

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF  
ROCHESTER-GENESEE REGIONAL TRANSPORTATION AUTHORITY  
AND ITS SUBSIDIARIES  
June 21, 2018**

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

The meeting was called to order at 12:10pm by Chairman Geoff Astles who determined that a quorum was present.

**Present on Roll Call:**

➤ County of Monroe	Don Jeffries	=	8 votes
➤ County of Monroe	Kelli O'Connor	=	8 votes
➤ City of Rochester	William Ansbro	=	2 votes
➤ City of Rochester	Jerdine Johnson	=	2 votes
➤ City of Rochester	William McDonald	=	2 votes
➤ County of Livingston	Milo I. Turner	=	2 votes
➤ County of Ontario	Geoff Astles	=	3 vote
➤ County of Orleans	Henry Smith	=	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	Tracie Green	=	<u>0 votes</u>

<b>Total Votes Possible</b>	<b>33</b>
<b>Total Votes Present</b>	<b>33</b>
<b>Votes Needed for Quorum</b>	<b>17</b>

**Others Present:**

Scott Adair, Chief Financial Officer  
Pam Auld, Senior Accountant  
Kirk Bethel, Manager of Customer Service  
David Belaskas, Director of Engineering & Facilities Management  
Ken Boasi, Director of Scheduling  
Tom Brede, Public Information Officer  
Maggie Brooks, Executive Vice President of Customer & Community Engagement  
Mike Burns, Director of Accounting & Payroll  
Bill Carpenter, Chief Executive Officer  
Sarah Clark, Contract Administration Specialist  
Mark Contestable, Senior Project Manager  
David Cook, Purchasing Manager  
Daniel DeLaus, General Counsel  
Michael DeRaddo, Director of Regional Operations  
Christopher Dobson, VP of Transportation Services  
Eric Farr, Manager of Grants & Capital Budget  
Justin Feasel, Manager of Purchasing  
Amy Gould, Executive Vice President of People  
Krystle Hall, Director of People Performance & Development  
Brandon Hettler, Jr. Technical Support Administrator  
Miranda Heyward, Manager of Payroll  
Reggie Hill, Manager of Field Operations  
Laura Kenyon, Supervisor of Communications & Marketing  
Steve Kubiak, Director of Analytics  
Matthew Lindman, Technical Support Administrator  
Scott Masucci, Inventory & Warranty Manager  
Megan Morsch, Vice President of Marketing & Customer Service  
Jamie Mott, Director of Paratransit Services  
Sharon Muir-Eddy, Manager of Operating Budget  
Kelly Schmidt, Executive Assistant to the CEO  
Janet Snyder, Labor Relations Director  
James Stack, Executive Director, GTCS  
Melissa Thomas, Associate Accountant  
Julie Tolar, Director of Service Planning  
Miguel Velazquez, Chief Operating Officer

**B. Adoption of the Agenda**

On motion of Commissioner Jeffries, seconded by Commissioner O'Connor, the Agenda was unanimously adopted.

### **C. Approval of Minutes**

On motion of Commissioner O'Connor, seconded by Commissioner McDonald, the following minutes were unanimously approved.

- Quarterly Board Meeting Minutes of May 3, 2018

### **D. CEO Report**

Bill Carpenter, Chief Executive Officer, presented the monthly CEO Report as reflected in the power point presentation, a copy of which is attached to these Minutes.

#### Regarding the presentation on On-Time Performance:

Bill Carpenter, CEO mentioned that this is Steve Kubiak, Director of Analytics last month at the Authority. Bill thanked him for his contributions at the Authority.

#### Regarding the presentation on Reimagine RTS Phase 3 Update:

- *Commissioner Jankowski asked if the community mobility zones will have all options fleshed out by next summer. Miguel Velazquez, COO, responded that by next summer we anticipate the service plan will include those options.*
- *Commissioner Kosmerl asked if there will be any infrastructure recommendations in the plan, along with funding sources. Miguel Velazquez, COO, responded that yes we are going through that process of looking for grants and developing a budget. Also, we have and continue contacting other transit agencies that have hubs.*
- *Commissioner Kosmerl asked about the regional connectivity and what are customers looking for in that. Maggie Brooks, EVP of Customer & Community Engagement, responded that we heard that most from those that take our Park & Ride. They are concerned that maybe eliminated.*
- *Commissioner McDonald asked if we will have a year to prepare for the changes. Miguel Velazquez, COO, responded that yes we will use that year to educate on the service plan before we go live. We are hoping to have a report by February 2019 on different mobility options and will go through most of the same process we have in the past with getting feedback.*
- *Commissioner Ansbro asked if we will hear about different capital investments for next year. Miguel Velazquez, COO, we will have capital investment and we would come back to the Board and ask for approval. Bill Carpenter, CEO, responded that we will be presenting the budget in March for the 2020 fiscal year, we will have a place holder that shows mobility hubs with an amount and no specific details.*
- *Commissioner McDonald asked if Access service would fall under the mobility options piece. Bill Carpenter, CEO, responded that we will know that in the February-March 2019 timeframe depending on what mobility recommendations are made as part of the study.*

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

- *Chairman Astles asked about the Mortgage recording tax and are we tracking our portion of the pilots. Scott Adair, CFO, responded we are currently going over the IDA Annual Reports for each county to make sure we did get the correct amount.*
- *Commissioner Ansbrow what percent growth do we need about last year's mortgage recording tax to meet our budget number from last year. Scott Adair, CFO, responded we can get you that information.*

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

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

##### **Resolution Acknowledging Board Review of the Annual Public Authorities Reporting Information System (PARIS) Fiscal Year End 2018 Filing and Approving the "Independent Auditors' Reports for the Authority, RGRTA 27-2018**

- *Commissioner Jankowski mentioned that the Audit and Finance/Investment Committees went over these details and they are recommended for the full board. He also thanked Bill and Scott for the quality of the report.*

*RGRTA 27-2018: On motion of Commissioner Jankowski, seconded by Commissioner White, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.*

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

##### **Resolution Authorizing Easements with the City of Rochester to allow for the Construction of the RTS Mortimer Street Bus Shelters Project, RGRTA 28-2018**

*RGRTA 28-2018: On motion of Commissioner Kosmerl, seconded by Commissioner McDonald, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.*

**Resolution Authorizing a Ground Lease between Rochester Genesee Regional  
Transportation Authority and Orleans County, RGRTA 29-2018**

*RGRTA 29-2018: On motion of Commissioner Smith, seconded by Commissioner Jeffries, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.*

**Resolution Approving Election of Directors of the Greater Rochester Community  
Transportation Foundation (GRCTF). RGRTA 30-2017**

*RGRTA 30-2018: On motion of Commissioner Kosmerl, seconded by Commissioner McDonald, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.*

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

*There being no further matters on the adopted Agenda, the regular monthly meeting was adjourned on motion of Commissioner O'Connor, seconded by Commissioner Jeffries at 1:01pm.*

Respectfully submitted,

---

Edward W. White, Esq., Secretary

Posted Date: July 5, 2018

# CEO Report

*Presented by: Bill Carpenter, CEO*

Two decorative, light blue curved lines that sweep upwards from the bottom right towards the center of the slide.



## Chief Executive Officer Report

- [TOPS Highlight](#)
- Project Highlight
- Miscellaneous



# TOPS Report: On-Time Performance

- On-Time Performance is the #1 most important service attribute according to our customers.

	2017	2018
<i>April</i>	91.9%	<b>93.6%</b>
<i>May</i>	89.9%	<b>91.4%</b>

FY 2018-19 Q1 Goal: 89.75%



# TOPS Report

*Presented by: Steve Kubiak,  
Director of Analytics*

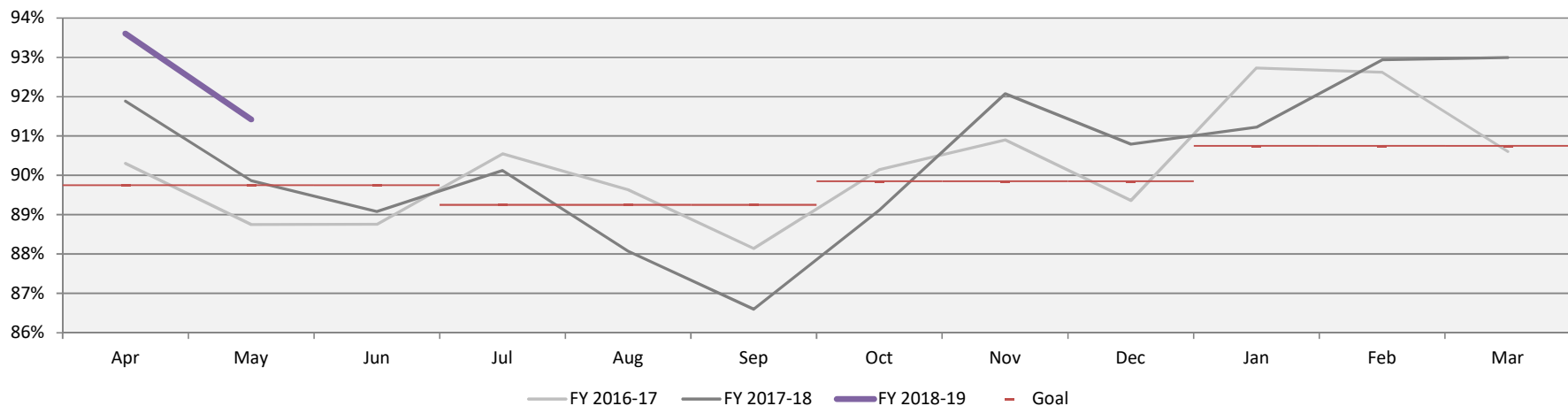
Two decorative, light blue curved lines that sweep from the bottom right towards the center of the slide.



# On-Time Performance: RTS Monroe

## Year over Year

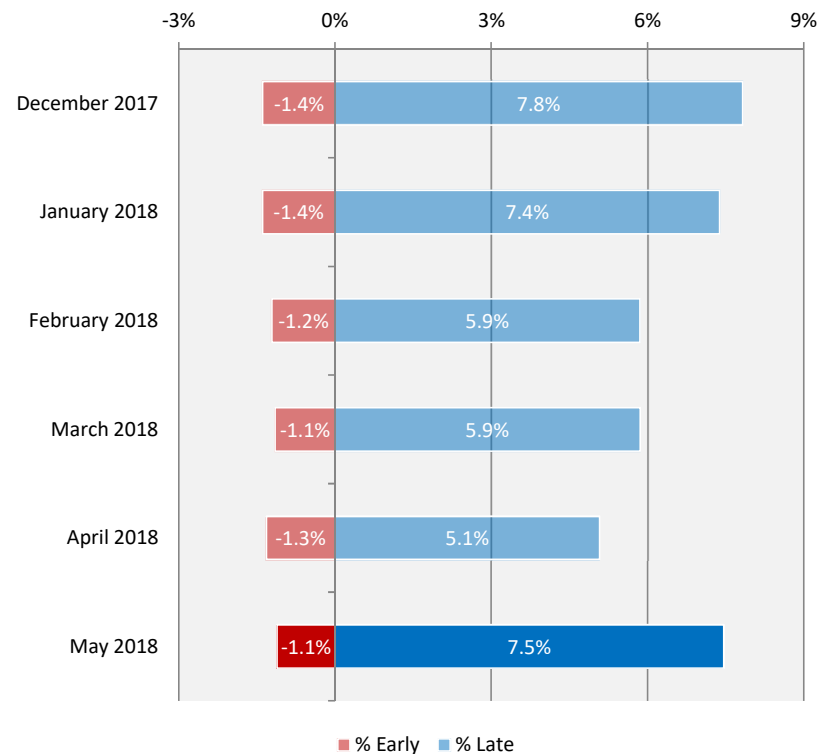
- **Continued improvement year over year**
  - Window was tightened to 2 minutes early to 5 minutes late for FY 2016-17
    - Previously 2:59 early to 5:59 late
  - April set the record for highest recorded OTP in a single month under new window



# On-Time Performance: RTS Monroe

## Early and Late Departure Performance by Month

- **Improvement in both late and early performance**
  - May 2018 sets a new record for early performance
    - Late performance worsened as a result of road construction beginning



## How are we driving these results?

- **Strengthening Process and Leveraging Technology**
  - Process
    - Consolidation of resources under one umbrella
    - Cultural Changes
      - Conversational approach to understand performance, discuss why it is important, thorough observations, follow up for both improvement and not.
      - Communicate collective group performance recognizing a job well done.
  - Technology
    - TIDE with the installation of the Orbcad software first made this measurement possible throughout the whole system.
    - EDW/BI Project enables optimized reporting and analysis.
    - Radio Replacement Project increases the real time information refresh rate for our Radio Controllers.

## Actions

- **On Time Performance Committee**
  - Educates and brings together all OTP stakeholders.
  - Cross functional team that reviews analyzed data and operational situations.
  - Allows intervention and conversation to happen where needed most.
  - Focuses Transportation Services and Scheduling actions.
- **Transportation Services Department**
  - Allocates Road and Transit Center Supervisor resources.
  - Monitors in real-time on-time performance.
  - Provides consistent feedback and recognition of front line employees.
  - Develops forward looking initiatives to achieve continuous improvement.
- **Scheduling Department**
  - Quarterly schedule changes with a focus on constant improvement.
  - Create realistic schedules that are reliable for customers and operators.
  - Data driven while remaining in tune with frontline employee observations.

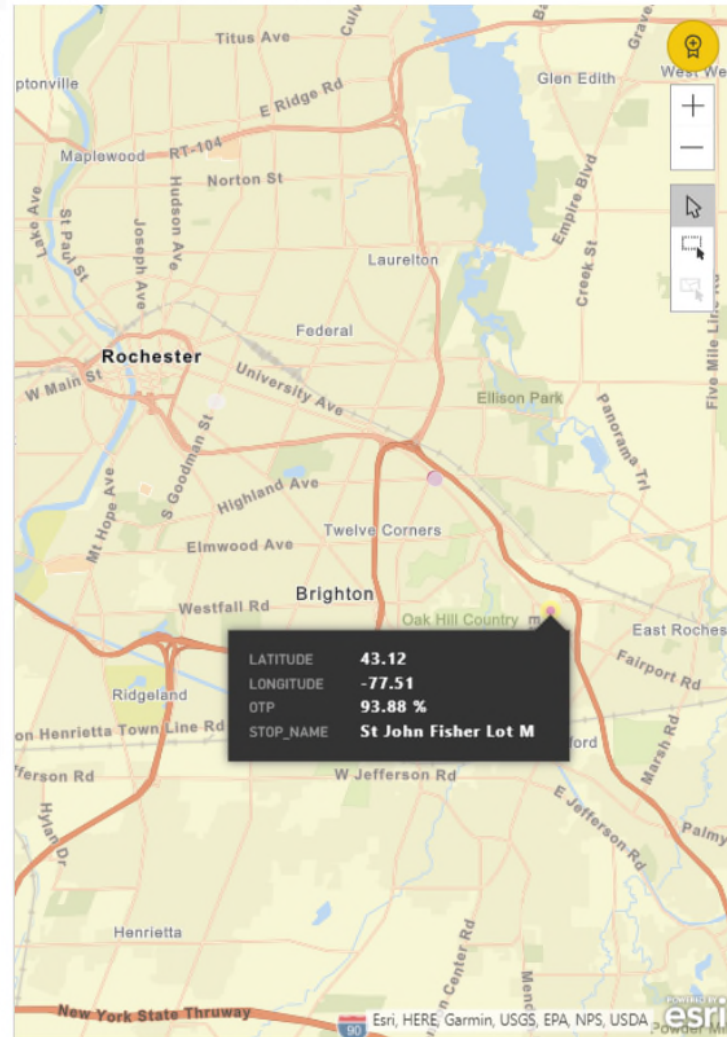


# Leveraging Data

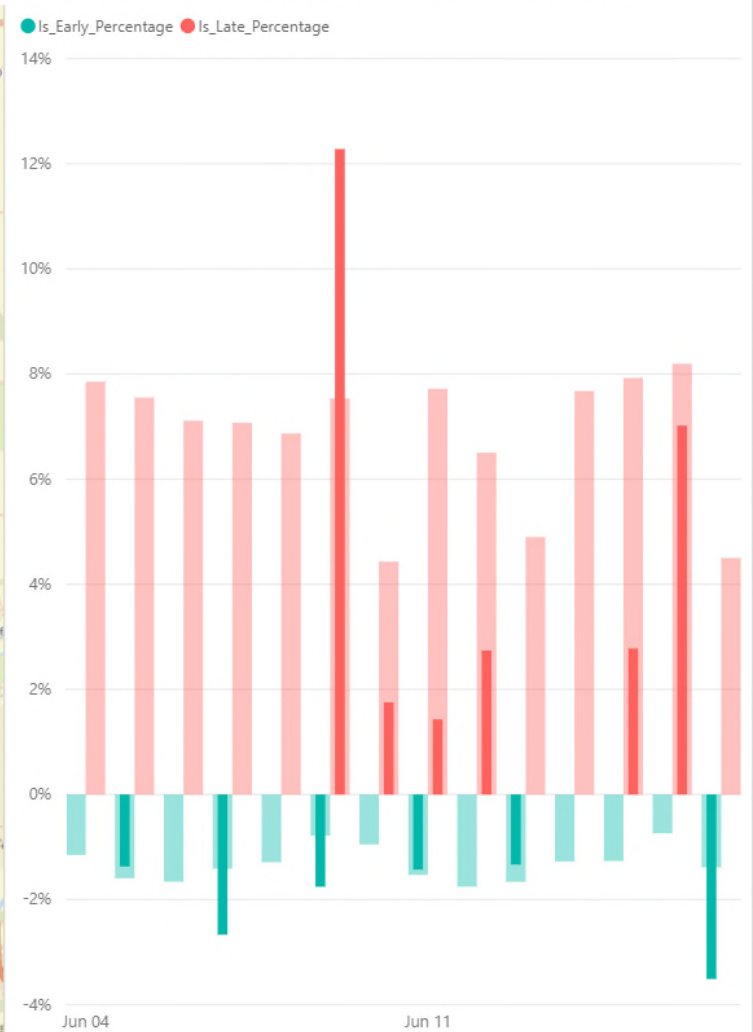
- **Improved Accessibility to data through EDW/BI Project**
  - Allows easier analysis and more questions to be answered
  - Single source of the truth means we are all looking at comparable numbers

Route_Name	OTP
101 - Avon / Rush Park & Ride	98.26 %
31 - Park	97.37 %
106 - Hilton/Hamlin/Clarkson	97.37 %
16 - Crosstown/Driving Park/Emerson	96.96 %
6 - Jefferson Ave	96.94 %
155 - MCC ROC-it	96.77 %
57 - East Ave	96.40 %
41 - Joseph	95.86 %
19 - Plymouth	95.56 %
35 - Saint Paul	95.13 %
45 - South	94.99 %
28 - Genesee Park/Strong	94.56 %
9 - Jay/Maple	94.51 %
34 - Hudson	94.31 %
4 - Genesee	94.29 %
39 - Bay/Webster	94.17 %
42 - Parsells	94.14 %
36 - Clifford	94.06 %
23 - Jefferson Rd	93.80 %
37 - Clinton	93.66 %
55 - Monroe Community College	93.62 %
38 - East Main	93.54 %
145 - South Ave ROC-it	93.50 %
25 - Thurston/MCC	93.29 %
53 - S. Goodman	93.14 %
82 - Penfield	92.77 %
51 - S. Clinton	92.71 %
14 - West Ridge/East Ridge	92.39 %
48 - University	92.38 %
102 - Newark/Lyons	92.27 %
33 - Goodman	92.20 %
8 - Chili	91.85 %
13 - Edison	91.15 %
84 - Perinton/Eastview	90.66 %
47 - Monroe	90.04 %
83 - Calkins Rd	89.78 %
134 - Hudson ROC-it	89.51 %

OTP by Latitude, Longitude and Stop\_Name



Is\_Early\_Percentage, Is\_Late\_Percentage, OTP and Customer\_Count\_On by Date



# Leveraging Data

Route_Name	OTP
101 - Avon / Rush Park & Ride	98.26 %
31 - Park	97.37 %
106 - Hilton/Hamlin/Clarkson	97.37 %
16 - Crosstown/Driving Park/Emerson	96.96 %
6 - Jefferson Ave	96.94 %
155 - MCC ROC-it	96.77 %
57 - East Ave	96.40 %
41 - Joseph	95.86 %
19 - Plymouth	95.56 %
35 - Saint Paul	95.13 %
45 - South	94.99 %
28 - Genesee Park/Strong	94.56 %
9 - Jay/Maple	94.51 %

- Ability to select a single route, trip, operator, day, or other metric and have that selection filter the rest of the page.



# Leveraging Data

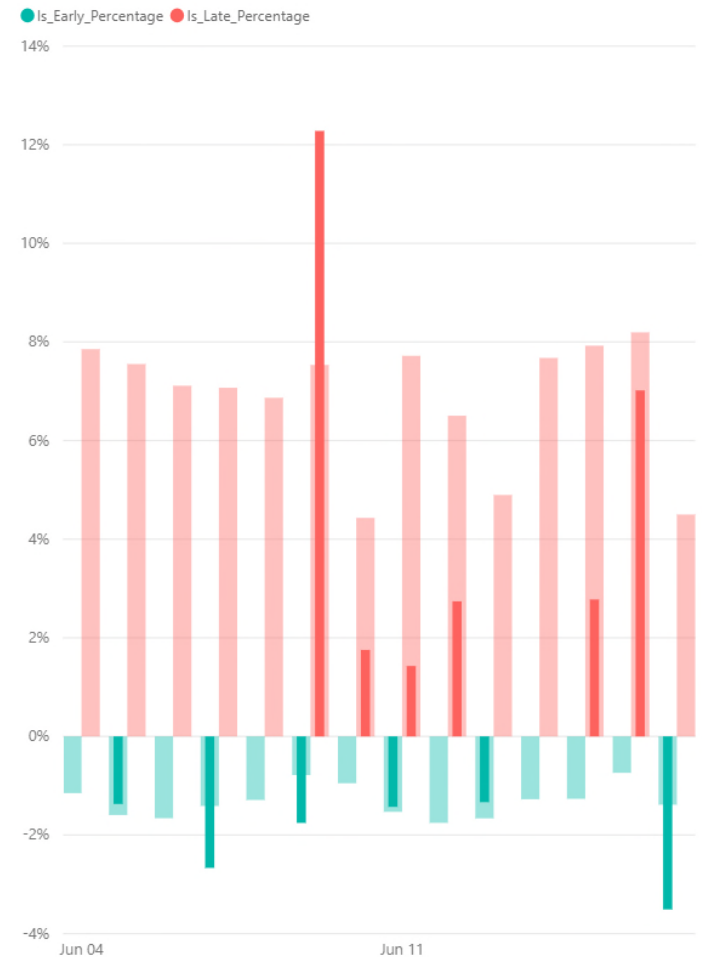
- The map shows us our performance geographically.
  - Ability to pinpoint problem areas throughout the county or along a specific route or even trip.



# Leveraging Data

- Here we see the last 14 days of history.
  - Highlighted, darker bars show performance on the Route 31 – Park Ave.
  - Lighter bars show the system in its entirety.
  - Allows quick, visual comparison of a route to the system on a day by day basis.

Is\_Early\_Percentage, Is\_Late\_Percentage, OTP and Customer\_Count\_On by Date





# Conclusion

- Continuous Improvement Year over Year
- Many departments and teams have an impact on our performance.
- Technology Investments are instrumental to our success.



## Chief Executive Officer Report

- TOPS Highlight
- Project Highlight
- Miscellaneous



# Reimagine RTS Phase 3 Update

Maggie Brooks, EVP of Customer & Community Engagement  
Miguel Velazquez, Chief Operating Officer



## Agenda

- **Phase 3 Outreach Recap (Maggie)**
  - What we have done
  - What we have heard
- **Next Steps & Expectations (Miguel)**
  - August Board meeting / TMD's final report and recommendation
  - Draft timeline of post-study activities

## What We Have Done So Far

- **Public Events & Meetings**

- 4 Public Information Sessions
- 22 Pop-Up Events at RTS Transit Center
- 7 Community Pop-Up Events
- 6 Focus Group Meetings
- 29 On-Bus/TC Gate Sessions
- 29 Employee Meetings
- 12 Park & Ride on the Bus Sessions & 7 Transit Center Gate Sessions

- **Website Visits:**

- 8,559 Total Site Visits
- 6,193 Unique Users
- 2:00 Average Site Visit

- **Surveys:**

- 2,215+ Surveys to Date
  - 1,995 in English
  - 67 in Spanish
  - 153 Park & Ride

## Survey Responses

**If these recommendations went into effect, how often would you ride RTS?**

- More often than I do now: 50%
- Same as I do now: 29%
- Less often than I do now: 21%

**What is your level of satisfaction with the draft recommendations for Reimagine RTS?**

- More than Satisfied: 53%
- Neutral: 22%
- Less than Satisfied: 25%



## Focus Group Participation

- **Core Customer Groups**

- ABC, Children's Agenda, Lifespan, Rochester Global Refugee Services, Developmental Disabilities Association of WNY, RMAPI, New Hope Free Methodist Church, Urban League of Rochester

- **Neighborhood Groups**

- Participants from each of the four quadrants (NE, NW, SE, SW)

- **Business Groups**

- ROC Chamber, RDDC, GRE, ESD, FLPPS, Career Start

- **Colleges / Universities**

- Nazareth, UR, RIT

- **Advocacy Groups**

- ABVI, CDR, Reconnect Rochester, Common Ground Health

## What We Have Heard

- **RTS Customers:**
  - Like increased frequency, shorter wait times, and faster travel
  - Are excited about the addition of 10 frequent routes
  - Like the addition of two new crosstown routes and the increased connectivity they would offer
  - Understand the need to focus on different options in Community Mobility Zones
  - Like that the draft recommendation offers more consistency between weekday and weekend service

## What We Have Heard

- **Common Themes:**

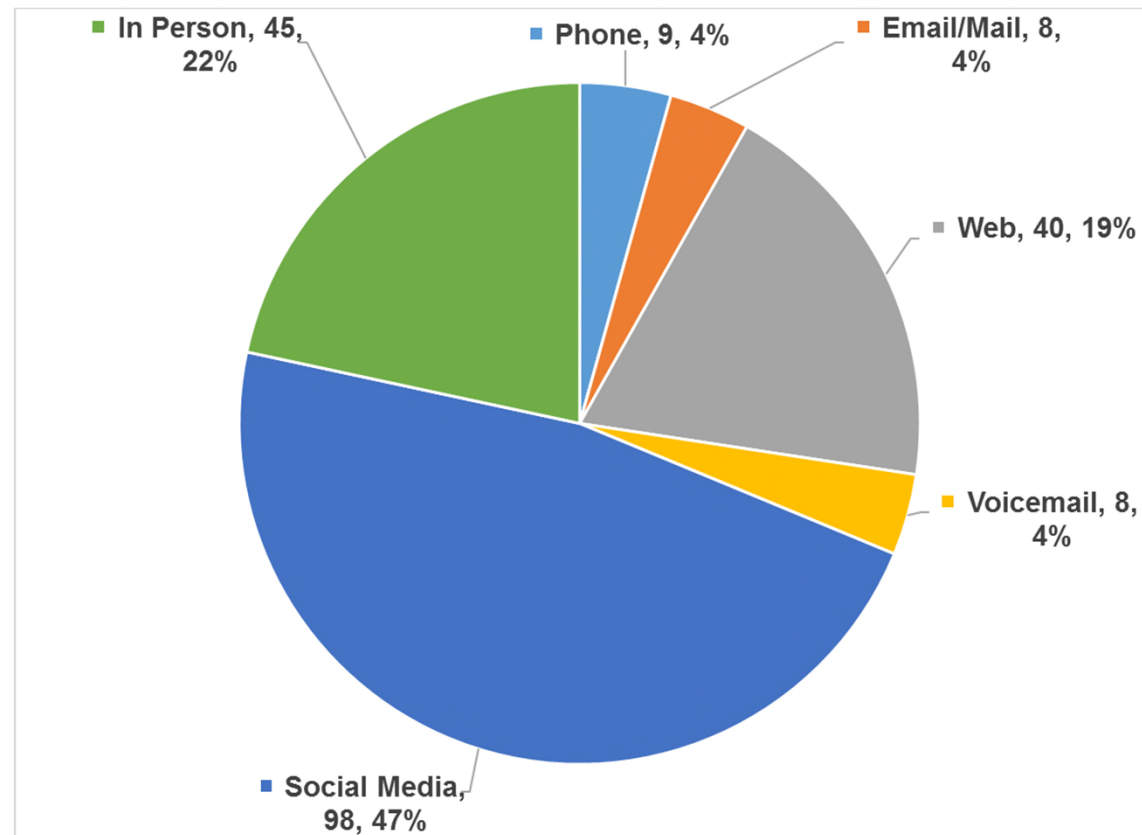
- Potential reduction of fixed-route service area
  - Desire for clarity and more specifics on Community Mobility Zones
  - Desire for connections with other counties
  - Concern regarding potential impact on Paratransit service
- Fare-based comments
  - Will raising fares help with revenue challenges?
  - Is there opportunity to increase fares outside the City / with other options?

## What We Have Heard

- **Common Themes:**

- Colleges: impact on students, faculty and staff
  - Access to RIT, SUNY Brockport, and URMCC from Brighton
- Business Impact
  - Questions about bus schedules aligning with shift times
  - Access to job centers outside fixed-route network

## CRM Cases By Source - 208





# Next Steps & Expectations

# TMD's Report & Recommendation

- **Will be presented at RGRTA Board meeting on August 2, 2018**
- **Will be shared with:**
  - RTS employees
  - Community Advisory Committee
  - Frontline Employee Committee
  - Customers
  - Stakeholders
- **We will hold another public information session in August to share the details of TMD's recommendation and next steps.**

### Mobility Options

- **Internal research of best practices and what other transit agencies are doing.**
- **We will be using a UPWP grant for the study and development of mobility options in identified community mobility zones.**
  - This will help us define the new solutions we need to implement and grow the area's public transportation network.



## 2018-19 Timeline

- **August – Consultant's report presentation to the Board**
- **Fall 2018-Winter 2019 – Mobility options recommendations & Community Feedback**
- **Summer 2019 – Present Service Plan and Implementation Plan**
- **Summer 2020 – Anticipated service changes**



## Chief Executive Officer Report

- TOPS Highlight
- Project Highlight
- Miscellaneous

## Guiding Eyes for the Blind April 23, 2018



Thank you!  
from the Monroe Region  
Puppies & Raisers!



Brody



Frannie



Fuschia



Rocket



Rory



# National Health & Fitness Day

May 16, 2018







## RTS Ontario, Seneca and Wayne Bus Naming Ceremony May 19, 2018





## RTS at the Corporate Challenge May 22, 2018







## RTS United Way Campaign Cookout May 24, 2018



RTS Raised \$51,897.32 in the 2018 Campaign!!



## NYS Outstanding CPA in Government Award May 24, 2018







## RTS Monroe and RTS Access Operator Graduation May 30, 2018



RTS Access Bus Operators



RTS Bus Operators



# RTS Bus Rodeo June 9, 2018







# RTS Monroe Employee Appreciation Day

June 14, 2018



Benjamin Lewis – 40 Years of Service



## RTS Monroe & RTS Access Bus Naming Events June 16, 2018





# Wealth of Health Awards

June 21, 2018







## Miscellaneous

- **Reimagine RTS Meetings**
  - Beechwood Neighborhood Coalition monthly meeting
  - City Council Members
  - Monroe County Democratic Caucus
  - Monroe County Republican Caucus
  - Tony Micciche, Monroe County Legislator
  - John Lightfoot, Monroe County Legislator
  - Bill Reilich, Greece Town Supervisor
  - William Moehle, Brighton Town Supervisor
  - David Seeley, Irondequoit Town Supervisor and his staff
  - Public Information Session at Edgerton Recreation Center
  - Ron Nesbitt, Webster Town Supervisor and his staff
  - National Federation for the Blind
  - Joshua Bauroth, Monroe County Legislator
  - Van White, RCSD President
  - ABVI Representatives
  - University of Rochester Medical Center and Rochester Regional Health Representatives
  - Public Information Session at Central Church of Christ
  - EMMA Neighborhood monthly meeting



## Miscellaneous Continued

- **NYPTA Board Meeting**
- **Triennial Review Opening/Closing Conferences**
- **Interview with Evan Dawson on Connections to talk about Reimagine RTS**
- **Attended a Chamber of Commerce Event- Policy Matters: Meet your Legislators**
- **Attended the 2018 State of Monroe County Address**
- **Greater Rochester Community Transportation Foundation Board Meeting**
- **FLREDC Public Meeting**
- **GTC Board Meeting**
- **NYS DOT Federal Compliance review meeting**
- **Interview with Velvet Spicer on Electric Buses**

# Financial Report

*Presented by: Scott Adair, CFO*





**RGRTA - Consolidated Budget Status Report - FY 2018-2019**  
**As of 5/31/18 (In Thousands)**

## Financial Report

<u>Revenues</u>	<u>Budget 2018-19</u>	<u>FYTD 5/31/2018</u>	<u>Projected 3/31/2019</u>	<u>Budget Variance</u>
Total Locally Generated	\$ 27,985	\$ 4,988	\$ 27,985	\$ -
Total Government Subsidies	\$ 57,542	\$ 9,536	\$ 57,542	\$ -
Mortgage Tax	\$ 11,001	\$ 2,248	\$ 11,001	\$ -
<b>Grand Total Revenue</b>	<b>\$ 96,528</b>	<b>\$ 16,773</b>	<b>\$ 96,528</b>	<b>\$ -</b>
<u>Expenses</u>				
<b>Personnel</b>				
Salary & Wages	\$ 42,694	\$ 7,313	\$ 42,694	\$ -
Fringe Benefits	\$ 28,477	\$ 3,479	\$ 28,477	\$ -
<b>Total Personnel</b>	<b>\$ 71,171</b>	<b>\$ 10,792</b>	<b>\$ 71,171</b>	<b>\$ -</b>
<b>Non-Personnel</b>				
Services	\$ 7,663	\$ 1,038	\$ 7,663	\$ -
Fuel/Lubricants	\$ 5,035	\$ 921	\$ 5,035	\$ -
Parts	\$ 4,332	\$ 688	\$ 4,332	\$ -
Other	\$ 8,326	\$ 1,129	\$ 8,326	\$ -
<b>Total Non-Personnel</b>	<b>\$ 25,357</b>	<b>\$ 3,775</b>	<b>\$ 25,357</b>	<b>\$ -</b>
<b>Grand Total Expenses</b>	<b>\$ 96,528</b>	<b>\$ 14,568</b>	<b>\$ 96,528</b>	<b>\$ -</b>
<b>Net Income/Deficit From Operations &amp; Subsidies</b>	<b>\$ -</b>	<b>\$ 2,205</b>	<b>\$ -</b>	<b>\$ -</b>



ROCHESTER  
GENESEE REGIONAL  
TRANSPORTATION  
AUTHORITY

## BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	June 21, 2018
Presenter:	Scott Adair
Subject:	Resolution Acknowledging Board Review of the Annual Public Authorities Reporting Information System (PARIS) Fiscal Year End 2018 Filing and Approving the Independent Auditors' Reports for the Authority
Background:	<p><b><u>PARIS Fiscal Year End 2018 Filing</u></b></p> <p>On an annual basis, the Authority must submit various documents in electronic format through the State's PARIS System to comply with New York State Public Authorities Law.</p> <p>These documents are required to be submitted by New York State Public Authorities Law Section 2800 and include the financial statements, a procurement report, an investment audit, and compliance information as detailed in the PARIS information.</p> <p><b><u>Independent Auditors' Reports</u></b></p> <p>The Audit Committee and Finance/Investment Committee have reviewed the following documents:</p> <ol style="list-style-type: none"><li>1. Financial Statements as of March 31, 2018 together with Independent Auditors' Report;</li><li>2. Independent Auditors' Communication of Matters Related to Internal Control over Financial Reporting and Other Matters dated June 2018;</li><li>3. Independent Auditors' Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by Uniform Guidance (Federal Single Audit);</li><li>4. Independent Auditors' Report on Compliance with Requirements of the State Transportation Assistance Program and on Internal Control Over Compliance Required by the New York State Codification of Rules and Regulations (State Single Audit);</li></ol>

Our Promise: RTS makes it easy to enjoy your journey.



	<p>5. Independent Auditors' Report on Compliance with Laws and Regulations Related to Investment Guidelines for Public Authorities;</p> <p>6. Independent Accountants' Report on Applying Agreed Upon Procedures – Variable Pay Program.</p>
Financial Impact:	There is no financial impact associated with the acceptance of these reports.
Recommendation:	That the Board of Commissioners accepts the 2018 PARIS report filing consisting of the Financial Statements, Procurement Report, an Investment Audit and compliance information as detailed in the PARIS information. In addition, the Board of Commissioners approves the Independent Auditors' Reports as listed in the background section of this information.

## **Resolution: RGRTA 27-2018**

### **RESOLUTION ACKNOWLEDGING BOARD REVIEW OF THE ANNUAL PUBLIC AUTHORITIES REPORTING INFORMATION SYSTEM (PARIS) FISCAL YEAR END 2018 FILING AND APPROVING THE INDEPENDENT AUDITORS' REPORTS FOR THE AUTHORITY**

WHEREAS, this review of the annual PARIS filing and approval of the Independent Auditors' Reports is part of the Authority's efforts to improve governance and comply with the State's ongoing efforts to improve and enhance the oversight of public authorities; and

WHEREAS, the Authority has reviewed the annual PARIS filing and has certified to its accuracy; and

WHEREAS, the Audit Committee and Finance/Investment Committee has reviewed the Independent Auditors' Reports including the report on the financial statements, the reports on the Federal and State Single Audits, the report on compliance with laws and regulations related to investment guidelines for public authorities, communication of matters related to internal control over financial reporting and other matters and finally, the agreed upon procedures report for the Variable Pay Program at its joint June 21, 2018 meeting; and

WHEREAS, the Audit Committee and Finance/Investment Committee has recommended to the Board that the Independent Auditors' Reports be received and approved by the Authority.

NOW, THEREFORE, BE IT RESOLVED, that the fiscal year-end 2017 PARIS report consisting of the Annual Report, Financial Statements, Investment Audit, compliance information as detailed in the PARIS information, and Procurement Report is hereby accepted and various Independent Auditors' Reports as listed above, approved.

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

### **CERTIFICATION**

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Regular Meeting of the Rochester-Genesee Regional Transportation Authority, which was held on June 21, 2018 and that the Resolution is still in full force and effect.

---

Geoffrey Astles, Chairman

Date: June 21, 2018  
Rochester, New York



Resolution Acknowledging Board Review of the Annual Public Authorities  
Reporting Information System (PARIS) Fiscal Year End 2018 Filing and  
Approving the Independent Auditors' Reports

RGRTA 27-2018

*Presented by Scott Adair, Chief Financial Officer*



## Background Information

The Public Authorities Accountability Act (the “Act”) was signed into Law on January 15<sup>th</sup> of 2006. The Act requires, among many other things, the following:

- **An Annual Report, containing:**
  - Governance information;
  - Compensation schedule;
  - Summary financial information; and
  - Real Property information
- **A Procurement Report, containing:**
  - Procurement contracts;
  - Award process; and
  - Procurement guidelines.
- **Financial Audit and Investment Report**



## Next Steps

- According to the NYS Authorities Budget Office, the Board of Commissioners does not need to review the report in the PARIS format (attached to RGRTA 27-2018), but all information reported in PARIS must have been presented to the Board for its approval prior to it being submitted in PARIS.
- All of the previously listed reports must be submitted through the PARIS System within 90 days of the Authority's fiscal year end which is June 30<sup>th</sup>.
- These reports are then made available to the Public through the NYS Authorities Budget Office website ([www.abo.ny.gov](http://www.abo.ny.gov)).



## Recommendation

That the Board of Commissioners accepts the 2018 PARIS report filing consisting of the Financial Statements, Procurement Report, an Investment Audit and compliance information as detailed in the PARIS information. In addition, the Board of Commissioners approves the Independent Auditors' Reports as listed in the background section of this information.





**ROCHESTER  
GENESEE REGIONAL  
TRANSPORTATION  
AUTHORITY**

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

Board Meeting Date:	June 21, 2018
Presenter:	David Belaskas
Subject:	Resolution Authorizing Easements with the City of Rochester to allow for the Construction of the RTS Mortimer Street Bus Shelters Project
Background:	<p>The Mortimer Street Bus Shelters Project constructs three (3) new shelters on the south side of Mortimer street such that they are set back further from the street and are incorporated into the north face of the Mortimer Street parking garage that abuts the site.</p> <p>Temporary and permanent easements are needed for the Authority to construct and operate the project. These easements set forth the following responsibilities.</p> <p>The City of Rochester will:</p> <ul style="list-style-type: none"><li>• Allow access to city property for appropriate staging during construction.</li><li>• Allow RTS customers' access to shelters at all times.</li></ul> <p>The Authority will:</p> <ul style="list-style-type: none"><li>• Design and construct all three (3) shelters</li><li>• Maintain and repair shelters</li></ul>
Financial Impact:	<p>The Authority will reimburse the City of Rochester for the appraised value of the easement of \$4,400 and the rental value of the temporary easement of \$3,360 for a total of \$7,760.</p> <p>The cost of the easements is provided for in the Authority's Operating Budget.</p>
Recommendation:	That the CEO or his designee be authorized to execute easements with the City of Rochester for the Mortimer Street Bus Shelters Project.

Our Promise: RTS makes it easy to enjoy your journey.



## **Resolution: RGRTA 28-2018**

### **AUTHORIZING EASEMENTS WITH THE CITY OF ROCHESTER TO ALLOW FOR THE CONSTRUCTION OF THE MORTIMER STREET BUS SHELTERS PROJECT**

WHEREAS, the Rochester Genesee Regional Transportation Authority (the "Authority") seeks to construct and operate the Mortimer Street Bus Shelters Project (the "Project") consisting of three (3) bus shelters on the south side of Mortimer street such that they are set back further from the street and are incorporated into the north face of Mortimer Street parking garage that abuts the site; and

WHEREAS, the Authority needs easements with the City of Rochester to allow construction and operation of the Project; and

WHEREAS, the Authority has reviewed the terms of the easements and finds them to be fair and reasonable; and

WHEREAS, the Authority is required to enter into certain temporary and permanent easements to implement the project; and

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee be authorized to execute easements with the City of Rochester for the purpose of the Project; and

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

### **CERTIFICATION**

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Regular Meeting of the Rochester Genesee Regional Transportation Authority, which was held on June 21, 2018 and that the Resolution is still in full force and effect.

---

Geoffrey Astles, Chairman

Date: June 21, 2018  
Rochester, New York



ROCHESTER  
GENESEE REGIONAL  
TRANSPORTATION  
AUTHORITY

## BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	June 21, 2018
Presenter:	Daniel DeLaus
Subject:	Resolution Authorizing a Joint Services Agreement ("JSA") with Livingston County ("the County") for the provision of fuel, vehicle wash facilities and ground maintenance services for Livingston Area Transportation Service ("LATS")
Background:	<p>In May 2006 the Authority entered into a thirty-five year ground lease with the County for the Authority to lease a portion of County land at the Hampton Corners site on Route 63 in the Town of Groveland. Subsequently in the same year the Authority constructed an operations facility on the site. Since that construction the Authority and the County have entered into a JSA pursuant to which the County has provided fuel, vehicle wash services and ground maintenance services to LATS.</p> <p>The Authority desires to enter into a new JSA for the same services. The proposed term would be for five (5) years with five (5) one year renewals, for a maximum of ten years.</p> <p>The JSA provides:</p> <ul style="list-style-type: none"><li>• Fuel to the Authority at \$.02 per gallon over its own cost.</li><li>• Bus washes at \$7.50 per wash.</li><li>• Grounds maintenance, which includes snow removal, would be \$300, with a 3% per year escalation.</li></ul> <p>The Authority has deemed these services at the cost identified is fair and reasonable.</p> <p>The previous JSA permitted the Livingston County Sheriff's Department storage of selected assets in one of the Authority's Pole Barns and this JSA would continue that practice.</p>

Our Promise: RTS makes it easy to enjoy your journey.



Financial Impact:	The Authority's 2018-2019 Operating Budget provides the necessary funding for this JSA. Future years operating budgets will contain the appropriate funding for the JSA.
Recommendation:	That the Chief Executive Officer or his designee be authorized, empowered and directed, for and on behalf of the Authority, to perform any actions and execute any documents deemed necessary to carry out the purposes of the JSA.

## **Resolution: RGRTA 29-2018**

### **AUTHORIZING A JOINT SERVICES AGREEMENT WITH LIVINGSTON COUNTY**

WHEREAS, in 2006 the Rochester-Genesee Regional Transportation Authority ("the Authority") entered into a Ground Lease with Livingston County ("the County") under which the Authority leases certain land from the County; and

WHEREAS, in 2006 the Authority constructed an Operations Facility upon the land leased from the County for the operations of Livingston Area Transportation Service, Inc. ("LATS"); and

WHEREAS, for several years the County has provided certain services and fuel to the LATS pursuant to Joint Service Agreements; and

WHEREAS, the Authority and the County wish to enter into a new Joint Service Agreement ("JSA") for the same items;

WHEREAS, the Authority has evaluated the proposed terms of the new JSA and determined that they are fair and reasonable and that it is in the best interest of the Authority to enter into the JSA.

NOW, THEREFORE, BE IT RESOLVED, by the Authority that:

1. The Chief Executive Officer or his designee is hereby authorized to enter into a Joint Service Agreement with Livingston County which is in substantial conformity with the proposed agreement attached hereto, and
2. 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 Regular Meeting of the Rochester-Genesee Regional Transportation Authority, which was held on June 21, 2018 and that the Resolution is still in full force and effect.

---

Geoffrey Astles, Chairman

Date: June 21, 2018  
Rochester, New York



ROCHESTER  
GENESEE REGIONAL  
TRANSPORTATION  
AUTHORITY

## BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	June 21, 2018
Presenter:	Bill Carpenter
Subject:	Approving Election of Directors of the Greater Rochester Community Transportation Foundation (GRCTF)
Background:	The Authority is the Sole Member of the Greater Rochester Community Transportation Foundation, (GRCTF). As the sole member, the Board of Commissioners must elect the Directors of the GRCTF. The terms of current GRCTF Directors Barbara Jones, Jerome Underwood and William Carpenter expire August 2018. The new term would be for a period of three more years.
Financial Impact:	There is no impact to the Authority's 2018-2019 Budget.
Recommendation:	That the Board re-elects Barbara Jones, Jerome Underwood and William Carpenter as Directors of the GRCTF for three year terms effective August 2018 to August 2021.

Our Promise: RTS makes it easy to enjoy your journey.



## **Resolution: RGRTA 30-2018**

### **APPROVING THE ELECTION OF DIRECTORS OF THE GREATER ROCHESTER COMMUNITY TRANSPORTATION FOUNDATION**

WHEREAS, the Rochester Genesee Regional Transportation Authority ("RGRTA") is the sole Member of the Greater Rochester Community Transportation Foundation (GRCTF); and

WHEREAS, RGRTA, as the sole Member, is required by the GRCTF by-laws to elect Directors of the GRCTF; and

WHEREAS, any such action by RGRTA requires approval by the Commissioners;

NOW, THEREFORE, BE IT RESOLVED, that the Authority, hereby, elects the following individuals as Directors of the GRCTF, and each such individual shall continue to serve as Director through the end of the term specified below and election of his/her successor:

Barbara Jones	Term Through August 2021
Jerome Underwood	Term Through August 2021
William Carpenter	Term Through August 2021

IT IS FURTHER RESOLVED, that the Chief Executive Officer, the Chief Operating Officer and/or their designees are authorized to sign all appropriate documents on behalf of the RGRTA as sole Member of the GRCTF confirming election of the persons listed above as Directors of the Foundation as per the terms of this Resolution.

### **CERTIFICATION**

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Regular Meeting of the Rochester-Genesee Regional Transportation Authority, which was held on June 21, 2018 and that the Resolution is still in full force and effect.

---

Geoffrey Astles, Chairman

Date: June 21, 2018  
Rochester, New York