

PIERCE TRANSIT BOARD MEETING
Training Center, Rainier Room
November 19, 2012
4:00 P.M.

AGENDA

BUDGET STUDY SESSION AT 3:30 PM

pages

CALL TO ORDER

ROLL CALL

APPROVAL OF VOUCHERS

1-3	APPROVAL OF MINUTES	July 9, 2012
4-6		July 23, 2012
7-10		August 13, 2012
11-13		October 8, 2012

PUBLIC COMMENT

ACTION AGENDA

- | | | |
|--------------|--|---------------------------------------|
| 14-16 | 1. Authority to Execute a Contract for Installation of the CCTV System, Phase 3 with Convergent Technologies | Heidi Neideigh
Project Manager |
| 17-19 | 2. Amendment to the Capital Project Budget for Methane Detection System Replacement, Building 1 | Larry McCarty
Facilities Manager |
| 20-23 | 3. Authority to Execute a Contract for a Maintenance Management System with Trapeze Software Group Inc., provide for adequate contingency reserve, and Amend the 2012 Capital Budget | Bill Spies
Sr. Manager Maintenance |

INFORMATIONAL/DISCUSSION ITEMS

- | | |
|------------------------------------|--|
| 1. Major Service Changes Processes | Jay Peterson
Acting Sr. Manager Development |
| 2. Financial Update | Wayne Fanshier
VP Finance |
| 3. Sound Transit Update | Commissioners Strickland & McCarthy |

ADJOURNMENT

**PIERCE TRANSIT
BOARD OF COMMISSIONERS
MINUTES
July 9, 2012**

CALL TO ORDER

Chair Strickland called the meeting to order at 4:11 p.m.

Commissioners present:

Marilyn Strickland, Chair of the Board, Tacoma Mayor
Jake Fey, Tacoma Councilmember
Glenn Hull, Fife Mayor Pro Tem (*representing Fife/Edgewood/Milton*)
Pat McCarthy, Pierce County Executive
Steve Vermillion, Puyallup Councilmember
Derek Young, Gig Harbor Councilmember (*4:15 pm*)
(*representing Auburn/Gig Harbor/Fircrest/Pacific/Ruston/Steilacoom*)
Don McKnight, President/Business Agent, ATU Local 758

Staff present:

Wayne Fanshier, VP Finance
Alberto Lara, VP Administration
Doug Middleton, VP Operations
Kristine Dupille, Human Resources Manager
Dan Dzyacky, Sr. Manager Transportation
Lani Fowlkes, Vanpool Assistant Manager
Randy Hendrickson, Specialized Transportation Manager
Tina Lee, Capital Planning Manager
Keith Messner, Information Technology Manager
Gisela Ratajski, Procurement Manager
Amber Simonsen, Executive Project Manager
Bill Spies, Maintenance Manager
Andee Handeland, Labor Relations Officer
Rob Harrington, Business Analyst
Justin Leighton, Public Relations Coordinator
Tom Mazzei, Network Admin Specialist
Carol Mitchell, Human Resources Program Manager
Barb Schatz, Sr. Executive Assistant/Deputy Clerk of the Board
Ashley Smith, Project Controls Assistant
Sharon Stockwell, Business Partnerships Coordinator
Treva Percival, Assistant to the CEO/Clerk of the Board

Others present:

Mike Harbour, Intercity Transit General Manager
Ken Paulson, Citizen
Raul Silva, First Transit General Manager
Martin Thies, Intercity Transit Chair
Carleen Whitworth, Citizen
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 July 2, 2012. Commissioners Fey and Vermillion **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 324627 through 325258 and wire numbers were 0981 through 0996 for a total of \$5,726,411.36.

APPROVAL OF MINUTES

Commissioners Hull and Vermillion **moved** and seconded to approve the May 14, 2012, and June 11, 2012, regular Board meeting minutes as presented by staff. Motion **carried**.

PUBLIC COMMENT

Intercity Transit Chair Martin Thies shared his support for the upcoming Proposition 1 ballot. He hopes Pierce Transit and Intercity Transit can work together along the very congested I-5 corridor between Lakewood, JBLM, and Olympia.

INFORMATIONAL/DISCUSSION BOARD ITEMS

Appointment of “For” and “Against” Committees for Ballot Proposition ~ Commissioners Fey and Young **moved** and seconded to make the Committee appointments for the Ballot Proposition. Appointed to the “For” committee: Claudia Thomas, Marilyn Strickland, and Steve Vermillion; and appointed to the “Against” committee: Ken Paulson and Robert Hill.

Chair Strickland opened the Public Comment period for these appointments.

Ken Paulson, Tacoma. He said he would like to work on the “Against” statement. But, if Robert Hill were appointed to the same committee, he would withdraw his name.

There being no further public comments, Chair Strickland closed the Public Comment period.

Motion **carried**.

Sound Transit Update ~ Chair Strickland said the Lakewood Sounder Extension was on target for a fall arrival. Sound Transit will do some summer educating regarding public safety and trains. Sound Transit has contracted with CH2M HILL to provide Alternatives Analysis services for the Tacoma Link Expansion project. She also said that Sound Transit is aware all the north and south parking garages are currently over-capacity.

Financial Update ~ VP of Finance Wayne Fanshier shared with the Commissioners a mailer that would be sent to affected SHUTTLE users. This mailer's purpose is to inform users of the recent changes to Pierce Transit's boundary, and the resulting elimination of some SHUTTLE service. Wayne also talked about the summer 2012 Report to the Community that was just published. Sales tax numbers for April 2012 are 2.01 percent below April 2011. That's 11 consecutive months of negative numbers.

EXECUTIVE SESSIONS

At 4:47 p.m., Commissioners Fey and McCarthy **moved** and seconded to adjourn to Executive Session *to review the performance of a public employee. However, subject to RCW 42.30.140, when the Board elects to take final action setting the salary of an individual employee, that action shall be taken in a meeting open to the public,* for a period not to exceed 45 minutes. Motion **carried**. Chair Strickland reconvened the meeting at 5:32 p.m.

ADJOURMENT

Chair Strickland adjourned the meeting at 5:33 p.m.

Treva Percival, MMC
Clerk of the Board

Marilyn Strickland, Chair
Board of Commissioners

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

**PIERCE TRANSIT SPECIAL BOARD MEETING
BOARD OF COMMISSIONERS
MINUTES
July 23, 2012**

CALL TO ORDER

Chair Strickland called the meeting to order at 5:30 p.m.

Commissioners present:

Marilyn Strickland, Chair of the Board, Tacoma Mayor
Rick Talbert, Vice Chair of the Board, Pierce County Councilmember
Don Anderson, Lakewood Deputy Mayor
Jake Fey, Tacoma Councilmember (5:35)
Kent Keel, University Place Councilmember
Pat McCarthy, Pierce County Executive
Steve Vermillion, Puyallup Councilmember
Derek Young, Gig Harbor Councilmember (*representing Auburn/Gig Harbor/Fircrest/
Pacific/Ruston/Steilacoom*) (5:40)

Commissioners absent:

Glenn Hull, Fife Deputy Mayor (*representing Fife/Edgewood/Milton*)
Don McKnight, President/Business Agent, ATU Local 758

Staff present:

Lynne Griffith, CEO
Alberto Lara, VP Administration
Doug Middleton, VP Operations
Rod Baker, Public Safety Chief
Lani Fowlkes, Vanpool Assistant Manager
Jay Peterson, Acting Sr. Development Manager
Justin Leighton, Public Relations Officer
Kyle McPherson, Customer Services Representative II – Fixed Route
Peter Pryszyk, Sr. Systems Analyst
Zack Willhoite, Network Admin Specialist
Barb Schatz, Sr. Executive Assistant/Acting Clerk of the Board

Others Present:

Stuart Green, Citizen
Steve Hastings, Citizen
Loraine Hayden, Citizen
Robert Hinkle, Citizen
Andrew Hooks, Citizen
Kerry Hooks, Citizen
Josh Johnson, Citizen
Ken Kady, Citizen
Eric Kester, Citizen
Linda Orlandella, Citizen
Nick Sherwood, Citizen
Mark Stuart, Citizen
Tom Wolfendale, Legal Counsel

MOTION TO AMEND JULY 9, 2012, APPOINTMENTS, LIMITED TO ‘AGAINST’ COMMITTEE

Commissioners Talbert and McCarthy **moved** and seconded to amend the previously adopted motion regarding only ‘Against’ Committee appointments. Motion **carried.**

COMMENTS AND SUBMISSIONS BY CANDIDATES FOR ‘AGAINST’ COMMITTEE

1. **Robert Hill, Tacoma:** initial letter of interest, withdrew his application
2. **Ken Paulson:** statement of interest, written statement
3. **Nick Sherwood, Puyallup:** email of interest, endorsement letter
4. **Ken Kady, Spanaway:** statement of interest
5. **Philip Watson, Lakewood:** statement of interest
6. **Sherry Bockwinkel, Tacoma:** statement of interest
7. **John Arbeeney, Lakewood:** statement of interest
8. **David Anderson, Lakewood:** statement of interest
9. **Steve Hastings, Puyallup:** oral statement of interest
10. **Robert Hinkle, Midland:** oral statement of interest

Steve Hastings, Puyallup. He said he is an architect interested in the local political scene and participating on the ‘Against’ Committee.

Robert Hinkle, Midland. He is a member of the Land Use Advisory Commission and a retired high school math teacher.

Nick Sherwood, Puyallup. Worked on the previous against campaign and said he is supported by the community. He said he is not in the district, but his Home Depot, Wal-Mart and Mall are. He thinks people who are not in the district anymore should still have a voice in this process.

Ken Kady, 1910 - 187th ST CT E, Spanaway. He said he is in the district.

BOARD CONSIDERATION OF APPOINTMENTS OF ‘AGAINST’ COMMITTEE

Commissioners Talbert and Keel **moved** and seconded to adopt the resolution to include the names: Ken Paulson, Nick Sherwood, and Ken Kady as the individuals to write the ‘against’ statement. Motion **carried.**

PUBLIC COMMENT - APPOINTMENT OF ‘AGAINST’ COMMITTEE

Mark Stuart, Puyallup. He said he supports the recommendation of Ken Paulson, Nick Sherwood, and Ken Kady to write the ‘against’ statement. He said they know the issue very well and asks the board to appoint them to write the ‘against’ statement for Prop 1.

Stuart Green, Puyallup. He said he is concerned the people who are on the ‘against’ committee do not represent the people who actually use the transit system and would like them to be represented in this process. He said when writing the ‘for’ statement, he would like the committee to think about the people who need to use transit every day.

Loraine Hayden, Puyallup. She said she supports Nick Sherwood and thinks he would do a great job in making sure the voice of the ‘against’ committee would be heard.

Steve Hastings, Puyallup. He said he supports the Board’s decision of the candidates chosen to write the ‘against’ statement.

Eric Kester, on behalf of Philip Watson. He said he was one of the previous writers of the previous proposition for the ‘against’ committee and would like to speak on behalf of Mr. Watson. He said Phil Watson and Nick Sherwood helped him write the previous statement. He said he accepts the candidates Ken Kady, Nick Sherwood and Phil Watson to write the ‘against’ statement.

ADOPTION OF RESOLUTION FOR APPOINTMENT OF ‘FOR’ AND ‘AGAINST’ COMMITTEES

Commissioner Keel **moved** to adopt a friendly amendment to change the composition of the ‘against’ committee to Nick Sherwood, Ken Kady, and Phil Watson. Motion **failed.**

Chair Strickland **moved** to return to the original motion to appoint Ken Paulson, Nick Sherwood and Ken Kady to write the ‘against’ statement. Motion **carried.**

EXECUTIVE SESSION

At 6:15 p.m. Commissioners Talbert and Fey **moved** and seconded to adjourn to Executive Session pursuant to RCW 42.30.140(4)(a): *The governing body to discuss, plan or adopt the strategy or position to be taken by the governing body during the course of any collective bargaining negotiations and/or to review the proposals made in the negotiations of proceedings while in progress* for a period not to exceed 20 minutes. Motion **carried** Chair Strickland reconvened the meeting at 6: 35 p.m.

ADJOURNMENT

Chair Strickland adjourned the meeting at 6:36 p.m.

Treva Percival, MMC
Clerk of the Board

Marilyn Strickland, Chair
Board of Commissioners

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

**PIERCE TRANSIT
BOARD OF COMMISSIONERS
MINUTES
August 13, 2012**

CALL TO ORDER

Chair Strickland called the meeting to order at 4:05 p.m.

Commissioners present:

Marilyn Strickland, Chair of the Board, Tacoma Mayor
Rick Talbert, Vice Chair of the Board, Pierce County Councilmember
Don Anderson, Lakewood Deputy Mayor
Jake Fey, Tacoma Councilmember (4:08)
Glenn Hull, Fife Deputy Mayor (*representing Fife/Edgewood/Milton*)
Kent Keel, University Place Councilmember (4:12)
Pat McCarthy, Pierce County Executive
Steve Vermillion, Puyallup Councilmember
Derek Young, Gig Harbor Councilmember (*representing Auburn/Gig Harbor/Fircrest/
Pacific/Ruston/Steilacoom*) (4:19)
Don McKnight, President/Business Agent, ATU Local 758

Staff present:

Lynne Griffith, CEO
Wayne Fanshier, VP Finance
Alberto Lara, VP Administration
Doug Middleton, VP Operations
Lars Erickson, Public Relations Officer
JoAnn Artis, Transportation Manager Service Support
Terry Artz, Risk Manager
Rod Baker, Public Safety Chief
Bill Cassio, Deputy Chief of Public Safety/Transit Police
Kristine Dupille, Human Resources Manager
Dan Dzyacky, Sr. Manager Transportation
Lani Fowlkes, Vanpool Assistant Manager
Scott Gaines, Transit Operator Assistant Manager
Marvino Gilliam, Safety & Service Quality Administrator
Kelly Hayden, Acting VP Operations
Randy Hendrickson, Specialized Transportation Manager
Tina Lee, Capital Planning Manager
Jay Peterson, Acting Sr. Development Manager
Cathie Reid, Budget Assistant Manager
Bill Spies, Maintenance Manager
Hazel Whitish, Transportation Assistant Manager
Andee Handeland, Labor Relations Officer
Sandy Johnson, Senior Planner
Kelly Johnston, Organizational Development Manager
Justin Leighton, Public Relations Officer
Carol Mitchell, HR Program Manager
Peter Prysizlak, Sr. Systems Analyst

Ashley Smith, Project Controls Assistant
Erik Solberg, Project Manager
Zack Willhoite, Network Admin Specialist
Barbara Schatz, Sr. Executive Assistant/Acting Clerk of the Board

Others present:

Rosalinda Castro, Citizen
Tammie Cox, Citizen
Melody Rodriguez, Citizen
Raul Silva, General Manager First Transit
Carlene Whitworth, Citizen
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 August 9, 2012. Commissioners Talbert and Vermillion **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
Capital Fund #90

Voucher numbers were 325259 through 325665 and wire numbers were 0997 through 1011 for a total of \$5,021,449.54.

PUBLIC COMMENT

Tammie Cox, 6615 – 150th ST SW #127, Lakewood 98439. She said she would like the program for bus tickets for disabled and the youth to start again. She said there have been problems with strollers in the front of the buses for her and others. Also said she would like to be on the volunteer board.

Carlene Whitworth. She said she has problems with strollers in the isles, making it difficult to get off the bus. She said people are not folding up their walkers or strollers and are sitting in the front. People with disabilities are supposed to be able to sit in the front, but sometimes that isn't an option. She occasionally has to wait for the next bus because the seats are full.

PRESENTATION ITEMS

1. **Tacoma Link Light Rail Alternatives Analysis** ~ Val Batey and Chelsea Levy of Sound Transit said they were ready to embark on a community conversation about the expansion of the Tacoma Link. Currently, it is a 1.6 mile line with six stations, and nearly one million riders in 2011. They are looking for funding partners for this expansion. They established a set of community values and looked at several different options based on what the community valued such as; reaching under-served populations, encouraging economic development, and connecting neighborhoods with downtown Tacoma. Alternatives analysis starts by identifying

the purpose and need for the project and after receiving input from the public, local jurisdictions and local transit service providers, the information is turned into evaluation criteria.

2. **Operator of the Month Program** ~ Sr. Transportation Manager Dan Dzyacky discussed how Pierce Transit traditionally recognized operators on a quarterly basis, however after listening to the thoughts of the employees; Pierce Transit is now acknowledging an outstanding operator every month.
3. **Operator of the Month of May – Mike Moats** ~ Transit Operator Assistant Manager Scott Gaines discussed the criteria for Operator of the Month: six month window of no accidents, has not been late, no discipline, and no more than two absences. They also look at customer comments, supervisor comments, and comments throughout the agency. Scott Gaines was proud to present the first recipient of Operator of the Month to Mike Moats. Mike has been with Pierce Transit since 2002 and has many years of a perfect record and making the honor roll. He is well liked by his peers and passengers.
4. **Operator of the Month of June – Gary Polk** ~ Scott Gaines said Gary could not be in attendance and will be honored at the next board meeting.

ACTION ITEMS

1. Commissioners Talbert and Fey **moved** and seconded to Approve Resolution 12-023 **Authority to Execute a Sole Source Contract to Upgrade Fleetwatch Fluid Management System Hardware with JX-55 Data Logger Components with S&A Systems, Inc.** Motion **carried.**
2. Commissioners Talbert and Fey **moved** and seconded to Approve Resolution 12-024 **Authority to Execute a Sole Source Contract to Upgrade our Current Automated Fixed Route Scheduling and Dispatch System and Enhance the Current System Capabilities with GIRO, Inc.** Motion **carried.**
3. Commissioners Talbert and Fey **moved** and seconded to Approve Resolution 12-025 **Authority to Purchase Computer Replacements from State Contracts T10-MST-296/B27160 from Dell.** Motion **carried.**
4. Commissioners Talbert and Fey **moved** and seconded to Approve Resolution 12-026 **Authority to Charter the Pierce Transit Community Transportation Advisory Group (CTAG).**

An Ad Hoc committee was formed of Commissioners Fey, Vermillion and Hull to help with the applications of those who will be appointed to the advisory group.

Tammie Cox, 6615 – 150th ST SW #127, Lakewood 98439. She said she wants to volunteer on the advisory committee and will submit an application.

Motion **carried.**

INFORMATIONAL/DISCUSSION BOARD ITEMS

Sales Tax Forecast ~ Vice President of Finance Wayne Fanshier discussed a sales tax comparison between February 2011 and the months of May and August of 2012. He also shared

a service level comparison between 2012 and 2017 depending on the result of the November ballot measure.

Monthly Financial & Performance Dashboard ~ Wayne Fanshier discussed the comparison of the sales tax budget against the actual collections for each month.

Sound Transit Update ~ Chair Strickland said the Grand Opening Celebration of the Sounder extension between Tacoma and Lakewood would be held at the Lakewood Station on October 6, 2012.

EXECUTIVE SESSIONS

At 5:44 p.m., Commissioners Fey and Talbert **moved** and seconded to adjourn to Executive Session pursuant to RCW 42.30.140(4)(a): *The governing body to discuss, plan or adopt the strategy or position to be taken by the governing body during the course of any collective bargaining negotiations and/or to review the proposals made in the negotiations of proceedings while in progress for a period not to exceed 15 minutes.*

And, pursuant to RCW 42.56.110(1)(g): To review the performance of a public employee. However, subject to RCW 42.30.140, when the Board elects to take final action setting the salary of an individual employee, that action shall be taken in a meeting open to the public for a period of time not to exceed 15 minutes. Motion **carried**. Chair Strickland reconvened the meeting at 6:14 p.m.

ADJOURNMENT

Chair Strickland adjourned the meeting at 6:15 p.m.

Treva Percival, MMC
Clerk of the Board

Marilyn Strickland, Chair
Board of Commissioners

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

**PIERCE TRANSIT
BOARD OF COMMISSIONERS
MINUTES
October 8, 2012**

CALL TO ORDER

Chair Strickland called the meeting to order at 4:00 p.m.

Commissioners present:

Marilyn Strickland, Chair of the Board, Tacoma Mayor
Don Anderson, Lakewood Deputy Mayor
Jake Fey, Tacoma Councilmember
Glenn Hull, Fife Mayor Pro Tem (*representing Fife/Edgewood/Milton*)
Kent Keel, University Place Councilmember
Pat McCarthy, Pierce County Executive
Steve Vermillion, Puyallup Councilmember
Derek Young, Gig Harbor Councilmember (*4:15 pm*)
(*representing Auburn/Gig Harbor/Fircrest/Pacific/Ruston/Steilacoom*)
Don McKnight, President/Business Agent, ATU Local 758

Staff present:

Lynne Griffith, CEO
Alberto Lara, VP Administration
Doug Middleton, VP Operations
JoAnn Artis, Transportation Manager Service Support
Terry Artz, Risk Manager
Dan Dzyacky, Sr. Manager Transportation
Marvino Gilliam, Safety & Service Quality Administrator
Kelly Hayden, Service Planning Manager
Tina Lee, Capital Planning Manager
Larry McCarty, Facilities Maintenance Manager
Keith Messner, Information Technology Manager
Jay Peterson, Sr. Manager Development
Cathie Reid, Budget Assistant Manager
Amber Simonsen, Executive Project Manager
Robin Sopher, Purchasing Supervisor
Bill Spies, Maintenance Manager
Kathy Sullivant, Finance Manager
Dena Withrow, Transportation Manager - Transit Operators
Monica Adams, Bus Stop Programmer Planner II
Justin Leighton, Public Relations Coordinator
Carol Mitchell, Human Resources Program Manager
Monnett Ross, Sr. Executive Assistant
Kathy Schaefer, Transit Operator
Barb Schatz, Sr. Executive Assistant/Acting Clerk of the Board
Lind Simonsen, Public Relations Coordinator
Peter Stackpole, Principal Planner
J. Michelle Swope, Organizational Development Coordinator

Others present:

Raul Silva, First Transit General Manager

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 October 4, 2012. Commissioners Fey and Keel **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
Capital Fund #90

Voucher numbers were 326261 through 326716 and wire numbers were 1024 through 1034 for a total of \$4,579,799.45.

APPROVAL OF MINUTES

Commissioners Fey and Keel **moved** and seconded to approve the July 9, 2012, and September 10, 2012, regular Board meeting minutes as presented by staff. Motion **carried**.

PRESENTATIONS

Touch-A-Truck Award ~ Commissioner McCarthy said that each year Pierce County holds a 'Touch-A-Truck Event. The 3,000 attendees were asked to vote for their 'fan favorite' truck. This year there was a three-way tie: a Pierce Transit Bus; the Sheriff's Department Armored BearCat; and Metro Parks John Deere with Backhoe. Public Relations Coordinator Lind Simonsen came forward to show the award plaque that he had accepted on behalf of Pierce Transit at the County Executive's office on October 3, 2012.

PUBLIC HEARING

Proposed 2012-2017 Transit Development Plan (TDP). Chair Strickland opened the public hearing for discussion and comment. Principal Planner Peter Stackpole presented the 2012-2017 TDP to the Board. He stated that this public hearing had been noticed properly in the newspaper and he had received no comments via mail, email, or phone. There being no public comments at the meeting, Chair Strickland closed the public hearing.

ACTION AGENDA

1. Commissioners Young and Vermillion **moved** and seconded to approve Resolution 12-028 **Adoption of the 2012-2017 Transit Development Plan.** Motion **carried**.
2. Commissioners Fey and Keel **moved** and seconded to approve Resolution 12-029 **Adopting the 2012 Performance Evaluation and 2012-2013 Goals & Action Plan for the Chief Executive Officer.** Motion **carried**.

3. Commissioners Fey and McCarthy **moved** and seconded to approve Resolution 12-030 **Authorizing Amendment to the Project Budget for CNG Station Reconstruction and Associated Contracts.** Motion **carried**.

INFORMATIONAL BOARD ITEMS

Financial Update ~ CEO Griffith said the sales tax collections for July 2012 were 6.017 percent above July 2011.

Sound Transit Update ~ Commissioner McCarthy shared three things. 1) the Sounder Extension to Lakewood service began October 8 2012; 2) Sound Transit began its review of an updated Transit Oriented Development Policy; and 3) Sound Transit began reviewing their 2013 budget.

ADJOURNMENT

Commissioners McCarthy and Keel **moved** and seconded to adjourn the meeting. Motion **carried**. Chair Strickland adjourned the meeting at 4:45 p.m.

Barbara B. Schatz, CMC
Acting Clerk of the Board

Marilyn Strickland, Chair
Board of Commissioners

FACT SHEET

TITLE: Authority to Execute a Contract for Installation of the CCTV System, Phase 3 with Convergent Technologies

DIVISION: Executive Department

ORIGINATOR: Rod Baker

PRECEDING ACTION: Resolution No. 11-029, Adoption of the 2012 Budget

COORDINATING DEPARTMENT: Public Safety, Project Management Office, Purchasing

APPROVED FOR SUBMITTAL:

Vice President

APPROVED FOR AGENDA:

Chief Executive Officer

Legal Counsel

ATTACHMENTS:

Resolution

BUDGET INFORMATION

2012 Budget Amount
\$1,962,614

Required Expenditure
Not to Exceed \$1,950,000

Impact
\$12,614.00
Under Budget

Explanation: Funding for CCTV upgrade/replacement is provided by two Homeland Security grants totaling \$1,540,045. Budgeted capital funds will be used for Limited Access Control Software replacement and TDS Panic Alarm System.

BACKGROUND: This resolution seeks authority to execute a contract for installation of the CCTV System, Phase 3 with Convergent Technologies.

In 2001 the Office of Public Safety conducted a comprehensive Threat and Vulnerability Assessment (TVA). The result of this assessment identified various vulnerabilities within our transit system. In 2005 an updated assessment was conducted. Revisions to the TVA were completed in 2005 and again in 2007. In 2008 the Department of Homeland Security conducted a BASE Threat Assessment and provided us with an independent series of recommendations.

Highlights of these assessments show the need for CCTV at certain transit centers and park & ride locations. These recommended enhancements were placed into our System Security Emergency Preparedness Plan which outlined a plan to address these vulnerabilities.

During the past 3 years, we have upgraded and enhanced our CCTV system at several of our Transit Centers and Park & Rides. We now have upgraded CCTV systems that provides both live video feeds as well as recorded video at the following locations:

- 72nd/Portland Transit Center
- South Hill Mall Transit Center
- Tacoma Mall Transit Center
- 10th & Commerce Transit Center
- Lakewood Mall Transit Center
- SR 512 Park & Ride
- Tacoma Community College Transit Center

A Request for proposals (RFP) was advertised on August 3rd, 2012. Due to the nature of this procurement, the RFP documents were released only to companies that completed the Non-Disclosure Agreement (NDA) complying with Homeland Security as Safety Sensitive Information. Seventeen (17) companies met the requirement. The RFP asked qualified firms to propose workable solutions for an upgrade to our CCTV system at TDS, replacement of our Panic Alarm system at TDS, expansion of our CCTV system at headquarters, and a replacement of the Limited Access software system. A pre-proposal conference was held on August 16, 2012 attended by all companies that met the NDA requirement. One proposal was received on September 20th from Convergent Technologies. Proposal clarifications were requested, an interview was conducted, and a Best and Final Offer was requested and submitted. The proposal from Convergent Technologies was determined to be responsive and responsible and met Pierce Transit's requirements. The firm is well qualified to perform the work: Convergent Technologies was the contractor that did the CCTV installation at the locations listed above. Staff therefore recommends execution of the contract with Convergent Technologies.

ALTERNATIVES: The alternative would be to not award the contract, however substantial Homeland Security Funding would be lost and identified system security issues would remain unresolved.

RECOMMENDATION: Authorize Execution of contract for installation of CCTV System, Phase 3 with Convergent Technologies.

RESOLUTION NO. 12-

A RESOLUTION of the Board of Commissioners of Pierce Transit
Authorizing Execution of a Contract for Installation of the CCTV System, Phase 3

WHEREAS, by Resolution No. 11-029 approved on December 12, 2011, the Board of Commissioners of Pierce Transit adopted the 2012 Agency Budget; and

WHEREAS, the 2012 budget contains funds for installation of the CCTV System, Phase 3; and

WHEREAS, one proposal for installation of the CCTV System has been submitted in response to notice duly published in the manner required by law; and

WHEREAS, at the time and place specified in the notice, the proposal which was received was duly opened and analyzed by Pierce Transit staff; and

WHEREAS, the proposal was evaluated in accordance with published criteria; and

WHEREAS, the proposer was asked to submit clarifications, participated in an interview, and submitted a Best and Final Offer; and

WHEREAS, the proposal of Convergent Technologies to provide installation of the CCTV System, Phase 3 was responsive and responsible as an overall proposal received, is considered to be fair and reasonable, and is by this reference incorporated herein; and

WHEREAS, the contract will not exceed \$1,950,000; and

WHEREAS, the Board of Commissioners of Pierce Transit finds it in the best interest of Pierce Transit to accept said proposal.

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

Section 1. The proposal of Convergent Technologies is hereby accepted as indicated subject to execution of a written contract. Pierce Transit, at its sole discretion, reserves the right to revoke the acceptance of this proposal at any time prior to execution of the written contract.

Section 2. The Chief Executive Officer is hereby authorized to execute a contract therefor on behalf of Pierce Transit. Said contract is to be substantially in the form of the document on file in the office of the Clerk of the Board and by this reference incorporated herein as though fully set forth.

ADOPTED by the Board of Commissioners of Pierce Transit at a regular meeting thereof held on the 19th day of November, 2012.

ATTEST:

Marilyn Strickland, Chair
Board of Commissioners

FACT SHEET

TITLE: Amendment to the Capital Project Budget for Methane Detection System Replacement, Building 1 DIVISION: Operations
ORIGINATOR: Larry McCarty

PRECEDING ACTION: Resolution No. 11-029 Adoption of the 2012 Budget

COORDINATING DEPARTMENT: Facilities, Maintenance; Budget

APPROVED FOR SUBMITTAL: _____
Vice President

APPROVED FOR AGENDA: _____
Chief Executive Officer Legal Counsel

ATTACHMENTS: Resolution

BUDGET INFORMATION

Project	Required Expenditure	Impact
Budget Amount	\$313,500	\$34,000
\$279,500		Budget Increase

Explanation: The required expenditures represent additional scope of work and material purchases required to meet code compliance issues as well as unforeseen conditions that impacted the project schedule. The funds are available from reserves.

BACKGROUND: This resolution requests an amendment from the Board of Commissioners in the amount of \$34,000 for unavoidable increased costs to complete the Methane Detection System Replacement Project to be funded from reserves.

The methane detection system is a critical life/safety system that ties into the fire and life safety system for the Building One Bus Maintenance Facility. This system will register methane gas releases that may occur in the building and will activate an alarm as well as shunt electrical service in the garage area, trigger door opening, and purge fan operation to mitigate any dangerous levels of methane accumulation in the building. The current methane detection system in Building 1 has surpassed its useful life and needs to be replaced with new technology. This requires replacement of 108 catalytic bead methane sensors with a new state of the art infrared methane sensor. This work also required the installation and programming of a new Programmable Logic Controller (PLC) that will accept the infrared sensors.

During the course of the project, unforeseen requirements from the Fire Marshal have resulted in additional engineering and contractor scope of work. The work consists of a full engineering and code review of the fire rating for multiple spaces in the Building 1 maintenance areas and the addition of an external alarm strobe light identifying the alarm as a methane release and not a fire alarm. The infrared sensors required testing that was not in the original project scope. There was also additional hardware and system integration work for the new PLC that was unforeseen.

ALTERNATIVES: The Fire Marshall requirements are necessary to complete the project and comply with the code.

RECOMMENDATION: Approve the amendment to the 2012 Budget for the Methane Detection System Replacement Building 1.

RESOLUTION NO. 12-

A RESOLUTION of the Board of Commissioners of Pierce Transit
Authorizing Amendment to the Capital Project Budget
for Methane Detection System Replacement, Building 1

WHEREAS, by Resolution No. 11-029, approved on the 12th day of December, 2011,
the Board of Commissioners of Pierce Transit adopted the 2012 Budget; and

WHEREAS, the 2012 Budget includes funds for the Methane Detection System
Replacement Building 1; and

WHEREAS, the current Methane Detection System Replacement Building 1 has
surpassed its useful life and needs to be replaced; and

WHEREAS, the current Methane Detection System Replacement Building 1 project
budget is authorized in the amount of \$279,500; and

WHEREAS, additional engineering and contractor scope of work is required by the Fire
Marshal; and

WHEREAS, \$34,000 is needed to complete the required work for a total capital project
budget for Methane Detection System Replacement Building 1 in the amount of \$313,500; and

WHEREAS, funds are available from reserves; and

WHEREAS, the Board of Commissioners of Pierce Transit finds it in the best interest of
Pierce Transit to complete the replacement of the Methane Detection System and amend the 2012
Capital Budget.

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 proceed with
amendment to the 2012 Budget in the amount of \$34,000 for a total capital project budget of
\$313,500.

ADOPTED by the Board of Commissioners of Pierce Transit at a regular meeting
thereof held on the 19th day of November, 2012.

ATTEST:

Marilyn Strickland, Chairman
Board of Commissioners

Barbara B. Schatz, CMC

FACT SHEET

TITLE: Authority to Execute a Contract for a Maintenance Management System with Trapeze Software Group Inc., provide for adequate contingency reserve, and Amend the 2012 Capital Budget

DIVISION: Maintenance

ORIGINATOR: Bill Spies

PRECEDING ACTION: Resolution No. 11-029, Adoption of 2012 Budget

COORDINATING DEPARTMENT: Executive, Operations, Administration, Budgeting

APPROVED FOR SUBMITTAL: _____
Vice President

APPROVED FOR AGENDA: _____
Chief Executive Officer Legal Counsel

ATTACHMENTS: Resolution

<u>2012 Budget Amount</u>	<u>Required Expenditure</u>	<u>Impact</u>
\$255,644 Capital	\$382,364	\$126,720

Explanation: The required expenditure is necessary to complete the project in accordance with the bids received and allow for adequate project contingency. The additional funds required are available from reserves which are offset by completed capital projects which resulted in surpluses due to efficiencies.

BACKGROUND: This resolution seeks authority to execute a contract for a Maintenance Management System with Trapeze Software Group Inc.

The maintenance management system tracks all information and transactions related to maintenance asset management, work order processing, historical costing & downtime tracking, labor costing, equipment procurement, warranty and warranty claims, component tracking, parts and inventory purchasing, shop scheduling, State of Good Repair, and capital planning. Additionally, the system is web-based and allows for mobile operations, intuitive dash-boarding & key performance indicator (KPI) generation, and facilitates compliance with regulatory requirements (Federal Transit Administration [FTA] and Occupational Safety and Health Administration [OSHA]). Support for the current system (SPEAR), purchased nearly ten years ago, has degraded substantially during the last several years. While the system was state-of-the-art when acquired, it is now outdated and no longer meets the growing information requirements of the agency.

A request for proposal (RFP) was issued on June 11, 2012, and a pre-proposal conference was conducted on June 26, 2012 with three potential proposers in attendance. Six proposals were received on July 13, 2012. Proposals ranged in cost from \$200,000 to \$800,000. These proposals were evaluated by a committee of

FACT SHEET
PAGE 2

Pierce Transit staff in accordance with the criteria published in the RFP. Three firms were eliminated due to a combination of overly complex software, unnecessary options, and high cost. Remaining firms were invited for interviews and on-site demonstrations of their software. As a result, one firm was eliminated due to the discovery of costs not elaborated upon earlier in the process. The two remaining proposers were Trapeze Software Group Inc. and FASTER Asset Solutions, which were the lowest cost of the initial six proposals. Committee members conducted site visits and evaluated the potential benefits of integrating vendor solutions into Pierce Transit's information technology infrastructure. The committee eliminated FASTER Asset Solutions, the less costly of the two remaining proposals after conducting two site visits resulting in the determination that the product fell far short of meeting the functional related requirements established in the RFP. The final recommendation is to proceed with Trapeze Group's Enterprise Asset Management (EAM) Software based on the vendor's experience, background, and project approach; product functionality and compatibility; quality of customer service, maintenance, and support; and proposed price. Additionally, Trapeze Software Group Inc.'s best and final offer reduced their proposed cost by approximately \$60,000.

The contract with Trapeze Software Group Inc. for their EAM software solution and additional hardware will result in the following agreements, including a contingency amount of \$44,208 to protect against project risks.

Trapeze Group, Enterprise Asset Management System	\$309,100
<u>Applicable Sales Tax</u>	<u>29,056</u>
Total (w/out contingency reserve)	338,156
Contingency Reserve	<u>44,208</u>
Total	<u>\$382,364</u>

An amendment to the capital budget in the amount of \$126,720 is required to provide the necessary funding.

ALTERNATIVES: Two alternatives exist. The **first** alternative would be not to award the contract as described and to re-solicit. However, the request for proposals was well advertised and staff carefully evaluated the proposals received finding that products within the initial budgeted amount (\$255,644) lacked the functionality and support Pierce Transit requires. It is therefore unlikely that better results would be achieved through re-solicitation. The **second** alternative would be not to award the contract and continue use of our current system (SPEAR). However, our current system is unable to provide the information needed to measure productivity and monitor key performance indicators. As noted earlier, support for our current system will sunset in the near future.

RECOMMENDATION: Authority to Execute a Contract for a Maintenance Management System with Trapeze Software Group Inc., provide for adequate contingency reserve, and Amend the 2012 Capital Budget.

RESOLUTION NO. 12-

1 A RESOLUTION of the Board of Commissioners of Pierce Transit
2 Authorization to Execute a Contract for a Maintenance Management System
3 with Trapeze Software Group Inc., provide for adequate contingency reserve,
4 and Amend the 2012 Capital Budget

5
6 WHEREAS, by Resolution No. 11-029, approved on the 12th day of December, 2011,
7 the Board of Commissioners of Pierce Transit adopted the 2012 Budget; and

8 WHEREAS, the 2012 Agency Budget includes funds for the replacement of Pierce
9 Transit's current maintenance management system; and

10 WHEREAS, in addition, the software replacement will allow staff to take advantage of
11 greatly needed capabilities making many tasks much more efficient and cost effective; and

12 WHEREAS, Trapeze Software Group Inc.'s proposal to deliver and install their
13 Enterprise Asset Management (EAM) software, provide applicable hardware, and provide
14 implementation support for the amount of \$338,156 has been evaluated by staff, is considered to be
15 fair and reasonable and is by this reference incorporated herein; and

16 WHEREAS, Pierce Transit staff has evaluated and determined that contingency reserve
17 in the amount of \$44,208 is needed to protect against potential project risk; and

18 WHEREAS, the required expenditure for contracting with Trapeze Software Group Inc.
19 and establishing an adequate contingency reserve is in the amount of \$382,364; and

20 WHEREAS, the increased project expenditure requires an amendment of the 2012
21 Capital Budget reflecting an increase in the amount of \$126,720 to the project budget; and

22 WHEREAS, the Board of Commissioners of Pierce Transit finds it in the best interest of
23 Pierce Transit to execute a Contract for a Maintenance Management System with Trapeze Software
24 Group Inc., provide for adequate contingency reserve, and Amend the 2012 Capital Budget;

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

27 Section 1. The Chief Executive Officer is hereby authorized to Execute a Contract for a
28 Maintenance Management System with Trapeze Software Group Inc. and purchase applicable
29 hardware in the amount of \$338,156, provide for adequate contingency reserve in the amount of
30 \$44,208, and Amend the 2012 Capital Budget reflecting an increase in the amount of \$126,720 to

1 the project budget. Said contract is to be substantially in the form of the document on file in the
2 office of the Clerk of the Board and by this reference incorporated herein as though fully set forth.

3 ADOPTED by the Board of Commissioners of Pierce Transit at a regular meeting
4 thereof held on the 19th day of November, 2012.

ATTEST:

Marilyn Strickland, Chair
Board of Commissioners

Barbara B. Schatz, CMC
Acting Clerk of the Board