

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

Summary Minutes  
November 5, 2015

### **CALL TO ORDER**

The meeting was called to order at 1:02 p.m. by Vice Chair John Marchione, in the Ruth Fisher Boardroom, 401 South Jackson Street, Seattle, Washington.

### **ROLL CALL**

#### Chair

(A) 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

(P) Dave Upthegrove, King County Councilmember

(A) Pete von Reichbauer, King County  
Councilmember

Linda Markey, Board Coordinator, announced that a quorum of the committee was present at roll call.

### **REPORT OF THE CHAIR**

Vice Chair John Marchione announced that he would be chairing the meeting in the absence of Paul Roberts.

Sound Transit held a public hearing on Proposed Low Income Fares before the Operations and Administration Committee meeting. An action to consider low-income fares is included as item 8.E. on today's agenda for recommendation to the Board. Mr. Marchione noted that Sound Transit received nine comments, all strongly supporting the expansion of the low-income fare for all Sound Transit services in all three counties. Overall, commuters felt that expansion would improve equity and quality for riders who qualified for the program.

Sound Transit also held a public hearing to receive comment on the Draft 2016 Service Implementation Plan. The Operations and Administration Committee will consider recommending the Draft SIP to the Board under agenda item 8.F. The Committee will receive a presentation at that time.

A Board Workshop on ST3 will be held on December 4, 2015 to allow the Board to review the results of staff and consultant work to analyze and evaluate the ST3 candidate projects selected by the Board in August. The Board will also receive more information on the financial picture for ST3.

### **ACTING CEO REPORT**

Mike Harbour, Acting CEO, reported that last week the President signed legislation extending the deadline for the implementation of Positive Train Control (PTC) by three years. Sound Transit positioned to complete full implementation well ahead of the extended deadline.

Senator Patty Murray and Congressman Derek Kilmer recently announced the award of a \$15 million TIGER grant to the City of Tacoma for the expansion of Tacoma Link. This completes the funding of projected costs for the project.

Sound Transit Security completed emergency field exercises and trainings today for required University Link Emergency Drills. These exercises included cooperation from King County, the University of Washington Police Department, Seattle Fire Department and eight other emergency response agencies. Each day there were approximately 100 responders and nearly 60 light rail staff participating at several locations including the Link Control Center, ST Security Operations Center, and on-site at the U-Link facilities and 911 Dispatch centers.

The drills were successful in achieving our objectives to: familiarize response unit crews with the new University Link stations on Capitol Hill and at the University of Washington, train responders on the systems in place to manage incidents, and practice standard emergency operating procedures. Drills like these are a necessary step in verifying that Sound Transit and the new system is safe and ready to carry passengers.

The City of Seattle has completed performance testing on five of the six streetcars in the First Hill fleet. The next phase of post-performance testing is under way.

Mr. Harbour completed his report by announcing that Sound Transit received a Record of Decision (ROD) on the Operations and Maintenance Satellite Facility (OMSF) project this morning. This allows both Lynnwood Link and Eastlink to move forward.

## **REPORTS TO THE COMMITTEE**

### Ridership and Operations Report

Bonnie Todd, Executive Director, reported that passenger boardings for the month of September increased by 1%. ST Express buses dropped 2% in total boardings. In contrast, Sounder increased by 15% and Central Link increased by 5%. Tacoma Link ridership decreased due to fewer scheduled special events in Tacoma compared with the same period in 2014. On-time performance for ST Express showed a slight decline due to new real time point data measuring as previously reported.

Service changes implemented in September added 5,000 new annual hours placed primarily on the northern I-5 corridor.

The ST Express preventable accidents metric is on target and ongoing work with Sound Transit's partners to working to reduce accidents. Sounder percentage of scheduled trips operated is slightly below the target for year to date. This shortfall is due to 56 annulments experienced in the first quarter this year. Ms. Todd expects to be on target by year-end barring any significant service disruptions. Link met all performance targets for September. Ms. Todd explained how the headway performance shows improvement with the accuracy of the new SCADA system.

Ms. Todd reported on the ST Express, Pierce Transit operated bus fire that occurred in October. The bus operator safely evacuated all thirty-seven passengers. The preliminary investigation determined the cause of the fire to be a wheel bearing failure. Operations thoroughly inspected all remaining buses and identified no other defects.

Ms. Todd completed her report by announcing that Sound Transit's five new double decker buses have arrived and will begin service later this month.

Boardmember Upthegrove asked Ms. Todd to elaborate on the Sounder on time performance information and the relation to recent service disruptions in the Kent station area. Ms. Todd reported that BNSF recently placed "slow orders" that resulted in several service disruptions. The

schedule changes compounded this issue. BNSF has removed the majority of slow orders on the North Line and a few remaining slow orders on the South Line. Martin Young added that work is underway to add an additional track through the Tukwila area. During this construction, there is some single tracking which contributes to overall congestion.

#### Review of the Sound Transit Operating Budget and Potential Amendments

Today we continue our review of the operating portion of the Proposed 2016 Budget. We will review proposed amendments that staff has identified during the budget development process. There is no action on the amendments today. In December, we will take action on amendments and consider forwarding the proposed budget to the full Board.

Pete Rogness, Director of Budget and Financial Planning provided a briefing on the budget process. Today's review provides an opportunity to update the proposed budget document as set in August. Mr. Rogness then provided a summary of each of the proposed eight amendments. Mr. Rogness summarized that with the proposed budget increases and decreases would result in approximately a \$1.5 million variance.

#### **PUBLIC COMMENT**

None

#### **BUSINESS ITEMS**

##### Items for Committee Final Action

##### Minutes of the October 1, 2015 Operations and Administration Committee Meeting

**It was moved by Boardmember Moss, seconded by Boardmember Earling, and carried by unanimous vote that the minutes of the October 1, 2015 Operations and Administration Committee meeting be approved as presented.**

Motion No. M2015-100: Authorizing the chief executive officer to execute a four-year contract, with two one-year options to extend with Parson Brinckerhoff to provide on-call asset management professional services for a total authorized contract amount not to exceed \$900,000.

Brian McCartan, Executive Director of Finance and IT provided a joint staff report for Motion Nos. M2015-100, M2015-101, and M2015-102. Mr. McCartan reported that Sound Transit's regional transit system currently consists of over \$5 billion in fielded assets including commuter rail, light rail, regional express bus and administrative rolling stock, facilities and civil infrastructure. The agency's Enterprise Asset Management System ensures that Sound Transit meets all service and statutory requirements to keep its system in a "state of good repair" while minimizing system lifecycle costs.

This action would provide on-call asset management professional services as part of this program. Professional services including inventory assessment and control, condition assessments and other activities requiring specialized expertise to assist in protecting and preserving the agency's rapidly expanding asset base. Sound Transit received eight proposals to a Request for Proposals issued in July 2015. Sound Transit selected three firms as most qualified to provide the on-call asset management professional services. The firms are Parson Brinckerhoff, Inc., CH2M HILL, Inc. and Cardno GS, Inc.

**It was moved by Boardmember Moss, seconded by Boardmember Earling, and carried by unanimous vote that Motion No. M2015-100 be approved as presented.**

Motion No. M2015-101: Authorizing the chief executive officer to execute a four-year contract, with two one-year options to extend with CH2M Hill, Inc. to provide on-call asset management professional services for a total authorized contract amount not to exceed \$900,000.

**It was moved by Boardmember Earling, seconded by Boardmember Moss, and carried by unanimous vote that Motion No. M2015-101 be approved as presented.**

Motion No. M2015-102: Authorizing the chief executive officer to execute a four-year contract, with two one-year options to extend with Cardno GS, Inc. to provide on-call asset management professional services for a total authorized contract amount not to exceed \$600,000.

**It was moved by Boardmember Moss, seconded by Boardmember Earling, and carried by unanimous vote that Motion No. M2015-102 be approved as presented.**

Item for Recommendation to the Board

Resolution No. R2015-29: (1) Selecting an option to increase fares and set fare rates for the low-income adult fare category on Sounder service, (2) selecting an option to set fare rates for the low-income adult fare category on ST Express service, and (3) amending Attachment A of Resolution No. R2014-28 with the selected options.

Sunnie Sterling, Revenue Reporting Manager and Brian Brooke, Research, Policy and Business Development Manager provided the staff report. Ms. Sterling provided a summary of fare change options for both Sounder and ST Express that included options to defer increases to a later date, or select from additional options for either or both services.

Ms. Sterling reported that fares for Sounder have not changed since 2007. While robust ridership growth has helped to maintain satisfactory fare box recovery levels, the cumulative effect of inflation on operating cost require that Sound Transit consider a fare increase. In addition to consideration of a fare increase, this action includes the expansion of the low-income fare discount to Sounder service.

Fare box recovery is not a driving factor for fare changes to ST Express services. However, Sound Transit is proposing fare changes to maintain relative price levels with other transit services. While, other regional bus fares have increased regionally, ST Express fares have remained unchanged since 2011. Similarly, to the previous Sounder options, this action offers options to extend the ORCA LIFT discounts on ST Express bus service in King County alone or throughout the region.

Sound Transit began public outreach in September with a goal to implement any Board approved fare change in March of 2016. Of the 947 completed surveys to date, people were in favor of the implementation of a low-income fare on all ST Express bus routes. Survey results showed less support for a low-income fare expansion to Sounder service and any fare increase.

Mr. Brooke provided background information about the ORCA LIFT program and previously implemented service changes to incorporate the program on Link light rail. At this time, Sound Transit created a low-income fare category in coordination with KCM. Since the start of the program, 20 thousand riders have enrolled. Providing a discounted fare for low-income riders would reduce price as a barrier to transit use for the most price sensitive customers and help to improve regional mobility. The extension of a low-income fare option to counties other than King County would include additional administrative costs. Non-profit partners in the ORCA LIFT program with a multi-county presence have expressed interest in working with Sound Transit to implement the program expansion.

Boardmembers expressed their support for advancing the resolution without selected options so the full Board could review all potential options. Further, Boardmember Earling expressed his support for delaying an increase in Sounder fares for another two to three years. Boardmember Upthegrove expressed support for the fullest expansion of the low-income fare to increase mobility and job access and to reduce the transit economic barrier.

**It was moved by Boardmember Enslow, seconded by Boardmember Moss, and carried by unanimous vote that Resolution No. R2015-29 be forwarded without preferred options to the Board with a do pass recommendation.**

Resolution No. R2015-28: Adopts the 2016 Service Implementation Plan and authorizes the chief executive officer to implement recommended service changes in 2016.

Mike Bergman, Service Planning Manager provided the staff report.

Mr. Bergman reported that the Service Implementation Plan (SIP) is prepared each year to guide the delivery of ST Express Bus, Sounder Commuter Rail, and Link light rail services. The draft 2016 SIP proposes both major and administrative service changes to Central Link, Sounder, and ST Express for implementation in March and September 2016. Two primary inputs guide service change proposals and include voter-approved plans such as ST2, and proposals based on evaluation of route performance, changes in the operating environment and ridership and ridership trends. The draft 2016 plan also incorporates bus integration strategies developed with KCM to accommodate the opening of U-Link.

Sound Transit released the draft SIP for public review and comment in October and incorporated revisions based on feedback received. Mr. Bergman provided a summary of strategies used by Sound Transit to notify the public of potential service changes along with a summary of the proposed services changes included in the draft SIP that include expansion of service to meet the region's growing demand for fast, frequent and reliable transit service. Mr. Bergman provided additional detail about specific changes by service mode and noted that Sound Transit is adding double-deck buses to its fleet in 2016. These buses can seat up to 88 passengers each. These buses will operate on the busiest trips.

**It was moved by Boardmember Earling, seconded by Boardmember Moss, and carried by unanimous vote that Resolution No. R2015-29 be forwarded to the Board with a do pass recommendation.**

Motion No. M2015-103: 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.

Dave Turissini, Bus Operations Manager provided the staff report. The Committee extended the existing agreement with King County through December 31, 2015 in a previous motion. The King County Council adopted the new agreement at its October 26, 2015 meeting. The scope of the partner agreement covers all elements of bus operations. While partners operate the service, Sound Transit staff provides service oversight and the buses used to operate the service. Mr. Turissini provided an overview of ST Express service allocation between Sound Transit partners.

Mr. Turissini completed his report with a summary of Sound Transit objectives and value elements included in the new agreement and costs associated with each of the operating partners.

**It was moved by Boardmember Enslow, seconded by Boardmember Moss, and carried by unanimous vote that Motion No. M2015-103 be forwarded to the Board with a do pass recommendation.**

Motion No. M2015-104: Authorizing the chief executive officer to execute an Operations and Maintenance Agreement with the Port of Seattle for the SeaTac/Airport Station.

Miles Haupt, Project Director Michael Miller, Customer Facilities and Accessible Services Director provided the staff report. Mr. Haupt reported that the action before the committee would replace the existing airport Operations and Maintenance (O&M) agreement with the Port of Seattle. The agreement clarifies maintenance responsibilities for the station, removes guideway responsibilities covered under the existing guideway easements with the Port, and defines ownership of assets, hours of station operation, access, work notification requirements and other responsibilities.

**It was moved by Boardmember Upthegrove, seconded by Boardmember Moss, and carried by unanimous vote that Motion No. M2015-104 be forwarded to the Board with a do pass recommendation.**

Motion No. M2015-105: Authorizing the chief executive officer to execute an amendment to the Commuter Rail North Service Agreement including exercising a five-year term extension option with the BNSF Railway Company for the continued operation of Sounder north line service between Everett and Seattle in the amount of \$17,836,712, for a total authorized agreement amount not to exceed \$52,945,898.

Martin Young, Sounder Operations Manager provided the staff report. Mr. Young provided a presentation that included details about this motion and the following motion, as both pertain to amendments to agreements with BNSF. BNSF owns the railroad right of way between Everett and Tacoma. Sound Transit owns the railroad right of way between Tacoma and Nisqually, known as the Lakeview Line. Sound Transit operates Sounder under two service agreements with BNSF. A twelve-year agreement allowing BNSF to operate Sounder on the North Line would end this year. A forty-year agreement allowing BNSF to operate Sounder from Tacoma to Seattle that would end in 2040. That agreement was amended in 2003 to anticipate Sounder service expansion to Lakewood, which began in the fall of 2012. The second motion includes consideration of the new Positive Train Control (PTC) environment.

**It was moved by Boardmember Moss, seconded by Boardmember Enslow, and carried by unanimous vote that Motion No. M2015-105 be forwarded to the Board with a do pass recommendation.**

Motion No. M2015-106: Authorizing the chief executive officer to execute an amendment to the Commuter Rail Service Agreement with the BNSF Railway Company to incorporate changes related to the south line service agreement including the extension of service to Lakewood on Sound Transit right-of-way and the implementation of Positive Train Control.

Martin Young, Sounder Operations Manager provided the staff report. With Sound Transit's ownership of a portion of the right of way, roles and responsibilities require clear definition. BNSF handles dispatching. This agreement outlines roles and responsibilities for emergency response support services, signal work, track related issues, PTC, and compliance with federally required safety and rules management and documentation. This amendment adds two new key scope areas; clarification of functions to be handled by BNSF and addresses the need for PTC support.

**It was moved by Boardmember Enslow, seconded by Boardmember Moss, and carried by unanimous vote that Motion No. M2015-106 be forwarded to the Board with a do pass recommendation.**

## **EXECUTIVE SESSION**

None

## **OTHER BUSINESS**

None

**NEXT MEETING**

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

**ADJOURN**

The meeting was adjourned at 2:42 p.m.



Paul Roberts  
Operations and Administration Committee Chair

ATTEST:



Katie Flores  
Board Administrator

APPROVED on January 7, 2016, LM