

SOUND TRANSIT OPERATIONS AND ADMINISTRATION COMMITTEE MEETING

Summary Minutes

December 1, 2016

CALL TO ORDER

The meeting was called to order at 1:02 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

Vice Chair

(A) Dave Upthegrove, King County Councilmember

(A) Pete von Reichbauer, King County Councilmember

Katie Flores, Board Administrator, announced that a quorum of the committee was present at roll call.

REPORT OF THE CHAIR

Chair Paul Roberts announced that the meeting is the last of the year for the Operations and Administration committee.

CEO REPORT

Proposed 2017 Budget Revisions

Peter Rogoff, CEO noted that some of the budget revision proposals are related to projects that are advancing due to the passage of Proposition 1, representing the first work and development of ST3 projects.

PUBLIC COMMENT ON BUSINESS ITEMS

Alex Tsimmerman

REPORT TO THE COMMITTEE

Ridership and Operations Report

David Huffaker, Executive Director, Operations and Support Services, provided the report. Highlights of the October 2015 ridership report included a 78% ridership increase for Link, partly fueled by UW and Seahawks game days. Sound Transit added 1,100 parking stalls with the opening of the Angle Lake Station, and the agency is still at 94% utilization.

ST Express is continuing to face challenges in delivering on-time service regularly, and has seen an increase in customer complaints, partly due to a service change in September. Sounder had a

challenging month, a number of service delays were caused by BNSF related to work on the third track in Auburn.

Boardmember Moss requested a ridership report for the Lakewood area, and Mr. Huffaker responded that he will provide specific numbers to her after the meeting.

Chair Paul Roberts asked about the experience so far with the newly opened Angle Lake station. Mr. Huffaker responded that the average utilization of the parking garage is about 80 percent; higher utilization is expected after the facility has been in service for a year.

BUSINESS ITEMS

Items for Committee Final Action

Minutes of the November 3, 2016 Operations and Administration Committee Meeting

It was moved by Boardmember Earling, seconded by Vice Chair Marchione, and carried by unanimous vote that the minutes of the November 3, 2016 Operations and Administration Committee meeting be approved as presented.

Motion No. M2016-124: Forwarding the Operating Budgets of the Proposed 2017 Budget, including the transit mode budgets, ORCA expenses, debt service, cash donations to other governments, contributions to reserves, and any revisions approved by the Committee, to the Board of Directors for consideration.

Brian McCartan, Executive Director of Finance and IT, provided the staff report. Motion M2016-124 forwards the complete 2017 Proposed Operating Budget to the Board for approval, which includes three sets of revisions, which will be considered by the Operations and Administration committee today.

Motion No. M2016-124 was moved by Boardmember Moss and seconded by Committee Vice Chair Marchione.

The first set of revisions for review by the committee is Revisions O-1 through O-10. These revisions included two new DECM positions, consulting for noise and vibrations analysis and standard physical asset and infrastructure specifications for future light rail system design and construction, and facilities repairs.

Revision O-1: Increasing the Communications and External Affairs Department Budget by \$536,500 for the Regional Transit ORCA Marketing Project.

Revision O-2: Increasing the Revenue Budget by \$536,500 for the Regional Transit ORCA Marketing Project.

Revision O-3: Increasing the Revenue Budget by \$240,000 for the Transit Security Grant Program.

Revision O-4: Increasing the Operating Budget by \$175,000 for Design, Engineering and Construction Management (DECM) Department Consulting Services for noise and vibration analysis for the Link light rail system.

Revision O-5: Increasing the Operating Budget by \$170,000 for DECM Department Consulting Services to complete a standard specifications document for capital projects.

Revision O-6: Increasing the Operating Budget by \$267,616 for DECM Department Staff Increases.

Revision O-7: Increasing the Operating Budget by \$1,190,096 to carry over Operations Department Facilities Repairs from 2016 to 2017.

Revision O-8: Increasing the Operating Budget by \$417,673 for Operations Department Additional Facilities Repairs.

Revision O-9: Increasing the Operating Budget by \$47,044 for Operations Department renovations to the Operations and Maintenance Facility Office.

Revision O-10: Increasing the Revenue Budget by \$22,844,911 for Federal Grants.

It was moved by Boardmember Moss, seconded by Boardmember Enslow, and carried by unanimous vote that Revisions O-1 through O-10 be approved as presented.

The second set of proposed revisions is O-11 through O-25, these revisions will enable the agency to launch a number of the ST3 projects scheduled to begin in early 2017 as well as substantial revenue increases approved by voters on November 8. These requests include 17 new positions spread across the Executive, Operations and PEPD departments. There is a request for additional office space for staff and consultants related to the startup of a small number of ST3 projects. In addition, consulting dollars that will help update ST Express and establish Bus Rapid Transit service standards.

Revision O-11: Increasing the Operating Budget by \$449,735 for Executive Department Staff Increases.

Revision O-12: Increasing the Operating Budget by \$1,104,949 for PEPD Department Staff Increases.

Revision O-13: Increasing the Operating Budget by \$326,882 for Operations Department Staff Increases.

Revision O-14: Increasing the Operating Budget by \$75,000 for Finance and Information Technology Department consultant support for a combined ST2/ST3 financial model.

Revision O-15: Increasing the Operating Budget by \$50,000 to fund a Naming Conventions Study.

Revision O-16: Increasing the Operating Budget by \$1,215,000 for Leased Office Space.

Revision O-17: Increasing the Operating Budget by \$150,000 for Organizational Design and Facilitation Consulting Support.

Revision O-18: Increasing the Operating Budget by \$189,975 for Human Resource Expenses for Additional Hiring.

Revision O-19: Increasing the Operating Budget by \$2,414,577 for Tax Collection Fees.

Revision O-20: Increasing the Operating Budget by \$180,000 for Light Rail Modeling Consultant costs.

Revision O-21: Increasing the Operating Budget by \$240,000 for Service Standards Update Consultant support.

Revision O-22: Increasing the Capital Budget by \$3,800,000 for Tenant Improvements and Furnishings for Leased Space.

Revision O-23: Increasing the Revenue Budget by \$273,889,383 for ST3 Sales & Use Taxes.

Revision O-24: Increasing the Revenue Budget by \$151,696,825 for ST3 Motor Vehicle Excise Taxes.

Revision O-25: Increasing the Revenue Budget by \$126,584,887 for ST3 Property Taxes.

Boardmember Earling requested a timetable for when a full time employee will be budgeted for Snohomish County, as there are a number of new geographic specific positions related to ST3 projects. Mr. McCartan clarified that these revisions are only initial ST3 revisions—additional revisions will be brought to the Board in 2017 based on the timeline for when different projects begin their development.

It was moved by Boardmember Earling, seconded by Boardmember Moss, and carried by unanimous vote that Revisions O-11 through O-25 be approved as presented.

Revisions O-26 and O-27 are Operations Technology Program Budget Revisions to manage the agency's increasingly complex operations software and hardware to ensure safe, secure and efficient operation for the central control systems for Link light rail. These requests include nine new positions that will be consolidated within the Operations Department. In addition, funds are included to support training and to enable staff to make changes and enhancements to the Link control system.

Revision O-26: Increasing the Operating Budget by \$950,196 for Operations Department Staff Increases.

Revision O-27: Increasing the Operating Budget by \$350,000 for Operations Department SCADA Training and Support.

It was moved by Vice Chair Marchione, seconded by Boardmember Moss, and carried by unanimous vote that Revisions O-26 and O-27 be approved as presented.

It was carried by unanimous vote that Motion No. M2016-124, including all approved revisions, be approved.

Motion No. M2016-125: Authorizing the chief executive officer to execute a contract with MBI Seattle to purchase and install open and enclosed office workstations in the Garden Level of Union Station in the amount of \$754,571, with a 10% contingency of \$75,457, for a total authorized contract amount not to exceed \$830,028.

Katie Newby, Space Planner/CADD Operator, provided the staff report. The contract scope of work includes specification, fabrication, delivery and installation of Herman Miller furnishings for 141 open office and 10 enclosed office workstations. This action is needed to accommodate future staff growth and maximize office space at Union Station.

It was moved by Boardmember Enslow, seconded by Vice Chair Marchione, and carried by unanimous vote that Motion No. M2016-125 be approved as presented.

Motion No. M2016-120: Authorizing the chief executive officer to execute an amendment to the existing lease with the City of SeaTac for the parking structure located at 15247 International Boulevard, Tukwila, WA, for an additional one year term with an option to extend for an additional one year term, for a total authorized agreement amount not to exceed \$285,895.

Nancy Bennett, Property Management Manager, provided the staff report. Sound Transit currently leases 63 parking stalls on the top floor of a parking structure in Tukwila to provide overflow parking for the Tukwila International Boulevard Link Light Rail Station. This motion would renew Sound Transit's lease for an additional one-year term and have the option to renew for an additional one-year term.

It was moved by Vice Chair Marchione, seconded by Boardmember Earling, and carried by unanimous vote that Motion No. M2016-120 be approved as presented.

Motion No. M2016-121: Authorizing the chief executive officer to execute an amendment to the existing lease with Paulich Limited Partnership located at 633 S. Snoqualmie Street, Seattle, WA, for an additional five year term with an option to terminate after the third year, for a total authorized agreement amount not to exceed \$808,000.

Nancy Bennett, Property Management Manager, provided the staff report. Sound Transit currently leases approximately 10,106 square feet of warehouse space at Paulich Limited Partnership located at 633 S Snoqualmie St. Seattle, WA, for Link Light Rail Operations. All terms and conditions of the contract remain unchanged.

It was moved by Boardmember Earling, seconded by Boardmember Moss, and carried by unanimous vote that Motion No. M2016-121 be approved as presented.

Items for Recommendation to the Board

Resolution R2016-30: Adopting the 2017 Service Implementation Plan, and authorizing the chief executive officer to implement recommended service changes in 2017.

Michael Couvrette, Service Planning Manager, provided the staff report. The Draft 2017 Service Implementation Plan (SIP) describes Sound Transit service changes proposed for implementation during 2017, and preliminary service plans for 2018 through 2022. This action authorizes implementation of the 2017 service changes only. Preliminary bus and rail service concepts shown in the SIP for 2018-2022 are for planning and forecasting purposes only. Approval of the 2017 SIP authorizes the chief executive officer to implement two new weekday round trips on the Sounder south line and respective ST Express Sounder connector service, as well as implementation of 15,000 additional annual service hours across the ST Express system to improve schedule reliability and service quality.

It was moved by Boardmember Moss, seconded by Vice Chair Marchione, and carried by unanimous vote that Resolution No. R2016-30 be forwarded to the Board with a do pass recommendation.

Motion No. M2016-122: Authorizing the chief executive officer to execute a contract with the Halcon Corporation to provide Station Agent Program services in the amount of \$5,645,371, with a 10% contingency of \$564,537, for a total authorized contract amount not to exceed \$6,209,908.

Randall Stamm, Acting Customer Facilities and Accessible Services Manager, provided the staff report. Station agents are a focal point for communication between Sounder Operations, BNSF, security, and Sound Transit police. This contract scope includes managerial staff, supervisory staff, and station agents to provide daily customer interaction at Sounder stations and additional weekend coverage when Sounder runs for special events. The scope also includes Station Agents to staff special event service at some Link stations.

CEO Peter Rogoff noted that this contract would allow for station agents at the Airport Link station, where Sound Transit has been working closely with the Port of Seattle to determine how better to greet out of town customers and first time users who access the system through the Airport station.

It was moved by Vice Chair Marchione, seconded by Boardmember Moss, and carried by unanimous vote that Motion No. M2016-122 be forwarded to the Board with a do pass recommendation.

Motion No. M2016-123: Authorizing the chief executive officer to execute a contract amendment with Electro-Motive Diesel, Inc. to provide locomotive overhaul services in the amount of \$1,100,000, for a total authorized contract amount not to exceed \$19,488,764.

Martin Young, Sounder Operations Manager, and Michael Perry, Deputy Executive Director of Transportation and Maintenance, provided the staff report. The Board approved the midlife overhaul of Sounder's original eleven locomotives per Motion No. M2013-72 for a contract amount not to exceed \$18,388,764. Grant funding is available to upgrade the remaining three locomotives to Tier 3 engines. The funding has been anticipated and is part of the Proposed 2017 Budget. This action would provide the contract authority to perform the work.

It was moved by Boardmember Enslow, seconded by Vice Chair Marchione, and carried by unanimous vote that Motion No. M2016-123 be forwarded to the Board with a do pass recommendation.

EXECUTIVE SESSION

None

OTHER BUSINESS

None

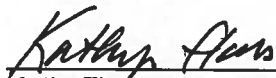
NEXT MEETING

Thursday, January 5, 2017
1:00 to 2:30 p.m.
Ruth Fisher Boardroom

ADJOURN

The meeting was adjourned at 2:22 p.m.

ATTEST:


Katie Flores
Board Administrator


Paul Roberts
Operations and Administration Committee Chair

APPROVED on January 5, 2017. PIA.