



**PIERCE TRANSIT  
BOARD OF COMMISSIONERS  
EXECUTIVE/FINANCE COMMITTEE  
MINUTES**

**October 17, 2013 3:00 PM**

**CALL TO ORDER**

Commissioner Talbert called the meeting to order at 3:00 PM.

**ATTENDANCE**

Commissioners present:

Rick Talbert, Chair, Pierce County Councilmember  
Steve Vermillion, Puyallup Councilmember  
Derek Young, Gig Harbor Councilmember  
Kent Keel (*not a member of the EFC*), University Place Councilmember (*appeared by phone at 3:30 PM*)

Commissioners excused:

Marilyn Strickland, Tacoma Mayor

Staff present:

Alberto Lara, Chief Administration Officer  
Wayne Fanshier, Chief Financial Officer  
Van Sawin, Business Development Officer  
Justin Leighton, Government Liaison Officer  
Tina Lee, Service Innovation Administrator  
Kathy Sullivant, Finance Manager  
Cathie Reid, Budget Assistant Manager  
Deanne Jacobson, Clerk of the Board

**APPROVAL OF MINUTES**

Commissioners Young and Vermillion **moved** and seconded to approve the August 15, 2013 Executive/Finance Committee meeting minutes as presented. Motion **carried**.

**AGENDA**

1. **Review of Proposed 2014 Budget** ~ Chief Financial Officer Wayne Fanshier provided an overview of the proposed 2014 Budget. He also provided an overview of the Agency's strategic focus areas and sales tax collections. It was noted that messaging needs to be clear that Pierce Transit is not planning on service cuts if the economy continues on its current path. (*Commissioner Kent appeared by phone at 3:30 PM.*)
2. **FS 13-012, Authorization of Custom Bus Demonstration Routes 475 and 485, Effective December 9, 2013** ~ Government Liaison Officer Justin Leighton provided an overview of the demonstration project. He noted that the buses would be equipped with WiFi.

Commissioners Vermillion and Young **moved** and seconded to recommend a do-pass of the Custom Bus Demonstration Routes 475 and 485 to the November 18, 2013 Board Meeting.

Motion **carried** unanimously.

3. **FS 13-013, Authorization to Amend Pierce Transit Code Section 3.72.120, Special Rates of Fare** ~ Government Liaison Officer Justin Leighton provided an overview. It was noted that Pierce Transit still needs FTA approval.

Commissioners Young and Vermillion **moved** and seconded to recommend a do-pass to the November 18, 2013 Board Meeting.

Motion **carried** unanimously.

- 4 **Proposed Classification and Compensation Study and Rewards and Recognition Program** ~ Chief Administration Officer Alberto Lara noted this is a continued discussion from the October 14, 2013 Board Study Session Meeting. Discussion ensued about solutions for adjusting salaries that are above the market rate in an equitable manner.

#### **ADJOURNMENT**

Chair Talbert adjourned the meeting at 4:30 PM.

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Deanne Jacobson, CMC  
Deputy Clerk of the Board

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Rick Talbert, Chair  
Board Executive/Finance Committee

**PIERCE TRANSIT  
BOARD OF COMMISSIONERS  
EXECUTIVE/FINANCE COMMITTEE**

**MINUTES**

**November 21, 2013 3:00 PM**

**CALL TO ORDER**

Commissioner Vermillion called the meeting to order at 3:10 PM.

**ATTENDANCE**

Commissioners present:

Steve Vermillion, Puyallup Councilmember  
Derek Young, Gig Harbor Councilmember (*appeared by phone from 3:10 – 3:30 PM and arrived at 3:30 PM.*)

Commissioners excused:

Marilyn Strickland, Tacoma Mayor  
Rick Talbert, Chair, Pierce County Councilmember

Staff present:

Wayne Fanshier, Chief Financial Officer  
Van Sawin, Business Development Officer  
Justin Leighton, Government Liaison Officer  
Tina Lee, Service Innovation Administrator  
Deanne Jacobson, Clerk of the Board

**APPROVAL OF MINUTES** – None.

**AGENDA**

1. **FS 13-021, Authorization for Puyallup Demonstration Project Design and Public Outreach** ~ Service Innovation Officer Tina Lee reviewed and discussed the proposed project and timeline for implementation.

Commissioners Young and Vermillion **moved** and seconded to recommend a do-pass to the December 9, 2013 Board Meeting.

Motion **carried** unanimously.

2. **Draft 2014-2016 Federal Advocacy Program** ~ Government Liaison Officer Justin Leighton reviewed and discussed the proposed program. It was noted that this item will go before the full Board on December 9, 2013 for approval.

3. **Draft State Legislative Priorities** ~ Government Liaison Officer Justin Leighton reviewed and discussed the proposed program. It was noted that this item will go before the full Board on December 9, 2013 for approval.

**ADJOURNMENT**

Commissioners Young and Vermillion **moved** and seconded to adjourn the meeting at 3:50 PM. Motion **carried** unanimously.

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Deanne Jacobson, CMC  
Deputy Clerk of the Board

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Rick Talbert, Chair  
Board Executive/Finance Committee

## FACT SHEET – EXECUTIVE/FINANCE COMMITTEE

TITLE: Authority to Execute a Sole Source Maintenance and Support Agreement with GIRO, Inc., for the Current Automated Fixed-Route Scheduling and Dispatch System

DIVISION: Administration

ORIGINATOR: Keith Messner

### PRECEDING ACTION:

Resolution No. 05-024, Authority to execute a sole source Maintenance and Support Agreement for our automated scheduling and fixed route dispatch system with GIRO, Inc.; and,

Resolution No. 08-003, Authority to execute a sole source Maintenance and Support Agreement for our automated scheduling and fixed route dispatch system with GIRO, Inc.; and,

Resolution No. 11-003, Authority to execute a sole source Maintenance and Support Agreement for our automated scheduling and fixed route dispatch system with GIRO, Inc.

COORDINATING DEPARTMENT: Information Technology

APPROVED FOR SUBMITTAL:

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Chief Financial Officer

APPROVED FOR AGENDA:

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Chief Executive Officer

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General Counsel

ATTACHMENTS: N/A

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### BUDGET INFORMATION

2014 Budget Amount	Required Expenditure	Impact
\$107,759.00	\$357,738.00	None

Explanation: The current Maintenance Agreement expires on April 20, 2014. The new Agreement locks in maintenance and support costs of the automated scheduling and dispatch system for the next three years. The budget amount includes the 2014 Agreement fee. The fees for years two and three will be budgeted in the 2015 and 2016 budgets. Funds required for 2014 are included in the 2014 Maintenance and Operations budget, approved by the Board of Commissioners on December 9, 2013. Total cost of the three-year agreement is \$357,738.00 (including tax).

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BACKGROUND: This resolution requests authority to execute a three-year Maintenance and Support Agreement for our current automated scheduling and dispatch system with GIRO, Inc.

Pierce Transit uses a computer-aided system to plan, schedule, dispatch, and manage its fixed route bus service. This system allows Pierce Transit to optimize the use of staff and equipment. The scheduling system generates and stores all of our transit trips, assigns vehicles to operate the trips and assigns pieces of work for transit operators.

The system is also the timekeeping system for our transit operators and maintenance personnel, and is the source of all timekeeping data that is passed to our Payroll System for payroll processing. The system is a critical part of our business.

The original system was purchased from GIRO 28 years ago. The current three-year Maintenance Agreement expires on April 20, 2014. Staff has negotiated a new three-year maintenance and support agreement that locks in maintenance and support costs for a three year period at current year prices.

A sole source contract award is justified in this instance because GIRO, Inc.'s system is proprietary, and the system offered is solely available through GIRO, Inc. such that the contractor is clearly and justifiably the only practicable source to provide the service under RCW 39.26.010 (22). They have provided superior service over the years. This system and its related modules are also successfully in use at King County Metro and Community Transit, which greatly eases coordination as regional projects develop. Staff conducted a price comparison with other users and has found that the price proposed for the Maintenance and Support Agreement is fair and reasonable.

ALTERNATIVES: The alternative would be to enter into a more costly, single-year Maintenance Agreement with this same sole source Contractor, however, savings realized from a multiyear agreement would be lost.

RECOMMENDATION: Authorize the Chief Executive Officer to enter into and execute a three-year sole source Maintenance and Support Agreement with GIRO, Inc. for the current automated fixed-route scheduling and dispatch system.

ALTERNATIVES:

RECOMMENDATION:

**Executive/Finance Committee Action:**

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

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Rick Talbert, Chair  
Executive-Finance Committee

ATTEST:

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Deanne Jacobson, CMC  
Clerk of the Board