

SOUND TRANSIT OPERATIONS AND ADMINISTRATION COMMITTEE MEETING

Summary Minutes

February 5, 2015

CALL TO ORDER

The meeting was called to order at 1:04 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

Katie Flores, Acting Board Administrator, announced that a quorum of the committee was present at roll call.

REPORT OF THE CHAIR

Committee Chair Roberts reported that Sound Transit Bill 1180 is out of committee in the House.

CHIEF EXECUTIVE OFFICER'S REPORT

Mr. Roberts noted that Mike Harbour was meeting with the Federal Transportation Administration but will be joining later in the meeting.

REPORTS TO THE COMMITTEE

Ridership and Operations Report

Bonnie Todd, Executive Director of Operations provided the report on 2014 service performance. Ridership for 2014 was 8.6% higher than in 2013 with almost 33 million boardings. This exceeded both budget and rider goals by 1.9 million boardings. December ridership increased 9.6% over 2013 and Sounder commuter rail had 15% more boardings. There was a Mudslide related service disruption during the month of December for the North Line. Central Link was up almost 8% over previous December. Sound Transit Express boardings were up 10%. Bus ridership grew on the Snohomish and East King County routes.

Ms. Todd reviewed key service performance features; she reported that three performance measures did not meet the target for 2013. Sounder did not meet the target of 99.5% of scheduled trips operated due to mudslide activity early in 2014 and again at end of year. Tacoma Link did not meet the passenger per trip target because of reductions in the number of special events and relocations on the part of some local businesses. Sound Transit Express experienced an increase in preventable accidents in 2014 and Sound Transit is working with partners to reduce preventable accidents. One of Sound Transit's service providers is participating in a peer review to help target specific techniques and approaches to address those problems. In addition, the Washington State Insurance Pool will be installing collision avoidance equipment as a trial with the partner. The target for preventable accidents was just missed, the target is .8 per 1,000 miles and the achievement was 8.4 per 1,000 miles. Sound Transit complaints per 100,000 boardings decreased in 2014 despite record ridership numbers. Sound Transit Express received six fewer complaints over 2013. Sounder was 14% fewer. Sounder's on-time performance was impacted by slide related incidents and freight interference but met the 95% target for year to date.

Ms. Todd reported that Sound Transit is doing a fuel-efficient driver training program pilot with Community Transit. The pilot program includes installation of tools and software to collect data on bus performance. The data is used to provide feedback to drivers on how they can improve their driver techniques to reduce fuel use. If pilot is successful, staff will return to request approval to expand the program or to begin a similar program with the other two partners. Fuel costs account for 9% of Sound Transit's overall budget.

Chair Roberts asked if the mudslide notification processes reported at the January 2015 Board meeting are being used. Ms. Todd replied that the processes are in place and Sound Transit is working to ensure that Amtrak and WSDOT are aware of Sound Transit's processes.

PUBLIC COMMENT

Alex Zimmerman, StandUP America

BUSINESS ITEMS

Items for Committee Final Action

Minutes of the October 2, 2014 Operations and Administration Committee Meeting

It was moved by Boardmember Moss, seconded by Boardmember Enslow, and carried by unanimous vote that the minutes of the October 2, 2014, Operations and Administration Committee meeting be approved as presented.

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

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

Motion No. M2015-10: A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a one year contract with two one-year options with LBL Technology Partners a division of Lurie Besikof Lapidus & Company LLP to provide disaster recovery program development services for the Sound Transit Disaster Recovery project for a total authorized contract amount not to exceed \$602,726.

Jason Weiss, Chief Information Officer gave the staff presentation. The Disaster Recovery project seeks to develop an updated plan to restore services after full or partial outages of Agency systems caused by acts of nature or through cyberattacks. Disaster Recovery planning assures recovery of the most critical applications in accordance with the Agency Continuity of Operations Plan to manage facility and service needs during or following an emergency.

It was moved by Boardmember Earling, seconded by Boardmember Enslow, and carried by unanimous vote that Motion No. M2015-10 be approved as presented.

Motion No. M2015-12: A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a one-year contract with four one-year options with Wash Service Company, Inc., dba Clean and Happy Windows, to provide pressure washing services for Sound Transit maintained facilities for a total authorized contract amount not to exceed \$1,987,508.

John Weston, Deputy Director of Facilities and Capital Maintenance gave the staff presentation. The requested amount is for the full five-year term. Pressure washing is the most effective way to clean platforms and other large surfaces. The scope of work includes monthly, semi-annual, and unscheduled service at over thirty Sound Transit facilities and includes provisions to add new stations as they are completed.

It was moved by Boardmember Earling, seconded by Boardmember Enslow, and carried by unanimous vote that Motion No. M2015-12 be approved as presented.

Motion No. M2015-09: A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a five year contract with one two-year option to extend with Quality Business Systems, Inc. a Xerox Company, and Xerox Financial Services LLC, to provide Enterprise Managed Print Services for lease of multi-function and network printers, Copy Center services, printing equipment, desktop scanners, maintenance, software licensing and implementation for a total authorized contract amount of \$3,350,000, with a 22% contingency of \$738,730, for a total not to exceed amount of \$4,088,730.

Committee Chair Roberts noted that this item was on the agenda for the January Board meeting, but was postponed to today's meeting because of a pending bid protest and appeal.

Ms. Julie Payton, IT Service Desk Manager gave the staff presentation. This contract will consolidate multiple contracts and replace end of life printers with new Xerox energy efficient models utilizing print management tools to reduce waste. The contract will also provide real time reporting on costs to projects, increase security and efficiency, and strengthen Sound Transit's environmental commitment.

Mike Harbour provided an update on the bid protest and appeal. Sound Transit procurement and legal staff issued a written decision to the firm informing them that the protest appeal was denied.

Committee Chair Roberts noted that the Committee is acting on a revised motion on green paper that updates the contractor's legal name, removes the statement that the contract will be executed at the completion of the protest, and clarifies the contingency amount being requested.

It was moved by Boardmember Earling, seconded by Boardmember Enslow, and carried by unanimous vote that Motion No. M2015-09 be approved as presented.

Motion No. M2015-13: A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a contract amendment with Copiers Northwest for copier equipment and maintenance services to increase the contract amount by \$75,000 for a new total authorized contract amount not to exceed \$1,375,000.

Ms. Julie Payton, IT Service Desk Manager gave the staff presentation. This action authorizes an increase in the contract amount for Sound Transit's current contract for copier lease equipment and maintenance services to allow continued copier equipment and maintenance services through April 2015. This motion would briefly extend the current vendor contract to provide enough time to transition to the new vendor.

It was moved by Boardmember Earling, seconded by Boardmember Enslow, and carried by unanimous vote that Motion No. M2015-13 be approved as presented.

Items for Recommendation to the Board

Motion No. M2015-15: A motion of the Board of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a contract amendment with Green Rubino Inc. to provide advertising and media buying services in the amount of \$6,000,000, for a new total authorized contract amount not to exceed \$7,656,000.

Tim Healey, Marketing and Creative Services Director and Craig Davison, Executive Director of Communications and External Affairs gave the staff presentation. Amending the contract with Green Rubino will allow the contractor to purchase and pay for media directly in order to streamline the invoicing process and reduce Sound Transit staff time. The proposed amendment will increase the contract amount to cover the cost of advertising and media buys through the end of the contract term in 2018.

It was moved by Boardmember Enslow, seconded by Boardmember Earling, and carried by unanimous vote that Motion No. M2015-15 be forwarded to the Board with a do pass recommendation.

Motion No. M2015-16: A motion of the Board of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to (1) execute a ten year license with four five-year options to extend with Mobilitie Investments III, LLC to install, operate and maintain, at its sole cost, a cellular host network in all current and future tunnels and stations used by Link Light Rail, and (2) execute any agreements or permits with King County that are necessary to complete work associated with the Downtown Seattle Transit Tunnel.

Jason Weiss, Chief Information Officer and Ernest Ip, Senior IT Project Manager gave the staff presentation. The selected vendor successfully completed a proof of concept in a small stretch of the Beacon Hill tunnel. Sound Transit is ready to move ahead with contracting this vendor to build, operate, and maintain the wireless system. The action will also allow Sound Transit to execute required contracts with King County to service non-Sound Transit facilities.

Riders will experience seamless service when riding Link through tunnels regardless of their service provider. Customer calls will use whichever carrier network is available. If a rider is using a network that is not their provider network, reimbursements will be handled between those carriers and will not be visible for the customers. The installation of the cable infrastructure to provide cellular service would be completed first and could allow WIFI to be added later.

It was moved by Boardmember Earling, seconded by Boardmember Enslow, and carried by unanimous vote that Motion No. M2015-16 be forwarded to the Board with a do pass recommendation.

EXECUTIVE SESSION

None

OTHER BUSINESS

None

NEXT MEETING

Thursday March 5, 2015
1:00 to 3:00 p.m.
Ruth Fisher Boardroom

ADJOURN

The meeting was adjourned at 1:45 p.m.

ATTEST:


Katie Flores
Board Administrator


Paul Roberts
Operations and Administration Committee Chair

APPROVED on April 2, 2015, KWF