

PITTSBURGH REGIONAL TRANSIT  
MINUTES OF THE REGULAR BOARD MEETING  
FRIDAY, APRIL 28, 2023

The Regular Meeting of the Board of Pittsburgh Regional Transit (PRT) was held on Friday, April 28, 2023, at 9:30 a.m. at PRT's Administration Offices, 345 Sixth Avenue, Pittsburgh, Pennsylvania, 15222-2527, pursuant to due public notice given as required by law.

The following members were in attendance in person: Jeffrey Letwin, Chair, Michelle Zmijanac, John Tague, Stephanie Turman, Lori Mizgorski and Jennifer Liptak. The following members were in attendance virtually: Gerry Delon, Ali Doyle, Representative Nick Pisciotano and Senator Jim Brewster. Board Solicitor Sandy Garfinkel attended in person.

The Chair called the April 28, 2023 Regular Meeting to order and asked the audience to stand for the Pledge of Allegiance and for a moment of silence for victims of gun violence.

A recommendation was made for approval of the minutes of the March 24, 2023 Regular Meeting. A motion was made, seconded, and unanimously passed.

Mr. Letwin called on Pittsburgh Regional Transit CEO Katharine Kelleman for a report.

Ms. Kelleman first asked for a moment of silence for the following active and retired PRT employees who passed away since we last met: Operators Joseph DiFrancesca, John Daykon, and Charles Ryan Sr.; Route foreman Lamar Rogers; Substation Maintainer Sharon Finn; and John Nalepa, superintendent of the electronic shop.

Before starting her report, she welcomed everyone to the April meeting, particularly members and officers of Local 85.

Ms. Kelleman reported that, as mentioned in previous meetings, nearly every transit agency in the country has struggled to hire operators since the pandemic began in March 2020. More than 90 percent of the transit agencies that responded to an APTA study last year reported having trouble hiring new employees, with operators being the most difficult position to fill. Noting that in response, transit agencies across the country were forced to reduce service by 12, 15, or even 18 percent.

Here in Pittsburgh, not having enough employees to operate our vehicles led to high out-of-service levels, so, like our peers, PRT responded by reducing service. PRT ultimately cut service by about eight percent while simultaneously executing several strategies to ensure the cuts were temporary.

Ms. Kelleman continued reporting that in an effort to attract new drivers, PRT raised training wages and starting wages, attended additional job fairs, reduced or eliminated barriers to employment, and offered bonuses to candidates who came to us with their commercial driver's license. Ms. Kelleman stated that these measures appear to be working. "We've had two maintenance classes and another starting early next month. We had a class of 31 operators in January, 24 in April, and we expect a class of similar size to start in June." Noting that PRT is not quite where it wants to be yet, she observed that PRT is making significant progress and its out-of-service statistics show that. She thanked the riders for their patience.

Ms. Kelleman also thanked staff for developing and implementing the policies that have gotten PRT closer to its goals of serving riders effectively, efficiently, and safely.

The next topic was PRT's goal of safety. Ms. Kelleman stated that "In the U.S. there are about 6 million car accidents every year, an average of 15,000 to 16,000 a day. Keep in mind the average person drives 10,000 to 12,000 miles a year. At PRT, our operators drive about four times that every year, year."

Ms. Kelleman said that she was honored today to recognize the incredible achievements of five bus operators, three of whom have driven 20 years without an at-fault accident, and two who have driven 25 years without an at-fault accident.

She recognized Robert Maglison, Jeffrey McLory, and Leslie Monroe, who have each driven for 20 years without an at-fault accident, and Christopher Cibula and James Wastchak, who have each driven for 25 years without an at-fault accident.

That concluded the report of the Chief Executive Officer.

The Chair called on Ms. Zmijanac for a report of the Performance Oversight Committee.

Ms. Zmijanac reported that the Performance Oversight Committee met last week and had three resolutions for the Board's consideration.

The Committee first reviewed four procurement items and determined the bids to be in accordance with PRT's procurement policies and procedures, the prices fair and reasonable, the bidders to be responsible and the bids responsive.

The Performance Oversight Committee recommended the award of bids listed in the resolution for the total amount of \$2,010,003.19.

On behalf of the Performance Oversight Committee, Ms. Zmijanac respectfully requested approval of the resolution. It was moved, seconded and unanimously agreed that the resolution be approved as presented.

Ms. Zmijanac presented the second resolution, an action to accept Pennsylvania Department of Transportation's 2022 Act 44 Performance Report and approve the 2023 Action Improvement Plan.

It was reported at the meeting that in July of 2007, PennDOT passed Act 44 which established the framework for performance reviews by PennDOT of all Pennsylvania transit agencies receiving state funding. The most recent Act 44 review of PRT was conducted in late 2021 and a performance report was received on December 27, 2022.

Based upon the performance assessment and functional financial reviews detailed in the report, PennDOT requested that PRT develop an action plan to identify the steps that will be taken by PRT to meet its Act 44 performance targets and recommended improvement strategies.

The Performance Oversight Committee recommended authorizing PRT to formally accept the 2022 Act 44 Performance Report attached to the resolution as Exhibit A, and to approve implementation of the 2023 Act 44 Action Plan attached to the resolution as Exhibit B.

On behalf of the Performance Oversight Committee, Ms. Zmijanac respectfully requested approval of the resolution. It was moved, seconded and unanimously agreed that the resolution be approved as presented.

Ms. Zmijanac presented the final resolution seeking authorization for PRT to extend the agreement to provide professional safety consulting and safety security management system services.

It was reported at the meeting that in June 2020, PRT's Board authorized an agreement with K&J Safety and Security Consulting Services, Inc. to provide these services for an initial term of three years for a total not-to-exceed amount of \$860,000. The agreement also contains two option years to be exercised by PRT in its sole discretion.

After receiving staff reports that the services performed by K&J Safety and Security Consulting Services, Inc. have been satisfactory and in compliance with the agreement, the Performance Oversight Committee recommended extending the term of the agreement to June 30, 2024, with no increase in the previously authorized not-to-exceed amount.

On behalf of the Performance Oversight Committee, Ms. Zmijanac respectfully requested approval of the resolution. It was moved, seconded and unanimously agreed that the resolution be approved as presented.

That concluded the report of the Performance Oversight Committee.

The Chairman called on Mr. Tague for a report of the Stakeholder Relations Committee.

Mr. Tague reported that the Planning and Stakeholder Relations Committee met last week and had a few items for the Board.

At the Committee meeting, staff presented a resolution requesting authorization to approve the Amended Transit Service Standards. This resolution would update the service standards to help Pittsburgh Regional Transit set service goals, design service and determine appropriate service levels, establish minimum service performance, evaluate that performance and prioritize future changes.

Mr. Tague explained that the standards are updated every two to three years, and that they were last updated in 2019. The proposed updated standards are included as Exhibit "A" to the resolution.

Mr. Tague continued reporting that the proposed updated standards contain two types of content: service design and service levels. Service levels had several proposed updates, including on-time performance, frequency of service, loading, productivity, and a proposal for a new public standard out-of-service.

Out-of-service has been tracked internally for years but was not part of the service standards because PRT has not historically had issues with this metric. Included in this proposal, PRT will make out-of-service standards public. Pre-pandemic, PRT averaged less than one percent out of service. The proposed standard per the resolution will be set at 1.5 percent.

The final part of the proposed updates includes changes to the major service changes process. State auditors have requested that PRT look at this process to simplify and streamline staff time spent

evaluating changes. Rather than annually, PRT will move to a mini network study or comprehensive analysis every three to five years, starting in 2023-2024 with the full Transit Network Study. This study will provide updates for each interim year. Noting that these will be followed in January of each year by the Annual Service Report which will detail plans from that study for the following fiscal year.

Each winter between January and April, public engagement will be held for any proposed upcoming service changes for the following fiscal year. This allows for concurrent budget planning and for the new ATU contract schedule changes in October of each year.

During the presentation of this resolution to the Committee, a question was raised as to whether there were any material changes to the service standards for ACCESS. The Planning and Stakeholder Relations Committee recommended the resolution for consideration by the full board subject to receiving additional information from staff. Post-meeting, staff provided the Committee with information confirming that there were no significant changes made to the service standards for ACCESS.

On behalf of the Planning and Stakeholder Relations Committee, Mr. Tague respectfully requested approval of the resolution. It was moved, seconded and unanimously agreed that the resolution be approved as presented.

Mr. Tague then gave a brief update of the Allegheny County Transit Council and the Committee for Accessible Transportation. ACTC met on April 26 and their next scheduled meeting is May 24. The CAT Committee did not meet in April. Their next scheduled meeting is May 4.

That concluded the report of the Planning and Stakeholder Relations Committee,

The Chair asked Ms. Lori Mizgorski to give the report for the Finance Committee.

Ms. Mizgorski reported that the Finance Committee met last week and had one item to report.

At the meeting, the March financial results were presented.

It was reported that Total Operating Income for the month was below budget by \$649,460 primarily due to lower Passenger Revenue. For the fiscal year, Total Operating Income is \$2.2 million below budget due to lower Passenger Revenue and ACCESS Shared Ride Revenue which is partially offset by higher Interest Income. It was noted that Passenger Revenues are 12.3% above last fiscal year.

Total Expenses for March were below budget for the month by \$4.9 million due to lower Salary & Wages and Employee Benefits. The Employee Benefits category was below budget due to a \$2.06 million pension credit adjustment related to the 2022 Pension valuations.

Total Expenses for the fiscal year continue to trend significantly below budget by \$39.1 million. Total Subsidy through March is \$4.7 million below budget due to lower State Operating Assistance and ARPA invoicing. It was noted at the meeting that Finance Department staff invoiced over \$27 million against the ARPA Program in April which will eliminate the deficit.

Finally, it was reported that PRT ended the month of March with approximately \$168.8 million in cash reserves.

That concluded the report of the Finance Committee.

Mr. Letwin called on Ms. Liptak, chair of the Technology Committee, for a report.

Ms. Liptak reported that the Technology Committee met on April 20 and had two resolutions for the Board's consideration.

The Committee first reviewed a resolution for purchase of laptops and mounting equipment for vehicles for the Road Operations Department in the total estimated amount of \$106,721.75. Staff reported to the Committee that the bid was determined to be in accordance with PRT's procurement policies and procedures, and the prices fair and reasonable.

On behalf of the Technology Committee, Ms. Liptak respectfully requested approval of the resolution. It was moved, seconded and unanimously agreed that the resolution be approved as presented.

Ms. Liptak presented the other resolution seeking authorization to amend an existing agreement for farebox equipment repair to keep the existing equipment operational.

The Technology Committee recommended amending the agreement with Scheidt & Bachmann and increasing the total not-to-exceed amount to \$4,482,500.00.

On behalf of the Technology Committee, Ms. Liptak respectfully requested approval of the resolution. It was moved, seconded and unanimously agreed that the resolution be approved as presented.

That concluded the report of the Technology Committee.

There was one speaker who addressed the Board under the public comment portion of the meeting.

Mr. Ralph Williams, President of ACTC, addressed the Board online. First, he thanked the Board and PRT for the improvements to the two T stations in Mt. Lebanon. His remarks also included his concerns from prior meetings. He urged PRT Board to bring back the operators who lost their jobs due to the COVID vaccine mandate. He stated that although PRT is making strides in hiring new operators, experience counts. Riders are going to lose confidence in PRT and stop riding. Finally, he asked for help for the elderly people in his building. He said that he noticed that many of them wait for hours for their ACCESS rides.

The Chair announced the next Regular meeting of the Board will be Friday, May 26, 2023.

With no further business the meeting was adjourned.