

PORT AUTHORITY OF ALLEGHENY COUNTY
MINUTES OF THE REGULAR BOARD MEETING
FRIDAY, OCTOBER 23, 2020

The Regular Meeting of the Board of Port Authority of Allegheny County was held virtually on Friday, October 23, 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 *(all via WebEx)*

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

Port Authority Staff *(in-person)*

Katharine Kelleman, chief executive officer, Mike Cetra, chief legal officer, Jeffrey Devlin, chief technology officer, Jim Ritchie, chief communications officer, Peter Schenk, chief financial officer, Don Rivetti, chief operations officer Maintenance and Diane Williamson, executive assistant.

The Chair called the virtual October 23, 2020 Board of Director's Regular Meeting to order and reminded everyone that the meeting was being recorded.

A recommendation was made for approval of the minutes of the September 25, 2020 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 and reflection for the former employees of Port Authority who have passed away since we last met. They included Dispatcher Mary Holt, Offboard Fare Collector Gene Westmore, Painter Penny Thomas and Operator Theron Meyers.

Ms. Kelleman continued reporting that she wanted to talk a little about the Carnegie Station Improvement Project, which would give us the ability to add 200 parking spaces and opportunities for transit-oriented development in a growing area.

Through a variety of in-person, and more recently online public meetings, we've proposed a design that includes pedestrian amenities and public areas, ADA parking and a drop-off area, layover space for 10 to 15 buses, driver rest facilities, electric bus charging stations in addition to the 430-space garage, and TOD opportunities that better connect the site with Downtown Carnegie. We secured Congestion Mitigation and Air Quality Improvement Program funding and matching funds to help compete the \$13 million project.

Ms. Kelleman took a moment to thank the Carnegie Borough, council members and members of the community who provided their input and support for the project.

Next Ms. Kelleman reported that later this year, planning work will begin on the East Busway infill station. For those not familiar with this project, Port Authority received an FTA grant for \$680,000 to help redesign Wilkinsburg Station on the East Busway to better serve riders, create TOD opportunities and explore additional stations between Wilkinsburg and the Neville Street ramp to maximize ridership.

Additionally, Ms. Kelleman reported that we're continuing to work on our long-range plan, NEXTransit, and that the team has been incredibly busy over the last several weeks.

In Theme II, the NEXTransit team met with more than 170 participants and received more than 500 written comments, 2,000 website engagements and nearly 800 completed surveys. We're now gearing up for Theme III: "How Can Public Transit Get You There?" which will include two to three online meetings and additional public engagement.

Next Ms. Kelleman reported on the huge impact the Pandemic has had on public transit nationwide, and we at Port Authority have not been immune. Although ridership continues to be down about 65 percent, because of vehicle capacity limits, we are seeing overcrowding on some trips throughout each day. In response to this situation, in August, our Service Planning folks began looking at the data and developed a plan to ensure that we'll have extra trips on the routes that need it by borrowing service from the routes that don't.

Ms. Kelleman stated that this was a delicate process and she thinks they've found the right balance. The new plan will allow for more flexibility as we'll have more operators unassigned regular work so they'll be able to fill in whenever we may be short, which will help with our out of service numbers. We're also adding service to a handful of routes to provide greater access to communities on weekends.

Ms. Kelleman announced that these new service adjustments will go into effect on November 22 and details for all the changes are available on our website.

Ms. Kelleman continued by stating that initiatives like the ones she just mentioned show our commitment to progress even during a pandemic. And despite some funding uncertainties, Port Authority is not standing still. We continue, every day, to work to improve accessibility throughout our region. As mentioned at the September meeting, Ms. Kelleman reported that staff continues to seek the right person for the Director of Equity and Inclusion position to

ensure that we're being collaborative, supportive and respectful of people of all demographics so we can help create an even better environment and more opportunities for participation and contribution here at Port Authority and within our communities.

She stated that what we do know is that CARES Act funding will get us through the end of this fiscal year, but beyond that, it is simply unknown. We're hopeful that Congress will make additional funding available for public transit, and we will continue to work with the American Public Transportation Association and our friends in Washington to ensure we can continue to provide and improve our critical service and continue to move Allegheny County forward.

That concluded the report of the Chief Executive Officer.

Before calling on Ms. Zmijanac for a report of the Performance Oversight Committee, Mr. Letwin commended Ms. Kelleman and her team, especially the frontline workers, for the tremendous work keeping our service running during the Pandemic.

Ms. Zmijanac echoed the Chairman's gratitude for the honorable work of Ms. Kelleman and her staff.

Ms. Zmijanac then reported that the Performance Oversight Committee met last week, via WebEx, and she had six resolutions for the Board's consideration.

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

The Performance Oversight Committee recommended the award of bids listed in the resolution for the total amount of approximately \$1.7 million dollars.

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

The next resolution sought authorization to award construction contracts for the South Hills Village Rail Center Pit Restoration project. The work includes concrete approach and pit restoration; steel rail and support replacement; protective floor coating; compressed air piping and drainage improvements with hot water supply modifications; Pit lighting improvements and new emergency shut-off system.

The Performance Oversight Committee recommended awarding the General Construction contract to J. T. Thorpe & Sons, Inc., in the amount of \$9,229,069.53; the plumbing construction contract to W.G. Tomko, Inc., in the amount of \$626,666.00; and the electrical construction contract to Merit Electrical Group, Inc., in the amount of \$1,328,000.00, all subject to completing 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 sought authorization to enter into agreements to provide general marketing services in the categories of advertising, marketing and promotion; public relations; community outreach; market research; direct mail distribution and video productions.

The agreements will be for four years for the not-to-exceed amount of \$5,650,000, plus one possible option year.

The six highest-ranking proposers are Red House Communications for the advertising, marketing and promotion and public relations categories; Gatesman, Inc. for the community outreach category; Campos Market Research & WBA Research for the Market Research category; Direct Mail Service & AlphaGraphics for the direct mail distribution category and CutN'Run Productions for the video production category.

Ms. Zmijanac noted that all but one of the six firms is either a registered DBE, WBE or MBE.

The Performance Oversight Committee recommended entering into agreements with the six highest-ranking proposers in the designated categories.

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

The next resolution sought authorization to extend and amend agreements for medical and vocational case management services.

In December 2016, the Authority's Board authorized the award of agreements to Genex Services, LLC, Disability Care Management Professionals of Western Pennsylvania, Inc., Allegiant Managed Care, Inc. and Wellco Rehab, Inc. to provide the services for an initial term of three years for a total not-to-exceed amount of \$300,000, to be allocated on an as-needed basis through task specific work orders.

The agreements also contain two additional option years that can be exercised by the Authority in its sole discretion.

In September 2019, the Authority's Board authorized the exercise of the first option year, extending the term of the agreements to November 30, 2020, at no increase in the previously authorized not-to-exceed amount.

Ms. Zmijanac noted that Wellco Rehab advised the Authority that they did not wish to extend their agreement due to key personnel retirements.

The services performed by the other three firms have been satisfactory and in compliance with the agreement and the Performance Oversight Committee recommended extending the agreements through November 2021, with no increase to the previously authorized not-to-exceed amount.

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

The next resolution sought authorization to extend and amend an agreement to provide real estate consulting services.

In September 2017, the Board authorized the Authority to enter into an agreement with Interstate Acquisition Services, a Division of Century Engineering, to provide expertise and technical support for all aspects of Port Authority's real estate interests. The original agreement was for three years and included two option years.

The Performance Oversight Committee recommended exercising the first option year through December 31, 2021, and to increase the not-to-exceed amount by \$450,000 to \$1,512,000.

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

The final resolution sought authorization to enter into a first amendment to the designated services agreement with the Pittsburgh Public Schools.

In May 2019, following successful pilot testing, Port Authority's Board authorized the Authority to enter into an agreement with Pittsburgh Public Schools to transition students from monthly paper flash passes to the Pittsburgh Public School-issued identification cards compatible to Port Authority's ConnectCard system.

Due to COVID-19 greatly affecting the current academic year, with online classes through the end of October and staggered in-school classes beginning in November, the Performance Oversight Committee recommends a temporary amendment between the parties for Port Authority to charge the Pittsburgh Public Schools one base fare per card tap versus monthly pass rate.

Ms. Zmijanac noted that staff will continue to review usage and adjust for monthly passes where still applicable for some student riders.

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

That concluded the reported 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 Planning and Stakeholder Relations Committee met online last week, and he had three updates for the Board.

The first update was the Carnegie Station & Park and Ride Expansion Project. The Committee received an update from Ms. Moira Egler, Transit-Oriented Communities Project Manager, on the Carnegie Station and Park and Ride planning process.

As reported earlier by Ms. Kelleman, there were two public meetings held on August 24 and September 24, noting that all public outreach was done virtually due to COVID-19.

Through public feedback, we were able to gather the top priorities and concerns of the community. Features and topics discussed included better access for pedestrians and cyclists, pedestrian safety and comfort, including lighting and protection from weather, and the look and feel of a parking structure within the context of the local neighborhood. The public outreach, even though only online, was thorough and productive, and those who participated were supportive of the conceptual design that was chosen for the site.

This project is now ready for engineering to develop construction documents, subject to any changes to the current planned funding.

Amy Silbermann, Director of Planning, provided an update on NEXTransit, Port Authority's 25-year long-range plan.

Over the summer, Port Authority did a tremendous amount of public outreach given the pandemic and not being able to host traditional, in-person public meetings. The team held six online public meetings with over 170 attendees, 29 pop-up/micro engagements in the field with safety precautions in place, and conducted a public survey to find out riders' values and perceptions of existing transit gaps.

Additional efforts were made to ensure that we heard from residents in lower-income communities. We went to grocery stores, food bank pickups, and transit stops where we were still seeing significant ridership.

From the values survey, we learned that riders and the general public most highly value accessibility, affordability and efficiency in their transit system. Sustainability and equity were also highly ranked amongst our stakeholder and internal staff who took the survey.

We received a lot of feedback about transit gaps in the second part of the survey, which we are still compiling. But initial responses indicate that many riders and non-riders would like to see service to more places, better infrastructure like transit shelters to support service, easier access to transfers, fares, frequent service and a better physical environment to support transit by way of a safe sidewalk network.

Many respondents who visited the pop-up tents in the field were happy to see and hear from us and learn that we are taking steps to ensure their thoughts are included in our planning efforts.

Staff is working to compile all of the data we received from the summer engagement, and we are finalizing public meeting dates, times and locations for the next phase of the plan in November. We are hoping for an in-person open house, but we are exploring our options given the uncertainties we are dealing with due to the pandemic. More details will be announced in the next few weeks.

Port Authority's Chief Communications Officer, Jim Ritchie, presented the Safe to Go project, which is a marketing campaign aimed to educate riders on the steps we are taking to keep them safe. Our website provides a variety of content, including in-depth details on our cleaning process, as well as a video on the importance of wearing masks.

Mr. Ritchie reported that we will see this campaign in various places out in the community, throughout Port Authority's system and online. We are inviting customers with questions to reach out to us by calling Customer Service, engaging with us on Twitter or using live chat on our website.

Lastly, Mr. Tague gave a brief update on the Port Authority's Advocacy groups. The Committee for Accessible Transportation did not hold any regularly scheduled meetings during the month of October. The committee was provided with updates related to Port Authority activities and items of interest by email. The next regularly quarterly meeting will be held November 12, 2020 from 5:30 p.m. to 7:30 p.m. via Microsoft Teams. The agenda has not yet been finalized.

The Allegheny County Transit Council had their monthly meeting October 21, from 5:30 to 7:00 p.m. on Microsoft Teams. The council was provided with an in-depth update on COVID-19 policies and procedures throughout the Port Authority system and ACCESS. The next regularly scheduled ACTC meeting will be held November 18, 2020.

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 virtually on Thursday, September 17, 2020.

Ms. Ogoreuc reported that the Finance Committee met virtually on Thursday, September 17.

At the meeting, Chief Financial Officer, Peter Schenk, reported on the July and August 2020 Financial Statements.

It was reported that for the month of July, Total Operating Income was \$5.9 million under budget. All revenue categories except ACCESS Revenues were below budget. ACCESS Revenues were booked at budget until invoices are received.

Total Expenses for the month were \$6.7 million under budget with all expense categories, other than Salary and Wages, remaining under budget.

Total Subsidy for July was \$1.1 million below budget due to lower State Operating Assistance. Mr. Schenk next reported that Total Revenue for August was \$5.2 million under budget with all revenue categories except ACCESS Revenue below budget. Year-to-date revenue levels are \$11.1 million under budget. The July and August revenue shortfalls are indirectly eligible for CARES ACT funding.

Total Expenses for August and year-to-date is below budget by \$4.7 million and \$11.5 million, respectively.

Total Subsidy for August and year-to-date is significantly over budget due to receipt of State funds earlier than last fiscal year, primarily due to receipt of over \$40 million in State Operating Assistance and \$27.48 million in CARES ACT funding, Operating Reserves ended August at \$131.6 million.

Finally, Ms Ogoreuc reported that the Authority has invoiced \$27.48 million in CARES ACT invoicing through May with the expectation of invoicing another \$3 to \$5 million for the month of June.

That concluded the report of the Finance Committee.

The Chair called on Ms. Jennifer Liptak for a report of the Technology Committee. Ms. Liptak reported that the Technology Committee met on Thursday, October 15, and she had one item along with one resolution for the Board's consideration.

Ms. Liptak reported that the procurement bid as presented to the Committee is for the Microsoft Enterprise Agreement including Software Assurance. The Committee found the bids to be in accordance with the Authority's procurement policies and procedures, the prices to be fair and reasonable and consistent with the funds budgeted.

The Technology Committee recommended to award the bid to Softchoice Corporation in the estimated amount of \$970,056.36 over the three-year period.

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

Ms. Liptak also reported that in recognition of national Cyber Security month, Jeff Nichols, Information Security Manager, provided examples of recent cyber attacks that continue to become more common in both our business and private lives. He included tips and ideas on how to remain vigilant against these attempts on our data and privacy.

That concluded the report of the Technology Committee.

With no new business, the Chair moved to the public comment portion of the meeting. Before calling on the first speaker, Mr. Letwin reminded everyone that remarks should be limited to three minutes.

Mr. Letwin then called on the first speaker addressing the Board this month, Ms. Laura Chu Wiens, representing Pittsburghers for Public Transit.

Ms. Wien thanked Port Authority for the decision to re-allocate transit service towards the routes that have maintained high ridership. This is a vital step to improving equity in the system. A special thank you was given to Rep. Austin Davis for his support in the Duquesne community.

The next and final speaker was Mr. Edward Zakreski, a Duquesne University student who requested that Port Authority offer free transit rides on election day to increase voter turnout. If not this year, he urged the Board to consider it for future elections.

The Chair announced the next regular meeting of the Board will be Friday, November 20, 2020.

With no further business the meeting was adjourned.