

SOUND TRANSIT OPERATIONS AND ADMINISTRATION COMMITTEE MEETING

Summary Minutes

March 3, 2016

CALL TO ORDER

The meeting was called to order at 1:00 p.m. by Vice Chair John Marchione, in the Ruth Fisher Boardroom, 401 South Jackson Street, Seattle, Washington.

ROLL CALL

Chair

(A) *Paul Roberts, Everett Councilmember*

Vice Chair

(P) *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

Vice Chair John Marchione announced that he would be chairing the meeting in the absence of Paul Roberts.

ACTING CEO REPORTS

None

REPORTS TO THE COMMITTEE

Ridership and Operations Report

Bonnie Todd, Executive Director, summarized the January 2016 Service Performance Report. Key ridership features compared with January 2015 included 2.4% growth in overall system ridership and average weekday boardings increased more than 7%. At the modal level, ST Express showed a slight decline in total ridership due to fewer Seahawk games than last year. Sounder showed strong commuter growth and increased by 6% overall. Tacoma Link showed a decline but remains within the range of the previous five years for the same month. Link showed robust growth of nearly 10%. Paratransit decreased by 19% due to changes in eligibility implemented by King County Metro in 2015.

Key Service Performance Features included an improved ST Express on-time performance resulting from additional 5,000 service hours added in September but traffic and overcrowding continue to challenge Sound Transit's ability to meet this target. Sounder scheduled percentage of trips operated was impacted by the loss of two days of service on the North line due to a mudslide event. Slide related impacts have not been as severe as in prior years since the completion of slope stabilization projects.

Sounder on time performance was down slightly almost exclusively due to freight interference. Tacoma Link met all performance targets for the month. Link met all performance targets with the exception of fare box recovery. The first month of the year is not typically reflective of the annual performance targets.

The combined fare evasion rate was 2.7%, a significant improvement and fare inspections met the target for the month.

Ms. Todd concluded her report with an update of activity related to the opening of University Link. Operator training is complete and trains have been making pre-revenue trips to the University since February. The tracks are under Operations Department control and once safety certification work is completed, the Operations Department will take over control of the stations. There is an extensive outreach plan to support the U-Link launch and the subsequent service change.

In response to a Boardmember question, David Huffaker, Deputy Executive Director of Operations provided information about current parking capacity. South Tacoma in Pierce County has some available capacity but the Tacoma Dome location is at almost 100% capacity. There are some available stalls at South Hill and Bonny Lake Park-and-Rides.

In response to a Boardmember question, Ms. Todd explained that while Sound Transit is supposed to have priority over freight engines during certain hours of the day, BNSF has the ability to add freight trains when there is opportunity. Sometimes issues occur creating unanticipated interference. Sound Transit continues to work with BNSF as they work to balance availability for all track uses.

PUBLIC COMMENT

None

BUSINESS ITEMS

Items for Committee Final Action

Minutes of the February 4, 2016 Operations and Administration Committee Meeting

It was moved by Boardmember Moss, seconded by Boardmember Enslow, and carried by unanimous vote that the minutes of the February 4, 2015 Operations and Administration Committee meeting be approved as presented.

Motion No. M2016-21: Authorizing the chief executive officer to execute a three-year contract with Totem Electric of Tacoma, Inc. to provide emergency on-call overhead catenary system and substation repair and maintenance services for Tacoma Link light rail for a total authorized contract amount not to exceed \$216,340.

Robert Blackburn, Tacoma Link Operations Manager and Paul Denison, Light Rail Operations Director provided the staff report. Mr. Denison reported that Sound Transit staff is equipped to perform preventative maintenance and minor to medium repair tasks for Tacoma Link. This contract would provide repair services in the event of major outages on the overhead catenary systems or substations required to power Tacoma Link's vehicles. The contract covers Tacoma Link's traction power system for the entire line and the two substations on an as needed basis.

It was moved by Boardmember Enslow, seconded by Committee Boardmember Earling, and carried by unanimous vote that Motion No. M2016-21 be approved as presented.

Motion No. M2016-22: Authorizes the chief executive officer to execute a contract amendment with Steer Davies Gleave to provide software development services for the Sound Transit's Mobile Website project in the amount of \$280,000, for a new total authorized contract amount not to exceed \$673,508.

Jason Weiss, Chief Information Officer and Michael Berman, IT R&T Program Manager provided the staff report. Mr. Weiss reported that this action would exercise an option to extend the contract term for a year in order to implement the next series of enhancements to the mobile website as determined by the User-Centered Design process. Sound Transit could package new features to become available every month or two.

It was moved by Committee Boardmember Moss, seconded by Boardmember Enslow, and carried by unanimous vote that Motion No. M2016-22 be approved as presented.

Motion No. M2016-23: Authorizes the chief executive officer to execute a contract amendment with Dell Marketing L.P. to provide technology software, hardware and related maintenance services in the amount of \$1,002,720, for a total authorized contract amount not to exceed \$1,200,000.

Jason Weiss, Chief Information Officer provided the staff report. Mr. Weiss explained that utilizing the State of Washington's contract with Dell provides significant savings. The State has extended their contract with Dell and Sound Transit is requesting the amendment in order to maintain consistency with the State's contract. The contract will provide the forecasted hardware refreshes and equipment required for new employees. In response to a Boardmember question, Mr. Weiss reported that Sound Transit standards refresh desktops every five years and laptops every four years to maximize productivity.

It was moved by Committee Boardmember Enslow, seconded by Boardmember Earling, and carried by unanimous vote that Motion No. M2016-23 be approved as presented.

Motion No. M2016-24: (1) Authorizes the chief executive officer to continue the license agreement with Northwest Financial Group, Inc. for a portion of the property located at 1899 120th Ave. NE, Bellevue, WA on a month to month basis until Sound Transit terminates the agreement for Sound Transit business purposes, and (2) authorizes the collection of lease revenue in excess of \$200,000.

Kevin Workman, Director of Real Property provided the staff report. Mr. Workman reported that Sound Transit acquired the property located at 1899 120th Avenue NE in Bellevue as a protective acquisition for potential construction of the Operations and Maintenance Satellite Facility (OMSF) and related improvements. Northwest Financial Group pays Sound Transit current market rates under a license agreement for use of the property. This action would allow the agreement to remain in effect on a month-to-month basis until Sound Transit needs the property for construction, and extends authority to the CEO to collect lease revenue in excess of \$200,000.

It was moved by Committee Boardmember Enslow, seconded by Boardmember Earling, and carried by unanimous vote that Motion No. M2016-24 be approved as presented.

Motion No. M2016-25: Authorizes the chief executive officer to execute a one-year contract with three one-year options with Brian Mason Consulting, to provide The Intensive Leadership Development Course as part of the Management Excellence Program for a total amount not to exceed \$304,000.

Tito Harris, Talent and Organizational Development Program Manager provided the staff report. Mr. Harris reported that this action would support the continuation of Sound Transit's Management Excellence Program (MEP). The vendor would conduct the Intensive Leadership Week, a five-day course focusing emotional intelligence, group dynamics, systems thinking and theory, and conflict resolution. Sound Transit expects to have forty-two participants in the program this year. CEO, Peter Rogoff added that building the supervisory and managerial skills of Sound Transit subject matter experts is important and valuable.

It was moved by Committee Boardmember Moss, seconded by Boardmember Enslow, and carried by unanimous vote that Motion No. M2016-25 be approved as presented.

Motion No. M2016-26: Authorizes the chief executive officer to execute a contract amendment with Waldron Inc. for Knowledge Transfer solution services in the amount of \$236,500 for a new total authorized contract amount not to exceed \$386,500.

Tito Harris, Talent and Organizational Development Program Manager provided the staff report. Mr. Harris reported that in 2014, as part of a strategic workforce planning effort, Human Resources identified a number of key divisions and departments with highly specialized knowledge. The workforce planning effort focused on ways to plan for employee succession plans as needed and retain specialized and critical knowledge if employees leave the organization. Human Resources successfully completed a pilot. This action would support projects already in progress as well as future planned projects. Knowledge Transfer projects typically have three primary phases including identification of knowledge silos, development of a Skilled Development Plan to capture that knowledge and finally, transference of knowledge from Mentor to Mentee. A procurement is underway to secure a vendor to continue the program after the current contract expires in July 2016.

It was moved by Committee Boardmember Earling, seconded by Boardmember Moss, and carried by unanimous vote that Motion No. M2016-26 be approved as presented.

EXECUTIVE SESSION

None

OTHER BUSINESS

None

NEXT MEETING

Thursday April 7, 2016
1:00 to 3:00 p.m.
Ruth Fisher Boardroom

ADJOURN

The meeting was adjourned at 1:38 p.m.



Paul Roberts
Operations and Administration Committee Chair

ATTEST:



Katie Flores
Board Administrator

APPROVED on April 7, 2016, LM