

**Regional Transit Authority
Finance Committee
Meeting Highlights**

April 2, 1998

Call to Order

12:10 by Committee Chair Greg Nickels.

Attendance

(P) Greg Nickels, Chair	(P) Paul Miller
(P) Mary Gates, Vice Chair	(A) Sid Morrison
(A) Ed Hansen	(P) Cynthia Sullivan
(P) Rob McKenna	

Board member Jim White was also in attendance.

Report of the Chair

None.

Finance Director Report

Ms. Hendrickson reported that outlines of RTA Contracts Awarded in Excess of \$10,000 (sole source) and those in excess of \$100,000 were available for review.

She also stated that the report of the proposed contract award by the Executive Committee for service implementation was in the packet of materials.

Ms. Hendrickson displayed a copy of the first fare check from Pierce Transit to the RTA in the amount of \$57,208.51.

Long-term Headquarters: co-location feasibility analysis

Contact: Larry Ellington, Property Agent at 689-7442

Ms. Hendrickson introduced Mr. Larry Ellington, Property Agent and stated that the Finance Committee had asked staff to explore the possibility of co-locating the long-term Sound Transit headquarters with the maintenance facility.

Mr. Ellington outlined the RTA Permanent Headquarters Search – Co-location Analysis (copy on file), pointing out that staff had consulted a variety of transit agencies in search of comparable facilities and had made a qualitative assessment. He concluded that the headquarters location should be in close proximity to stakeholders, support the capabilities of land use and be centrally located on the available public transportation network.

Resolution No. 98-7 Establishing and revising policies relating to the authorization of per diem allowances for Board members and reimbursement for travel and other expenses incurred by Board members, officers and employees of the Regional Transit Authority, appointing an auditing officer, and superceding Resolution No. 83

Contact: Hugh Simpson, Controller/Treasurer at 684-1717

Ms. Hendrickson stated that this resolution would increase the per-diem pay for part-time Board members from \$85 to \$100. There has been no increase in the per-diem in five years.

Committee members requested that the words “part-time elected officials” be added to the resolution.

It was moved by Ms. Cynthia Sullivan and carried by a unanimous vote of all committee members present that Resolution No. 98-7 be approved with the revised wording: Establishing and revising policies relating to the authorization of per diem allowances for Board members who are part-time elected officials and reimbursement for travel and other expenses incurred by Board members, officers and employees of the Regional Transit Authority, appointing an auditing officer, and superseding Resolution No. 83

Resolution No. 98-24 – Authorizing the Executive Director to execute a contract for Title and Escrow Services with First American Title Insurance Company

Contact: Jeri Cranney, Real Estate Manager at 689-4934

Ms. Cranney stated that First American Title had demonstrated a willingness to work with Mr. Alec Stephens to insure good participation with M/W/DBE firms.

Ms. Hendrickson stated that a new database was being developed for staff to track M/W/DBE and sub-area contracts.

It was moved by Ms. Sullivan, seconded by Ms. Gates and carried by a unanimous vote of all committee members present that Resolution No. 98-24 be forwarded to the Executive Committee for adoption.

Resolution No. 98-14 – Authorizing the Executive Director to execute a contract with the firm of KJM, Inc. to provide management systems and project controls support for the RTA

Contact: Hugh Simpson Controller/Treasurer at 684-1717 and Clint Chapin, LRT Project Control Manager at 684-1365

Committee members stated their desire to see a clear distinction between contract employees and regular employees. Mr. Bay stated that every precaution had been taken and that the Sound Transit contracts clearly provide for that distinction.

It was moved by Mr. Miller and carried by a unanimous vote of all committee members present that Resolution No. 98-14 be forwarded to the full board with a do-pass recommendation.

Resolution No. 98-11 Authorizing the execution of contracts for preliminary engineering and environmental documentation for seven Community connections projects and environmental documentation for four HOV Access projects

Contact: Bill Guenzler, Access Program Manager at 689-3534

Ms. Agnes Govern, Director Regional Express gave the background comments and presented slides (copies on file) for Resolution Nos. 98-11, 98-12 and 98-13.

It was moved by Ms. Gates and carried by a unanimous vote of all committee members present that Resolution No. 98-11 be forwarded to the consent agenda at the April 9, 1998 board meeting.

Resolution No. 98-12 – Authorizing the Executive Director to execute a Master Agreement for Civil Support Services with Washington State Department of Transportation (WSDOT) covering projects within the geographic areas of Federal Way, Mercer Island, and Lynnwood

Contact: Bill Guenzler, Access Program Manager at 689-3534

Mr. David Clancy, Deputy Mayor, Mercer Island commented on the large amount of money being spent on consultant fees for his area and stated that the money could be better spent for actual construction. Ms. Govern stated that staff had worked with WSDOT on evaluation costs; however, costs attributed to Mercer Island did stick out and the matter would be further examined.

Committee members thanked Mr. Clancy for the ongoing support of Mercer Island constituents and for the comments expressed at this meeting.

Ms. Gates stated that the wording in the resolution appeared to mean that the Federal Way location had been decided. She stated that she would like the language changed to state that the location had not been determined.

It was moved by Mr. Miller and carried by a unanimous vote of all committee members present that Resolution No. 98-12 be forwarded to the consent agenda, with proposed language change regarding Federal Way, to the April 9, 1998 board meeting.

Resolution No. 98-13 – Authorizing the Executive Director to execute an Agreement with Washington State Department of Transportation for Pre-construction and Construction Services for Swamp Creek Park & Ride and HOV Access Projects

Contact: Bill Guenzler, Access Program Manager at 689-3534

Committee members expressed concern over cost estimates in Resolution No. 13. Ms. Govern stated that the overage was due to the widening and right of way costs attributed to the 164th street overpass and would come back to the finance committee with WSDOT and Sound Transit cost estimates.

It was moved by Mr. Miller and carried by a unanimous vote of all committee members present that Resolution No. 98-13 be forwarded with a do pass recommendation to the April 9, 1998 board meeting.

Resolution No. 78-1 – Establishing revised delegated authority and procedures for the procurement of materials, work and services and for the acquisition and use of property and property rights for the Authority and superseding Resolution No. 78

Contact: Jan Hendrickson, Finance and Administration Director at 684-6769

Ms. Hendrickson stated that the key feature of this change is to authorize the Finance Committee to approve all contracts for award and all contracts to acquire or use property of others or allow the use of RTA property by others. They exceed the Executive Director's award authority of \$200,000 but are less than five million dollars. In addition, all sole source procurements in excess of \$10,000 will be reported to the Board on a periodic basis, but not less frequently than quarterly.

It was moved by Mr. Miller and carried by a unanimous vote of all committee members present that Resolution No. 78-1 be forwarded to the April 9, 1998 board meeting with a do-pass recommendation.

Motion No. 98-22 – Authorizing the Executive Director to execute a contract for the lease of fleet vehicles with Northwest Fleet Lease, Inc. for a three-year term in the amount of \$305,000

It was moved by Mr. Miller and carried by a unanimous vote of all committee members present that Motion No. 98-22 be forwarded to the Executive Committee with a do-pass recommendation.

Resolution No. 98-16 – Authorizing the Executive Director to execute a contract with New Flyer Industries for the purchase of twenty-five 60' buses with an option for an additional fifty 60' buses

Contact: Veronica Parker, Regional Bus Program Manager at 689-3533

Ms. Agnes Govern gave background comments on Resolution No. 98-16 stating that the first 25 buses do not meet the new federal Buy America requirements.

Ms. Parker compared Community Transit and King County specifications and stated that New Flyer prohibits the altering of optional features as doing so would increase engineering time and would greatly affect price.

Committee members indicated that they would recommend approval of Resolution No. 98-16 pending the Executive Committee approval of Motion No. 98-23, authorizing the continuation of negotiations with Gillig and New Flyer of America, for buses with standard height floors

Performance Audit: Process for Development of Scope of Work

Due to the lateness of the hour, it was decided by the committee chair and agreed to by all committee members present to discuss this item at the next Finance Committee meeting.

Draft Real Property Acquisition and Relocation Policy, Procedures and Guidelines

Contact: Ms. Jeri Cranney, Real Estate Manager at 689-4934

Ms. Cranney and Ms. Jennifer Belk, Legal Counsel answered questions regarding the draft policies (copy on file.)

Ms. Cranney stated that she would come back to committee members with a memo regarding utilities relocation.

Resolution No. 98-17 – Authorizing a contract with LTK Engineering Services to provide systems engineering design work for LINK Light Rail Transit System

Contacts: Paul Bay LRT Director at 689-4761 and Les Durrant, LRT Systems Engineering Manager at 689-4901

Mr. Bay stated that the costs of the contract were in line and would come back to the next meeting with more details.

Other Business

The Finance Committee went into an executive session regarding real estate negotiations at 2:45 p.m. and was reconvened at 2:55 p.m.

As there was no other business, Mr. Drewel adjourned the meeting at 2:55 p.m.

Next Meeting

Thursday, April 16, 1998 from 12:00 to 2:00 p.m. at the King County Courthouse 10th Floor SW Conference Room, 516 Third Avenue, Seattle, WA.

Recorded by Bernie Wagar,
Board Administrative Assistant