



**PIERCE TRANSIT BOARD OF COMMISSIONERS
EXECUTIVE FINANCE COMMITTEE
3701 96th ST SW, Lakewood, WA 98499
Alder Conference Room
January 26, 2017 – 3:00 PM
AGENDA**

CALL TO ORDER

APPROVAL OF MINUTES: December 22, 2016 Meeting Minutes

ACTION AGENDA:

1. Election of Chair and Vice Chair Chair
2. FS 17-005, Ratification of Master Contract PT-37-13B and Amendment Nos. 1 and 2 with Briotix (Formerly Named PreCare, Inc.) for Providing ADA Physical Evaluation Services and Cognitive Function Testing for Pierce Transit and Authorizing Amendment No. 3 Extending the Contract Through January 31, 2018 Tim Renfro
ADA Eligibility Administrator
3. FS 17-006, Authority to Execute a Contract with Pacific Power Group to Rebuild the Series 60 Detroit Diesel Engines of the Sound Transit Fleet Kevin Zinski
Fleet Manager

DISCUSSION/UPDATE

4. Update Regarding March Service Restoration Marketing Campaign Dan Pike
E.D. of Planning & Community Development

COMMISSIONER COMMENTS

EXECUTIVE SESSION

ADJOURNMENT

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

**PIERCE TRANSIT
EXECUTIVE FINANCE COMMITTEE MEETING
3701 96th STREET SW, LAKEWOOD, WA
GRAND CONFERENCE ROOM**

December 22, 2016

MINUTES

CALL TO ORDER

Vice Chair Eidinger called the meeting to order at 3:03 pm.

ATTENDANCE

Executive Finance Committee Commissioners present:

Don Anderson, City of Lakewood Mayor
Daryl Eidinger, Vice Chair, City of Edgewood Mayor
Kent Keel, City of University Place Mayor Pro Tem (arrived at 3:08 pm.)

Executive Finance Committee Commissioners excused:

Rick Talbert, Chair, Pierce County Councilmember

Staff present:

Sue Dreier, Chief Executive Officer
Deanne Jacobson, Assistant to the CEO/Clerk of the Board
Dana Henderson, General Counsel
Vivienne Kamphaus, Interim Chief Administration Officer
Mike Griffus, Executive Director of Service Delivery & Support
Dan Pike, Executive Director of Planning and Community Development
Chris Saffer, Lean & Workforce Development Manager
Kathy Sullivant, Finance Manager

APPROVAL OF MINUTES

Commissioners Anderson and Eidinger **moved** and seconded to approve the October 27, 2016 meeting minutes as presented.

Motion **carried**, 2-0.

ACTION AGENDA ~ None

DISCUSSION/UPDATE

Properties Located at 3607 & 3611 Hunt St. NW, Gig Harbor, WA

Executive Director of Planning and Community Development Dan Pike provided a brief update regarding the property, explaining that Pierce Transit staff has determined that the property no longer serves as a benefit to Pierce Transit due to the changes in the service boundary that occurred during the (*Commissioner Keel arrived at 3:08 pm.*) Great Recession. He discussed an opportunity/option for Pierce Transit to donate the property, subject to Federal Transportation Administration (FTA) approval since the property was purchased with FTA funds. He advised the Commissioners that Pierce Transit will obtain a new appraisal during the next six weeks.

Commissioner Anderson noted his support to off load the property since it is no longer of use to Pierce Transit.

Discussion ensued about Pierce Transit's original intent of utilization of the property.

Delegate Authority to the Executive Finance Committee to Approve Budget Amendments

This item was pulled from the Agenda. Staff noted that further analysis is needed.

2017 Board Retreat

Chief Executive Officer Sue Dreier began preliminary discussions about the upcoming Board retreat. Tentative dates mentioned were February 22, 23 or 24. Ms. Dreier mentioned that the main goal of the Retreat is to better define/align the Agency's strategic objectives with mission, values and vision and develop reasonable performance measures. She also noted that it would be appropriate to also discuss future growth and funding opportunities.

A short discussion ensued about Retreat agenda items, future growth, increase of additional service hours, performance measurements, and how other organizations measure success.

Lean and Workforce Development Manager Chris Saffer provided additional information, noting that Pierce Transit has secured a consulting company, the Athena Group, to assist with the facilitation and development of the Strategic Plan. He detailed Athena's background and experience and noted that the Strategic Plan will be based on LEAN Six Sigma Principles.

Commissioner Keel expressed that he would like the Board to focus on themes, strategies and "Big Picture" ideas, and that he wants tools to measure success.

COMMISSIONER COMMENTS ~ None

EXECUTIVE SESSION ~ None

ADJOURNMENT

The meeting was adjourned at 3:46 pm.

Deanne Jacobson
Assistant to the CEO/ Clerk of the Board

Rick Talbert, Chair
Board Executive Finance Committee

FACT SHEET – EXECUTIVE FINANCE COMMITTEE

TITLE: Ratification of Master Contract PT-37-13B and Amendment Nos. 1 and 2 with Briotix (Formerly Named PreCare, Inc.) for Providing ADA Physical Evaluation Services and Cognitive Function Testing for Pierce Transit and Authorizing Amendment No. 3 Extending the Contract Through January 31, 2018

DIVISION: Specialized Transportation

ORIGINATOR: Tim Renfro, ADA Eligibility Administrator

PRECEDING ACTION: N/A

COORDINATING DEPARTMENT: ADA Eligibility

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

None

BUDGET INFORMATION

Budget Amount	Total Expenditure	Impact
Yrs. 2014-2016 - \$240,000	Years 2014-2016 - \$136,631.25	N/A
Yrs. 2017 & 2018-\$170,000	Years 2017 and 2018 - \$167,362	
Total \$410,000	Total - \$303,993	

Explanation:

Yearly expenditures have been based on usage at a rate of \$75.00 (as defined in Master Contract) per standard evaluation, a no show rate of \$56.25 and an allowed annual price increase per the Seattle/Tacoma/Bremerton Consumer Price Index (CPI) with a maximum of three percent (3%) per year whichever is less as defined in the Master Contract, Exhibit A. Yearly usage does not reflect an exact amount because we are unable to determine with certainty how many customers will prove to be appropriate for these assessments. Therefore an estimated cost range for years 2017 and 2018 based on potential referral numbers and past history including minimum and maximum is as follows:

The 2017 calendar year is based on a fee of \$76.65.

Estimate 1,000 individual tests = \$76,650

The 2017 no show fee is based on a fee of \$57.49.

Estimate No-Show = \$5,794

The total expenditure amount includes the total expenditures paid for calendar years 2014-2016 and estimates for 2017 and 2018.

BACKGROUND:

Pierce Transit has been in a contractual relationship with Briotix (formerly named PreCare, Inc.), since March 2014, and wishes to enter into Amendment No. 3 to extend the contract term from March 1, 2017 to January 31, 2018, with the option to extend one (1) additional year to January 31, 2019. This anticipated expenditure exceeds the CEO's contracting authority, hence, the EFC's approval is now required. This contractor was competitively selected after a RFP was issued in September, 2013, and the Agency has had positive dealings with this contractor since initial award of this contract.

In accordance with Agency Policy and FTA regulations, Pierce Transit must conduct a defined ADA process for individuals with disabilities who wish to establish eligibility for (paratransit) SHUTTLE service. Determinations of eligibility are not based upon the presence of a disability, but the functional ability of an applicant to board, ride and disembark fixed route service, navigate the system, physically and cognitively, and travel to and/or from bus boarding locations in the PTBA.

Within the industry, the use of in-person functional assessment is recommended and widely used. Pierce Transit has been using functional assessments since 1997 when application materials alone do not provide the level of clarity necessary for an eligibility decision. The contractor, Briotix, employs Physical Therapists and Occupational Therapists who conduct physical assessments and standardized Mini Mental Status Evaluations (MMSE). In 2016 BRIOTIX assessed 917 SHUTTLE applicants. The proposed cost of \$77.25 per evaluation is for either a single (physical or MMSE) or combination (both). This cost is significantly below our previous contract evaluation cost of \$140 each for physical alone.

ALTERNATIVES:

Do not extend this agreement, however, this course is not recommended as conducting eligibility without the use of functional assessments would severely hamper the ability to obtain accurate assessments of the customers' functional limitations and how their disability affects their travel.

RECOMMENDATION:

Approve FS 17-005 ratifying Master Contract PT-37-13B and Amendment Nos. 1 and 2 with Briotix (Formerly Named PreCare, Inc.) to Provide ADA Physical Evaluation Services to Pierce Transit and Authorizing the Execution of Amendment No. 3 to extend the contract to January 31, 2018, with an option to exercise an additional one (1) year extension, in an amount not to exceed \$303,993.

Executive/Finance Committee Action:

Approved: _____

Disapproved: _____

Rick Talbert, Chair
Executive/Finance Committee

ATTEST:

Deanne Jacobson, CMC
Clerk of the Board

FACT SHEET – EXECUTIVE/FINANCE COMMITTEE

TITLE: Authority to Execute a Contract with Pacific Power Group to Rebuild the Series 60 Detroit Diesel Engines of the Sound Transit Fleet

DIVISION: Fleet Maintenance

ORIGINATOR: Kevin Zinski, Fleet Manager

PRECEDING ACTION: N/A

COORDINATING DEPARTMENT: Fleet Maintenance, Purchasing

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS: None

BUDGET INFORMATION

2017 and 2018 Budget Amounts
\$531,224.52

Required Expenditure
Not to exceed \$531,224.52

Impact
None

Explanation:

BACKGROUND:

An invitation to Bid on rebuild of the Series 60 Detroit diesel engines of the Sound Transit fleet was released on December 1, 2016 and was posted on our eBids website, advertised on Pierce Transit's website, The Daily Journal of Commerce, Tacoma Daily Index, OMWBE and Transit Talent. There were seven (7) firms that downloaded the bid documents. We received two (2) bids. A bid tabulation was done and it was determined that Pacific Power Group was the lowest responsive and responsible bidder.

Sound Transit's MCI coaches 9700 – 9712 have been in service since 2005 and are at or beyond one million (1,000,000) service miles. The engines are at the end of their service life and must be replaced in order to meet the expectation by Sound Transit for this fleet to stay in service until 2025. These factory rebuilt engines will give Fleet Maintenance the ability to achieve the maximum miles between road failures for the remaining service life of the MCIs and be cost effective as expected by Sound Transit.

ALTERNATIVES:

The alternative is to reject all bids and run the engines until failure. This is not recommended as a solution. There is a thirty (30) to sixty (60) day lead time to rebuild the Series 60 Diesel Engine which would lead to extended downtime and impact available buses for peak pull. Therefore, staff is requesting the firm that most closely meets the standards of Pierce Transit and the best price as published in the Invitation to Bid document be awarded the contract. This will reset the engines lifecycles, mitigate downtime due to engine failures, and ensure the buses operate for an additional eight (8) years to meet Sound Transit's 2025 service lifecycle.

RECOMMENDATION:

Approve FS 17-006 authorizing the Chief Executive Officer to enter into and execute a contract with Pacific Power Group to rebuild the Series 60 Detroit Diesel Engines of the Sound Transit Fleet, with an expiration date of January 31, 2018 with the option to extend the contract for one additional year, if deemed necessary, in an amount not to exceed \$531,224.55.

The cost of the contract will be reimbursed by Sound Transit up to \$531,224.55.

Executive/Finance Committee Action:

Approved: _____

Disapproved: _____

Rick Talbert, Chair
Executive/Finance Committee

ATTEST:

Deanne Jacobson, CMC
Clerk of the Board