

PORT AUTHORITY OF ALLEGHENY COUNTY
MINUTES OF THE REGULAR BOARD MEETING
FRIDAY, SEPTEMBER 25, 2020

The Regular Meeting of the Board of Port Authority of Allegheny County was held virtually on Friday, September 25, 2020, 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 *(all via WebEx)*

Jeff Letwin, Chair
Jennifer Liptak
Michelle Zmijanac
John Tague
Stephanie Turman
Ann Ogoreuc
Senator Jim Brewster
Representative Lori Mizgorski
Representative Austin Davis
Sandy Garfinkel, General Counsel

Port Authority Staff *(in-person)*

Katharine Kelleman, chief executive officer, Mike Cetra, chief legal officer, Jeffrey Devlin, chief technology officer, Jim Ritchie, chief communications officer, Keith Wargo, chief engineer, Peter Schenk, chief financial officer, Don Rivetti, chief operations officer Maintenance and Diane Williamson, executive assistant

The Chair called the virtual September 25, 2020 Board of Director's Regular Meeting to order and reminded everyone that the meeting was being recorded.

In place of the pledge of allegiance, Mr. Letwin asked for a moment of silence for those affected by the pandemic.

A recommendation was made for approval of the minutes of the July 24, 2020 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 started her report by asking for a moment of silence and reflection for the Port Authority employees who have passed away since we last met. They included operators Thomas Kuchnicki, George Cummings, Stanley Lokaitis, Daniel Casselberry, James Francis, Michael Mays, Lawrence Holden and Charles Morris; mechanic Patrick Cooney; farebox repairperson Eugene Gunn; Seat and sign repairperson Charles Biehl; Maintenance clerk Mary Baird; wood worker Raymond Wagner Sr.; body repairperson Peter Mortakis; and garage attendant Vernon Ulery.

Next Ms. Kelleman reported about our upcoming service changes. She explained that they are not going into effect until November, but she wanted to share a little bit of good news right now. She reported that recently we've had some out of service issues, explaining that a rather large group of operators who were hired in the early 90s, and eligible to retire, took that opportunity, leaving us a bit short-staffed. The coronavirus compounded this issue and made it a challenge for us to provide the level of reliable service that our customers want, expect and deserve.

Today, ridership remains at about one-third of what it is in a normal year and we are currently at about a 50 percent vehicle capacity limit to encourage social distancing.

Ms. Kelleman continued reporting that although we're back to regular schedules, we're consistently missing about three percent of our scheduled trips. So, with their first real opportunity to modify schedules since before March, our Service Development team looked at the data, saw where riders were still riding and where they weren't, and tried to match service to meet demand. If today's schedule represents 100 percent of service, November's schedule will be 95 percent of that while we match service where it is most useful. This will allow us to maintain our promise to customers and give us a little wiggle room to add service if riding habits should change in the next few months. We also believe these changes will provide invaluable relief for tired employees.

Ms. Kelleman said that more details on what routes will see a reduction in frequency and what routes will see more trips added will be available by early November.

Now, while the redistribution of service will be temporary, Ms. Kelleman was happy to report that we also have some permanent additions that came out of our annual service report and will also be implemented in November. These include Saturday and Sunday trips on the 2-Mt. Royal; Saturday service on the 20-Kennedy and 29-Robinson; and Sunday service on the 39-Brookline, 60-Walnut-Crawford Village and 74-Homewood-Squirrel Hill. We'll also be extending the P68-Braddock Hills Flyer to serve Forbes Hospital in Monroeville seven days a week and extending every trip on the Red Line to go to South Hills Village.

Many of these changes wouldn't be possible without public input, and then extended a sincere thank you to everyone who provided feedback.

Next, Ms. Kelleman announced that beginning in the next couple weeks, we'll start receiving this year's order of new buses. These 54 40-foot clean diesel vehicles will be the first buses in our fleet to truly incorporate input from our riders and employees. The most obvious change is that these buses will mark the switch over to non-fabric seat coverings. Over the last year or so, we tested and received feedback on these seats, and riders overwhelmingly preferred these non-fabric seats to the fabric ones.

These buses will be equipped with blue interior lights to minimize the amount of glare that operators encounter at night. Operators who tested some pilot buses gave very positive feedback on these lights and we're happy that we've been able to include them.

On the technology side, these buses will no longer have the red LED signs at the front of the bus that we're all used to. Instead, they'll be equipped with two 29-inch monitors that will offer information like route changes and detours. These buses will also have USB ports, a carry-over from last year's bus order, which has proven to be very popular with our riders.

Next Ms. Kelleman shared an update on a promise she made in June to ensure that we're being as collaborative, supportive and respectful of people of all demographics so we can help create an even better environment and more opportunities for participation and contribution here at Port Authority.

To that end, next week we will start seeking candidates for a Director of Equity and Inclusion. This inaugural position will be tasked with creating an equity-focused team to develop a program for employees aimed at supporting and encouraging equity in their work throughout the organization.

This position will report to our chief human resources officer with a dotted line to Ms. Kelleman. They will be asked to bring external and emerging trends into the agency's cultural environment and will analyze programs and policies and present recommendations for improvement. Ms. Kelleman stated that she knows this position alone will not address every equity matter we face, but it's a place to start and grow. We are already satisfying related legislation and regulations, but this position will seek to look beyond those minimum requirements. She said that she hopes the Board will join her in supporting this new position and their important work, so that we can improve our organization and our role in the community.

Ms. Kelleman then noted that in order to reinvest tax dollars into our community we will also be hiring a new director position in the DBE Department.

Finally, Katharine reported on our annual United Way campaign drive, which is going to look a little different this year. United Way of Southwestern Pennsylvania provides aid to thousands of families, individuals and communities across our region, and their support is needed now more than ever before. Instead of doing in-person fundraising, mailers were sent this week and employees have until October 19 to complete and send back the form. Last year, Port Authority employees donated a total of \$157,000 and we're looking to exceed that amount this year.

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, via WebEx, and had seven resolutions for the Board's consideration.

The Committee first reviewed seven procurement items and determined the bids to be in accordance with the Authority'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 \$2,507,329.

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

Ms. Zmijanac reported that Mr. Keith Wargo, chief engineer, presented four construction resolutions for the committee's review.

The first resolution Mr. Wargo presented was seeking authorization to award a contract for the Central Business District Tunnel lighting and conduit replacement project. The work will include LED lighting fixtures, emergency blue light fixtures, electrical receptacles and conduit and wiring. The work will be performed nightly during non-peak and/or weekend single track operations.

It was reported that six bids were received, and the bid of Wellington Power Corporation has been determined to be the lowest responsible bid from responsible bidders.

The Performance Oversight Committee recommended awarding the contract to Wellington Power Corporation, in the amount of \$1,787,000, subject to completing 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 the resolution be approved as presented.

The next resolution presented was seeking authorization to award a construction contract for improvements to the McKeesport Park and Ride. The work will include expanding the existing parking to 85 spaces, installing a new underground stormwater detention system, widening existing bus lanes to accommodate layover areas for articulated buses, and constructing new bus shelters with benches and ticket vending machines. The work also includes a new larger comfort building with break room and operator relief area.

It was reported that seven bids were received for the contact, and the bid of Tedesco Excavating & Paving, Inc., has been determined to be the lowest responsive bid from responsible bidders.

The Performance Oversight Committee recommended awarding the contract to Tedesco Excavating & Paving, Inc., in the amount of \$2,543,723.91, subject to completing 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 the resolution be approved as presented.

The next resolution was seeking authorization to award a contract for the Mt. Lebanon Tunnel Ventilation Rehabilitation project. The work will include replacement of emergency ventilation fans and electrical control systems, and includes integration of software modifications at Rail Traffic Operations.

It was noted at the meeting that the existing equipment is the original equipment and nearly 40 years old.

Five bids were received for the contract and the bid of Wellington Power Corporation has been determined to be the lowest responsive bid from responsible bidders.

The Performance Oversight Committee recommended awarding the contract to Wellington Power Corporation, in the amount of \$5,103,000, subject to completing 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 the resolution be approved as presented.

The final construction resolution reviewed by the Performance Oversight Committee was seeking authorization to award three contracts for mechanical improvements at the South Hills Village Rail Center Maintenance Building. The project includes replacement of seven HVAC air handlers, 11 pumps, 19 exhaust fans, 17 unit-heaters and controls, and expansion of the Building Management System.

It was noted at the meeting, that the existing equipment is the original equipment and nearly 40 years old.

The Performance Oversight Committee recommended awarding the General Construction Contract to Plavchak Construction Co, Inc. in the amount of \$493,000; the mechanical construction contract to Lugaila Mechanical, Inc., in the amount of \$1,980,000, and the electrical contract to Westmoreland Electric Services, LLC, in the amount of \$269,000, all subject to completion of 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 the resolution be approved as presented.

Mr. Cetra presented the next resolution seeking authorization to extend and amend agreements with a pool of firms to provide legal services in various areas of law, as described in Exhibit A attached to the resolution.

The Authority entered into five-year agreements with the firms in September 2014, with the option to extend the term of each agreement up to three additional years at the sole discretion of the Authority. In November 2019, the Authority's Board authorized the Authority to exercise the first option year to extend the term of each agreement for one year.

The Performance Oversight Committee recommended exercising the second and third option years, through December 31, 2022, to ensure critical legal services continue in an uninterrupted manner.

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

The final resolution presented at the meeting was seeking authorization to amend the agreement with Transdev, Inc. for ACCESS Program Services.

Ms. Zmijanac reported that in April 2017, the Authority's Board authorized entering into an agreement with Transdev Services, Inc., to provide shared-ride paratransit service, known as ACCESS, for individuals with disabilities and elderly persons in Allegheny County.

Due to the pandemic, ACCESS has experienced 56 percent lower ridership than historical levels, resulting in revenue shortfalls to service providers.

The Performance Oversight Committee recommended entering into an amendment with Transdev to permit the use of CARES Act funding for ACCESS operating cost increases caused by COVID-19 ridership impacts which will allow providers to maintain a state of operational readiness as ridership increases.

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

That concluded the reported 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 online last week, and he had two updates along with one resolution for the Board's consideration.

The first update pertained to the BRT project. Mr. David Huffaker provided the Committee with an update and reported that the BRT will provide faster, more reliable transit service and improved on-time performance. The project is at a milestone moment with the assignment by

FTA of a Project Management Oversight Consultant to evaluate the readiness of the project to receive a federal Small Starts grant

Mr. Huffaker reviewed the roles of three key project stakeholders, Port Authority, The City of Pittsburgh, and PennDOT; reported on some of the remaining project challenges and discussed the timeline for the project.

Next, Mr. Phillip St. Pierre provided a presentation on the November 2020 Service Change due to COVID-19 impact. As reported by Ms. Kelleman, COVID-19 has had and continues to have a significant impact on ridership. It was reported at the meeting that bus ridership is 65 percent to 70 percent below historical ridership.

Some of the challenges we're facing are employee absenteeism and passenger capacity limits on vehicles resulting in out of service hours on about three percent of daily scheduled service impacting service reliability.

The goal is to redistribute service to better serve customers and avoid missed trips during the ongoing COVID-19 pandemic. We are working to meet current and future ridership demand by ensuring customers feel safe and increasing our operational flexibility. At the same time, we are working to continue delivering our plan to add weekend service to many of our routes that previously operated weekday only.

Port Authority will modify 55 weekday schedules and two schedules each on Saturday and Sunday. Some of the changes, such as the weekend service, will be permanent and a Title VI analysis has already been performed, while others are temporary due to COVID-19. We will continue to monitor ridership and performance trends and look to further improve our service in upcoming service changes.

Mr. Tague then gave a brief update on the Allegheny County Transit Council and the Committee for Accessible Transportation. ACTC met on September 21 from 5:30 p.m. to 7:00 p.m. via Microsoft Teams. The council was provided with an update on current legislation and funding resources impacting Port Authority. They were also provided an overview of the November service adjustments. The next regularly scheduled ACTC meeting will be held October 21, from 5:30 p.m. to 7:00 p.m. via Microsoft Teams.

The CAT Committee did not hold any meetings during the month of September. The committee was provided with updates related to Port Authority activities by email. The next quarterly meeting is scheduled for November 12 from 5:30 p.m. to 7:30 p.m. via Microsoft Teams.

Mr. Tague then presented a resolution to Extend and Amend Agreements for General Planning Services. Mr. Tague reported that the Board approved a contract with GAI Consultants, Inc., Service Group, and WSP USA Inc. in 2016. This was a four year contract, through October 2020, with the option to extend one additional year. The total value was not to exceed

\$3,080,000. The scope of service includes general services in urban planning, economic analysis, and environmental planning in support of the Planning Department.

The Planning and Stakeholder Relations Committee recommends extending the contract for the option period through October 2021, with no change in contract price.

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

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

The Chair called on Ms. Ogoreuc for a report of the Finance Committee, which met virtually on Thursday, September 17, 2020.

Ms. Ogoreuc reported that Chief Financial Officer, Peter Schenk reported on the July and August 2020 Financial Statements. It was reported that for the month of July, total operating income was \$5.9 million under budget. All revenue categories except ACCESS revenues were below budget. ACCESS revenues were booked at budget until invoices are received.

It was also reported that total expenses for the month were \$6.7 million under budget with all expense categories, other than salary and wages, remaining under budget. Total subsidy for July was \$1.1 million below budget due to lower State Operating Assistance.

Mr. Schenk next reported that total revenue for August was \$5.2 million under budget with all revenue categories except ACCESS revenue below budget. Year-to-date revenue levels are \$11.1 million under budget. The July and August revenue shortfalls are indirectly eligible for CARES ACT funding.

Total expenses for August and year-to-date are below budget by \$4.7 million and \$11.5 million, respectively. Total subsidy for August and year-to-date is significantly over budget due to receipt of state funds earlier than last fiscal year.

Primarily due to receipt of over \$40 million in State Operating Assistance and \$27.48 million in CARES ACT funding, Operating Reserves ended August at \$131.6 million.

It was noted at the meeting that the Authority has invoiced \$27.48 million in CARES ACT invoicing through May with the expectation of invoicing another \$3 to \$5 million for the month of June.

That concluded the report of the Finance Committee.

The Chair called on Ms. Jennifer Liptak for a report of the Technology Committee. Ms. Liptak reported that the Technology Committee met on Thursday, September 17, and had two items for the Board's consideration.

The first procurement bid as presented to the Committee was for purchase of wearable ConnectBands. The Committee found the bids to be in accordance with the Authority's procurement policies and procedures, the prices to be fair and reasonable and consistent with the funds budgeted.

The Technology Committee recommended to award the bid to Electron Data Magnetics in the estimated amount of \$134,535.00 over the three-year period.

The second procurement bid as presented to the Committee was for VMWare Horizon support and subscription services. The Committee found the bid to be in accordance with the Authority's procurement policies and procedures, the prices to be fair and reasonable and consistent with the funds budgeted. The Technology Committee recommended for award the bid to SAITECH, Inc for \$127,900.01 for a one-year term.

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

That concluded the report of the Technology Committee.

With no new business, the Chair moved to the public comment portion of the meeting. Mr. Letwin called on the only speaker addressing the Board this month, Ms. Laura Chu Wiens, representing Pittsburghers for Public Transit.

Ms. Wien's remarks addressed equity as it relates to the COVID pandemic. She stated that transit is a utility. It is an essential good that is necessary for life. COVID transit riders, which she stated by a huge margin are people of color and low-income households with incomes of less than \$15,000 a year, are the people riding the bus to get groceries, to pharmacies and to work. Like other utilities such as water, electric and gas, transit should have low-income relief programs during the pandemic.

Ms. Wien applauded Port Authority for the decision to re-allocate transit service towards the routes that have maintained high ridership. This is a vital step to improving equity in the system. Flat service reductions and increases across the board during the pandemic is equal but not equitable. It is not equitable because ridership is not equally distributed across all routes. A fare relief program for low-income riders can help stabilize and immediately boost ridership. Ms. Wiens stated there is extra capacity on buses and unique funding sources available, including the CARES Act allocation, that could pay for this COVID fare relief, and that there is no better time to pilot the low-income fares program the Authority has said it wants to see.

The Chair announced the next regular meeting of the Board will be Friday, October 23, 2020.

With no further business the meeting was adjourned.