



# Summary Minutes

## Executive Committee Meeting November 7, 2024

### Call to order

The meeting was called to order at 10:37 a.m. by Committee Chair Constantine and was available for viewing in person and online.

The meeting was recorded and can be found at <https://www.soundtransit.org/get-to-know-us/board-directors/meeting-videos>.

### Roll call of members

Chair	Vice Chair
(P) Dow Constantine, King County Executive	(P) Dave Somers, Snohomish County Executive

Board Members	
(A) Nancy Backus, Auburn Mayor	(P) Cassie Franklin, Everett Mayor
(A) Claudia Balducci, King County Councilmember	(A) Bruce Harrell, Seattle Mayor
(A) Bruce Dammeier, Pierce County Executive	(P) Roger Millar, WSDOT Secretary
	(P) Kim Roscoe, Fife Mayor

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

### Report of the Chair

None.

### CEO Report

Goran Sparrman, Interim CEO, provided the CEO report.

#### Technical Advisory Group Reporting

CEO Sparrman gave his thanks to the Technical Advisory Group (TAG) and the Sound Transit Board of Directors for their work and leadership. He noted that the agency is in a better position due to this work, highlighting that hard questions and feedback from the TAG along with their guidance and support has assisted in the implementation of their suggested changes.

CEO Sparrman noted that the TAG contract and scope of work is scheduled to sunset at the end of 2024, and that agency staff will work collaboratively with TAG leadership and the Board over the remainder of the year to determine what future support the TAG may provide to the agency.

## Public comment

Chair Constantine announced that public comment would be accepted via email to [meetingcomments@soundtransit.org](mailto:meetingcomments@soundtransit.org) and would also be accepted in-person and virtually.

The following person provided written comments:

Joe Kunzler

The following person provided virtual comments:

Stephen Fesler

No in-person comments were given.

## Business items

### Final Committee Action

September 19, 2024, Executive Committee meeting minutes

**It was moved by Board member Roscoe, seconded by Committee Vice Chair Somers, and carried by the unanimous vote of all committee members present that the minutes of the September 19, 2024 Executive Committee meeting be approved as presented.**

Motion No. M2024-68: Recommending that the portions of the Proposed 2025 Budget and Transit Improvement Plan reviewed by the Executive Committee be forwarded by the Finance and Audit Committee to the Board with a do-pass recommendation.

Ryan Fisher, Finance Executive Director, and Stephanie Ball, Financial Planning Analysis and Budget Director, provided the presentation on the committee's portion of the 2025 proposed budget.

Mr. Fisher noted the areas of the budget that fall under the committee's purview: System Expansion Projects – Other, and Debt Service. He described the projected revenues for the 2025 budget cycle, noting decreased revenue from grants and investments due to the completion of ST2 projects and lowering interest rates, respectively. He also noted a significant revenue increase due to large drawdowns of TIFIA loans, accompanied by small increases in fare and tax revenues.

Mr. Fisher provided an overview of projected 2025 expenditures within the committee's purview: An increase of 2% to \$1,736 million in expansion due to growth in the Stride BRT project, as well as in the West Seattle and Ballard Link extensions; and an increase of 60% to \$284 million for debt service.

Ms. Ball went into further detail of each section of these expenditures. For System Expansion Projects - Other, she noted the budget was \$44 million, spread among \$9 million in for innovation and technology, \$6 million for ST Art projects, \$6 million for ST3 Planning, \$5 million for TOD Planning, and \$4 million for ORCA Next Generation.

Ms. Ball provided additional background on the System Expansion – Other budget over the last two years, noting a 28% increase from 2024 forecast. She highlighted that this is due primarily to increases in the TOD Planning program, ST3 Planning, and to Innovation and Technology.

Ms. Ball reported the changes to the 2025 Transit Improvement Plan (TIP), which stands as a \$9.68 million increase over the previous year, from \$627.41 million to \$637.08 million. Increases to existing projects added \$11.91 million to the TIP while a \$2.23 million reduction was seen due to project closures in the Research and Technology program.

Ms. Ball gave details on the Debt Service portion of the budget, which is a 60% increase from 2024. Of the \$284 million budget for debt service, \$75 million is dedicated to the paying off the agency's final variable rate bond, with the rest being dedicated to interest payment on TIFIA loans.

Board member Roscoe asked for additional clarity on the reduction to the Research and Technology program. Ms. Ball responded that the Research and Technology program started as part of the original 1996 Sound Move initiative and has since been absorbed and otherwise made redundant by further agency developments in the interceding years, specifically noting the development of the Research and Innovation team.

**It was moved by Board member Roscoe, seconded by Board member Backus, and carried by the unanimous vote of all committee members present that Motion No. M2024-68 be approved as presented.**

**For Recommendation to the Board**

Motion No. M2024-69: Authorizing the chief executive officer to execute an agreement with the City of Bellevue to modify the 2019 Conveyance Agreement for Property at 130<sup>th</sup> Station (now BelRed Station) to temporarily reduce transit parking stall requirements during construction of a transit-oriented development.

Mara D'Angelo, Transit Oriented Development Deputy Director, and Rennie Elliott, Transit Oriented Development Senior Project Manager, provided a presentation on the action.

Board member Dammeier asked what the duration of this agreement would be. Ms. Elliott replied that the duration would be for no longer than 36 months.

**It was moved by Board member Backus, seconded by Board member Roscoe, and carried by the unanimous vote of all committee members present that Motion No. M2024-69 be forwarded to the Board with a do-pass recommendation.**

Motion No. M2024-70: Reappointing Mr. Scott Lampe and Mr. Paul Thompson to the Community Oversight Panel to serve a third term of three years beginning December 1, 2024, and expiring November 30, 2027.

Katie Flores, Board Administrator, provided information on the action.

**It was moved by Board member Roscoe, seconded by Board member Backus.**

Committee Chair Constantine thanked Mr. Lampe and Mr. Thompson for their outstanding service over their time on the Community Oversight Panel and willingness to continue in that capacity, citing the importance of the work done by the panel and that the agency benefits from their wisdom, expertise, and diligence.

**It was carried by the unanimous vote of all committee members present that Motion No. M2024-70 be forwarded to the Board with a do-pass recommendation.**

Motion No. M2024-71: Adopting the Sound Transit 2025 State Legislative Program and directing staff to evaluate and engage in issues that impact the agency as it continues to implement a regional high-capacity transit system.

Alex Soldano, State and Federal Relations Director, provided a presentation for the action.

**It was moved by Board member Roscoe, seconded by Board member Backus.**

Board member Millar informed the Committee that he will abstain from the vote on this action.

**It was carried by the majority vote of all committee members present that Motion No. M2024-71 be forwarded to the Board with a do-pass recommendation, with Board member Millar abstaining.**

Motion No. M2024-76: Appointing Lisa Bogardus as the Labor Liaison to the Sound Transit Board for the remainder of the unexpired labor liaison term beginning December 1, 2024 and expiring December 31, 2027.

Committee Chair Constantine noted that a letter speaking to the recommendation of Ms. Bogardus was included in Committee members' meeting materials packets.

**It was moved by Board member Balducci, seconded by Board member Roscoe.**

Committee Chair Constantine thanked the Washington State Labor Council for sending their recommendation for Ms. Bogardus, noting that the Board expressed its gratitude to outgoing Labor Liaison Mark Riker at the October Board meeting. Committee Chair Constantine expressed his belief that Ms. Bogardus' expertise and insight will be shared with the Board as she works to ensure the concerns and needs of operating and construction staff are elevated.

**It was carried by the unanimous vote of all committee members present that Motion No. M2024-76 be forwarded to the Board with a do-pass recommendation.**

## **Reports to the Committee**

### Presentation on Kent Des Moines Updated Offering Strategy

Matthew Mateo, Transit Oriented Development Senior Project Manager, provided the report.

Mr. Mateo provided updates on the Kent Des Moines Station area following Board action in August 2022. He provided updates on the requests for proposals for two different TOD sites, noting the successful proposal of affordable housing, community space, and retail on the north site through Mercy Housing Northwest and Open Doors for Multicultural Families, and no responsive proposals for market-rate housing on the south site.

Mr. Mateo gave a timeline for future developments, highlighting the current development of the north TOD site, with an expected groundbreaking ceremony expected in Q3 of 2025. He noted that following conversations with the City of Kent, the south site will be held for future proposals.

### Status of Implementing the Technical Advisory Group Recommendations

Terri Mestas, DCEO Chief Capital Delivery Officer, provided the report.

Ms. Mestas gave an overview of TAG findings and current agency initiatives that align with them. She highlighted how the developing Project Management Information System (PMIS) aligns with the TAG findings of rebuilding trust between staff and the Board, implementing procedures that push down decision-making to the lowest level, and aligning key procedures with industry best practices.

DCEO Mestas introduced Tracy Habrel, Project Closeout Deputy Executive Director, to provide additional information on the PMIS project.

Ms. Habrel explained that the PMIS is designed to assist the agency's ability to manage project information, and to plan, execute, monitor, and control projects. She noted that the PMIS is not a singular tool, but a suite of technology that will streamline project phases. Ms. Habrel elaborated that currently projects collect various datasets across a wide variety of disparate systems, highlighting a key feature of the PMIS being the ability to coordinate and consolidate information across projects.

Ms. Habrel went into further detail of how the PMIS will execute on the TAG recommendations. She highlighted that this system will assist in adopting industry best practices by having accessible dashboards that will allow access for all needed stakeholders across the agency. She specifically noted the implementation of workflow management, documentation of processes and templates, allowing staff

at all levels to be held accountable while giving them the ability to execute on decisions at the lowest level possible.

Ms. Habrel provided additional information on the development of the PMIS, which began in June of 2024, highlighting the current work done: Agency peer reviews, PMIS technology market research, an internal agency PMIS information audit, and a PMIS maturity assessment.

Ms. Habrel then introduced Laurel Klein, Project Controls Deputy Director, to provide further information on the results of the maturity assessment.

Ms. Klein explained that the maturity assessment was done to provide a deeper understanding of the current processes and systems used in the agency's project delivery framework. She noted that their assessment was structured according to PMBOK project management process groups and knowledge areas, which gave staff a way to evaluate full project life cycles and business processes that take places throughout projects. Ms. Klein highlighted that the lens of this assessment was conducted at the portfolio management level, a step needed to ensure that all projects were studied and considered in the assessment.

Ms. Klein provided two necessary areas of success needed coming out of the maturity assessment: Sustainable Transformation and reinforcing Owner of Choice behaviors. She elaborated that the former goal is based on the need to ensure continued and enduring change throughout the implementation of the PMIS, highlighting specific examples of success being high user adoption, consistently regulatory and standards compliance, and support of more data-informed decision making. Ms. Klein further described reinforcing Owner of Choice behaviors as being the establishment of a common environment for team collaboration, creating lower barriers of engagement with the agency in the transit delivery space, and leveraging integrated data to keep agency partners informed to enable better future planning.

Ms. Klein outlined the next steps in the PMIS process, with the first step being the procurement of a core application for the PMIS, targeted for completion by the end of 2024. She noted that this would only be the first of many tools that would need to be secured for the successful implementation of the PMIS. Ms. Klein then further explained that 2025 would see a phased approach to PMIS integration, using incremental steps such as enhanced data accesses, process improvement, analytics, and collaboration enhancements to better ensure sustainable transformation within the agency.

Ms. Mestas noted that staff is intending to provide a presentation on the agency's partnerships initiative at the next Committee meeting in December.

## **Executive Session – None**

## **Other business – None**

## **Next meeting**

Thursday, December 12, 2024 **\*\*NOTE DATE\*\***

10:30 a.m. to 12 p.m.

Ruth Fisher Boardroom and Virtually via Zoom

## Adjourn

The meeting was adjourned at 11:34 a.m.

ATTEST:

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Dow Constantine  
Executive Committee Chair

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Kathryn Flores  
Board Administrator

APPROVED on \_\_\_\_\_, HRR