

PORT AUTHORITY OF ALLEGHENY COUNTY
MINUTES OF THE REGULAR BOARD MEETING
FRIDAY, MARCH 29, 2019

The Regular Meeting of the Board of Port Authority of Allegheny County was held on Friday, March 29, 2019 at 9:30 a.m. at the Authority's Administration Offices, 345 Sixth Avenue, Pittsburgh, Pennsylvania, 15222-2527, pursuant to due public notice given as required by law.

Board Members

Jeff Letwin, Chair
Jennifer Liptak, Vice Chair
Michelle Zmijanac
John Tague
Stephanie Turman
D. Raja (via phone)
Rob Vescio
Rob Kania
Ann Ogoreuc
Sandy Garfinkel, General Counsel

Media

Ed Blazina, Post-Gazette

Port Authority Staff

Katharine Kelleman, chief executive officer, Keith Wargo, chief engineer Planning and Engineering, Mike Cetra, chief legal officer, Maurice Bell, chief operations officer, Pete Schenk, chief financial officer, Jim Ritchie, chief communications officer, Jeffrey Devlin, chief information officer, Vasti Amaro, chief of staff, David Huffaker, chief development officer, Marsha McCall, associate internal auditor, Darcy Cleaver, manager Passenger Amenities, Melissa Rubin, Public Relations coordinator, Maria Nickerson, manager Internal Audit, Ed Typanski, director Grants and Capital Projects, Adam Brandolph, Public Relations representative, Sarah Kastelic, digital communication specialist, John DeAngelis, manager Contract Administration, Don Rivetti, deputy chief operations officer Maintenance, Mike Heidkamp, deputy chief operations officer Operations, Danielle Hillgartner, assistant director Rail, Cindy McMonagle, assistant to the director East Liberty, Mike Sniegocki, director service delivery Ross, Andy Lukaszczwicz, director Service Delivery Rail, Charles Reeves, director Service Delivery Collier, Amy Silbermann, director Planning, Kathy Lucas, administrative assistant, Diane Williamson, executive assistant.

Operators Recognized

Dennis Booth, Robert Denk, Francis Clothier, Gregory Matta, David Fischer, Daniel Gallagher, Kipp Stanton.

Other

Carolyn Lenigan, Glenn Walsh, James Love, Giovanni Montagnino, Mimi Fischer, Laura Matta, Laura Minus WSP, Paul Massy, Monaloh Basin Engineering, Judi Anderson, WSP, Jeff DiPerna, Local 85, Lanette Mitchell, Local 85, Margaret Krauss, WESA, Margaret Sickles, CDM Smith.

The Chair called the March 2019 Regular Meeting of the Board to order.

Following the pledge of allegiance, a recommendation was made for approval of the minutes of the February 22, 2019 Regular Meeting. A motion was made, seconded and unanimously passed.

The Chair called on Ms. Kelleman for the report of the Chief Executive Officer. Ms. Kelleman first asked for a moment of silence for the following retired Port Authority employees who have passed since our last meeting: Mechanics Arthur Magyar and Vincent Williams; Laborer Paul Kelly; Director of Technical Support and Capital, James Dwyer; Dispatcher Kannelle Collier; and Operators Imogene Johnson, Larry Klos, John Conley, Joseph Miller and Frank Chickis.

Ms. Kelleman reported that one of the key goals we identified in the Tactical Plan last year was a robust Employee Engagement Program. Last month we recognized our operators who received numerous commendations in the past year and this month we would like to recognize six operator who have gone 25 years without an at-fault accident. Ms. Kelleman called the following operators up to be recognized:

Dennis Booth, Collier
Robert Denk, Collier
Francis Clothier, Ross Garage
Gregory Matta, East Liberty
David Fisher, South Hills Village Rail Center
Daniel Gallagher, South Hill Village Rail Center

Ms. Kelleman continued reporting that getting our customers where they want to go is our mission, but safety is always our number one priority. These driving records are a testament to the great service that Port Authority gives every day.

Ms. Kelleman then recognized bus operator, Kipp Stanton. Mr. Stanton's keen eye and awareness helped Port Authority police apprehend an individual who robbed a fellow operator. In December, a bus operator had cash and documents stolen by a passenger on her bus. The Port Authority Police posted photos of the suspect at our garages. Two months later, Operator Stanton called police because he recognized the suspect on his bus. Officers responded and were able to determine that it was the same person, who later plead guilty. Ms. Kelleman stated that on behalf of Chief Porter and the detectives who investigated this case, I would like to express our gratitude.

Next Ms. Kelleman announced that Port Authority would be hosting our first Rodeo in nearly two decades on April 14 at 9 a.m. at the Castle Shannon Park and Ride lot. It is a local competition for Bus and Rail Operations to showcase the skills they use at work every day, noting that it is also fun to watch. The competitions are put in place for physical and mental challenges, measuring professional skills and operations, knowledge of safety regulations, equipment and rules and procedures. On the Maintenance side, we will have a mock-up of an engine where you have to find seven faults in 10 minutes.

The Light Rail Rodeo will be held the same day at the South Hills Village Rails Center, but for safety reasons, it is not open to the public.

We already know our Operators and Maintenance teams are excellent, so this is a chance for us to take them to the next level. Our top bus crew will go to the national competition in Louisville, Kentucky in May and rail teams go to Toronto in July.

Finally, Ms. Kelleman announced that our new website is going live today. It has been a long beta test, and we are very excited to go out with this website. In the past several months, we have looked at our website's analytics, and we have taken an awful lot of feedback through the website itself and

various metrics to see what our users expect in a modern, reliable and easy to navigate system. Ms. Kelleman noted that it works on all mobile devices and desktops. It offers more useful tools to get around the region, including a new Trip Planner that has been integrated with Google Search. The Trip Planner allows you to put in a destination and it will pull up your location for you. We are adding additional features in the upcoming months, including an e-commerce module that will let passengers buy passes online, and we are working on the beta test for a chat, so customers who have questions can just write in via text and get an answer quicker.

Ms. Kelleman concluded her remarks by saying that it is one of several opportunities to better connect with our patrons and get quicker information into their hands.

The Chair called on Ms. Zmijanac for a report of the Performance Oversight Committee. Ms. Zmijanac reported that the Performance Oversight Committee met on March 21, 2019, and the minutes from the previous meeting were approved by the Committee.

Chief Financial Officer, Peter Schenk, reported that for the month of February 2019, Total Operating Income was below budget by \$144,370, primarily due to lower Passenger Revenues. Total Expenses for the month of February were under budget by approximately \$2.6 million. Operating Subsidies were \$19,701 under budget for the month.

Mr. Schenk also reported that extraordinary operating expenses and revenues related to last year's flood and derailment would be reported next month in the form of an additional financial statement.

Ms. Zmijanac continued reporting that there were three resolutions reviewed by the Performance Oversight Committee.

First, the Committee reviewed six procurement items and determined that the bids were in accordance with the Authority's procurement policies and procedures, the prices to be fair and reasonable, the bidders to be responsible and the bids responsive. The Performance Oversight Committee recommended for award the six items listed in the resolution for the total amount of approximately \$3.2 million.

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 stated that the next resolution discussed at the meeting seeks authorization to award contracts for ancillary construction services for upgrades and improvements to property and facilities at various locations owned or operated by the Authority. The proposed contracts will be for a three-year period and the work will be performed on an individual work order basis in accordance with rates established in the contracts. In order to perform these services, bid documents were prepared and publicly advertised.

It was reported that three bids were received for the General Highway Construction Contract, three bids were received for the General Building Construction Contract, four bids were received for the Plumbing Construction Contract and three bids were received for the Electrical Construction Contract. The bid of Michael Facchiano Contracting, Inc., in the amount of \$3,648,803, for the General Highway Construction Contract, the bid of Plavchak Construction Company, Inc., in the amount of \$3,245,580, for the General Building Construction Contract, the bid of Wheels Mechanical Contracting & Supplier,

Inc., in the amount of \$2,432,610, for the Plumbing Construction Contract and the bid of TSB, Inc., doing business as Schultheis Electric, in the amount of \$3,327,034, for the Electric Construction Contract were determined to be the lowest responsive bids from responsible bidders among the bids received. The Performance Oversight Committee recommended entering into agreements with these firms for the respective contracts.

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 to enter into a contract for the installation of CCTV camera systems at 25 stations along Port Authority's Light Rail System, four stations along the East Busway, the West Mifflin Garage and two Maintenance Facilities, totaling 171 cameras. The work also includes installation of fiber optic communications along portions of the East Busway, a new public address system at the Manchester Shop and modifications at the Pitt Tower Police and Security Building.

Bid documents were prepared and publicly advertised and five bids were received. After review of the bids by the Authority's staff and counsel, it has been determined that the bid of Merit Electrical Group, Inc. is the lowest responsive bid from a responsible bidder.

The Performance Oversight Committee recommended awarding the contract to Merit Electrical, in the amount of \$2,258,650, subject to completing the pre-award requirements.

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 Chair called on Mr. Tague for a report of the Planning and Stakeholder Relations Committee. Mr. Tague reported that the Planning and Stakeholder Relations Committee met last week and he had a few items to report to the Board.

Mr. Tague reported that Ms. Drexler from Campos and Ms. Blint from Red House Communications provided an update on the Authority's re-branding project.

There are three major components to the project which are re-branding, customer experience, and operator journey. They have completed a significant amount of research and fact-finding to date. Currently, there are three surveys underway, a rider survey, market survey and an employee survey. Once these are complete, the creative team will take over and start developing possible branding strategies for the Authority to consider.

Mr. Tague remarked that he is very pleased with their progress and looks forward to hearing more from them in the near future.

Mr. Tague then updated the Board on some of our key stakeholders. The Allegheny County Transit Council met on Wednesday and members were given a tour of the new Customer Service Center. The group also reviewed the Authority's plans for digital system storage.

The Committee for Accessible Transportation also met this month addressing a number of items, in addition to getting an opportunity to meet the new Chief Operations Officer, Maurice Bell, the new Chief Development Officer, David Huffaker and Mr. Dale Knutson, Authority's director of Operations University. One key item discussed was the specific location of braille plates on buses and the current ADA guidelines. The Committee recommended plates be placed at 54 inches from the floor, which our Operations group has agreed to for all of our new buses.

Mr. Tague concluded his report by stating that both the ACTC and CAT Committees are very engaged in transit matters, and we appreciate their efforts.

The Chair called on Mr. Vescio for a report of the Technology Committee. Mr. Vescio reported that the Technology Committee did not have a meeting this month, but will meet in April.

That concluded the report of the Technology Committee.

There was one speaker during the public comment period. Mr. James Love stated his concerns with the railroad lines and overlapping service with our regional partners.

Mr. Letwin thanked Mr. Love for his continued passion about mass transit.

There being no further business to conduct. The meeting was adjourned.

The next Regular Meeting of the Board will be Friday, April 26, 2019