

MOTION NO. M2015-103
ST Express Bus Service Operations and Maintenance Agreement with King County Metro

| MEETING: | DATE: | TYPE OF ACTION: | STAFF CONTACT: |
|-----------------------------------------|--------------|------------------------|-----------------------------------------------|
| Operations and Administration Committee | 11/05/2015 | Recommend to Board | Bonnie Todd, Executive Director of Operations |
| Board | 11/19/2015 | Final Action | Dave Turissini, Bus Operations Manager |

PROPOSED ACTION

Authorizes the chief executive officer to execute an agreement with King County Metro to provide ST Express bus operations and maintenance services for the period of January 1, 2016, through December 31, 2017, with two additional one-year options to extend.

KEY FEATURES SUMMARY

- The agreement continues Sound Transit’s partnership with King County Metro for providing ST Express bus service originating in King County with a scope of services that includes bus operations, service supervision, scheduling, vehicle maintenance and storage, fuel, training, safety, security, insurance, and administrative functions.
- The agreement includes authorization for King County Metro to operate as fleet manager for full warranty and for fleet defect processes; the previous agreement only referred to warranty claims.
- The agreement includes improved documentation for procedures used by the two agencies, and incorporates changes to comply with new legal requirements and Sound Transit internal audit recommendations.
- Inclusion of required Federal Transportation Administration clauses allowing Sound Transit to use State of Good Repair grant funds to subsidize maintenance costs if an opportunity arises.
- The King County Council adopted this agreement at their October 26, 2015 meeting.

BACKGROUND

King County Metro has been providing King County-based ST Express bus service since the start of Sound Transit’s regional express bus system in 1999. King County Metro operates eight ST Express routes using 103 Sound Transit buses. The buses are stored and maintained at King County Metro’s East Base.

The new agreement is similar to past agreements with King County Metro; Sound Transit used the new agreement as an opportunity to negotiate the following additional improvements:

- Restructures financial authorization and year end reconciliation to more accurately reflect actual procedures and provide clearer documentation.
- Includes explicit and detailed information regarding federal requirements and third-party contract clauses. Including required Federal Transportation Administration clauses allows Sound Transit to use State of Good Repair grant funds to subsidize maintenance costs if an opportunity arises.
- Clarifies record retention and reporting requirements.
- Strengthens oversight of fleet maintenance and audit of fleet records.
- Refines and further delineates signage responsibilities in a signage matrix exhibit.

- Clarifies task order use to support baseline service.
- Includes new requirements to address technological changes (i.e., the use of annunciators to support Americans with Disabilities services).
- Carries forward schedules such as financial reconciliation, service planning, and operational reports such as NTD, safety, security, and preventative maintenance reporting.
- Clarifies Sounder backup service as separate from ST Express service.
- Updates the fare collection procedures, records retention, and audit procedures, as well as legal changes from the past five years were included.
- Improves documentation of the compensation methodology in accordance with internal audit recommendations.

FISCAL INFORMATION

The funding level for the proposed agreement is presented for approval annually through the Board budget review process. The cost of services provided under this agreement is recognized as part of purchased transportation services within the annual ST Express operating budget. The 2016 purchased transportation service budget total \$103,735,993*, within that amount, \$42,480,955 is reserved for King County Metro. Estimated costs from this agreement with King County Metro are within the board-approved budget authority for 2016.

Funding for future years under this agreement will be included in the annual budget development process based on negotiated estimated costs in conformance with the proposed agreement as provided by King County Metro and the service assumptions provided in the Service Implementation Plan for that year.

**The ST Express purchased transportation service budget can be found on page 39 of Proposed 2016 Budget.*

SMALL BUSINESS/DBE PARTICIPATION AND APPRENTICESHIP UTILIZATION

Small business participation is not applicable to this agreement.

PUBLIC INVOLVEMENT

Not applicable to this action.

TIME CONSTRAINTS

A one month delay will not have a significant impact. A longer delay could require another extension of the current agreement that expires December 31, 2015.

PRIOR BOARD/COMMITTEE ACTIONS

Motion No. M2015-60: Authorized the chief executive officer to extend the ST Express Bus Service Agreement with King County through December 31, 2015.

Motion No. M2014-82: Authorized the chief executive officer to extend the existing interagency service agreement with King County Metro through June 30, 2015.

Motion No. M2009-106: Authorized the chief executive officer to execute an agreement with King County Metro to provide ST Express operations and maintenance services for the period of January 1, 2010 to December 31, 2013 with two additional one-year options to extend.

Resolution No. R99-30: Authorized the Executive Director to execute an agreement for operation and maintenance with King County Metro related to implementation of regional bus service.

Resolution No. R98-31: Authorized negotiation of governmental agreements with existing transit agencies in the Pierce, King and Snohomish County region for operation and maintenance of Regional Express bus service.

ENVIRONMENTAL REVIEW

Jl 10/28/2015

LEGAL REVIEW

JW 10/29/2015

MOTION NO. M2015-103

A motion of the Board of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute an agreement with King County Metro to provide ST Express bus operations and maintenance services for the period of January 1, 2016, through December 31, 2017, with two additional one-year options to extend.

BACKGROUND:

King County Metro has been providing King County-based ST Express bus service since the start of Sound Transit's regional express bus system in 1999. King County Metro operates eight ST Express routes using 103 Sound Transit buses. The buses are stored and maintained at King County Metro's East Base.

The new agreement is similar to past agreements with King County Metro; Sound Transit used the new agreement as an opportunity to negotiate the following additional improvements:

- Restructures financial authorization and year end reconciliation to more accurately reflect actual procedures and provide clearer documentation.
- Includes explicit and detailed information regarding federal requirements and third-party contract clauses. Including required Federal Transportation Administration clauses allows Sound Transit to use State of Good Repair grant funds to subsidize maintenance costs if an opportunity arises.
- Clarifies record retention and reporting requirements.
- Strengthens oversight of fleet maintenance and audit of fleet records.
- Refines and further delineates signage responsibilities in a signage matrix exhibit.
- Clarifies task order use to support baseline service.
- Includes new requirements to address technological changes (i.e., the use of annunciators to support Americans with Disabilities services).
- Carries forward schedules such as financial reconciliation, service planning, and operational reports such as NTD, safety, security, and preventative maintenance reporting.
- Clarifies Sounder backup service as separate from ST Express service.
- Updates the fare collection procedures, records retention, and audit procedures, as well as legal changes from the past five years were included.
- Improves documentation of the compensation methodology in accordance with internal audit recommendations.

The agreement continues Sound Transit's partnership with King County Metro for providing ST Express bus service originating in King County with a scope of services that includes bus operations, service supervision, scheduling, vehicle maintenance and storage, fuel, training, safety, security, insurance, and administrative functions. The agreement includes authorization for King County Metro to operate as fleet manager for full warranty and for fleet defect processes.

The King County Council adopted this agreement at their October 26, 2015 meeting.

MOTION:

It is hereby moved by the Board of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute an agreement with King County Metro to provide ST Express bus operations and maintenance services for the period of January 1, 2016, through December 31, 2017, with two additional one-year options to extend.

APPROVED by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on November 19, 2015.



Dow Constantine
Board Chair

ATTEST:



Kathryn Flores
Kathryn Flores
Board Administrator