

**MINUTES OF THE QUARTERLY MEETING OF THE  
BOARD OF COMMISSIONERS OF  
ROCHESTER-GENESEE REGIONAL TRANSPORTATION AUTHORITY  
AND ITS SUBSIDIARIES  
February 4, 2021**

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

The meeting was called to order at 12:01pm by Chairman Donald Jeffries who determined that a quorum was present via Zoom.

**Present Virtually on Roll Call:**

➤ County of Monroe	Don Jeffries	=	15 votes
➤ City of Rochester	William Ansbrow	=	2 votes
City of Rochester	Jerdine Johnson	=	2 votes
➤ City of Rochester	William McDonald	=	2 votes
➤ County of Ontario	Geoff Astles	=	3 votes
➤ 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>30</b>
<b>Total Votes Present</b>	<b>28</b>
<b>Votes Needed for Quorum</b>	<b>16</b>

**Others Present:**

Scott Adair, Chief Financial Officer  
Yolanda Allen, Community Engagement Manager  
David Belaskas, Director of Engineering & Facilities Management  
Julie Boasi, Director of Service Planning  
Ken Boasi, Director of Regional Operations  
Tom Brede, Public Information Officer  
Mike Burns, Director of Accounting Services  
Bill Carpenter, Chief Executive Officer  
Jay Corey, Director of Service Delivery  
Daniel DeLaus, Chief Legal Counsel  
Chris Dobson, VP of Transportation Services  
Chris Doran, Client Relationship Manager  
Renee Elwood, Director of Well-Being & Inclusion  
Caitlin Farley, Retirement and Benefits Specialist  
Justin Feasel, Manager of Purchasing & Project Management  
Lea Goodness, Director of Scheduling  
Amy Gould, Chief People Officer

Krystal Hall, Director of People Performance & Development  
Brandon Hettler, Technical Support Administrator II  
Dan Kenyon, Transportation Planner II  
Laura Kenyon, Director of Communications & Customer Engagement  
Rusty Korth, VP of Maintenance  
Gene Kreinsen, Manager of Fleet Maintenance  
Ryan Lokken, Manager of Maintenance Support Operations  
Brittany Marks, Transportation Planner II  
Chris Mahood, Director of Information Technology  
Jamie Mott, Director of Paratransit Services  
Sharon Muir-Eddy, Director of Budget  
Scott Nasca, Generation Capital Management  
Kelly Parisi, Executive Assistant to the CEO  
Earl Pearson, Mobility Services Manager  
Aracelis Perez-Diaz, Customer Relationship Marketing Specialist  
Janet Snyder, Labor Relations Director  
Jim Stack, Executive Director GTC  
Miguel Velazquez, Chief Operating Officer

**B. Adoption of the Agenda**

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

**C. Approval of Minutes**

On motion of Commissioner Astles, seconded by Commissioner McDonald, the following minutes were unanimously approved.

- RGRTA Audit Committee Meeting Minutes of December 3, 2020
- Regular Board Meeting Minutes of December 3, 2020
- RGRTA Compensation Committee Meeting Minutes of January 19, 2021

**D. CEO Report**

Bill Carpenter, Chief Executive Officer, presented the CEO Report which included presentations from Mike Burns, Director of Accounting Services, on the Quarterly TOPS Report and Julie Boasi, Director of Service Planning, on the Bike Share Program. The power point presentations are attached to these Minutes.

**Questions/Comments regarding the presentation on the Quarterly TOPS Report:**

- *Chairman Jeffries congratulated the RTS Team on a job well done.*
- *Commissioner McDonald stated that he was struck by the fact that 50% felt that they had to choose between health and jobs, and it looks like most have chosen their jobs. Kudos we are providing such a vital service.*

- *Commissioner Kosmerl also stated that he is very impressed with our adaptability and reliability during the Pandemic.*

Questions/Comments regarding the presentation on the Bike Share Program:

- *Commissioner Jankowski asked how is HOPR different from Zagster, primarily security. Julie Boasi stated that each bike is equipped with GPS in the middle section and if removed the bike is effectively inoperable. HOPR will be tracking each bike via the GPS.*
- *Commissioner Astles inquired about Phase 2 and could they include colleges in the area near Geneva and Canandaigua when that goes into effect. Julie Boasi responded yes.*
- *Commissioner McDonald asked about the permitting and if e-scooters will go into effect with the bikes or later. Julie Boasi stated that the only area that is permitted at this point is the City of Rochester and they are looking to have all launched in the Spring.*
- *Commissioner Ansbro asked from a Governance perspective, is it up to the other municipalities to come up with restrictions. Julie Boasi stated that is correct we do not have jurisdiction.*
- *Commissioner Bensley asked in the on-line chat about the Canal paths restrictions. Julie Boasi stated that she is not sure if it is up to Canal Corp. or if it is up to the Municipality in that area the path is located in to come up with those restrictions.*

On motion of Commissioner Ansbro, seconded by Commissioner McDonald, 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.

Scott Adair also mentioned that there was an Audit Committee meeting this past Tuesday that highlighted some of the funding we could receive for future years.

On motion of Commissioner Kosmerl, seconded by Commissioner Astles, the Financial Report was accepted by unanimous vote.

**F. Proposed Resolutions**

**Resolution Authorizing the Purchase of Twelve (12) Type VI Buses, RGRTA 1-2021**

- *Commissioner Chapman asked if the buses in the back of the yard on East Main Street are Type VI buses. Rusty Korth, VP of Maintenance stated that yes those are Type VI buses.*

RGRTA 1-2021: On motion of Commissioner McDonald, seconded by Commissioner Astles, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

**Resolution Authorizing the Purchase of Ten (10) 40' Heavy-Duty, Low-Floor, Battery Electric Transit Buses, RGRTA 2-2021**

- *Commissioner Chapman asked a question about the local funds contribution and why it is not the normal 10%. Scott Adair stated that because of the VW settlement funds it is not 10% of total but of the net costs (after VW settlement funds).*

RGRTA 2-2021: On motion of Commissioner Ansbro, seconded by Commissioner Kosmerl, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

**Resolution Authorizing the Purchase of Fifteen (15) 40' Heavy-Duty, Low-Floor, Diesel-Powered Buses, RGRTA 3-2021**

- *Commissioner Kosmerl wanted to commend Rusty Korth on sticking to the planned schedule. He took a look at what was presented at the Governance Retreat in November and we are right on target with what was presented at that time.*

RGRTA 3-2021: On motion of Commissioner Kosmerl, seconded by Commissioner McDonald, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

**G. Consent Resolutions**

**Resolution Amending RGRTA 16-2020 Authorizing the Award of a Contract for a Bike Share Program, RGRTA 4-2021**

**Resolution Authorizing an Intergovernmental Agreement with Monroe County for Participation in the Energy Aggregation Group for the Purchase of Natural Gas, RGRTA 5-2021**

**Resolution Authorizing a Contract for Pension Plan Investment Management and Custodial Services, RGRTA 6-2021**

**Resolution Authorizing Amending RGRTA 49-2019 Authorizing a Contract for Ambassadors for the Reimagine RTS Project, RGRTA 7-2021**

**Resolution Authorizing the Disposal of Assets RGRTA 8-2021**

Resolutions RGRTA 4-2021 up to and including RGRTA 8-2021 were moved on motion of Commissioner Astles seconded by Commissioner McDonald, the aforementioned Resolutions, a copy of which are attached to these minutes, were approved with an abstention on resolution RGRTA 6-2021 from Commissioner Bensley.

**H. Calendar**

Bill Carpenter, CEO, stated that we will have a Governance Committee Meeting before the next Board meeting in March and we will need to have a Compensation Committee Meeting around that time as well.

**I. Adjournment**

There being no further matters on the adopted Agenda, the quarterly meeting was adjourned on motion of Commissioner McDonald, seconded by Commissioner Astles at 12:58pm.

Respectfully submitted,

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Edward W. White, Esq., Secretary

Posted Date: February 18, 2021

## CEO Report

*Presented by: Bill Carpenter, CEO*

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## Chief Executive Officer Report

- **TOPS Report**
- Project Highlight
- Miscellaneous



## TOPS Report Background

- The RGRTA Team has exhibited the value of Agility and Innovation since we first learned of community spread of the COVID-19 virus in our communities.
- We acted immediately to keep employees and customers safe
- We implemented customer-facing policies and tactics that:
  - Enhanced the cleaning and disinfecting of buses and facilities
  - Waived fares to remove the risk of farebox interactions
  - Promoted social distancing on the bus
  - Made it easier to comply with face covering requirements
- We implemented contactless fare payment through RTS Go





## TOPS Report Background (continued)

- **On Time Performance was impacted by our reduced ridership and lower traffic volumes caused by the pandemic. Buses were running too early! Our team exhibited the value of Performance Focus to improve the customer experience.**
- **We implemented internal tactics that:**
  - Raised awareness throughout the organization that early performance had become an issue
  - Focused attention with bus operators on the minutes early (rather than percentage of timepoints early) based on customer survey data
  - Placed Road Supervisors along routes/locations that had high early performance
  - Ongoing coordination with Radio Control to monitor identified hot spots
- **Our scorecard shows the impact of these efforts**



# TOPS

## TRANSIT ORGANIZATION PERFORMANCE SCORECARD

		SCORE 3rd Qtr.
FPI	FINANCIAL PERFORMANCE INDEX	26.0
CSI	CUSTOMER SATISFACTION INDEX	43.5
SPI	SERVICE PERFORMANCE INDEX	57.5
	TOTAL	127.0

Strategic Pillars 2020-21 3rd 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	NA	\$0.0	\$1,425.1		26.00	20.00	26.00	14.00
	Total FPI Score						26.0	20.0	26.0	14.0
Customer Service Index	Net Promoter Score - RTS	38%	NA	47%	43%		40.63	32.50	42.25	22.75
	RTS Access	95%	NA	98%	96%		0.42	0.40	0.52	0.28
	RTS Genesee	95%	NA	80%	99%		0.37	0.30	0.39	0.21
	RTS Livingston	95%	NA	100%	94%		0.29	0.30	0.39	0.21
	RTS Ontario	95%	NA	96%	100%		0.39	0.30	0.39	0.21
	RTS Orleans	95%	NA	100%	97%		0.33	0.30	0.39	0.21
	RTS Seneca	95%	NA	100%	98%		0.35	0.30	0.39	0.21
	RTS Wayne	95%	NA	99%	99%		0.36	0.30	0.39	0.21
	RTS Wyoming	95%	NA	97%	100%		0.39	0.30	0.39	0.21
	Total CSI Score						43.5	35.0	45.5	24.5
Service Performance Index	On-Time Performance - RTS	90.50%	91.12%	91.70%	92.83%		46.68	35.50	47.50	24.85
	RTS Access	95.00%	97.2%	97.6%	96.8%		1.77	1.50	1.95	1.05
	RTS Genesee	93.0%	100.0%	98.3%	96.0%		0.65	0.50	0.65	0.35
	RTS Livingston	90.0%	99.8%	100.0%	100.0%		0.65	0.50	0.65	0.35
	RTS Ontario	92.0%	91.5%	94.9%	97.2%		0.65	0.50	0.65	0.35
	RTS Orleans	95.5%	99.7%	99.4%	98.9%		0.65	0.50	0.65	0.35
	RTS Seneca	97.0%	100.0%	100.0%	100.0%		0.65	0.50	0.65	0.35
	RTS Wayne	96.0%	99.5%	98.5%	98.6%		0.65	0.50	0.65	0.35
	RTS Wyoming	96.0%	99.1%	98.4%	96.9%		0.64	0.50	0.65	0.35
	Submit Title VI	Yes			Yes		4.50	4.50	4.50	3.15
	Total SPI Score						57.5	45.0	58.5	31.5
TOPS Score							127.0	100.0	130.0	70.0

# TOPS Report

*Presented by: Michael Burns  
Director of Accounting Services*

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Strategic Pillars 2020-21 3rd Qtr.	Metric	Plan Goal	Actual 1st Quarter	Actual 2nd Quarter	Actual 3rd Quarter	Actual 4th Quarter	Earned Points	Goal Points	Max Points	Min Points
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	RTS Ontario	95%	NA	96%	100%		0.39	0.30	0.39	0.21
	RTS Orleans	95%	NA	100%	97%		0.33	0.30	0.39	0.21
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	RTS Seneca	97.0%	100.0%	100.0%	100.0%		0.65	0.50	0.65	0.35
	RTS Wayne	96.0%	99.5%	98.5%	98.6%		0.65	0.50	0.65	0.35
	RTS Wyoming	96.0%	99.1%	98.4%	96.9%		0.64	0.50	0.65	0.35
	Submit Title VI	Yes			Yes		4.50	4.50	4.50	3.15
	Total SPI Score						57.5	45.0	58.5	31.5
TOPS Score							127.0	100.0	130.0	70.0

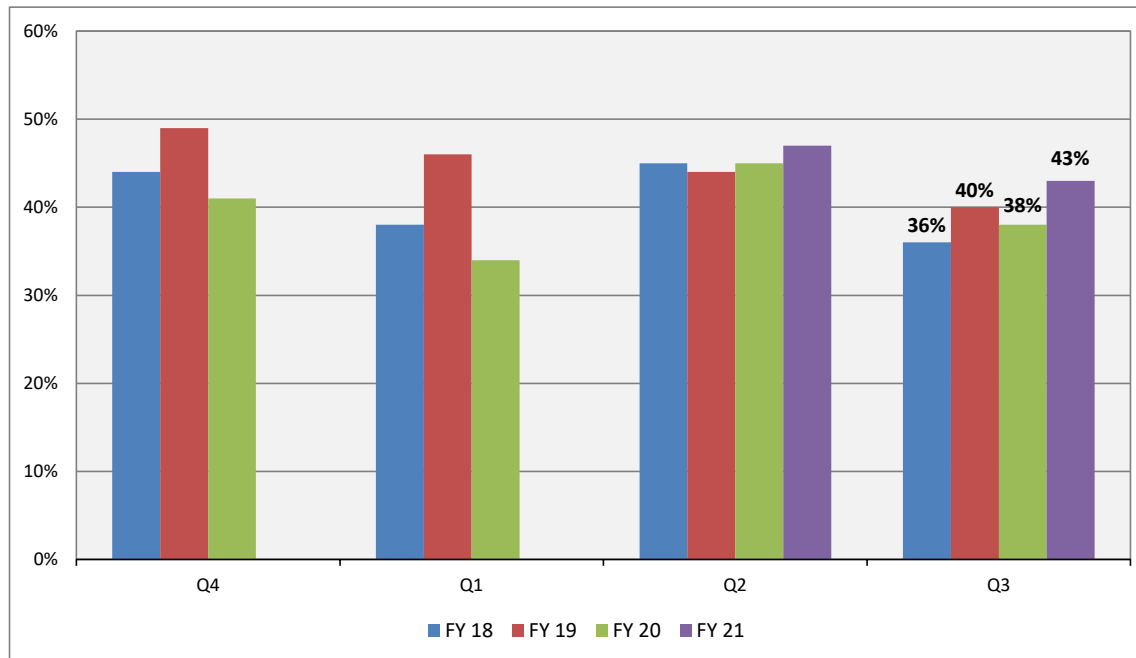


# Customer Service Index

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	Total CSI Score						43.5	35.0	45.5	24.5

## RTS Monroe NPS: Trends by Quarter

- Q3 NPS is higher than the prior three years



Note: On board customer surveying was not conducted during Q1

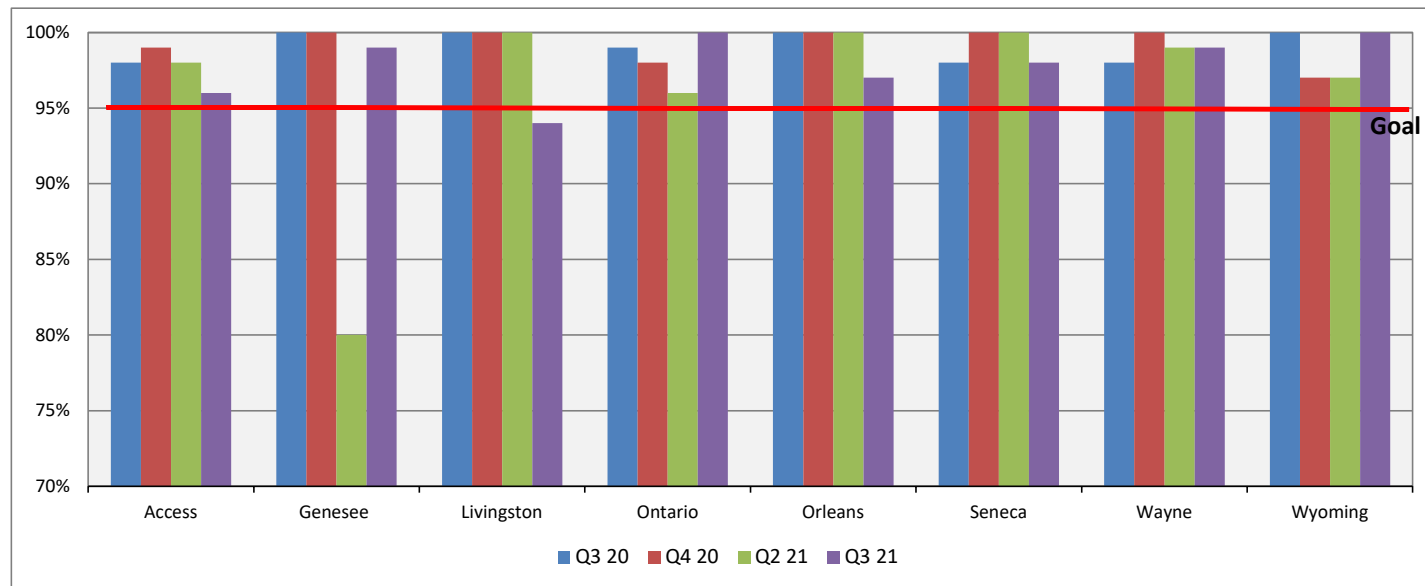
## RTS Monroe NPS: Key Learnings

- Promoters continued to trust RTS to be a reliable option that was both convenient and comprehensive.
- Regarding the pandemic and bus usage:
  - 61% of respondents said it had no impact, while 39% indicated some level of impact
  - Approximately half of respondents felt they had to choose between their health and their jobs
- Consistent with Q2, regarding measures taken by RTS in response to the pandemic, respondents indicated that cleanliness and overcrowding were no more of a concern than they have been in the past.



# Customer Satisfaction: Trends by Quarter

- Customer Satisfaction at Access and the Regionals exceeded goal, with the exception of RTS Livingston



Note: On board customer surveying was not conducted during Q1

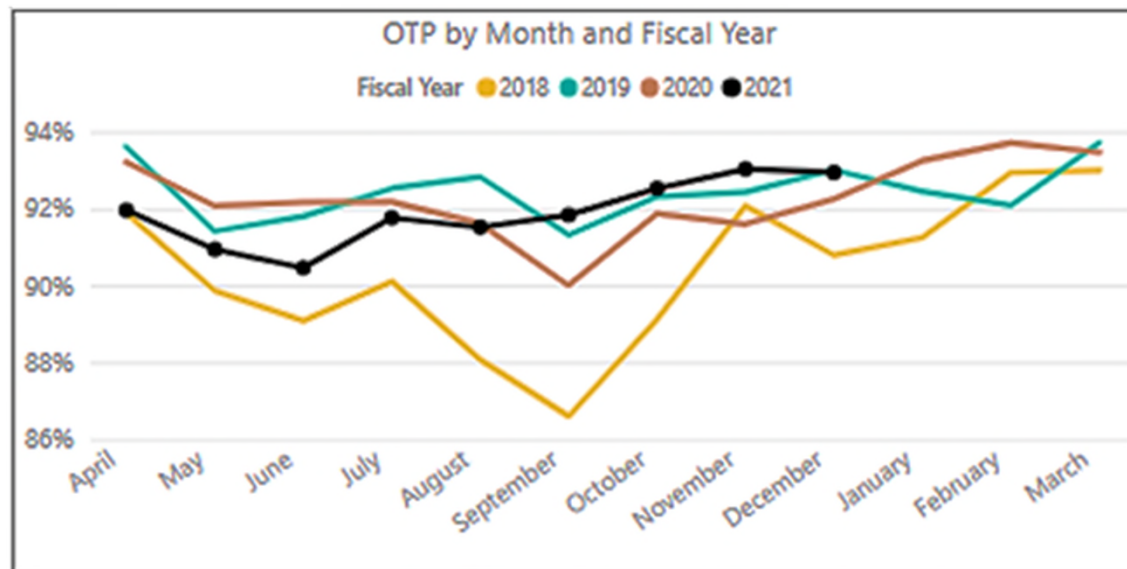


# Service Performance Index

Strategic Pillars 2020-21 3rd Qtr.	Metric	Plan Goal	Actual 1st Quarter	Actual 2nd Quarter	Actual 3rd Quarter	Actual 4th Quarter	Earned Points	Goal Points	Max Points	Min Points
Service Performance Index	On-Time Performance - RTS	90.50%	91.12%	91.70%	92.83%		46.68	35.50	47.50	24.85
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	RTS Seneca	97.0%	100.0%	100.0%	100.0%		0.65	0.50	0.65	0.35
	RTS Wayne	96.0%	99.5%	98.5%	98.6%		0.65	0.50	0.65	0.35
	RTS Wyoming	96.0%	99.1%	98.4%	96.9%		0.64	0.50	0.65	0.35
	Submit Title VI	Yes			Yes		4.50	4.50	4.50	3.15
	Total SPI Score						57.5	45.0	58.5	31.5

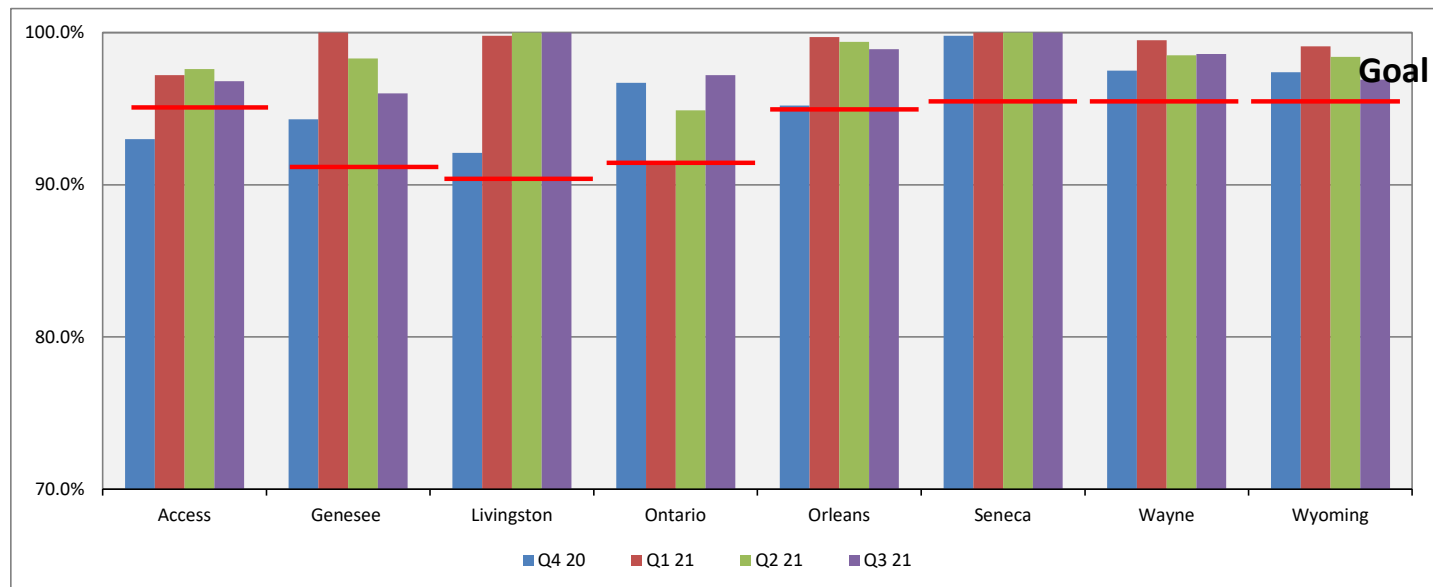
## OTP-RTS Monroe: Performance Trends

- Within Q3, monthly OTP ranged from 92.53% to 93.03% vs. a goal of 90.5%
- Early departures and late arrivals were 3.11% and 4.07%, respectively



# OTP-Access and Regionals: Trends by Quarter

- Q3 OTP exceeded goal at all locations





## Summary

- Q3 results exceeded goal across the three key result areas that we measure.
- Despite the ongoing challenges of the pandemic, our customers continue to recognize our commitment to providing safe, clean and reliable transportation.

## Chief Executive Officer Report

- TOPS Report
- Project Highlight
- Miscellaneous

# Becoming a Leader in Mobility

- Our Governance Retreats in 2014, 2015 and 2016 laid the foundation for our system today. The guidance from the Board was to support mobility initiatives in the region, with focus on improving bus service as our priority.
- In the past five years we have supported the City's efforts with Bike Share and Vanpool offerings while completing the Regional Redesign and preparing to launch Reimagine RTS.
- Using our own grant funding, we begin this spring offering Bike Share and Vanpool services coordinated with our municipal partners.



# RTS Bike Share Program

*Presented by: Julie Boasi  
Director of Service Planning*

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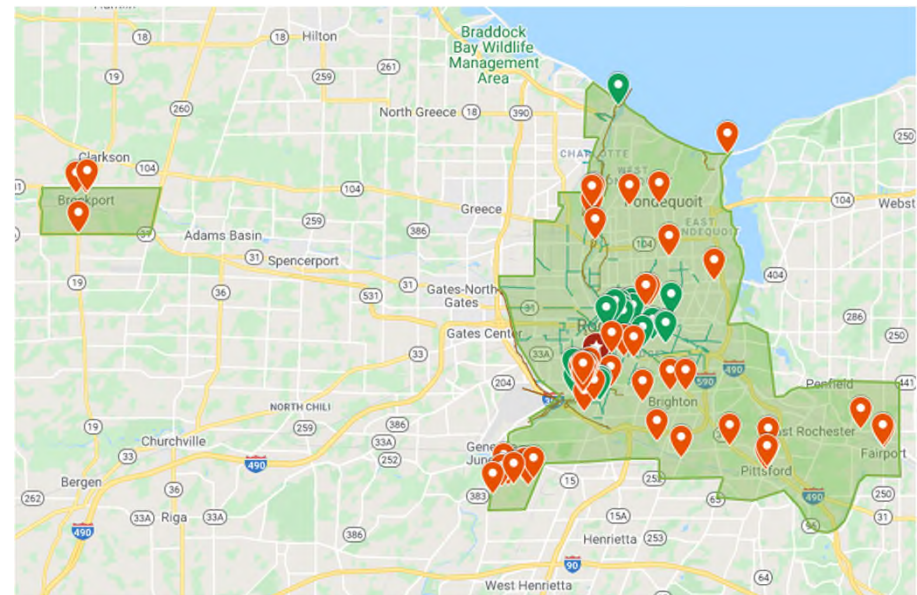


# History of Bike Share in Rochester

- **2015:**
  - GTC commissions Bike Share Feasibility Study for Rochester area
- **2017:**
  - City of Rochester introduces Zagster/Pace bike share system
- **2019:**
  - RTS is awarded CMAQ funding to expand bike share outside city limits
  - RTS issues RFP for micro-mobility services
- **2020:**
  - RTS hires HOPR, begins system planning and stakeholder outreach
  - Zagster/Pace pulls out of the City, goes out of business
  - City of Rochester also contracts with HOPR to replace Zagster/Pace system
  - Initial launch planned around Labor Day, delayed due to COVID

- **Fall/Winter 2020-2021**
  - HOPR applied for station permits from towns/villages/universities
- **February 2021**
  - HOPR will begin push for system/station sponsorships
    - Sponsorships will determine feasibility of Phase II and ongoing system sustainability
- **February/March 2021**
  - HOPR will start setting up equipment and hiring staff
- **April/May 2021**
  - Phase I launch anticipated
  - Bike share season will run April to October

- **Phase I:**
    - City of Rochester, Monroe County suburbs (Brighton, Brockport, Fairport, Irondequoit, Pittsford, RIT)
  - **Phase II:**
    - Batavia, Canandaigua, Geneseo, Geneva
- 
- **Stations focused around areas of high density, popular destinations, and available bike infrastructure**





# Outreach to Towns & Villages

- **Introduction letter from Bill Carpenter/RTS went out to towns/villages**
  - Included a survey to gauge interest
- **HOPR held informational calls with 8 towns/villages**
  - Many conversations are on-going
  - Brighton, Pittsford (t/v), Fairport, Perinton, Irondequoit, Brockport, Sweden
- **HOPR also held informational calls with 6 colleges**
  - UR, RIT, SUNY Brockport, MCC, GCC, SUNY Geneseo
- **HOPR hired local planner to handle site plans and permits**
  - Met with representatives from interested towns & solicited feedback on locations
  - RTS staff supported siting & assisted where necessary

- **Behind the Scenes**
  - City and RTS have separate contracts with HOPR
  - Each Town, City, Village, College, etc. will have their own permits and arrangements for how the bike share will operate within their area
- **Public-Facing**
  - RTS / City / HOPR have all been working together to launch a cohesive bike share system
  - Bikes will be able to move from stations in the City to stations in the suburbs



- Pedal bikes and pedal-assist electric bikes (e-bikes) will be available systemwide
- E-scooters will also be available in the City of Rochester



Pedal bike

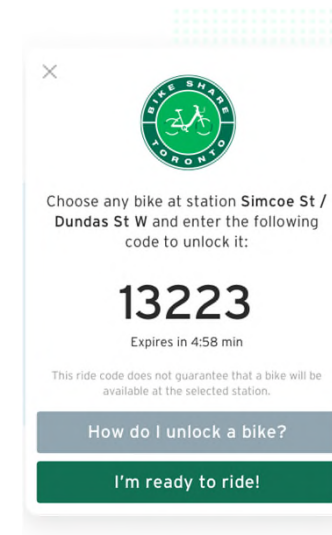
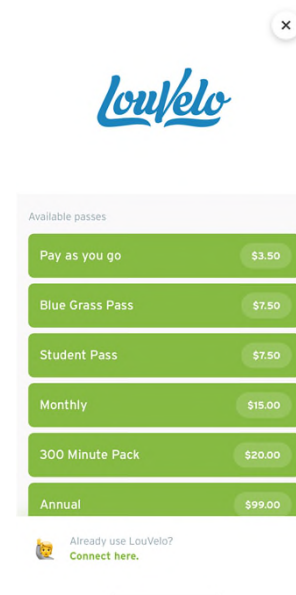
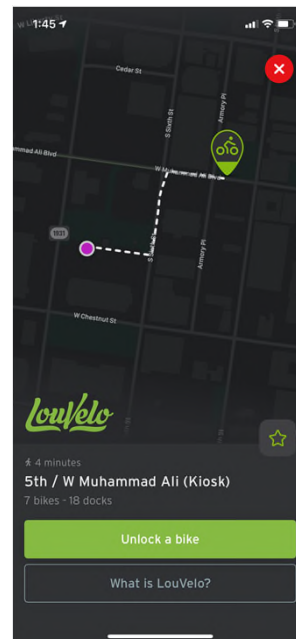
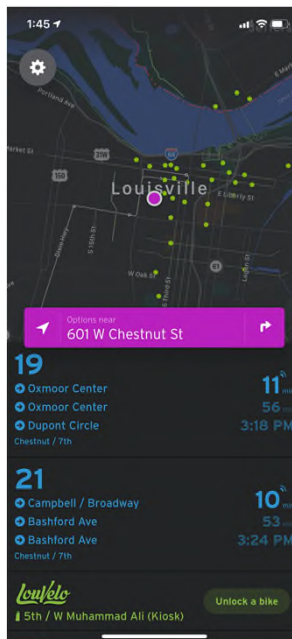


Pedal-assist electric bike



# Transit App Integration

- Plans to integrate bike share into Transit app by start of the 2022 bike share season
- Customers will be able to find bikes, plan trips, and pay for rides just as they do for transit trips





## Summary

- **RTS is taking the lead with municipal and institutional partners to expand bike share options in our region**
- **Working with the City of Rochester, HOPR will be the bike share provider within the City limits**
- **RTS will invest grant funding to enable customers to integrate their bike share and public transit ridership within the Transit App**
- **Consent Resolution RGRTA 4-2021, if approved, will amend our contract with HOPR to complete the app integration process**



## Chief Executive Officer Report

- TOPS Report
- Project Highlight
- Miscellaneous

We're Ready to Launch!



**May 17, 2021**



# Advanced Environmental Service Building (AESB)

- **The Board approved the AESB project through resolutions:**
  - RGRTA 23-2019 (GMP-1)
  - RGRTA 1-2020 (GMP-2)
  - RGRTA 38-2020 (GMP-3)
  - RGRTA 39-2020 (Owner's Rep.)
- **Fully funded project budget is \$12,973,046**
- **COVID-related improvements:**
  - Touchless door hardware
  - Touchless plumbing
- **New facility expected to be in use on February 16, 2021**

## Advanced Environmental Service Building



# Advanced Environmental Service Building





## Miscellaneous

### AESB Timeline

Task	As of June 2019	February 2020 (Pre-COVID)	February 2021
Design Build Contract Award	June 2019	July 2019	July 2019
Final Advanced Environmental Service Building Design Complete	January 2020	December 2019	December 2019
Bidding and Construction Contract Award	May 2020	February 2020	February 2020
Service Building Construction Start	June 2020	April 2020	April 2020
Substantial Completion of Service Building	June 2021	February 2021	February 2021
Existing Service Building Demolition Complete	August 2021	April 2021	April 2021
Site Reconstruction Complete	September 2021	May 2021	May 2021
Project Complete	October 2021	July 2021	July 2021

## Rochester City School District Transportation Update

### Background:

- In May 2019 – RCSD Board of Education authorized a new agreement with RTS for September 2020 to June 2025, but the contract was never executed by the district
- Our latest contract expired at the end of the 2019-20 school year with RTS not being paid for the final three months of the contract
- RTS is using CARES Act funds to be “at the ready” in case students return to in-classroom learning in the near-term
- The success of our partnership depends on having a contract in place that provides funding to support customized service to meet their specific needs

## Rochester City School District Transportation Update

### Current Status:

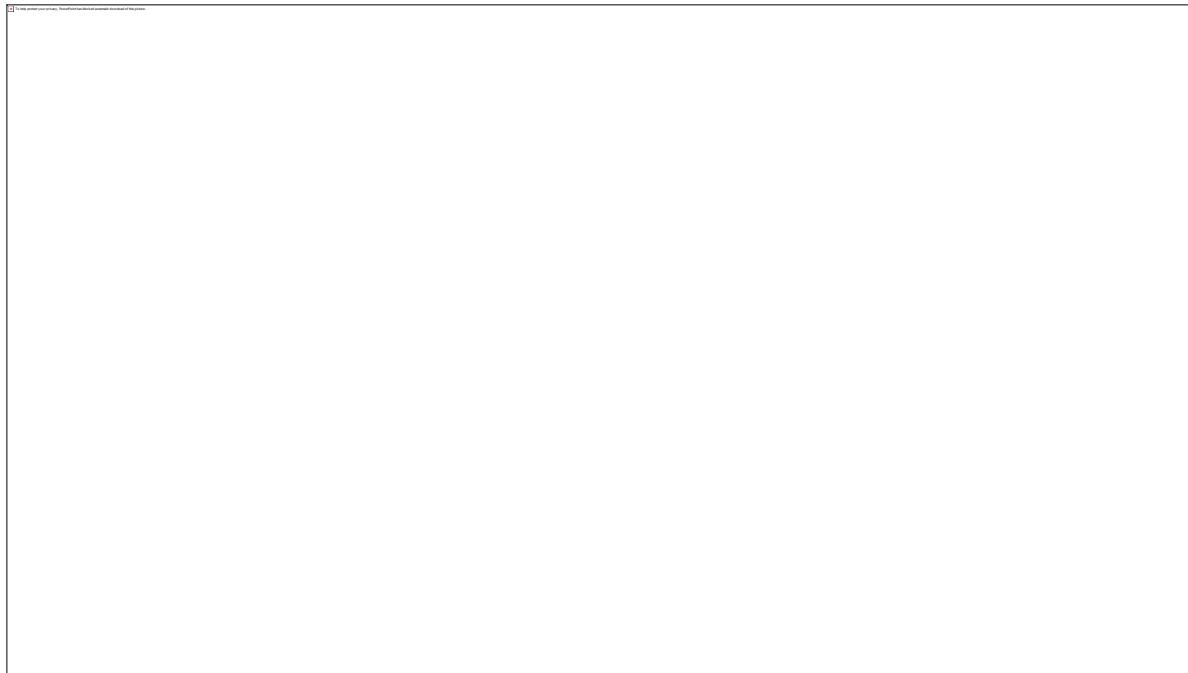
- In November RCSD solicited proposals for the student transportation that RTS provided during the 2019-2020 school year.
- Responses were due in early January
- Based on the RFP the School Board will make their decision sometime in February
- For the current semester (spring 2021), the only student transportation we are providing is for Urban-Suburban students
- The launch of Reimagine RTS will not be impacted by RCSD requirements this semester





# NYS Budget Testimony

January 26, 2021



- Greater Rochester Chamber: Conversation with State Budget Director, Robert Mujica
- Presentation to Wyoming County Board of Supervisors
- Legislative Briefing with Senator-Elect Cooney, Assemblywoman-Elect Lunsford, Assemblyman Meeks, Assemblywoman Clark and Assemblyman Jensen
- APTA Legislative Committee Meeting
- Genesee Transportation Council (GTC) Virtual Board Meeting
- APTA Bus Operations Bi-Weekly COVID-19 Conference Call
- The Bus Coalition Board Call
- United Way Systems Integration Team Meeting
- APTA State Affairs Committee Monthly Call
- 2021 Annual Leaders Retreat
- APTA Mid-Size Committee Monthly Call
- Beechwood Neighborhood Coalition Meeting
- 2020-21 State of the City
- COVID-19 Relief Package Briefing with US Senator Chuck Schumer
- NYS State of the State
- The Bus Coalition Annual Board Retreat (Virtual)
- Action for a Better Community: Racism is a Public Health Crisis- Attacking the 2 Pandemics Series
- APTA Presentation: A Look Ahead at the New Administration
- Webinar with Congressman Morelle on COVID-19 Relief and 2021 Federal Legislative Session
- Governor Cuomo and Robert Mujica Present the FY 2022 Executive Budget
- Introduction Meeting with Ontario County Administrator DeBolt

# Financial Report

*Presented by: Scott Adair, CFO*

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## Financial Report

### RGRTA - Consolidated Budget Status Report - FY 2020-2021 12/31/2020

<u>Revenues</u>	<u>Budget 2020-21</u>	<u>FYTD 12/31/2020</u>	<u>Projected 3/31/2021</u>	<u>Budget Variance</u>
Total Locally Generated	\$ 30,467	\$ 3,520	\$ 9,024	\$ (21,443)
Total Government Subsidies	\$ 66,323	\$ 91,714	\$ 89,900	\$ 23,576
Mortgage Tax	\$ 11,557	\$ 10,850	\$ 11,557	\$ -
Grand Total Revenue	\$ 108,348	\$ 106,083	\$ 110,481	\$ 2,133
<u>Expenses</u>				
Personnel				
Salary & Wages	\$ 54,736	\$ 38,267	\$ 54,736	\$ -
Fringe Benefits	\$ 24,354	\$ 15,673	\$ 24,354	\$ -
Total Personnel	\$ 79,090	\$ 53,940	\$ 79,090	\$ -
Non-Personnel				
Services	\$ 9,343	\$ 5,548	\$ 9,343	\$ -
Fuel/Lubricants	\$ 6,149	\$ 1,841	\$ 6,149	\$ -
Parts	\$ 4,192	\$ 2,645	\$ 4,192	\$ -
Other	\$ 9,573	\$ 5,346	\$ 10,282	\$ (708)
Total Non-Personnel	\$ 29,257	\$ 15,381	\$ 29,966	\$ (708)
Grand Total Expenses	\$ 108,348	\$ 69,320	\$ 109,056	\$ (708)
Net Income/Deficit From Operations & Subsidies	\$ -	\$ 36,763	\$ 1,425	\$ 1,425



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AUTHORITY

## BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	February 4, 2021
Presenter:	Rusty Korth
Subject:	Resolution Authorizing the Purchase of Twelve (12) Type VI Buses for Regional Operations
Background:	<p>The Authority desires to purchase twelve (12) Type VI buses for use in regional properties. The New York State Office of General Services (NYSOGS) conducted a competitive procurement for Type VI Buses and awarded Contract # PC67795 to Matthews Bus Alliance, Inc. for Type VI Buses. The Authority previously used this Contract for the purchase of Type VI Buses for Reimagine RTS.</p> <p>All twelve buses will replace existing Type VI buses that are scheduled to be retired as part of the Authority's Fleet Replacement Plan. Eight (8) of the buses are for RTS Wayne and four (4) are for RTS Livingston.</p> <p>The Authority will require additional items in the buses that are not provided under the NYSOGS contract. The additional items will either be transferred from an existing bus that is being retired or purchased through an existing contract or procured separately by the Authority.</p> <p>The Authority has determined that pricing offered by Matthews Bus Alliance, Inc. is fair and reasonable. NYSOGS has determined that Matthews Bus Alliance, Inc. appears to be a responsible firm.</p>
Financial Impact:	Based on the pricing offered under NYSOGS Contract #PC67795, the total cost for the twelve (12) Type VI buses is \$1,874,988. In addition, the Authority is requesting a contingency of \$ \$56,250 for the order with a total authorization not to exceed \$1,931,238.



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	The funding for this purchase is provided for in the Authority's current Capital Budget via a combination of Federal Grant 5311 funds with their 80% Federal, 10% State and 10% Local allocation and other available local funds.
Recommendation:	That the CEO or his designee be granted authority to purchase twelve (12) Type VI Buses from Matthews Bus Alliance, Inc. at an amount not to exceed \$1,874,988, subject to the written approval of the New York State Department of Transportation. Additionally, that the CEO be granted authority to increase the value of the order by up to \$56,250 for a total authorization not to exceed, \$1,931,238.

## **Resolution: RGRTA 1-2021**

### **RESOLUTION AUTHORIZING THE PURCHASE OF TWELVE (12) TYPE VI BUSES FOR REGIONAL OPERATIONS**

WHEREAS, the Authority desires to purchase twelve (12) Type VI buses for use in regional properties; and

WHEREAS, the New York State Office of General Services (NYSOGS) conducted a competitive procurement for Type VI Buses and awarded Contract # PC67795 to Matthews Bus Alliance, Inc.; and

WHEREAS, all twelve buses will replace existing Type VI buses that are scheduled to be retired as part of the Authority's Fleet Replacement Plan. Eight (8) of the buses are for RTS Wayne and four (4) are for RTS Livingston; and

WHEREAS, the Authority has determined that the pricing offered by Matthews Bus Alliance, Inc. is fair and reasonable; and

WHEREAS, NYSOGS has determined that Matthews Bus Alliance, Inc. appears to be a responsible firm.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee is granted authority to purchase twelve (12) Type VI Buses from Matthews Bus Alliance, Inc. at an amount not to exceed \$1,874,988, subject to the written approval of the New York State Department of Transportation; and

BE IT FURTHER RESOLVED that the Chief Executive Officer or his designee is granted authority to increase the value of the order by up to \$56,250 for a total authorization not to exceed, \$1,931,238.

BE IT FURTHER RESOLVED that the Chief Executive Officer or his designee are hereby authorized and empowered, 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 Quarterly Meeting of the Rochester-Genesee Regional Transportation Authority, which was held on February 4, 2021 and that the Resolution is still in full force and effect.

---

Donald Jeffries, Chairman

Date: February 4, 2021  
Rochester, New York





## Resolution Authorizing the Purchase of Twelve (12) Type VI Buses for Regional Operations

RGRTA 1-2021

*Presented by Rusty Korth, VP of Maintenance*

- Our Regional fleets are primarily comprised of 2 different vehicle types:

## Type III



16 - 18 passengers

Demand/Response  
Base route and route deviation service  
Subsidy/Charter

## Type VI



24 - 28 passengers

Base route and route deviation service  
Subsidy/Charter

- We recently established a contract for Type III buses and placed an order
  - [RGRTA 47-2020](#) awarded a contract to Shepard Brothers, Inc. for the purchase of up to 110 Type III buses and approved the initial purchase of 24 buses.



## Type VI Fleet Replacement Purchases

- **The Authority is now seeking approval to purchase 12 Type VI buses using a NYS Office of General Services Contract.**
  - NYS Office of General Service awarded a contract to Matthews Bus Alliance and we used this contract to purchase 5 Type VI buses as part of Reimagine RTS
  - These Type VI buses will be replacing the same type buses that are scheduled for retirement as planned. These 12 buses will be utilized as follows:
    - RTS Wayne – 8 buses
    - RTS Livingston – 4 buses
  - Other IT Equipment not included in the NYS Office of General Services Contract will be purchased through existing contracts procured separately by the Authority.



## Financial Impact and Funding Sources

- Based on the pricing offered under the NYS OGS contract the total cost for the 12 buses is \$1,874,988
- In addition, the Authority is requesting a contingency of \$56,250 for the order for a total authorization not to exceed \$1,931,238
- The purchase will be funded with FTA Section 5311 funds (80%), New York State funds (10%) and Authority funds (10%)



## Recommendation

**That the Chief Executive Officer or his designee be authorized purchase twelve (12) Type VI buses from Matthews Bus Alliance utilizing the NYS Office of General Services contract at a cost of \$1,874,988 along with a contingency of \$56,250 for a total authorization not to exceed \$1,931,288.**



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## BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	February 4, 2021
Presenter:	Rusty Korth
Subject:	Resolution Authorizing the Purchase of Ten (10) 40' Heavy-Duty, Low-Floor, Battery Electric Transit Buses
Background:	<p>On December 6, 2018 the Board approved RGRTA 51-2018 awarding a 5-year contract to New Flyer of America with options to purchase up to thirty (30) 40' heavy-duty low-floor battery electric buses over a five-year period.</p> <p>As part of the Authority's 2021-2022 Capital Improvement Plan, the Authority is scheduled to replace twenty-five (25) transit buses. The Authority's replacement plan for the twenty-five (25) transit buses is ten (10) electric powered and fifteen (15) diesel powered buses. The ten (10) electric powered buses will continue our efforts to comply with the Governor's goal of 25% electric bus fleet by 2025.</p> <p>The Authority has worked closely with New York State Department of Environmental Conservation, New York Power Authority and New York State Energy Research Development Authority (NYSERDA) to secure VW Settlement funding for these purchases. VW settlement funding will cover most of the incremental electric bus cost over a diesel bus.</p> <p>To date, the Authority has purchased ten (10) electric powered buses on this contract, which were placed in service during the fall of 2019. If this purchase is approved, the contract will have ten (10) remaining options.</p>
Financial Impact:	The total cost of ten (10) Electric Buses is \$9,174,900. In addition, the Authority is requesting a contingency of \$91,749 for the order with a total authorization not to exceed \$9,266,649.

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	<p>Assuming the Voucher program retains the prior funding formula, NYSERDA will reimburse New Flyer of America \$369,419 per bus and the remaining balance will be billed to the Authority. Expected actual net cost to the Authority with contingency is \$5,572,459</p> <p>The remaining amount of the purchase will be funded with Federal, New York State and Local funds.</p>
Recommendation:	<p>That the Chief Executive Officer or his designee be authorized to place an order for ten (10) battery electric buses from New Flyer of America in the amount of \$9,174,900. Additionally, the Chief Executive Officer or his designee is authorized to increase the value of the order by \$91,749 for a total authorization not to exceed \$9,266,649. Expected actual net cost to the Authority utilizing the NYSERDA voucher program is \$5,572,459</p>

## **Resolution: RGRTA 2-2021**

### **RESOLUTION AUTHORIZING THE PURCHASE OF TEN (10) 40' HEAVY-DUTY, LOW-FLOOR, BATTERY ELECTRIC TRANSIT BUSES**

WHEREAS, on December 6, 2018 the Board approved RGRTA 51-2018 awarding a 5-year contract to New Flyer of America with options to purchase up to thirty (30) 40' heavy-duty low-floor battery electric buses over a five-year period; and

WHEREAS, the Authority is scheduled to replace ten (10) transit buses that are approaching the end of their useful life and is proposing to replace them with Electric Buses.; and

WHEREAS, the Authority has worked closely with New York State Department of Environmental Conservation, New York Power Authority and New York State Energy Research Development Authority to secure VW Settlement funding for these purchases. VW settlement funding will cover most of the incremental electric bus cost over a diesel bus; and

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee be authorized to purchase ten (10) battery electric buses from New Flyer of America in the amount of \$9,174,900; and

BE IT FURTHER RESOLVED, that the Chief Executive Officer or his designated representative is authorized to increase the value of the order by up to \$91,749 for justified orders on contract, which would increase the total authorization to not exceed \$9,266,649; 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 February 4, 2021 and that the Resolution is still in full force and effect.

---

Donald Jeffries, Chairman

Date: February 4, 2021  
Rochester, New York





## Resolution Authorizing the Purchase of Ten (10) 40' Heavy-Duty, Low-Floor, Battery Electric Transit Buses

RGRTA 2-2021

*Presented by Rusty Korth, VP of Maintenance*

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## Background

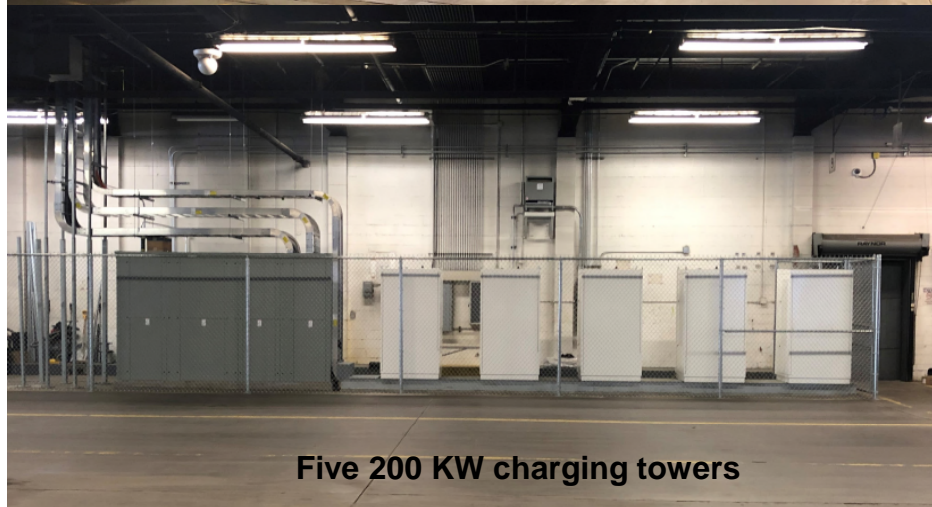
- RGRTA 51-2018 awarded a five-year contract to New Flyer of America with options to purchase up to 30 40' Heavy-Duty, Low-Floor, battery electric buses
- The pilot electric bus was delivered last February, the balance of the first ten (10) electric buses purchased were delivered over the summer and placed into revenue service this past fall



## Electric Buses and Charging Infrastructure



All 10 battery electric buses



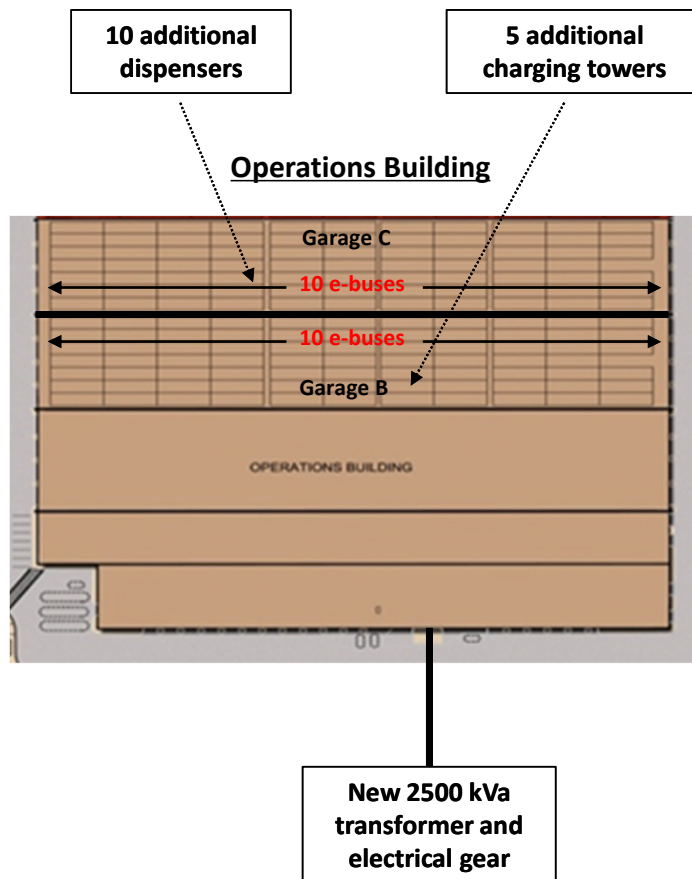
Five 200 KW charging towers



Dispensers 1 – 10

Charging takes place on the north wall of Garage B and the south wall of Garage C

# Electric Bus Next Phase



- **Design for electrical infrastructure and charger installation for the next 10 buses has started**
  - Black & Veatch
    - Overall design, outside transformer and electrical gear
  - New York Power Authority
    - Purchase and install charger hardware, conduit and wire
- **25 buses are scheduled for replacement in October 2021**
  - 10 electric powered
  - 15 diesel powered



## Next Electric Bus Purchase

- **The Authority now seeks to purchase our next ten (10) battery electric buses**
  - 10 buses to be purchased utilizing our existing contract with New Flyer of America
  - Funding is provided via:
    - VW Settlement Funds for majority of incremental cost of battery electric bus
    - Federal, state and local funds for the remaining cost
  - The new electric buses will include
    - Increased battery capacity
    - Additional heating capacity
  - Expected delivery December 2021 – March 2022



## Financial Impact and Funding Sources

- The total cost for the 10 electric buses is \$9,174,900
- In addition, the Authority is requesting a 1% contingency (\$91,479) for the order for a not to exceed \$9,266,649 total authorization
- Assuming the VW Settlement Program remains the same, we anticipate NYSERDA will reimburse New Flyer \$369,419 per bus with New Flyer invoicing us the balance
- Expected net cost to the Authority with contingency is \$5,572,459.



## Recommendation

**That the Chief Executive Officer or his designee be authorized to place an order for ten (10) battery electric buses from New Flyer of America in the amount of \$9,174,900 along with a contingency of \$91,749 for a total authorization not to exceed \$9,266,649. By utilizing the NYSERDA Truck Voucher Program the expected net cost to the Authority is \$5,572,459.**





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## BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	February 4, 2021
Presenter:	Rusty Korth
Subject:	Resolution Authorizing the Purchase of up to Fifteen (15) 40' Heavy-Duty, Low-Floor, Diesel-Powered Buses
Background:	<p>On March 1, 2018 the Board approved RGRTA 10-2018 authorizing a contract with Nova Bus, A Division of Prevost Car (US), Inc. for the purchase of up to eighty-five (85) 40' heavy-duty, low-floor, diesel-powered buses over a five-year period.</p> <p>As part of the Authority's 2021-2022 Capital Improvement Plan, the Authority is scheduled to replace twenty-five (25) transit buses. The Authority's replacement plan for the twenty-five (25) transit buses is ten (10) electric powered and fifteen (15) diesel powered buses. The fifteen (15) replacement diesel powered buses is based on future service needs. However, there is a possibility that service levels may be less than anticipated. If that is the case, the Authority would order the appropriate number of buses up to fifteen.</p> <p>The Authority is requesting, if necessary, to purchase up to fifteen (15) 40' Heavy-Duty, Low-Floor, Diesel-Powered Buses from Nova Bus.</p> <p>To date, the Authority has purchased ten (10) buses on this Contract, which were put into service during the fall of 2019. If this purchase is fully executed the contract will have sixty (60) remaining options.</p>
Financial Impact:	The total cost of fifteen (15) Diesel Buses is \$7,172,910. In addition, the Authority is requesting a contingency of \$143,458 for the order with a total authorization not to exceed \$7,316,368.

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	The purchase will be funded with Federal, New York State and Local funds.
Recommendation:	<p>At this time, the Authority is recommending that the Board of Commissioners authorizes this purchase dependent upon the return of Fall service levels. The reason for requesting this authority at this time is due to the timing associated with our knowledge of Fall service levels, Board of Commissioner's meeting schedule, and the bus production schedule.</p> <p>That the Chief Executive Officer or his designee is authorized to place an order for up to fifteen (15) diesel buses from Nova Bus, A Division of Prevost Car (US), Inc. in the amount of \$7,172,910. Additionally, the Chief Executive Officer or his designee is authorized to increase the value of the order by \$143,458 with a total authorization not-to-exceed \$7,316,368.</p>

## **Resolution: RGRTA 3-2021**

### **RESOLUTION AUTHORIZING THE PURCHASE OF FIFTEEN (15) 40' HEAVY-DUTY, LOW-FLOOR, DIESEL-POWERED BUSES**

WHEREAS, on March 1, 2018 the Board approved Resolution 10-2018 authorizing a contract with Nova Bus, A Division of Prevost Car (US), Inc. for the purchase of up to eighty-five (85) 40' heavy-duty, low-floor, diesel-powered buses over a five-year period; and

WHEREAS, the Authority is scheduled to replace fifteen (15) transit buses that are approaching the end of their useful life; and

WHEREAS, the Authority desires to purchase up to fifteen (15) 40' Heavy-Duty, Low-Floor, Diesel-Powered Buses from Nova Bus. These buses are anticipated to be placed into service in the late fall of 2021.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee is authorized to purchase up to fifteen (15) heavy-duty, low-floor, diesel powered buses from Nova Bus, A Division of Prevost Car (US), Inc. in the amount of \$7,172,910; and

BE IT FURTHER RESOLVED, that the Chief Executive Officer or his designee is authorized to increase the value of the order by up to \$143,458 for justified orders on contract, which would increase the total authorization not-to-exceed \$7,316,368; 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 Quarterly Meeting of the Rochester-Genesee Regional Transportation Authority, which was held on February 4, 2021 and that the Resolution is still in full force and effect.

---

Donald Jeffries, Chairman

Date: February 4, 2021  
Rochester, New York



## Resolution Authorizing the Purchase of Fifteen (15) 40' Heavy-Duty, Low-Floor, Diesel-Powered Buses

RGRTA 3-2021

*Presented by Rusty Korth, VP of Maintenance*

- RGRTA 10-2018 awarded a five-year contract to Nova Bus with options to purchase up to 85 40' heavy-duty low-floor buses with an initial order for 10 buses which were put into service in the fall of 2019
- 25 buses are scheduled for replacement in October 2021
  - 10 electric powered
  - 15 diesel powered
- The need for the 15 diesel buses is contingent upon future service levels



## Next Diesel Bus Purchase

- **The Authority seeks approval to purchase up to 15 diesel buses**
  - So that an order can be placed as quickly as possible once we know our future service levels
  - Orders placed in February would have buses being delivered in October
- **The 10 Nova buses currently in our fleet have performed well**
- **If this order is fully executed the contract will have 60 remaining options**



## Financial Impact and Funding Sources

- The total cost for 15 diesel buses is \$7,172,910
- In addition, the Authority is requesting a 2% contingency (\$143,458) on the order for a not to exceed \$7,316,368 total authorization
- The purchase will be funded with FTA Section 5311 funds (80%), New York State funds (10%) and Authority funds (10%)



## Recommendation

**That the Chief Executive Officer or his designee be authorized to place an order for up to fifteen (15) diesel buses from Nova Bus in the amount of \$7,172,910 along with a contingency of \$143,458 for a total authorization not to exceed \$7,316,368.**



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## **BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET**

Board Meeting Date:	February 4, 2021
Presenter:	Julie Boasi
Subject:	Resolution Amending RGRTA 16-2020 Authorizing a Contract for a Bike Share Program
Background:	<p>In March 2020, the Board of Commissioners approved Resolution RGRTA 16-2020, which authorized a contract with CycleHop LLC dba HOPR to operate a Bike Share program.</p> <p>HOPR has their own mobile app for customers seeking to take advantage of the Bike Share program. In addition, the Authority desires to offer customers a multi-modal experience where they can plan their entire transit and bike trip via the RTS Transit App.</p> <p>In order for the RTS Transit App to integrate the HOPR App additional services beyond what was contemplated in RGRTA 16-2020 from HOPR are required. With this integration into the RTS Transit App, RTS customers will be able to find nearby bikes including its exact location, bike model (pedal or e-bike), battery level (if an e-bike), station locations, costs of renting pedal and e-bikes, as well as completing the purchase. The anticipated additional cost associated with this integration is \$31,500.</p> <p>HOPR appears to be a responsible firm and the pricing submitted is fair and reasonable.</p>
Financial Impact:	<p>The one-time cost for this integration is not to exceed \$31,500.</p> <p>Funding is available for this project under existing grants and it will consist of 80% Federal and 20% Local funds.</p>
Recommendation:	That the CEO or his designee be granted authority to execute a Change Order to the Contract with CycleHop LLC dba HOPR for an amount not to exceed \$31,500.

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## **Resolution: RGRTA 4-2021**

### **AUTHORIZING A CONTRACT FOR A BIKE SHARE PROGRAM**

WHEREAS, In March 2020, the Board of Commissioners approved Resolution RGRTA 16-2020, which authorized a contract with CycleHop LLC dba HOPR to operate a Bike Share program; and

WHEREAS, HOPR has their own mobile app for customers seeking to take advantage of the Bike Share program. The Authority desires to offer customers a multi-modal experience where they can plan their entire transit bike trip via the RTS Transit App; and

WHEREAS, this integration was not included in the contract for the Bike Share program and the Authority has worked with HOPR to identify the cost of this integration, which is \$31,500; and

WHEREAS, with this integration into the RTS Transit App, RTS customers will be able to find nearby bikes including its exact location, bike model (pedal or e-bike), battery level (if an e-bike), station locations, costs of renting pedal and e-bikes, as well as completing the purchase; and

WHEREAS, the Authority determined that CycleHop LLC dba HOPR appears to be responsible firm and that the price they offered is fair and reasonable; and

WHEREAS, funding is available for this project under existing grants and it will consist of 80% Federal and 20% Local funds.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee is authorized to execute a change order to the contract with CycleHop LLC dba HOPR at an amount not to exceed \$31,500; 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 Quarterly Meeting of the Rochester-Genesee Regional Transportation Authority, which was held on February 4, 2021 and that the Resolution is still in full force and effect.

---

Donald Jeffries, Chairman

Date: February 4, 2021  
Rochester, New York



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**BOARD OF COMMISSIONERS  
AGENDA ITEM COVER SHEET**

Board Meeting Date:	February 4, 2021
Presenter:	Scott Adair
Subject:	Resolution Authorizing an Intergovernmental Agreement with Monroe County for Participation in the Energy Aggregation Group for the Purchase of Natural Gas
Background:	<p>Monroe County hosts an Energy Aggregation Group Program that offers the management of electricity and natural gas purchases for all municipalities and related organizations in Monroe County. Through aggregation of these accounts, the County program is able to secure quantity discounts and lower costs for all participants.</p> <p>The Authority has participated in the electricity portion of the Program since 2004 and the natural gas portion since 2013. The Program has consistently provided electricity and natural gas at rates that have resulted in significant cost savings to the Authority.</p> <p>The Authority's current agreement with the County for natural gas is up for renewal. Given the favorable pricing that the group has been able to obtain, the Authority desires to renew its membership through August 31, 2025.</p> <p>RGRTA annually consumes approximately 36,000 dekatherms of natural gas at our Main Street Campus, Access Operations Center, and Transit Center.</p> <p>RGRTA will continue to rely on RG&amp;E for the transportation and delivery of the natural gas.</p>
Financial Impact:	The estimated annual cost is \$150,000 for natural gas and is budgeted for in the Authority's Operating Budget.
Recommendation:	That the Chief Executive Officer or his designee be granted authority to enter into an agreement with the County of Monroe for participation in the Energy Aggregation Group Program for natural gas and electricity.

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**Resolution: RGRTA 5-2021**

**RESOLUTION AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT WITH  
MONROE COUNTY FOR PARTICIPATION IN THE ENERGY AGGREGATION GROUP  
FOR THE PURCHASE OF NATURAL GAS**

WHEREAS, Monroe County hosts an Energy Aggregation Group Program that offers the management of electricity and natural gas purchases for all municipalities and related organizations in Monroe County. Through aggregation of these accounts, the County program is able to secure quantity discounts and lower costs for all participants; and

WHEREAS, the Authority has participated in the electricity portion of the Program since 2004 and the natural gas portion since 2013. The Program has consistently provided electricity and natural gas at rates that have resulted in significant cost savings to the Authority; and

WHEREAS, the Authority's current agreement with the County for natural gas is up for renewal. Given the favorable pricing that the group has been able to obtain, the Authority desires to renew its membership for another five-year period; and

WHEREAS, the Authority will continue to rely on RG&E for the transportation and delivery of the natural gas; and

WHEREAS, estimated annual cost is \$150,000 for natural gas and is budgeted for in the Authority's Operating Budget.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee is authorized to enter into an agreement with the County of Monroe for participation in the Energy Aggregation Group Program for natural gas; 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 the Quarterly Meeting of the Rochester Genesee Regional Transportation Authority which was held on February 4, 2021 and that the Resolution is still in full force and effect.

\_\_\_\_\_  
Donald Jeffries, Chairman

Date: February 4, 2021  
Rochester, New York





ROCHESTER  
GENESEE REGIONAL  
TRANSPORTATION  
AUTHORITY

## BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	February 4, 2021
Presenter:	Scott Adair
Subject:	Resolution Authorizing a Contract for Pension Plan Investment Management and Custodial Services
Background:	<p>The Authority requires a professional investment firm to provide investment management and custodial services for the RTS Retirement Plan for Non-Union Employees ("RTS Non-Union Plan") and the Retirement Plan for Lift Line, Inc. and Regional Companies Non-Union Employees ("Access and Regionals Non-Union Plan").</p> <p>The Authority issues a Request for Proposals (RFP) and publicly advertised it in the <u>Rochester Business Journal</u> on October 16, 2020 and the <u>New York Contract Reporter</u> on October 9, 2020.</p> <p>Twenty-five (25) RFP packages were requested by potential proposers and six (6) responsive proposals were received on November 9, 2020.</p> <p>An evaluation and systematic scoring process was undertaken based on the following three (3) criteria:</p> <ul style="list-style-type: none"><li>• Qualifications, Resources and Experience of the Firm and Proposed Subcontractors</li><li>• Qualifications and Experience of the Stagg to Be Assigned to RGRTA</li><li>• Price</li></ul>

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	<p>After consideration of the proposals, references, and interviews, the evaluation team arrived at the following scores for the respective proposals:</p> <ul style="list-style-type: none"> <li>• Comerica Bank of Detroit, MI: 59</li> <li>• Generation Capital Management., LLC of Pittsford, NY: 74</li> <li>• Hooker &amp; Holcombe Investment Advisors, Inc. of Bloomfield, CT: 78</li> <li>• Manning &amp; Napier Advisors, LLC of Fairport, NY: 74</li> <li>• PFM Asset Management of Ewing, NJ: 59</li> <li>• QCI Asset Management of Pittsford, NY: 69</li> </ul> <p>The Authority determined Hooker &amp; Holcombe Investment Advisors, Inc. along with Charles Schwab Trust Bank submitted the proposal that is the most favorable and in the best interest of the Authority due to their experience and the price offered.</p> <p>Hooker &amp; Holcombe Investment Advisors, Inc. and Charles Schwab Trust Bank appear to be responsible firms and the pricing submitted is fair and reasonable.</p>
Financial Impact:	Actual costs of these services, which will be fully covered by the Plans, will be billed quarterly using the fee table included in Attachment A to this Resolution. Based on current portfolio values, the services will result in estimated annual fees of \$86,512.
Recommendation:	That the Chief Executive Officer or his designee is authorized to enter into a three (3) year contract with two (2) additional one (1) year terms with Hooker & Holcombe investment Advisors, Inc. and Charles Schwab Trust Bank for investment management and custodial services for the RTS Non-Union Plan and Access and Regionals Non-Union Plan.

## **Resolution: RGRTA 6-2021**

### **RESOLUTION AUTHORIZING A CONTRACT FOR PENSION PLAN INVESTMENT MANAGEMENT AND CUSTODIAL SERVICES**

WHEREAS, the Rochester Genesee Regional Transportation Authority (the "Authority") requires a professional investment firm to provide investment management and custodial services for the RTS Retirement Plan for Non-Union Employees ("RTS Non-Union Plan") and Retirement Plan for Lift Line, Inc. and Regional Companies Non-Union Employees ("Lift Line and Regionals Non-Union Plan"); and

WHEREAS, the Authority issued a Request for Proposals (RFP) and publicly advertised it in the Rochester Business Journal on October 16, 2020 and the New York State Contract Reporter on October 9, 2020; and

WHEREAS, twenty-five (25) RFP packages were requested by potential proposers and six (6) responsive proposals were received on November 9, 2020; and

WHEREAS, the Authority conducted a thorough evaluation of the proposals that were received and concluded that Hooker & Holcombe Investment Advisors, Inc. and Charles Schwab Trust Bank submitted a proposal that was responsive and was the most favorable based on the selection criteria specified in the RFP; and

WHEREAS, the Authority determined that Hooker & Holcombe Investment Advisors, Inc. and Charles Schwab Trust Bank appear to be responsible firms and that the rates provided for services in Attachment A are fair and reasonable.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee is authorized to enter into a three (3) year contract with two (2) additional one (1) year terms with Hooker & Holcombe Investment Advisors, Inc. and Charles Schwab Trust Bank to provide Pension Plan Investment Management and Custodial Services.

BE IT FURTHER RESOLVED, that the Chief Executive Officer or his designee is authorized to execute an extension of up to ninety (90) days to the existing contract with Manning & Napier Advisors, LLC in conjunction with Exeter Trust Company, which was previously approved by RGRTA 8-2016, to ensure an orderly transition to Hooker & Holcombe Investment Advisors, Inc. and Charles Schwab Trust Bank; 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 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 Quarterly Meeting of the Rochester-Genesee Regional Transportation Authority, which was held on February 4, 2021 and that the Resolution is still in full force and effect.

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Donald Jeffries, Chairman

Date: February 4, 2021  
Rochester, New York

## Resolution: RGRTA 6-2021

### ATTACHMENT A

#### RESOLUTION AUTHORIZING A CONTRACT FOR PENSION PLAN INVESTMENT MANAGEMENT AND CUSTODIAL SERVICES

##### Fees for RTS Non-Union Plan

Description	% Fee of Market Value
<b>Investment Management Fee</b> (Assuming a Market Value of \$21,800,000)	
For Market Value on the First 1 Million	0.65%
For Market Value on the Next 4 Million	0.40%
For Market Value from 5 Million to 25 Million	0.20%
For Market Value over 25 Million	0.10%
<b>Custodial and Trustee Fee</b> (Assuming a Market Value of \$21,800,000)	0.05%

##### Fees for Access and Regionals Non-Union Plan

Description	% Fee of Market Value
<b>Investment Management Fee</b> (Assuming a Market Value of \$3,000,000)	
For Market Value on the First 1 Million	0.65%
For Market Value on the Next 2 Million	0.40%
For Market Value from 3 Million to 5 Million	0.40%
For Market Value over 5 Million	0.20%
<b>Custodial and Trustee Fee</b> (Assuming a Market Value of \$21,800,000)	0.14%

Note: Price increases for these services may only occur at the time of renewal and shall not exceed the Consumer Price Index (CPI), All Urban Consumers, as published by the US Department of Labor for the preceding Annual 12-month Percent Change for the preceding year.





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## BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	February 4, 2021
Presenter:	Amy Gould
Subject:	Resolution Amending RGRTA 49-2019 Authorizing a Contract for Ambassadors for the Reimagine RTS Project
Background:	<p>In November 2019, the Board of Commissioners approved Resolution RGRTA 49-2019, which authorized a contract with Highland Planning LLC to promote and educate the public during the launch of the Reimagine RTS Project (Reimagine).</p> <p>RGRTA 49-2019 authorized the Chief Executive Officer or his designee to enter into a one-year contract with Highland Planning LLC.</p> <p>Given the Pandemic and the delay this caused in launching Reimagine, the Authority is requesting that the Board of Commissioners extends the contract terms till March 31, 2022.</p> <p>Highland Planning LLC has agreed to extend their hourly rates, Attachment A, originally approved through the revised expiration date.</p>
Financial Impact:	<p>The actual cost incurred under this contract will be determined by the total number of hours worked at the hourly rates provided in Attachment A.</p> <p>The estimated cost of this work is \$165,000 based on an estimate of hours. This is an increase of approximately \$15,000 over the previous estimate based on delivering this information due to the Pandemic.</p> <p>The cost of this contract is funded in the current Authority's operating budget and will be included in future operating budgets.</p>

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Recommendation:

That the Chief Executive Officer or his designee is authorized to extend the expiration of the Authority's contract with Highland Planning LLC to proactively promote and educate the public during the launch of the Reimagine until March 31, 2022 at the previously approved hourly rates in Attachment A to this Resolution.

## **Resolution: RGRTA 7-2021**

### **RESOLUTION AMENDING RGRTA 49-2019 AUTHORIZING A CONTRACT FOR AMBASSADOR FOR THE REIMAGINE RTS PROJECT**

WHEREAS, in November 2019, the Board of Commissioners approved Resolution RGRTA 49-2019, which authorized a contract with Highland Planning LLC to promote and educate the public during the launch of the Reimagine RTS project (Reimagine); and

WHEREAS, RGRTA 49-2019 authorized the Chief Executive Officer or his designee to enter into a one-year contract with Highland Planning LLC; and

WHEREAS, given the Pandemic and the delay this caused in launching Reimagine, the Authority is requesting that the Board of Commissioners extends the contract terms till March 31, 2022; and

WHEREAS, Highland Planning LLC has agreed to extend their hourly rates originally approved through the expiration date.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee is authorized to extend the expiration of the Authority's contract with Highland Planning LLC to proactively promote and educate the public during the launch of the Reimagine until March 31, 2022 at the previously approved hourly rates in Attachment A of this Resolution; 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 Quarterly Meeting of the Rochester-Genesee Regional Transportation Authority, which was held on February 4, 2021 and that the Resolution is still in full force and effect.

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Donald Jeffries, Chairman

Date: February 4, 2021  
Rochester, New York

## Resolution: RGRTA 7-2021

### ATTACHMENT A

Page 1 of 1

<b>Job Title</b>	<b>Hourly Rate</b>
Ambassador	\$59
Planner	\$85
Project Manager	\$95
Senior Planner	\$95
Principal	\$115



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**BOARD OF COMMISSIONERS  
AGENDA ITEM COVER SHEET**

Board Meeting Date:	February 4, 2021
Presenter:	Scott Adair
Subject:	Resolution Authorizing the Disposal of Assets
Background:	<p>The Authority periodically disposes of assets after they reach the end of their anticipated service life, become obsolete, or are no longer suitable for use 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 disposition of these assets as they 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 8-2021**

### **RESOLUTION AUTHORIZING THE DISPOSAL OF ASSETS**

WHEREAS, the Rochester Genesee Regional Transportation Authority (the "Authority") periodically disposes of assets after they reach the end of their anticipated service life, become obsolete, or are no longer suitable for use 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 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 February 4, 2021 and that the Resolution is still in full force and effect.

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Donald Jeffries, Chairman

Date: February 4, 2021  
Rochester, New York

**Resolution: RGRTA 8-2021****ATTACHMENT A**

Page 1 of 3

<b>Item</b>	<b>Make</b>	<b>Bus Stop ID</b>
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	2400
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	2481
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	2496
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	2506
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	861
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	1975
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	1976
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	1980
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	1986
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	2015
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	2017
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	2025
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	2056
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	2057
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	2059
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	2072
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	4962
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	3164
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	617
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	637
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	850
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	925
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	1124
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	1393
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	1623
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	1740
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	1803
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	1912
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	2545
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	3155
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	3288
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	5083
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	5805
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	1142
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	683
Bus Stop Shelter	Tolar Manufacturing Company, Inc.	4527
Bus Stop Shelter	Brasco International, Inc.	6027

<b>Item</b>	<b>Make</b>	<b>Serial</b>
Phone	Cisco	FCH1245ATUG
Phone	Cisco	FCH13068P9B
Phone	Cisco	FCH130389XQ
Phone	Cisco	FCH1243AF22

**Resolution: RGRTA 8-2021****ATTACHMENT A**

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<b>Item</b>	<b>Make</b>	<b>Serial</b>
Phone	Cisco	FCH1308A64C
Phone	Cisco	FCH1308A5J8
Phone	Cisco	FCH13068PEZ
Phone	Cisco	FCH130389XK
Phone	Cisco	FCH13449KYP
Phone	Cisco	FCH13449KXD
Phone	Cisco	FCH13449KRW
Phone	Cisco	FCH13449L50
Phone	Cisco	FCH13398LJ7
Phone	Cisco	FCH13398M4T
Phone	Cisco	FCH13398PRF
Phone	Cisco	FCH133580JU
Phone	Cisco	FCH13398PSR
Phone	Cisco	FCH13398PM7
Phone	Cisco	FCH13398N3E
Phone	Cisco	FCH13398NY8
Phone	Cisco	FCH13398NDA
Phone	Cisco	FCH13398NLF
Phone	Cisco	FCH13398N1P
Phone	Cisco	FCH13398LDA
Phone	Cisco	FCH13398MBQ
Phone	Cisco	FCH13398NYF
Phone	Cisco	FCH13398NA4
Phone	Cisco	FCH13398N9U
Phone	Cisco	FCH13398PD2
Phone	Cisco	FCH13398PFJ
Phone	Cisco	FCH13398P4P
Phone	Cisco	FCH13398PKS
Phone	Cisco	FCH13398KMV
Phone	Cisco	FCH13398KPM
Phone	Cisco	FCH13398KMG
Phone	Cisco	FCH13398L87
Phone	Cisco	FCH13398PHY
Phone	Cisco	FCH13398NC1
Phone	Cisco	FCH13398PV9
Phone	Cisco	FCH13398PDC
Phone	Cisco	FCH13398PM3
Phone	Cisco	FCH13398PM3
Phone	Cisco	FCH15128P66
Phone	Cisco	FCH15128FJ0
Phone	Cisco	FCH15128GDM



**Resolution: RGRTA 8-2021****ATTACHMENT A**

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<b>Item</b>	<b>Make</b>	<b>Serial</b>
Phone	Cisco	FCH15128NZZ
Phone	Cisco	FCH15128MLG
Phone	Cisco	FCH15128MLT
Phone	Cisco	FCH15128GG5
Phone	Cisco	FCH15379C6C
Phone	Cisco	FCH15379C8J
Phone	Cisco	FCH1542966X
Phone	Cisco	FCH1610ARN0
Phone	Cisco	FCH1610AT6C
Phone	Cisco	FCH161085NN
Phone	Cisco	FCH16248H94
Phone	Cisco	FCH16248XBW
Phone	Cisco	FCH1641A364
Phone	Cisco	FCH1641A3JZ
Phone	Cisco	FCH16419VOU
Phone	Cisco	FCH16428MW8
Phone	Cisco	FCH16499ASQ
Phone	Cisco	FCH16498T3D
Phone	Cisco	FCH16488CWE
Phone	Cisco	FCH15379C1W
Phone	Cisco	FCH161086LY
Phone	Cisco	FCH172580AS
Phone	Cisco	FCH17259ZQV
Phone	Cisco	FCH172589E8
Phone	Cisco	FCH17478874
Phone	Cisco	FCH1747806N
Phone	Cisco	FCH174784B5
Phone	Cisco	FCH174786QC
Phone	Cisco	FCH18179CKP
Phone	Cisco	FCH1816A8C7
Phone	Cisco	FCH18178Z78
Phone	Cisco	FCH18178Z7M
Phone	Cisco	FCH17368Y2G
Phone	Cisco	FCH174789CH
Phone	Cisco	FCH13398PEM
Phone	Cisco	FCH15109PXM
Phone	Cisco	FCH12509FR3
Phone	Cisco	FCH16488G62
Phone	Cisco	FCH12489DJ9
Phone	Cisco	FCH2128DFWN
Phone	Cisco	FCH17388UD9
Phone	Cisco	FCH2227FDZS