

PITTSBURGH REGIONAL TRANSIT
MINUTES OF THE REGULAR BOARD MEETING
FRIDAY, JUNE 23, 2023

The Regular Meeting of the Board of Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT) was held on Friday, June 23, 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: Jennifer Liptak, Vice Chair, John Tague, Lori Mizgorski and Stephanie Turman. The following members were in attendance virtually: Senator Jim Brewster, Ann Ogoreuc, Representative Nick Pisciotto, Ali Doyle and Michelle Zmijanac. Board Solicitor Sandy Garfinkel attended in person.

Vice Chair Jennifer Liptak, who chaired the meeting, called the June 23, 2023 Regular Meeting to order and asked the audience to stand for the Pledge of Allegiance and for a moment of silent reflection.

A recommendation was made for approval of the minutes of the May 26, 2023 Regular Meeting. A motion was made, seconded, and unanimously passed.

Ms. Liptak called on Pittsburgh Regional Transit CEO Katharine Kelleman for a report.

Ms. Kelleman first asked a moment of silence for the following retired employees who have passed since the prior Board meeting: operators Williamson Dawson and Albert Sauter; Body repairperson Robert Normandy; automotive mechanic Charles Walters; Way Maintenance repairperson Frank Riders; and garage foreman William Weyrach.

Ms. Kelleman also acknowledge the passing of longtime transit rider and staunch advocate Jonathan Robison. As the head of the Transportation and Land Use Committee of the Oakland Community Council and vice president of the Allegheny County Transit Council, Jonathan believed public transit had a critical role to play in environmental conservation and, as someone who in his later years used a wheelchair, that public transit provided freedom of mobility. Jonathan had been involved in the push for improving public transit in Pittsburgh for more than 50 years, and even worked to organize citizen forums for a bus rapid transit system to link downtown and Oakland four years before formal planning for the project ever began.

Next, Ms. Kelleman reported that the American Public Transportation Association (APTA) held its annual rail conference in Pittsburgh, bringing more than 1,600 transit experts from all over the country to the David L. Lawrence Convention Center for three days of tours, panels, and discussions about the future of our industry.

Katharine thanked the tremendous staff for helping to bring this event together - from transporting people to the Western Pennsylvania Trolley Museum to giving tours of the Mon Incline, the Rail Center, and transit-oriented development on the North Shore. She stated that we could not have done it without everyone here.

Ms. Kelleman also thanked APTA and APTA's CEO Paul Skoutelas for giving Pittsburgh and our staff the opportunity to show off our system and our city.

Ms. Kelleman reported that during the conference, we hosted an event with the Federal Transit Administration to execute the grant agreement for the University Line of the Downtown-Uptown-Oakland BRT. Ms. Kelleman again thanked everyone who helped organize the event, FTA Deputy Administrator Veronica Vanterpool, County Executive Rich Fitzgerald, Board Chair Jeff Letwin and members of the board, and everyone else who participated to make it such a special occasion.

Finally, Ms. Kelleman recognized everyone who worked in some capacity during the prior weekend. "Friday and Saturday's Taylor Swift concerts drew record crowds and PRT stepped up in a major way. Our light rail system took an estimated 85,000 people to and from sold-out concerts at Acrisure Stadium on Friday and Saturday nights, and several Juneteenth-related events contributed to even more rides."

Ms. Kelleman ended her remarks by saying "I'm really proud, but by this point not surprised, by the amazing work being done here at PRT. The effort put in this weekend really shows our ability to be resilient in the face of incredible pressure."

That concluded the report of the Chief Executive Officer.

Before calling for a report of the Performance Oversight Committee, Ms. Liptak also wanted to express her condolences for the passing of Mr. Robison. She noted that he was a very passionate advocate of public transportation and that she is grateful for his contributions to Pittsburgh and to Pittsburgh Regional Transit especially.

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

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

She reported that the Committee first reviewed three 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 awarding the bids listed in the resolution for the total amount of \$21,304,567.22.

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.

The second resolution presented was seeking authorization to Award a Construction Contract for the Security System Improvements project.

Ms. Zmijanac explained that this project will complete security improvements at the Collier, East Liberty, Ross and West Mifflin Garages, Manchester Main Shop, South Hills Junction, South Hills Village, Pitt Tower, the Allegheny, North Side and Gateway Stations, the North Shore Connector and Mt. Lebanon Tunnels.

The Performance Oversight Committee recommended that the contract be awarded to the lowest responsive bidder, Merit Electrical Group, Inc., in the amount of \$2,584,800, subject to completing all 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.

The next resolution was seeking authorization for PRT to extend and amend an agreement for Facility Management Services for the South Hills Village Parking Garage.

Ms. Zmijanac reported that PRT entered into an agreement with Parkway Parking of Pennsylvania, Inc. in August 2020, to provide these services in the not-to-exceed amount of \$672,000 and that the agreement with Parkway currently expires on July 31, 2023.

As Parkway has performed the contract services in a satisfactory and efficient manner, the Performance Oversight Committee recommended extending the term of the agreement for one additional year through July 31, 2024 and increasing the total authorized not-to-exceed amount of the agreement to \$792,000.

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.

The next resolution presented was seeking authorization for PRT to extend agreements with a pool of law firms to provide legal services. It was reported at the meeting that In September 2014, the Board authorized PRT to enter into agreements with a pool of firms in the designated fields of law listed on Exhibit A to the resolution.

As legal services are critical to representing PRT in various types of litigation and related important legal matters, and the law firms continue to provide services in a satisfactory manner, the Performance Oversight Committee recommended extending the agreements with the firms listed on Exhibit A up to six additional months through December 31, 2023.

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.

The next resolution presented was seeking authorization to extend an agreement for Real Estate Consulting Services.

Ms. Zmijanac noted that these services include expert advice and technical support to PRT for all aspects of its real estate interests.

In September 2017, PRT's Board authorized the award of an agreement to Interstate Acquisition Services, a division of Century Engineering, to provide these services on an as-needed basis through task-specific work orders.

Following prior extensions, the agreement is currently set to expire on June 30, 2023 and has a current authorized total not-to-exceed amount of \$1,862,000.

As these services are critical to PRT's continued oversight of its real estate assets, and Century has continued to provide these services in a satisfactory manner, the Performance Oversight Committee recommended extending the term of the agreement up to six additional months through December 31, 2023, with no increase in the previously authorized total 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.

Ms. Zmijanac presented the final resolution seeking authorization to adopt and implement the Fiscal Year 2024-25 Internal Audit Work Plan and to Amend Internal Audit Department Charter. In 2007, the Board adopted an Internal Audit Department Charter as a statement of policy and expressed commitment to provide financial and operational oversight to PRT.

In accordance with the charter, PRT's Internal Audit Department has conducted various audit and oversight activities over the past several years pursuant to Board approved 18-month Internal Audit Work Plans. In order to continue these activities, PRT has formulated a proposed 18-month Audit Work Plan for implementation during Fiscal Year 2024-25.

The Performance Oversight Committee recommended the adoption of the Fiscal Year 2024-25 Work Plan attached to this resolution as Exhibit A.

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 Vice Chair called on Mr. Tague for a report of the Stakeholder Relations Committee.

Mr. Tague reported that the Planning and Stakeholder Relations Committee did not meet last week, but he still had a few updates for the Board.

Mr. Tague updated the Board on the Allegheny County Transit Council and Committee for Accessible Transportation.

ACTC met on June 21 and staff updated the Council on the Building on the East Busway project and provided an update on the Homestead to McKeesport project. The next scheduled meeting of ACTC is July 26.

The CAT Committee met on June 7. Staff provided the Committee with an overview of how accessibility features were incorporated into the Bus Rapid Transit project. The next scheduled meeting of CAT is August. 3.

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

The Vice Chair called on Ms. Ann Ogoreuc for a report for the Finance Committee.

Ms. Ogoreuc reported that the Finance Committee met last week and she had two resolutions to present for the Board's consideration.

At the meeting, staff presented the Final FY 2024 Operating and Capital Budgets. It was reported that the Final FY 2024 Operating Budget increased by \$1.09 million or .2% from the preliminary FY 2024 Operating Budget presented in May. The Final FY 2024 Operating Budget totaled \$535,359,584.

Ms. Ogoreuc reported the changes between the May and June Operating Budgets. They were: revenues increased by \$3.3 million due to adjustments in Passenger Revenues and Contract Service Revenue based on increased April and May actual revenues; Wages and Salaries increased by \$793,000, predominantly due to an increase in Non-Operator wages; Employee Benefits increased by \$265,000, predominantly due to an adjustment in Sick, Vacation, & Holiday Pay and F.I.C.A taxes; Materials & Supplies were up by \$386,000, primarily due to an adjustment in the projected float price of diesel fuel; Purchased Services increased by \$115,000 due to an increase in work-done-by-outside contractors; Utilities were up \$130,000 due to a small adjustment in Electricity and Natural Gas Expense; ACCESS Expense was adjusted downward by \$610,000; and Federal Stimulus used to balance budget decreased by \$2.08 million.

It was also reported that the final FY 2024 Capital Budget was unchanged from the May preliminary Capital Budget of \$195,185,421.

Ms. Ogoreuc stated that this resolution would adopt balanced FY 2024 Operating and Capital Budgets as required by law.

In addition, Local Match Certifications are included within and authorized by the resolution to assure the required County match will be provided for both the Operating and Capital budgets. These Local Match Certifications are a requirement of the Pennsylvania Department of Transportation.

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

The second resolution presented was seeking authorization to establish second year budget with Transdev Services, Inc.

It was reported that In April 2022, PRT's Board authorized the award of a five-year agreement with Transdev Services, Inc., to provide paratransit services. The agreement specifies that a not-to-exceed budget will be established by the Board for each fiscal year.

The Finance Committee recommended a not-to-exceed amount for the agreement's second fiscal year, covering the period July 1, 2023 through June 30, 2024, in the total amount of \$2,503,000.

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

Lastly, the May financial results were presented to the Committee at its meeting last week.

It was reported at the meeting that Total Operating Income for the month of May was \$479,854 over budget primarily due to higher Interest Income on cash reserves, ACCESS Shared Ride Revenue and Other Revenue.

Passenger Revenue for the month was slightly below budget due to lower Farebox Collections, Monthly Pass Sales and Stored Value Revenue.

Total Operating Income for FY 2023 is \$1.42 million under budget for the fiscal year due to lower Passenger Revenue which is partially offset by higher returns in Interest Income. Total Operating Expenses in May were \$2.35 million under budget due to lower Salary & Wages and Materials & Supplies.

Total Operating Expenses fiscal year-to-date continues to trend below budget by \$42.85 million with \$22.72 million of this variance due to lower Wages, Salaries and Employee Benefits related to vacant positions.

Total Subsidy for month and fiscal year was \$64.1 million and \$59.1 million above budget respectively due to higher CARES and ARPA invoicing.

Finally, it was reported that PRT ended the month of May with approximately \$279.5 million in Operating reserves.

That concluded the report of the Finance Committee.

Ms. Liptak then gave the report of the Technology Committee. She reported that the Technology Committee met on June 15 and had two resolutions for the Board's consideration.

The Committee first reviewed bids for Microsoft licensing and laptop equipment in the total estimated amount of \$2,211,652.98. The Committee determined the bids 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.

The next resolution presented was to amend and extend an existing services agreement for non-farebox equipment, which includes ticket vending machines and back-office software. This is the final one-year extension on this contract and would expire on June 30, 2024

The Technology Committee recommended amending the agreement with Scheidt & Bachmann and increasing the total not-to-exceed amount to \$14,356,068.

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.

On behalf of Chair Letwin, who was unable to attend the meeting, Ms. Liptak presented a resolution under New Business. This resolution was to authorize to amend and adopt a policy for presentation by members of the public to PRT's Board. With the advancement of modern communications technology and other factors, this policy will improve accessibility by the public to participate and

make presentations to the Board during monthly meetings. It is important to this Board to give everyone the opportunity to speak to this Board.

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

No speakers addressed the Board under the public comment portion of the meeting.

The Vice Chair announced the next Regular meeting of the Board will be Friday, July 28, 2023.

With no further business the meeting was adjourned.

Approved