

SOUND TRANSIT OPERATIONS AND ADMINISTRATION COMMITTEE MEETING  
**Summary Minutes**  
**March 1, 2018**

CALL TO ORDER

The meeting was called to order at 1:00 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) David Baker, Kenmore Mayor

(P) Dave Earling, Edmonds Mayor

(A) Kent Keel, University Place Mayor Pro Tem

(P) Ron Lucas, Steilacoom Mayor

(A) Pete von Reichbauer, King County

Councilmember

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

REPORT OF THE CHAIR

Welcome to New Committee Members

Committee Chair Roberts welcomed new committee members Ron Lucas, Mayor of Steilacoom, and David Baker, Mayor of Kenmore, who were appointed to the committee at the January 2018 Board Meeting.

Public Hearing on the Amendment to the 2018 Service Implementation Plan

Committee Chair Roberts reported that he presided over a public hearing on an amendment to the 2018 adopted Service Implementation Plan (SIP). Chair Roberts reported that there was one comment received, and that the amendment will be considered by the committee as item 7.G. under business items, and if approved will be recommended to the full Board for consideration at the March meeting.

CEO REPORT

Peter Rogoff, Chief Executive Officer, provided the report. He commented that early the morning of March 1, 2018, Senate Bill 5955 was passed, which shows progress towards changing the evaluation of the Motor Vehicle Excise Tax (MVET), and also towards meeting the agency directive of offsetting any lost revenue with replacement revenue or other cost adjustments.

PUBLIC COMMENT

Paul W. Locke  
Alex Tsimmerman

## REPORT TO THE COMMITTEE

### Ridership and Operations Report

Bonnie Todd, Executive Director of Operations, provided the report. Sound Transit ridership increased by 120,000, or just over three percent compared to January of last year - partially due to one additional weekday during the month. All modes registered ridership increases during the month and system-wide average weekday boardings increased by over two percent, compared to January 2017. Weekend ridership last year was abnormally high due to a large number of planned special events downtown.

ST Express ridership remained essentially flat compared to the same time last year. Average weekday boardings decreased slightly, by under two percent. Routes 580 (Lakewood - Puyallup) and 596 (Bonney Lake - Sumner) led the way in ridership growth during the month. Ridership gains are attributed to increased demand to access Sounder south line due to the two new round trips added in the September service change.

Sounder ridership increased by 49,000, or over 13 percent, compared to January 2017. Average weekday boardings on Sounder increased overall compared to the same period last year. Average weekday boardings increased on both the North and the South Line by nearly five percent and over 11 percent, respectively. South line ridership growth was in large part due to the two new round trips added in the September service change.

Tacoma Link ridership increased by 3,000 or over four percent during the month of January. Average weekday boardings increased by nearly four percent over the same period of last year. Link ridership increased by 63,000 compared to the same period last year.

Board Member Lucas inquired why the fare box recovery targets for ST Express and Link are different, set at 30 and 40 percent, respectively. Ms. Todd responded that the targets are set by Board policy. Mr. Lucas also inquired where he could find customer complaints about the system, and Ms. Todd said she would be happy to send any comments on any line of service at the request of Mr. Lucas.

Board Member Earling thanked staff for fixing the capacity issue on the Sounder North Line, as service was recently reconfigured to prevent trips where trains become standing room only.

Committee Chair Roberts thanked staff for their ongoing work on the Sounder North line's challenges with landslides, noting that there has been a reduction in events and a great improvement in service.

### BUSINESS ITEMS

#### Items for Committee Final Action

#### Minutes of the January 4, 2018 Operations and Administration Committee Meeting

**It was moved by Board Member Earling, seconded by Board Member McDermott, and carried by unanimous vote that the minutes of the January 4, 2018 Operations and Administration Committee meeting be approved as presented.**

Motion No. M2018-26: Authorizing the chief executive officer to execute a contract with CDW Government LLC to provide technology software, hardware, peripherals, and related maintenance services in the amount of \$400,000 plus applicable taxes.

Jason Weiss, Chief Information Officer, provided the staff report. The proposed action would provide technology hardware, software, and peripherals through a state procured piggyback contract. This action would align Sound Transit's contract term with the firm through the end of the state procured term.

Board Member Lucas asked about the aging of technology hardware within the agency, and if there is a master plan for replacing equipment. Mr. Weiss responded that there is a useful life replacement schedule that is fully kept up with throughout the agency.

**It was moved by Board Member Baker, seconded by Board Member McDermott, and carried by unanimous vote that Motion No. M2018-26 be approved as presented.**

Motion No. M2018-15: Authorizing the chief executive officer to execute individual contract amendments with 22nd Century Technologies, Inc.; Abacus Service Corporation; Mindlance, Inc.; Robert Half Technology; Slalom, LLC; and TEKsystems, Inc. to provide on-call temporary staffing services in amounts that exceed \$200,000 per contract, provided that the aggregate contract amount does not exceed \$4,900,000.

Jason Weiss, Chief Information Officer, provided the staff report. The proposed action would allow the agency to leverage temporary staffing services through a variety of firms to fill in vacancies in the Information Technology department. This contract amendment would allow the service to continue for several months, while the agency will be undergoing a competitive procurement for a new longer term contract.

**It was moved by Board Member McDermott, seconded by Board Member Earling, and carried by unanimous vote that Motion No. M2018-15 be approved as presented.**

Motion No. M2018-13: Authorizing the chief executive officer to execute a contract with Seahurst Electric, Inc. to provide System-wide Electrical Preventative Maintenance services for a total authorized amount not to exceed \$412,365 plus applicable taxes.

Bruce Polnicky, Director of Facilities and Asset Control, and Tom Williams, Facilities Maintenance Manager, provided the staff report. The proposed action would provide both energized and de-energized testing of facilities that are managed by Sound Transit. It will help to ensure the full useful life of the agency's electrical systems, and help to prevent any issues that would impact service and riders. The amount requested would cover the contract term, and all possible options.

**It was moved by Board Member Earling, seconded by Board Member McDermott, and carried by unanimous vote that Motion No. M2018-13 be approved as presented.**

Motion No. M2018-27: Authorizing the chief executive officer to execute a contract with Kinkisharyo International, LLC to provide light rail vehicle accident damage repair services in the amount of \$521,923, with a 10% contingency of \$52,192, for a total authorized contract amount not to exceed \$574,115 plus applicable taxes.

Paul Denison, Director of Light Rail Operations, and George McGinn, Link Maintenance Manager, provided the staff report. This action would authorize repair services for a Light Rail Vehicle (LRV) that was struck by a vehicle last year. Sound Transit does not have the in-house capabilities to repair the LRV. Two firms responded to a competitive procurement, and Kinkisharyo was selected as the best value firm for the work. The scope of work includes transportation to and from the firm, and also testing before the vehicle re-enters revenue service.

Board Member Lucas asked about the maintenance schedule for vehicles, and if they usually hit their necessary maintenance milestones due to mileage or to years of service. Mr. Denison responded that

the average mileage of LRV's in Sound Transit's system is 68,000 miles, so typically vehicles hit mileage milestones for maintenance before years of use.

Board Member Earling asked about the purchase price of a new LRV, as opposed to repairing the damaged vehicle. Mr. McGinn responded that the price of a new LRV is approximately 3 million dollars, and that vehicle would take several years to be delivered.

Committee Chair Roberts asked about the capabilities to do repairs in house, and where the cost benefit for repairs becomes more efficient to contract out. Mr. Denison clarified that when repairs require highly specialized equipment, usually when they encompass structural damages, that is when the agency usually pursues a contractor for efficiency and for ensuring the safety of operations of the vehicle.

**It was moved by Board Member Lucas, seconded by Board Member Baker, and carried by unanimous vote that Motion No. M2018-27 be approved as presented.**

#### Items for Recommendation for the Full Board

Resolution No. R2018-05: (1) Adopting new fare rates and fare structure for ST Express bus service, and (2) superseding the fare rates established in Resolution No. R2014-28 and amended by Resolution No. R2015-29 with the rates established by this action as shown in Attachment A.

Lisa Wolterink, Director of Fares and Grants, Sunnie Sterling, Senior Revenue Analysis Manager, and Chuck Sawyer, Fares Administrator, provided the staff report. The action before the committee proposes to change the fares for ST Express bus service, and would supersede the prior resolutions setting fare structure.

Ms. Wolterink began the presentation by introducing the current fare structure for the agency, which is zone based. Customers are currently charged higher fares when they cross county lines, regardless of the length of the trip.

Ms. Sterling introduced the two fare change options:

- Option 1: Establish a \$3.25 adult flat-rate fare on all ST Express service
- Option 2: Establish a route-based fare that eliminates the one-zone fare on routes that serve two counties

Ms. Sterling walked through the options, explaining that Option 1 would cause an increase for riders traveling only in one county, meanwhile riders traveling in two counties would see a fare decrease. With Option 2, riders would see an increase for multi-county routes, even if they don't cross county lines, and one county routes where there is no county line crossed would maintain the same fare.

In compliance with FTA regulations, Sound Transit has performed a Title VI analysis of fare change impacts on low income and minority populations. Mr. Sawyer explained that the Title VI analysis showed that there is no disparate effect on minority riders for Option 1. Option 2, the route based fare option showed a slight disparate impact on minority riders.

Based on the results of this analysis, Sound Transit has determined that neither option would create a disproportionate impact on low-income riders. If Option 2 is selected for implementation, Sound Transit would undertake the following steps to minimize and mitigate these impacts:

- 1) Provide customer information highlighting service alternatives that riders can take to avoid the higher fare – such as ST Link and Metro service between downtown Seattle and the U-District/University of Washington as an alternative to ST Express Route 512;

2) Provide targeted outreach to those locations without good service alternatives to try to ensure that all low-income riders (both minority and non-minority) who qualify are enrolled in the ORCA LIFT program and can take advantage of the reduced fare. Routes with the greatest number of impacted riders would be:

- Route 535 – Lynwood to Bellevue,
- Route 574 – Lakewood to SeaTac,
- Route 578 – Puyallup to Seattle.

Ms. Sterling spoke to the extensive public outreach process that took place surrounding the development of options, which included Street Team events, a stakeholder group, an online survey, rounds of multi-lingual outreach, and several open houses. All public feedback received has been detailed in a Fare Proposal Public Comment Report, which is available on the Sound Transit website.

Using the responses from public outreach, the recommendation from the stakeholder group, and the recommendations from the two regional fare forums held in 2016, Sound Transit staff recommended Option 1 be selected as the new fare structure. This action will be considered by the full Board for adoption, and the implementation goal is July, to coincide with King County Metro implementing their new fare structure.

Board Member Earling commented that he and Committee Chair Roberts have been involved in this fare update process for many years, starting back with the initial coordination for the original One Regional Card for All (ORCA) system. He commented that his personal interpretation from what he has heard from the community, and what Community Transit has been working on in terms of fare changes, is that ridership's number one priority is simplification and ease of use.

Board Member Lucas asked if this fare change would affect the fare box recovery metric that he has asked about earlier. Ms. Sterling replied that this option would increase fare box recovery very slightly, but would be close to revenue neutral.

Committee Chair Roberts commented that although Board Member Johnson is not on this committee, and was unable to attend today, he would like the record to show that he is interested in bringing an amendment to this action in regards to youth fares and how to consider a lower youth fare for ST Express and across the system.

**It was moved by Board Member Earling, seconded by Board Member Lucas, to move Option 1 be selected by the Committee for recommendation to the full Board, and to recommend Resolution No. R2018-05 to the full Board with a do-pass recommendation.**

Resolution No. R2018-06: Amending the Adopted 2018 Service Implementation Plan.

Michael Couvrette, Service Planning Manager, and Kelly Glenn, Service Planner, provided the staff report. This action would amend the existing Service Implementation Plan (SIP) to accommodate construction necessary to deliver the East Link project, and specifically the Judkins Park Station.

ST Express bus routes 550 and 554 must be rerouted in order to maintain service to the Rainier Valley area, in addition to several King County Metro routes which cross I-90 using the same route. Service planners worked together with King County Metro to assure that route changes would be uniform, and the impacts to minority, low-income, and low English proficiency communities, who are well represented in the Rainier Valley area, as minimal as possible. Numerous public engagement opportunities were held for the surrounding areas, in addition to proactive outreach methods utilized.

Staff is working to minimize any increases to travel time for all routes, including improvements to signal coordination, and the use of bus-only lanes along the route. ST Express Route 550 will stay on the I-90 mainline and use surface streets to access the Downtown Seattle Transit Tunnel, where it will serve all regular tunnel stops. ST Express route 554 will exit I-90 at Rainier Avenue to serve a new stop at Rainier Avenue and South Charles Street, 0.3 miles north of Rainier Freeway Station, then run express into downtown via Rainier Avenue and Dearborn Street. Local Metro service will also serve the Rainier Avenue and South Charles Street stop.

Committee Chair Roberts asked about outreach and the communications used, given that the surrounding areas is highly diverse and has a number of populations that can be difficult to reach via traditional communications. Mr. Couvrette replied that one of the primary reasons this service change was not included in the 2018 SIP initially, was to give adequate time for multi-lingual outreach, and also mentioned that further outreach will be completed, in various languages, closer to the service change in September.

**It was moved by Board Member McDermott, seconded by Board Member Baker, to recommend Resolution No. R2018-06 to the full Board with a do-pass recommendation.**

### **EXECUTIVE SESSION**

None.

### **OTHER BUSINESS**

Board Member Lucas commented that a Station Agent at the Lakewood Station, who had no prior knowledge to Mr. Lucas' position on the Board, provided an exemplary representation of the agency to Mr. Lucas, and continues to do so on a daily basis.

### **NEXT MEETING**

Thursday, April 5, 2018  
1:00 to 3:00 p.m.  
Ruth Fisher Boardroom

### **ADJOURN**

The meeting was adjourned at 2:05 p.m.



Paul Roberts  
Operations and Administration Committee Chair

ATTEST:



Katie Flores  
Board Administrator

APPROVED on 4/5/2018, PIA.