

PIERCE TRANSIT BOARD MEETING
Training Center, St. Helens Room
December 13, 2010
4:00 P.M.

AGENDA

***Prior to this meeting at 3:15 p.m. a study session on the Hazard Mitigation Plan will be held followed by a Study Session on the Budget from 3:30 – 4:00 p.m.**

CALL TO ORDER

ROLL CALL

APPROVAL OF VOUCHERS

APPROVAL OF MINUTES

November 8, 2010

PUBLIC COMMENT

PRESENTATION

GFOA Budget Award

Dave Rodenbach, GFOA

ACTION AGENDA

- | | |
|--|--|
| 1. Adoption of Pierce Transit Hazard Mitigation Plan
(The Executive Committee has reviewed) | Sandy Byers,
Emergency Planning
Coordinator & Lou Dooley,
Pierce County Dept.
of Emergency Mgmt. |
| 2. Adoption of 2011 Legislative Priorities | Jessyn Farrell, Strategic
Advisor |
| 3. Adoption of the 2011 Budget | Wayne Fanshier, VP of
Finance, Audit, &
Administration |
| 4. Resolution of Appreciation for Commissioner Terry Lee | Lynne Griffith,
CEO |

INFORMATIONAL BOARD ITEMS

1. Sound Transit Update
2. Finance Committee Update

STAFF/POLICY DISCUSSIONS

1. 2010 Budget Update Wayne Fanshier
2. Sole Source Disclosure Wayne Fanshier

EXECUTIVE SESSION

Evaluation of public employees performances (anticipated duration 30 minutes):
RCW 42.30.110(1)(g)

ADJOURNMENT

**PIERCE TRANSIT
BOARD OF COMMISSIONERS
MINUTES
November 8, 2010**

CALL TO ORDER

Chair Lee called the meeting to order at 4:05 pm.

ATTENDANCE

Commissioners present:

Terry Lee, Chair of the Board, Pierce County Councilmember
Claudia Thomas, Vice Chair of the Board, Lakewood City Councilmember
Tim Farrell, Pierce County Councilmember
Jake Fey, Tacoma City Councilmember
Neil Johnson, Small Cities and Towns Representative
Don Malloy, Puyallup/University Place Representative
Spiro Manthou, Tacoma City Councilmember
Marilyn Strickland, Tacoma City Mayor

Staff present:

Lynne Griffith, CEO
Wayne Fanshier, VP of Finance, Audit and Administration
Alberto Lara, VP of Human Resources and Technology
Dan Dzyacky, Director of Transportation Services
Lars Erickson, Public Relations Officer
Kelly Hayden, Director of Scheduling & Planning
Keith Messner, Director of Information Technology
Kristine Dupille, Director of Labor & Employee Relations
Scott Morris, Director of Public Affairs
Bill Spies, Director of Maintenance
Kathy Sullivan, Director of Finance
Lani Fowlkes, Vanpool Assistant Manager
Scott Gaines, Fixed Route Operations Assistant Manager
Marvino Gilliam, Fixed Route Operations Assistant Manager
Randy Hendrickson, Specialized Transportation Manager
Kelly Johnston, Organizational Learning Manager
Liz Passmore, Finance Manager
Jay Peterson, Customer Service Manager
Cathie Reid, Budget Manager
Hazel Whitish, Fixed Route Operation Assistant Manager
Dena Withrow, Specialized Transportation Assistant Manager
Sandy Byers, Emergency Planning Coordinator
Barb Cieslak, HR Specialist
Barb Hiatt, Sr. Executive Assistant
Sandy Johnson, Senior Planner
Tina Lee, Principal Planner
Marcia Linville, Transit Operator
Katie Marcelia, Executive Assistant
Janine Robinson, Sr. Planner
Barb Schatz, Sr. Executive Assistant/Deputy Clerk of the Board
Ashley Smith, Sr. Executive Assistant/Project Coordinator
Peter Stackpole, Senior Planner
Treva Percival, Clerk of the Board

Others Present:

Raul Silva, First Transit

Tom Wolfendale, Legal Counsel

APPROVAL OF VOUCHERS

Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing that was made available to the Board on November 4, 2010. Commissioners Fey and Farrell **moved** and seconded to approve the vouchers subject to proper audit. Motion **carried**.

Those vouchers included in the listing are further described as follows:

Operating Fund #10

Self Insurance Fund #40

ST Self Insurance Fund #41

Capital Fund #90

Voucher numbers were 301675 through 302166 and wire numbers were 0692 through 0708 for a total of \$5,355,365.81.

APPROVAL OF MINUTES

Commissioners Fey and Farrell **moved** and seconded to approve the October 11, 2010, regular Board meeting minutes as presented by staff. Motion **carried**.

PRESENTATIONS

T+D 2010's Very Best Learning Organizations Award

CEO Lynne Griffith and VP of Human Resources & Technology Alberto Lara presented the T+D "2010's Very Best Learning Organizations Award" to Organizational Learning Manager Kelly Johnston. This award was received on September 30, 2010 by the American Society of Training and Development for recognition of the quality of the overall training function in an organization. It was an international competition; four different countries are amongst the winners. Pierce Transit was the only governmental agency in the winning circle. One of the companies we competed against was IBM, which has an annual training budget of \$400M. All the Board members have been provided with a copy of the Training and Development magazine with the article on page 69.

Operator of the Quarter – Marcia Linville

Hazel Whitish Fixed Route Operations Assistant Manager presented Transit Operator Marcia Linville with the Operator of the Quarter Award. Marcia has worked for Pierce Transit for 26 years. She was instrumental in changes made to Pierce Transit's Shake-Up process that streamlined the process from 25 days to nine days. Marcia supports Pierce Transit efforts to become more efficient while still providing excellent customer service. Way to go, Marcia.

ACTION AGENDA

Commissioners Fey and Farrell **moved** and seconded to approve Resolution 10-030, **Authority to Execute an Interlocal Agreement with the City of Tacoma for Coordination, Construction, Implementation, and Ongoing Operations of Traffic Signal Priority Equipment**. Motion **carried**.

INFORMATIONAL BOARD ITEMS

Appointment of 'For' and 'Against' Committees for Ballot Proposition

Chair Lee stated that Pierce Transit has received no interest from anyone wanting to serve on the committee that would prepare and submit to the Pierce County Elections Department, arguments advocating rejection of the ballot measure for the February 2011 voter's pamphlet. Commissioners Fey and Thomas **moved** and seconded to appoint Terry Lee and Bill Baarsma to serve on the committee that will prepare and submit to the Pierce County Election Department, arguments advocating approval of the ballot measure that will be published in the February 2011 voter's pamphlet. Motion **carried**.

Sound Transit Update

Commissioner Fey said that introducing a fare to the Tacoma Link has been put on hold. Sound Transit is making cuts across the board and some local jurisdictions are worried about funding for their projects. Commissioner Thomas said Snohomish and Pierce counties are the only jurisdictions with money in their budgets. Last week she rode the rail from Bridgeport to Tacoma. She said September 2012 is the target date to get the train into Lakewood.

Finance Committee Update

Commissioner Thomas said the Committee had received information on the 2011 preservation and reduction budgets. Also, that Wayne Fanshier had shared the tools Pierce Transit uses to predict sales tax numbers.

STAFF/POLICY DISCUSSIONS

2010 Budget Update

Wayne Fanshier stated the July 2010 tax collections came in at 4.2% above July 2009.

OTHER COMMENTS

Commission Lee thanked all the Board members for coming to this meeting during what is a busy budget time for them all.

CEO Griffith said she had received a letter from PSRC Executive Director Bob Drewel stating that Pierce Transit in receiving \$4.8M in PSRC grant funding to meet important transportation needs.

CEO Griffith reported that Don McKnight is the new ATU Local 758 President and Lane Chase retained his Vice President position. Pierce Transit is waiting on the ATU to designate a Board representative.

ADJOURMENT

Commissioners Farrell and Manthou **moved** and seconded to adjourn the meeting. Motion **carried**. Chair Lee adjourned the meeting at 4:33 pm.

Treva Percival, CMC
Clerk of the Board

Terry Lee, Chair
Board of Commissioners

Prepared by: Barbara Schatz, Senior Executive Assistant/Deputy Clerk of the Board

FACT SHEET

TITLE: Adoption of Pierce Transit's Hazard Mitigation Plan

DEPARTMENT: Executive

ORIGINATOR: Rod Baker

PRECEDING ACTION: None

COORDINATING DIVISION: Public Safety

APPROVED FOR SUBMITTAL:

Vice President

APPROVED FOR AGENDA:

Chief Executive Officer

Legal Counsel

ATTACHMENTS: Resolution

BUDGET INFORMATION

2010 Budget Amount
None

Required Expenditure
None

Impact
None

BACKGROUND: In December 2008, Pierce Transit was invited by Pierce County Department of Emergency Management to participate in Phase II of their Region 5 Hazard Mitigation Plan grant. The Agency's Executive Team endorsed Pierce Transit's participation in the joint effort, which would create the Agency's first Hazard Mitigation Plan. A FEMA-approved hazard mitigation plan not only would help the Agency mitigate natural disasters, but would also enable Pierce Transit to be eligible to apply for grant funding to assist with efforts prior to and after a natural disaster.

Emergency Planning Coordinator Sandy Byers led the effort to write the Agency's plan. She solicited contributions from throughout the Agency with nearly every work group providing their technical expertise. At completion of the plan development process, 12 organizations throughout Pierce County developed hazard mitigation plans. Pierce County Department of Emergency Management then guided each plan through the State of Washington and Federal Emergency Management Agency approval process.

The only remaining activity is for the Board to adopt the plan. It will then be returned to FEMA for final approval. **The Board Executive Committee has reviewed the plan and is recommending adoption.**

ALTERNATIVES: The alternative would be to reject adopting the plan. Doing so would prevent the agency from applying for disaster relief funding from the federal government.

RECOMMENDATION: Adopt Pierce Transit's Hazard Mitigation Plan.

RESOLUTION NO. 10-

**A RESOLUTION of the Board of Commissioners of Pierce Transit
Adopting Pierce Transit's Hazard Mitigation Plan**

WHEREAS, Pierce Transit recognizes the economic loss, personal injury, and damage that can arise from natural hazards; and

WHEREAS, reduction of these impacts can be achieved through a comprehensive, coordinated planning process identifying hazards and vulnerabilities and pairing them with mitigation strategies; and

WHEREAS, Pierce Transit has participated with Pierce County Department of Emergency Management in the development of a Hazard Mitigation Plan; and

WHEREAS, Pierce Transit's Hazard Mitigation Plan has been approved by the State of Washington and preliminarily approved by the Federal Emergency Management Agency; and

WHEREAS, Board adoption will allow the final approval of Pierce Transit's Hazard Mitigation Plan by the Federal Emergency Management Agency, and final approval of the Plan will qualify Pierce Transit for future disaster relief funding from the federal government;

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

Section 1. The Agency's Hazard Mitigation Plan is hereby adopted.

ADOPTED by the Board of Commissioners of Pierce Transit at a regular meeting thereof held on the 13th day of December 2010.

Terry Lee, Chairman
Board of Commissioners

ATTEST:

Treva Percival, CMC
Clerk of the Board

FACT SHEET

TITLE: Adoption of 2011 Legislative Priorities

DEPARTMENT: Executive

ORIGINATOR: Jessyn Farrell

PRECEDING ACTION: None

COORDINATING DIVISION: None

APPROVED FOR SUBMITTAL:

Vice President

APPROVED FOR AGENDA:

Chief Executive Officer_____
Legal Counsel

ATTACHMENTS: 2011 Legislative Priorities and Resolution

BUDGET INFORMATION

2010 Budget Amount
N/ARequired Expenditure
N/AImpact
N/A

BACKGROUND: The Washington State Legislature convenes its 2011 session on January 10, 2011. The purpose of this resolution is to adopt the 2011 Legislative Priorities that are attached and to direct staff to continue to evaluate issues for impact to the Agency and to give Pierce Transit staff guidance and direction so that staff can effectively communicate and advocate the Board's positions and policies. This action authorizes Pierce Transit staff and consultants to advocate and/or pursue the positions outlined in the attached 2011 State Legislative Priorities during the upcoming legislative session. As issues develop during session, staff will seek advice and guidance from the Board's Executive Committee and full Board, as appropriate. Staff will send weekly updates via email to the Board during the legislative session.

RECOMMENDATION: Adopt the 2011 Legislative Priorities.

Pierce Transit 2011 State Legislative Priorities

Pierce Transit partners with Washington State in achieving the state's transportation goals by connecting people to jobs and helping those who depend on transit to meet their basic life needs. In 2011, Pierce Transit supports policies and funding that help to provide an effective, efficient, and financially-stable public transportation system in Washington State and in Pierce County.

Legislative Priorities

- Support a robust state funding partnership with transit including:
 - a. Preservation of existing programs including Commute Trip Reduction, Growth and Transportation Efficiency Center (GTEC) program, Regional Mobility Grant Program, Special Needs Transportation/Paratransit formula funding, and the Vanpool Investment Program.
 - b. Creation of new state funding for transit operations, programs and services.
 - c. Expansion of local taxing options available to public transportation systems to fund transit operations and capital investments.
- Support the coordination of funding and policies between social service agencies, transportation providers and transit agencies so as to provide more efficient and cost effective transportation to our most vulnerable citizens.
- Monitor legislation relating to governance, accountability and/or performance measures that might alter the oversight, financing, construction and/or operations of Pierce Transit.

Pierce Transit also intends to monitor potential legislation related to the following issues:

- Recording of executive sessions.
- Attorney client privilege relating to transit/public agency operations.
- Modifications to public transportation benefit area board membership or operations.
- Transportation concurrency, land use, and the Growth Management Act.
- Tolling and congestion pricing policies.
- Impacts to the regional ORCA card project.
- Private carrier use of transit facilities
- Legislation relating to the efficient operation of Pierce Transit including but not limited to unemployment, drug and alcohol, pension reform, Family Medical Leave Act, reference checks/employment process, interest arbitration, health care expansion, required benefit changes, commercial driver regulations, specialized transportation, and commute trip reduction laws.

Pierce Transit has worked collaboratively with local, regional, and state public transportation partners, the Washington State Transit Association, the Puget Sound Regional Council, and the Regional Access Mobility Project (RAMP) in developing the 2011 State Legislative Priorities and will support partner agencies' legislative agendas where appropriate.

For any questions regarding Pierce Transit or our legislative priorities, please contact Pierce Transit lobbyist Melissa Gombosky at 360-878-0783 or melissagombosky@gmail.com

RESOLUTION NO. 10-

A RESOLUTION of the Board of Commissioners of Pierce Transit
Authorizing Adoption of the 2011 Legislative Priorities

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

WHEREAS, the State Legislature will convene the 2011 legislative session on January 10, 2011; and

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

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

WHEREAS, the Pierce Transit Board of Commissioners finds it is in the best interest of Pierce Transit to adopt an agenda of legislative priorities.

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

Section 1. The Board herewith adopts the Pierce Transit 2011 Legislative Priorities.

ADOPTED by the Board of Commissioners of Pierce Transit at a regular meeting thereof held on the 13th day of December 2010.

Terry Lee, Chairman
Board of Commissioners

ATTEST:

Treva Percival, CMC
Clerk of the Board

FACT SHEET

TITLE: Adoption of the 2011 Budget

DEPARTMENT: Finance, Audit & Administration

ORIGINATOR: Wayne Fanshier

PRECEDING ACTION: Budget Study Session 11/08/10

COORDINATING DIVISION: All

APPROVED FOR SUBMITTAL:

Vice President

APPROVED FOR AGENDA:

Chief Executive Officer

Legal Counsel

ATTACHMENTS: Resolution

BUDGET INFORMATION

2011 Budget		
	Expenditures	Revenues
Operating Budget		
Operating	\$ 118,752,705	\$ 41,562,453
Amendments/Adjustments	1,706,784	1,181,784
Non-Operating	860,301	69,531,315
Operating Contributions	-	2,302,075
Operating Transfers	7,598,533	-
Change in Designated Balances	-	13,815,696
Amendments/Adjustments		525,000
	<u>128,918,323</u>	<u>128,918,323</u>
Capital Budget		
Operating	43,327,874	17,235,179
Amendments/Adjustments	(11,539,730)	(154,931)
Operating Transfers	-	4,874,800
Use of Designated Balances	-	21,217,895
Amendments/Adjustments		(11,384,799)
	<u>31,788,144</u>	<u>31,788,144</u>
Insurance Budget		
Operating	2,803,950	66,602
Amendments/Adjustments	1,795,000	405,000
Operating Transfers	-	2,723,733
Use of Designated Balances	-	13,615
Amendments/Adjustments		1,390,000
	<u>4,598,950</u>	<u>4,598,950</u>
Total Appropriations	165,305,417	165,305,417
Less Operating Transfers	<u>(7,598,533)</u>	<u>(7,598,533)</u>
Net Budget	<u>157,706,884</u>	<u>\$ 157,706,884</u>

Explanation: The 2011 Budget totals \$165,305,417 for the operating, capital, and self-insurance budgets. Of this amount, \$7,598,533 is internal transfers, which leaves a net budget of \$157,706,884. Capital Budget Amendments/Adjustments reflect amended additions approved by the Board of Commissioners and adjustments to close, delete, or postpone projects.

BACKGROUND: Staff recommends that the 2011 Budget, equal to the 2010 Budget adopted on December 14, 2009, and amended during the 2010 fiscal year, be adopted for 2011 until the results of the February 2011 election are known. Once the election results are known, an amended 2011 Budget will be adopted.

Pierce Transit faces a deficit by the end of 2012, despite cost control efforts. Since last fall, riders and the general public have indicated that transit's top priorities should be connecting people to jobs and meeting basic life needs for those who depend on Pierce Transit. Draft plans were taken to the communities, based on available funding, and revised plans were provided. Public meetings, surveys, and public comments were received. On July 12, based on feedback from the community, the Board selected a plan to preserve service levels with the goal of providing financially sustainable public transportation that area residents value and use and directed staff to put forward a ballot proposition for the February 2011 election.

The result of the election will dictate an amended 2011 Budget. Funds are available to continue at the 2010 Amended Budget level through 2011. An amended 2011 Budget will be presented and adopted following the results of the February election.

ALTERNATIVES: No budget could be adopted for 2011. The Agency is not legally required to have an adopted budget for 2011.

RECOMMENDATION: Best financial practices would suggest a budget be adopted. Continuation of the 2010 Amended Budget is recommended until the results of the February 2011 election are known.

RESOLUTION NO. 10-

A RESOLUTION of the Board of Commissioners of Pierce Transit to
Adopt the 2011 Budget

WHEREAS, as a result of the economic recession, Pierce Transit faces a deficit by the end of 2012, despite cost control efforts; and

WHEREAS, since last fall, riders and the general public have indicated that transit's top priorities should be connecting people to jobs and meeting basic life needs for those who depend on Pierce Transit; and

WHEREAS, draft plans were taken to the communities, based on available funding; and

WHEREAS, revised plans were provided and public meetings, surveys, and public comments were received; and

WHEREAS, based on feedback from the community, on July 12 the Board selected a plan to preserve service levels with the goal of providing financially sustainable public transportation that area residents value and use and directed staff to put forward a ballot proposition for the February 2011 election that will authorize the remaining sales tax authority of \$0.003 or 3 cents per \$10 of taxable retail sales; and

WHEREAS, the result of the election will dictate an amended 2011 Budget; and

WHEREAS, funds are available at the 2010 Amended Budget level; and

WHEREAS, the 2010 Amended Budget may be continued; and

WHEREAS, an amended 2011 Budget will be presented and adopted following the results of the February 2011 election;

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

Section 1. The amended annual budget for Pierce Transit for Fiscal Year 2010 which was reviewed and adopted by the Board of Commissioners to its final form and content and, by this reference, incorporated herein as though fully set forth, and the same is hereby adopted as the budget for Pierce Transit for Fiscal Year 2011.

Section 2. The summary of the total estimated revenues and expenditures for appropriations for each separate fund of Pierce Transit and the aggregate totals for all funds combined are as follows:

2011 Budget Appropriations

	Expenditures	Revenues
Operating	\$128,918,323	\$128,918,323
Capital	31,788,144	31,788,144
Insurance	<u>4,598,950</u>	<u>4,598,950</u>
Total Appropriations	165,305,417	165,305,417
Less Operating Transfers	<u>(7,598,533)</u>	<u>(7,598,533)</u>
Net Budget	<u>\$157,706,884</u>	<u>\$157,706,884</u>

Section 3. The Chief Executive Officer is hereby authorized to staff up to 1,060 positions to meet the objectives of the 2011 Budget.

ADOPTED by the Board of Commissioners of Pierce Transit at a regular meeting thereof held on the 13th day of December 2010.

Terry Lee, Chairman
Board of Commissioners

ATTEST: _____

Treva Percival, CMC
Clerk of the Board

**THERE IS NO
FACT SHEET
FOR
RESOLUTIONS
OF
APPRECIATON**

Commissioner Lee

RESOLUTION NO. 10-034

A RESOLUTION of the Board of Commissioners of Pierce Transit
Commending Terry Lee

WHEREAS, Commissioner Terry Lee has brought thoughtful and thorough attentiveness to the deliberations and details of the business of the Pierce Transit Board of Commissioners; and

WHEREAS, he has skillfully and professionally represented Pierce County through his tenure on the Pierce Transit Board from February 2003 through December 2010; and

WHEREAS, he has provided vision and able leadership as Chairman of the Board from February 2010 through December 2010; and

WHEREAS, he has also ably served and supported Pierce Transit and its Board of Commissioners through his participation on the Planning/Capital Projects Committee, Executive Committee, and Finance Committee; and

WHEREAS, he has provided unwavering support of Pierce Transit; and

WHEREAS, he has contributed to the Board's positive relationship with Pierce Transit's staff by continually providing both support and direction.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Pierce Transit that Terry Lee is hereby commended for his outstanding public service to Pierce Transit and is wished much success in all his future endeavors.

ADOPTED by the Board of Commissioners of Pierce Transit at a regular meeting thereof held on the 13th day of December, 2010.

Commissioner Claudia Thomas Vice Chair

Commissioner Tim Farrell

Commissioner Jake Fey

Commissioner Neil Johnson

Commissioner Don Malloy

Commissioner Spiro Manthou

Commissioner Pat McCarthy

Commissioner Marilyn Strickland

ATTEST:

Treva Percival, Clerk of the Board

Lynne Griffith, CEO

Change Orders & Amendments - Sole Source Over \$10,000					
	Name	Description/Project	Explanation	Contract Amount	Eff. Date
	N/A				
Contracts/Proprietary - Sole Source Over \$10,000					
	Name	Description/Project	Explanation	Contract \$ Amount	Eff. Date
1	Greyhound Lines, Inc.	Tacoma Dome Station lease	Sole provider for this service	\$254,100.00	10/1/2010
2	Lakeview Light & Power	Lighting incentive grant	Sole provider for this service	\$87,640.00 (not an expenditure)	10/25/2010
3	Pierce County	Pierce County Public Works lease of property	Owner of property	\$8,524.00/per month	11/19/2010
4	Puget Sound Energy	Natural gas transportation from city gate to Pierce Transit's fueling station	Service not available through another vendor	\$16,000 per month average	11/1/2010
5	S & A Systems	Annual support agreement for FLEETWATCH system	Only provider for FLEETWATCH	\$13,410.00	12/1/2010
6	S & A Systems	Mandatory upgrade of FLEETWATCH system controller and annual renewal of license agreement for FLEETWATCH software	Only provider for FLEETWATCH	\$18,027.00	12/1/2010
Other - Sole Source Over \$10,000					
	Name	Description/Project	Explanation	Contract \$ Amount	Eff. Date
7	SecureWorks	Service agreement for Security Information Management	Only service provider for existing systems, equipment, and services	\$27,337.50	10/1/2010
8	Tacoma Community College	Training for PT employees assigned through task order	Training that can be specialized to specifically meet the needs of PT employees and provides on-site training	\$20,000.00	1/1/2011

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.