

July 15, 2021 - 3:00 p.m.  
Executive Finance Committee Meeting



Meeting Location: Teleconference  
Phone: 253-215-8782  
Meeting Code: 869 4579 1097

### Virtual Meeting Participation:

Due to the COVID-19 Pandemic, a physical meeting location will not be provided for this meeting. The public is welcome to attend the meeting by calling 1-253-215-8782 or 1-669-900-6833 and entering Meeting ID No. 869 4579 10974, or by accessing <https://us02web.zoom.us/j/86945791097>.

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### CALL TO ORDER

**APPROVAL OF MINUTES:** July 15, 2021

### ACTION AGENDA

1. FS 2021-066, Authorize the Chief Executive Officer to Execute an Amendment with Swiftly for Real-time Bus Location Services, Contract No. 1336, Extending the Contract by Two Additional Years and Increasing the Contract Authority Amount  
Arun Kalavakolano  
Chief Technology Officer
2. FS 2021-067, Authorize the Chief Executive Officer to Execute an Amendment to Contract PT-33-15 with UniFirst Corporation for Laundry Uniform Services for the Maintenance Department  
Adam Davis  
Executive Director of Maintenance
3. FS 2021-068, Authorize the Chief Executive Officer to Execute a Contract Amendment with Around the Sound, Contract No. 1251, to Provide Paratransit Services for Pierce Transit During the Labor Shortage  
Cherry Thomas  
Specialized Transportation Manager

### COMMISSIONER COMMENTS

### EXECUTIVE SESSION

### ADJOURNMENT

**PIERCE TRANSIT  
EXECUTIVE FINANCE COMMITTEE MEETING**

**July 15, 2021**

**MINUTES**

**CALL TO ORDER**

Upon receiving consensus from the committee members, Commissioner Campbell called the meeting to order at 3:05 p.m. and chaired the meeting until the committee elected a chair and vice chair later in the meeting.

**ATTENDANCE**

Executive Finance Committee Commissioners present:

Chris Beale, City of Tacoma  
Marty Campbell, Pierce County Council  
Ryan Mello, Pierce County Council  
Jason Whalen, City of Lakewood

Staff present:

Amy Cleveland, Interim Chief Executive Officer  
Brittany Carbullido, Assistant to the CEO/Deputy Clerk of the Board  
Deanne Jacobson, Clerk of the Board

**OPENING REMARKS AND HOUSEKEEPING**

Commissioner Campbell welcomed committee members, staff, and citizens to the virtual meeting and provided instructions for participation to attendees.

**SPECIAL BUSINESS**

**1. Election of Committee Chair and Vice Chair**

Commission Campbell nominated Commissioner Jason Whalen to serve as the chair. No other nominations were received and therefore Commissioner Whalen was declared the chair of the Executive Finance Committee.

Commissioner Mello nominated Marty Campbell to serve as the vice chair. No other nominations were received and therefore Commissioner Campbell was declared the vice chair of the Executive Finance Committee.

## **APPROVAL OF MINUTES**

Commissioners Campbell and Mello **moved** and seconded to approve the May 20, 2021, Executive Finance Committee meeting minutes as presented.

Motion **carried**, 4-0.

## **INTERIM CEO COMMENTS**

No comments were provided.

## **PRESENTATIONS/UPDATES**

### **1. Pacific Avenue Bus Rapid Transit Update**

Planning Manager Tina Lee provided an update on the Bus Rapid Transit update for the Pacific Avenue BRT Project. The update included an overview of the BRT Corridor Design, including lane treatments; budget; current market; and next steps.

Ms. Lee informed the committee that the project is reaching 60 percent design and discussed the pressures associated with keeping the \$170,000,000 project under budget, citing project delays, market volatility of supplies and resources, and labor market conditions as challenges for the project. She noted that the agency believes that it is approaching \$15-\$20 million over the original estimated budget and the agency will have a better assessment of the costs after the project reaches 60 percent design.

Ms. Lee reviewed the station features to be installed at the stations along the BRT corridor, such as ORCA Card readers, Real-time bus tracker, protections from weather, ticket vending machines and other amenities. She also reviewed the shelter/station suspension design concept that was previously selected.

Ms. Lee reviewed cost-saving proposals that could be implemented to keep costs in line, such as removing ticket stations at select corridor stops and other value-engineering efforts.

Commissioner Campbell suggested that the agency be consistent with the use of ticket stations, recommending that the agency decide to be all in or all out with regards to ticket stations. He also expressed concerns about value-engineering efforts being conducted in areas that have been underserved in the past and noted he would like to have a deeper conversation about the other value engineering proposals and existing partnerships relating to this project.

Discussion ensued about not compromising reliability and speed of the system for value engineering.

Ms. Lee responded to questions about the next steps to complete 60 percent design.

Commissioner Beale recommended that the City of Tacoma and Pierce Transit agree upon a permit process so that the project timeline stays on track.

Discussion ensued about what resources could be utilized to obtain additional funding for the project, with Commissioner Mello suggested that the agency use one-time monies received, or consider forming an LID to pay for the costs of utilities.

Upon inquiry from Commissioner Whalen asking at what point is the agency committed to the project, Ms. Lee indicated that the agency would be committed to the project at 60 percent design and she noted that Pierce Transit has to show that it can build the project out, otherwise Pierce Transit will not receive the additional \$75 million towards the project from the FTA, which is expected in March 2022.

Ms. Lee reported that the Agency is planning to schedule this item for a study session meeting with the full Board in September or October 2021.

## **2. Transit Asset Management (TAM) Plan Update – State of Good Repair Performance Measures & Targets: 2022-2025**

Principal Planner Darin Stavish presented on the State of Good Repair Performance Measures & Targets to be incorporated in the 2022-2025 TAM Plan, and reviewed the rolling stock inventory of vehicles, equipment, and capital facilities. He reviewed the current asset condition ratings for the various categories of capital assets, including recommended replacement schedules, and discussed proposed target measures for maintaining state of good repair for all of the categories of assets.

He responded to various questions about the agency's assets and proposed performance measures. Mr. Stavish noted that the final TAM Plan will come before the full Board in October of 2022.

**EXECUTIVE SESSION** ~ None.

## **ADJOURNMENT**

There being no further business before the committee, the meeting was adjourned at 4:11 p.m.

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Deanne Jacobson  
Clerk of the Board

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Jason Whalen, Chair  
Executive Finance Committee

TITLE: Authorize the Chief Executive Officer to Execute an Amendment with Swiftly for Real-time Bus Location Services, Contract No. 1336, Extending the Contract by Two Additional Years and Increasing the Contract Authority Amount  
 DIVISION: Finance  
 SUBMITTED BY: Arun Kalavakolanu, CTO

RELATED ACTION:

Fact sheet 2018-090, Authority to Award a Three-Year Sole Source Contract with Swiftly to Provide GPS Playback Module, On-Time Performance Module, Vehicle Speed Module, and Runtime Module approved in November 2018.

ATTACHMENTS: N/A  
 RELATION TO STRATEGIC PLAN: Customer

**BUDGET INFORMATION**

Is it Budgeted?  Yes /  No

Project Name or Number:

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Original Contract Authority Amount	\$ 429,000.00	Renewing the contract for two additional years. The amount includes a 3% annual increase to the yearly subscription amount. Renewal Year 1 Cost \$162,019 and year 2 cost \$183,567.53 for a total contract amount of \$774,586.53.
Contract Amendment	\$ 345,586.53	
New Contract Authority Amount	\$ 774,586.53	

BACKGROUND:

Swiftly is a web-based platform that has been in use for three years (since Nov 2018). It provides critical real-time bus location information both to Pierce Transit staff as well as the public. The real-time passenger display signs at the various transit centers, mobile apps such as TransitApp and OneBusAway all rely on the information generated by Swiftly. In addition to real time information, Swiftly provides analysis reports and play back on historical data used by various internal departments for analysis while planning future transit enhancements. Swiftly is used by Customer Service agents to address riders' questions regarding bus arrival information and provides a mechanism for riders to either call or text and receive bus arrival information at a given stop. Swiftly also offers a website where riders can view the location of the buses on a given route and view the bus arrival time at any stop on the route.

Since the inception of the contract in Nov 2018, \$143,000 per year for a total of \$429,000.00 has been expended. Two (2) additional years of subscription to Swiftly is required to ensure business critical features and functions continue to be available to both internal employees as well as riders and provide for sufficient time to evaluate and compare the services offered by Swiftly against similar services provided by the new CAD-AVL system which is scheduled to go on-line in late 2022.

**STAFF RECOMMENDATION:**

Approve the amendment of the existing contract (Contract# 1336) with Swiftly to extend it by 2 additional years and increase the total contract amount to \$774,586.53.

**ALTERNATIVES:**

Do not extend the contract and not provide real-time bus arrival information to riders and Pierce Transit employees and forego all the previously cited benefits since this is a subscription service that is available only through Swiftly.

**PROPOSED MOTION:**

Move to: Authorize the Chief Executive Officer to execute an amendment with Swiftly for real-time bus location services, Contract No. 1336, for two additional years in a not exceed amount of 345,586.53, for a total new not to exceed contract amount of \$774,586.53.

TITLE: Authorize the Chief Executive Officer to Execute an Amendment to Contract PT-33-15 with UniFirst Corporation for Laundry Uniform Services for the Maintenance Department

DIVISION: Maintenance

SUBMITTED BY: Marah Harris, Interim Fleet Manager

RELATED ACTION:

FS No. 15-077, Authorization to Enter into a Multi-Year Contract with Unifirst Corporation for uniform laundry service

RELATION TO STRATEGIC PLAN: Employee

**BUDGET INFORMATION**

Is it Budgeted?  Yes /  No

Project Name or Number: N/A

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Original Contract Authority	\$ 600,000	The amendment will extend the contract through 2022. Uniform service for approximately 150 employees, rags, roll towels, and cloth towels are included in the budget. The required expenditure for 2022 is \$120,000.
New Contract Authority	\$ 120,000	
New Contract Authority Amount	\$ 720,000	

**BACKGROUND:**

The laundry service will include providing work uniforms consisting of coveralls with reflective striping, three (3) shirt styles (two (2) offered in both long and short sleeves styles) pants, jeans, work jackets, thermal vests and hooded sweatshirts. The service provides cleaning, repairs, and replacement of all uniform garments for approximately 150 maintenance employees, along with rags and towels. The contract will also cover lockers provided at no additional cost by the vendor.

The original contract was issued in January of 2016 for an amount not to exceed \$600,000 and an option to renew for two additional years. Those options have been exercised by issuance of amendments for time extensions.

**STAFF RECOMMENDATION:**

Approve the amendment since UniFirst closely meets the standards of Pierce Transit's laundry service needs.

ALTERNATIVES:

The alternative would be to reject the proposed amendment with our established vendor of five (5) years and begin a Request for Proposal (RFP) in search of a new uniform contractor. This may cause delays in laundry services while we seek a new contractor.

PROPOSED MOTION:

Move to: Authorize the Chief Executive Officer to execute an amendment with Unifirst Corporation, Contract No. PT-33-15, in a not to exceed amount of \$120,000 for an additional year of laundry uniform services for the Maintenance Department, for a new authorized total contract not to exceed amount of \$720,000.

TITLE: Authorize the Chief Executive Officer to Execute a Contract Amendment with Around the Sound, Contract No. 1251, to Provide Paratransit Services for Pierce Transit During the Labor Shortage

DIVISION: Service Delivery & Support

SUBMITTED BY: Cherry Thomas, Specialized Transportation Manager

RELATED ACTION: FS 2021-044, Ratified Contract No. 1251 with Around the Sound in an amount not to exceed \$175,000, to provide ADA Paratransit services through December 31, 2021, pursuant to the Emergency Declaration issued by the Interim Chief Executive Officer on July 15, 2021.

ATTACHMENTS: N/A

RELATION TO STRATEGIC PLAN: Customer

**BUDGET INFORMATION**

Is it Budgeted?  Yes /  No

Project Name or Number: N/A

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Current Contract Authority	\$ 175,000	This Amendment will increase the contract not to exceed amount by \$227,000 for a revised total of \$402,000.
Contract Amendment	\$ 227,000	
Total Contract Authority	\$ 402,000	

**BACKGROUND:**

Pierce Transit is experiencing an extreme driver shortage both here at Pierce Transit and with our ADA Paratransit contractor First Transit. Daily, Field Supervisors are out driving routes instead of supervising; drivers are working over 10-hour days as much as six-days a week and we are still unable to keep up with timely service. During the past several weeks the on-time performance has dropped from 95% to below 90% with some days around 80%. This performance will lead to a finding for capacity constraints during an FTA audit if it is not corrected.

Due to the driver shortage, the interim Chief Executive Officer issued a Declaration of Emergency on July 15, 2021, to contract for additional ADA paratransit door-to-door service in accordance with Pierce Transit standards. Pierce Transit entered into an agreement with Around the Sound to provide this service on a temporary basis through December 31, 2021, and the contract may be extended for an additional one-year period upon written consent of both parties. In addition, the contract may be terminated by either party with thirty (30) calendar days written notice.

On August 9, 2021 the Board ratified the Declaration of Emergency and Contract #1251 to Around the Sound to provide the paratransit services for an amount not to exceed \$175,000.

This service has been utilized by our customers at a higher rate than anticipated. The monthly cost is around \$70,000 to date. The current contract expires December 31, 2021 and will be extended through January 31, 2022. The additional \$227,000 should cover the cost of services through January 2022.

**STAFF RECOMMENDATION:**

Authorize the Chief Executive Officer to increase the spending authority of Contract No. 1251 with Around the Sound to continue paratransit services through January 31, 2022 due to the labor shortage.

**ALTERNATIVES:**

Do not approve the contract. This will increase missed trips on both SHUTTLE and Fixed Route.

**PROPOSED MOTION:**

Move to: Authorize the Chief Executive Officer to execute a contract amendment with Around the Sound, Contract No. 1251, to continue paratransit services through January 31, 2022, for a revised total contract authority of \$402,000.