



**PIERCE TRANSIT BOARD OF COMMISSIONERS  
EXECUTIVE FINANCE COMMITTEE  
3701 96<sup>th</sup> ST SW, Lakewood, WA 98499  
Alder Conference Room  
May 26, 2016 – 3:00 PM  
AGENDA**

**CALL TO ORDER**

**APPROVAL OF MINUTES:** April 21, 2016 Meeting Minutes

**ACTION AGENDA:**

- |   |                                    |
|---|------------------------------------|
| 1. FS 16-033, Authority to Execute a Master Contract and Task Order No. 1 with Schacht Aslani Architects for Consulting Services for the Pierce Transit Base Master Plan Update | Janine Robinson<br>Senior Planner  |
| 2. FS 16-034, Revisions to Pierce Transit Code Section 3.63.040 Capital Reserves; and 3.63.050 Policy Review  | Kathy Sullivant<br>Finance Manager |

**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 96<sup>th</sup> STREET SW, LAKEWOOD, WA  
GRAND CONFERENCE ROOM**

**April 21, 2016**

**MINUTES**

**CALL TO ORDER**

Vice Chair Eidinger called the meeting to order at 3:01 PM.

**ATTENDANCE**

Executive Finance Committee Commissioners present:

Daryl Eidinger, Vice Chair, City of Edgewood Mayor  
Don Anderson, City of Lakewood Mayor  
Kent Keel, City of University Place Mayor Pro Tem

Executive Finance Committee Commissioners excused:

Rick Talbert, Chair, Pierce County Councilmember

Staff present:

Wayne Fanshier, Executive Director of Finance/Chief Financial Officer  
Dana Henderson, General Counsel  
Doug Middleton, Executive Director of Service Delivery & Support  
Kristol Bias, Records Coordinator/Deputy Clerk of the Board  
Kathy Walton, Marketing Manager  
Rebecca Japhet, Communications Manager

Staff excused:

Sue Dreier, Chief Executive Officer  
Deanne Jacobson, Assistant to the CEO/Clerk of the Board  
Vivienne Kamphaus, Interim Chief Administration Officer

**APPROVAL OF MINUTES**

Commissioners Anderson and Keel **moved** and seconded to approve the February 18, 2016 meeting minutes as presented.

Motion **carried**, 3-0.

## **ACTION AGENDA**

**1. FS 16-025, A Motion Authorizing Changing the Executive Finance Committee Meeting Date from the Third Thursday of Each Month to the Fourth Thursday of Each Month**

Commissioners Anderson and Keel moved and seconded to authorize changing the meeting date from the third Thursday of each month to the fourth Thursday of each month, with the next regular meeting scheduled for May 26, 2016.

The Commissioners concluded there was no presentation needed on this item.

Motion carried, 3-0.

**2. FS 16-026, A Motion Authorizing the Chief Executive Officer to Enter into and Execute a Contract with Consolidated Press for Printing Services for Pierce Transit's Route and Schedule Booklets**

Commissioners Anderson and Keel moved and seconded to authorize the Chief Executive Officer to enter into and execute a multi-year Contract with Consolidated Press for the printing of The Bus Stops Here Booklet for a term of (1) year with four (4) optional one-year extensions, not to exceed the amount of \$700,000 over the life of the contract.

Marketing Manager Kathy Walton presented on the item.

Commissioner Anderson inquired whether we would be over or under budget utilizing this vendor and Commissioner Keel inquired how long this vendor has been in business. Ms. Walton noted we would be under budget and the vendor has been in business since 1934.

Motion carried, 3-0.

**PRESENTATIONS/DISCUSSIONS ~ None**

**COMMISSIONER COMMENTS ~ None**

**EXECUTIVE SESSION ~ None**

## **ADJOURNMENT**

The meeting was adjourned at 3:06 p.m.

---

Deanne Jacobson  
Assistant to the CEO/ Clerk of the Board

---

Daryl Eiding, Vice Chair  
Board Executive Finance Committee

## FACT SHEET – EXECUTIVE FINANCE COMMITTEE

TITLE: Authority to Execute a Master Contract and Task Order No. 1 with Schacht Aslani Architects for Consulting Services for the Pierce Transit Base Master Plan Update

DIVISION: Planning and Community Development

ORIGINATOR: Janine Robinson, Senior Planner,

### PRECEDING ACTION:

Resolution No. 15-071 Adopting the Agency 2016 Budget

Resolution No. 16-013, Cost Sharing Agreement with Sound Transit for Pierce Transit's Base Master Plan Update

COORDINATING DEPARTMENT: Procurement

### APPROVED FOR SUBMITTAL:

\_\_\_\_\_  
Chief Financial Officer

### APPROVED FOR AGENDA:

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
General Counsel

### ATTACHMENTS:

N/A

---

### BUDGET INFORMATION

2016 Budget Amount	Required Expenditure	Impact
\$303,000	PT - \$202,000	\$0
	ST - <u>\$101,000</u>	
	Total - \$303,000	

Explanation: The total budgeted amount for this project is \$303,000. Sound Transit has agreed to contribute \$101,000, pursuant to the Cost Sharing agreement approved by the Board on May 9, 2016 (FS 16-013). Total potential cost to Pierce Transit is \$202,000.

---

### BACKGROUND:

The purpose of this project is to update Pierce Transit's Base Master Plan to meet the Agency's maintenance, operations and administrative space needs until the year 2040. This will be achieved through a collaborative process and will result in a flexible, phased approach to guide the Agency's future capital base facility needs.

Constructed in the mid-1980s, portions of the existing Pierce Transit facilities are at or above capacity and there have been challenges in accommodating growing demands. The last Base Master Plan (which was completed in 2011) proposed a phased approach that could be implemented as service and fleet levels warranted additional facilities. Since that time, the facilities have been facing added pressure from among other factors:

growth in Sound Transit's fleet and services; re-establishment and growth in Pierce Transit service level; and increased operational needs to support new technologies on the fleet such as cameras and new radios.

Pierce Transit is also major partner with Sound Transit in providing regional bus service. Sound Transit currently contracts with Pierce Transit to operate and maintain 125 Sound Transit buses for 13 routes serving areas including Downtown Seattle, Redmond, SeaTac, University District, West Seattle, Auburn and DuPont. Both Pierce Transit and Sound Transit are interested in having flexibility of fleet types able to be maintained and operated from this facility, including the potential for double decker buses, additional articulated buses, and electric fleet and support vehicles.

This 2040 Base Master Plan process will examine the facility needs for Pierce Transit and Sound Transit in a comprehensive manner that creates a flexible short and long term plan that can be implemented as growth warrants.

A Request for Qualifications/Proposals was advertised on February 25, 2016, and sent to 210 consultants and plan centers. It was also advertised in the Tacoma Daily Index, Daily Journal of Commerce, OMWBE website, and TransitTalent.com. A pre-submittal conference was held on March 8, 2016. The request resulted in two proposals received. A committee of Pierce Transit and Sound Transit staff evaluated the proposals and invited the two firms for interviews to demonstrate their ability to perform the requirements. As a result, the committee found the response submitted by the Schacht Aslani Architects team most closely matched Pierce Transit's expectations.

Schacht Aslani, along with their core subconsultant WSP Parsons Brinckerhoff, have completed similar projects for other public agencies who report satisfaction with the results and the processes undertaken to reach those results. The consultant team has satisfied the selection team that they have the experience and depth necessary to complete this project. The hours and schedule proposed by Schacht Aslani Architects are considered to be fair and reasonable. Staff recommends execution of a Master Contract for this project. A fee structure to be utilized throughout the term of the Contract has been established with Schacht Aslani. Work will be assigned by task order.

Task Order No. 1 provides for the entire Base Master Plan Update process and is scheduled to be completed by February 2016 with a task order budget of \$246,616.00. The total project budget of \$303,000.00 provides a contingency of \$56,384.00 for any additional task orders that may be needed during the planning process. Sound Transit has agreed to pay \$101,000.00 towards the cost of the project, which was authorized by the Pierce Transit Board of Commissioners on May 9, 2016 by Resolution No. 16-013.

#### ALTERNATIVES:

The alternative would be to not proceed with the Base Master Plan Update, however, it would be difficult to proceed with service expansion without in-depth, strategic planning needed to ensure our base capacity supports our service levels into the future.

RECOMMENDATION:

Authorize execution of a Master Contract and Task Order No. 1 with Schacht Aslani Architects for Consulting Services for the Pierce Transit Base Master Plan Update.

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: Revisions to Pierce Transit Code Sections  
3.63.040 Capital Reserve and 3.63.050 Policy Review

DIVISION: Finance

ORIGINATOR: Wayne Fanshier, Executive Director of  
Finance/Chief Financial Officer

PRECEDING ACTION: Resolution No. 92-161, Adoption of Reserve Fund Policy

Resolution No. 05-071 Authority to Revise Pierce Transit’s Reserve Fund Policy

COORDINATING DEPARTMENT:

APPROVED FOR SUBMITTAL:

\_\_\_\_\_  
Chief Financial Officer

APPROVED FOR AGENDA:

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
General Counsel

ATTACHMENTS:

Exhibit A, Proposed Code Change

### BUDGET INFORMATION

2016 Budget Amount  
N/A

Required Expenditure  
N/A

Impact  
N/A

Explanation: There is no budget impact or expenditure required for this action.

### BACKGROUND:

Pierce Transit’s reserve policies are reviewed annually and changes recommended by the Executive Director of Finance/CFO are considered by the Board of Commissioners.

The Board of Commissioners held a study session on April 11, 2016, where Pierce Transit’s current reserve policies and proposed changes to the capital policy were reviewed. No changes to the operating and insurance reserve policies were recommended.

The proposed changes to the capital reserve policy follow as shown on Exhibit A:

Section 3.63.040 – Capital Reserve.

- A. A capital reserve has been established in order to meet capital expenditure requirements programmed in Pierce Transit's six-year financial plan.

- B. An amount sufficient to fund the capital requirements identified in the Six-Year Financial Plan will be transferred to the capital reserve annually. The minimum amount of the capital reserve will be set at a level equal to three prior years of local depreciation, excluding buildings and other structures. ~~ten percent of the six-year average annual capital expenditures and fifty percent of the average annual grant funding programmed in the six-year financial plan.~~ This reserve has been set at this level to enable the agency to respond to urgent unanticipated capital expenditure requirements as well as to protect Pierce Transit from the uncertainty of federal and state grant funding.

Section 3.63.050 – Policy review.

The established written Pierce Transit reserve policy shall be reviewed annually by the Executive Director of Finance ~~vice president of finance and administration.~~ Changes shall be approved by the Chief Executive Officer and the Board of Commissioners.

The language in the policy continues to follow the recommendations of the Government Finance Officers' Association Financial Policy Guidelines. There is no change recommended to the operating and insurance reserve policies.

ALTERNATIVES:

The alternatives would be to 1) not revise the policy or 2) revise the policy with different limits.

RECOMMENDATION:

Refer FS 16-034 to the June 13, 2016, Board of Commissioners meeting with placement on the consent agenda for approval.

Executive/Finance Committee Action:

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

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

---

Rick Talbert, Chair  
Executive/Finance Committee

ATTEST:

---

Deanne Jacobson, CMC  
Clerk of the Board

## Exhibit A

Pierce Transit Code

Chapter 3.63 - RESERVE POLICY\*

Sections:

3.63.040 - Capital reserve.

- A. A capital reserve has been established in order to meet capital expenditure requirements programmed in Pierce Transit's six-year financial plan.
- B. An amount sufficient to fund the capital requirements identified in the Six-Year Financial Plan will be transferred to the capital reserve annually. The minimum amount of the capital reserve will be set at a level equal to three prior years of local depreciation, excluding buildings and other structures. ~~ten percent of the six-year average annual capital expenditures and fifty percent of the average annual grant funding programmed in the six-year financial plan.~~ This reserve has been set at this level to enable the agency to respond to urgent unanticipated capital expenditure requirements as well as to protect Pierce Transit from the uncertainty of federal and state grant funding.

(Res. 05-071 §2 (Exh. A (part))

3.63.050 - Policy review.

The established written Pierce Transit reserve policy shall be reviewed annually by the Executive Director of Finance ~~vice president of finance and administration~~. Changes shall be approved by the Chief Executive Officer and the Board of Commissioners.

(Res. 05-071 §2 (Exh. A (part))