

**SOUND TRANSIT OPERATIONS AND ADMINISTRATION COMMITTEE MEETING**  
Summary Minutes  
December 7, 2017

**CALL TO ORDER**

The meeting was called to order at 1:12 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) Joe McDermott, King County Council Member

Boardmembers

(P) Dave Earling, Edmonds Mayor

(P) Mary Moss, Lakewood Councilmember

(P) Kent Keel, University Place Mayor Pro Tem

(A) Pete von Reichbauer, King County Councilmember

(P) John Marchione, Redmond Mayor

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

**REPORT OF THE CHAIR**

Board Members Request to Participate via Teleconference

Committee Chair Roberts announced that Board Member Marchione had asked to participate in the meeting by phone. The Board's Rules and Operating Procedures allow members to attend meetings by teleconference with a two-thirds affirmative vote of those members in attendance.

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

**CEO REPORT**

Peter Rogoff, Chief Executive Officer, provided the report.

Recent Travel to DC

Mr. Rogoff traveled to Washington D.C. with Ann McNeil, Executive Director of Government and Community Relations, and Ahmad Fazel, Executive Director of Design Engineering and Construction Management (DECM). The group participated in several meetings with the new acting Administrator of the Federal Transit Administration. There is still political uncertainty surrounding the signing of the potential Full Funding Grant Agreement (FFGA) for the Lynnwood Link project.

Ribbon Cutting on New Amtrak Route

There will be a Washington State Department of Transportation (WSDOT) ribbon cutting to note the opening of their new Amtrak Cascades route, which utilizes a new double track bridge. Sound Transit has been a partner in the construction of the new bridge.

## **PUBLIC COMMENT**

Alex Tsimmerman  
Margueritte Richard  
Paul W. Locke  
Abigail Doerr, Transportation Choices Coalition

## **REPORTS TO THE COMMITTEE**

### Ridership and Operations Report

Bonnie Todd, Executive Director of Operations, provided the report.

Sound Transit ridership increased by 319,000, or 8.3 percent, compared to October 2016 partly due to one additional weekday in the month. System wide average weekday boardings increased by 4.4 percent during the month. All modes registered ridership increases during the month of October.

ST Express ridership increased by 37,000, or 2.3 percent, during the month of October, while average weekday boardings decreased slightly, by slightly less than one percent. Ridership on the SR-520 and I-5 South corridors led the way in ridership growth during the month.

Sounder ridership increased by 33,000, or 8.8 percent, compared to October 2016. Average weekday boardings on Sounder increased by 3 percent compared to the same period last year. Average weekday boardings increased on the South Line by 4.1 percent, while the North Line experienced a 6.2 percent decrease. South Line ridership growth was in large part due to a full month of operating the two new round trips added in the September service change. This ridership increase set a new record, with 18,314 riders per day.

Tacoma Link ridership increased by 7,000, or 7.8 percent, during the month of October. Average weekday boardings were up 6.6 percent over the same period of last year.

Link ridership increased by 241,000, or 13.5 percent, compared to the same period last year. Average weekday boardings were up 9.8 percent. The continued increase in monthly ridership and average daily boardings is due to the opening of the Link extensions in 2016.

Preventable accidents are below target for the key service performance measures, and customer complaints were focused on the fall service change, and likely to decrease as ridership adjusts.

Sound Transit managed elevators and escalators consistently performed at or above the 95 percent availability target, however conveyances in Link stations are still under the goal percentage. Sound Transit staff is continuing to work with service providing partners in addressing this issue.

### Parking Permit Program Expansion

Abby Chazenow, Transportation Planner, and Aron Paluba, Senior Customer Facility and Accessibility Coordinator, provided the staff report. Sound Transit currently operates approximately 11,800 parking spaces across 37 different facilities, including owned and leased lots. On a typical weekday, 93 percent

of parking spaces are utilized, with many facilities reaching 100 percent utilization that can lead to frustration among ridership.

As an outcome of the 2012 Board of Directors Retreat, staff was directed to study the plausibility and openness among ridership to a paid parking program. A pilot was conducted in 2014, and customer outreach was completed, that showed a high willingness to pay for guaranteed parking, and an enthusiasm for permanent parking permits. In 2016, High Occupancy Vehicles (HOV) permits were rolled out. The next phase of the program will offer options for Single Occupancy Vehicles (SOV).

The current criteria to select a facility to participate in the paid parking program includes Sound Transit folding full authority to manage the parking at said facility by price, average parking utilization for the facility of above 97 percent for three months, and/or the facility providing parking for a Link station.

The proposed expansion of the parking program is currently undergoing public outreach. Staff will be seeking feedback on six topic areas:

- SOV parking permit pricing
  - Range: \$15 per month (administrative cost coverage) to \$90 per month (market rate on average around permitted facilities)
- Facility selection criteria
  - 90 percent full for three consecutive months as opposed to the current requirement of 97 percent
- HOV permit pricing
  - \$0 for potential inclusion of encumbered lots
- Creating a reduced permit price for ORCA LIFT pass holders
  - Range: \$0 to 50 percent of SOV permit price
- Phasing in permit parking zone gradually up to 50 percent of lot
- Analyzing feasibility of providing permits only for RTA taxpayers or apply 'out-of-district' fee

In fall of 2017, the regular meeting of the Transit Executives provided direction to reconvene the parking coordination group at the Puget Sound Regional Council (PSRC). Staff will continue to work closely with partner agencies to coordinate all paid parking programs.

There are equity concerns regarding paid parking, concentrated in two areas, access to permits, and geographic distribution of permit program implementation due to encumbrances (restrictions on operating paid parking in some locations). Staff will pursue a Title Six analysis to inform Board direction on permit program expansion. Staff will also propose a reduced fare SOV permit rate for eligible ORCA LIFT pass holders, this will be included in options brought to the public for input.

Board Member McDermott asked what the restrictions are on Sound Transit to manage parking at certain facilities. Ms. Chazenow replied that facilities that have shared WSDOT funding are restricted from Sound Transit management of a potential paid parking program.

Board Member McDermott also commented that a potential market rate SOV permit being 90 dollars seems low. Ms. Chazenow clarified that that market rate average is for the local area of the facility, and not for downtown Seattle.

Board Member Earling inquired about the location of the potential public hearing being conducted. Ms. Chazenow replied that the hearing would be held at Sound Transit headquarters, as is consistent with policy and past hearings.

## **BUSINESS ITEMS**

Items for Committee Final Action

Minutes of the November 2, 2017 Operations and Administration Committee Meeting

**It was moved by Board Member McDermott, seconded by Board Member Keel, and carried by unanimous vote that the minutes of the November 2, 2017 Operations and Administration Committee meeting be approved as presented.**

Motion No. M2017-147: Forwarding the Operating Budgets of the Proposed 2018 Budget, including the transit mode budgets, ORCA expenses, debt service, tax collection fees, cash donations to other governments, contributions to reserves, and any revisions approved by the Committee, to the Board of Directors for consideration.

**Motion No. M2017-147 was moved by Board Member McDermott and seconded Board Member Earling.**

Revision O-1: Increasing the annual Operating Budget to accommodate additional scope for the Executive Department Office of Small Business and Labor Compliance in the amount of \$850,000.

Mark Wheeler, Project Labor Agreement Program Manager, spoke to the details of the revision. This revision will include expansion of four programs, a trades mentoring program, a pre-apprentice training support program, a support services program, and a Respectful Project Site/Rise-Up program.

Mr. Rogoff clarified that the cost increase was planned from the initial development of the budget, but is being added as a revision due to when staff could complete the cost estimates.

Board Member Keel thanked staff for the details on this revision, and commented that programs like these are critical times when the agency can give back to the region by helping build the regional workforce, which will have benefits not only for Sound Transit, but for the region moving forward.

**It was moved by Board Member Moss, seconded by Board Member Earling, and carried by unanimous vote that Revision O-1 be approved as presented.**

Revision O-2: Increasing the annual budget for Revenues and other Financing Sources as a results of the TIFIA loan draw down in the amount of \$56,605,824.

**It was moved by Board Member Moss, seconded by Board Member McDermott, and carried by unanimous vote that Revision O-2 be approved as presented.**

**It was carried by unanimous vote that Motion No. M2017-147, including all approved revisions, be approved.**

Motion No. M2017-148: Authorizing the chief executive officer to execute a three-year contract with two one-year options with Cambridge Systematics, Inc. to provide consulting services to support the Innovation and Technology Program in the total authorized amount not to exceed \$262,500 contingent upon Board approval of the 2018 Budget.

Michael Berman, Technology Innovation Manager, provided the staff report. The funds requested by this action will support the work of the Innovation and Technology Program, which was established by voter approved Sound Transit 3 (ST3), and has the goal of integrating technological best practices and innovations into the agency's day-to-day work.

There were three bids on the Request for Proposal (RFP) and Cambridge Systematics was selected as the best value for the contract.

**It was moved by Board Member Keel, seconded by Board Member McDermott, and carried by unanimous vote that Motion No. M2017-148 be approved as presented.**

Motion No. M2017-149: Authorizing the chief executive officer to execute a contract with Aronson Security Group, Inc. to provide security and protection products, services, and maintenance for a total authorized contract amount not to exceed \$500,000 plus applicable taxes.

Curtis Small, Director of IT Applications, presented the staff report. This action would enter into a new contract with Aronson Security Group, which is a currently utilized contractor, for the purchase of security and risk protection services. This contract is a 'piggy-back' off the State's contract, allowing for cost savings.

**It was moved by Board Member Keel, seconded by Board Member McDermott, and carried by unanimous vote that Motion No. M2017-149 be approved as presented.**

Motion No. M2017-150: Authorizing the chief executive officer to execute a contract amendment with Marsh ClearSight LLC to provide data extraction for a risk management information system in the amount of \$15,000, for a new total authorized contract amount not to exceed \$240,261 plus applicable taxes.

Curtis Small, Director of IT Applications, presented the staff report. This proposed action would authorize additional funds for an existing contract, which would complete data extraction work as the agency migrates its risk-management information system to a more modern platform.

Board Member Keel commented that he had asked a question of staff earlier about the amount of funds requested and the scope mentioned in the staff report, and clarified that the total action amount is the entire contract, which transitions the agency between systems, and the contract amendment of \$15,000 is what covers the data extraction.

**It was moved by Board Member Keel, seconded by Board Member McDermott, and carried by unanimous vote that Motion No. M2017-150 be approved as presented.**

Motion No. M2017-151: Authorizing the chief executive officer to execute a three-year contract with two one-year options to Aon Risk Services South, Inc. to provide insurance brokerage and consulting services for the Agency Operations Insurance Program, Rail Operations Insurance Program, and the administration of the existing Owner Controlled Insurance Program for a total authorized contract amount not to exceed \$2,645,450 contingent upon Board approval of the 2018 Operating Budget.

Michael Anastasi, Senior Risk Manager, provided the staff report. This action would authorize a contract with Aon Risk Services for overall marketing, negotiation, placement of new and renewal insurance coverages, account administration, loss control services, and claims administration support services for the agency.

**It was moved by Board Member Moss, seconded by Board Member McDermott, and carried by unanimous vote that Motion No. M2017-151 be approved as presented.**

Motion No. M2017-152: Authorizing the chief executive officer to execute a contract with Powerex-Iwata Air Technology, Inc. to provide Light Rail Vehicle's Oil-less Rotary Scroll Air Compressors for a total authorized contract amount not to exceed \$650,100 plus applicable taxes, contingent upon the adoption of the 2018 Budget and Transit Improvement Plan.

George McGinn, Link Maintenance Manager, and Paul Denison, Director of Light Rail Operations, provided the staff report. The requested action would authorize a pilot to test oil-less rotary scroll air compressors, and upon successful completion of the pilot, installation of the compressors on all Light Rail Vehicles.

Switching to oil-less rotary scroll compressors will require less maintenance for upkeep, and would cut down on agency oil consumption, a savings of both money and environmental impact.

**It was moved by Board Member Keel, seconded by Board Member Moss, and carried by unanimous vote that Motion No. M2017-152 be approved as presented.**

Motion No. M2017-153: Authorizing the chief executive officer to execute a one-year contract with two one-year options with Signal Group Consulting, LLC to provide federal relations consulting services for a total authorized contract amount not to exceed \$1,112,400 contingent upon Board approval of the 2018 Operating Budget.

Ann McNeil, Director of Government and Community Relations, provided the staff report. The proposed action would authorize a contract with Signal Group Consulting LLC, which would represent the agency's interests in Washington, D.C., both with the legislature and with the Federal Transportation Administration (FTA).

Given the current administrations' new position on funding capital investments, this work is especially important. The federal relations team will also support ongoing financial actions and loans, including the TIFIA loans finalized this year.

**It was moved by Board Member McDermott, seconded by Board Member Keel, and carried by unanimous vote that Motion No. M2017-153 be approved as presented.**

Motion No. M2017-155: Authorizing the chief executive officer (1) to execute a contract with MCI Sales and Service, Inc. to provide bus rebuild services in the amount of \$229,711, with a 10% contingency of \$22,971, for a total authorized contract amount not to exceed \$252,682 plus applicable taxes, and (2) supersedes Motion No. M2017-133.

Dave Turissini, Bus Operations Manager, provided the staff report. Mr. Turissini clarified that this action is a correction of a prior committee action, which had provided the incorrect legal name for the contractor.

**It was moved by Board Member McDermott, seconded by Board Member Keel, and carried by unanimous vote that Motion No. M2017-155 be approved as presented.**

#### Items for Recommendation for the Full Board

#### Resolution No. R2017-38: Adopting the 2018 Service Implementation Plan.

David Huffaker, Deputy Executive Director of Operations and Support Services, and William Chow, Service Planner, provided the staff report. The Service Implementation Plan (SIP) was introduced to the Committee at the November Meeting, and was presented to the full Board of Directors, as well as being presented at Board member Briefings. Mr. Huffaker summarized that there are no major service changes in the 2018 SIP, however there are early stage key planning initiatives, which will grow into service changes for either the mid-year amendment to the 2018 SIP, or will be included in the 2019 SIP.

**It was moved by Board Member Moss, seconded by Board Member Keel, that Resolution No. R2017-38 be forwarded to the Board with a do-pass recommendation.**

Motion No. M2017-142: (1) Ratifying the chief executive officer's finding of an emergency at the Tukwila traction power sub-station due to an electrical failure, and (2) ratifying a contract with Siemens Industry, Inc. to provide repair services for the Tukwila traction power substation in the amount of \$300,000, plus applicable taxes.

Paul Denison, Director of Light Rail Operations, provided the staff report. A severe electrical malfunction occurred at the Tukwila traction power sub-station (TPSS) in August causing extensive damage to all direct current control components. The event was contained, but the severity of the damage proved well beyond the staffing availability of the current King County Maintenance traction power technicians and Sound Transit Link light rail maintenance staff members.

A failure at either of the adjoining substations could potentially mean a complete loss of traction power for Link light rail and the suspension of service indefinitely between Rainier Beach and Angle Lake stations, therefore the CEO signed a declaration of emergency in September of 2017.

This proposed action and contract would cover phase one of the repairs, authorizing Siemens to assess the damage and provide an itemized list of repair procedures and costs. Upon acceptance by Sound Transit of the procedures and costs, phase two for the repairs and phase three for the recommissioning of the site will commence. If any additional compensation to complete phase two and/or three is required, a proposed contract amendment will be brought before the Board for approval.

Board Member Keel asked if it is too late to simply wrap all three phases into one Board Action. Mr. Denison answered that the larger final contract number is not known at this time, as the complete evaluation of work needed for repair and recommissioning is not complete. Deputy CEO Mike Harbour offered clarification that this first action is necessary as part of the declaration of emergency work, as the Board needs to weigh in before any further contracts could be signed. The emergency declaration is a procedure in place to allow flexibility for staff to respond quickly in extraordinary circumstances.

Committee Chair Roberts asked if staff has investigated other substations to insure another event of this kind will not occur. Mr. Denison replied that staff has gone out to evaluate risk at other sub-stations, but unfortunately, the area of the malfunction is very hard to access. Staff is doing the best they can do to evaluate risk using infrared cameras and heat sensing technologies.

**It was moved by Board Member McDermott, seconded by Board Member Moss, that Motion No. M2017-142 be forwarded to the Board with a do-pass recommendation.**

## **EXECUTIVE SESSION**

None.

## **OTHER BUSINESS**

None.

## **NEXT MEETING**

Thursday, January 4, 2018  
1:00 to 3:00 p.m.  
Ruth Fisher Boardroom

## **ADJOURN**

The meeting was adjourned at 2:33 p.m.

ATTEST:

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Paul Roberts  
Operations and Administration Committee Chair

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Katie Flores  
Board Administrator

APPROVED on \_\_\_\_\_, PIA.