

PORT AUTHORITY OF ALLEGHENY COUNTY
MINUTES OF THE REGULAR BOARD MEETING
FRIDAY, JANUARY 24, 2020

The Regular Meeting of the Board of Port Authority of Allegheny County was held on Friday, January 24, 2020, at 9:30 a.m., at the Authority's Administration Offices, 345 Sixth Avenue, Pittsburgh, Pennsylvania, 15222-2527, pursuant to due public notice given as required by law.

Board Members

Jeff Letwin, Chair
Jennifer Liptak
Michelle Zmijanac
John Tague
Stephanie Turman
Ann Ogoreuc
Senator Jim Brewster
Representative Lori Mizgorski
Representative Austin Davis
Joel Lennen, General Counsel

Media

Ed Blazina, Post-Gazette

Port Authority Staff

Katharine Kelleman, chief executive officer, David Huffaker, chief development officer, Jim Ritchie, chief communications officer, Inez Colon, chief Human Resources officer, Maurice Bell, chief operations officer, Mike Cetra, chief Legal officer, Adam Brandolph, Public Relations manager, Jeffrey Devlin, chief information officer, Darcy Cleaver, assistant manager Passenger Amenities, Keith Wargo, chief engineer, Amy Silbermann, director Planning, Ed Typanski, director Grants & Capital Programs, Sarah Kastelic, Digital Communications specialist, Phillip St. Pierre, director Service Planning and Scheduling, Kelsey Shannon, director Business & Corporate Relations, Fred Buckner, Associate Contract Specialist, Todd Stoker, director Claims, Tony Trona, director Purchasing and Materials Management, Catherine Terrill, sr. contract specialist, Melissa Rubin, internal communications program manager, Jerimaine Ward, manager Contract Administration, Kathy Lucas, administrative assistant, Diane Williamson, executive assistant.

Other

Carolyn Lenigan, Glenn Walsh, Dave Haines AECOM, Dan Laird, Hill International, Bob Hurley, GAI Consultants, Brian Schull, SHI Engineers Consultants, Jim Keener, ACTC, Dan Yablonsky, PPT, Christina Howell, Bloomfield Development, Speaker, Fred Mergner, Speaker, Holly Douglas, Cosmos Mark Sakino, Allegheny Geoquest, Judi Anderson, WSP, Bill Trimbato, Collective Efforts, Ken Zapinski, KZ Strategies, Janai Smith, ELI, Jonah McAllister, PPT, Steven Kraynik, Tremco, Cassandra Masters, ACCESS, Jeff Hans, HDR, Regina Thornton, WSP, Massy Paul, Monaloh.

The Chair called the January 24, 2020 Regular Meeting of the Board to order.

Following the pledge of allegiance, a recommendation was made for approval of the minutes of the November 22, 2019 Regular Meeting. A motion was made, seconded and unanimously passed.

The Chair called on Ms. Kelleman for the report of the Chief Executive Officer.

Ms. Kelleman started her report by asking for a moment of silence as she read the names of the employees and former employees that passed away this month: Operators Robert Godwin, Clifford Karolak, Thomas Kinzler, William Kistler, Charles Ryan and George Tomasic Jr.; Farebox Repairman Nathaniel Daniels; Rail Shifter Gary Eckhardt; Garage Attendant Gary Gresh; Garage Foreman Norman Lankey; and Mechanic Richard Hardts.

Ms. Kelleman then thanked our 965 Port Authority employees who supported this year's United Way campaign, contributing a total of over \$157,000. As a huge fan of United Way, Katharine stated that she is very proud of this. She said that United Way does so many great things in our community and we are happy to support them by being a good neighbor.

Next, Ms. Kelleman stated that it is hard to believe that she has been CEO at Port Authority for two years and thanked the Board once again for the opportunity. When she began, there was a simple directive: improve transit and transportation in Allegheny County.

It has been very fulfilling working toward that goal, through some unpredicted obstacles such as sinkholes, derailments and floods. Ms. Kelleman stated that she is very proud of our team. She feels like we've got a fantastic combination of folks who believe in what we're doing and came to Pittsburgh to join us, and folks who have been here and were just waiting for their chance to make the difference they wanted to see.

She then highlighted some of the key accomplishments. We scrapped a proposal to go cashless, which would have been unfair to some of our most vulnerable passengers. We reinforced our commitment that our police are here for community purposes and security of assets in our community and not doing fare enforcement. We ensured that nobody would lose frequency on BRT, and we streamlined the service so we would not be enforcing transfers at the incline. We started a long-term planning study and a year-long fare study to see how we move into the future with our equity and ease of use of fares. We completed our first pilot program to improve service on the P1, our busiest route. We developed and soon will be piloting our first mobile fare payment application.

Ms. Kelleman continued reporting that we have really focused on on-time performance and are improving month over month. We began a Stop Consolidation Program which can help us out with run time and noted that the resources we free up on one route are the buses that can be used to get more service in our community.

Next, Ms. Kelleman announced that we reinstated our Bus and Rail Rodeo competitions, which she thinks was one of the high points of last year, though it was 35 degrees and raining in April. Our enthusiasm could not be dampened and she thanked her team that got this done.

Ms. Kelleman also reported that we pushed our BRT project closer to reality than it has ever before. We have 60 percent designed and we are closing in on final design. We are also talking with our friends at the FTA about our final funding issues. Ms. Kelleman added that we will soon unveil two electric battery-powered vehicles.

We have Wi-Fi service in our downtown light rail stations, and over half of our buses currently have Wi-Fi available for our patrons.

Next week, we are kicking off a comprehensive community-wide listening tour. It is not just where the service should go, we will also be asking how should your fare function, how should your experience

on transit be, and if you're an employer, how should you be engaging with us. We want everyone involved in providing input in decisions that affect us as we continue to work toward getting to the best transit system we can have.

That concluded the report of the Chief Executive Officer.

Mr. Letwin announced that he wanted to remind the Board that immediately upon adjourning this meeting, we will go into the Annual Meeting.

The Chair called on Ms. Zmijanac for a report of the Performance Oversight Committee.

Ms. Zmijanac reported that the Performance Oversight Committee met on Friday, January 17.

There were six resolutions reviewed by the Performance Oversight Committee. The Committee first reviewed five procurement items for which it had been determined that the bids were in accordance with the Authority's procurement policies and procedures, the prices were fair and reasonable, the bidders were responsible and the bids were responsive. The Performance Oversight Committee recommended for award the five items listed in the resolution for the total amount of approximately \$3.3 million dollars.

On behalf of the Performance Oversight Committee, Ms. Zmijanac respectfully requested approval of the resolution. It was moved, seconded and unanimously agreed that the resolution be approved as presented.

Ms. Zmijanac presented the next resolution seeking authorization to award contracts for roofing, electrical and HVAC upgrades at the Manchester, East Liberty and West Mifflin Garages.

Two bids were received for the General Construction Contract, two bids were received for the HVAC Construction Contract, and three bids were received for the Electrical Construction Contract. After review of the responsive bids, the bid of Miller-Thomas-Gyekis, Inc., in the amount of \$6,717,700.00, for the General Construction Contract, the bid of D&G Mechanical, Inc., in the amount of \$1,629,081.00, for HVAC Construction Contract, and the bid of Merit Electrical Group, Inc., in the amount of \$169,000.00, for the Electrical Construction Contract, were determined by the Authority to be the lowest responsive bids from responsible bidders meeting the Authority's specifications for the Contracts.

The resolution requests that the respective contracts be awarded to Miller-Thomas-Gyekis, Inc., D&G Mechanical, Inc., and Merit Electrical Group, Inc., subject to the successful completion of all pre-award requirements.

On behalf of the Performance Oversight Committee, Ms. Zmijanac respectfully requested approval of the resolution. It was moved, seconded and unanimously agreed that the resolution be approved as presented.

Ms. Zmijanac presented the next resolution seeking authorization to award a construction contract for the Mt. Washington Tunnel Electrical System Improvements project. After review of the bids, Authority has determined that the bid of Wellington Power Corporation is the lowest responsive bid from a responsible bidder meeting the Authority's specifications. The resolution, thus, recommends

that the contract be awarded to Wellington Power Corporation, in the amount of \$11,588,800, subject to the successful completion of all pre-award requirements.

On behalf of the Performance Oversight Committee, Ms. Zmijanac respectfully requested approval of the resolution. It was moved, seconded and unanimously agreed that the resolution be approved as presented.

The next resolution presented sought authorization to amend and restate Port Authority's Equal Employment Opportunity and Anti-Harassment Policy.

It was reported that since November of 1971, Port Authority has maintained and enforced written policies concerning equal employment opportunity, the prohibition of sexual harassment in the workplace and a procedure for the filing and investigation of discrimination or harassment complaints. On January 22, 2010, the Authority's Board adopted a comprehensive Equal Employment Opportunity and Anti-Harassment Policy to consolidate prior policies into one policy reflecting the Authority's continued commitment to providing a workplace free from discrimination and/or harassment.

As part of its ongoing efforts to continually review and improve the Policy, and to comply with its federal Title VI compliance and review requirements, the Authority has made certain proposed amendments to the Policy, as set forth in Exhibit A attached to the resolution. The resolution seeks approval and adoption of the proposed amendments to the Policy and approval to issue the amended policy to all employees of the Authority.

On behalf of the Performance Oversight Committee, Ms. Zmijanac respectfully requested approval of the resolution. It was moved, seconded and unanimously agreed that the resolution be approved as presented.

Ms. Zmijanac presented the next resolution seeking authorization to settle a liability claim. She reported that an accident involving a Port Authority bus occurred on July 28, 2016 on Bellefield Avenue at the intersection of Fifth Avenue in the Oakland. As the bus operator was attempting to make a left turn from Bellefield Avenue onto Fifth Avenue, the bus struck Ms. Linda Wozman.

Ms. Wozman has submitted a personal injury claim to the Authority seeking monetary recovery for the damages that she allegedly sustained as a result of the accident. The parties have reached an amicable agreement to fully and finally settle the claim in the total amount of \$150,000, subject to approval by the Authority's Board.

The resolution seeks authorization to make a settlement payment in the total not-to-exceed amount of \$150,000, through a release form approved by counsel, to fully and finally settle the claim.

On behalf of the Performance Oversight Committee, Ms. Zmijanac respectfully requested approval of the resolution. It was moved, seconded and unanimously agreed that the resolution be approved as presented.

Ms. Zmijanac presented the final resolution seeking authorization to enter into an agreement to provide Long Range Transportation Planning Services.

In order to obtain qualified firms to perform the Services, a Request for Proposals detailing the required scope of services was prepared and publicly advertised and four proposals were received. The proposal submitted by Michael Baker International, Inc., has been determined to be the highest-rated proposal for the performance of the Services.

The Authority recommends entering into an agreement with Michael Baker International, Inc., in a form approved by counsel, for a total not-to-exceed amount of \$1.6 million for the initial two-year period of the agreement, with the option to extend the term of the agreement up to two additional years, at the sole discretion of the Authority.

On behalf of the Performance Oversight Committee, Ms. Zmijanac respectfully requested approval of the resolution. It was moved, seconded and agreed that the resolution be approved as presented with one abstention from Ms. Turman.

That concluded the report of the Performance Oversight Committee.

The Chair called on Mr. Tague for a report of the Planning and Stakeholder Relations Committee.

Mr. Tague reported that the Committee met last week and he had three updates for the Board.

The first update was on the agency's Tactical Plan/Strategic Plan. Last year, senior staff provided a Tactical Plan for the agency with five key areas of focus: Customer Experience, Safety, Financial Sustainability, Customer and Stakeholder Engagement and Employee Engagement.

The Tactical Plan was closed out in December 2019, and now staff is in the process of developing and transitioning to a Strategic Plan. The 2020 Strategic Plan will focus on Customer and Stakeholder Engagement, which includes branding, public messaging, employee engagement, community involvement and rebooting community relationships.

At the end of January, staff will kick off a round of community meetings to update the public on several topics including the Long Range Plan, Bus Rapid Transit, service, fares and technology. In regard to Employee Engagement, this will include setting a baseline for engagement and acknowledgement, employee wellness, fitness and well-being, launching Port Authority University and labor relations.

In regard to Employee Recognition, this includes a Recognition Program acknowledging perfect attendance, safety, commendation and years of service.

The next update included Planning and Bus Stop Consolidation. We are currently in the public outreach period for the latest round of bus stop consolidation. Staff is focused on the 88 and 48 Routes and the comment period ends on February 7. They soon will share the results of our first round of consolidation on the 16 and 51 Routes. Staff is still analyzing the data, but are optimistic that they are seeing improvements in travel times and on-time performance.

The next update included the Long-Range Plan. The Board agenda today includes a contract for long-range planning services and the Planning group is excited to get started on that work.

The final update included the Bus Rapid Transit. The project team continues to work toward 90 percent design of the BRT project. The project will be a central part of the upcoming round of

outreach efforts over the next few months. Later this year, more community engagement will occur in BRT-specific areas.

That concluded the report of the Planning and Stakeholder Relations Committee.

The Chair called on Ms. Ogoreuc for a report of the Finance Committee, which met on Friday, January 17.

Ms. Ogoreuc reported that at the meeting, Chief Financial Officer, Peter Schenk, provided the Committee with an introductory overview of the various federal, state and local grants that support Port Authority's Operating and Capital Budgets.

One resolution was presented to the Committee seeking authorization for Port Authority to apply for, and enter into, funding agreements for CY 2020 Operating and Capital Grant funds. Ms. Ogoreuc reported that on an annual basis, the Authority applies for and enters into agreements with various federal, state and local governments and other entities for various grants that support the Operating and Capital Budgets. In many instances, the time period for developing and submitting the grant application is limited, and the Authority must move quickly in order to submit the application for the available funds.

Thus, the resolution seeks authorization for the Authority to apply for, and enter into federal, state, local and discretionary grants in support of the 2020 Operating and Capital budgets. Ms. Ogoreuc noted that the Chief Financial Officer will report to the Finance Committee concerning all grants applied for and awarded.

On behalf of the Finance Committee, Ms. Ogoreuc respectfully requested approval of the resolution. It was moved, seconded and unanimously agreed that the resolution be approved as presented.

Finally, Ms. Ogoreuc stated that Mr. Schenk reported at the meeting that midway through FY 2020, operating income is above budget by \$485,028 due to higher advertising and interest income. Total expenses through mid-year are \$17.1 million under budget.

That concluded the report of the Finance Committee.

The Chair called on Ms. Liptak for a report of the Technology Committee.

Ms. Liptak reported that the Technology Committee met on Friday, January 17 and one resolution was presented seeking authorization to enter into an agreement with Clever Devices for their Disruption Management module and IVN5 upgrade.

The Disruption Management module includes passenger notification of detours in real-time, service short turns and trip cancellations. Along with the disruption management module, the Authority recognizes the need to upgrade hardware on many buses that have legacy IVN3 equipment to the current IVN5, which will enable usage of the described functions. Ms. Liptak explained that Clever Devices solely owns, provides and services this copyrighted and integrated software and systems.

The resolution seeks authority to enter into an agreement with Clever Devices Limited for up to three years to install the software and provide training and maintenance for the new software modules, at a total not-to-exceed amount of \$2,897,436.

On behalf of the Technology Committee, Ms. Liptak respectfully requested approval of the resolution. It was moved, seconded and unanimously agreed that the resolution be approved as presented.

Also, at the meeting, Ms. Liptak reported that Ms. Ellie Newman, Manager of Transit Analysis, presented on the various data that is available through the open data initiative and can be accessed via the Port Authority website and the Western Pennsylvania Regional Data Center.

Chief Information Officer, Jeffrey Devlin, provided an update on the mobile ticketing app, reporting that equipment is being installed on 50 buses and testing will begin in early February.

That concluded the report of the Technology Committee.

Mr. Letwin then requested proceeding to the public comment portion of the meeting. The first speaker, Ms. Christina Howell, Director of Bloomfield Development Corporation, addressed the Board regarding the Bus Stop Consolidation Program. Her main concern was with a stop at Millvale and Penn Avenues being eliminated in favor of one at Mathilda Street and Penn Avenue in Bloomfield. The Millvale and Penn stop is heavily used, according to community members. The next stop isn't that far away but for older riders and those with disabilities or illnesses, a block or two is a long way.

She stated that the bus stop consolidation process used by the Authority needs more engagement with the public before a list of stops for elimination is developed. The Authority should be transparent about the process for choosing stops for consolidation.

Ms. Howell also stated that her organization does not oppose consolidation, they want to see more community input on the front end, and community meetings for direct comments, rather than limiting user comments on stop consolidation to email or the phone.

The next speaker, Mr. Fred Mergner, also from the Bloomfield area, urged the Board to cease the program of bus stop consolidation. He stated that it is unnecessary and is disruptive and harmful to the riders, particularly riders with no other option.

That concluded the public comment portion of the meeting.

The Chair announced the next regular meeting of the Board will be Friday, February 28, 2020.

The meeting was adjourned.