

ORIGINAL

Regional Transit Authority
March 25, 1994

MEMBERS PRESENT:

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

King County:

Martha Choe, Seattle Councilmember
Don Davidson, Bellevue Mayor
Mary Gates, Federal Way Mayor
Jane Hague, King County Councilmember
Greg Nickels, King County Councilmember
Norm Rice, Seattle Mayor
Jim White, Kent Mayor

Pierce County:

Sharon Boekelman, Bonney Lake Councilmember
Ken Madsen, Pierce County Councilmember
Paul Miller, Tacoma Councilmember

Snohomish County:

Dave Earling, Edmonds Councilmember

CALL TO ORDER

The meeting was called to order at 1:40 p.m. by Chairman Laing at the King County Council Chambers, 402 King County Courthouse, Seattle, Washington.

APPROVE MINUTES

Chairman Laing reported that a printing error had been recognized on the bottom of page 5 of the minutes omitting the words, "politically responsible thing to do". **It was moved by Ms. Gates, seconded by Ms. Boekelman and unanimously carried to approve the minutes of February 25, 1994 as corrected.**

REPORT OF THE CHAIR

Mr. Laing asked that the Board consider alternate times for the RTA Board meeting that is being held in Pierce County May 27. This meeting is the Friday before Memorial Day and

Regional Transit Authority
March 25, 1994

could present some commute problems from regional locations due to the beginning of a four-day week-end for some people. The consensus of the board was that a morning meeting beginning at 10:00 a.m. would be best.

Chairman Laing advised that the March 25 meeting agenda would be amended to have item No. 10., Legislative Task Force Report, given immediately following the Executive Director report, item No. 5, to permit boardmembers from this task force to attend another meeting this afternoon.

PUBLIC COMMENT

Mr. Laing reported that one member of the public had requested time to comment on agenda item No. 6, Commuter Rail, and would be hearing from that person at that point in the agenda. No other requests from the public were received.

EXECUTIVE DIRECTOR REPORT

Executive Director, Tom Matoff, reported that the last two weeks had included meetings with elected councils and interest groups throughout the region including the Regional Transportation Coalition, the Economic Development Council, Millcreek City Council, Pierce County Council, Community Transit Board of Directors and others. He advised that even though his calendar is full, the time is worth the effort at this point to help establish the RTA's presence in other forums and gives him a chance to emphasize the importance of the RTA's work to other jurisdictions.

Mr. Matoff advised that he had made some organizational structure changes including appointing Paul Matsuoka the Deputy Executive Director of the RTA. Mr. Matoff will also be proceeding to fill Director positions for Planning & Communications, Engineering & Construction and Finance and asked for board approval. Chairman Laing indicated his support to fill the positions and said the same process as used with the Executive Director and Clerk positions would be utilized in negotiating employment contracts. **It was moved by Mr. Stoner, seconded by Mr. Miller and unanimously passed to grant the authorization to proceed with the filling of the three positions.**

Mr. Matoff defined the process of preparation of some of the alternatives the Board will be discussing regarding the content of phase I to be presented to the voters. He reported that the intent is to identify three representative phase I systems, primarily described in terms of commuter and light rail components, but also a bus component that will allow the authority to identify a phase I plan for presentation to the voters. He said that over the next two months the staff will refine the three draft alternatives and present them to the Board initially in draft form at the next meeting, but eventually resulting in an initial adoption of

Regional Transit Authority
March 25, 1994

three alternatives by the Board on May 27th. Over the period of the summer there will be detailed study and community review, as well as evaluation of the environmental, financial and engineering ridership issues and compatibility with community needs and desires through the outreach program. He stated that in the fall we will look at the result of that analysis, it will be presented again for Board review and then in late October we will ask for a Board decision on what will be referred to the three county councils. From the councils it will go to the public for a vote on May 16, 1995.

He stated there are two elements that relate to the way these draft alternatives are being prepared for presentation to the Board. One is the parameters that are being used to draft the alternatives; the second area would be the criteria that are being proposed to evaluate those alternatives. The evaluation of both would be in the next two months as we pull the draft alternatives together and also used as the basis for discussion over the summer.

Mr. Matoff stated the parameters for development of the alternatives represent a mixture of what he had heard in his conversations with the Board, community and civic groups within the last month. At this point Mr. Matoff passed out a draft list of questions and measures for assessing the phase I proposals. He reported that it was an assumption from staff that the RTA had moved past an all bus phase I alternative and is thus not presenting that as an alternative at this point. He communicated that just commuter rail and bus was also not an alternative at this time. All the alternatives being prepared for review involve a mixture of bus, some degree of commuter rail and some degree of starter light rail or rapid transit. The intent is to illustrate three alternative ways in which those three modes can be put together with a common cost element to illustrate the tradeoffs that are possible in different parts of the region.

With regard to the size of the first element, the staff used as an initial benchmark a 4/10ths of one percent sales tax equivalent. This could be composed of a combination of sales tax and MVET. Assuming that as a constant financial figure, the Board can see the consequences of selecting different elements with a consistent cost impact. He reported that an assumption is also made that one-fourth of the revenue would go for bus service and capital. The remaining 3/10ths would permit funding, assuming about one-third federal share, and a two billion dollar rail program. Roughly a fourth of that could be available for commuter rail with the balance for a starter light rail system.

Depending on how heavily engineered the rapid transit or light rail system is, more or less mileage will be possible in different corridors. The three alternatives to be presented will illustrate the consequences of proceeding in one or another manner. With regard to the one-fourth of the revenue for bus service, there are a couple of ways that could be used. It could be passed through directly to the four underlying bus operators. Some could be used to fund inter-system transfers between the bus and the rail service, which he seriously

Regional Transit Authority
March 25, 1994

recommends. There is also the possibility of using some of the bus funding to equalize equity issues in the event some of that becomes a concern.

He indicated he would be fairly specific about what will be presented and with regard to equity, it would be addressed the same way the JRPC did by comparing financial contributions and investments by sub-area. He asked to receive clarification if the general descriptions were not as the Board has directed.

Councilmember Choe asked if TSM was included in the bus proportion. She indicated TSM was a \$1.6 billion allocation included after much discussion and remains very important to a number of jurisdictions in order to make the bus system work. Mr. Matoff answered that TSM was not addressed specifically, but could be used for that purpose at Board's direction, or he could specify some TSM elements in each. Also he could set aside a specific portion of that. He stated that if one-fourth of the funding goes for bus, and some is used for TSM, there will be that much less available for operation.

Ms. Choe indicated her concern in trying to balance the package amongst commuter rail, light rail, bus and TSM. Ms. Choe requested a separate category, due to the lengthy discussion amongst the Board in the past, for a TSM amount in addition to the bus capital be allocated, not as a part of it. Ms. Choe also made the following comments:

Although we used these proportions in discussing bus service in the JRPC plan, I don't know yet if it makes sense to reach the same conclusion at a lower sales tax rate, let's say 4/10ths. My reasoning is this, many of us have heard from our constituents that a substantial amount of additional bus service is needed. That was the rationale for including the 1/4 allocation for bus. There was very strong support. I am not sure it makes sense to reduce that down to a proportionate amount. In other words, the one-fourth may not be enough in the first phase for bus and so I would like to put that on the table to think about. It's a good starting point, bus does it make sense as we figure out how much bus service that can buy us and whether that's enough. I want some special scrutiny on this item.

I appreciate the willingness to look at parameters and criteria. It's something we have discussed in terms of performance measures as we try to balance the package amongst different modes. I also would like the Board to, at some point, consider whether we want to cap a certain proportion for certain elements if it makes sense using the criteria that you have. The cost benefit tradeoff. Are we going to spend a substantial amount of dollars and serve what kind of numbers? I appreciate this is a starting point, but those are just some issues and questions. Is there the expectation and does it make sense that a dollar-for-dollar equity consideration as

Regional Transit Authority
March 25, 1994

was crafted for the 9/10ths be made? I'll just put that as a rhetorical question that I think is worth discussion.

Mr. Nickels expressed his desire to be given a written summary version of the information that had been presented by the Executive Director.

Mr. Matoff indicated a complete report will be provided for the 8th of April meeting, but had wanted to present the general notion of the 4/10ths and holding that constant across the alternatives. He said that there are many ways to approach the issue and in trying to give three or four illustrative alternatives he was trying to hold that constant so the Board could see how, if that's the case, tradeoffs could be made between different components in the plan and a full cash flow analysis will be presented with those alternatives.

Mr. Nickels said his assumption was that the initial segment would be somewhere in the order of 2 to 4/10ths and where exactly it falls in there depends very much on the benefits being derived from the different pieces of it.

Mayor Davidson asked if the 4/10ths was being used as a pay-as-you-go or bonding out capacity that 4/10ths would support? If that was true, is this a first phase, second phase...situation. Also concerned about additional financial questions this would raise and also asked for written summaries to review along with future verbal presentation.

Mr. Matoff stated there would be some bonding associated with the development of a rail system and staff will be preparing an illustration of the cash flow issues associated with that. He also added that the Board could also decide to guide staff towards a less than 4/10ths of a cent first phase and more of a build-as-you-go system rather than bonding.

Mr. Miller asked if the Executive Director was also taking a look at the side issues of the HOV construction was intended in a cooperative manner with State funding and also the ADA requirements that will be coupled with any actions the RTA takes, be it bus or rail.

Mr. Matoff said ADA would be fully accounted for in all the plans. He stated staff could include an alternative that represents investment in HOV lanes rather than the rail services, although he advised that the discussion he had heard generally has been that to-date the King County portion of the HOV lanes has been funded by the state and that is the way the funding should generally proceed. In terms of a cash flow basis an upfront loan of some amount could be made to the state to complete the HOV portion faster with refunding to occur subsequently, but staff had not included it.

Mr. Miller stated that the Board had always intended that the HOVs would be part of the

Regional Transit Authority
March 25, 1994

discussion with the state as a package goes together. He asked that it be crafted as part of the package as we move forward. Within the 25% as bus funding he asked if that was anticipated as equal across the board in each of the various regions or would there be the ability to balance the funding region by region depending upon the amount of other investments going on?

Mr. Matoff said the bus share may be something that may be adjusted to help equalize any equity considerations if needed. Initially the assumption is that there would be a proportional return to the three counties for bus operation.

Mayor Rice indicated he did not want to be branded as someone who wants to go over the 4/10ths threshold, but is concerned that the figure not become so arbitrary it doesn't give the region what it needs for the system. He wants to make certain the goals of trying to provide something acceptable from Snohomish to Pierce, from Everett to Tacoma does not get lost and is concerned that once the analysis is confined to the 4/10ths, things may start coming off the plan that may not give the public a full system. The agreement on what's included in the first phase may be achieved by the Board and it may exceed the 4/10ths threshold. He wants the citizens of the region to get the system they need and cautions restricting the first phase by the 4/10ths.

Mayor Davidson wants to look at what can be bought within that threshold prior to setting too many goals. Mayor Gates echoed the concern that the Board know what its getting for the money. She finds that a series of choices and the costs associated would be helpful from a starting point. Tom Matoff indicated staff was using the 4/10ths as a guide to begin from only and not as a Board policy level. A listing of all the assumptions, the financial analysis to the greatest extent possible between now and the 8th and as many of the criteria that were on the list handed out that can be included by the 8th will be presented in written form. He again made the point that the intent was to indicate to the Board the direction staff was going and beginning to prepare information for consideration. There are so many potential directions to go in that if the staff was going the wrong way, he wanted to get that sense at this time. He did say that the Board has months of opportunity to reguide the process and select any kind of alternative they want.

LEGISLATIVE TASK FORCE REPORT

Mr. Madsen reported that the Legislative Task Force had met in the morning. He said that the Board got a briefing from Mr. Metcalf of what happened in the state legislature this last session. He mentioned that from the state government standpoint there is a lot going on and the Board needs to find a mechanism to track what's going on in preparation for the 1995 legislative session. He congratulated Mr. Metcalf on his superb job.

Regional Transit Authority
March 25, 1994

On the federal side he said several different people have met with the congressional delegations or staff and another meeting will be taking place this afternoon. The Board has approved taking a very aggressive role before congress in trying to obtain funds, authorizations, obligations and appropriations. The message from the delegation is get a vote first. The objective is to not lose what we already have obtained and cautioned at that possibility.

He indicated that it may be that the RTA has to do a lot more work prior to next April, the next appropriation cycle, in laying groundwork to get sizeable amounts of money resulting from the positive vote on May 1. Research will need to be done to obtain that status and that will be an important part of the trip to Washington, D.C.

Mr. Madsen referred the Board to the Memo (copy on file) that he had written to the Legislative Task Force regarding the development of a contract with representation in Washington, D.C. The Memo outlines the recommendation to the Board to adopt the timeline to develop an RFP and publish it. The timetable is intended to assist in the development of an RFP and to clearly define functions which will be performed in D.C. Mr. Madsen feels that lobbying Congress is only one function, and on April 30 the RTA will define several functions that the Board would like to see covered. No discussion will occur with any potential bidders until October. In the interim, the Task Force suggests that the Executive Director sign an interim contract with Denny Miller Associates.

Mr. Madsen moved that the Board accept the terms, defined within his memorandum of March 25, 1994 to authorize the Executive Director to begin the process of developing an RFP for representation in Washington, D.C. and hold an interim contract with Denny Miller Associates until a new contract for representation has been developed. Martha Choe seconded that motion.

Bruce Laing asked for questions from the Board.

Norm Rice requested that Mr. Madsen provide an explanation for the timeline. He stated that March to October seemed like a lengthy time frame. Mr. Rice asked if there was any way to expedite this process, or was it based on the federal funding cycle?

Mr. Madsen responded that there were a couple of reasons for the timeline. One reason is that he would like to see that the process is done correctly. The other reason is that there will be a lot of State work with Congressional staff to define functions. Additionally, this time frame will get us through this session of Congress.

Norm Rice asked if the latter was more important than the other two reasons? Mr. Madsen responded that was probably true.

Regional Transit Authority
March 25, 1994

The motion was carried unanimously.

Mr. Madsen stated that his report was concluded, and added that Ms. Boekelman, Ms. Ash, and himself would now excuse themselves from the meeting.

Bruce Laing stated that, before Mr. Madsen would be excused, he would like to add something. Mr. Laing noted that at the Legislative Task Force meeting on March 25, it was determined that a joint meeting of the Legislative Task Force, the Rules Committee, and the Public Involvement Committee would be held in order to discuss issues of staffing and development of strategy that involve the work of all three of those committees. Bruce Laing noted that his hope is that the members of those committees, and particularly the chairs of those committees, will be able to attend to jointly look at those issues. The location is conference room 15B, of the Exchange Building at 1:30 on Friday April 1.

Bruce Laing added that although some members were going to another very important meeting, the Board continued to have a quorum and could continue with its business.

Mr. Laing stated that the next issue to be discussed would be item 6. on the Agenda, Commuter Rail. He further introduced Paul W. Locke, who wished to address the Board on this issue.

Mr. Locke made the following statement:

I'm Paul W. Locke. I'm concerned about Commuter Rail. I see no provisions in either one of these resolutions to make sure that we can get these trains to run at higher speed. I saw an article in the paper the other day that Edmonds approved this Commuter Rail System. But, purposely left out permitting the train to run through their city at a faster speed. If these trains could not run at a faster speed than a bicycle riding downtown, I think the taxpayers are wasting their money if they put it into this system. And somewhere in these resolutions, it should be so stated that you're trying to speed up so you can get it to a point where you can go between these towns at a faster speed than people can make it in an automobile, or another means of transportation to come up at a later date. If you don't, why spend the taxpayers money? Thank you.

Mr. Laing said thank you. He added that completes the public comment. Did I overlook anyone who intended to speak? Are there any other sign-in sheets that I didn't receive? Seeing none, we're going on to the report on Commuter Rail. Mr. Bob White.

Regional Transit Authority
March 25, 1994

Mr. White made the following statement:

There are two items to address today regarding Commuter Rail, the first was included in your agenda package mailed to you. It's Resolution 18, entitled Agenda Item 6. on 6.a. This resolution would authorize the Executive Director to enter into station area planning agreements with the various jurisdictions, within which the Tacoma-Seattle Commuter Rail Project touches. This agreement outlines potential roles and responsibilities for the various public agencies involved in this effort and who need to make decisions which will result in the location and construction of stations to support the program.

The Station Area Planning Agreement that is attached to the resolution outlines potential roles and responsibilities. We would expect each of the jurisdictions we enter into agreements with to need to customize it to respond to its own staffing availability and its own resources availability.

The second important aspect that this interlocal agreement would allow would be for, in some cases, the pass-through of some of the funds that were included in the federal grant for commuter rail to the local jurisdictions to support this planning. Some of the jurisdictions currently have high capacity transit account funds from the State to support that planning. Others do not. It would provide them the resources they need to carry out these studies. I'd be happy to answer any questions the Board might have.

Bruce Laing identified Councilmember Choe, then Mayor Gates.

Ms. Choe made the following remarks:

I'm encouraged to hear that there is an expectation that this is going to have to be tailored to different jurisdictions depending on where they might be with Station Area Planning. At the appropriate time, I would also like to make an amendment at the end of the Resolution that basically reflects that.

I think we're in the position where we have put some financial and human resources into planning for the multi-modal station. And are perhaps a little bit farther along, and there may be other differences. For example, acknowledging that there is a private property owner that needs to be considered.

So some mention to the appropriateness of this for each individual jurisdiction, because you'll have different jurisdictions operating at different levels at different times. We want to support moving forward as expeditiously as possible and not be

Regional Transit Authority
March 25, 1994

held back by having to go back and make sure we're on the same step. At the end of discussion, Mr. Chair, I would like to offer a simple amendment to be added at the end of the resolution.

Mr. Laing said thank you. Mayor Gates.

Ms. Gates referred the Board to page two, listing the elements of each station. She asked where intermodal linkage plans are located within the five that are delineated there. Ms. Gates added that what she's referring to may be listed as feeder service plans, yet all that were listed seemed to relate specifically to the stations within the jurisdictions. She stated that she was concerned that this scope of work should also include the feeder system that will be necessary to come from other jurisdictions to make commuter rail work. She further asked if there was a place for that within Resolution 18, or should that be added as number six within the list of elements?

Mr. White stated:

I think it would be fine to list it as a discrete item. As it's currently described in the actual agreement, I think that analysis comes under three of the categories. Particularly under Traffic Circulation Access Parking Plan (number three) and also (number five) Supporting Capital Facilities Program, there would need to be provisions, for example, for bicycle access to the various stations. In terms of the feeder bus plans, that's precisely what we had in mind with (number four) Bus Service Plan.

Ms. Gates asked Mr. White what the meaning of the term Bus Service Plan was. She further stated that the meaning could be about a bus plan within the jurisdiction that is next to the rail stations. Or, it could mean the inter-linkage. She stated that she didn't want it to mean just the circulation within the jurisdiction, but also accommodating the DART service - the cross-jurisdictional kinds of connections. Ms. Gates continued that she felt that it was important to somewhere delineate that with a little bit more specificity. I further wanted to clarify that concern that I have because ... to have just what's listed here ... within a given city, that doesn't quite accomplish the regional nature of what we're about.

Mr. White made a recommendation that number four could be amended to become Bus and Feeder Service Plan, just to clarify what the intent is.

Mr. Laing asked if there was any objection to that amendment of item four, on page two, to become Bus and Feeder Service Plan. Hearing none, that amendment is made. It was moved by Mr. Rice and seconded by Mr. Nickels that Resolution #18 be amended as stated.

Regional Transit Authority
March 25, 1994

It was moved by Ms. Choe to amend Resolution #18 by adding the following words, preceded by ... and described herein 'or as appropriate for each individual jurisdiction'.

Mr. Laing responded that there is a motion which would add to the last line which reads ... jurisdictions, substantially in the form of Exhibit A, and described herein, or as appropriate for each individual jurisdiction. The amendment was carried by a unanimous vote of all RTA Board members present.

Mr. Laing asked if there were further amendments or comments. As there were no further amendments to Resolution #18, Mr. Laing called for a vote to approve Resolution #18 as amended. **The adoption of Resolution #18 as amended was carried by a unanimous vote of all RTA Board members present.**

Mr. White made the following statements:

The second item under 6.b. is Resolution #24, included in your package that you found at your chair as you came in. It was not part of the mailed out agenda.

My presentation today can either be in one or two parts. The first part would be to explain the resolution. The second part would be to briefly summarize the findings of the two feasibility studies for Everett-Seattle and Tacoma-Lakewood commuter rail services that we have been conducting at the Board's direction. I will start with Resolution #24, and if time is available, or there is interest, we can talk about the specific findings of feasibility.

Resolution #24 is before you for information purposes only today. Its potential action would be in two weeks, on April 8. I should emphasize that on April 6, two days before that meeting, we will be presenting findings of these feasibilities for the first time to the expert review panel. It would not be the first time, where after presenting a study of this type to the expert review panel, that there were some follow-up questions that needed to be addressed. It potentially will be on your agenda for April 8, depending on how the expert review panel meeting proceeds on the 6th.

The resolution does three things. First it would express the Board's recognition, if you will, of the feasibility finding for these two segments which are Everett to Seattle and Tacoma-Lakewood, given the State's definition of feasibility that's included in the high capacity transit planning legislation.

Regional Transit Authority
March 25, 1994

The second part of this resolution would express the Board's intent to include these two commuter rail segments into the long-range master plan when the Board adopts that plan later this year.

By essentially putting these two commuter rail elements on the table, as part of the long-range master plan, that would then allow the Board to weigh the benefits of these two commuter rail elements as part of various initial phases of the plan to be submitted to the voters.

The feasibility studies that we have prepared to-date take one look at the feasibility of commuter rail. They don't attempt to evaluate it in terms of its relative benefit compared to other segments of the system plan. That would be the work that's undertaken over the next six months, or so, through the process that Mr. Matoff has described.

The final thing that this resolution does, is direct the Executive Director to prepare, for the Board's review, a more detailed work program that tries to integrate the Tacoma to Seattle, Everett to Seattle, and Tacoma-Lakewood commuter rail segments into a comprehensive commuter rail work program. A work program that looks, not only at just project level planning for this, but evaluates the project in light of how we coordinate the various elements of the project negotiations with the railroads such as vehicle procurement and station construction.

With a more comprehensive view of commuter rail, the Board will be able to weigh how to include the commuter rail program in the long-range master plan. We would expect, with the Board's approval, to be back before you either in late April or early May with this integrated work program. We plan to be able to illustrate to you how this work program, for commuter rail relates to the overall work program that the Board is pursuing in terms of identifying a first phase. That summarizes what we're trying to accomplish in Resolution #24. I'd be happy to answer any questions on that before going into the summary of the feasibility studies.

Mr. Laing asked if there were any questions on the content of the Resolution. Mayor Davidson.

Mr. Davidson asked how the Renton segment fit into this program, having heard a great deal about the Seattle-Tacoma as well as the other two. He questioned if Renton was included in either one, or was it entirely separate?

Regional Transit Authority
March 25, 1994

Mr. White responded by stating:

In my use of short-hand, I have erred. The project level planning we are currently doing, is for the Tacoma-Renton-Seattle segment of the commuter rail. We are doing project level environmental analysis right now on service to provide those three major areas.

Mr. Laing called for other questions. Chairman Nickels.

Mr. Nickels stated:

Maybe it's more of a comment than a question. It has always struck me, with the Commuter Rail Project, that we seem to make it a lot more complicated than I sense it really needs to be. These are existing rails, they're limited services. When we talk about a comprehensive work program, I would hope that the work program would be divided into two parts. One, that's necessary for us to define what we need to fund in a first phase. And second, work that would be necessary in order to get it started as quickly as possible. It seems as though we have studied it, and studied it, and studied it. I guess I'm expressing a bit of a frustration by saying let's get it done and not create more questions for us to answer through more studies.

Mr. White responded by saying:

Just to respond to that, I think the response is responsive. From our perspective, what we're doing at this point is implementation work. The Board still needs to make judgements in terms of what to include in the first phase for the ballot. But the work that we're doing at this point moves us toward implementing these services. Not just additional planning studies.

Mr. White continued with his summary by stating the following:

Behind Resolution #24, there is another document that is entitled Commuter Rail Status Report. It's 12 pages long, and I do not intend to review the information on each page. It does update some of the previous information that has been provided to the Board, and you may wish to look at it some time in the future. I would skip immediately to page seven and eight, and then a map on page nine, summarize some of the findings of the Everett to Seattle Commuter Rail study that are more fully documented in a technical report that will be reviewed with the expert review panel on April 6. A quick summary of this study is that the Everett to Seattle segment of commuter rail is a 34 mile long corridor. Our estimate is that it would cost approximately \$58 million in capital expenditures, including the funds required for a

Regional Transit Authority
March 25, 1994

fleet to implement commuter rail in that corridor. That number does assume and deduct from the cost of commuter rail the investments of roughly \$17 million that the State has already contracted to complete as part of their inter-city rail program.

If it were not for the State's contract with Burlington Northern, commuter rail in this segment would cost approximately \$70 million. For the purposes of the feasibility study, we analyze service that operated on roughly a 30 minute headway in two directions between 6 a.m. and 9 a.m. and between 4 and 7 p.m. The service was through-routed with service to Renton. Based on our initial analysis that suggested that through-routing through Renton as opposed to Tacoma would produce the highest level of through ridership in the corridor, given the Boeing orientation that this line can serve. Our estimate based on travel forecasting is that there would be approximately 4,600 boardings on this line during the day. Those are in addition to the boardings that would have used the system if it were only operating between Renton and Seattle as was analyzed in our earlier studies, so these are incremental increases ... the 4,600 riders. The cost per passenger mile, which is the State test, is comparing this to an equivalent express bus alternative and would be 33 to 38 cents per passenger mile, compared to 40 cents for the express all-bus system. Some of the interesting findings, at least interesting to me, were that in this corridor 60% of the riders were in the so-called peak direction, the traditional peak direction in the a.m. towards Seattle. 40% of the ridership was in what would traditionally be the off-peak direction. This illustrates two things that are somewhat unique about this line. By through-routing it to Renton, there is potential to serve some fairly lengthy trips that are currently related to Boeing. The second interesting factor here is that we seem to have found a market where commuter rail clearly offers a substantial improvement over what can be accomplished with the bus system. The railroad tracks between Everett and Mukilteo are, in fact, the shortest distance between those two points and Everett. The existing road network in Snohomish County provides for a fairly indirect trip, if your trying to make that trip in a car or a bus. So, as a result we've tapped a market that we cannot very successfully tap with a bus transit system. Other attributes of the Everett-Seattle Commuter Rail are that it does connect three of four regional activity centers identified in the region's Land Use Plan. It connects five proposed multi-modal terminals that are currently in the development stage; Everett, Mukilteo, Edmonds, King Street Station in addition to Seattle and Tacoma. It also connects three cross-sound ferry routes, again; Edmonds, Mukilteo, and Downtown Seattle. The other finding of this one is that it is compatible with, and in fact supportive of, the inter-city service that is proposed by the State of Washington. That's a very brief summary of the Everett to Seattle study. I can answer any questions that you might have before moving to the Tacoma-Lakewood segment.

Regional Transit Authority
March 25, 1994

Ms. Choe made the following comments:

This Board may want to consider asking the Expert Review Panel to also look at one of the assumptions that was used, which was the Vision II population forecast. It's a new way of looking at forecasting for jobs and population, that I know the PSRC is undertaking right now. But, it hasn't really been discussed and adopted, as far as I know, by any jurisdictional body. So, I wonder if it makes sense to also look at maybe what had been used in the Seattle to Tacoma analysis, as far as Vision 2020. To look at a policy of what we want to use for consistency sake, in terms of assumptions. I would be interested, if it would be possible to ask the Expert Review Panel to look at that and respond to that question.

Mr. White responded that he suspected the Review Panel would be pleased to do that. He further stated that the staff of the Expert Review Panel suggests that they would be pleased to do that.

Mr. Laing asked Ms. Choe if she was making a request for staff to respond to the proposition, or if she was considering making a motion so that the Board could take some action. Ms. Choe responded by stating that she was not prepared to make a motion to that affect today, but that at some future point, the Board may wish to discuss that. She also added that she felt that this point may become more germane as the Board looks at numbers going forward for a number of the different components of the first phase. Tom Matoff noted that there was an expert review panel meeting on April 6, and he sees no problem in raising this as an issue with them.

Paul Kaftanski of the City of Everett responded to a question Mr. Earling had regarding Everett's findings and stating the following:

During the process of developing the commuter rail feasibility study, we had addressed an issue for some time, in Snohomish County, regarding the land use assumption that should go into the modeling forecast. Based upon growth management, and the alternatives that, in fact, the City of Everett has been developing, we have concluded that the use of existing trends, with or without an urban growth area boundary, was not going to be realistic for the forecast year of 2010. In fact, we have had our commentary closed on the City's draft comprehensive plan and the two alternatives that received the most favorable comments were two and three. Two was the population based alternative. And three was the employment based alternative. The Vision II forecast of the PSRC is most closely aligned with alternative two of the City. Based upon what I have heard, we probably will go with some combination of alternatives two and three. Which does result in more population in the City, particularly in the downtown area, higher density and

Regional Transit Authority
March 25, 1994

higher employment. The exact forecast number may be different than what the Vision II forecast is, but a projection 20 years down the road is kind of problematic to begin with. I think for alternative purposes, or comparative purposes, between the commuter rail system and the comparable bus system, we are comfortable with the assumptions of the Vision II forecast as it relates to comparing how well a commuter rail system would operate visavi a comparable bus system would operate.

Ms. Choe commented that she felt there were a couple of levels of comparison that she was hearing about, which are important for the Board to consider. One of these is a comparison between the alternative bus system and the commuter rail. For the purposes of the RTA Board, there is a desire for consistency between the Seattle to Tacoma commuter rail and the Seattle to Everett commuter rail. She added that at the next meeting when the Board is presented with this, perhaps a list of comparisons of assumptions would be beneficial. So that the Board can make comparisons of 'apples and apples' and hopefully prevent the Board from looking at numbers and making assumptions that may or may not be true. Ms. Choe also noted that she would find it helpful if, when this was received at the next Board meeting, there is formal action. Mr. Matoff noted that will be directed for Ms. Choe.

Mr. Laing remarked that in viewing page 5, table A., he understands Ms. Choe to be saying that in putting this information out for various segments that they be based on some kind of standard assumptions and databases. Ms. Choe confirmed that this was her thought. She also added that if there are differences, she would like to be made aware of that.

Mr. Bob White continued his presentation as follows:

The second feasibility study that we have completed, and will be reviewing with the Expert Review Panel, looks at the Lakewood to Tacoma segment of commuter rail. This is a seven mile extension of the Tacoma-Seattle service. It's probably important to emphasize that we have looked at this as an individual segment at this point. These numbers that we are presenting to you are not ones that analyze it as if it were part of the Tacoma-Seattle service. By isolating it, we've been able to compare it with an equivalent express all-bus alternative. But, in some cases, the numbers may not be as comparable to some of the other segments that we have looked at which are much longer, have a number of additional stations, etc.

This is a seven mile segment. Our capital cost estimate for Tacoma to Lakewood is \$70 million, or approximately \$10 million per mile. That is orders of magnitude more expensive in terms of capital cost, than the Everett to Seattle segment for example. The primary difference here is that between Everett and Seattle we're talking about the main line operation of Burlington Northern for freight traffic. As a result of that, it is at a very high level of capital investment, high level of maintenance. It's

designed for relatively fast train operations.

For the Lakewood extension, we're dealing with a branch line. Essentially a railroad that is built and maintained to deliver freight to local business. As a result of that, it is not designed or built to operate relatively faster trains through grade crossings, etc. In this case, to operate commuter rail service equivalent in terms of speed and quality to the service between Tacoma and Everett, it is necessary essentially, to rebuild this section of railroad.

For the purposes of these capital cost estimates, we have assumed that we have rebuilt it to a double track standard. We've done this because based on informal discussions with the Washington State Department of Transportation, they have suggested that if the RTA were to make a decision to extend commuter rail to Lakewood, they would have to give serious consideration to rerouting their inter-city service off of the Point Defiance Zoo and on to this alignment. It could potentially provide them a ten to fifteen minute travel time savings over the Point Defiance Loop. Therefore, there is some opportunity in the future to approach this jointly with the Department of Transportation. Given that these are informal decisions, that the DOT has not decided to do that, we have not taken the approach that we did in Everett to Seattle and deduct the cost that could be attributed to double tracking in the DOT service from these numbers. Our estimate is, that if this corridor were built solely for commuter rail, without any expectation for future inter-city service also using it, that we could reduce the capital cost here by \$10 to \$15 million.

We have estimated that there would be approximately 1,200 daily boardings on this segment. That compares, for example, to the 4,600 of Everett to Seattle. But again I would remind you that we're dealing with a seven mile segment as opposed to a 34 mile segment. The actual boardings per station are roughly equivalent to what they are in the Everett to Seattle segment. Given the high capital cost of this segment, and the fact that we have isolated a relatively small slice of a transit network to analyze, our cost per passenger mile figure for commuter rail is \$2.73 compared to \$2.91 for the equivalent express all-bus service. While these numbers are substantially higher than other segments of the system, it still does pass the statutory test for the Board to consider as part of the long-range master plan. We are in the process of trying to be in a position to identify what this segment pencils out at if it were considered as part of the Tacoma to Lakewood service. By looking at it as part of the larger system, we would expect these numbers to vary quite a bit, to be significantly lower.

This segment obviously has the ability of not only just connecting Lakewood with the larger regional commuter rail system, but also has the attribute of focusing that service on the City of Tacoma by providing service from two directions into that

Regional Transit Authority
March 25, 1994

center. That's a brief summary of our conclusions. I'd be happy to answer any questions the Board might have.

Mr. Earling posed a question to Mr. White asking whether there was any consideration in that Lakewood segment of extending it another five or six miles to Olympia. Mr. White responded that it had been looked at as far as the DuPont area. He stated that it's seven miles to Lakewood and an additional seven miles to DuPont. He added that an analysis had not been done extending to Olympia, but pointed out that by looking at the map Mr. Earling might notice that the RTA is clearly headed in that direction. Mr. White also referred Mr. Earling to page 11 of the packet, under Lakewood to DuPont, and indicated there were capital, operating, and ridership estimates for that Lakewood to DuPont area. In addition, he pointed out that the RTA is dealing with a set of tracks that are primarily for freight delivery if the inter-city service is directed in this corridor. He stated that staff would expect those improvements to reduce the capital cost for commuter rail. Mr. White continued by presenting the following remarks:

Secondly, I think one of the major issues in this area is that the DuPont-Fort Lewis area is still evolving in terms of what Pierce County's plans for that area are in terms of the expectations for future employment. And as those plans start to gel, it may be worth continuing to monitor the feasibility of extending commuter rail further to the south.

Mr. Earling made the following statements:

The speed issue is important to the cities in South Snohomish County. For that reason, when asked the speeds that should be modeled into the commuter rail, I requested that they be done at current speeds. So the favorable numbers that I see are actually under consideration with the current speeds as we know them. Also, I think interesting and important to us, many of us in Snohomish County suspected that there was a larger reverse commute than had been anticipated before. I think that's also reflective of the numbers Mr. White was mentioning. I must also say that after reviewing the numbers, and the price, that I find them encouraging and I'll look forward to more discussion and review of the issue. Thank you.

Lois Anderson from WSDOT made a comment directed toward Mr. Nickels stating that Olympia does have a Joint Regional Policy Committee in place who could be spoken to regarding the Board's interest in extending the commuter rail. Mr. Nickels said that he wasn't sure what kind of technical work it might require, but added that it seemed to him that if the Board would be looking for a State financial commitment to this program then being able to answer that question to them would be useful.

Regional Transit Authority
March 25, 1994

Mr. Laing posed the question regarding whether the thrust was to ask staff to do the analysis or ask staff to tell the Board what kind of resources are involved? **Mr. Nickels responded to that by offering a motion that the Board would ask staff to make outreach to Thurston and Olympia JRPC to see if there is interest in exploring the cost and benefit of an extension of commuter rail ultimately to Olympia. Mayor Gates offered a second to that motion. The motion was carried unanimously by all RTA Board members present.**

Mr. Miller asked Mr. White why, in the detailed information that Mr. Miller had been provided, there was no reference to any potential State contribution, except as a footnote on the Tacoma to Lakewood segment. He noted that perhaps, by the time the Board receives this information again, additional information could be provided regarding what effect potential contributions might have on the cost per passenger mile if those funds were included as they were in the Seattle to Everett runs.

Mayor Gates asked Mr. White how adjustments were made in the ridership numbers especially considering the recent announcement that there would be 4,000 more military employees coming in to Pierce County. She asked if the adjustments were folded in, or if the RTA is working with a current number that is simply held at one level. She noted that the impact of these troops will affect both Pierce and South King counties and further asked whether ridership increases were considered when that announcement was made. Mr. White responded that this was not included in the numbers. He noted that the process of developing population and employment numbers typically takes two or more years in this region to determine and distribute. Mr. White added that the RTA does not react quickly to announcements of new employment. With regard to 4,000 new personnel at Fort Lewis he stated that the RTA is probably even less equipped for it. The travel forecasting for those commute patterns are modeled based on the peak hour for the traditional commute trip. He commented that for those 4,000 personnel, their trip usually is essentially on base.

In proceeding with the implementation planning, factors will be considered to determine what the opportunities are for weekend, evening, and special event service as the travel during these time frames would probably be greater than during peak hours, to either Seattle or Tacoma. Mr. Miller asked if he could clarify the issue that the assumption should not be made that the commute trips of those members who work at Fort Lewis are always on base, and that this is not considered when running employment and population numbers. He added that a substantial portion, almost 40%, of the military personnel, as well as civilian, do not live on base and many of them live throughout Pierce County. Mr. White said that no, the RTA was not making that error.

FINANCE COMMITTEE REPORT

Mr. Nickels reported that the Committee will be discussing some of the issues such as 2/10ths compared to 4/10ths in addition to looking at a particular ratio of bonding versus pay

Regional Transit Authority
March 25, 1994

as you go. He invited any other members of the Board to join them at those Saturday sessions. His feeling is that this would be valuable to the Board members in preparation for detailed financial discussions that may occur at regular RTA Board meetings.

RULES COMMITTEE REPORT

Mr. Laing reported that the Committee considered the report and recommendation of the Executive Director regarding the organization of staff and the proposition of his authority to hire the three additional personnel, which the Board has now acted on. In addition, the Committee considered three resolutions for which amendments were made. These resolutions had been presented as information items at the March 11 RTA Board meeting, and advised that Bob Gunter, legal counsel for the RTA, was prepared to discuss those resolutions and the amendments that were made. He referred to those resolutions and stated that the staff reports were attached. Mr. Nickels asked if the Rules Committee had reviewed the three staff positions that Mr. Laing had mentioned in his report, and stated that his assumption was that the Committee had looked at how those would fit into the budget that had been set aside. Mr. Matoff said that it would fit within the budget, and that it was a cost and bottom line budget assumption.

Mr. Gunter made the following remarks regarding the resolutions:

Resolution #19 establishes the formal procurement procedures for the RTA. It is intended to have a shelf life of five or ten years, at least. It covers both the standard public works, as well as procurement and professional services like consultants. In terms of Board involvement, the threshold for Board approval of contracting actions is \$25,000 which is about in the middle of local government authorities delegating to executive directors and mayors, etc. Board involvement is also required for consultant selection when the contract is likely to be over \$100,000. The resolution requires that at least one Board member be a member of the selection panel. The resolution provides significant flexibility to the Board, beyond just going to a bid basis. The resolution specifically authorizes competitive proposals. It says that the council can act on sole source proprietary special circumstances, situations without going to public bid. And also authorizes the Board to set up procedures for prequalification, both on the equipment and the hardware side, as well as on the consultant and contractor side. It attempts to accommodate many of the features currently used by local governments to undertake major public works. There are a series of responsibilities delegated to the Executive Director, to take things off of your lap, bid protests go to the Executive Director.

First, as this is now drafted, the Board will never see those bid protests, Mr. Matoff will resolve them completely. This resolution also provides for debarment and

Regional Transit Authority
March 25, 1994

suspension, which is not a typical feature of a lot of local government procurement systems. Again this is delegated to the Executive Director, so Mr. Matoff will be making this decision to debar or suspend if a contractor was acting fraudulently with the RTA.

There are some general delegations of authority to Mr. Matoff to implement by rules and regulations. For example, if the Board determined that they wanted to go through a prequalification step for a major facility, then Mr. Matoff would be required to develop procedures and criteria so the process was fair.

One of the major results of the Rules Committee review was modifications of page 12. That dealt with, what is the agency's position on affirmative action, equal employment, and Minority and Women's Business issues. What I have here in Section 14. as proposed is a general policy, with a commitment to study the MWBE situation to develop a more comprehensive ordinance. Since the RTA is so new, we haven't had an opportunity to discriminate against very many people. At this point in time, our contract relationships are confined to Mr. Matoff and the Clerk and the recruitment of our legislative aide. Because of that, it is somewhat difficult to predict what it is that we could really do. One of the purposes of this paragraph is to make a general commitment to affirmative action/equal employment and to go ahead and study to determine what it is we can do by way of Women and Minority Business Enterprises.

The paragraph also speaks to the issue of if there is federal or state funding ... then we can follow the percentages and requirements of those federal and state regulations. In fact, the legal test for being able to impose affirmative action requirements on contracting varies whether its under a federal mandate or a local government mandate. Under a federal mandate, if the Federal Transportation Administration regulation said 10%, we could do that with impunity. We wouldn't have to have that in our rules and regulations. On the other hand, if we were attempting to insert that as matter of state and local law, we'd have to had developed a factual predicate and be able to demonstrate that there had been prior discrimination in this area commiserate with that big a percentage. So, I just wanted to flag for you that section 14. is not the end point; it is the beginning point for the RTA to study what we can do on Women and Minority Business Enterprise.

Mr. Rice stated that he was unable to be at the Rules Committee meeting and he appreciates the first attempt at this section. His concern is that the old Metro, City of Seattle, and King County have larger WMBE legislation, some of which is in Pierce and possibly Snohomish. He stated that he understands people's concern about trying to put those programs in place. Mr. Rice further stated that he wanted to offer some additional

Regional Transit Authority
March 25, 1994

language to that section as follows:

The Executive Director is further authorized and directed to take all necessary steps to collect sufficient statistical and anecdotal evidence to determine whether a formal preference program for Minority and Women's Business is necessary to remedy discrimination against such businesses. Such steps shall be taken on a schedule that would permit any resulting program to be in place prior to the award of any major design or capital contracts and may include review of existing data collected by agencies within the jurisdiction of the Authority, the commissioning of a consultant study for the Authority itself, or the collaboration with other agencies in a joint study.

Mr. Rice's reasoning for offering this language was a new law and studies being conducted to that affect. His feeling is that would be a base. He added that this just asks the Director to begin to do that and be ready so that when the RTA Board is ready to award contracts, it will not be necessary to begin the process again.

A motion was made by Norm Rice and seconded by Martha Choe to amend the language in Section 12, of Resolution #19 (copy on file), as stated above, and adopt the resolution.

Ms. Choe said that she felt that the language presented by Mr. Rice is a stronger statement about the Board's commitment and she is committed to making sure that the RTA has a strong MWBE program. She also acknowledges the legal hurdles, questions, and studies that the RTA needs to fulfill and stated that she had no doubt that the RTA will be able to do it. She invited the RTA to join with the City of Seattle in the study that the City is undertaking so that the information can be shared. Ms. Choe added that she felt this was a high priority, and she would speak strongly of the additional language.

Mr. Miller added that he also felt strong support for including this language. He stated that he had a question regarding placing a program in place prior to the award of any major design contract. He further asked if there were any problems with timing, between the ability to study and implement, and the time period in which the RTA may be going forward with designs on commuter rail.

Mr. Matoff responded that this conceivably was a possibility if the RTA were to participate with the City of Seattle and King County in a joint disparity study in 1995. He also said the results might not be available until late 1995, which may or may not affect the earlier undertaking of any design or capital contract. He noted that perhaps the timing could be monitored, and if desired the RTA could come to the Board for a waiver, given the fact that the present study was underway and the RTA might want to proceed notwithstanding that.

Regional Transit Authority
March 25, 1994

The motion to adopt the amendments to Resolution #19, and to adopt Resolution #19 as amended were carried unanimously by all members of the RTA Board who were present.

Mr. Gunter provided the following statement regarding Resolution #20:

Resolution #20, to some degree, is the companion piece to the procurement resolution, in that it establishes a code of ethics for Board members, officers, and employees of the agency. This should be read together with the procurement resolution to some extent. Codes of ethics are good government type actions by local governments, but there is a very practical side to it as well. Having a code of ethics in advance, I think, avoids litigation.

There are Federal Transit Administration regulations that require a code of ethics to be in place regarding procurement actions. We are doing something that is both noble as well as practical. As Martha pointed out, we want to get these types of major resolutions in place before the RTA goes into major contracting activity so everyone knows what the rules are.

This particular resolution is an amalgam of what we could find to be the best ethics codes around the state and some codes from outside the State. You'll find state regulatory material in here, material from the City of Grandview, the City of Federal Way and from Tacoma. Several cities have just gone through a study of this type.

We collected all of their ethics codes, and then tried to pull together what seemed to be the very best. As a result of that, there are some unique features to this that you might not find in other ethics codes. For example, there is a one year waiting period before Board members, officers, and employees can deal with the RTA. That follows a federal model we're proposing here as a local model as well.

The Purposes section that opens the resolution, in Section 1., talking about why we have a code of ethics, is much more extensive than most local government codes.

Section 6. also speaks to the decorum of officers, and employees, and Board members as they are representing the RTA. Again, these things maybe go to the verge of what's typically done. In the discussions of the Rules Committee, the committee thought this was appropriate to put in this resolution.

In terms of your particular concerns, Section 8. may be of most importance. That is the section that deals with disclosure of conflict of interest. Typically the resolution, like most local government ethics codes, provides thresholds and definitions for what constitutes a conflict of interest and then provides a procedure for disclosing and

Regional Transit Authority
March 25, 1994

resolving issues as they come up. Often, that will be through the Chair of the meeting, or through legal counsel.

Section 9. deals with enforcement. Basically, anybody can file a complaint under the ethics code, but they file it through the RTA counsel. First with the Clerk, the Clerk refers it to legal counsel to determine that it's legally sufficient. Legal counsel then refers it to Rules. Rules then goes through the process of determining whether there is sufficient evidence that a violation may have occurred. If they determine that it does, then they will further investigate. Most of the activity is focused through the Clerk, legal counsel, and Rules Committee. It can go to the full Board if necessary. But, there is no specified enforcement or penalties prescribed. It's left to the discretion of the RTA Board.

I would characterize this again as being somewhere in the middle, and taking some of the best of all the ethics codes around here.

Mr. Laing commented that amendments were made by the Rules Committee regarding political activities. He further stated that his recollection of the Rules Committees actions in that regard were that there were restrictions on political activities that were really based on whatever the source for these was, on employees as opposed to elected officials. He continued that since the Board members are all elected officials, the Board took the restrictions, that didn't seem appropriate, out of the resolution. He noted that this primarily affected the section on page 7. referring to political activities. Mr. Laing added that for the elected officials, a section was added on having taken the Board members out of those restrictions that more appropriately apply to employees. The Committee added a section in which the RTA Board members shall comply with applicable provisions of State law concerning political activities including, but not limited to, the applicable RCW that governs that. He stated that this appropriately covers the political activities of elected officials, but recognizes that they're distinguished from employees of the organization. Ms. Gates noted that Mr. Morrison is a RTA Board member, yet he is not an elected official. She further asked of Mr. Laing if it would therefore be necessary to site other RCWs that apply to appointed officials. Mr. Gunter stated that he felt that would not be necessary.

A motion was made by Mr. Stoner and seconded by Mr. Rice to adopt Resolution #20.

Mr. Davidson asked if there was a way to evaluate the situation which might apply to part-time officials who may have conflicts inadvertently. Mr. Gunter said that a model for defining the conflict of interest was, in part, the Metro Council. He noted that there are part-time members on the Metro Council, and the occasion for a conflict of interest during the past 12 years has been rare. Mr. Gunter continued to say that this example shows that the conflict of interest procedures have been tested. He added that a procedure was

Regional Transit Authority
March 25, 1994

included so that if a Board member has a question, it can be resolved right away. He noted that these guidelines will not disrupt the decision making of the agency with which the conflict may occur. Mr. Davidson commented that during his regular business conduct, he may encounter situations in which someone discloses information to him. Mr. Gunter responded by stating that this would not likely pose a problem, unless there was a ongoing contractual relationship where some expectation or benefit resulted.

The motion was carried unanimously by all members of the RTA Board present.

Mr. Gunter made the following comments regarding Resolution #21:

Resolution #21 is the next step beyond Resolution #15, which you adopted a couple of weeks ago. Resolution #15 formally authorized Board member reimbursement, and per-diem for travel. Resolution #21 does two things; first of all it goes beyond Resolution #15 to put better clarifications on what has to be approved, when, and by whom. It also designates the Executive Director as the auditing officer for the RTA.

As to the first matter, basically from now on, if you travel beyond 300 miles, someone will have to approve it in terms of justifying the travel expense reimbursement whether an employee, officer, or RTA Board member. If anyone goes outside the United States; employee, officer, or RTA Board member, that has to be approved by the entire board. The auditing officer function here is designated as the Executive Director. The resolution provides that Mr. Matoff may delegate all or a portion of that authority, in the future as the RTA secures more staff namely a finance officer. What this means is that Mr. Matoff is looking at the bills as they come into the agency, and verifying that they are due and owing and legitimate. Certifying provides the legal basis for the Treasurer of the City of Tacoma to go ahead and pay the bills. That's the type of function that can be delegated away in the future. I'm ready to answer questions if anyone has any.

Mr. Laing corrected Mr. Gunter in his statement and said that it is not just travel outside the United States, but is travel outside the United States and Canada. Mr. Miller noted that changes were made to the rules and procedures set forth by the Executive Director as well. With a notation in the Rules Committee minutes that those would be a part of this resolution. Mr. Miller continued that he wondered if those changes had been made. Mr. Gunter responded that he assumed they will be made. He continued that they will be used by Mr. Matoff as the base line for his implementing rules and regulations.

It was moved by Mr. Earling, seconded by Ms. Choe and carried unanimously to adopt substitute Resolution #21 as presented.

Regional Transit Authority
March 25, 1994

PUBLIC INVOLVEMENT COMMITTEE REPORT

Mr. Earling stated that the Committee met on March 10, and took action on several items. He noted that Mr. Laing attended that meeting and provided great direction to the Committee in accomplishing their goals.

The first item Mr. Earling discussed was the Committee's approval of the Overall Public Involvement Strategy. He referred the Board to the packet that had been distributed by the Committee (copy on file), Attachment A. He noted that this spells out a program that the Committee has proposed to be followed as the Board accomplishes certain milestones throughout the next year. He discussed each of the three phases; the first phase is to establish a two-way communication seeking input on various alternative proposals that the Committee could put together through phase 1. Phase two would be to seek comments on the small set of proposals selected by the RTA Board in May. Phase three would be to seek input on the selection of the final proposal in October that ultimately would be taken to the counties for approval and then to the electorate in May of 1995. Mr. Earling added that the overall strategy provided the foundation for specific communication tools and public involvement. He noted that the Board had seen parts of that before in an earlier presentation. The Committee approved Phase One, and he explained that Attachment B. in the packet provides more detail on that, showing the schedule of March through May and also moving into June, the second phase. During the spring phase, there will be many meetings with various community, neighborhood, and business groups throughout the region. At the end of the first phase, the Committee will have three widely publicized regional citizen workshops, probably in the first week of May, attempting to reach out to citizens who had not yet been involved. The Committee had approved this work schedule. Mr. Earling then asked for questions.

Mr. Nickels commented on the 'Song Sheet' saying that he agrees that consistency improves communication; however he doesn't feel that the Board should be instructed as to what sort of comments they ought to make in a public forum about their opinions. Mr. Earling responded that it was not intended to dictate the content of speeches, simply to provide information regarding the issues.

Ms. Choe asked about Phase One and incorporating public input back into the Board's process during deliberation, as the Board had previously stated how important that was. She further asked Mr. Earling to explain how he envisions meshing those two, as the Board narrows down its proposal to three within the next 45 to 60 days, for further consideration in the summer. She stated that it was unclear to her what was being asked of the public at this point, and she wonders what mechanisms will be used to incorporate those responses into the Board's deliberations. Mr. Earling responded by offering an item to reference (copy

Regional Transit Authority
March 25, 1994

on file), as an example of what could be taken to the public as a questionnaire. He explained that this is an issue oriented piece, and can be modified.

In addition to this, Mr. Earling noted that the Committee would like to report on a voter research project that the Committee would like to undertake in June, due to the changing of the timeline that occurred when Mr. Matoff began. The purpose of this research would be to try to understand the views and concerns of the voting public regarding; Phase One proposals, to assess levels of voter support for the various proposals, to identify and understand major barriers to any support issues that the voters may be concerned about, and to determine the questions that voters wanted answered about Phase One before they can make an informed decision. Mr. Earling added that this may be conducted in a 15 minute telephone survey, or if the issues become too complex, there will be a combination telephone survey and mail-out survey to get better reaction. In discussions at the March 24 Committee meeting the five audiences were identified. The broad audiences consist of 400 or 500 voters in Pierce County, the same number in Snohomish County. In King County, 400 voters from each of three areas, North King County and Seattle, the second area will be South King County, and the third is East King County. The cost of that survey appears that it will not exceed \$70,000. By doing some internal movement of money, there is enough money to cover that in our Public Involvement Committee at this time. Mr. Earling then called for questions.

Mr. Nickels asked for Mr. Earling to repeat the amount and Mr. Earling explained that \$70,000 would be the ceiling.

Ms. Choe asked Mr. Earling, in reference to the Directline questionnaire, about the first question and the answer statement of, 'I support a single vote on the originally proposed 30 year and \$13 billion system'. She asked if that should be on there at all, since the Board had made a policy decision that this was not going to be an option. Mr. Earling said that without asking staff about that, he supposes that there are people who may perceive that this is the proposal and may be in support of it. Ms. Choe noted that she was concerned about sending a message that the Board was supporting that, when they are not. She further stated that she did not want to be accused of giving misleading messages. Barbara Dougherty stated that this response could be taken out if that is the wishes of the Board. She explained that the RTA was trying to keep this informal questionnaire as open as possible and that since the Board has been talking about the Phase approach within the past couple of months, the RTA felt it was still fair to ask people about the issue of incremental phasing as opposed to total vision at one time. Ms. Dougherty pointed out the fact that this is an informal questionnaire, not to be used in any scientific way because it cannot be controlled. The RTA recommends that this questionnaire be used within the context of community meetings, where people are receiving information from the Board and staff as a context for them answering questions. Ms. Choe responded that things have a way of

Regional Transit Authority
March 25, 1994

becoming formal when they are in writing, and stated that she would like to have that deleted from the questionnaire.

It was moved by Ms. Choe and seconded by Mr. Nickels to delete the first response to question 1. from the Directline questionnaire.

Mr. Davidson explained that perhaps there could be a statement that it is not policy of the Board to put this forward, and to have the Phase option. He agrees that the Board should be honest with the public. Mr. Rice stated that he agreed with Mr. Davidson and continued that if there was a low response to the second alternative of question 1., then what would the results show since all possible responses were not listed. Ms. Choe responded that her understanding was that the overwhelming opinion of the public was to phase the project, and to slow it down a little bit. She added that she felt the Board's decision was in direct response to that. Ms. Gates stated that she feels that question 1. will not get the response that the Board is looking for, and at this point the Board may be micro-managing this. She added that she will support the amendment because she didn't like any of the options that were listed. Ms. Gates also said that her reason for supporting the amendment is to say go back and try to come up with something that will be more meaningful in terms of giving the Board better direction. She added that just as a subscript, she didn't care for the alternatives in question 4. either. Mr. Miller commented that he agreed with Ms. Gates and stated that he agrees with the need to survey as broad a perspective as possible. He stated that however, the format of this questionnaire leaves a lot to be desired since there needs to be greater depth and education to go into this in addition to more thought in the format. He cited question 2. and asked how informative that would be if someone were to answer Bellevue to Seattle? In addition, he cited question 3. and stated that someone in Pierce County would probably not answer by stating that a segment of rapid rail should go between Northgate and South Center. In addition to this, question 4. gives no preference to work environment, and he feels that this is very important. He stated that his support was less for an amendment and more for a reevaluation of this questionnaire before it goes out. Mr. Earling stated that he appreciated the valuable input. He further remarked that this is not a controlled survey, but simply a piece to generate comments and discussion at meetings and workshops that Board members may attend. He asked that the Board consider that point, whether the Board decides to make drastic alterations or not. He stated that it is simply meant to be a discussion piece, not one that will be quantified in the Board's decision. Mr. Matoff added that perhaps staff could take the comments that have been heard from the Board today and refashion another version of this questionnaire to bring back to the Board on the April 8.

Ms. Choe withdrew her motion.

Mr. Nickels expressed his concern that the cost of the voter research, \$70,000, strikes him

Regional Transit Authority
March 25, 1994

as excessive. He added that if the RTA was doing focus groups, or getting qualitative information, he could see the cost being this high. However, a 15 minute telephone survey combined with a possible mail-out survey, for that cost, causes him some discomfort. Mr. Earling responded that anyone concerned about the cost should note that although it has not been stated, there will be focus groups done through the process and to help fashion the questions which the Board will be seeking answers for.

Mr. Earling also reinforced that in reviewing the budget at the last meeting, due to alterations that have been made in Committee, the staff was able to come up with this number but the hope is that the RTA could develop a request for proposal and the number may be considerably less than those figures.

Ms. Dougherty responded that the cost would include focus group testing on both the telephone portion and on the mail-out portion, which the RTA assumes will be necessary because of the complexity of the issues that the Board will want to survey. She stated that the original proposal, which was approved by the Board several months ago for a survey that was postponed from February until spring based on the new schedule, was estimated at \$48,000 which included both focus groups and qualitative analysis. The reason for estimating a higher ceiling is to include this much larger sample size which the Committee requested of the RTA at their last meeting, and to include the cost of the mail-out portion given the complexity of the issues.

Mr. Nickels asked how much this larger sampling will improve the degree of accuracy. Ms. Dougherty responded that the purpose of doing the larger survey was so that within each of the three geographic areas in King County, the RTA would have a sample size of at least 400, which allows the RTA to analyze the data within each one of those geographic areas independently within the rest of the King County area. The original proposal had been based on only 500 samples within the entire King County area, which would not have allowed an independent analysis in each of the three areas.

Mr. Earling noted that based on the premise that under the original proposal; 500 in King County, 500 Pierce, 500 in Snohomish which allowed the Counties as a whole to be surveyed but not to distinguish between the major corridors within King County. He added that this raised the question in his mind whether that would be responsive to issues that would be raised by residents of the County in those different segments.

Mr. Laing said that he understood the direction to staff, regarding the questionnaire, to be that which was articulated by the Executive Director, in which staff would review these questions. He also stated that he wished to respond to two aspects of the first question which was noted by Ms. Choe. He followed by stating that his belief is that question 1., alternative 1., is the system plan that the RTA had, that came out of the JRPC. While the

Regional Transit Authority
March 25, 1994

Board has basically unanimously said that given direction to look at alternatives to that, which the Board must ultimately adopt by two-thirds of the Board in order to amend that system plan when it is sent on, the system plan has not been amended at this point. His feeling is that it is reasonable to have alternative 1., of question 1., listed. He also added that the Board has received expressions by elected officials, recently, to pursue the whole thing and further noted that the alternative 4. of that same question does not reflect what the RTA is all about either, but is still listed as a possible response.

Mr. Laing asked Mr. Earling if he was requesting authorization from the Board on the survey. Mr. Earling stated that this was an update, and that the survey is already approved.

Mr. Earling noted that there are various tools being developed, and a video is available for Board member's use. As the questionnaire is developed, the hope is that it will be taken and used in the Board members' presentations. He added that in response to Mr. Nickels comments on the 'Song Sheet' he thinks that they can be very creative. He stated that as these products are developed, they can be used in presentations. Sometimes there is an unspoken message that is delivered. For instance while speaking in a certain region most audiences will tap into whatever affects their region. What the video does is forcefully bring out the regional aspect of the three county area. He added that the video covers this material and makes it unnecessary to speak about that information. Anything that could be done to utilize the tools would be a good and advantageous idea. Beyond that, Mr. Earling remarked, you have the newspaper articles and citizen correspondence in your packet today.

STAFFING TASK FORCE REPORT

Mr. Miller reported that the Task Force has put together the criteria for selection of legal counsel. It is the one issue that remains for the Staffing Task Force. The RFP and selection criteria has been put together. The advertising has been initiated for responses, and it is anticipated that those will be back in by April 8. The Task Force will be pulling together the Selection Committee mid-April, which will include the Staffing Task Force members, the Chair of the Finance Committee, and will be advised by one of the deputy prosecutors from Snohomish County. The intent is to have a recommendation back to the Board at approximately the end of April or the beginning of May.

UPCOMING MEETINGS

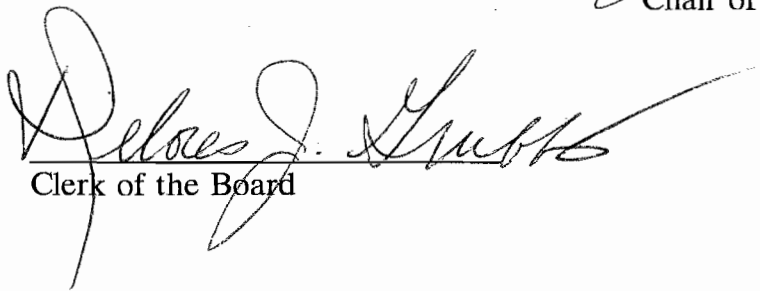
Mr. Laing reminded the Board of the upcoming meetings listed as item 13. on the agenda and stated that the next meeting will be on April 8 at the Snohomish County PUD auditorium in Everett.

Regional Transit Authority
March 25, 1994

As there was no other business, the meeting adjourned at 4:05 p.m.



Chair of the Board



Clerk of the Board