



## **SOUND TRANSIT OPERATIONS AND ADMINISTRATION COMMITTEE MEETING**

### **Summary Minutes**

**March 6, 2014**

### **CALL TO ORDER**

The meeting was called to order at 1:01 p.m. by Chair Paul Roberts, in the Ruth Fisher Boardroom, 401 South Jackson Street, Seattle, Washington.

### **ROLL CALL**

#### Chair

*(P) Paul Roberts, Everett Councilmember*

#### Vice Chair

*(P) John Marchione, Redmond Mayor*

#### Boardmembers

*(P) Dave Earling, Edmonds Mayor*

*(P) Dave Enslow, Sumner Mayor*

*(P) Mary Moss, Lakewood Councilmember*

*(A) Dave Upthegrove, King County Councilmember*

*(A) Pete von Reichbauer, King County Councilmember*

Katie Flores, Board Coordinator, announced that a quorum of the committee was present at roll call.

### **REPORT OF THE CHAIR**

Chair Roberts welcomed Joni Earl, CEO, back from her medical leave. Ms. Earl noted that she is working limited hours for the next two months. She introduced Craig Davison, the new Executive Director of Communications and External Affairs.

Chair Roberts noted that he and Boardmember Balducci attended the Urban Land Institute task force meeting analyzing options for Sound Transit's Operation and Maintenance Satellite Facility. The task force is looking at development and Transit-Oriented Development options around each potential OMSF site. The Operations and Administration Committee will receive more information on the task force findings at a future meeting.

### **DEPUTY CEO REPORT**

#### Landslide Mitigation Action Plan

Today's presentation is a follow-up to the update given at the December Operations and Administration Committee on the progress that the state Department of Transportation and BNSF Railway have made with landslide mitigation efforts in the north rail corridor. Last December, WSDOT was working with BNSF, Amtrak, Sound Transit, and affected jurisdictions in the corridor to complete a Landslide Mitigation Action Plan. The state Secretary of Transportation asked WSDOT to work with BNSF, passenger rail agencies, and local jurisdictions in the corridor to develop this plan after an unusually high number of landslides cancelled a record number of passenger rail trips for both Sounder and Amtrak last season.

Martin Young, Manager of Sounder Operations, provided an overview of the actions being taken to address slide issues in the corridor. He noted that last year there were a record 208 canceled trips on the north line for Sounder, resulting in a total of 27.5 days of canceled service. So far this year there have been 36 canceled trips, resulting in 5.5 days of canceled Sounder service.

WSDOT's Mitigation Action Plan includes short, intermediate and long-term strategies for reducing landslides. Short-term strategies included low cost education outreach such as creating a brochure for property owners on vegetation control and drainage options to reduce slides, and conducting an open house on property management practices. Other short-term strategies include increased right-of-way maintenance of slide fences, ditches and other drainage improvements, and a temporarily reduced BNSF permit fee to adjacent property owners as an incentive to improve drainage practices.

Intermediate strategies include six construction projects to improve conditions in high-slide areas and research and data gathering for assessing slope conditions. The projects were made possible by a Federal Railroad Administration investment of \$16.1 million to alleviate landslide problems along this corridor. The FRA awarded this money to WSDOT through a High Speed Rail authorization grant, and WSDOT hired BNSF to design and construct six projects. Two projects were completed in 2013. The first project completed by BNSF was a slope stabilization project at milepost 24.5, south of the Mukilteo station. The 200-foot long area is covered with granite boulders that will allow penetration of rainwater, replacing unstable slope conditions in this historically troublesome location. The second project completed by BNSF was a 700-foot long, 10-foot high catchment wall at milepost 29.5, north of Mukilteo Station. The debris containment wall is made of pre-stressed concrete between steel "H" piles. With this design, the wall blocks can be removed to facilitate cleanout. These projects, as well as four others planned, were selected to improve either slope stability or retention features at key locations between Seattle and Everett.

Long-term strategies include the review and possible revision of the permitting process to streamline it for landowners. Other long-term strategies include removing debris, restoring slopes, optimizing structures, and evaluating the effectiveness of these stabilization projects. These are WSDOT and BNSF's activities in general; however, Sound Transit is very involved in the intermediate strategies particularly in working with the USGS on their landslide assessment model.

Hamid Qaasim, Director of Safety and Quality Assurance, reviewed the landslide assessment model. He noted that the United States Geological Survey (USGS) has developed a landslide assessment model, which has been in use for several years now at about five locations along the Puget Sound from Everett to SeaTac. It gathers data about rainfall, soil conditions and slope stability. Sound Transit has been working with the USGS since February 2013 to evaluate how to use their collected data and the assessment model more strategically on the Sounder north line.

With the USGS and representatives from the local jurisdictions, seven potential locations were identified where landslide assessment monitoring equipment could be added. Assessment equipment will be installed in five locations. Once installed, the equipment will further data collection efforts in slide prone areas. The USGS will install equipment later this year for monitoring selected sites during the 2014/2015 rainy season. Once the data from the five local sites is reviewed and validated, a determination can be made as to how the landslide assessment model can be used going forward.

## **REPORTS TO THE COMMITTEE**

### Ridership and Operations Report

Michael Perry, Deputy Executive Director of Operations, reviewed November, December and January ridership and presented a new format for the modal performance report that includes ridership information. The new format shows all the same ridership and modal performance information as well as provides additional trend data and a better graphical representation. Committee members commented that they liked the new format.

Central Link had a 16% increase in ridership in January, including 30% higher weekend ridership in January 2014 as compared to January 2013.

### Update on Bus Fleet On-Board Technology

Dave Turissini, Bus Operations Manager and David Huffaker, Operations Business Manager provided information on the technology incorporated into the Sound Transit bus fleet. The ST Express mobile communications system includes a two-way radio that transmits voice and data, the Computer-Aided Dispatch and Automatic Vehicle Locator systems (or CAD/AVL systems) and related technologies including the automatic passenger counters, next stop, date and time indicators, and the automatic vehicle stop annunciator. The two-way radio continues to be the most important communications component on the bus by providing voice-to-voice communication and data communication between the bus and the control center. The CAD/AVL system and automatic passenger counters transmits real time information about the buses location and passenger load. This allows the control center to monitor and manage the bus fleet. The

CAD/AVL system displays the route destination on the interior and exterior electronic signage and knows what stop announcements to make. These features are designed to meet the requirements of the Americans with Disabilities Act. The CAD/AVL system also provides information to mobile applications such as One Bus Away, and gathers data used by service planning staff to plan schedules and allocate resources where they are needed most. Sound Transit has worked with partner agencies for a number of years to bring the technology to this point.

Mr. Huffaker noted that the ST Express Mobile Communications project was established seven years ago to ensure that Sound Transit's system was interoperable with partners. The overall budget is \$10.5 million along with a \$600,000 contingency.

Pierce Transit was the first partner to start their project. At that time, Pierce Transit had a radio system that was out of date, fragile, and no longer supported by the vendor. The Pierce Transit investment entailed a complete radio system replacement and the building of a repeater station to assist with coverage for Sound Transit routes that operated outside of the regular service area. Pierce Transit completed their mobile communications project in 2009, within the agreement amount.

Community Transit's mobile communications project includes radio upgrades and new CAD/AVL systems. Community Transit is in the final testing and acceptance phases of their project. Some of the customer facing technologies, such as automated stop and message announcements, have already been deployed. Community Transit's project is expected to come in within the agreement amount.

King County Metro's mobile communications project also includes radio upgrades and new CAD/AVL systems. King County Metro has had unanticipated cost increases due to a determination that additional components were necessary only after system design and installation began. There has also been a need for extra equipment on larger buses. As you may recall, in an effort to accommodate ridership growth, we are replacing some of our standard 40-foot buses with high capacity 60-foot buses, and these larger buses require additional hardware. Sound Transit's Operations and IT staff members have been working with King County Metro to determine what additional costs the project will incur. Once we have established what those costs will be, staff will bring an agreement amendment to the Board. Through discussions with King County, we believe the contingency will be sufficient to cover these costs keeping the overall project within budget.

Sound Transit also has a second project for the Pierce Transit Radio Upgrade; this project will begin later this year. Pierce Transit completed their mobile communications upgrade in 2009. However, in 2012, the FCC mandated new radio frequency requirements that will go into effect in 2017. Because PT's radios were first generation new technology, they are not compatible with the new Federal Communications Commission regulations and the radios will need to be replaced. The cost to replace the radios in 116 Sound Transit buses operated by Pierce Transit will be approximately \$1 million. The Pierce Transit Radio Upgrade project is included in the adopted 2014 TIP. Pierce Transit will procure the equipment through a Pierce County communications consortium contract that will yield advantageous pricing and compatibility with the regional network. An agreement with Pierce Transit for radios on Sound Transit buses will be brought to the Committee later this year. Because King County Metro and Community Transit began their mobile communications work later, the purchased equipment will be compliant with the FCC requirement.

#### Overview of the Ticket Vending Machine Program

Brian McCartan, Executive Director of Finance and Information Technology, Chris Jefferies, IT Transit Systems Manager, and Byrl Eddy, Transit Systems Electronic Supervisor, outlined upcoming actions related to ticket vending machines. A ticket vending machine (TVM) was also available in the Boardroom for Boardmembers and the public to view the internal and external of the machine. Mr. Jefferies reviewed the history of ticket vending machines at Sound Transit. The original contract with Scheidt & Bachmann for TVMs was authorized by the Board in 1998. TVMs have since been deployed for Central Link stations and some ST Express locations and partner locations. A request will be brought to the Board next month for additional TVMs for the University Link Extension and South 200<sup>th</sup> Link Extension and future Sound Transit and partner needs. The upcoming action also includes a renegotiated service agreement.

Sound Transit's TVMs are able to dispense paper tickets and purchase and revalue ORCA cards. Revenues from TVMs include \$21.7 million in 2013 for Link, \$4.4 million in 2013 for Sounder, and \$2.4 million in 2013 for regional machines. The most frequent transaction is adding money to ORCA cards via the e-purse option. Single and round trip paper tickets are the next highest uses for the machines.

The Transit Systems Division within Sound Transit was established in 2009 to provide routine maintenance for TVMs instead of having that work done by Scheidt & Bachmann. The Transit Systems group has improved the uptime for TVMs while decreasing operating costs and providing a higher quality of service. The group also performs shop repairs for the TVMs at an approximate savings of \$78,000. There are currently five technicians in the group that also perform maintenance work on CCTV systems, automatic passenger counters, and public announcement systems for Sounder. Maintenance costs over time have decreased from \$17,640 per TVM when Scheidt & Bachmann performed the maintenance, to \$7,250 per TVM now that Sound Transit performs the maintenance.

Future deployments will include Tacoma Link, University Link Extension and South 200<sup>th</sup> Link Extension stations, and some additional King County Metro sites. Sound Transit also plans to optimize the location of TVMS and improve the TVM screen flow to make selections more intuitive for customers. Sound Transit is also planning to research mobile payment technologies, cashless machines, and web based sales.

## **BUSINESS ITEMS**

Chair Roberts reviewed some expectations for public comment in 2014. Public comment will be open to anyone in the public, but only on items that are before the Committee for Final Action.

When the Committee is considering items within its final authority, members of the public that wish to comment will be asked to raise their hand. The amount of time for public comment will generally be three minutes, but it may be shortened if there is a full agenda. If a group wishes to designate a representative to address the Committee, they will be allotted 5 minutes to speak so long as there is at least one other member of the group present and only one person speaks for the group.

Comments must be addressed to the Committee as a whole, and not to individual Boardmembers. Personal attacks, derogatory remarks and obscene language will not be permitted. If the Chair feels that a speaker is out of order, that speaker will be asked to conclude their comments and return to their seat. If that speaker does not comply, they will be asked to leave the Boardroom.

### Items for Committee Final Action

#### Minutes of the November 21, 2013 Operations and Administration Committee Meeting

**It was moved by Committee Vice Chair Marchione, seconded by Boardmember Moss, and carried by unanimous vote that the minutes of the November 21, 2013 Operations and Administration Committee meeting be approved as presented.**

#### Minutes of the December 5, 2013 Operations and Administration Committee Meeting

**It was moved by Committee Vice Chair Marchione, seconded by Boardmember Enslow, and carried by unanimous vote that the minutes of the December 5, 2013 Operations and Administration Committee meeting be approved as presented.**

Motion No. M2014-04: Authorizing the chief executive officer to execute a three-year contract with two one-year options to extend with Cascadia Consulting Group to provide on-call sustainability consulting services to Sound Transit for a total authorized contract amount not to exceed \$2,550,000.

Amy Shatzkin, Sustainability Manager, gave the staff presentation.

**It was moved by Boardmember Earling, seconded by Boardmember Moss, and carried by unanimous vote that Motion No. M2014-04 be approved as presented.**

Motion No. M2014-05: Authorizing the chief executive officer to execute a contract amendment with Access Information Protected, the successor in interest to DataSite Northwest, Inc. to provide offsite storage services in the amount of \$300,000, for a new total authorized contract amount not to exceed \$495,000.

Karen Hughes, Records Manager, gave the staff presentation. Chair Roberts asked for more information on current and anticipated future costs for public disclosures related to the open public meetings act. Ms. Hughes responded that she could provide that information in conjunction with the public records officer.

**It was moved by Boardmember Moss, seconded by Committee Vice Chair Marchione, and carried by unanimous vote that Motion No. M2014-05 be approved as presented.**

Motion No. M2014-13: Authorizing the chief executive officer to (1) execute contracts with Circular Edge, LLC, Denovo Ventures, LLC, and GSI, Inc., to provide on-call information technology support services for Sound Transit's EnterpriseOne system in an aggregate amount not to exceed \$848,980, having initial terms of one year with four one-year options to extend, and (2) execute individual contracts that exceed \$200,000, provided the aggregate amount does not exceed \$848,980.

Curt Small, IT Applications Manager, gave the staff presentation.

**It was moved by Committee Vice Chair Marchione, seconded by Boardmember Moss, and carried by unanimous vote that Motion No. M2014-13 be approved as presented.**

Motion No. M2014-14: Authorizing the chief executive officer to execute a novation agreement that authorizes Davidson Fixed Income Management, Inc., to assign its rights and obligations under its contract with Sound Transit to Government Portfolio Advisors LLC for investment advisory services, for a total authorized amount not to exceed \$694,833.

Jim Block, Cash and Investments Administrator, gave the staff presentation.

**It was moved by Boardmember Moss, seconded by Committee Vice Chair Marchione, and carried by unanimous vote that Motion No. M2014-14 be approved as presented.**

#### Items for Recommendation to the Board

Motion No. M2014-06: Authorizing the chief executive officer to execute a contract with Gilliq Corporation to manufacture and deliver seventeen 40-foot compressed natural gas buses in the amount of \$9,489,469, with a 5% contingency of \$474,473, for a total authorized contract amount not to exceed \$9,963,942.

Dave Turissini, Bus Operations Manager, gave the staff presentation on Motion No. M2014-06 and M2014-07.

**It was moved by Committee Vice Chair Marchione, seconded by Boardmember Moss, and carried by unanimous vote that Motion No. M2014-06 be forwarded to the Board with a do pass recommendation.**

Motion No. M2014-07: Authorizing the chief executive officer to execute a contract with Alexander Dennis to manufacture and deliver five 42-foot double deck diesel buses in the amount of \$4,860,394, with a 5% contingency of \$243,020, for a total authorized contract amount not to exceed \$5,103,414.

**It was moved by Committee Vice Chair Marchione, seconded by Boardmember Enslow, and carried by unanimous vote that Motion No. M2014-07 be forwarded to the Board with a do pass recommendation.**

#### **EXECUTIVE SESSION**

None.

#### **OTHER BUSINESS**

None.

**NEXT MEETING**

Thursday April 3, 2014  
1:00 to 3:00 p.m.  
Ruth Fisher Boardroom

**ADJOURN**

The meeting was adjourned at 2:37 p.m.

  
Paul Roberts  
Operations and Administration Committee Chair

ATTEST:

  
Marcia Walker  
Board Administrator

APPROVED on July 17, 2014, KWF