

Executive Finance Committee
March 28, 2019
3:00 p.m.

AGENDA

CALL TO ORDER

APPROVAL OF MINUTES – January 24, 2019

ACTION AGENDA:

1. FS 2019-017, Authority to Execute a Contract with Absher Construction to Provide GC/CM Preconstruction Services for Base Master Plan Implementation Phase I Projects
2. FS 2019-018, Authority to Execute a Professional Services Contract with EMC Research, Inc., to provide Customer Survey/Market Research Services
3. FS 2019-019, Authority to Execute a Contract with KPFF Architectural and Engineering Services for the Spanaway Turnaround Facility

Brett Freshwaters
Executive Director of Finance

Kim McGilvery
Community Development Manager

Sean Robertson
Sr. Construction Manager

DISCUSSION/UPDATE:

1. Committee Structures and Operating Procedures

Sue Dreier
Chief Executive Officer

COMMISSIONER COMMENTS

EXECUTIVE SESSION

ADJOURNMENT

**PIERCE TRANSIT
EXECUTIVE FINANCE COMMITTEE MEETING
3720 96th STREET SW, LAKEWOOD, WA
RAINIER CONFERENCE ROOM**

January 24, 2019

MINUTES

CALL TO ORDER

Vice Chair Eidinger called the meeting to order at 3:00 p.m.

ATTENDANCE

Executive Finance Committee Commissioners present:

Daryl Eidinger, Vice Chair, City of Edgewood Mayor

(representing Edgewood, Fife and Milton)

Nancy Henderson, Town of Steilacoom Councilmember

(representing Auburn/Gig Harbor/Fircrest/Pacific/Ruston/Steilacoom)

Don Anderson, City of Lakewood Mayor

Staff present:

Kristol Bias, Assistant to the CEO/Deputy Clerk of the Board

Dana Henderson, General Counsel

Staff excused:

Sue Dreier, Chief Executive Officer

Deanne Jacobson, Clerk of the Board/Public Records Officer

APPROVAL OF MINUTES

Commissioners Anderson and Henderson **moved** and seconded to approve the September 27, 2018 meeting minutes as presented.

Motion **carried**, 3-0.

SPECIAL BUSINESS

1. Election of Chair and Vice Chair

Vice Chair Eidinger called for Chair and Vice Chair Executive Committee nominations. Vice Chair Eidinger expressed his interest in serving as Chair and Commissioner Anderson expressed his interest in serving as Vice Chair for calendar year 2019.

Commissioners Anderson and Henderson **moved** and seconded to elect Vice Chair Eidinger as Chair and Commissioner Anderson as Vice Chair of the Executive Finance Committee for a one-year term.

By unanimous consensus, Daryl Eidinger was nominated Chair and Don Anderson was nominated Vice Chair. (*Term 01-19 thru 12-31-19*).

Motion **carried**, 3-0.

ACTION AGENDA

1. FS 2019-007, Authorize a Contract with Selectron Technologies, Inc., to Provide Integrated Voice Response (IVR) Software, Implementation and Training Services

Project Manager Monica Adams introduced Specialized Transportation Manager Cherry Thomas who presented on the item. Ms. Thomas discussed the background and benefits of the software program.

Upon inquiry from the Commissioners, Ms. Thomas provided an estimated implementation date of Spring 2019.

Commissioners Anderson and Henderson **moved** and seconded to authorize the Chief Executive Officer to enter into and execute a multi-year contract with Selectron Technologies, Inc., to provide Integrate Voice Response software, implementation and training services in an amount not to exceed \$483,450.

Motion **carried**, 3-0.

2. FS 2019-008, Authority to Execute a Multi-Year Contract with Briotix Health to Conduct ADA Functional Assessments

ADA Eligibility Administrator Tim Renfro presented on the item. Mr. Renfro provided background on the agency's eligibility program, history of Briotix Health and advised on the lower rates Briotix Health could provide in comparison to historical pricing from the agency's previous contractor, Northwest Center for Integrative Medicine.

Upon inquiry from Commissioner Henderson, Mr. Renfro provided clarification with regards to the meaning of the various types of Briotix assessment acronyms.

Commissioners Anderson and Henderson **moved** and seconded to authorize the Chief Executive Officer to enter into and execute a multi-year contract with Briotix Health to conduct ADA Functional Assessments in an amount not to exceed \$400,000.

Motion **carried**, 3-0.

3. FS 2019-009, Authority to Execute a Multi-Year Contract with Governmentjobs.com (d.b.a. “NEOGOV”) for a Three-Year Online Services Subscription and Applicable Implementation and Training Costs

Lean and Change Management Administrator Samantha Einarson presented on the item. Ms. Einarson provided background information with regards to NEOGOV, system details and the benefits it currently provides and would continue to provide for agency employees.

A short discussion ensued regarding the initial intensive set up of additional workflows that would result in long-term efficiencies with regards to staff time and effort. The program would turn current manual processes into electronic form.

Commissioners Henderson and Anderson **moved** and seconded to authorize the Chief Executive Officer to enter into and execute a three-year contract with NEOGOV for an online services subscription and applicable implementation and training costs to not exceed \$375,000.

Motion **carried**, 3-0.

4. FS 2019-010, Authority to Execute a Contract with e-Builder, Inc., for Annual Software Subscription and Implementation Services Utilizing the General Services Administration (GSA) Contract Number GS-35F-408AA

Project Controls Administrator Ashley DeGraffenreid presented on the item. Ms. DeGraffenreid advised attendees that e-Builder would provide an overall more efficient process for managing contracts. The database would allow for one transparent centralized location for agency staff and contractors on items such as contracts, budget management, version control and dashboard reports.

Commissioner Anderson inquired as to whether there is a training component to the database. Ms. DeGraffenreid confirmed the initial and continuous training components as the database evolves.

Commissioners Eidinger and Anderson **moved** and seconded to authorize the Chief Executive Officer to enter into and execute a contract with e-Builder, Inc., for annual software subscription and implementation services in an amount not to exceed \$317,057 utilizing General Services Administration (GSA) Contract No. GS-35F-408AA.

Motion **carried**, 3-0.

DISCUSSION/UPDATE

1. Compensation Eligibility Guidelines

General Counsel, Dana Henderson presented on the item. Ms. Henderson provided the Commissioners with a copy of the Agency's Commissioner Compensation Guidelines. The handout included suggested changes from agency staff. The proposed changes are intended to provide more clarity about current guidelines are not robust or helpful.

Ms. Henderson solicited Commissioner feedback.

A discussion ensued as to the various clarifications/components of an annual compensation verification letter that Pierce Transit would send to each Commissioner's home city. There was also discussion about the various scenarios of when a Commissioner should and should not get compensated and whether to have Board alternates.

The Commissioners inquired as to whether Board members should be compensated for telephonic attendance, whether the agency should have alternate Board members in place and whether those alternate Board members should get compensated.

The Commissioners were all in favor of bringing the item to the February Board meeting for consideration.

COMMISSIONER COMMENTS

Commissioner Anderson shared his excitement and pleasure for the Agency's new electric buses.

EXECUTIVE SESSION

None.

ADJOURNMENT

There being no further business, the meeting was adjourned at 3:48 p.m.

Kristol Bias
Assistant to the CEO/Deputy Clerk of the Board

Daryl Eiding, Vice Chair
Executive Finance Committee

TITLE: Authorization to Execute a Contract with Absher Construction for General Contractor/Construction Manager (GC/CM) Preconstruction Services for the Base Master Plan Implementation Phase 1 Projects

DIVISION: Finance

SUBMITTED BY: Brett Freshwaters, Executive Director of Finance

RELATED ACTION:

FS 2018-083 Authorization to Execute a Contract with Parametrix for General Contractor/Construction Manager (GC/CM) Consulting Services for the Base Master Plan Implementation Phase 1 Projects.

FS 2018-066, Authorization to Execute a Master Contract with Huitt-Zollars, Inc., for Architectural and Engineering Design and Construction Support Services for the Base Master Plan Implementation Phase 1 Projects.

Resolution No. 16-033, Cost Sharing Agreement with Sound Transit for Pierce Transit’s Base Master Plan Update.

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.

ATTACHMENTS: None

RELATION TO STRATEGIC PLAN: Customer

BUDGET INFORMATION

Is it Budgeted? Yes / No

Project Name or Number: #0525 Base Master Plan Implementation Phase 1

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Local Amount	\$ 730,698.81	The total amount reflects potential expenditures for all preconstruction services for implementing the Phase I construction work.
Grant/Other Amounts	\$	
Total Expenditure	\$ 730,698.81	

BACKGROUND:

A Base Master Plan Update was completed in early 2018. Out of that plan, several recommendations were made to improve efficiencies, update aging infrastructure and plan for growth and changing fleet composition for buses and other service and support vehicles. From that list of recommendations, several projects were identified as “Phase 1” priorities, including parking lot expansions, building expansions or renovations, and new adjacent facility construction. These projects are intended to improve safety, transit vehicle circulation, increase efficiency and capacity for maintenance and operation of all vehicle types.

Due to the complexity of the project, phasing and need for continued operations throughout the construction period, our Base Master Plan consultants recommended that the Agency use General Contractor/Construction Manager (GC/CM) as the desired method of project delivery. To use the GC/CM method of project delivery, Pierce Transit obtained approval through an application process with the state, utilizing the expertise of Parametrix, our GC/CM advisors. With their assistance, we have completed an extensive RFQ/P process and selected Absher Construction as our preferred GC/CM.

An RFQ was issued for a GC/CM for preconstruction services and construction implementation. Four proposals were received, and the selection team interviewed all four firms. Three of the four were selected to submit a final price proposal. Absher Construction submitted the lowest price proposal and had the highest overall score. Absher is a local firm headquartered in Puyallup, Washington. Absher has extensive experience in completing GC/CM projects and knows the local construction market well. They have completed several projects that are similar in nature to our occupied facility.

The GC/CM process divides the contracts into two primary phases: preconstruction and construction. The construction costs will be negotiated in one or more Maximum Allowable Construction Cost ("MACC") packages at or near the end of the design phase for project components. The preconstruction contract includes the negotiated scope of work for the design portions of the project, which will occur in phases throughout the implementation period (up to four years). This initial contract with Absher provides for services through the preconstruction period. The preconstruction services scope includes project management, all meetings for design coordination and review, budget development (construction cost estimates), and project constructability review. Since the actual level of effort needed to complete all preconstruction work is not entirely known at this point, we have worked with Absher to estimate a maximum anticipated amount. The team negotiated a total cost not to exceed \$730,698.81 for the Base Master Plan Phase 1 Preconstruction scope of work.

Based on experience and comparable rates for the scope of work and estimated value of consulting services, staff agrees that the fees and total cost are fair and reasonable.

STAFF RECOMMENDATION:

Staff recommends that the Board authorize staff to execute a contract with Absher Construction for a not to exceed amount of \$730,698.81 for Base Master Plan Implementation Phase 1 preconstruction services.

ALTERNATIVES:

Do not approve entering into a contract with Absher for preconstruction services. This is not recommended as it has been determined that utilizing the GC/CM project delivery method benefits this project more than a traditional design-bid-build approach. The GC/CM method requires bringing the contractor on as part of the design team.

PROPOSED MOTION:

Authorize the Chief Executive Officer to enter into and execute a contract with Absher Construction for Base Master Plan Phase I preconstruction services in an amount not to exceed \$730,698.81.

TITLE: Authority to Execute a Professional Services Multi-Year Contract with EMC Research, Inc., to Provide Customer Survey/Market Research Services

DIVISION: Planning & Community Development

SUBMITTED BY: Kim McGilvery, Community Development Manager

RELATED ACTION: N/A

ATTACHMENTS: None

RELATION TO STRATEGIC PLAN: Customer

BUDGET INFORMATION

Is it Budgeted? Yes / No

Project Name or Number: Customer Survey/Market Research Services

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Local Amount	\$ 380,000	The term of the Contract shall commence upon Contract execution and shall expire on December 31, 2019 with two (2) optional one-year extensions upon the consent of both parties hereto. Work will be assigned by task orders. Not to exceed amount of \$380,000 over the term of the contract (including both optional one year extensions) based on the terms of the contract and estimated work to be conducted.
Grant/Other Amounts	\$ 0	
Total Expenditure	\$ 380,000	

BACKGROUND:

Pierce Transit has entered into professional services contracts with qualified customer survey/market research firms for many years. The purpose of the work is to obtain quantitative and qualitative data from riders and the public. Examples of research include community attitudes surveys, customer satisfaction surveys, focus groups, route specific surveys and origin and destination surveys. Data obtained from the research is used to make informed decisions for a variety of projects, plans, and programs.

The Request for Proposals (RFP) was released on January 29, 2019 to consultants registered on MRSC Rosters and was advertised in the Tacoma Daily Index, Daily Journal of Commerce, OMWBE and Transit Talent. Five (5) proposals were received on February 22, 2019 and were evaluated by committee. The committee unanimously agreed that EMC Research meets the requirements for this project and will provide excellent and innovative solutions for our Market Research needs.

STAFF RECOMMENDATION:

Authorize the Chief Executive Officer to enter into and execute a contract with EMC Research to provide customer survey/market research services.

ALTERNATIVES:

Do not execute a contract with EMC Research for customer survey/market research services. However, Pierce Transit does not have the personnel necessary for this type of work in-house.

PROPOSED MOTION:

Authorize the Chief Executive Officer to enter into and execute a multi-year Professional Services Contract with EMC Research, Inc., to provide Customer Survey/Market Research Services in an amount not to exceed \$380,000.

TITLE: Authority to Execute a Contract with KPFF for Architectural and Engineering Services for the Spanaway Turnaround Facility

DIVISION: Finance

SUBMITTED BY: Sean Robertson, SR Construction Project Manager

RELATED ACTION:

FS 2018-086, A Resolution Amending the 2018 Capital Budget to Include Funding for the Pacific Avenue/SR7 Park and Ride and Authorizing the Chief Executive Officer to Enter Into and Execute an Agreement with the Washington State Department of Transportation to Receive Regional Mobility Grant Funds for the Pacific Avenue/SR7 Park and Ride

ATTACHMENTS: None

RELATION TO STRATEGIC PLAN: Customer

BUDGET INFORMATION

Is it Budgeted? Yes / No

Project Name or Number: Spanaway Turnaround Facility – Project Number 0556

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Local Amount	\$ -	Award a contract to KPFF for Architectural and Engineering services in the amount of \$450,000, plus \$50,000 contingency. The total project budget is \$5,025,000.
Grant/Other Amounts	\$ 450,000	
Contingency (Grant)	\$ 50,000	
Total Authorized:	\$ 500,000	

BACKGROUND:

Pierce Transit received a grant from Washington State Department of Transportation (WSDOT) for the site selection and development of a turnaround facility in Spanaway to support the Bus Rapid Transit (BRT) project. The grant has an expiration date of June 30, 2021. The corridor is currently served by Route 1, which is Pierce Transit's most utilized fixed route with 1.65 million boardings in 2017. Buses and SHUTTLE vehicles currently use a pullout to pick up passengers at the south terminus of Route 1. The pullout does not have capacity to hold more Route 1 buses and SHUTTLE vehicles. The pullout only provides one shelter, a bench and serves over 300 passengers per week. There are no restrooms or break facilities for operators. This project will include a facility that provides adequate parking and shelters for passengers while also providing a bus turnaround and a comfort station for operators. The Spanaway Turnaround Facility will serve as the southern terminus for the future BRT.

There was a Request for Qualifications (RFQ) advertised in January 2019 for professional consultant services. Statement of Qualifications were accepted until 5:00pm on February 1, 2019. Two qualified candidates responded to the RFQ. A selection committee reviewed both consultants and chose KPFF as the most qualified consultant to lead the design and construction support of the Spanaway Turnaround Facility.

KPFF provided a proposal for consulting services dated March 18th, 2019. The proposal includes a not to exceed amount of \$450,000 for pre-design, design, bid and construction support services.

Site selection for the turnaround facility is underway. Staff requests \$50,000 in contingency to cover higher costs of property acquisition than originally estimated due to the climate of the real estate market and the limited availability of property in the area.

STAFF RECOMMENDATION:

Execute a contract with KPFF to provide Architectural and Engineering consultant services for the design and construction of the Spanaway Turnaround Facility.

ALTERNATIVES:

Reject KPFF's proposal and advertise another RFQ. The project already has an aggressive schedule which includes having an operational transit center by the start of 2021. This would delay the schedule and result in a later operational completion date. We must spend \$125,000 of the WSDOT grant by June 30th, 2019. If this contract were not awarded, Pierce Transit would have to return some of the grant funds.

PROPOSED MOTION:

Authorize the Chief Executive Officer to execute a contract with KPFF to provide Architectural and Engineering services for design and construction support of the Spanaway Turnaround Facility in a not to exceed amount of \$500,000.

Executive Finance Committee Operating Procedures

1. Creation.

A. Pursuant to Pierce Transit Bylaws Section 2.24.030 and Resolution No. 08-026, Committees of the Board shall be created from time to time by act of the voting members of the Board as needed to facilitate the conduct of business. In addition, Resolution 08-026 also updated its Rules and Operating Procedures for Board Committees: Executive Committee and the Finance Committee. These two committees were combined into one committee for efficiency and is referred to as the Executive Finance Committee (EFC).

B. Pursuant to Resolution No. 2019-xxx, the Board of Commissioners hereby establishes new, revised guidelines of the EFC as outlined in these Operating Procedures which shall supersede prior procedures.

2. Authority Level.

The EFC has been delegated the authority by the Board to approve contracts for goods and services up to \$1 million (pursuant to Resolution No. 2008-018) and all contracts for Pierce Transit to acquire or use property of others or to allow the use of Pierce Transit property by others which exceed the CEO's award authority up to a maximum amount of \$1 million.

3. Role and Duties.

The EFC generally facilitates and oversees matters relating to Board governance; Agency financial and administrative policy formation and revision; financial matters such as budget, audit, investments, and reserves; and provides more detailed financial oversight of the Agency. All items considered by the EFC are subject to Board approval except for those matters that the Board has specifically delegated authority to the EFC to decide, including contracting authority discussed herein. The Pierce Transit Board or other committees may also refer specific matters to the EFC for study, recommendation, and certain decisions as appropriate. Typical topics for consideration by the EFC include, but are not limited to:

- The Board's or committees' bylaws, governance structure, and/or operating procedures;
- Agency-wide policies;
- State and federal legislative priorities/government relations strategies;
- Proposed operating and capital budget
- Financial Statements including any significant accounting or reporting issues or unusual transactions;
- Strategy for asset liability management and monitoring of investment and debt performance and risks;
- Risk management and insurance;

- Audit and oversight of audits and response(s) thereto, both internal and external;
- Quarterly financial reports which detail performance against capital and operating budgets.

4. Membership.

A. The committee shall be comprised of (4) four voting members from the Board of Commissioner membership as follows:

- i. Chair of the Board;
- ii. One Commissioner representing Pierce County;
- iii. One Commissioner representing the largest city in the PTBA; and
- iv. One Commissioner representing another city or multiple cities within the PTBA.

Other than the Chair of the Board, whose membership on the EFC shall be a duty of the Chair, all other positions on the EFC are appointed by the Board Chair, including when vacancies occur. In the event a vacancy occurs, the Chair of the Board shall appoint a member to fill the committee vacancy at the next Regular Board meeting. Committee members shall serve at the pleasure of the Board Chair and may serve without re-appointment provided that their attendance is in good standing.

B. Three (3) members shall constitute a quorum. (**This provision shall supersede Paragraph 3.D Quorum for Committees or Subcommittees of Resolution No. 2008-026.*)

C. Committee members' terms shall coincide with their term on the Board.

D. The committee shall elect a chair and vice chair at the first meeting each year.

E. Non-committee members of the Board may attend committee meetings to listen to discussion, but shall not be permitted to vote.

5. Expectations/Attendance.

A. Committee members are expected to attend each committee meeting prepared and engage in conversation and to make informed decisions based on the information provided to them.

B. Any committee member with three (3) or more excused or un-excused absences may not be considered to be in "good standing," and may be subject to removal from the committee by the Board Chair.

C. Committee members who have determined that they can no longer serve on the committee, shall give a reasonable notice to the CEO, or Clerk of the Board, so the position can be fulfilled in a timely manner.

6. Meetings.

A. All meetings shall be conducted in accordance with the Open Public Meetings Act, RCW 42.30. Regular meetings will be held at 3:00 p.m. on the third Thursday every other month beginning in January at Pierce Transit located at 3701 96th St. SW, Lakewood, WA. If the meeting date falls on a scheduled holiday, the regular meeting will be held the following Thursday. All other meetings held outside of the regular schedule and location shall be deemed a "special meeting" and will be noticed and held in accordance with the Open Public Meetings Act, RCW 42.30.

B. The committee is authorized to conduct public meetings, hearings, or joint meetings and hearings with other public agencies for and on behalf of the Board in order to meet any requirements of federal, state, or local laws and regulations and to enable the Agency to perform its statutory functions.

C. At the Chair's discretion, the committee shall recognize members of the public for the purpose of commenting on an agenda item at a meeting. In the event an agenda item has already been the subject of a public meeting or hearing at prior meetings of the Board or committee, the Chair may declare public input on the subject to be closed. A member of the public may present information on relevant issues or topics, but shall not be entitled to debate merits of the issue or topic.

D. Any meeting held without the establishment of a quorum will not be considered a meeting. The meeting should be postponed to a certain time and adjourned. Members present can receive information but no binding decisions or final disposition on any matter shall occur.

E. The provisions in the operating procedures shall be the prevailing rules of the committee and shall supersede any provisions adopted by previous resolutions.

7. Telephonic Participation.

Attendance via speakerphone/teleconferencing should be the rare exception, not the rule. The telephonic participation by a committee member shall count towards the establishment of a quorum, provided that there are at least two committee members physically present at the committee meeting. Members participating by telephone may vote. Board Members should notify the Clerk of the Board, or designee, 24 hours in advance of the need to telephonically participate.

8. Voting.

A. All voting members in attendance, including the chairperson, at committee meetings may vote on matters brought before the committee. All votes taken shall be by voice vote unless a roll call vote is requested by the Chair or a member of the committee present at the meeting.

B. A majority of the votes cast at a meeting at which a quorum is present is necessary for the Committee to act.

C. Motions drawing a tie vote shall be deemed lost.

D. Recommendation to the full Board should be in one of the following formats:

- i. Refer Item No. FS xx-xxx to the full Board with recommendation of approval (or denial) and placement of the item on the consent agenda (or action agenda); or
- ii. Refer Item No. FS xx-xxx to the full Board for consideration.

9. Conduct.

The Clerk of the Board, or designee, shall prepare written minutes of the committee's actions and decisions made. Statements, discussion and remarks of individual commissioners and commentators will not be noted in the official minutes.

10. Compensation.

By Resolution No. 90-147, EFC members who are eligible to receive compensation shall receive the maximum per diem as allowed by RCW 36.57A.050. Eligibility for compensation shall be determined as more fully set forth in Pierce Transit's Compensation Guidelines for Board of Commissioners.

11. Amendment of Operating Procedures.

Amendments to these Committee Operating Procedures may be made with a super majority of the members of the committee voting in the affirmative and further adoption by resolution of the Board of Commissioners. Any amendment to these Committee Operating Procedures shall go into effect after adoption by the full body.

DRAFT

Service Delivery & Capital Committee (SDCC) Operating Procedures

1. Creation.

A. Pursuant to Pierce Transit Bylaws Section 2.24.030 and Resolution No. 08-026, Committees of the Board may be created from time to time by act of the voting members of the Board as needed to facilitate the conduct of business.

B. Pursuant to Resolution 2019-_____, the Pierce Transit Board created the Service Delivery & Capital Committee (“SDCC”) to give additional oversight and certain defined decision-making authority on operational matters, capital projects, service and safety quarterly reports, and fare reviews. These operating procedures shall serve as the prevailing guidelines and shall supersede any prior provisions.

2. Authority Level.

Pursuant to Resolution 2019-_____, The SDCC committee has been delegated the authority by the Board to: approve contracts for goods and services in a value up to \$1,000,000; approve capital project budget changes valued up to \$500,000, but no more than twice during the course of a capital project; and _____.

3. Role and Duties.

The SDCC committee generally facilitates and oversees matters relating to operational matters, capital projects, service and safety quarterly reports, and fare reviews. The Pierce Transit Board or other committees may also refer specific matters to the SDCC for study, recommendation, and certain decision-making.

Typical topics for consideration by the SDCC include, but are not limited to:

- Activities and communications affecting the customer experience, on-time performance, safety;
- Six-Year Capital Plan;
- System enhancement and state of good repair projects consistent with the transit improvement plan;
- Providing oversight, strategic direction and recommendations to the Board regarding maintenance, fleet, and facility plans
- Strategies for project development and delivery;
- Scope, schedule, budget, risks, construction and capital activities, external engagement for system expansion projects;
- Operational impacts on facilities; overall service delivery and maintenance;

- Oversight of all capital projects consistent with the transit improvement program; and/or
- Recommendations to other Committees and/or the Board on new and existing capital projects and related policies.

4. Membership.

A. The committee shall be comprised of (4) four voting members from the Board of Commissioner membership as follows:

- i. Vice Chair of the Board;
- ii. One Commissioner representing Pierce County;
- iii. One Commissioner representing the largest city in the PTBA;
- iv. One Commissioner representing another city or multiple cities within the PTBA; and
- v. One non-voting member from the Community Transportation Advisory Group.

Other than the Vice Chair of the Board, whose membership on the SDCC shall be a duty of the Vice Chair, all other positions on the SDCC are appointed by the Board Chair, including when vacancies occur. In the event a vacancy occurs, the Chair of the Board shall appoint a member to fill the committee vacancy at the next Regular Board meeting. Committee members shall serve at the pleasure of the Board Chair and may serve without re-appointment provided that their attendance is in good standing.

B. Three voting (3) members shall constitute a quorum. (**This provision shall supersede Paragraph 3.D Quorum for Committees or Subcommittees of Resolution No. 2008-026.*)

C. Committee members' terms shall coincide with their term on the Board.

D. The committee shall elect a chair and vice chair at the first meeting each year.

E. Non-committee members of the Board may attend committee meetings to listen to discussion, but shall not be permitted to vote.

5. Expectations/Attendance.

A. Committee members are expected to attend each committee meeting prepared and engage in conversation and to make informed decisions based on the information provided to them.

B. Any committee member with three (3) or more excused or un-excused absences may not be considered to be in "good standing," and may be subject to removal from the committee by the Board Chair.

- C. Committee members who have determined that they can no longer serve on the committee, shall give a reasonable notice to the CEO, or Clerk of the Board, so the position can be fulfilled in a timely manner.

6. Meetings.

A. All meetings shall be conducted in accordance with the Open Public Meetings Act, RCW 42.30. Regular meetings will be held at 3:00 p.m. on the third Thursday every other month beginning in February at Pierce Transit located at 3701 96th St. SW, Lakewood, WA. If the meeting date falls on a scheduled holiday, the regular meeting will be held the following Thursday. All other meetings held outside of the regular schedule and location shall be deemed a “special meeting” and will be noticed and held in accordance with the Open Public Meetings Act, RCW 42.30.

B. The committee is authorized to hold executive session meetings in accord with RCW 42.30.110, and may conduct public hearings or hold joint meetings and hearings with other public agencies for and on behalf of the Board in order to meet any requirements of federal, state, or local laws and regulations and to enable the Agency to perform its statutory functions.

C. At the Chair’s discretion, the committee shall recognize members of the public for the purpose of commenting on an agenda item at a meeting. In the event an agenda item has already been the subject of a public meeting or hearing at prior meetings of the Board or committee, the Chair may declare public input on the subject to be closed. A member of the public may present information on relevant issues or topics, but shall not be entitled to debate merits of the issue or topic.

D. Any meeting held without the establishment of a quorum will not be considered a meeting. The meeting should be postponed to a certain time and adjourned. Members present can receive information but no binding decisions, motions, or final disposition on any matter shall occur.

E. The provisions in the operating procedures shall be the prevailing rules of the committee and shall supersede any provisions adopted by previous resolutions.

7. Telephonic Participation.

Attendance via speakerphone/teleconferencing should be the rare exception, not the rule. The telephonic participation by a committee member shall count towards the establishment of a quorum, provided that there are at least two committee members physically present at the committee meeting. Members participating by telephone may vote. Board Members should notify the Clerk of the Board, or designee, 24 hours in advance of the need to telephonically participate

8. Voting.

A. All voting members in attendance, including the chairperson, at committee meetings may vote on matters brought before the committee. All votes taken shall be by voice vote unless a roll call vote is requested by the Chair or a member of the committee present at the meeting.

B. A majority of the votes cast at a meeting at which a quorum is present is necessary for the Committee to act.

C. Motions drawing a tie vote shall be deemed lost.

D. Recommendation to the full Board should be in one of the following formats:

- i. Refer Item No. FS xx-xxx to the full Board with recommendation of approval (or denial) and placement of the item on the consent agenda (or action agenda); or
- ii. Refer Item No. FS xx-xxx to the full Board for consideration and final decision.

9. Conduct.

The Clerk of the Board, or designee, shall prepare written minutes of the committee's actions and decisions made. Statements, discussion and remarks of individual commissioners and commentators will not be noted in the official minutes.

10. Compensation.

By Resolution No. 90-147, committee members who are eligible to receive compensation shall receive the maximum per diem as allowed by RCW 36.57A.050. Eligibility for compensation shall be determined as more fully set forth in Pierce Transit's Compensation Guidelines for Board of Commissioners.

11. Amendment of Operating Procedures.

Amendments to these Committee Operating Procedures may be made with a super majority of the voting members of the committee voting in the affirmative and further adoption by resolution of the Board of Commissioners. Any amendment to these Committee Operating Procedures shall go into effect after adoption by the full body.