

SOUND TRANSIT OPERATIONS AND ADMINISTRATION COMMITTEE MEETING  
**Summary Minutes**  
**May 3, 2018**

CALL TO ORDER

The meeting was called to order at 1:05 p.m. by Vice Chair Joe McDermott, in the Ruth Fisher Boardroom, 401 South Jackson Street, Seattle, Washington.

ROLL CALL

Chair

(A) *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

Committee Vice Chair Joe McDermott welcomed the committee and announced that he will be chairing the meeting in the absence of Committee Chair Roberts.

CEO REPORT

Peter Rogoff, Chief Executive Officer, provided the report. Mr. Rogoff reminded the committee members about the workshop taking place on May 4, 2018, to continue the work on the Board Process Review that is being completed under the direction of Chair Somers.

Mr. Rogoff reported that escalators went out of service last week at the University of Washington (UW) Link Station, but the new process improvements that were presented to the committee last month were used, and service was returned to 100 percent within the hour.

Boardmember Lucas complemented staff for their presentation provided at the RAMP Committee last week, noting that it was informative and thorough.

PUBLIC COMMENT

None.

REPORT TO THE COMMITTEE

Ridership and Operations Report

Bonnie Todd, Executive Director of Operations, provided the report. Sound Transit ridership system wide increased by 42,000, or just over one percent compared to March of last year. Weekday boardings

increased by nearly two percent system wide, with Link leading the way with an over six percent increase in ridership over last year.

ST Express ridership decreased compared to the same time last year, largely due to one less weekday in the month. Sounder ridership increased by over three percent, in a demonstration of continued growth month over month compared to last year.

Ms. Todd then spoke to the Key Performance Features (KPFs) that Operations tracks, noting that passenger complaints are in excess of target for ST Express, however the on-time performance goal was met for the third month in a row. Preventable accidents continues to improve over prior trends, and for Sounder on-time performance continues to be back on target after a disruption in February. Fare evasion came in under three percent, which is the target.

This was an excellent year for landslide blockages for Sounder, however there was one event that caused a block for Sounder North for 48 hours. If there are no more events for the year, this will be the lowest amount of landslides causing service delays in seven years, which is largely attributable to the landslide mitigation work completed in the last several years.

## BUSINESS ITEMS

### Items for Committee Final Action

Motion No. M2018-53: Authorizing the chief executive officer to execute a five-year contract with ten one-year options to extend with Cornerstone OnDemand, Inc. to provide Cornerstone Learning for the Learning Management System Software in the amount of \$245,000 plus applicable taxes.

Jason Weiss, Chief Information Officer, provided the staff report. The proposed action would provide a learning management system, which hosts on-demand online training for all agency personnel. This system not only houses the learning system and information, but also tracks the completion of all training by staff allowing the agency to meet requirements. This contract was competitively bid, and if the options are exercised, staff would return to the Board for additional contract authority.

Vice-Chair McDermott asked for an example of the online training offered by this system, and Mr. Weiss responded that examples would be annual safety classes, and information security modules that help keep staff aware of risks online.

Board Member Lucas asked about the licensing of the system, and if the contractor were to go out of business, would Sound Transit be able to easily transfer the information to another system. Mr. Weiss responded that the software only hosts the learning modules which are owned by Sound Transit, and if the agency needed to change contractors, all the data and content would be fully retrievable.

**It was moved by Board Member Baker, seconded by Board Member Lucas, and carried by unanimous vote that Motion No. M2018-53 be approved as presented.**

Motion No. M2018-55: Authorizing the chief executive officer to execute a three-year contract with two additional one-year options with Canada Ticket Inc. to provide paper ticket stock for ticket vending machines for a total authorized contract amount not to exceed \$243,636 plus applicable taxes.

Jason Weiss, Chief Information Officer, provided the staff report. The proposed action would provide the specialized paper tickets that are sold in vending machines to riders who do not possess an ORCA card. The contract was competitively bid, and the lowest responsive bidder was Canada Ticket, Inc. This contract extends the term to ensure availability of this material moving forward.

**It was moved by Board Member Earling, seconded by Board Member Lucas, and carried by unanimous vote that Motion No. M2018-55 be approved as presented.**

Motion No. M2018-56: Authorizing the chief executive officer to execute a three-year contract with two one-year options to extend with Pacific Apex Construction LLC dba Cabling and Technology Services to provide telecommunications cabling materials and services in the amount of \$2,500,000 plus applicable taxes.

Jason Weiss, Chief Information Officer, provided the staff report. The proposed action is a procurement for technology cabling services, which will replace an existing contract. This service would include the network cabling and telecommunications cabling of new office spaces, and the update and maintenance of existing office spaces.

Board Member Lucas asked for clarification about the service, and why it is not included in the lease terms of office locations. Mr. Weiss clarified that this would include network cabling and end-route cabling that is Sound Transit's responsibility.

**It was moved by Board Member Baker, seconded by Board Member Lucas, and carried by unanimous vote that Motion No. M2018-56 be approved as presented.**

Motion No. M2018-57: Authorizing the chief executive officer to execute a construction contract with Leewens Corporation to repair the top deck of Kent Station garage in the amount of \$399,348, with a 10% contingency of \$39,935, for a total authorized contract amount not to exceed \$439,283.

Bruce Polnicky, Director of Facilities and Asset Control, and Tom Williams, Facilities Maintenance Manager, provided the staff report. Mr. Polnicky introduced the proposed action, which is a necessary repair to the top level of Kent Station Garage, which has experienced significant water damage from seasonal freezing. This contractor is a small business, helping Sound Transit to meet its small business and disadvantaged enterprise contracting goals.

Board Member Earling asked if other facilities are facing similar issues and will need repairs. Mr. Williams clarified that the damage is caused by water seepage and the nature of having expansion and contraction of concrete throughout the seasons. There are two other facilities facing these issues, and staff is currently analyzing the best approach for those facilities.

**It was moved by Board Member Baker, seconded by Board Member Lucas, and carried by unanimous vote that Motion No. M2018-57 be approved as presented.**

Motion No. M2018-58: Authorizing the chief executive officer to execute a contract amendment with W.W. Grainger, Inc. to provide systemwide industrial supplies in the amount of \$250,000, for a new total authorized contract amount not to exceed \$385,000 plus applicable taxes, and extend the contract through October 2019.

Bruce Polnicky, Director of Facilities and Asset Control, and Tom Williams, Facilities Maintenance Manager, provided the staff report. Mr. Polnicky introduced the proposed action, which would authorize execution of a contract amendment with the proposed contractor to increase funding and to exercise an extension. W.W. Grainger would provide industrial supplies, including inclement weather preparation and operations supplies.

**It was moved by Board Member Earling, seconded by Board Member Lucas, and carried by unanimous vote that Motion No. M2018-58 be approved as presented.**

Items for Recommendation for the Full Board

Motion No. M2018-59: Authorizing the chief executive officer to (1) execute contracts with Hansell Tierney, Inc., Kelly Services, Inc., TEKSystems, Inc., and Robert Half International Inc., to provide on-call temporary staffing services in an aggregate amount not to exceed \$10,000,000, with each contract having an initial term of three years with two one-year options to extend, and (2) execute individual contracts with the above firms that exceed \$200,000 provided that the aggregate total of all the contracts does not exceed \$10,000,000.

Jason Weiss, Chief Information Officer, provided the staff report. The proposed action is a procurement for temporary Information Technology staffing needs. Sound Transit struggles with the competitive job market in the Puget Sound for Information Technology skills, and this contract will allow the agency to access the skills it needs at times of turnover, and to supplement agency staff when needed for ebbs and flows in demand.

Board Member Lucas asked about the prior contract for temporary Information Technology staffing services. Mr. Weiss replied that only one of the new firms is being carried over from the prior contract. Mr. Lucas asked about the value of the contract, and if it has been increased. Mr. Weiss responded that this contract is larger, to account for growth in agency staff, and to ensure demands can be met for the duration of the contract period.

**It was moved by Board Member Lucas, seconded by Board Member Lucas, and carried by unanimous vote that Motion No. M2018-59 be approved as presented.**

**EXECUTIVE SESSION**

None.

**OTHER BUSINESS**

None.

**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.

  
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Paul Roberts  
Operations and Administration Committee Chair

ATTEST:

  
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Katie Flores  
Board Administrator

APPROVED on 6/7/2018, PIA.