

SOUND TRANSIT OPERATIONS AND ADMINISTRATION COMMITTEE MEETING

Summary Minutes

October 4, 2018

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

(P) Joe McDermott, King County Council Member

Boardmembers

(P) David Baker, Kenmore Mayor

(P) Dave Earling, Edmonds Mayor

(P) Kent Keel, University Place Mayor Pro Tem

(P) Ron Lucas, Steilacoom Mayor

(A) Pete von Reichbauer, King County

Councilmember

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

REPORT OF THE CHAIR

None.

CEO REPORT

None.

REPORTS TO THE COMMITTEE

Ridership and Operations Report

Bonnie Todd, Executive Director of Operations, provided the report. System wide ridership increased by nearly four percent, compared to August of 2017. Average weekday boardings increased by 3.5 percent compared to August 2017. Sounder commuter rail and Link light rail continued to drive ridership gains.

ST Express ridership decreased slightly by approximately 2 percent, compared to the same time last year. Tacoma Link ridership decreased by approximately 14 percent during the month of August, the decline in ridership is attributed to fewer special events in downtown Tacoma compared to last year and fewer available parking spaces at Tacoma Dome due to renovation activities.

Link Track Repair

At the board meeting last week, CEO Peter Rogoff mentioned critical Link track work that will happen from October 5 to 7, 2018, between Rainier Beach and Tukwila International Boulevard Stations. During routine track inspections, Sound Transit maintenance crews discovered rail head damage just south of the Rainier Beach station where Sound Transit tracks cross I5. The damage was identified on 1200 feet of the northbound track. The agency will now know the cause of the damage until a metallurgical and engineering analysis can be performed after the damaged rails are removed.

Since this was discovered, trains have been reduced to 10 miles per hour in this section, with nominal to no impact to the overall schedule and to riders. The repairs will be completed over several days, with one day of full closure to the area, wherein a bus bridge will be provided. It is anticipated that work will be completed in this allotted time frame, but late night contingency plans have been developed if more time is needed, to ensure that service is back up for the Monday morning rush hour.

PUBLIC COMMENT

Alex Tsimmerman

BUSINESS ITEMS

Items for Committee Final Action

Minutes of the September 6, 2018, Operations and Administration Committee Meeting

It was moved by Boardmember Baker, seconded by Boardmember Marchione, and carried by unanimous vote that the minutes of the September 6, 2018 Operations and Administration Committee meeting be approved as presented.

Motion No. M2018-112: Authorizing the chief executive officer to execute a four year contract with Cascadia Consulting Group to provide on-call sustainability consulting services to Sound Transit for a total authorized contract amount not to exceed \$1,182,000.

Jamie Brinkley, Sustainability Planner, provided the staff report. The proposed action would authorize a four year contract with Sustainability consulting for technical expertise that is beyond the capability and depth of in-house staff. The contract would be authorized on an on-call task order basis, and would be available for other departments to use as well. This work would be for the purpose of identifying and tracking future sustainability improvement opportunities for the agency.

Boardmember Lucas asked about the previous contract with this firm, and the expenditures per year. Ms. Brinkley replied that the annual rate of expenditure has averaged \$240,000. Mr. Lucas asked about the difference between this sustainability work and the work that is built in to capital project procurements, as every capital project has a sustainability budget. Amy Shatzkin, Sustainability Program Manager, replied that this consulting work covers research and analysis of best practices that is used agency wide and does not cover project specific work.

It was moved by Boardmember Baker, seconded by Boardmember Earling, and carried by the vote of all committee members present, that Motion No. M2018-112 be approved as presented, with Boardmember Lucas voting in the minority.

Motion No. M2018-113: Authorizing the chief executive officer to execute a contract amendment with RiskSense, Inc. to provide Information Technology Security Assessment Services in the amount of \$80,310, for a new total authorized contract amount not to exceed \$236,250 plus applicable taxes.

Alex DiGiacomo, Chief Information Security Officer, provided the staff report. The proposed action would authorize a contract extension with RiskSense, Inc. for Information Technology Security Assessment Services. This action would authorize a contract option within the initial competitively procured contract with this firm. Funding requested would cover required security assessments in accordance with the International Organization for Standardization (ISO) 27001 Information Security Management Systems Standard and the Payment Card Industry (PCI) Data Security Standard (DSS).

Boardmember Keel asked if this contract will cover all security audit work conducted by the agency, or if this is a small subsection of work done. Mr. DiGiacomo replied that this contract covers specific audits required for the collection of credit card payments via several input sources, and it is Information Technology based. He continued that there is a further competitively procured contract being sought for further information security work.

Boardmember Lucas asked about the agency's ability to ensure that credit card information being stewarded by Sound Transit is secure. Mr. DiGiacomo explained that the PSI has a series of best practices and reasonable assurances that they require to allow businesses to accept funds via credit cards, and Sound Transit is in compliance with all of those requirements.

Mr. Rogoff commented that in addition to these audits and security work being done, there will be a future update scheduled from Jason Weiss, the Chief Information Officer, to give an overall presentation on the agency's information security approach. This briefing would be given in an executive session.

Committee Chair Roberts asked about the frequency of these audits, and whether it has come up that institutional memory is lost due to the practice of competitively procuring the work frequently. Mr. DiGiacomo responded that it is part of the duties of the internal Information Security Division to ensure the maintenance of institutional knowledge and to formalize and capture all progress made on this work.

It was moved by Boardmember Keel, seconded by Boardmember Lucas, and carried by unanimous vote that Motion No. M2018-113 be approved as presented.

Motion No. M2018-114: Authorizing the chief executive officer to execute a contract with Baultar Concept, Inc. to provide Floor Edging and Doorway Threshold Covers for Link light rail vehicles in the amount of \$204,032, with a 10% contingency of \$20,403, for a total authorized contract amount not to exceed \$224,435 plus applicable taxes.

George McGinn, Link Maintenance Manager, and Uday Parmar, Link Maintenance Superintendent, provided the staff report. This proposed action would authorize a contract to replace floor edging and doorway threshold covers located on the LRV floor that have become worn and reached the end of their life. The current Link light rail vehicles (LRVs) are reaching mid-life overhaul mileage and are undergoing mid-life overhauls on several systems.

This contract will supply subject parts for 62 LRVs including spare inventory for two car sets, this is the entire currently operating fleet. Removal of old parts and installation of upgraded parts would be performed by Sound Transit's Link Light Rail Vehicle Maintenance Contractor (King County Metro) and is within the work scope of the current operating agreement and operating budget.

Boardmember Keel asked if these updated edgings would be added to new Link fleet vehicles when they are procured. Mr. McGinn replied that new cars will have new and updated spec sheets, but they will also be from a different manufacturer so there will some variance.

It was moved by Boardmember Earling, seconded by Boardmember McDermott, and carried by unanimous vote that Motion No. M2018-114 be approved as presented.

Motion No. M2018-115: Authorizing the chief executive officer to execute a three-year contract with two one-year options to extend with Convergent Technologies, LLC to provide Link systemwide fire alarm testing and services support in the amount of \$545,299, with a 5% contingency of \$29,503, for a total authorized contract amount not to exceed \$574,802 plus applicable taxes.

Harold Demorest, Director of Operations Engineering and Technology, and Ted Ellis, Deputy Director of Operations Technology, provided the staff report. The proposed contract approval with Convergent Technologies, LLC will provide vendor support for the Link station fire panels that are critical to fire-life-

safety system operation. Sound Transit uses FireWorks software to provide monitoring information from Link underground station fire alarm control panels to the Link Control Center and station fire command centers. Some of the system workstations are on different versions, with at least one running on older, unsupported hardware.

Boardmember Lucas asked if this is being sought due to existing mechanical issues with the system. Mr. Demorest responded that the maintenance and improvements are needed as the system is highly outdated, and in some areas is so obsolete it is unsupported.

It was moved by Boardmember Earling, seconded by Boardmember Keel, and carried by unanimous vote that Motion No. M2018-115 be approved as presented.

Motion No. M2018-116: Authorizing the chief executive officer to execute a contract with IBI Group to provide consulting services, to review and certify data from the Automated Passenger Counter systems for Sound Transit's rail modes, in the amount of \$428,630, with a 10% contingency of \$42,863, for a total authorized contract amount not to exceed \$471,493.

Susan Mason, Senior Planner, Office of Planning and Innovation, and Michael Couvrette, Service Planning Manager, provided the staff report. Under this contract, the consultant would conduct an analysis of the existing Automatic Passenger Counts (APC) data collection, processing, and reporting methodology as well as quality control procedures for Link, Tacoma Link, and Sounder. The outcomes will ensure reporting requirements are met for Link, Tacoma Link, and Sounder for the 2019 Federal Transit Administration (FTA) mandatory reporting year, as well as for upcoming years with the addition of new APC equipment on the Link and Tacoma Link light rail vehicles. As a recipient of federal funding for transit operations, Sound Transit is required to collect and report unlinked passenger trips (UPT) and passenger miles traveled (PMT). Each year, Sound Transit reports UPT data to the National Transit Database (NTD) via the annual report.

Beginning in 2019, new light rail vehicles will be delivered to support future Link extensions. All vehicles in the new fleet will be equipped with APC equipment. The new APC system on the new Siemens Link vehicles will be different than the existing APC system on the Kinkisharyo Link vehicles. Additionally, a new Link Operations & Maintenance Facility will begin operation in 2023. These changes will need to be taken into account as the agency collects and reports ridership data.

Sound Transit issued Request for Proposals (RFP) No. RTA/RP 0193-18 in August 2018. Three proposals were received, and a cross-functional committee evaluated the proposals. After evaluating the proposals, IBI Group was determined to be the highest ranked firm who best met the evaluation criterion and offered the best value to Sound Transit.

It was moved by Boardmember Keel, seconded by Boardmember Earling, and carried by unanimous vote that Motion No. M2018-116 be approved as presented.

Items for Recommendation for the Full Board

Motion No. M2018-117: Authorizing the chief executive officer to execute a seven-year agreement with two seven-year options to extend with the King County Sheriff's Office to provide sworn law enforcement services between January 1, 2019, and December 31, 2040.

Ken Cummins, Director of Public Safety, provided the staff report. This proposed action would establish a seven year agreement with the King County Sheriff's Office to provide dedicated law enforcement services for Sound Transit operations, facilities, and administration buildings throughout King County and, through reciprocal agreements, Pierce and Snohomish counties. The services include having a uniform police presence focused on customer safety, providing specific follow-up to transit-related

crimes, having the ability to address transit misconduct or nuisance issues, and providing systemwide emergency response.

The King County Sheriff's Office was selected because the majority of Sound Transit's services operate in King County. For example, Link only operates in King County, so the county is the only law enforcement agency with jurisdiction through the Link alignment. This agreement is contingent upon adoption by both the Sound Transit Board and the King County Council. The King County Council will consider adoption of the agreement later in 2018. The agreement would become effective January 1, 2019.

Boardmember Keel asked if this agreement includes other services that the Sheriff's Office can provide, including the Bomb Squad and SWAT resources if needed. Mr. Cummins responded that yes, this agreement includes all services on an as-needed basis that would be regularly provided by the King County Sheriff's Office.

Boardmember Lucas asked what the rationale was behind adding a third shift to this agreement since the last agreement. Mr. Cummins responded that as the service area and the hours of service provided continue to expand, the necessary coverage of policing has expanded. He continued that as Sound Transit takes over ownership of the Downtown Seattle Transit Tunnel (DSTT) there is also needed coverage after revenue service hours.

Boardmember Lucas asked if there is regular reporting to the CEO and necessary leadership for all incidences booked. Mr. Cummins responded that there is a monthly incident report that goes to the CEO as part of an executive security protocol, which includes a monthly safety meeting chaired by one of the Deputy CEO's.

It was moved by Boardmember Baker, seconded by Boardmember Earling, and carried by unanimous vote that Motion No. M2018-117 be forwarded to the Board with a do-pass recommendation.

Motion No. M2018-118: Authorizing the chief executive officer to execute a five-year contract with one two-year option to extend and one one-year option to extend with Securitas Security Services USA, Inc. to provide public safety and security services in the amount of \$158,550,865 with an 8% contingency of \$12,684,069 for a total authorized contract amount not to exceed \$171,234,934 plus applicable taxes.

Ken Cummins, Director of Public Safety, provided the staff report. Public safety and security services provided in this contract would include transit security, fare enforcement, and Security Operation Center (SOC) operations based on an approved schedule and set rates. This contract provides public safety and security services for all Sound Transit-owned and operated facilities in King, Pierce, and Snohomish counties including all administrative offices and maintenance facilities. Public safety and security functions are also provided onboard for Sounder, Link, and Tacoma Link services.

Working in conjunction with the agency's contracted law enforcement, the contracted security provider provides the majority of the personnel executing Sound Transit's Public Safety and Security strategy. A Request for Proposals (RFP) was issued on April 18, 2018, for these services. Six proposals were received. Proposals were evaluated by an evaluation committee and the proposal from Securitas Security Services USA, Inc. was selected as the best value for Sound Transit.

This contract includes estimated service hours for the additional services needed for the Downtown Seattle Transit Tunnel, Northgate Link Extension, Eastlink Extension, Federal Way Link Extension, and Lynnwood Link Extension to include post-substantial completion and pre-revenue security services. The current agreement for security services with Securitas Security Services USA, Inc. expires December 31, 2018. The total authorized amount will cover all eight potential years of the contract.

It was moved by Boardmember Lucas, seconded by Boardmember Baker, and carried by unanimous vote that Motion No. M2018-118 be forwarded to the Board with a do-pass recommendation.

EXECUTIVE SESSION

None.

OTHER BUSINESS

None.

NEXT MEETING

Thursday, November 1, 2018

1:00 to 3:00 p.m.

Ruth Fisher Boardroom

ADJOURN

Chair Roberts adjourned the meeting at 2:01 p.m.



Paul Roberts
Operations and Administration Committee Chair

ATTEST:


Katie Flores
Board Administrator

APPROVED on 11/1/2018. PIA.