

**MINUTES OF THE QUARTERLY MEETING OF THE  
BOARD OF COMMISSIONERS OF  
ROCHESTER-GENESEE REGIONAL TRANSPORTATION AUTHORITY  
AND ITS SUBSIDIARIES  
August 1, 2019**

**A. Roll Call and Determination of Quorum**

The meeting was called to order at 12:09pm by Chairman Geoff Astles who determined that a quorum was present.

**Present on Roll Call:**

➤	County of Monroe	Don Jeffries	=	15 votes
➤	City of Rochester	William Ansbro	=	2 votes
	City of Rochester	Jerdine Johnson	=	2 votes
➤	City of Rochester	William McDonald	=	2 votes
➤	County of Livingston	Milo I. Turner	=	2 votes
➤	County of Ontario	Geoff Astles	=	3 vote
➤	County of Orleans	James R. Bensley	=	1 vote
➤	County of Seneca	Edward W. White	=	1 vote
➤	County of Wayne	Michael P. Jankowski	=	3 votes
➤	County of Wyoming	Rich Kosmerl	=	1 vote
➤	Amalgamated Transit Union	Jacques Chapman	=	<u>0 votes</u>

<b>Total Votes Possible</b>	<b>32</b>
<b>Total Votes Present</b>	<b>30</b>
<b>Votes Needed for Quorum</b>	<b>17</b>

**Others Present:**

Scott Adair, Chief Financial Officer  
David Belaskas, Director of Engineering & Facilities Management  
Ken Boasi, Director of Regional Operations  
Tom Brede, Public Information Officer  
Mike Burns, Director of Accounting Services  
Bill Carpenter, Chief Executive Officer  
David Cook, Purchasing Manager  
Jay Corey, Director of Maintenance Systems & Quality  
Daniel DeLaus, General Counsel  
Christopher Dobson, VP of Transportation Services  
Renee Elwood, Director of Well-being & Inclusion  
Justin Feasel, Manager of Purchasing  
Amy Gould, Executive Vice President of People  
Brandon Hettler, Jr. Technical Support Administrator  
Reggie Hill, Manager of Service Delivery  
Laura Kenyon, Supervisor of Communications & Marketing  
Rusty Korth, VP of Maintenance  
Chris Mahood, Director of Information technology  
David Masten, Manager of Loss Prevention  
Jamie Mott, Director of Paratransit Services  
Sharon Muir-Eddy, Director of Budget  
Earl Pearson, Mobility Services Manager  
Kelly Schmidt, Executive Assistant to the CEO  
Janet Snyder, Labor Relations Director  
James Stack, Executive Director, GTCS  
Julie Tolar, Director of Service Planning  
Miguel Velazquez, Chief Operating Officer

**B. Adoption of the Agenda**

On motion of Commissioner McDonald, seconded by Commissioner White, the Agenda was unanimously adopted.

**C. Approval of Minutes**

On motion of Commissioner Kosmerl, seconded by Commissioner Jankowski, the following minutes were unanimously approved.

- Joint Audit/Finance Committee Minutes of June 27, 2019
- Regular Board Meeting Minutes of June 27, 2019

Before presenting the CEO Report Bill Carpenter, Chief Executive Officer, presented Commissioner Milo Turner with a plaque for his representation of Livingston County for the past 18 years and thanked him for his service.

#### **D. CEO Report**

Bill Carpenter, Chief Executive Officer, presented the monthly CEO Report along with presentations from Mike Burns, Manager of Accounting Services on the TOPS Report and Net Promoter Score and a presentation from David Belaskas, Director of Engineering & Facilities Management on the RTS Electric Bus Charging Equipment Project as reflected in the power point presentation, a copy of which is attached to these Minutes.

##### Regarding the presentation on Net Promoter Score:

- *Commissioner Kosmerl stated that On-time Performance is still a concern that our customers say we need to work on but based on our metrics and parameters we are consistently doing well. Have we ever asked our customers what they consider on-time. Mike Burns, Manager of Accounting Services, responded that we have not asked that question, but it would be very insightful. Commissioner Kosmerl added that this will be important when we go live with Reimagine RTS and to see if that changes customer's perception.*
- *Commissioner McDonald commented that 500 customers were surveyed this quarter and of those 80% ride consistently and that 75% have smart phones. This information is great and will be very useful for communication when we go live with Reimagine RTS.*
- *Commissioner Ansbro stated that he agrees with the analysis that one quarter does not make a trend. But I would like to see us dive deeper next time if this happens again to try and identify reasons for the dip in the score.*
- *Commissioner McDonald asked the question about the NPS and if the scale is a standard or if we developed this scale. Mike Burns, Manager of Accounting Services, stated that this is a standard scale.*

##### Regarding the presentation on the RTS Electric Bus Charging Equipment Project:

- *Chairman Astles asked how large the 3000amp transformer will be. David Belaskas, Director of Engineering & Facilities Management, replied that it is basically the size of 2-3 parking spaces.*
- *Commissioner Jankowski asked why we have the distance between the charging stations and the transformers. David Belaskas, Director of Engineering & Facilities Maintenance, we evaluated several different locations and since we will need a new primary feed from RG&E this becomes the less expensive option. Commissioner Jankowski also asked if we have enough electricity for us to grow our electric bus fleet and other needs. David Belaskas, Director of Engineering & Facilities Maintenance, yes we have been working closely with RG&E and yes they have plenty of electricity for us.*
- *Commissioner Kosmerl asked what the power capacity is for each bus. Rusty Korth, VP of Maintenance, stated the batteries have an expected capacity of 460kilo watt hours.*

- *Commissioner McDonald asked if we are going to have the necessary infrastructure to charge 20 buses with this resolution. David Belaskas, Director of Engineering & Facilities Management, stated that we will have the capacity to fuel the first 10 buses (arriving in 2020) and will need the infrastructure for buses 11-20 in the future.*
- *Commissioner Ansbrow inquired were these cost in line with our budget. David Belaskas, Director of Engineering & Facilities Management, stated that yes it has remained on budget. Commissioner Ansbrow also asked if this will cause any safety issues. David Belaskas, Director of Engineering & Facilities Management, stated no, we are working with agencies of similar size who have this infrastructure and will train our mechanics and operators on all.*

On motion of Commissioner White, seconded by Commissioner Jeffries, the CEO Report was accepted by unanimous vote.

#### **E. Financial Report**

Scott Adair, Chief Financial Officer, presented the financial report, a copy of which is attached to these Minutes.

On motion of Commissioner Jankowski, seconded by Commissioner Bensley, the Financial Report was accepted by unanimous vote.

#### **F. Proposed Resolutions**

##### **Resolution Authorizing the Award of a Contract for Construction of the RTS Electric Bus Charging Equipment Project, RGRTA 37-2019**

*RGRTA 37-2019: On motion of Commissioner Kosmerl, seconded by Commissioner McDonald, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.*

##### **Resolution Authorizing the Purchase of Four (4) 40' Low-Floor Heavy-Duty Battery Electric Transit Buses, RGRTA 38-2019**

- *Chairman Astles asked is there anything on the horizon that we may need to purchase electric buses that will be larger than a 40' bus. Rusty Korth, VP of Maintenance, responded that we will have to see what our need is for 60' articulated bus once Reimagine RTS goes live.*
- *Commissioner Jankowski asked when these buses will be delivered. Rusty Korth, VP of Maintenance, responded that the pilot bus is scheduled to arrive in February of 2020 and the remainder of the buses will arrive in the May/June 2020 timeframe. We anticipate that early 2021 will be when we will come to the Board for the next order.*

- *Commissioner Chapman asked how many buses this resolution is for. Rusty Korth, VP of Maintenance, stated that this is for the purchase of 4 buses, as the Board previously approved the purchase of 6, so this is for a total of 10.*

*RGRTA 38-2019: On motion of Commissioner McDonald, seconded by Commissioner Jeffries, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.*

#### **G. Consent Resolutions**

##### **Resolution Authorizing the Disposal of Buses and Other Assets. RGRTA 39-2019**

*RGRTA 39-2019: On motion of Commissioner Kosmerl, seconded by Commissioner McDonald, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.*

##### **Resolution Appointing Commissioners to Audit, Compensation, Finance/Investment and Governance Committees. RGRTA 40-2019**

*RGRTA 40-2019: On motion of Commissioner Kosmerl, seconded by Commissioner McDonald, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.*

#### **H. Motion to Adjourn the Monthly Meeting and Move into the Annual Meeting**

*There being no further matters on the adopted Agenda, the regular monthly meeting was adjourned on motion of Commissioner Bensley, seconded by Commissioner Turner at 1:08pm.*

Respectfully submitted,

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Edward W. White, Esq., Secretary

Posted Date: August 15, 2019

# CEO Report

*Presented by: Bill Carpenter, CEO*





# Chief Executive Officer Report

- TOPS Report
- Project Highlight
- Miscellaneous




# TOPS Report

*Presented By: Michael Burns  
Director of Accounting Services*



## Q1 2019-20 TOPS Score

 <b>TOPS</b>		TRANSIT ORGANIZATION PERFORMANCE SCORECARD	
		GOAL	SCORE 1st Qtr.
FPI	FINANCIAL PERFORMANCE INDEX	40.0	40.0
CSI	CUSTOMER SATISFACTION INDEX	30.0	24.9
SPI	SERVICE PERFORMANCE INDEX	30.0	35.9
TOTAL		100.0	100.8

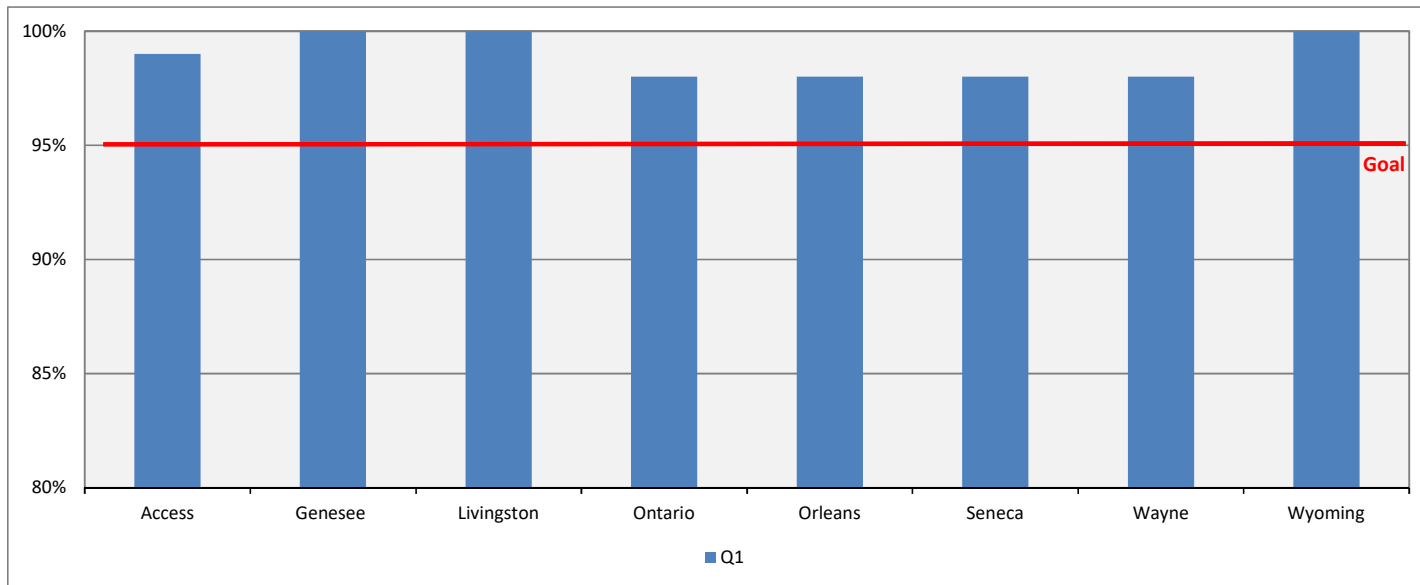
Strategic Pillars 2019-20 1st Qtr.	Metric	Plan Goal	Actual 1st Quarter	Actual 2nd Quarter	Actual 3rd Quarter	Actual 4th Quarter	Earned Points	Goal Points	Max Points	Min Points
Financial Performance Index	End of Year Net Income (Deficit) Projection	\$0.0	\$0.0				40.00	40.00	52.00	28.00
	Total FPI Score						40.0	40.0	52.0	28.0
Customer Service Index	Net Promoter Score - RTS	38%	34%				22.36	27.95	36.33	19.56
	RTS Access	95%	99%				0.41	0.33	0.43	0.23
	RTS Genesee	95%	100%				0.32	0.25	0.32	0.17
	RTS Livingston	95%	100%				0.32	0.25	0.32	0.17
	RTS Ontario	95%	98%				0.28	0.25	0.32	0.17
	RTS Orleans	95%	98%				0.29	0.25	0.32	0.17
	RTS Seneca	95%	98%				0.29	0.25	0.32	0.17
	RTS Wayne	95%	98%				0.29	0.25	0.32	0.17
	RTS Wyoming	95%	100%				0.32	0.25	0.32	0.17
	Total CSI Score						24.9	30.0	39.0	21.0
Service Performance Index	RTS	90.5%	92.5%				33.54	27.95	36.33	19.56
	RTS Access	95.3%	95.8%				0.34	0.33	0.43	0.23
	RTS Genesee	91.5%	96.6%				0.32	0.25	0.32	0.17
	RTS Livingston	90.0%	91.4%				0.27	0.25	0.32	0.17
	RTS Ontario	92.0%	95.6%				0.32	0.25	0.32	0.17
	RTS Orleans	95.0%	95.5%				0.25	0.25	0.32	0.17
	RTS Seneca	96.0%	99.9%				0.32	0.25	0.32	0.17
	RTS Wayne	96.0%	97.6%				0.28	0.25	0.32	0.17
	RTS Wyoming	96.0%	98.2%				0.29	0.25	0.32	0.17
	Total SPI Score						35.9	30.0	39.0	21.0
TOPS Score							100.8	100.0	130.0	70.0

# Customer Service Index

Strategic Pillars 2019-20 1st Qtr.	Metric	Plan Goal	Actual 1st Quarter	Earned Points	Goal Points	Max Points	Min Points
Customer Service Index	Net Promoter Score - RTS	38%	34%	22.36	27.95	36.33	19.56
	RTS Access	95%	99%	0.41	0.33	0.43	0.23
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	RTS Ontario	95%	98%	0.28	0.25	0.32	0.17
	RTS Orleans	95%	98%	0.29	0.25	0.32	0.17
	RTS Seneca	95%	98%	0.29	0.25	0.32	0.17
	RTS Wayne	95%	98%	0.29	0.25	0.32	0.17
	RTS Wyoming	95%	100%	0.32	0.25	0.32	0.17
	<b>Total CSI Score</b>			<b>24.9</b>	<b>30.0</b>	<b>39.0</b>	<b>21.0</b>

## Customer Satisfaction: RTS Access and Regionals

- RTS Access and all Regional Operations exceeded their Q1 customer satisfaction score goals.

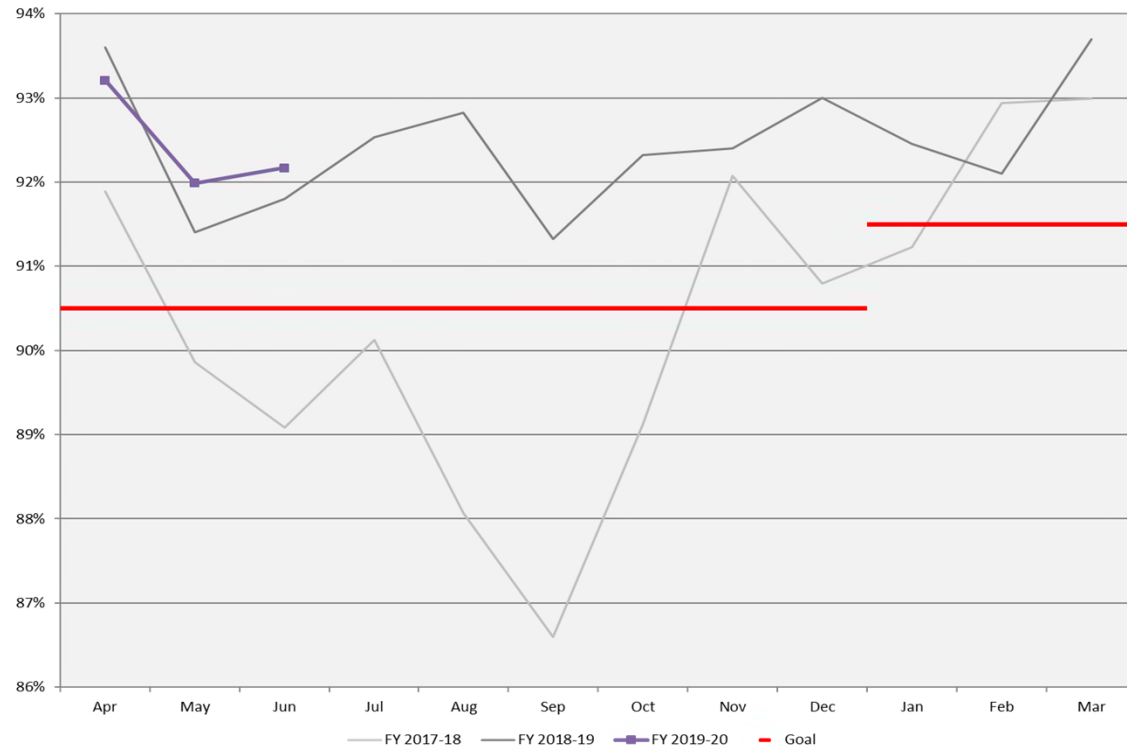


# Service Performance Index

Strategic Pillars 2019-20 1st Qtr.	Metric	Plan Goal	Actual 1st Quarter	Earned Points	Goal Points	Max Points	Min Points
Service Performance Index	RTS	90.5%	92.5%	33.54	27.95	36.33	19.56
	RTS Access	95.3%	95.8%	0.34	0.33	0.43	0.23
	RTS Genesee	91.5%	96.6%	0.32	0.25	0.32	0.17
	RTS Livingston	90.0%	91.4%	0.27	0.25	0.32	0.17
	RTS Ontario	92.0%	95.6%	0.32	0.25	0.32	0.17
	RTS Orleans	95.0%	95.5%	0.25	0.25	0.32	0.17
	RTS Seneca	96.0%	99.9%	0.32	0.25	0.32	0.17
	RTS Wayne	96.0%	97.6%	0.28	0.25	0.32	0.17
	RTS Wyoming	96.0%	98.2%	0.29	0.25	0.32	0.17
	<b>Total SPI Score</b>			<b>35.9</b>	<b>30.0</b>	<b>39.0</b>	<b>21.0</b>

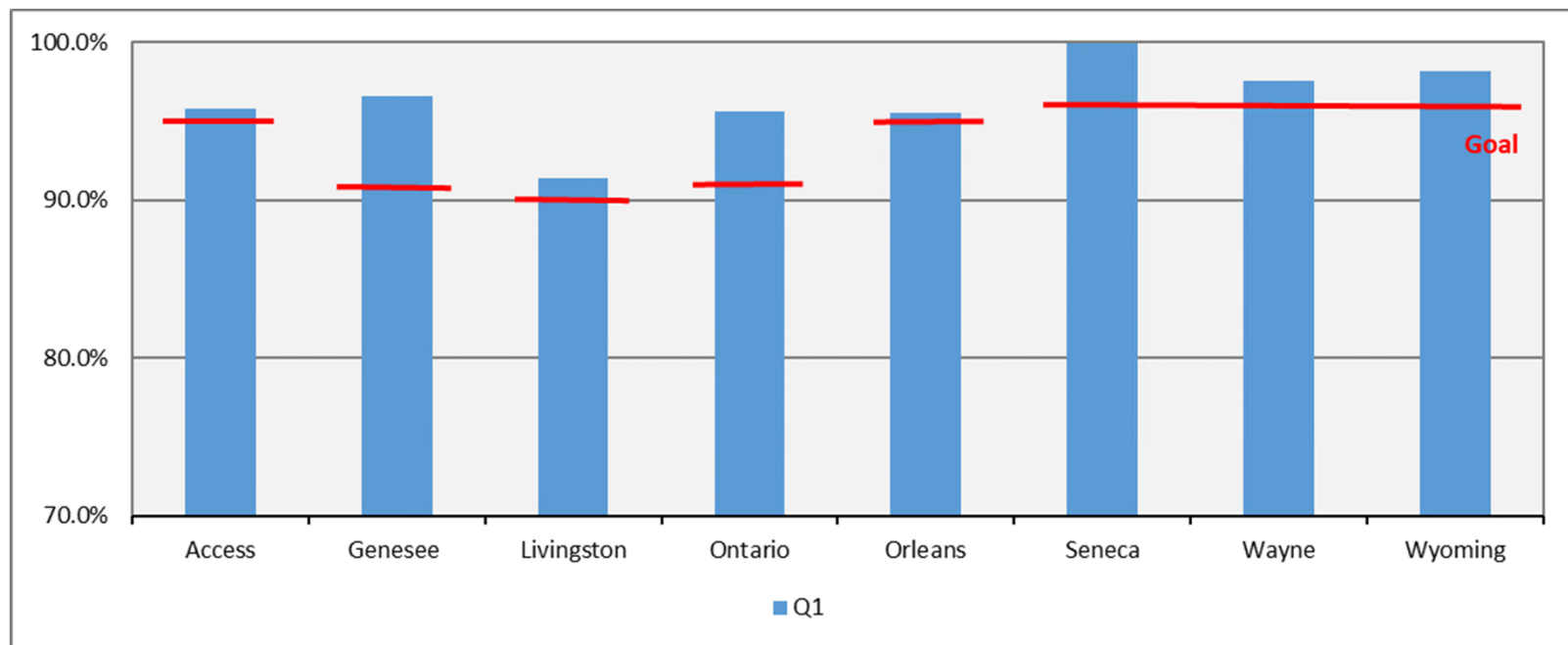
# On-Time Performance: RTS Monroe

- On-Time Performance continues to be strong, consistently between 92%-93% during the first three months of the fiscal year.



## On-Time Performance: RTS Access and Regionals

- RTS Access and all Regional Operations exceeded their Q1 on-time performance goals.





- In our 2019-2020 Comprehensive Plan, the Board approved increases to the TOPS goals within both the Customer Satisfaction Index and Service Performance Index as a result of strong performance in those areas during FY 2018-19.
- For Q1, we met or exceeded our goals across each of the strategic pillars that we measure with the exception of the Customer Satisfaction Index, which was impacted by the NPS at RTS Monroe.
- In the area of on-time performance, we experienced continued strong performance at RTS Monroe, RTS Access and all Regional Operations.

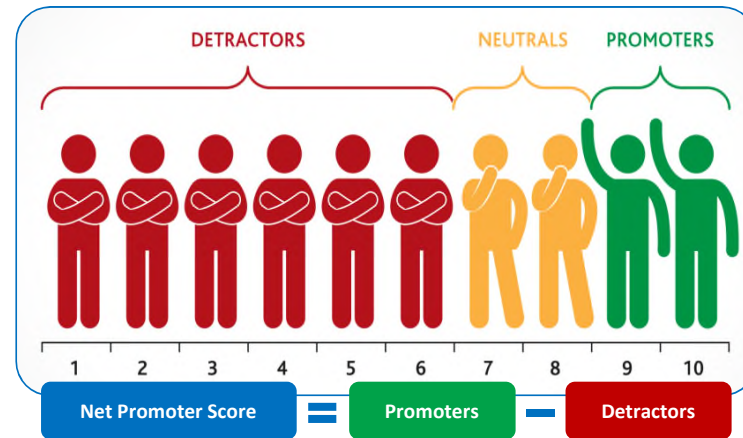
# TOPS Highlight: Net Promoter Score

*Presented By: Michael Burns  
Director of Accounting Services*



# NPS: Background

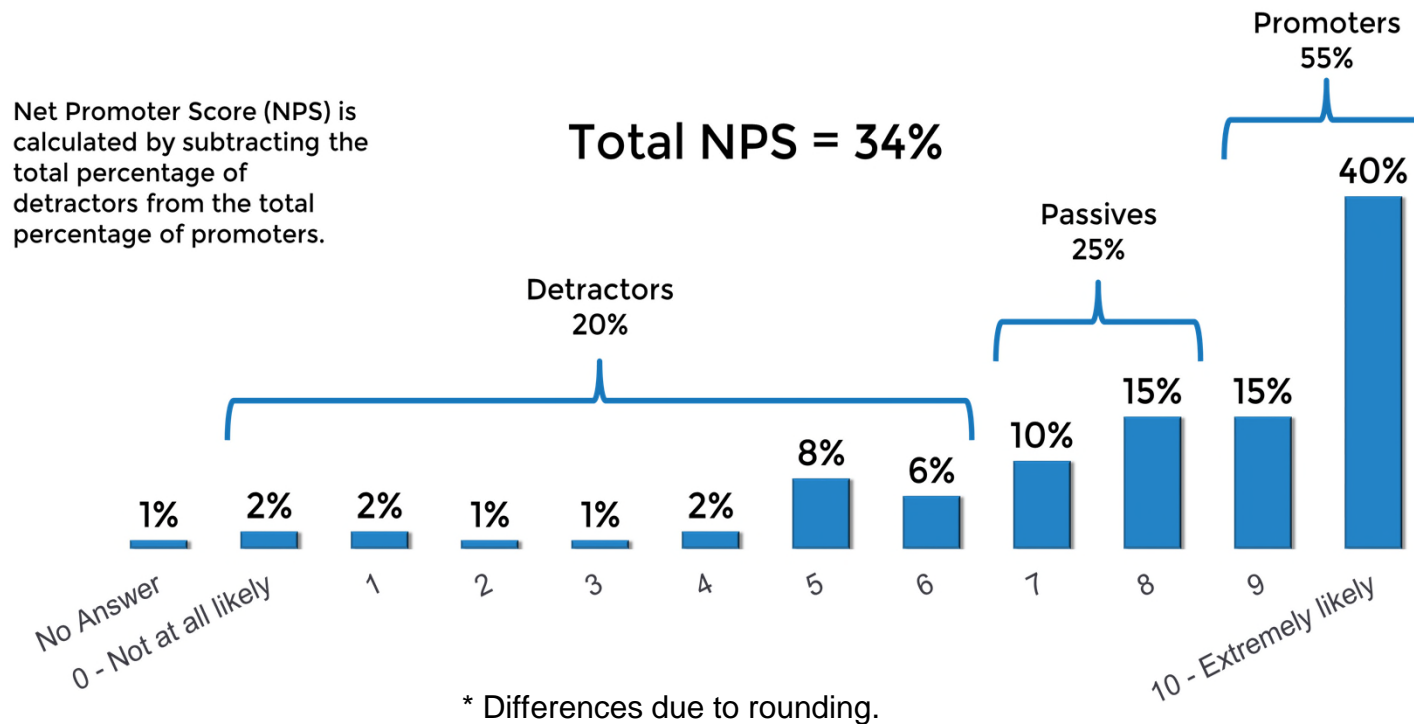
- **Net Promoter Score (NPS) is used at RTS Monroe to measure the Customer Satisfaction Index component of TOPS for that location.**
- **Each quarter, also known as a “wave,” a third party market research firm (Level 7) conducts over 500 customer surveys on-board our buses and across all fixed routes and day parts.**
- **The survey questionnaire asks our customers, on a scale of 1-10, how likely they would be to recommend riding RTS to a friend or neighbor.**
- **It also asks them to rate their level of satisfaction on a scale of 1-10 with 17 areas of our performance as well as 9 elements of on-board experience, and inquires about:**
  - Their primary purpose for using our service,
  - What they view as the single most important element of our service,
  - How likely they are to continue using RTS and how that likelihood is impacted by available transportation alternatives at a similar or lesser price,
  - One thing that we could do to improve our service, and
  - The extent to which they leverage our WMB platform.



- NPS is measured by asking: *How likely is it that you would recommend [company] to a friend or colleague?*
  - Customers respond on a 1-to-10 point rating scale and are categorized as follows:
    - **Promoters** (score 9-10) are loyal enthusiasts.
    - **Passives** (score 7-8) are satisfied but unenthusiastic customers.
    - **Detractors** (score 1-6) are unhappy customers who can damage your brand.

## NPS: Q1 Results

- NPS for Q1 was 34%, down from FY 2018-19 results that were consistently at or above 40%.



## NPS: Waves 24-36

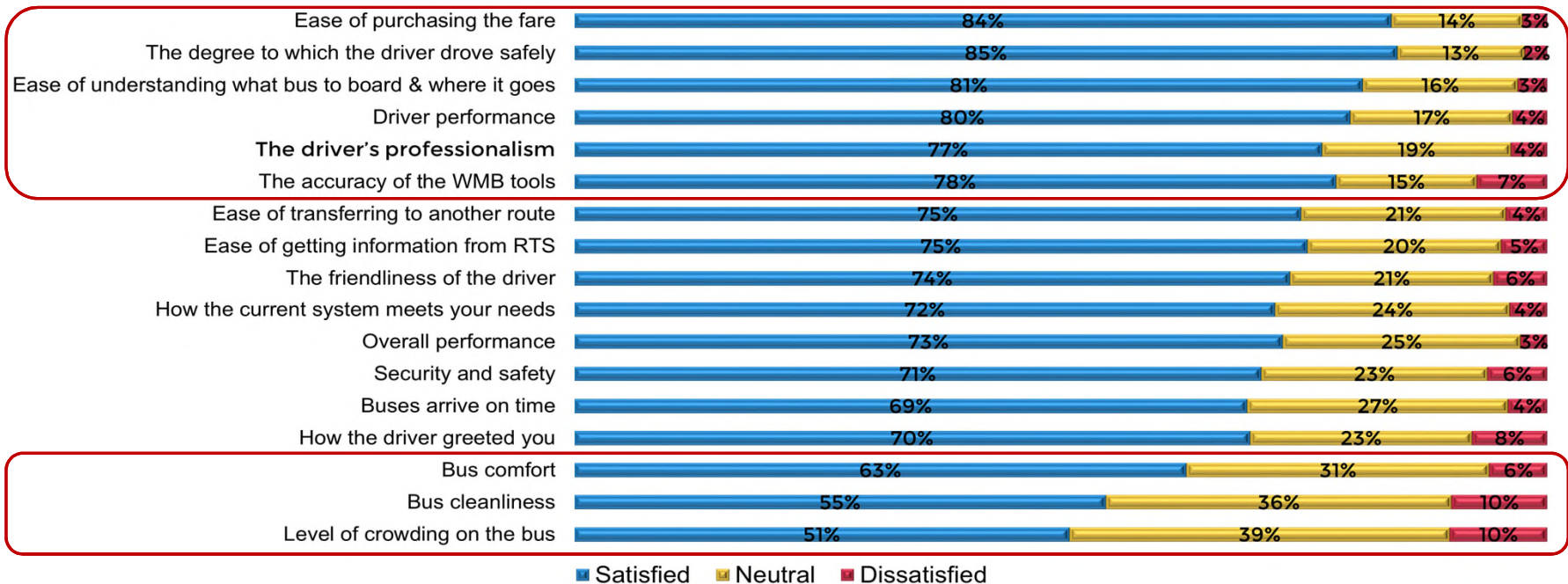
- While Q1 NPS is down over the prior year trend, it is within the range of results achieved within the last 12 survey waves, specifically June (W24) and September (W25) 2016.

	Promoters (9-10)	Passives (7-8)	Detractors (0-6)	Did not answer/ Refused	Net Promoter Score
W36	54%	25%	20%	1%	34%
W35	63%	21%	14%	1%	49%
W34	57%	25%	17%	1%	40%
W33	59%	25%	15%	1%	44%
W32	59%	26%	13%	2%	46%
W31	60%	23%	16%	1%	44%
W30	55%	24%	19%	3%	36%
W29	59%	25%	14%	2%	45%
W28	56%	25%	18%	2%	38%
W27	57%	24%	17%	2%	41%
W26	56%	24%	18%	2%	39%
W25	50%	31%	16%	3%	34%
W24	55%	25%	20%	1%	34%
Total 24-36	57%	25%	17%	2%	40%

\* Differences due to rounding.

# NPS: Overall Performance Metrics

- Trends for overall performance metrics were consistent with historical trends.
- Of the 17 measures, 10 improved, 5 remained consistent and 2 declined compared with the last wave (Q4 FY19 or wave 35).

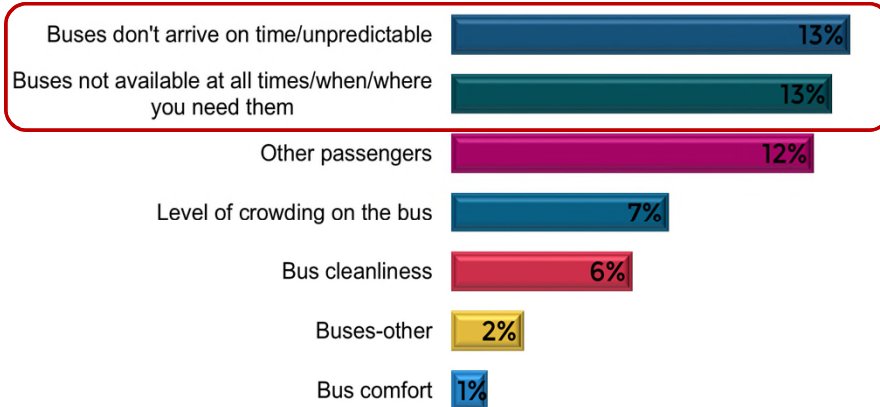




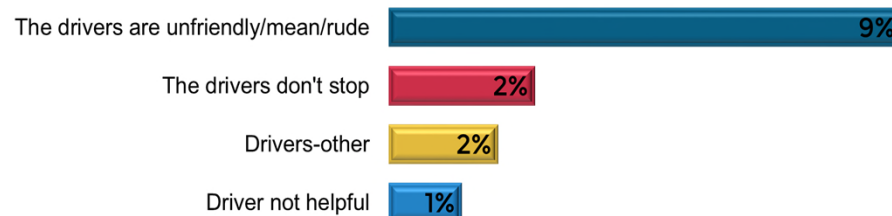
# NPS: Why Wouldn't You Recommend?

- Trends for reasons to not recommend our service were consistent with historical trends.

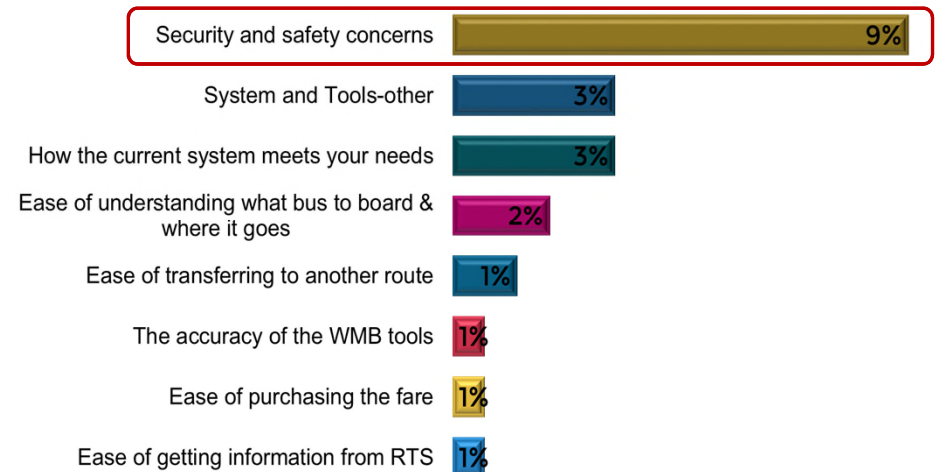
## Buses



## Drivers



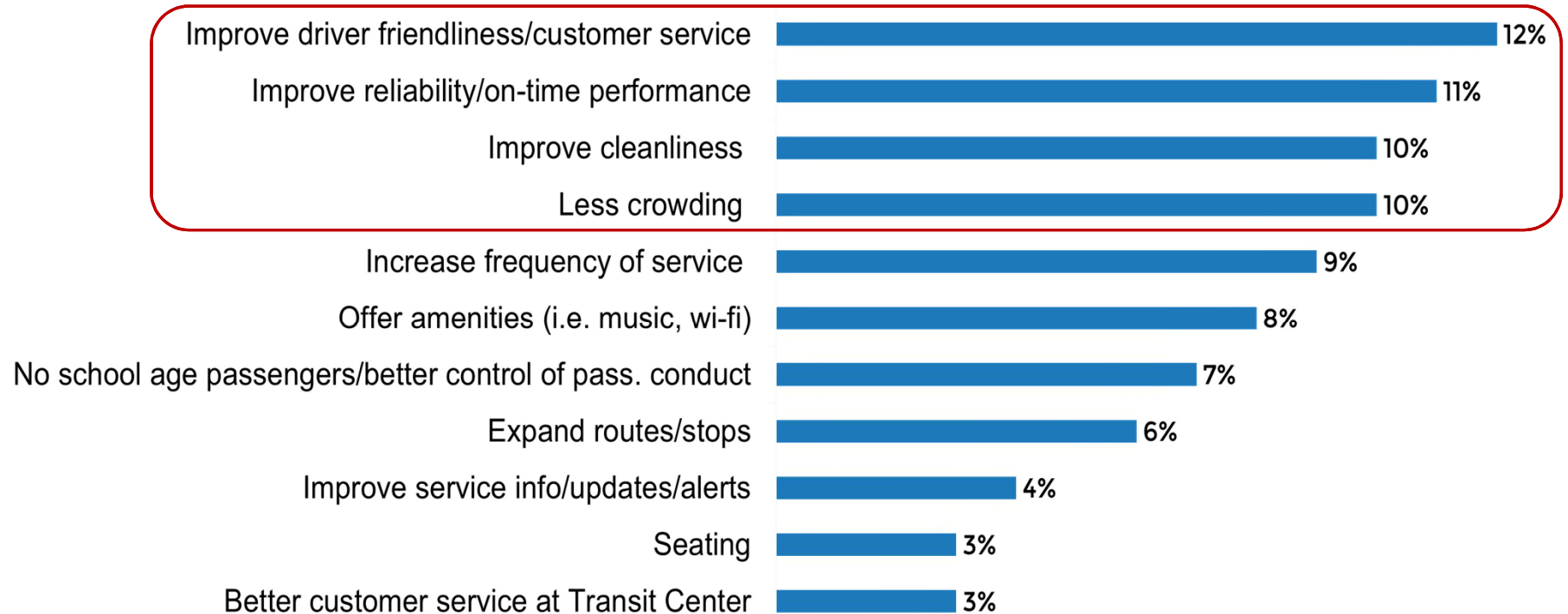
## Systems and Tools





# NPS: Improving the Rider Experience

- There were no glaring needs noted among any large percentage of respondents.
- The areas that would improve the rider experience are consistent with historical trends.



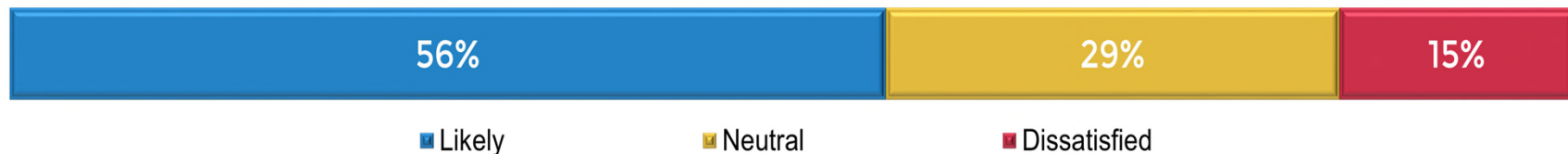
## NPS: Continued Usage

- Similar to previous waves, more than 4 out of every 5 respondents would continue to use RTS buses.
- The percentages regarding choosing a transportation alternative were nearly identical to the last time this question was posed.

Based on your current experience over the past 3 months, how likely are you to continue buying/using our service?



If there was an alternative transportation source at the same price or less as RTS that would take you where you typically go at the times you wish to travel, how likely would you be to continue using RTS?



## Additional Highlights

- Since 2010, 18,208 face-to-face onboard interviews have been completed on RTS buses over the course of 36 waves, which has allowed us to better get to know our customers and respond to their needs.
- With regard to our Q1 survey respondents:
  - On-time performance continues to be most important to our customers.
  - 80 percent ride the bus three or more days per week
  - 53 percent have been using RTS for more than 5 years
  - 42 percent have used rideshare in the last 12 months
  - 75 percent own smartphones

- Q1 NPS is down relative to the results we experienced throughout last fiscal year.
- However, our overall performance metrics, areas for improvement and continued usage are consistent with historical trends, demonstrating that results within these areas don't always directly correlate to fluctuations in NPS.
- While we have not identified any new actions that should be taken at this time, we will closely monitor future survey results for any areas where actions are needed.

## Chief Executive Officer Report

- TOPS Report
- Project Highlight
- Miscellaneous

# RTS Electric Bus Charging Equipment Project

*Presented By: David Belaskas,  
Director of Engineering & Facilities Management*



- **Project Background and Overview**
- **Site Plan**
  - Electrical Details
  - Existing Transformer
  - Power Units and Dispenser
  - Charger Location
- **Charging System Topology**
- **Project Budget**
- **Project Schedule**
- **Summary**

# Project Background and Overview

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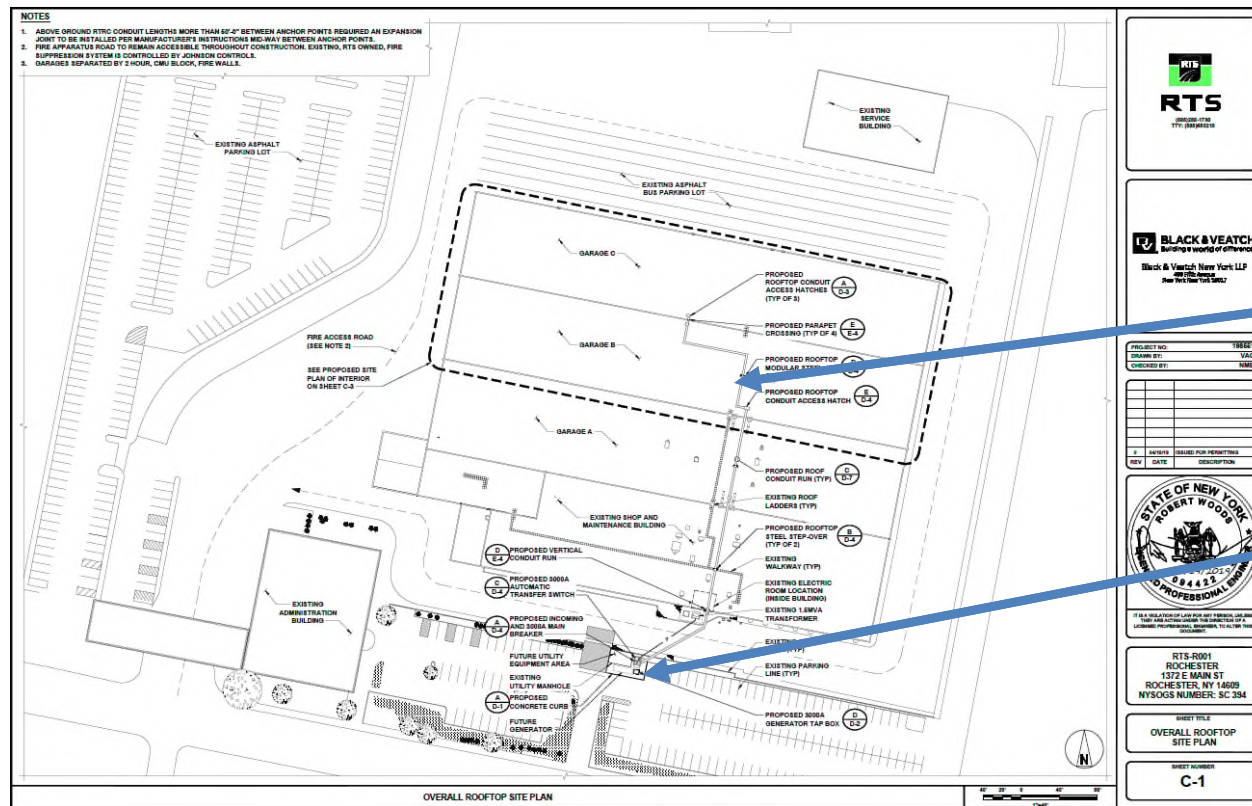
## Project Background

- Black & Veatch completed a feasibility study for bus charging
- Black & Veatch completed the design

## Project Overview

- Installation of 3000 Amp Service
- Installation of Electric Vehicle Charging Stations Power Units
- Installation of Electric Vehicle Charging Station Dispensers
- Installation of Conduit and Wire

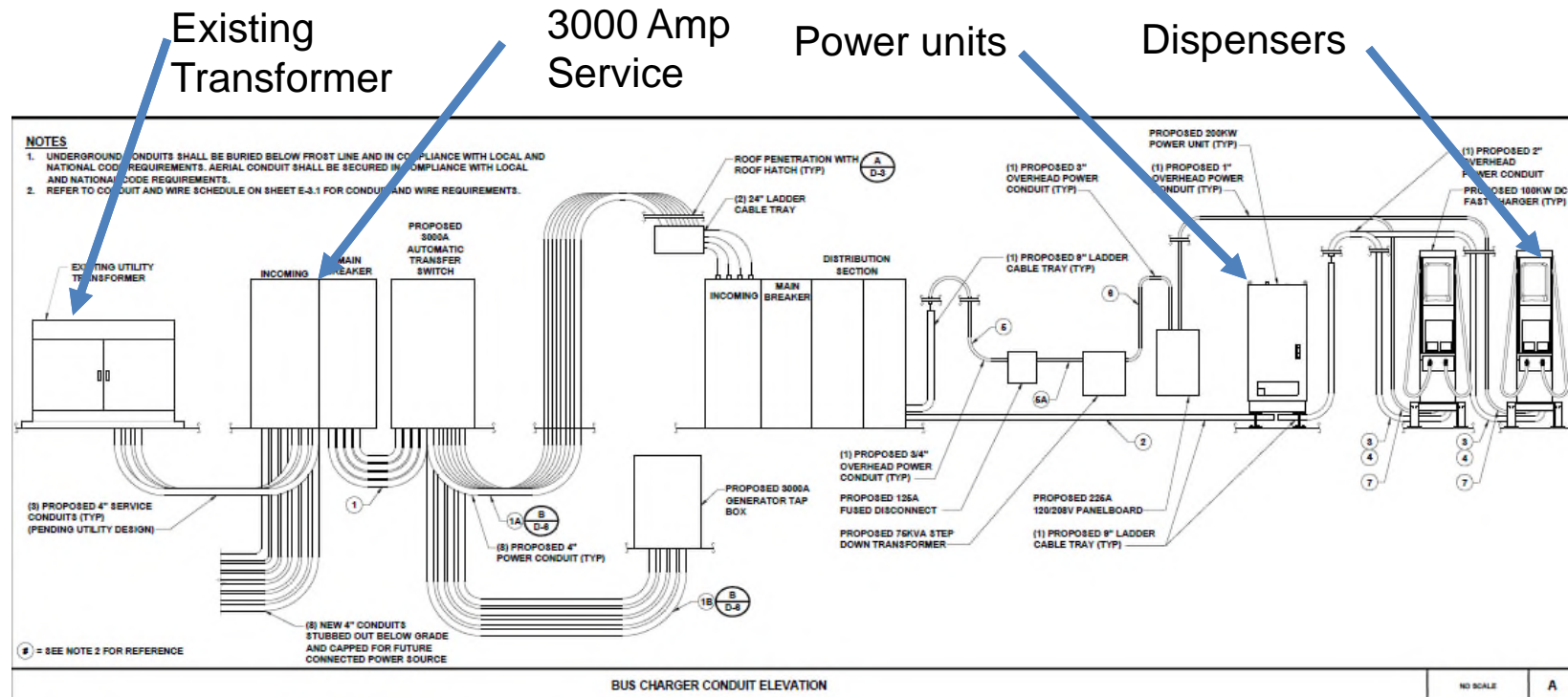




Wire Routing

Switch Gear

# Site Plan - Electrical Details



## Site Plan – Existing Transformer

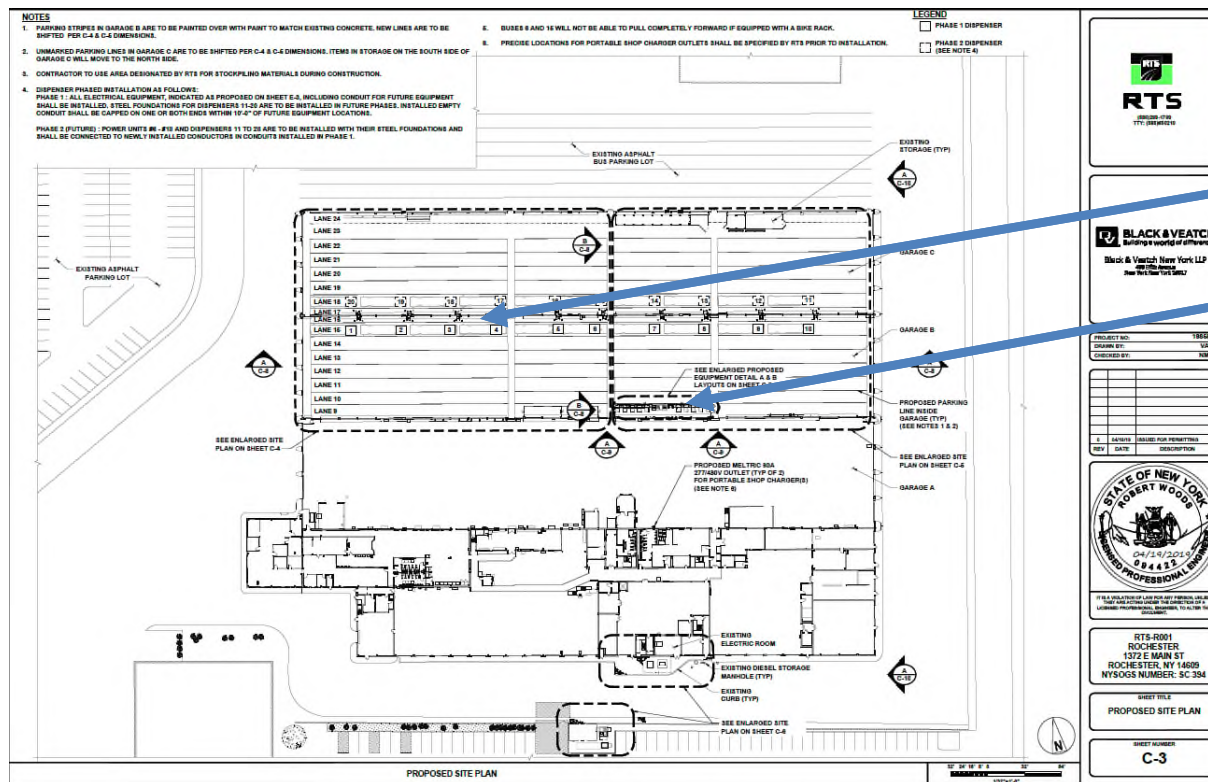


Existing  
11,500  
Volt  
Service



Existing 480 Volt  
Distribution  
feeders

# Site Plan - Power Units and Dispensers



Dispensers

Power Units

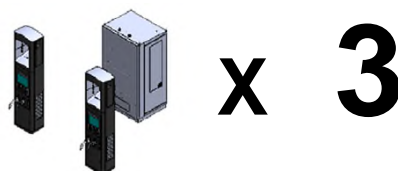
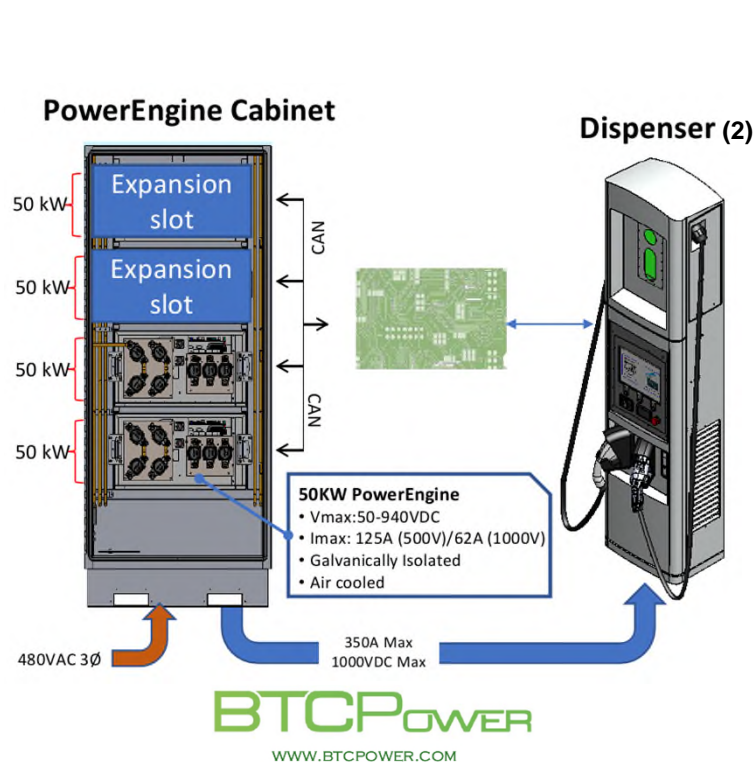


## Site Plan - Charging Locations



- North wall of Garage B
- Electric buses will be parked and charged here

# Charging System Topology



**Initial Installation:** Three (3) 200 kW PowerEngine Cabinets and six (6) Dispensers for the first 6 buses.

**Flexible Charging:** Each 200 kW PowerEngine Cabinet can split 200 kW between the 2 dispensers (buses) as needed, e.g. 125/75, 150/50, 200/0 and anywhere in between.

**Scalable:** Each dispenser is rated up to 350 kW so future expansion with additional PowerEngine cabinets can increase power levels.

## Project Budget

Cost Element	Amount
<u>Previously Authorized:</u>	
EV Connect - Bus Chargers (RGRTA 52-2018)	\$ 384,500
Black and Veatch Corp. - Design and CA Services (RGRTA 01-2018)	467,500
<u>Proposed Resolution RGRTA 37-2019:</u>	
<i>Construction of the RTS Electric Bus Charging Equipment</i>	1,263,500
Miscellaneous Elements to Complete Project	<u>77,250</u>
Total Project Budget	<u>\$ 2,192,750</u>

## Project Schedule

Task	Date
Infrastructure Construction Contract Award	August 2019
Infrastructure Construction Complete	February 2020
Pilot Bus Delivered	February 2020
All Buses Delivered	June 2020



- **Installation of 3000 Amp Service, Electric Vehicle Charging Station Power Units and Dispensers**
- **Project Budget is \$2,192,750**
- **Electric Infrastructure Project scheduled for Completion February 2020**

## Chief Executive Officer Report

- TOPS Report
- Project Highlight
- Miscellaneous

## **Not Your Parents' Bus!** **Congressional Bus Caucus & Bus Coalition** **July 17<sup>th</sup> 2019**



## RTS Livingston Employee Appreciation Dinner July 23rd 2019





## RTS Monroe & RTS Access Operator Graduation July 23rd 2019



## Miscellaneous

- Presented to the Veterans Transportation Council
- Ollie Bus Demo with Commissioners at the University at Buffalo
- Bus Coalition Board Meeting
- NYPTA Strategic Planning Session
- APTA State Affairs Conference Call
- Met with U of R Director of Transportation & Parking about Reimagine RTS
- Reimagine RTS Steering Committee Meeting
- VW Funds Conference Call

# Financial Report

*Presented by: Scott Adair, CFO*

**RGRTA - Consolidated Budget Status Report - FY 2019-2020**  
**6/30/2019**

## Financial Report

<u>Revenues</u>	<u>Budget 2019-20</u>	<u>FYTD 6/30/2019</u>	<u>Projected 3/31/2020</u>	<u>Budget Variance</u>
Total Locally Generated	\$ 29,686	\$ 7,487	\$ 29,686	\$ -
Total Government Subsidies	\$ 60,225	\$ 15,398	\$ 60,225	\$ -
Mortgage Tax	\$ 11,276	\$ 2,905	\$ 11,276	\$ -
Grand Total Revenue	\$ 101,186	\$ 25,790	\$ 101,186	\$ -
<u>Expenses</u>				
Personnel				
Salary & Wages	\$ 50,486	\$ 12,564	\$ 50,486	\$ -
Fringe Benefits	\$ 23,499	\$ 4,482	\$ 23,499	\$ -
Total Personnel	\$ 73,985	\$ 17,046	\$ 73,985	\$ -
Non-Personnel				
Services	\$ 8,698	\$ 1,725	\$ 8,698	\$ -
Fuel/Lubricants	\$ 5,719	\$ 1,275	\$ 5,719	\$ -
Parts	\$ 4,335	\$ 1,121	\$ 4,335	\$ -
Other	\$ 8,448	\$ 1,617	\$ 8,448	\$ -
Total Non-Personnel	\$ 27,201	\$ 5,738	\$ 27,201	\$ -
Grand Total Expenses	\$ 101,186	\$ 22,784	\$ 101,186	\$ -
Net Income/Deficit From Operations & Subsidies	\$ -	\$ 3,006	\$ -	\$ -





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## BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	August 1, 2019
Presenter:	David Belaskas
Subject:	Resolution Authorizing the Award of a Contract for Construction of the RTS Electric Bus Charging Equipment Project
Background:	<p>In December of 2018, the Board of Commissioners authorized, RGRTA 51-2018 and 52-2018, the purchase of heavy-duty, low-floor, electric-powered buses and electric chargers for these vehicles. The next step in introducing this type of vehicle into our fleet is the installation and construction required for the electric bus chargers. The Authority is now seeking a contractor for this infrastructure improvement.</p> <p>The Authority publicly advertised for bids in the <u>New York State Contract Reporter</u> and the <u>Rochester Business Journal</u> on May 31, 2019 and the <u>Minority Reporter</u> on May 28, 2019.</p> <p>A total of 24 invitation for bid packages were sent out and three (3) bids were received and opened on June 12, 2019. The following is a summary of the bids:</p> <ul style="list-style-type: none"><li>• Billitier Electric, Inc. \$1,263,500</li><li>• O'Connell Electric Company, Inc. \$1,370,650</li><li>• Verdek LLC \$2,150,968</li></ul> <p>After consideration of the bids it has been determined that Billitier Electric, Inc. submitted the lowest responsive bid in the amount of \$1,263,500 that best serves the interests of the Authority.</p> <p>Authority staff evaluated the bid submitted by Billitier Electric, Inc. and concluded that all components of the bid submitted by Billitier Electric, Inc. are fair and reasonable.</p> <p>The Authority has determined that Billitier Electric, Inc. appears to be a responsible bidder.</p>

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Financial Impact:	<p>The bid submitted by Billitier Electric, Inc. totaled \$1,263,500.</p> <p>The project will be funded through the Authority's successful award of two competitive grants with eighty (80) percent federal and a mix of twenty (20) percent state and Authority funds.</p>
Recommendation:	<p>That the Chief Executive Officer or his designee be authorized to execute a contract with Billitier Electric, Inc. for construction of the RTS Electric Bus Charging Equipment Project for \$1,263,500.</p>

## **Resolution: RGRTA 37-2019**

### **RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR CONSTRUCTION OF THE RTS ELECTRIC BUS CHARGING EQUIPMENT PROJECT**

WHEREAS, the Rochester Genesee Regional Transportation Authority (the "Authority") is seeking Construction Services for the RTS Electric Bus Charging Equipment Project in Rochester, NY; and

WHEREAS, the Authority publicly advertised for bids in the New York State Contract Reporter and the Rochester Business Journal on May 31, 2019 and the Minority Reporter on May 28, 2019; and

WHEREAS, 24 invitation for bid packages were distributed and 3 bids were received on or before the July 12, 2019 deadline; and

WHEREAS, after evaluation of the bids by the Authority, it has been determined that Billitier Electric, Inc. submitted the lowest responsive bid in the amount of \$1,263,500; and

WHEREAS, the Authority determined Billitier Electric, Inc. appears to be a responsible bidder; and

WHEREAS, the project will be funded through a combination of Federal, State and Authority funding.

NOW, THEREFORE, BE IT RESOLVED, that a Contract be awarded to Billitier Electric, Inc. in the amount of \$1,263,500 for construction of the RTS Electric Bus Charging Equipment Project; and

BE IT FURTHER RESOLVED that the Chief Executive Officer, or his designee, are hereby authorized, empowered and directed, for and on behalf of the Authority, to perform any and all actions and to execute any and all documents on behalf of the Authority as they may deem necessary, appropriate or advisable to carry out the intent and purposes of the foregoing resolution.

### **CERTIFICATION**

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Quarterly Meeting of the Rochester Genesee Regional Transportation Authority, which was held on August 1, 2019 and that the Resolution is still in full force and effect.

---

Geoffrey Astles, Chairman

Date: August 1, 2019  
Rochester, New York

## Resolution Authorizing the Award of a Contract for Construction of the RTS Electric Bus Charging Equipment Project

RGRTA 37-2019

*Presented by David Belaskas,  
Director of Engineering & Facilities Management*

## Invitation for Bids

- Publicly advertised for bids in the New York State Contract Reporter and the Rochester Business Journal on May 31, 2019, and the Minority Reporter on May 28, 2019.
- There were 24 Invitation for Bid packages distributed. Three bids were received prior to the July 12, 2019 deadline:
  - Billitier Electric, Inc. \$1,263,500
  - O'Connell Electric Company, Inc. \$1,370,650
  - Verdek, LLC \$2,150,968

That the Chief Executive Officer or his designee be authorized to execute a contract with Billitier Electric, Inc. for construction of the RTS Electric Bus Charging Equipment Project for \$1,263,500.

In addition, the Chief Executive Officer, or his designee, are hereby authorized, empowered and directed, for and on behalf of the Authority to perform any and all actions and to execute any and all documents on behalf of the Authority as they may deem necessary, appropriate or advisable to carry out the intent and purposes of the recommendation.



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## BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	August 1, 2019
Presenter:	Rusty Korth
Subject:	Resolution Authorizing the Purchase of Four (4) 40' Low-Floor Heavy-Duty Battery Electric Transit Buses.
Background:	<p>On December 6, 2018 the Board approved Resolution 51-2018 awarding a 5-year contract to New Flyer with options to purchase up to thirty (30) 40' low-floor heavy-duty battery electric buses along with the placement of an initial order of six (6) buses. These six (6) buses are scheduled to be delivered by June 2020 based on their current production schedule.</p> <p>As part of the 2019-2020 Annual Program of Projects we are scheduled to replace 4 transit buses that have reached the end of their useful life at a budgeted cost of \$1,992,781.</p> <p>The Authority has been working closely with New York State Department of Environmental Conservation, New York Power Authority and New York State Energy Research Development Authority as they establish the mechanisms for distributing VW Settlement funding. These mechanisms are expected to be in place within the next few months and will cover the incremental cost of an electric bus over a diesel bus plus the associated charger and infrastructure costs.</p> <p>The first phase of the Authority's battery electric bus program comprehends a full buildout for the first ten (10) electric buses. New Flyer is currently holding four (4) open slots in their production schedule contiguous with our current order of six (6) in anticipation of these additional buses being ordered.</p> <p>The Authority is recommending that an order for four (4) additional battery electric buses be placed with New Flyer, effectively increasing our initial order from six (6) to ten (10).</p>

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Financial Impact:	<p>The Authority anticipates placing an order for four (4) battery electric buses and related tools and equipment from New Flyer, Inc. at a cost not to exceed \$3,535,823. In addition, the Authority is requesting a contingency of \$70,716 for the order with a total authorization not to exceed \$3,606,539.</p> <p>The purchase will be funded with VW settlement funding, FTA Section 5307 funds, New York State funds and Local funds.</p>
Recommendation:	<p>That the Chief Executive Officer or his designee be authorized to place an order for four (4) battery electric buses and related tools and equipment from New Flyer at a cost not to exceed \$3,535,823. Be it further resolved that the Chief Executive Officer or his designee be authorized to increase the value of the order by \$70,716 with a total authorization not to exceed \$3,606,539.</p>



## **Resolution: RGRTA 38-2019**

### **RESOLUTION AUTHORIZING THE PURCHASE OF FOUR (4) 40' LOW-FLOOR HEAVY-DUTY BATTERY ELECTRIC TRANSIT BUSES**

WHEREAS, the Rochester Genesee Regional Transportation Authority (the "Authority") approved Resolution 51-2018 on December 6, 2018 and awarded a contract to New Flyer Inc. for purchasing up to 30 battery electric buses over a five (5) year period and placed an initial order of six (6) buses; and

WHEREAS, as part of the annual Program of Projects we are scheduled to replace four (4) diesel transit buses; and

WHEREAS, VW settlement funding will cover the incremental electric bus cost over a diesel bus plus associated charger and infrastructure costs; and

WHEREAS, the first phase of the Authority's battery electric bus strategy assumes ten (10) buses and charging infrastructure; and

WHEREAS, New Flyer is currently holding four (4) open slots in their production schedule contiguous with our current order of six (6) in anticipation of this order; and

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee be authorized to purchase four (4) battery electric buses and related tools and equipment from New Flyer, Inc., increasing our initial order of six (6) buses to a total of ten (10) at a cost not to exceed \$3,535,823; and

BE IT FURTHER RESOLVED, that the Chief Executive Officer or his designated representative is authorized to increase the value of the order of four (4) buses by up to \$70,716 for justified orders on contract, which would increase the total authorization to not exceed \$3,606,539; and

BE IT FURTHER RESOLVED that the Chief Executive Officer or his designee are hereby authorized, empowered and directed, for and on behalf of the Authority, to perform any and all actions and to execute any and all documents on behalf of the Authority as they may deem necessary, appropriate or advisable to carry out the intent and purposes of the foregoing resolutions.

## **CERTIFICATION**

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Regular Meeting of the Rochester-Genesee Regional Transportation Authority, which was held on August 1, 2019 and that the Resolution is still in full force and effect.

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Geoffrey Astles, Chairman

Date: August 1, 2019  
Rochester, New York

## Resolution Authorizing Purchase of Four (4) 40' Low-Floor Heavy-Duty Battery Electric Transit Buses

RGRTA 38-2019

*Presented by Rusty Korth, Vice President of Maintenance*



## Electric Bus Program - Background

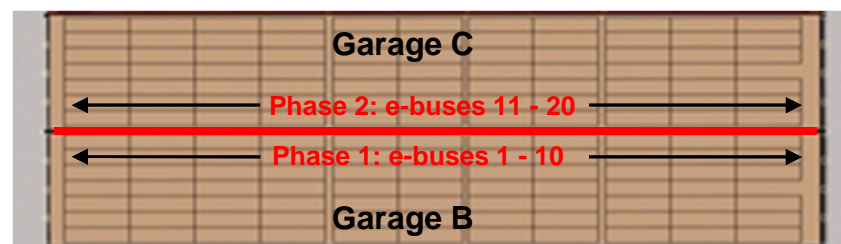
- RGRTA was awarded 2 competitive grants in April 2017 and March 2018 funding the purchase of 6 battery electric buses, charging equipment and infrastructure.
- Infrastructure design commenced with Black & Veatch in April 2018 and an electric bus specification and RFP was released in May 2018.
- Resolution RGRTA 51-2018 in December 2018 awarded a 5-year contract to New Flyer, Inc. for 40' battery electric buses and placed an initial order for six (6) buses.
- In addition to the 2 competitive grants we have been working closely with the NYSDEC and NYPA regarding the distribution mechanisms for the VW settlement funds. The VW settlement funds are currently scheduled to pay 100% of the cost difference between our diesel buses and electric buses. Certain infrastructure costs are also eligible at 100%

# Electric Bus Program – Phased Approach

The pace of incorporating electric buses into our fleet is governed by:

- Buses eligible for replacement
- Charging infrastructure
- Funding

**Operations Building**



- **2019: 20 buses eligible for replacement**
  - Electric Bus Phase 1
    - 6 electric buses on order from New Flyer funded by 2 awarded grants
    - 4 electric buses, with approval of this resolution, from New Flyer with VW funding covering infrastructure and bus incremental costs.
  - 10 diesel buses ordered from Nova
- **2021: 50 buses eligible for replacement, replacing 25 in FY 2021-22 and 25 in FY 2022-23**
  - Electric Bus Phase 2
    - 10 electric buses to be ordered from New Flyer with VW funding to cover bus incremental costs
  - 15 diesel buses to be ordered from Nova



# Financial Impact and Funding Sources

- **Cost for the four (4) battery electric buses, related tools and equipment are expected to be \$3,535,823 with a contingency of \$70,716 for a total authorization not to exceed \$3,606,539**
- **The purchase will be funded with VW funding, FTA Section 5307 funds, New York State funds, and Local funds.**

That the Chief Executive Officer or his designee be authorized to place an order for four (4) battery electric buses and related tools and equipment from New Flyer, Inc. at a cost not to exceed \$3,535,823. Additionally that the CEO or his designee be granted authority to increase the value of the order by up to \$70,716 for a total authorization not to exceed \$3,606,539.



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**BOARD OF COMMISSIONERS  
AGENDA ITEM COVER SHEET**

Board Meeting Date:	August 1, 2019
Presenter:	Scott Adair
Subject:	Resolution Authorizing the Disposal of Buses and other Assets.
Background:	<p>The Authority periodically retires buses and other assets after they reach the end of their anticipated service life, become obsolete, or are no longer suitable or necessary for the provision of public transportation services by the Authority.</p> <p>The Authority has determined that the items included in Attachment A have reached the end of their service life and are eligible for disposal.</p>
Financial Impact:	RGRTA expects minimal revenue from the sale of the buses, and other assets. RGRTA anticipates that any remaining assets will be scrapped or recycled.
Recommendation:	That the Chief Executive Officer or his designee be granted authority to dispose of items listed in Attachment A to the resolution in accordance with the Authority's Surplus Property Disposition Policy and Procedures.

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## **Resolution: RGRTA 39-2019**

### **RESOLUTION AUTHORIZING THE DISPOSAL OF BUSES AND OTHER ASSETS**

WHEREAS, the Rochester Genesee Regional Transportation Authority (the "Authority") periodically retires buses and other assets after they reach the end of their anticipated service life, become obsolete, or are no longer suitable or necessary for the provision of public transportation services by the Authority; and

WHEREAS, the Authority has determined that the items included in Attachment A have reached the end of their service life and are eligible for disposal.

NOW, THEREFORE, BE IT RESOLVED, that the buses and other assets listed in Attachment A are declared to be surplus and shall therefore be disposed of in accordance with the Authority's Surplus Property Disposition Policy and Procedures; and

BE IT FURTHER RESOLVED that the Chief Executive Officer or his designee is hereby authorized, empowered, and directed, for and on behalf of the Authority, to perform any and all actions and to execute any and all documents on behalf of the Authority as may be deemed necessary, appropriate or advisable to carry out the intent and purposes of the foregoing resolution.

### **CERTIFICATION**

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Quarterly Meeting of the Rochester Genesee Regional Transportation Authority, which was held on August 1, 2019 and that the Resolution is still in full force and effect.

---

Geoffrey Astles, Chairman

Date: August 1, 2019  
Rochester, New York

**ATTACHMENT A**

Page 1 of 2

<b>Bus#</b>	<b>Manufacturer</b>	<b>Vin#</b>
RTS Monroe 739	2005 Gillig	15GGD291161076381
RTS Monroe 726	2005 Gillig	15GGD291851076358
RTS Monroe 728	2005 Gillig	15GGD291651076360
RTS Monroe 235	2002 NABI	1FDEE3FL1BDB21220
RTS Monroe 236	2002 NABI	15904012121140500
RTS Monroe 805	2004 Gillig	15GGD291041074439
RTS Ontario 9974	2009 E-450 Ford	1FDFE45P29DA18625

<b>Item</b>	<b>Make</b>	<b>Serial</b>
Desktop Computer	Hewlett-Packard	2UA53025ZY
Desktop Computer	Hewlett-Packard	2uA530260d
Desktop Computer	Hewlett-Packard	2UA5302607
Desktop Computer	Hewlett-Packard	2uA5302608
Desktop Computer	Hewlett-Packard	2UA530260I
Desktop Computer	Hewlett-Packard	2uA5061vHB
Desktop Computer	Hewlett-Packard	2uA41120jR
Desktop Computer	Hewlett-Packard	2uA42819CJ
Desktop Computer	Hewlett-Packard	2uA530260M
Desktop Computer	Hewlett-Packard	2UA5302606
Desktop Computer	Hewlett-Packard	2UA530260k
Desktop Computer	Hewlett-Packard	2UA4270V35
Desktop Computer	Hewlett-Packard	2Ua018069g
Desktop Computer	Hewlett-Packard	2Ua9110rg8
Desktop Computer	Hewlett-Packard	2Ua018069I
Desktop Computer	Hewlett-Packard	2UA9301Ddr
Desktop Computer	Hewlett-Packard	2ua13508gr
Desktop Computer	Hewlett-Packard	2Ua1091Dd7
Desktop Computer	Hewlett-Packard	2ua32213xw
Desktop Computer	Hewlett-Packard	2Ua0340GI2
Thin Client Computer	Hewlett-Packard	mxl5060mr1
Thin Client Computer	Hewlett-Packard	mxl5060mr3
Thin Client Computer	Hewlett-Packard	mxl4100F2r
Thin Client Computer	Hewlett-Packard	mxl4100F2H
Thin Client Computer	Hewlett-Packard	mxl4100F2g
Thin Client Computer	Hewlett-Packard	mxl5060Mr5
Thin Client Computer	Hewlett-Packard	mxl4100f2K
Thin Client Computer	Hewlett-Packard	mxl4100F2B
Thin Client Computer	Hewlett-Packard	mxl4100f2Q
Thin Client Computer	Hewlett-Packard	mxl4100F2D
Thin Client Computer	Hewlett-Packard	mxl4100F2P
Thin Client Computer	Hewlett-Packard	mxl4100F2w
Thin Client Computer	Hewlett-Packard	MXL4100F2F

Item	Make	Serial
Thin Client Computer	Hewlett-Packard	MXL4100F2V
Thin Client Computer	Hewlett-Packard	MXL5060MR4
Thin Client Computer	Hewlett-Packard	MXL4100F2J
Thin Client Computer	Hewlett-Packard	MXL4100F2N
Thin Client Computer	Hewlett-Packard	MXL4100F2T
Thin Client Computer	Hewlett-Packard	MXL4100F2C
Thin Client Computer	Hewlett-Packard	MXL4100F28
Wireless Access Point	CISCO	FTX132390LP
Wireless Access Point	CISCO	FTX132390LL
Wireless Access Point	CISCO	FTX132390LX
Wireless Access Point	CISCO	FTX132390LZ
Wireless Access Point	CISCO	FTX132390KN
Wireless Access Point	CISCO	FTX132390KJ
Wireless Access Point	CISCO	FTX132390JT
Wireless Access Point	CISCO	FTX132390M0
Wireless Access Point	CISCO	FTX132390LB
Wireless Access Point	CISCO	FTX132390MA
Monitor	Bright Sign	71g190000793
Monitor	Hewlett-Packard	CNP422V0T0
Monitor	Hewlett-Packard	2ua4270c07
Monitor	Hewlett-Packard	3CQ21008RJ
Monitor	Hewlett-Packard	3CQ21008RH
Laptop	Hewlett-Packard	5CG5050M5T
Laptop	Hewlett-Packard	5CG5306KS1
Laptop	Hewlett-Packard	5Cg4290Mz0
Laptop	Hewlett-Packard	5CG5306KS6
Laptop	Hewlett-Packard	5CG5306KS9
Laptop	Hewlett-Packard	5CG5050M55
Laptop	Hewlett-Packard	5CG5050M5G
Laptop	Hewlett-Packard	5CG5306KS1
Laptop	Hewlett-Packard	5CG5306KR0
Laptop	Hewlett-Packard	5CG5306GPH
Laptop	Hewlett-Packard	CND04506LV
Laptop	Hewlett-Packard	CNU2060ZWJ
Laptop	Dell	8x2W2d1
Laptop	Compaq	cnu6150Gm2
Laptop	Apple	W8005VCB8PW
Laptop	Apple	C02HJ11DDV7N
Laptop	Hewlett-Packard	CNU339B7XR
Laptop	General Dynamics	zzsjc0292Zz0044
Laptop	General Dynamics	zzsjC1104zz0071
Laptop	Hewlett-Packard	CNU050240W
Laptop	Hewlett-Packard	CNU03868B2
Laptop	Hewlett-Packard	CNU038687P

<b>BOARD COMMITTEES 8/2/18 Final</b>		<b><u>Compensation Committee- NO VIDEO</u></b>	
<b><u>Governance Committee</u></b>		Chairman Astles- Chair	19-Jul
Commissioner McDonald-Chair	20-Jul	Commissioner Ansbrow	20-Jul
Commissioner O'Connor	19-Jul	Commissioner McDonald	20-Jul
Commissioner Kosmerl	20-Jul	Commissioner Kosmerl	21-Jul
Commissioner White	19-Jul	Commissioner Jeffries	19-Jul
Commissioner Smith	18-Dec		
<b><u>Audit Committee</u></b>		<b><u>Finance/Investment Committee</u></b>	
Commissioner Jankowski- Chair	20-Jul	Commissioner Jeffries- Chair	21-Jul
Commissioner Ansbrow	19-Jul	Commissioner Turner	19-Jul
Commissioner Kosmerl	21-Jul	Commissioner Johnson	20-Jul
Commissioner Turner	20-Jul	Commissioner Smith	19-Jul

<b>BOARD COMMITTEES 8/1/19 Draft</b>		<b><u>Compensation Committee- NO VIDEO</u></b>	
<b><u>Governance Committee</u></b>		Commissioner Jeffries-Chair	22-Jul
Commissioner McDonald-Chair	20-Jul	Commissioner Ansbrow	20-Jul
Commissioner Kosmerl	20-Jul	Commissioner McDonald	20-Jul
Commissioner White	22-Jul	Commissioner Kosmerl	21-Jul
Commissioner Bensley	22-Jul	Chairman Astles	22-Jul
Chairman Astles	22-Jul		
<b><u>Audit Committee</u></b>		<b><u>Finance/Investment Committee</u></b>	
Commissioner Jankowski- Chair	20-Jul	Commissioner Kosmerl- Chair	22-Jul
Commissioner Ansbrow	22-Jul	Commissioner Bensley	22-Jul
Commissioner Kosmerl	21-Jul	Commissioner Johnson	20-Jul
Chairman Astles	22-Jul	Commissioner Jankowski	22-Jul



# 2019 STANDING CALENDAR

**Document Date:** 7/25/19 *Calendar is subject to revisions/additions*

<i><b>MEETING INFORMATION</b></i>	<i><b>DATE</b></i>	<i><b>TIME</b></i>
<b>RGRTA Regular Board Meeting</b>	Thursday, January 3, 2019	CANCELLED
<b>RGRTA Compensation Committee Meeting</b>	Monday, January 14, 2019	11:30AM – 1:00PM
<b>RGRTA Compensation Committee Meeting</b>	Thursday, February 7, 2019	10:30AM – 11:30AM
<b>RGRTA Quarterly Board Meeting</b>	Thursday, February 7, 2019	Noon - 2:00PM
<b>RGRTA Governance Committee Meeting</b>	Thursday, March 7, 2019	10:30AM - 11:30AM
<b>RGRTA Regular Board Meeting</b>	Thursday, March 7, 2019	Noon - 2:00PM
<b>RGRTA Compensation Committee Meeting</b>	Thursday, March 14, 2019	Noon – 1:00PM
<b>RGRTA Finance/Investment Committee Meeting</b>	Thursday, April 4, 2019	10:30AM - 11:30AM
<b>RGRTA Regular Board Meeting</b>	Thursday, April 4, 2019	Noon - 2:00PM
<b>RGRTA Quarterly Board Meeting</b>	Thursday, May 2, 2019	Noon - 2:00PM
<b>RGRTA Regular Board Meeting</b>	Thursday, June 6, 2019	Noon – 2:00PM
<b>RGRTA Audit/Finance Committee Meeting</b>	Thursday, June 27, 2019	10:00AM – 11:30AM
<b>RGRTA Regular Board Meeting</b>	Thursday, June 27, 2019	Noon - 2:00PM
<b>RGRTA Governance Committee Meeting</b>	Thursday, August 1, 2019	10:30AM – 11:30AM
<b>RGRTA Quarterly Board Meeting</b>	Thursday, August 1, 2019	Noon - 1:30PM
<b>RGRTA Annual Meeting</b>	Thursday, August 1, 2019	1:30PM - 2:00PM
<b>RGRTA Governance Committee Meeting</b>	Thursday, September 5, 2019	10:30AM - 11:30AM
<b>RGRTA Regular Board Meeting</b>	Thursday, September 5, 2019	Noon - 2:00PM
<b>RGRTA Regular Board Meeting</b>	Thursday, October 3, 2019	Noon - 2:00PM
<b>RGRTA Annual Governance Training</b>	November 2019	10:30AM – 6:00PM
<b>RGRTA Quarterly Board Meeting</b>	Thursday, November 7, 2019	Noon – 2:00PM
<b>RGRTA Audit Committee Meeting</b>	Thursday, December 5, 2019	10:30AM - 11:30AM
<b>RGRTA Regular Board Meeting</b>	Thursday, December 5, 2019	Noon - 2:00PM

**Location Key:**

*All Meetings to be held at RGRTA: 1372 E. Main Street, Board Room unless otherwise specified*