

**Sound Transit
Finance Committee Summary Minutes**

September 5, 2002

Call to Order

Vice Chair Jack Crawford called the meeting to order at 12:00 noon.

Roll Call

(A) Kevin Phelps, Chair	(P) Chuck Mosher
(P) Jack Crawford, Vice Chair	(P) Greg Nickels
(P) Dave Enslow	(P) Mark Olson
(P) Mary Gates	(P) Dwight Pelz
(P) Richard McIver	

Ms. Jane Emerson, Board Coordinator, indicated that a quorum was present at roll call.

Report of the Chair

Mr. Crawford asked that committee members make it a priority to attend the Audit and Reporting Subcommittee meeting.

Chief Financial Officer's Report

Mr. Hugh Simpson, Chief Financial Officer, said that staff would be calling committee members to get a time for the Audit and Reporting Subcommittee on their schedules.

Mr. Simpson introduced Mr. Brian McCartan, Deputy Director of Finance, who presented the draft schedule for the 2003 budget process.

Mr. Mosher asked that staff emphasize policy issues as part of the budget presentations.

Mr. Simpson introduced Mr. Alvan Ikoku, Economist, who presented the 2003 Revenue and Inflation Forecast.

(Board member Pelz arrived at this time.)

Mr. Simpson said that staff was working on a date for a joint meeting with the Seattle City Council to discuss the Community Development Fund.

Action Items

Items within Finance Committee Authority for Final Action

Minutes of the August 1, 2002, and August 15, 2002, Finance Committee Meetings.

It was moved by Mr. Mosher, seconded by Mr. Nickels, and carried by the unanimous vote of all members present that the minutes of the August 1, 2002 and August 15, 2002 meetings be approved as presented.

Motion No. M2002-95 – Authorizing the Executive Director to execute a contract amendment with O'Brien Kreitzberg to provide additional construction management services in support of the construction of the Bellevue Transit Center – Stage 2, due to delays in the construction schedule. This contract amendment is for \$96,000, with a 10% contingency of \$9,600, for a total of \$105,600, and a new total authorized contract amount not to exceed \$631,419.

Mr. Crawford said that Motion No. M2002-95 would be considered later in the meeting.

Motion No. M2002-102 – Authorizing the Executive Director to execute a contract with COPACINO for advertising and media buying services for a term of three years and for a total authorized contract amount not to exceed \$1,000,000.

Mr. Ric Ilgenfritz, Director, and Mr. Tim Healy, Marketing Project Manager, Communications, presented the staff report.

Mr. Pelz asked that the Board have a discussion regarding the level of spending on advertising.

Ms. Gates asked that the Board also have a discussion on the evaluation of the results of Sound Transit's spending on advertising.

It was moved by Ms. Gates and seconded by Mr. Mosher that Motion No. M2002-102 be approved as presented.

There was no public comment on Motion No. M2002-102.

The motion to approve Motion No. M2002-102 was carried by the unanimous vote of all members present.

Mr. Crawford said that Motion No. M2002-95 would be considered at this time.

Mr. Jerry Dahl, Construction Project Manager, Regional Express, presented the staff report.

It was moved by Mr. Mosher and seconded by Ms. Gates that Motion No. M2002-95 be approved.

There was no public comment on Motion No. M2002-95.

The motion to approve Motion No. M2002-95 was carried by the unanimous vote of all members present.

Items for Recommendation to the Board

Motion No. M2002-106 – Authorizing the Executive Director to extend an existing sole source contract with McBee Strategic for federal relations consulting services for an additional three-month period from October 1, 2002, until December 31, 2002, in the amount of \$45,000 for a new total authorized contract amount not to exceed \$135,000.

Mr. Ric Ilgenfritz presented the staff report.

It was moved by Mr. Mosher, seconded by Mr. Nickels, and carried by the unanimous vote of all members present to forward Motion No. M2002-106 to the Board with a do-pass recommendation.

Mr. Crawford asked for a motion to amend Motion No. M2002-95 previously adopted by the Finance Committee to correct the total authorized contract amount.

It was moved by Mr. Mosher, seconded by Ms. Gates, and carried by the unanimous vote of all members present to amend Motion No. M2002-95 to read: "Authorizing the Executive Director to execute a contract amendment with O'Brien Kreitzberg to provide additional construction management services in support of the construction of the Bellevue Transit Center – Stage 2, due to delays in the construction schedule. This contract amendment is for \$96,000, with a 10% contingency of \$9,600, for a total of \$105,000, and a new total authorized contract amount not to exceed ~~\$631,419~~ \$694,561."

Mr. Al Lowe, Real Estate Manager, Mr. Don Vogt, Senior Real Property Representative, and Mr. John McLean, Senior Real Property Representative, Real Estate Division, presented the staff report for Motion Nos. M2002-103, 104, and 105.

Motion No. M2002-103 – Authorizing the Executive Director to execute a sole source contract with Pharos Corporation to provide interim acquisition/relocation services for a period of six months for Regional Express and Commuter Rail capital projects in an amount not to exceed \$250,000.

It was moved by Mr. Mosher, seconded by Mr. Enslow, and carried by the unanimous vote of all members present to forward Motion No. M2002-103 to the Board with a do-pass recommendation.

Motion No. M2002-104 – Authorizing the Executive Director to execute a sole source contract with URS Corporation to provide interim environmental investigation services for a period of six months for Regional Express and Commuter Rail capital projects in an amount not to exceed \$300,000.

It was moved by Mr. Mosher, seconded by Mr. McIver, and carried by the unanimous vote of all members present to forward Motion No. M2002-104 to the Board with a do-pass recommendation.

Motion No. M2002-105 – Authorizing the Executive Director to execute a sole source contract with Bruce Allen and Associates to provide interim appraisal services for a period of six months for Regional Express and Commuter Rail capital projects in an amount not to exceed \$250,000.

It was moved by Mr. Mosher, seconded by Mr. Enslow, and carried by the unanimous vote of all members present to forward Motion No. M2002-105 to the Board with a do-pass recommendation.

Motion No. M2002-100 – Authorizing the Executive Director to execute a sole source contract with Talking Signs® Services, Inc. to provide consulting and technical services for Remote Infrared Audible Signs (RIAS) Wayfinding Demonstration Project in the amount of \$135,000, with a 10% contingency amount of \$13,500 for a total authorized amount not to exceed \$148,500.

Mr. Michael Miller, Project Coordinator, and Ms. Lana Nelson, Project Manager, Regional Express, presented the staff report.

(Board member Olson arrived at this time.)

It was moved by Ms. Gates, seconded by Mr. Enslow, and carried by the unanimous vote of all members present to forward Motion No. M2002-100 to the Board with a do-pass recommendation.

Motion No. M2002-94 – Authorizing the Executive Director to execute a three-year Interlocal Agreement with the City of Everett to provide operations and maintenance services at the Everett Station for ST Express in the total amount of \$109,849 with a 10% contingency of \$10,985 for a total authorized amount not to exceed \$120,834.

Ms. Agnes Govern, Director, and Ms. Gloria Overgaard, Deputy Director, Regional Express, presented the staff report.

It was moved by Mr. Olson, seconded by Ms. Gates, and carried by the unanimous vote of all members present to forward Motion No. M2002-94 to the Board with a do-pass recommendation.

Other Business

None.

Next Meeting

Thursday, September 19, 2002, from 12:00 to 2:00 p.m. in the Union Station Board Room, 401 South Jackson Street, Seattle, Washington.


Adjourn

As there was no other business, the meeting was adjourned at 1:25 p.m.



Kevin Phelps
Finance Committee Chair

ATTEST:



Marcia Walker
Board Administrator