



**SOUND TRANSIT OPERATIONS AND ADMINISTRATION COMMITTEE MEETING**  
**Summary Minutes**  
**February 4, 2016**

**CALL TO ORDER**

The meeting was called to order at 1:03 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

(P) Dave Enslow, Sumner Mayor

(P) Mary Moss, Lakewood Councilmember

(A) Dave Upthegrove, King County Councilmember

(A) Pete von Reichbauer, King County Councilmember

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

**REPORT OF THE CHAIR**

Chair Roberts informed the Committee that Sound Transit is negotiating a lease agreement for additional space needed to accommodate project staff for both the East Link and Lynnwood Link projects.

Previous efforts to secure another location were unsuccessful. Sound Transit Property Management has located another suitable space in the Union Station campus area. The Operations and Administration Committee would typically review this type of action prior to Board approval but due to time constraints, this action will go directly to the full Board meeting. The proposed lease is still going through legal reviews and staff expects the transaction to be ready for full Board approval on February 25, 2016.

**ACTING CEO REPORTS**

Olympia Update

Chief Executive Officer Peter Rogoff thanked Chair Roberts and Boardmember Butler for their recent testimony before the Senate Transportation Committee on SB 6395 that calls for the direct election of Sound Transit Board members. Mr. Rogoff also noted his appreciation for Boardmember Earling's letter in opposition to the bill. Sound Transit believes SB 6395 would undermine the agency's ability to deliver projects to the public and opposes the bill.

Mr. Rogoff reported that staff is monitoring another piece of legislation relating to the compensation agreement between Sound Transit and WSDOT regarding the use of their right of way.

ST3 Update

Sound Transit's Board requested and received an outpouring of input and support from jurisdictions and stakeholders. To date, the Board had received 57 letters.

Analysis of the letters shows that stakeholders are anxious to find solutions to mobility issues quickly. Mr. Rogoff asked staff to look at opportunities to augment ST3 to expedite projects, providing relief sooner and faster, in addition to light rail projects that will take longer. Staff will provide an update at the next Capital Committee Meeting and the Board of Directors meeting later this month.

## **REPORTS TO THE COMMITTEE**

### Ridership and Operations Report

Chair Roberts noted that both Bonnie Todd and David Huffaker are in Salt Lake City this week working with other light rail agencies on the foundations for a permanent North American light rail benchmarking group. Work is being done in conjunction with the Railway and Transport Strategy Centre (RTSC) of the Imperial College of London.

Chair Roberts introduced Paul Denison, Light Rail Operations Director, who provided the ridership and modal performance report.

Mr. Denison noted that December and year-end ridership figures are preliminary pending final reconciliation for National Transit Database reporting. 2015 was a record year for Sounder, Link, and ST Express ridership. Ridership increased by 4.5% over December of the previous year. Sounder ridership increased 13% for the entire year with strong growth on both the North and South lines. ST Express carried more than 18 million passengers. Sound Transit added trips to routes throughout the system to address overcrowding.

On-time performance for ST Express continues to improve with the addition of 5,000 service hours in September but is still challenged by traffic and overcrowding. Staff continue to work with partners to address these issues. Sounder lost three days of service on the North line due to mudslides in December but still operated 4% more scheduled trips than last December.

Link met all December performance targets for December with the exception of passengers per trip. Since the move from 7.5 to 6-minute peak headways, Link is operating a larger number of trips and despite an overall increase in ridership, fewer passengers per trip. Fare box recovery has been strong across all modes for all of 2015 with all performing significantly better than December 2014 and year to date 2014. Parking utilization increased an overall 3% in December, with all regions except North King County posting an increase in utilization. Combined fare evasion for both Link and Sounder was 2.39% for year to date 2015, an improvement of more than 1% compared to last year.

Boardmembers asked staff to provide additional information on data provided for Tacoma Link and Sounder South.

### Landslide Mitigation on North Sounder

Martin Young, Commuter Rail Operations Manager provided the staff report. Mr. Young provided an update on landslide mitigation efforts. WSDOT established a Landslide Mitigation Workgroup in coordination with BNSF, Amtrak, Sound Transit, other State agencies and local jurisdictions along the North corridor in late 2013. Staff first presented information about the group's work to the Operations and Administration Committee in February 2014, followed by a brief update in January 2015. The group developed short, intermediate, and long-term action plan strategies.

In the short-term, BNSF has extended the temporarily reduced permit fee to adjacent property owners. The reduced fees are being provided as an incentive to improve drainage practices through December of 2016. Intermediate strategies include six BNSF mitigation construction projects funded by the \$16.1

million WSDOT grant. These improvements are nearly complete. Four projects have been completed with the remaining two scheduled to complete within the next month. The projects include four catchment walls, a slope stabilization project and an upslope drainage project. No track blocking events have occurred at locations where work has completed. The new catchment wall just south of Everett effectively mitigated a potential blocking event, and illustrated the positive impact of the projects. There have been three blocking events resulting in 38 cancelled trips so far this season. This is an improvement over last season's 77 cancelled trips at this point in the season.

Another intermediate strategy includes work around the United States Geological Survey Assessment Model, used to monitor slope stabilization. Sound Transit and the USGS added three more Rainfall and Soil Saturation Monitoring Stations along the north corridor.

WSDOT recently announced a \$33 million grant from the State Legislature for cascade corridor slide prevention and repair through 2030 to address projects as needed. This corridor runs from Eugene, Oregon to Vancouver, BC. BNSF has already identified ten additional projects for possible WSDOT review. Mr. Young concluded by reporting that the USGS will provide a final study this summer based on data gathered this season.

#### North American Light Rail Benchmarking Group

Deputy Chief Executive Officer Mike Harbour reported that this is a new effort for Sound Transit. The North American Light Rail Benchmarking Group will look at overall numbers and meet periodically to discuss data variances and causes of those variances leading to refined benchmarks.

#### **PUBLIC COMMENT**

Paul W. Locke

#### **BUSINESS ITEMS**

##### Items for Committee Final Action

##### Minutes of the January 7, 2016 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 January 7, 2015 Operations and Administration Committee meeting be approved as presented.**

Chair Roberts announced that the next three items on the agenda relate to services for Sound Transit facilities, so staff will present a combined staff report.

Motion No. M2016-11: Authorizing the chief executive officer to execute a one-year contract with three one-year options with Action Services Corporation to provide snow and ice removal services for winter inclement weather for a total authorized contract amount not to exceed \$662,982.

John Weston, Deputy Director, Facilities, Maintenance, and Operations Department and Bill Glaeser, Non-revenue Fleet and Facilities Maintenance Administration Manager provided the combined staff report on Motion Nos. M2016-11, M2016-12 and M2016-13. Mr. Weston reported that all three proposed contracts would cover facilities including Sound Transit office buildings, all Sounder, ST Express and Tacoma Link facilities as well as new parking garages at Angle Lake, Northgate, Bellevue and other Eastside locations. The Sound Transit Operations and Maintenance Agreement with King County Metro covers Link stations and the Operations Maintenance Facility (OMF).

The snow and ice removal contract provides on-call staff to respond to winter inclement weather situations. The contract scope of work provides application of ice melt and sand on train passenger platforms and bus transit centers within a two-hour response window. The contract also provides for mechanical and manual snow clearing in the case of snow accumulation.

The second action would provide graffiti prevention and removal services. The scope of work includes application of protective coatings, weekly inspections and as-needed removal services. Sound Transit issued a Request for Proposals (RFP) in November. Of the five proposals received and evaluated, Goodbye Graffiti was determined to provide the best value based on work experience and approach to scope of work.

The third action would provide Sound Transit with licensed technicians and equipment needed to perform scheduled and on-call life safety services required by the international fire code and local Fire Marshals. In-house staff do not have the certifications required to perform this type of work. Sound Transit issued a Request for Proposals (RFP) in November. Of the four proposals received and evaluated, Red Hawk Fire and Security ranked as the top firm and best value for Sound Transit. As the current contractor, this vendor will provide a seamless transition between contracts.

In response to Boardmember Enslow's question, Mr. Weston responded that Sound Transit has a policy requiring a 24-hour response to remove gang-related graffiti or graffiti of a sexual or offensive nature.

**It was moved by Boardmember Moss, seconded by Committee Boardmember Earling, and carried by unanimous vote that Motion No. M2016-11 be approved as presented.**

Motion No. M2016-12: Authorizing the chief executive officer to execute a one-year contract with four one-year options with Clean Streets Inc., d.b.a. Goodbye Graffiti to provide graffiti prevention and removal services in the amount of \$666,494, with a 10% contingency of \$66,649, for a total authorized contract amount not to exceed \$733,143.

**It was moved by Committee Boardmember Earling, seconded by Boardmember Enslow, and carried by unanimous vote that Motion No. M2016-12 be approved as presented.**

Motion No. M2016-13: Authorizing the chief executive officer to execute a one-year contract with four one-year options with Red Hawk Fire and Security CA LLC to provide fire and life safety services in the amount of \$883,402, with a 10% contingency of \$88,340, for a total authorized contract amount not to exceed \$971,742.

**It was moved by Committee Boardmember Moss, seconded by Boardmember Earling, and carried by unanimous vote that Motion No. M2016-13 be approved as presented.**

Motion No. M2016-14: Authorizing the chief executive officer to execute individual contract amendments with 22<sup>nd</sup> Century Technologies, Inc.; Abacus Service Corporation; Mindlance, Inc.; Robert Half Technology; Slalom, LLC; and TEKsystems, Inc. to provide on-call temporary staffing services in amounts that exceed \$200,000, provided that the aggregate amount of all of the contracts does not exceed \$4,500,000.

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

Ms. Terry reported that the IT temporary staffing services contracts were put in place to ensure that IT management staff have the ability to quickly acquire skilled resources to address temporary workload demands and when necessary, backfill vacant positions until filled. The competitive nature of the region's IT job market lengthens the timeframe required to recruit and hire qualified full time employees, in turn extending the timeframe Sound Transit must retain temporary backfill staff. This contract will give Sound Transit the ability to ensure consistent service and project delivery.

**It was moved by Committee Boardmember Moss, seconded by Boardmember Enslow, and carried by unanimous vote that Motion No. M2016-14 be approved as presented.**

Items for Recommendation to the Board

Chair Roberts noted that the next three items are for recommendation to the Board and staff will provide a combined presentation for the first two items and then vote on each separately.

Motion No. M2016-16: Authorizes the chief executive officer to execute the University of Washington Station Agreement.

Joe Gildner, Executive Project Director for the University Link Extension provided the staff report with assistance from Inga Schenker, Senior Project Coordinator and Julie Marshall, Corridor Design Manager.

Ms. Schenker reported that the existing Master Implementation Agreement (MIA) between the University and Sound Transit requires an operating agreement covering insurance, safety and security prior to revenue service of the University Link Extension. The action covers general operations and maintenance requirements at the station and includes terms relating to Sound Transit maintenance of its facilities and the plaza, special event coordination, UW logo licensing, and utilities. Sound Transit will maintain the adjacent plaza area around the station. The cost for future operations and maintenance will be included in the annual budget cycles beyond 2016.

Ms. Marshall reported that like the previous motion, this action meets a directive in the MIA between the University and Sound Transit. The agreement documents detailed Vibration and Magnetic Field Monitoring Programs before we begin revenue service of the University Link Extension.

The MIA established terms and conditions for Sound Transit access to University property to operate light rail systems. The MIA specified design requirements for vibration and magnetic field mitigations and established certain thresholds at the twenty-six campus buildings. Under this agreement, Sound Transit would be responsible for providing a long-term Vibration Monitoring Program, and the University of Washington would be responsible for the long-term Magnetic Field Monitoring Program. The agreement also provides detailed communication and reporting protocols for notifications and next steps in the event that thresholds are exceeded.

Finally, the agreement re-states the liquidated damages provisions of the Master Implementation Agreement. The restated language clarifies what would happen if Sound Transit exceeds magnetic field and vibration thresholds or if the vibration monitoring system fails.

**It was moved by Committee Boardmember Moss, seconded by Boardmember Earling, and carried by unanimous vote that Motion No. M2016-16 be forwarded to the Board with a do pass recommendation.**

Motion No. M2016-17: Authorizing the chief executive officer to execute the Light Rail Transit System Operations and Maintenance Agreement for Vibration and Magnetic Fields on University of Washington Transportation Easement (Segment 1) During Revenue Service.

**It was moved by Boardmember Earling, seconded by Boardmember Enslow, and carried by unanimous vote that Motion No. M2016-17 be forwarded to the Board with a do pass recommendation.**

Motion No. M2016-18: Authorizing the chief executive officer to execute a contract amendment with Trapeze Software Group, Inc. to provide licensed software, software maintenance and support, and optional professional consulting services for the Enterprise Asset Maintenance System in the amount of \$2,427,595, with a 10% contingency of \$242,760 totaling \$2,670,355, for a new total authorized contract amount not to exceed \$5,338,767.

Chair Roberts noted that there was no longer a quorum of the Committee present and asked staff to complete the presentation.

Brian McCartan, Chief Financial Officer reported that phase 1 of the Enterprise Asset Management System project is complete and this action requests funding needed for phase 2 to expand the system to cover additional agency assets.

Tom Dowling, Senior Project Manager provided a summary of the action before the committee. This action would amend a contract with Trapeze Software Group to fund option years six through ten to cover software licenses, additional software maintenance and related consulting services for new assets in the Enterprise Asset Maintenance System. The Enterprise Asset Maintenance System tracks maintenance of agency capital assets. This contract increase will allow Sound transit to add assets from new agency projects to the system as they complete. Additional assets include U-Link, the South 200th extension, Northgate Link extension, and the Tacoma Link expansion. Software licensing under this contract is based on the number of assets under management. The contract also includes the option for professional consulting services as software enhancements become available.

Chair Roberts, noting that there were no objections to Motion No. M2016-17, directed staff to bring the motion directly to the Board with no recommendation from the Operations and Administration Committee to maintain the project schedule.

**EXECUTIVE SESSION**

None.

**OTHER BUSINESS**


None.

**NEXT MEETING**

Thursday March 3, 2016  
1:00 to 3:00 p.m.  
Ruth Fisher Boardroom

**ADJOURN**

The meeting was adjourned at 2:05 p.m.

  
\_\_\_\_\_  
John Marchione  
Operations and Administration Committee Vice Chair

ATTEST:

  
\_\_\_\_\_  
Katie Flores  
Board Administrator

APPROVED on March 3, 2016, LM