

PORT AUTHORITY OF ALLEGHENY COUNTY  
MINUTES OF THE REGULAR BOARD MEETING  
FRIDAY, NOVEMBER 19, 2021

The Regular Meeting of the Board of Port Authority of Allegheny County was held on Friday, November 19, 2021, 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.

The following members were in attendance in person: Jennifer Liptak, Acting Chair, Representative Austin Davis and Ann Ogoreuc. The following members were in attendance virtually: Michelle Zmijanac, John Tague, Gerry Delon, Jessica Walls-Lavelle, Representative Lori Mizgorski and Senator Jim Brewster.

The Vice Chair called the November 19, 2021, Regular Meeting to order and requested everyone stand for the pledge of allegiance and a moment of silence for the lives lost due to the pandemic.

A recommendation was made for approval of the minutes of the October 29, 2021, Regular Meeting. A motion was made, seconded, and unanimously passed.

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

Ms. Kelleman first asked for a moment of silence for the following employees who passed away since our last meeting: Operators Roy Grant, Lorie Poston, George Booker, Sherman Smith, Frank Pikutis, Charles Tucker, and George McDade; Janitor/Repairperson Angelo Beradone; and Receiver Joseph Smith.

Ms. Kelleman then acknowledged Collier Serviceperson Jim McVeigh, who is in the hospital in grave condition. Our thoughts are with his family and friends.

Ms. Kelleman continued by honoring the recipients of the 2020-2021 All-Star Awards. These exceptional employees have gone above and beyond their duties, and were recognized for their efforts:

The first recipients were Operator James Ballard and Operator David Jordan. On April 12, 2021, these operators were traveling in opposite directions with passengers on their buses when they came across a 17-year-old and his mom who were involved in a struggle on the Larimer Bridge. The teen was apparently planning to commit suicide. Without hesitation, these operators secured their buses, ran to the scuffle, and held the teen to the ground until the police and paramedics arrived. They most likely saved this young man's life. We are grateful to Mr. Jordan and Mr. Ballard for their service.

Ms. Kelleman presented Mr. Jordan with a plaque. Mr. Ballard was ill and couldn't be at the meeting in person but watched the meeting online.

Next recipient was Operator Marina Davis. On March 6, 2020, Ms. Davis was driving the 61A in Edgewood when she saw a woman on the bus jump out of her seat and clutch her throat. The woman was moving toward the front of the bus while she pleaded for help. Ms. Davis pulled over, secured the bus, and began giving the woman the Heimlich maneuver. We are very grateful to Operator Davis for her quick action on that day.

Ms. Davis was presented with a plaque.

The final recipient was Operator Cryvonne Poindexter. On September 3, 2020, Ms. Poindexter saw a man trespassing on the East Busway near Pitt Tower, Port Authority's police station. She attempted to stop the man by yelling out, but he would not stop. The man was able to walk inside the Pitt Tower, and Ms. Poindexter called Port Authority police to notify them of the security breach. Police took the man into custody without incident. We are grateful to Ms. Poindexter for her bravery.

Ms. Poindexter was presented a plaque.

The Vice Chair also thanked the operators for not only the work that they do every day, but for going the extra mile and making a difference in these people's lives.

Ms. Kelleman continued reporting that on Monday, President Biden signed the historic federal infrastructure bill into law. The \$1.2 billion package is the largest investment in our nation's infrastructure since 1956. She noted that this investment is vital to improving access, creating opportunity, and building our region's infrastructure for the future.

Ms. Kelleman stated that "We expect to learn more about the federal process soon, but it's been reported that Pennsylvania is set to receive an estimated \$2.8 billion over five years. There's no shortage of projects that we could pursue that would improve accessibility, equity, and the quality of life in our region."

"Public transit is uniquely positioned to support every facet of our society, from getting people to and from work, school, the grocery store, and elsewhere to easing traffic congestion for those who share the roads with us to providing good union jobs that support families and communities."

Ms. Kelleman added that Port Authority is both honored and privileged to be a part of this historic opportunity.

She stated that "This has been a challenging year, but I am hopeful that we can put the pandemic behind us soon. We have so many opportunities at our doorstep, and I truly believe we're well-positioned for a triumphant return."

Ms. Kelleman concluded her remarks by wishing everyone a happy holiday and a joyous new year

That concluded the report of the Chief Executive Officer.

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

Ms. Zmijanac reported that the Performance Oversight Committee met last week, and she had eight resolutions for the Boards consideration.

The Committee first reviewed four 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 \$1.2 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 enter into an agreement with a contractor to provide oversight and coordination of the Authority's managed care services.

In order to obtain a qualified firm to perform the services, a request for proposals was prepared and publicly advertised and one proposal was received. The proposal submitted by UPMC WorkPartners has been determined to be an acceptable proposal, and it was also determined that they are responsible and qualified to perform the services.

Ms. Zmijanac advised that the Performance Oversight Committee recommends entering into an agreement with UPMC WorkPartners in the total not-to-exceed amount of \$4,657,143, for an initial five-year period with the option to extend the term of the agreement up to an additional two 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 unanimously agreed that the resolution be approved as presented.

Ms. Zmijanac presented the next resolution seeking authorization to adopt and implement the FY 2022-23 Internal Audit Work Plan.

In 2007, the Board adopted an Internal Audit Department Charter as a statement of policy and an expressed commitment to provide financial and operational oversight to the Authority.

Ms. Zmijanac reported that, in accordance with the Charter, the Authority's Internal Audit Department has conducted various audit and oversight activities over the past several years. In order to continue these efforts, and to further strengthen the transparency and fiscal oversight of the Authority, the Performance Oversight Committee recommends adopting and implementing the FY 2022-23 Work Plan attached to the resolution as Exhibit A.

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 extend and amend an agreement to Provide Drug and Alcohol Compliance Program Services.

In January 2018, the Authority's Board authorized an award to enter an agreement with Commercial Consulting to provide these services for an initial term of three years for a total not-to-exceed amount of \$1,327,300. The agreement also contains two option years to be exercised by the Authority in its sole discretion.

In November 2020, the Board authorized the exercise of the first option year with no increase to the previously authorized not-to-exceed amount.

Ms. Zmijanac advised the Board that the Performance Oversight Committee recommends extending the term of the agreement an additional year to February 28, 2023, and to increase the previously authorized total not-to-exceed amount by \$387,209.80.

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.

Next, Ms. Zmijanac presented three resolutions seeking authorization to enter into Construction contracts.

The first project pertained to the Manchester and Pitt Tower HVAC and Electrical upgrades.

She reported that the Performance Oversight Committee recommends that contracts be awarded to Mosites Construction Company in the amount of \$322,692.00 for the General Construction Contract; W.G. Tomko, Inc., in the amount of \$1,753,650.00 for the Mechanical Construction Contract; and Merit Electrical Group, Inc., in the amount of \$561,000.00, for the Electrical Construction Contract for completion of the project.

The foregoing contractors submitted the lowest responsive bids from responsible bidders meeting the Authority's specifications for the project and the prices are fair and reasonable. All awards are subject to the contractors completing the 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 enter into contracts for the Monongahela Incline Phase II Rehabilitation project.

It is recommended awarding the General Construction Contract to Mosites Construction Company, in the amount of \$5,477,777.00; the HVAC Construction Contract to W.G. Tomko, Inc., in the amount of \$246,700.00; and the Electrical Construction Contract to Westmoreland Electric Services, LLC, in the amount of \$2,558,000.00 for completion of the project.

The foregoing contractors submitted the lowest responsive bids from responsible bidders meeting the Authority's specifications for the project and the prices are fair and reasonable. All awards are subject to the contractors completing the 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. Zmijanc presented the final construction resolution seeking authorization to award contacts for the Subway Station Escalator Rehabilitation project.

She reported that the Performance Oversight Committee recommends that the General Construction contract be awarded to Mosites Construction Company, in the amount of \$13,245,813.00; and the

Electrical Construction Contract be awarded to Merit Electrical Group, Inc. in the amount of \$262,723.00; for completion of the project.

The foregoing contractors submitted the lowest responsive bids from responsible bidders meeting the Authority's specifications for the project and the prices are fair and reasonable. Both awards are subject to the contractors completing the 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 final resolution seeking authorization to extend and amend agreements to provide legislative consulting services.

In January 2019, the Authority entered into agreements with Greenlee Partners, LLC, and Buchanan Ingersoll & Rooney PC, to provide the services for an initial term of three years for a total not-to-exceed amount of \$888,000, to be allocated by the Authority among the two firms. The agreements also contained two option years to be exercised by the Authority in its sole discretion.

Ms. Zmijanac reported that the Performance Oversight Committee recommends exercising the first option year and increasing the previously authorized total not to-exceed amount to \$1,137,206.

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.

Also, at the meeting, representatives from the Pennsylvania Department of Transportation gave a detailed review of the CY 2021 PennDOT Rail Transit Safety Review Program. PennDot emphasized the good working relationship they have with Port Authority, in particular, Mr. Burt Jennings, Director of Safety and Chief Porter of the Port Authority Police Department.

That concluded the report of the Performance Oversight Committee.

The Vice 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 last week. He first thanked Board Member Walls-Lavelle for chairing the meeting in his absence.

Mr. Tague had one resolution for the Board's consideration and two updates.

In November 2020, Port Authority implemented 30 major service changes in response to the sharp decline in ridership due to the COVID-19 pandemic. The Board approved 10 of the changes in July 2020 because they were intended to be permanent. These were primarily additions to weekend service.

The remaining 20 changes – five additions to service and 15 reductions – were intended to temporarily rebalance service from underused commuter routes toward local routes that were experiencing pass-ups due to capacity limits.

Although Port Authority still considers these changes to be temporary, because they've been changed for more than a year, Port Authority is required by the FTA to conduct a formal Title VI analysis and hold a public hearing concerning those service changes.

Should the Board approve, the public comment period would begin December 1 and end on February 1, 2022. Port Authority will also host a virtual information session on Tuesday, January 11, at 5:30 p.m., and will hold a public hearing on Thursday, January 27 from 3 to 6:30 p.m.

Mr. Tague reported that there will be more information in the coming weeks as we get closer to the public comment period.

On behalf of the Planning and Stakeholder Relations Committee, Mr. Tague respectfully requested that the Board approve the Title VI Analysis and Public Comment Period for COVID-19 related major service changes. It was moved, seconded, and unanimously agreed that the resolution be approved as presented.

Mr. Tague concluded his report by giving an update on the Committee for Accessible Transportation and the Allegheny County Transit Council.

The Committee for Accessible Transportation met virtually on November 4 for its quarterly meeting and received updates on bus shelter replacements, bus stop improvements, and ACCESS.

The Allegheny County Transit Council met virtually on November 17. Committee members received an update on the U-Pass Program.

Both committees had an opportunity to meet Chief Strategy Officer, Donny Hamilton, and learn about his new role and responsibilities; hear about the Title VI analysis conducted for the November 2020 service changes and the upcoming public hearing; receive an update on the Belasco Light Rail Station project; and receive an update on the South Hills Junction Station Improvement project.

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

The Vice Chair called on Ms. Ogoreuc for a report of the Finance Committee.

Ms. Ogoreuc reported that the Finance Committee met on Wednesday, November 10 and had one resolution for the Board's consideration.

Controller, Peter Schenk, presented a resolution to the Committee seeking authorization to amend the FY 2022 Operating Budget, file an amended State Operating Application and execute Local Match certifications.

Ms. Ogoreuc reported that the Authority was notified in October that it would be receiving an increase of \$5,862,832 in its 1513 State Operating Assistance.

This increased Section 1513 State Operating Assistance requires a corresponding increase of \$956,755 in Allegheny County's local match funding which has been requested in the Authority's FY 2022 budget request to the County.

To reflect the increased State and County Operating Assistance, the Authority must amend its FY 2022 Operating Budget to reflect the updated funding levels and make other related adjustments to balance the FY 2022 Operating Budget.

This resolution, as set forth in Exhibit A, amends the FY 2022 Operating Budget to a total of \$493,691,076. The resolution further authorizes the Authority to submit an amended FY 2022 Operating Assistance grant application to PennDOT and execute and submit operating and capital assistance local match assurances in the forms attached to the resolution as Exhibits "B" and "C" respectively.

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.

Next, Ms. Ogoreuc reported on the October financial results, as presented at the Finance Committee meeting last week.

Ms. Ogoreuc reported that Total Operating Income for the month of October was under budget by \$3.6 million and \$15.52 million under budget for the fiscal year. Both variances were due to lower Passenger Revenues from lower pandemic ridership levels. ARPA funding will be utilized to make up this shortfall once a "spot" audit of federal stimulus invoicing is completed by the Federal Transit Administration.

Ms. Ogoreuc continued reporting that Total Expenses for the month of October were \$3.4 million under budget and \$19.6 million under budget for the fiscal year. These variances were due to lower Salary & Wages and Employee Benefit Expense from vacant positions as well as lower Materials & Supply Expense from lower Material and Reconditioned Unit Expense.

Total Subsidy for the month of October was \$2.1 million below budget due to a timing issue with State Operating Assistance and the delay in Federal stimulus invoicing. Total Subsidy for the fiscal year was \$18.7 million under budget due to the delay in ARPA invoicing because of the FTA Audit of CARES invoicing.

Finally, Ms. Ogoreuc reported that as of October 31, 2021 the Authority had \$135.6 million in Operating Reserves.

That concluded the report of the Finance Committee.

Next Ms. Liptak gave the Technology Committee report.

Ms. Liptak reported that the Technology Committee met on Wednesday, November 10, and she had one resolution for the Board's consideration.

The Committee 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 Technology Committee recommends the award of bids listed in the resolution for the total amount of approximately \$1 million dollars.

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.

Ms. Liptak continued reporting that also at the meeting, Port Authority's Manager of Information Security, Jeff Nichols, provided background on actions that the agency takes to counter malicious emails, including employee training, multi-factor authentication, and Office 365 tools.

That concluded the report of the Technology Committee.

Under New Business, and on behalf of Chairman Letwin, Ms. Liptak announced that Mr. Letwin appointed Ms. Stephanie Turman as Chair of the Nominating Committee. Mr. Letwin also appointed members, Ms. Ann Ogoreuc and Representative Austin Davis to serve on the Committee.

No speakers addressed the Board this month.

The Vice Chair announced that the next Regular meeting of the Board will be Friday, January 28, 2022.

With no further business the meeting was adjourned.