

**SOUND TRANSIT OPERATIONS AND ADMINISTRATION COMMITTEE MEETING**  
**Summary Minutes**  
**December 3, 2015**

**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

(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

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

**REPORT OF THE CHAIR**

An ST3 Board Workshop on December 4, 2015 will 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.

Chair Roberts noted that the Committee was working from a revised agenda today.

**ACTING CEO REPORTS**

None

**REPORTS TO THE COMMITTEE**

Ridership and Operations Report

Bonnie Todd, Executive Director of Operations, reported that passenger boardings for the month of October increased by 5%. Average weekday boardings were up 10% for Sounder. Central Link boardings totaled over one million and average weekday boardings were over 38,000, an 18% increase over the same month last year. ST Express bus ridership set a new record with over 66,000 average weekday boardings. Total bus boardings remained relatively flat due to a decline in Saturday ridership. Tacoma Link ridership decreased.

On-time performance for ST Express continues to improve but remains slightly below target for October and year-to-date. Service changes implemented in September added 5000 new annual hours placed primarily on the Northern I-5 corridor. ST Express complaints per 100,000 boardings improved for the month but short of target. Majority of complaints relate to overcrowded buses and on time performance. Staff continues to address both of these issues.

Sounder on time performance was below target for the first time this year due to an unusually high number of slow orders imposed by BNSF associated with track repairs on the South line and a replacement of a rail bridge in Tukwila to support the construction of a third mainline track between Kent and Tukwila. Both projects are ongoing and Sound Transit expects performance to improve as they complete. Tacoma Link met all performance targets. Link passengers per trip slipped due to a seasonal ridership trend. Fare evasion results have improved considerably since last year.

Farebox recovery numbers were below target for the first time in three years due to timing of monthly financial transactions.

Ms. Todd completed her report by providing an update on the Link accident occurring on November 24 where a Central Link train struck a pedestrian near the Columbia City Station resulting in heavy delays. The pedestrian is recovering at Harborview.

## **PUBLIC COMMENT**

None

## **BUSINESS ITEMS**

### Items for Committee Final Action

Motion No. M2015-110: Authorizing the chief executive officer to execute a contract with Rail Service Corporation to provide closed circuit television equipment for Link light rail in the amount of \$625,559 with a 10% contingency of \$62,555, for a total authorized contract amount not to exceed \$688,115.

George McGinn, Central Link Maintenance Manager provided the staff report. Mr. McGinn reported that the Board approved a budget amendment in September creating the Link Closed Circuit TV (CCTV) Upgrade Project. The manufacturer no longer supports the existing CCTV system and an upgrade is required to continue monitoring of operations and ensure public safety. Sound Transit issued a Request for Proposal and Rail Service Corporation was the lowest responsive and responsible bidder. The vendor will provide and install hardware and software for sixteen locations along the current Link alignment.

**It was moved by Committee Vice Chair Marchione, seconded by Boardmember Earling, and carried by unanimous vote that Motion No. M2015-110 be approved as presented.**

Motion No. M2015-111: Authorizing the chief executive officer to execute a contract with MBI Seattle to purchase and install furniture for the Maintenance of Way Building for a total authorized contract amount not to exceed \$341,000.

Katie Newby, Space Planner and David Huffaker, Deputy Executive Director, Operations and Support Services provided the staff report. Ms. Newby reported that the Maintenance of Way (MOW) Building is under construction next to the Link Operations and Maintenance Facility (OMF) in SODO and scheduled to open early next year. The MOW will serve as the new office space for Sound Transit Police, facility staff, and King County MOW staff. The contract includes furnishings for 52 workstations.

**It was moved by Boardmember Earling, seconded by Committee Vice Chair Marchione, and carried by unanimous vote that Motion No. M2015-111 be approved as presented.**

Motion No. M2015-115: Authorizing the chief executive officer to execute an interagency agreement with the City of Everett for the operations and maintenance of the Everett Station for the period January 1, 2016 through December 31, 2020 in the amount not to exceed \$1,392,100.

Rand Stamm, Project Manager, Customer Facilities and Accessible Services and Mike Perry, Deputy Executive Director of Transportation and Maintenance provided the staff report. Mr. Stamm reported that this action would fund operations and maintenance of the Everett Station facility. Sound Transit customers use the Everett Station facility to access Sounder and ST Express services. A periodic use survey determines how many people parking at the station use Sound Transit services. These survey results provide Sound Transit with data used to determine Sound Transit's proportional share. For this agreement, Sound Transit's use share is approximately 61%. Mr. Stamm concluded his report with an overview of the scope of services included in the contract.

**It was moved by Committee Vice Chair Marchione, seconded by Boardmember Moss, and carried by unanimous vote that Motion No. M2015-115 be approved as presented.**

Item for Recommendation to the Board

Motion No. M2015-112: Forwarding the Operating Budgets of the Proposed 2016 Budget, including the transit modal budgets, debt service, cash donations to other governments, contributions to reserves, and any amendments approved by the Committee, to the Board of Directors for consideration.

Chair Roberts informed the Committee that the next item involves forwarding the proposed operating budget to the full Board for consideration. Boardmembers will consider eight proposed amendments individually. Pete Rogness, Director of Budget and Financial Planning will review the budget process and describe each amendment prior to a vote.

**Motion No. M2015-112 was moved by Boardmember Marchione and seconded by Boardmember Moss.**

Amendment O-1: Amending the Operating Budget for a medical benefit increase in the amount of \$1,159,660. The amendment would increase the budget for medical and vision premiums and health reimbursement accounts.

**It was moved by Boardmember Moss, seconded by Boardmember Earling, and carried by unanimous vote that Amendment O-1 to the Operating Budget of the Proposed 2016 Budget be approved as presented.**

Amendment O-2: Amending the Operating Budget for a reduction of anticipated rail insurance premiums by decreasing the budget by (\$662,658). The amendment would recognize final negotiated insurance premium costs for Light rail and commuter rail property and liability insurance.

**It was moved by Boardmember Earling, seconded by Boardmember Moss, and carried by unanimous vote that Amendment O-2 to the Operating Budget of the Proposed 2016 Budget be approved as presented.**

Amendment O-3: Amending the Operating Budget for an increase to capital project support in the amount of \$320,500. The amendment would increase the departmental budget to add (2) new positions to the DECM Department Budget, one Principle Construction Manager and one Deputy Project Director to support the Lynnwood Link Extension project delivery. Additionally, two existing DECM positions are reclassified to provide project support.

**It was moved by Boardmember Moss, seconded by Boardmember Marchione, and carried by unanimous vote that Amendment O-3 to the Operating Budget of the Proposed 2016 Budget be approved as presented.**

Amendment O-4: Amending the Operating Budget for additional office space for capital project consultant teams in the amount of \$990,000. This amendment reflects lease cost and IT hardware, software and support for new office space for up to 200 co-located design consultants supporting several Light rail projects entering final design.

**It was moved by Boardmember Marchione, seconded by Boardmember Moss, and carried by unanimous vote that Amendment O-4 to the Operating Budget of the Proposed 2016 Budget be approved as presented.**

Amendment O-5: Amending the Operating Budget for the Operations Department with a Sounder operational cost increase in the amount of \$327,858. This amendment reflects the added cost for Sounder Commuter Rail service due to Amendment 4 to the BNSF-South Memorandum of Understanding, which the Board considered in November.

**It was moved by Boardmember Earling, seconded by Boardmember Moss, and carried by unanimous vote that Amendment O-5 to the Operating Budget of the Proposed 2016 Budget be approved as presented.**

Amendment O-6: Amending the Operating Budget for the Operations Department with a Sounder operational cost increase in the amount of \$350,110. This amendment reflects the added cost for Sounder Commuter Rail service for maintenance of the commuter rail fleet performed by Amtrak.

**It was moved by Boardmember Moss, seconded by Boardmember Enslow, and carried by unanimous vote that Amendment O-6 to the Operating Budget of the Proposed 2016 Budget be approved as presented.**

Amendment O-7: Amending the Operating Budget for the Operations Department with a third party security cost decrease in the amount of (\$671,744). This amendment reduces the budget for security and fare enforcement.

**It was moved by Boardmember Marchione, seconded by Boardmember Earling, and carried by unanimous vote that Amendment O-7 to the Operating Budget of the Proposed 2016 Budget be approved as presented.**

Amendment O-8: Amending the Operating Budget for the for an administrative overhead rate correction resulting in a decreased budget amount of (\$992,974). This amendment reduces the total agency administrative cost being allocated to modes by \$992,974, which is comprised of an increase to Link of \$737,306; an increase to Sounder of \$161,092; a reduction to ST Express of (\$2,127,649); and an increase to Tacoma Link of \$236,278.

**It was moved by Boardmember Marchione, seconded by Boardmember Moss, and carried by unanimous vote that Amendment O-8 to the Operating Budget of the Proposed 2016 Budget be approved as presented.**

**It was carried by unanimous vote that Motion No. M2015-112, inclusive of amendments, be forwarded to the Board with a do pass recommendation.**

Motion No. M2015-116: Authorizing the chief executive officer to exercise the option to extend the agreement with the National Railroad Passenger Corporation (Amtrak) for one one-year term for the continued maintenance of Sounder locomotives and cars, which includes the cost of fuel, in an amount not to exceed \$18,377,778 for a new total authorized amount not to exceed \$208,117,012.

Martin Young, Sounder Operations Manager provided the staff report. Mr. Young reported that a one-year advance notice is required prior to exercising an option. All aspects of the work scope and maintenance responsibilities from the existing agreement remain the same. The agreement is a sole-source contract based on Amtrak's unique ability to maintain, store and fuel Sounder equipment. For the option year, the base rate and shared facilities cost have been adjusted to

reflect planned 2017 service levels including three additional South line round trips and the addition of nine new cab cars.

**It was moved by Boardmember Earling, seconded by Committee Vice Chair Marchione, and carried by unanimous vote that Motion No. M2015-116 be forwarded to the Board with a do pass recommendation.**

**EXECUTIVE SESSION**

None.

**OTHER BUSINESS**

None.

**NEXT MEETING**

Thursday January 7, 2016  
1:00 to 3:00 p.m.  
Ruth Fisher Boardroom

**ADJOURN**

The meeting was adjourned at 1:53 p.m.

  
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Paul Roberts  
Operations and Administration Committee Chair

ATTEST:

  
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Katie Flores  
Board Administrator

APPROVED on January 7, 2016, LM