

**Sound Transit  
Finance Committee Summary Minutes**

**December 17, 1998**

**Call to Order**

The meeting was called to order at 12:15 by Committee Vice Chair Mary Gates.

**Attendance**

(A) Greg Nickels, Chair	(P) Rob McKenna
(P) Mary Gates	(A) Paul Miller
(P) Dave Enslow	(P) Cynthia Sullivan
(A) Ed Hansen	

The following Committee members arrived after the meeting was called to order:

Cynthia Sullivan, King County Councilmember  
Rob McKenna, King County Councilmember

**Report of the Chair**

Ms. Gates welcomed Dave Enslow as the newest member of the Finance Committee.

**Finance Director Report**

Ms. Jan Hendrickson, Director of Finance and Administration, went over the highlights of the monthly financial report (copy on file).

**Motion No. M98-91 - authorizing the Executive Director to execute a sole source contract procurement of Regional Express Bus fare collection system from GFI Genfare for an amount not to exceed \$1,500,000, which includes a contingency of \$200,000.**

Ms. Hendrickson stated that as a sole source contract, this motion will need to go on to the Board, however, because of the timeframe, staff is asking the Finance Committee to approve the motion and then send it to the next Board meeting for Board ratification.

Ms. Sullivan questioned why this was coming before the Committee on short notice.

Ms. Veronica Parker, Regional Bus Program Manager for Regional Express, stated that the original plan was to participate in King County's current fare box contract. Shortly after making these arrangements, the FTA notified all the transit agencies that exercising contract options was no longer permissible unless they took a couple specific steps during the initial development of the contract. The change in plans required Staff to go back and do additional work that had not been anticipated or expected in order to meet the sole source procurement requirements of Sound Transit and the FTA.

Ms. Parker stated that Monday, December 21, 1998, is the deadline to order the fare boxes for delivery by the end of February. If the order is not placed with GFI by Monday, there is no guarantee that the boxes will be delivered before July 1999.

Mr. Desmond Brown, Chief Legal Counsel, stated that the appropriate action for sole source contracts above \$100,000 is for the Finance Committee to recommend "do pass" to the Board; however, because the execution

of this contract is required early next week and the Board will not be meeting, the procedures vest in the Executive Committee the authority to take action when the Board is unavailable and not scheduled to meet. Although this will be a "do pass," the procedures require the Executive Director to contact the members of the Executive Committee and inform them of the action and to act after their notification and concurrence. A formal meeting is not required, but they need to be notified of the situation so that the Executive Director can act on and sign the contract.

**It was moved by Mr. McKenna, seconded by Mr. Enslow, and carried by the unanimous vote of all members present that Motion No. M98-91 be given a do pass recommendation.**

**Motion No. M98-92 - Authorizing the Executive Director to execute a contract with Scheidt & Bachmann U.S.A. for the automatic fare vending equipment for the Sounder Commuter Rail service in an amount not to exceed \$8,800,000, which includes a 10% contingency.**

Ms. Betty Laurs, Product Development Program Manager for Sounder Commuter Rail, gave a brief presentation for Sounder Commuter Rail's fare vending equipment (copy on file).

**It was moved by Ms. Sullivan, seconded by Mr. McKenna, and carried by the unanimous vote of all members present that Motion No. M98-92 be forwarded to the Board with a do pass recommendation.**

Ms. Gates requested Staff develop a system for reporting back to the Board what the status is of the contingencies that are included in all agency contracts.

Ms. Hendrickson advised the Committee that Staff is working on a tracking system that will be available on a regular basis by the end of the first quarter of 1999.

#### **Consent Agenda Items**

**It was moved by Ms. Sullivan, seconded by Mr. McKenna, and carried by the unanimous vote of all members present that the Consent Agenda be approved as presented.**

#### **Adjourn**

The meeting was adjourned at 12:50 p.m.

#### **Next Meeting**

Thursday, January 7, 1999 from 12:00 to 1:30 p.m. at the King County Council Chambers in the King County Courthouse, 516 Third Avenue, Seattle, Washington.

Recorded by Jane Emerson  
Project Assistant, Board Administration

ATTEST:

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Mary Gates  
Finance Committee Vice Chair

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Marcia Walker  
Board Administrator