

**Minutes
Board Planning and Development Committee**

June 1, 2006

Mr. Zimmerman called the meeting to order at 9:35 a.m. Present were:

Committee Members:

Mr. Christopher Zimmerman (Chair)
Mr. Charles Deegan
Mr. Jim Graham
Mr. Dana Kauffman
Mrs. Gladys W. Mack
Ms. Catherine Hudgins
Mr. Robert Smith

Other Board Members:

Mr. Marcell Solomon
Mayor William Euille

I. APPROVAL OF MINUTES: The minutes of May 4, 2006, Planning and Development Committee meeting were accepted and approved as presented.

Mr. Tangherlini acknowledged that this was Hope Mizelle's last Planning and Development meeting after 32 years of service to the Authority.

II. ACTION ITEMS:

A. Approval of Project Development FY 07

Mr. Edward Thomas and Mr. Nat Bottigheimer sought to obtain concurrence of the Planning and Development Committee and Board approval on the proposed FY 07 Project Development Program as part of the FY 07 Capital Improvement Program (CIP).

Mr. Smith asked if the Board had received a copy of the 2005 Development-Related Ridership Survey. Mr. Bottigheimer stated that copies of the survey had been issued to the JCC but not the Board. He also stated that he would provide the materials to Board members.

The Board asked for further information regarding the vision plans for the Maryland stations contained in Attachment 1 of the presentation. Mr. Bottigheimer stated that the projects were improvement segments and not specific requests for particular visions. He noted that WMATA has been primarily focused on the Central Avenue corridor study; there has been a study at Shady Grove analyzing the escalator capacity; WMATA has been supporting the parking project at Glenmont; and the Branch Avenue station, where the project was delayed due to issues with procurement.

The Board commented that the subtitle "Station Vision Plans" is misleading when WMATA is only accommodating sections of each station. Mr. Thomas stated that initially when creating the Station Area and Access Planning Program there were issues that the community had with (present or future) joint development plans. In developing Division Plans, WMATA will work with the community to ascertain their plans and will bring forward WMATA joint development options. Mr. Thomas also mentioned that the Cheverly Station was dropped from the list and the Largo Town Center station was added in its place. He also stated that WMATA has been working closely with the communities surrounding the Largo Town Center and Franconia-Springfield Stations via community meetings with developers to ultimately create one vision plan for each station.

Mr. Smith asked if any product has been developed from the meetings and if WMATA has a vision plan for any of the stations. Staff responded no. Mr. Smith asked how much of the State of Maryland's \$560,000 budget has been spent for station vision plans. Mr. Bottigheimer stated only a small amount has been spent. He said that the actual product remains to be demonstrated, most of the projects did not start until January/February, and WMATA has been working with the communities including civic associations to create a scope.

Mr. Zimmerman stated that part of the problem has been that WMATA's role is evolving. He went on to say that only recently have jurisdictions welcomed WMATA in constructing this process and WMATA's involvement is completely dependent upon the jurisdictions, their structures, and particular needs of the stations within the jurisdictions.

The Board noted that a column showing the amount spent was missing from the presentation. Mr. Tangherlini and Mr. Zimmerman agreed that the presentation did not contain a cost column. Mr. Zimmerman also commented that staff should provide a way of indicating what WMATA is producing. In addition, Mr. Smith requested that staff provide additional information on what the real visions are for the jurisdictions with graphic illustrations. Staff offered to provide this information.

Mr. Kauffman thanked Mr. Bottigheimer for his time invested in the Urban Land Institute study.

Ms. Hudgins asked for additional clarity on how much of the FY 06 budget will be carried over to FY 07. Mr. Thomas stated that it takes about 18 months to implement the Project Development Program. Because of the way in which we receive funding, there is historically a carry-over amount. In the past, WMATA did not order all of the work in the year that the funds were approved because the jurisdictions provided the funding on a quarterly basis. Staff has been working and will continue to work with the Chief Financial Officer to determine how to manage the cash flow more effectively to get the work done faster. Mr. Thomas stated that in FY 07 WMATA should not have as much carry-over and staff will be able to provide a better outlook of the expenditures and deliverables. Mr. Tangherlini noted that this is one part of the capital program that still operates on obligation basis instead of cash basis.

Mr. Smith stated he had difficulty understanding how the money was allocated to each

jurisdiction. Mr. Zimmerman reminded the Committee that funds are allocated to jurisdictions by formula and WMATA is working directly with the jurisdictions to determine how the funds are spent.

Mr. Deegan asked why the Cheverly Station does not appear on the FY 07 proposal. Mr. Bottigheimer said that WMATA had some jurisdictional issues; however, funds could be reallocated to the Cheverly Station, if needed. Mr. Deegan stated that he knew two persons that would like to conduct projects at Cheverly. Mr. Bottigheimer noted that WMATA will review the jurisdictional allocations.

Motion was carried.

B. Telephone Switch Replacement

Mr. David Couch and Mr. Sarj Akhund sought to obtain concurrence of the Planning and Development Committee and Board approval to advertise and award a contract to replace WMATA's telephone system.

Mr. Zimmerman questioned the \$24M budget line item in the MEAD. Mr. Couch stated that it is Automatic Train Control (ATC) & Power Systems - a roll up of several different line items, i.e., train controls, communications, and high voltage power which are all rolled-up into one ATC line item.

Mr. Zimmerman asked if there was a line item established for communications and if there was \$17M set aside specifically for communications. Mr. Couch stated that there was a line item created for communications that is within the overall \$24M roll-up. Mr. Zimmerman asked if \$17M of the \$24M is for communications, and if so how are the rest of the funds being used if not for ATC and Power Systems. Mr. Couch noted that ATC and Power Systems are small components that do not include traction power for which WMATA is contributing the largest investment. Traction power is on a different line item.

Mr. Zimmerman asked if the Infrastructure Renewal Program (IRP) office planned for this project or if this was merely reallocation of funds for this particular need. Mr. Couch stated that the IRP has parameters based on life-cycles of equipment.

Mr. Zimmerman asked if IRP anticipated this request for the Spring 2006. Mr. Couch stated the phone system was part of the request. IRP has a series of items with life-cycles that must be combined into contract packages. There may have been two or three different switches designated for phones that had been combined to ultimately form the phone contract package.

Mr. Salpeas commented that WMATA has been having a difficult time trying to find capacity for the telephones. He also said that with the last two parking garages WMATA had a difficult time trying to provide the emergency telephone lines because we are running out of switch capacity; staff anticipated the problem and was able to open the garages on schedule.

Mr. Woodruff stated that the line item was properly budgeted.

Mr. Zimmerman reminded the Committee that this action for \$17M is to initiate and award a contract.

Ms. Hudgins noted that only the protocol and the cost have been assigned but no other parameters such as the vendor have been brought forth. Mr. Salpeas stated that if everything goes well, then there will be no need to come back to the Board.

Mrs. Mack and Mr. Zimmerman questioned the title of the item and noted that the names of the presentation should have meaning. They also asked if this is the typical procedure for such a large contract with only a three-page presentation. Mr. Tangherlini responded that there wasn't a lot to describe other than there was a switch and a lot of equipment. He further said if the Committee would like staff to come back to seek approval before award, staff would do so.

Mr. Deegan asked if the installation for a telephone switch at Carmen Turner Facility, in support of the relocation of the Silver Spring office, is included in this item. Mr. Couch noted that the relocation of Silver Spring office is a separate project and is not included in this item.

Mr. Solomon asked how much longer can we expect to use the current telephone system. Mr. Couch stated that there is a problem trying to acquire replacement parts from the manufacturers. In addition, this item is needed because it eliminates single point failure.

Mr. Solomon asked what is the time frame for issuing the Requests for Proposal (RFP) along with selection. Mr. Couch noted that design has been completed and the RFP will go out within 30 - 60 days of Board approval, followed by an evaluation process with a contract being awarded early in the fall. Due to the complexity of the cut-over, the construction period would last 24 months.

Mr. Zimmerman commented that staff should provide all presentation information (shown/not shown) to the Committee members in advance.

Mr. Deegan questioned what would happen to the phone switch if WMATA moved from the Jackson Graham Building. Mr. Akhund stated WMATA has a redundant system at Carmen Turner Facility, if WMATA moves from the Jackson Graham Building then this system can be taken out/switched to a new location. With the new Carmen Turner Facility system, WMATA will have the switch and capability completely redundant for all of the systems that we have. Mr. Couch cautioned that the changeover is a gradual process.

Mr. Kauffman questioned how the new system would affect creating a single customer service line, providing backup phone coverage, and establishing capability with contractor systems.

Mr. Tangherlini noted that WMATA could keep the same phone system for a couple years. On the backup phone coverage, the system proposed is a hybrid that has the maximum flexibility interacting with legacy and modern equipment. Mr. Couch stated that staff choose hybrid instead of Voice over Internet Protocol (VoIP) because WMATA uses emergency phones every 800ft and VoIP would not accommodate this function. Mr. Tangherlini commented that this is a \$17M contract for phones throughout the system which will interface better with modern equipment and with contractors. In addition, Mr. Tangherlini stated that this capability provides the backbone for WMATA to have a single number that could spread across a variety of different terminal locations.

Motion was carried.

III. Information Items:

A. Annual Update on Metro Matters Yards

The Planning and Development Committee decided to defer this item until next month due to time constraints.

B. IT Peer Review Findings

Mr. Rod Burfield with Ms. Suzanne Peck, the District of Columbia's Chief Technology Officer (CTO), Ms. Alisoun Moore, Montgomery County's Chief Information Officer (CIO), and Ms. Wanda Gibson, Fairfax County's CIO, updated the Committee on the findings and recommendations of WMATA's IT Peer Review.

Mr. Zimmerman asked for clarity on administrative applications section shown in the Information Technology Capability Pyramid. Ms. Peck stated they refer to generic roles including payroll, personnel, fixed assets, legal and procurement departments.

Mr. Zimmerman asked for the significance of the colors in the pyramid. Ms. Peck stated that the red level is the stage that WMATA needs to address, the yellow stage indicated WMATA is progressing and the green stage showed what WMATA is doing well. She also stated that the blue circles indicated the short-term high priority level projects.

Mr. Zimmerman asked if the presentation would be turned into a formal report. Mr. Burfield stated in September 2006 WMATA will present a formal strategic three to five year business plan on crucial factors such as structure, staff and dollar amounts required to achieve the ultimate goals. Furthermore, staff will come to the Committee on a regular basis using the pyramid model to clearly identify WMATA's progress. In restructuring WMATA's IT department, business professionals will be able to work along side the IT department to achieve a common goal of optimizing and leveraging the investments that the Authority has made.

Mr. Salpeas reminded the Committee that WMATA's Metro Matters budget of five years has \$25M built-in for IT capital improvements. Mr. Smith asked if the \$25M would be sufficient funding for this project. Ms. Peck stated that in the District, they have spent approximately \$750M of capital funds on information technology over an eight-year period.

Mr. Tangherlini noted that there are projects like ATC and Power Systems Replacements that include investments in infrastructure, like the switch plan, that are on top of the \$17M. He also stated that in September, WMATA needs to address the infrastructure investments, the resources WMATA has, and the resources WMATA needs.

Mr. Smith asked staff for more detail on the IT consultants becoming Full Time Equivalents.

Mrs. Mack thanked the team and stated that the structure of the presentation was very clear in pinpointing where WMATA's IT department stands.

Mayor Euille stated the importance of forming IT partnerships with outside agencies to avoid duplications of work.

Ms. Hudgins noted that having a civil business involvement with such a level of expertise has provided the reassurance the Committee needed to provide future expenditure allocations.

Mr. Deegan commented that he was pleased to have the discussion and Mr. Tangherlini should be commended for this accomplishment.

Mr. Graham thanked the team and noted that perhaps this presentation can be a model for other contributions from WMATA's jurisdictions.

Mr. Zimmerman moved that the Policy/Legislative and Administration Committee convene immediately after the Planning and Development Committee.

Meeting adjourned at 11:25 a.m.