

PORT AUTHORITY OF ALLEGHENY COUNTY
MINUTES OF THE REGULAR BOARD MEETING
FRIDAY, SEPTEMBER 24, 2021

The Regular Meeting of the Board of Port Authority of Allegheny County was held on Friday, September 24, 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: Jeff Letwin, Chair, Jennifer Liptak, Michelle Zmijanac and Ann Ogoreuc. The following members participated virtually: Senator Jim Brewster, John L. Tague Jr., Stephanie Turman, Jessica Walls-Lavelle, Representative Austin Davis, Representative Lori Mizgorski and Gerald Delon. Acting General Counsel, Sandy Garfinkel was in attendance.

The Chair called the September 24, 2021 Regular Meeting to order and requested everyone stand for the pledge of allegiance and a moment of silence for the 680,000 lives lost due to the pandemic.

A recommendation was made for approval of the minutes of the July 25, 2021 Regular Meeting. A motion was made, seconded, and unanimously passed.

The 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 the last time we were together: Operators George Gerger Jr, Elmer Villani, John Geffert, Richard Applegarth, Terrance Haines, Alvin Malsch, Arnold Wade, Regis Mack, Warren Carr, and Edward Kuslock; Maintenance Training Coordinator John Linn Jr.; Painters Michael Le Jeune and Russell Erickson; Automotive Repairperson Ricardo Smith; Maintenance Repairperson Robert Popovic; and Inventory Analyst Wilburn Roby Jr.

First Ms. Kelleman wanted to acknowledge some of the work that we've accomplished over the last 18 months.

Ms. Kelleman reported that today, the Board will consider the adoption of NEXTransit, our agency's first 25-year long-range plan. This document is a culmination of so much effort and input by everyone from internal departments, especially our Planning team, consultants, and the public.

"We hosted more than 40 meetings and had more than 20,000 touchpoints. Our systematic approach tried to define and identify the barriers to public transit in our region, learn where people want to go, explore ways we can get you there, prioritize the projects, programs, and policies, and then make sure we heard you correctly."

"The pandemic presented challenges, but it also helped remind us of, and better understand, why public transit is so important to our region."

Ms. Kelleman noted that she recently saw on Twitter something about the world you know versus the world you remember, a way of thinking before the pandemic versus today.

Ms. Kelleman next reported that the Board will also consider hiring a construction manager for the Downtown-Uptown-Oakland Bus Rapid Transit System, who will help finalize plans, prepare a construction timeline, and usher the project through to completion.

The Board will also consider a new UPass agreement for Pitt, CMU, and Chatham. Ms. Kelleman stated that this is the first new agreement in almost a decade, and while she is excited for those schools, she is most excited for the opportunities this opens for others, noting that we'll begin those talks for the next school year.

“Also on the agenda today are agreements that will allow the Ross Park and Ride Expansion project to move forward, which will nearly double the amount of parking spaces available there.”

Ms. Kelleman remarked that Ms. Liptak and the Technology Committee would also be bringing before the board an agreement that will allow customers to add funds to their mobile accounts via the ConnectCard machines we already have throughout the system. She said, “this is a first step, but far from the last one.”

“Over the last couple of months, you've probably heard us talk about employee shortages we've been experiencing in operations and how it has been affecting service. She said she wanted to acknowledge that our schedules are our contract with our customers, so anytime we miss a trip it's terrible, and if you've been affected by a missed trip, she apologized. Employment is a major issue across the country, and the public transit industry has been hit particularly hard.”

Ms. Kelleman stated that she is, however, happy to report that after the regular summer vacation season, our out-of-service has been less than three percent over the most recent two weeks and stated, “We're on our way to hiring more employees after a successful job fair earlier this month. Our Planning group is working to reduce that number even further beginning in November.”

Ms. Kelleman concluded her report by announcing that the Authority is co-sponsoring the Mt. Washington Party on the Mount event tomorrow, and will be providing free rides on the Monongahela Incline all day from 5:30 a.m. until 12:45 a.m. Proceeds for this year's event will go toward the installation of public restrooms on Mt. Washington.

That concluded the report of the Chief Executive Officer.

The 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 nine resolutions for the Board's consideration.

The Committee first reviewed one procurement item and agreed to recommend that a contract be awarded to the low responsible bidder that submitted a responsive bid, Sportworks Northwest, Inc., in the estimated amount of \$113,342.40 over a two-year period.

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 the first amendment to a Lease Agreement with the Pennsylvania Department of Transportation and related municipal agreements for the Ross Park and Ride Expansion project.

The Authority currently operates a 500-space park and ride lot, consisting of an upper and lower lot, on Perry Highway in Ross Township.

Ms. Zmijanac reported that the Authority has leased the lower portion of the property from PENNDOT pursuant to a lease agreement entered on May 2017 and utilizes the upper lot portion of the property as well.

The Authority has received Federal Congestion Mitigation and Air Quality Improvement Program funding to build a deck structure on the lower portion of the property. Therefore, the Performance Oversight Committee agreed to recommend entering a first amendment with PENNDOT that would permit construction of the parking deck and construction of a new drainage system.

The Performance Oversight Committee also agreed to recommend entering into all other agreements that may become necessary for the completion of the project.

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 at the meeting, Port Authority's chief legal officer, Mr. Michael Cetra, presented two resolutions seeking authorization for settlement of two separate public liability claims.

The first claim involved a Port Authority bus and an individual, Mr. Anthony Cancelliere, who was attempting to get into his parked vehicle when the right rear door hatch of the bus came open and struck the vehicle.

Mr. Cancelliere submitted a personal injury claim seeking monetary recovery for the damages he allegedly sustained as a result of the accident.

The Performance Oversight Committee agreed to recommend a settlement payment in the total not-to-exceed amount of \$125,000 to settle the claim fully and finally with no admission of fault by 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.

The second claim involved a Port Authority bus and two privately-owned and operated automobiles on May 30, 2017. The bus was traveling down Center Avenue when a hydraulic line on the bus ruptured and leaked hydraulic fluid on the roadway. Mr. Joseph Nucci was sitting in his automobile at a red light when a second privately-owned automobile lost control on the leaked hydraulic fluid and struck his vehicle.

Mr. Nucci, along with his wife, Eva Nucci, submitted a personal injury claim seeking monetary recovery for the damages he allegedly sustained as the result of the accident.

The Performance Oversight Committee agreed to recommend a settlement payment in the total not-to-exceed amount of \$175,000 to settle the claim fully and finally with no admission of fault by 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.

The next resolution presented was seeking authorization to award a construction contract.

Ms. Zmijanac reported that the Authority is engaged in the design and construction of the central business district tunnel plinth rehabilitation project.

The bid of Golden Triangle Construction Co., Inc., is the lowest responsive bid from a responsible bidder among the bids received for the contract.

The Performance Oversight Committee agreed to recommend awarding the contract to Golden Triangle Construction Co., Inc., in the amount of \$19,280,546.00, subject to successful completion of 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 amend the general heavy highway and electrical ancillary services contracts. She reported that in March 2019, contracts were awarded to Michael Facchiano Contracting, Inc., for the general heavy highway construction contract and T.S.B., Inc., d/b/a Schultheis Electric was awarded the electrical construction contract.

Ms. Zmijanac noted that services are identified and issued on an individual basis for a total amount not to exceed the amounts of the contracts over a three-year period and that there were no change orders issued to date for the contracts.

The Authority has determined it is in its best interest to increase the total not to exceed amounts of the contracts by \$500,000 each to ensure adequate funding for the services is maintained.

The Performance Oversight Committee agreed to recommend authorizing amendments to increase the total not-to-exceed amount of the General Heavy Highway contract with Michael Facchiano Contracting to \$4,148,803.00 and increase the total not-to-exceed amount of the Electric Construction Contract with T.S.B., Inc., d/b/a Schultheis Electric to \$3,827,034.00.

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 general and electrical construction contracts for the LRT High Platform Station Improvements project. The improvements will include 18 high platform stations along the Red, Blue and Silver Light Rail System lines.

The bid of P.J. Dick Incorporated for the general construction contract and Merit Electrical Group, Inc., for the electrical construction contract are the lowest responsive bids from responsible bidders meeting the Authority's specifications for the project.

The Performance Oversight Committee agreed to recommend awarding the general construction contract to P.J. Dick Incorporated, in the amount of \$8,729,009.55, and the electrical construction contract to Merit Electrical Group, Inc., in the amount of \$2,042,700.00 for completion of the project.

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 reported that the next resolution seeks authorization to enter into agreements with a pool of firms to provide bus rapid transit construction management services.

The proposals submitted by CDR Maguire, Inc. and Hill International, Inc., have been determined to be the highest-rated proposals for the performance of services.

The Performance Oversight Committee agreed to recommend entering into agreements with CDR Maguire, Inc. and Hill International, Inc., in a total not-to-exceed amount of \$17,000,000, which would be allocated on an as-needed basis through task specific work orders

The final resolution being recommended by the Performance Oversight Committee was seeking authorization to enter into designated service agreements with the participants of the University Pass Program.

As part of the University Pass Program with the University of Pittsburgh, Carnegie Mellon University and Chatham University, the Authority provides eligible students, faculty, and staff with use of its transit system in exchange for 50 percent of the Authority's base fare per card tap, or \$1.25, via university-issued identification cards compatible with the Authority's smart card system.

As the current agreements are set to expire on September 30, 2021, the Authority has reached new agreements in principle with the universities for a five-year period.

The agreements provide that each university pay the Authority a fee of 60 percent of the Authority's current base fare per card tap, or \$1.65, with three percent rate escalators in each subsequent agreement year, and that each university coordinate with the Authority to convert to primarily utilizing the newly launched mobile ticketing services.

The Performance Oversight Committee agreed to recommend entering into these agreements with the universities.

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.

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 Planning and Stakeholder Relations Committee met last week and he had two resolutions for consideration by Board.

Ms. Amy Silbermann, director Planning and Service Development, presented the final draft of the Authority's Long-range Transportation Plan, NEXTransit. She noted that throughout the plan's development over the last 15 months, the plan received over 21,000 points of inquiry, input, and comment from the public. Since the plan was presented in its draft form at the July Board Committee meeting, the following updates were made:

The East Busway phased extension project was re-scoped to ensure that both a terminus in Monroeville and a terminus in McKeesport are evaluated during the early planning phases of the project; the sustainability program section of the plan was updated to note that next steps should be a development of a separate sustainability plan and staffing to support the program's rollout; and the battery-electric bus program section of the plan was updated to be clear that a plan for a full zero-emission fleet needs to be developed in the near-term so that the plan can begin to be implemented.

Mr. Tague presented the resolution seeking authorization to adopt and implement the NEXTransit Long-Range Transportation Plan. This resolution authorizes the Authority's adoption of the NEXTransit Plan, and further authorizes the Authority's staff to implement the NEXTransit Plan.

On behalf of the Planning and Stakeholder Relations Committee, Mr. Tague respectfully requested approval of the resolution. It was moved, seconded, and unanimously agreed that the resolution be approved as presented.

Mr. Tague presented the next resolution seeking authorization to adopt Diversity, Equity, and Inclusion Policy Statement.

At the meeting, Ms. Inez Colon, Chief Human Resource Officer, presented a formal Diversity, Equity, and Inclusion Policy Statement. The policy statement was developed to demonstrate the Authority's commitment to diversity, equity, and inclusion.

The statement recommended is "Port Authority leadership recognizes the importance of promoting and fostering diversity, equity, and inclusion in and among its workforce, supplier base and community outreach efforts in a manner that mirrors the diverse patrons and neighborhoods that the Authority's transit system serves, and the critical nature of diversity, equity, and Inclusion to driving further innovation and a more equitable and effective public transportation system."

The Planning and Stakeholder Relations Committee agreed to recommend authorizing the Authority to adopt the policy, and implement a Diversity, Equity, and Inclusion Operating Plan.

On behalf of the Planning and Stakeholder Relations Committee, Mr. Tague respectfully requested approval of the resolution. It was moved, seconded, and unanimously agreed that the resolution be approved as presented.

Mr. Tague reported that at the meeting, the Committee was provided an overview of the Customer Services Department by Director, John Beeler. He highlighted some recent changes and improvements including the increased use of technology.

Mr. Tague advised that, in addition to assisting customers on the phone, by email and at the Downtown Service Center, representatives also assist customers on Facebook, Twitter and web chat.

Mr. Tague added that Customer Service does quite a bit of training. They have a six-week training session for new hires, which includes classroom, hands-on and individual coaching.

Mr. Tague concluded his report by reporting on the Authority's advisory groups. On September 22, Allegheny County Transit Council held their monthly meeting virtually. Ms. Silbermann provided an update on service changes and the Long-Range Plan; Mr. Craig Toocheck, Senior Planner, provided an overview of the State Route 837 Corridor Improvement Plan; Ms. Moira Egler, Transit Oriented Development Project Manager, provided an overview of the South Hills Junction Improvement project; and Mr. Curt Conrad, Government Affairs Liaison, provided a government affairs report.

The Committee for Accessible Transportation did not meet in August.

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

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

Ms. Ogoreuc reported that the Finance Committee met on Thursday, September 16. A report of the July and August 2021 was the only order of business this month.

It was reported at the meeting that Total Operating Income for the month of July was \$3.9 million under budget due to lower Passenger Revenues from lower pandemic ridership levels. Other than ACCESS Shared Ride Revenue, all revenue categories were below budget for the month of July.

Total Expenses for the month of July were \$6.8 million under budget. This variance was due to lower Employee Benefit Expense from vacant positions, lower Purchased Service Expense due to lower Work-Done-by Outside Contractors and reduced Other Expense due to a timing issue with Software Licensing.

Total Subsidy for the month of July was \$880,210 million below budget due to a shortfall in Grant Capitalizations that will normalize during the fiscal year.

Ms. Ogoreuc reported that the Authority ended July with approximately \$100.5 million in Operating Reserves.

For the month of August, it was reported that Total Income was once again \$3.9 million below budget. Total Income through August is \$7.9 million below budget. American Recovery Program Act funding will be utilized to rectify this shortfall.

Total Expenses for the month of August were \$5.1 million below budget and \$12 million below budget for the first two months of the fiscal year. Every expense category is below budget after the first two months of the fiscal year.

Total Subsidy for the month of August was \$6.6 million below budget and \$7.5 million below budget for the fiscal year.

Ms. Ogoreuc noted at the meeting that the FTA is conducting a spot audit of previous Federal stimulus invoices and staff will hold invoices until FTA approves the format of previous invoices.

Ms. Ogoreuc concluded her report by reporting that as of August 31, the Authority had \$128.6 million in Operating Reserves.

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 last week and she had three resolutions for the Board's consideration.

Ms. Liptak presented the first resolution seeking authorization to extend and amend the agreement with TransAmerica Training Management, Inc., to provide Oracle/PeopleSoft Training Services.

The initial three-year term expires on Oct 31, 2021, and the agreement provides for the option to extend the agreement up to an additional two years, at the sole discretion of the Authority.

The Technology Committee agreed to recommend excising the first year of that option, with no increase in the previously authorized not-to-exceed amount of \$200,000

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 presented the next resolution seeking authorization to award a construction contract for the Carrier Transmission System Replacement project.

The Carrier Transmission System is the backbone in providing communications on the Authority's light rail transit system. This project includes fiber installation along the rail lines, new battery backups, and new networking technology equipment for the operations of the rail.

Ms. Liptak noted that this is a foundational upgrade, and the first of future upgrades that need to occur along the rail systems.

The Technology Committee agreed to recommend awarding this construction project to Wellington Power Corporation in the amount of \$13,275,000.

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 presented the final resolution authorizing a sole source upgrade to ticket vending machine and sales outlet terminal software. With the soft launch of Ready2Ride mobile ticketing in August, the next phase is to activate the ability to convert cash for use on the app.

The existing Scheidt & Bachmann ticket vending machines and sales outlet terminals, located around the county for the current ConnectCard services, have the capability to be programmed to also support cash digitization for the mobile app.

This contract includes the software programming, testing and implementation of this capability on the machines for our customers' expanding use of mobile ticketing.

Ms. Liptak added that the software for the system is proprietary to Scheidt & Bachmann, and the services can therefore only be performed by Scheidt & Bachmann, which possesses the required specific skills and working knowledge of the programming to properly update the system and devices, and there are no other vendors who are qualified to make the software updates required.

The Technology Committee agreed to recommend that a sole source contract be awarded to Scheidt & Bachmann in the amount of \$197,200.00.

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.

That concluded the report of the Technology Committee.

Two speakers addressed the Board this month. The first speaker, the newly elected president of the Allegheny County Transit Council, Mr. Ralph Williams, wanted to introduce himself and advised the Board that he looks forward to working with them in the future.

The second speaker, Mr. Ramesh Bhambwani, addressed his concerns with the frequency of bus route 36, South Hills Village. He mentioned that Mount Lebanon and Upper St. Clair residents would be pleased and grateful to Port Authority for making the bus frequency every 30 minutes and the last bus from South Hills Village to Downtown be extended from 7:00 p.m. to 10:00 p.m.

The Chair announced the next Regular meeting of the Board will be Friday, October 29, 2021.

With no further business the meeting was adjourned.