

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF
ROCHESTER-GENESEE REGIONAL TRANSPORTATION AUTHORITY
AND ITS SUBSIDIARIES
March 1, 2018**

A. Roll Call and Determination of Quorum

The meeting was called to order at 12:09pm by Chairman Geoff Astles who determined that a quorum was present.

Present on Roll Call:

➤ County of Monroe	Bill Faber	=	5 votes
County of Monroe	Don Jeffries	=	5 votes
County of Monroe	Kelli O'Connor	=	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	Milo I. Turner	=	2 votes
➤ County of Ontario	Geoff Astles	=	3 votes
➤ County of Orleans	Henry Smith	=	1 vote
➤ County of Seneca	Edward W. White	=	1 vote
➤ County of Wayne	Michael P. Jankowski	=	3 votes
➤ County of Wyoming	Rich Kosmerl	=	1 vote
➤ Amalgamated Transit Union	Tracie Green	=	<u>0 votes</u>

Total Votes Possible	32
Total Votes Present	20
Votes Needed for Quorum	17

Others Present:

Scott Adair, Chief Financial Officer
David Belaskas, Director of Engineering & Facilities Management
Tom Brede, Public Information Officer
Maggie Brooks, Executive VP of Customer & Community Engagement
Mike Burns, Director of Accounting and Payroll
Bill Carpenter, Chief Executive Officer
Jay Corey, Director of Maintenance Systems & Quality
Daniel DeLaus, General Counsel
Eric Farr, Manager of Grants and Capital Budget
Amy Gould, Executive VP of People
Krystle Hall, Director of People Performance & Development
Reggie Hill, Manager of Service Delivery
Laura Kenyon, Supervisor of Communications & Marketing
Rusty Korth, VP of Maintenance
Steve Kubiak, Director of Analytics
Bonnie Maguire, Director of Business Development
Christian Mahood, Director of Information Technology
Scott Masucci, Inventory & Warranty Manager
Megan Morsch, VP of Marketing & Customer Service
Sharon Muir-Eddy, Manager of Operating Budget
Jim Ramos, Director of Service Delivery
Kelly Schmidt, Executive Assistant to the CEO
Matthew Shaw, Manager of Fleet Maintenance and Engineering
Janet Snyder, Labor Relations Director
James Stack, Executive Director, GTCS
Dawn Sywulski, Manager of Contract Administration
Miguel Velazquez, Chief Operating Officer

B. Adoption of the Agenda

On motion of Commissioner Faber, seconded by Commissioner White, the Agenda was unanimously adopted.

C. Approval of Minutes

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

- RGRTA Compensation Committee Meeting Minutes, January 24, 2018
- RGRTA Compensation Committee Meeting Minutes, February 8, 2018
- Quarterly Board Meeting Minutes of February 8, 2018

D. CEO Report

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

- *Commissioner McDonald asked if the meeting with the Association of Mayors was just those in Monroe County. Bill Carpenter, CEO, responded that is correct, it was only those in Monroe County.*

On motion of Commissioner Kosmerl, seconded by Commissioner Faber, the CEO Report was accepted by unanimous vote.

E. Financial Report

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

- *Commissioner Jankowski congratulated Scott Adair on the Comprehensive Annual Financial Report and asked if he could please have a copy of the report. Scott Adair, CFO, responded that yes he will make the report available for all commissioners.*

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

F. Proposed Resolutions

Resolution for the Adoption of the 2018-21 Comprehensive Strategic Plan and 2018-19 Financial Plan for RGRTA and its subsidiary companies, RGRTA 9-2018

- *Commissioner Ansbro stated that he appreciates the team pushing ourselves to do better with the on-time performance and he looks forward to seeing the early performance decrease.*
- *Chairman Astles thanked the team for its hard work on getting the comprehensive plan completed.*

RGRTA 9-2018: On motion of Commissioner Kosmerl, seconded by Commissioner Johnson, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

Resolution Awarding a Contract for the Purchase of 40' Heavy-Duty, Low-Floor, Diesel-Powered Buses, RGRTA 10-2018

- *Commissioner Ansbro asked about the maintenance repair record on the Nova buses compared to the other buses that we currently have on the property. Rusty Korth, VP of*

Maintenance, responded that Nova has over 1,000 buses in NY State. 80 of these buses are at NFTA in Buffalo and with only one engine manufacturer where the majority of maintenance repair cost is associated. Commissioner Ansbrow also asked if 400,000 miles is normal for a bus. Rusty Korth, VP of Maintenance, stated that we are a little lower on the miles than the other Thruway Authorities. We have a strict 12 year replacement plan while others allow bus ages beyond that. Commissioner Ansbrow also asked about the 18% spare ratio and if that was the standard. Rusty Korth, responded that 20% is the goal.

- *Commissioner Kosmerl asked how we plan on capturing Driver feedback on the pilot bus. Rusty Korth, VP of Maintenance, responded that Customer Service will be in tune for customer comments and probably put posters on the bus letting everyone know that this is a new bus and that we are looking for feedback.*
- *Commissioner Smith asked about the Cummins engine and if that is typical for diesel. Rusty Korth, VP of Maintenance, responded that yes they are the only industry that meets the emissions requirements, so they are really the only choice in diesel engines. Commissioner Smith also asked if there is a warranty on the buses. Rusty Korth, responded that there is a two year bumper to bumper warranty and then we paid an extra \$5,500 per bus for an extended engine warranty, so that would take the engine out to 5 years.*
- *Commissioner McDonald asked if the extended warranty was included in the price that was presented. Rusty Korth, VP of Maintenance, responded yes it is included. Commissioner McDonald also asked how many buses are school work during the peak hours of the day. Bill Carpenter, CEO, responded 84 buses during the regular school year and 40-60 buses in the summer time for summer school work. Commissioner McDonald asked who gets the new buses. Rusty Korth responded that we work the new buses pretty hard while they are under warranty. We keep them on the road almost all day and as they get older they will be put on different routes that are not out as much.*
- *Commissioner Johnson asked how we deal with the customer feedback that we receive such as the seat is not comfortable or the bus is too high. Rusty Korth, VP of Maintenance, responded that we deal with it the best we can. All of the seats are basically the same and we could look at changing the seat vendor. We have to look at what the maintenance costs of changes are and there are a series of change offs.*
- *Commissioner White stated that he is impressed with the stainless steel frame. He asked if they were not responsive before and what changed. Rusty Korth, VP of Maintenance stated that Nova did not submit a proposal the last time we were looking to purchase 40' buses. Also, the Plattsburg, NY plant is fairly new. They built that after Volvo purchased them and Volvo has infused a lot of their quality practices when manufacturing the buses.*
- *Commissioner Jankowski asked about parts and if shifting companies will have an impact on our parts. Rusty Korth, VP of Maintenance, responded that there will be a slight adjustment in some of the parts. The engine parts are going to be the same since it is a Cummins engine not a Nova engine.*
- *Commissioner Kosmerl asked what kind of Cummins engine model we have. Rusty Korth, VP of Maintenance, responded that it is a Cummins ISL.*

RGRTA 10-2018: On motion of Commissioner Smith, seconded by Commissioner McDonald, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

G. Consent Resolutions

Resolution endorsing the FFY 2018 Program of Projects for the Urbanized Area and Authorizing the Filing of Applications for Capital Assistance with the United States Department of Transportation and New York State Department of Transportation, RGRTA 11-2018

RGRTA 11-2018: On motion of Commissioner Faber, seconded by Commissioner Kosmerl, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

H. Calendar

Bill Carpenter, CEO, mentioned that we will likely not have a May 3, 2018 Compensation Committee Meeting but that will be determined at the April 5, 2018 Board Meeting.

I. Adjournment

There being no further matters on the adopted Agenda, the quarterly meeting was adjourned on motion of Commissioner Johnson, seconded by Commissioner Green at 1:32pm.

Respectfully submitted,

Edward W. White, Esq., Secretary

Posted Date: March 15, 2018

CEO Report

Presented by: Bill Carpenter, CEO

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



Chief Executive Officer Report

- Miscellaneous

Reimagine RTS Press Conference

February 9th 2018

RTS launches Phase 2 of public transit overhaul

by WHAM | Friday, February 9th 2018



RTS moves ahead with next phase of "Reimagine RTS"

By RANDY GORSMAN • FEB 9, 2018

- Tweet
- Share
- Google+
- Email

Officials from RTS are moving ahead with the next phase of a plan to revamp the bus system. It's called "Reimagine RTS" and it's a way of changing that transportation network to better reflect current needs.

RTS CEO Bill Carpenter says that more than 10,000 people will be invited to get public input on any changes the system will hear from its

Support for WXXI comes from



Become a WXXI Sponsor



May with
s,
bility
nuttle
k companies like Uber and Lyft and integrating those
e into our network," Carpenter told WXXI News.





RTS Monroe and Access Operator Graduation

February 14th 2018





Quarterly Employee Meeting

February 20th 2018



Customer Open House- Poster Sessions

February 22nd 2018



2018 Benefits Fair

February 27th 2018





Miscellaneous

- Attended APTA CEO Conference
- Assembly Member Bronson to discuss Reimagine RTS
- Henrietta Town Supervisor Schultz to discuss Reimagine RTS and tour the campus
- Presented at the Association of Mayor's Meeting
- Mayor Warren to discuss progress on Reimagine RTS
- Board workshops to discuss the Comprehensive Plan and Budget
- Assemblyman Lawrence to discuss Reimagine RTS

Financial Report

Presented by: Scott Adair, CFO



RGRTA - Consolidated Budget Status Report - FY 2017-2018
As of 1/31/18 (In Thousands)

Financial Report

<u>Revenues</u>	<u>Budget 2017-18</u>	<u>FYTD 1/31/2018</u>	<u>Projected 3/31/2018</u>	<u>Budget Variance</u>
Total Locally Generated	\$ 29,788	\$ 23,033	\$ 29,276	\$ (512)
Total Government Subsidies	\$ 55,430	\$ 46,306	\$ 55,452	\$ 22
Mortgage Tax	\$ 10,550	\$ 8,378	\$ 10,550	\$ -
Grand Total Revenue	\$ 95,767	\$ 77,717	\$ 95,277	\$ (490)
<u>Expenses</u>				
Personnel				
Salary & Wages	\$ 41,986	\$ 33,933	\$ 41,835	\$ 151
Fringe Benefits	\$ 27,770	\$ 20,809	\$ 27,537	\$ 233
Total Personnel	\$ 69,756	\$ 54,742	\$ 69,371	\$ 384
Non-Personnel				
Services	\$ 7,883	\$ 5,678	\$ 7,818	\$ 65
Fuel/Lubricants	\$ 5,705	\$ 3,816	\$ 5,669	\$ 36
Parts	\$ 4,100	\$ 3,629	\$ 4,076	\$ 24
Other	\$ 8,323	\$ 5,974	\$ 8,274	\$ 49
Total Non-Personnel	\$ 26,012	\$ 19,097	\$ 25,837	\$ 174
Grand Total Expenses	\$ 95,767	\$ 73,839	\$ 95,209	\$ 559
Net Income/Deficit From Operations & Subsidies	\$ -	\$ 3,878	\$ 68	\$ 68

Resolution: RGRTA 9-2018

ADOPTION OF THE 2018-21 COMPREHENSIVE STRATEGIC PLAN AND 2018-19 FINANCIAL PLAN FOR RGRTA AND ITS SUBSIDIARY COMPANIES

WHEREAS, on March 1, Bill Carpenter, Chief Executive Officer, submitted to the Board of Commissioners (hereinafter the "Board") the proposed 2018-21 Comprehensive Strategic Plan for the Rochester Genesee Regional Transportation containing the proposed Strategic Plan, Operating Initiatives, Financial Plan and Performance Measurements for RGRTA and its subsidiary companies for the fiscal year ending March 31, 2019; and

WHEREAS, Board members have had sufficient opportunities to review the document, ask questions, and obtain additional information, as they deem appropriate; and

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby approves the proposed 2018-21 Comprehensive Strategic Plan. The Comprehensive Strategic Plan contains the Strategic Plan, Operating Initiatives, Financial Plan and Performance Measurements for fiscal year 2018-19; for RGRTA and its subsidiary companies; and further authorizes that the Capital Reserve fund receive up to Two Million Three Hundred Thirteen Thousand Eight Hundred and Five Dollars (\$2,313,805); said funds to be transferred from (1) the total consolidated budgeted depreciation expense for fiscal year 2018-19 of One Million Nine Hundred Seventy Two Thousand One Hundred and Ten Dollars (\$1,972,110), and (2) the total debt service payment for the RTS Transit Center internal borrowing in the amount of Three Hundred Forty One Thousand Six Hundred Ninety Five Dollars (\$341,695).

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 March 1, 2018 and that the Resolution is still in full force and effect.

Geoffrey Astles, Chairman

Date: March 1, 2018
Rochester, New York





Resolution Adopting the 2018-21 Comprehensive Strategic Plan and 2018-19 Financial Plan for RGRTA and its Subsidiary Companies

RGRTA 9-2018

*Presented by Bill Carpenter, Chief Executive Officer
Scott Adair, Chief Financial Officer*

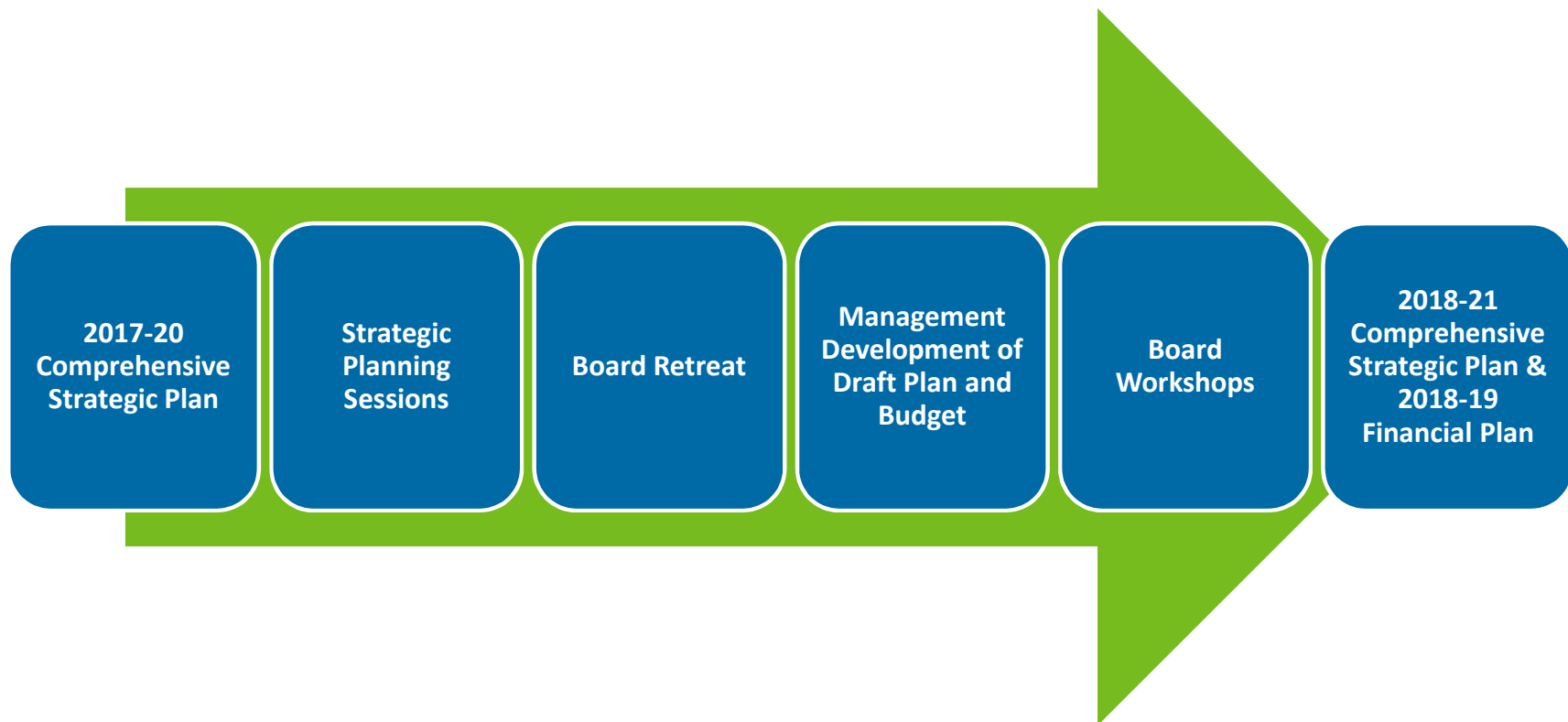
Comprehensive Plan Overview



Our Collaborative Planning Process

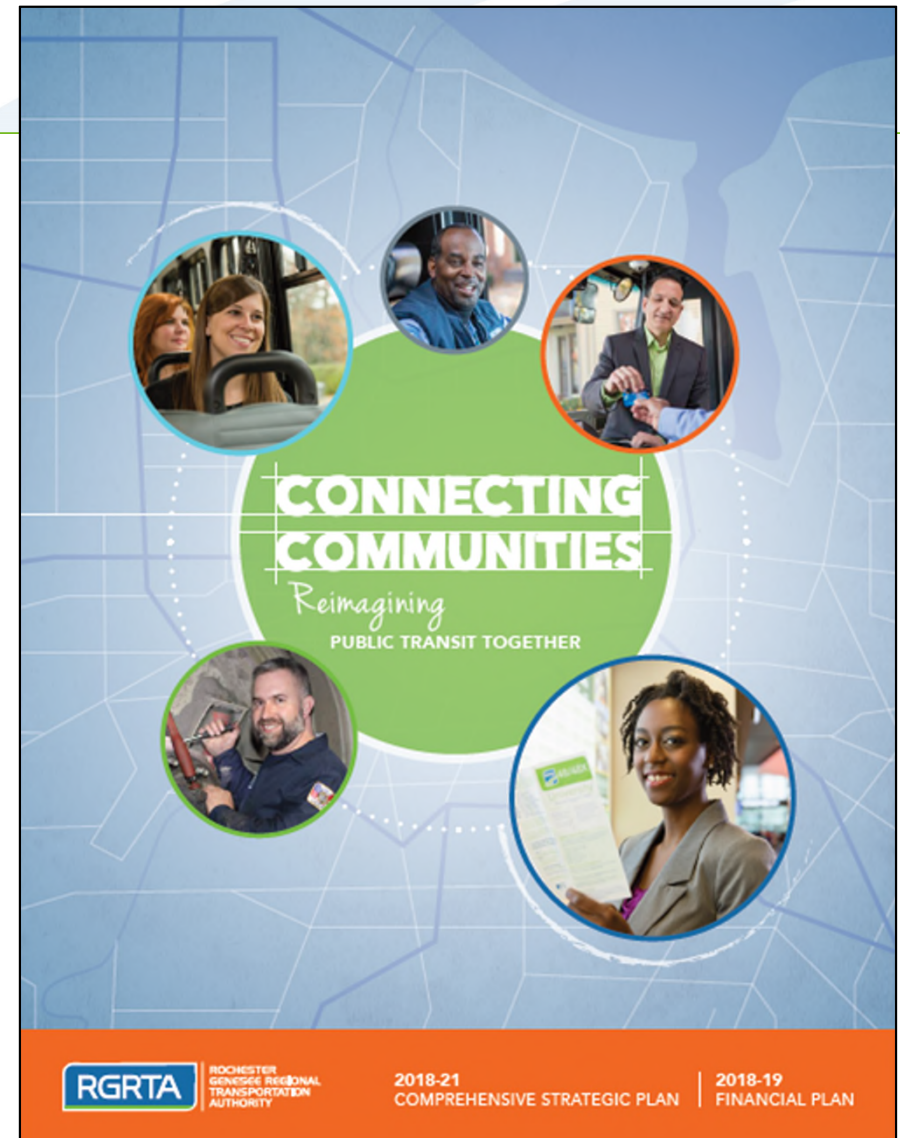
- **3 year horizon (2018 – 2021)**
 - Builds on prior plans and progress to date
- **Input from RGRTA stakeholders**
 - Internal assessment against 2017 Strategic Framework
 - Ongoing input from customers and business partners
 - ABBG benchmark comparisons
 - Department level meetings to identify and develop initiatives

Comprehensive Plan Development



Theme

- Connecting Communities
- Tag line
Reimagining Public Transit Together



Connecting Communities

2017-2018

- Last year we made improvements in our Regional systems and kicked off the Reimagine RTS study to provide better transit that drives better communities.



2018-2019

- Now we are focused on continuing our work with customers, employees and stakeholders to Reimagine public transit together.

Mission, Vision & Values

- **Our MISSION**

We are our community's provider and partner for safe, reliable, and convenient public transportation that people can build their lives around.

- **Our VISION**

The Preferred Transportation Choice.

- **Our VALUES**

Integrity

Respect

Diversity & Inclusion

Engagement & Collaboration

Service Excellence

Performance Focus





Our Core Service:

**Safe, reliable, convenient public transit;
\$1 fare through FY 2018-19**

To fulfill this commitment, we must:

- Constantly evaluate and improve internal operations to lower costs
- Deliver convenient, reliable service and work to exceed customer expectations
- Retain current and acquire new business partners to grow our revenue



Plan Assumptions

- Funding Trends
- Demographics & Population Trends
- Business, Higher Education & Employment Trends
- Need for Regional Connectivity
- Workforce & Succession Planning
- Multi-year agreement with RCSD
- Emergence of new mobility options

Base Strategy

We are Customer Focused in every market we serve.

Focused on:

- Transit Dependent
- Transit to Jobs
- College Students
- Older Adults
- Mobility Impaired
- Millennials





Plan Highlights

- Annual and multi-year initiatives focused on 5 key areas of strategic focus
- Continued focus on reimagining public transit
- Strategic involvement in regional initiatives
- Current fare structures maintained thru FY 2018-19
- Ridership trends continue
- Maintain our business model and private sector mindset
- Critical success indicators identified
- Progress monitored through TOPS Performance Measurement System



Plan Highlights (continued)

Operating Budget:

- Spending growth 0.8% vs. CPI of 2.1%
- Projected deficit was closed without the use of any reserves

Multiyear Budget:

- The Authority has adequate fiscal resources to achieve its goals and balance the operating budget until FY 2021-22

Capital Budget:

- Moved from six-year to 10-Year Capital Improvement Plan
- Supports planning for long-term needs
- Program of projects is fully-funded and fiscally constrained



Key Strategies

1. Ensure Financial Sustainability
2. Maximize Ridership & Customer Satisfaction
3. Deliver Quality Service & Improve Performance
4. Engage Employees in Delivering on Our Brand Promise
5. Modernize our Infrastructure

Operating Plan & Initiatives



Financial Sustainability

**We manage our finances to be
successful for the near
and long-term**

Tactics: Financial Sustainability

Enterprise Data Warehouse:

- Phased deployment of new data warehouse subjects to facilitate analysis and reporting of actionable data.

Cost Containment:

- Ensure cost containment of various insurance costs through analysis of historical data/trends and implementing best practices.



Maximize Ridership & Customer Satisfaction

We actively engage with our customers and our communities to maximize the number of customers we serve and their satisfaction with our products.



Tactics: Grow Ridership & Customer Satisfaction

Reimagine RTS Study:

- Complete the Reimagine RTS study and develop process to evaluate results and implement changes to the public transit system in Monroe County.

FLCC Campus Connectivity:

- Develop and implement campus connectivity transit service for FLCC.

Universal Pass (U-Pass):

- Develop and implement a U-Pass program with MCC.



Tactics: Maximize Ridership & Customer Satisfaction (Continued)

Strategic Initiatives:

- Support the work of RMAPI and FLREDC to improve access to jobs and sustainability of economic development efforts.
 - Work with community partners to develop neighborhood circulator and partnership with TNCs
 - Grow Vanpool program to enhance mobility options available to the community
 - Continue formalizing advocacy efforts



Deliver Quality Service & Improve Performance

**We design and deliver reliable,
cost-effective products consistent with
our brand promise.**



Tactics: Deliver Quality Service & Improve Performance

Fare Collection Strategy:

- Implement a fare collection strategy based on mobile ticketing technology to improve the customer experience and quality of service.

New Radios:

- Install new radios on buses to improve communication and quality of service.

CAD/AVL Upgrade:

- Upgrade the CAD/AVL system to the latest technology.

Electric Buses:

- Procure electric buses and related equipment to begin integration into bus fleet.



Engage Employees in Delivering on Our Brand Promise

**Engaged employees enthusiastically
embrace our mission and do their best to
serve our customers.**

Tactics: Engage Employees in Delivering on Our Brand Promise

Diversity & Inclusion:

- Create a learning organization to support engagement and inclusion with the creation of “Culture & Inclusion” committee
- Improve annual performance review process to include culture goals, wellness goals and CARE goals to ensure leadership accountability and follow through

Expand Wellness Program:

- Focus on a holistic approach to employee wellbeing;
 - a) Concentrate on our prevalent conditions and key cost drivers
 - b) Emphasis on the “total” employee experience at work; physical, emotional, mental with tailored programs, leveraging the Culture & Inclusion committee



Tactics: Engage Employees in Delivering on Our Brand Promise

Continued Communication Improvements:

- Continue improving communication and access to information for employees

C.A.R.E Program:

- Expand reach and participation in the C.A.R.E. employee recognition program to enhance workplace inclusiveness and engagement efforts.

Modernize Our Infrastructure

Ensure that RGRTA is well positioned in terms of the required facilities, equipment, and technologies to provide public transportation in our community for current and future generations.

Tactics: Modernize our Infrastructure

Electric Bus Infrastructure:

- Identify and make changes to existing infrastructure to facilitate the housing and maintenance of new electric buses.

RTS Facilities:

- Progress and / or Complete Construction:
 - RTS Campus Improvement Project
 - Regional Properties (Genesee, Orleans, Seneca, Wyoming)
 - RTS Access campus study



Regional Facility Projects

	Environmental Complete	Design Complete	Construction Complete
RTS Genesee	6/30/2018	6/30/2019	12/31/2020
RTS Livingston	Complete	Complete	6/30/2018
RTS Orleans	Complete	Complete	9/30/2018
RTS Seneca	9/30/2018	12/31/2018	3/21/2020
RTS Wyoming	Complete	3/31/2018	12/31/2019

Performance Measurements

Transit Organization Performance Scorecard (TOPS)
measures, monitors, & reports “critical to success” metrics.

- **FPI: Financial Performance Index**
 - End of Year Net Income (Deficit)
- **CSI: Customer Service Index**
 - Net Promoter Score (NPS)
- **SPI: Service Performance Index**
 - On-Time Performance (OTP)
- **E EI: Employee Engagement Index**
 - Employee Engagement, Satisfaction



TOPS

TRANSIT ORGANIZATION PERFORMANCE SCORECARD

KET RESULT AREAS	SUCCESS INDICATORS	GOAL POINTS	
		Q1 & Q3	Q2 & Q4
Financial Sustainability	End of Year Net Income	40	40
Customer Satisfaction	Net Promoter Score (NPS)	30	25
Service Quality	On-time Performance	30	25
Employee Engagement	Employee Survey & Satisfaction Score	0	10
		GOAL 100	GOAL 100

2018-19 Financial Plan





Operating Budget

Summary FY 2017-18 & 2018-19

<i>millions</i>	2017-18	2018-19	\$ Change	% Change
REVENUES				
Locally Generated	\$29.8	\$28.0	\$(1.8)	(6.1%)
Governmental Subsidies	55.4	57.5	2.1	3.8%
Mortgage Recording Tax	10.6	11.0	0.4	4.3%
TOTAL REVENUES	95.8	96.5	0.7	0.8%
EXPENSES				
Personnel	\$69.8	\$71.2	\$1.4	2.0%
Non-Personnel	26.0	25.3	(0.7)	(2.5%)
TOTAL EXPENSES	95.8	96.5	0.7	0.8%
Net Income (Deficit)	\$ --	\$ --	\$ --	
Appropriated Working Capital	\$ --	\$ --	\$ --	
Net Income (Deficit)	\$ --	\$ --	\$ --	



Multi-Year Budget

Consolidated Projection FY 2018-19 to 2021-22

<i>Millions</i>	Projection 2017-18	Budget 2018-19	Projection 2019-20	Projection 2020-21	Projection 2021-22*
TOTAL REVENUES	\$95.3	\$96.5	\$91.6	\$92.5	\$93.4
TOTAL EXPENSES	\$95.2	\$96.5	\$101.2	\$107.0	\$113.4
Net Income (Deficit) From Operations & Subsidies	\$ (0.0)	\$(0.0)	\$(9.6)	\$(14.5)	\$(19.9)
Estimated Available Unrestricted Net Assets EOY	\$26.8	\$26.8	\$17.2	\$2.7	\$(17.2)

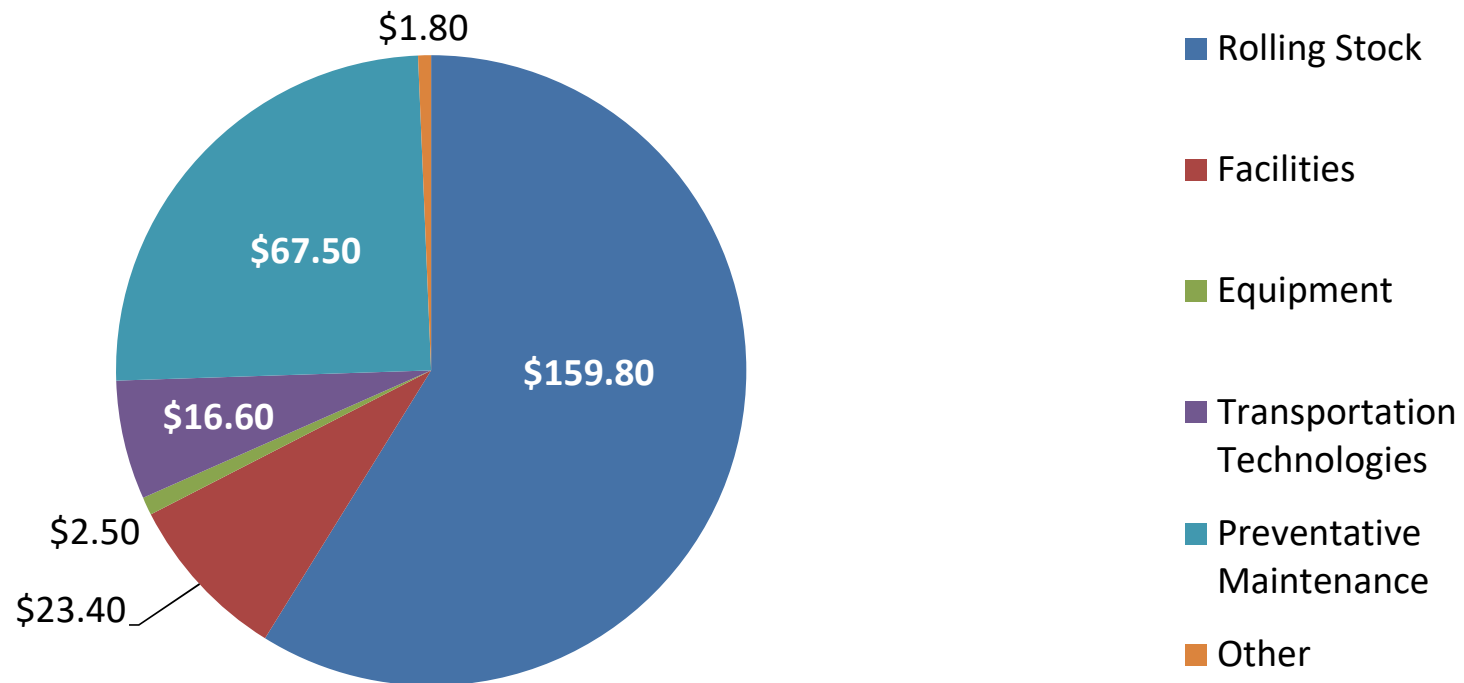
** Totals are impacted by rounding.*



Ten Year Capital Improvement Plan

(Numbers shown in Millions)

Use of Funds by Objects of Expense: \$271.5





Summary

To further strengthen our connection to the community and build upon the success of initiatives already implemented, during the 2018-19 fiscal year, RTS will:

- Complete the Reimagine RTS study of public transit in Monroe County
- Continue improving efficiencies and connectivity in the Regionals
- Improve technology systems
- Strengthen engagement with customers, employees and stakeholders
- Responsibly manage our finances



Recommendation

- That the Board of Commissioners approve the proposed 2018-21 Comprehensive Strategic Plan. The Comprehensive Strategic Plan contains the Strategic Plan, Operating Initiatives, Financial Plan and Performance Measurements for fiscal year 2018-19 for RGRTA and its subsidiary companies.



ROCHESTER
GENESEE REGIONAL
TRANSPORTATION
AUTHORITY

BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	March 1, 2018
Presenter:	Rusty Korth
Subject:	Awarding a Contract for the Purchase of 40' Heavy-Duty, Low-Floor, Diesel-Powered Buses
Background:	<p>The Authority's contract for the purchase of 40' heavy duty, low-floor, diesel-powered buses has expired. This contract has been in existence for 5 years which is the normal time period for the Authority's contract for these type buses. Previously, the Authority has contracted with New Flyer of America (expiring contract) and Gillig, LLC. (awarded in 2006). The procurement of 40' heavy duty, low-floor, diesel-powered buses is one of , if not, the most significant purchases by the Authority as these Buses will be with us for a 12-year life and are the primary revenue vehicle for RTS Monroe.</p> <p>In January 2017, the Authority began the process of updating the specifications for the procurement of 40' heavy-duty, low-floor, diesel-powered buses. The procurement establishes an exclusive contract for the next five years of 40' heavy-duty, low-floor, diesel-powered buses.</p> <p>The Request for Proposals (RFP) was issued on May 8, 2017. Twenty (20) copies of the RFP were issued which included twelve (12) copies to component and parts suppliers.</p> <p>Three proposals were received on October 4, 2017 from:</p> <ul style="list-style-type: none">• Nova Bus, A Division of Prevost Car (US), Inc., Plattsburgh, New York (Nova Bus)• New Flyer of America, Crookston, Minnesota (New Flyer)• Gillig, LLC, Livermore, California (Gillig)

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



A technical evaluation and systematic scoring process was undertaken based on five (5) criteria categories:

- Quality Assurance
- Design Complexity, Maintainability, Standardization
- Training and Tech Support
- Physical Attributes
- Delivery

After these criteria were evaluated, a preliminary Technical Proposal subtotal score was calculated. Next, the price proposals were reviewed and a preliminary score, factoring in both the technical evaluation and price was calculated for each of the proposals. The maximum attainable score was 100.0.

Since the last time the Authority received a proposal from Nova Bus, they had been acquired by Volvo Corporation and built a new manufacturing plant in Plattsburgh, New York. RGRTA is familiar with the existing New Flyer and Gillig facilities, but did not have any experience with the Nova Bus facility. Therefore, it was decided that given the new Nova Bus facility and our close proximity the Authority staff would have a site visit in order to become more familiar with their manufacturing and quality assurance processes and practices.

Upon completion of this visit, the two firms (Nova Bus and New Flyer) within competitive range were asked to present their Best and Final Offers (BAFO) in person to the Authority. This also provided the opportunity for the Authority to ask questions and further explore the manufacturers' proposals. The process also provided the firms the opportunity to clarify their proposal and submit modifications or enhancements.

After the visit to Nova Bus and the BAFO meetings, the evaluation team considered the information and re-evaluated the proposals. The final scores are:

- | | |
|--|-------|
| • Nova Bus, A Division of Prevost Car (US), Inc. | 86.75 |
| • New Flyer of America | 84.50 |
| • Gillig, LLC. | 73.25 |

	<p>Based on the evaluation process and the resulting scores, we recommend the award of a five-year contract to Nova Bus, A Division of Prevost Car (US), Inc. for the purchase of 40' heavy-duty, low-floor, diesel-powered buses. Over the life of the contract, we anticipate placing multiple orders totaling up to eighty-five (85) buses. (The quantity is subject to change based on changing fleet requirements and funding availability.)</p> <p>The Board of Commissioners will be asked to approve each of the bus orders through the adoption of the Program of Projects.</p> <p>The initial order that is being recommended at this time is for the purchase of up to 14 buses. Due to the change in bus manufacturer, some special tools and training materials will be required as part of the initial bus order.</p>
Financial Impact:	<p>The aggregate price for the purchase of up to 14 buses and associated tools and training materials is not to exceed \$6,727,102. It is recommended that the CEO be authorized to increase the value of the contract by up to \$84,000 for justified orders on contract.</p> <p>These purchases will be funded through federal FTA funds, State of New York funds, and RGRTA funds.</p> <p>The funding mix is generally federal- 80%, state- 10%, and RGRTA- 10%.</p> <p>In addition, the future financial impact of the remaining buses under contract has a maximum price adjustment of three percent (3%) per year limited to the actual increase of the Producer Price Index for Truck and Bus Bodies.</p>
Recommendation:	<p>That the CEO or his designee be granted authority to enter into an agreement with Nova Bus, A Division of Prevost Car (US), Inc.</p>

Resolution: RGRTA 10-2018

AWARDING A CONTRACT FOR THE PURCHASE OF 40' HEAVY-DUTY, LOW-FLOOR, DIESEL-POWERED BUSES

WHEREAS, the Rochester-Genesee Regional Transportation Authority (the "Authority") issued a Request for Proposals (RFP) on May 8, 2017, for up to eighty-five (85) 40' heavy-duty, low-floor, diesel-powered buses in anticipation of the Authority acquiring up to eighty-five (85) buses over a five-year period; and

WHEREAS, the Authority publicly advertised for proposals in the New York State Contract Reporter, Transit Talent, and Passenger Transport on May 8, 2017; and

WHEREAS, the Authority received three (3) proposals which complied with the requirements of the Authority's specifications; and

WHEREAS, the Authority undertook a thorough and comprehensive review of each of the proposals considering technical criteria and price and concluded that the proposal submitted by Nova Bus, A Division of Prevost Car (US), Inc. of Plattsburgh, New York (Nova Bus), was the strongest and most favorable and was in the best interest of the Authority; and

WHEREAS, the Authority has determined that the price is fair and reasonable; and

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

WHEREAS, the Authority is required to conduct a Pre-Award Audit as defined by 49 CFR Part 663 to ensure Buy America compliance prior to executing a contract.

NOW, THEREFORE, BE IT RESOLVED that subject to successful completion of a Pre-Award Audit which confirms Nova Bus's compliance with 49 CFR Part 663, a contract be awarded to Nova Bus for up to eighty-five (85) buses; and

BE IT FURTHER RESOLVED that the Chief Executive Officer is authorized to place an initial order under such contract for up to fourteen (14) forty-foot (40') heavy-duty, low-floor, diesel-powered buses and associated tools and training equipment at a cost not to exceed \$6,727,102 Dollars for anticipated delivery in 2019; and

BE IT FURTHER RESOLVED that the Chief Executive Officer is authorized to increase the value of the initial order of up to fourteen (14) buses by up to \$84,000 Dollars for justified orders on contract; and

BE IT FURTHER RESOLVED that the Board of Commissioners will approve future purchases under this contract through the adoption of the Program of Projects on an annual basis; and

BE IT FURTHER RESOLVED that the purchase price of future buses under this contract has a maximum price increase of three percent (3%) per year limited to the actual increase of the Producer Price Index for Truck and Bus Bodies; and

BE IT FURTHER RESOLVED that the purchase of up to fourteen (14) buses is to be funded through Federal funds, State of New York funds and Authority funds. Generally the mix is Federal- 80%, State- 10%, Authority- 10%; and

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

CERTIFICATION

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Regular Meeting of the Rochester-Genesee Regional Transportation Authority, which was held on March 1, 2018 and that the Resolution is still in full force and effect.

Geoffrey Astles, Chairman

Date: March 1, 2018
Rochester, New York



Resolution Awarding a Contract for the Purchase of 40' Heavy-Duty, Low-Floor, Diesel-Powered Buses

RGRTA 10-2018

Presented by Rusty Korth, VP of Maintenance

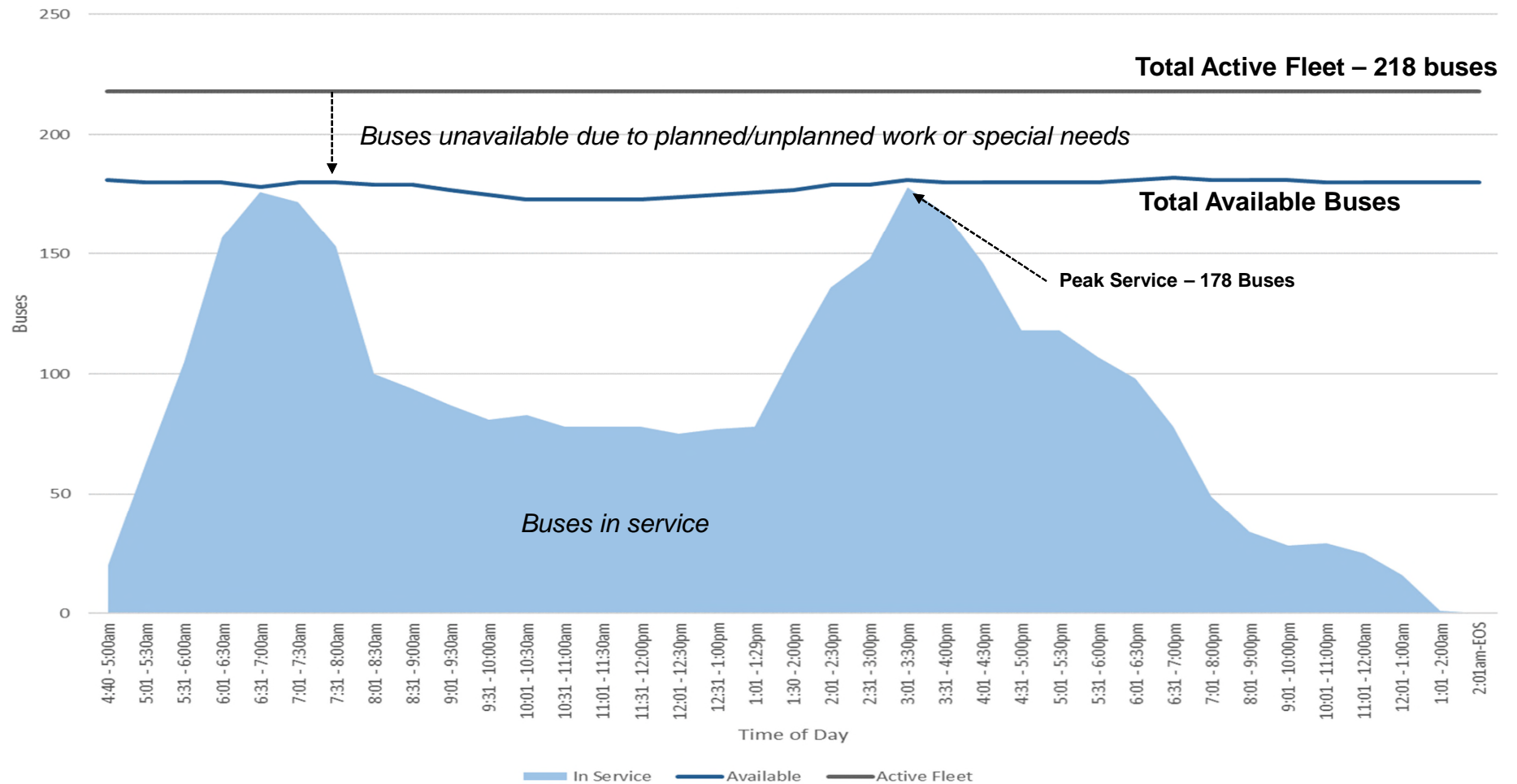


RTS Monroe Fleet Overview

- We have 218 buses in our fleet
 - 188 40' diesel buses (Gillig and New Flyer)
 - 30 60' diesel (articulated buses made by New Flyer)
- The number of buses in the fleet is determined by the maximum number of buses out on the road in service at any point during the day plus the number of buses expected to be unavailable for service because of scheduled or unscheduled maintenance.
- The maximum number of buses in service at the same time is 178. This is known as our peak service.
- Federal Transit Administration (FTA) recognizes that buses require scheduled and unscheduled maintenance. Some portion of the fleet will be getting maintenance while the rest of the fleet is out on the road serving customers. This is known as the spare fleet. Currently we have 40 buses as our spare buses.
- In summary we have a total fleet of 218 buses, with the need for 178 buses available for peak service and 40 buses available for maintenance.



RTS Monroe Fleet Requirements





RTS Monroe Bus Procurement History

- RTS Monroe has commonly procured buses through 5-year contracts to balance the desire for common specifications in the fleet with taking advantage of technology improvements.
- For our fleet of 40' diesel buses:
 - Per resolution RGRTA 94-2006, RGRTA awarded a 5-year contract that began December 2006 with Gillig
 - Per resolution RGRTA 56-2012, RGRTA awarded a 5-year contract that began October 2012 with New Flyer
- For our fleet of 60' articulated buses:
 - Per resolution RGRTA 35-2009, RGRTA awarded a 5-year contract that began June 2009 with New Flyer. Replacement for buses bought under this contract begin in 2022. The procurement process is expected to begin in 2021.
- All bus contracts have expired. This procurement is for our 40' diesel buses.



Request for Proposal Process

- A team was convened in January 2017 led by the Procurement and Maintenance departments with ongoing input from other departments and stakeholders to develop the technical specification.
- The RFP was issued on May 8, 2017 and the Authority publicly advertised for proposals in the New York State **Contract Reporter**, **Transit Talent** and **Passenger Transport**.
- Twenty (20) copies were issued including 12 copies to component and parts suppliers.
- Three proposals for 40' buses were received on October 4, 2017
 - Nova Bus, A Division of Prevoist Car (US), Inc., Plattsburgh, NY
 - New Flyer of America, Crookston, MN
 - Gillig, LLC, Livermore, CA



Evaluation and Scoring Process

- A technical evaluation and scoring process was followed based on 5 primary criteria categories arriving at a preliminary subtotal score (independent of Pricing)
 - Quality Assurance
 - Design Complexity, Maintainability and Standardization
 - Training and Technical Support
 - Physical Attributes
 - Delivery
- Price proposals were then reviewed and scored. Based on the combined scores of the technical evaluation and the prices quoted it was determined that Gillig, LLC was not within the competitive range.

Evaluation and Scoring Process

- Members of the evaluation team have visited the New Flyer facility as part of the bus assembly inspection for buses currently being procured.
- A visit to Nova's manufacturing plant was conducted on December 20, 2017 to gain insight to their manufacturing and quality assurance processes.
- Following the site visits the evaluation team rated Nova as good or better in:
 - Quality Assurance
 - Design Complexity, Maintainability and Standardization
 - Training and Technical Support
 - Physical Attributes
- Nova scored as a better overall bus.

Physical Attributes

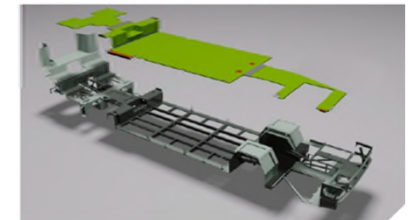
Nova Bus Differentiators:



Excellent operator visibility and widest entrance



Stainless steel structure is standard



Only vendor with a composite floor



Lowest window line and thinnest space between windows



Final Scoring and Evaluation of Price

- Final scoring:
 - Nova Bus 86.75
 - New Flyer of America 84.50
- Nova and New Flyer were asked to present their Best and Final Offers (BAFO's) in person.
- Nova's price is approximately \$21,000 per bus lower than New Flyer.
 - 78 buses * \$21,000 = \$1.64M capital savings over 5 years



Funding Sources from Current Capital Plan

(For the 78 buses anticipated to be procured under this contract)

Fiscal Year	Bus Type	Quantity	FTA Section 5307	FTA Section 5339	NYSDOT Match	RGRTA Match	NYSDOT 100% Funding	Total
18/19	40-ft	14	\$ 422,793	\$ -	\$ 52,849	\$ 52,849	\$ 6,426,958	\$ 6,955,449
21/22	40-ft	25	\$ 4,028,190	\$ 892,824	\$ 615,127	\$ 615,127	\$ 7,323,120	\$ 13,474,387
22/23	40-ft	25	\$ 9,317,246	\$ 1,785,648	\$ 1,387,862	\$ 1,387,862	\$ -	\$ 13,878,618
23/24	40-ft	14	\$ 4,176,040	\$ 1,821,362	\$ 749,675	\$ 749,675	\$ -	\$ 7,496,752



Production Schedule for Initial Order

(For up to 14 buses)

Task	Date
Start of Contract	March 2018
Release of Bus Configuration	April 2018
Final Review of Technical Adaptations	August 2018
Pilot Bus Lay Down	November 2018
Delivery of Pilot Bus	January 2019
1 st Production Bus Lay Down	June 2019
Production Buses Delivered	July – August 2019



Recommendation

That the Chief Executive Officer or his designee be authorized to enter into a contract with Nova Bus, A Division of Prevost Car (US), Inc. for the purchase of up to eighty-five (85) 40', low-floor, heavy-duty clean diesel buses over a five (5) year period including an initial order of up to fourteen (14) 40', low-floor, heavy-duty, clean diesel buses and associated tools and training equipment and services at a cost not to exceed \$6,727,102 for anticipated delivery in 2019. Be it further resolved that the Chief Executive Officer or his designee be authorized to increase the value of the initial order of up to fourteen (14) buses by up to \$84,000 for justified orders on contract.



ROCHESTER
GENESEE REGIONAL
TRANSPORTATION
AUTHORITY

**BOARD OF COMMISSIONERS
AGENDA ITEM COVER SHEET**

Board Meeting Date:	March 1, 2018
Presenter:	Scott Adair
Subject:	Endorsing the FFY 2018 Program of Projects for the Urbanized Area and Authorizing the Filing of Applications for Capital Assistance with the United States Department of Transportation and New York State Department of Transportation.
Background:	<p>In accordance with Federal regulations, RGRTA is required to annually adopt a Program of Projects ("POP"). The POP as developed through the Authority's capital planning process represents those projects for which the Authority intends to seek federal funding for a particular Federal Fiscal Year for the urbanized area. The proposed resolution being offered to the Board of Commissioners is for Federal Fiscal Year 2018.</p> <p>The resolution endorses a POP and authorizes staff to conduct a public hearing at which any interested party can offer comments. Comments can also be submitted via the US Postal Service. Any comments that are received at the public hearing will be shared with the Commissioners at a subsequent meeting of the Board for its consideration. In the event that no comments are received, the proposed POP automatically becomes the final POP.</p> <p>Thereafter, as authorized by this resolution the Authority staff will file and execute both Federal and New York State grant applications and subsequent grant agreements.</p>
Financial Impact:	The capital projects listed in the POP require a 10 percent RGRTA match which is funded from the capital reserve fund. The resolution includes budgets for each of the projects with the respective Federal and non-federal matches.
Recommendation:	That the Authority endorse the POP, authorize a public hearing, and adopt the proposed POP as the final POP if no comments are received at the public hearing. Further, authorize the filing and execution of both Federal and New York State grant applications and subsequent grant agreements.

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



Resolution: RGRTA 11-2018

ENDORISING A FFY 2018 PROGRAM OF PROJECTS FOR THE URBANIZED AREA AND AUTHORIZING THE FILING OF APPLICATIONS FOR CAPITAL ASSISTANCE WITH THE UNITED STATES DEPARTMENT OF TRANSPORTATION AND NEW YORK STATE DEPARTMENT OF TRANSPORTATION

WHEREAS, the United States Secretary of Transportation is authorized to make grants for mass transportation projects; and

WHEREAS, the Rochester Genesee Regional Transportation Authority (the "Authority") is seeking to submit grant applications for mass transportation projects to the Secretary of Transportation; and

WHEREAS, the Authority is required to develop a Program of Projects that lists the projects the Authority seeks to implement and to make the Program of Projects available for public review and comment; and

WHEREAS, the grant for financial assistance will impose certain obligations upon the Authority, including a provision requiring the funding of a local share of the cost of the Program of Projects; and

WHEREAS, it is required by the United States Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964, as amended, that in connection with the filing of an application for assistance, the applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the United States Department of Transportation thereunder; and

WHEREAS, it is the goal of the Authority that disadvantaged business enterprises be utilized to the fullest extent possible in connection with these projects, and that definite procedures be established and administered to ensure that disadvantaged businesses shall have the maximum feasible opportunity to compete for contracts when procuring construction, supplies, equipment, or consultant and other services.

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

1. The attached proposed Program of Projects is endorsed by the Authority for the use of Section 5307 & Section 5339, funds made available by the Federal Transit Administration for federal fiscal year 2018.



2. The Chief Executive Officer or his designee is authorized to publish a Notice of Public Hearing, inviting the public and private transportation providers to comment upon the application and hold such hearing. If no comments are received in response to this Public Hearing, the proposed Program of Projects shall become the Authority's final Program of Projects.
3. The Chief Executive Officer or his designee is authorized to execute and file and/or amend any necessary application on behalf of the Authority for matching funds or supplemental funding for this Program of Projects with the United States Department of Transportation and the New York State Department of Transportation.
4. The Chief Executive Officer or his designee is authorized to execute and file with such applications, and assurance or any other document required by the United States Department of Transportation effectuating the purpose of Title VI of the Civil Rights Act of 1964.
5. The Chief Executive Officer or his designee is authorized to furnish such additional information as the United States Department of Transportation or the New York State Department of Transportation may require in connection with the applications for this Program of Projects and/or the amended Program of Projects.
6. The Chief Executive Officer or his designee is authorized to set forth and execute affirmative disadvantaged business policies in connection with the Program's procurement needs.
7. The Chief Executive Officer or his designee is authorized to execute grant contract agreements, amendatory or supplemental grant contract agreements, and related documents on behalf of the Authority with the United States Department of Transportation, Federal Transit Administration and the New York State Department of Transportation for aid in the financing of the elements of the Program of Projects.
8. The non-federal share of this Program of Projects will be derived from New York State legislated programs, from local constituent governments as required by State law and from the Authority.
9. 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.
10. This Resolution shall apply, in its entirety, to this Program of Projects, as approved by the Authority's Board for execution.

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 March 1, 2018 and that the Resolution is still in full force and effect.

Geoffrey Astles, Chairman

Date: March 1, 2018
Rochester, New York

ROCHESTER GENESEE REGIONAL TRANSPORTATION AUTHORITY
Proposed Program of Projects - FFY 2018

Project Description	FFY 2018 Allocation & Prior Unobligated Funds (Federal Share)		FFY 2018 Non-Federal Share	Total Estimated Project Funding
	5307	5339		
Preventive Maintenance	\$ 9,020,674	\$ -	\$ 2,255,169	\$ 11,275,843
Associated Transit Improvements	\$ 117,860	\$ -	\$ 29,465	\$ 147,325
Replace 14 Transit Buses	\$ 422,793	\$ -	\$ 6,532,656	\$ 6,955,449
Replace 9 Paratransit Buses	\$ 607,301	\$ -	\$ 151,825	\$ 759,126
Contract Management & Vendor Portal System	\$ 128,000	\$ -	\$ 32,000	\$ 160,000
Paratransit Webscheduling System	\$ 192,000	\$ -	\$ 48,000	\$ 240,000
Enterprise Data Warehouse/Business Intelligence Tool	\$ 517,391	\$ -	\$ 129,348	\$ 646,739
Purchase 6 Electric Buses & Related Infrastructure	\$ 5,000,000	\$ 1,000,000	\$ 1,500,000	\$ 7,500,000
Mobile Ticketing	\$ 3,328,000	\$ -	\$ 832,000	\$ 4,160,000