

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

### **Summary Minutes**

**August 4, 2016**

### **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**

#### Boardmember Requests to Participate via Teleconference

Boardmember Marchione asked to participate in today's meeting by teleconference. A supermajority positive vote of the Boardmembers in attendance is required to allow participation via teleconference.

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

### **CEO REPORT**

At the July Board meeting, Boardmembers and staff discussed Link light rail increased ridership. Sound Transit's goal is to accommodate increased ridership in a comfortable and predictable way for passengers. Train loads are showing record growth in the wake of the U-Link opening and Sound Transit has tripled the number of three-car trains during peak hours. The additional trains utilized during peak hours are all three-car trains and standard operating procedures provide for the staging of additional trains to deploy quickly to meet special event needs. These extra trains allow for the clearing of crowded platforms during post game rushes.

Mr. Rogoff noted that the Board asked for clarification on the criteria used to determine when to add additional capacity. The challenge is in determining patterns of passenger behavior that lead to unpredictable rises in ridership not attributable to any single event. Staff is reviewing experiential data to identify signals that are indications of when ridership will increase for reasons other than special events. Staff will present this information at the August Board meeting.

## **REPORTS TO THE COMMITTEE**

### Ridership and Operations Report

Bonnie Todd, Executive Director, summarized the August 2016 Service Performance Report. System-wide monthly ridership surpassed previous records set in May. System-wide ridership increased by over 24% and Link ridership increased nearly 68% over the same period last year. Sounder total overall boardings increased by 12% with both the North and South lines showing growth of more than 10%. ST Express bus ridership remained relatively flat. Routes connecting downtown Seattle with East King County continue to have the largest increases in ridership. Tacoma Link boardings remain 5% below the year to date target. Pierce Transit is experiencing a similar decline (close to 6%). Paratransit service ridership increased by more than 10% compared to June of 2015. This increase reflects increased ridership on Link and additional customers requesting access to the Link system.

Key Service Performance Features included an improved ST Express on-time performance resulting from additional 5,000 service hours added in September. Operations will add another 11,000 service hours or approximately 30 trips in September to address continued traffic increases and overcrowding. The preventable accident rate was higher than target. Staff continue to work with partner agencies on improvements. Passengers per trip was slightly below target but has shown an increase over the last three months as demand catches up to added service hours.

Sounder met all performance targets with the exception of on-time performance. ST2 construction of a third track near Tukwila forced single tracking at the station for a number of weeks. Sound Transit recalibrated its Link Headway Management Reporting, which determines Link's on-time performance, from 7.5-minute headways to 6-minute headways. Staff has reworked prior months reporting to include the change so the Committee can better compare data with the new tighter standard. Headway performance in June was slightly below the target due to traffic congestion in the DSTT. King County Metro has removed some buses over the past two service changes but periods that exceed scheduled travel time in the DSTT remain.

DECM will soon turn the Angle Lake Station project over to Operations for pre-revenue service. Ms. Todd noted that during Fleet Week, Sound Transit joined other transit agencies in allowing active duty military personnel in uniform or with valid identification to ride free.

Boardmembers asked staff to provide additional information about the Paratransit Program. Ms. Todd noted that King County Metro administers Paratransit service for Sound Transit. CEO, Peter Rogoff provided a summary of the program. Paratransit service is mandated for individuals that cannot access the fixed route system via bus or train and are disabled. Those individuals must reside within a certain mileage of the fixed route service to qualify for the service. Sound Transit's transit partners administer Paratransit service on Sound Transit's behalf in their respective regions. Sound Transit provides financial compensation for Paratransit services attributable to Sound Transit.

Boardmember Enslow asked for clarification on how to access Paratransit services in general and particularly about Sounder service in the South Sound. Mr. Rogoff clarified that Sounder service is considered 100% accessible and therefore does not have a Paratransit services requirement. Chair Roberts also asked that it be noted that requirements for complementary Paratransit service do not apply to commuter bus, commuter rail or intercity rail services. ST Express and Sounder services do not have a complementary Paratransit requirement. All vehicles used in these services must be accessible.

Link Light Rail service requires Paratransit services and Sound Transit's transit partners provide those services in their respective areas. Sound Transit and King County Metro negotiated an agreement to share costs in overlapping areas. Partners bill Sound Transit for a percentage of the cost of trips that

begin or end in the paratransit service area associated with Link. Staff will provide additional information about the details of the program after the meeting.

Boardmember Enslow asked Ms. Todd for additional information about the decline in Tacoma Link ridership. Ms. Todd explained that Tacoma Link has a smaller ridership base than other modes and small changes have a greater effect on averages for what is typical. Businesses moving out of Tacoma and special events are markedly fewer and the decline mirrors what Pierce Transit is seeing. Though over time, ridership has remained relatively flat, staff will provide a more specific answer over a longer period.

## **PUBLIC COMMENT ON BUSINESS ITEMS**

Robert Hill  
Paul W. Locke

## **BUSINESS ITEMS**

### Items for Committee Final Action

#### Minutes of the April 7, 2016 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 April 7, 2016 Operations and Administration Committee meeting be approved as presented.**

Motion No. M2016-82: Authorizing the chief executive officer to execute a contract with Global Contractors, LLC to provide construction services for the Auburn Station Bus Loop Rehabilitation Project in the amount of \$384,200, with a 20% contingency of \$76,840, for a total authorized contract amount not to exceed \$461,040.

David Huffaker, Deputy Executive Director, Operations and Support Services provided the staff report.

Mr. Huffaker introduced Tom Williams, Project Manager in the Facilities Maintenance Department. This motion authorizes the replacement of a portion of the concrete at the Auburn Station Bus Loop. The original concrete, installed in 2000 as a part of the first phase of Auburn Station construction, is showing signs of deterioration. The scope of work includes all materials and labor, permitting, demolition, sub-grade repair and pouring of concrete. Mr. Huffaker provided information about review and planned actions to ensure the replacement meets an expected life of twenty-five years.

**It was moved by Boardmember Moss, seconded by Boardmember Enslow, and carried by unanimous vote that Motion No. M2016-82 be approved as presented.**

Motion No. M2016-83: Authorizing the chief executive officer to execute a contract with Centennial Contractors Enterprises, Inc. to provide construction services for the Union Station Garden Level Renovation Project in the amount of \$556,976, with a 20% contingency of \$111,395, for a total authorized contract amount not to exceed \$668,371.

David Huffaker, Deputy Executive Director, Operations and Support Services provided the staff report.

Mr. Huffaker introduced Katie Newby, Space Planner/CAD Operator to assist with the presentation. This action would authorize a contract to renovate and enhance the Garden Level of Union Station that currently supports 99 staff members. Renovations include an upgrade of electrical systems, installation of an energy efficient HVAC system, placing data collection lines, painting and floor installation. The

included contingency would cover the cost of lead paint abatement, if needed. The project includes an additional conference room and reconfiguration of other spaces to accommodate additional employees needed to support ST2 work. At completion, the Garden Level will accommodate 151 staff members. There will be a separate contract needed for procurement of the office and cubicle furnishings.

CEO Peter Rogoff noted that by renovating the Garden Level, Sound Transit is making efficient use of space available rather than leasing additional space.

**It was moved by Boardmember Earling, seconded by Boardmember Moss, and carried by unanimous vote that Motion No. M2016-83 be approved as presented.**

Motion No. M2016-84: Authorizing the chief executive officer to execute a one-year contract with four one-year options to extend with Republic Parking Northwest to provide transit park-and-ride management and enforcement services in the amount of \$2,810,683, with a 10% contingency of \$281,068, for a total authorized contract amount not to exceed \$3,091,751.

Rachel Wilch, Transportation Planner, PEPD and Aron Paluba, Senior Customer Facility and Accessibility Coordinator provided the staff report. Ms. Wilch provided background information about the development of the Parking Permit Program. In 2014, at the direction of the Board, Sound Transit staff conducted a parking management pilot at four locations to look at various parking strategies and tools. There is an enormous demand for permit parking at the most crowded facilities. The Board further directed staff to develop a permanent parking program that included comprehensive parking management. The planning group, operations and procurement have worked over the past year to develop the program and procure a top ranked vendor to assist in implementation of the program.

Through this action, the selected vendor would begin to provide services in time for the launch of Angle Lake Station this fall. Angle Lake Station, along with nine other facilities would be included in the initial phase of the program based on criteria established by the Board.

Ms. Wilch provided an overview of the implementation and management of the program. Carpool permits would be issued for verified transit riders at up to 50% of the stalls at each site. The Board has approved an action to set the rate for carpool permits at \$5.00 per month but has not yet taken adopted a rate for Solo driver permits. A separate action is required to adopt a solo driver permit rate before SOV permits can be included in the program as planned in 2017. Permit restrictions would apply only during the morning rush hour. The implementation of carpool permits prior to the issuance of solo driver permits is intended to grow the use of those permits.

Next steps include customer outreach, the opening of the application process, and installation of signage at selected facilities in September. Parking enforcement would begin after the opening of Angle Lake Station. Should the Board adopt a solo permit rate for issuance in 2017, this contract would also provide for the implementation and management of the solo driver permit portion of the program.

Ms. Wilch concluded her presentation by reviewing the two main areas of scope included in the contract. The first is permit program administration. This includes management of the web and paper permit applications, processing cash and credit card payments and managing monthly renewals including coordination with Sound Transit for ORCA verification. The second area of scope is permit enforcement. This includes patrolling permit areas of the facilities, issuing warnings, coordinating towing, managing customer appeals and collecting data.

Boardmembers further discussed the application process and hours of service management provided by the vendor. Boardmember Enslow noted that both Auburn and Sumner are implementing parking programs. Ms. Wilch noted that Sound Transit has been reaching out to jurisdictions. Boardmember

Earling asked about the patrol schedule. Staff responded that the contract requires a minimum of one patrol per day for each facility but allows the flexibility to expand patrols at certain facilities as needed.

**It was moved by Boardmember Moss, seconded by Boardmember Enslow, and carried by unanimous vote that Motion No. M2016-84 be approved as presented.**

Motion No. M2016-85: Approving the submittal of the Transit Development Plan 2016-2021 and 2015 Annual Report to the Washington State Department of Transportation.

Chair Roberts noted that Sound Transit hosted a public hearing prior to today's meeting. Staff will share comments received with the Board.

David Huffaker, Deputy Executive Director, Operations and Support Services provided the staff report. Mr. Huffaker introduced Michael Couvrette, Service Planning Manager to assist in the presentation. Copies of the draft Transit Development Plan (TDP) are included in the Committee packets and available to the public. An electronic version is also available on Sound Transit's website.

The TDP summarizes Sound Transit's major accomplishments during 2015 and provides details on planned milestones and activities for 2016 through 2021. WSDOT compiles information from Sound Transit and other transit agencies in their annual report to the legislature on the status of public transportation in the State. Per State law, Sound Transit held a public hearing on the TDP prior to the Operations and Administration Committee meeting and received two comments.

**It was moved by Boardmember Earling, seconded by Boardmember Moss, and carried by unanimous vote that Motion No. M2016-85 be forwarded to the Board with a do pass recommendation.**

#### **EXECUTIVE SESSION**

None

#### **OTHER BUSINESS**

None

#### **NEXT MEETING**

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

#### **ADJOURN**

The meeting was adjourned at 1:50 p.m.

  
\_\_\_\_\_  
Paul Roberts

Operations and Administration Committee Chair

ATTEST:

  
\_\_\_\_\_  
Katie Flores  
Board Administrator

APPROVED on October 6, 2016, LM