



SOUND TRANSIT OPERATIONS AND ADMINISTRATION COMMITTEE MEETING

Summary Minutes

July 17, 2014

CALL TO ORDER

The meeting was called to order at 1:03 p.m. by Chair Paul Roberts, in the Ruth Fisher Boardroom, 401 South Jackson Street, Seattle, Washington.

ROLL CALL

Chair

(P) Paul Roberts, Everett Councilmember

Vice Chair

(A) John Marchione, Redmond Mayor

Boardmembers

(P) Dave Earling, Edmonds Mayor

(P) Dave Enslow, Sumner Mayor

(P) Mary Moss, Lakewood Councilmember

(A) Dave Upthegrove, King County Councilmember

(A) Pete von Reichbauer, King County Councilmember

Marcia Walker, Board Administrator, announced that a quorum of the committee was present at roll call.

REPORT OF THE CHAIR

Committee Chair Roberts noted that the agenda has been revised to consider Motion No. M2014-40 and Motion No. M2014-30 for Committee final action, and to add the Ridership and Operations Report to the agenda.

Ms. Walker introduced Brian Davis who is taking over the Administrative Specialist position from Taylor Barros since she has taken on a new role at Sound Transit.

DEPUTY CEO REPORT

Acting CEO Mike Harbour reported that July 18, 2014 marks the fifth anniversary of Central Link light rail service. To celebrate, Sound Transit is implementing a social media campaign and encouraging people following Sound Transit on Facebook, Twitter and Instagram to participate. There will also be two "High Five" teams compiled of Sound Transit staff on light rail vehicles on July 18 to thank riders. Link currently provides more than 30,000 rides each weekday between Seattle and Sea-Tac Airport.

REPORTS TO THE COMMITTEE

Ridership and Operations Report

Bonnie Todd, Executive Director of Operations, gave the ridership and operations report. System ridership has increased 8% over May 2013 ridership. There was a 21% increase in May 2014 Central Link ridership over last year's ridership. ST Express bus has an average weekday ridership of 62,000—a new record. Sounder ridership has increased for the north and south line. Ms. Todd reviewed the performance metrics—Sounder on-time performance has been negatively impacted by the Tukwila Commuter Rail Station work. Sounder and Central Link farebox recovery were slightly below target in May 2014, but are expected to meet targets by the end of the year.

Sound Transit is also working with King County on changes planned along the I-90 corridor as part of the September service change.

Committee Chair Roberts asked that the updates on Low-Income Fares and the Parking Management Pilot be held until after Business Items.

PUBLIC COMMENT

None.

BUSINESS ITEMS

Minutes of the March 6, 2014 Operations and Administration Committee Meeting

It was moved by Boardmember Earling, seconded by Boardmember Moss, and carried by unanimous vote that the minutes of the March 6, 2014 Operations and Administration Committee meeting be approved as presented.

Minutes of the April 3, 2014 Operations and Administration Committee Meeting

It was moved by Boardmember Enslow, seconded by Boardmember Moss, and carried by unanimous vote that the minutes of the April 3, 2014 Operations and Administration Committee meeting be approved as presented.

Motion No. M2014-38: Authorizing the chief executive officer to execute a contract with Columbia Ford to purchase new passenger vehicles for Sound Transit's non-revenue fleet for a total authorized amount not to exceed \$223,937.

John Weston, Deputy Director, Facilities Capital, Maintenance and Non-Revenue Vehicles, and Bill Glaeser, Non-Revenue Vehicles and Facilities Maintenance Administrator, gave the staff presentation on Motion No. M2014-38 and Motion No. M2014-39 related to Sound Transit's non-revenue fleet.

It was moved by Boardmember Earling, seconded by Boardmember Moss, and carried by unanimous vote that Motion No. M2014-38 be approved as presented.

Motion No. M2014-39: Authorizing the chief executive officer to execute a contract with Columbia Ford to purchase utility vehicles and cargo vans for Sound Transit's non-revenue fleet for a total authorized amount not to exceed \$263,379.

It was moved by Boardmember Moss, seconded by Boardmember Earling, and carried by unanimous vote that Motion No. M2014-39 be approved as presented.

Motion No. M2014-53: Authorizing the chief executive officer to execute a contract amendment with Copiers Northwest for copier equipment and maintenance services to extend the contract for six months and increase the contract amount by \$175,000 for a new total authorized contract amount not to exceed \$1,300,000.

Julie Payton, IT Service Desk Manager, gave the staff presentation. The contract with Copiers Northwest includes leased equipment to meet needs at multiple agency locations.

It was moved by Boardmember Moss, seconded by Boardmember Enslow, and carried by unanimous vote that Motion No. M2014-53 be approved as presented.

Motion No. M2014-54: Authorizing the chief executive officer to execute a contract for one year and four one-year options to extend with Transpo Group USA, Incorporated to provide real time parking monitoring equipment for the Parking Management Pilot Project for a total authorized contract amount not to exceed \$207,309

Michael Berman, Research and Technology Program Supervisor, and Dan Sivertson, IT Project Manager gave the staff presentation. The contract will monitor real time parking monitoring at the Federal Way Transit Center, Puyallup Station, Auburn Station and the South Everett Freeway Station as part of a pilot project.

It was moved by Boardmember Earling, seconded by Boardmember Moss, and carried by unanimous vote that Motion No. M2014-54 be approved as presented.

Motion No. M2014-55: Authorizing the chief executive officer to execute a contract with Steer Davies Gleave to provide visual design, user experience, and development services for the Sound Transit Mobile website for a total authorized contract amount not to exceed \$393,508.

Michael Berman, Research and Technology Program Supervisor, and Jamie Whitesell, IT Project Manager gave the staff presentation. Mr. Berman noted that a full report on integration with transit partners would be presented in September and would include technology elements.

It was moved by Boardmember Moss, seconded by Boardmember Enslow, and carried by unanimous vote that Motion No. M2014-55 be approved as presented.

Motion No. M2014-56: Authorizing the chief executive officer to execute a one-year contract, with four one-year options to extend, with AtWork! to provide vegetation and pest management services on Sound Transit properties for a total authorized contract amount not to exceed \$1,848,026.

Nancy Bennett, Property Management Manager, gave the staff presentation.

It was moved by Boardmember Earling, seconded by Boardmember Enslow, and carried by unanimous vote that Motion No. M2014-56 be approved as presented.

Motion No. M2014-57: Authorizing the chief executive officer to execute a five-year contract with LeTigre Solutions, Inc. to procure Brocade network equipment, network management licenses, and annual maintenance renewals for the equipment and software, in the amount not to exceed \$1,752,000.

Garv Nayyar, IT Manager, gave the staff presentation. The contract will support Sound Transit's network at Sound Transit offices, and Sounder and Link sites.

It was moved by Boardmember Moss, seconded by Boardmember Enslow, and carried by unanimous vote that Motion No. M2014-57 be approved as presented.

Motion No. M2014-40: Authorizing the chief executive officer to execute an agreement amendment with King County to provide an On-Board Systems Communications System and Transit Radio System in the amount of \$567,269 for a new agreement amount not to exceed \$3,267,269.

Dave Turissini, Bus Operations Manager, and David Huffaker, Operations Business Manager, gave the staff presentation. Project costs have increased because mobile routers needed for the project were not funded in the agreement, and labor expenditures to install the mobile routers were not anticipated. The project still remains within the project lifetime budget. The scope of work for two-way radios for King County Metro and Community Transit are similar and the per radio costs are also nearly equal.

It was moved by Boardmember Moss, seconded by Boardmember Earling, and carried by unanimous vote that Motion No. M2014-40 be approved as presented.

Motion No. M2014-30: Authorizing the chief executive officer to execute a task order under an existing agreement with Pierce Transit to purchase and install replacement two-way radios, including spares, on Sound Transit owned buses operated by Pierce Transit in the amount of \$553,240, with a 5% contingency of \$27,662, for a total authorized task order amount not to exceed \$580,902.

Dave Turissini, Bus Operations Manager, and David Huffaker, Operations Business Manager, gave the staff presentation.

It was moved by Boardmember Earling, seconded by Boardmember Moss, and carried by unanimous vote that Motion No. M2014-30 be approved as presented.

Items for Recommendation to the Board

Motion No. M2014-58: Authorizing the chief executive officer to execute a lease amendment with SREH 2014, L.L.C. to extend the lease term for office space for the Transit Systems Group through February 2020 in the amount of \$1,022,000, for a new total authorized lease agreement amount not to exceed \$1,604,832.

Ms. Bennett gave the staff presentation on Motion No. M2014-58.

It was moved by Boardmember Enslow, seconded by Boardmember Moss, and carried by unanimous vote that Motion No. M2014-58 be forwarded to the Board with a do-pass recommendation.

Motion No. M2014-59: Authorizing the chief executive officer to amend the Funding and Cooperative Agreement with the City of Seattle for the Implementation of the First Hill Streetcar Connector Project, by changing the method of funding operations and maintenance.

Brian Brooke, Research Policy and Development Director, gave the staff presentation.

It was moved by Boardmember Moss, seconded by Boardmember Enslow, and carried by unanimous vote that Motion No. M2014-59 be forwarded to the Board with a do-pass recommendation.

REPORTS TO THE COMMITTEE (CONTINUED)

Low-Income Fares Update

Brian Brooke reviewed Sound Transit's options for responding to the low-income fare category recently adopted by King County Metro. The new fare category provides a discount fare of \$1.50 for low-income adults, a rate equal to the current youth fare. Individuals earning less than 200% of the federal poverty level are eligible to participate; current estimates show 50,000 to 100,000 individuals are eligible within King County. The low-income fare category will be implemented in King County in March 2015 along with a \$0.25 increase for all other fare categories.

The establishment of a low-income fare category creates some complexities related to implementing ORCA and with managing eligibility and distribution of ORCA cards. Sound Transit current fare policy goals include integrating fare media and pricing among transit agencies, and promoting regional consistency in provisions for low-income and transit-dependent riders. Current farebox recovery goals are 20% for ST Express, 23% for Sounder Commuter Rail and 40% for Link light rail after University Link opens in 2016.

Eligibility for the low-income fare program is based on eligibility certification done by King County that includes fraud prevention measures. However, eligibility certification outside King County would be difficult because transit partners in Snohomish and Pierce Counties are not pursuing the program. King County Metro estimates that the program will cost \$1.5 million per year.

Four options were presented for how Sound Transit could respond to King County's program. The options include: no change to the current fare structure for Sound Transit, implementation of the low-income fare category on Link light rail beginning in March 2015, implementation of the low-income fare category on Sound Transit buses and light rail in King County beginning in March 2015, and implementing the low-income fare category on all Sound Transit modes beginning in March 2015. These options will go through a public outreach process during the summer of 2014. The public outreach process will include a Title VI equity analysis. A fare change would need to be considered by the November 2014 Board meeting in order to implement any changes in coordination with King County Metro's schedule. Boardmembers discussed how a program could be implemented considering the diversity of service modes and locations.

The Committee will review the input from the public outreach process and consider an option for low-income fares in October or November.

Parking Management Pilot Update

Emily Yasukochi, Senior Policy Planner, and Brian Brooke gave an update on the parking management pilot program. Mr. Brooke reviewed a timeline of studies performed to date by Sound Transit, King County Metro, WSDOT and PSRC looking at the issue of station access by vehicles and through non-motorized modes. The ST2 plan had a system access program that included funding for station improvements, but the majority of the program was defunded through the program realignment. The current work was funded following a 2012 Board workshop that examined issues related to parking. The resulting policy looks at all forms of station access and includes parking management strategies. The Sound Transit pilot program tested three parking management strategies available in the Board system access policy.

Ms. Yasukochi reviewed the pilot projects--rideshare collaboration, real time monitoring, and parking permits. The rideshare collaboration attempted to encourage the formation of carpools at other locations, and encourage the use of carpools or vanpools to access the station instead of using individual vehicles. This work will be implemented in the third quarter of 2014. Real time monitoring will be tested using three different

technologies. Sound Transit will then be able to determine which real time monitoring option provides the best data. The technologies will be implemented in the fourth quarter of 2014.

Parking permits were tested at Mukilteo Station, Issaquah Transit Center, the Tukwila International Boulevard Station, and Sumner Station. Permits were issued in February 2014 and the permit pilot project will conclude at the end of July 2014. Up to 40% of the spaces at a parking lot could be offered for permits. Sound Transit issued both single-occupancy vehicle (SOV) permits and high-occupancy vehicle (HOV) permits for each location. Permits were \$33 per quarter for SOVs and \$5 for HOVs. The demand for HOV permits was lower than demand for SOV permits. A utilization test showed 50-70% utilization for SOV permits, and 0-72% utilization for HOV permits. If the permit program continued, Sound Transit could oversell permits to fill all the permitted spaces, or open spaces to general parking at locations that have all day service.

The permit pilot findings showed that there is a high level of interest in permitted parking, and a willingness to pay for a guaranteed parking space in the lots. Findings showed that people also felt an entitlement to utilize parking for any purpose. The study showed that different options will be needed for different types of facilities in order to provide station-targeted access. The study also encouraged the formation of new carpools in the case of the Sumner Station.

EXECUTIVE SESSION

None.

OTHER BUSINESS

None.

NEXT OPERATIONS AND ADMINISTRATION COMMITTEE MEETING

Thursday August 7, 2014
1:00 to 3:00 p.m.
Ruth Fisher Boardroom

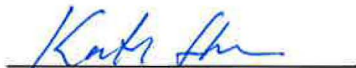
ADJOURN

The meeting was adjourned at 2:51 p.m.



Paul Roberts
Operations and Administration Committee Chair

ATTEST:



Katie Flores
Board Coordinator

APPROVED on October 2, 2014, KWF