

Executive Finance Committee Meeting Agenda
September 18, 2025, 3:00 p.m.



Virtual Meeting Participation Information:
Dial: 1-253-215-8782 Meeting ID No. 87027114206
Webinar link: <https://us02web.zoom.us/j/87027114206>

Physical Meeting Location:
Pierce Transit Training Center
3720 96th Street SW
Lakewood, WA 98499

Call to Order

Approval of Minutes – March 20, 2025, committee meeting

Public Comment:

Citizens wishing to provide comment will be given up to three minutes to comment on transit-related matters regardless of whether it is an agenda item or not. The Chair, at his or her discretion, may reduce the comment time to allow sufficient time for the Board to conduct business.

*To request to speak virtually during public comment, please press the Raise Hand button near the bottom of your Zoom window or press *9 on your phone. If speaking in person, please sign in at the table at the back of the room. Your name or the last four digits of your phone number will be called out when it is your turn to speak. Written comments may also be emailed to Djacobson@piercetransit.org.*

Action Agenda

1. FS 2025-036, Authority to Execute Contract No. E2242 with Parametrix for a Facilities Condition Assessment in Support of the 2026 Transit Asset Management Plan (TAMP) and Related Assessments

Silas Read
Planner

Commissioner Comments

Executive Session – None Scheduled

Adjournment

Pierce Transit does not discriminate on the basis of disability in any of its programs, activities, or services. To request this information in an alternative format or to request a reasonable accommodation, please contact the Clerk's Office at 253.581.8066, before 4:00 p.m., no later than the Tuesday preceding the Board meeting.

**PIERCE TRANSIT
EXECUTIVE FINANCE COMMITTEE MEETING**

March 20, 2025

MINUTES

CALL TO ORDER

Chair Walker called the meeting to order at 3:03 p.m.

ATTENDANCE

Executive Finance Committee Commissioners present:

Kristina Walker, Tacoma City Council, Chair
Rosie Ayala, Pierce County Council, Vice Chair
Jim Kastama, Mayor, City of Puyallup
Ryan Mello, Pierce County Council

Staff present:

Amy Cleveland, Chief Administration Officer
Deanne Jacobson, Clerk of the Board
Mona Sullivan, Assistant to the CEO/Deputy Clerk of the Board

OPENING REMARKS AND HOUSEKEEPING

Chair Walker welcomed committee members, staff, and citizens to the meeting and provided instructions for participation to attendees.

APPROVAL OF MINUTES

Commissioners Kastama and Mello **moved** and seconded to approve the July 18, 2024, meeting minutes as presented.

Motion **carried**, 3-0.

PUBLIC COMMENT

No public comments were received.

ACTION AGENDA

1. Election of Chair and Vice Chair

Commissioner Mello nominated Commissioner Walker to serve as the Chair of the Executive Finance Committee. Being that no other nominations were received, Commissioner Walker was declared the Chair of the Executive Finance Committee.

Chair Walker nominated Commissioner Kastama to serve as the Vice Chair of the Executive Finance Committee. Being that no other nominations were received, Commissioner Kastama was declared the Vice Chair of the Executive Finance Committee.

2. FS 2025-013, Authorize the Chief Executive Officer to Increase Contract 1019 with All StarZ Staffing and Consulting, Inc., to Continue Providing Temporary Staffing for Bus Cleaning Custodians and other Temporary Staffing Needs

Human Resources Assistant Manager Randal Shultz presented on the item and spoke about the need for temporary staffing services until the labor market returns to healthier levels. He noted that this contract increase would cover services through the end of December 2026.

Commissioners Kastama and Ayala moved and seconded to authorize the Chief Executive Officer to increase Contract No. 1019 with All StarZ Staffing and Consulting, Inc., in the amount of \$200,000 to continue providing temporary staffing services primarily for bus cleaning custodians and other agency temporary staffing positions on an as needed basis, for a new contract spending authority amount of \$1,000,000.

Motion carried, 4-0.

3. FS 2025-014, Authority to Increase Contract No. PT-09-18 Gordon Thomas Honeywell (GTH) Government Relations to Provide Continued State Legislative Liaison Services

Chief Administration Officer Amy Cleveland presented on the item and reviewed the services that GTH provides, noting that they have helped secured over \$47 million for the agency over the years. She advised that this expenditure would cover services through the end of 2026 and two additional years.

Commissioners Kastama and Ayala moved and seconded to authorize the Chief Executive Officer to increase Contract No. PT-09-18 with Gordon Thomas Honeywell to provide continued State Legislative Liaison Services in the amount of \$180,000 for a total contract spending authority of \$678,000.

Motion carried, 4.0.

4. FS 2025-015, Authority to Increase Contract PT-08-18 with Covino, Smith & Simon to Continue to Provide Federal Government Liaison Services

Chief Administration Officer Amy Cleveland presented on the item and reviewed the services and benefits Covino, Smith & Simon have delivered over the duration of the contract period.

Commissioners Kastama and Ayala **moved** and seconded to authorize the Chief Executive Officer to increase Contract No. PT-08-18 with Covino Smith & Simon, to continue Federal Government Liaison Services for an amount not to exceed \$100,000, for a total contract spending authority of \$388,000.

Motion **carried**, 4-0.

PRESENTATIONS

1. Overview of FTA System Safety Data Reporting Requirements and Review of 2024 Q4 Data

Emergency Management Administrator Rodney Chandler provided a PowerPoint presentation and overview on the Federal Transportation Administration's System Safety Data Reporting Requirements and the agency's 2024 Q4 data for this data set.

Mr. Chandler advised that this reporting requirement is a new directive from the FTA relating to the protection of transit operators and all transit employees for purposes of monitoring and mitigating assaults against transit personnel. He reviewed the agency's progress in meeting the requirements and for collecting the data and actions that the agency has taken to mitigate assault episodes. He advised that the agency is in compliance with the new directive and the required actions relating to the new directive will be rolled into the agency's safety plan this year.

Mr. Chandler reviewed the data collection that is required under the new directive versus the data that is captured from the Public Safety Department and noted that the data that is collected in the Public Safety Department is distinguished by the fact that it involves a police response.

Public Safety Chief Ed Roberts explained that the data that is typically collected by the Department of Public Safety for its reports and emphasized that the FTA's definition of assaults do not meet the same definition of assaults under the Revised Code of Washington.

A question-and-answer period ensued about the data.

COMMISSIONER COMMENTS

No comments were provided.

EXECUTIVE SESSION

No executive session was scheduled.

ADJOURNMENT

There being no further business before the committee, the meeting was adjourned at 3:36 p.m.

Deanne Jacobson
Clerk of the Board

Kristina Walker, Chair
Executive Finance Committee

TITLE: Authority to Execute Contract No. E2242 with Parametrix for a Facilities Condition Assessment as Part of the 2026 Transit Asset Management Plan (TAMP) and Related Assessments

DIVISION: Planning & Community Development

SUBMITTED BY: Silas Read, Planner

RELATED ACTION: N/A

ATTACHMENTS: N/A

RELATION TO STRATEGIC PLAN: Financial

BUDGET INFORMATION

Is it Budgeted? Yes / No

Project Name or Number: N/A

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Local Amount	\$ 287,264 (includes 10% contingency)	Funding for project tasks is included in individual department operating budgets.
Grant/Other Amounts	\$	
Total Expenditure	\$ 287,264	

BACKGROUND:

Pierce Transit requires consultant services to conduct a comprehensive Facilities Condition Assessment (FCA) of all Headquarters buildings plus all customer-facing properties owned and operated by Pierce Transit (e.g., Transit Centers, Transit Stations, and Park-and-Ride lots), as well as an accessibility barriers inventory for those customer-facing facilities.

Pierce Transit is required to prepare a Transit Asset Management Plan (TAMP) every four years. A Facilities Condition Assessment is required as part of the Agency's 2026 TAMP. Generally, a condition assessment is a rating of the condition of buildings or capital facilities assets in the inventory, including repairs or upgrades necessary to bring it to a State of Good Repair. The consultant will visually inspect the assets identified in the scope of work to document their conditions as good/fair/poor, using the TERM Lite scale, and estimate the percentage of residual or remaining useful life of major asset systems. This work will be completed using the methodology for defining, gathering, and reporting information outlined in Federal Transit Administration (FTA) Facility Condition Assessment Guidebook, to fulfill the data requirements outlined in Title 49 §5335 of the US Code National Transit Database. The data provided will be utilized by staff for ongoing State of Good Repair recommendations over the six-year planning horizon.

The assessments will include all on-base facilities at Pierce Transit Headquarters and all transit centers and park-and-ride lots under Pierce Transit's capital responsibility, for a total of (6) on-base vertical structures and thirteen (13) passenger-facing facilities.

A Request for Qualifications (RFQ) was solicited on May 12, 2025, for a FCA contract with four (4) firms responding. The evaluation committee interviewed the two (2) top-ranking firms. Based on the scoring criteria, the evaluation committee chose Parametrix as the most qualified firm to provide the requested services. Based on experience, expertise, previous contract work and comparable rates for the type of services provided, staff views the rates to be fair and reasonable.

STAFF RECOMMENDATION:

Authorize Pierce Transit to enter into and execute a contract with Parametrix for Facilities Condition Assessment (FCA) services in the amount of \$287,263.58, which includes a ten percent (10%) contingency in the amount of \$26,114.87.

ALTERNATIVES:

Do not authorize Pierce Transit to enter into and execute a contract with Parametrix. If the contract were not executed, the Agency would still have to conduct the facilities condition assessment and the project would be delayed until 2026, meaning the Agency risks not meeting a key TAMP milestone in 2025. There is also the possibility that proposals could come in as high or higher than the cost that has been negotiated for this assessment.

PROPOSED MOTION:

Move to: Authorize the Chief Executive Officer to enter into and execute Contract E2242 with Parametrix to provide Facilities Condition Assessment services for a total contract spending authority of \$287,263.58.