

**Central Puget Sound
Regional Transit Authority**

April 9, 1998

Board Meeting Summary Minutes

Call to Order

Board Chair Bob Drewel called the meeting to order at 2:07 p.m. The meeting was held in the conference room of the Puget Sound Regional Council offices, 1011 Western Avenue, Seattle, Washington.

Roll Call

Chair

(P) Bob Drewel, Snohomish County Executive

Vice Chairs

(P) Paul Miller, City of Tacoma Councilmember

(P) Greg Nickels, King County Councilmember

Board Members

(A) Sarah Casada, Pierce County Councilmember
(A) Ann Davis, City of Lakewood Councilmember
(P) Dave Earling, City of Edmonds Councilmember
(P) Mary Gates, City of Federal Way Councilmember
(A) Jane Hague, King County Councilmember
(A) Ed Hansen, City of Everett Mayor
(P) Richard McIver, City of Seattle Councilmember
(P) Rob McKenna, King County Councilmember

(P) Sid Morrison, WSDOT Secretary
(P) Dave Russell, City of Kirkland Councilmember
(A) Paul Schell, City of Seattle Mayor
(A) Ron Sims, King County Executive
(P) Cynthia Sullivan, King County Councilmember
(P) Doug Sutherland, Pierce County Executive
(P) Jim White, City of Kent Mayor

The Board Administrator announced that a quorum of the Board was present.

The following Boardmembers arrived after roll call:

Rob McKenna, King County Councilmember
Cynthia Sullivan, King County Councilmember

Public Comment

The following individuals presented comments to the Board, copies of which are on file with the Board Administrator.

Ms. Salaha Warsi

Mr. Mark Dublin

Ms. Linda Anderson, Amalgamated Transit Union (ATU) Local 587 Executive Board member

Report of the Chair

Mr. Drewel reported that the Board would work from a revised agenda, and stated that the Board would go into an executive session as the last item prior to adjournment.

Mr. Drewel asked Mr. Miller, Vice Chair to chair a special task force to review Sound Transit's committee structure and functions to ensure the effective management of the agency's work. He asked Mr. Nickels, as Vice Chair of the Board and Chair of the Finance Committee, and Mr. Earling, Chair of the Public and Government Affairs Committee, to participate. He invited Board members interested in serving on the committee to contact Mr. Miller.

It was moved by Mr. White, seconded by Mr. Russell and carried by the unanimous vote of all Board members present that a Committee Structure Task Force be formed, with Mr. Miller as chair, including participation by Mr. Nickels and Mr. Earling.

Motion No. 98-28 - Appointing Mr. Paul Schell to the RTA Executive Committee

It was moved by Mr. Miller, seconded by Mr. White and carried by the unanimous vote of all Board members present that Motion No. 98-28 be approved as presented.

Consent Agenda Items

The Board of the Central Puget Sound Regional Transit Authority does hereby approve the voucher certification for the period February 1 through February 28, 1998, totaling \$1,984,776.53.

Minutes of January 22, 1998 Board Meeting

Finance Committee Recommendations

Resolution No. 98-11 - Authorizing the Execution of contracts for preliminary engineering and environmental documentation for seven Community Connections projects and environmental documentation for four HOV Access projects.

Resolution No. 98-12 - Authorizing the Executive Director to execute a Master Agreement for Civil Support Services with Washington State Department of Transportation (WSDOT) covering project within the geographic areas of Federal Way, Mercer Island, Kirkland, and Lynnwood

Executive Committee Recommendations

Resolution No. 98-8 - Authorizing the Executive Director to implement an Affirmative Action plan for the Agency

Resolution No. 98-9 - Authorizing the execution of a Memorandum of Understanding with King County establishing a cooperative relationship and working principles by and between RTA and King County

Resolution No. 98-10 - Authorizing the execution of a Memorandum of Agreement with the City of Kent for planning, coordination and cooperation in the development and implementation of a commuter rail station in downtown Kent

It was moved by Mr. Miller, seconded by Mr. Russell and carried by the unanimous vote of all Board members present that the consent agenda be approved as presented.

Committee Reports and Actions

Public and Government Affairs Committee

Mr. Earling reported that both the House and Senate had acted upon separate versions of the federal reauthorization of ISTEA. The bill now goes to the Conference Committee. Mr. Earling indicated that the reauthorization probably would not be complete by May 1, which is when ISTEA expires, but that it could be completed by the end of May.

Mr. Earling asked Ms. Barbara Dougherty, Communications and Marketing Manager, to present design concepts for Sound Transit vehicles to the Board.

Ms. Dougherty introduced Mr. Bob Prowda of the Ilium design firm. She asked Board members to submit remarks on the proposed designs on a comment form contained in Board members' packets (copy on file).

Finance Committee

Resolution No. 98-6 - Amending Resolution No. 98 authorizing a contract for the issuance and use of credit cards for official government purchases and acquisitions, and adopting a system for credit card use by the RTA.

It was moved by Mr. Nickels and seconded by Mr. White that Resolution No. 98-6 be approved as presented.

Mr. Nickels reported that the Finance Committee has reviewed Resolution No. 98-6 twice and recommends its passage. The current credit card policy, adopted by the Board in October, includes a credit card limit of \$5,000 for each issued card. The proposed resolution would increase that limit to \$15,000, with a \$2,000 limit on each transaction.

The motion to approve Resolution No. 98-6 was carried by the unanimous vote of all Board members present.

Resolution No. 98-7 - Establishing and revising policies relating to the authorization of per diem allowances for Board members who are part-time elected officials and reimbursement for travel and other expenses incurred by Board members, officers and employees of the Regional Transit Authority, appointing an auditing officer, and superseding Resolution No. 83

It was moved by Mr. Nickels and seconded by Mr. Morrison that Resolution No. 98-7 be approved as presented.

Mr. Nickels explained that Resolution No. 98-7 would amend Sound Transit's travel policy to include reimbursement for "approved individuals" conducting business on behalf of the agency. The resolution also includes a daily per diem rate for reimbursement, rather than using receipt reimbursement, allows for two phone calls per day, and adjusts the daily compensation paid to part-time elected officials from \$85 to \$100 per day.

The motion to approve Resolution No. 98-7 was carried by the unanimous vote of all Board members present.

Resolution No. 98-14 - Authorizing the Executive Director to execute a contract with the firm of KJM, Inc. to provide management systems and project controls support for the RTA

It was moved by Mr. Nickels and seconded by Mr. White that Resolution No. 98-14 be approved as presented.

Under the proposed contract, KJM, Inc. would provide support to Sound Transit in developing and supporting the agency's project management systems and the integration of these systems with the agency's interim and long-term accounting system. KJM is a certified women's business enterprise (WBE) firm.

The motion to approve Resolution No. 98-14 was carried by the unanimous vote of all Board members present.

Resolution No. 98-13 - Authorizing the Executive Director to execute an Agreement with Washington State Department of Transportation (WSDOT) for pre-construction and construction services for Swamp Creek park & ride and HOV access projects.

It was moved by Mr. Nickels and seconded by Mr. Miller that Resolution No. 98-13 be approved as presented.

Mr. Nickels explained that the work authorized by Resolution No. 98-13 would be performed in three phases, reserving the right for Sound Transit to reassess at the end of each phase and to direct WSDOT to proceed to the next step, if appropriate. It combines the budgets for the park & ride lot improvements and ramps into one budget and reduces the scope of the ramp project to conform to the approved budget.

This action would approve the substitute ramp project to make up for funding shortfall for the original project in Sound Move.

The motion to approve Resolution No. 98-13 was carried by the unanimous vote of all Board members present.

Resolution No. 78-1 - Establishing revised delegated authority and procedures for the procurement of materials, work and services for the acquisition and use of property and property rights for the Authority and superseding Resolution No. 78

It was moved by Mr. Nickels and seconded by Mr. Miller that Resolution No. 78-1 be approved as presented.

Mr. Nickels explained that under the current policy, expenditures between \$200,000 and \$5 million are reported to the Finance Committee and approved by the Executive Committee. Expenditures over \$5 million are reviewed by the Finance Committee for recommendation to the full Board. There is no single committee overseeing contract awards. He indicated that under Resolution No. 78-1, the Finance Committee would approve those awards over \$200,000 and under \$5 million and report those to the Board. Expenditures over \$5 million would be reviewed and brought to the Board for action.

The motion to approve Resolution No. 78-1 was carried by the majority vote of all Board members present. (Mr. McIver voted in the minority.)

Resolution No. 98-16 - Authorizing the Executive Director to execute a contract with New Flyer Industries for the purchase of twenty-five 60' buses with an option for an additional fifty 60' buses

It was moved by Mr. Nickels and seconded by Mr. Miller that Resolution No. 98-16 be approved as presented.

Mr. Nickels reported that Resolution No. 98-16 has been reviewed by the Finance and Executive Committees. The Finance Committee recommended passage contingent upon Executive Committee action pertaining to the use of high or low floor buses. The Executive Committee did not take action on that issue.

Mr. Nickels summarized a prior Board action, Resolution No. 98-3, approved February 12, 1998. That action authorized staff to negotiate with Gillig to purchase buses using King County Metro's contract and also authorized staff to move forward on the Community Transit (CT) contract to purchase 60' articulated buses, which would be low floor vehicles. Since that decision, there have been many developments in terms of the 60' buses.

Ms. Agnes Govern, Director of Regional Express, explained that while working to exercise the Community Transit option, new information was discovered. Due to very recent changes in the "Buy America" clause, Sound Transit can not exercise the CT option and receive the coaches in 1999. However, New Flyer can build coaches to the CT or King County Metro specifications and still deliver them in 1999, using the current options and facilities which comply with prior Buy America provisions.

Ms. Govern indicated that staff looked at alternatives once it became clear that it would not be possible to use the CT option and meet the delivery date. There is a \$35,000 difference in the cost per bus between the King County specification and the CT specification, which includes the cost for air conditioning (AC) and surveillance.

(Board members Sullivan and McKenna arrived at this time.)

The staff recommendation is: contract approval with New Flyer for 25 60' buses to be delivered in 1999 and up to 50 for 2000. The resolution is written so the Board may choose either the King County Metro or CT specs.

Mr. Earling spoke against the recommended action. Both CT and Pierce Transit in its services to King County, offer air conditioning. In addition, a survey in Snohomish County indicates one of the reasons people are fearful of riding the bus is the lack of security. And low floor buses are much easier for the elderly and disabled to access and egress.

Mr. Nickels expressed support for the original recommendation based on cost. He indicated that the design of the driver compartment as a second factor. He stated that air conditioning is a weak argument with a cost of \$17,000 and a weight of 1,000 lbs.

It was moved by Mr. Earling and seconded by Mr. Miller that the CT specifications be utilized, which would allow delivery in April 1999.

The motion was carried by the majority vote of all Board members present. (Mr. Nickels and Mr. McKenna voted in the minority.)

Mr. Nickels explained that Resolution No. 98-16 now specified that CT specifications be utilized and he called the question and urged a yes vote on Resolution No. 98-16.

The motion to approve Resolution No. 98-16, with the CT specifications, was carried unanimously.

Transit-Oriented Development Task Force

Motion No. 98-25 - Adopting transit-oriented development policies to guide staff work and development on and around Sound Transit station areas, transit centers, and park-and-ride lots

Ms. Sullivan, chair of the Transit-Oriented Development Task Force extended appreciation to everyone who participated in the task force. It was a new idea for a transit agency to think about land use. On March 13 the task force adopted a set of recommendations for the Board. She asked Ms. Carolyn Feiss to provide a slide presentation on TOD.

Ms. Feiss reported that the task force recommendation is for Sound Transit to use its own sites to demonstrate good TOD and land use mixes appropriately.

Sound Transit should:

- . Preserve development opportunities on Sound Transit property;
- . Promote TOD in the acquisition/use/disposition of excess land; and
- . Preserve options through local station area plan and project reviews.

The task force is also recommending the Board create a real estate TOD subcommittee to the Finance Committee to review and act on matters related to real estate and TOD policies.

It was moved by Ms. Sullivan and seconded by Mr. Russell that Resolution No. 98-25 be approved as presented.

Mr. Drewel indicated that earlier in the meeting a task force had been appointed to evaluate committee structure and he asked Ms. Sullivan to be a member of that committee, given the task force recommendation to create a subcommittee. Ms. Sullivan agreed and indicated that the TOD task force recommendation has been formulated at its final meeting, a few weeks prior and that the motion, as presented, could stand, with the understanding that all committees are being re-evaluated.

The motion was carried by the unanimous vote of all Board members present.

Executive Committee

Report of April 3, 1998 meeting

Mr. Miller, who chaired the meeting in Mr. Drewel's absence, reported that the Executive Committee approved four contract awards and expenditures:

- 1) Motion No. 98-21, which authorized the execution of a contract with Manuel Padron & Associates for service implementation planning;
- 2) Authorization for the Executive Director to purchase all necessary furnishings and equipment to complete the occupancy of Phase II, 3rd Floor at the RTA headquarters;
- 3) Motion No. 98-22, authorizing the Executive Director to execute a contract for the lease of fleet vehicles with Northwest Fleet Lease, Inc., for a three-year term in the amount of \$305,000; and
- 4) Motion No. 98-24, authorizing the Executive Director to execute a contract for Title and Escrow services with First American Title Insurance Company.

In addition, the Executive Committee forwarded to the Board the Agency's Affirmative Action Plan and approval of a Memorandum of Understanding with King County with a do-pass recommendation.

Policy Issues for Discussion and Deliberation

Approaches to providing for the operation of Regional Express buses, Sounder commuter rail trains, and Link light rail trains

Ms. Agnes Govern, Director of Regional Express, reminded the Board that a month ago, staff presented three options for the operations of Sound Transit services. 1) the RTA directly operating services; 2) the RTA putting up for bid all aspects of our operation; and 3) the RTA selecting a provider through negotiation with existing operators.

Staff is proposing a financial analysis of the following contracting options:

- . Competitive bid (open to public and private enterprises; open to public entities only); and
- . Contracting with existing providers.

Mr. Paul Price, Director of Sounder Commuter Rail, indicated that many items related to operations are similar between light rail and commuter rail. Staff will bring a very broad business plan with specific issues to be addressed to the Board in the near future. Issues include identifying services that can be operated directly or be contracted, identifying how that would be structured so bids would be received and contracting issued, financial analysis of what each operation would imply for potential cost, asking the contract operators to see their costs per mile per vehicle. The same thing would be done for in-house operations.

Mr. Paul Bay, Director of Link Light Rail explained the approach Link is taking is to develop costs through research of other light rail properties around the country, establish a baseline which would be RTA operated and then determine implications. Light rail O&M functions are broken into five categories: 1) supervision of daily operations; 2) vehicle maintenance; 3) maintenance-of-way; 4) station maintenance; and 5) fare inspection and transit security. Link will evaluate and have information on each of these categories, as well as actual costs from other agencies. This will be brought to the Board in June for discussion so staff understands any Board concerns and brought to the Board for direction in July.

Resolution No. 98-18 - Amending rules and procedures to implement the Washington State Environmental Policy Act and superseding Resolution No. 7

Mr. Perry Weinberg, introduced himself and explained that he works in Sound Transit's legal department, handling environmental issues and assisting with environmental compliance management responsibilities. He is presently serving as the designated responsible official under the State Environmental Policy Act (SEPA). He explained the proposed changes to Resolution No. 98-18 and indicated that action is scheduled for the Board's next meeting.

This agency is subject to SEPA and must have procedures that are consistent with state law and the SEPA rules by the Department of Ecology (DOE). This governs the actions the Board may take that may have adverse environmental impacts. The main purpose of compliance is to be sure the Board is provided adequate environmental information when making decisions.

The reasons for revision are:

1) The current procedures were adopted as interim rules in 1993. They have not been updated since that time or to tailor procedures within the current agency.

2) There have been legislative amendments affecting SEPA with rules from DOE and the current resolution isn't consistent with some of those. The procedures would be revised now, because the agency has entered the project level review stage and some projects will have to issue environmental determinations. The new procedures take effect upon Board approval. Many are changed to reflect the updates in the law. One section with more extensive revisions is the administrative appeals section, making the procedures consistent with the jurisdictions of King County, Snohomish County, Pierce County, the City of Seattle and the Port of Seattle. The recommendation is to eliminate procedures

precluding the Board from taking an action while an appeal is pending. This leaves more choice to the Board on a case by case basis.

Other Business

None.

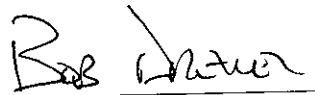
Next Meeting

Thursday, April 23, 1998 - 2:00 to 5:00 p.m.
Highline Community College
Des Moines, Washington

Executive Session

Mr. Drewel announced that the Board would enter into an executive session to discuss labor negotiations. The executive session will end in approximately 30 to 45 minutes, at which time the Board will reconvene the open meeting to adjourn. No more action will be taken following the executive session.

The Board recessed into executive session at 4:20 p.m. The Board reconvened and was adjourned at 5:40.



Bob Drewel
Board Chair

ATTEST:



Marcia Walker
Board Administrator