

RIPTA BOARD OF DIRECTORS MEETING

Monday, April 17, 2017

1:30 p.m.

Transportation Conference Room

269 Melrose Street, Providence

AGENDA

1. Board Approval: To Consider for Approval the Draft Regular Session Meeting Minutes of March 6, 2017 and the Draft Executive Session Minutes of March 6, 2017. *
2. Public Comment: Limited to 3 minutes per person (sign-up sheet will be provided).
3. CEO Report: Discussion/Update: Bus on Shoulder Operations Feasibility Study for Determining the Implementation of Bus on the Shoulder Operations for RIPTA's Primary Corridors including 1-95, 1-295, Route 146, Route 6/10, Route 4 and Route 1.
4. Board Discussion / Potential Vote(s): Consideration of Approval for Procurement Dept.'s Request to award 1st Annual Option With Sprague Operating Resources to Deliver Ultra Low Sulfur Diesel Fuel, RFP # 16-28.
5. Board Discussion / Potential Vote(s): Consideration of Approval for Procurement Dept.'s Request to Award New England Detroit Diesel/Allison to Supply and Deliver Dual Power Inverter Modules for 2010 Gillig Fleet.
6. Board Discussion / Potential Vote(s): Consideration of Approval for Marketing Dept.'s Request to Award Direct Media to Conduct Interior/Exterior Bus Advertising Sales, RFP #17-16.
7. Board Discussion / Potential Vote(s): Consideration of Approval for Marketing Dept.'s Request to award PriMedia to conduct media buying and marketing services, RFP #17-17 entitled Creative Agency.
8. Board Discussion / Potential Vote(s): Consideration of Approval for Maintenance Dept.'s Request to Award Change Order to Contract With New England Architectural Glazing Regarding On Call Glass Replacement Bus Shelters, IFB#16-01.
9. Board Discussion / Potential Vote(s): Consideration of Approval for Legal/Risk Dept.'s Request to Award Contract to Starkweather & Shepley to Provide Insurance Brokerage Services, RFP 17-15.

RHODE ISLAND PUBLIC TRANSIT AUTHORITY
BOARD OF DIRECTORS
MINUTES of Monday April 17, 2017

Board Members

Present:

Wayne Kezirian Board Chair; Maureen Martin, Board Secretary; Joshua Brumberger; Mark Susa; Princess Sirleaf Bomba; and Stephanie Ogidan Preston, Board Vice Chair

Absent:

Karen A. Santilli, Board Treasurer; Director Peter Alviti

Also Present:

Raymond Studley, CEO; Attorney Benjamin Salzillo, In-House Counsel; Attorney Christian Capizzo, Board Counsel; Elizabeth Silvestre, Confidential Executive Assistant; Other members of RIPTA's staff; and members of the public.

Agenda Item 1:

Approval of the March 6, 2017 Board Minutes

Ms. Bomba makes a motion to approve the minutes of the March 6, 2017 Board meeting. Ms. Preston seconds and it passes unanimously.

Agenda Item 2:

Public Comment

1. Don Rhodes: Discusses the Senate's approval of the Distracted Driving Bill.
2. Barry Schiller: Expresses concern over a newspaper's negative remarks about RIPTA staff.
3. William Donnelly: Expresses approval of CEO's response to newspaper's negative remarks.
4. Tom Cute: Expresses disapproval of newspaper's remarks, and commends CEO and RIPTA staff.

*Mr. Kezirian advises he has appointed Mr. Schiller to the RIPTA Finance Committee.

Agenda Item 3:

CEO's Report

Mr. Studley discusses the Reduced Fare Program, and advises that social service agencies should will be providing \$5 change cards to qualified individuals. Mr. Studley explains that as of Friday, April 14, RIPTA has distributed 11,000 change cards to various social service agencies. However, only about 1,000 of the 11,000 change cards had been used as of April 14. Ultimately, the 10,000 unused \$5 change cards result in roughly 100,000 trips that have not been taken from February 1 through today.

Mr. Studley and Ms. Pettine, Executive Director of Planning of RIPTA discuss the Bus-On-Shoulder program, explaining that a feasibility study was done to determine the multiple possibilities of the project. Ms. Pettine explains that after evaluating the options, they were able to narrow down to three corridors: a section of route 146, a section of route 95, and a section of route 10. Mr. Brumberger and Ms. Pettine discuss the capacity of passengers on the buses during peak hours, and the number of routes that could benefit from this service. Mr. Brumberger and Mr. Studley discuss Rhode Island being the first state in the East coast to implement this service, and the probability of starting this pilot in the fall.

Agenda Item 4:

Consideration of Approval for Procurement Dept.'s Request to award 1st Annual Option with Sprague Operating Resources to Deliver Ultra Low Sulfur Diesel Fuel, RFP #16-28.

Mr. McGrane, Contracts Manager of RIPTA, presents a request for approval of a contract with Sprague Operating Resources to supply and deliver Ultra Low Sulfur Diesel Fuel (ULSD) to RIPTA. He also requests approval to authorize the CEO to extend this contract,

should a favorable long-term lock in price become available. Mr. McGrane and Mr. Kezirian discuss the typical length of the extensions, and the request for approval of the one-year renewal, with the option of locking a fixed price that goes beyond the termination of the one-year renewal if a favorable price is obtained. However, the extension will not go beyond the second one-year renewal. Ms. Preston and Mr. Studley discuss the annual review of the RFP and the bidding process for this product.

Ms. Preston makes a motion to approve. Mr. Brumberger seconds and it passes unanimously.

Agenda Item 5: **Consideration of Approval for Procurement Dept.'s Request to Award New England Detroit Diesel/Allison to Supply and Deliver Dual Power Inverter Modules for 2010 Gillig Fleet.**

Mr. McGrane presents a request for a Sole Source Procurement award to New England Detroit Diesel/Allison to supply and deliver up to eight DPIM Modules to RIPTA, at a cost not to exceed \$390,660. Mr. Kezirian and Mr. McGrane discuss the sole bidder's exclusive relationship with the manufacturer.

Ms. Preston makes a motion to approve, Ms. Bomba seconds and it passes unanimously.

Agenda Item 6: **Consideration of Approval for Marketing Dept.'s Request to Award Direct Media to Conduct Interior/Exterior Bus Advertising Sales, RFP #17-16.**

Ms. Polichetti, Director of Public Affairs of RIPTA, presents a request for approval of a contract with Direct Media to conduct bus-advertising sales for three years, with two, one-year options to be exercised at the sole discretion of the Authority. Mr. Brumberger, Ms. Polichetti and Mr. Bannister, Marketing Outreach manager of RIPTA, discuss the generated revenue of these ads in comparison to other Authorities. Ms. Preston and Ms. Polichetti discuss the split of revenue earned with Direct Media. Ms. Bomba and Ms. Polichetti discuss the determination of which buses obtain which ads. Mr. Bannister advises the ads are not community specific, as a bus is on a different route every day.

Ms. Preston makes a motion to approve, Mr. Brumberger seconds and it passes unanimously.

Agenda Item 7: **Consideration of Approval for Marketing Dept.'s Request to award PriMedia to conduct media buying and marketing services, RFP #17-17 entitled Creative Agency.**

Ms. Polichetti presents a request for approval of a contract with PriMedia to conduct media buying and marketing services for three years, with two one-year options to be exercised at the sole discretion of the Authority. Ms. Bomba and Mr. McGrane discuss the option of re-opening the bid for the yearly renewal.

Mr. Brumberger makes a motion to approve, Ms. Preston seconds and it passes unanimously.

Agenda Item 8: **Consideration of Approval for Maintenance Dept.'s Request to Award Change Order to Contract With New England Architectural Glazing Regarding On Call Glass Replacement Bus Shelters, IFB#16-01.**

McGrane presents a request to award a change order to the contract issued to New England Architectural Glazing, who replaces the glass on bus shelters. Mr. McGrane explains that replacing the glass panels on the bus shelters to Lexan will be more cost effective, due to the high levels of vandalism, which also result in a safety hazard to staff and customers. Mr. Kezirian and Mr. Harwood discuss the use of Lexan replacement panels on RIPTA owned shelters. Ms. Preston, Ms. Martin, and Mr. Harwood discuss notice of damaged bus shelters and potential injuries.

Ms. Martin makes a motion to approve, Ms. Preston seconds and it passes unanimously.

Agenda Item 9: Consideration of Approval for Legal/Risk Dept.'s Request to Award Contract to Starkweather & Shepley to Provide Insurance Brokerage Services, RFP 17-15.

Mr. Salzillo presents a request to award a contract to Starkweather & Shepley for insurance brokerage services to the Authority. Mr. Salzillo advises this was a sole bid and is a one-year contract with up to four annual renewals. Mr. Kezirian and Mr. Salzillo discuss the need for the Board to review contract renewals under \$50,000, and determine a vote is not needed for renewals under \$50,000.

Agenda Item 10: Consideration of Approval for Planning Dept.'s Request to Award Contract to WSP/Parsons Brinckerhoff Regarding Project Development Services for Pawtucket Bus Hub and Transit Emphasis Corridor, RFP #16-26.

Ms. Pettine presents a request for approval of a contract to WSP/Parsons Brinckerhoff for program management, environmental review, site selection, design, and engineering of the Pawtucket Bus Hub and Transit Emphasis Corridor. Mr. Nordin, Associate Director of Planning of RIPTA, discusses the status of the project, construction and collaboration with RIDOT. Mr. Brumberger, Mr. Kezirian, and Mr. Nordin discuss the expected outcome of construction and location determination.

Ms. Bomba makes a motion to approve, Ms. Preston seconds and it passes unanimously.

Agenda Item 11: Consideration of Approval for Planning Dept.'s Request to Award Contract to Transit Matters to Supply and Deliver Four Bus Shelters, RFP 17-18 entitled Manton Ave. Bus Shelters.

Mr. Harris presents a request for approval of a contract with Transit Matters to supply and deliver four bus shelters. Ms. Preston, Ms. Bomba, and Mr. Harris discuss shelter durability, involvement in the evaluation committee, and factors used to determine vendor choice. Mr. Kezirian and Mr. Harris discuss the cost per shelter, design, fabrication and installation.

Ms. Preston makes a motion to approve, Ms. Martin seconds and it passes unanimously.

Agenda Item 12: Consideration of Approval for Planning Dept.'s Request to Award Contract for On Call Project Representative Services to WE Marchetti Consulting, LLC for work on College Hill Bus Tunnel, Kennedy Plaza Improvements, Quonset Ferry Parking Lot and Other Projects as Needed.

Ms. Pettine presents a request for approval of a contract with WE Marchetti Consulting, LLC for additional assistance with projects that RIPTA does not have current staffing to support. Ms. Picchione, Director of Capital Development of RIPTA, and Ms. Pettine discuss improvements and management of projects, for which WE Marchetti Consulting, LLC has provided support. Ms. Pettine and Ms. Preston discuss the RFP process for this project, and qualified vendors. Mr. Brumberger and Ms. Pettine discuss potential staffing in the future.

Mr. Brumberger makes a motion to approve, Ms. Bomba seconds and it passes unanimously.

Agenda Item 13: Consideration of Approval for Planning Dept.'s Request for Procurement of Services to Award Contract to EFI Global for Environmental Services at the Newport Transportation and Visitors Center.

Ms. Picchione presents a request for approval of a contract with EFI Global for

environmental services pertaining to air quality monitoring, which arose from soil testing. Ms. Preston and Mr. Kezirian discuss funding and local match coming from Newport.

Ms. Martin makes a motion to approve, Ms. Preston seconds and it passes unanimously.

Agenda Item 14: Board Review and Discussion on Executive Compensation Requirements and Establishment of Committee on Executive Compensation under RIGL §42-155-5, Quasi-Public Corporations Accountability and Transparency Act.

Mr. Cappizo, Board Counsel, reads from the statute and advises the establishment of an Executive Compensation Subcommittee is needed, comprised solely of Board members, and for the purpose of recommending to the full Board the compensation packages of the Executive and senior management of the corporation. Mr. Capizzo discusses the necessary steps taken to acquire comparable compensation benefits from other sources, as outlined in the statute. Mr. Kezirian appointed Ms. Bomba and Mr. Susa to join him as members of the subcommittee.

Agenda Item 15: Executive Session to consider, discuss and act upon such matters as may be closed to the public pursuant to R.I. Gen. Laws § 42-46-5(a)(1) regarding personnel matter.

Voted: To convene the Board into Executive Session pursuant to Rhode Island General Laws section §42-46-5(a)(2) related to litigation, collective bargaining and approval of executive session minutes from March 6, 2017.

Ms. Preston moves to convene in Executive Session. Ms. Martin seconds, and it passes unanimously.

Agenda Item 16: Executive Session to consider, discuss and act upon such matters as may be closed to the public pursuant to R.I. Gen. Laws § 42-46-5(a)(2) regarding litigation and collective bargaining.

Upon returning to open session Mr. Capizzo reports, in accordance with Rhode Island General Laws section §42-46-4(b) that a unanimous vote was taken in executive session to approve the minutes of the March 6, 2017 meeting, and a unanimous vote was taken to seal those minutes. A motion is made by Ms. Preston to seal the minutes of the current executive session, Ms. Martin seconds and it passes unanimously.

Mr. Kezirian announces that no other votes had been taken in executive session.

Agenda Item 17: Adjournment

There being no other business to come before the Board, Ms. Preston makes a motion to adjourn, Ms. Martin seconds, and it passes unanimously.

Respectfully submitted,

Maureen Martin, Secretary

10. Board Discussion / Potential Vote(s): Consideration of Approval for Planning Dept.'s Request to Award Contract to WSP/Parsons Brinckerhoff Regarding Project Development Services for Pawtucket Bus Hub and Transit Emphasis Corridor, RFP #16-26.
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12. Board Discussion / Potential Vote(s): Consideration of Approval for Planning Dept.'s Request to Award Contract for On Call Project Representative Services to WE Marchetti Consulting, LLC for work on College Hill Bus Tunnel, Kennedy Plaza Improvements, Quonset Ferry Parking Lot and Other Projects as Needed.
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14. Board Discussion/ Potential Vote(s): Board Review and Discussion on Executive Compensation Requirements and Establishment of Committee on Executive Compensation under RIGL §42-155-5, Quasi-Public Corporations Accountability and Transparency Act.
15. Executive Session: Executive Session to consider, discuss and act upon such matters as may be closed to the public pursuant to R.I. Gen. Laws § 42-46-5(a)(1) regarding personnel matter.**
16. Executive Session: Executive Session to consider, discuss and act upon such matters as may be closed to the public pursuant to R.I. Gen. Laws § 42-46-5(a)(2) regarding litigation and collective bargaining.*
17. Adjournment

This Agenda posted on April 13, 2017

*Board Members may convene in Executive Session pursuant to R.I. Gen. Laws §42-46-5(a)(2) to consider and discuss this Agenda item.

Copies of Meeting Minutes may be obtained pursuant to RIPTA's public records policy, which is available at <http://www.ripta.com/access-to-public-records-act>. An interpreter for the hearing impaired can be provided by calling 784-9571 at least 72 hours in advance. All meetings take place at 269 Melrose Street, Providence. The location is accessible to the handicapped.

**Board Members may convene in Executive Session pursuant to R.I. Gen. Laws §42-46-5(a)(1) to consider and discuss this Agenda item.

By a majority vote, a public body may amend its agenda to add items. The additional items shall be for informational purposes only and may not be voted on except when necessary to address an unexpected occurrence requiring immediate action or to refer the matter to an appropriate committee pursuant to R.I. Gen. Laws §42-46-6(b).

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