sound Regional Council Transportation Policy Board; and

_____ of _____ as the Alternate Pierce County Transit Representative to the Puget Sound Regional Council Transportation Policy Board.

ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on the 12th day of January, 2015.

_____
Rick Talbert, Chair
Board of Commissioners

ATTEST/AUTHENTICATED

_____
Deanne Jacobson, CMC
Clerk of the Board

**Exhibit A**
**List of Nominees**

1. Councilmember Lauren Walker, City of Tacoma Councilmember and Pierce Transit Board of Commissioner

FACT SHEET NO: 15-005

AGENDA DATE: 01/12/2015

# FACT SHEET

TITLE: Amendments to Pierce Transit Code Sections 1.94.040 and 1.94.050 Regarding the Community Transportation Advisory Group Composition and Membership Selection Process

DIVISION: Executive

ORIGINATOR: Carol Mitchell, Public Relations Officer

PRECEDING ACTION: Resolution No. 12-026 Authorizing the creation of CTAG

Resolution No. 14-011 Revising CTAG Charter

COORDINATING DEPARTMENT: Executive

APPROVED FOR SUBMITTAL: _____
Chief Financial Officer

APPROVED FOR AGENDA: _____ _____
Chief Executive Officer General Counsel

ATTACHMENTS: Proposed Resolution
Exhibit A, Proposed Amendments

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**BUDGET INFORMATION**

| 2015 Budget Amount | Required Expenditure | Impact |
|---|---|---|
| N/A | N/A | N/A |

Explanation: No expenditure requested.

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BACKGROUND

The following proposed amendments to the Pierce Transit Code regarding the Community Transportation Advisory Group (CTAG) add language to enhance the CTAG recruitment process, leverage recruitments that yield a larger pool of well-qualified candidates and furthers the Board's intent to achieve broad and diverse representation on CTAG.

**Proposed CTAG Amendments**

Pierce Transit Code Section 1.94.050 requires that members be selected through an application process. The goal of that process is to identify eligible participants that represent a broad cross-section of populations. The Pierce Transit Code provisions regarding CTAG currently require that applicants either reside or work within the

Pierce Transit service area. The current language does not take into account that there may be well-qualified and interested individuals who are otherwise actively engaged in the service area through their school, civic involvement, or volunteerism. Nor does it take into account that prospective CTAG members particularly youth/students and retirees may not be employed but may have knowledge of and interest in the Pierce Transit system as a result of their various activities with the service area.

Consequently, the following amendments to Pierce Transit Code Section 1.94.050 – Membership Selection Process are proposed to expand the opportunity to serve on CTAG to youth, students, and other interested individuals who have demonstrated active engagement in the service area through their volunteer work or other civic involvement. The following amendments are intended to further the Board's intent of broad and diverse representation on CTAG:

- Members must be at least sixteen (16) years old at the time of application; and

- Applicants for CTAG must meet the application's stated minimum qualifications for service and must establish that they either live, work, or attend school in the Pierce Transit service area. An applicant may be qualified if he or she can otherwise demonstrate active engagement in the Pierce Transit service area through volunteer activities or other civic involvement within the Pierce Transit service area.

Furthermore, the current CTAG composition found at Pierce Transit Code Section 1.94.040 does not provide the flexibility of appointing an alternate to the CTAG when a vacancy occurs. When read with the current PT Code Section 1.94.050 whenever a vacancy occurs, a full recruitment and application process is required.

From time to time, during the usual CTAG application and interview process, there may be more qualified and interested applicants than there are open positions on CTAG. In such circumstances, having an otherwise-qualified and vetted applicant as a CTAG alternate would allow the alternate to immediately fill a vacancy without requiring another mid-term recruitment. This would save the Agency and the Board time and effort and would allow the CTAG to make smooth transitions as vacancies occur. Consequently, Staff proposes the following additional amendments:

> "The CTAG shall be composed of no more than nine members appointed by the board.
>
> At the discretion of the board, after the usual application and interview process is complete, if there are more qualified and vetted applicants than there are available CTAG positions, one alternate may be appointed by the Board to serve a one year term. In the event of a vacancy on the CTAG, the alternate will immediately fill the vacant CTAG position and may serve on the CTAG with all rights and responsibilities of a CTAG member through the remainder of the unexpired term associated with the vacancy. The alternate must meet all of the qualifications of a regular CTAG member but the alternate holds no voting rights or rights to hold office. The presence of the alternate does not count towards a quorum of the CTAG.

Members shall reflect Pierce Transit's service area and strive for broad, inclusive, regional, and diverse representation to increase the reach and effectiveness of CTAG's purpose. Pierce Transit staff cannot serve as members of CTAG, but may support CTAG with the selection of members, the conduct of meetings, the creation of agenda items, and communication with Pierce Transit or the public."

ALTERNATIVES

1. Decline to make all or some of the proposed amendments to the Pierce Transit Code to provide for an alternate and to expand membership opportunity to youth, students, or others with volunteer or other civic involvement in the service area. This would maintain the current Code language which requires the Agency to conduct full recruitments each time a vacancy occurs on the CTAG, and which does not allow for the participation of youth, students, or others with demonstrated involvement in volunteer or civic activities within the service area.

RECOMMENDATION

Approve Resolution No. 15-005, authorizing amendments to Pierce Transit Code Sections 1.94.040 and 1.94.050 pertaining to the Community Transportation Advisory Group Composition and Membership Selection Process as presented in Exhibit A.

**RESOLUTION NO. 15-005**

A RESOLUTION of the Board of Commissioners of Pierce Transit Amending Pierce Transit Code Sections 1.94.040 and 1.94.050 Regarding the Community Transportation Advisory Group Composition and Membership Selection Process

WHEREAS, the Board created the Community Transportation Advisory Group (CTAG) on August 13, 2012; and

WHEREAS, Staff has recommended certain amendments to Pierce Transit Code Section 1.94.040 and 1.94.050 for the CTAG composition and membership selection process to allow for the appointment of an alternate, and to further the Board's intent to achieve broad and diverse representation on the CTAG; and

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

Pierce Transit Code Sections 1.94.040 and .050 are hereby amended as set forth in Exhibit A attached hereto.

ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on the 12th day of January, 2015.

_____

Rick Talbert, Chair
Board of Commissioners

ATTEST/AUTHENTICATED

_____

Deanne Jacobson, CMC
Clerk of the Board

Exhibit A

1.94.040 – Composition.

The CTAG shall be composed of no more than nine members appointed by the board.

At the discretion of the board, after the usual application and interview process is complete, if there are more qualified and vetted applicants than there are available CTAG positions, one alternate may be appointed by the Board to serve a one year term. In the event of a vacancy on the CTAG, the alternate will immediately fill the vacant CTAG position and may serve on the CTAG with all rights and responsibilities of a CTAG member through the remainder of the unexpired term associated with the vacancy . The alternate must meet all of the qualifications of a regular CTAG member but the alternate holds no voting rights or rights to hold office. The presence of the alternate does not count towards a quorum of the CTAG.

Members shall reflect Pierce Transit's service area and strive for broad, inclusive, regional, and diverse representation to increase the reach and effectiveness of CTAG's purpose. Pierce Transit staff cannot serve as members of CTAG, but may support CTAG with the selection of members, the conduct of meetings, the creation of agenda items, and communication with Pierce Transit or the public.

**1.94.050 - Membership selection process.**

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Broad representation by CTAG is critical. The board of commissioners expects CTAG members to serve as representatives of their respective communities and constituents, using all available venues to gather information and prepare for productive participation. To achieve this outcome, CTAG recruitment will be through the Pierce Transit website, local newspapers, and communication with established community partners. Members will be selected through an application process that will set forth the minimum qualifications for service. The goal is to identify eligible participants that represent the populations listed below. The board, or a designated subgroup of the board, will review applications along with staff and recommend prospective new members for appointment by the board. Staff will recommend members for reappointment to the board.

CTAG members must be at least sixteen (16) years old at the time of application; and

Applicants for CTAG ~~members~~ must meet the application's stated ~~membership requirements~~minimum qualifications for service and must establish that they either live, ~~reside or~~ work, or attend school in the Pierce Transit service area. An applicant may be qualified if he or she can otherwise ~~or~~ demonstrate active engagement in the Pierce Transit service area through ~~residency, school, work,~~ volunteer activities ~~ism,~~ or other civic involvement ~~or work~~ within the Pierce Transit service area.

Examples of populations 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. The board and staff will have discretion to expand this list or recruit individuals so long as CTAG's composition meets the goal of broad, inclusive, regional, and diverse representation. Membership applications will be made available to all who have requested an application, to people suggested by CTAG members, the board, staff, members of the community, or organizations and agencies representing the participation list above.

FACT SHEET NO: 15-006

AGENDA DATE: 01/12/2015

# FACT SHEET

TITLE: Authorizing Appointment & Reappointment of Members to the Community Transportation Advisory Group

DIVISION: Executive

ORIGINATOR: Carol Mitchell, Public Relations Officer

PRECEDING ACTION: Resolution No. 12-026 Authorizing the creation of CTAG

Resolution No. 13-001 Appointing members to CTAG

Resolution No. 14-011 Revising CTAG Charter

COORDINATING DEPARTMENT: Executive

APPROVED FOR SUBMITTAL: _____
Chief Financial Officer

APPROVED FOR AGENDA: _____ _____
Chief Executive Officer General Counsel

ATTACHMENTS: Proposed Resolution
Exhibits A-F (Applications and bio)

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**BUDGET INFORMATION**

| 2015 Budget Amount | Required Expenditure | Impact |
|---|---|---|
| N/A | N/A | N/A |

Explanation: No expenditure requested.

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BACKGROUND

Pierce Transit's Community Transportation Advisory Group (CTAG) is comprised of up to nine (9) community members. As of August 2014, there were four vacancies on the CTAG, and another vacancy was expected as of December 31, 2014. Two vacancies occurred as a result of expired terms and two as a result of resignation due to work and schedule conflicts.

The Board appointed a subcommittee comprised of Commissioner Vermillion and Commissioner Henderson to work with staff to conduct a recruitment, application, and evaluation process to fill the current and expected vacancies and to make recommendations to the Board for appointment to the CTAG.

**Recruitment Process**

As provided by Pierce Transit Code Sections 1.94.040 - .060, the Agency recruits and selects new CTAG members through an application process. For this recruitment, advertisements ran in local weekly and daily newspapers from October 27 through November 14, 2014. Publications included the TNT, Herald, Gateway, Volcano, Ranger, NW Airlifter, TNT GO, Tacoma Weekly, Fife Free Press, and the Milton-Edgewood Signal. The Agency also posted the announcement and application materials on its website, Facebook page and internal intranet. Employees, the Board and current CTAG members disseminated the announcement to their various networks, and the Business Development Office notified each of its three Community Investment Teams of the vacancies. A press release also went to media partners, and application materials were mailed to anyone who made a request.

The Agency received a number of applications in response to its recruitment and outreach. The application materials for all applicants were reviewed by the Subcommittee, the Pierce Transit CEO and the Pierce Transit CTAG Liaison. The Board's Subcommittee selected five applicants for in-person interviews.

**Proposed Appointment of new members and an alternate**

Following the completion of interviews on December 10, the Subcommittee recommended that the Board appoint Sandy Paul, Hongda Sao, Chris Beale and Steve Schenk to fill four current CTAG vacancies. Their terms would begin January 1, 2015 and run through December 31, 2017.

The Subcommittee also recommends that Richard Zalucha be appointed as the alternate if the PT Code Section 1.94.040 is amended to provide for an alternate.

The applications of Ms. Paul, Mr. Sao, Mr. Beale, Mr. Schenk and Mr. Zalucha are attached as Exhibits A-E.

**Proposed Reappointment of Paul Bala**

Pierce Transit Code Section 1.94.050 provides that staff will recommend members for reappointment to the Board. Staff recommends that Paul Bala, a current CTAG member, be reappointed to a one-year term beginning January 1, 2015 and ending December 31, 2015.

Mr. Bala has a strong interest in SHUTTLE and special transportation for seniors and persons with disabilities. As one of the original CTAG members, Mr. Bala consistently offers meaningful input to the plans, projects and proposals brought before him at CTAG. Although his initial term expired December 31, 2014, he has requested to stay for one additional year to support the success of CTAG's new members.

ALTERNATIVES:

1. Decline to appoint some or all of the proposed candidates for appointment or reappointment to the CTAG and direct staff to continue the recruitment process to allow for additional applications.

RECOMMENDATION

1. Appoint Sandy Paul, Hongda Sao, Chris Beale, and Steve Schenk each to a CTAG term beginning January 1, 2015 and ending December 31, 2017; and

2. Appoint Richard Zalucha as an alternate (subject to the approval of Resolution No. 15-005); and

3. Reappoint Paul Bala to a one-year term beginning January 1, 2015 and ending December 31, 2015.

**RESOLUTION NO. 15-006**

A RESOLUTION of the Board of Commissioners of Pierce Transit Appointing and Reappointing Members to the Community Transportation Advisory Group

WHEREAS, the Board created the Community Transportation Advisory Group (CTAG) on August 13, 2012; and

WHEREAS, the purpose of the CTAG was to offer an opportunity for community stakeholders to provide feedback and suggest improvements and recommendations on plans, policies, and services offered by Pierce Transit; and

WHEREAS, the CTAG is an integral part of the Agency's overall public involvement efforts and an important conduit for obtaining public input, communicating to the public and encouraging public support for transit; and

WHEREAS, four vacancies currently exist in the nine-member CTAG and a fifth is expected in 2015; and

WHEREAS, a Subcommittee of the Board has conducted a public application and recruitment process to fill CTAG vacancies with members that represent the broad diversity of the Pierce Transit service area; and

WHEREAS, the Subcommittee of the Board has screened applications and interviewed prospective applicants for CTAG and recommends: Sandy Paul; Hongda Sao; Steve Schenk; and Chris Beale for appointment to a term beginning January 1, 2015 and ending December 31, 2017; and

WHEREAS, pending approval of Resolution No. 15-005 which will grant revision of PT Code 1.94.040 to allow for an alternate, the Board hereby appoints Richard Zalucha as an alternate; and

WHEREAS, Staff recommends the reappointment of Paul Bala to a CTAG term beginning January 1, 2015 and ending December 31, 2015.

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

Section 1. The Board hereby appoints Sandy Paul, Hongda Sao, Chris Beale and Steve Schenk to the CTAG as to serve a term beginning January 1, 2015 and ending December 31, 2017; and

Section 2. Pending approval of Resolution No. 15-005 which will grant revision of PT Code 1.94.040 to allow for an alternate, the Board hereby appoints Richard Zalucha as an alternate; and

Section 3. The Board reappoints Paul Bala to a CTAG term beginning January 1, 2015 and ending December 31, 2015.

ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on the 12th Day of January, 2015.

_____

Rick Talbert, Chair
Board of Commissioners

ATTEST/AUTHENTICATED

_____

Deanne Jacobson, CMC
Clerk of the Board

FS 15-006 Exhibit A

PIERCE TRANSIT

## COMMUNITY TRANSPORTATION ADVISORY GROUP 2014-2015 APPLICATION

**Name:** Sandy Paul

**Home Address:** [redacted]

**City:** Tacoma **State:** WA **Zip:** 98422

**Do you live, work or attend school in the Pierce Transit service area?**
Yes ✓ No_____

**In what languages are you fluent?** English – some familiarity with Spanish and French

**Occupation (former if retired):** City Clerk (retired)

**Employer (if applicable):** City of Des Moines

**Work Address:** 21630 11th avenue South, Des Moines WA 98198
Private Contractor as RECORDS SOLUTIONS

**Work Telephone:** 253.315.3691 **Work/Student Email** [redacted]

**Personal Phone:** [redacted] **Personal Email** [redacted]

**School (if student):** n/a

**Area of Study:** n/a

**Indicate the areas of interest or group perspectives you might bring to CTAG:**
***(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 Areas ____
8. Business & Econ Devel ✓
9. Neighborhood Assn ✓
10. Minority Populations ✓
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* ____
- ○ *Rideshareonline.com* ____

15. Other ____

**COMMUNITY TRANSPORTATION ADVISORY GROUP 2014 APPLICATION (continued)**

**Can you attend at least 9 out of 12 monthly CTAG meetings on the 3rd Thursday of each month from 5:30 p.m. to 7:30 p.m. Yes ✓ No ____**

***Using a separate sheet or sheets of paper if needed, please answer the following and attach your answers to this application:***

1. **Describe the top three public transportation issues of concern and importance to you and your perspective on the role of a CTAG in addressing those issues.**

   attached

2. **Explain how your membership on Pierce Transit's CTAG would improve communication and add value for your employer, the community or student group with whom you are affiliated.**

   attached

3. **Explain how your background or experience qualifies you for membership on the CTAG. Attach a brief bio or resume, and no more than 1-2 pages of other**

   attached

information that supports your answer. You may include links to personal web pages or blogs you want considered.

Applicant's Signature_____ Date: _____

**Please mail or email this application in PDF format to:**
Pierce Transit
ATTN: Carol C. Mitchell, Public Relations Officer (cmitchell@piercetransit.org )
Community Transportation Advisory Group
PO Box 99070, Tacoma, WA 98446-0070

**Or deliver your application in person to:**
Pierce Transit 3701 96th Street SW Lakewood, WA 98499-4431 between 8am – 5pm

If you need assistance, contact Ms. Mitchell by email or phone at (253) 984-8213.

## Screening Questions
## Sandy Paul

**Describe the top three transportation issues of concern and importance to you and your perspective on the role of a CTAG in addressing those issues.**

Our transportation system is inadequate. We live in a culture of driving alone in our cars, which is so 1950's. It was born with the interstate system, which is obsolete. Also obsolete is our community perspective on public transportation. I dream of the day when I can walk out my door, get on a bus, and go anyplace in the world. I can almost do that now, but it would take me half the day just to get to the airport!

It's cool to ride the bus and the train, and those that are running are completely full during the commute hours. The problem with that is that buses cannot get anywhere, either, on our gridlocked roads. And I think it's OK to have partially full/empty busses during the day when usage is, obviously, less.

Passage of I-695 significantly reduced the taxes paid, created economies of the scale that no one imagined possible, and showed, unfortunately, that government CAN do more with less. That day is over. No one wants to see their pay check get smaller. Or even stay the same. That same economy funds the services expected by all of us. It's time to find new revenues and support that. I'm still waiting for that $500 I used to pay for license tabs to be sucked out of my budget by some other means. It's not happening. A meager $30 *Discover* parks pass and *Good-To-Go* pass do not go far enough to fund much.

Therefore I would propose improving all public transportation significantly and tell the community that it's 'not your father's Oldsmobile'; complete SR 167 to the Port of Tacoma and move forward on SR 509; approve a tax package that would see these projects, and others that also need to be considered, to completion. CTAG should be at the table discussing how to get these changes implemented.

**Explain how your membership on Pierce Transit's CTAG would improve communication and add value for your employer, the community or student group with whom you are affiliated.**

I have participated in the Tacoma Junior League since 1998, funding projects and serving the community. I have worked in government and am personally acquainted with many of the players. I have served on a Transit Advisory Committee before and I clearly understand the role of this committee, and that if this committee is not a bit more assertive, it surely should dispatch a representative to assertively support an improved transportation system to include transit, ferries, trains, and highways. Transit should be at the forum to support a strong transportation system in the Puget Sound region, not just for the benefit of Pierce, King, Kitsap and Thurston counties, but for the state of Washington and the nation as a whole. (I am not assuming that is not already happening.)

**Describe how your background or experience qualifies you for membership on the CTAG.**

I can read and analyze proposals and presentations, and provide feedback, contribute ideas, and effectively communicate with a diverse group with varied positions and opinions.

My Professional and Community Service resumes are attached.

PIERCE TRANSIT

# COMMUNITY TRANSPORTATION ADVISORY GROUP 2014-2015 APPLICATION

Thank you for your interest in volunteering to join the Pierce Transit Community Transportation Advisory Group (CTAG). For more information about CTAG, including the CTAG Charter, minutes of previous meetings, and information about current members, visit our website at www.piercetransit.org. New CTAG appointees will serve a three-year term which begins upon their date of appointment by the Pierce Transit Board of Commissioners.

## MINIMUM QUALIFICATIONS

Applicants must be at least 16 years old and reside, be actively employed, or be a full-time student within the Pierce Transit service area and have at least one year of paid or volunteer service with a school-based, community-based or volunteer board/coalition. Must be able to evaluate and analyze moderately complex written data and presentations, provide verbal and written feedback on staff presentations, contribute ideas and content to group discussions, and communicate effectively with a diverse group of community members with different points of view. All applicants must be available and present for at least 9 out of 12 meetings per year.

## ADDITIONAL DESIRED QUALIFICATIONS

Applicants who frequently use public transit (more than 3 times per week), or who have working knowledge of public transportation services, are preferred. Residents of the Pierce Transit service areas of Fife, Milton, Edgewood, Fircrest, Lakewood, Steilacoom, Gig Harbor, Puyallup, Pacific, and unincorporated Pierce County are encouraged to apply. Applicants who have leadership experience in the private sector, work experience at a large employer, or experience as a business owner are also desired.

## REVIEW AND SELECTION PROCESS

1. Initial Screening by Pierce Transit staff to confirm minimum qualifications are met (telephone screening may be required);
2. Second Screening by Board Subcommittee and Pierce Transit staff to select candidates who most closely meet both the minimum and desired qualifications (telephone screening may be required);
3. In-person group interview of selected candidates with Board Subcommittee, Pierce Transit staff and CTAG members at upcoming CTAG meeting;
4. Board Subcommittee submits final recommendations for appointment of new members to the full Board;
5. Full Board appoints new CTAG members at an upcoming regular board meeting; and,
6. New CTAG members begin their service at next regular CTAG meeting.

PIERCE TRANSIT

## COMMUNITY TRANSPORTATION ADVISORY GROUP 2014-2015 APPLICATION

Name: Hongda Sao

Home Address: [redacted]

City: Tacoma State: WA Zip: 98418

***Do you live, work or attend school in the Pierce Transit service area?*** Yes ✓ No ____

In what languages are you fluent? English and Laotian

Occupation (former if retired): ____

Employer (if applicable): Pierce County Community Connections ADRC

Work Address: [redacted] Tacoma, WA 98418

Work Telephone: [redacted] Work/Student Email [redacted]

Personal Phone: [redacted] Personal Email [redacted]

School (if student): ____

Area of Study: ____

**Indicate the areas of interest or group perspectives you might bring to CTAG:**
***(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 Areas ____
8. Business & Econ Devel ____
9. Neighborhood Assn ____
10. Minority Populations ✓
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* ____
- ○ *Rideshareonline.com* ____

15. Other ____

COMMUNITY TRANSPORTATION ADVISORY GROUP 2014 APPLICATION (continued)

Can you attend at least 9 out of 12 monthly CTAG meetings on the 3rd Thursday of each month from 5:30 p.m. to 7:30 p.m. Yes ✓ No ____

*Using a separate sheet or sheets of paper if needed, please answer the following and attach your answers to this application:*

1. Describe the top three public transportation issues of concern and importance to you and your perspective on the role of a CTAG in addressing those issues.

2. Explain how your membership on Pierce Transit's CTAG would improve communication and add value for your employer, the community or student group with whom you are affiliated.

3. Explain how your background or experience qualifies you for membership on the CTAG. Attach a brief bio or resume, and no more than 1-2 pages of other information that supports your answer. You may include links to personal web pages or blogs you want considered.

Applicant's Signature _____ Date: _____

<u>Please mail or email this application in PDF format to:</u>
Pierce Transit
ATTN: Carol C. Mitchell, Public Relations Officer (cmitchell@piercetransit.org )
Community Transportation Advisory Group
PO Box 99070, Tacoma, WA 98446-0070

<u>Or deliver your application in person to:</u>
Pierce Transit 3701 96th Street SW Lakewood, WA 98499-4431 between 8am – 5pm

If you need assistance, contact Ms. Mitchell by email or phone at (253) 984-8213.

Answer to Question 1.

My three top concerns with public transportation are preserving shuttle services, increasing/improving fixed bus route services, and future policies impacting public transportation. As a person with a disability, I understand how vital public transportation is in my life because it is my primary mode of traveling. As a case manager for Pierce County ADRC, I work directly and indirectly with seniors and people with disabilities; as a result, I hear all of the challenges and hardships of the lack of public transportation in certain areas in Pierce County. As a member of CTAG, I would like to work on finding some solutions to our public transportation needs.

Answer to Question 2.

For the past few years, I have been actively involved with community based organizations. I was President of Pierce County Association of the Blind (PCAB), member of the Pierce County Voting Accessibility Advisory Committee (PCAVAAC), and current member of Pierce County Accessible Communities Advisory Committee (PCACAC). I have worked with people to address issues of accessibility and equality for people with disabilities. As a person living with a disability and working at an agency serving individuals with disabilities, I believe I understand the concerns of the issue of access and disabilities in our community. My involvement with community based organizations has made me a valuable employee because I help my co-workers relate to the plight of individuals with disabilities. If I am chosen to be a member of Pierce Transit CTAG, I hope to share my lived experience with other members to bring understanding and compassion when addressing issues of public transportation.

Answer to Question 3.

Over the years, I have learned that one of the best ways to impact positive changes is to be involved with organizations. I have been President of PCAB, member of PCVAAC, and PCACAC. Being involved with these groups has improved my leadership skills. I have learned to listen to concerns of individuals with disabilities, and I have shared those concerns to other groups. I would like the opportunity to be involved with CTAG because I would like to contribute my lived experience to Pierce Transit.

Since 2005, I have been a Pierce Transit shuttle rider, and from time-to-time, I have traveled on the bus to reach my destination. With Pierce Transit assistance, I got the opportunity to attend and graduated from college. With Pierce Transit shuttle, I am fully employed at an agency where I enjoy my job. Most of all, Pierce Transit has helped me to gain my independence. With Pierce Transit, I relied less on family and friends, and I learned to depend on myself. Pierce Transit is a vital service in my life. And I would like the opportunity to help Pierce Transit provide great service to people in our community.

FS 15-006 Exhibit C

PIERCE TRANSIT

## COMMUNITY TRANSPORTATION ADVISORY GROUP 2014-2015 APPLICATION

**Name:** Chris Beale

**Home Address:** [redacted]

**City:** Tacoma **State:** WA **Zip:** 98409

**Do you live, work or attend school in the Pierce Transit service area?**
**Yes___X__ No_____**

**In what languages are you fluent?** English

**Occupation (former if retired):** City Planner

**Employer (if applicable):** City of Puyallup

**Work Address:** [redacted]

**Work Telephone:** ([redacted] **Work/Student** [redacted]

**Personal Phone:** ([redacted] **Personal Email** [redacted]

**School (if student):** N/A

**Area of Study:** N/A

**Indicate the areas of interest or group perspectives you might bring to CTAG:**
***(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 Areas** _____
8. **Business & Econ Devel** _____
9. **Neighborhood Assn** X_
10. **Minority Populations** _____
11. **Rural Community** _____
12. **Citizens-at-Large** X
13. **Students** _____
14. **Service User** ____
15. **Other**_____

***(Check all that apply):***

- ○ ***Vanpool*** _____
- ○ ***Carpool***
- ○ ***Fixed Route*** X____
- ○ ***SHUTTLE***
- ○ ***Sound Transit Center***
- ○ ***ORCA card holder*** X____
- ○ ***Community Vans*** _____
- ○ ***Park-N-Ride Lots*** _____
- ○ ***Rideshareonline.com***

**COMMUNITY TRANSPORTATION ADVISORY GROUP 2014 APPLICATION (continued)**

**Can you attend at least 9 out of 12 monthly CTAG meetings on the 3rd Thursday of each month from 5:30 p.m. to 7:30 p.m. Yes__X__ No ____**

***Using a separate sheet or sheets of paper if needed, please answer the following and attach your answers to this application:***

1. **Describe the top three public transportation issues of concern and importance to you and your perspective on the role of a CTAG in addressing those issues.**

    1. ***Sustainable transportation funding*** *– With bus transportation services so dependent upon sales tax revenue, which can fluctuate with the ebbs and flows of the consumer economy, I am concerned about sources of stable, sustainable funding to support bus services that so many are dependent upon. While this is mostly an issue at the state legislative level, I believe that the CTAG can play an important role in advocating for other sources of revenue that can diversify Pierce Transit's revenue 'portfolio' and stabilize bus service levels without having to ask the public at-large to approve regressive sales tax increases whenever the economy weakens.*
    2. ***Transit-oriented development*** *– As a city planner and a current member of the City of Tacoma's Planning Commission, I professionally understand and advocate for housing options that complement and integrate well with mass transit options. In order for average people to make the switch to using mass transit, as I do 4-5 times a week, bus services must be close to housing and urban areas, and easily accessible to those whose busy lives may make it challenging to consider switching to transit commuting.*
    3. ***Comfortable, safe and accessible bus stops and transit centers*** *– In order to complement transit oriented development, I believe that bus stops and transit centers must be safe, comfortable and accessible to all users. Improvements such as more covered shelters at bus stops are needed to make mass transit usage more attractive to those who can drive alone, but are interested in making the switch to bus commuting.*

2. **Explain how your membership on Pierce Transit's CTAG would improve communication and add value for your employer, the community or student group with whom you are affiliated.**

*I serve on a number of boards currently –*

- *Tacoma Planning Commission*
- *South Tacoma Neighborhood Council*
- *Forevergreen Trails Board, Vice-President*

*I also work professionally as a city planner for the City of Puyallup. I believe that my participation in CTAG can have added value by integrating a perspective of transit usage and various issues into both my professional career and my volunteer services.*

3. **Explain how your background or experience qualifies you for membership on the CTAG. Attach a brief bio or resume, and no more than 1-2 pages of other information that supports your answer. You may include links to personal web pages or blogs you want considered.**

*As previously outlined above, I serve on a number of community boards and actively volunteer for a few different organizations:*

- *Tacoma Planning Commission*
- *South Tacoma Neighborhood Council*
- *Forevergreen Trails Board, Vice-President*
- *Habitat Steward, Oak Tree Park*
- *(previously) Chairperson for Pierce County Coalition for Active Transportation*

*I have a Bachelor's degree from the University of Washington-Tacoma in Urban Studies and work actively for the City of Puyallup as a Senior Planner and City Arborist. I am a member of the American Planning Association (APA) and am certified under APA's American Institute of Certified Planners (AICP) program. Professionally, I work closely with Pierce Transit planning and facilities staff regarding bus stop move requests and other special projects, such as the 2011 Rideshare campaign in downtown Puyallup. I've also worked alongside Pierce Transit's Tina Lee on the Tacoma Planning Commission for some time now.*

*Most importantly, I am a user of Pierce Transit services and have been for a number of years. Currently, I live in South Tacoma and use route 3 and route 400 to commute to work daily. Previous to that, I lived in Central Tacoma and used route 1 and Sound Transit to commute to work in Puyallup. I am interested in further participating in volunteer service to improve transit services and usage in the county.*

**Applicant's Signature** _____

**Date:** 11.04.14

Fact Sheet 15-006 Exhibit D

PIERCE TRANSIT

## COMMUNITY TRANSPORTATION ADVISORY GROUP 2014-2015 APPLICATION

Name: STEVEN SCHENK

Home Address: [redacted]

City: Dupont State: WA Zip: 98327

Do you live, work or attend school in the Pierce Transit service area? Yes X No ____

In what languages are you fluent? English

Occupation (former if retired): RETIRED MILITARY

Employer (if applicable): ____

Work Address: ____

Work Telephone: ____ Work/Student Email ____

Personal Phone: [redacted] Personal Email [redacted]

School (if student): ____

Area of Study: ____

Indicate the areas of interest or group perspectives you might bring to CTAG:
*(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 Areas ____
8. Business & Econ Devel ✓
9. Neighborhood Assn ✓
10. Minority Populations ____
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* ✓
- ○ *Rideshareonline.com* ____

15. Other ____

**COMMUNITY TRANSPORTATION ADVISORY GROUP 2014 APPLICATION (continued)**

**Can you attend at least 9 out of 12 monthly CTAG meetings on the 3rd Thursday of each month from 5:30 p.m. to 7:30 p.m. Yes ✓ No ____**

***Using a separate sheet or sheets of paper if needed, please answer the following and attach your answers to this application:***

1. **Describe the top three public transportation issues of concern and importance to you and your perspective on the role of a CTAG in addressing those issues.**

   (see attached)

2. **Explain how your membership on Pierce Transit's CTAG would improve communication and add value for your employer, the community or student group with whom you are affiliated.**

   (see attached)

3. **Explain how your background or experience qualifies you for membership on the CTAG. Attach a brief bio or resume, and no more than 1-2 pages of other information that supports your answer. You may include links to personal web pages or blogs you want considered.** (see attached)

**Applicant's Signature**_____ **Date:** 11/12/14

**<u>Please mail or email this application in PDF format to:</u>**
**Pierce Transit**
**ATTN: Carol C. Mitchell, Public Relations Officer (cmitchell@piercetransit.org )**
**Community Transportation Advisory Group**
**PO Box 99070, Tacoma, WA 98446-0070**

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**If you need assistance, contact Ms. Mitchell by email or phone at (253) 984-8213.**

Steve Schenk: Application for Community Transportation Advisory Group

Continuation sheet

1. Top three public transportation issues of concern.
    a. Providing tailored community services as per the strategic direction of Board of Commissioners. This is important for public perception and costs. An empty bus adds to the perception many have of waste of public transportation. But, these "tailored community services" cannot mean the elimination of routes lower income people depend on. It may mean looking at ridership levels and adjusting the size of the transport vehicle and scheduled times.
    b. Improve the use of mix mode commuting. Educate the public on what it is and how it can be a part of their commute.
    c. Improve Integrated Regional Transportation system and planning. Lobby for the continued integration of regional transportation planning not just with the transportation commissioners but public, state representatives and WSDOT. Public transportation planning and highway planning must be integrated. I believe the citizen, tax payer perspective and user perspective is an important portion of the CTAG.
2. CTAG and improving communication.
    a. I am a member of the Steilacoom Kiwanis; PTA; Military Officers Association of Puget Sound Board of Directors; precinct committee officer and active volunteer working with the Steilacoom School District and City of DuPont on their comprehensive plans. The education of local leaders (many who never or have never rode public transit) is critical. This came to light for me when listening to WSDOT representatives explain how they were lessening the burden on the JBLM corridor on I5. No mention of public transportation and no mention of commute reduction. The groups I interact with include state senators and representatives. Many give little thought to public transit or integrated planning. I hope to do my part to change their minds. I also hope to educate the leaders in DuPont to rejoin Pierce Transit District and include public transit in their planning.
3. Background.

I spent 30 years in the military retiring at the executive level in June 2014. I have used public transport internationally (where intermodal public transit truly works), in Pierce County; Minneapolis and was a daily workday user 2011-2013 in Chicago. I have experience in logistics; multimillion dollar budgeting; and scheduling (see attached resume). Building more roads is not the way to combat traffic. Integrated planning between highways and public transit is. While living in Germany, we could bus, train or street car anywhere conveniently and reliably. In the United States, very few cities or areas can do that which adds to the perception money spent on public transport is wasted. We can do better, be integrated and I hope to provide a citizens voice to this.

**COMMUNITY TRANSPORTATION ADVISORY GROUP 2014-2015 APPLICATION**

**Thank you for your interest in volunteering to join the Pierce Transit Community Transportation Advisory Group (CTAG). For more information about CTAG, including the CTAG Charter, minutes of previous meetings, and information about current members, visit our website at www.piercetransit.org. New CTAG appointees will serve a three-year term which begins upon their date of appointment by the Pierce Transit Board of Commissioners.**

## MINIMUM QUALIFICATIONS

**Applicants must be at least 16 years old and reside, be actively employed, or be a full-time student within the Pierce Transit service area and have at least one year of paid or volunteer service with a school-based, community-based or volunteer board/coalition. Must be able to evaluate and analyze moderately complex written data and presentations, provide verbal and written feedback on staff presentations, contribute ideas and content to group discussions, and communicate effectively with a diverse group of community members with different points of view. All applicants must be available and present for at least 9 out of 12 meetings per year.**

## ADDITIONAL DESIRED QUALIFICATIONS

**Applicants who frequently use public transit (more than 3 times per week), or who have working knowledge of public transportation services, are preferred. Residents of the Pierce Transit service areas of Fife, Milton, Edgewood, Fircrest, Lakewood, Steilacoom, Gig Harbor, Puyallup, Pacific, and unincorporated Pierce County are encouraged to apply. Applicants who have leadership experience in the private sector, work experience at a large employer, or experience as a business owner are also desired.**

## REVIEW AND SELECTION PROCESS

1. **Initial Screening by Pierce Transit staff to confirm minimum qualifications are met (telephone screening may be required);**
2. **Second Screening by Board Subcommittee and Pierce Transit staff to select candidates who most closely meet both the minimum and desired qualifications (telephone screening may be required);**
3. **In-person group interview of selected candidates with Board Subcommittee, Pierce Transit staff and CTAG members at upcoming CTAG meeting;**
4. **Board Subcommittee submits final recommendations for appointment of new members to the full Board;**
5. **Full Board appoints new CTAG members at an upcoming regular board meeting; and,**
6. **New CTAG members begin their service at next regular CTAG meeting.**

## COMMUNITY TRANSPORTATION ADVISORY GROUP 2014-2015 APPLICATION

**Name:** Richard Zalucha

**Home Address:** [redacted]

**City:** Tumwater **State:** WA **Zip:** 98512

**Do you live, work or attend school in the Pierce Transit service area?** Yes X No ____

**In what languages are you fluent?** English

**Occupation (former if retired):** ____

**Employer (if applicable):** [redacted]

**Work Address:** [redacted]

**Work Telephone:** [redacted] **Work/Student Email** [redacted]

**Personal Phone:** [redacted] **Personal Email** ____

**School (if student):** ____

**Area of Study:** ____

**Indicate the areas of interest or group perspectives you might bring to CTAG:**
*(Check all that apply):*

1. Senior Citizens ____
2. Persons with Disabilities ____
3. Medical Community ____
4. Social Service Agency ____
5. Downtown On the Go X
6. Sound Transit X
7. Unincorporated Areas ____
8. Business & Econ Devel X
9. Neighborhood Assn ____
10. Minority Populations ____
11. Rural Community ____
12. Citizens-at-Large ____
13. Students ____

14. Service User ____
*(Check all that apply):*

| | | |
|---|---|---|
| 0 | *Vanpool* | X |
| 0 | *Carpool* | X |
| 0 | *Fixed Route* | ____ |
| 0 | *SHUTTLE* | ____ |
| 0 | *Sound Transit Center* | ____ |
| 0 | *ORCA card holder* | ____ |
| 0 | *Community Vans* | ____ |
| 0 | *Park-N-Ride Lots* | ____ |
| 0 | *Rideshareonline.com* | ____ |

15. Other ____

**COMMUNITY TRANSPORTATION ADVISORY GROUP 2014 APPLICATION (continued)**

**Can you attend at least 9 out of 12 monthly CTAG meetings on the 3rd Thursday of each month from 5:30 p.m. to 7:30 p.m. Yes__X__ No ____**

***Using a separate sheet or sheets of paper if needed, please answer the following and attach your answers to this application:***

1. **Describe the top three public transportation issues of concern and importance to you and your perspective on the role of a CTAG in addressing those issues.**

2. **Explain how your membership on Pierce Transit's CTAG would improve communication and add value for your employer, the community or student group with whom you are affiliated.**

3. **Explain how your background or experience qualifies you for membership on the CTAG. Attach a brief bio or resume, and no more than 1-2 pages of other information that supports your answer. You may include links to personal web pages or blogs you want considered.**

**Applicant's Signature_____ Date: _____**

**<u>Please mail or email this application in PDF format to:</u>**
**Pierce Transit**
**ATTN: Carol C. Mitchell, Public Relations Officer (cmitchell@piercetransit.org )**
**Community Transportation Advisory Group**
**PO Box 99070, Tacoma, WA 98446-0070**

**<u>Or deliver your application in person to:</u>**
**Pierce Transit 3701 96th Street SW Lakewood, WA 98499-4431 between 8am – 5pm**

**If you need assistance, contact Ms. Mitchell by email or phone at (253) 984-8213.**

**Describe the top three public transportation issues of concern and importance to you and your perspective on the role of a CTAG in addressing those issues.**

From my perspective, the three top issues/concerns I have are overall traffic in the Puget Sound area, parking opportunities in the Tacoma downtown area, and how mass transit can be utilized to address both. CTAG's role is to provide a diverse public perspective to Pierce Transit officials on how policy and proposals impact these issues. CTAG is a resource to gain insight and real-life experience from the general public.

**Explain how your membership on Pierce Transit's CTAG would improve communication and add value for your employer, the community or student group with whom you are affiliated**

I can represent the over 2000 State Farm employees who work/commute in Pierce County. I have worked in the Dupont office since 1999 and opened the Tacoma office in 2013. My role keeps me apprised of State Farm activities to include parking, commuting, and overall employee activities. As a CTAG member I can relay to Pierce Transit approved information concerning State Farm. On the reverse side, I can share with State Farm information that can improve/prepare the employees.

**Explain how your background or experience qualifies you for membership on the CTAG. Attach a brief bio or resume, and no more than 1-2 pages of other information that supports your answer. You may include links to personal web pages or blogs you want considered**

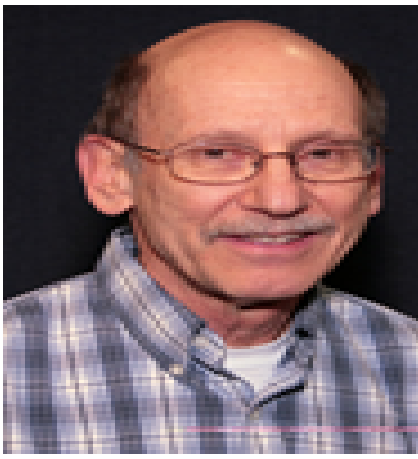
I see CTAG membership as an opportunity to assist Pierce County Transit gather information in order to make informed decisions. My 25 years of management experience with State Farm in multiple roles, multiple states, has given me opportunities to work on a large variety of projects and with a diverse work force. In order to be successful, I had to demonstrate skills sets involving communication (written, verbal, and listening), analytics, patience, customer service, professionalism, technical skills, to name just a few.

CTAC is an opportunity for me to share not only my skills, but to enhance my skills by working with new people in a new environment. I have successfully adapted to new environments in my career and look forward to being a part of CTAG.

FS 15-006 EXHIBIT F

# Pierce Transit

## Community Transportation Advisory Group



Name: Paul Bala
Term expires: 12.31.2014

Home: University Place

Employer: Aeronautical Engineer - Retired

Affiliations:
- Pierce Co. Coalition for Developmental Disabilities - active 20+ years
- Adults with Disabilities steering advisory committee – 8 years
- P.A.V.E. – facilitator of support group for dads with family member with disabilities
- GAPP – develop housing for people w/ developmental disabilities
- Catholic Community Services Transportation Program volunteer in program office
- S.A.W. Self Advocates of Washington member – son is member
- Metro Parks Specialized programs for people with disabilities – son participates

Interest Areas:
- Persons with disabilities and seniors
- Advocating for people with developmental and physical disabilities (His son is developmentally disabled & deaf)
- He has personal experience advocating for services for his son.

Communication:
- wrote numerous letters to state legislators and testified in Olympia in support of increased housing opportunities for people with disabilities
- would communicate utilizing existing and prior contacts at multiple agencies, service providers, support groups

"I can clearly communicate my first hand experience being the father of a son with a physical disability."