

## **SOUND TRANSIT OPERATIONS AND ADMINISTRATION COMMITTEE MEETING**

Summary Minutes

August 6, 2015

### **CALL TO ORDER**

The meeting was called to order at 1:09 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

(P) 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, Board Coordinator, announced that a quorum of the committee was present at roll call.

### **REPORT OF THE CHAIR**

#### Boardmember Requests to Participate via Teleconference

Boardmember Enslow asked to participate in today's meeting by teleconference. Committee Chair Roberts noted that a supermajority positive vote of the Boardmembers in attendance is required to allow Mr. Enslow to attend via teleconference.

**It was moved by Boardmember Earling, seconded by Committee Vice Chair Marchione, and carried by unanimous vote that Boardmember Enslow be allowed to participate in the meeting by teleconference.**

#### Transit Development Plan and Annual Report Public Hearing

Sound Transit held a public hearing on the Sound Transit 2015-2020 Transit Development Plan and 2014 Annual Report on August 6, 2015. An action to consider submittal of the Transit Development Plan and Annual Report to WSDOT is included on the agenda. There will be another opportunity for public comment when the Board considers the plan at the August Board meeting.

### **ACTING CEO REPORT**

Mr. Harbour reported on the American Public Transportation Association Sustainability Conference where Sound Transit's Sustainability Program received the "platinum" level Sustainability Commitment award. The award recognizes transportation industry for work in preserving the environment, reducing waste, and helping to bolster economic vitality in the regions they serve. Sound Transit is the second transit agency in the Country to receive this level of recognition.

## **REPORTS TO THE COMMITTEE**

### Ridership and Operations Report

Bonnie Todd, Executive Director, provided the staff report.

Ms. Todd reported Sound Transit passenger boardings were up 9% in June. Sounder commuter rail had the largest increase of 21% for the month and ST Express boardings were up 8%. Growth is due to the large increase in travel time along the I-5 corridor. Sound Transit scheduled a weekend tunnel closure necessary to prepare for the start of U-Link service. That closure had a moderate impact on ridership. No other major service disruptions occurred.

Ms. Todd reported that on-time performance for ST Express significantly declined in June. Sound Transit is using new data provided by Community Transit, Pierce Transit, and King County Metro. This data is 100% CAD data rather than sampling data. This drops the percentage but is a much more accurate measure of congestion and helps Sound Transit to create new targets. Ms. Todd will continue to provide information about the new methodology in future reports.

ST Express preventable accidents fluctuated slightly above the June target. Staff continues to work with Sound Transit partners to reduce this rate and the action plan in place is resulting in some improvement. There is still work to do.

Tacoma Link passengers were slightly below the target in June due to seasonal school breaks as anticipated. Link passengers per trip are still generally ahead of 2014 pace.

### 2016 Budget Changes

Pete Rogness, Director of Budget and Financial Planning provided the staff report.

Mr. Rogness briefed the committee on budget changes included in the upcoming 2016 Budget document that Mike Harbour, Acting CEO will present at the September Board of Directors meeting. Sound Transit staff will provide presentations to individual committees in October and November.

Previously, Sound Transit published the proposed and adopted budget documents along with the TIP document. The Government Finance Officers Association requires Sound Transit to provide information on the budget along with supplementary background information on the region, the agency and the environment that the agency works in. The Board uses the proposed budget documents only during their consideration. Going forward, Sound Transit will provide only direct budget information and analysis to the Board for consideration. Provided documents will be working documents and will not include supplementary materials or unnecessary photos. Final published documents will look identical to the previous year documents.

Mr. Rogness reminded Boardmembers that Sound Transit implemented the A-87 Cost Allocation Plan so the agency can draw down the overhead cost for eligible grant funding. This required some restructuring and the work proposed for the 2016 budget is an extension of that work. Mr. Rogness summarized that Sound Transit will group operating costs in the departments that manage the work. There are three distinct budgets in the current structure: department budgets, service delivery budgets and project budgets. The 2016 structure consolidates the service delivery and department budgets together as a single departmental budget that more accurately reflects Sound Transit staff costs. Mr. Rogness emphasized that changes affect only the operating side of the agency and not project budgets.

Mr. Rogness ended his presentation with a summary of benefits of the proposed change. Consolidating similar costs by department will provide a clearer picture of cost trending for Board review. Sound Transit managers will have clear visibility to all managed costs and related budgets in a single report. Managers will no longer need to look at multiple reports to get information about the various portions of the budget they manage.

## **PUBLIC COMMENT**

None.

## **BUSINESS ITEMS**

### Items for Committee Final Action

#### Minutes of the June 4, 2015 Operations and Administration Committee Meeting

**It was moved by Boardmember Moss, seconded by Committee Vice Chair Marchione, and carried by unanimous vote that the minutes of the June 4, 2015 Operations and Administration Committee meeting be approved as presented.**

Motion No. M2015-73: Authorizes the chief executive officer to execute a five-year agreement with the Western Washington Fair Association to provide operations and maintenance for the Puyallup Red Lot for the period of October 1, 2015 through September 30, 2020 in the amount of \$303,127, with a contingency of \$21,205 for a total authorized contract amount not to exceed \$324,332.

Michael Miller, Customer Facilities and Accessible Services Manager provided the staff report.

The Western Washington Fair Association's Red Lot provides 219 parking spaces that serve as a satellite parking facility for the Sounder Puyallup station. In 2010, Sound Transit entered into an agreement to utilize the lot for fifty-two weeks out of the year. The State Fair reserves the other two weeks for State Fair parking. The agreement allows Sound Transit to provide parking permits at a reduced rate to the agency for that period. The requested amount covers the maintenance of the lot and includes trash pick-up, sweeping and landscaping. Sound Transit has budgeted \$20,000 per year for non-routine and emergency maintenance, anything above that amount requires Sound Transit's prior written approval. The contingency will account for any potential required emergency maintenance, including damage to the parking surface. No emergency maintenance was required in the previous five years of the agreement.

**It was moved by Boardmember Earling, seconded by Committee Vice Chair Marchione, and carried by unanimous vote that Motion No. M2015-73 be approved as presented.**

Motion No. M2015-71: Authorizes the chief executive officer to execute a contract with Gillig Corporation to manufacture and deliver five 40-foot compressed natural gas powered buses in the amount of \$2,929,361, with a 5% contingency of \$146,468, for a total authorized contract amount not to exceed \$3,075,829.

Dave Turissini, Bus Operations Manager and David Huffaker, Acting Director, Facilities and Asset Control provided the staff report.

The authorization replaces five buses that have exceeded their useful life beyond FTA standards of twelve years or 50,000 miles. These replacements are funded in the 2015 Transit Improvement Plan. Sound Transit will use an assigned purchase option from the Metropolitan Transit System in

San Diego to purchase the buses. The Board previously authorized the purchase of these buses with an options assignment from Whatcom Transit in 2013. A change in FTA rules regarding the use of assignment options prevented Sound Transit from making that purchase. This procurement of CNG buses replaces three 2001 model CNG 40-foot buses operated by Pierce Transit and two 1999 model diesel 40-foot buses operated by King County. Pierce Transit will operate all five new buses. Gillig Corporation will deliver the buses in the fourth quarter of 2016.

Boardmember Marchione asked staff to address the availability of compressed natural gas in the area. Staff reported that there are both primary and backup station locations and Boardmember Enslow added that there are several new stations including one in Sumner.

**It was moved by Committee Vice Chair Marchione, seconded by Boardmember Moss, and carried by unanimous vote that Motion No. M2015-71 be approved as presented.**

#### Items for Recommendation to the Board

Motion No. M2015-72: Approves the submittal of the Transit Development Plan 2015-2020 and 2014 Annual Report to the Washington State Department of Transportation.

Mike Bergman, Service Planning Manager provided the staff report.

Mr. Bergman reported that state law requires that every transit agency submit this report to WSDOT each year. WSDOT compiles the information for their annual report to the legislature summarizing the state of public transportation. Sound Transit must submit both the 2014 Annual Report and TDP by September 1, 2015. Sound Transit will develop the Asset Inventory separately and submit that report by the new WSDOT submittal date of February 15, 2016.

The TDP describes Sound Transit services and major accomplishments during 2014 and includes planned milestones for the period from 2015 through 2020. Mr. Bergman called Boardmembers attention to one error at the top of page 24. The Preservation and Improvement / Expansion headings are reversed. Sound Transit will correct this error in future versions of the report.

Mr. Bergman summarized Sound Transit 2014 accomplishments. Accomplishments included the start of tunneling on Northgate Link, completion of the new Tukwila Sounder Station, final agreement of the site of the new Eastlink Light Rail Maintenance Facility, installation of positive train control on Sounder Trains and completion of a successful Parking Permit Pilot Program. Sound Transit service levels remain stable and ridership has increased significantly.

**It was moved by Boardmember Marchione, seconded by Boardmember Earling, and carried by unanimous vote that Motion No. M2015-72 be forwarded to the Board with a do pass recommendation.**

Motion No. M2015-69: Authorizes the chief executive officer to execute an incidental use agreement with the Washington State Department of Transportation for incidental use of the Totem Lake HOV direct access ramp by toll-paying vehicles to access I-405 Express Toll Lanes.

Andrea Tull, Senior Project Manager provided the staff report.

Ms. Tull reported that this action pertains to the high-occupancy vehicle (HOV) direct access ramp built by Sound Transit in the Totem Lake area urban center in Kirkland. The HOV ramp was built and opened in 2007. The Federal Transit Administration (FTA) contributed \$25 million. Sound Transit requested and received approval from the FTA for incidental use of the ramp in May of 2015 with the stipulation that Sound Transit maintain continuing control of the ramp and the primary use be for transit. The funds assisted the Washington State Department of Transportation (WSDOT) in the implementation of access to their Express Toll Lanes on 405. The additional

access point at NE 6th, where Sound Transit has access to the Bellevue Transit Center, would be used by transit, HOVs and toll paying single occupant vehicles. WSDOT will use real-time information and dynamic tolling to provide speed and reliability through their monitoring plan. The monitoring plan is included in the agreement.

**It was moved by Boardmember Moss, seconded by Committee Vice Chair Marchione, and carried by unanimous vote that Motion No. M2015-69 be forwarded to the Board with a do pass recommendation.**

**EXECUTIVE SESSION**

None

**OTHER BUSINESS**

None

**NEXT MEETING**

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

**ADJOURN**

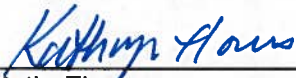
The meeting was adjourned at 1:51 p.m.



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Paul Roberts  
Operations and Administration Committee Chair

ATTEST:



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Katie Flores  
Board Administrator

APPROVED on September 3, 2015, LM