

**MINUTES OF THE QUARTERLY MEETING OF THE
BOARD OF COMMISSIONERS OF
ROCHESTER-GENESEE REGIONAL TRANSPORTATION AUTHORITY
AND ITS SUBSIDIARIES
August 6, 2020**

A. Roll Call and Determination of Quorum

The meeting was called to order at 12:05pm by Chairman Donald Jeffries who determined that a quorum was present.

Present on Roll Call:

➤ County of Monroe	Don Jeffries	=	15 votes
➤ City of Rochester	William Ansbro	=	2 votes
➤ City of Rochester	Jerdine Johnson	=	2 votes
➤ City of Rochester	William McDonald	=	2 votes
➤ County of Ontario	Geoff Astles	=	3 votes
➤ County of Orleans	James R. Bensley	=	1 vote
➤ County of Seneca	Edward W. White	=	1 vote
➤ County of Wayne	Michael P. Jankowski	=	3 votes
➤ County of Wyoming	Rich Kosmerl	=	1 vote
Amalgamated Transit Union	Jacques Chapman	=	<u>0 votes</u>

Total Votes Possible	30
Total Votes Present	30
Votes Needed for Quorum	16

Others Present:

Scott Adair, Chief Financial Officer
Kirk Bethel, Manager of Customer Service
David Belaskas, Director of Engineering & Facilities Management
Julie Boasi, Director of Service Planning
Ken Boasi, Director of Regional Operations
Nicole Bonafede, Health and Wellness Specialist
Tom Brede, Public Information Officer
Mike Burns, Director of Accounting Services
Bill Carpenter, Chief Executive Officer
Myriam Contiguglia, Engineering & Facilities Management Coordinator
David Cook, Purchasing Manager
Renee Elwood, Director of Well-Being & Inclusion
Justin Feasel, Manager of Purchasing & Project Management
Daniel DeLaus, Chief Legal Counsel
Chris Dobson, VP of Transportation Services
Chris Doran, Client Relationship Manager
Lea Goodness, Director of Scheduling

Amy Gould, Chief People Officer
Krystal Hall, Director of People Performance & Development
Brandon Hettler, Technical Support Administrator II
Laura Kenyon, Director of Communications & Customer Engagement
Bonnie Maguire, Director of Business Development
Chris Mahood, Director of Information Technology
Erin McCormick, Engineering Manager
Jamie Mott, Director of Paratransit Services
Kelly Parisi, Executive Assistant to the CEO
Earl Pearson, Mobility Services Manager
Aracelis Perez-Diaz, Customer Relationship Marketing Specialist
Janet Snyder, Labor Relations Director
Jim Stack, Executive Director GTC
Miguel Velazquez, Chief Operating Officer
Bob Wray, Manager of Service Quality

B. Adoption of the Agenda

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

C. Approval of Minutes

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

- Joint Audit/Finance Meeting Minutes of June 25, 2020
- RGRTA Regular Board Meeting Minutes of June 25, 2020

D. CEO Report

Bill Carpenter, Chief Executive Officer, presented the Quarterly CEO Report including presentations from Mike Burns, Director of Accounting Services on the TOPS Report and Amy Gould, Chief People Officer on COVID-19 Impact on Customer Service and COVID-19 Impact on Business Partnerships. The power point presentations are attached to these Minutes.

Questions/Comments regarding the presentation on COVID-19 Impact on Customer Service:

- *Commissioner McDonald asked who produced the video ad. Amy Gould, Chief People Officer, responded that we worked with our vendor Antithesis.*
- *Commissioner Ansbro asked what the percentage of total passes the 94 passes that received refunds. Amy Gould, Chief People Officer, stated that she would get that*

number. She did state that we did see an uptick in the number of customers calling for refunds when we launched mobile ticketing.

Questions/Comments regarding the presentation on Miscellaneous:

- *Commissioner McDonald asked if we have ridership numbers on the older adults. I know you reported on the veterans and I wonder if the number has increased since we increased the hours of reduced fare for Seniors. Bill Carpenter, CEO, stated that he will get those numbers.*
- *Commissioner Ansbro what percentage of ridership are we looking for to have the RTS Go application. Bill Carpenter, CEO, stated that we are looking for everyone to use the RTS Go card or the application. Customers can still pay with cash, but we are trying to push it to 100% penetration.*

On motion of Commissioner Ansbro, seconded by Commissioner Astles, 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. Mr. Adair thanked Commissioner Jankowski for Chairing the Audit Committee and for his direction.

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

F. Proposed Resolutions

Resolution Authorizing a Contract for Construction of RTS Connection Hubs, RGRTA 30-2020

- *Commissioner Astles asked who did the design for these locations. David Belaskas, Director of Engineering & Facilities Management, responded that Creighton Manning and Associates designed these hubs.*
- *Commissioner Jankowski asked if the Authority owns these properties or are, we in the process of owning them. David Belaskas, Director of Engineering & Facilities Management, stated that we are currently in negotiations with the owner of Eastman Ave. to purchase that property. Skyview on the Ridge is in final negotiations to lease that property.*
- *Commissioner Ansbro thanked David Belaskas for making sure that the shelters were heated.*
- *Commissioner Kosmerl ask that the Board be notified when the contracts for the purchase and lease of the properties are finalized along with the environmental review for Skyview on the Ridge.*

RGRTA 30-2020: On motion of Commissioner Ansbro, seconded by Commissioner White, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

G. Consent Resolutions

Consent Resolutions RGRTA 31-2020 up to and including RGRTA 37-2020 were presented with questions and comments following the respective resolution, these Resolutions below, a copy of which are attached to these Minutes:

Resolution Amending RGRTA 16-2019 Authorizing a Contract with Creighton Manning Engineering, LLP and Bergmann Associates, PC for Design and Construction Administration Services for the RTS Connection Hubs Project, RGRTA 31-2020

Resolution Amending RGRTA 44-2018 Authorizing a Contract with Stantec Consulting Services, Inc. for Design and Construction Administration Services for the RTS Gasoline Tank Replacement Project, RGRTA 32-2020

Resolution Authorizing the granting of a permanent easement along 1372-1398 East Main Street to the State of New York and Authorizing an Agreement for Advance Payment, RGRTA 33-2020

Resolution Authorizing the Award of a Contract for the Purchase of Tires for Medium-Duty Transit Buses and Non-Revenue Vehicles, RGRTA 34-2020.

Resolution Authorizing a Contract Extension with Western New York Medical Practice, PC for In-House Medical Services, RGRTA 35-2020

Resolution Appointing Commissioners to Audit, Compensation, Finance/Investment and Governance Committees, RGRTA 36-2020

Resolution Authorizing the Disposal of Buses, RGRTA 37-2020

Resolutions RGRTA 31-2020 up to and including RGRTA 37-2020 were moved by a motion from Commissioner Kosmerl seconded by Commissioner Ansbro and were unanimously approved.

Before moving into the review of the Board calendar Bill Carpenter, CEO wanted to thank Commissioner Jankowski for Chairing the Audit Committee and for his work in making sure that the Authority is in strong financial health.

H. Calendar

Bill Carpenter, CEO stated that the Governance Committee met this morning and we are recommending that the September 3rd Governance Committee Meeting be cancelled. We will be

working to schedule the Governance Retreat for November and Kelly Parisi will be reaching out to the Board to find out what works for everyone's schedule.

I. Adjournment

There being no further matters on the adopted Agenda, the quarterly meeting was adjourned on motion of Commissioner Ansbrow, seconded by Commissioner McDonald at 1:05pm.

Respectfully submitted,

Edward W. White, Esq., Secretary

Posted Date: August 20, 2020

CEO Report

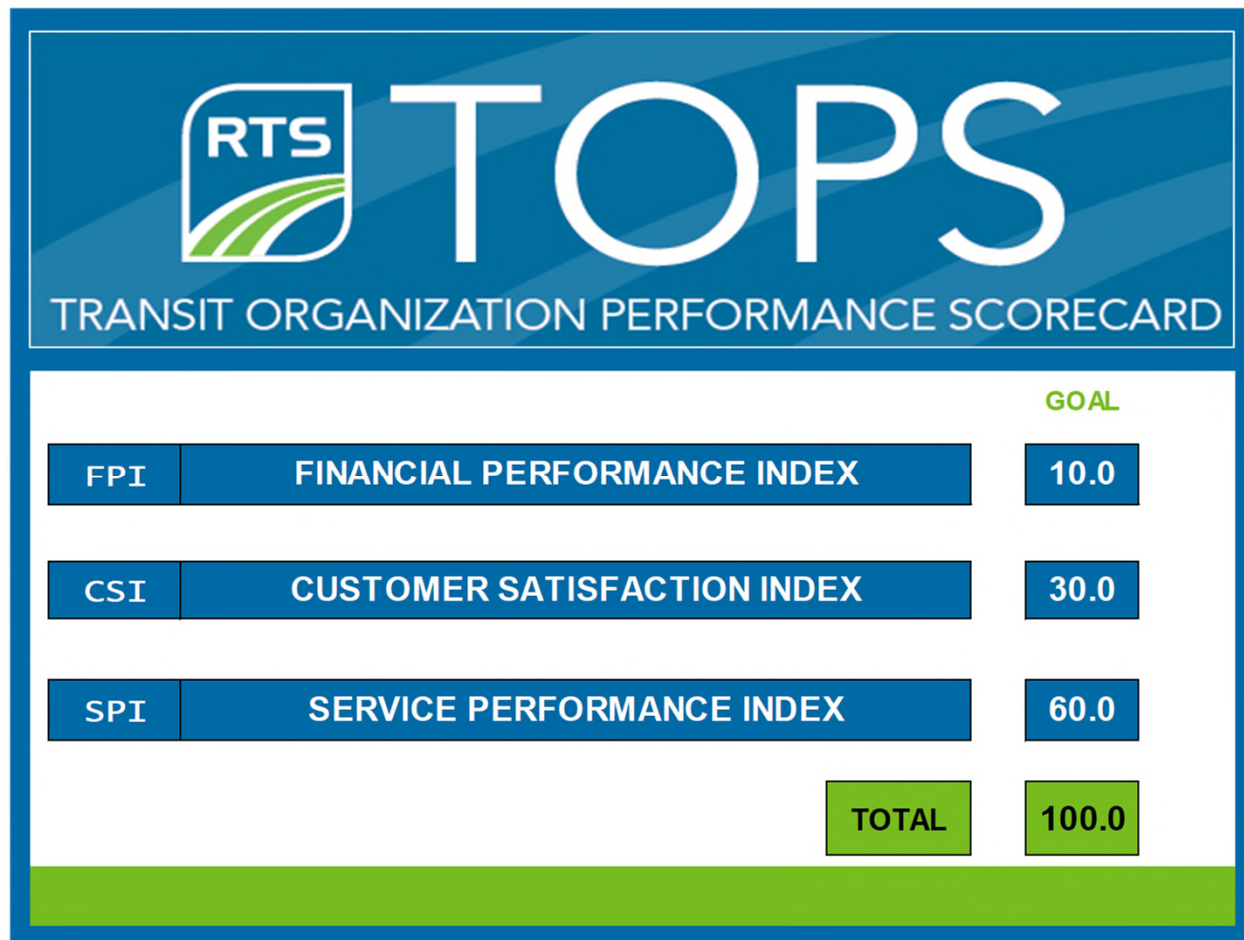
Presented by: Bill Carpenter, CEO

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CEO Report Agenda

- **TOPS**
 - FY 2020-21 TOPS Q1 Results
- **Project Highlight**
 - COVID-19 Impact on Customer Service
 - COVID-19 Impact on Business Partnerships
- **Miscellaneous**



TOPS Report

*Presented by: Michael Burns
Director of Accounting Services*

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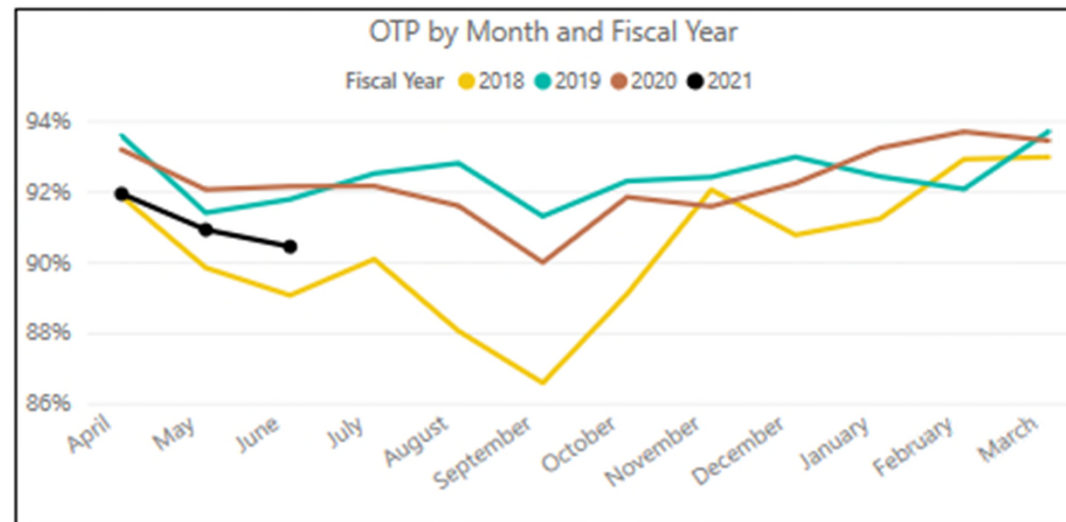


FY 2020-2021 First Quarter Detail

Strategic Pillars 2020-21 1st Qtr.	Metric	Plan Goal	Actual 1st Quarter	Actual 2nd Quarter	Actual 3rd Quarter	Actual 4th Quarter	Earned Points	Goal Points	Max Points	Min Points
Financial Performance Index	End of Year Net Income (Deficit) Projection	\$0.0	NA				NA	10.00	13.00	7.00
	Total FPI Score						NA	10.0	13.0	7.0
Customer Service Index	Net Promoter Score - RTS	38%	NA				NA	15.00	19.50	10.50
	RTS Access	95%	NA				NA	1.88	2.44	1.31
	RTS Genesee	95%	NA				NA	1.88	2.44	1.31
	RTS Livingston	95%	NA				NA	1.88	2.44	1.31
	RTS Ontario	95%	NA				NA	1.88	2.44	1.31
	RTS Orleans	95%	NA				NA	1.88	2.44	1.31
	RTS Seneca	95%	NA				NA	1.88	2.44	1.31
	RTS Wayne	95%	NA				NA	1.88	2.44	1.31
	RTS Wyoming	95%	NA				NA	1.88	2.44	1.31
	Total CSI Score						NA	30.0	39.0	21.0
Service Performance Index	On-Time Performance - RTS	90.50%	91.12%				47.79	45.00	58.50	31.50
	RTS Access	95.00%	97.2%				2.29	1.88	2.44	1.31
	RTS Genesee	93.0%	100.0%				2.44	1.88	2.44	1.31
	RTS Livingston	90.0%	99.8%				2.44	1.88	2.44	1.31
	RTS Ontario	92.0%	91.5%				1.78	1.88	2.44	1.31
	RTS Orleans	95.5%	99.7%				2.44	1.88	2.44	1.31
	RTS Seneca	97.0%	100.0%				2.44	1.88	2.44	1.31
	RTS Wayne	96.0%	99.5%				2.44	1.88	2.44	1.31
	RTS Wyoming	96.0%	99.1%				2.44	1.88	2.44	1.31
	Total SPI Score						66.5	60.0	78.0	42.0
TOPS Score							NA	100.1	130.0	70.0

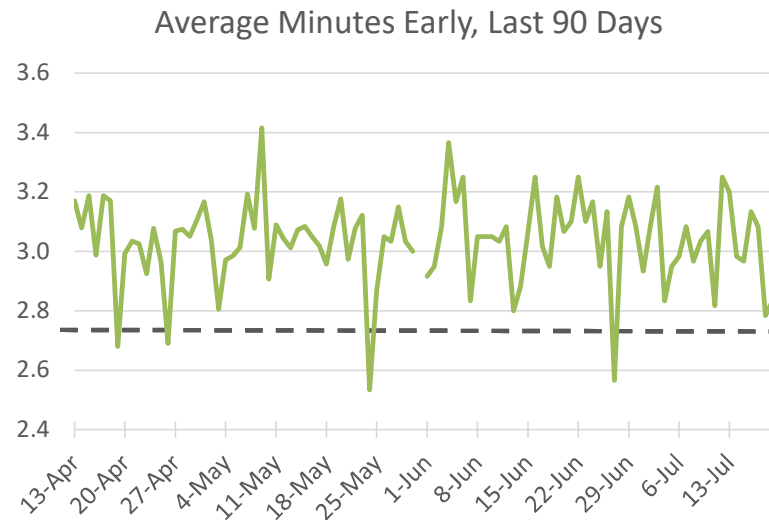
OTP-RTS Monroe: Performance Trends

- Overall OTP performance was consistently above or at goal throughout Q1
- Early departures and late arrivals presented challenges but were actively monitored using customer feedback



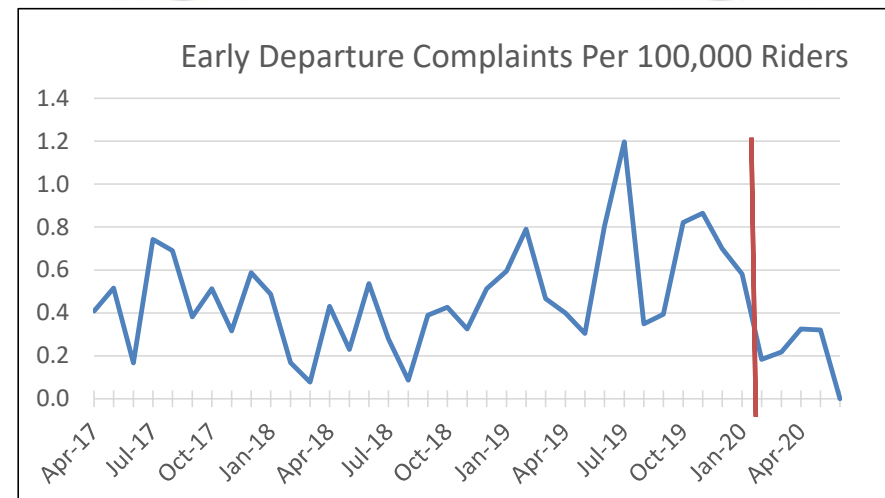
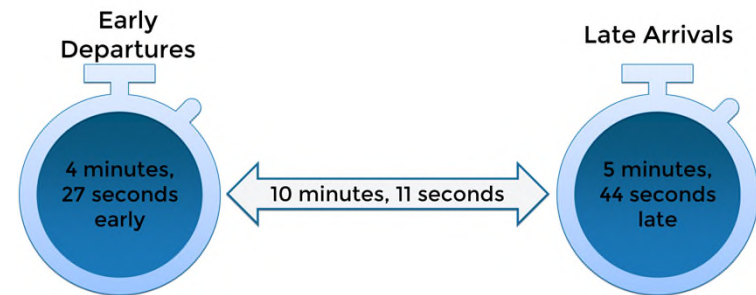
OTP-RTS Monroe: Managing Early Departures

- Our focus is now on managing earlies based on the average number of minutes the bus departs early
- Recent early performance has leveled off at just below three minutes early

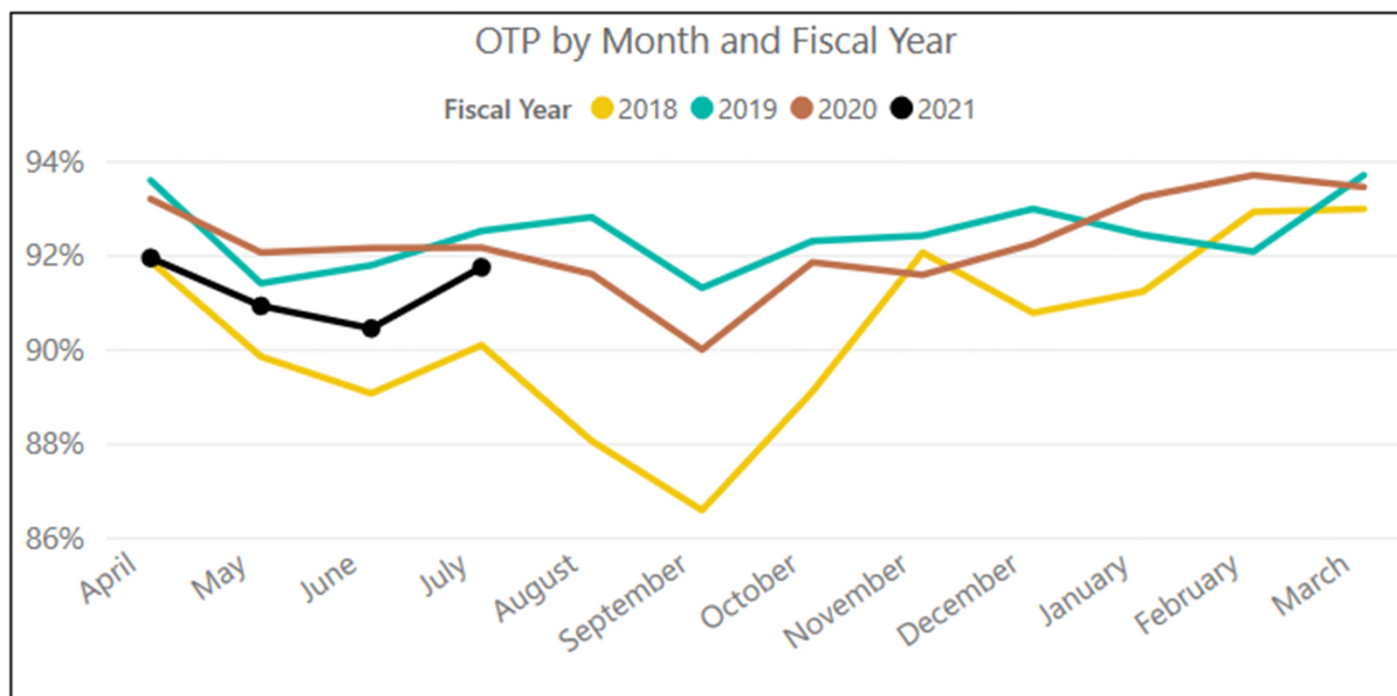


OTP-RTS Monroe: Customer Expectations

- Recent performance exceeds customer expectation. As a reminder, based on NPS survey information, our customers have an expectation that the bus might depart as early as 4:27 and arrive as late as 5:44 versus the schedule.
- Complaints about early departures, normalized for ridership, are much lower during NYS Pause than in prior months, and they are favorable compared to the long-term trend.
- There were no early departure complaints in June!

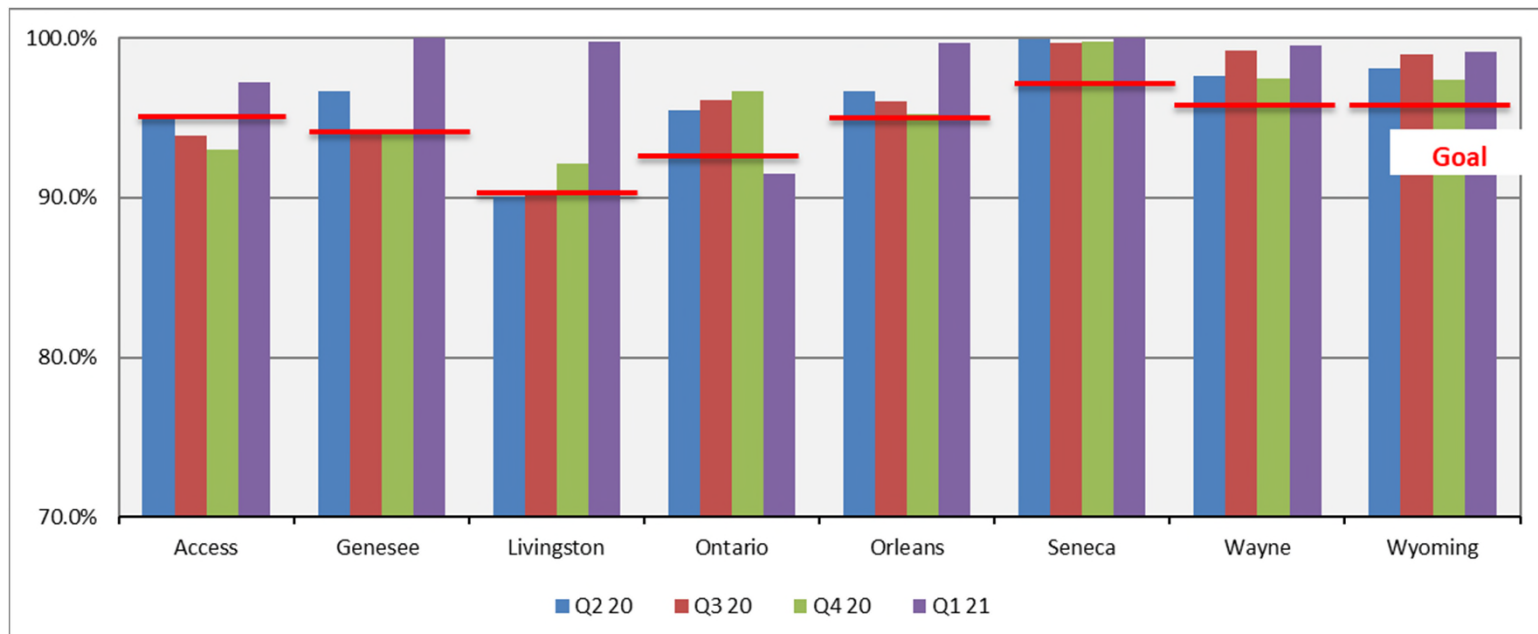


- Since front door boarding and fare collection resumed, OTP has been 91.52%



OTP-Access and Regionals: Trends by Quarter

- Q1 OTP exceeded goal at all Regional locations except Ontario



Looking Ahead

- In Q2, we will resume reporting our TOPS score, which will include the results from our employee engagement and on-board customer surveys

 TOPS TRANSIT ORGANIZATION PERFORMANCE SCORECARD 2020-2021 • SECOND QUARTER		
KEY RESULT AREAS	SUCCESS INDICATORS	GOAL POINTS
Financial Sustainability	• End of Year Net Income	20
Customer Satisfaction	• Net Promoter Score (RTS in Monroe) • Customer Satisfaction (RTS Access and Regionals)	30
Service Quality	• On-time Performance • Mobile Ticketing • All Day Half Fares: Seniors/Disabled • Free Veterans Fare	40
Employee Engagement	• Employee Survey & Satisfaction Score	10
		GOAL 100



CEO Report Agenda

- **TOPS**
 - FY 2020-21 TOPS Q1 Results
- **Project Highlight**
 - **COVID-19 Impact on Customer Service**
 - COVID-19 Impact on Business Partnerships
- **Miscellaneous**

COVID-19 Impact on Customer Service

*Presented by: Amy Gould
Chief People Officer*

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Calls vs. Cases in Customer Service

Calls

- Most Customer Service inquiries are “calls” that are resolved with no other departments’ involvement:
 - “When is the next bus arriving at this stop?”
 - “I lost my umbrella on the bus”
 - “Can you help me plan my route?”

These calls do not get entered as CRM cases but are counted and tracked in our statistics.

Cases

- Inquiries requiring departments’ involvement or higher levels of authority to resolve are entered into our Customer Relationship Management (CRM) system
 - In-depth tracking with defined escalation process
 - Daily reporting provided to Executive Management Team and many leadership members

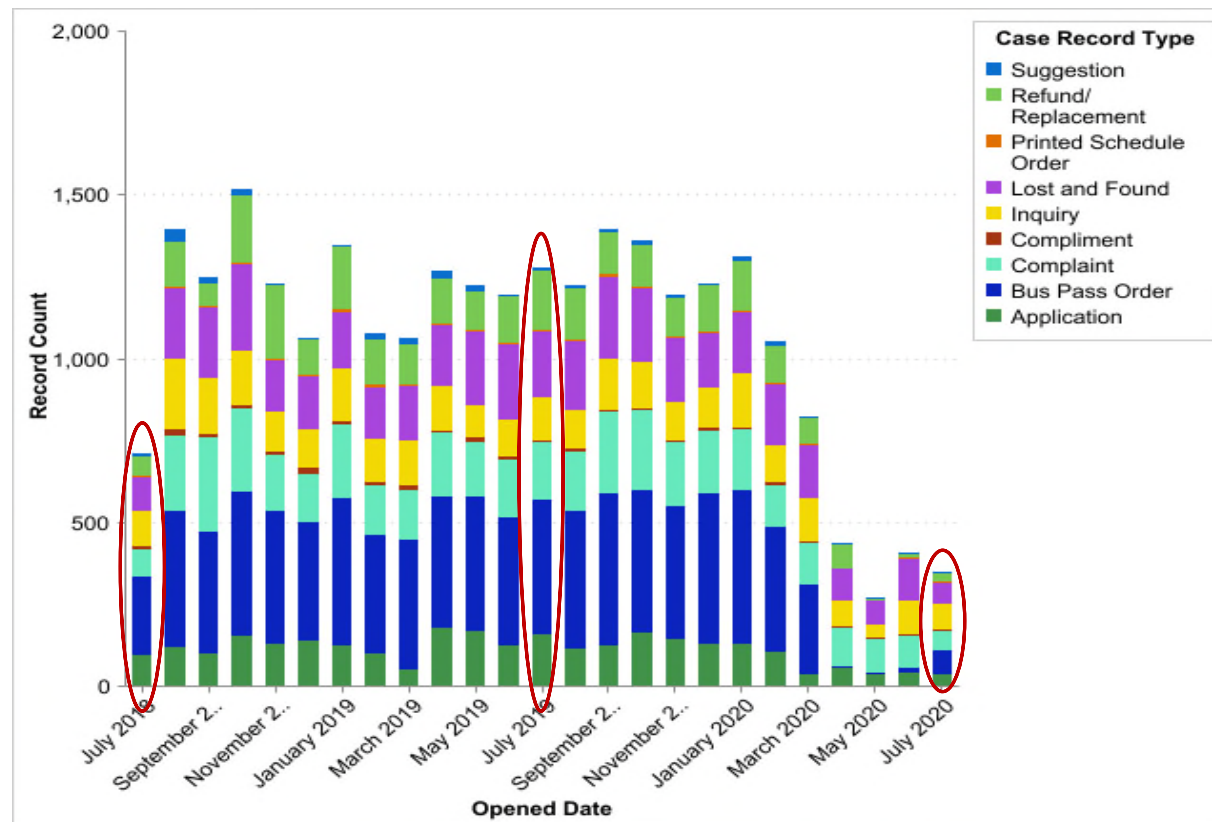
Call Volume Impact

- **Call volumes followed ridership fairly consistently through the four months from mid-March through mid-July**
 - **Calls per month average (last two years): 6,695**
 - April and May were 47% and 50% lower than average
 - As New York began re-opening, we saw an uptick in calls during June and early July as Account Based Ticketing (Mobile Ticketing) interest picked up in the community

MONTH	CALLS
MARCH	5478
APRIL	3555
MAY	3383
JUNE	5003
JULY	5248

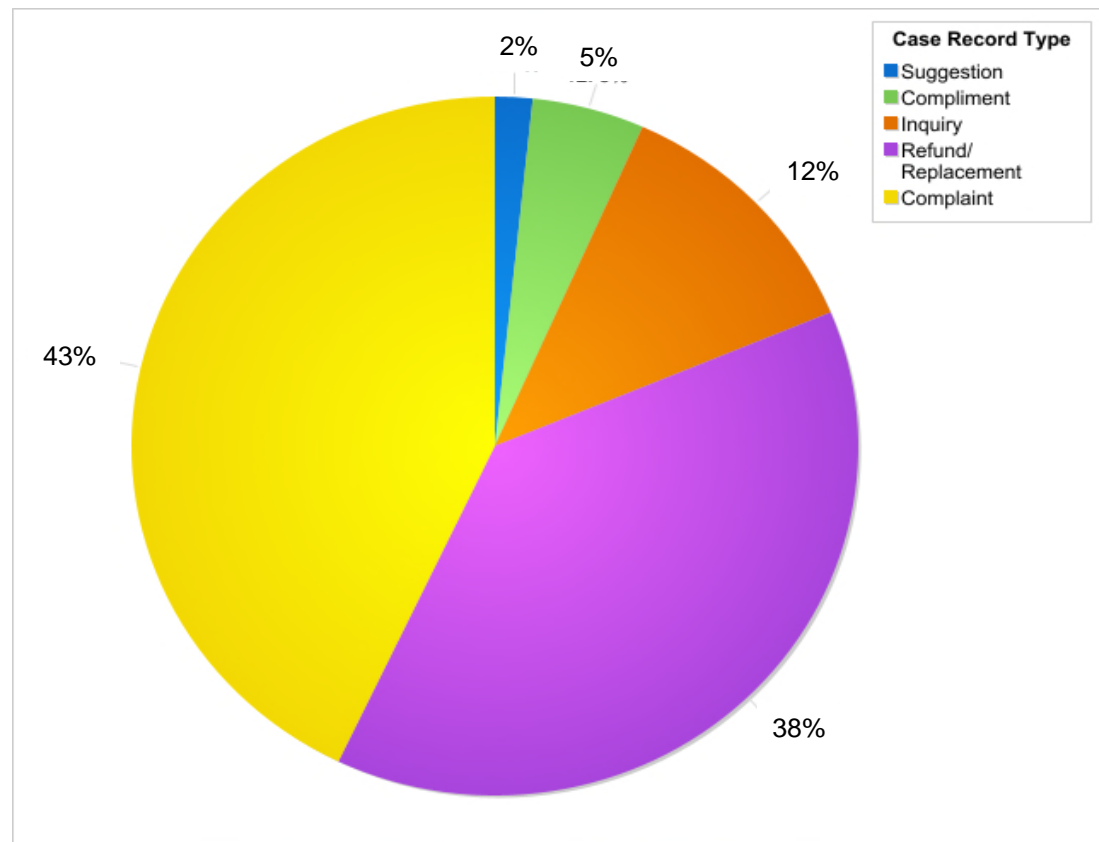
Created Cases by Month July 2018 - July 2020

Previous Two Years



Case Types: March – June 2020

- 1184 TOTAL cases created
- 249 COVID-19 related cases



Suspension of Fares

- When fares were suspended, many customers had partially used period passes (e.g., 31 day pass)
 - Marketing and Communications let customers know partially used passes could be returned and they would be provided with the balance of their passes for use when fares were reinstated.
 - Customer Service was tasked with receiving, tracking and processing these cases.
 - As of 7/31/2020, 94 passes were received, remaining periods calculated and replacement passes returned.

Complaints, Inquiries and Suggestions

Top Themes:

Complaints

- Other people not wearing masks; social distancing.
- Enforcement of the mask law
- Refused boarding

Inquiries

- Most about unused pass refund status
- Boarding, other procedures

Suggestions

- Wearing masks
- Addressing customers who did not wear masks
- Better enforcement of social distancing

It would be helpful to have masks available for riders who may not have any protective covering.

I have a monthly bus pass that I only used twice before COVID. Can I still use it?

I think it is very unfair that the bus driver left me because they met the bus rider capacity.

Compliments

I appreciate all that you all do especially during this time of Covid-19. I am thankful and grateful to have a transit system that's dependable and reliable. Hats off to all of you and God Bless.

I am writing to praise you to the sky for providing transportation for mothers and babies to their well baby visits. This act of generosity and successful human services collaboration is an example of what makes the Rochester community great and what can lift us all up out of this mess. Thank you for reaffirming my trust in the basic goodness of human nature in these dark times.

Thank you for protecting your drivers and keeping them working. Thank you for being there today.
Bright blessings to you all. **YOU ARE ESSENTIAL.**

COVID-19 Customer Service Impacts

In summary:

- Customer service call volumes have been moving in tandem with ridership levels
- COVID related CRM cases account for only 21% of all cases since the onset of the pandemic
- Trending themes fall in line with industry-wide themes: mask wearing compliance/enforcement; capacity on buses/social distancing; boarding and fares
- Continue building customer confidence with our safety efforts to keep our customers and employees safe.
- <https://youtu.be/agvPIEDBv5o>



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COVID-19 Impact on Business Partnerships

*Presented by: Amy Gould
Chief People Officer*

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Project Highlight

Business Development Contract Status

County	Contracts Pre-COVID 19	Contracts Current Status
RTS Monroe	34	28
RTS Genesee	8	8
RTS Livingston	4	4
RTS Ontario	5	5
RTS Seneca	1	1
RTS Wayne	6	6
RTS Wyoming	1	1
Total	59	53

The contracts above reflect regular partners who have worked with RTS for a number of years.

Business Development and Colleges

- **Nazareth College**
 - Returning to full service but only for the fall semester. They will review in October for January service.
- **RIT**
 - Cancellation of Saturday night service into downtown Rochester until further notice due to the volume of students and reduced capacity at venues in the East End.
- **MCC**
 - In process of negotiations for reduced number of students that will be coming to campus.
- **SUNY Geneseo**
 - Returning to full service with a new 2 year agreement in place.
- **Genesee Community College**
 - College Express Service and College Village have been renewed for this year with slight modifications.

COVID-19 Business Partner Impacts

In Summary:

- **Business development team worked collaboratively with our partners to ensure that their constituents (our customers) had uninterrupted service during this time**
- **The team provided flexibility with terms of the contracts to ensure that our communities could continue to provide essential services**
- **Director of Business Development, Bonnie Maguire and her team continue to respond proactively to our college partners. Ensuring that we strike the appropriate balance with needs versus capabilities.**

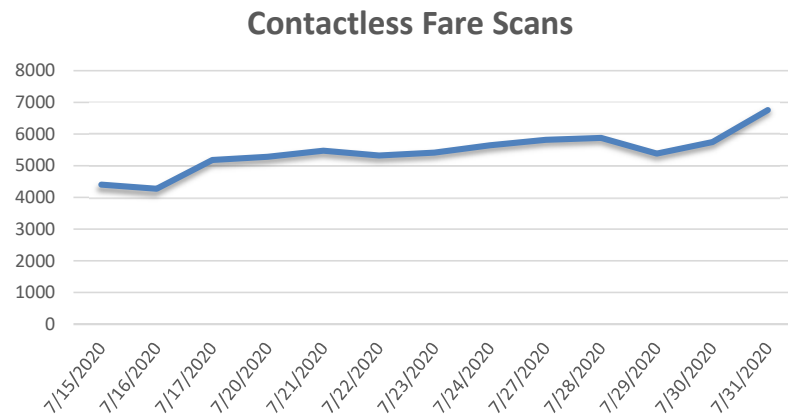


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RTS Fare Collection began July 15th

- We installed barriers for our Operators
- Reinststituted front door boarding
- Educated customers to wear a mask, and exit from the rear door
- Provided touchless fare payment option

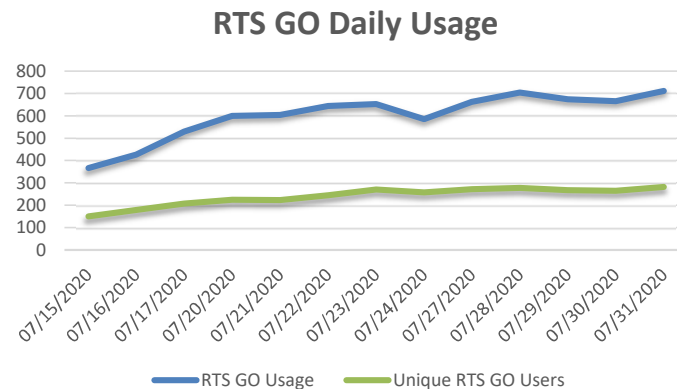


* Information as of 7/31/2020

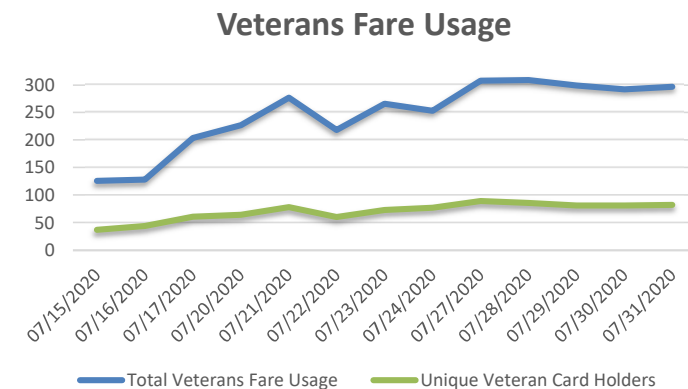


RTS Fare Collection Launch*

- 943 Accounts created online or on Mobile App
- 709 Total RTS Go Users
- 9,786 Trips taken with RTS GO



- 294 Veterans Passes issued by Veterans Outreach Center
- 171 in use by customers
- 3734 total rides provided with passes



* Information as of 7/31/2020



Miscellaneous

Regional Office Visits July 2020



Sanitation Stations Press Event

August 5, 2020





Miscellaneous

- United Way Systems Integration Team Meeting
- Press Conference on Veterans Fares
- RBJ Diversity & Inclusion Mastermind Summit
- APTA Mid-Size Committee Monthly Call
- GRCTF Planning Committee Meetings
- APTA Diversity & Inclusion Council Webinar
- NYPTA Priorities Calls
- The Bus Coalition Board Meeting
- Bi-Monthly Regional Manager Meeting
- Interview with Spectrum news on RTS and Foodlink collaboration
- Connected Communities virtual Town Hall meeting
- Post Secondary & Workforce Success Initiative with the City and the National League of Cities
- Leadership Team Meeting- Leading During Challenging Times with Kevin Beckford
- APTA Bus Operations Bi-weekly COVID-19 Conference call
- The Bus Coalition call with Senate Banking Committee
- FTA Webinar: Breaking Down Barriers: Celebrating 30 years of the Americans with Disabilities Act
- Webinar on Battery Electric Bus (BEB) and Hydrogen Fuel Cell BEB
- APTA Preview of the Transit Recovery Commitment Program
- Wade Norwood presentation to RTS Culture & Inclusion Council

Financial Report

Presented by: Scott Adair, CFO



RGRTA - Consolidated Budget Status Report - FY 2020-2021
6/30/2020

Financial Report

<u>Revenues</u>	<u>Budget 2020-21</u>	<u>FYTD 6/30/2020</u>	<u>Projected 3/31/2021</u>	<u>Budget Variance</u>
Total Locally Generated	\$ 30,467	\$ 1,561	\$ 30,467	\$ -
Total Government Subsidies	\$ 66,323	\$ 29,032	\$ 66,323	\$ -
Mortgage Tax	\$ 11,557	\$ 2,890	\$ 11,557	\$ -
Grand Total Revenue	\$ 108,348	\$ 33,483	\$ 108,348	\$ -
<u>Expenses</u>				
Personnel				
Salary & Wages	\$ 54,736	\$ 12,473	\$ 54,736	\$ -
Fringe Benefits	\$ 24,354	\$ 4,317	\$ 24,354	\$ -
Total Personnel	\$ 79,090	\$ 16,790	\$ 79,090	\$ -
Non-Personnel				
Services	\$ 9,343	\$ 1,883	\$ 9,343	\$ -
Fuel/Lubricants	\$ 6,149	\$ 513	\$ 6,149	\$ -
Parts	\$ 4,192	\$ 815	\$ 4,192	\$ -
Other	\$ 9,573	\$ 1,996	\$ 9,573	\$ -
Total Non-Personnel	\$ 29,257	\$ 5,206	\$ 29,257	\$ -
Grand Total Expenses	\$ 108,348	\$ 21,997	\$ 108,348	\$ -
Net Income/Deficit From Operations & Subsidies	\$ -	\$ 11,487	\$ -	\$ -



ROCHESTER
GENESEE REGIONAL
TRANSPORTATION
AUTHORITY

BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	August 6, 2020				
Presenter:	David Belaskas				
Subject:	Resolution Authorizing a Contract for Construction of RTS Connection Hubs				
Background:	<p>The Authority is requesting construction services for two (2) Connection Hubs located on Eastman Avenue and Skyview on the Ridge as part of the Reimagine RTS Project.</p> <p>The Authority publicly advertised for bids in the <u>New York State Contract Reporter</u> and the <u>Rochester Business Journal</u> on June 5, 2020 and the <u>Minority Reporter</u> on June 4, 2020.</p> <p>A total of 25 Invitation for Bid (IFB) packages were sent out and two (2) bids were received and opened on June 30, 2020. The following is a summary of the bids:</p> <table><tr><td>DiFiore Construction</td><td>\$1,176,500</td></tr><tr><td>The Pike Company</td><td>\$1,325,000</td></tr></table> <p>After consideration of the bids it has been determined that DiFiore Construction submitted the lowest responsive bid in the amount of \$1,176,500 that best serves the interests of the Authority.</p> <p>The Authority evaluated the bid submitted by DiFiore Construction and concluded that all components of the bid submitted by DiFiore Construction are fair and reasonable.</p> <p>It is recommended that a 10% contingency account in the amount of \$117,650 be established for justified orders on contract for a total authorized amount of \$1,294,150.</p> <p>The Authority has determined DiFiore Construction appears to be a responsible bidder.</p>	DiFiore Construction	\$1,176,500	The Pike Company	\$1,325,000
DiFiore Construction	\$1,176,500				
The Pike Company	\$1,325,000				

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



	<p>These Connection Hubs are subject to review under the National Environmental Policy Act of 1969 ("NEPA"). The Federal Transit Administration (FTA) has approved the Authority's request for a Class II Categorical Exclusion (CE) pursuant to 23 C.F.R. Section 771.118 (c)(9) for the Eastman Avenue Connection Hub. The FTA has not completed its review of the Authority's request for a Class II Categorical Exclusion (CE) pursuant to 23 C.F.R. Section 771.118 (c)(9) for the Skyview on the Ridge Connection Hub. The Skyview on the Ridge Connection Hub will not move forward until the FTA has completed its review and approved our request for a CE.</p>
Financial Impact:	<p>The bid submitted by DiFiore Construction totaled \$1,176,500. In addition, we request an additional 10% contingency of \$117,650 for justified orders on contract. Thus a total authorized amount for construction of the RTS Connection Hubs of \$1,294,150.</p> <p>The project will be funded by a combination of Federal, State and local sources.</p>
Recommendation:	<p>That the Chief Executive Officer or his designee be authorized to execute a contract with DiFiore Construction for construction of RTS Connection Hubs for up to \$1,176,500.</p> <p>In addition, the Chief Executive Officer, or his designee, is authorized to increase the value of the contract by an amount not to exceed \$117,650 for justified orders on contract with the total authorized amount of \$1,294,150.</p>

Resolution: RGRTA 30-2020

RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR CONSTRUCTION OF RTS CONNECTION HUBS

WHEREAS, the Rochester Genesee Regional Transportation Authority (the "Authority") is seeking Construction of two (2) RTS Connection Hubs located on Eastman Avenue and Skyview on the Ridge; and

WHEREAS, the Authority publicly advertised for bids in the New York State Contract Reporter and the Rochester Business Journal on June 5, 2020 and the Minority Reporter on June 4, 2020; and

WHEREAS, 25 invitation for bid packages were distributed and two (2) bids were received on or before the June 30, 2020 deadline; and

WHEREAS, after evaluation of the bids by the Authority, it has been determined that DiFiore Construction submitted the lowest responsive bid in the amount of \$1,176,500; and

WHEREAS, the Authority determined that DiFiore Construction appears to be a responsible bidder; and

WHEREAS, the project will be funded by a combination of Federal, State and local sources; and

WHEREAS, these projects are subject to review under the National Environmental Policy Act of 1969 ("NEPA"); and

WHEREAS, the Federal Transit Administration (FTA) has approved the Authority's request for a Class II Categorical Exclusion (CE) pursuant to 23 C.F.R. Section 771.118 (c)(9) for the Eastman Avenue Connection Hub; and

WHEREAS, the FTA has not completed its review of the Skyview on the Ridge Connection Hub request for a Class II Categorical Exclusion (CE) pursuant to 23 C.F.R. Section 771.118 (c)(9) for the Skyview on the Ridge Connection Hub; and

WHEREAS, the contract for construction of the Skyview on the Ridge Connection Hub will only be executed when the FTA offers its concurrence with this CE determination.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee is authorized to execute a contract for construction of two (2) RTS Connection Hubs in an amount not to exceed \$1,176,500 and subject to the FTA's CE on the Skyview on the Ridge Connection Hub; and

BE IT FURTHER RESOLVED, the Chief Executive Officer or his designee is authorized to increase the value of the contract by an amount not to exceed \$117,650 for justified orders on contract with the total authorized amount to be \$1,294,150; and

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

CERTIFICATION

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Quarterly Meeting of the Rochester-Genesee Regional Transportation Authority, which was held on August 6, 2020 and that the Resolution is still in full force and effect.

Donald Jeffries, Chairman

Date: August 6, 2020
Rochester, New York



Resolution Authorizing a Contract for Construction of RTS Connection Hubs

RGRTA 30-2020

Presented by David Belaskas, Director of Engineering & Facilities Management

- **Connection Hubs**
 - Eastman Avenue
 - Skyview on the Ridge
- **Process**
 - Invitation for Bids
 - Other Information
 - Project Schedule
- **Our Recommendation**



Eastman Avenue Connection Hub



Proposed Location

Existing Site Conditions





- RTS Bus Shelter Design #1 with real time information
- Trash Receptacles
- Bike Rack



Skyview on the Ridge Connection Hub



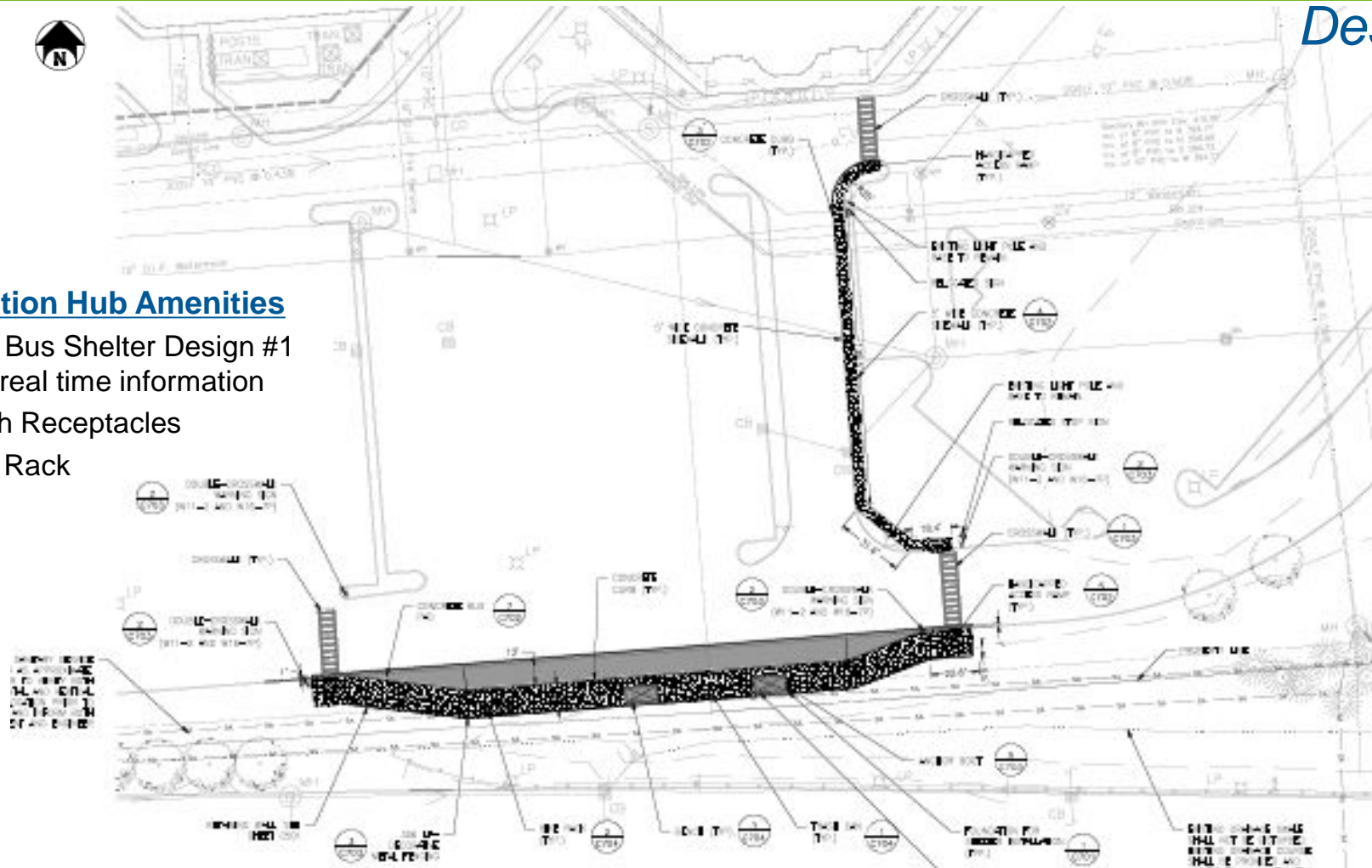
Proposed Location

Existing Conditions



Connection Hub Amenities

- RTS Bus Shelter Design #1 with real time information
- Trash Receptacles
- Bike Rack





Invitation for Bids

- Publicly advertised for bids in the New York State Contract Reporter and the Rochester Business Journal on June 5, 2020, and the Minority Reporter on June 4, 2020.
- Twenty-five (25) Invitation for Bid packages were distributed. Two (2) bids were received prior to the June 30, 2020 deadline:
 - DiFiore Construction \$1,176,500
 - Pike Company \$1,325,000



Other Information

- These projects are subject to review under the National Environmental Policy Act of 1969 (“NEPA”).
- The FTA has not completed its review of the Authority’s request for a Class II CE pursuant to 23 C.F.R. Section 771.118(c)(9) for the Skyview on the Ridge Connection Hub.
- The Authority will execute the Contract for Construction for Eastman Avenue Connection Hub (approx. \$771K) with approval by the Board of Commissioners. Execution of the Contract for Construction for Skyview on the Ridge is subject to the Board of Commissioners approval and FTA’s approval of the CE.



Project Schedule

Task	Date
Contract Award	8/06/2020
Construction Starts	9/08/2020
Construction Complete	04/01/2021



Recommendation

That the Chief Executive Officer or his designee be authorized to execute a contract with DiFiore Construction for construction of two (2) RTS Connection Hubs for \$1,176,500.

In addition, the Chief Executive Officer or his designee be authorized to increase the value of the contract by an amount not to exceed \$117,650 for justified orders on contract with a total authorized amount of \$1,294,150.



ROCHESTER
GENESEE REGIONAL
TRANSPORTATION
AUTHORITY

BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	August 6, 2020
Presenter:	David Belaskas
Subject:	Resolution Amending RGRTA 16-2019 Authorizing a Contract with Creighton Manning Engineering, LLP and Bergmann Associates, PC for Design and Construction Administration Services for the RTS Connection Hubs Project
Background:	<p>Resolution RGRTA 53-2018, in December 2018, authorized a contract with Creighton Manning Engineering, LLP and Bergmann Associates, PC for design and construction administration services to construct three (3) Connection Hubs as part of the Reimagine RTS project.</p> <p>Resolution RGRTA 16-2019, expanded the contract to include six (6) additional Connection Hubs and seventeen (17) transfer shelters.</p> <p>The Authority is now seeking to further utilize the existing design and construction administration services contract for the final two (2) Connection Hubs and a possible improved location for an existing Connection Hub.</p> <p>Due to multiple unforeseeable conditions, including the need to undertake multiple design initiatives for the Eastman Avenue and East Ridge Road locations (aka Skyview on the Ridge), delays in securing approval to purchase real property for the Eastman Avenue site, delays in securing license agreements from host property owners, and delays in receiving materials and equipment due to the COVID-19 pandemic the project design and construction schedule have been spread out over a longer than originally anticipated timeframe, and, accordingly, additional design and construction administration efforts are necessary.</p> <p>In addition, our original Connection Hub on Hylan Drive near Marketplace Mall is currently being reviewed due to a potential University of Rochester development in that area. This new location is a favorable change but, will require additional design and construction administration services for the Reimagine RTS Project.</p>

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	As with many of the sites for Connection Hubs they are subject to the National Environmental Policy Act of 1969 (NEPA). The proposed construction to be completed at the Skyview on the Ridge location is under review by the Federal Transit Administration (FTA). The new University of Rochester development off Hylan Drive in Henrietta would require review and approval by the FTA.
Financial Impact:	<p>Creighton Manning Engineering, LLP's contract will increase by \$28,885 from \$473,092 to \$501,977 and the Bergmann Associates, PC contract will increase by \$135,596 from \$378,229 to \$513,825.</p> <p>The contingency for justified orders on both contracts will remain unchanged at \$24,000 for a total authorized value of \$1,039,802.</p> <p>The cost of these services will be funded by a combination of Federal, State and Local sources.</p>
Recommendation:	That the Chief Executive Officer or his designee be authorized to execute contract amendments with Creighton Manning Engineering, LLP and Bergmann Associates, PC for Design and Construction Administration Services associated with the RTS Connection Hubs Project, subject to relevant requirements set forth in the NEPA.

Resolution: RGRTA 31-2020

RESOLUTION AMENDING RGRTA 16-2019 AUTHORIZING A CONTRACT WITH CREIGHTON MANNING ENGINEERING, LLP AND BERGMANN ASSOCIATES, PC FOR DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES FOR THE RTS CONNECTION HUBS PROJECT

WHEREAS, in December 2018 the Rochester Genesee Regional Transportation Authority (the "Authority") authorized per Resolution 53-2018 two contracts for Design and Construction Administration Services for the RTS Connection Hubs Project in the Rochester, NY area; and

WHEREAS, in May 2019, the Authority, per Resolution 16-2019, amended Resolution 53-2018 expanding the scope of services being provided by Creighton Manning Engineering, LLP and Bergmann Associates, PC and increasing the respective authorized contract amounts for the two firms; and

WHEREAS, in accordance with Resolution RGRTA 16-2019, the authorized contract amount for Creighton Manning Engineering, LLP services was \$473,092 and the amount for Bergmann Associates, PC was \$378,229; and

WHEREAS, Resolution RGRTA 16-2019 maintained a contingency of \$24,000 for justified orders on both contracts resulting in a total authorization of \$875,321; and

WHEREAS, due to multiple unforeseeable conditions, including the need to undertake multiple design initiatives for the Eastman Avenue and East Ridge Road locations, delays in securing approval to purchase real property for the Eastman Avenue site, delays in securing license agreements from host property owners, and delays in receiving materials and equipment due to the COVID-19 pandemic the project design and construction schedule have been spread out over a longer than originally anticipated timeframe, and, accordingly, additional design and construction administration efforts are necessary; and

WHEREAS, in addition, our original Connection Hub on Hylan Drive near Marketplace Mall is currently being reviewed due to a potential University of Rochester development in that area. This new location is a favorable change but, will require additional design and construction administration services for the Reimagine RTS Project; and

WHEREAS, the cost for Creighton Manning, LLC services will increase by \$28,885 from \$473,092 to \$501,977; and

WHEREAS, the cost for Bergmann Associates, PC services will increase by \$135,596 from \$378,229 to \$513,825; and

WHEREAS, the contingency for justified orders on both contracts will remain at \$24,000 for a total authorized value of \$1,039,802; and

WHEREAS, the cost of these services will be funded by a combination of Federal, State and Local sources; and

WHEREAS, this Project is subject to review under the National Environmental Policy Act of 1969 ("NEPA"); and

WHEREAS, the Federal Transit Administration (FTA) has approved RGRTA's request for a

Class II Categorical Exclusion (CE) pursuant to 23 C.F.R. Section 771.118 (c)(9) for the Eastman Avenue Connection Hub; and

WHEREAS, the Authority is awaiting FTA's final review and approval of a request for a Class II Categorical Exclusion (CE) pursuant to 23 C.F.R. Section 771.118 (c)(9) for the Skyview on the Ridge and Marketplace Mall Connection Hub locations.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee is authorized to execute a contract amendment with Creighton Manning Engineering, LLP for Design Services and Construction Administration Services for the RTS Connection Hubs Project in an amount not to exceed \$28,885, subject to relevant requirements set forth in the National Environmental Policy Act of 1969; and

BE IT FURTHER, RESOLVED, the Chief Executive Officer or his designee is authorized to execute a contract amendment with Bergmann Associates, PC for Design Services and Construction Administration Services for the RTS Connection Hubs Project in an amount not to exceed \$135,596, subject to relevant requirements set forth in the National Environmental Policy Act of 1969; and

BE IT FURTHER RESOLVED, the Chief Executive Officer or his designee is authorized to increase the value of the contracts by up to \$24,000 for justified orders on the contract resulting in a total authorization of \$1,039,802; and

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

CERTIFICATION

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Quarterly Meeting of the Rochester-Genesee Regional Transportation Authority, which was held on August 6, 2020 and that the Resolution is still in full force and effect.

Donald Jeffries, Chairman

Date: August 6, 2020
Rochester, New York



**ROCHESTER
GENESEE REGIONAL
TRANSPORTATION
AUTHORITY**

BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	August 6, 2020
Presenter:	David Belaskas
Subject:	Resolution Amending RGRTA 44-2018 Authorizing a Contract with Stantec Consulting Services, Inc. for Design and Construction Administration Services for the RTS Gasoline Tank Replacement Project
Background:	<p>Resolution RGRTA 44-2018, in September 2018, authorized a contract with Stantec Consulting Services, Inc. for Design and Construction Administration Services for the RTS Gasoline Tank Replacement Project.</p> <p>As part of the Authority's new Advanced Environmental Service Building it is anticipated we will fuel all vehicles, revenue and non-revenue, indoors. The indoor fueling will provide for increased efficiency and comfort for this process. However, this requires additional effort to design under the RTS Gasoline Tank Replacement Project and is a logical extension of the contract with Stantec Consulting Services, Inc.</p>
Financial Impact:	<p>Stantec Consulting Services, Inc.'s contract will increase by \$22,478 from \$123,783 to \$146,261.</p> <p>The contingency for justified orders on contract will remain unchanged at \$12,378 for a total authorized value of \$158,639.</p> <p>The cost of these services will be funded by a combination of Federal, State and Local sources.</p>
Recommendation:	That the Chief Executive Officer or his designee be authorized to execute a contract amendment with Stantec Consulting Services, Inc. for Design and Construction Administration Services associated with the RTS Gasoline Tank Replacement Project.

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Resolution: RGRTA 32-2020

RESOLUTION AMENDING RGRTA 44-2018 AUTHORIZING A CONTRACT WITH STANTEC CONSULTING SERVICES, INC. FOR DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES FOR THE RTS GASOLINE TANK PROJECT

WHEREAS, in September 2018 the Rochester Genesee Regional Transportation Authority (the "Authority") authorized per Resolution RGRTA 44-2018 a contract for Design and Construction Administration Services for the RTS Gasoline Tank Project; and

WHEREAS, the contracted services include Site Studies, Plans, Specifications and Cost Estimates, Shop Drawing and Permit Document Review, Bidding Phase Support Services, Construction Administration Services, Construction Inspection Services, Review Progress Payments and Change Orders, DBE Participation Tracking, Prepare and Implement Commissioning Plan, NYSOGS Code Compliance Documentation, including securing NYSOGS Construction Permit and NYSOGS Code Compliance Certification, and Project Closeout; and

WHEREAS, the Authority desires to expand the project to include design services for gasoline fueling in the interior of the Advanced Environmental Service Building a logical extension of the existing contract; and

WHEREAS, the cost of the additional services will increase the contract with Stantec Consulting Services, Inc. by \$22,478 from \$123,783 to \$146,261; and

WHEREAS, Resolution RGRTA 44-2018 included a contingency for justified orders on contract in the amount of \$12,378; and

WHEREAS, the contingency for justified orders on contract will remain unchanged at \$12,378 for a total authorized value of \$158,639; and

WHEREAS, the cost of these services will be funded by a combination of Federal, State and Local sources.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee is authorized to execute a contract amendment with Stantec Consulting Services, Inc. for Design Services and Construction Administration Services for the RTS Gasoline Tank Replacement Project in an amount not to exceed \$22,478 resulting in a total authorized value of \$158,639; and

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

CERTIFICATION

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Quarterly Meeting of the Rochester-Genesee Regional Transportation Authority, which was held on August 6, 2020 and that the Resolution is still in full force and effect.

Donald Jeffries, Chairman

Date: August 6, 2020
Rochester, New York



**ROCHESTER
GENESEE REGIONAL
TRANSPORTATION
AUTHORITY**

BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	August 6, 2020
Presenter:	David Belaskas
Subject:	Resolution Authorizing the granting of a permanent easement along 1372-1398 East Main Street to the State of New York and Authorizing an Agreement for Advance Payment.
Background:	<p>The State of New York ("NYS") is undertaking a project to reconstruct East Main Street from North Goodman Street to Culver Road in the City of Rochester, Monroe County.</p> <p>The project will narrow the street, create new bike lanes and create a green space buffer between the bike and vehicle lanes.</p> <p>NYS proposes to take a permanent easement on a portion of Authority property through the eminent domain process. NYS will have an easement over the main ingress/egress area to 1372 East Main Street as depicted in the attached renderings. As the easement does not restrict traffic flow, Authority operations will not be impeded by the transfer. However, the actual construction on East Main Street may cause temporary restrictions to traffic flow which we are regularly discussing with NYS and City of Rochester Officials.</p> <p>NYS has offered the Authority compensation in the amount of Four Thousand Dollars (\$4,000.00) for the easement as required under the taking of property by eminent domain. This figure is based upon the amount in an appraisal completed for NYS. The Authority has had its own appraiser informally review the proposed amount and is in agreement that the value is fair and reasonable. The Authority will retain the right to file a claim for further compensation after receipt of the advanced payment, if necessary.</p> <p>NYS requires the Authority to sign an Agreement for Advance Payment in order to receive the \$4,000.</p>

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Financial Impact:	The Authority did not anticipate this revenue in its current operating budget.
Recommendation:	That the CEO or his designee be granted authority to execute all closing papers for the transfer of property to the State of New York and sign an Agreement for Advance Payment.

Resolution: RGRTA 33-2020

AUTHORIZING THE GRANTING OF A PERMANENT EASEMENT ALONG 1372-1398 EAST MAIN STREET TO THE STATE OF NEW YORK AND AUTHORIZING AN AGREEMENT FOR ADVANCE PAYMENT

WHEREAS, the State of New York has taken or is in the process of taking a permanent easement of the land owned by the Rochester Genesee Regional Transportation Authority(the "Authority") through the process of eminent domain for the purposes of a road reconstruction project entitled East Main Street Reconstruction, PIN 4CR005221 PROC 14922; and

WHEREAS, the State of New York has, based upon a market appraisal, offered to pay the Authority the sum of Four thousand dollars (\$4,000.00) for an easement over a portion of the Authority's property along 1372-1398 East Main Street as depicted on Map(s) 2, as Parcel(s) 2, a copy of which is attached to this Resolution; and

WHEREAS, Authority staff have reviewed the plans and proposal and concluded that it will have no effect upon Authority operations; and

WHEREAS, the Board of Commissioners is the governing body of the Authority; and

WHEREAS, the Board of Commissioners wishes to authorize the Chief Executive Officer, William Carpenter or his designee Chief Financial Officer Scott Adair to sign the Agreement for Advanced Payment and further authorize the CEO or the CFO, if designated by the CEO, to execute the closing papers on behalf of the Authority; and

WHEREAS, the Authority carefully considered this recommendation and concluded that it was in the best interest of the Authority to accept this recommendation.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer, William Carpenter, or his designee, Chief Financial Officer Scott Adair is authorized to sign the Agreement for Advance Payment and accept the Advanced Payment of Four Thousand Dollars (\$4,000), and

BE IT FURTHER RESOLVED, that the CEO Carpenter or his designee CFO Adair is authorized to execute any and all closing papers with regard to the transfer of a permanent easement to the State of New York; and,

BE IT FURTHER RESOLVED, that CEO Carpenter or his designee CFO Adair 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 August 6, 2020 and that the Resolution is still in full force and effect.

Donald Jeffries, Chairman

Date: August 6, 2020
Rochester, New York

NEW YORK STATE
DEPARTMENT OF TRANSPORTATION
ACQUISITION MAP

PIN 4CR0.05

MAP NO. 2
PARCEL NO. 2
SHEET 1 OF 2 SHEETS

EAST MAIN STREET

MAP REFERENCE INFORMATION:

Being part of Beachwood
Subdivision Liber 7 of Maps,
Page 22, And A Subdivision
of Part of Town Lot 42
Liber 7 of Maps, Page 50.

Parcel Locator Point:

Parcel No: 2
N: 1,153,413.75
E: 1,417,247.01
N.Y.S.P.C.S. WEST ZONE
NAD 83

REGIONAL TRANSIT SERVICE
ROCHESTER-GENESEE TRANSPORTATION
DISTRICT, INCORPORATED
(REPUTED OWNER)

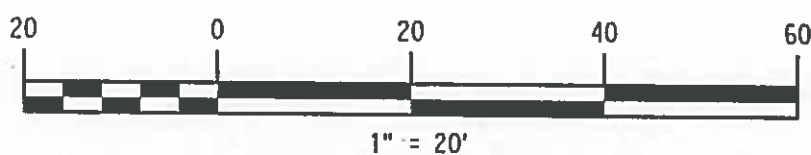
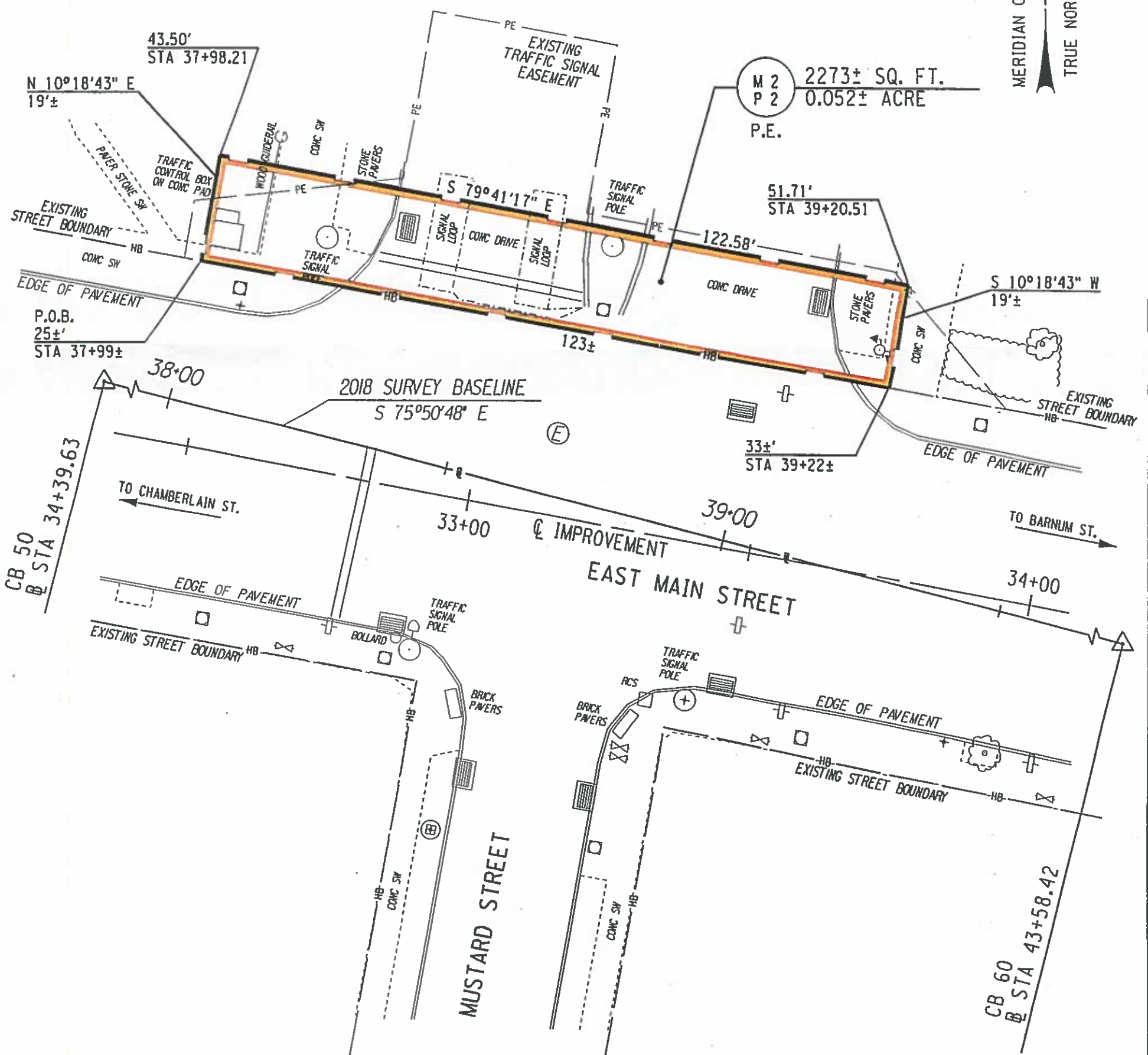
CCD L.4075 P.99
APPROPRIATION L.1133 P.12
TRN 2

PARCEL SUMMARY:

Type: Permanent Easement

Portion of 2017 Tax
Map Ref. No. 107.69-01-24
City of Rochester
County of Monroe
State of New York

REGIONAL TRANSIT SERVICE
ROCHESTER-GENESEE TRANSPORTATION
DISTRICT, INCORPORATED
(REPUTED OWNER)

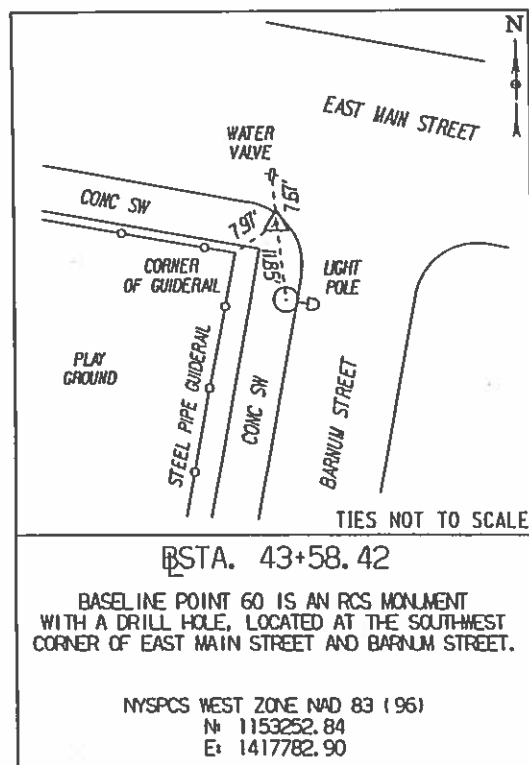
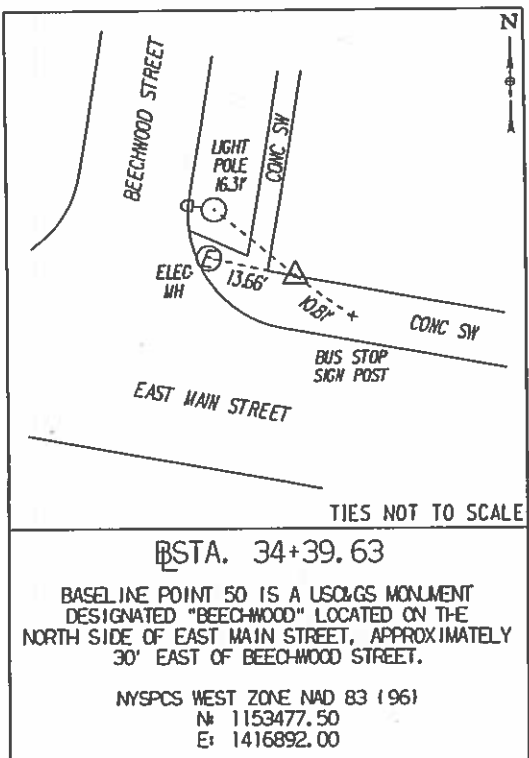


NEW YORK STATE
DEPARTMENT OF TRANSPORTATION
ACQUISITION MAP

PIN 4CR0.05

MAP NO. 2
PARCEL NO. 2
SHEET 2 OF 2 SHEETS

EAST MAIN STREET



PERMANENT EASEMENT FOR HIGHWAY PURPOSES

A permanent easement to be exercised in, on and over the property above delineated for the purpose of constructing, reconstructing and maintaining thereon a City Street, together with such bridges and other facilities in connection therewith as may be deemed necessary by the Commissioner of Transportation in and to all that piece or parcel of property designated as Parcel No. 2, as shown on the accompanying map.

RESERVING, however to the owner of any right, title or interest in and to the property delineated as Parcel No. 2 above, and such owner's successors or assigns, the right of access and the right of using said property and such use shall not be further limited or restricted under this easement beyond that which is necessary to effectuate its purposes for, and as established by, the construction or reconstruction and as so constructed or reconstructed, the maintenance, of the herein identified project.

Thereby certify that the property mapped above is necessary for this project, and the acquisition thereof is recommended.

Date December 4 2019

Jeffrey A. Tiede
Jeffrey A. Tiede, LS
Manager, City of Rochester Maps & Surveys



REGIONAL TRANSIT SERVICE
ROCHESTER-GENESEE TRANSPORTATION
DISTRICT, INCORPORATED
(REPUTED OWNER)

"Unauthorized alteration of a survey map bearing a licensed land surveyor's seal is a violation of the New York State Education Law."

Thereby certify that this map was prepared in accordance with current NYSDOT policies, standards and procedures.

Date 04 DECEMBER 2019

David L. Standing
David L. Standing
P.L.S. License No. 050107
Erdman, Anthony and Associates, Inc.

Map of property in and to which an easement as hereinabove defined is deemed necessary by the Commissioner of Transportation to be acquired for and at the request of the City of Rochester by appropriation in the name of the People of the State of New York for purposes connected with the highway system of the City of Rochester pursuant to Section 30 of the Highway Law as made applicable by Section 10, Subdivision 34-A, of the Highway Law and the Eminent Domain Procedure Law.

There is excepted from this appropriation all the right, title and interest, if any, of the United States of America in or to said property.

Pursuant to the statute(s) set forth above and the authority delegated to me by Official Order of the Commissioner of Transportation, this acquisition map is hereby approved and filed in the main office of the New York State Department of Transportation.

Date MAR 31 2020



Kathleen Q.
Office of Right-of-Way

I have compared the foregoing copy of the map with the original thereof, as filed in the Office of the State Department of Transportation and I do hereby certify the same to be a true and correct copy of the original and of the whole thereof.

Lisa A. Snyder
Office of Right-of-Way



Z

27 69	SCALE 1" = 40'	PL-5	DRAWING TITLE ROADWAY PLAN	ISSUED DECEMBER 2019 CHECKED WPM DRAWN DAW DESIGN RJS SCALE AS NOTED EA PROJECT NUMBER 19574.00	NO. REVISION BY DATE	PROJECT TITLE EAST MAIN STREET RECONSTRUCTION PROJECT	 Department of Environmental Services Architecture and Engineering Services City of Rochester, New York	 PROJECT MANAGER: W. McCORMICK
							MANAGING ENGINEER DOMINIC FERETE, P.E. CITY ENGINEER HOLLY BARRETT, P.E.	DRAWN BY: S. BEAMAN / D. WELLS



ROCHESTER
GENESEE REGIONAL
TRANSPORTATION
AUTHORITY

**BOARD OF COMMISSIONERS
AGENDA ITEM COVER SHEET**

Board Meeting Date:	August 6, 2020
Presenter:	Rusty Korth
Subject:	Authorizing the Award of a Contract for the Purchase of Tires for Medium-Duty Transit Buses and Non-Revenue Vehicles
Background:	<p>The Authority requires the services of a tire supplier to provide new and recapped tires for medium-duty transit buses for the Authority's regional, paratransit, and on-demand service operations as well as non-revenue vehicles such as cars, SUV's and vans.</p> <p>The Authority sought bids from qualified firms by issuing an Invitation for Bid (IFB) by publicly advertising it in the <u>New York State Contract Reporter</u> on May 22, 2020 and in the <u>Rochester Business Journal</u> on May 29, 2020.</p> <p>Eleven (11) IFB packages were requested and three (3) responsive bids were received on June 29, 2020.</p> <p>The IFB was comprised of two (2) separate awards with one (1) award for tires less than 22.5" inch and one (1) award for 22.5" inch tires. The following is the names of bidders and a summary of the cost based on the estimated number of tires needed each year:</p> <p><u>Award #1: Tires <22.5"</u> All Season Tires, Inc. of Bath, NY - \$211,438 Lewis General Tire, Inc. of Rochester, NY - \$220,343 W. Glenn Sedam, Inc. of Perry, NY - \$222,127</p> <p><u>Award #2: Tires ≥22.5"</u> All Season Tires, Inc. of Bath, NY - \$9,464 Lewis General Tire, Inc. of Rochester, NY - \$14,025 W. Glenn Sedam, Inc. of Perry, NY - \$13,938</p>

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	<p>The Authority has determined that All Season Tires, Inc. of Bath, NY submitted the lowest responsive bid in each of the two (2) awards. The Authority has determined that the unit prices included in Attachment A are fair and reasonable and determined that All Season Tires, Inc. of Bath, NY appears to be a responsible firm.</p> <p>The term of the contract shall be for three (3) years plus two (2) optional one-year terms.</p>
Financial Impact:	<p>It is estimated based on historical usage that the Authority will spend approximately \$221,000 in the first year of this contract, however the actual cost incurred will be determined by the actual operational needs of the Authority at the rates provided in Attachment A. Each unit price in Attachment A may be adjusted during the contract term when nationally published by the tire manufacturer in its normal manner. The cost will be funded in the current Authority's operating budget and included in future operating budgets.</p>
Recommendation:	<p>That the CEO or his designee be granted authority to execute a contract with All Season Tires, Inc. for the Purchase of Tires for Medium-Duty Transit Buses and Non-Revenue Vehicles.</p>

Resolution: RGRTA 34-2020

AUTHORIZING THE AWARD OF A CONTRACT FOR THE PURCHASE OF TIRES FOR MEDIUM-DUTY TRANSIT BUSES AND NON-REVENUE VEHICLES

WHEREAS, the Authority requires the services of tire supplier to provide new and recapped tires for medium-duty transit buses for the Authority's regional, paratransit, and on-demand service operations as well as non-revenue vehicles such as cars, SUV's and vans; and

WHEREAS, the Authority sought bids from qualified firms by issuing an Invitation for Bid (IFB) by publicly advertising it in the New York State Contract Reporter on May 22, 2020 and in the Rochester Business Journal on May 29, 2020; and

WHEREAS, eleven (11) IFB packages were requested and three (3) responsive bids were received on June 29, 2020; and

WHEREAS, the Authority determined that All Season Tires, Inc. of Bath, NY submitted the lowest responsive bids in each of the two (2) awards; and

WHEREAS, the Authority determined that All Season Tires, Inc. of Bath, NY appears to be responsible firm and that the prices included in Attachment A are fair and reasonable; and

WHEREAS, the actual cost incurred under this contract will be determined by the operational needs of the Authority at the rates provided in Attachment A; and

WHEREAS, the unit prices in Attachment A may be adjusted during the contract term when nationally published by the tire manufacturer in its normal manner; and

WHEREAS, the services are funded in the Authority's operating budget and will be in future operating budgets.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee is authorized to enter into a three (3) year contract with All Season Tires, Inc. to provide tires for medium-duty transit buses and non-revenue vehicles at the Unit Prices detailed in Attachment A; and

BE IT FURTHER RESOLVED that the Chief Executive Officer or his designee is authorized to execute up to two (2) additional one-year terms; 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 August 6, 2020 and that the Resolution is still in full force and effect.

Donald Jeffries, Chairman

Date: August 6, 2020
Rochester, New York

Attachment A to Resolution: RGRTA 34-2020

Unit Prices

Award #1 - Tires <22.5"	
Group 1: New Tires	
Deliverable Description	Unit Price
Goodyear Wrangler H/T , LT 225/75R16	\$105.00
Goodyear G647 RSS 245/70R19.5 - 14 ply	\$240.22
Goodyear G647 RSS 225/70R19.5 - 14 ply	\$234.57
Goodyear Assurance Max Life P235/55R17	\$94.60
Goodyear Assurance Max Life P235/60R17	\$97.29
Goodyear Assurance Max Life 215/60R16	\$72.46
Goodyear Assurance Max Life P225/60R16	\$85.83
Goodyear Assurance Max Life P225/50R17	\$96.12
Goodyear Wrangler Fortitude HT P235/70R16	\$109.34
Goodyear Wrangler AT Adv 235/85R16	\$143.07
Goodyear Fortitude HT 235/65R16 - 10ply	\$143.00
Goodyear Wrangler AT LT225/75R16	\$139.57
Group 2: Re-Capped Tires	
Deliverable Description	Unit Price
Goodyear Wrangler H/T, LT 225/75R16	\$79.20
Goodyear G647 RSS 245/70R19.5 - 14 ply	\$140.77
Goodyear G647 RSS 225/70R19.5 - 14 ply	\$121.99
Goodyear Wrangler AT LT225/75R16	\$108.14
Group 3: Tire Recycling Fee	
Deliverable Description	Unit Price
Tire recycling fee per tire 16"	\$3.00
Tire recycling fee per tire 17"	\$3.00
Tire recycling fee per tire 19.5"	\$3.00
Award #2: 22.5" Tires	
Deliverable Description	Unit Price
NEW TIRE: Michelin 255/70R22.5 - XZE	\$247.07
RE-CAPPED TIRE: Michelin 255/70R22.5 XZE	\$98.09
Tire recycling fee per tire 22.5"	\$3.00



ROCHESTER
GENESEE REGIONAL
TRANSPORTATION
AUTHORITY

**BOARD OF COMMISSIONERS
AGENDA ITEM COVER SHEET**

Board Meeting Date:	August 6, 2020
Presenter:	Amy Gould
Subject:	Authorizing a Contract Extension with Western New York Medical Practice, PC for In-House Medical Services
Background:	<p>In February of 2015, the Board of Commissioners approved Resolution RGRTA 7-2015, which authorized a contract with Western New York Medical Practice PC to provide in-house medical services. This contract is set to expire August 19, 2020.</p> <p>As a result of COVID-19, NYS Governor Andrew Cuomo signed Executive Order 202 waiving Section 359-a, Section 2879, and 2879-a of the Public Authorities Law to the extent necessary to purchase necessary goods and services without following the standard procurement processes.</p> <p>The Authority has determined that it is was not possible to complete a full and open procurement in time for the culmination of this contract and is recommending an extension to the existing contract based on Executive Order 202. This determination is due in part to potential proposers/medical providers not being fully operational and/or focusing their resources in dealing with the increased caseloads of COVID-19. The Authority is seeking a six (6) month extension to the existing contract.</p>
Financial Impact:	All existing terms and pricing will remain the same for the contract extension. Therefore, the extension is a not-to-exceed amount of \$50,000. Funding for this extension is included in the Authority's 2020-2021 Operating Budget.
Recommendation:	That the CEO or his designee be granted authority to execute a six (6) month contract extension with Western New York Medical Practice, PC for In-House Medical Services at an amount not-to-exceed \$50,000.

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Resolution: RGRTA 35-2020

AUTHORIZING A CONTRACT EXTENSION WITH WESTERN NEW YORK MEDICAL PRACTICE, PC FOR IN-HOUSE MEDICAL SERVICES

WHEREAS, in February of 2015, the Board of Commissioners approved Resolution RGRTA 7-2015, which authorized a contract with Western New York Medical Practice PC to provide in-house medical services. This contract is set to expire August 19, 2020; and

WHEREAS, as a result of COVID-19, NYS Governor Andrew Cuomo signed Executive Order 202 which waived Section 359-a, Section 2879, and 2879-a of the Public Authorities Law to the extent necessary to purchase necessary goods and services without following the standard procurement processes; and

WHEREAS, the Authority has determined that it is was not possible to complete a full and open procurement in time for the culmination of this contract and is recommending an extension to the existing contract based on Executive Order 202. This determination is due in part to potential proposers/medical providers not being fully operational and/or focusing their resources in dealing with the increased caseloads of COVID-19. The Authority is seeking a six (6) month extension to the existing contract.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee is authorized to execute a six (6) month contract extension with Western New York Medical Practice, PC for In-House Medical Services at an amount not-to-exceed \$50,000; 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 the Quarterly Meeting of the Rochester Genesee Regional Transportation Authority which was held on August 6, 2020 and that the Resolution is still in full force and effect.

Donald Jeffries, Chairman

Date: August 6, 2020
Rochester, New York



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BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	August 6, 2020
Presenter:	Daniel DeLaus
Subject:	Appointing Commissioners to Audit, Compensation, Finance/Investment and Governance Committees
Background:	<p>The terms of one or more members of the various Board Committees expired on July 31, 2020. Based on the expiration of their terms the following re-appointments are proposed:</p> <p>Commissioner Jankowski to the Audit Committee with a term to expire on July 31, 2021.</p> <p>Commissioners Ansbro and McDonald to the Compensation Committee with their terms to expire on July 31, 2021.</p> <p>Commissioner Johnson to the Finance/Investment Committee with a term to expire on July 31, 2021.</p> <p>Commissioners Kosmerl and McDonald to the Governance Committee with their terms to expire on July 31, 2021.</p> <p>In addition, it is proposed that Commissioner Kosmerl be appointed as Chair of the Audit Committee, Commissioner Johnson be appointed as Chair of the Finance/Investment Committee and Commissioner McDonald be appointed as Chair of the Governance Committee.</p>
Financial Impact:	There is no financial impact associated with the approval of these appointments.
Recommendation:	That the Board make the re-appointments and chairmanships to the various Board committees as suggested in the proposed resolution.

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Resolution: RGRTA 36-2020

APPOINTING COMMISSIONERS TO THE AUDIT, COMPENSATION, FINANCE/INVESTMENT AND GOVERNANCE COMMITTEES

BE IT RESOLVED THAT:

Commissioner Michael Jankowski is re-appointed to serve as a member of the Audit Committee for a term to expire on July 31, 2021; and

Commissioner Richard Kosmerl is appointed to serve as Chair of the Audit Committee for a term to expire on July 31, 2021; and

Commissioner William Ansbrow is re-appointed to serve as a member of the Compensation Committee for a term to expire on July 31, 2021; and

Commissioner William McDonald is re-appointed to serve as a member of the Compensation Committee with a term to expire on July 31, 2021; and

Commissioner Jerdine Johnson is re-appointed to serve as a member and Chair of the Finance/Investment Committee with a term to expire on July 31, 2021; and

Commissioner Richard Kosmerl is re-appointed to serve as a member of the Governance Committee with a term expiring on July 31, 2021; and

Commissioner William McDonald is re-appointed to serve as a member and Chair of the Governance Committee with a term expiring on July 31, 2021; and

Attachment A provides prior and proposed Committee assignments.

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

CERTIFICATION

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Quarterly Meeting of the Rochester-Genesee Regional Transportation Authority, which was held on August 6, 2020 and that the Resolution is still in full force and effect.

Donald Jeffries, Chairman

Date: August 6, 2020
Rochester, New York

Attachment A

BOARD COMMITTEES 8/1/19 Final

Governance Committee

Commissioner McDonald-Chair	20-Jul
Commissioner Kosmerl	20-Jul
Commissioner White	22-Jul
Commissioner Bensley	22-Jul
Chairman Astles	22-Jul

Compensation Committee- NO VIDEO

Commissioner Jeffries-Chair	22-Jul
Commissioner Ansbrow	20-Jul
Commissioner McDonald	20-Jul
Commissioner Kosmerl	21-Jul
Chairman Astles	22-Jul

Audit Committee

Commissioner Jankowski- Chair	20-Jul
Commissioner Ansbrow	22-Jul
Commissioner Kosmerl	21-Jul
Chairman Astles	22-Jul

Finance/Investment Committee

Commissioner Kosmerl- Chair	22-Jul
Commissioner Bensley	22-Jul
Commissioner Johnson	20-Jul
Commissioner Jankowski	22-Jul

BOARD COMMITTEES 8/6/2020 Draft

Governance Committee

Commissioner McDonald-Chair	21-Jul
Commissioner Kosmerl	21-Jul
Commissioner White	22-Jul
Commissioner Bensley	22-Jul
Commissioner Astles	22-Jul

Compensation Committee- NO VIDEO

Chairman Jeffries-Chair	22-Jul
Commissioner Ansbrow	21-Jul
Commissioner McDonald	21-Jul
Commissioner Kosmerl	21-Jul
Commissioner Astles	22-Jul

Audit Committee

Commissioner Kosmerl-Chair	21-Jul
Commissioner Ansbrow	22-Jul
Commissioner Jankowski	21-Jul
Commissioner Astles	22-Jul

Finance/Investment Committee

Commissioner Johnson- Chair	21-Jul
Commissioner Bensley	22-Jul
Commissioner Kosmerl	22-Jul
Commissioner Jankowski	22-Jul



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**BOARD OF COMMISSIONERS
AGENDA ITEM COVER SHEET**

Board Meeting Date:	August 6, 2020
Presenter:	Scott Adair
Subject:	Resolution Authorizing the Disposal of Buses
Background:	<p>The Authority periodically retires buses 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 buses listed in Attachment A have reached the end of their service life and are eligible for disposal.</p> <p>In addition, the five (5) diesel buses are being replaced by five (5) electric buses. The five (5) electric buses are part of the New York State Energy Research and Development Authority (NYSERDA) Truck Voucher Incentive Program (VW settlement funds). The NYSERDA Truck Voucher Incentive Program requires us to dispose of the five (5) diesel buses at an approved NYSERDA location.</p>
Financial Impact:	The Authority may receive nominal revenue based on the disposal process.
Recommendation:	That the Chief Executive Officer or his designee be granted authority to dispose of items listed in Attachment A at a NYSERDA approved disposal site.

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Resolution: RGRTA 37-2020

RESOLUTION AUTHORIZING THE DISPOSAL OF BUSES

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 buses listed in Attachment A have reached the end of their service life and are eligible for disposal; and

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

NOW, THEREFORE, BE IT RESOLVED, that the buses listed in Attachment A are declared to be surplus and shall therefore be disposed of at a NYSERDA approved disposal site; and

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

CERTIFICATION

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Quarterly Meeting of the Rochester Genesee Regional Transportation Authority, which was held on August 6, 2020 and that the Resolution is still in full force and effect.

Donald Jeffries, Chairman

Date: August 6, 2020
Rochester, New York

Resolution: RGRTA 37-2020

RESOLUTION AUTHORIZING THE DISPOSAL OF BUSES

ATTACHMENT A

Page 1 of 1

<u>Bus#</u>	<u>Manufacturer</u>	<u>Vin#</u>
RTS 753	2007 Gillig	15GGD291671077902
RTS 758	2007 Gillig	15GGD291571077907
RTS 763	2007 Gillig	15GGD291971077912
RTS 769	2007 Gillig	15GGD291X71077918
RTS 771	2007 Gillig	15GGD291871077920