

## **RIPTA BOARD OF DIRECTORS MEETING**

**Tuesday, August 21, 2018**

**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 July 17, 2018, and the Draft Executive Session Minutes of July 17, 2018.\*
2. Public Comment: Limited to 3 minutes per person (sign-up sheet will be provided).
3. CEO Report: Discussion/Potential Vote:
  - Monthly Update
  - September Board Meeting Location
  - VW Bus Update
4. Board Discussion / Potential Vote(s): Request for approval of Non-Represented staff pay raises
5. Board Discussion / Potential Vote(s): Request for approval of the Amended Travel Policy
6. Board Discussion / Potential Vote(s): Request for approval of Architectural and Engineering Services, RFP 16-26
7. Board Discussion / Potential Vote(s): Request for approval of Installation of Chargers for Electric Buses
8. Board Discussion / Potential Vote(s): Request for approval to change authorized personnel on TD Bank Resolution
9. 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.\*
10. Adjournment

This Agenda posted on August 16, 2018

\*Board Members may convene in Executive Session pursuant to R.I. Gen. Laws §42-46-5(a)(2) to 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).

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 deaf and hard of hearing can be provided by calling 784-9500 x1171 at least 48 hours in advance. The location is accessible to the handicapped.

**RHODE ISLAND PUBLIC TRANSIT AUTHORITY**  
**BOARD OF DIRECTORS**

269 Melrose Street, Providence

Minutes of Tuesday, August 21, 2018

1:30 p.m.

**Board Members**

**Present:** Wayne Kezirian, Board Chair; Stephanie Ogidan Preston, Board Vice Chair; Mark Susa; and Joshua Brumberger.

**Absent:** Karen A. Santilli, Board Treasurer; Maureen Martin, Board Secretary, Princess Sirleaf Bomba, and Peter Alviti.

**Also Present:** Scott Avedisian, Chief Executive Officer; Attorney Girard Visconti, Board Counsel; Benjamin Salzillo, General Counsel; Elizabeth Silvestre, Executive Assistant; members of RIPTA's staff; and members of the public.

**Agenda Item 1: Approval of the Minutes from July 17, 2018.**

Ms. Preston makes a motion to approve the minutes of the July 17, 2018 Board meeting. Mr. Susa seconds and it passes with favorable votes by Mr. Brumberger and Mr. Kezirian.

**Agenda Item 2: Public Comment**

1. Randall Rose: Discusses concerns with Kennedy Plaza changes and necessary enhancements.

**Agenda Item 3: CEO Report.**

Mr. Avedisian provides a monthly update on operations and projects, advises that the September Board meeting will be held at Kennedy Plaza, and provides an update on electric buses timeline.

**Agenda Item 4: Request for approval of Non-Represented staff pay raises.**

Kathy Nadeau, Director of Human Resources of RIPTA, and Christopher Durand, Director of Finance of RIPTA, present a request for approval of Non-Represented staff pay raises.

Mr. Brumberger makes a motion to approve the request. Ms. Preston seconds and it passes with favorable votes by Mr. Susa, and Mr. Kezirian.

**Agenda Item 5: Request for approval of the Amended Travel Policy.**

Paul DiIorio, Director of Accounting of RIPTA, presents a request for approval of the amended Travel Policy.

Mr. Brumberger makes a motion to approve the request. Ms. Preston seconds and it passes with favorable votes by Mr. Susa, and Mr. Kezirian.

**Agenda Item 6: Request for approval of Architectural and Engineering Services, RFP 16-26.**

Mr. Michael McGrane, Contract Manager of RIPTA, presents a request for approval of architectural and engineering services from Michael Baker International of Warwick.

Mr. Brumberger makes a motion to approve the request. Ms. Preston seconds and it passes with favorable votes by Mr. Susa, and Mr. Kezirian.

**Agenda Item 7: Request for approval of Installation of Chargers for Electric Buses.**

Ms. Picchionne, Director of Capital Development of RIPTA, presents a request for approval of the installation of chargers for electric buses.

Ms. Preston makes a motion to approve the request. Mr. Brumberger seconds and it passes with favorable votes by Mr. Susa, and Mr. Kezirian.

**Agenda Item 8: Request for approval to change authorized personnel on TD Bank Resolution.**

Mr. DiIorio and Mr. Durand present a request for approval to change authorized personnel on TD Bank Resolution.

Ms. Preston makes a motion to approve the request. Mr. Brumberger seconds and it passes with favorable votes by Mr. Susa, and Mr. Kezirian.

**Agenda Item 9: 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 motion by Mr. Brumberger, which was seconded by Ms. Preston, the following vote was adopted and passed with favorable votes by Mr. Susa, and Mr. Kezirian.

**Voted:** To enter into Executive Session pursuant to Rhode Island General Laws section §42-46-5(a)(2) to discuss collective bargaining.

**The Board, staff, and counsel entered into executive session at 2:05 p.m.**

**The Board, staff, and counsel entered public session at 02:20 p.m.**

Attorney Visconti reports out that pursuant to R.I. Gen. laws § 42-46-4(b), the Board unanimously voted to keep all votes taken in Executive Session sealed so as to not jeopardize any strategy or negotiation.

Ms. Preston makes a motion to seal the minutes of the executive session. Mr. Brumberger seconds, and it passes with favorable votes by Mr. Susa and Mr. Kezirian.

Ms. Preston makes a motion to engage in discussion regarding an early retirement proposal from staff and non-represented staff that would like to take advantage of one retirement package over another. Mr. Brumberger seconds, and it passes with favorable votes by Mr. Susa and Mr. Kezirian.

**Agenda Item 12: Adjournment 02:28 p.m.**

Ms. Preston moves to adjourn the meeting. Mr. Brumberger seconds and the motion passes with favorable votes by Mr. Susa and Mr. Kezirian.

Respectfully submitted,

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Maureen Martin, Secretary

**RHODE ISLAND PUBLIC TRANSIT AUTHORITY**  
**BOARD OF DIRECTORS**

Minutes of Tuesday, July 17, 2018

1:30 p.m.

**Board Members**

**Present:** Wayne Kezirian, Board Chair; Stephanie Ogidan Preston, Board Vice Chair; Karen A. Santilli, Board Treasurer; and Mark Susa

**Absent:** Maureen Martin, Board Secretary, Joshua Brumberger, Princess Sirleaf Bomba, and Peter Alviti

**Also Present:** Scott Avedisian, Chief Executive Officer; Attorney Christopher Fragomeni, Board Counsel; Benjamin Salzillo, General Counsel; Elizabeth Silvestre, Executive Assistant; members of RIPTA's staff; and members of the public

**Agenda Item 1:           **Approval of the Minutes from June 19, 2018.****

Ms. Santilli makes a motion to approve the minutes of the June 19, 2018 Board meeting. Ms. Preston seconds and it passes with favorable votes by Mr. Susa, and Mr. Kezirian.

**Agenda Item 2:           **Public Comment****

1. Patricia Raub: Concerned with the new Providence terminal, funding, and promotion of events.
2. Grant Dulgarian: Concerned with one-day pass limitations. Would like to discuss with staff.

**Agenda Item 3:           **CEO Report.****

Mr. Avedisian provides updates on the 808 contract, Downtown Transit Connector project, Pawtucket and Central Falls project, the Transit Master Plan, Quonset project, and an inventory audit report.

**Agenda Item 4:           **Consideration of Approval for Finance Department's Request: Capital Budget – Fiscal Year 2019 to Fiscal Year 2024.****

Nathan Watchous, Financial Analyst of RIPTA, and Amy Pettine, General Manager of Strategic Advancement of RIPTA, present a request for approval of the Capital Budget – Fiscal Year 2019 to Fiscal Year 2024.

Ms. Preston makes a motion to approve the request. Ms. Santilli seconds and it passes with favorable votes by Mr. Susa, and Mr. Kezirian.

**Agenda Item 5:           **Consideration for Approval to enter into a Lease Agreement with Proterra Electric Bus, Inc.****

Lillian Picchione, Director of Capital Development of RIPTA, and Ms. Pettine, present a request to enter into a lease agreement Proterra Electric Bus, Inc.

Ms. Preston makes a motion to approve the request. Ms. Santilli seconds and it passes with favorable votes by Mr. Susa, and Mr. Kezirian.

**Agenda Item 6:           **FTA Transit Asset Management.****

Ms. Picchione and Ms. Pettine present an update on the Federal Transit Administration's Transit Asset Management.

**Agenda Item 7:           **Consideration of Approval for Change Order to Millennium Consulting for HASTUS Project Management.****

Mr. McGrane, Contract Manager of RIPTA, and James Dean, Director of Transportation of RIPTA, present a request for approval to a Change Order to Millennium Consulting for HASTUS project management.<sub>1</sub>

Ms. Preston makes a motion to approve the request. Ms. Santilli seconds and it passes with favorable votes by Mr. Susa, and Mr. Kezirian.

**Agenda Item 8:            Consideration of Approval for Change Order to Downtown Transit Connector Program Management, PO# 170961**

Gregory Nordin, Director of Planning of RIPTA, presents a request for a Change Order to Downtown Transit Connector program management.

Ms. Santilli makes a motion to approve the request. Ms. Preston seconds and it passes with a favorable vote by Mr. Susa.

Mr. Kezirian abstained from any discussion or consideration of this agenda item.

**Agenda Item 9:            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 motion by Ms. Preston, which was seconded by Ms. Santilli, the following vote was adopted and passed with favorable votes by Mr. Susa, and Mr. Kezirian.

**Voted:** To convene the Board into Executive Session pursuant to Rhode Island General Laws section §42-46-5(a)(2).

**The Board, staff, and counsel thereafter convened into executive session at 2:25 p.m.**

**The Board, staff, and counsel entered public session at 02:39 p.m.**

Attorney Fragomeni reports out that pursuant to R.I. Gen. laws § 42-46-4(b), the Board unanimously voted to keep all votes taken in Executive Session sealed so as to not jeopardize any strategy or negotiation.

Ms. Preston makes a motion to seal the minutes of the executive session. Ms. Santilli seconds, and it passes with favorable votes by Mr. Susa and Mr. Kezirian.

**Agenda Item 12:            Adjournment 02:38 p.m.**

Ms. Preston moves to adjourn the meeting. Ms. Santilli seconds and the motion passes with favorable votes by Mr. Susa and Mr. Kezirian.

Respectfully submitted,

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Maureen Martin, Secretary



**RHODE ISLAND PUBLIC TRANSIT AUTHORITY STAFF SUMMARY FORM**

**TO: Board of Directors**

**DATE: August 21, 2018**

**PREPARED BY: Paul Dilorio**

**DEPARTMENT: Finance**

**TITLE:**

APPROVAL OF AMENDED TRAVEL POLICY

**BACKGROUND:**

Rhode Island law requires RIPTA to have a Travel Policy that limits per diem travel payments to RIPTA employees in the same amount that the state provides to state employees.

Before July 1, 2018, the state provided \$30 per diem to state employees. In December 2014, RIPTA's Board of Directors adopted a travel policy that provided for the same per diem reimbursement. On July 1, 2018, the state changed its per diem reimbursement to \$50.00 per day if an employee commences travel before 12:00 p.m., and \$25.00 if an employee commences travel after that time.

Staff has updated RIPTA's travel policy to be consistent with state law, and has also made changes to reflect current administrative practices. These changes are reflected on the redlined version of the revised policy attached to this agenda item. Staff asks for Board approval of the revised policy.

**JUSTIFICATION:**

The travel policy should be amended to be consistent with state law.

**FUNDING:**

Not applicable

**ALTERNATIVES:**

None

**RECOMMENDATION:**

Approve the revised travel policy

**APPROVALS (shaded Departments must approve all Staff Summaries) Projects between \$5,000 and \$10,000 must have Department Director/AGM. Projects between \$10,000 and \$50,000 must have CEO also. Projects greater than \$50,000 must also have Board of Directors Approval**

Department	Initial	Date	Department	Initial	Date
Budget/Finance	<i>PD</i>	8/2/18	Maintenance		
Customer Service			Marketing		
Environmental/Safety			Planning		
Flex/Paratransit			Procurement		
Human Resources			Security		
Inform. Services			Training		
Legal/Risk Mgmt	<i>gpr</i>	8/2/18	Transportation		
			Chief Exec. Officer	<i>8</i>	8/2/18



The Rhode Island Public Transit Authority  
Administrative Policies and Procedures  
Employee Relations Department

Subject/Title:  <b>Travel Policy Procedures</b>	Effective Date: <del>02/20/2012</del> Supersedes: <del>02/01/2009, 02/01/2010</del>
	Approval: Adopted by the Board of Directors on <del>1-8-2014*</del>

~~\*Per Diem reimbursement is changed to \$30 per day in accordance with state policy.~~

**I. PURPOSE:**

In accordance with RIPTA's Travel Policy, the following Travel Policy Procedures have been established outlining RIPTA's procedures regarding business and travel expenses incurred by employees and officials while conducting Authority business.

**II. GENERAL INFORMATION:**

RIPTA supports employee travel for the purposes of education, training, quality assurance, and information sharing. The agency will pay for reasonable and necessary business and travel expenses for RIPTA employees and officials.

Employees are expected to exercise judgment when incurring expenses. Expenses should be consistent with the purposes and levels of business being conducted.

Travel arrangements for all RIPTA employees and Board Members will be made by the Executive Assistant in the CEO's office, ~~while staff from the Employee Relations department will handle travel for other RIPTA employees.~~ Out of pocket expenses will be reimbursed by the Authority as outlined in this procedure and may be requested in advance of travel.

**III. PROCEDURE:**

**Pre-Travel**

1. Employee submits a Travel Request Form (Form A), which includes an estimate of travel expenses, to his or her Department Director as far in advance as possible and no later than three weeks prior to travel date.
  - a. Per Diem expenses are established by the ~~General State of Rhode Island Services Administration (GSA) for the destination.~~
  - b. ~~Reimbursement is based on a flat rate of \$50 per full day and allocated based on the departure and arrival times. The first and last day of travel will be reimbursed at 75%.~~

- ~~c. Attach a print out of the GSA website documenting the per diem (See Exhibit 1.)~~
2. Department Director/AGM reviews proposed expenses in relation to the Department's travel budget. In state travel is approved at this level. Out of state travel requests are forwarded to the CEO.
3. CEO reviews travel request. Approved travel request forms are returned to the employee.

#### Booking Travel

4. The Employee requesting travel ("traveler") makes two copies of the approved Travel Request Form (Form A), maintaining one copy for his or her records.
  - ~~a. The original approved Travel Request Form (Form A) is sent to the Finance Department.~~
  - ~~b. A copy of the Approved Travel Request form (Form A) is sent to the Executive Assistant to the CEO staff member designated to make travel arrangements on behalf of the employee.~~
    - ~~i. Senior Staff and Board Members — Executive Assistant to the CEO~~
      - ~~ii.a. All other staff — Employee Relations department~~
5. The Executive Assistant to the CEO employee designated to will make travel arrangements and books all travel using the RIPTA credit card or a RIPTA check. Care should be taken to coordinate with the traveler on flight times, frequent flyer number, etc.

#### Travel Advance

6. If the traveler would like an advance on meals and incidentals, he or she may submit it on thea RIPTA Travel Request Expense/Reimbursement Form (Form AB) to the Finance Department no later than two weeks prior to the week of travel.
  - ~~a. The employee should attach a copy of the approved Travel Request form (Form A) if it was not already submitted.~~

#### Post Travel

7. Upon return, the traveler must furnish the Finance department with receipts indicating that travel took place, including the boarding pass, rail or bus ticket stubs; hotel discharge papers; and car rental receipts.
  - a. No meal receipts are necessary when using GSA per diem
8. Upon return, the traveler may request reimbursement for any just and proper expenses incurred during travel when accompanied by a receipt, such as tolls, taxis, transit tickets, and baggage fees.

### IV. AUTHORITY TO TRAVEL:

#### A. Travel Within the State:

The approval by the Department Director shall constitute authority for travel and expenses incurred within the State.

**B. Travel Out of the State:**

Out of State travel requires the advance approval of the Department Director, and the CEO. Authority is granted using a Travel Request Form (Form A). The Travel Request Form must indicate the type of business travel. The types include:

1. Inspections – Includes trips associated with on-site manufacturing and/or inspection of other work, services being performed per contract with Authority.
2. Training – Includes educational meetings and classes (i.e., managerial or technical training) which will increase the professional knowledge of the individual.
3. Seminars and Conferences – Includes meetings not categorized as training.
4. Other Business Trips – Business trips which cannot be categorized as an inspection, training or seminar.

**C. Employee Compensation During Travel:**

Exempt employees are not entitled to any additional compensation beyond the normal work week while attending to business away from RIPTA. Per the U.S. Department of Labor Section 785.39, non-exempt employees are entitled to payment for any additional hours worked beyond their normal work hours while on business. However, non-exempt employees are not entitled to compensation for time spent traveling outside their regular working hours on both their normal work days and those corresponding hours on non-work days. For example, if an employee regularly works Monday-Friday, 9:00 AM – 5:00 PM and travels at 6:00 PM on a Friday, [he/shethey](#) would not receive any additional compensation. If the same employee travels from 9:00 AM – 1:00 PM on either a regular work day (M-F) or on a Saturday or Sunday, [he/shethey](#) would be paid for those hours.

**V. IN-STATE TRAVEL EXPENSES:**

In-state travel is defined as travel within a radius of approximately fifty-five (55) miles (including Boston).

**A. Personally-Owned Vehicles:**

All in-state travel should be performed using a RIPTA vehicle. However, if one is not available, the traveler may be authorized to use [his/hers/their](#) automobile for official RIPTA business. The employee will be reimbursed at the current IRS approved rate. ~~The current rate is 55.5 cents per mile (August 2014).~~

Such authorization will be in accordance with the following conditions:

1. The private automobile used for such travel will be made available for an odometer check whenever such a check is deemed advisable.
2. The employee is responsible for the validity of any request for compensation for miles actually traveled on official business. Falsification of expense reports is a serious offense which is subject to disciplinary action, up to and including termination.

All travel must be on commonly traveled routes. No transportation costs will be allowed between any employee's place of residence and [his/hers/the](#) office. When the distance between the employee's residence and their travel destination is shorter than the distance between their office and the destination, such travel is not reimbursable. RIPTA will not pay or reimburse any costs, fines, penalties or assessments incurred by the traveler that resulted from violations of any Federal or State law or local ordinances while operating a vehicle on official RIPTA business.

The Automobile Expense/Reimbursement Form (Form [BC](#)) must include the following:

- a. Employee's Name;
- b. Department;
- c. Grant Program Name/Number (if applicable);
- d. Date of Trip;
- e. Destination and purpose of the trip;
- f. Beginning and ending odometer readings of each trip;
- g. Signature of the traveler, Department Director, and AGM/Director of Finance, and CEO (Senior Staff only)

#### B. Meals and Lodging:

Except as approved in advance by the CEO, no lodging or meal allowance will be allowed in connection with travel within the State.

## VI. OUT OF STATE TRAVEL EXPENSES:

### A. Reservations:

All airline, rail, lodging, conference and ground transportation costs for ~~Senior Staff~~ will be handled by the Executive Assistant in the CEO's office. ~~The Employee Relations Department will arrange travel for all other RIPTA employees.~~

All requests should be made in writing and include a copy of the approved Travel Request Form (Form A). The request should be made as far in advance as possible (a minimum of 21 days in advance) in order for the Authority to secure the most advantageous rates and should include the date and time of the meeting, seminar, etc. you are attending.

No other RIPTA personnel are authorized to make travel arrangements on behalf of the Authority.

**B. Funds for Travel:**

Employees traveling on official RIPTA business may request a travel advance for out-of-state travel for per diem expenses, as described in Section VIII. The traveler may also request reimbursement after the trip has been completed for those just and proper expenses exceeding the travel advance, if supported by receipts.

**C. Requirements for Travel Advances and Employee Travel Expense Reimbursements:**

The approved ~~Travel Request Form RIPTA Expense/Reimbursement Form (Form AB)~~, with all supporting documents, ~~including a copy of the approved Travel Request Form,~~ must be submitted to the Finance Department two weeks prior to the week of travel; and no later than TEN (10) BUSINESS DAYS following the trip for reimbursement. Failure to comply may result in a denial of further advance requests.

**VII. LIMITATIONS ON TRAVEL:**

A. All travel arrangements are made by the ~~Executive Assistant to the CEO designated RIPTA staff member~~ using the RIPTA credit card or company check.

**B. Limitations to transportation:**

Transportation includes all necessary official travel on railroads, airplanes, bus and other common carriers. Travelers will make use of shuttle buses and all other means of public transportation to the extent practical.

**C. Allowable Accommodations:**

Railroad – Standard accommodations allowed where official necessity requires such means of travel.

Airplane – One fare per person on air coach.

Bus – One standard fare per person.

Personally Owned Automobiles – Reimbursement will be made on the basis of miles traveled at the current IRS mileage rate, or common carrier fare, whichever is lower. When reimbursement or out of state auto mileage is requested in lieu of common carrier fares, the expense request should contain evidence as to the lower cost, as well as the reason why the automobile was used.

Lodging – Employees traveling on official RIPTA business are expected to stay at the hotel at which their respective conference is being held. If no rooms are available at the conference/host hotel, then employees are expected to stay at a comparably priced (tourist class) hotel, at the single room rate.

## **VIII. PER DIEM ALLOWANCE (Meals and Incidental Expenses):**

A per diem allowance may be requested for out of state travel on official business. The per diem should be identified as part of the travel costs on the Travel Request Form (Form A). In accordance with Rhode Island law, the per diem amount is \$50.00 per day if the employee commences travel before 12:00 p.m., and \$25.00 if the employee commences travel after that time.

### A. Meals and Incidentals (M&I) Allowances:

~~RIPTA's policy is to reimburse employees based on the current General Services Administration (GSA) allowance for the destination.~~

~~Per Diem rates are found at the GSA website. Select "Per Diem Rates", and determine the Meals and Incidentals (M&I) rate for your destination (Exhibit 1). This amount should be included on the Travel Request Form (Form A). Attach a copy of the GSA rate for the destination to the Travel Request Form as backup.~~

~~RIPTA will reimburse travelers 75% of the established per diem for the first and last calendar day of travel. Any additional days of travel will be reimbursed at 100%.~~

~~Miscellaneous expenses are included in the GSA per diem in order to cover tips and all other expenses of a routine miscellaneous nature.~~

### B.A. Reimbursable Business Expenses:

In addition to Meals and Incidentals, other business expenses are allowed when they are properly explained in the expense request and supported with receipts. These are expenses incurred by the traveler in connection with the transaction of official business. The necessity and nature of the expense must be clearly, fully, and satisfactorily explained on the travel expense form.

Examples:

1. Conference meal ticket (not included in the conference fee) if this amount is above the stated ~~GSA~~ per diem;
2. Reimbursement for wireless access at a hotel if the traveler will be conducting work at night;
3. Laundry/dry cleaning when the trip is five (5) days or longer.

~~C.B.~~ Non-Reimbursable Expenses:

Non-reimbursable expenses are types of expenses considered personal in nature and no reimbursement will be made. They are:

- ~~4.1.~~ Air travel Insurance;
- ~~5.2.~~ Travelers check fees;
- ~~6.3.~~ In-room movies;
- ~~7.4.~~ Personal services and entertainment;
- ~~8.5.~~ Car washes;
- ~~9.6.~~ Gifts;
- ~~10.7.~~ Alcoholic beverages;
- ~~11.8.~~ Traffic violations; and
- ~~12.9.~~ Personal credit card fees.

## IX. EMPLOYEE TRAVEL EXPENSE/REIMBURSEMENT:

A. Receipts Required:

At the end of a trip, documentation of traveling expenses should be submitted to the Department Director (or the CEO if the traveler is Senior Management) ~~on with the RIPTA Expense/Reimbursement Form (Form B), with a copy of the approved Travel Request Form (Form A) attached.~~

1. Transportation tickets – passenger receipts and boarding passes
2. Receipted hotel bills
3. Conference or registration fees and copy of printed conference itinerary
4. Ground transportation receipts

In addition, reimbursement can be requested for out of pocket expenses not reimbursed prior to travel.

1. **Meals and Incidentals** – The traveler can request reimbursement at the rate outlined in Section VIII~~GSA per diem allowance for the destination (75% for the first and last days of travel). Please see the GSA website (Exhibit 1).~~ Meal receipts are not required.
2. **Business Expenses** as described in Section VIII C.

## RIPTA Travel Request/Critical Expense Form

<b>Employee Name</b>		<b>Date</b>	
<b>Department</b>			
<b>Travel Date(s)</b>			
<b>Destination</b>			
<b>Destination Address</b>			
<b>Destination Phone/Web Site</b>			
<b>Justification/Purpose of Travel</b>			
<b>Operating Account</b>			
<b>Grant Number</b>			
<b>Names of Accompanying RIPTA Travelers</b>			

### Estimated Expenses

Type of Expense	Description of Expense	Daily Expenses	# of Days	Total Expenses
Airfare/Rail				
Ground Transportation				\$ -
Conference/Registration Fees		\$ -	0	\$ -
Lodging				\$ -
				\$ -
				\$ -
*Per Diem	\$30.00/per day	\$ 30.00		\$ -
**Per Diem(Local)	\$15.00/per day	\$ 15.00		\$ -
<b>Total Estimated Trip Cost</b>				<b>\$ -</b>

<b>Traveler Signature</b>	<b>Date</b>
<i>By signing and submitting this form you agree that the requested funds will be used for the purposes stated in this form.</i>	
<b>Department Head Signature</b>	<b>Date</b>
<b>Budget Approval</b>	<b>Date</b>
<b>CEO</b>	<b>Date</b>

\*For Finance Only Below\*

<b>Executive Director Finance Signature</b>	<b>Pay Out of Per Diem</b>	<b>Date</b>	<b>Initial</b>	

\* Per diem rate has changed due to New State Legislature: RIPTA no longer follows the GSA. RIPTA follows the State of Rhode Island Policy. Please put in the number of days traveling and the sheet will calculate your reimbursement.  
 \*\*Per diem local: a prorated per diem will be provided for single day conferences(no overnight) if lunch is NOT included in the registration fee or provided for attendees. Please fill in the number of days the local conference is and the sheet will calculate your per diem. If lunch is provided, do not fill in anything in the per diem line.

Please attach to this sheet, agenda to conference with registration fees. Print out of flight information and any other pertinent back up documentation.

Please fill this form out in its entirety. If not filled out it will be returned. All signatures must be on form prior to making any travel arrangements.





**The Rhode Island Public Transit Authority  
Administrative Policies and Procedures  
Employee Relations Department**

<b>Subject/Title:</b>  <b>Travel Policy Procedures</b>	Effective Date: [     ] ] Supersedes: 02/20/2012
	Approval: Adopted by the Board of Directors on [     ] ]

**I. PURPOSE:**

In accordance with RIPTA's Travel Policy, the following Travel Policy Procedures have been established outlining RIPTA's procedures regarding business and travel expenses incurred by employees and officials while conducting Authority business.

**II. GENERAL INFORMATION:**

RIPTA supports employee travel for the purposes of education, training, quality assurance, and information sharing. The agency will pay for reasonable and necessary business and travel expenses for RIPTA employees and officials.

Employees are expected to exercise judgment when incurring expenses. Expenses should be consistent with the purposes and levels of business being conducted.

Travel arrangements for all RIPTA employees and Board Members will be made by the Executive Assistant in the CEO's office. Out of pocket expenses will be reimbursed by the Authority as outlined in this procedure and may be requested in advance of travel.

**III. PROCEDURE:**

**Pre-Travel**

1. Employee submits a Travel Request Form (Form A), which includes an estimate of travel expenses, to his or her Department Director as far in advance as possible and no later than three weeks prior to travel date.
  - a. Per Diem expenses are established by the State of Rhode Island.
  - b. Reimbursement is based on a flat rate of \$50 per full day and allocated based on the departure and arrival times.
2. Department Director reviews proposed expenses in relation to the Department's travel budget. In state travel is approved at this level. Out of state travel requests are forwarded to the CEO.

3. CEO reviews travel request. Approved travel request forms are returned to the employee.

#### Booking Travel

4. The Employee requesting travel (“traveler”) makes two copies of the approved Travel Request Form (Form A), maintaining one copy for his or her records.
  - a. The original approved Travel Request Form (Form A) is sent to the Executive Assistant to the CEO
5. The Executive Assistant to the CEO will make travel arrangements and book all travel using the RIPTA credit card or a RIPTA check. Care should be taken to coordinate with the traveler on flight times, frequent flyer number, etc.

#### Travel Advance

6. If the traveler would like an advance on meals and incidentals, he or she may submit it on the Travel Request Form (Form A) to the Finance Department no later than two weeks prior to the week of travel.

#### Post Travel

7. Upon return, the traveler must furnish the Finance department with receipts indicating that travel took place, including the boarding pass, rail or bus ticket stubs; hotel discharge papers; and car rental receipts.
  - a. No meal receipts are necessary when using per diem
8. Upon return, the traveler may request reimbursement for any just and proper expenses incurred during travel when accompanied by a receipt, such as tolls, taxis, transit tickets, and baggage fees.

### **IV. AUTHORITY TO TRAVEL:**

#### **A. Travel Within the State:**

The approval by the Department Director shall constitute authority for travel and expenses incurred within the State.

#### **B. Travel Out of the State:**

Out of State travel requires the advance approval of the Department Director, and the CEO. Authority is granted using a Travel Request Form (Form A). The Travel Request Form must indicate the type of business travel. The types include:

1. Inspections – Includes trips associated with on-site manufacturing and/or inspection of other work, services being performed per contract with Authority.

2. Training – Includes educational meetings and classes (i.e., managerial or technical training) which will increase the professional knowledge of the individual.
3. Seminars and Conferences – Includes meetings not categorized as training.
4. Other Business Trips – Business trips which cannot be categorized as an inspection, training or seminar.

C. Employee Compensation During Travel:

Exempt employees are not entitled to any additional compensation beyond the normal work week while attending to business away from RIPTA. Per the U.S. Department of Labor Section 785.39, non-exempt employees are entitled to payment for any additional hours worked beyond their normal work hours while on business. However, non-exempt employees are not entitled to compensation for time spent traveling outside their regular working hours on both their normal work days and those corresponding hours on non-work days. For example, if an employee regularly works Monday-Friday, 9:00 AM – 5:00 PM and travels at 6:00 PM on a Friday, they would not receive any additional compensation. If the same employee travels from 9:00 AM – 1:00 PM on either a regular work day (M-F) or on a Saturday or Sunday, they would be paid for those hours.

**V. IN-STATE TRAVEL EXPENSES:**

In-state travel is defined as travel within a radius of approximately fifty-five (55) miles (including Boston).

A. Personally-Owned Vehicles:

All in-state travel should be performed using a RIPTA vehicle. However, if one is not available, the traveler may be authorized to use their automobile for official RIPTA business. The employee will be reimbursed at the current IRS approved rate.

Such authorization will be in accordance with the following conditions:

1. The private automobile used for such travel will be made available for an odometer check whenever such a check is deemed advisable.
2. The employee is responsible for the validity of any request for compensation for miles actually traveled on official business. Falsification of expense reports is a serious offense which is subject to disciplinary action, up to and including termination.

All travel must be on commonly traveled routes. No transportation costs will be allowed between any employee's place of residence and the office. When the distance between the employee's residence and their travel destination is shorter than the distance between their office and the destination, such travel is not reimbursable. RIPTA will not pay or reimburse any costs, fines, penalties or assessments incurred by the traveler that resulted from violations of any Federal or State law or local ordinances while operating a vehicle on official RIPTA business.

The Automobile Expense/Reimbursement Form (Form B) must include the following:

- a. Employee's Name;
- b. Department;
- c. Grant Program Name/Number (if applicable);
- d. Date of Trip;
- e. Destination and purpose of the trip;
- f. Beginning and ending odometer readings of each trip;
- g. Signature of the traveler, Department Director, and AGM/Director of Finance, and CEO (Senior Staff only)

B. Meals and Lodging:

Except as approved in advance by the CEO, no lodging or meal allowance will be allowed in connection with travel within the State.

## **VI. OUT OF STATE TRAVEL EXPENSES:**

A. Reservations:

All airline, rail, lodging, conference and ground transportation costs for staff will be handled by the Executive Assistant in the CEO's office.

All requests should be made in writing and include a copy of the approved Travel Request Form (Form A). The request should be made as far in advance as possible (a minimum of 21 days in advance) in order for the Authority to secure the most advantageous rates and should include the date and time of the meeting, seminar, etc. you are attending.

No other RIPTA personnel are authorized to make travel arrangements on behalf of the Authority.

B. Funds for Travel:

Employees traveling on official RIPTA business may request a travel advance for out-of-state travel for per diem expenses, as described in Section VIII. The traveler may also request reimbursement after the trip has been completed for those just and proper expenses exceeding the travel advance, if supported by receipts.

C. Requirements for Travel Advances and Employee Travel Expense Reimbursements:

The approved Travel Request Form (Form A), with all supporting documents, must be submitted to the Finance Department two weeks prior to the week of travel; and no later than TEN (10) BUSINESS DAYS following the trip for reimbursement. Failure to comply may result in a denial of further advance requests.

**VII. LIMITATIONS ON TRAVEL:**

A. All travel arrangements are made by the Executive Assistant to the CEO using the RIPTA credit card or company check.

B. Limitations to transportation:

Transportation includes all necessary official travel on railroads, airplanes, bus and other common carriers. Travelers will make use of shuttle buses and all other means of public transportation to the extent practical.

C. Allowable Accommodations:

Railroad – Standard accommodations allowed where official necessity requires such means of travel.

Airplane – One fare per person on air coach.

Bus – One standard fare per person.

Personally Owned Automobiles – Reimbursement will be made on the basis of miles traveled at the current IRS mileage rate, or common carrier fare, whichever is lower. When reimbursement or out of state auto mileage is requested in lieu of common carrier fares, the expense request should contain evidence as to the lower cost, as well as the reason why the automobile was used.

Lodging – Employees traveling on official RIPTA business are expected to stay at the hotel at which their respective conference is being held. If no rooms are available at the conference/host hotel, then employees are

expected to stay at a comparably priced (tourist class) hotel, at the single room rate.

### **VIII. PER DIEM ALLOWANCE (Meals and Incidental Expenses):**

A per diem allowance may be requested for out of state travel on official business. The per diem should be identified as part of the travel costs on the Travel Request Form (Form A). In accordance with Rhode Island law, the per diem amount is \$50.00 per day if the employee commences travel before 12:00 p.m., and \$25.00 if the employee commences travel after that time.

#### **A. Reimbursable Business Expenses:**

In addition to Meals and Incidentals, other business expenses are allowed when they are properly explained in the expense request and supported with receipts. These are expenses incurred by the traveler in connection with the transaction of official business. The necessity and nature of the expense must be clearly, fully, and satisfactorily explained on the travel expense form.

#### **Examples:**

1. Conference meal ticket (not included in the conference fee) if this amount is above the stated per diem;
2. Reimbursement for wireless access at a hotel if the traveler will be conducting work at night;
3. Laundry/dry cleaning when the trip is five (5) days or longer.

#### **B. Non-Reimbursable Expenses:**

Non-reimbursable expenses are types of expenses considered personal in nature and no reimbursement will be made. They are:

1. Air travel Insurance;
2. Travelers check fees;
3. In-room movies;
4. Personal services and entertainment;
5. Car washes;
6. Gifts;
7. Alcoholic beverages;
8. Traffic violations; and
9. Personal credit card fees.

### **IX. EMPLOYEE TRAVEL EXPENSE/REIMBURSEMENT:**

#### **A. Receipts Required:**

At the end of a trip, documentation of traveling expenses should be submitted to the Department Director (or the CEO if the traveler is Senior Management) with the approved Travel Request Form (Form A).

1. Transportation tickets – passenger receipts and boarding passes
2. Receipted hotel bills
3. Conference or registration fees and copy of printed conference itinerary
4. Ground transportation receipts

In addition, reimbursement can be requested for out of pocket expenses not reimbursed prior to travel.

1. Meals and Incidentals – The traveler can request reimbursement at the rate outlined in Section VIII Meal receipts are not required.
2. Business Expenses as described in Section VIII C.



**RHODE ISLAND PUBLIC TRANSIT AUTHORITY STAFF SUMMARY FORM**

**TO: RIPTA Board of Directors**  
**PREPARED BY: Michael McGrane**

**DATE: August 2, 2018**  
**DEPARTMENT: Procurement**

**RFP 16-26 ARCHITECTURAL AND ENGINEERING SERVICE**

RIPTA Board of Directors is requested to award a contract to Michael Baker International of Warwick, RI to provide Project Representative Services to the Authority for the Automated Fluid Management System project. The cost of this contract is \$128,700, which includes a ten percent contingency. RIPTA staff selected Michael Baker International from the On-Call Architectural and Engineering Listing in accordance with the Brooks Act

**BACKGROUND:**

RIPTA staff reviewed the scope of the Automated Fluid Management System project (awarded at the June 2018 Board of Directors meeting). The scope of this project includes supervision, inspection, submittal review, hardware installation, software installation, and physical construction infrastructure activity. Based on RIPTA staff review, it was determined that the RIPTA IT staff will oversee software and system configuration installs, the RIPTA Maintenance staff will oversee mechanical equipment installs, such as reels and hoses placement, etc. It was determined that Project Representation Services are required to oversee construction activity and construction related issues, such as review of engineering submittals, as well as coordination with RIPTA IT and Maintenance staff.

**JUSTIFICATION:**

RIPTA staff does not possess the construction experience and expertise to oversee the engineering and construction-related requirements of this project. RIPTA staff will manage some portions of this project in-house, coordinating with Michael Baker International.

**FUNDING:**

Funding for this project is 80% from Grant Number 2018-002 (ITS) and 20% from RIPTA operating fund, included in this year's budget.

**ALTERNATIVES:**

The only alternative would be manage the entire project in-house, but RIPTA staff does not possess the construction experience to do so in an efficient and effective manner.

**RECOMMENDATION:**

Award a contract to Michael Baker International of Warwick, RI to provide project representative services to the Authority for the Automated Fluid Management System Project at a cost of \$ 128,700, which includes a 10 % contingency.

**APPROVALS (shaded Departments must approve all Staff Summaries) Projects between \$5,000 and \$10,000 must have Department Director/AGM. Projects between \$10,000 and \$100,000 must have CEO also. Projects greater than \$100,000 must also have Board of Directors Approval**

Department	Initial	Date	Department	Initial	Date
Customer Service			Marketing		
Environmental/Safety			Planning		
Budget and Finance	<i>MR</i>	8/6/18	Procurement	<i>MR</i>	8/2/18
Flex/Paratransit			Security		
Human Resources			Training		
Inform. Services			Transportation		
Legal/Risk Mgmt.			GM Strategic Advance.	<i>MR</i>	8/2/18
Maintenance/Facility			Chief Exec. Officer	<i>MR</i>	8/7/18



**RHODE ISLAND PUBLIC TRANSIT AUTHORITY STAFF SUMMARY FORM**

**TO:** RIPTA Board of Directors  
**PREPARED BY:** L Picchione

**DATE:** August 7, 2018  
**DEPARTMENT:** Planning

**INSTALLATION OF CHARGERS FOR ELECTRIC BUSES**

RIPTA Board of Directors is requested to award a contract to E. W. Audet and Sons, Inc of Providence, RI, to supply electrical circuits and install chargers for the Pilot Electric bus project in advance of delivery. The cost of the project is \$100,762. Staff request 10% contingency to be awarded for a total award of \$110,838.

**BACKGROUND:**

Through a nationwide settlement with Volkswagen AG, the State of Rhode Island has received approximately \$14.3 million in funds from the Volkswagen Mitigation Trust. The State has allocated approximately \$10.7 million of these funds to RIPTA for the procurement of three pilot zero emission electric buses and associated charging infrastructure, and for the development and operation of a larger electric bus fleet over the next three to five years.

The first phase calls for RIPTA to obtain three electric buses this fall. RIPTA's Electrical Engineering Consultant, Fuss and O'Neil, evaluated two likely locations on the RIPTA campus for placement of the required electric vehicle chargers. Staff chose 265 Melrose Avenue, RIPTA's former headquarters and the current location of the building and grounds department. This location makes sense from an operational perspective and chargers can be installed with minor updates to the current electric system. Fuss and O'Neil estimated the work at \$70,000, excluding demolition, electric meters, and bollards.

Due to the short time frame, RIPTA Procurement solicited quotes from five Vendors on the State of Rhode Island Master Price Agreement to provide the work. One Vendor, E.W. Audet, provided a price for the work. RIPTA Procurement contacted several of the vendors that did not submit price to determine why they chose not to bid. They stated that they were too busy.

RIPTA's Electrical Engineering Consultant for this project reviewed the proposal submitted by E. W. Audet and deemed it fair and reasonable. The \$95,000 initial proposal plus \$5,762 for meters includes some demolition work as well as installation of protective bollards to ensure the charging units are not damaged by mobile equipment.

**JUSTIFICATION:**

RIPTA's sustainable fleet transition plan recommends engaging in a pilot program to determine the feasibility of using electric vehicles to transition to a Zero Emissions Vehicle (ZEV) fleet. Volkswagen funds are identified in the RI Volkswagen Settlement Beneficiary Mitigation Plan (BMP) for such a pilot program. RIPTA has been working with Proterra, Inc, to obtain ZEVs and anticipates their arrival shortly. Vehicle chargers are needed in order for the ZEVs to operate and undergo testing/technology integration. This contract is needed in order to ensure that the vehicles can be charged at RIPTA without expensive temporary chargers.

RIPTA's Electrical Engineering Consultant for this project reviewed the proposal submitted by E. W. Audet and deemed it fair and reasonable.

**FUNDING:**

Funds for this project will come from an overall allotment of \$10.7 M in Volkswagen Settlement funds apportioned to the RIPTA ZEV program. The electrical work is budgeted as 100% VW Settlement funds. Because the first allotment of funds has not yet been requested, RIPTA anticipates paying the vendor out of operating budget funds for later reimbursement by VW funds.

**ALTERNATIVES:**

Award is necessary to ensure that the vehicles can be charged at RIPTA. A longer bid process would increase the costs associated with temporary generator power.

**RECOMMENDATION:**

Staff recommend that the Board of Directors award a contract to E. W. Audet and Sons, Inc., of Providence, RI, to supply electrical circuits and install chargers for the Pilot Electric bus project. The cost of the project is \$100,762 plus 10% contingency, for a total of \$110,832.

**APPROVALS (shaded Departments must approve all Staff Summaries) Projects between \$5,000 and \$10,000 must have Department Director/AGM. Projects between \$10,000 and \$100,000 must have CEO also. Projects greater than \$100,000 must also have Board of Directors Approval**

Department	Initial	Date	Department	Initial	Date
Customer Service			Marketing		
Environmental/Safety			Planning	GN	8/14/18
Budget and Finance	RAJ	8/14/18	Procurement	Rhm	8/14/18
Flex/Paratransit			Security		
Human Resources			Training		
Inform. Services			Transportation		
Legal/Risk Mgmt.			GM Strategic Advance.	WJA	8/15/18
Maintenance/Facility			Chief Exec. Officer	S	8/15/18



# Memorandum

**To:** Board of Directors

**From:** Paul Dilorio, Director of Accounting

**cc:** Scott Avedisian, Chief Executive Officer

**Date:** August 21, 2018

**Re:** TD Bank Resolutions

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RIPTA has an investment account with T.D. Bank. The account consists of the capital revolving loan fund and the investment account. As the resolution has not been updated, the only RIPTA officials able to take actions on the account was Karen DiLauro and Raymond Studley. Because Ms. DiLauro and Mr. Studley are no longer with the Authority, it is necessary to authorize other officials to take actions on the account. To this end, today the Board is asked to approve a Resolution authorizing CEO, Scott Avedisian; Director of Accounting, Paul Dilorio; and Director of Budget, Christopher Durand, to take all necessary actions with respect to RIPTA's T.D. Bank Account.

**RESOLUTION BY THE BOARD OF DIRECTORS OF THE RHODE ISLAND  
PUBLIC TRANSIT AUTHORITY**

WHEREAS, the Rhode Island Public Transit Authority (“RIPTA” or the “Authority”) is a body corporate and politic created by R.I.G.L § 38-18, *et seq.* for the purpose of providing statewide public transit services;

WHEREAS, TD Bank, NA (hereinafter referred to as “Bank”) is the Investment Manager of certain financial assets of the Authority;

WHEREAS, it is necessary to designate RIPTA officials to execute certain transactions with the Bank on the Authority’s behalf;

WHEREAS, RIPTA hereby designates Scott Avedisian in his capacity as Chief Executive Officer, Paul Dilorio in his capacity as Director of Accounting, and Christopher Durand in his capacity as Director of Budget, to take such actions and to execute and deliver to the Bank such documents as may be necessary to discharge the Authority’s obligations with respect to the appointment of the Bank as its Investment Manager and with respect to issuing instructions to enable the Bank to discharge its obligations as Investment Manager of the Authority’s assets:

NOW THEREFORE, it is hereby RESOLVED by the Board of Directors of the Rhode Island Transit Authority that Scott Avedisian, Paul Dilorio and Christopher Durand, in their stated capacities, are hereby so authorized and empowered.

On Behalf of the Rhode Island Public Transit Authority

\_\_\_\_\_  
Wayne Kezirian, Board Chair

\_\_\_\_\_  
Date

**SECRETARY'S CERTIFICATE**

The undersigned, Maureen Martin, the duly elected and qualified Secretary of the Rhode Island Public Transit Authority, a corporation, instrumentality and agency of the State of Rhode Island and having an address of 705 Elmwood Avenue, Providence, Rhode Island 02907 (hereinafter referred to as the "Authority"), hereby certifies that the following Resolutions were duly adopted by the Board of Directors of said Authority, said Resolutions having been adopted on the \_\_\_\_\_ day of August, 2018 and that said Resolutions have not been modified or rescinded and are still in full force and effect as of the date hereof.

RESOLVED, that the persons designated below are hereby authorized and empowered to take such actions and to execute and deliver to TD Bank, NA (hereinafter referred to as "Bank") such documents as may be necessary to discharge the Authority's obligations with respect to the appointment of the Bank as its Investment Manager and with respect to issuing instructions to enable the Bank to discharge its obligations as Investment Manager of the Authority's assets:

Scott Avedisian	Chief Executive Officer	_____
Paul Dilorio	Director of Accounting	_____
Christopher Durand	Director of Budget	_____

IN WITNESS WHEREOF, the undersigned has executed this Certificate on the \_\_\_\_\_ day of August, 2018.

\_\_\_\_\_  
Maureen Martin, Secretary

STATE OF RHODE ISLAND  
COUNTY OF PROVIDENCE

In Providence in said County on the \_\_\_\_ day of \_\_\_\_\_, 2018, before me personally appeared Maureen Martin, Secretary for the Rhode Island Public Transit Authority, to me known and known by me to be the party executing the foregoing instrument on behalf of said Rhode Island Public Transit Authority and they acknowledged said instrument by them to be their free act and deed and the free act and deed of the Authority.

\_\_\_\_\_  
Notary Public  
My commission expires: