

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF  
ROCHESTER-GENESEE REGIONAL TRANSPORTATION AUTHORITY  
AND ITS SUBSIDIARIES  
October 7, 2021**

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

The meeting was called to order at 12:13 pm by Chairman Donald Jeffries who determined that a quorum was present in person and virtually.

**Present on Roll Call:**

➤ County of Monroe	Don Jeffries	=	5 votes
➤ County of Monroe	Terrence Rice	=	5 votes
County of Monroe	Judith Ahlfeld Seil	=	5 votes
➤ City of Rochester	William Ansbro	=	2 votes
➤ City of Rochester	Jerdine Johnson	=	2 votes
➤ City of Rochester	William McDonald	=	2 votes
➤ County of Livingston	Susanne Carlock	=	2 votes
➤ County of Ontario	Brian H. Young	=	3 votes
➤ County of Orleans	James R. Bensley	=	1 vote
➤ County of Seneca	Edward W. White	=	1 vote
➤ County of Wayne	Michael P. Jankowski	=	3 votes
➤ County of Wyoming	Rich Kosmerl	=	1 vote
➤ Amalgamated Transit Union	Jacques Chapman	=	<u>0 votes</u>

<b>Total Votes Possible</b>	<b>32</b>
<b>Total Votes Present</b>	<b>27</b>
<b>Votes Needed for Quorum</b>	<b>17</b>

**Others Present:**

Scott Adair, Chief Financial Officer  
 Jason Barnett, Manager of Technical Systems Support  
 David Belaskas, Director of Engineering & Facilities Management  
 Kirk Bethel, Manager of Customer Service  
 Julie Boasi, Director of Service Planning  
 Tom Brede, Public Information Officer  
 Mike Burns, Director of Accounting Services  
 Bill Carpenter, Chief Executive Officer  
 Mark Contestable, Senior Project Manager  
 Jay Corey, Director of Service Delivery  
 Daniel DeLaus, Chief Legal Counsel  
 Chris Dobson, VP of Transportation Services  
 Renee Elwood, Director of Well-Being & Inclusion  
 Justin Feasel, Manager of Purchasing & Project Management

Amy Gould, Chief People Officer  
Krystle Hall, Director of People Performance & Development  
Brandon Hettler, Technical Support Administrator II  
Laura Kenyon, Director of Communications & Customer Engagement  
Rusty Korth, VP of Maintenance  
Ryan Lokken, Manager of Maintenance Support Operations  
Chris Mahood, Director of Information Technology  
Sharon Muir-Eddy, Director of Budget  
Kelly Parisi, Executive Assistant to the CEO  
Earl Pearson  
Rory Pelliccia, WROC  
Jim Stack, Executive Director GTC  
Miguel Velazquez, Chief Operating Officer

## **B. Adoption of the Agenda**

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

Chairman Jeffries stated that since he is attending through Zoom he would like to turn the meeting over to Vice Chairman Young who will act as meeting Chair.

## **C. Approval of Minutes**

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

- RGRTA Regular Board Meeting Minutes of September 2, 2021
- Special Board Meeting Minutes of September 7, 2021

## **D. CEO Report**

Bill Carpenter, Chief Executive Officer, presented the CEO Report which included presentations from Amy Gould, Chief People Officer on Employee Engagement and Scott Adair, Chief Financial Officer and Bill, on the Impact of Changes to the RTS Connect System. (The power point presentations are attached to these Minutes).

### Questions/Comments on Employee Engagement:

- *Commissioner Johnson asked what the sense of the energy of the employees is? Amy Gould, Chief People Officer stated that the workforce is tired, but they are all committed. Amy noted our frontline employees are our main focus when it comes to some of our most recent engagement activities. Commissioner Johnson then asked if we are having any issues with employees not wanting to be vaccinated. Amy responded no, as of right now we do not mandate vaccinations.*
- *Commissioner Carlock asked if we knew how many of the employees responded as passive. Amy Gould, Chief People Officer responded that we could get that information.*

- Commissioner Ansbrow thanked Commissioner Chapman, as the Amalgamated Transit Union Representative on the Board, for the assistance with the school district and the teamwork between the Union and administration.

Questions/Comments on Impact of Changes on the RTS Connect System:

- Vice Chair Young wanted to thank the RTS team again for making sure that within two weeks of the request the schoolwork was in service.
- Commissioner McDonald asked if data could be provided with the frequent routes vs. what it is now so that we can see what the impact is to the public.
- Commissioner Jankowski asked a question about the over time that was mentioned, if there is a significant increase in overtime how will that affect our financials? Scott Adair, Chief Financial Officer stated we budget an amount of overtime hours per payroll period, and we have not seen that we are incurring more than anticipated. Commissioner Jankowski then asked how much it costs to train someone off the street to be an operator. Scott stated that this is about \$15,000-\$20,000 and that we have a number of training classes already budgeted for.
- Commissioner Rice asked if our current contract with the school district was a year and if in the past we had a multi-year contract. Bill Carpenter, CEO, responded that in May of 2019 the school board approved the administration to enter into a 5-year contract for transportation. The administration never executed that 5-year agreement. They have used that authorization to go forward with the agreements with us, but they have only done one year at a time.

On motion of Commissioner Rice, seconded by Commissioner Johnson, the CEO Report was accepted by unanimous vote.

## **E. Financial Report**

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

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

## **F. Proposed Resolutions**

**Resolution Authorizing the Award of a Contract for Phase II Construction of Electric Bus Infrastructure, RGRTA 39-2021**

- *Commissioner Jankowski asked if there is more infrastructure work that needs to be done off campus to get the electricity on the campus. Rusty Korth, VP of Maintenance, responded that is not needed at this time. As we scale up RG&E may need to upgrade substations. Our next phase is building a 60-bus charging depot and RG&E said they are confident they can provide the electricity for that without further outside infrastructure. Commissioner Jankowski then asked about the cost of the electricity, is there a hedge for buying electricity or is it a straight bill from RG&E. Scott Adair, CFO, stated that at this time it will be a straight bill, but as our consumption continues to increase, we will be looking at a potential hedging agreement so that we do not have to deal with fluctuations in rates. Rusty Korth, VP of Maintenance, also added that the timing of charging may have an impact on our demand charges. Ultimately resulting in additional cost.*
- *Commissioner Ansbro asked if we have seen any change in the States position on Zero Emission. Bill Carpenter, CEO, I have not heard Governor Hochul make any specific reference to Transit but has been very vocal on Climate change.*
- *Commissioner Bensley asked if we are going to look at hydrogen. Rusty Korth, VP of Maintenance, stated that he is a proponent for hydrogen fuel cell buses. They have a longer range and work more like a diesel bus, and we are going to look at both and my vision is to have a mixed fleet of zero emission vehicles.*

Resolution RGRTA 39-2021 was moved on motion of Commissioner Rice, seconded by Commissioner Johnson, the aforementioned Resolution, a copy of which is attached to these minutes, was unanimously approved.

**G. Consent Resolutions**

**Resolution Authorizing the Award of a Contract for Janitorial Services, RGRTA 40-2021**

**Resolution Authorizing the Award of a Contract for Vehicle Maintenance Services for RTS Livingston, RGRTA 41-2021**

- *Commissioner Rice asked if there is only one submission, are they the incumbent. Rusty Korth, VP of Maintenance stated that yes, they have been doing the work for a while now.*

**Resolution Approving the Election of a Director to the Greater Rochester Community Transportation Foundation (GRCTF), RGRTA 42-2021**

**Resolution Authorizing GTCS, Inc. to Execute a Contract for Professional Services to be Rendered to the Genesee Transportation Council for the City of Rochester Active Transportation Master plan, GTCS 4-2021**

Resolutions RGRTA 40-2021 through RGRTA 42-2021 and GTCS 4-2021 were moved on motion of Commissioner McDonald, seconded by Commissioner Carlock, the aforementioned

Resolutions, a copy of which are attached to these minutes, were approved with Commissioner Rice abstaining on GTCS 4-2021.

#### **H. Calendar**

Bill Carpenter, CEO, stated that Kelly Parisi has sent out a calendar invite for the Governance Retreat on December 8<sup>th</sup> and we will work to find a location.

#### **I. Adjournment**

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

Respectfully submitted,

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Jerdine Johnson, Secretary

Posted Date: October 21, 2021

## CEO Report

*Presented by: Bill Carpenter, CEO*



## Chief Executive Officer Report

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



# TOPS

## TRANSIT ORGANIZATION PERFORMANCE SCORECARD

2021-2022 • SECOND QUARTER

KEY RESULTS	SUCCESS INDICATORS	GOAL POINTS
<b>Financial Sustainability</b>	End of Year Net Income	15
<b>Customer Satisfaction</b>	Net Promoter Score (RTS in Monroe) Customer Satisfaction (RTS Access & Regionals) Customer Complaints	35
<b>Service Quality</b>	On-time Performance Pass-Ups RTS Access Booking	40
<b>Employee Engagement</b>	Employee Engagement & Satisfaction	10
		<b>GOAL 100</b>



# Q2 Employee Survey Results

Presented By: Amy Gould  
Chief People Officer



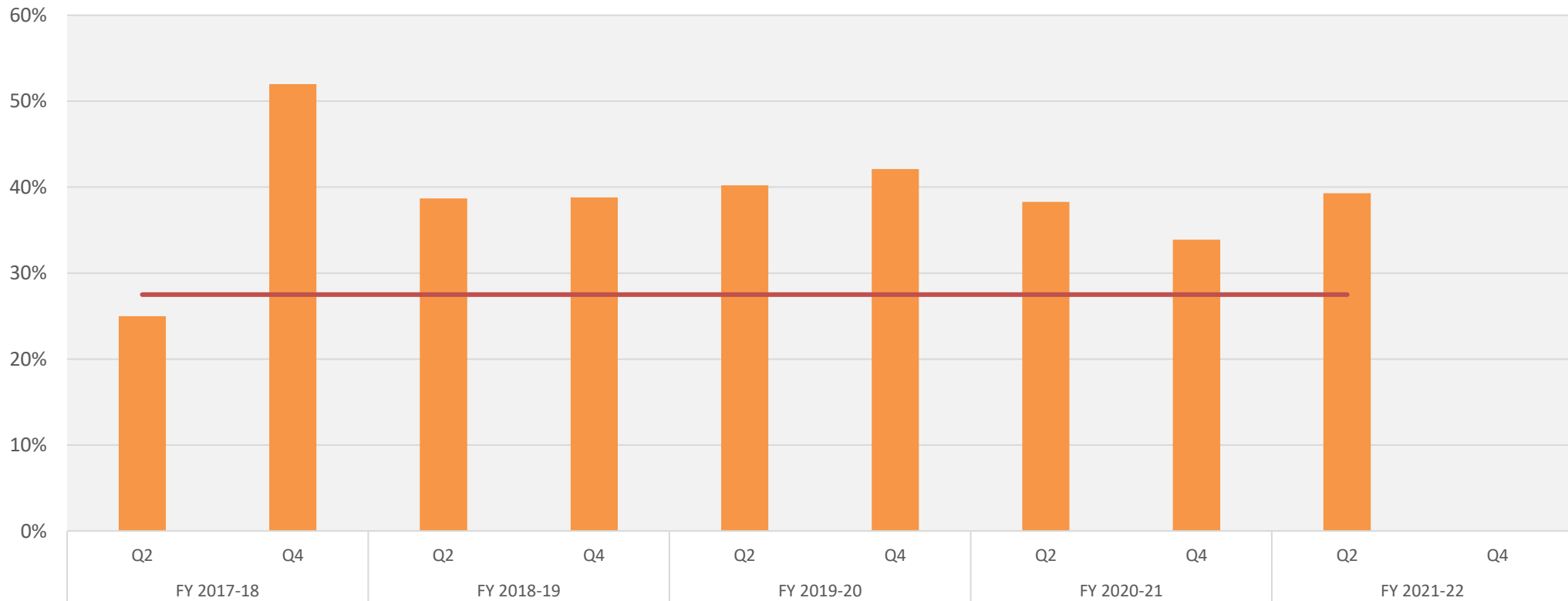
# Evolution of Employee Engagement Index

- Survey of employees began consistently FY 2010-11
- Survey results first incorporated into TOPS FY 2013-14
- Survey all employees in FY 2017-2018 (Q2) and (Q4)
- Condensed Q2 survey FY 2018-2019
- Leadership Team After Action Review
- Keep doing; Opportunity NOW; Opportunity FUTURE
- Key takeaways elevated to strategic planning process



# Participation

- Participation continues to remain above goal and is consistent with previous years (39.3%)

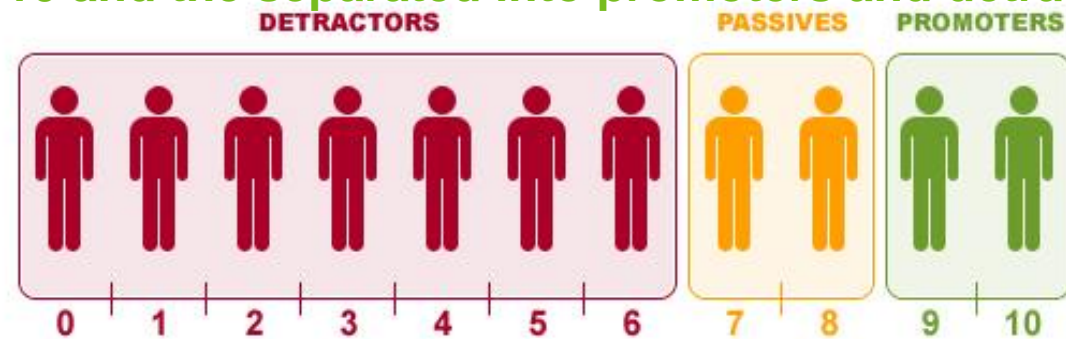


## Employee Engagement Index

- **Measured twice per year, in Q2 and Q4**
  - Q2 Survey ran September 10th – September 23rd
- **Contributes 10 goal points to TOPS**
- **Index Components:**
  - Employee Engagement: 5 possible points
  - Employee Satisfaction: 5 possible points

## Engagement

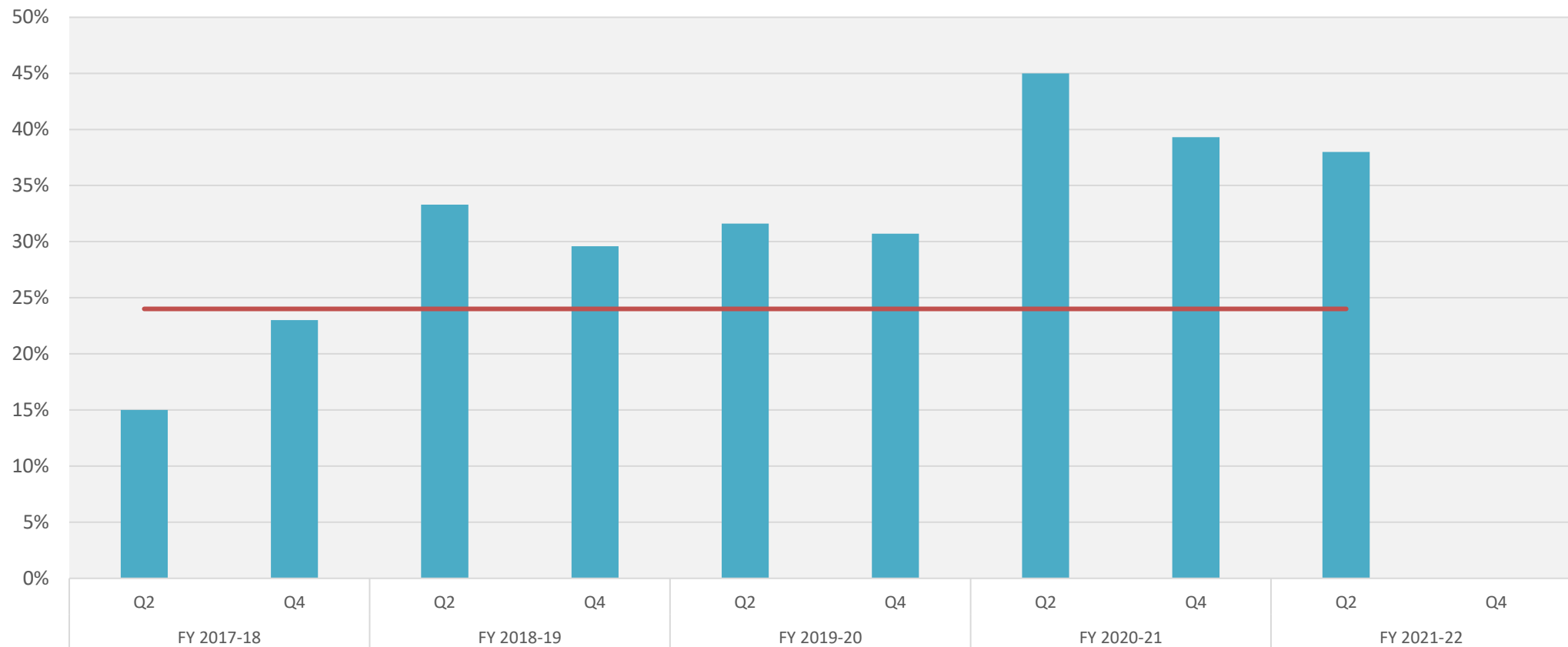
- **Measured by results from four statements:**
  1. I am motivated to go "above and beyond" what is expected of me at my job.
  2. I would stay with RTS if I was offered a similar job elsewhere for slightly higher pay.
  3. If a friend or family member was looking for a job, how likely is it that you would recommend RTS to them as a great place to work?
  4. If a friend or family member was interested in RTS public transit services, how likely is it that you would recommend RTS to them?
- **Just like with our NPS score, scores are 0-10 and the separated into promoters and detractors:**
  - To be counted as a promoter, 3 of the 4 questions should be scored 9 or higher.
  - To be counted as a detractor, 3 of the 4 questions should be scored 6 or lower.



$$\% \text{ Promoters} - \% \text{ Detractors} = \text{Employee Engaged Index}$$

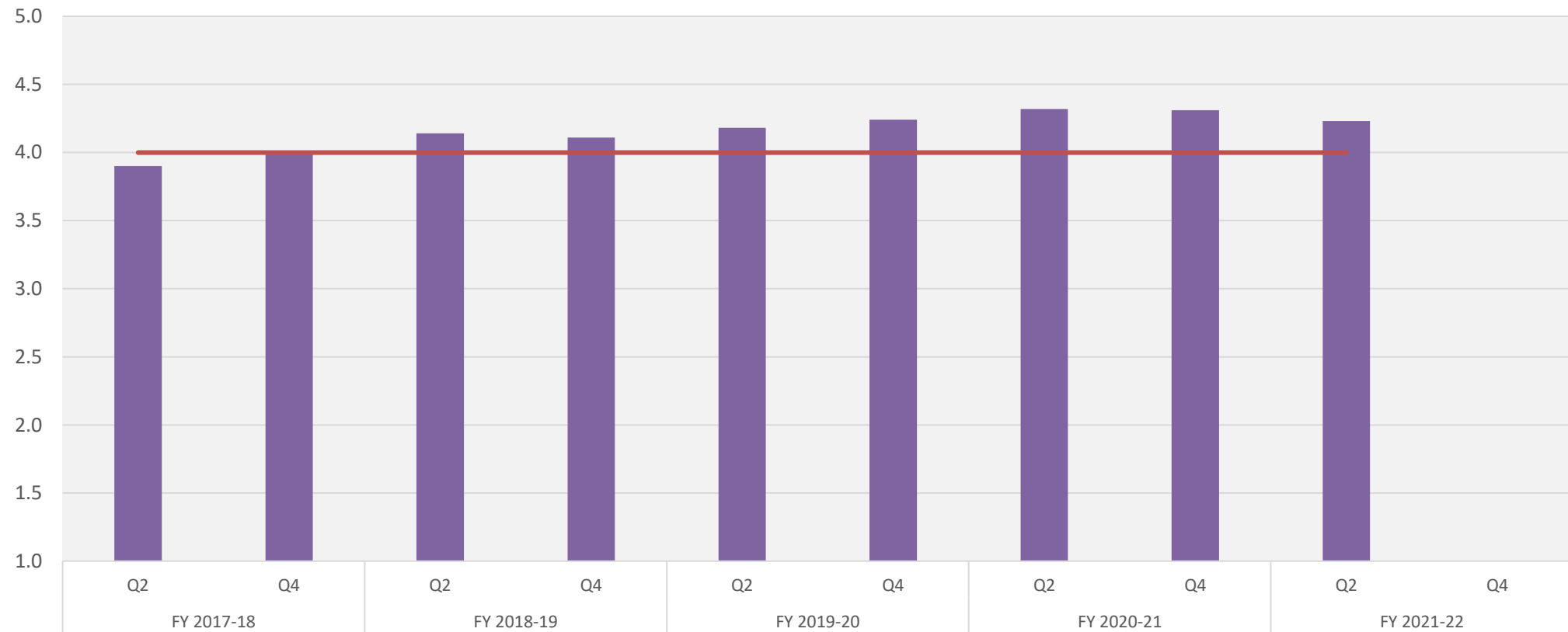
# Engagement

- Q2 score substantially higher than goal (38%)



# Satisfaction

- Q2 score down slightly, but still much higher than goal (4.23)



## The RTS Way

- What company value do you think RTS or your department should focus on?

### ENGAGEMENT & COLLABORATION



BRINGING OUR VALUES  
TO LIFE EVERY DAY

#### Integrity

- Take pride in your work and be accountable.
- Display professionalism in your attitude and appearance.
- Respond to requests accurately and timely.

#### Respect

- Demonstrate kindness when interacting with others.
- Support employee well-being efforts.
- Engage in friendly, good-natured conversations.
- Greet others with courtesy and a smile.

#### Diversity and Inclusion

- Listen and seek to understand diverse people and viewpoints.
- Proactively offer to help and support each other.

#### Engagement and Collaboration

- Build relationships through communication and teamwork.
- Recognize and share the contributions of others.
- Support a fun, energetic work environment.
- Communicate and collaborate across the organization.

#### Agility and Innovation

- Create and be open to new ideas and initiatives.
- Share knowledge and engage in opportunities to learn and improve.

#### Performance Focused

- Act on opportunities to make a difference and exceed expectations.
- Give and receive feedback in a productive manner.





**Let's make the  
world a better  
place to work**

## In Summary

- **Engagement**
  - 38.0% exceeds the goal of 24%
    - Performance broke out of the steady 30% range
- **Satisfaction**
  - 4.2 exceeds the goal and represents consistent performance.
    - Steady performance
    - **Participation holding steady in an unsteady world...**

## Chief Executive Officer Report

- TOPS Highlight
- Project Highlight
- Miscellaneous

# Impact of Changes to the RTS Connect System

*Presented By: Bill Carpenter, CEO & Scott  
Adair, CFO*



## Agenda

- **Background**
- **Customer Impact and Experience**
- **Operational Impact**
- **Financial Impact**
- **Follow-Up to Special Board Meeting**
- **Next Steps**

## Background

- In June, we reached agreement with RCSD to serve 6 high schools and several Private/Parochial and Urban-Suburban program schools
- On September 3rd, we were asked to provide additional service and we reached agreement to serve 5 additional RCSD high schools
- On September 13th, we began serving approximately 3,500 students at:
  - Northeast College High School
  - Northwest Junior High
  - Edison Career & Technology High School
  - Leadership Academy for Young Men
  - Rochester Early College High

# Customer Impact & Experience

- **In order to serve the additional schools, we altered the RTS Connect system by reducing 7 high-frequency routes from every 15-minutes to every 30-minutes, Monday-Friday, 6am-6pm.**
- **The result of the alterations:**
  - Less access to transit on 7 of our highest ridership routes
  - Fewer connections to other RTS routes, increasing travel time
  - Less frequent connections to RTS On Demand
  - Increased travel time to get to work and medical visits results in a greater potential for late arrivals and missed appointments
  - A dismantling of the most popular feature of the new transit system four months after its implementation

# Operational Impact

- **Bus Operators:**
  - After picking their work for the remainder of the calendar year, they had to re-pick their work and learn of a new schedule in a matter of days
  - For individual employees, the short-notice change in work assignment means a disruption to scheduled appointments, holidays, etc.
- **Buses:**
  - We had 10 buses in the disposal process that were returned to service
  - Each required PM inspections, bus numbers repainted, batteries and bike racks re-installed, and various other repairs
  - We currently have 34 buses in revenue service that are past their useful life



# Operational Impact

- **Impact on our People:**
  - This was an intense period of time and change for road supervisors, the scheduling department, customer service, etc.
  - Months worth of work packed into several days
- **Impact on the RTS Transit Center:**
  - Flow of pedestrian and vehicular traffic has changed
  - More students passing through the facility

# Financial Impact

- **Short term impacts:**
  - Reduced farebox revenue from the loss of high-frequency routes
    - Mitigated by RCSD contract revenue
  - Overtime Costs incurred due to Operators' "Re-Picking" their work
    - Over 200 additional hours
  - Costs of returning 10 buses to service that were in the disposal process
    - Maintenance costs are being monitored
  - Start-up costs associated with additional RCSD Buildings served
    - Includes bus stop signs and reprinting of bus schedules anticipated to be less than \$50,000 and will be billed to RCSD

# Financial Impact

- **Items that require monitoring for overall impact to 2021-2022 Budget:**
  - Bus Maintenance costs
    - Anticipated increase due to fleet age and weather
  - Bus Operator Overtime costs
    - We are currently on budget but will continue to monitor
  - Other unanticipated costs
    - Contract or other costs associated with RCSD will be monitored and reported
  - Farebox Revenue for the RTS Connect System
    - We are and will continue to monitor farebox revenue from the altered system

## Follow-Up to Special Board Meeting

- Can we reduce the work we are doing for RCSD and restore 15-minute frequency if their other vendors are able to hire operators and take on more service?
- Do we have the fleet size to continue with school service and restore the 15-minute service should the school district ask us to extend beyond the 4 months?

## Next Steps

- RCSD has informed us that they want us to continue all the schools we are providing Neighborhood Direct Service to for the remainder of the school year
- The Scheduling Department is putting the January schedule together and is determining if any of the 15-minute frequency routes can be reinstated
  - Limiting factors: the number of available (road-worthy) buses and Bus Operators
- We'll have an update at the November board meeting
- We have expressed to RCSD that we want to begin conversations on the 2022-23 school year as soon as possible

## Summary

- The dedication and professionalism of the RTS team was on display while managing this crisis
- New contract provides stand by costs, results in loss of farebox revenue from RTS Connect, and increased maintenance costs associated with putting retirement-ready vehicles back into service
- Lawmakers appreciate our efforts and want to be supportive as we restore service
- We expect to have additional information into next steps at the November Board meeting

## Chief Executive Officer Report

- TOPS Highlight
- Project Highlight
- Miscellaneous

## Recognizing our Award-Winning Team

- **Constance E. Miller Commitment to Excellence Award**
  - Presented to RTS Genesee and RTS Orleans by the Mental Health Association of Genesee and Orleans Counties for our support of the community during COVID-19.
- **METRO Magazine Innovative Solutions Award**
  - RTS and Masabi will be recognized with METRO's Innovative Solutions Award at the APTA Expo for our innovation of combining the Transit App with our RTS Go payment feature.
- **Government Financial Officers Association Distinguished Budget Award**
  - This is the 14<sup>th</sup> consecutive year we have been honored with this award.
- **Community Transportation Association of America (CTAA) National Award**
  - RTS will receive a national award at the CTAA conference later this year.



## RTS Monroe Employee Appreciation Day September 16, 2021





# RTS Seneca Employee Appreciation Dinner

September 30, 2021



- NYPTA Priorities Meeting
- WHAM 13 Interview with Jayne Chacko
- Design Meeting for RTS Wayne Facility
- Call with Mayor-Elect Malik Evans
- Greater Rochester Community Transportation Foundation (GRCTF) Board Meeting
- Media Interview with Eriketa Cost WROC-TV 8
- Finger Lakes Region Economic Development Stakeholders Meeting
- System Integration Crisis Response Meeting
- RTS Access Campus Meeting
- APTA Bus Operations Committee Monthly Meeting
- The Bus Coalition Board Call
- Congressman Morelle Event
- Greater Rochester Community Transportation Foundation (GRCTF) Golf Tournament
- Legal Aid Society Event
- Urban League of Rochester- 2021 Virtual Interrupt Racism Summit
- Capital Tonight Interview
- Senator Brouk Briefing
- Briefing with Assemblymembers Bronson, Clark, Jensen, Lunsford and Meeks
- Leadership Team Strategic Planning Session
- Executive Team Meeting with Mayor-Elect Malik Evans
- Conversation with NYS Transportation Chair Tim Kennedy's Chief of Staff
- Discussion on Age-Friendly Transportation

# Financial Report

*Presented by: Scott Adair, CFO*



**RGRTA - Consolidated Budget Status Report (000's) - FY 2021-2022**  
**8/31/2021**

## Financial Report

<u>Revenues</u>	<u>Budget 2021-22</u>	<u>FYTD 8/31/2021</u>	<u>Projected 3/31/2022</u>	<u>Budget Variance</u>
Total Locally Generated	\$ 16,459	\$ 5,407	\$ 13,070	\$ (3,389)
Total Government Subsidies	\$ 83,677	\$ 26,062	\$ 86,722	\$ 3,045
Mortgage Tax	\$ 11,557	\$ 7,032	\$ 11,557	\$ -
Grand Total Revenue	\$ 111,693	\$ 38,501	\$ 111,350	\$ (344)
<u>Expenses</u>				
Personnel				
Salary & Wages	\$ 56,292	\$ 21,612	\$ 55,944	\$ 348
Fringe Benefits	\$ 25,905	\$ 9,278	\$ 25,905	\$ -
Total Personnel	\$ 82,197	\$ 30,890	\$ 81,849	\$ 348
Non-Personnel				
Services	\$ 9,921	\$ 3,433	\$ 9,921	\$ -
Fuel/Lubricants	\$ 5,591	\$ 1,743	\$ 5,591	\$ -
Parts	\$ 4,026	\$ 1,461	\$ 4,026	\$ -
Other	\$ 9,959	\$ 1,846	\$ 9,959	\$ -
Total Non-Personnel	\$ 29,496	\$ 8,483	\$ 29,496	\$ -
Grand Total Expenses	\$ 111,693	\$ 39,373	\$ 111,345	\$ 348
Net Income/Deficit From Operations & Subsidies	\$ -	\$ (872)	\$ 4	\$ 4



ROCHESTER  
GENESEE REGIONAL  
TRANSPORTATION  
AUTHORITY

## BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	October 7, 2021
Presenter:	Dave Belaskas
Subject:	Resolution Authorizing the Award of a Contract for Phase II Construction of Electric Bus Infrastructure
Background:	<p>On February 4, 2021 the Board approved RGRTA 2-2021 authorizing the purchase of ten (10) additional electric buses, which will increase the electric bus fleet to twenty (20) and are anticipated to arrive by end of July 2022.</p> <p>The Authority is seeking a contractor to provide and install the additional electric infrastructure necessary to power these new buses. In order to provide the appropriate power to our Operations Building a completely new outside electric infrastructure is required. We are calling this Phase II Construction of Electric Bus Infrastructure. The Board authorized Resolution RGRTA 37-2019 for the initial improvements required to the infrastructure for the first ten (10) electric bus charging infrastructure on August 1, 2019.</p> <p>The Authority issued an Invitation for Bids (IFB) and publicly advertising it in the <u>Minority Reporter</u> on August 12, 2021, the <u>Rochester Business Journal</u> on August 20, 2021, and the <u>New York State Contract Reporter</u> on August 23, 2021.</p> <p>Fifty-one (51) vendors were notified of this procurement and two (2) responsive bids were opened on September 16, 2021. The following is a summary of the bids:</p> <ul style="list-style-type: none"><li>• Billitier Electric, Inc. of Rochester NY: \$983,000</li><li>• Hewitt Young Electric, LLC of Rochester NY: \$1,659,000</li></ul> <p>The lowest responsive bid was submitted by Billitier Electric, Inc., it was found to be fair and reasonable and Billitier Electric, Inc. appears to be a responsible bidder.</p> <p>Phase II Construction of Electric Bus Infrastructure does not include the inside the building infrastructure, including bus chargers, for the ten (10) additional electric buses. The inside the building infrastructure and charger installation work is being performed separately by the New York State Power Authority.</p>

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



Financial Impact:	<p>The cost for these above services for Billitier Electric, Inc. is \$983,000, with a 10% contingency of \$98,300 for a total cost of \$1,081,300.</p> <p>The project will be funded by a reimbursement process with Rochester Gas &amp; Electric that is being required by the State of New York Public Service Commissioner to comply with the State enacted Climate Leadership and Community Protection Act.</p>
Recommendation:	<p>That the Chief Executive Officer or his designee be authorized to execute a contract with Billitier Electric, Inc. for Phase II Construction of Electric Bus Infrastructure for \$983,000.</p> <p>Additionally, the Chief Executive Officer or his designee is authorized to increase the contract for justified change orders of \$98,300 with a total authorization not-to-exceed \$1,081,300.</p>



## **Resolution: RGRTA 39-2021**

### **RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR PHASE II CONSTRUCTION OF ELECTRIC BUS INFRASTRUCTURE**

WHEREAS, on February 4, 2021 the Board approved RGRTA 2-2021 authorizing the purchase of ten (10) additional electric buses, which will increase the electric bus fleet to twenty (20); and

WHEREAS, in preparation for the arrival of these additional buses, the Authority is seeking a contractor to complete outside electrical infrastructure improvements that will provide enough power to support the operation building's existing needs plus the charging of all 20 battery electric buses; and

WHEREAS, the Authority sought bids from contractors by issuing an Invitation for Bids (IFB) and publicly advertising it in the Minority Reporter on August 12, 2021, the Rochester Business Journal on August 20, 2021, and the New York State Contract Reporter on August 23, 2021; and

WHEREAS, fifty-one (51) vendors were notified of this procurement and two (2) responsive bids were opened on September 16, 2021; and

WHEREAS, the lowest responsive bid was submitted by Billitier Electric, Inc. of Rochester NY in the amount of \$983,000; and

WHEREAS, the pricing submitted by Billitier Electric, Inc. was found to be fair and reasonable and Billitier Electric, Inc. appears to be a responsible bidder.

NOW, THEREFORE, BE IT RESOLVED, that a contract be awarded to Billitier Electric, Inc. in the amount of \$983,000 for Phase II Construction of Electric Bus Infrastructure; and

BE IT FURTHER RESOLVED, that the Chief Executive Officer or his designee is authorized to increase the contract for justified change orders of \$98,300, which would increase the total authorization not-to-exceed \$1,081,300; 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 Regular Meeting of the Rochester Genesee Regional Transportation Authority, which was held on October 7, 2021 and that the Resolution is still in full force and effect.

\_\_\_\_\_  
Brian H. Young, Vice Chairman  
On Behalf of Chairman Jeffries

Date:       October 7, 2021  
              Rochester, New York





## Resolution Authorizing the Award of a Contract for Phase II Construction of Electric Bus Infrastructure

RGRTA 39-2021

*Presented by David Belaskas, Director of Engineering & Facilities Maintenance  
and  
Rusty Korth, Vice President of Maintenance*



## Introduction

- The Authority seeks to engage a contractor to upgrade the electric infrastructure at the RTS Monroe Main Street campus.
- The upgraded electrical infrastructure will be required to provide electricity for existing needs as well as the twenty (20) electric buses anticipated on campus by July of 2022.



## Refresher

- The Board authorized resolution RGRTA 51-2018 in December of 2018. Allowing the Authority to purchase up to thirty (30) battery electric buses. Initially, an order of ten (10) was placed.
- Also, in 2018 the Authority entered into contracts for the electrical infrastructure design and charging stations at the RTS Monroe Main Street campus.
- In August of 2019, the Board authorized resolution RGRTA 37-2019 allowing for the construction services for the initial electrical infrastructure.
- During 2020, the original ten (10) electric buses were received and placed into revenue service at RTS Monroe.



**All 10 battery electric buses**



**Five 200 KW charging towers**

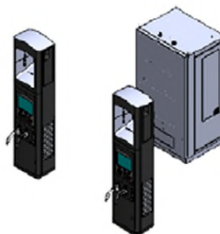
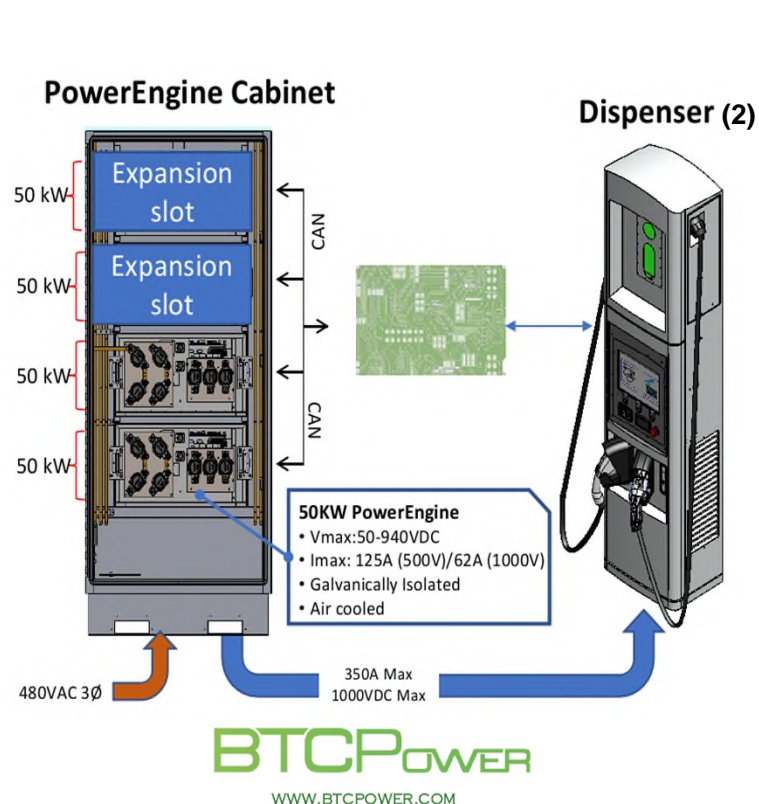


**Dispensers 1 – 10**

Charging takes place on the north wall of Garage B



# Existing Charging System Topology



Each charging tower is connected to 2 dispensers

**Initial Installation:** Five (5) 200 kW PowerEngine Cabinets and ten (10) Dispensers for the first 10 buses.

**Flexible Charging:** Each 200 kW PowerEngine Cabinet can split 200 kW between the 2 dispensers (buses) as needed.



## Electric Bus Phase II- Buses & Infrastructure

- In February 2021, the Board authorized resolution RGRTA 2-2021 which allowed for the ordering of ten (10) electric buses.
  - Unanticipated industry-wide supply chain issues has resulted in an approximate 3-month change to our final delivery date (now anticipated to be July 2022).
- Upgrade RTS Monroe Main Street campus based upon the Design work completed by Black and Veatch.
- Complete the Zero Emission Master Plan by January 2022.
- New York State Power Authority will be installing indoor infrastructure and charging stations necessary to complete Phase II.





## IFB Process

In order to upgrade the electrical infrastructure, the following steps were/are necessary:

- **Invitation for bid (IFB) released in August 2021 and advertised in:**
  - [New York State Contract Reporter](#), [Rochester Business Journal](#), and the [Minority Reporter](#)
- **Fifty-one (51) sets of IFB packages were distributed and two (2) proposals were received as follows:**
  - Billitier Electric, Inc. of Rochester, NY: \$983,000
  - Hewitt Young Electric, LLC of Rochester, NY: \$1,659,000
- **Billitier Electric, Inc. is the recommended awardee; based upon them being the lowest responsive and responsible bidder.**



## Recommendation

**That the Chief Executive Officer or his designee be authorized to execute a contract with Billitier Electric, Inc for Phase II Construction of Electric Bus Infrastructure for \$983,000.**

**Additionally, the Chief Executive Officer or his designee is authorized to increase the contract for justified change orders of \$98,300 with a total authorization not-to-exceed \$1,081,300.**





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

Board Meeting Date:	October 7, 2021
Presenter:	Scott Adair
Subject:	Authorizing the Award of a Contract for Janitorial Services
Background:	<p>The Authority is seeking janitorial services for the RTS Main Street Campus, the RTS Transit Center, and RTS Access. In accordance with New York State Finance Law, Chapter XI, Section 162, a proposal from New York State Industries for the Disabled, Inc. (NYSID), a certified preferred source supplier of janitorial service was requested.</p> <p>NYSID, in collaboration with Rochester Rehabilitation Center (RRC), a member agency of NYSID, submitted a proposal in the amount of \$853,573 for the twelve (12) month period.</p> <p>Other services will be provided at a non-emergency hourly rate of \$36.72 and an emergency hourly rate of \$47.39. Based upon industry-accepted cleaning and maintenance standards, the Authority anticipates utilizing other services for the periodic maintenance of the floors and carpeted areas of all facilities.</p> <p>Pursuant to New York State Finance Law, Chapter XI, Section 162, the pricing component of contracts awarded in accordance with the Preferred Source Program are required to be submitted to the New York State Office of General Services (OGS) for its review and approval.</p> <p>The term of the contract is for one (1) year with four (4) optional one-year renewal periods.</p>
Financial Impact:	<p>The cost of janitorial services for the first year is estimated to be \$853,573. Other services mentioned above are estimated to be \$10,000 annually but, will be billed based upon the hourly rates mentioned above.</p> <p>Annual increases at renewal shall be tied to the change in New York State prevailing wage rates for the job titles of workers performing the services.</p> <p>The cost of these services are included in the 2021-2022 Authority Operating Budget and will be included in future budgets.</p>

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Recommendation:

That the CEO be authorized to enter into an agreement with New York Industries for the Disabled for janitorial services at the Transit Center, 1372 East Main Street Campus and Access Campus.

## **Resolution: RGRTA 40-2021**

### **AUTHORIZING THE AWARD OF A CONTRACT FOR JANITORIAL SERVICES**

WHEREAS, the Rochester Genesee Regional Transportation Authority (the "Authority") seeks janitorial services for the RTS Main Street Campus, the RTS Transit Center, and RTS Access; and

WHEREAS, the Authority, in accordance with New York State Finance Law, Chapter XI, Section 162, sought a proposal from New York State Industries for the Disabled, Inc. (NYSID), a certified preferred source supplier of janitorial services; and

WHEREAS, NYSID, in collaboration with Rochester Rehabilitation Center of Rochester, New York (RRC), a member agency of NYSID, submitted a responsive proposal for regularly scheduled janitorial services in the amount of \$853,573 based on the Authority-specified scope of services; and

WHEREAS, pursuant to New York State Finance Law, Chapter XI, Section 162, the pricing component of contracts awarded in accordance with the Preferred Source Program is required to be submitted to the New York State Office of General Services (OGS) for its review and approval; and

WHEREAS, the pricing of the optional one-year extensions shall be tied to the annual change in New York State prevailing wage rates for the job titles of workers performing the services; and

WHEREAS, all janitorial services under this contract will be funded by current and future Authority operating budgets.

NOW, THEREFORE, BE IT RESOLVED that a Contract be awarded to NYSID for a period of one (1) year in the estimated amount of \$853,573 for regularly scheduled janitorial services; and

BE IT FURTHER RESOLVED that NYSID may be engaged to provide other services in accordance with their non-emergency hourly rate of \$36.72 or an emergency hourly rate of \$47.39; and

BE IT FURTHER RESOLVED that the Chief Executive Officer or his designee is authorized to execute up to four (4) additional one-year renewal contracts where cost will be adjusted by New York State prevailing wage rates for the job titles of workers performing the services.

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 Regular Meeting of the Rochester Genesee Regional Transportation Authority which was held on October 7, 2021 and that the Resolution is still in full force and effect.

\_\_\_\_\_  
Brian H. Young, Vice Chairman  
On Behalf of Chairman Jeffries

Date:       October 7, 2021  
              Rochester, New York



ROCHESTER  
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## BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	October 7, 2021
Presenter:	Rusty Korth
Subject:	Resolution Authorizing the Award of a Contract for Vehicle Maintenance Services for RTS Livingston
Background:	<p>RTS Livingston requires the services of a qualified vehicle maintenance facility to provide preventative maintenance, repairs, and towing for their fleet.</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 August 20, 2021.</p> <p>Twenty-nine (29) vendors were notified of this procurement and one (1) responsive proposal was received on September 13, 2021 from Polmanteers Sales and Service, LLC, dba T &amp; R Towing and Service Centers (T &amp; R Towing) in Mt. Morris, New York.</p> <p>Based on the evaluation of the proposal, giving consideration to the qualifications, resources, and experience of the Vendor, and price proposed, the Authority determined that Polmanteers Sales and Service, LLC, dba T &amp; R Towing and Service Centers (T &amp; R Towing) submitted a responsive proposal that the Authority determined to be fair and reasonable, and that they appear to be a responsible bidder.</p> <p>The contract period is for one (1) year and has four (4) additional one-year renewals.</p>
Financial Impact:	<p>The annual expenditures for parts and all maintenance services are estimated to \$181,300 per year.</p> <p>The actual amount spent will be based on the unit prices and parts markup provided on Attachment A. Annual increases with the renewals shall not exceed the Consumer Price Index (All Urban Consumers) for the preceding twelve (12) months.</p> <p>The cost of these services are included in the Authority's 2021-2022 Operating Budget and will be included in future operating budgets.</p>

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Recommendation:

That the Chief Executive Officer or his designee is authorized to execute a contract with Polmanteers Sales and Service, LLC., dba T & R Towing and Service Centers for vehicle maintenance, repairs and towing services for RTS Livingston for a term of one (1) year with the option to execute four (4) additional one-year terms.

## **Resolution: RGRTA 41-2021**

### **RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR VEHICLE MAINTENANCE SERVICES FOR RTS LIVINGSTON**

WHEREAS, the Authority requires the services of a qualified vehicle maintenance facility to provide preventative maintenance, repairs, and towing for its RTS Livingston fleet; 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 August 20, 2021; and

WHEREAS, twenty-nine (29) vendors were notified of this procurement and one (1) responsive proposal was received on September 13, 2021 from Polmanteers Sales and Service, LLC, dba T & R Towing and Service Centers (T & R Towing) in Mt. Morris, New York; and

WHEREAS, based on the evaluation of the proposal, giving consideration to the qualifications, resources, and experience of the Vendor, and price proposed, the Authority determined that Polmanteers Sales and Service, LLC, dba T & R Towing and Service Centers submitted a responsive proposal that the Authority determined to be fair and reasonable; and

WHEREAS, Polmanteers Sales and Service, LLC, dba T & R Towing and Service Centers appears to be a responsible bidder.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee is authorized to execute a contract with Polmanteers Sales and Service, LLC., dba T & R Towing and Service Centers for vehicle maintenance, repairs and towing services to be billed at the Unit Prices in Attachment A for a term of one (1) year; and

BE IT FURTHER RESOLVED, that the Chief Executive Officer or his designee is authorized to execute up to four (4) additional one-year renewal contracts with unit prices indexed to the lesser of the Annual 12-month Percent Change of the Consumer Price Index (CPI) CUUR0000SAO (All Urban Consumers) for the preceding year, or three percent (3%); 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 Regular Meeting of the Rochester Genesee Regional Transportation Authority which was held on October 7, 2021 and that the Resolution is still in full force and effect.

\_\_\_\_\_  
Brian H. Young, Vice Chairman  
On Behalf of Chairman Jeffries

Date:       October 7, 2021  
              Rochester, New York

**Resolution: RGRTA 41-2021**

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR VEHICLE MAINTENANCE  
SERVICES FOR RTS LIVINGSTON**

**ATTACHMENT A**

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<b>Description</b>	<b>Unit Price</b>
Mechanic Hourly Rate	\$64/per hour
Parts Markup <i>Cost plus contractor's percent markup</i>	15%
Tow Truck Service Rate	\$5/per mile
Off-Road Wrecking/Winching Work	\$150/per call
Road Side Tire Change	\$120/per call
Jump Start/No Start Services	\$80/per call
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## BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	October 7, 2021
Presenter:	Bill Carpenter
Subject:	Approving the Election of a Director to the Greater Rochester Community Transportation Foundation (GRCTF)
Background:	<p>The Authority is the Sole Member of the Greater Rochester Community Transportation Foundation, (GRCTF). As the sole member, the Board of Commissioners elects the Directors of GRCTF.</p> <p>At the September Meeting of GRCTF the recommendation to elect Deborah Turner for a term to expire in August 2024 was made for the Board of Commissioners consideration.</p>
Financial Impact:	There is no impact to the Authority's 2021-2022 Budget or subsequent operating budgets.
Recommendation:	That the Board of Commissioners elect Deborah Turner to the Board of Directors of GRCTF. Deborah is recommended for a three-year term ending in August 2024.

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## **Resolution: RGRTA 42-2021**

### **APPROVING THE ELECTION OF A DIRECTOR TO THE GREATER ROCHESTER COMMUNITY TRANSPORTATION FOUNDATION (GRCTF)**

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 Deborah Turner as Director of the GRCTF, and shall continue to serve as Director through a term expiring in August of 2024 and election of her successor.

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 October 7, 2021 and that the Resolution is still in full force and effect.

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Brian H. Young, Vice Chairman  
On Behalf of Chairman Jeffries

Date: October 7, 2021  
Rochester, New York



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## BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	October 7, 2021
Presenter:	James Stack
Subject:	Resolution Authorizing GTCS, Inc. to Execute a Contract for Professional Services to be rendered to the Genesee Transportation Council for the City of Rochester Active Transportation Master Plan.
Background:	<p>The Genesee Transportation Council (GTC) Unified Planning Work Program (i.e., Operating Budget) for the fiscal year 2021-2022 includes Task 8769, City of Rochester Active Transportation Master Plan (the "Project"). The Project will provide guidance and identify specific and strategic achievable actions to create a safe, healthy, efficient, connected, and equity focused pedestrian and bicycle network in the City of Rochester for people of all ages and abilities.</p> <p>GTC requires a professional services firm in order to carry out the Project. A competitive solicitation to provide these services was conducted between July 23, 2021 and September 16, 2021. A total of fifty-two (52) Request for Qualifications packages were distributed. Six (6) Statements of Qualification were received by the August 19, 2021 deadline. The consultant selection committee reviewed the submissions and invited three firms for interviews.</p> <p>Interviews were conducted on September 16, 2021. Following the interview process, the consultant selection committee scored the candidates as follows:</p> <ul style="list-style-type: none"><li>• Alta Planning + Design 91</li><li>• Barton &amp; Loguidice 75</li><li>• Nelson\Nygaard 86</li><li>• Stantec 73</li></ul>

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	<ul style="list-style-type: none"> <li>• Street Plans 71</li> <li>• Toole Design 85</li> </ul> <p>The consultant selection committee recommends that the team led by Alta Planning + Design be retained to conduct the Project.</p>
Financial Impact:	<p>Expenses related to the Project shall not exceed \$180,000 and are included in the 2021-2022 GTC Operating Budget.</p> <p>The Project is programmed with \$150,000 from federal Metropolitan Planning Funds allocated to GTC and \$30,000 cash match from the City of Rochester.</p>
Recommendation:	<p>That the Chief Executive Officer, on behalf of GTCS, Inc., be granted authority to enter into an agreement with Alta Planning + Design to conduct the City of Rochester Active Transportation Master Plan.</p>

## **Resolution: GTCS 4-2021**

### **RESOLUTION AUTHORIZING GTCS, INC. TO EXECUTE A CONTRACT FOR PROFESSIONAL SERVICES TO BE RENDERED TO THE GENESEE TRANSPORTATION COUNCIL FOR THE CITY OF ROCHESTER ACTIVE TRANSPORTATION MASTER PLAN**

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

WHEREAS, said UPWP for the fiscal year 2021-2022 includes Task 8769, City of Rochester Active Transportation Master Plan (the "Project"), to develop an Active Transportation Master Plan that provides guidance and identifies specific and strategic achievable actions to create a safe, healthy, efficient, connected, and equity focused pedestrian and bicycle network in the City of Rochester for people of all ages and abilities; and

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

WHEREAS, GTC publicly advertised for qualifications for professional services in the New York State Contract Reporter on July 23, 2021 and in the Rochester Business Journal on July 23, 2021; and

WHEREAS, GTC distributed fifty-two (52) Request for Qualifications (RFQ) packages and received six (6) statements of qualifications complying with the requirements of the RFQ; and

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Chief Executive Officer or his designee is authorized to enter into a contract, on behalf of GTCS, Inc., for the City of Rochester Active Transportation Master Plan with Alta Planning + Design in an amount not to exceed One-hundred Eighty Thousand Dollars (\$180,000) to obtain the professional services necessary to accomplish the Project provided that he is reasonably satisfied that the terms and conditions of Section II (E) (3) of the Memorandum of Understanding have been or will be fulfilled.

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

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

### **CERTIFICATION**

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Regular Meeting of the Rochester-Genesee Regional Transportation Authority, which was held on October 7, 2021 and that the Resolution is still in full force and effect.

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Brian H. Young, Vice Chairman  
On Behalf of the Chairman Jeffries

Date: October 7, 2021  
Rochester, New York