



**PIERCE TRANSIT BOARD MEETING**  
**Training Center, Rainier Room**  
**3720 96<sup>th</sup> Street SW, Lakewood, WA**  
**August 8, 2016, 4:00 PM**

**AGENDA**

**CALL TO ORDER**

**ROLL CALL**

**PRESENTATIONS**

1. Operator of the Month ~ Mo Joseph  
Trish Macomber  
Transit Operator Assistant Manager
2. Employee of the Month ~ Ashley Smith,  
Project Controls Coordinator  
Wayne Fanshier  
Executive Director of Finance

**PUBLIC HEARING**

*(Citizens wishing to provide comment will be given three minutes to comment on the subject of the public hearing(s).)*

1. 2016-2021 Proposed Transit Development Plan  
Darin Stavish  
Principal Planner
2. Surplus of Real Property Located at 415 East  
25<sup>th</sup> Street, Tacoma WA (Parcel NO.  
2075210034)  
Janine Robinson  
Senior Planner

**PUBLIC COMMENT**

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

**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, August 1, 2016
2. Minutes: Regular Board Meeting of July 11, 2016

3. FS 16-051, A Resolution Declaring Real Property Located at 415 East 25<sup>th</sup> Street, Tacoma, WA as Surplus and Authorizing the Sale Thereof
4. FS 16-052, A Resolution Authorizing the Chief Executive Officer to Execute a System Access Agreement (SAA) for Use of the Single County-Wide Communications System (SCWCS) with the Combined Communications Network (CCN)
5. FS 16- 053, A Resolution Amending Section 7.7 of the Pierce Transit Personnel Manual to Provide for an Employee Vanpool Benefit

## **ACTION AGENDA**

### **STAFF UPDATES/DISCUSSION**

- Service Restoration Peter Stackpole  
Service Planning Assistant Manager
- Tacoma Trolley Tina Lee  
Community Development Administrator
- CEO's Report Sue Dreier  
Chief Executive Officer

### **INFORMATIONAL BOARD ITEMS**

- Chair Report Chair Keel
- Sound Transit Update Commissioners Strickland /McCarthy
- Commissioners' Comments

### **EXECUTIVE SESSION**

- Evaluate the performance of a public employee, pursuant to RCW 42.30.110 (g).
- To consider the minimum price at which real estate will be offered for sale, pursuant to RCW 42.30. 110 (c).

### **OTHER BUSINESS**

1. FS 16-054, Authority for Pierce Transit to Enter into Negotiations with DMG Group to Sale the Property Located at 415 East 25<sup>th</sup> Street, Tacoma, WA Janine Robinson  
Senior Planner

## **ADJOURNMENT**

**PIERCE TRANSIT  
BOARD OF COMMISSIONERS  
MINUTES**

**July 11, 2016**

**CALL TO ORDER**

Chair Keel called the meeting to order at 4:00 pm.

Commissioners present:

Don Anderson, City of Lakewood Mayor  
Daryl Eidinger, City of Edgewood Mayor (*representing Fife/Milton/Edgewood*)  
Nancy Henderson, Vice Chair of the Board, Town of Steilacoom Councilmember  
(*representing Auburn/Gig Harbor/Fircrest/Pacific/Ruston/Steilacoom*)  
Kent Keel, Chair of the Board, City of University Place Mayor Pro Tem  
Ryan Mello, City of Tacoma Councilmember  
Heather Shadko, City of Puyallup Councilmember  
Marilyn Strickland, Mayor of the City of Tacoma  
Rick Talbert, Pierce County Councilmember

Commissioners excused:

Pat McCarthy, Pierce County Executive

Staff present:

Sue Dreier, Chief Executive Officer  
Dana Henderson, General Counsel  
Deanne Jacobson, Assistant to the CEO/Clerk of the Board  
Kristol Bias, Records Coordinator/Deputy Clerk of the Board

**SPECIAL BUSINESS**

**Election of Vice Chair**

Commissioners Strickland and Mello nominated Nancy Henderson to serve as Vice Chair. The position became vacant when Kent Keel, previously Vice Chair, was elected Board Chair last month. With no further nominations, Chair Keel declared Nancy Henderson as the new Vice Chair.

**SPECIAL INTRODUCTION**

Rebecca Japhet, Communications Manager, gave an introduction welcoming Alexandra Fastle, Government and Community Relations Officer to the Pierce Transit team. Alexandra comes to Pierce Transit with a wide array of experience in governmental and political awareness and will be focusing on developing the Agency's 2017 legislative priorities agenda.

## **PRESENTATIONS**

### **CTAG 2<sup>nd</sup> Quarter Update**

Cody Bakken, CTAG Member, provided a short quarterly update noting that the group meets monthly and has been receiving regular updates from Pierce Transit staff on a variety of topics over the past several months.

The Pierce Transit Board and CTAG will have a joint meeting in the near future for CTAG members to receive an update on Pierce Transit's Comprehensive Service Analysis and potential service changes.

### **Employee Recognition ~ Ashley Smith, Project Controls Coordinator**

Recognition was postponed to the August 8, 2016 Board Meeting.

### **Financial Update**

Wayne Fanshier, Executive Director of Finance, presented on the June 2016 financial report, reviewing sales tax collection and expenditures. Sales tax revenues remain strong and Pierce Transit's budget spending for the year is on track. (*Commissioner Talbert arrived at 4:12 pm*)

The "spotlight" overview featured 2016 Route Analysis. There will be future public meetings to gain citizens' input into changes Pierce Transit might make and how the Agency should prioritize service enhancements. Feedback provided will drive plans for service restoration and enhancements in the upcoming year as well as a larger system vision for the future.

Mr. Fanshier responded to questions about how the capital expenditures and sales tax collections impact the Agency's reserves, budget dollars spent thus far and anticipated tax increases.

## **PUBLIC COMMENT**

Chair Keel provided direction for public comment and the following individual(s) spoke:

Walt Hurd, Tacoma, talked about his experienced riding the bus and various times the buses have run late or not shown up.

Cinderella Helga, Lakewood, reported that individuals are sleeping at bus stops, extended appreciation for the Agency's free bus service on July 4<sup>th</sup>, requested Pierce Transit staff report current fare rates and addressed concerns about individuals not being able to gain Shuttle access.

Robert Hill, Tacoma, talked about his experience riding the bus and requested Pierce Transit staff look into why a rider does not get the full transfer value when they use their ORCA card and cash.

## **CONSENT AGENDA**

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

Commissioners Talbert and Anderson **moved** and seconded to approve the consent agenda as presented.

Motion **carried**, 8-0.

1. Approval of Vouchers, July 1, 2016  
Operating Fund #10  
Capital Fund #90  
Voucher CK Nos. 350019 through 350652  
Advance Travel Checks 1109 through 1120  
Wire Nos. 1722 through 1739  
Total \$6,979,927.87
2. Minutes: Regular Board Meeting of June 13, 2016
3. FS 16-042, Approved Resolution No. 16-023, authorizing the Chief Executive Officer to enter into and execute Amendment No. 1 to the Northeast Tacoma Route 903 Transit Service Funding agreement with King County Metro for feeder service in Northeast Tacoma, effective September 11, 2016
4. FS 16-043, Approved Resolution No. 16-024, Amending the 2016 Capital Budget to increase the Cameras on Buses project budget in the amount of \$265,419.29 to add Wi-Fi and Cellular System on Pierce Transit Buses as well as hiring the services of another vendor to reconfigure the existing wireless network and install additional arrays as needed
5. FS 16-044, Authorized the Chief Executive Officer to enter into and execute Amendment No. 2 to Contract PT 32-14 with Apollo Video Technology for the Purchase of Equipment, Software and Installation of Wi-Fi and Cellular System on Pierce Transit Buses in the amount of \$215,419.29
6. FS 16-048, Authorized the Chief Executive Officer to enter into and execute Amendment No. 1 with QBSI to modify the scope of the Master Agreement with QBSI to include printer maintenance, support and supplies

## **ACTION AGENDA**

1. **FS 16-045, Approved Resolution No. 16-025, Authorizing Amending the 2016 Capital Budget to Increase the Tacoma Dome Station (TDS) Mid-life Maintenance Project Budget to Include Lighting Improvements**

Commissioners Talbert and Mello **moved** and seconded to affirm amending the 2016 Capital Budget to increase the TDS Mid-life Maintenance project budget to include lighting improvements in the amount of \$1,500,000.

Clint Steel, Senior Project Manager, reported on the item noting Pierce Transit is in the midst of planning mid-life repairs at Tacoma Dome Station, including painting, waterproofing, restriping and other projects. While lighting improvements were not included in the original project, Pierce Transit heard from customers that upgraded and better lighting is an important priority for them. The measure will allow Pierce Transit to replace 1,400 aging lighting fixtures with new LED lights, improving safety and decreasing maintenance and electricity costs.

A discussion ensued about a potential rebate and more holistic approach in project planning.

Motion **carried**, 8-0.

**2. FS 16-046, Approved Resolution No. 16-026, Authorizing Amendment of the 2016 Capital Budget to Add Four Transit Center and Park and Ride Renewal Projects**

Commissioners Talbert and Henderson **moved** and seconded to affirm amending the 2016 Capital Budget to add four Transit Center and Park and Ride Renewal Projects in the amount of \$3,000,000.

Clint Steel, Senior Project Manager, reported on the item noting that Pierce Transit is a partner in the way our community presents itself. Pierce Transit wants that image to be clean, safe and inviting. After many years of deferred maintenance due to the recession, Pierce Transit is growing again and able to begin renewing and restoring many of its customer-facing facilities, including its transit centers.

To start this project, Pierce Transit Facilities staff selected four transit centers that showed the most need for improvements and repairs: 72<sup>nd</sup> and Portland; Tacoma Mall; SR 512 and S. Tacoma Way; and Tacoma Community College. All of them need significant work, including painting, repairing cracked and damaged concrete and walkways, replacing shelter roof structures, replacing or repairing damaged seating, addressing overgrown landscaping, and upgrading to LED lighting. If all goes well, construction will be in full swing next summer.

A short discussion ensued about researching more durable materials, possible design defects and partnering with local jurisdictions for resources such as storm funds.

Motion **carried**, 8-0.

**3. FS 16-047, Approved Resolution No. 16-027, Authorizing Amendment of the 2016 Capital Budget to Add the Commerce Placemaking Project to the 2016 Capital Budget**

Commissioners Talbert and Strickland **moved** and seconded to affirm amending the 2016 Capital Budget to add the Commerce Placemaking project to the 2016 Capital Budget.

Janine Robinson, Senior Planner, reported on the item noting Pierce Transit, the City of Tacoma and the Broadway Center for the Performing Arts are partnering on the revitalization around Pierce Transit's Commerce Street tunnel in downtown Tacoma. The partnership received a \$50,000 grant from the National Endowment of Arts "Our Town" program. The amendment would fund a plan for a well-thought-out, strategic development in this area, including creative uses for the tunnel's rooftop, which is a popular gathering spot downtown.

A discussion ensued regarding researching whether the area would be best utilized for transit long term and how it relates to the Agency's mission.

Motion **carried**, 8-0.

## **STAFF UPDATES/DISCUSSIONS**

### **CEO Report**

Chief Executive Officer Sue Dreier reported on the following items:

The joint Board/Community Transportation Advisory Group (CTAG) meeting is being delayed until public input is obtained on the comprehensive route analysis.

Ms. Dreier extended appreciation to all persons that attended the June 29, 2016 Board Composition Meeting and noted there was no change in the Board composition.

## **INFORMATIONAL BOARD ITEMS**

### **Chair Report**

A reminder was given that there would be no joint Board/Community Transportation Advisory Group (CTAG) meeting as it is being rescheduled to a future date.

It was noted that CEO Evaluation packets have been distributed to Board members with evaluation forms due to Vivienne Kamphaus and Deanne Jacobson by July 21, 2016.

### **Sound Transit Update**

Commissioner Strickland extended her continued excitement for the Sound Transit 3 Plan as it will provide additional transit service, especially to those in the South Sound. (*Commissioner Strickland departed at 5:30 pm*)

### **Commissioners' Comments**

Commissioner Anderson shared a positive transit experience he encountered while on a recent trip.

## **EXECUTIVE SESSION**

None.

## **ADJOURNMENT**

Commissioners Keel and Eidinger **moved** and seconded to adjourn the meeting at 5:31 pm.

Motion **carried**, 8-0.

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Deanne Jacobson  
Assistant to the CEO/ Clerk of the Board

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Kent Keel, Chair  
Board of Commissioners



**PIERCE TRANSIT  
NOTICE OF PUBLIC HEARING  
PROPOSED 2016 -2021 TRANSIT DEVELOPMENT PLAN**

Pierce Transit's draft edition of the 2016 -2021 Transit Development Plan (TDP) has been filed with the Clerk of the Board. A copy will be available for review after August 1, 2016 at [www.piercetransit.org/documents/](http://www.piercetransit.org/documents/) or by contacting:

Darin L. Stavish, AICP, Principal Planner  
Pierce Transit – Transit Development Department  
P.O. Box 99070  
Lakewood, WA 98496-0070  
Office (Direct): 253-983-3329  
Email: [dstavish@piercetransit.org](mailto:dstavish@piercetransit.org)

A public hearing will be held as part of the Board of Commissioners' meeting on Monday, August 8, 2016. The meeting begins at 4:00 pm and is held in the Pierce Transit Training Center - Rainier Conference Room, 3720 96<sup>th</sup> Street SW, Lakewood, Washington 98499.

The public is invited to appear at the hearing to offer testimony. Written comments should be submitted to Darin L. Stavish, Principal Planner, P.O. Box 99070, Lakewood, WA 98496, or by email: [dstavish@piercetransit.org](mailto:dstavish@piercetransit.org) no later than September 8, 2016.

The Transit Development Plan (TDP) reports on Pierce Transit's annual operating budget, capital investments, and business strategies, and is submitted to the Washington State Department of Transportation annually. This year's TDP highlights agency work accomplished in 2015; provides a general outline of services and facility changes anticipated from 2016-2021; and financial elements (both operating and capital), budgeted for 2016 plus projected for 2017-2022. Once finalized, Pierce Transit will use the TDP to guide specific development of upcoming service designs, business strategies, and budget considerations.

Registered SHUTTLE customers may obtain specialized transportation to and from the hearing by calling SHUTTLE at (253) 581-8000, Option 2, from one to five days in advance of the hearing. An interpreter for the hearing impaired will be provided upon request with a minimum notice of five days.

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Deanne Jacobson, CMC  
Clerk of the Board

*Published in the Tacoma Daily Index and Tacoma News Tribune on July 27, 2016.*





**PIERCE TRANSIT  
NOTICE OF PUBLIC HEARING  
FOR DECLARING SURPLUS PROPERTY**

Notice is hereby given that a public hearing will be held by Pierce Transit as part of the Board of Commissioners meeting on August 8, 2016. The meeting begins at 4:00 p.m. and is held in the Pierce Transit Training Center, Rainier Conference Room, 3720 96th Street S.W., Lakewood, Washington. The purpose of the hearing is to allow public comment on the proposal to declare the property located at 415 East 25<sup>th</sup> Street, Tacoma, WA 98421 (parcel #2075210034) as surplus property. The property is proposed to be used for transit-oriented development to include approximately 100 units of apartment housing with ground floor commercial uses.

A description of the property to be disposed of is available for inspection at [www.piercetransit.org/PT-surplus-land/](http://www.piercetransit.org/PT-surplus-land/). If you have questions or comments about the surplus property, please contact Senior Planner – Janine Robinson at (253) 984-8156 or [jrobinson@piercetransit.org](mailto:jrobinson@piercetransit.org).

Registered SHUTTLE customers may obtain specialized transportation to and from the hearing by calling SHUTTLE at (253) 581-8000, option 2, from one to five days in advance of the hearing. An interpreter for the hearing impaired will be provided upon request with a minimum notice of five days.

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Deanne Jacobson, CMC  
Clerk of the Board

*Published in the Tacoma Daily Index and Tacoma News Tribune on July 27, 2016.*

## FACT SHEET

TITLE: A Resolution Declaring Real Property Located at 415 East 25<sup>th</sup> Street, Tacoma, WA as Surplus and Authorizing the Sale Thereof

DIVISION: Transit Development

ORIGINATOR: Janine Robinson, Senior Planner

PRECEDING ACTION: N/A

COORDINATING DEPARTMENTS: N/A

APPROVED FOR SUBMITTAL:

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

APPROVED FOR AGENDA:

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
General Counsel

ATTACHMENTS:

Proposed Resolution  
Exhibit A, Legal Description

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### BUDGET INFORMATION

2016 Budget Amount  
N/A

New Budget Amount  
N/A

Impact  
N/A

Explanation: N/A

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### BACKGROUND:

This resolution requests that the Board of Commissioners declare the property located at 415 East 25<sup>th</sup> Street, Tacoma WA, surplus property.

The property and building were purchased for use as a staging area for construction of the Tacoma Dome Station parking facility. Since completion of the Tacoma Dome Station the building has been used for miscellaneous storage and currently sits empty.

Since the property is no longer required by Pierce Transit it is surplus to our needs. It is our intent to sell the property for fair market value with the intent to offer the property for transit-oriented, mixed-use development.

FACT SHEET  
PAGE 2

A notice of public hearing on declaring the property surplus was published in the Tacoma News Tribune, Tacoma Daily Index and [www.piercetransit.org](http://www.piercetransit.org) on July 27, 2016. A public hearing will be held on August 8, 2016 at the Board of Commissioners' meeting to accept public comment on the surplus of this property.

Staff will return to the Board of Commissioners prior to entering into any agreement for sale of the property.

ALTERNATIVES:

The alternative would be to keep the property; however it is no longer of use to the Agency.

RECOMMENDATION:

Approve Resolution No. 16-028, declaring the property located at 415 East 25<sup>th</sup> Street Tacoma, WA, as surplus property and authorizing the sale thereof.

**RESOLUTION NO. 16-028**

A RESOLUTION of the Board of Commissioners of Pierce Transit Declaring Real Property Located at 415 East 25th Street, Tacoma, WA as Surplus as Authorizing the Sale Thereof

WHEREAS, Pierce Transit is a municipal corporation as defined in the Revised Codes of Washington; and  
WHEREAS, Pierce Transit has complied with the provisions of RCW 39.34.020 Disposal of Surplus Property; and

WHEREAS, Pierce Transit owns a property at 415 East 25<sup>th</sup> Street, Tacoma, Washington, Parcel No. 2075210034; and

WHEREAS, the property and structure were acquired for construction staging during the construction of the Tacoma Dome Station parking facility; and

WHEREAS, since the completion of the parking facility the property and structure are no longer of use by Pierce Transit and therefore surplus; and

WHEREAS, a Notice of Public Hearing was published in the Tacoma News Tribune, Tacoma Daily Index and piercetransit.org on July 27, 2016; and

WHEREAS, a public hearing was held on August 8, 2016, at the Board of Commissioners meeting.

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

Section 1. Said property is herewith declared as surplus property and any proposed sale is subject to the prior approval of the Board of Commissioners.

ADOPTED by the Board of Commissioners of Pierce Transit at a regular meeting thereof held on the 8<sup>th</sup> day of August, 2016.

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Kent Keel, Chair  
Board of Commissioners

ATTEST:

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Deanne Jacobson, CMC  
Clerk of the Board

EXHIBIT A  
Property Description For:  
415 East 25th Street, Tacoma, WA 98421

Tax Parcel Number: 207521-0034

Site Size: 27,950± Square Feet or 0.64± Acres

Improvement Size: 11,520± Square Feet of Gross Building Area

Lots 6 through 12, inclusive, block 7521 the Tacoma Land Company's first addition to Tacoma, W.T. according to the plat thereof, recorded July 7, 1884, records of Pierce County Auditor; together with that portion vacated "E" Street, abutting thereon and attached thereto by operation of law, as vacated by the City of Tacoma Ordinance No. 26418 and recorded under situate in the City of Tacoma, County of Pierce, State of Washington.

Aerial View:



## FACT SHEET

**TITLE:** A Resolution Authorizing the Chief Executive Officer to Enter into and Execute a System Access Agreement (SAA) for Use of the Single County-Wide Communications System (SCWCS) with the Combined Communications Network (CCN)

**DIVISION:** Operations

**ORIGINATOR:** Carlos Davis, Radio Program Administrator

**PRECEDING ACTION:**

**Resolution No. 11-004**, Authority to execute an Interlocal Agreement with Pierce County for the Operations of a Combined Communications Network

**Resolution No. 14-074**, Authority to execute an Interlocal Agreement with Pierce County for the Creation, Operation, Sustainment and Governance of a Combined Communication Network

**Resolution No. 15-071**, Authority to adopt the 2016 Fiscal Year Annual Budget for Pierce Transit

**COORDINATING DEPARTMENT:** Communication Technology

**APPROVED FOR SUBMITTAL:**

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

**APPROVED FOR AGENDA:**

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
General Counsel

**ATTACHMENTS:**

Proposed Resolution  
Exhibit A, Proposed System Access Agreement (to be provide)

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### BUDGET INFORMATION

2016 Budget Amount  
\$1,587,567

Required Expenditure  
\$1,587,567

Impact  
\$0

**Explanation:** The costs for Pierce Transit to access the SCWCS are included within the Pierce Transit Board of Commissioners approved 2016 Pierce Transit Annual Budget; Pierce Transit is charged for its cost allocation for the CCN by means of the CCN System Access Agreement (SAA).

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**BACKGROUND:**

As approved by the Combined Communications Network (CCN) Executive Board the System Access Agreement ("SAA") is intended to recover each CCN subscriber agency's proportionate costs for administrative services provided by the CCN, and for SCWCS operations, maintenance, and replacement costs. Pierce Transit is both an owner and a user of the CCN.

The CCN Budget was reviewed by the Joint Finance Committee (CFO teams from Pierce County and Pierce Transit) prior to CCN Executive Board approval. To develop and approve the CCN Budget, the CCN Executive Board approved Subscriber Agency Fees for all users of the CCN based on each agency's anticipated use of the system, including for Pierce Transit. The Subscriber Agency Fee is an annual charge determined by the CCN Executive Board and is re-assessed each year. The method by which any agency using the CCN is billed for its use (including Pierce Transit) is by means of a SAA which includes at Exhibit B the entity's Subscriber Agency Fee for SCWCS access, plus a schedule of additional fees. Because the SCWCS access charge to PT for 2016 is valued at approximately \$1.58million, Board of Commissioners approval is required. Staff requests the Board's approval to authorize the Chief Executive Officer to enter into and execute the 2016 SAA with the CCN to provide essential communication services.

ALTERNATIVES:

None.

RECOMMENDATION:

Approve Resolution No. 16-029, authorizing the Chief Executive Officer to enter into and execute the 2016 System Access Agreement (SAA) with the Combined Communications Network (CCN).

## RESOLUTION NO. 16-029

1 A RESOLUTION of The Board of Commissioners of Pierce Transit Authorizing the Chief Executive Officer to  
2 Execute a System Access Agreement (SAA) for Use of the Single County-Wide Communications System  
3 (SCWCS) with the Combined Communications Network (CCN)  
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5 WHEREAS, by Resolution No. 14-074, approved on the 10<sup>th</sup> day of November, 2014, the Board of  
6 Commissioners of Pierce Transit authorized entering into and the execution of an interlocal agreement with  
7 Pierce County for the creation, operation, and governance of a Combined Communication Network; and

8 WHEREAS, by Resolution No. 15-071, approved on the 14<sup>th</sup> day of December, 2015, the Board of  
9 Commissioners of Pierce Transit authorized the annual budget for Pierce Transit for Fiscal Year 2016 which  
10 included an allocation for Pierce Transit's contribution to the CCN in the amount of \$1,587,567; and

11 WHEREAS, the 2016 CCN Budget was reviewed by the Joint Finance Committee (CFO teams from  
12 Pierce County and Pierce Transit) prior to CCN Executive Board approval. In doing so, the CCN Executive  
13 Board approved Subscriber Agency Fees to be charged through System Access Agreements (SAAs) for all users  
14 of the CCN based on each agency's anticipated use of the system, including for Pierce Transit; and

15 WHEREAS, the CCN SAA is intended to recover each CCN subscriber agency's proportionate costs for  
16 administrative services provided by the CCN, and for SCWCS operations, maintenance, and replacement costs;  
17 and

18 WHEREAS, Pierce Transit is both an owner and a user of the CCN; and

19 WHEREAS, the Subscriber Agency Fee is an annual charge determined by the CCN Executive Board  
20 and will be re-assessed each year dependent on the Agency's use of the SCWCS; and

21 WHEREAS, the Board of Commissioners of Pierce Transit finds it in the best interest of Pierce Transit to  
22 authorize the Chief Executive Officer execute the 2016 SAA with the CCN to provide essential communication  
23 services.

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

25 Section 1. The Chief Executive Officer is herewith authorized to execute the 2016 System Access  
26 Agreement with the Combined Communications Network in substantially the same form as Exhibit A.

27 ADOPTED by the Board of Commissioners of Pierce Transit at a regular meeting thereof, held on the  
28 8<sup>th</sup> day of August, 2016.  
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Kent Keel, Chair  
Board of Commissioners

ATTEST/AUTHENTICATED

\_\_\_\_\_  
Deanne Jacobson, CMC  
Clerk of the Board

## FACT SHEET

**TITLE:** A Resolution Amending Section 7.7 of the Pierce Transit Personnel Manual to Provide for an Employee Vanpool Benefit

**DIVISION:** Specialized Transportation

**ORIGINATOR:** Lani Fowlkes, Vanpool Assistant Manager

**PRECEDING ACTION:** Resolution 80-100 Approving the Pierce Transit Personnel Manual

**COORDINATING DEPARTMENT:** Human Resources

**APPROVED FOR SUBMITTAL:**

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

**APPROVED FOR AGENDA:**

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
General Counsel

**ATTACHMENTS:**

Proposed Resolution

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### BUDGET INFORMATION

2016 Budget Amount  
None

Required Expenditure  
Depends on usage; vanpool fares  
could be as high as approximately  
\$184/month per participant

Impact  
N/A

**Explanation:** A likely number of employees to participate in a Pierce Transit Vanpool is approximately 20 in 2016. For 2017, an estimated 10 additional employees may elect vanpooling for the commute needs.

Approximate lost vanpool fares, assuming every employee who participates would otherwise pay full fare at the highest estimated vanpool rate based on the furthest commute of existing employees:

2016: 20 employees @\$184 per month @ 6 mos. = \$22,080

2017: 10 additional employees (total of 30) @ \$184 per month @ 12 mos. = \$66,240

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### BACKGROUND:

As a transportation leader and business partner in the Puget Sound, Pierce Transit is looked to as a model user of its services. Employees are encouraged to demonstrate the benefits of transportation choices such as bus and vanpool by using these services. Employee use of the Agency's own services, like Vanpool, promotes Pierce

Transit's service and relevance in the community. Pierce Transit is expected to support and abide by the Washington State Commute Trip Reduction (CTR) law. Reducing single-occupant trips and meeting CTR goals aligns with this strategic goal. In accordance to Pierce Transit's sixth strategic goal of sustainability, it is important to encourage and foster employee use of alternate commute modes like vanpooling.

Unfortunately, Vanpool is an underutilized service by Pierce Transit employees. Instead of becoming more compliant with CTR expectations, Pierce Transit employees' drive-alone rate has increased from 77% in 2007 to 89% in 2016. This trend has also resulted in a lack of space for employee parking. Additional vanpools of Pierce Transit employees would help foster CTR and would mitigate the issue of lack of employee parking. The formation of one employee vanpool eliminates the need for between 4 and 14 additional cars on the road and in employee parking stalls.

To make vanpooling more attractive to employees, staff proposes to incentivize employee participation in Pierce Transit vanpools by waiving vanpool charges to Pierce Transit employees in an amount to be determined by the Chief Executive Officer, up to the full amount of a vanpool charge. Currently, the highest possible monthly vanpool charge for employees would be is \$184. This will align with the 100% employee subsidy for ORCA cards, and provide employees with additional incentivized CTR transportation options.

Because this would be an additional benefit and form of compensation to employees, the waiver of vanpool charges to employees requires Board approval and revision of the Personnel Manual, as proposed in Exhibit A. While revising the personnel manual to address a vanpool subsidy, additional housekeeping changes to this section of the Personnel Manual have been proposed as reflected in Exhibit A.

#### ALTERNATIVES:

Make no changes to the current Pierce Transit employee manual, which would mean that the Agency could not waive vanpool fares for employees.

#### RECOMMENDATION:

Approve Resolution No. 16-030, amending Section 7.7 of the Personnel Manual as reflected in Exhibit A and authorize the Chief Executive Officer to subsidize employee vanpool participation in an amount up to and including waiving the entire vanpool fare.

## RESOLUTION NO. 16-030

1 A RESOLUTION of the Board of Commissioners of Pierce Transit Amending Section 7.7 of the Pierce Transit  
2 Personnel Manual to Provide for an Employee Vanpool Benefit  
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4 WHEREAS, Pierce Transit is a recognized transportation leader and business partner; and

5 WHEREAS, Pierce Transit encourages employees to demonstrate the benefits of transportation choices  
6 such as bus and vanpool by using these services; and

7 WHEREAS, Pierce Transit is expected to support and abide by the Washington State Commute Trip  
8 Reduction (CTR) law. Reducing single-occupant trips and meeting CTR goals aligns with the Agency's  
9 strategic goal of sustainability; and

10 WHEREAS, Vanpool is currently an underutilized service by Pierce Transit employees, and additional  
11 vanpools of Pierce Transit employees would help foster CTR and would mitigate the related issue of lack of  
12 employee parking; and

13 WHEREAS, the formation of one employee vanpool would eliminate the need for between 4 and 14  
14 additional cars on the road and in employee parking stalls; and

15 WHEREAS, Pierce Transit should incentivize employee participation in Pierce Transit vanpools by  
16 waiving vanpool charges to Pierce Transit employees in an amount to be determined by the Chief Executive  
17 Officer, up to the full amount of a vanpool charge; and

18 WHEREAS, additional housekeeping changes to Section 7.7 of the Pierce Transit Personnel Manual as  
19 reflected in Exhibit A are in order.

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

21 Section 1. The Board of Commissioners hereby amends Section 7.7 and creates a new subsection  
22 Section 7.7.1 of the Pierce Transit Personnel Manual as further set forth in Exhibit A; and

23 Section 2. The Board of Commissioners hereby authorizes the Chief Executive Officer to determine  
24 the amount of the appropriate employee Vanpool benefit, up to and including waiving the entire fare.

25 ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on  
26 the 8th day of August, 2016.  
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PIERCE TRANSIT

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Kent Keel, Chair  
Board of Commissioners

ATTEST/AUTHENTICATED

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Deanne Jacobson, CMC  
Clerk of the Board

## Exhibit A

### 0.7 Identification Badge & Bus Passes

All employees are required to wear a photo identification badge when on Agency property. Employees are provided with a ~~family gate pass and a~~ photo identification badge which also serves as their ~~proximity key card and bus pass~~. ~~Annual update stickers are issued in December of each year for dependent and retiree bus passes. The pass entitles each individual to unlimited ridership on regularly scheduled service without payment of fare.~~ The identification badge is non-transferable. Unauthorized use may result in disciplinary action, up to and including termination. Lost identification badges ~~or family gate passes~~ must be reported to the security specialist and may be replaced at no cost for the first time. For additional lost ~~ID cards or passes~~ identification badges, the employee will be charged a \$25.00 restoration fee. The identification badge ~~and bus passes are~~ is considered Agency property and must be surrendered to the Agency upon request by ~~the Vice President, Human Resources & Labor Relations~~ the Executive Director of Administration or delegate when an employee leaves Pierce Transit.

~~Employees will receive one dependent pass that is transferrable among eligible family members. This pass is renewable on an annual basis. For additional information or if the pass is lost or stolen, contact Human Resources.~~

#### 7.7.1 Transit Passes and Vanpool Benefit

Employees are entitled to receive an ORCA transit pass for their personal use which is valid for fares on regularly scheduled transportation service with participating ORCA agencies, subject to the terms and conditions of an Employee ORCA Cardholder Agreement. Employees may also receive a Pierce Transit-only bus pass for one dependent that is transferable among eligible family members. The transit passes are considered Agency property and must be surrendered to the Agency upon request by the Executive Director of Administration or delegate when an employee leaves Pierce Transit.

In addition to receipt of an ORCA transit pass, employees may be entitled to a waiver of vanpool fares in an amount up to the entire fare, the amount of which shall be determined at the discretion of the Chief Executive Officer.

## FACT SHEET

**TITLE:** Authority for Pierce Transit to Enter into Negotiations with DMG Group to Sale the Property Located at 415 East 25<sup>th</sup> Street, Tacoma, WA

**DIVISION:** Planning and Community Development

**ORIGINATOR:** Janine Robinson, Sr. Planner, Transit Development

**PRECEDING ACTION:** FS 16-050, the EFC recommended a "do pass" by the full Board.

**COORDINATING DEPARTMENT:** Transit Development

**APPROVED FOR SUBMITTAL:**

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Chief Financial Officer

**APPROVED FOR AGENDA:**

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
General Counsel

**ATTACHMENTS:** N/A

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### BUDGET INFORMATION

2016 Budget Amount

Required Expenditure

Impact

N/A

\$0

N/A

**Explanation:** There is no direct cost associated with negotiating the Purchase and Sale Agreement

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### BACKGROUND:

Pierce Transit acquired the site in 1999 at 415 E 25<sup>th</sup> for \$496,000 using 86.5% Federal Transit Administration (FTA) funds. It has served as a construction staging area and storage facility adjacent to the Tacoma Dome Station, however the property has been on the agency's Excess Real Property Plan for a number of years with a view towards Transit-Oriented Development (TOD).

In mid-2013, Pierce Transit worked cooperatively with the Tacoma Housing Authority (THA) on a Feasibility Study for development of a mixed-use residential/commercial TOD on the property.

During 2014 and 2015, Pierce Transit and the City of Tacoma Community and Economic Development Department worked cooperatively to seek a developer to implement a Transit-Oriented Mixed Use Development.

FACT SHEET  
PAGE 2

In May 2015, Pierce Transit entered into negotiations with a developer selected through a Request for Interest (RFI) process. Negotiations ended with the developer through mutual agreement in fall 2015.

A new RFI process was initiated in early 2016 and three statements of interest (SOIs) were received. A Selection Committee of three City of Tacoma staff, two Pierce Transit staff, and one Dome District Development Group representative completed review of the proposals and interviews with the three interested teams. Following that process, the Committee recommends DMG Group's proposed project and team.

The recommended development team proposes five stories of apartments totaling 100 units over two stories of concrete including an indoor farmers market and parking. They provided a Letter of Intent with favorable terms for the project, financing commitments, commitments to amenities and transit-supportive elements, and will consider including 20% non-subsidized affordable units to be eligible for the City's 12-year Multi-family Property Tax Exemption Program. There is potential for this to be a significant catalyst to further development in the Dome District.

The Purchase and Sale Agreement will provide a period of time during which the developer can complete due diligence and solidify project plans. The developer will make a refundable earnest money deposit during this period, anticipated to be 30 days with one 30-day extension possible.

An appraisal and appraisal review have been completed and sent to FTA for their approval of the disposition of this parcel. Following FTA concurrence on the disposition, staff will seek Board approval to enter into a Purchase and Sale Agreement.

Staff provided an overview of this project to the Executive Finance Committee (EFC) on July 28, 2016, at which time the EFC recommended a "do pass" to the full Board to authorize staff to enter into negotiations for the sale of this property.

ALTERNATIVES:

Do not enter into negotiations with the recommended developer and do not pursue sale of property at this time.

RECOMMENDATION:

Authorize Pierce Transit to enter into negotiations with DMG Group for a purchase and sale agreement in the amount/range discussed in executive session.