

Regional Transit Authority
September 24, 1993

Members present:

Bruce Laing, Chair; King County Councilmember
Bill Brubaker, Vice-Chair; Snohomish County Councilmember
Bill Stoner, Vice-Chair; Pierce County Councilmember

King County

Don Davidson, Bellevue Councilmember
Mary Gates, Federal Way Councilmember
Greg Nickels, King County Councilmember
Norm Rice, Mayor, City of Seattle
Cynthia Sullivan, King County Councilmember

Pierce County

Sharon Boekelman, Bonney Lake Councilmember
Paul Miller, Tacoma Councilmember

Snohomish County

Dave Earling, Edmonds Councilmember
Pete Kinch, Mayor, City of Everett

Call to Order

The meeting was called to order at 1:45 p.m. by Mr. Laing, Regional Transit Authority (RTA) Chair, in the Municipality of Metropolitan Seattle (Metro) Council Chambers, 17th floor, Pacific Building, 720 Third Avenue, Seattle, Washington.

Central Puget Sound Public Transportation Account Grant

Mr. Laing said copies of a memorandum from me to the RTA Board regarding the Central Puget Sound Public Transportation Account (CPSPTA) grant request were distributed earlier (copy on file). He continued his remarks as follows:

Attached to that memorandum is draft Resolution No. 1, which authorizes the RTA Board to file an application with the Washington State Department of Transportation (WSDOT) for grant funds from the CPSPTA in the amount of \$2.3 million.

I would remind you of the RTA Board's discussion on September 17 related to funding high capacity transit and planning activities. As we discussed last week, the application deadline was extended to the end of September to allow the RTA Board sufficient time in which to make a decision about applying for CPSPTA grant funds.

Alternative actions for our consideration are outlined in the memorandum and include:

1. Apply for CPSPTA grant funds to conduct project level planning for the Seattle-Everett and Tacoma-Lakewood commuter rail projects.
2. Do not apply for CPSPTA grant funds.
3. Apply for CPSPTA grant funds but do not define a specific project for their use.
4. Apply for CPSPTA grant funds for other projects identified by the RTA Board.

In addition, background information is included in the memorandum about the variety of funding sources available for high capacity transit planning and related activities and the work of this Board.

The proposal before us is do we or do we not apply for the funds. Interjurisdictional staff are present and prepared to respond to detailed questions from the Board.

Mr. Brubaker asked where did the \$2.3 million figure originate? Mr. David Kalberer, Regional Transit Project Manager, Metro, replied that figure is based upon the costs required to conduct the work program for the Tacoma-Seattle corridor. The \$2.3 million is not a residual amount, he explained; it is the amount of money needed to perform project level planning for Everett to Seattle and Tacoma to Lakewood commuter rail service.

Mr. Brubaker confirmed there is no work other than that described in Resolution No. 1 that would be funded by the \$2.3 million. Mr. Kalberer responded yes, that is correct.

Mr. Brubaker said Mr. Kalberer described the \$1.8 million earmarked by the Federal Transit Administration (FTA) for commuter rail project level planning from Seattle to Tacoma. Has the FTA earmarked funds for the north corridor once the feasibility study has been conducted?, he asked. Mr. Kalberer replied no, it has not.

Mr. Laing noted I distributed copies of a letter I received from the Port of Seattle today regarding the CPSPTA. The letter was signed by Ms. Karen Waltz, Director, Facility Development (copy on file), he noted. I would like to read the letter into the record, he said:

"It has come to our attention that the Regional Transit Authority Board of Directors will be considering applications for CPSPTA funds for study of commuter rail service. The Port of Seattle requests that the RTA Board

consider applying for funds to study the feasibility of a commuter rail station in the vicinity of the north portal of the Burlington Northern tunnel. This study would ascertain the compatibility of a commuter rail station with the Port's redevelopment plans and examine linkages with the other modes serving this site which include the Waterfront Streetcar, passenger ferry service and Metro bus service. Pedestrian and vehicular access issues will also need to be addressed within the scope of the study. I have included some information on our project.

It is anticipated that a study including the tasks described above would cost approximately \$130,000.

Port of Seattle personnel will be available to meet with RTA staff early this coming week to assist in developing a detailed grant application if the RTA Board selects this project for submittal.

The Port of Seattle greatly appreciates the RTA's consideration of this request and looks forward to future cooperation in dealing with the Puget Sound transportation issues."

A copy of the enclosure to which Ms. Waltz referred is also on file.

We need to understand the request from the Port of Seattle within the context of our grant application.

Mr. Kalberer stated I think that the funds for the commuter rail station feasibility study that the Port of Seattle is asking the RTA Board to consider are included within the \$2.3 million. The RTA Board could indicate to the Port of Seattle that it could assess that commuter rail station site if it receives the grant funds, he explained.

Mr. Davidson asked how long would it take to complete project level planning for the commuter rail project? Mr. Kalberer replied it is hoped that project level work could be completed within one year after its start. The Lakewood to Tacoma and Seattle to Everett segments require a preliminary assessment of cost and ridership, and that information would be shared with the RTA Board before project planning work could begin, he explained. It is hoped that the RTA Board would make a decision on whether or not project level planning should be undertaken soon, in January or February 1994, he concluded.

Mr. Davidson asked would information from project level planning apply to implementation planning? Mr. Kalberer replied yes, that

is correct. At that stage, the RTA Board would be presented with a go/no go decision on the project, he explained.

Mr. Davidson noted Section 2 of Resolution No. 1 authorizes the RTA Chair to file an application for CPSPTA funds to aid in the financing of the RTA public transportation program to conduct project level planning for commuter rail service between Everett and Seattle and between Tacoma and Lakewood, contingent upon a determination by the RTA to proceed with such project level planning. Would that point be reached at six months?, he asked. Mr. Kalberer replied yes, that is correct.

Mr. Earling asked are funds for the feasibility study not included in the \$2.3 million? Mr. Kalberer replied no; existing funds are available to conduct that study. That work could begin as soon as the RTA Board provides direction to proceed, he noted. Community Transit, in particular, needs to be involved in the study, he added.

Mr. Earling said I want to ensure that the feasibility study will provide us with information that is comparable to Seattle to Tacoma commuter rail information, and provide us with good modeling information and ridership surveys as there is some concern about the disparity between Burlington Northern Railroad's and Metro's revenue assumptions. I want to ensure that the numbers are as real as possible and that we have sufficient funds to complete the work, he explained. Mr. Kalberer responded it is important that staff receive policy direction at this time, and be clear about the nature of the work to be done within the next three or four months. It is my belief that we can bring the level of information on the Seattle to Everett segment up to that of the Seattle to Tacoma segment, he continued, however, we need to ensure that policy makers are happy with that level of understanding early on. If policy makers are happy with that level of understanding, funds are available to proceed, he added. If not, some of the \$2.3 million could be used to enhance that work, he concluded.

It was moved by Mr. Kinch and seconded by Mr. Rice that Resolution No. 1 be approved as presented.

Ms. Gates stated I believe that Resolution No. 1, which authorized the adoption of the RTA Board's interim rules and operating procedures, was adopted at our last meeting. The resolution before us should be Resolution No. 2, she added. Mr. Bob Gunter, interim legal counsel, responded Ms. Gates is correct. Mr. Laing added the resolution number will be corrected.

Mr. Laing asked in regard to alternative action four, in which CPSPTA funds could be used for other projects identified by the RTA Board, has staff considered other work items in addition to commuter rail work that could be considered within the \$2.3 million? Mr. Kalberer replied the \$2.3 million is necessary to complete the work described in the grant application. There are a number of work items that the RTA could ask staff to undertake that could be accomplished with the \$7.05 million in state high capacity transit account and local matching funds. Those funds are available immediately, he explained, therefore there would be no delay in the RTA Board setting other objectives. Staff believes that the \$7.05 million would be adequate, he added.

Mr. Brubaker said I support the motion to approve Resolution No. 2. Project level planning for the two corridors will be instrumental in getting Snohomish County and Pierce County to the point of supporting the Regional Transit Project, he explained.

Ms. Sullivan stated Mr. Brubaker's point is well taken. King County's participation in the project is contingent on certain work programs, she explained. I believe that it is appropriate to detail funds for those purposes as well, she added.

Mr. Laing stated I assume the funds available to us could be applied. I do not know whether or not staff has had an opportunity to match the RTA ordinance against CPSPTA criteria, he explained. Mr. Kalberer responded staff reviewed the resolutions of each county and recognizes that those resolutions will have significant influence on the work program of the RTA Board. Staff also recognizes that the satisfaction of the county governments is critical, he explained; their issues will clearly need to be addressed as the county councils will be asked to make another judgment regarding their support for the RTA and the final system plan. I suspect there will be an overlap between the RTA Board's work program and the issues of the counties, he concluded.

Mr. Laing said Ms. Sullivan's question goes back to alternative four, whether or not the RTA Board should apply for CPSPTA grant funds for other projects it identifies. I am hearing that the commuter rail project will require all of those funds and that the funds should be used for that, he explained. That raises a question of how other work will be funded, he noted. That may be the context in which Ms. Sullivan's question should be answered, he explained. Table 1, entitled "High Capacity Transit Funding, Potential Sources for RTA Work Program Funding," which is attached to my memorandum on that subject, illustrates the variety of funding options, he continued. There are alternative funding sources available, he concluded.

Ms. Sullivan said my concern is that the projects be funded. Mr. Laing responded it is up to the RTA Board to approve the work program.

The motion to approve Resolution No. 2 was carried by the unanimous vote of all RTA Board members present.

Formation of Task Force to Explore Options
for Clerk/Administrator and Legal Support to the RTA

Mr. Laing stated I suggest that the RTA Board authorize me to appoint a Task Force from RTA Board membership to review the staffing requirements of the Board and to process and obtain staff for these positions. He continued his comments as follows:

At our last meeting we were given the understanding that if staff from the three transit agencies who staffed the JRPC continue to exist they would staff the first two RTA Board meetings. Staffing is available from the counties, however we have no staff from the cities.

The team that is available to us, which is funded through the sources described in Table 1, continues to be available to us. The ordinances adopted by the three counties to join the RTA encouraged the RTA Board to use joint staffing to keep RTA staff low in number and hire staff by contract to limit the time of service to the time of the public vote on the project.

The RTA Board is utilizing borrowed staff to run its meetings, such as Metro Clerk's Office staff and legal counsel. We have immediate and longer-term staff needs. The state statute requires us to have a treasurer so that we can establish a public fund; however, an auditor is not a requirement of the state.

I would like to appoint a Task Force from RTA Board membership to look at those issues. Mr. Brubaker has agreed to chair that Task Force should the RTA Board agree that such a Task Force is needed. I would recommend that the Task Force consist of a cross-section of RTA Board membership and total four to six members.

It was moved by Mr. Rice and seconded by Mr. Stoner that the RTA Board form a Task Force to explore staffing options.

Mr. Brubaker said it seems to me that the fewer the number of Task Force meetings, the better. I favor a minimal number of paid staff outside of the loaned staff, he explained. I do not anticipate a long, drawn-out process, he continued. I recommend

that the Task Force meet in advance of RTA Board meetings to minimize travel, he added.

Ms. Gates stated the suburban cities in King County do not want a large staff either. Our constituents do not want another layer of government created, she explained.

Mr. Brubaker noted we need to take advantage of the expertise of the loaned staff. Ms. Gates responded I agree. Mr. Rice added I think the biggest issue is in terms of the certainty that the contracts define the time to be served versus open-ended contracts.

Mr. Laing said the position of treasurer is mandatory; the position of auditor is optional. Could the RTA enter into memorandums of agreement with any of the three counties for the County Treasurer to provide treasurer services?, he asked. Mr. Gunter replied yes, that is correct, according to Revised Code of Washington (RCW) 81.112.120.

Mr. Miller said the agenda states this action is to explore options for clerk/administrator and legal support to the RTA, yet I hear that the Task Force will look beyond that scope of work. Mr. Laing responded that is a matter of wording on the agenda. I think the intent is that we should look at whether or not we should have an executive director, treasurer, etc., in addition to a clerk/administrator, he explained. I do not think the wording on the agenda was intended to preclude the Task Force from looking at those issues, he added. Mr. Brubaker added it is also a question of process; we may want to add staff in phases as needed.

The motion to approve the formation of a Task Force to explore staffing options was carried by the unanimous vote of all RTA Board members present.

Preparation for RTA Workshop

Mr. Laing said copies of a memorandum from me to the RTA Board dated September 21, on the subject of preparation for an RTA workshop on the RTA work program and schedule, were distributed earlier (copy on file). Attachment A to that memorandum is in regard to alternative schedules, he explained, and continued his remarks as follows:

I would first draw your attention to the alternative schedules. The alternative schedules were developed by staff at my request to focus on a timeline to get the system plan to the public and what will happen within the timelines. The alternative schedules were prepared to

provide an alternative method to determine what should be the focus of the workshop. I am not asking for a decision today; I want RTA Board members to think about the nature of the workshop you want to have. Are these sufficient and the correct type of materials?

I ask that RTA Board members review and complete the one-page yellow memorandum on potential RTA workshop dates (copy on file). Please FAX the memorandum to me when you have indicated your meeting date preferences in the boxes provided.

Also distributed was a pink memorandum on the subject of priority of issues for RTA discussion (copy on file). I would like RTA Board members to review the attachments to the memorandum and indicate your sense of priority on the response sheet for the RTA Board's discussion at the upcoming workshop.

Mr. Miller said I am concerned about moving ahead at a rapid pace. I was not a participant on the JRPC, he explained. I believe it is incumbent on me to become as independently informed of the JRPC's work as possible so that issues will not have to be rehashed, he continued. I think we should take it upon ourselves to learn about the JRPC's efforts, he concluded.

Mr. Brubaker asked at what point should we start? I suggest that loaned staff bring non-JRPC members up-to-speed, he added.

Mr. Rice stated while I share Mr. Miller's sentiments, I am concerned because I want to ensure that we are all talking about the same thing. I want to make sure that good communications exist and that the language is clear, he explained. We will at least need to share our interests and put them on the table at the workshop for the purpose of understanding, not for adoption, he concluded.

Mr. Davidson said I agree with Mr. Miller and believe that we can obtain the information we need from staff. I would be comfortable with an issue orientation to keep us from reinventing the wheel, he added.

Mr. Laing said you have all received copies of the system plan, briefing booklet and major conclusions of the JRPC. Are those materials sufficient to assist you in identifying issues you want discussed at the workshop?, he asked. Any additional information that RTA Board members need will be provided, he explained. The focus of presentations at the workshop will be based on RTA Board member requests, he noted. I see heads nodding in agreement that the material provided is sufficient, he continued. Please

identify the discussion areas in which you are interested on the pink sheet and transmit it to me, he concluded.

Following a discussion of potential RTA workshop dates, Mr. Laing asked RTA Board members to add Friday, October 15, 11:00 a.m. to 5:00 p.m., to the yellow handout.

Ms. Gates said I hope that the workshop can be scheduled as soon as possible as the budget adoption process is coming up in the near future.

Mr. Davidson confirmed the workshop will be a precursor to our work program. Mr. Laing responded yes, that is correct. Mr. Davidson added the earlier the workshop can be scheduled the better.

Other Business

Mr. Laing stated I would like to follow up on my earlier comments about staffing. I mentioned that representatives are missing from the cities on the interjurisdictional staff team, he explained. I am open for comments, he noted, however I suggest that we ask the cities to recommend staff members to serve on the interjurisdictional staff team. I would welcome their participation, he added.

Mr. Davidson asked how will that fit with the work of the Task Force? Mr. Laing replied I am referring to the joint staff available to us regardless of hired RTA staff. The interjurisdictional staff is primarily from the transit agencies, he explained. I believe that we need city representation on the interjurisdictional staff team, he said.

Ms. Gates said this issue has been discussed by the Suburban Cities Association. Does Mr. Laing want names of staff from the cities?, she asked. Mr. Laing replied yes, that is correct; I would like to have a list with complete names and titles. I have a list of interjurisdictional staff as the team now exists, he explained. A complete list will be published and provided to RTA Board members when city representatives have been identified, he noted.

Mr. Brubaker asked how does joint staffing work? How do we add members and what involvement would be expected on the part of cities?, he asked. Mr. Kalberer replied the interjurisdictional team is an informal operation. It meets at 1:30 p.m. on the Mondays following RTA Board meetings to review the proceedings of the meetings, what it anticipates will occur in the future and what help it can offer, he explained. The interjurisdictional

team also spends time with city staff to ensure that their interests and concerns are addressed, he added.

Mr. Kinch confirmed the RTA Board is looking for people who can come to the meetings versus dedicated staff. Mr. Kalberer responded yes, that is correct. The interjurisdictional team is a fairly high level group of staff from the transit agencies, the three counties and the county councils, he noted.

Mr. Davidson asked how many staff are we talking about? Mr. Kalberer replied about 13 staff at this point.

Mr. Miller said I would encourage us to look at videotaping future meetings through Metro or other jurisdictions, as we did last week. The JRPC was criticized for its lack of communication to the public, he explained. The Tacoma City Council broadcasts its proceedings via cable television, he continued. We could rebroadcast the videotapes of RTA Board meetings to disseminate information to the public in regard to what we are doing, he concluded.

Ms. Lois Anderson, WSDOT, stated we checked into videotaping the RTA Board meetings and discovered that the process is expensive. Metro volunteered to videotape the RTA Board's September 17 meeting, she explained. The RTA Board might want to investigate whether or not one of the transit agencies could provide that service, she continued. It would cost more than \$1,000 for an outside company to videotape each RTA Board meeting, she added.

Mr. Rice said as we share resources for the technical side of our work, perhaps we could talk with our representative public access stations within our jurisdictions and explore the possibility of rotating the responsibility for videotaping.

Mr. Laing asked can staff further review the possibility of videotaping RTA Board meetings and report back? Mr. Kalberer replied yes, that is correct.

Ms. Sullivan said it will cost more than \$1,000 to notify the public of our meetings. Meeting dates could be announced on public access television, she suggested.

Mr. Brubaker said perhaps Mr. Laing, as RTA Board Chair, could draft a letter to cable television franchises, for distribution to cable companies, prevailing upon their good graces to participate in the public process as a public service. Mr. Laing responded I hear no objections to Mr. Brubaker's suggestion, therefore I will draft such a letter.

Mr. Miller said I would like to discuss how the RTA Board's meeting agendas are set and how, as Board members, we can best influence agenda development. I am reticent to see staff or the Board Chair generate agendas, he explained. I hope that the RTA Board can suggest and request items for upcoming meetings, he continued. Mr. Laing responded I am open on that subject. We faced time constraints in developing this week's agenda because of the short time between meetings, he explained. I have been focusing my attention on the workshop and adoption of the work program, he added, however I believe it is appropriate to discuss how the agenda is set. There is always the opportunity for RTA Board members to bring up issues for future meeting agendas under "Other Business," he added.

Mr. Gunter noted Section 7 of the adopted rules and operating procedures of the RTA Board state: "The Board Chair, in cooperation with the Clerk or designated staff of the Authority, shall establish the order of business for all Board meetings. At the direction of the Board Chair, the Clerk or other designated staff of the Authority shall prepare and forward the agenda to each Board member in advance of each regular meeting." As the rules now stand, agenda development is a coordinated effort between the Clerk and Board Chair, he concluded.

Mr. Laing stated I understand the mechanics of the process. I believe that Mr. Miller made an excellent point, he noted.

Mr. Rice said I share the perspective that after the workshop, the framework for establishing agendas will be more clear.

Mr. Miller stated that suits my purposes. I think the agenda needs to go through the Board Chair with the understanding that the "Other Business" portion of the meetings is an open door for RTA Board members to present business, he explained.

Mr. Earling said there has been some discussion in regard to schedule conflicts on various meeting dates. Will the RTA Board meet next on October 8?, he asked.

Following a discussion of RTA Board members' schedules, it was decided that Mr. Laing would explore the possibility of scheduling the next RTA Board meeting on October 15.

Mr. Rice asked is there work to do before the workshop? Mr. Laing replied we could take action on staffing if the report on staffing is completed before the workshop.

Mr. Rice asked are there other time-sensitive issues? Mr. Kalberer replied yes, that is correct, and continued his remarks as follows:

There are several areas in which staff needs direction from the RTA, such as how to proceed with commuter rail project level planning. At the federal level, there are reports and requests that will be due in October if the RTA Board wishes to seek appropriations in March 1994. In addition, there are several consultant contracts that are ready to lapse. Those contracts would be used to conduct commuter rail work at the direction of the RTA Board. There is also a television program that was negotiated months ago and is scheduled to be aired in November. Staff needs direction from the RTA Board on how to proceed with several items at the state and federal level. There are many pressing issues.

Mr. Laing said it appears that we will also need to meet on October 15.

Mr. Miller stated I and several other Board members have schedule conflicts on October 15, however, I do not want to see a process develop where we begin to shift meeting dates. I will adjust my schedule as best I can, he added.

Mr. Laing said the RTA Board is scheduled to meet on October 8. At least seven members will be able to attend that meeting, he explained. We will proceed as scheduled with that meeting unless I hear a motion to the contrary, he continued. If a quorum of members is not present on October 8, the RTA Board will deliberate but take no action, he concluded.

Following a discussion of the RTA Board meeting scheduled on October 8, it was determined that Board members will be polled prior to that meeting. If a quorum of members will not be available to meet, Mr. Laing will cancel the October 8 RTA Board meeting and call a meeting on October 15.

Mr. Stoner said a Clerk was designated for the September 17 and September 24 RTA Board meetings. I think perhaps we should extend that designation for the RTA Board's next two meetings, he added. Ms. Bonnie Mattson, Interim Clerk, responded I can provide a response to that request early next week. Mr. Laing added if Ms. Mattson is not able to continue as Interim Clerk, the RTA Board will arrange for an alternate Interim Clerk.

Mr. Miller asked what about legal counsel? Mr. Laing replied legal counsel is available.

Public Comment

Mr. Paul W. Locke stated I live at 308 East Republican Street, and continued his remarks as follows:

I am concerned about the RTA Board's meeting dates. The meeting dates will not be listed on Metro's blue calendar of events. I suggest that the RTA Board arrange to have its meetings included on that calendar until the voters provide full authorization to move ahead. Including the RTA Board meeting dates on the blue calendar of events will reduce the number of meeting notices to be mailed to the public.

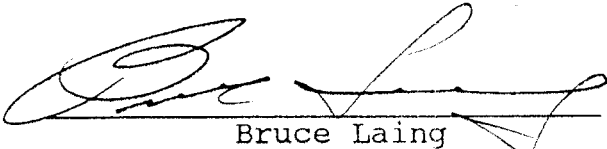
Mr. Laing confirmed Mr. Locke wants the same type of meeting notices to continue and does not want another type of notice if Metro continues to include RTA Board meeting dates on its calendar of events. Mr. Locke responded it would be acceptable if jurisdictions continue to inform the public of meetings as they do now. I understand that Metro will not include the RTA Board meetings on its calendar of events if it cannot provide the Clerk function for this Board, he explained.

Mr. Laing asked is Mr. Locke's understanding correct? Ms. Mattson replied I did not want to make an assumption in regard to including the RTA Board meetings on Metro's calendar of events without the direction of the RTA Board.


Adjourn

With no further business to conduct, Mr. Laing adjourned the meeting at 3:07 p.m.

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Bruce Laing
Chair, RTA Board

ATTEST:



Bonnie Mattson
Interim Clerk, RTA Board