

May 21, 2020 - 3:00 p.m.  
Executive Finance Committee Meeting



Meeting Location: Teleconference  
Phone: 253-215-8782  
Meeting Code: 870 2935 7344

**Virtual Meeting Participation:**

Due to the COVID-19 Emergency, the May 21, 2020 Executive Finance Committee meeting will be conducted by phone. Per the [Governor Proclamation 20-28](#) Open Public Meetings Act, a physical meeting location will not be provided for this meeting. The public is welcome to participate in the meeting by joining via phone by calling 253-215-8782 and entering Meeting ID No. 870 2935 7344.

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**CALL TO ORDER**

**APPROVAL OF MINUTES** – July 18, 2019

**CEO’S COMMENTS**

**ACTION AGENDA:**

1. FS 2020-026, Authority to Execute Contract No. 1037 with Stemper Architecture Collaborative for Design and Engineering Services for the Modernization of Five (5) Elevators at the Tacoma Dome Station

Monica Adams  
Senior Planner

**DISCUSSION/UPDATE:**

1. 2019 Financial Recap
2. 2020 Financial Forecast

Brett Freshwaters  
Executive Director of Finance

Brett Freshwaters  
Executive Director of Finance

**COMMISSIONER COMMENTS**

**EXECUTIVE SESSION**

**ADJOURNMENT**

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

**July 18, 2019**

**MINUTES**

**CALL TO ORDER**

Vice Chair Eidinger called the meeting to order at 3:06 p.m.

**ATTENDANCE**

Executive Finance Committee Commissioners present:

Daryl Eidinger, Vice Chair, City of Edgewood Mayor

*(representing Edgewood, Fife and Milton)*

Don Anderson, City of Lakewood Mayor

Robin Farris (Alternate), City of Puyallup Councilmember

Executive Finance Committee Commissioners excused:

Victoria Woodards, Chair, Mayor of City of Tacoma

Bruce Dammeier, Pierce County Executive

Staff present:

Sue Dreier, Chief Executive Officer

Dana Henderson, General Counsel

Deanne Jacobson, Clerk of the Board

**APPROVAL OF MINUTES**

Commissioners Anderson and Farris **moved** and seconded to approve the May 23, 2019 meeting minutes as presented.

Motion **carried**, 3-0.

**SPECIAL BUSINESS**

**Election of Vice Chair**

Commissioner Eidinger volunteered to serve as vice chair of the committee. No other members expressed a desire to serve in this capacity.

Commissioners Anderson and Farris **moved** and seconded to nominate Commissioner Daryl Eidinger to serve as Vice Chair.

Motion **carried**, 3-0.

**ACTION AGENDA** – None.

## **DISCUSSION/UPDATE**

### **Review of Proposed Changes to Board of Commissioner Bylaws**

The committee reviewed the proposed changes to the Board of Commissioner Bylaws.

General Counsel Dana Henderson noted that there has been a comprehensive review of the Bylaws, which have not been visited for some time. She advised that if this committee is fine with the proposed amendments, the next steps would be to distribute the amended Bylaws to the members within the Public Transit Benefit Area (PTBA), or if the committee preferred, the proposed amendments could be reviewed by the full Board prior to notifying the members within the PTBA.

The committee gave direction for the proposed Bylaw amendments to be distributed to the members in the PTBA and if there are no concerns from these members, staff should bring back the Bylaws before the full Board for consideration and final approval.

### **Update on Implementation of Financial Software System**

Executive Director of Finance Brett Freshwaters provided an update on the implementation of the Financial Software System One Solution that when live June 8, 2019.

He distributed a document outlining the current status of the project and the benefits realized by transitioning to the new software system as well as outstanding items that still need to be completed. He noted that the agency is working on moving towards a paperless environment, and this system moves the agency in the right direction.

Commissioner Farris suggested it would be beneficial to do a comparison showing the savings and ease of doing business with the old system versus the new system.

### **Update on Tacoma Dome Station Parking Program**

Planning Manager Tina Lee provided an update on the Tacoma Dome Station Parking Program, noting to date 41 permits have been sold to date (15 HOV, 23 SOV and 3 ORCA LYFT).

She discussed the lessons being learned from the program, noting that most permit users do not use their spot every day and there have been warnings issued to people who park in the reserved parking spots who did not pay for the permit/parking spot.

She also advised the committee that Pierce Transit has received a request from a customer who lives outside of the PTBA to purchase a parking spot, and at this point the program does not allow for it, but it may be something that the Board may want to consider again in the future should there be more demand for it.

At the end of the discussion, the committee requested to have an update at the full Board in approximately six months, or so, to hear how the program is doing,

**COMMISSIONER COMMENTS**

Commissioner Anderson provided a short update about the Road Usage Charge (RUC) that was recently discussed at the Puget Sound Regional Council Transportation Policy Board meeting.

**EXECUTIVE SESSION** ~ None.

**ADJOURNMENT**

There being no further business before the committee, the meeting was adjourned at 4:14 p.m.

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Deanne Jacobson  
Clerk of the Board

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Daryl Eiding, Vice Chair  
Executive Finance Committee

TITLE: Authority to Execute Contract No. 1037 with Stemper Architecture Collaborative for Design and Engineering Services for the Modernization of Five (5) Elevators at the Tacoma Dome Station

DIVISION: Finance

SUBMITTED BY: Monica Adams, Sr. Project Manager

RELATED ACTION: N/A

ATTACHMENTS: N/A

RELATION TO STRATEGIC PLAN: Financial

**BUDGET INFORMATION**

Is it Budgeted?  Yes /  No

Project Name or Number: 588

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Local Amount	\$ 157,500	The local amount is included in the 2020 capital budget. Sound Transit will contribute their share of the project costs (75%) per the Tacoma Dome Station Operating Agreement.
Grant/Other Amounts	\$ 472,500	
Total Expenditure	\$ 630,000	

**BACKGROUND:**

Pierce Transit’s Tacoma Dome Station’s East Garage elevators were installed when the building was constructed in 1997, with two (2) six stop cars in the garage and one (1) two stop car at the transit bus island. The West Garage elevators were installed when the building was constructed in 2000, with two (2) seven stop cars with all door openings on the same side. The elevators in the West Garage are 19 years old while the elevators in the East Garage are 22 years old. Reliability is the main issue; the TDS Mid-Life Refurbishment project was completed in 2019 on the garages and repaired water infiltration that was causing issues with several of the elevators. However, the project did not include any repairs to elevator equipment.

All parking garage elevators are reaching the end of their typical life cycle. Stemper Architecture Collaborative, with subconsultants Elevator Consulting Services and Tres West Engineers, completed the Elevator Mid-Life Assessment in 2019. The Assessment concluded that the “elevators are reaching the end of their typical life cycle. In addition to lack of available parts and likelihood of more repairs experienced by all these elevators, elevator three in East Garage has water seeping into the pit from a penetration in the pit wall for the hydraulic line. This means this oil line is exposed to water and is possibly experiencing rust and electrolysis and possible failure within a few years. All elevators received an Elevator Sub-Consultant Profile Score of thirty-seven. Elevator systems with profile scores

greater than thirty are considered candidates for immediate modernization." The report also pointed out safety exposure due to potential failure.

If modernization is not undertaken this year, Pierce Transit should assume a 7% per year MACC cost increase for elevator systems and a 5% escalation for other costs.

Pierce Transit conducted a Request for Qualifications design and engineering services for the project and received two responses. Stemper Architecture Collaborative was deemed the most qualified to complete the necessary evaluation, design and engineering needed to compile bid ready specifications.

**STAFF RECOMMENDATION:**

Staff recommends that Stemper Architecture Collaborative is hired to complete the engineering and design to modernized/replace all 5 elevators in the Tacoma Dome Station.

**ALTERNATIVES:**

Do not authorize the contract with Stemper Architecture Collaborative. This is not recommended as the condition of the elevators will continue to get worse if this project is not completed, which will ultimately increase the frequency of failures resulting in excessive down time experienced by the public, increased repair expense and potential safety hazards.

**PROPOSED MOTION:**

Authorize the Chief Executive Officer to execute into and execute a contract with Stemper Architecture Collaborative for Design and Engineering Services for the modernization of five (5) elevators at the Tacoma Dome Station in the not to exceed amount of \$630,000.