

## PERFORMANCE OVERSIGHT COMMITTEE MEETING

June 21, 2018

The meeting was called to order at 9:00 a.m. in Port Authority's Neal H. Holmes Board Room located on the fifth floor of the Heinz 57 Center with the following in attendance:

### Board Committee Members

Michelle Zmijanac, Chair  
Jennifer Liptak  
Rob Vescio

### Other Board Member

John Tague  
Ann Ogoreuc

#### 1. Approval of Minutes:

Minutes from the May 14, 2018 Performance Oversight Committee meeting were approved.

#### 2. Proposed Resolutions:

There were four resolutions reviewed by the Performance Oversight Committee.

The Committee first reviewed four procurement items and found the bids to be in accordance with the Authority's procurement policies and procedures, the prices to be fair and reasonable, and the bidders to be responsive and responsible.

The Performance Oversight Committee agreed to recommend for award the four items discussed at the meeting for the total amount of \$1,345,360.

The next resolution reviewed by the Performance Oversight Committee was authorization to award a construction contract for the LED Lighting Upgrades project. It was reported at the meeting that the Authority wishes to upgrade the existing lighting systems in the maintenance and storage areas at South Hills Junction Building #1 and the Ross, Collier and East Liberty Garages. The work would also include upgrading high bay lighting at the Steel Plaza and Wood Street Stations.

Bid documents were prepared and publicly advertised and eight bids were received. It has been determined that the bid of TSB, Inc., d/b/a Schultheis Electric, is the lowest responsive bid from a responsible bidder meeting the Authority's specifications.

The Performance Oversight Committee agreed to recommend awarding the contract to Schultheis Electric, in the amount of \$2,712,621, subject to completing all pre-award requirements.

The next resolution reviewed by the Committee seeks authorization to amend the Travel and Expense Reimbursement Policy. It was reported at the meeting that the Authority maintains a set of guidelines and procedures for the reimbursement of travel expenses incurred by employees in performing business-related activities.

Management wishes to amend the policy to make various changes, including requiring that the Authority book hotel and other lodging reservations for employees traveling on business, ensuring employees utilize public transportation during out-of-town travel whenever feasible and making other administrative updates and clarifications.

The Performance Oversight Committee agreed to recommend approving the amended Travel and Expense Reimbursement Policy attached to the resolution as Exhibit A.

The final resolution reviewed at the meeting was Authorization to Enter into an Interagency Cooperation and Reimbursement Agreement with the Pennsylvania Turnpike Commission to study transportation funding and develop options for the future.

Pursuant to Act 89, the PA Turnpike Commission makes annual payments to the Pennsylvania Department of Transportation, some of which supports transit programs. The Authority has benefitted from Act 89 through a capital improvement program and stable operating funding and wants to take proactive steps to ensure a reliable and sustainable source of transportation funding exists in future years.

It was reported at the meeting that the Turnpike Commission wishes to work with the Authority to study the state of transportation funding.

The Performance Oversight Committee agreed to recommend entering into the Agreement with the Pennsylvania Turnpike Commission for the completion of the study for a total not-to-exceed amount of \$205,000.

### 3. Financial Report:

CFO Peter Schenk reported that Total Operating Revenues through May were approximately 5.1 million dollars higher than budget, principally due to higher Passenger Revenues. It was reported that Total Expenses through May were approximately 16.4 million dollars under budget. Total subsidies were approximately \$481,814 under budget, which is a timing issue with State Operating Assistance. Subsidies should be on budget by fiscal year-end.

With no further business, the meeting was adjourned.