

## **SOUND TRANSIT OPERATIONS AND ADMINISTRATION COMMITTEE MEETING**

Summary Minutes

June 4, 2015

### **CALL TO ORDER**

The meeting was called to order at 1:09 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

(A) John Marchione, Redmond Mayor

Boardmembers

(P) Dave Earling, Edmonds Mayor

(A) Dave Enslow, Sumner Mayor

(P) Mary Moss, Lakewood Councilmember

(P) Dave Upthegrove, King County Councilmember

(A) Pete von Reichbauer, King County Councilmember

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

### **REPORT OF THE CHAIR**

Boardmember Requests to Participate via Teleconference

Boardmember Marchione asked to participate in today's meeting by teleconference. Committee Chair Roberts noted that a supermajority positive vote of the Boardmembers in attendance is required to allow Mr. Marchione to attend via teleconference.

**It was moved by Boardmember Moss, seconded by Boardmember Upthegrove, and carried by unanimous vote that Boardmember Marchione be allowed to participate in the meeting by teleconference.**

### **ACTING CEO REPORT**

None.

### **REPORTS TO THE COMMITTEE**

Ridership and Operations Report

Bonnie Todd, Executive Director, provided the staff report.

Sound Transit total ridership increased 6.7% year over year in April. Link light rail had the highest growth and average weekday ridership is now over 34,000 per day, a new monthly record. ST Express, Sounder, and Tacoma Link saw strong growth. ST Express Route 550 exceeded 10,000 weekday boardings for the first time. Central Link increased 2.3% for the month.

All modes are above the goal for percentage of scheduled trips operated with the exception of Sounder, due to mudslide annulments in the first quarter. Link did not meet fare box recovery targets, passengers per trip, and percentage of scheduled trips operated due to seasonal ridership fluctuations. Percentage of scheduled trips operated was on track in April but fell short of the year to date goal due to service disruptions during the first quarter.

The final scheduled weekend closure of the DSTT will occur to complete SCADA cutovers. There is also a service change this weekend that includes minor schedule adjustments largely along the I-5 South corridor to allow for more travel time due to increased congestion.

Chair Roberts noted that Business Planning and 2016 Budget Changes has been pulled from today's agenda and will be addressed in a later meeting.

## **PUBLIC COMMENT**

Alex Zimmerman, Stand-UP America

## **BUSINESS ITEMS**

### Items for Committee Final Action

#### Minutes of the April 2, 2015 Operations and Administration Committee Meeting

**It was moved by Boardmember Moss, seconded by Boardmember Earling, and carried by unanimous vote that the minutes of the April 2, 2015 Operations and Administration Committee meeting be approved as presented.**

Motion No. M2015-45: Authorizes the chief executive officer to execute a contract with Diverse Coating to provide painting services for the Auburn Station Repaint Project in the amount of \$239,684, with a 20% contingency of \$47,337, for a total authorized contract amount not to exceed \$287,021.

John Weston, Deputy Director of Facilities, Capital, Maintenance and Non-Revenue Vehicles and Joe Brown, Facilities Project Manager provided the staff report.

Auburn Station services Sounder commuter rail, several King County bus routes, and two ST Express bus routes. The station is approximately 15 years old and in need of repainting to prevent further damage and expensive repairs. The scope of the project includes preparing, priming, and painting all steel/metal structures with a finish of high performance coatings. This includes eleven shelters, a clock tower, bollards, light poles and extensive window trim. BNSF flaggers will need to be present during work on the train main lines. Sound Transit Facilities and Safety staff developed the plan to repaint Auburn Station with minimal impact to customers. Work done will be limited to use of rollers and brushes only. Auburn Station is one of several stations identified for repainting as part of Sound Transit's station mid-life overhaul plan. Mr. Weston provided a summary of other station projects that are completed or scheduled.

Boardmember Upthegrove asked staff if these costs were included in existing capital budgets. Mr. Weston reported that these costs are part of five and seven year plans to maintain Sound Transit assets in a state of good repair.

**It was moved by Boardmember Earling, seconded by Boardmember Moss, and carried by unanimous vote that Motion No. M2015-45 be approved as presented.**

Motion No. M2015-46: Authorizes the chief executive officer to execute a one-year contract with three one-year options with Management Services Northwest, Inc., to provide agency-wide janitorial services for a total authorized contract amount not to exceed \$4,165,000.

John Weston, Deputy Director of Facilities, Capital, Maintenance and Non-Revenue Vehicles and Bill Glaeser, NRV and FM Administration Manager, Facilities Project Manager provided the staff report.

The contract covers comprehensive janitorial services for 41 facilities including all Tacoma Link stations and Tacoma Link light rail vehicles, Sounder stations, ST Express bus facilities maintained by Sound Transit, and Union Station. Link facilities maintained by King County are not covered. The contract scope of work includes daily, monthly, and semi-annual janitorial services performed on an approved schedule with set rates and

unscheduled work that must be authorized by work order. This contract includes provisions to add new stations as they are completed.

**It was moved by Boardmember Moss, seconded by Boardmember Upthegrove, and carried by unanimous vote that Motion No. M2015-46 be approved as presented.**

Motion No. M2015-47: Authorizes the chief executive officer to execute a contract with Columbia Ford Nissan to purchase utility vehicles and cargo vans for Sound Transit's non-revenue fleet for a total authorized contract amount not to exceed \$272,990.

John Weston, Deputy Director of Facilities, Capital, Maintenance and Non-Revenue Vehicles and Bill Glaeser, NRV and FM Administration Manager, Facilities Project Manager provided the joint staff report for Motions M2015-47 and M2015-48. Both actions use the established Washington State Department of Enterprise Services Contracts for procurement of utility vehicles and vans. The state competitively bids vehicle contracts and makes them available to state agencies and local jurisdictions.

Sound Transit staff use non-revenue vehicles for agency business. The contract with Columbia Ford includes the purchase of two utility vehicles and four cargo vans, one flatbed truck and one passenger van and one specialized vehicle as an addition to the fleet. The contract with Legacy Ford includes the purchase of seven replacement pickup trucks and one additional pickup truck. All retiring vehicles have high mileage and/or are older than ten years. The new vehicles will support Sound Transit's overall sustainability goals to reduce energy use.

**It was moved by Boardmember Earling, seconded by Boardmember Moss, and carried by unanimous vote that Motion No. M2015-47 be approved as presented.**

Motion No. M2015-48: Authorizes the chief executive officer to execute a contract with Legacy Ford to purchase pickup trucks for Sound Transit's non-revenue fleet for a total authorized contract amount not to exceed \$284,825.

**It was moved by Boardmember Upthegrove, seconded by Boardmember Moss, and carried by unanimous vote that Motion No. M2015-48 be approved as presented.**

Motion No. M2015-50: Authorizes the chief executive officer to: (1) execute contracts with 22nd Century Technologies, Inc.; Abacus Service Corporation; Mindlance, Inc.; Robert Half International, Inc. dba Robert Half Technology; Slalom, LLC; and TEKsystems, Inc.; to provide on-call temporary staffing services in an aggregate amount not to exceed \$1,500,000, 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 amount of all of the contracts does not exceed \$1,500,000.

Kristin Terry, IT Business Manager and Jason Weiss, Chief Information Officer provided the staff report.

Sound Transit's Information Technology Department currently has multiple temporary staffing services contracts. This action would consolidate the majority of IT temporary staffing under these select contracts thereby reducing the time needed to meet temporary staffing needs. These contracts will ensure that skilled resources are readily available to address temporary work demands and back-fill for vacant positions when necessary.

**It was moved by Boardmember Moss, seconded by Boardmember Upthegrove, and carried by unanimous vote that Motion No. M2015-50 be approved as presented.**

Motion No. M2015-51: Authorizes the chief executive officer to execute a contract amendment with Cambridge Systematics to provide software development and system integration services for Phase 2 of the Open Transit Data project (previously called the Regional Data Services project) within the Research and Technology Program in the amount of \$759,593, for a new total authorized contract amount not to exceed \$1,703,375.

Evelyn Echeverria, Senior IT Project Manager and Michael Berman, R&T Program Manager provided the staff report.

Cambridge Systematics built the Regional Data Services data engine under Phase 1 of the Open Transit Data project. The data engine collects and analyzes data from King County Metro and Pierce County for use by applications such as One Bus Away. Phase 2 will add more data sources including Washington State Ferries, Seattle Streetcar, Sounder and others, as available, to enhance Sound Transit's ability to provide real time data to the public. In addition, Phase 2 will engage the developer community by providing a developer portal to encourage use of transit data to develop new transit applications.

**It was moved by Boardmember Upthegrove, seconded by Boardmember Moss, and carried by unanimous vote that Motion No. M2015-51 be approved as presented.**

Motion No. M2015-52: Authorizes the chief executive officer to execute a contract amendment with Miller & Miller, P.S. in the amount of \$172,633 with a 17.5% contingency of \$30,367, totaling \$203,000, for a new total authorized contract amount not to exceed \$353,000 to add a performance audit of Sound Transit's Construction Quality Assurance and Quality Control program.

David Hammond, Internal Audit Director provided the staff report.

Miller & Miller, P.S. will conduct a performance audit on Sound Transit's Construction Quality Assurance and Quality Control (QA/QC) Program as requested by the Audit Committee. The amount requested under this contract amendment is sufficient to complete the audit based on the scope developed by an oversight committee comprised of representatives from Internal Audit, Design, Engineering and Construction Management (including Project Management and Design representatives), and the Safety & Quality Assurance Division.

Mr. Hammond answered a Boardmember question by clarifying that this audit will focus on a sampling of agency wide projects rather than a specific program or project. The audit will focus on three specific projects that are representative of future work, the University Link Extension, the S. 200th Link Extension and the Northgate Link Extension. The audit will compare Sound Transit's program with FTA standards and other entity programs and provide recommendations on improving effectiveness.

**It was moved by Boardmember Moss, seconded by Boardmember Earling, and carried by unanimous vote that Motion No. M2015-52 be approved as presented.**

Motion No. M2015-36: Authorizes the chief executive officer to execute a contract amendment with Dell, Inc. to provide technology hardware and hardware maintenance services through September 2015, in the amount of \$761,720, for a total authorized contract amount not to exceed \$953,345.

Garv Nayyar, IT Infrastructure Manager and Kristin Terry, IT Business Manager provided the staff report.

Sound Transit currently procures technology hardware through a Washington State Department of Enterprise Services (DES) Master Contract with Dell, Inc. Sound Transit anticipated a new multi-year contract would be available in January 2015. DES has extended the existing Master Contract through September of 2015 while negotiations continue. Sound Transit is requesting an amendment to provide continuity of services until the new multi-year Master Contract is available and a comprehensive contract can be to the Board for action.

**It was moved by Boardmember Upthegrove, seconded by Boardmember Moss, and carried by unanimous vote that Motion No. M2015-36 be approved as presented.**

Motion No. M2015-37: Authorizes the chief executive officer to execute a contract with Right! Systems, Inc. to provide CISCO telephony equipment, network equipment, software and hardware maintenance services through May 2019, for a total authorized contract amount not to exceed \$2,500,000.

Garv Nayyar, IT Manager and Kristin Terry, IT Business Manager provided the staff report.

Sound Transit will use the proposed contract to procure CISCO telephony equipment, servers, and network equipment from a single vendor. The single source will allow better management of procurements. Procuring equipment through the DES Master Contract allows Sound Transit to take advantage of a 20% to 50% discount. The term of the contract will coincide with the term of the DES Master Contract.

**It was moved by Boardmember Earling, seconded by Boardmember Enslow, and carried by unanimous vote that Motion No. M2015-37 be approved as presented.**

Motion No. M2015-38: Authorizes the chief executive officer to execute a contract amendment with Softchoice Corporation to provide technology hardware, software, peripherals, software licenses, and maintenance services through January 2017, in the amount of \$302,900 for a total authorized contract amount not to exceed \$500,000.

Garv Nayyar, IT Manager and Kristin Terry, IT Business Manager provided the staff report.

Softchoice has been providing the agency with these services for the past year and the contract amendment will continue this relationship through the term of the GSA contract. This contract allows Sound Transit to buy agency-wide technology hardware, software, peripherals, software licenses and maintenance services at a 15% to 30% discount.

**It was moved by Boardmember Uptegrove, seconded by Boardmember Enslow, and carried by unanimous vote that Motion No. M2015-38 be approved as presented.**

#### Items for Recommendation to the Board

Motion No. M2015-53: Authorizes the chief executive officer to execute an agreement with Community Transit to provide ST Express bus operations and maintenance services for the period of July 1, 2015, through December 31, 2017, with two additional one-year options to extend.

Dave Turissini, Bus Operations Manager, Mike Perry, Deputy Executive Director of Transportation and Maintenance, and David Huffaker, Acting Director, Facilities and Asset Control provided the staff report for Motion Nos. M2015-53 and M2015-55.

The proposed operating agreements with both Pierce Transit and Community Transit are for the operation and maintenance of ST Express bus services. At this time, King County has not completed internal review of their agreement but information about that agreement is included in today's presentation as planned. Sound Transit expects the King County agreement to be ready for full Board action in June along with the two motions proposed today.

The current agreements are set to expire on June 30, 2015. The agreements cover a wide scope of work including all essential elements of bus operations from driver supervision to fuel, to provision of insurance. ST staff provides service oversight and 280 buses to operate the service.

Mr. Turissini provided a summary of the fleet, routes, and service hours allocated to Sound Transit partners. Staff reported on how Sound Transit's share of service has grown with each of the partners. Negotiation objectives included maintaining existing service quality, safety, efficiency and cost control. Sound Transit internal audit staff reviewed each agreement during negotiations and auditor's recommendations were included in negotiations as well as FTA grant clauses to allow Sound Transit to take advantage of future grant opportunities for offsetting operating costs.

Mr. Turissini highlighted objectives specific to each partner. The new agreements provide better detail and specifics on how Sound Transit works with its partner agencies to provide high quality, safe and efficient services. Each agreement clarifies and documents cost drivers. Cost differentials represent substantial savings from the original operating costs at King County. Community Transit recognizes the need for Sound Transit to fill an advisory role in the selection of any contractor to provide ST Express services.

Mr. Turissini summarized estimated hourly service costs by partner, cost per platform hour and the percent change in average partner rates over a ten-year period. The agreements have a baseline term that will expire at the end of 2017 with two one-year extensions. Boardmembers asked staff to provide further explanation about cost differences between partners. In response, staff provided examples including different labor agreements within each agency, capital investments made by partners and fleet make.

**It was moved by Boardmember Earling, seconded by Boardmember Moss, and carried by unanimous vote that Motion No. M2015-53 be forwarded to the Board with a do pass recommendation.**

Motion No. M2015-55: Authorizes the chief executive officer to execute an agreement with Pierce Transit to provide ST Express bus operations and maintenance services for the period of July 1, 2015, through December 31, 2017, with two additional one-year options to extend.

**It was moved by Boardmember Earling, seconded by Boardmember Moss, and carried by unanimous vote that Motion No. M2015-55 be forwarded to the Board with a do pass recommendation.**

Motion No. M2015-49: Ratifies expenditures made under the Tacoma Dome Station Operations and Maintenance Agreement through the agreement's expiration in March 2015 in the amount of \$1,041,773, for a new total authorized agreement amount not to exceed \$3,825,794.

David Huffaker, Acting Director, Facilities and Asset Control and Michael Miller, Customer Facilities and Accessible Services Manager provided the staff report.

This action ratifies expenditures for operations and maintenance of Tacoma Dome Garage from January 2010 through March 2015. A new agreement with Pierce Transit has replaced this agreement. The agreement approved by the Board in December 2009 included a not to exceed amount based on estimated costs for the initial three-year agreement term. Expenditures under the agreement were tracked based on the annual budget amount rather than the not to exceed amount established by the Board. This tracking method caused expenditures to exceed the amount authorized by the Board.

To correct this issue, the recent and current agreement for the Tacoma Dome Station operations and maintenance included an estimate of the total spending over the life of the agreement. Sound Transit will continue to provide information in the annual budget process to reflect authorized spending for various partner agreements.

**It was moved by Boardmember Enslow, seconded by Boardmember Upthegrove, and carried by unanimous vote that Motion No. M2015-49 be forwarded to the Board with a do pass recommendation.**

Resolution No. R2015-06: Amends the Adopted 2015 Budget to create the Light Rail Vehicle Wash Heater System Project by (1) establishing a Project Lifetime Budget in the amount of \$300,000 and (2) establishing a 2015 Annual Project Budget of \$300,000.

Brian Scott, Acting Manager, Business Operations and George McGinn, Central Link Maintenance Manager provided the staff report.

This resolution creates a project to install a heating system in the Light Rail Vehicle (LRV) wash bay facility located at the Operations and Maintenance Facility (OMF). Currently, the LRV wash bay located at the Link Operations and Maintenance Facility becomes inoperable when outside temperatures fall below freezing. Freezing temperatures often cause ruptured wash bay pipes and create icy, unsafe working conditions for workers and backups in the LRV cleaning process.

An LRV wash bay heater system will ensure the wash bay is operational during winter months, preventing pipes from freezing and breaking and eliminating the possibility of unsafe working conditions for staff. Ruptured pipes have caused significant repair costs in the past. Sound Transit will use in-house staff to perform design and engineering and an existing Job Order Contract with Centennial Contractors Enterprises, Inc. for construction and installation. Sound Transit expects to complete the project before the onset of winter.

It was moved by Boardmember Upthegrove, seconded by Boardmember Moss, and carried by unanimous vote that Resolution No. R2015-06 be forwarded to the Board with a do pass recommendation.

**EXECUTIVE SESSION**

None

**OTHER BUSINESS**

None

**NEXT MEETING**


Thursday July 16, 2015 **\*\*Date Change Due to Holiday\*\***  
1:00 to 3:00 p.m.  
Ruth Fisher Boardroom

**ADJOURN**

The meeting was adjourned at 2:19 p.m.

  
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Paul Roberts  
Operations and Administration Committee Chair

ATTEST:

  
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Katie Flores  
Board Administrator

APPROVED on August 6, 2015, LM