

**MINUTES OF THE QUARTERLY MEETING OF THE
BOARD OF COMMISSIONERS OF
ROCHESTER-GENESEE REGIONAL TRANSPORTATION AUTHORITY
AND ITS SUBSIDIARIES
February 3, 2022**

A. Roll Call and Determination of Quorum

The meeting was called to order at 12:00 pm by Chairman Donald Jeffries who determined that a quorum was present in person and virtually.

Present on Roll Call:

➤ County of Monroe	Don Jeffries	=	5 votes
➤ County of Monroe	Terrence Rice	=	5 votes
➤ County of Monroe	Judith Ahlfeld Seil	=	5 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	Susanne Carlock	=	2 votes
➤ County of Ontario	Brian H. Young	=	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	=	0 votes
➤ Transit Dependent/Disability Community	Heather Bird	=	<u>0 votes</u>

Total Votes Possible	32
Total Votes Present	29
Votes Needed for Quorum	17

Others Present:

Scott Adair, Chief Financial Officer
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
Renee Elwood, Director of Well-Being & Inclusion
Caitlin Farley, Retirement & Benefits Specialist
Amy Gould, Chief People Officer

Krystle Hall, Director of People Performance & Development
Brandon Hettler, Technical Support Administrator II
Laura Kenyon, Director of Communications & Customer Engagement
Rusty Korth, VP of Maintenance
Bonnie Maguire, Director of Business Development
Chris Mahood, Director of Information Technology
Jamie Mott, Director of Paratransit Services
Kelly Parisi, Executive Assistant to the CEO
Aracelis Perez-Diaz, Customer Relationship Marketing Specialist
Jim Stack, Executive Director GTC
Miguel Velazquez, Deputy Chief Executive Officer

B. Adoption of the Agenda

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

C. Approval of Minutes

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

- RGRTA Audit Committee Meeting of December 2, 2021
- RGRTA Regular Board Meeting Minutes of December 2, 2021

D. CEO Report

Bill Carpenter, Chief Executive Officer, presented the CEO Report which included presentations from Mike Burns, Director of Accounting Services, on TOPS and Insights on the Customer Survey and Miguel Velázquez, Deputy CEO, & Jamie Mott, Director of Paratransit Service, on RTS Access (The power point presentations are attached to these Minutes).

Questions/Comments on TOPS:

- *Commissioner Kosmerl asked what the steps taken to get OTP back up. Mike Burns, Director of Accounting Services, responded that as we have looked at the redesigned system schedule, the feedback of operators and our own analysis we were able to identify areas to adjust.*
- *Commissioner Ansbro asked what is the average for earlies? Mike Burns stated that he would need to do some analysis, but January was more in line with what it has been in the past. Commissioner Ansbro stated that he would like to see the historical trend as this is the customers who are left behind.*
- *Commissioner Bird asked if there is a pattern as to when the earlies or lates are happening. Mike Burns stated that we can get that information to you.*

Questions/Comments on the Insights on the Customer Survey:

- *Chairman Jeffries stated that yes, we missed the TOPS goal, but a lot of time went into the Redesign of the system and then you get a phone call that turned everything upside*

down. But we handled it very well. Chairman Jeffries also thanked Mike Burns for his service at RTS and congratulated him on his new position with the City of Rochester.

Questions/Comments on RTS Access:

- *Commissioner Chapman asked what the dips in the ridership graph mean. Jamie Mott, Director of Paratransit Services, responded that indicates Holidays.*
- *Commissioner McDonald asked why the ridership increases in October. Jamie Mott, Director of Paratransit Services responded that is when we see our seasonal riders. Seasonal ridership is from October until the end of April.*
- *Commissioner Rice asked what the difference is between a customer and a trip. Jamie Mott, Director of Paratransit Services stated that a trip is what the customer takes, and most customers take upwards of five trips per week.*
- *Commissioner Kosmerl asked what is considered a trip. Jamie Mott, Director of Paratransit Services stated that a trip is from point A to point B.*
- *Commissioner Ansbrow thanked Jamie and Miguel for the presentation because it closed the loop on a question that was brought up at a previous Board Meeting. Is the fulfillment rate of 99% minus those who have canceled or no showed? Jamie Mott, Director of Paratransit Services responded that is correct. We apply that 99% to level 1 and level 2.*
- *Commissioner Bird wanted to know with Climate Change are we able to possibly expand the seasonal ridership parameters. Jamie Mott, Director of Paratransit Service responded that yes, we are having discussions about changing to incimate weather instead of just a timeframe.*

On motion of Commissioner Kosmerl, 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.

- *Commissioner Rice asked about Mortgage recording tax and why we are not showing what the actual amount is since it has exceeded the budgeted amount. Scott Adair, CFO, stated we have not landed on a number yet and we will have a better number in January.*
- *Commissioner Jankowski stated that everything that he has read shows that the mortgage recording tax number will go down in the future and we will likely not see that decline until next fiscal year.*
- *Commissioner Jankowski asked if the school district paid the 2020 Stand By cost of \$1.6M. Scott Adair, CFO stated yes, we did receive that payment.*
- *Commissioner Rice asked a question about the Government Subsidies and why the gap between the year-to-date number and the projection. Scott Adair, CFO, stated that it is due to the State aid timing.*
- *Commissioner Chapman asked when can draw down on the stimulus funds. Scott Adair, CFO stated that we have been drawing funds down and we have decided to use those for operating purposes.*
- *Commissioner Bird asked about having a graph or table showing the best- and worst-case scenario as far as the financials. Scott Adair, CFO stated we do a multiyear forecast*

with the worst-case scenario. We have not done a best and worst case since the beginning of the pandemic. We try to be very conservative as far as our financial projections.

On motion of Commissioner Ansbro, seconded by Commissioner Young, the Financial Report was accepted by unanimous vote.

F. Proposed Resolutions

Resolution Amending RGRTA 3-2021 Authorizing the Purchase of Fifteen (15) 40' Heavy-Duty, Low Floor, Diesel-Powered Buses, RGRTA 1-2022

- *Chairman Jeffries asked if the maintenance budget is negatively impacted with keeping these older buses. Rusty Korth, VP of Maintenance stated that yes. There have been two or three of these buses that have needed new radiators, which is \$2,000 and that doesn't include the labor.*
- *Commissioner Rice do we realistically think we have getting the 27 buses by November. Rusty Korth, VP of Maintenance stated that at this point that is the production schedule. Of course, anything can slip, but at this point we should have them by November.*

Resolution RGRTA 1-2021 was moved on motion of Commissioner Kosmerl, seconded by Commissioner Ansbro, the aforementioned Resolution, a copy of which is attached to these minutes, was unanimously approved.

G. Consent Resolutions

Resolution Authorizing the Purchase of Thirty-Six (36) Type III Buses, RGRTA 2-2022

- *Chairman Jeffries asked what a Type III Bus is. Rusty Korth, VP of Maintenance stated that it is a bus that seats 18-20 people.*

Resolution Authorizing the Award of a Contract for the Purchase of Bus Stop Shelters, RGRTA 3-2022

Resolution Authorizing the Disposal of Vehicles, RGRTA 4-2022

Resolution Authorizing GTCS, Inc. to Execute a Contract for Professional Services to be rendered to the Genesee Transportation Council for the Monroe County Active Transportation Plan, GTCS 1-2022

Resolutions RGRTA 2-2022 through RGRTA 4-2022 and GTCS 1-2022 were moved on motion of Commissioner Ansbro, seconded by Commissioner McDonald, the aforementioned Resolutions, a copy of which are attached to these minutes, were unanimously approved. Commissioner Rice wanted it to be noted that the firm he works for is working with GTCS, Inc. on the Monroe County Active Transportation Plan.

H. Calendar

Bill Carpenter, CEO, stated that the March Board meeting will take place on March 17th due to schedule conflicts. We will be doing some workshops on February 17th and 22nd to review the Comprehensive Strategic Plan 2022-2025 and 2022-2023 Budget.

I. Adjournment

There being no further matters on the adopted Agenda, the quarterly meeting was adjourned on motion of Commissioner McDonald, seconded by Commissioner Ansbro at 1:15pm.

Respectfully submitted,

Jerdine Johnson, Secretary

Posted Date: February 17, 2022

CEO Report

Presented by: Bill Carpenter, CEO



Chief Executive Officer Report

- TOPS Report
- Project Highlight
- Miscellaneous



TOPS

TRANSIT ORGANIZATION PERFORMANCE SCORECARD

		SCORE 3rd Qtr.
FPI	FINANCIAL PERFORMANCE INDEX	13.0
CSI	CUSTOMER SATISFACTION INDEX	37.3
SPI	SERVICE PERFORMANCE INDEX	47.7
TOTAL		98.0

TOPS Report

*Presented by: Michael Burns
Director of Accounting Services*

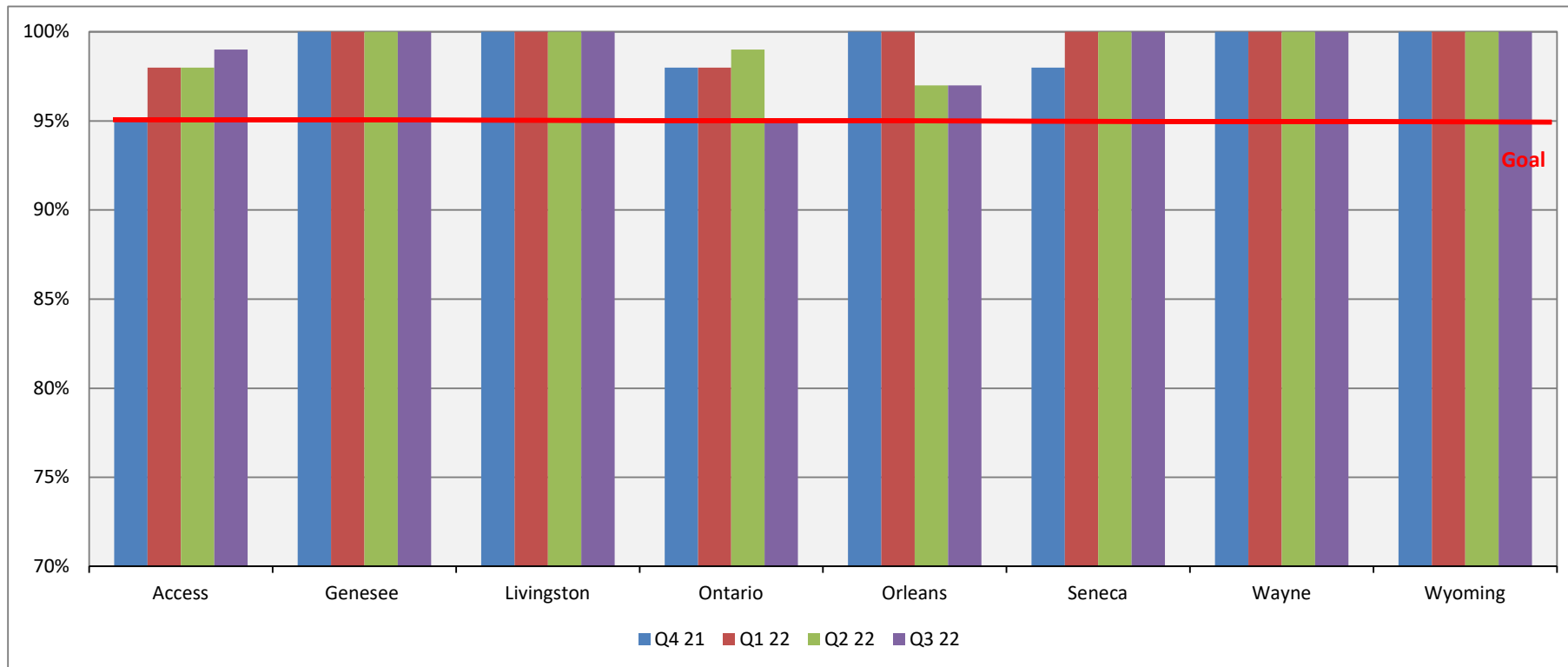
Strategic Pillars 2021-22 3rd Qtr.	Metric	Plan Goal	Actual 1st Quarter	Actual 2nd Quarter	Actual 3rd Quarter	Actual 4th Quarter	Earned Points	Goal Points	Max Points	Min Points
Financial Performance Index	End of Year Net Income (Deficit) Projection	\$0.0	\$0.0	\$1,462.0	\$1,462.0		13.00	10.00	13.00	7.00
	Total FPI Score						13.0	10.0	13.0	7.0
Customer Service Index	Net Promoter Score - RTS	38%	36%	31%	33%		15.00	20.00	26.00	14.00
	RTS Access	95%	98%	98%	99%		1.55	1.25	1.63	0.88
	RTS Genesee	95%	100%	100%	100%		1.63	1.25	1.63	0.88
	RTS Livingston	95%	100%	100%	100%		1.63	1.25	1.63	0.88
	RTS Ontario	95%	98%	99%	95%		1.25	1.25	1.63	0.88
	RTS Orleans	95%	100%	97%	97%		1.38	1.25	1.63	0.88
	RTS Seneca	95%	100%	100%	100%		1.63	1.25	1.63	0.88
	RTS Wayne	95%	100%	100%	100%		1.63	1.25	1.63	0.88
	RTS Wyoming	95%	100%	100%	100%		1.63	1.25	1.63	0.88
	Customer Complaints - Timeliness	99%		99%	99%		10.00	10.00	13.00	7.00
	Total CSI Score						37.3	40.0	52.0	28.0
Service Performance Index	On-Time Performance - RTS	90.50%	91.07%	89.49%	89.30%		17.12	20.00	26.00	14.00
	RTS Access	95.00%	96.3%	96.2%	95.1%		5.05	5.00	6.50	3.50
	RTS Genesee	93.0%	96.7%	95.3%	95.3%		2.28	1.75	2.28	1.23
	RTS Livingston	90.0%	100.0%	100.0%	100.0%		2.28	1.75	2.28	1.23
	RTS Ontario	92.0%	97.1%	94.1%	94.2%		2.14	1.75	2.28	1.23
	RTS Orleans	95.5%	94.6%	93.9%	97.9%		2.25	1.75	2.28	1.23
	RTS Seneca	97.0%	100.0%	100.0%	100.0%		2.28	1.75	2.28	1.23
	RTS Wayne	96.0%	95.3%	99.4%	94.8%		1.44	1.75	2.28	1.23
	RTS Wyoming	96.0%	99.2%	97.0%	97.7%		2.28	1.75	2.28	1.23
	RTS On Demand Ride Fulfillment	85.0%		74.7%	75.6%		7.00	10.00	13.00	7.00
	RTS Access Booking	95.0%		98.5%	99.8%		3.58	2.75	3.58	1.93
	Total SPI Score						47.7	50.0	65.0	35.0
TOPS Score							98.0	100.0	130.0	70.0

Customer Service Index

Strategic Pillars 2021-22 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
Customer Service Index	Net Promoter Score - RTS	38%	36%	31%	33%		15.00	20.00	26.00	14.00
	RTS Access	95%	98%	98%	99%		1.55	1.25	1.63	0.88
	RTS Genesee	95%	100%	100%	100%		1.63	1.25	1.63	0.88
	RTS Livingston	95%	100%	100%	100%		1.63	1.25	1.63	0.88
	RTS Ontario	95%	98%	99%	95%		1.25	1.25	1.63	0.88
	RTS Orleans	95%	100%	97%	97%		1.38	1.25	1.63	0.88
	RTS Seneca	95%	100%	100%	100%		1.63	1.25	1.63	0.88
	RTS Wayne	95%	100%	100%	100%		1.63	1.25	1.63	0.88
	RTS Wyoming	95%	100%	100%	100%		1.63	1.25	1.63	0.88
	Customer Complaints - Timeliness	99%		99%	99%		10.00	10.00	13.00	7.00
	Total CSI Score						37.3	40.0	52.0	28.0

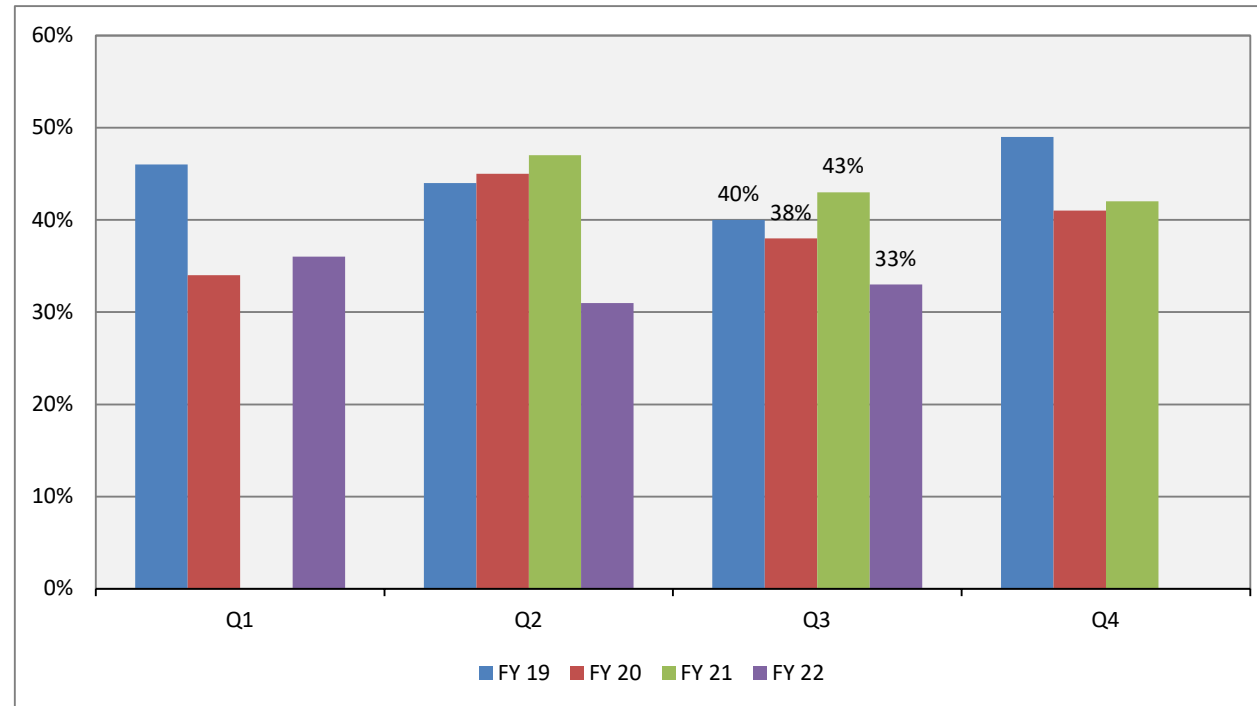
Customer Satisfaction: Trends by Quarter

- Customer Satisfaction for Access and the Regionals met or exceeded goal at all locations



RTS Monroe NPS: Trends by Quarter

- Q3 NPS fell below goal and reflected the continued impact of our customers adjusting to changes in our new system



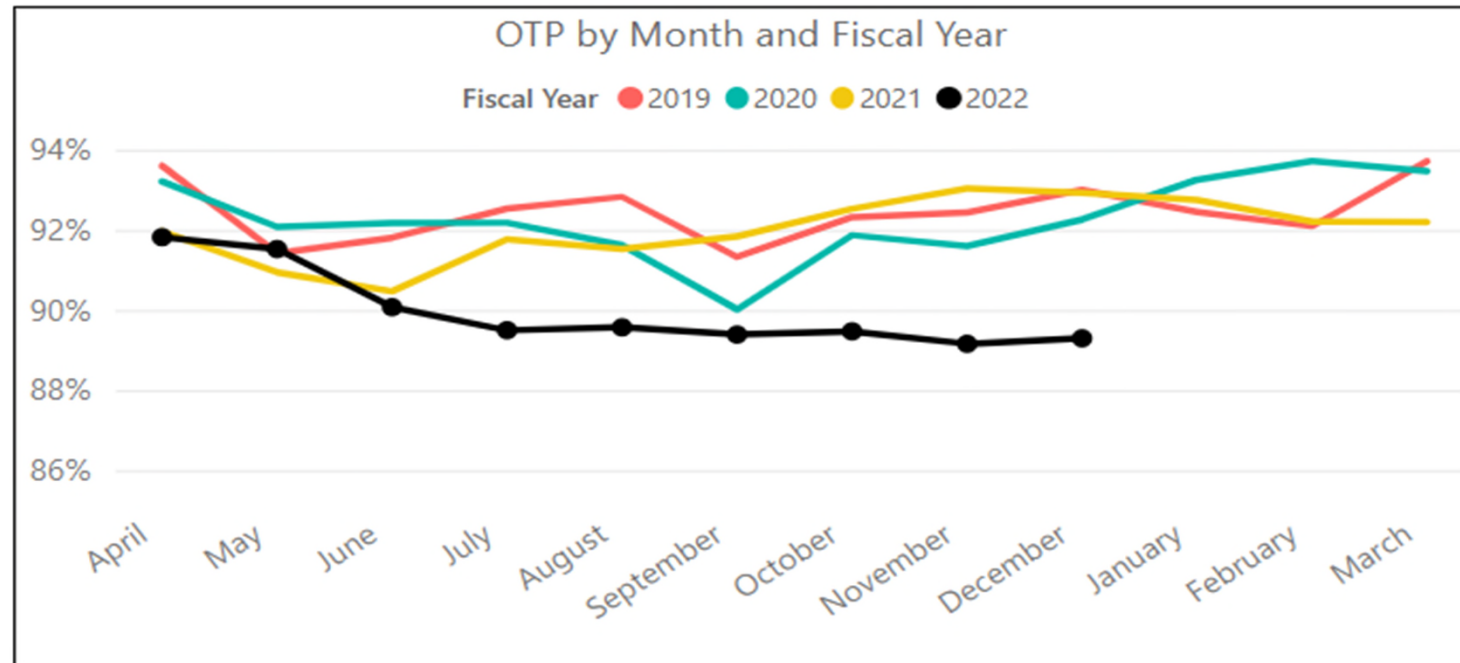
Note: On board customer surveying was not conducted during Q1 FY21

Service Performance Index

Strategic Pillars 2021-22 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%	91.07%	89.49%	89.30%		17.12	20.00	26.00	14.00
	RTS Access	95.00%	96.3%	96.2%	95.1%		5.05	5.00	6.50	3.50
	RTS Genesee	93.0%	96.7%	95.3%	95.3%		2.28	1.75	2.28	1.23
	RTS Livingston	90.0%	100.0%	100.0%	100.0%		2.28	1.75	2.28	1.23
	RTS Ontario	92.0%	97.1%	94.1%	94.2%		2.14	1.75	2.28	1.23
	RTS Orleans	95.5%	94.6%	93.9%	97.9%		2.25	1.75	2.28	1.23
	RTS Seneca	97.0%	100.0%	100.0%	100.0%		2.28	1.75	2.28	1.23
	RTS Wayne	96.0%	95.3%	99.4%	94.8%		1.44	1.75	2.28	1.23
	RTS Wyoming	96.0%	99.2%	97.0%	97.7%		2.28	1.75	2.28	1.23
	RTS On Demand Ride Fulfillment	85.0%		74.7%	75.6%		7.00	10.00	13.00	7.00
	RTS Access Booking	95.0%		98.5%	99.8%		3.58	2.75	3.58	1.93
	Total SPI Score						47.7	50.0	65.0	35.0

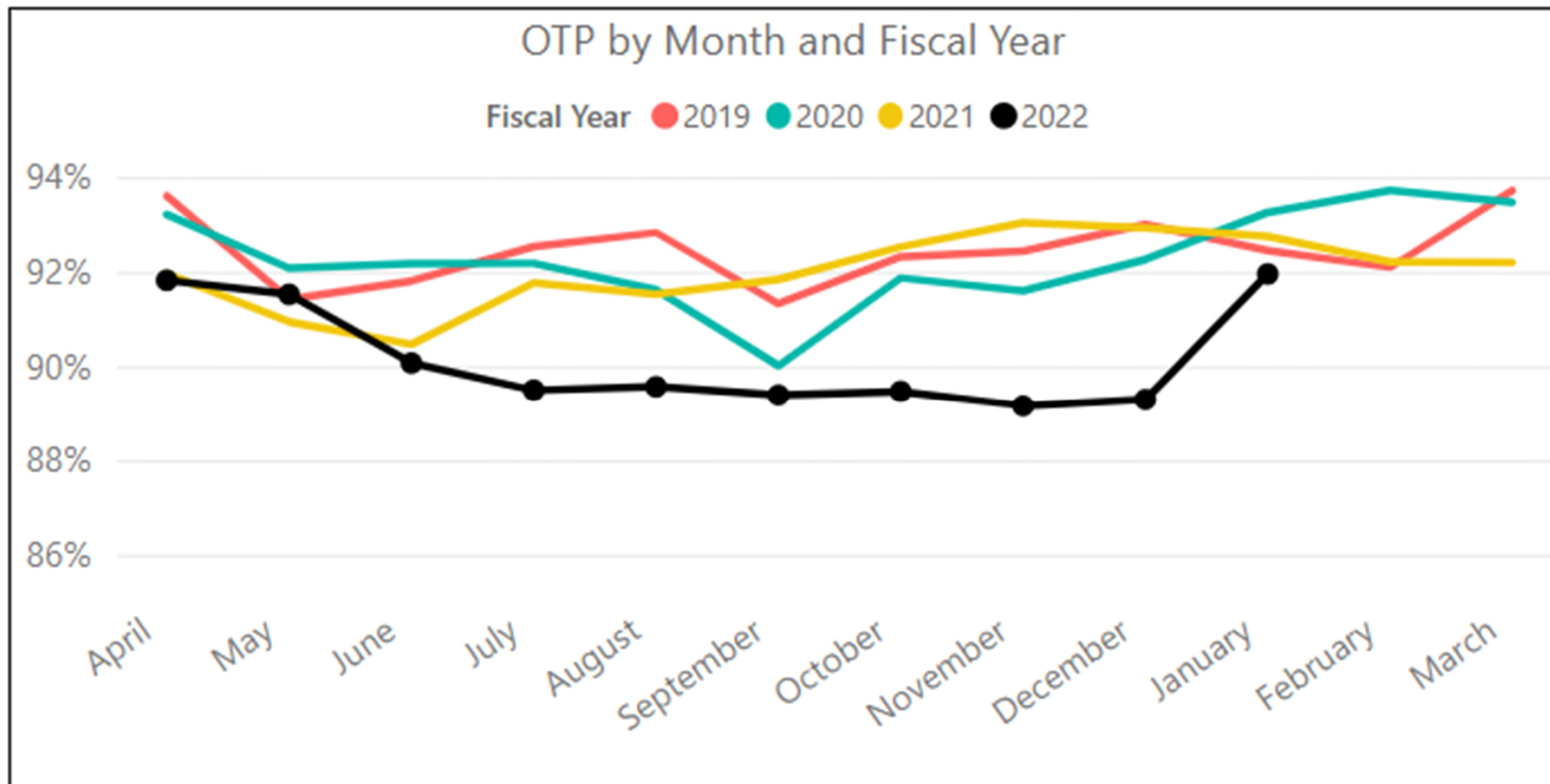
OTP-RTS Monroe: Performance Trends

- Within Q3, monthly OTP ranged from 89.16% to 89.47% vs. a goal of 90.5%
- Early departures and late arrivals were 4.28% and 6.42%, respectively



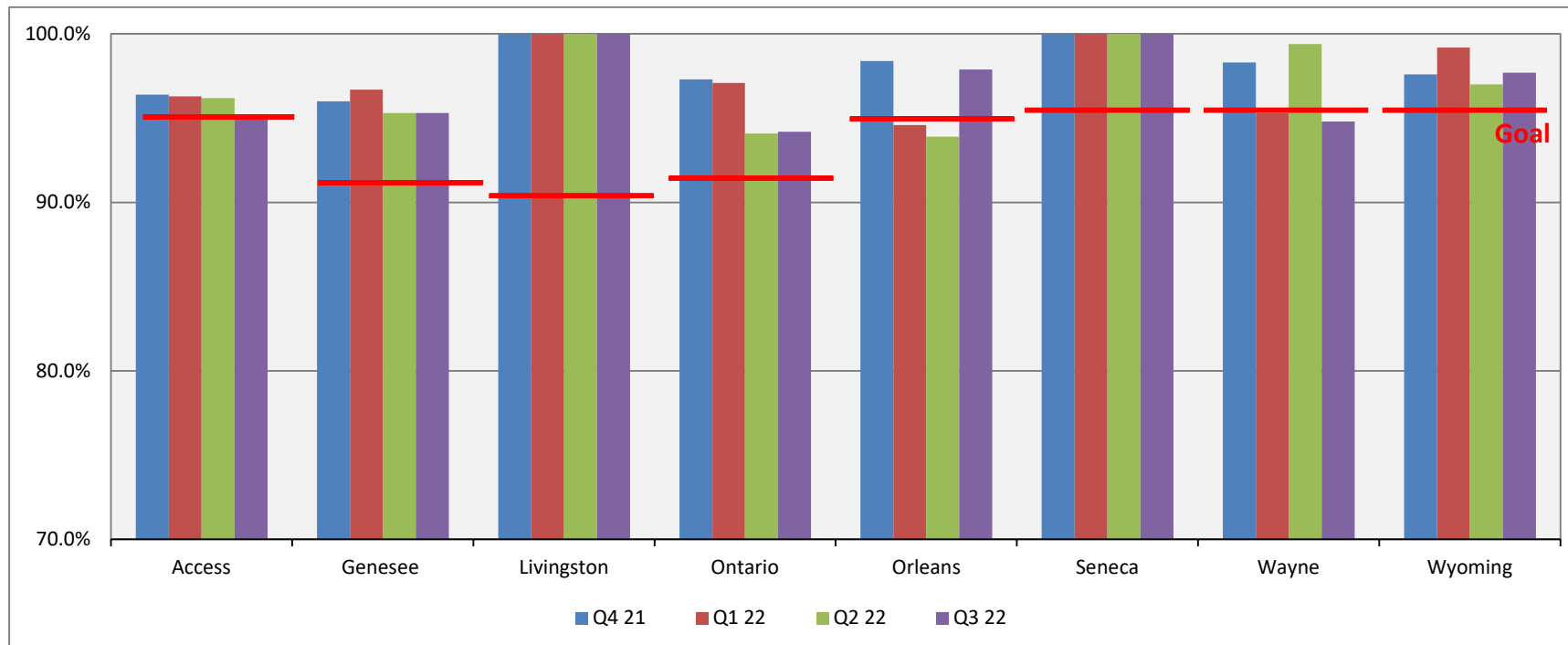
OTP-RTS Monroe: January OTP

- **January OTP was 91.95%, favorably impacted by scheduling changes made at the beginning of the month**



OTP-Access and Regionals: Trends by Quarter

- Q3 OTP exceeded goal at all locations, except for Wayne.



Insights from Customer Survey



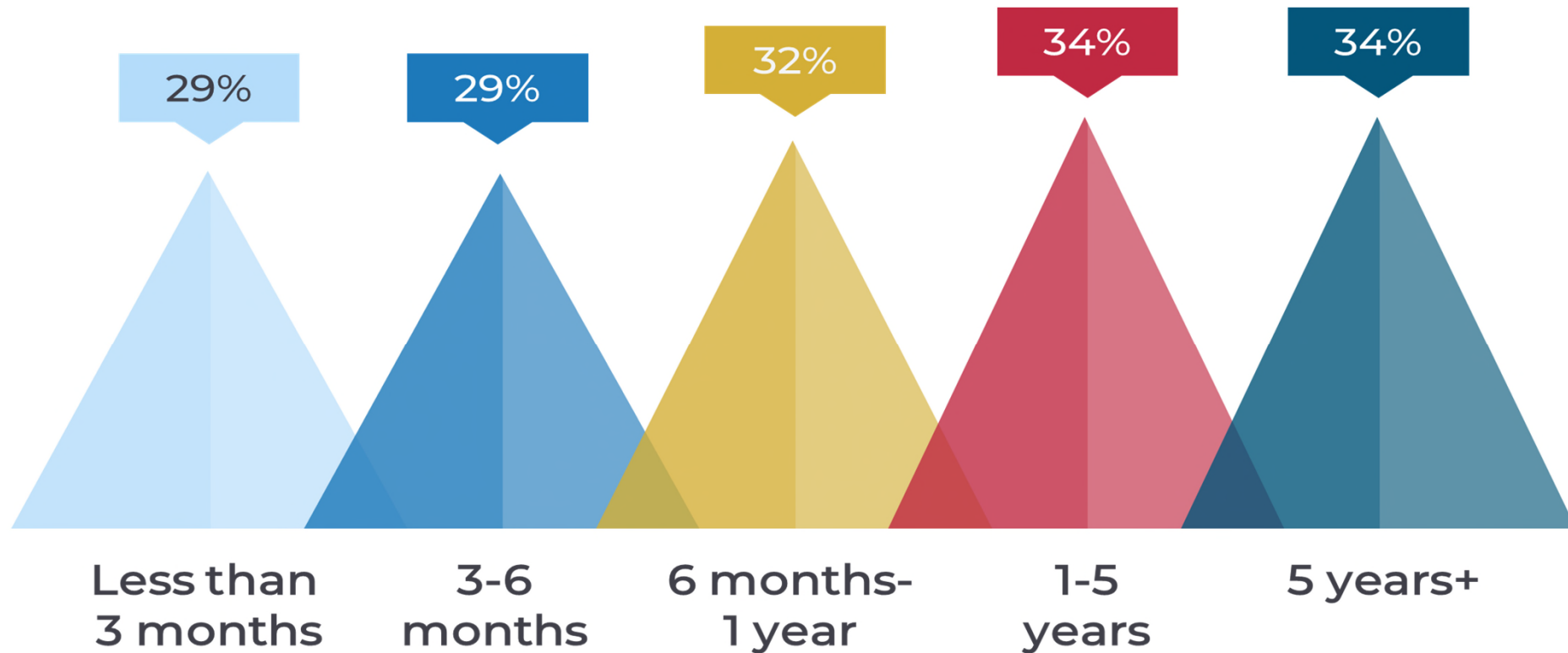
Wave 45 (Q3) Results

- Q3 NPS reflected an increase from Q2 but was still below the three year average (40%)

	Base	Promoters (9-10)	Passives (7-8)	Detractors (0-6)	No response	Net Promoter Score
W45	520	53%	27%	20%	*	33%
W44	523	51%	29%	20%	*	31%
W43	512	55%	25%	19%	1%	36%
W42	509	58%	26%	16%	*	42%
W41	509	57%	29%	14%	*	43%
W40	515	59%	29%	12%	*	46%
W39	535	58%	25%	17%	*	41%
W38	520	54%	31%	16%	*	38%
W37	494	61%	22%	17%	1%	44%
W36	537	54%	25%	20%	1%	34%
W35	547	63%	21%	14%	1%	49%
W34	531	57%	25%	17%	1%	40%
W33	543	59%	25%	15%	1%	44%
Total 33-45	6795	57%	26%	17%	1%	40%

Length of Service Use

- NPS was higher among respondents whose length of service use was six months or more



Impact of RCSD Changes

- In September 2021, we made several service changes to the redesigned transit system we had just launched.
- As part of the most recent customer survey, we wanted to gain a sense whether the changes impacted customers' satisfaction with RTS.
- Accordingly, two questions were posed.

Impact of RCSD Changes (continued)

- The survey asked customers the extent to which, on a scale of 1 to 10, the route changes made to accommodate RCSD impacted their level of satisfaction with RTS.
- 33% of our customers indicated that their level of satisfaction with RTS was impacted by the changes.
- Of the seven high frequency routes where changes were made, Hudson, Monroe and Lake showed the greatest impact.

Impact of RCSD Changes (continued)

- Customers were also asked whether they accounted for the changes made to help the community when giving their rating.
- Based on their responses, 53% of our customers indicated that they did account for the changes made to help the community in determining their rating.

Summary

- **As expected, our Q3 TOPS results reflect the impact of continued adjustments for our customers and to how we deliver service as The New RTS.**
- **We believe that our efforts to improve the efficiency of the system are beginning to yield results, based on the improvement in on-time performance for January.**
- **We expect that as we continue to restore the high frequency service and make other improvements, we will realize the effect of those efforts in the TOPS areas that we measure.**

Chief Executive Officer Report

- TOPS Report
- Project Highlight
- Miscellaneous

RTS Access

*Presented by: Miguel Velázquez, Deputy CEO and
Jamie Mott, Director of Paratransit Services*

Agenda

- Background
- RTS Access and Reimagine
- Ridership
- Trends
- Impact and Value

History

- RGRTA has provided paratransit services in some manner since 1978
- Lift Line was incorporated in 1985
- First service plan was adopted by the Board of Commissioners in 1987
- The Americans with Disabilities Act (ADA) was signed into law in 1991
- Service area was expanded beyond what is required by ADA in 2007
- Lift Line was rebranded as RTS Access in 2014
- Service area was revised as part of the Reimagine initiative in 2021
- Fun Facts...
 - The service has experienced a 4% increase in ridership per year since 1982
 - Today RTS Access serves an area that is over 12 miles away from the end of a fixed route

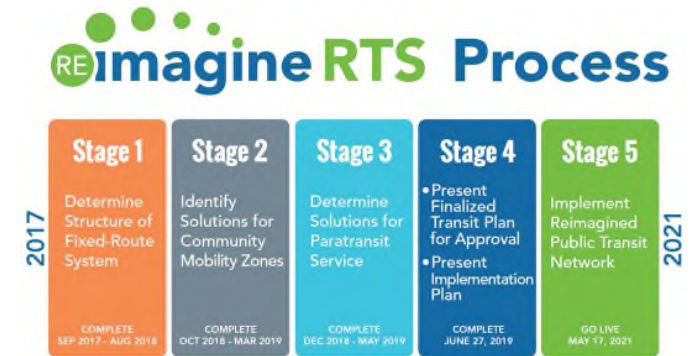
Basic Service Requirements Under ADA*

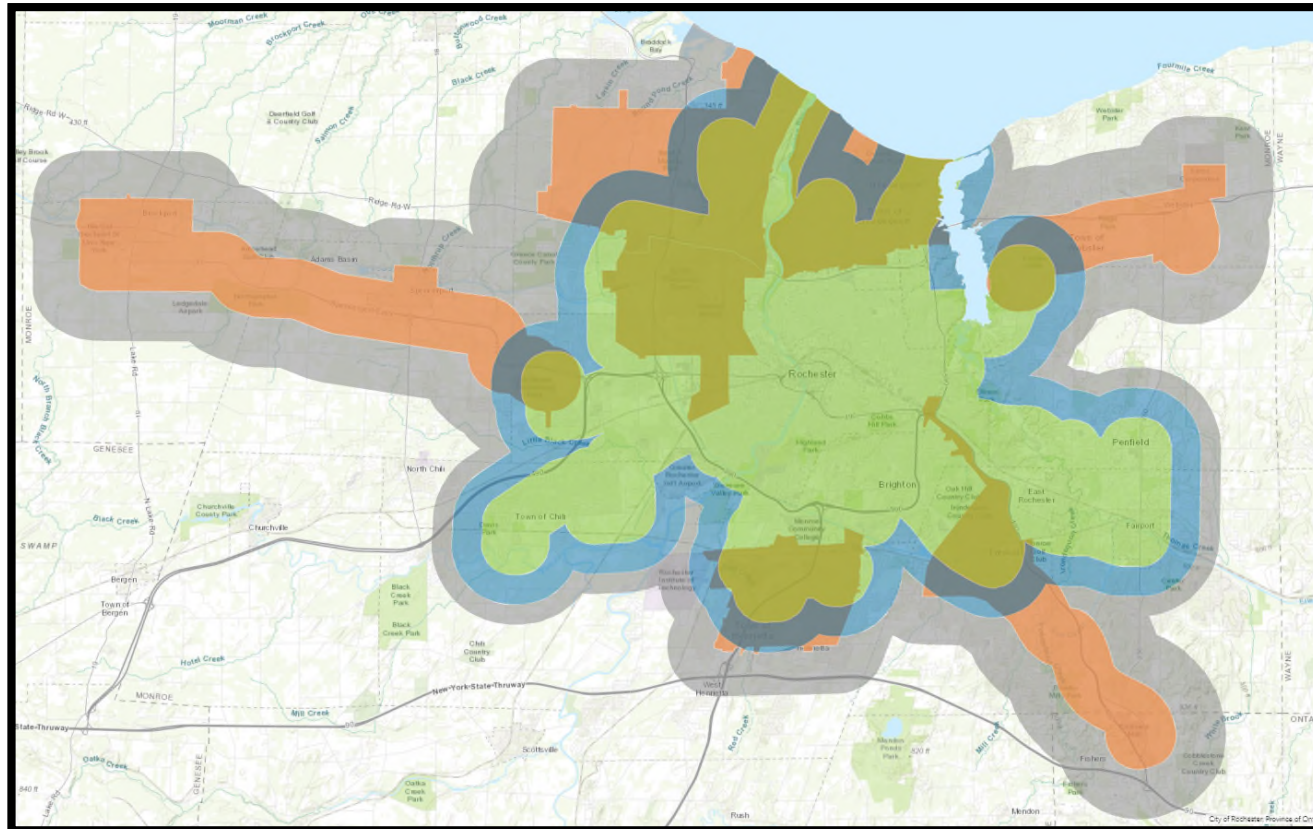
- Service persons with disabilities that cannot use fixed route service some or all of the time.
- Provide complementary paratransit service $\frac{3}{4}$ of a mile around each fixed route.
 - RTS service area has and continues to far exceed the minimum requirement set forth by the ADA.
- Must fulfill 99.9% of ride requests made up to one day in advance.
- Service must mirror fixed route availability (time of day, day of week).
 - does not include commuter service.
- There are no restrictions on trip purpose.
- The fare can't be more than twice the comparable fare of fixed route (excluding discounts).
- The service is Curb-to-Curb by default.
 - Must also provide reasonable modifications (e.g. Door-to-Door assistance).

* Not all-inclusive list of requirements

RTS Access and Reimagine

- **RTS Access and Paratransit service were defined as part of Stage 3 of the Reimagine RTS Process.**
- **Board's Direction: No service loss for any customer.**
 - Analyzed customer travel for the 2017-18 fiscal year.
 - 95% of customer travel was within 1.5 miles of the new fixed route system.
 - This became the basis for the new service area



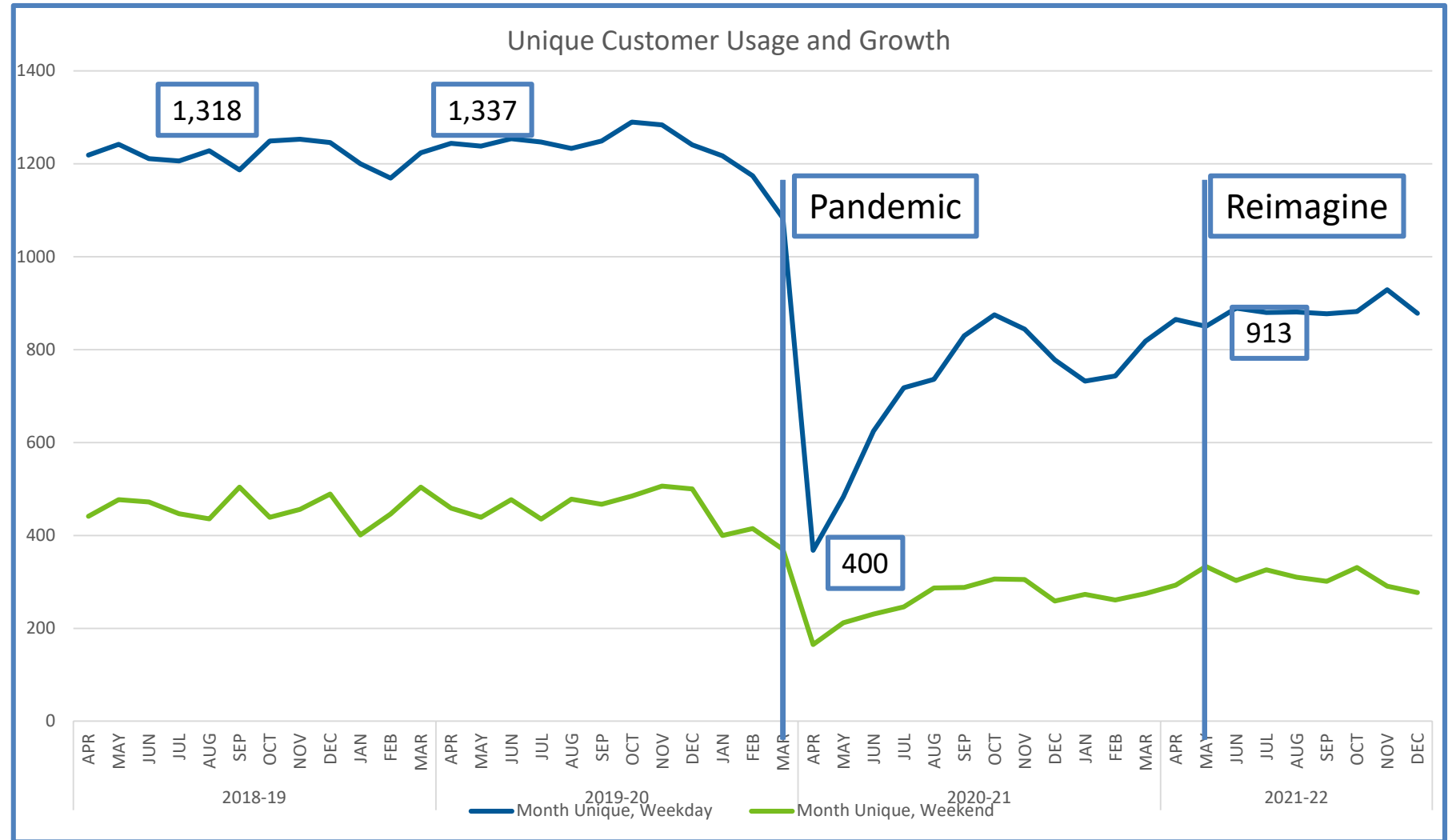


- **ADA Required Area (Green)**
 - 7 days
 - \$2/ride
- **Level 1 Supplemental (Blue)**
 - Additional $\frac{3}{4}$ mile
 - 7 days
 - \$2/ride
- **Level 2 Supplemental (Orange)**
 - ODZ
 - 5 days
 - \$4/ride
- **Level 3 Supplemental (Gray)**
 - Additional 1.25 miles around Level 2
 - Additional .5 miles around Level 1
 - 5 days
 - \$8/ride

Ridership



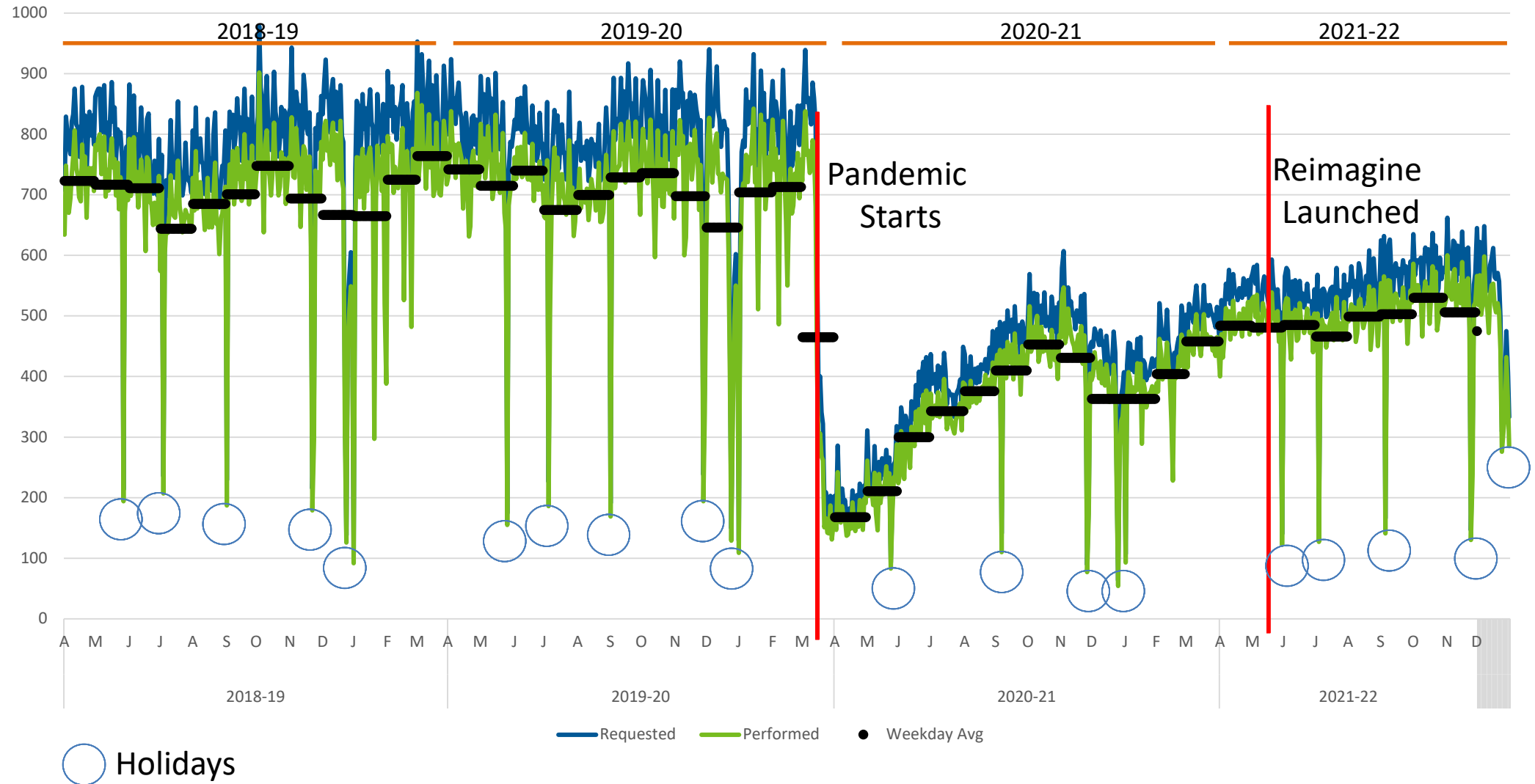
- The monthly average number of unique customer declined by 70% at the beginning of the pandemic.
- This number has recovered substantially. Currently at a 32% below pre-pandemic levels.



Ridership Overview

- The average number of trips per day was around 710 before the pandemic
- Currently close to 490 daily rides are being performed
 - This represents a decline of nearly 32% from pre-pandemic levels
- We continue to experience a 10% difference between number of ride requests and actual number of rides performed. (43 rides)
 - 6% of daily ride requests are cancelled (25 rides / day)
 - 4% of daily ride requests result in 'no-shows' (18 rides / day)

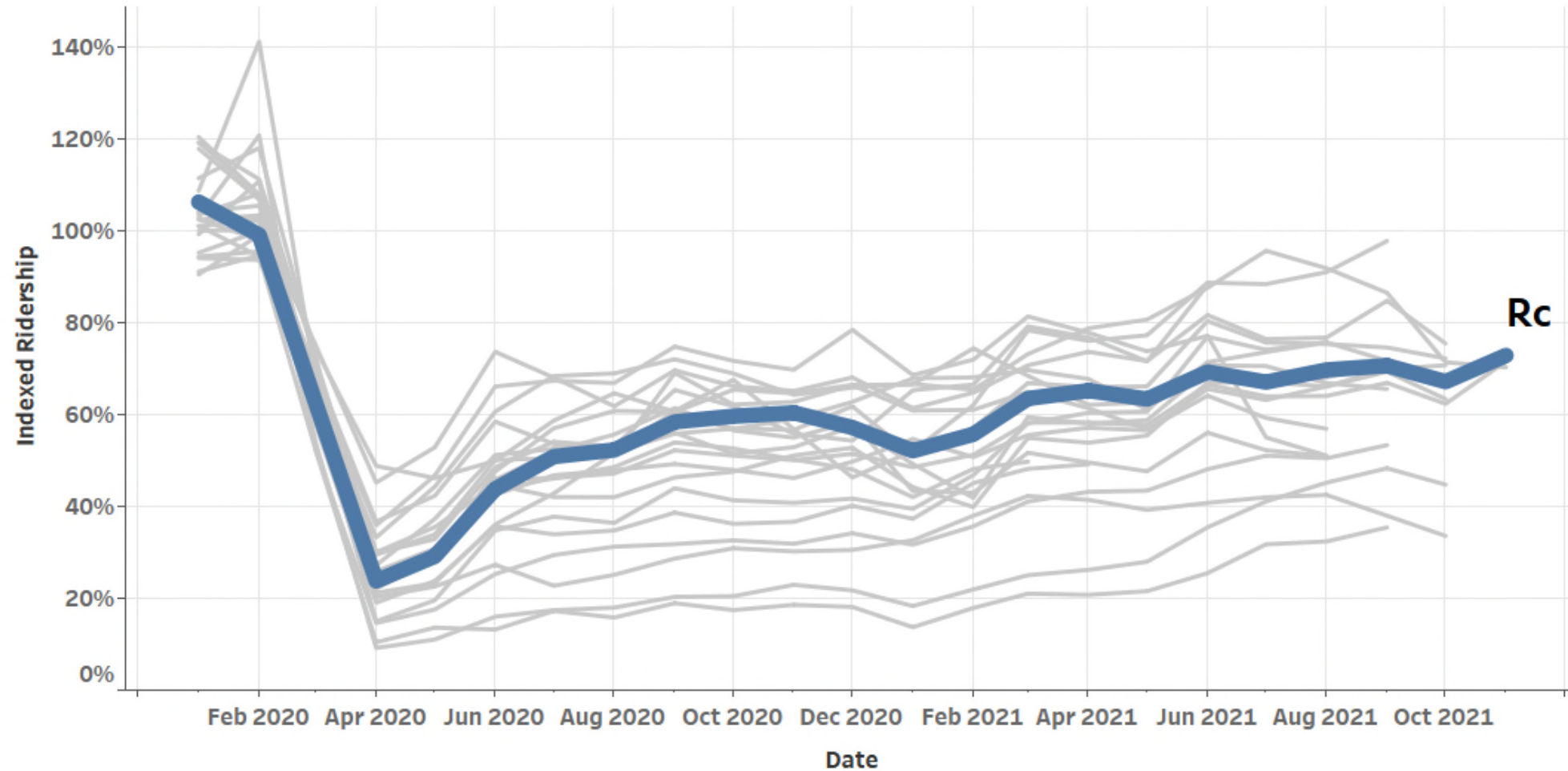
RTS Access Transportation Cycles, Apr 2018 - Dec 2021



RTS and ABBG Peer Group

- **ABBG agencies saw 50% to 90% decline in ridership.**
 - RTS declined around 70%
- **Currently members range from 5% to 70% below pre-pandemic levels.**
 - RTS is approximately 30%
- **RTS is recovering at a similar pace as most other agencies.**

Paratransit Total Monthly Ridership
Indexed to the Same Month in Calendar Year 2019



Trends



	BROCKPORT/ SPENCERPORT	GATES/CHILI	GREECE	ROCHESTER/ IRONDEQUOIT	BRIGHTON/ HENRIETTA	WEBSTER	PITTSFORD- PERINTON TO VICTOR
BROCKPORT/ SPENCERPORT	25%	32%	12%	23%	7%	0%	0%
GATES/CHILI	9%	26%	18%	31%	12%	1%	2%
GREECE	3%	18%	29%	36%	11%	0%	2%
ROCHESTER/ IRONDEQUOIT	2%	8%	11%	55%	15%	3%	6%
BRIGHTON/ HENRIETTA	2%	10%	9%	40%	26%	2%	11%
WEBSTER	0%	2%	1%	51%	14%	9%	23%
PITTSFORD- PERINTON TO VICTOR	0%	3%	3%	27%	17%	6%	44%

With the exception of customers traveling from the Brockport/Spencerport and Pittsford/Perinton areas, most customers continue to travel to the Rochester/Irondequoit area with the Rochester area being the most prevalent destination of choice. In terms of percentage, there is very little difference between current data amid the pandemic and new system changes.

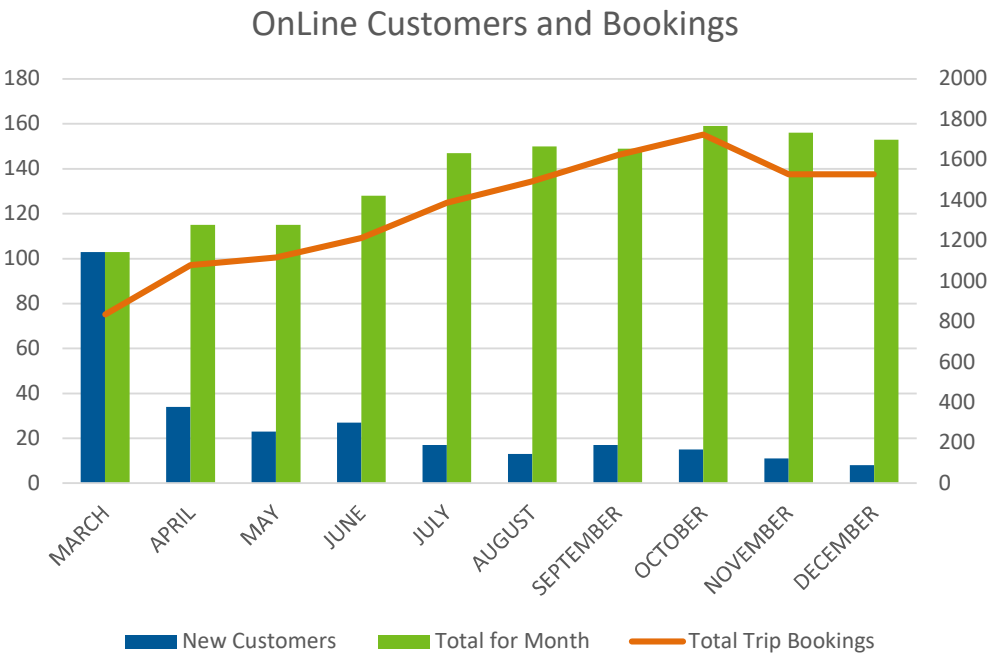
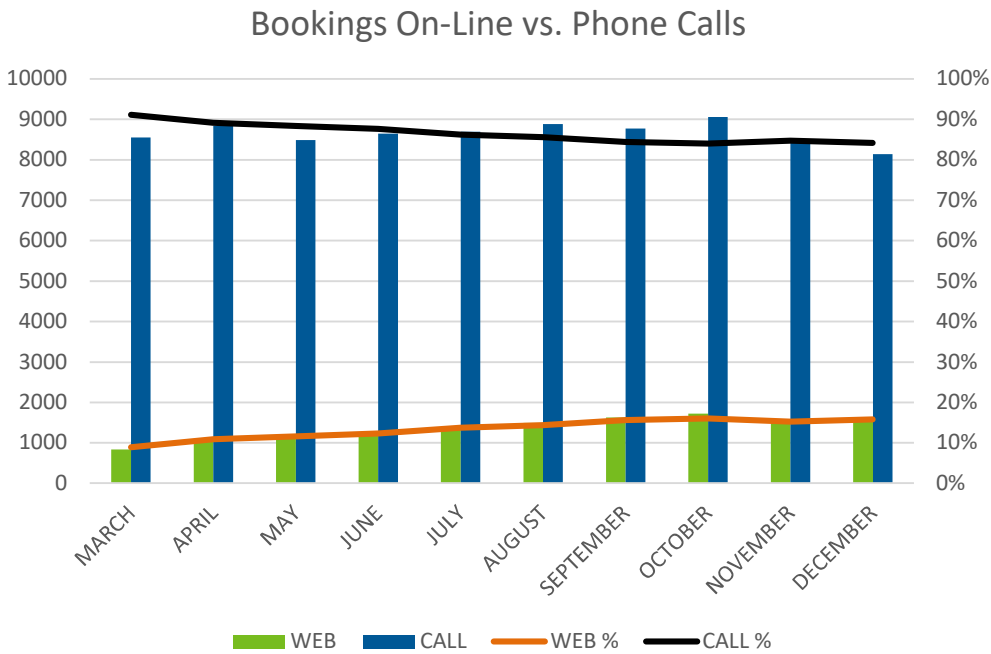
OnDemand and RTS Connect

- **RTS Access eligible customers enjoy free transportation with OnDemand service and RTS Connect**
- **Beginning May 17, 2021 through December 31, 2021**
 - 25 unique customer passes accounted for 1,033 OnDemand rides
 - 245 unique customer passes accounted for 15,280 RTS Connect rides
- **Reimagine now provides RTS Access customers with weekend transportation options in Brockport and Webster**

Online Ride Request

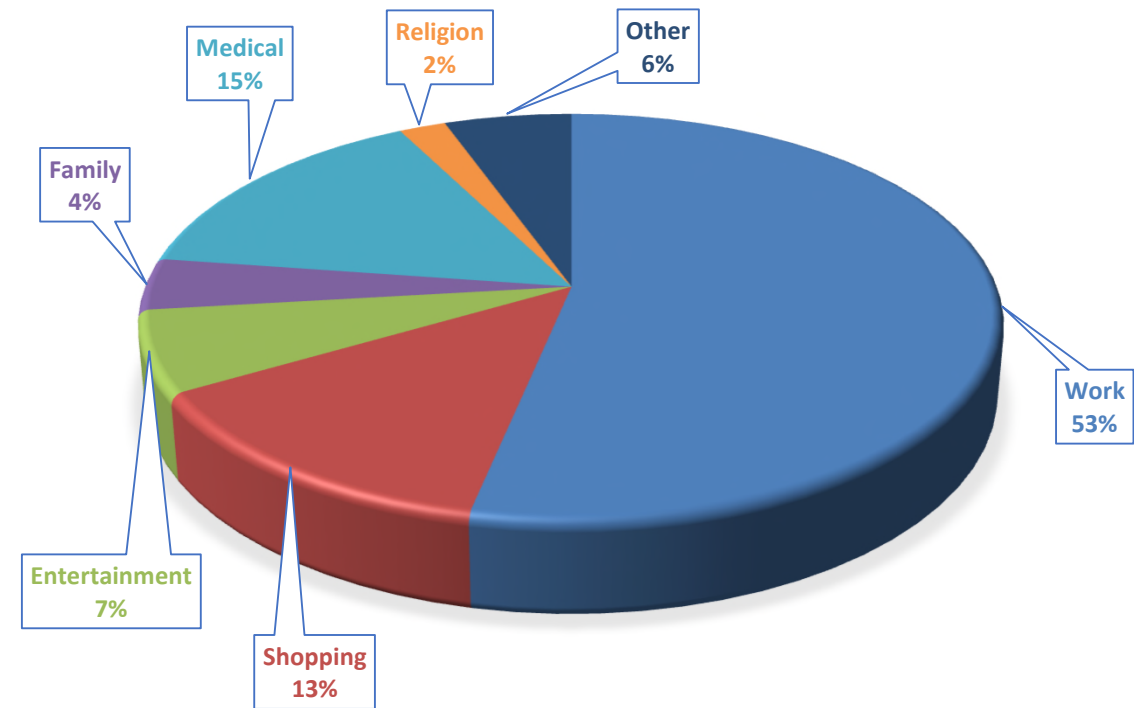
16% of trip bookings were made using the online scheduling tool in December. Use continues to trend upward

Eight (8) new customers used the tool in December. A total of 268 customers that have used the online tool since March.



Impact and Value

- **For Fiscal Year 2021-22 through December 31, 2021**
 - Nearly 106,000 customer trips performed
 - 1,344,563 miles on the road
 - 82,442 hours on the road
- **Of 348 customer satisfaction surveys completed, our customers are reporting:**
 - 98% Overall performance satisfaction
 - 97% On-time arrival
 - 97% Overall cleanliness of buses



Summary



Summary

- **RTS Access has been a paratransit asset to our customer well before ADA became law.**
- **RTS Access exceeds the minimum service area required by the ADA.**
- **Ridership stands at 32% below pre-pandemic numbers.**
- **Ridership recovery mimics what is happening with other ABBG peer group members.**
- **Most of the origin and destination take place to/from the City of Rochester and Irondequoit area.**
- **Access customers enjoy free rides on RTS Connect Service and RTS OnDemand.**
- **Customer continue to adopt the benefit of App and Web scheduling.**
- **Customer satisfaction continues to be very positive.**

Chief Executive Officer Report

- TOPS Report
- Project Highlight
- Miscellaneous

ETHIE Awards

December 8, 2021



The Bus Coalition Board Retreat

January 24, 2022



Federal/State Advocacy

- Webinar on Bipartisan Infrastructure Law
- 2022 State of the State Address
- NYPTA Meeting with David Freidfel, Secretary to the NYS Senate Finance Committee
- NYPTA Riders Coalition Kick-off Meeting
- The Bus Coalition Board Call
- NYPTA call with NYS Budget Director
- NYPTA budget discussion with Deputy Secretary for Transportation

Contribution to the Industry

- APTA Bus Operations Monthly Meeting
- MTA/CDTA/RGRTA discussion on experience with zero emission vehicles
- Mass Transit Magazine Interview

RGRTA Stakeholder Meetings

- Genesee Transportation Council Board Meeting
- Greater Rochester Community Transportation Foundation Board Meeting
- Orleans County Chairman Johnson Meeting to discuss Senior and Medical Transportation
- Seneca County Board of Supervisors Meeting
- Customer Open House at the Transit Center

Community Involvement

- Beechwood Neighborhood Coalition Meeting
- United Way Systems Integration Team Meeting
- Urban League of Rochester Powerbroker Meeting
- Action for a Better Community- 2022 Virtual Signature Conference
- United Way Covid Crisis Response

Financial Report

Presented by: Scott Adair, CFO



RGRTA - Consolidated Budget Status Report (000's) - FY 2021-2022
12/31/2021

Financial Report

<u>Revenues</u>	<u>Budget 2021-22</u>	<u>FYTD 12/31/2021</u>	<u>Projected 3/31/2022</u>	<u>Budget Variance</u>
Total Locally Generated	\$ 16,459	\$ 12,352	\$ 14,688	\$ (1,771)
Total Government Subsidies	\$ 83,677	\$ 46,766	\$ 86,722	\$ 3,045
Mortgage Tax	\$ 11,557	\$ 13,406	\$ 11,557	\$ -
Grand Total Revenue	\$ 111,693	\$ 72,524	\$ 112,968	\$ 1,275
<u>Expenses</u>				
Personnel				
Salary & Wages	\$ 56,292	\$ 39,614	\$ 55,750	\$ 542
Fringe Benefits	\$ 25,905	\$ 16,794	\$ 25,905	\$ -
Total Personnel	\$ 82,197	\$ 56,408	\$ 81,655	\$ 542
Non-Personnel				
Services	\$ 9,921	\$ 6,227	\$ 10,344	\$ (424)
Fuel/Lubricants	\$ 5,591	\$ 3,396	\$ 5,591	\$ -
Parts	\$ 4,026	\$ 2,545	\$ 4,026	\$ -
Other	\$ 9,959	\$ 4,415	\$ 9,890	\$ 69
Total Non-Personnel	\$ 29,496	\$ 16,583	\$ 29,851	\$ (355)
Grand Total Expenses	\$ 111,693	\$ 72,991	\$ 111,506	\$ 187
Net Income/Deficit From Operations & Subsidies	\$ -	\$ (467)	\$ 1,462	\$ 1,462

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

RGRTA 1-2022

Presented by Rusty Korth, VP of Maintenance

Fleet Replacement Plan Changes

- **RTS continually updates its fleet replacement plan based on service needs and 'state of good repair' capital plan strategy.**
 - Ensures the necessary assets are available to meet service requirements.
 - Maintains the average age of the fleet within reasonable levels, which improves fleet reliability.
- **Board approved RGRTA 10-2018, authorizing the purchase of up to 85 heavy duty 40' buses.**
 - 10 buses were purchased and put into service in 2019.
 - No additional orders were planned until 2023.
- **Summer 2021, service was altered due to RCSD needs**
 - Fleet replacement plan had to be updated.
 - RTS began processing an order for 15 additional buses.
- **Recently, RCSD requested continuation of the 2021-2022 service with some additional modifications.**
 - Fleet replacement plan has been revised again to reflect RCSD needs starting the upcoming school year.
- **Ultimately, an additional 12 buses are required to meet the full scope of RCSD services.**
 - This brings the total purchase to 27 additional buses.

RCSD Impacts on Fleet Plan

Original Fleet Plan Leading into the 21/22 School Year

2021/2022 Programmed Fleet	
RTS Connect Peak	90
20% spare	18
RCSD Peak	43
20% spare	9
Total Fleet	160

Emergency RCSD Service



New Fleet Plan Based on RCSD 22/23 Service Request

2022/2023 Programmed Fleet	
RTS Connect Peak	90
20% spare	18
RCSD Peak	75
20% spare	15
Total Fleet	198

- Programmed fleet size leading into 2020 was 214
- New programmed fleet size based on originally planned RCSD 21/22 service was 160
- Planned to retire 60 buses past their useful life without replacement to reduce fleet

- Requires keeping 44 buses past their useful life in service through 2022 and 9 buses through 2023
- The order of 27 Nova diesel buses expected delivery is November 2022
- Will need to start a procurement to replace 9 60' articulated buses, expected delivery late 2023

New Fleet Plan Through 2025

2022/2023 Programmed Fleet	
RTS Connect Peak	90
20% spare	18
RCSD Peak	75
20% spare	15
Total Fleet	198

In Service Year	Bus Series	Planned Retirement Year	Current Fleet Jan 2022	Plan 2022	Plan 2023	Plan 2024	Plan 2025
2009	500 Series (Gillig)	2021	35				
2010	360 Series (New Flyer)	2022	9	9			
2011	900 Series (Gillig)	2023	20	20			
2012	1290 Series (New Flyer)	2024	5	5	5		
2013	1300 Series/370 Series (New Flyer)	2025	32	32	32	32	9
2013	370 Series	2025	20	20	20	20	20
2014	1400 Series (New Flyer)	2026	19	19	19	19	19
2016	1600 Series (New Flyer)	2028	21	21	21	21	21
2018	1800 Series (New Flyer)	2030	15	15	15	15	15
2019	1900 Series (Nova)	2031	10	10	10	10	10
2020	2000 Series (New Flyer)	2032	10	10	10	10	10
2022	2200 Series (New Flyer)	2033		10	10	10	10
2022	2220 Series (Nova)	2033		27	27	27	27
2022	2250 Series (TBD Artic)	2034			9	9	7
2023	2300 Series (Nova)	2035			20	20	20
2024	2400 Series (TBD Electric)	2036				5	5
2025	2500 Series (TBD Electric)	2037					25
2025	2550 Series (TBD Artic Electric)	2037					
YEAR			2021	2022	23-Feb	2024	2025
# of diesel buses			186	178	178	173	148
# of battery electric buses			10	20	20	25	50
% battery electric			5%	10%	10%	13%	25%
			196	198	198	198	198

Financial Impact

- The total cost of the planned order of 27 Heavy-Duty, Low Floor, Diesel-Powered Buses is \$14,301,495. The Authority is requesting a contingency of \$715,075 for this order for a total authorization not to exceed \$15,016,570
- The purchase will be funded with Federal, State and Authority funds

Recommendation

That the Chief Executive Officer or his designee be authorized to execute a purchase order with Nova Bus, A Division of Prevostr Car (US), Inc. in the amount of \$14,301,495 for the purchase of twenty-seven (27) 40' Heavy-Duty, Low Floor, Diesel-Powered Buses.

Additionally, that the Chief Executive Officer or his designee is authorized and empowered to perform any and all actions and execute any and all documents with Nova Bus, A Division of Prevostr Car (US), Inc. to increase the amount of the order of twenty-seven (27) 40' Heavy-Duty, Low Floor, Diesel-Powered Buses by \$715,075 with a total authorization not to exceed \$15,016,570.



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BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	February 3, 2022
Presenter:	Rusty Korth
Subject:	Amending RGRTA 3-2021 Authorizing the Purchase of 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>The Authority originally purchased ten (10) buses on this Contract, which were put into service during the fall of 2019. The Board then authorized in February 2021 a second order of fifteen (15) buses with the approval of RGRTA 3-2021. The Authority is now seeking to amend RGRTA 3-2021 increasing the size of this order by twelve (12), which would increase the order to a total of twenty-seven (27) 40' Heavy-Duty, Low Floor Diesel-Powered Buses.</p> <p>The additional twelve (12) replacement diesel powered buses are based on requested service needs of the City School District. The City School District has requested service for all high school buildings for this upcoming school year. The requested service has required the Authority to plan for an increased peak number of buses than is presently necessary.</p> <p>The contract will have forty-eight (48) remaining options.</p>
Financial Impact:	<p>The total cost of the planned order of twenty-seven (27) buses will cost \$14,301,495. This cost includes the yearly escalation contractual clauses, regulatory changes to buses and additional items we have requested for these buses. The base cost of this order of buses is approximately \$530,000.</p>

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	<p>In addition, the Authority is requesting an overall contingency of \$715,075 for this order.</p> <p>In total, we are requesting an authorization not to exceed of \$15,016,570 for the twenty-seven (27) 40' Heavy-Duty, Low Floor, Diesel-Powered Buses.</p> <p>The purchase will be funded with Federal, New York State and Authority funds.</p>
Recommendation:	<p>That the Chief Executive Officer or his designee is authorized to execute a purchase order with Nova Bus, A Division of Prevost Car (US), Inc. in the amount of \$14,301,495 for the purchase of twenty-seven (27) 40' Heavy-Duty, Low Floor, Diesel-Powered Buses.</p> <p>Additionally, that the Chief Executive Officer or his designee is authorized and empowered to perform any and all actions and execute any and all documents with Nova Bus, A Division of Prevost Car (US), Inc. to increase the amount of the order of twenty-seven (27) 40' Heavy-Duty, Low Floor, Diesel-Powered Buses by \$715,075 with a total authorization not to exceed \$15,016,570.</p>

Resolution: RGRTA 1-2022

AMENDING RGRTA 3-2021 AUTHORIZING THE PURCHASE OF FIFTEEN (15) 40' HEAVY-DUTY, LOW FLOOR, DIESEL-POWERED BUSES

WHEREAS, 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; and

WHEREAS, on February 4, 2021, the Board approved RGRTA 3-2021 authorizing an order of fifteen (15) buses; and

WHEREAS, to meet operational needs, the Authority is seeking to increase the size of this order by twelve (12), which would bring the order to a total of twenty-seven (27) buses; and

WHEREAS, these twenty-seven (27) buses will cost \$529,685 per bus.

WHEREAS, initial funding for this purchase of the first fifteen (15) buses was included in the FFY 2021 Program of Projects; and

WHEREAS, funding for this purchase of the next twelve (12) buses and the amendment to RGRTA 3-2021 will be included in the FFY 2022 Program of Projects; and

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee is authorized to execute a purchase order with Nova Bus, A Division of Prevost Car (US), Inc. in the amount of \$14,301,495 for twenty-seven (27) 40' Heavy-Duty, Low Floor, Diesel-Powered Buses;

BE IT FURTHER RESOLVED, that the Chief Executive Officer or his designated representative is authorized to increase the value of the order of twenty-seven (27) 40' Heavy-Duty, Low Floor, Diesel-Powered Buses by up to \$715,075 for justified orders on contract, which increases the total authorization to an amount not to exceed \$15,016,570;

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 3, 2022 and that the Resolution is still in full force and effect.

Donald Jeffries, Chairman

Date: February 3, 2022
Rochester, New York



**ROCHESTER
GENESEE REGIONAL
TRANSPORTATION
AUTHORITY**

BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	February 3, 2022
Presenter:	Rusty Korth
Subject:	Resolution Authorizing the Purchase of Thirty-Six (36) Type III Buses
Background:	<p>On December 3, 2020, Resolution RGRTA 47-2020 was approved awarding a contract to Shepard Bros., Inc. of Canandaigua, New York, for the Authority to purchase up to one-hundred ten (110) Type III buses over a five (5) year period including the initial order of twenty-four (24) Type III buses.</p> <p>On October 8, 2021, Shepard Brothers, Inc. was purchased by Coach & Equipment Bus Sales, Inc. and the Contract was assigned to Coach & Equipment Bus Sales, Inc.</p> <p>This resolution will authorize the Authority to purchase thirty-six (36) additional Type III medium-duty transit buses with Coach & Equipment Bus Sales, Inc. as part of the regional fleet replacement plan.</p> <p>These thirty-six (36) gasoline-powered buses are anticipated to be placed in service at RTS Livingston (6), RTS Ontario (8), RTS Orleans (4), RTS Seneca (6), RTS Wayne (7) and RTS Wyoming (4).</p> <p>The contract will have fifty (50) remaining options.</p>
Financial Impact:	<p>The aggregate price for thirty-six (36) Type III Buses from Coach & Equipment Bus Sales, Inc. is an amount not to exceed \$3,845,530. In addition, the Authority is requesting a contingency of \$115,366 for the order, which increases the total authorization not to exceed \$3,960,896.</p> <p>The purchase will be funded with FTA Section 5311 funds (80%), New York State (10%) and RGRTA (10%) funds.</p>

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Recommendation:

That the Chief Executive Officer or his designee be authorized to place an order with Coach & Equipment Bus Sales, Inc. for thirty-six (36) Type III Buses.

Resolution: RGRTA 2-2022

RESOLUTION AUTHORIZING THE PURCHASE OF THIRTY-SIX (36) TYPE III BUSES

WHEREAS, on December 3, 2020, Resolution RGRTA 47-2020 was approved awarding a contract to Shepard Bros., Inc. of Canandaigua, New York, for the Authority to purchase up to one-hundred ten (110) Type III buses over a five (5) year period including an initial order of twenty-four (24) Type III buses; and

WHEREAS, on October 8, 2021, Shepard Brothers, Inc. was purchased by Coach & Equipment Bus Sales, Inc. and the Contract was assigned to Coach & Equipment Bus Sales, Inc.; and

WHEREAS, the Authority desires to purchase thirty-six (36) additional Type III medium-duty transit buses under the contract with Coach & Equipment Bus Sales, Inc. as part of the planned regional fleet replacement plan; and

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee is authorized to place an order of thirty-six (36) Type III Buses from Coach & Equipment Bus Sales, Inc. in an amount not to exceed \$3,845,530;

BE IT FURTHER RESOLVED, that the Chief Executive Officer or his designated representative is authorized to increase the value of the order of thirty-six (36) Type III Buses by up to \$115,366 for justified orders on contract, which increases the total authorization to an amount not to exceed \$3,960,896;

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 3, 2022 and that the Resolution is still in full force and effect.

Donald Jeffries, Chairman

Date: February 3, 2022
Rochester, New York



ROCHESTER
GENESEE REGIONAL
TRANSPORTATION
AUTHORITY

BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	February 3, 2022
Presenter:	Julie Boasi
Subject:	Resolution Authorizing the Award of a Contract for the Purchase of Bus Stop Shelters
Background:	<p>The Authority requires the services of an outside contractor for fabrication of bus shelters and associated amenities.</p> <p>The Authority sought proposals by issuing a Request for Proposals (RFP) and publicly advertising it in the <u>Rochester Business Journal</u> and <u>Transit Talent</u> on October 29, 2021, and the <u>New York State Contract Reporter</u> on November 8, 2021.</p> <p>Forty-four (44) potential suppliers and subcontractors were notified of this RFP and one (1) responsive proposal was received on December 13, 2021, from Brasco International, Inc. in Madison Heights, Michigan.</p> <p>Based on a thorough evaluation of the proposal, giving consideration to the qualifications, resources, experience, and price proposed, the Authority determined that Brasco International, Inc. submitted a responsive proposal that was determined to be fair and reasonable. In addition, Brasco international inc. appears to be a responsible bidder.</p>
Financial Impact:	<p>Expenses related to this contract vary based on the quantity of shelters and optional amenities purchased at the pricing outlined in Attachment A. The Authority anticipates that the annual cost of this contract will be approximately \$275,000.</p> <p>Funding for these purchases will primarily be made available through capital grants funded 80% Federal, 10% New York State and 10% RGRTA.</p> <p>Price increases during the contract shall not exceed the Annual 12-month Percent Change of the Producer Price Index (PPI) WPU10 (Metals and Metal Products) as published by the US Department of Labor, for the preceding year, or three percent (3%) whichever is less.</p>
Recommendation:	That the CEO or his designee be granted authority to execute a contract with Brasco International, Inc. for the Purchase of Bus Stop Shelters and associated amenities for a term of three (3) years. The CEO or his designee is also granted authority to execute two (2) additional one-year terms.

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Resolution: RGRTA 3-2022

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR THE
PURCHASE OF BUS STOP SHELTERS**

WHEREAS, the Authority requires the services of an outside contractor for fabrication of bus shelters and associated amenities; and

WHEREAS, the Authority sought proposals by issuing a Request for Proposals (RFP) and publicly advertising it in the Rochester Business Journal and Transit Talent on October 29, 2021, and the New York State Contract Reporter on November 8, 2021; and

WHEREAS, forty-four (44) potential suppliers and subcontractors were notified of this RFP and one (1) responsive proposal was received on December 13, 2021, from Brasco International, Inc. in Madison Heights, Michigan; and

WHEREAS, based on a thorough evaluation of the proposals, giving consideration to the qualifications, resources, experience, and price proposed, the Authority determined that Brasco International, Inc. submitted a responsive proposal that the Authority determined to be fair and reasonable; and

WHEREAS, Brasco International, Inc. appears to be a responsible bidder.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee be granted authority to execute a contract with Brasco International, Inc. for the Purchase of Bus Stop Shelters and associated amenities for terms of three (3) years; and

BE IT FURTHER RESOLVED, that the Chief Executive Officer or his designee is authorized to execute up to two (2) additional one-year terms where price increases shall not exceed the Annual 12-month Percent Change of the Producer Price Index (PPI) WPU10 (Metals and Metal Products) as published by the US Department of Labor, for the preceding year, or three percent (3%) whichever is less; 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 3, 2022 and that the Resolution is still in full force and effect.

Donald Jeffries, Chairman

Date: February 3, 2022
Rochester, New York

Resolution: RGRTA 3-2022

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR
PURCHASE OF BUS STOP SHELTERS**

Attachment A

Description	Unit Price
Shelter Design 1 (Standard Shelter)	\$11,750
Shelter Design 2 (Cantilever Shelter)	\$10,750
Shelter Design 3 (Connection Hub Shelter)	\$27,500
Estimated cost to ship a single shelter	Up to \$2,500
*Shipping expenses will be incurred without markup from the Vendor. The per unit price will vary based on the number of shelters ordered.	
Interior Lighting (Connection Hub Style Only)	\$1,975
Interior Heating (Connection Hub Style Only)	\$1,300
Tinted Glass Roof	\$3,200
Bike Racks	\$375
Trash Receptacle	\$700
Bench - seating for two	\$700
Bench - seating for four	\$975
Bench - seating for five	\$1,275
One-time cost to obtain NYSOGS permit for a single shelter	\$1,475
One-time cost for stamped drawing and related documents for a single shelter	\$1,475



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**BOARD OF COMMISSIONERS
AGENDA ITEM COVER SHEET**

Board Meeting Date:	February 3, 2022
Presenter:	Scott Adair
Subject:	Resolution Authorizing the Disposal of Vehicles
Background:	<p>The Authority periodically retires vehicles 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 vehicles listed in Attachment A have reached the end of their service life and are eligible for disposal.</p> <p>In addition, the ten (10) diesel buses listed in Attachment A are being replaced by ten (10) electric buses as part of the New York State Energy Research and Development Authority (NYSERDA) Truck Voucher Incentive Program (VW settlement funds). The NYSERDA Truck Voucher Incentive Program requires us to dispose of these ten (10) diesel buses at an approved NYSERDA location.</p>
Financial Impact:	The Authority may receive nominal revenue based on the disposal process.
Recommendation:	That the Chief Executive Officer or his designee be granted authority to dispose of items listed in Attachment A at a NYSERDA approved disposal site.

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Resolution: RGRTA 4-2022

RESOLUTION AUTHORIZING THE DISPOSAL OF VEHICLES

WHEREAS, the Rochester Genesee Regional Transportation Authority (the "Authority") periodically retires vehicles 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; and

WHEREAS, the vehicles being disposed of by the Authority will be replaced with electric buses funded by the New York State Energy Research and Development Authority Truck Voucher Incentive Program and this requires them to be disposed of at an approved site.

NOW, THEREFORE, BE IT RESOLVED, that the vehicles 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 disposed of at a NYSERDA approved disposal site; 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 3, 2022 and that the Resolution is still in full force and effect.

Donald Jeffries, Chairman

Date: February 3, 2022
Rochester, New York

Resolution: RGRTA 4-2022

RESOLUTION AUTHORIZING THE DISPOSAL OF VEHICLES

ATTACHMENT A

Page 1 of 1

Vehicles

Bus #	Manufacturer	Vin#
RTS Monroe 504	2009 Gillig	15GGD271591078562
RTS Monroe 508	2009 Gillig	15GGD271291078566
RTS Monroe 520	2009 Gillig	15GGD271991078578
RTS Monroe 521	2009 Gillig	15GGD271091078579
RTS Monroe 524	2009 Gillig	15GGD271091078582
RTS Monroe 530	2009 Gillig	15GGD271191078588
RTS Monroe 536	2009 Gillig	15GGD271391176411
RTS Monroe 538	2009 Gillig	15GGD271791176413
RTS Monroe 543	2009 Gillig	15GGD271691176418
RTS Monroe 546	2009 Gillig	15GGD271691176421



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BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	February 3, 2022
Presenter:	James Stack
Subject:	Resolution Authorizing GTCS, Inc. to Execute a Contract for Professional Services to be rendered to the Genesee Transportation Council for the Monroe Countywide Active Transportation Plan.
Background:	<p>The Genesee Transportation Council (GTC) Unified Planning Work Program (i.e., Operating Budget) for the fiscal year 2021-2022 includes Task 8768, Monroe County Comprehensive Active Transportation Plan (the "Project"). The Project will establish a vision for a safe, comfortable, and connected active transportation network for the County, discover opportunities for network expansion and improvement, and develop implementation strategies.</p> <p>GTC requires a professional services firm in order to carry out the Project. A total of twenty-seven (27) Request for Proposals packages were distributed. Four (4) proposals were received by the November 4, 2021 deadline. The consultant selection committee reviewed the submissions and invited two firms for interviews.</p> <p>Interviews were conducted on December 2, 2021. Following the interview process, the consultant selection committee scored the candidates as follows:</p> <ul style="list-style-type: none">• Alta Planning+Design 76• Bergmann 72• Nelson\Nygaard 79• Toole Design 84 <p>The consultant selection committee recommends that the team led by Toole Design be retained to conduct the Project.</p>

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Financial Impact:	<p>Expenses related to the Project shall not exceed \$170,000 and are included in the 2021-2022 GTC Operating Budget.</p> <p>The Project is programmed with \$160,000 from federal Metropolitan Planning Funds allocated to GTC and \$10,000 cash match from the County of Monroe.</p>
Recommendation:	<p>That the Chief Executive Officer, on behalf of GTCS, Inc., be granted authority to enter into an agreement with Toole Design to conduct the Monroe Countywide Active Transportation Plan.</p>

Resolution: GTCS 1-2022

RESOLUTION AUTHORIZING GTCS, INC. TO EXECUTE A CONTRACT FOR PROFESSIONAL SERVICES TO BE RENDERED TO THE GENESEE TRANSPORTATION COUNCIL FOR THE MONROE COUNTYWIDE ACTIVE TRANSPORTATION PLAN

WHEREAS, continuing contracts are in place between GTCS, Inc. and the State of New York enabling the Genesee Transportation Council (GTC) to carry out planning tasks assigned to it under an annually developed Unified Planning Work Program (UPWP); and

WHEREAS, said UPWP for the fiscal year 2021-2022 includes Task 8768, Monroe County Comprehensive Active Transportation Plan (the "Project"), to establish a clear vision for a safe, comfortable, and connected active transportation network for the County, discover opportunities for network expansion and improvement, and develop implementation strategies; and

WHEREAS, GTC needs to acquire professional services in order to support the Project; and

WHEREAS, GTC publicly advertised for qualifications for professional services in the New York State Contract Reporter on October 1, 2021 and in the Rochester Business Journal on October 1, 2021; and

WHEREAS, GTC distributed twenty-seven (27) Request for Proposals (RFP) packages and received four (4) proposals complying with the requirements of the RFP; and

WHEREAS, based on its evaluation of the proposals, the consultant selection committee concluded that Toole Design and its sub-consultants are qualified to provide the needed services; and

WHEREAS, GTCS, Inc. is a subsidiary of RGRTA, and serves as the fiscal agent for GTC; and

WHEREAS, pursuant to the Memorandum of Understanding between GTCS, Inc. and GTC dated April 30, 1999, GTC is authorized to accept, develop, and administer contracts for GTC work program related activities, provided the requirements in Section II (E) (3) of the Memorandum of Understanding are fulfilled.

NOW, THEREFORE, BE IT RESOLVED that the Chief Executive Officer or his designee is authorized to enter into a contract, on behalf of GTCS, Inc., for the Monroe Countywide Active Transportation Plan with Toole Design in an amount not to exceed One-hundred Seventy Thousand Dollars (\$170,000) to obtain the professional services necessary to accomplish the Project provided that he is reasonably satisfied that the terms and conditions of Section II (E) (3) of the Memorandum of Understanding have been or will be fulfilled.

BE IT FURTHER RESOLVED that GTCS, Inc. is authorized to make payments under such a contract upon receipt of all certifications required under Section II (E) (3) of the Memorandum of Understanding, subject to reimbursement by GTC upon receipt of the above referenced grant funds, all as required under the Memorandum of Understanding; and

BE IT FURTHER RESOLVED that the Chief Executive Officer or his designee is hereby authorized, empowered, and directed, for and on behalf of GTCS, Inc., to perform any and all actions and to execute any and all documents on behalf of GTCS, Inc. 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 3, 2022 and that the Resolution is still in full force and effect.

Donald Jeffries, Chairman

Date: February 3, 2022
Rochester, New York



2022 STANDING CALENDAR

Document Date: 1/17/22 Calendar is subject to revisions/additions

MEETING INFORMATION	DATE	TIME
RGRTA Regular Board Meeting	Thursday, January 6, 2022	CANCELLED
RGRTA Compensation Committee Meeting	Friday, January 14, 2022	1:00PM – 3:00PM
RGRTA Compensation Committee Meeting	Thursday, February 3, 2022	10:30AM - 11:30AM
RGRTA Quarterly Board Meeting	Thursday, February 3, 2022	Noon - 2:00PM
RGRTA Compensation Committee Meeting	Wednesday, March 9, 2022	10:00AM – 11:00AM
RGRTA Regular Board Meeting	Thursday, March 17, 2022	Noon - 2:00PM
RGRTA Finance/Investment Committee Meeting	Thursday, April 7, 2022	10:30AM - 11:30AM
RGRTA Regular Board Meeting	Thursday, April 7, 2022	Noon - 2:00PM
RGRTA Governance Committee Meeting	Thursday, May 5, 2022	10:30AM - 11:30AM
RGRTA Quarterly Board Meeting	Thursday, May 5, 2022	Noon - 2:00PM
RGRTA Regular Board Meeting	Thursday, June 2, 2022	Noon - 1:30PM
RGRTA Annual Meeting	Thursday, June 2, 2022	1:30PM - 2:00PM
RGRTA Audit/Finance Committee Meeting	Thursday, June 23, 2021	10:00AM – 11:30AM
RGRTA Regular Board Meeting	Thursday, July 7, 2022	Noon - 2:00PM
RGRTA Governance Committee Meeting	Thursday, August 4, 2022	10:30AM – 11:30AM
RGRTA Quarterly Board Meeting	Thursday, August 4, 2022	Noon - 2:00PM
RGRTA Governance Committee Meeting	Thursday, September 1, 2022	10:30AM – 11:30AM
RGRTA Regular Board Meeting	Thursday, September 1, 2022	Noon - 2:00PM
RGRTA Regular Board Meeting	Thursday, October 6, 2022	Noon - 2:00PM
RGRTA Quarterly Board Meeting	Thursday, November 3, 2022	Noon – 2:00PM
RGRTA Annual Governance Training	November 2022	
RGRTA Audit Committee Meeting	Thursday, December 1, 2022	10:30AM - 11:30AM
RGRTA Regular Board Meeting	Thursday, December 1, 2022	Noon - 2:00PM

Location Key:

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