

**MINUTES OF THE QUARTERLY MEETING OF THE
BOARD OF COMMISSIONERS OF
ROCHESTER-GENESEE REGIONAL TRANSPORTATION AUTHORITY
AND ITS SUBSIDIARIES
May 3, 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 votes
➤	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>

Total Votes Possible	33
Total Votes Present	22
Votes Needed for Quorum	17

Others Present:

Scott Adair, Chief Financial Officer
Dave Belaskas, Director of Engineering & Facilities Management
Ken Boasi, Director of Scheduling
Tom Brede, Public Information Officer
Maggie Brooks, Executive VP of Customer & Community Engagement
Mike Burns, Director of Accounting and Payroll
Bill Carpenter, Chief Executive Officer
Russ Chisholm, Transportation Management & Design, Inc.
Sarah Clark, Contract Administration Specialist
Mark Contestable, Senior Project Manager
Daniel DeLaus, General Counsel
Michael DeRaddo, Director of Regional Operations
Chris Dobson, VP of Transportation Services
Chris Doran, Client Relationship Manager
Amy Gould, Executive VP of People
Reggie Hill, Manager of Service Delivery
Leah Katz, Transportation Management & Design, Inc.
Dan Kenyon, Transportation Planner II
Laura Kenyon, Supervisor of Communications & Marketing
Rusty Korth, VP of Maintenance
Steve Kubiak, Director of Analytics
Matthew Lindman, Technical Support Administrator
Brittany Marks, Transportation Planner II
Scott Masucci, Inventory & Warranty Manager
Chris Mahood, Director of Information Technology
Megan Morsch, VP of Marketing & Customer Service
Sharon Muir-Eddy, Manager of Operating Budget
Joy Pacheco, Community Outreach Manager
Earl Pearson, Transportation Planner II
Jim Ramos, Director of Service Delivery
Kelly Schmidt, Executive Assistant to the CEO
Matthew Shaw, Director of Fleet Maintenance
James Stack, Executive Director of GTC
Dawn Sywulski, Manager of Contract Administration
Julie Tolar, Director of Service Planning
Miguel Velazquez, Chief Operating Officer

B. Adoption of the Agenda

On motion of Commissioner Ansbrow, seconded by Commissioner Kosmerl, 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.

- RGRTA Finance/Investment Committee Meeting Minutes of April 5, 2018
- RGRTA Regular Board Meeting Minutes of April 5, 2018

D. CEO Report

Bill Carpenter, Chief Executive Officer, presented the monthly CEO Report, along with presentations from Steve Kubiak, Director of Analytics on Fourth Quarter TOPS Results and Year End Results. A presentation from Russ Chisholm, President of TMD and Leah Katz, Senior Planner of TMD on the Draft Recommendations for Reimagine RTS, as reflected in the power point presentation, a copy of which is attached to these Minutes.

TOPS Report: Quarterly Results

- *Commissioner Kosmerl asked about the customer satisfaction at RTS Genesee and how it has improved over the other 3 quarters to 100%. He asked if that was because of a known factor or if we are doing something different out there to achieve this success. Steve Kubiak, Director of Analytics, responded that he is unsure of any well-defined initiatives that are going on out there but he will check with the Regional Manager and get back to the Board.*
- *Commissioner McDonald asked about the service performance for RTS Access and exceeding the goal, do we know what was done to achieve this goal. Steve Kubiak, Director of Analytics, stated that the VP of Paratransit Operations has been working very hard to drive home the importance of On-Time Performance to our drivers at RTS Access.*
- *Commissioner Ansbro commented that appreciates the attention to the early departures.*
- *Chairman Astles asked if we were to max out the score for TOPS what would be the ultimate that would be achievable. Steve Kubiak, Director of Analytics, responded that the maximum score is 130 points.*

Project Highlight: Reimagine RTS

- *Chairman Astles stated that it would be nice to see the street names. Leah Katz, TMD, responded that there will be a google map and you can see the street names on that for people to navigate through.*
- *Commissioner Ansbro stated that he would like a description of what the "hub" could be. Russ Chisholm, TMD, responded that it could be a new development that has a waiting area for bus riders. We would also like to incorporate bike and car sharing. In some cases you will be off street with partners and other times it will be on street.*
- *Commissioner McDonald asked if the hub and the zone are the same. Russ Chisholm, TMD, responded that the hub is physical and the connecting location and is a transition point where you are connecting to the zone. The hub would be located where there is shopping, schools, other places of interest to add value.*

- *Commissioner Jankowski asked if we are talking about eliminating a lot of the suburban commuter routes. Russ Chisholm, TMD, responded that in some cases it is just parts of routes. We have retained the part that carries substantial amounts of people. Commissioner Jankowski is concerned that the commuter routes are being eliminated and he would like to keep things more balanced and make sure that the resources that come back from the tax base is brought back. He also asked how many routes are being eliminated and how many people are being affected. Leah Katz, TMD, responded that it is 20 routes that are being eliminated and 5% of our customer base. Commissioner Jankowski stated that he would be very uncomfortable if we did not have a plan for these customers when we eliminate these routes. We really need to identify what the alternatives are beforehand. Leah Katz, TMD, responded that we will.*
- *Commissioner Astles stated that the board will need the ball park estimate with how much the system will cost with different alternatives for the customers that will have eliminated routes.*
- *Commissioner Kosmerl is there an estimate on what the forecasted ridership will be once this is done. Bill Carpenter, CEO, stated that ridership will increase in the frequent network. Other transit authorities have seen increases.*
- *Commissioner McDonald stated that he can see the guiding principles in the recommendation. He thinks the two guiding principles that we really need to focus on are coordinating with the community and including the other mobility options.*

On motion of Commissioner Smith, seconded by Commissioner O'Connor, 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 Jankowski wanted to invite all the Commissioners to the Audit/Finance & Investment Meeting that will take place on June 21st.*
- *Commissioner Ansbro asked what the 2018-2019 Mortgage Recording Tax is set at. Scott Adair, CFO, responded that it is set at \$11M and we will be taking a closer look at that based on this past fiscal year.*

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

F. Proposed Resolutions

Resolution Authorizing an Amendment of RGRTA 34-2015 to provide Parts Management Services, RGRTA 19-2018

- *Commissioner Kosmerl what is the total support cost for the vehicles. Rusty Korth, VP of Maintenance, responded that we have the raw data at this point and we would need to quantify all this information. Commissioner Kosmerl also asked about the bath tub reliability curve and if Rusty was familiar with it. Commissioner Kosmerl asked if we are seeing parts fail before our failure rate. Rusty Korth, VP of Maintenance, responded that a lot of these parts have not been around for 12 years so it is hard to say what the failure rate will be on those parts.*
- *Commissioner McDonald asked if the parts are less reliable even though they are more expensive and we need more of them. Rusty Korth, VP of Maintenance, responded we have technology that is not reliable and not proven and we are the ones that are taking the risk.*
- *Commissioner Ansbro asked about the pricing of the parts and would like to find a better way. We cannot sustain these staggering cost increases in parts. This is a concern and we need to look and see if we can find an alternative. Rusty Korth, VP of Maintenance, stated that he believes electric buses is our path forward.*

RGRTA 19-2018: On motion of Commissioner O'Connor, seconded by Commissioner Johnson, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

G. Consent Resolutions

Resolution Authorizing an Amendment of RGRA 35-2017 for the System Redesign Study (Reimagine RTS). RGRTA 20-2018

RGRTA 20-2018: On motion of Commissioner Kosmerl, seconded by Commissioner O'Connor, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

Resolution Amending Resolution RGRTA 36-2015 with Emcor Services Betlem for HVAC Services. RGRTA 21-2018

RGRTA 21-2018: On motion of Commissioner Kosmerl, seconded by Commissioner O'Connor, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

Resolution Authorizing a Contract for State Lobbying Services. RGRTA 22-2018

RGRTA 22-2018: On motion of Commissioner Kosmerl, seconded by Commissioner O'Connor, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

Resolution Authorizing the Award of a Contract for Communications Recording Support Services. RGRTA 23-2018

RGRTA 23-2018: On motion of Commissioner Kosmerl, seconded by Commissioner O'Connor, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

Resolution Authorizing the Award of a Contract for the Provision of Dedicated Internet Service, Point-to-Point Ethernet Service and Cable Television Service, RGRTA 24-2018

RGRTA 24-2018: On motion of Commissioner Kosmerl, seconded by Commissioner O'Connor, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

Resolution Authorizing the Award of a Contract for the Software Maintenance Services to Support Trapeze Enterprise Asset Management Software, RGRTA 25-2018

RGRTA 25-2018: On motion of Commissioner Kosmerl, seconded by Commissioner O'Connor, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

Resolution Authorizing the Disposal of Buses and Other Assets, RGRTA 26-2018

RGRTA 26-2018: On motion of Commissioner Kosmerl, seconded by Commissioner O'Connor, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

H. Calendar

Bill Carpenter, CEO, stated that we will have the Annual Meeting on June 21st. Chairman Astles stated that Commissioner Jeffries will be putting together the slate of Officers together for that meeting. Bill Carpenter, CEO, stated that we will not need a July 5th meeting so we will be cancelling that meeting.

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 1:59pm.

Respectfully submitted,

Edward W. White, Esq., Secretary

Posted Date: May 17, 2018

CEO Report

Presented by: Bill Carpenter, CEO

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Chief Executive Officer Report

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



TOPS

TRANSIT ORGANIZATION PERFORMANCE SCORECARD

		SCORE 4th Qtr.
FPI	FINANCIAL PERFORMANCE INDEX	49.7
CSI	CUSTOMER SATISFACTION INDEX	32.4
SPI	SERVICE PERFORMANCE INDEX	28.5
EEI	EMPLOYEE ENGAGEMENT INDEX	9.9
	TOTAL	120.4

Strategic Pillars 2017-2018 4th 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	\$14.3	\$68.4	\$295.0	49.70	40.00	52.00	28.00
	Total FPI Score						49.7	40.0	52.0	28.0
Customer Service Index	Net Promoter Score - RTS	36%	38%	45%	36%	44%	30.28	23.29	30.28	16.30
	Customer Satisfaction - RTS Access	95%	98%	100%	100%	97%	0.30	0.27	0.35	0.19
	Customer Satisfaction - RTS Genesee	95%	97%	90%	94%	100%	0.27	0.21	0.27	0.14
	Customer Satisfaction - RTS Livingston	95%	100%	100%	100%	100%	0.27	0.21	0.27	0.14
	Customer Satisfaction - RTS Ontario	95%	100%	-	97%	98%	0.24	0.21	0.27	0.14
	Customer Satisfaction - RTS Orleans	95%	100%	97%	97%	100%	0.27	0.21	0.27	0.14
	Customer Satisfaction - RTS Seneca	95%	100%	100%	100%	98%	0.24	0.21	0.27	0.14
	Customer Satisfaction - RTS Wayne	95%	98%	100%	99%	98%	0.24	0.21	0.27	0.14
	Customer Satisfaction - RTS Wyoming	95%	100%	100%	100%	98%	0.24	0.21	0.27	0.14
	Total CSI Score						32.4	25.0	32.5	17.5
Service Performance Index	On-Time Performance - RTS	89.50%	90.25%	88.26%	90.63%	92.37%	26.64	23.29	30.28	16.30
	On-Time Performance - RTS Access	95.0%	96.5%	95.8%	95.9%	96.1%	0.29	0.27	0.35	0.19
	On-Time Performance - RTS Genesee	95.0%	92.9%	81.2%	90.6%	91.2%	0.16	0.21	0.27	0.14
	On-Time Performance - RTS Livingston	90.0%	85.7%	84.7%	84.4%	86.5%	0.16	0.21	0.27	0.14
	On-Time Performance - RTS Ontario	90.0%	88.8%	89.2%	91.9%	94.3%	0.26	0.21	0.27	0.14
	On-Time Performance - RTS Orleans	95.0%	96.4%	92.0%	96.8%	96.8%	0.23	0.21	0.27	0.14
	On-Time Performance - RTS Seneca	95.0%	99.5%	99.5%	99.8%	98.8%	0.25	0.21	0.27	0.14
	On-Time Performance - RTS Wayne	95.0%	97.4%	98.4%	98.7%	98.6%	0.25	0.21	0.27	0.14
	On-Time Performance - RTS Wyoming	95.0%	98.8%	91.3%	95.6%	99.5%	0.26	0.21	0.27	0.14
	Total SPI Score						28.5	25.0	32.5	17.5
Employee Engagement Index	Employee Participation	27.5%		25.3%		52.1%	-	-	-	-
	Employee Engaged Index	24.0%		14.6%		23.1%	4.87	5.00	6.50	3.50
	Employee Satisfaction	4.0		3.9		4.0	5.00	5.00	6.50	3.50
	Total EEI Score						9.9	10.0	13.0	7.0
TOPS Score							120.4	100.0	130.0	70.0
On-Time Performance: RTS value stated above is the annual average (89.30%). Quarterly goals are: Q1 89.25%; Q2 89.25%; Q3 89.20%; Q4 89.50%										

TOPS Report

*Presented by: Steve Kubiak
Director of Analytics*

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TOPS

TRANSIT ORGANIZATION PERFORMANCE SCORECARD

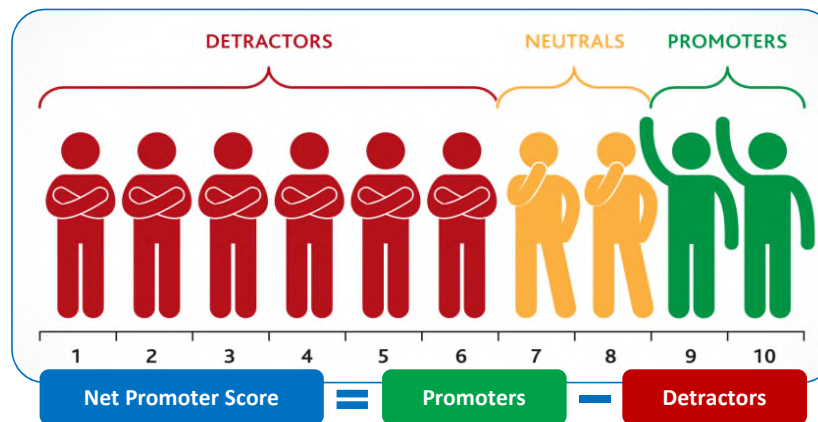
		SCORE 4th Qtr.
FPI	FINANCIAL PERFORMANCE INDEX	49.7
CSI	CUSTOMER SATISFACTION INDEX	32.4
SPI	SERVICE PERFORMANCE INDEX	28.5
EEI	EMPLOYEE ENGAGEMENT INDEX	9.9
TOTAL		120.4



Customer Service Index

Strategic Pillars 2017-2018 4th 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	36%	38%	45%	36%	44%	30.28	23.29	30.28	16.30
	Customer Satisfaction - RTS Access	95%	98%	100%	100%	97%	0.30	0.27	0.35	0.19
	Customer Satisfaction - RTS Genesee	95%	97%	90%	94%	100%	0.27	0.21	0.27	0.14
	Customer Satisfaction - RTS Livingston	95%	100%	100%	100%	100%	0.27	0.21	0.27	0.14
	Customer Satisfaction - RTS Ontario	95%	100%	-	97%	98%	0.24	0.21	0.27	0.14
	Customer Satisfaction - RTS Orleans	95%	100%	97%	97%	100%	0.27	0.21	0.27	0.14
	Customer Satisfaction - RTS Seneca	95%	100%	100%	100%	98%	0.24	0.21	0.27	0.14
	Customer Satisfaction - RTS Wayne	95%	98%	100%	99%	98%	0.24	0.21	0.27	0.14
	Customer Satisfaction - RTS Wyoming	95%	100%	100%	100%	98%	0.24	0.21	0.27	0.14
	Total CSI Score						32.4	25.0	32.5	17.5

Net Promoter Score: RTS Monroe

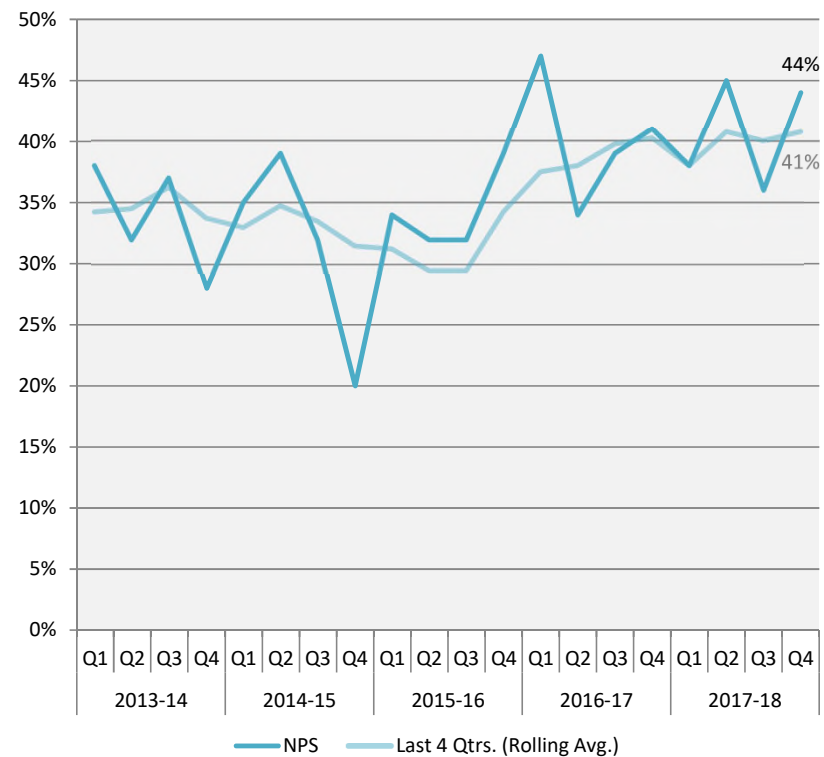


- It is measured by asking: *How likely is it that you would recommend [company] to a friend or colleague?*
 - Customers respond on a 0-to-10 point rating scale and are categorized as follows:
 - **Promoters** (score 9-10) are loyal enthusiasts.
 - **Passives** (score 7-8) are satisfied but unenthusiastic customers.
 - **Detractors** (score 0-6) are unhappy customers who can damage your brand.



Net Promoter Score: RTS Monroe

- **NPS of 44% for Q4 exceeds goal of 36%.**
 - Up 3% points from Q4 last year.
 - Goal exceeded in all quarters this fiscal year.





Additional Highlights

- **Five satisfaction metrics reaching or tying their highest levels ever since Q4 2013-14 and continuing a long overall trend of general improvement in satisfaction since that time.**
- **The most frequently mentioned improvements that can be made are in the areas of on-time performance (22%) and cleanliness (13%).**
 - On-time performance continues to be the most important attribute of service to our customers.
- **About one in ten customers (12%) indicated difficulty navigating RTS due to limited English language abilities.**
 - The main language spoken at practically all of the customers' homes is English (93%), with Spanish coming in a distant second (6%).
- **49% of customers report having zero motor vehicles (cars, vans, trucks, motorcycles) are available in the household.**
- **31% of customers report using a ridesharing service such as Uber or Lyft in the last 12 months.**



Customer Satisfaction: Access & Regionals

	Low				High
How satisfied were you with:	1	2	3	4	5
Your overall experience during today's ride:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

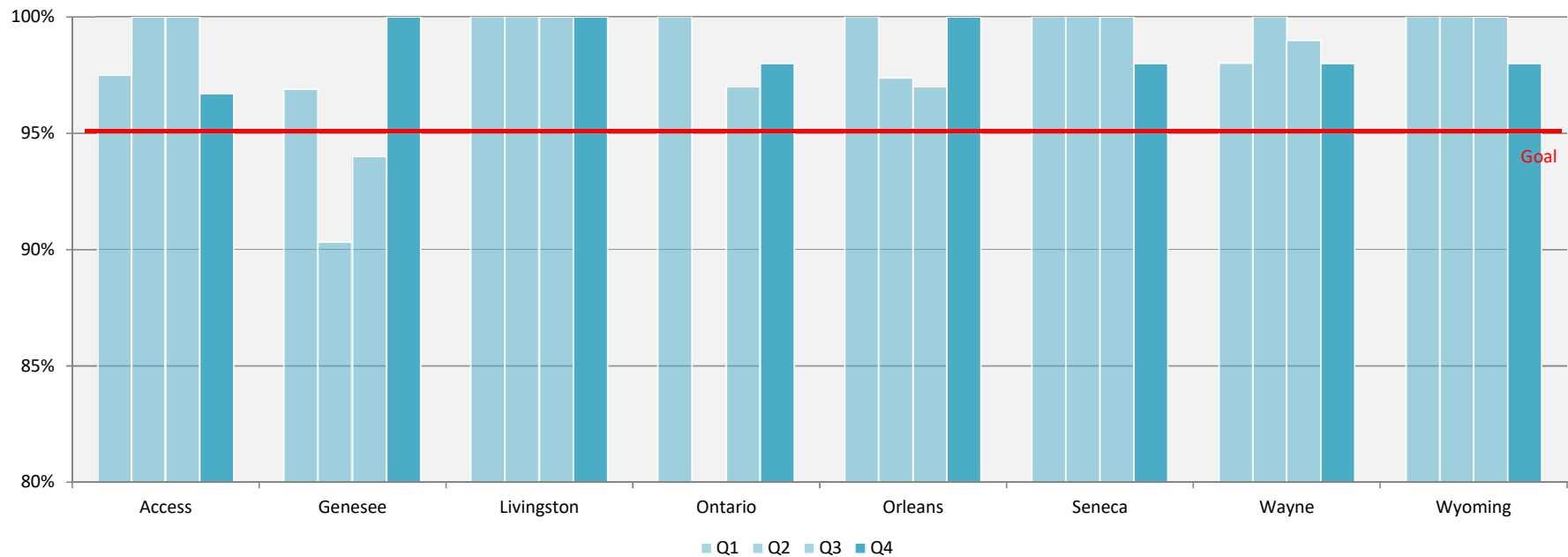
- It is measured by asking: *How satisfied were you with: your overall experience during today's ride?*
 - Customers respond on a 0-to-5 point rating scale and are categorized as follows:
 - **Positive** (score 4 or 5)
 - **Neutral** (score 3)
 - **Negative** (score 1 or 2)

- Score is calculated as:
$$\frac{\# \text{ Positive Responses}}{\# \text{ Total Responses}} = \% \text{ Customer Satisfaction}$$



Customer Satisfaction: Access & Regionals

- All companies exceeded the common goal of 95% Customer Satisfaction





Service Performance Index

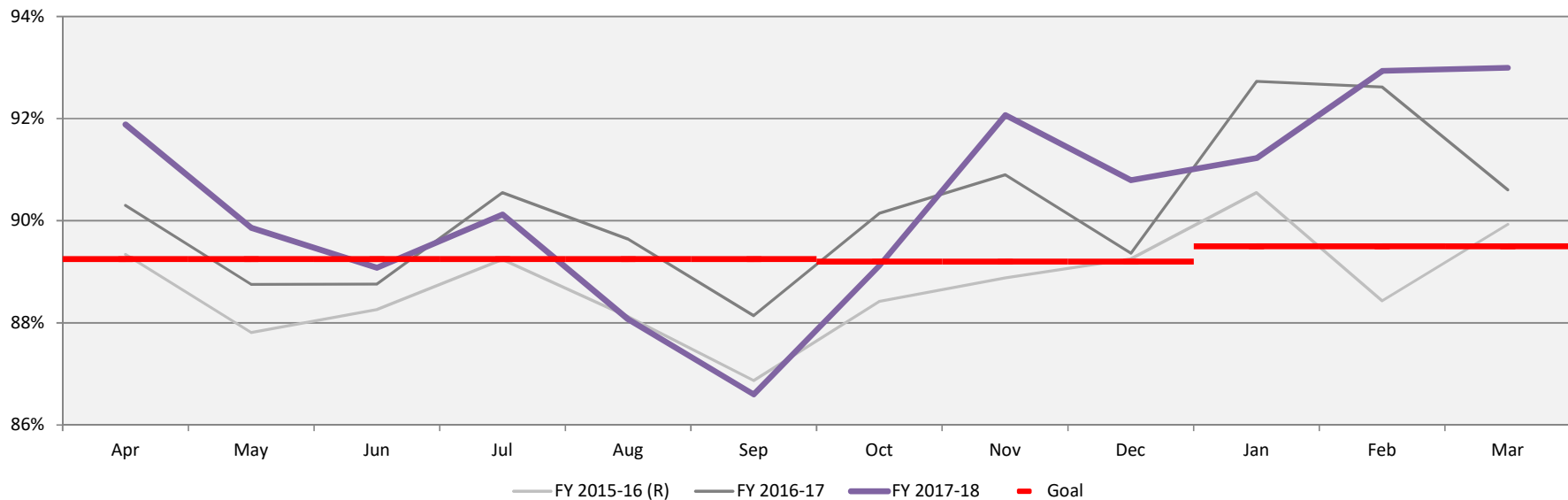
Strategic Pillars 2017-2018 4th Qtr.	Metric	Plan Goal	Actual 1st Quarter	Actual 2nd Quarter	Actual 3rd Quarter	Actual 4th Quarter	Earned Points	Goal Points	Max Points	Min Points
Service Performance Index	On-Time Performance - RTS	89.50%	90.25%	88.26%	90.63%	92.37%	26.64	23.29	30.28	16.30
	On-Time Performance - RTS Access	95.0%	96.5%	95.8%	95.9%	96.1%	0.29	0.27	0.35	0.19
	On-Time Performance - RTS Genesee	95.0%	92.9%	81.2%	90.6%	91.2%	0.16	0.21	0.27	0.14
	On-Time Performance - RTS Livingston	90.0%	85.7%	84.7%	84.4%	86.5%	0.16	0.21	0.27	0.14
	On-Time Performance - RTS Ontario	90.0%	88.8%	89.2%	91.9%	94.3%	0.26	0.21	0.27	0.14
	On-Time Performance - RTS Orleans	95.0%	96.4%	92.0%	96.8%	96.8%	0.23	0.21	0.27	0.14
	On-Time Performance - RTS Seneca	95.0%	99.5%	99.5%	99.8%	98.8%	0.25	0.21	0.27	0.14
	On-Time Performance - RTS Wayne	95.0%	97.4%	98.4%	98.7%	98.6%	0.25	0.21	0.27	0.14
	On-Time Performance - RTS Wyoming	95.0%	98.8%	91.3%	95.6%	99.5%	0.26	0.21	0.27	0.14
Total SPI Score							28.5	25.0	32.5	17.5



On-Time Performance: RTS Monroe

02:00 Early – 05:00 Late

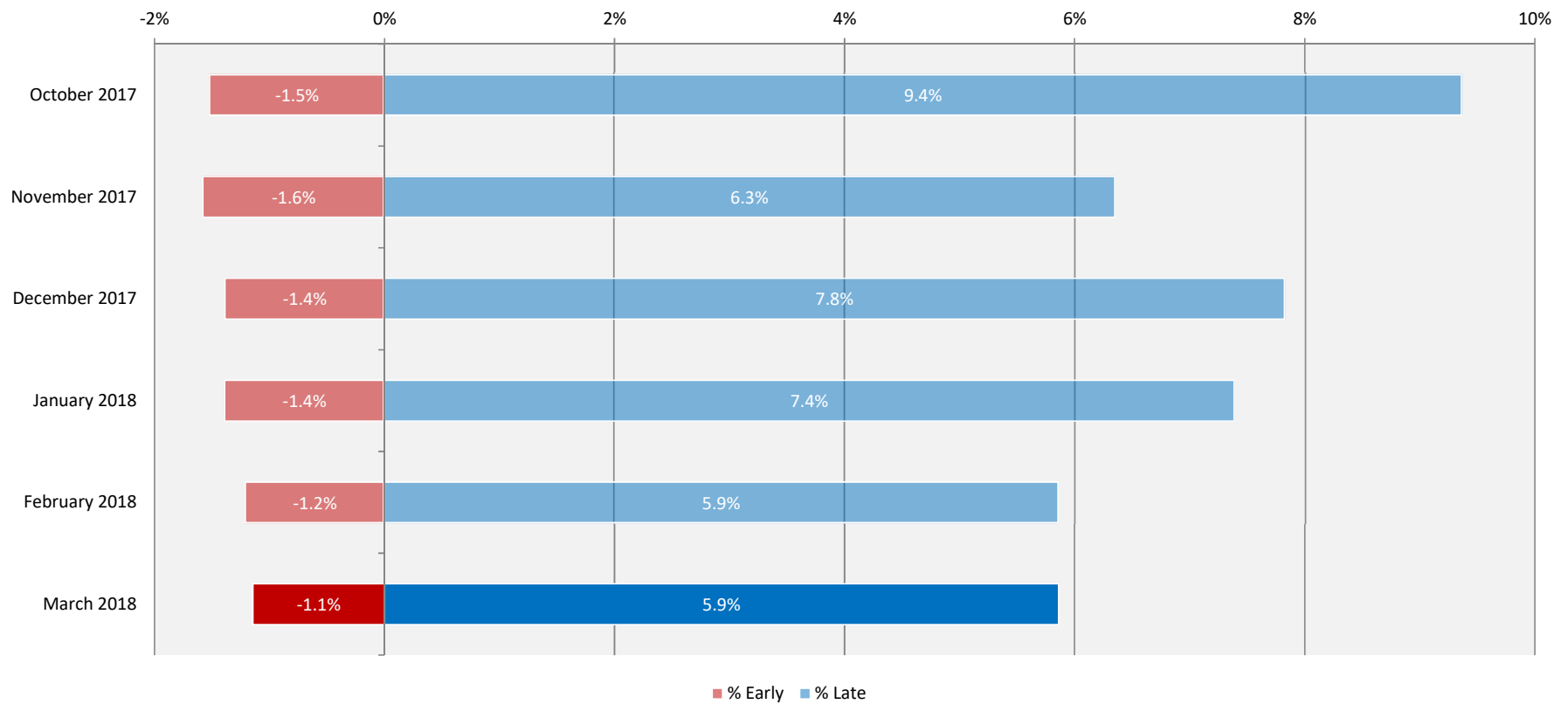
- **Q4 OTP of 92.37% exceeds seasonal goal of 89.50%.**
 - All Q4 months performed above goal.
 - Record performance outpaced prior fiscal year.





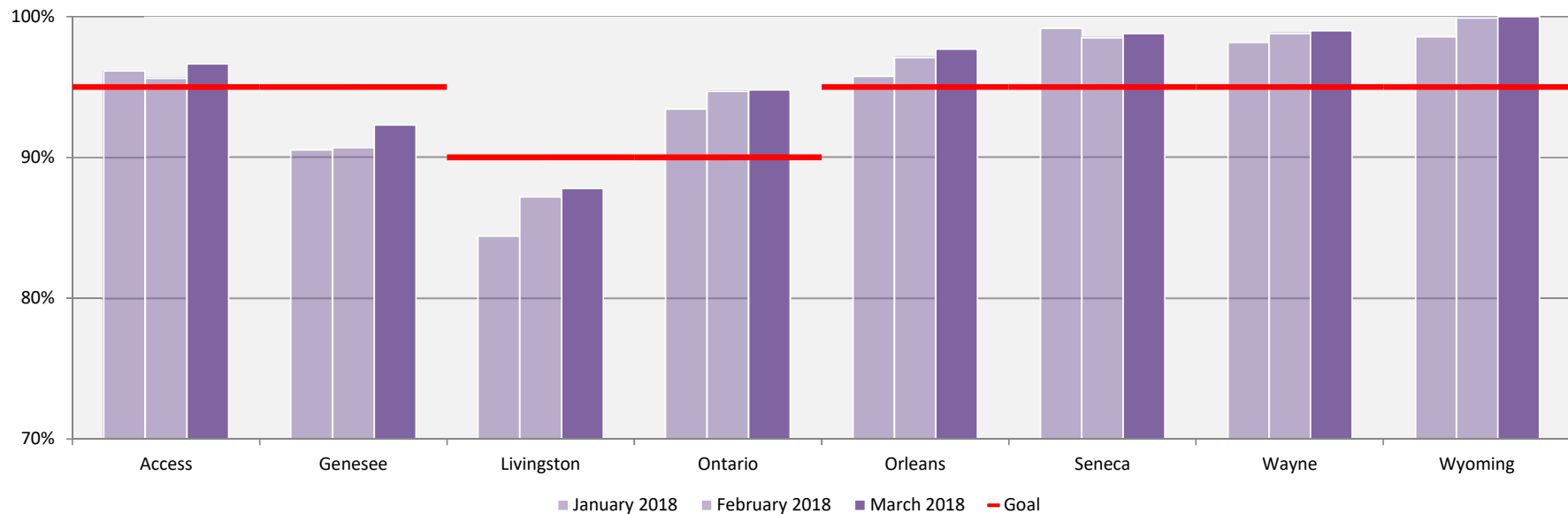
On-Time Performance: RTS Monroe

Early and Late Departure Performance by Month



On-time Performance: Access & Regionals

- **6 of 8 companies exceeded goal.**
 - Common goal of 95% in all properties recording OTP manually.
 - Livingston and Ontario transitioned to automated reporting this year; goal of 90%.





Employee Engagement Index

Strategic Pillars 2017-2018 4th Qtr.	Metric	Plan Goal	Actual 1st Quarter	Actual 2nd Quarter	Actual 3rd Quarter	Actual 4th Quarter	Earned Points	Goal Points	Max Points	Min Points
Employee Engagement Index	Employee Participation	27.5%		25.3%		52.1%	-	-	-	-
	Employee Engaged Index	24.0%		14.6%		23.1%	4.87	5.00	6.50	3.50
	Employee Satisfaction	4.0		3.9		4.0	5.00	5.00	6.50	3.50
	Total EEI Score						9.9	10.0	13.0	7.0



TOPS Q4 Summary

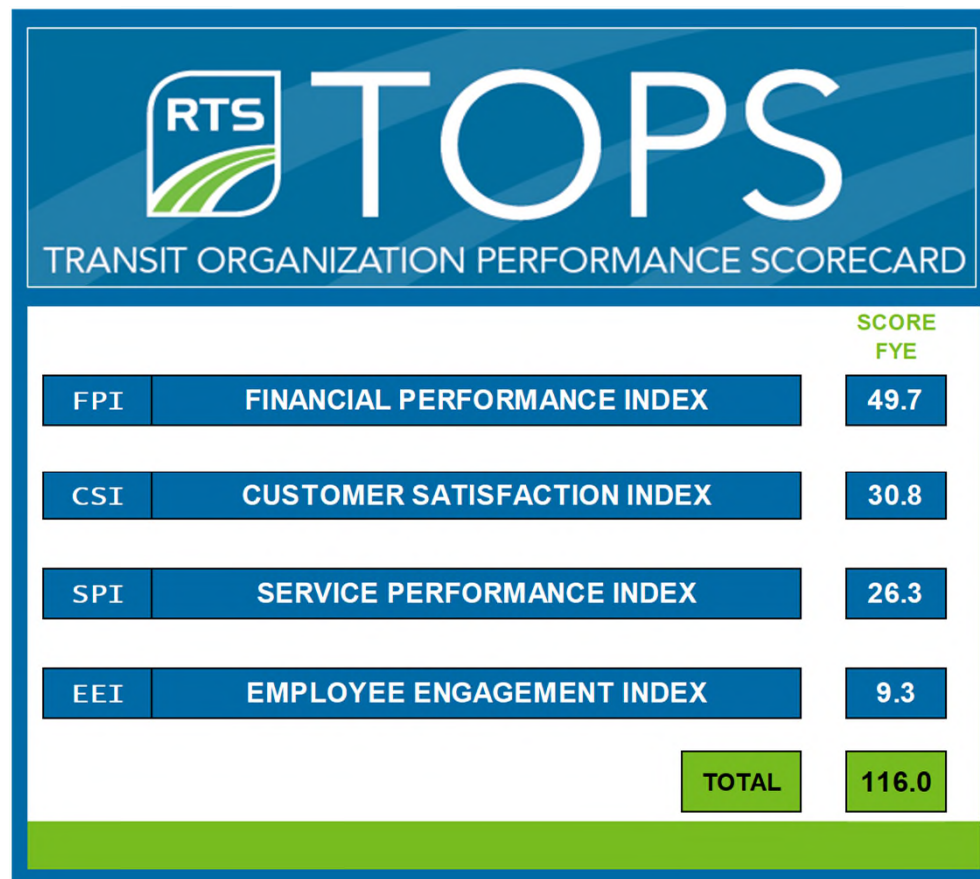
- **Q4 TOPS Score of 120.4 with strong performance in each index.**
 - Financial Performance Index
 - Net income closed at \$295k, above our goal of \$0.
 - Customer Satisfaction Index
 - Excellent results with a 44% NPS for RTS Monroe.
 - Each company exceeded the goal.
 - Service Performance Index
 - Record Performance at RTS Monroe under new, tighter window.
 - Exceeded goal at RTS Access and 5 of 7 Regional Companies.
 - Employee Engagement Index
 - Engagement just fell short at 23.1% compared to a goal of 24.0%.
 - Satisfaction achieved goal at 4.0.



TOPS Score Year-End Calculation

- **Financial Sustainability**
 - Year-end net income result from the 4th quarter
- **Customer Satisfaction**
 - An average of the customer satisfaction quarterly scores
- **On-Time Performance**
 - RTS Monroe: annual calculation utilizing all the time points
 - Access & Regionals: an average of the quarterly on-time performance results
- **Employee Engagement**
 - An average of the two quarterly results

TOPS Score Year-End FY 2017-18





TOPS Year-End Detail

Strategic Pillars 2017-2018 FYE			Actual 1st Quarter	Actual 2nd Quarter	Actual 3rd Quarter	Actual 4th Quarter	Actual FYE	Earned Points	Goal Points	Max Points	Min Points	
Financial Performance Index		End of Year Net Income (Deficit) Projection	\$0.0	\$0.0	\$14.3	\$68.4	\$295.0	\$295.0	49.70	40.00	52.00	28.00
		Total FPI Score							49.7	40.0	52.0	28.0
Customer Service Index	Net Promoter Score - RTS	36%	38%	45%	36%	44%	41%	28.82	23.29	30.28	16.30	
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	Customer Satisfaction - RTS Genesee	95%	97%	90%	94%	100%	95%	0.21	0.21	0.27	0.14	
	Customer Satisfaction - RTS Livingston	95%	100%	100%	100%	100%	100%	0.27	0.21	0.27	0.14	
	Customer Satisfaction - RTS Ontario	95%	100%	-	97%	98%	74%	0.14	0.21	0.27	0.14	
	Customer Satisfaction - RTS Orleans	95%	100%	97%	97%	100%	99%	0.25	0.21	0.27	0.14	
	Customer Satisfaction - RTS Seneca	95%	100%	100%	100%	98%	100%	0.26	0.21	0.27	0.14	
	Customer Satisfaction - RTS Wayne	95%	98%	100%	99%	98%	99%	0.25	0.21	0.27	0.14	
	Customer Satisfaction - RTS Wyoming	95%	100%	100%	100%	98%	100%	0.26	0.21	0.27	0.14	
		Total CSI Score							30.8	25.0	32.5	17.5
Service Performance Index	On-Time Performance - RTS	89.30%	90.25%	88.26%	90.63%	92.37%	90.39%	24.56	23.29	30.28	16.30	
	On-Time Performance - RTS Access	95.0%	96.5%	95.8%	95.9%	96.1%	96.1%	0.29	0.27	0.35	0.19	
	On-Time Performance - RTS Genesee	95.0%	92.9%	81.2%	90.6%	91.2%	89.0%	0.14	0.21	0.27	0.14	
	On-Time Performance - RTS Livingston	90.0%	85.7%	84.7%	84.4%	86.5%	85.3%	0.15	0.21	0.27	0.14	
	On-Time Performance - RTS Ontario	90.0%	88.8%	89.2%	91.9%	94.3%	91.1%	0.22	0.21	0.27	0.14	
	On-Time Performance - RTS Orleans	95.0%	96.4%	92.0%	96.8%	96.8%	95.5%	0.21	0.21	0.27	0.14	
	On-Time Performance - RTS Seneca	95.0%	99.5%	99.5%	99.8%	98.8%	99.4%	0.26	0.21	0.27	0.14	
	On-Time Performance - RTS Wayne	95.0%	97.4%	98.4%	98.7%	98.6%	98.3%	0.25	0.21	0.27	0.14	
	On-Time Performance - RTS Wyoming	95.0%	98.8%	91.3%	95.6%	99.5%	96.3%	0.22	0.21	0.27	0.14	
		Total SPI Score							26.3	25.0	32.5	17.5
Employee Engagement Index	Employee Participation	27.5%		25.3%		52.1%	38.7%	-	-	-	-	
	Employee Engaged Index	24.0%		14.6%		23.1%	18.9%	4.30	5.00	6.50	3.50	
	Employee Satisfaction	4.0		3.9		4.0	4.0	4.95	5.00	6.50	3.50	
	Total EEI Score							9.3	10.0	13.0	7.0	
TOPS Score								116.0	100.0	130.0	70.0	
On-Time Performance: RTS value stated above is the annual average (89.30%). Quarterly goals are: Q1 89.25% Q2 89.25% Q3 89.20% Q4 89.50%												



TOPS Year-End Detail

Strategic Pillars 2017-2018 FYE	Metric	Plan Goal	Actual FYE	Earned Points	Goal Points	Max Points	Min Points
Financial Performance Index	End of Year Net Income (Deficit) Projection	\$0.0	\$295.0	49.70	40.00	52.00	28.00
	Total FPI Score			49.7	40.0	52.0	28.0
Customer Service Index	Net Promoter Score - RTS	36%	41%	28.82	23.29	30.28	16.30
	Customer Satisfaction - RTS Access	95%	99%	0.33	0.27	0.35	0.19
	Customer Satisfaction - RTS Genesee	95%	95%	0.21	0.21	0.27	0.14
	Customer Satisfaction - RTS Livingston	95%	100%	0.27	0.21	0.27	0.14
	Customer Satisfaction - RTS Ontario	95%	74%	0.14	0.21	0.27	0.14
	Customer Satisfaction - RTS Orleans	95%	99%	0.25	0.21	0.27	0.14
	Customer Satisfaction - RTS Seneca	95%	100%	0.26	0.21	0.27	0.14
	Customer Satisfaction - RTS Wayne	95%	99%	0.25	0.21	0.27	0.14
	Customer Satisfaction - RTS Wyoming	95%	100%	0.26	0.21	0.27	0.14
	Total CSI Score			30.8	25.0	32.5	17.5
Service Performance Index	On-Time Performance - RTS	89.30%	90.39%	24.56	23.29	30.28	16.30
	On-Time Performance - RTS Access	95.0%	96.1%	0.29	0.27	0.35	0.19
	On-Time Performance - RTS Genesee	95.0%	89.0%	0.14	0.21	0.27	0.14
	On-Time Performance - RTS Livingston	90.0%	85.3%	0.15	0.21	0.27	0.14
	On-Time Performance - RTS Ontario	90.0%	91.1%	0.22	0.21	0.27	0.14
	On-Time Performance - RTS Orleans	95.0%	95.5%	0.21	0.21	0.27	0.14
	On-Time Performance - RTS Seneca	95.0%	99.4%	0.26	0.21	0.27	0.14
	On-Time Performance - RTS Wayne	95.0%	98.3%	0.25	0.21	0.27	0.14
	On-Time Performance - RTS Wyoming	95.0%	96.3%	0.22	0.21	0.27	0.14
	Total SPI Score			26.3	25.0	32.5	17.5
Employee Engagement Index	Employee Participation	27.5%	38.7%	-	-	-	-
	Employee Engaged Index	24.0%	18.9%	4.30	5.00	6.50	3.50
	Employee Satisfaction	4.0	4.0	4.95	5.00	6.50	3.50
	Total EEI Score			9.3	10.0	13.0	7.0



Chief Executive Officer Report

- TOPS Report
- Project Highlight
- Miscellaneous

Background

- In June, 2017, the Board authorized a contract with Transportation Management & Design, Inc. (TMD)
- Project launched in September, 2017.
- Work completed to date:
 - Phase I:
 - Origin and Destination study
 - Data analysis
 - Public outreach and surveying
 - Phase II
 - Continued community outreach and education
 - Analyzed public feedback
 - Developed recommendations for redesigned system



Reimagine RTS

Presented by:

Leah Katz, Senior Planner, TMD

Russ Chisholm, President, TMD



Draft System Recommendations

May 2018

Agenda

- Update on Project Progress
- Project Context
- What We Heard
- Guiding Principles
- Mobility Toolkit
- Draft Recommendations
- Outreach Strategy
- Feedback and Q&A

Project Progress

REimagine RTS



COMMUNITY OUTREACH THROUGHOUT



**SET GOALS &
GATHER INPUT**



**ANALYZE DATA &
IDENTIFY TRANSIT
SERVICE PRODUCTS**



**REIMAGINE RTS
ROUTE STRUCTURE**

We
are
here!

Project Context

- Investments in public transit have not kept pace with growing demands and investments in the community over the past decade.
- This has placed added stress on the transit system, making it critical for RTS to focus service investments where transit can be both effective and efficient.
- This plan brings the system in alignment with current funding.

**More
Frequency**

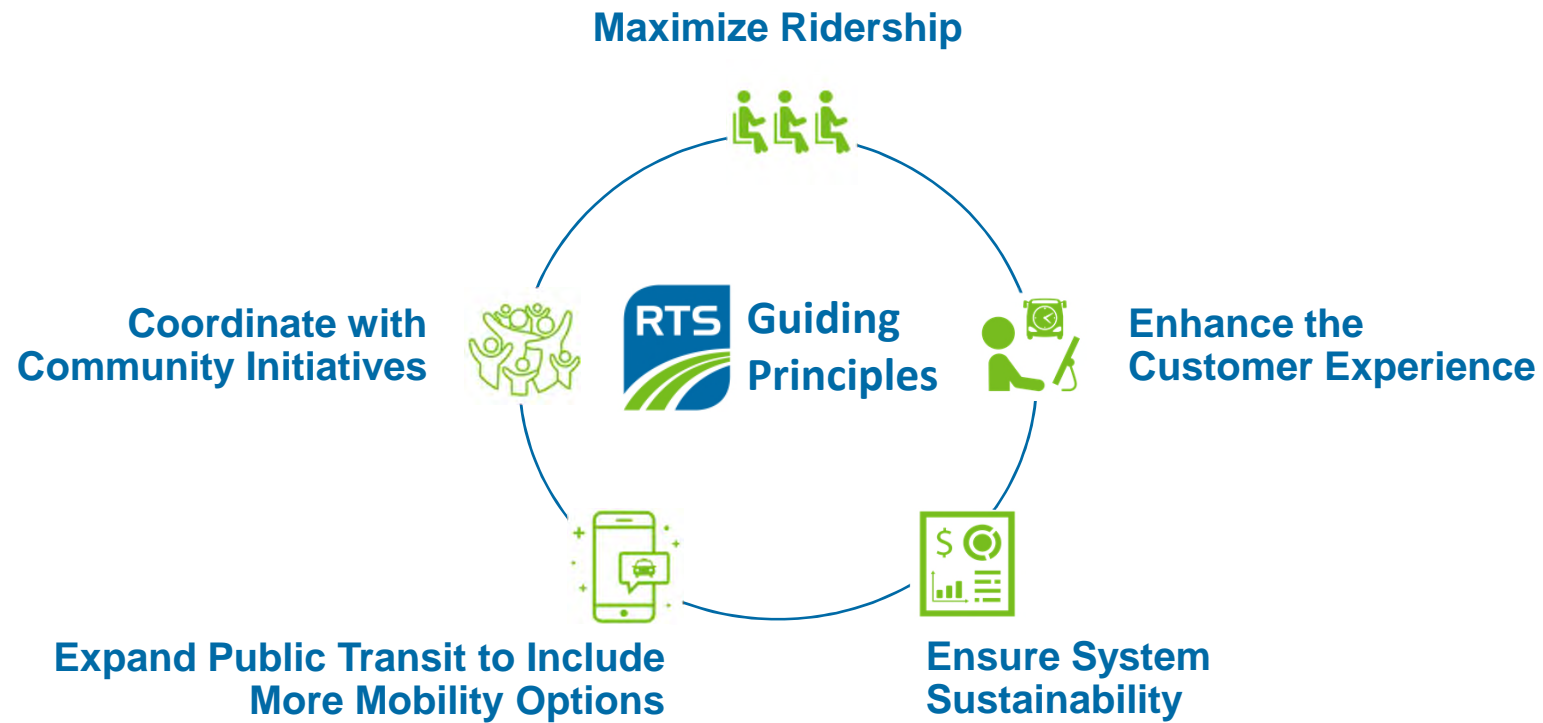
**Additional
Service
Hours**

**Shorter
Waits**

**Faster, More
Direct Service**

**Connections
to Jobs**

Guiding Principles



Mobility Toolkit

FREQUENT

Service along major mixed-use corridors with transfer points to other routes



All day span 5am to midnight weekdays,
6am to midnight weekends

Frequent 15-minute service
6am to 6pm weekdays



1/4 to 1/3 mile stop spacing



Articulated bus



Standard bus

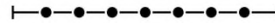
LOCAL

Bus service providing circulation within neighborhoods, connecting them to the frequent transit network



All day span 5am to midnight weekdays,
6am to midnight weekends

30 to 60-minute frequency
30-minute frequency 6am to 6pm weekdays



1/4 mile stop spacing



Standard bus

COMMUNITY MOBILITY ZONE

Fixed-route, regional partnerships, vanpools, shuttles, etc.



Tailored to market demand.
Currently unfunded.



1/4 mile stop spacing or



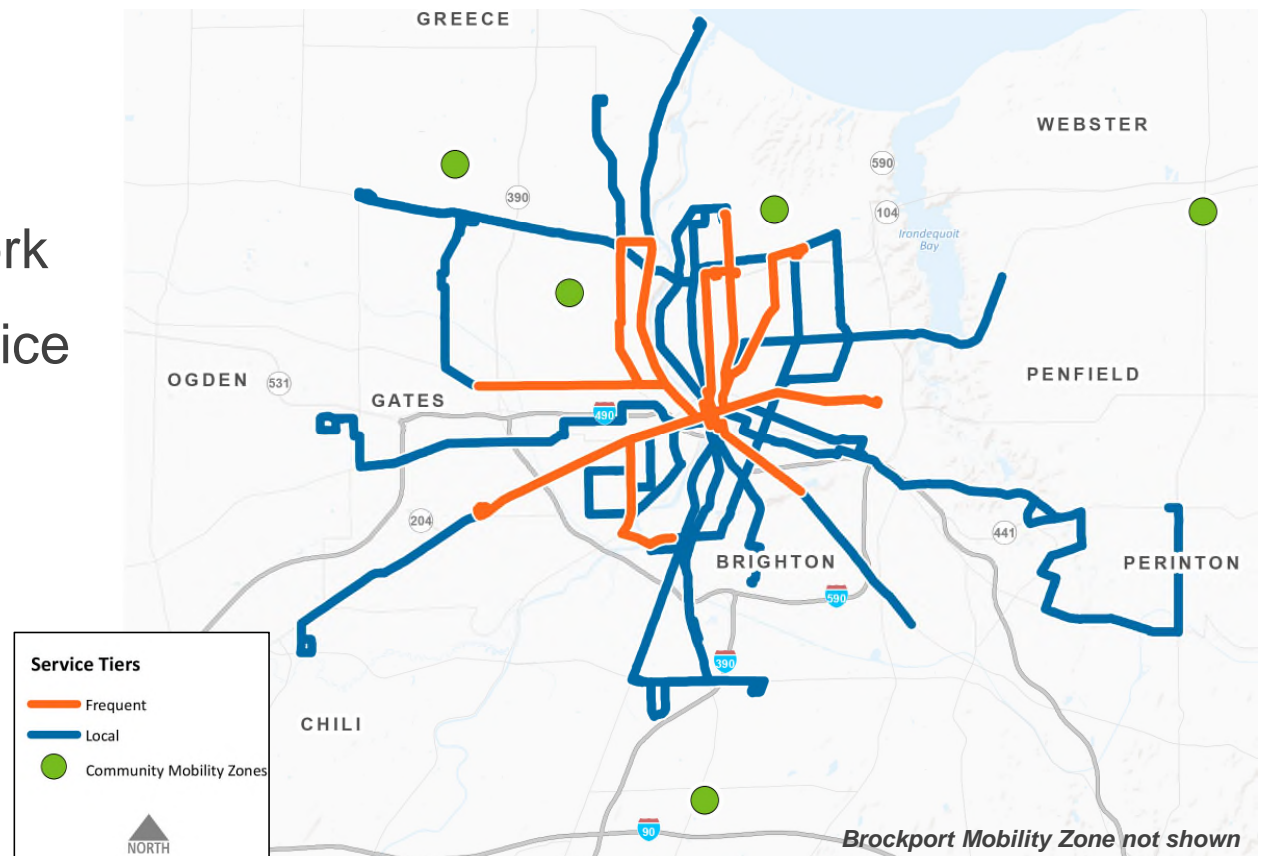
Point to point



Small bus or mobility
on demand

Proposed Network

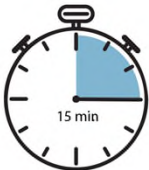
- Focused service
- New frequent network
- Simplified local service
- New crosstown connections



Frequent Routes

FREQUENT

Service along major mixed-use corridors with transfer points to other routes



All day span 5am to midnight weekdays,
6am to midnight weekends

Frequent 15-minute service
6am to 6pm weekdays



1/4 to 1/3 mile stop spacing



Articulated bus

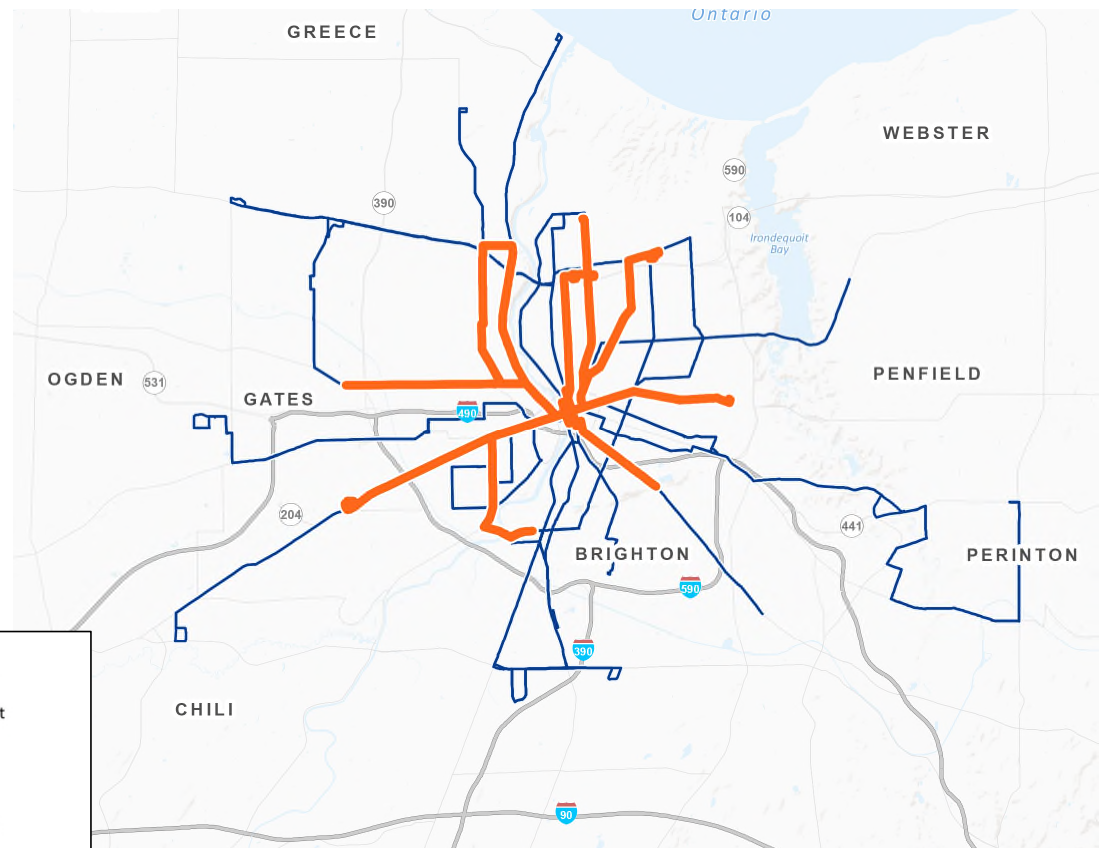


Standard bus

Service Tier

— Frequent

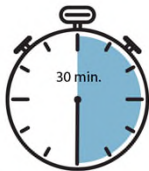
— Local



Local Routes

LOCAL

Bus service providing circulation within neighborhoods, connecting them to the frequent transit network

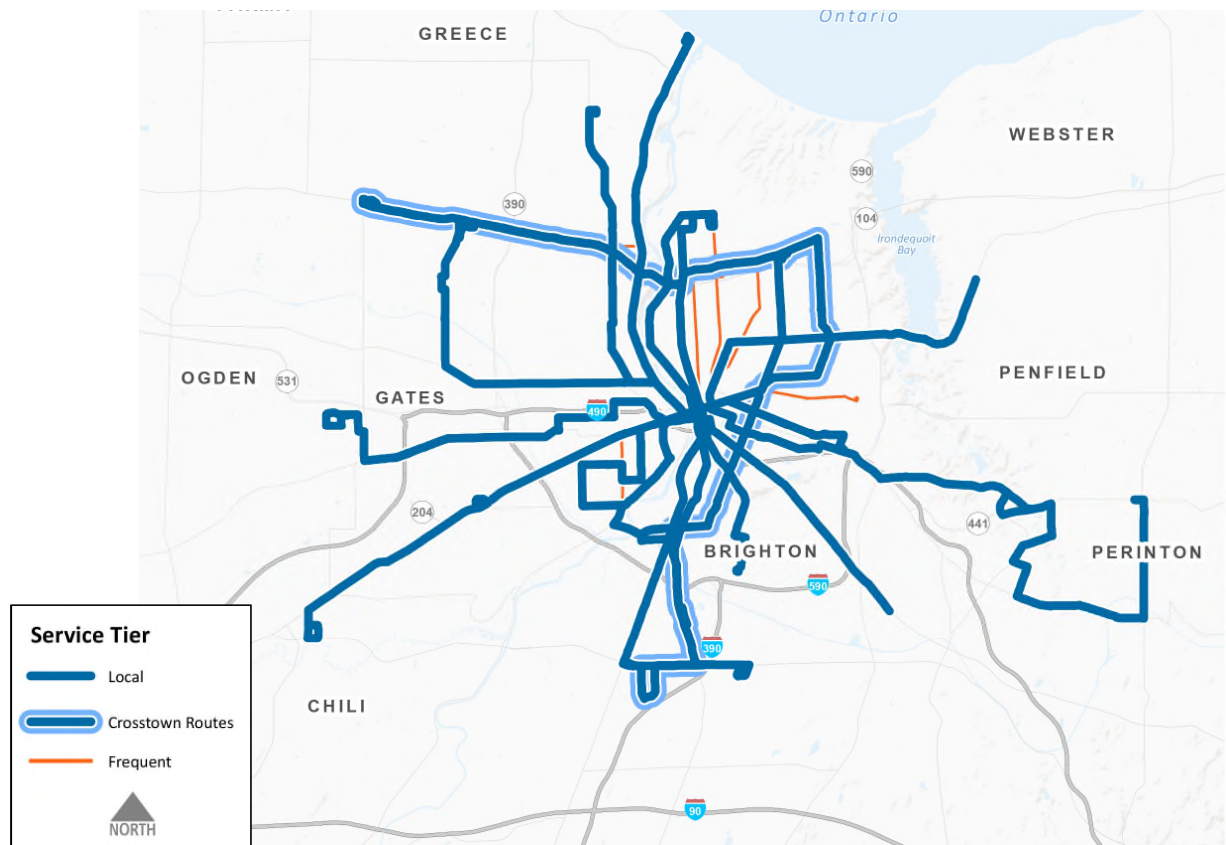


All day span 5am to midnight weekdays,
6am to midnight weekends

30 to 60-minute frequency
30-minute frequency 6am to 6pm
weekdays



Standard bus



Service Tier

- Local
- Crosstown Routes
- Frequent



Community Mobility Zones

COMMUNITY MOBILITY ZONE

Fixed-route, regional partnerships, vanpools, shuttles, etc.



Tailored to market demand.
Currently unfunded.



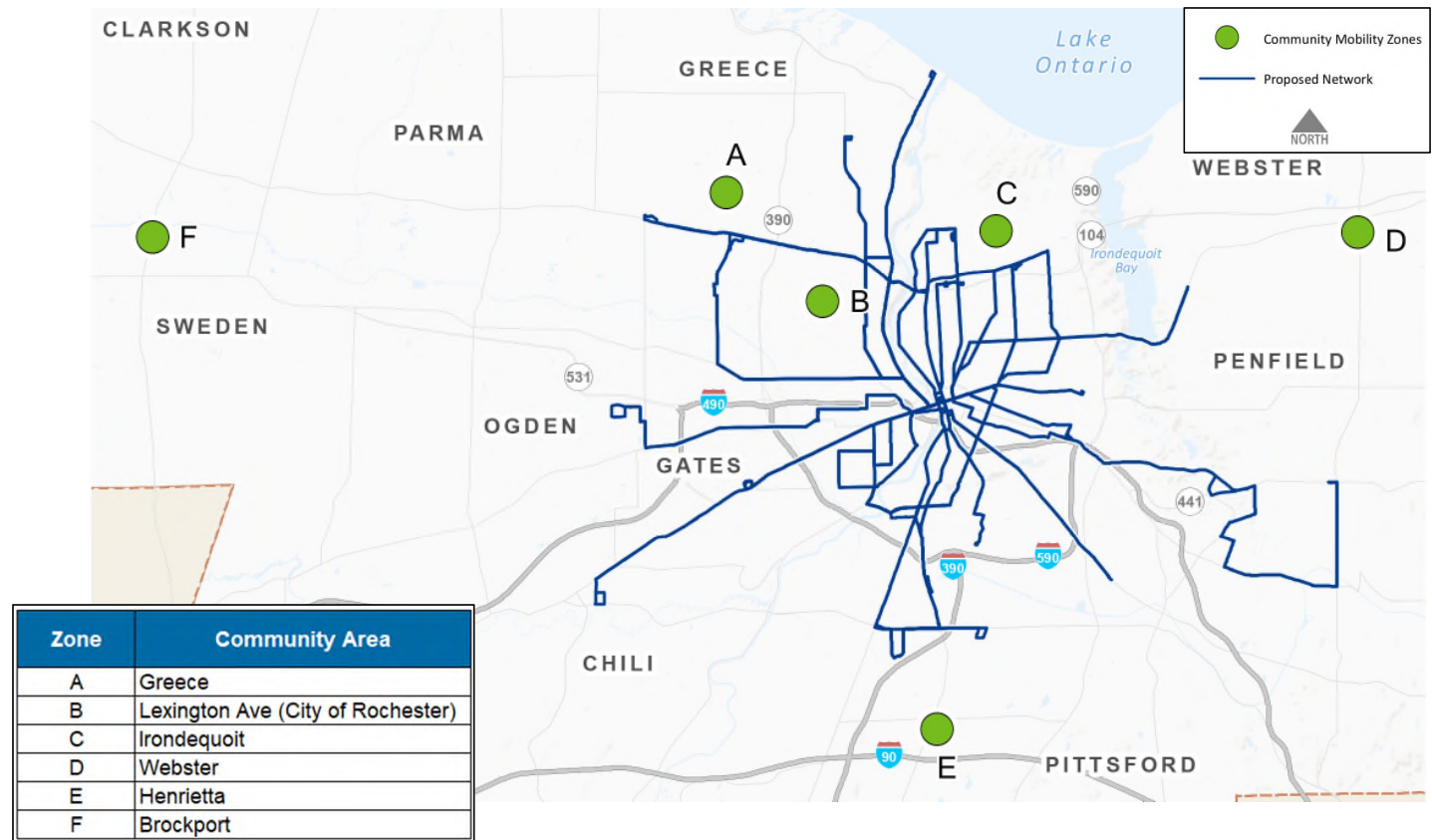
1/4 mile stop spacing or



Point to point

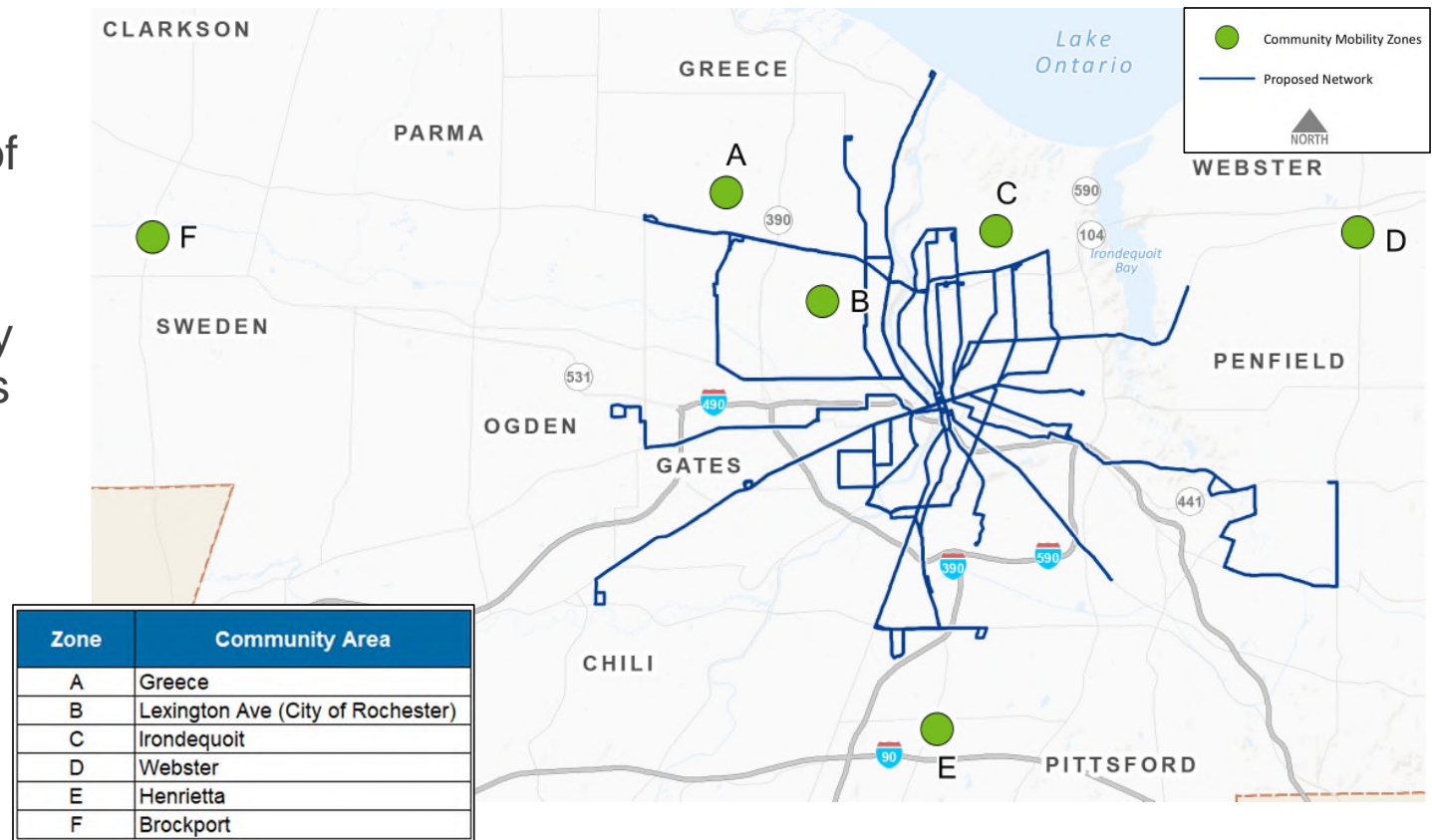


Small bus or mobility
on demand



Community Mobility Zones

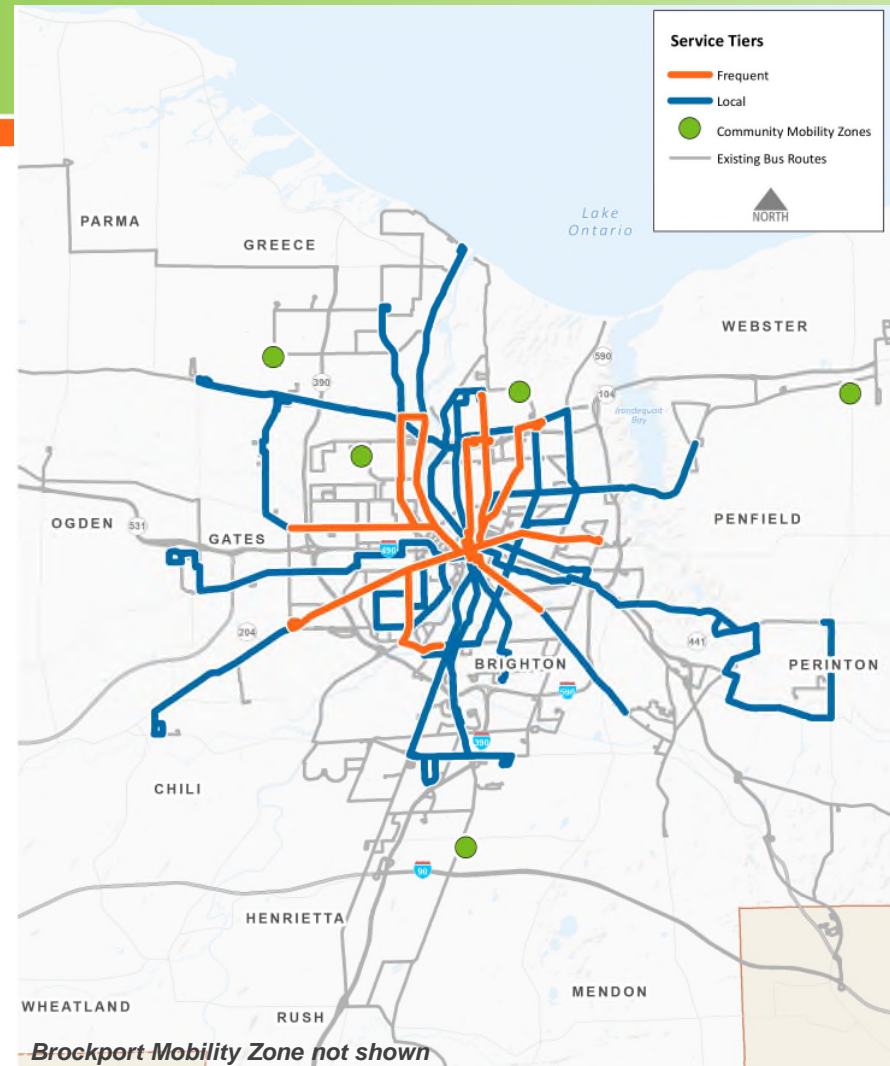
- Currently in unfunded portion of plan
- Upcoming mobility management study will explore options for these areas



Proposed Network






- Ten frequent routes
- Simplified local service
- Two new crosstown connections
- Six mobility zones



Customer Benefits

New Frequent Network

- **64%** of existing customers will have access to 15 minute, all-day service
- **23%** of residents and **33%** of employees in Monroe County will have access to frequent service

	Frequent Network (15-Minute All Day Service)	
	Existing	Proposed
	0 weekday customers have access to frequent service	32,900 weekday customers will have access to frequent service
	0 people have access to frequent service	174,400 people will have access to frequent service
	0 jobs have access to frequent service	109,300 jobs will have access to frequent service

Based on ½ mile

Customer Benefits

Travel Time Improvements

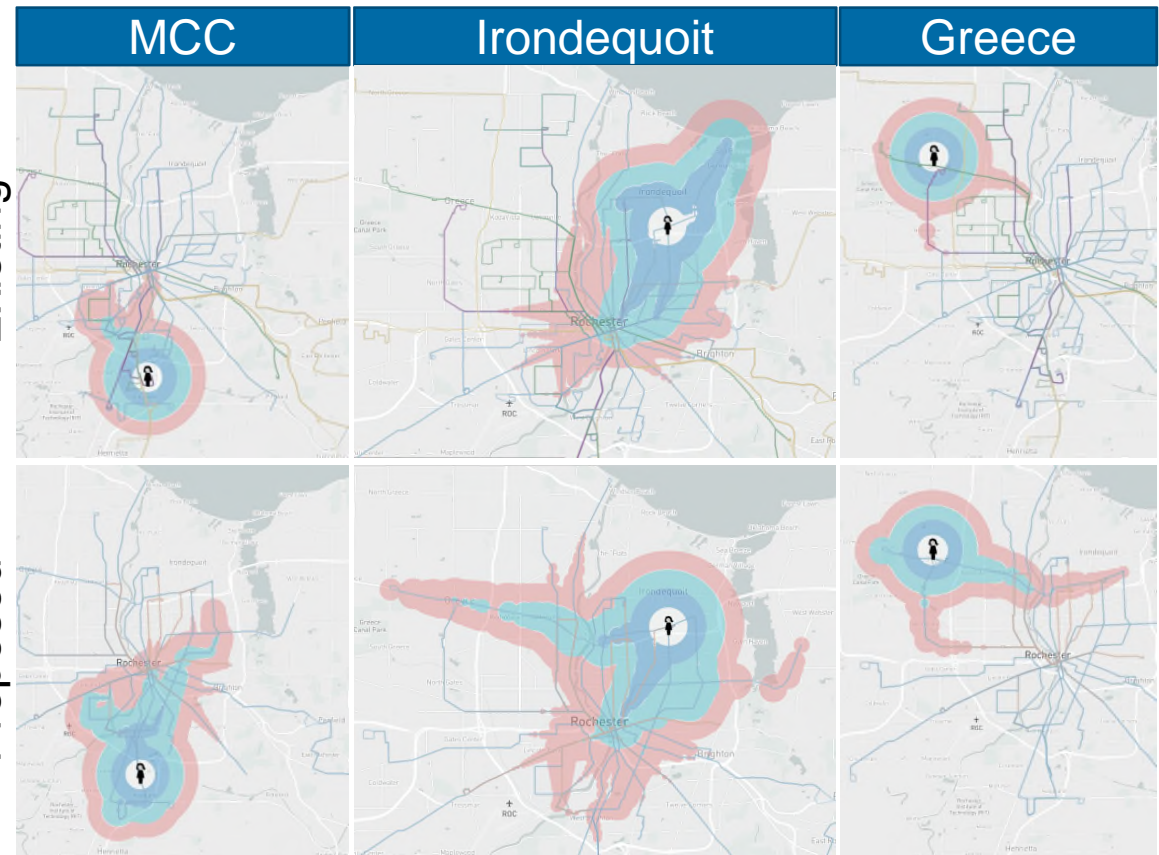
- Improved travel times from new cross town connections and streamlined routes

How far on can a customer go on average at 5pm on a weekday?

15 min
30 min
45 min
60 min

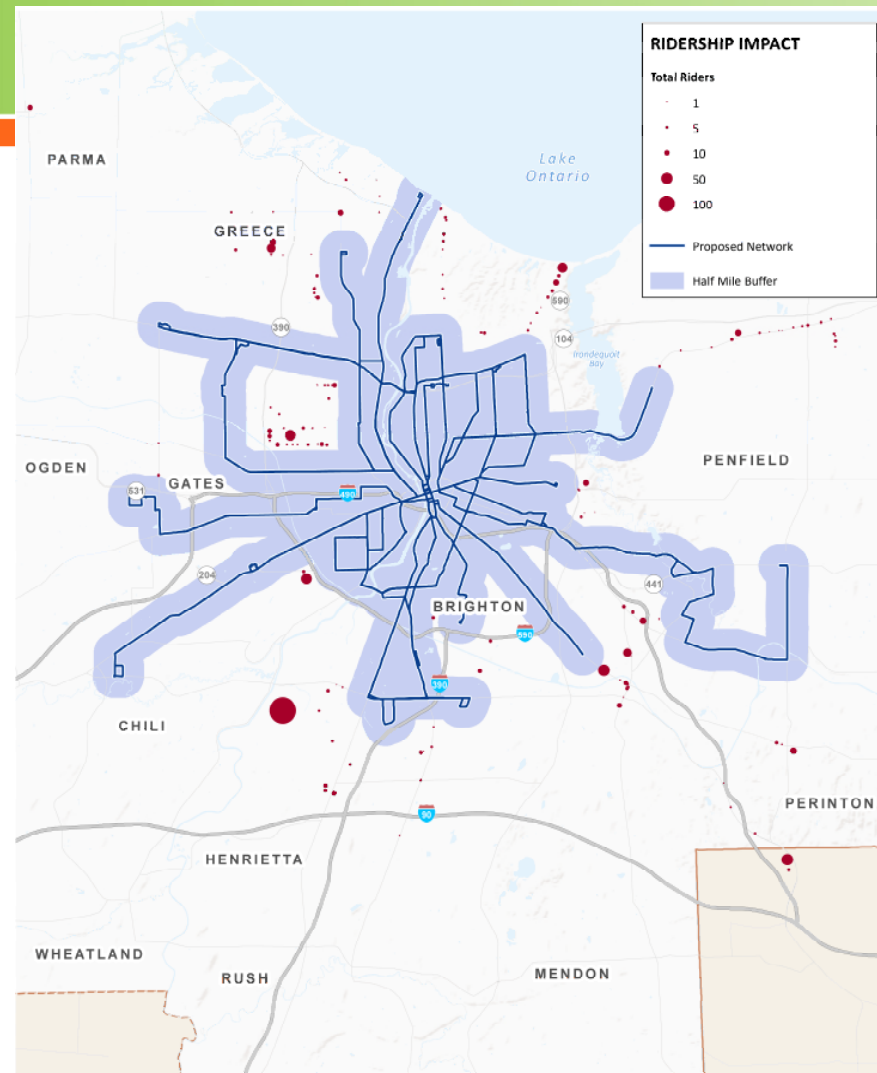
Existing

Proposed



Customer Impacts

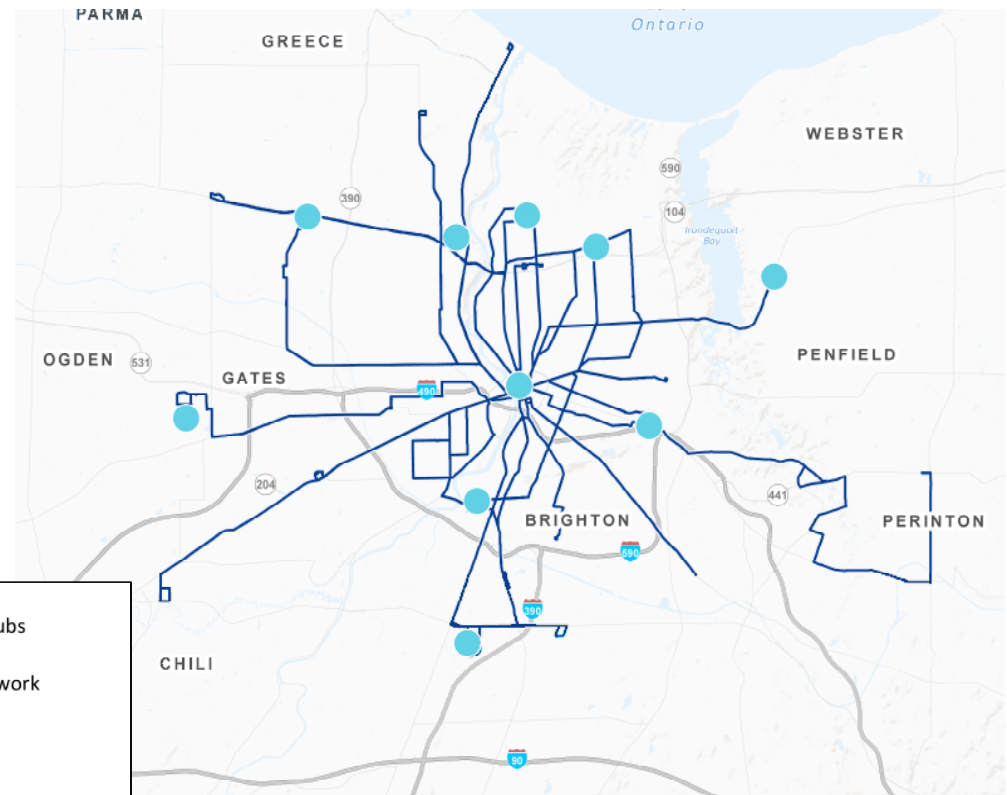
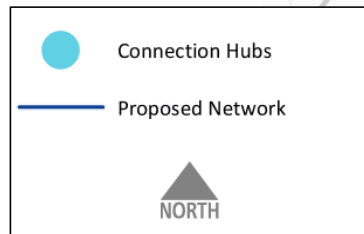
- 5% of current customer trips fall outside of a 10-minute walk to service
- Community Mobility Zones will reduce these impacts through alternative mobility solutions



Capital Improvements

Connection Hubs

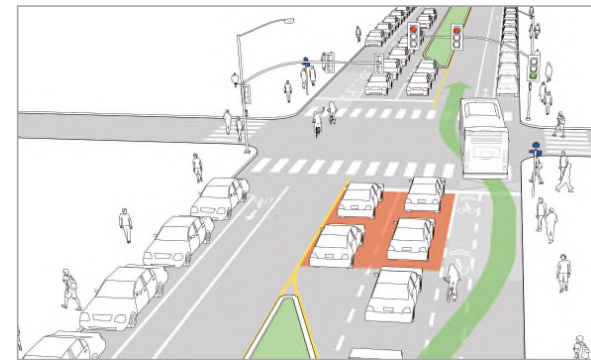
- Ideal locations include
 - Key network convergence points that maximize connections to the transit system
 - Outer network areas where fixed-route transitions to more cost-effective mobility options



Capital Improvements

Enhanced Transit

- Transit priority along key corridors
 - Transit signal priority (TSP)
 - Queue jumps and bypass lanes
- Enhanced stops
 - Real time arrival information
 - Level boarding platforms
 - Security features such as cameras and lighting
- Enhanced buses
 - Branded electric buses
 - Low-floor vehicles
 - High-capacity vehicles



Outreach Strategy



**Advertising &
Media Outreach**



**Stakeholder
Workshops**



**Public
Information
Sessions**



**Online
Interactive
Mapping Tool**



**Pop-Up
Sessions at RTS
Transit Center
and Community
Locations**

60+ Outreach Events Scheduled in May

- 3 Public Information Sessions
- 6 Focus Groups
- CEO Outreach

- 29 Transit Center Pop-Up Sessions
- 7 Community Pop-Up Sessions
- 21 Employee Pop-Up Sessions

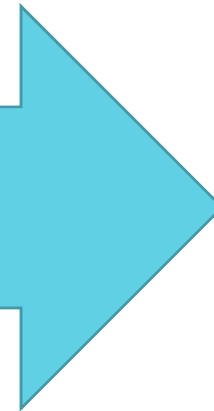
Next Steps



Continue community
and stakeholder
engagement



Refine draft network
plan (Spring and
Summer 2018)



Summary

- Plan maximizes system efficiency within current funding.
- Recommended changes meet the objectives outlined by the Guiding Principles.
- New frequent network provides improved mobility to current customers, residents, and employees.
- New crosstown routes reduce customer travel times.
- Simplified local service is easier to understand and navigate.



Chief Executive Officer Report

- TOPS Report
- Project Highlight
- Miscellaneous



RTS Livingston Employee Recognition Dinner

April 10, 2018





RTS Wayne Employee Recognition Dinner

April 17, 2018





Miscellaneous

- Attended NYS Budget Presentation by Lieutenant Governor Hochul
- Met with Steve Goodman, FTA Region 2 Administrator

Reimagine RTS Meetings:

- Met with County Executive Dinolfo on Reimagine RTS
- Met with Mayor Warren on the Reimagine RTS Draft Recommendations
- Met with City Council President Loretta Scott on Reimagine RTS
- Met with County Legislature President Dr. Joe Carbone on Reimagine RTS
- Reimagine RTS Community Advisory Committee Meeting
- Met with RCSD Superintendent Deane-Williams about the Reimagine RTS Draft Recommendations

Other Meetings:

- Held a Customer Open House at the Rundel Memorial Library
- Participated in the Children's Agenda Board Meeting
- Attended ROC the Riverway Event

Financial Report

Presented by: Scott Adair, CFO

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

RGRTA - Consolidated Budget Status Report - FY 2017-2018
As of 3/31/18 (In Thousands)

Financial Report

	<u>Budget</u> 2017-18	<u>Un-Audited</u> 3/31/2018	<u>Budget</u> <u>Variance</u>
<u>Revenues</u>			
Total Locally Generated	\$ 29,788	\$ 28,359	\$ (1,429)
Total Government Subsidies	\$ 55,430	\$ 55,678	\$ 249
Mortgage Tax	\$ 10,550	\$ 9,543	\$ (1,007)
Grand Total Revenue	\$ 95,767	\$ 93,580	\$ (2,188)
<u>Expenses</u>			
Personnel			
Salary & Wages	\$ 41,986	\$ 41,362	\$ 624
Fringe Benefits	\$ 27,770	\$ 27,649	\$ 121
Total Personnel	\$ 69,756	\$ 69,011	\$ 745
Non-Personnel			
Services	\$ 7,883	\$ 7,107	\$ 776
Fuel/Lubricants	\$ 5,705	\$ 4,645	\$ 1,061
Parts	\$ 4,100	\$ 4,362	\$ (262)
Other	\$ 8,323	\$ 8,160	\$ 163
Total Non-Personnel	\$ 26,012	\$ 24,274	\$ 1,738
Grand Total Expenses	\$ 95,767	\$ 93,285	\$ 2,483
Net Income/Deficit From Operations & Subsidies	\$ -	\$ 295	\$ 295



ROCHESTER
GENESEE REGIONAL
TRANSPORTATION
AUTHORITY

BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	May 3, 2018
Presenter:	Rusty Korth
Subject:	Resolution Authorizing an Amendment of RGRTA 34-2015 to provide Parts Management Services
Background:	<p>In June of 2015, the Board of Commissioners (the "Board") authorized a contract with Management Consulting, Inc. (MANCON) to provide Parts Management Services.</p> <p>Resolution RGRTA 34-2015 established not-to-exceed amounts of \$10,919,348 for the initial three-year term and \$7,827,534 for the final two-year term of the contract. These contract limits were established based on our historical and projected parts expenses at that time. However, the Authority has previously informed the Board during this initial three-year term of the contract the parts expense has consistently exceeded its budget by a total of approximately \$2.4 million during this initial three-year term.</p> <p>During this time the Authority has been challenged with changing regulations and technology in the emission systems of the fleet. The Authority had previously presented to the Board the complexity of the fleets' emissions system to allow for a better understanding of why the parts budget has become so difficult to estimate for both budgeting and contracting purposes.</p> <p>The Authority is seeking to increase the not-to-exceed amounts for the initial three-year term by \$2,071,226 for a total of \$12,990,574 due to these emission system changes.</p> <p>In addition, RGRTA 34-2015 authorized the Authority to enter into a two-year extension of this contract at the expiration of the initial three year term (July 31, 2018). The initial approved</p>

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



	<p>authorization included a not-to-exceed price of \$7,827,534, which included fixed fees (labor, emergency services and fulfillment incentive) of \$1,394,650 and parts and consumables of \$6,432,884. The contract calls for parts and consumables to be provided at no markup from MANCON's cost. At this time, the Authority is recommending extending the contract with MANCON for the additional two-year term as the current working relationship and terms of the contract are satisfactory.</p> <p>However, the Authority requesting a change in the not-to-exceed value of the original request of \$7,827,534 to be fixed fees of \$1,394,650 and the actual cost of parts and consumables, as per the contract. The Authority anticipates parts and consumables will cost approximately \$8.5 million. The Authority believes this is the most operationally efficient way to contract and deliver these parts management services.</p>
Financial Impact:	<p>The financial impact of the adjustment to the initial three-year term of the contract totaling \$2,071,226 has previously been accounted for in prior fiscal years but the contract must be adjusted for this.</p> <p>The financial impact for the additional two-year extension beginning August 1, 2018 will be provided for in the 2018-2019 Authority operating budget and subsequent fiscal years budgets.</p>
Recommendation:	<p>The Chief Executive Officer or his designee is authorized to execute an amendment to the initial three-year term of the contract to increase the not-to-exceed authorization from \$10,919,348 to \$12,990,574 and to exercise a renewal option for a period of two years with an authorization which will combine the fixed fees (\$1,394,650) and actual amount spent by the Authority on parts and consumables..</p>

Resolution: RGRTA 19-2018

AUTHORIZING AN AMENDMENT OF RGRTA 34-2015 TO PROVIDE PARTS MANAGEMENT SERVICES

WHEREAS, the Rochester Genesee Regional Transportation Authority (the "Authority") executed an Agreement ("the Contract") with Management Consulting, Inc. (MANCON), pursuant to Resolution RGRTA 34-2015, to provide Parts Management Services; and

WHEREAS, due to rising parts expenses caused by changing regulations and technology surrounding the buses emission system, the Authority seeks to increase the not-to-exceed cost amount for the initial three-year term of the Contract by \$2,071,226; and

WHEREAS, RGRTA 34-2015 authorized the Authority to enter into a two-year extension of the Contract at the expiration of the initial three-year term (July 31, 2018). At this time, the Authority is recommending extending the Contract with MANCON for the additional two-year term as the current working relationship and terms of the Contract are satisfactory; and

WHEREAS, the initial approved authorization included a not-to-exceed price for the two-year extension of \$7,827,534 which included fixed fees (labor, emergency services and fulfillment incentive) of \$1,394,650 and parts and consumables of \$6,432,884. The Contract calls for parts and consumables to be provided at MANCON's cost. The Authority is requesting a change in the not-to-exceed amount in the two-year extension. The fixed fee portion of the original authorization remains the same at \$1,394,650 however, the parts and consumables portion will be the amount spent by the Authority on parts, which contractually will be at MANCON's. The Authority anticipates the parts and consumables cost to be approximately \$8.5 million over this two-year extension period. The Authority believes this is the most operationally efficient way to contract and deliver these parts management services.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee be authorized to amend the Contract the not-to-exceed amount for the initial three-year term of the contract to \$12,990,574, an increase of \$2,071,226; and

BE IT FURTHER RESOLVED that the Chief Executive Officer or his designee be authorized to execute a renewal option of the Contract for one additional two-year period with a not-to-exceed amount which shall be the combination of a fixed fee for services (\$1,394,650) and the actual amount the Authority spends on parts estimated to be \$8.5 million over the two year extension; and

BE IT FURTHER RESOLVED that RGRTA 34-2015 is hereby amended accordingly; 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 May 3, 2018 and that the Resolution is still in full force and effect.

Geoffrey Astles, Chairman

Date: May 3, 2018
Rochester, New York



Resolution Authorizing an Amendment of RGRTA 34-2015 to provide Parts Management Services

RGRTA 19-2018

Presented by Rusty Korth, Vice President of Maintenance

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Background

- On June 4, 2015 the Board of Commissioners authorized a contract with Management Consulting, Inc. (MANCON) to provide parts management services for an initial 3-year term with an optional 2-year renewal.
 - RGRTA has utilized a VMI (Vendor Managed Inventory) model for purchasing bus parts for our 40' and 60' heavy-duty buses since 2005.
 - The VMI model provides a variety of financial and operational benefits as compared to a self-managed inventory model.
 - MANCON was selected in 2015 over two other proposers based on their experience and success as a VMI vendor and their business model, which was a fixed fee for VMI services and no markup on parts.
 - MANCON has been providing VMI services to RGRTA since July 2015 and has continued to perform well.



Dramatic Change in Parts Expenses

- In 2014-15 we started seeing a trend of increasing parts expenses but even more concerning, an increasing variance between our budgeted and actual parts expenses.
- In-depth analysis was conducted in July – October of 2016 that identified the following primary root causes
 - Increased parts expenses
 - Increasingly complex emissions-related parts on buses 3 – 7 years old were reaching their end-of-life (see next slide for chart comparing our 2011 Fleet to our 2018 Fleet)
 - Our 500 series buses (50) were prematurely requiring engine rebuilds
 - Increased Budget vs. Actual variances
 - Parts budget had been developed primarily using historical data. This historical data did not account for the increasingly complex emissions technology moving into the fleet and was no longer an accurate predictor of our parts expenses.
- As a result a new parts budgeting process was developed in October 2016 for the 2017-18 fiscal year
- MANCON 5-year contract estimates were developed in May 2015 using the old process

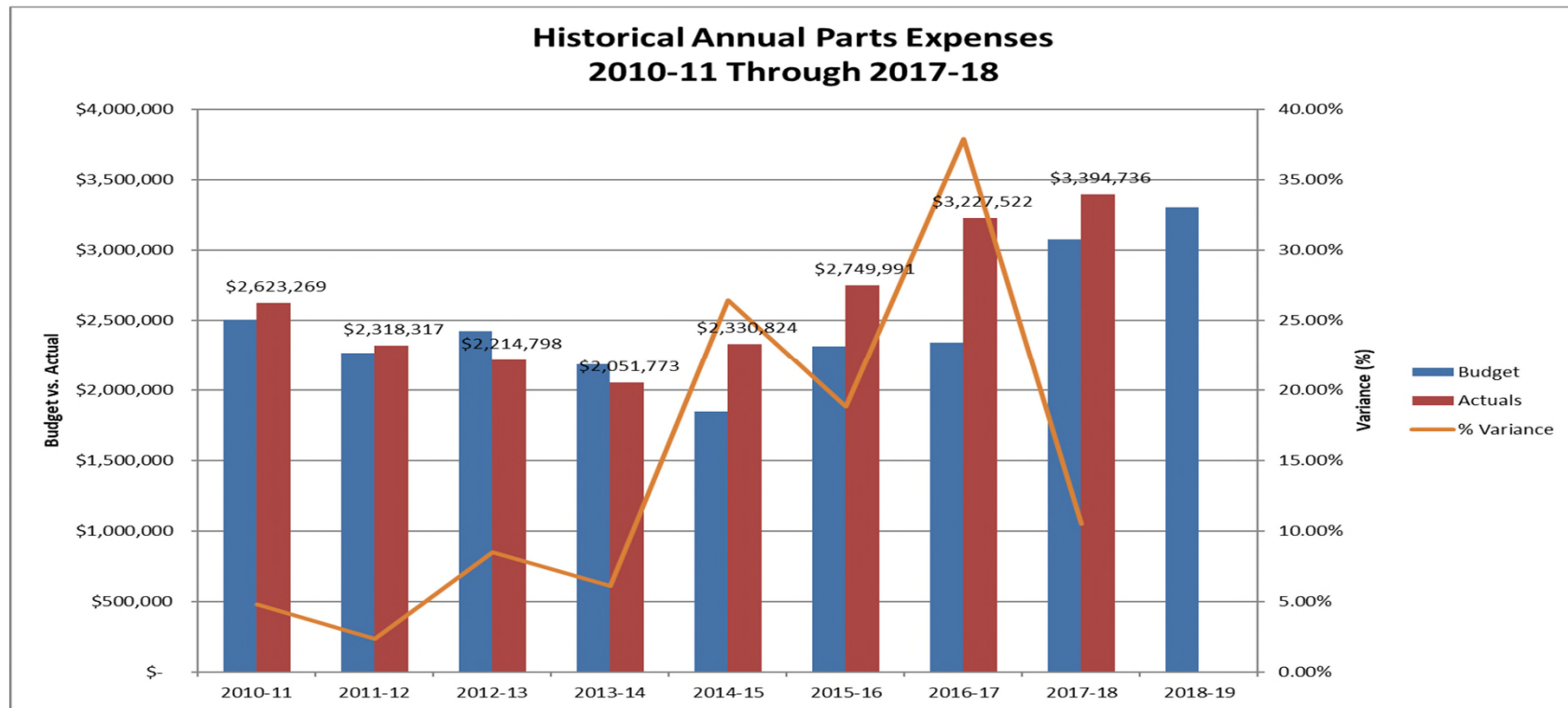


Fleet Composition (by year) and Emission System modifications (by series)

Series Type	Year	Number	Emission System	
1800 series (New Flyer)	2018	15	Modified EGR/Modified EGR Cooler, DPF/DOC, Integrated SCR and DEF dosing system, Split cooling system, Modified DPF/DOC/SCR	2018
1600 series (New Flyer)	2016	21	Modified EGR/Modified EGR Cooler, DPF/DOC, Integrated SCR and DEF dosing system, Split cooling system, Modified DPF/DOC/SCR	
1400 series (New Flyer)	2014	19	EGR/Modified EGR Cooler, DPF/DOC, Integrated SCR and DEF dosing system	
1300 series (New Flyer)	2013	33	EGR/EGR Cooler, DPF/DOC, SCR and DEF dosing system	
370 series (New Flyer Artic)	2013	20	EGR/EGR Cooler, DPF/DOC, SCR and DEF dosing system	
1290 series (New Flyer)	2012	5	EGR/EGR Cooler, DPF/DOC, SCR and DEF dosing system	
900 series (Gillig)	2011	21	EGR/EGR Cooler, DPF/DOC, SCR and DEF dosing system	
360 series (New Flyer Artic)	2010	10	EGR/EGR Cooler, DPF/DOC	
500 series (Gillig)	2009	50	EGR/EGR Cooler, DPF/DOC	
750 series (Gillig)	2007	22	EGR/EGR Cooler, DPF/DOC	
720 series (Gillig)	2005	19	Native DPF/DOC, EGR	2011
700 series (Gillig)	2004	8	Retrofit DPF, EGR	
800 series (Gillig)	2004	22	Retrofit DPF, EGR	
230 series (NABI)	2002	6	Retrofit DPF, Detroit EGR	
220 series (MCI)	2002	0	Retrofit DPF, Detroit EGR	
120 series (NABI)	2002	14	Retrofit DPF, Detroit EGR	
100 series (NABI)	2000	15	No DPF	
1250 series (New Flyer)	2000	33	No DPF	
340 series	1999	5	Retrofit DPF	
1200 series (New Flyer)	1998	15	No DPF	

Emission Maintenance becomes increasingly complex (i.e. expensive)

Little Emission System work required



As shown on the prior slide our current fleet makeup has much more complex emission systems. The ongoing maintenance and needed repairs spiked expenses beyond historical norms. The result was a significant variance. Current budgets reflect the higher experience.



Recommendation

That the Chief Executive Officer or his designee be authorized to execute an amendment to RGRTA 34-2015 for the initial three-year term of the contract to increase the not-to-exceed authorization from \$10,919,348 to \$12,990,574 and to exercise a renewal option for a period of two-years with an authorization which will combine the fixed fees (\$1,394,650) and actual amount spent by the Authority on parts and consumables (estimated to be \$8.5 million).



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BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	May 3, 2018
Presenter:	Miguel Velazquez
Subject:	Resolution Authorizing an Amendment of RGRTA 35-2017 for the System Redesign Study (Reimagine RTS)
Background:	<p>In June 2017, the Board of Commissioners authorized an agreement with Transportation Management & Design, Inc. (TMD) for a System Redesign Study. The Authority is satisfied with the quality of services that TMD has provided to date. As the System Redesign Study enters into the recommendation phases, the Authority would like to add the following additional services to the original scope of work:</p> <ol style="list-style-type: none">1. Two additional public information session about the Recommendations; and2. Public Outreach twice weekly for 6 weeks to answer questions/concerns about the draft recommendations; and3. Include ADA and Spanish survey options for feedback from the Draft Recommendations; and4. Public Outreach to answer questions/concerns about the Final Recommendations; and5. Prepare a Title VI review of the Final Recommendations for the FTA. <p>The total cost of these additional services is \$55,820. We are also requesting a 10% contingency for justified change orders resulting in a total increase of the contract with TMD of \$61,400. This will result in a total contract value of \$342,400.</p> <p>These additional services were contemplated as part of the original proposal process and this this is a logical extension of the TMD contract.</p> <p>The Authority has determined that the fee is fair and reasonable</p>

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	for these services and are based upon the original response to the Request for Proposals.
Financial Impact:	<p>The Authority will amend the agreement with TMD increasing the authorized amount by \$61,400. The total authorized amount for the contract will not exceed \$342,400. This amendment includes an additional \$5,580 for justified change orders.</p> <p>The funding for this amendment is available in the Authority's 2018-2019 operating budget.</p>
Recommendation:	That the Chief Executive Officer or his designee be granted authority to amend the original agreement with TMD for additional services regarding the public outreach and Title VI work.

Resolution: RGRTA 20-2018

AUTHORIZING AN AMENDMENT FOR RGRTA 35-2017 FOR THE SYSTEM REDESIGN STUDY (REIMAGINE RTS)

WHEREAS, in June 2017, the Rochester Genesee Regional Transportation Authority (the "Authority") authorized Resolution RGRTA 35-2017 an agreement with Transportation Management & Design, Inc. (TMD) of San Diego, CA for the System Redesign Study (Reimagine RTS) project (the "Project"); and

WHEREAS, the Authority requires additional public outreach and FTA Title VI validation of the recommendations; and

WHEREAS, the Authority finds the proposed fee for the services to be fair and reasonable; and

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer and his designee be authorized to amend the agreement with Transportation Management & Design, Inc. (TMD) by \$61,400, which includes an approximate 10% contingency (\$5,580) for justified change orders, resulting in the maximum authorized amount of the contract increasing from \$281,000 to \$342,400; and

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

CERTIFICATION

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Quarterly Meeting of the Rochester-Genesee Regional Transportation Authority, which was held on May 3, 2018 and that the Resolution is still in full force and effect.

Geoffrey Astles, Chairman

Date: May 3, 2018
Rochester, New York



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BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	May 3, 2018
Presenter:	Dave Belaskas
Subject:	Resolution Amending Resolution RGRTA 36-2015 with Emcor Services Betlem for HVAC Services
Background:	<p>In June of 2015, the Board of Commissioners authorized a contract with Emcor Services Betlem of Rochester, New York, to perform HVAC Services for all Authority owned facilities. These services include inspections, preventative maintenance, repair, systems' operations, and systems' improvements.</p> <p>Resolution RGRTA 36-2015 established a not-to-exceed amount of \$179,700 for each year of the five (5) year contract. Subsequent to the aforementioned resolution, the Authority made capital investments detailed below that were either not completed or foreseen when the Board authorized Resolution RGRTA 36-2015. Therefore, the Authority is requesting to increase the not-to-exceed amounts for Year 4 to \$223,500 and Year 5 of the contract to \$230,500.</p> <p><u>Changes in Year 4:</u> The following items comprise the increase in the requested authorization:</p> <ul style="list-style-type: none">• Renovations to the Campus Operations Building at 1372 East Main Street as well as the addition to the Operations building have resulted in new HVAC units that will no longer be under warranty and will require preventative maintenance and possibly repairs beginning in Year 4 of the Contract. The increased cost for the preventative maintenance and repairs of these items is approximately \$39,500.• Preventative Maintenance services for the new RTS Orleans Building will cost approximately \$4,100.

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	<ul style="list-style-type: none"> Preventative Maintenance services for the Addition/Renovation of the RTS Livingston facility will increase the HVAC Services costs for that facility by \$200. <p><u>Changes in Year 5:</u> The Authority anticipates the RTS Wyoming facility will be opened during Year 5 of the contract. Therefore, the Authority is requesting the not to exceed for Year 5 to be increased by an additional \$7,000 for preventative maintenance services.</p> <p>The Authority has determined that the pricing proposed by Emcor Services Betlem to be fair and reasonable.</p>
Financial Impact:	<p>The services are provided for in the 2018-2019 Authority Operating Budget.</p> <p>Future years operating budgets will contain the appropriate funding for the contract.</p>
Recommendation:	<p>The Chief Executive Officer or his designee be granted authority to amend the agreement with Emcor Services Betlem to increase the value of the contract for Year 4 to \$223,500 and Year 5 to \$230,500.</p>

Resolution: RGRTA 21-2018

RESOLUTION AMENDING RESOLUTION RGRTA 36-2015 WITH EMCOR SERVICES BETLEM FOR HVAC SERVICES

WHEREAS, the Rochester Genesee Regional Transportation Authority (the "Authority") executed an Agreement with Emcor Services Betlem, pursuant to Resolution RGRTA 36-2015, to provide HVAC Services at Authority-owned facilities; and

WHEREAS, the Authority has made capital investments that were either not completed or foreseen when the original contract was executed and were, therefore, not contemplated in the financial impact of Resolution RGRTA 36-2015; and

WHEREAS, these Authority-owned facilities require additional HVAC services, which include regular inspections, preventative maintenance and repair, systems' operations, and mechanical systems' improvements; and

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designated representative is authorized to execute a Change Order to the Contract with Emcor Services Betlem for HVAC Services that increases the not-to-exceed amount for Year 4 of the contract to \$223,500; and

BE IT FURTHER RESOLVED that the Chief Executive Officer or his designee be authorized to execute a Change Order to the Contract with Emcor Services Betlem for HVAC Services that increases the not-to-exceed amount for Year 5 of the contract to \$230,500; and

BE IT FURTHER RESOLVED that the Chief Executive Officer or his designee are hereby authorized, empowered, and directed, for and on behalf of the Authority, to perform any and all actions and to execute any and all documents on behalf of the Authority as 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 May 3, 2018 and that the Resolution is still in full force and effect.

Geoffrey Astles, Chairman

Date: May 3, 2018
Rochester, New York



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BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	May 3, 2018
Presenter:	Daniel DeLaus
Subject:	Resolution Authorizing a Contract for State Lobbying Services
Background:	<p>As part of the recent procurement for Professional Legal Services, a category for State Transportation and Regulatory Law which included primarily State Lobbying Services was included. The Authority has successfully used such lobbying services for several years.</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 the <u>New York State Contract Reporter</u> on November 3, 2017 and the <u>Minority Reporter</u> on October 31, 2017.</p> <p>Two firms, The Grimaldi Firm and Excelsior Advocates, submitted proposals for State Lobbying services. These were reviewed as part of the Professional Legal Services Procurement and evaluated based upon experience, expertise, price and diversity practices and both firms scored equally at 86.25.</p> <p>The two firms scored equally which included the pricing component when compared to all Professional Legal Services. However, specific to these services the Grimaldi Firm was \$18,000 lower than Excelsior Advocates based on their lump sum annual price. Thus, the Authority is recommending the Grimaldi Firm.</p> <p>The Authority has determined that the price offered by the Grimaldi Firm is fair and reasonable. Also, the Grimaldi Firm is a responsible bidder.</p> <p>The contract will be for a term of one year with the Authority having the option to renew for four (4) additional one-year terms.</p>

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Financial Impact:	<p>The annual fee will be \$96,000. The cost for these services is contained in the Authority's 2018-2019 Operating Budget.</p> <p>Future years operating budgets will contain appropriate funding for these services.</p>
Recommendation:	<p>That the Chief Executive Officer or his designee be granted authority to enter into an Agreement with The Grimaldi Firm for an annual fee of \$96,000.</p>

Resolution: RGRTA 22-2018

AUTHORIZING THE AWARD OF A CONTRACT FOR THE PROVISION OF STATE LOBBYING SERVICES

WHEREAS, the Rochester Genesee Regional Transportation Authority (the "Authority") seeks to engage an outside firm for advise and services relating to State Transportation and Regulatory Law including primarily State Lobbying Services; and

WHEREAS, The Authority sought proposals by issuing a Request for Proposals (RFP) and publicly advertising it in the Rochester Business Journal and the New York State Contract Reporter on November 3, 2017 and the Minority Reporter on October 31, 2017; and

WHEREAS, two firms, The Grimaldi Firm and Excelsior Advocates, submitted proposals for State Lobbying. These were reviewed and evaluated based upon experience, expertise, price and diversity practices; and

WHEREAS, the Authority is recommending that the Board of Commissioners award the contract to The Grimaldi Firm; and

WHEREAS, the contract will be for a term of one year with the Authority having the option to renew for four (4) additional one-year terms; and

WHEREAS, the annual fee will be \$96,000. The cost for these services is contained in the Authority's Operating Budget and will be for subsequent years as needed; and

WHEREAS, the Authority has determined that the prices are fair and reasonable; and

WHEREAS, the project shall be funded using funds from the Authority's 2018-2019 Operating Budget and future years operating budgets; and

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee be authorized to enter into a term of one year with the Authority having the option to renew for four (4) additional one-year terms for an estimated total amount of \$96,000; 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 May 3, 2018 and that the Resolution is still in full force and effect.

Geoffrey Astles, Chairman

Date: May 3, 2018
Rochester, New York



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**BOARD OF COMMISSIONERS
AGENDA ITEM COVER SHEET**

Board Meeting Date:	May 3, 2018
Presenter:	Christian Mahood
Subject:	Resolution Authorizing the Award of a Contract for Communications Recording Support Services
Background:	<p>Pursuant to Resolution 12-2014, the Authority awarded a contract to Wilmac Co. to implement a voice logger system that records radio communications and selected phone lines at the RTS Transit Center and 1372 East Main Street facilities. The initial support and maintenance contract is up for this equipment and the Authority desires to renew the support and maintenance to extend the useful life of the system.</p> <p>The Authority also has a recording platform in the Customer Service Department, which was provided by Wilmac Co. and has been maintained through support and maintenance agreements for this system on 1 year increments.</p> <p>In order to achieve cost savings and operational efficiencies, the Authority desires to consolidate the software and hardware maintenance plans for both systems and enter into a 3 year agreement.</p> <p>The Authority has determined that the prices are fair and reasonable and that Wilmac Co. is also a sole source for support and maintenance of the system. The authority has also determined that Wilmac Co. appears to be a responsible firm.</p> <p>The agreement with Wilmac Co. will be from the date of contract execution through August 31, 2021.</p>
Financial Impact:	The total cost of maintaining both systems for the entire term is \$61,117. These services are funded in the Authority's 2018-2019 Operating Budget.

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	Future years operating budgets will contain the appropriate funding for the contract.
Recommendation:	That the Chief Executive Officer or his designee be granted authority to enter into an agreement with Wilmac Co. for Communications Recording Support Services .

Resolution: RGRTA 23-2018

RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR COMMUNICATIONS RECORDING SUPPORT SERVICES

WHEREAS, pursuant to Resolution 12-2014, the Authority awarded a contract to Wilmac Co. to implement a voice logger system that records radio communications and selected phone lines at the RTS Transit Center and 1372 East Main Street facilities. The initial support and maintenance contract is up for this equipment and the Authority desires to renew the support and maintenance to extend the useful life of the system; and

WHEREAS, the Authority also has a recording platform in the Customer Service Department, which was provided by Wilmac Co. and has been maintained through support and maintenance agreements for this system on 1 year increments; and

WHEREAS, in order to achieve cost savings and operational efficiencies, the Authority desires to consolidate the software and hardware maintenance plans for both systems and enter into a 3 year agreement; and

WHEREAS, the Authority has determined that the prices are fair and reasonable and that Wilmac Co. is also a sole source for support and maintenance of the system. The authority has also determined that Wilmac Co. appears to be a responsible firm; and

WHEREAS, The agreement with Wilmac Co. will be from the date of contract execution through August 31, 2021; and

WHEREAS, the project shall be funded using funds from the RGRTA operating budget.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee be granted authority to enter into an agreement with Wilmac Co. for a not to exceed amount of \$61,117 for Communications Recording Support Services; 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 May 3, 2018 and that the Resolution is still in full force and effect.

Geoffrey Astles, Chairman

Date: May 3, 2018
Rochester, New York



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**BOARD OF COMMISSIONERS
AGENDA ITEM COVER SHEET**

Board Meeting Date:	May 3, 2018
Presenter:	Christian Mahood
Subject:	Resolution Authorizing the Award of a Contract for the Provision of Dedicated Internet Service, Point-to-Point Ethernet Service and Cable Television Service
Background:	<p>The Authority seeks provision of dedicated internet service, point-to-point Ethernet service and cable television service to support its operations at the RTS Main Street Campus, RTS Transit Center, RTS Wyoming, RTS Wayne, RTS Orleans and RTS Access.</p> <p>The New York State Office of General Services (NYSOGS) conducted a competitive procurement for comprehensive telecommunications services. The contracts are divided into regions of New York State with Time Warner Northeast LLC being a successful bidder for services that meet the Authority's requirements and are available on NYSOGS contract # PS 67808.</p> <p>Cost of services is based upon unit pricing for dedicated internet service, point-to-point Ethernet service and cable television services.</p> <p>The Authority has determined that the prices are fair and reasonable and NYSOGS has determined that Time Warner Northeast LLC. appears to be a responsible firm.</p> <p>The agreement with Time Warner Northeast LLC will be from the date of contract execution through May 31, 2021, the term of the NYSOGS contract.</p>

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Financial Impact:	<p>Total estimated projected cost of services for a 3 year term is \$132,390 or \$44,130 per year. These services are funded in the Authority's 2018-2019 Operating Budget.</p> <p>Future years operating budgets will contain the appropriate funding for the contract.</p>
Recommendation:	<p>That the Chief Executive Officer or his designee be granted authority to enter into an agreement with Time Warner Northeast LLC for telecommunications services.</p>

Resolution: RGRTA 24-2018

AUTHORIZING THE AWARD OF A CONTRACT FOR THE PROVISION OF DEDICATED INTERNET SERVICE, POINT-TO-POINT ETHERNET SERVICE AND CABLE TELEVISION SERVICE

WHEREAS, the Rochester Genesee Regional Transportation Authority (the "Authority") seeks to purchase dedicated internet service, point-to-point Ethernet service and cable television service to support its operations at the RTS Main Street Campus, RTS Transit Center, RTS Wyoming, RTS Wayne, RTS Orleans and RTS Access; and

WHEREAS, the New York State Office of General Services has conducted a competitive procurement and awarded a contract for comprehensive telecommunications services which includes these services to Time Warner under Contract # PS 67808 which terminates on August 15, 2021; and

WHEREAS, the Authority is eligible to participate in the New York State Office of General Services Time Warner Northeast LLC Contract # PS 67808; and

WHEREAS, the Authority has determined that Time Warner Northeast LLC is able to supply the services that meet the Authority's technical requirements and NYSOGS has determined that Time Warner appears to be a responsible contractor; and

WHEREAS, the Authority desires to enter into a thirty-six (36) month agreement with Time Warner Northeast LLC for comprehensive telecommunications services; and

WHEREAS, the total estimated expenditures are projected to be \$132,390 which is within the maximum prices established by the New York State Office of General Services Contract # PS 67808; and

WHEREAS, the Authority anticipates incidental costs for occasional service moves and changes that can occur in response to the Authority's operational and business needs; and

WHEREAS, the Authority has determined that the prices are fair and reasonable; and

WHEREAS, the project shall be funded using funds from the RGRTA operating budget.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee is authorized to enter into a thirty-six month contract with Time Warner terminating in May 2021 for an estimated total amount of \$132,390 or \$44,130 per month; 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 May 3, 2018 and that the Resolution is still in full force and effect.

Geoffrey Astles, Chairman

Date: May 3, 2018
Rochester, New York



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**BOARD OF COMMISSIONERS
AGENDA ITEM COVER SHEET**

Board Meeting Date:	May 3, 2018
Presenter:	Christian Mahood
Subject:	Awarding a Contract for Software Maintenance Services to Support Trapeze Enterprise Asset Management Software
Background:	<p>The Authority utilizes Trapeze Enterprise Asset Management (EAM), a specialized computer-based asset management system that supports an array of functions. These functions are across the Authority's entire fleet and include bus maintenance, asset tracking, fluids management, work order management, bus availability, time management, warranty claims and parts tracking.</p> <p>EAM is one of thirteen (13) software products from Trapeze, Inc. that are currently utilized by the Authority. The Authority's Software Maintenance Plan for this software has concluded and the Authority desires to enter into a one-year software maintenance agreement, which will allow the Authority to procure a new Software Maintenance Agreement for all thirteen (13) of its Trapeze products effective April 1, 2019.</p> <p>The Authority has determined that Trapeze is the sole source supplier of the required maintenance services due to the proprietary nature of the software and the unique knowledge and skills required to provide these services.</p> <p>In recognition of these unique qualifications, and a review of alternative strategies for supporting and maintaining this software, the Authority has determined that it is in its best interest to forego a competitive solicitation for these services and, instead, enter into a sole source agreement for these services.</p>
Financial Impact:	The one year contract totals \$80,622. The services are funded as part of the 2018-2019 Operating Budget.

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Recommendation:	That the CEO be granted authority to enter into a one-year contract with Trapeze Inc. for the support and maintenance of Trapeze EAM software operated by RTS Monroe, RTS Access and its regional operating facilities.
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Resolution: RGRTA 25-2018

AWARDING A CONTRACT FOR SOFTWARE MAINTENANCE SERVICES TO SUPPORT TRAPEZE ENTERPRISE ASSET MANAGEMENT SOFTWARE

WHEREAS, the Authority utilizes Trapeze Enterprise Asset Management (EAM), a specialized computer-based asset management system that supports an array of critical functions including bus maintenance, asset tracking, fluids management, work order management, bus availability, time management, warranty claims and parts tracking for RTS Monroe, RTS Access, all regional vehicles and non-revenue vehicles; and

WHEREAS, this products relies on customized and proprietary software interfaces, and structure that enable data and information to be quickly and accurately exchanged between the various pieces of equipment and systems; and

WHEREAS, the Authority has determined that Trapeze is the sole source supplier of the required maintenance services due to the proprietary nature of the software and the unique knowledge and skills required to provide these services; and

WHEREAS, in recognition of these unique qualifications, and a review of alternative strategies for supporting and maintaining this software, the Authority has determined that it is in its best interest to forego a competitive solicitation for these services and , instead, enter into a sole source agreement for these services; and

WHEREAS, the one-year contract has a few of \$80,622; and

WHEREAS, the Authority has determined that Trapeze is a responsible firm; and

WHEREAS, the services are funded in the Authority's 2018-2019 Operating Budget.

NOW THEREFORE BE IT RESOLVED, that the Chief Executive Officer or his designee be granted authority to enter into a contract with Trapeze Inc. for the support and maintenance of Trapeze EAM software operated by RTS Monroe, RTS Access and its regional operating facilities.; and

CERTIFICATION

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Geoffrey Astles, Chairman

Date: May 3, 2018
Rochester, New York



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**BOARD OF COMMISSIONERS
AGENDA ITEM COVER SHEET**

Board Meeting Date:	May 3, 2018
Presenter:	Scott Adair
Subject:	Resolution Authorizing the Disposal of Buses and Other Assets
Background:	<p>The Authority periodically retires buses and other assets after they reach the end of their anticipated service life, become obsolete, or are no longer suitable or necessary for the provision of public transportation services by the Authority.</p> <p>The Authority has determined that the items included in Attachment A have reached the end of their service life and are eligible for disposal.</p>
Financial Impact:	RGRTA expects minimal revenue from the sale of the buses, non-revenue vehicle and other assets. RGRTA anticipates that any remaining assets will be scrapped or recycled.
Recommendation:	That the Chief Executive Officer or his designee be granted authority to dispose of items listed in Attachment A to the resolution in accordance with the Authority's Surplus Property Disposition Policy and Procedures.

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Resolution: RGRTA 26-2018

RESOLUTION AUTHORIZING THE DISPOSAL OF BUSES AND OTHER ASSETS

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

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

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

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

CERTIFICATION

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Geoffrey Astles, Chairman

Date: May 3, 2018
Rochester, New York

ATTACHMENT A

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<u>Bus #</u>	<u>Manufacturer</u>	<u>Vin#</u>
RTS Monroe 731	2005 Gillig	15GGD291X61076363
RTS Ontario 9113	2011 Ford	1FDFE4FS6ADB00671
RTS Ontario 9115	2011 Ford	1FDFE4FS6ADB00685
RTS Ontario 9116	2011 Ford	1FDFE4FS6ADB00621
RTS Wayne 9533	2006 International	1HVBTA FM46H293969
RTS Wayne 9934	2006 International	1HVBTA FM06H293970
RTS Wayne 9535	2006 International	1HVBTA FM26H293971
RTS Wayne 9536	2006 International	1HVBTA FM46H293972
RTS Wayne 9537	2006 International	1HVBTA FM66H293973
RTS Wayne 9539	2006 International	1HVBTA FMX6H293975
RTS Wyoming 9558	2006 Ford	1FDWE35P86HA92919
RTS Access 9825	2008 Ford	1FD3E35P78DB56333
RTS Access 9902	2009 Ford	1FDEE35P89DA69065
RTS Access 9907	2009 Ford	1FDEE35P19DA80893
RTS Access 9909	2009 Ford	1FDEE35P59DA80895
RTS Access 9912	2009 Ford	1FDEE35P09DA80898
RTS Genesee 9930	2009 Ford	1FDFE45P19DA24804
RTS Wyoming 9954	2009 Ford	1FDFE45P09DA88249
RTS Ontario 9964	2009 Ford	1FDFE45P69DA03169
RTS Ontario 9968	2009 Ford	1FDFE45P89DA10138
RTS Ontario 9972	2009 Ford	1FDFE45PX9DA10142
<u>Car #</u>	<u>Manufacturer</u>	<u>Vin#</u>
RTS Access #23	2008 Chevy Impala	2G1WS583381368505

<u>Item</u>	<u>Make</u>	<u>Serial</u>
Battery Backup	Schneider Electric	AS1342138198
Desktop Computer	Hewlett-Packard	2UA32213Y6
Desktop Computer	Hewlett-Packard	2UA32213XK
Desktop Computer	Hewlett-Packard	2UA32213XJ
Desktop Computer	Hewlett-Packard	2UA32213XV
Desktop Computer	Hewlett-Packard	2UA32213XH
Desktop Computer	Hewlett-Packard	2UA32213XQ

ATTACHMENT A

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Item	Make	Serial
Desktop Computer	Hewlett-Packard	2UA32213XS
Desktop Computer	Hewlett-Packard	2UA32213Y8
Desktop Computer	Hewlett-Packard	2UA1191GQT
Desktop Switch	D-Link	FA08167000061
Docking Station	Hewlett-Packard	5CG505ZVK6
Docking Station	Hewlett-Packard	CNU322XWZ9
Laptop Computer	Hewlett-Packard	CNU322BCH4
Laptop Computer	Hewlett-Packard	CNU322BCK2
Laptop Computer	Hewlett-Packard	CNU322BCFL
Laptop Computer	Hewlett-Packard	CNU322BCHJ
Laptop Computer	Hewlett-Packard	CNU322BCGD
Laptop Computer	Hewlett-Packard	CNU22103HK
Laptop Computer	Hewlett-Packard	CNU322BCM7
Laptop Computer	Hewlett-Packard	CNU322BCFL
Laptop Computer	Hewlett-Packard	CNU322BCFQ
Laptop Computer	Hewlett-Packard	CNU13449LL
Laptop Computer	Hewlett-Packard	CNU322BCJM
Laptop Computer	Hewlett-Packard	CNU322BCFX
Laptop Computer	Hewlett-Packard	CNU322BCHY
Laptop Computer	Hewlett-Packard	CNU322BCFC
Laptop Computer	Hewlett-Packard	CNU322BCFF
Laptop Computer	Hewlett-Packard	CNU322BCLC
Laptop Computer	Hewlett-Packard	CNU322BCKM
Laptop Computer	Hewlett-Packard	CNU13449LT
Laptop Computer	Hewlett-Packard	CNU13449LY
Laptop Computer	Hewlett-Packard	CNU239B53R
Laptop Computer	Hewlett-Packard	CNU322BCJW
Laptop Computer	Hewlett-Packard	CNU322BCFP
Laptop Computer	Hewlett-Packard	CNU322BCH6
Laptop Computer	Hewlett-Packard	CNU322BCM1
Laptop Computer	Hewlett-Packard	CNU322BCKX
Laptop Computer	Hewlett-Packard	CNU322BCL1
Laptop Computer	Hewlett-Packard	CNU322BCG9
Laptop Computer	Hewlett-Packard	CNU322BCH9
Laptop Computer	Hewlett-Packard	CNU22103GD
Laptop Computer	Hewlett-Packard	CNU322BCG2
Monitor	Hewlett-Packard	3CQ113N1J4
Monitor	Hewlett-Packard	3CQ101NKLK
Monitor	Hewlett-Packard	3CQ113N1HP
Monitor	Hewlett-Packard	3CQ21008RC
Monitor	Hewlett-Packard	3CQ113N1HR
Monitor	Hewlett-Packard	3CQ101NKLW

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<u>Item</u>	<u>Make</u>	<u>Serial</u>
Monitor	Hewlett-Packard	3CQ113N1HY
Monitor	Hewlett-Packard	3CQ102NQN1
Monitor	Hewlett-Packard	3CQ102NQMV
Monitor	Hewlett-Packard	3CQ2209KZH
Monitor	Hewlett-Packard	3CQ113N1R6
Monitor	Hewlett-Packard	CNK82702K7
Monitor	Hewlett-Packard	CNK82701Y8
Monitor	Hewlett-Packard	CN40240KC7
Monitor	Hewlett-Packard	CN40240KMS
Monitor	Hewlett-Packard	3CQ102NQMY
Monitor	Hewlett-Packard	CNN7501HWM
Monitor	Hewlett-Packard	3CQ113N1GH
Monitor	Hewlett-Packard	CN40240KM1
Monitor	Hewlett-Packard	3CQ00956KQ
Monitor	Hewlett-Packard	3CQ00956KK
Monitor	Hewlett-Packard	CND7323J2N
Monitor	Hewlett-Packard	3CQ113N1HZ
Switch	Cisco	FTX1234A5AX
Telephone Equipment	Avaya	00SP69001376
Telephone Equipment	Avaya	00SP69001362
Telephone Equipment	Avaya	01SP30000234
Telephone Equipment	Bogen	24007212
Wireless Access Point	Cisco	FTX132390L8