



RHODE ISLAND PUBLIC TRANSIT AUTHORITY

## **BOARD OF DIRECTORS MEETING**

**Thursday, October 24, 2024**

**1:30 p.m.**

**269 Melrose Street, Providence**

**Transportation Board Room**

**The meeting can be watched online here:**

[RIPTA Board of Directors - October 24, 2024](#)

## **AGENDA**

1. Board Approval      To consider for approval the Draft Meeting Minutes of the Board of Directors Meeting of September 26, 2024.
2. Board Approval      To consider for approval the Draft Executive Session Meeting Minutes of the Board of Directors Meeting of September 26, 2024.
3. Public Comment /  
Board Discussion      Limited to 3 minutes per person.
4. CEO Report
  - CEO Update
  - Employee Spotlight
  - Service
  - Budget
  - Ridership
5. Board Discussion /  
Potential Vote          Request for Approval – Increased Police Presence in Kennedy Plaza.
6. Board Discussion /  
Potential Vote          Request for Approval – Change Order, Towline Towing

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

7. Board Discussion / Potential Vote      Board Questions and Answers
  
8. 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)(3), Discussion regarding the matter of security including, but not limited to, the deployment of security personnel or devices.
  
9. Adjournment

Agenda Posted on October 18, 2024

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.



**Board of Directors Meeting Minutes**  
**Thursday, September 26, 2024**  
**1:30 p.m.**  
**269 Melrose Street, Providence**  
**Transportation Board Room**

**Members Present:** Director Peter Alviti, Board Chair; Robert Kells, Vice Chair; James Leach, Board Treasurer; Patrick Crowley, Board Secretary; Normand Benoit; Vincent Masino; and James Lombardi.

**Absent Members:** Heather Schey, and Marcy Reyes.

**Also Present:** Christopher Durand, Interim CEO; Christopher Fragomeni, Esq., Board Counsel; Roy Rivers, Executive Paralegal; members of RIPTA's staff; and members of the public.

**Call to Order:** Director Alviti calls the meeting to order at 1:30 p.m., indicating that quorum was present.

**Agenda Item 1:** **To consider for approval the Draft Meeting Minutes of the Board of Directors Meeting of July 25, 2024.**

Mr. Crowley makes a motion to approve the minutes of the July 25, 2024, meeting. Mr. Lombardi seconds, and the motion passes with favorable votes by Director Alviti, Mr. Kells, Mr. Leach, Mr. Benoit, and Mr. Masino.

**Agenda Item 2:** **To consider for approval the Draft Executive Session Meeting Minutes of the Board of Directors Meeting of July 25, 2024.**

Mr. Crowley makes a motion to approve the executive session minutes of the July 25, 2024, meeting. Mr. Masino seconds, and the motion passes with favorable votes by Director Alviti, Mr. Kells, Mr. Leach, Mr. Benoit, and Mr. Lombardi.

**Agenda Item 3:** **Public Comment**

1. Patricia Raub
  - Supports approval of the contract for Kennedy Plaza restrooms and hopes it leads to further improvements for passengers.
  - Advises of key qualities RI Transit Riders is looking for in a potential CEO.

2. Robin Baddadas

- Advises that riders and drivers she has spoken to do not want the hub moved.
- Asks how hub is to be funded with current buses in disrepair.
- Advises that moving hub may negatively impact those who need to transfer.
- Expresses concerns of gentrification in Downtown Providence.

3. Randall Rose

- Advises that he has asked to meet with RIPTA and has been refused.
- Advises that there have been no public events regarding the moving of the hub.
- Advises that there has been no advanced notices for meeting and hub discussion should be done in open session.
- Advises of issues and potential issues regarding the Next Wave contract.
- States that he is happy about the employee facilities in Kennedy Plaza being improved and lists current issues regarding the public facilities.
- Asks that the CEO search is made more transparent.

4. Daria Phoebe Brashear

- Thanks RIPTA for the increase in drivers and advises that there has not been any missed trips.
- Advises that moving the hub is not a good idea.

5. Walter Melillo

- Urges the Board to approve the Kennedy Plaza Employee Restroom as it is needed.
- Advises that RIPTA, under the direction of the Interim CEO, Christopher Durand, has made great improvements regarding new recruitment.

**Agenda Item 4: CEO Report**

Christopher Durand, RIPTA's Interim CEO, thanks RIPTA staff for all their efforts. He points out the items included in the CEO report: CEO Update, Employee Spotlight, and Lost Service.

**Agenda Item 5: Kennedy Plaza Employee Bathroom Installation**

Matthew Quider, Project Manager, presents the request.

Mr. Crowley makes a motion to approve the request. Mr. Masino seconds, and the motion passes with favorable votes by Director Alviti, Mr. Kells, Mr. Leach, Mr. Benoit, and Mr. Lombardi.

**Agenda Item 6: Expansion of Scope of Contract – Temporary Restroom Trailers, Pawtucket Central Falls Transit Center**

Matthew Quider, Project Manager, presents the request.

Mr. Crowley makes a motion to approve the request. Mr. Masino seconds, and the motion passes with favorable votes by Director Alviti, Mr. Kells, Mr. Leach, Mr. Benoit, and Mr. Lombardi.

**Agenda Item 7: Draft FY 2024 Financial Statements**

Erica Olobri, of Marcum, presents the Draft Annual Comprehensive Financial Report, FY 2024 and the Rhode Island Public Transit Authority 2024 Audit Results.

Discussion ensues and the Board advises of corrections to the documents that need to be made.

Mr. Lombardi makes a motion to accept the Draft Annual Comprehensive Financial Report, FY 2024 and the Rhode Island Public Transit Authority 2024 Audit Results, pending the corrections discussed are made. Mr. Benoit seconds, and the motion passes with favorable votes by Director Alviti, Mr. Kells, Mr. Leach, Mr. Crowley, and Mr. Masino.

**Agenda Item 8: Board Questions and Answers**

No questions were asked.

**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)(5). Any discussions or considerations related to the acquisition or lease of real property for public purposes, or of the disposition of publicly held property wherein advanced public information would be detrimental to the interest of the public; R.I. Gen. Laws § 42-46-5(a)(3). Discussion regarding the matter of security including, but not limited to, the deployment of security personnel or devices; and R.I. Gen. Laws § 42-46-5(a)(2) Sessions pertaining to collective bargaining or litigation, or work sessions pertaining to collective bargaining or litigation.**

Mr. Benoit motions to enter executive session. Mr. Lombardi seconds, and the motion passes with favorable votes by Director Alviti, Mr. Leach, Mr. Masino, and Mr. Benoit. The Board enters into Executive Session pursuant to R.I. Gen. Laws § 42-46-5(a)(5), Any discussions or considerations related to the acquisition or lease of real property for public purposes, or of the disposition of publicly held property wherein advanced public information would be detrimental to the interest of the public; R.I. Gen. Laws § 42-46-5(a)(3), Discussion regarding the matter of security including, but not limited to, the deployment of security personnel or devices; and R.I. Gen. Laws § 42-46-5(a)(2) Sessions pertaining to collective bargaining or litigation, or work sessions pertaining to collective bargaining or litigation.

The Board, Staff and Counsel enter into Executive Session at 2:35pm.

Director Alviti leaves the meeting at 2:57pm.

The Board, Staff and Counsel enter public session at 3:32pm.

Attorney Fragomeni reports the following votes taken during Executive Session: a vote that was sealed during the executive session and a vote to adjourn Executive Session.

Mr. Crowley makes a motion to seal the minutes of the Executive Session. Mr. Masino seconds, and the motion passes with favorable votes by Director Alviti, Mr. Kells, Mr. Leach, Mr. Benoit, and Mr. Lombardi.

**Agenda Item 10:      Adjournment - 3:34pm**

Mr. Crowley makes a motion to adjourn. Mr. Lombardi seconds, and the motion passes with favorable votes by Mr. Kells, Mr. Leach, Mr. Benoit, and Mr. Masino.

Respectfully submitted,

---

Patrick Crowley, Secretary

DRAFT



RHODE ISLAND PUBLIC TRANSIT AUTHORITY



# CEO UPDATE



## **Connecting Rhode Island: RIPTA Metro Connector Study to Explore Faster, Expanded Transit Access**

The study aims to assess the potential for light rail and bus rapid transit systems operating on dedicated routes across high-demand corridors in communities such as Cumberland, Cranston, Central Falls, Pawtucket, Providence, and Warwick. RIPTA held 6 public meetings and a survey to collect public feedback.

## **RIPTA, State, and Local Officials Celebrate Completion of Community College of Rhode Island \$1.8 Million Bus Stop Enhancement Project**

This project is a significant step in improving transit accessibility and enhancing the rider experience as recommended in Rhode Island's 2020 statewide Transit Master Plan, Transit Forward Rhode Island. The Knight Campus now features four newly constructed bus stops; each bus stop is equipped with real-time information screens for up-to-the-minute bus arrivals and departures, accessible seating areas for ADA mobility devices, enhanced lighting for safety and visibility, and trash cans to maintain cleanliness and environmental sustainability.

## **Groundbreaking of New Pawtucket-Central Falls Transit Center Passenger Facility**

Governor McKee, members of the State's Congressional delegation and General Assembly, the Federal Transit Administration (FTA), municipal leaders, and RIPTA officials gathered to celebrate the start of construction on a new passenger amenity building at the Pawtucket-Central Falls Transit Center. Located at 300 Pine Street, Pawtucket, the new passenger facility will feature public restrooms, driver restrooms and break room, a waiting area with seating and real-time passenger information screens, and a Pawtucket Police sub-station and security office. RIPTA will also have a staffed customer service window to assist riders as needed. This new building will improve the passenger experience for both bus and rail passengers.

## **RIPTA Partners with National Developer to Provide Fare Products for Affordable Housing Residents**

Pennrose Companies, the developer of the new Parcel 9 apartments in Providence's Fox Point neighborhood, is purchasing one year of RIPTA fare products for eligible residents. This transit-oriented development is the first partnership of its kind and will bring much needed affordable housing to the Providence market.

## **Travel On Your Terms with RIPTA's Innovative Flex On Demand Mobile App**

RIPTA debuted a new microtransit pilot program called Flex On Demand, designed to revolutionize how Rhode Islanders experience public transit. This innovative service brings the convenience of rideshare apps to public transportation, allowing passengers to book a trip from wherever they are within the 203 Flex Zone, which includes Narragansett, South Kingstown, and Kingston.

## **2024 Community Site Visits for Reduced Fare Bus Pass Program for Seniors and People with Disabilities**

Every month, RIPTA's Customer Service staff will travel to communities throughout the state to process Photo ID bus passes for qualified seniors and individuals with disabilities with valid documentation. These statewide Photo ID Community Site Visits allow residents in both rural and urban areas to access transit information and apply for the Reduced Fare Bus Pass Program without having to travel to RIPTA offices in Providence.

RIPTA staff traveled to the Woonsocket Senior Center, Pilgrim Senior Center in Warwick, and the Narragansett Community Center.

**James O'Brien**



# EMPLOYEE SPOTLIGHT

It's not a lack of insurance knowledge that keeps James O'Brien from taking out a policy on the long, well-groomed beard he's been growing for four years. This detail-oriented individual is an expert in the intricacies of insurance, experience that serves him well as RIPTA's Director of Claims Management.

Rhode Island and Delaware are the only states in the U.S. with statewide bus systems operated by a single entity. There's a lot involved in keeping a bus agency running smoothly, and with a large operation like RIPTA, it makes sense to handle certain tasks in-house to save on costs. For example, RIPTA's fleet of over 400 buses and passenger vans is self-insured. "Most people have an insurance company that handles their claims for them," says James. "The fact that we have our own insurance department—most people may not realize that."

In addition to in-house vehicle coverage, RIPTA contracts with outside companies for policies like garage keeper's insurance, property insurance, and general liability coverage. "There are a lot of policies that we need to keep the company running," says James. In fact, RIPTA maintains 13 separate insurance policies to cover a wide range of risks, such as pollution insurance, which covers the agency in the event of diesel fuel or motor oil spills.

James has accumulated his vast knowledge of the insurance industry having worked exclusively for insurance companies, including Aetna and Pilgrim Insurance Company, since graduating from college. This November marks his five-year anniversary at RIPTA. What makes him good at his job? "Details," says James. "Making sure that you consider every aspect of an accident and keeping an open mind—there are two sides to every story." Collaborating with the many people who work behind the scenes at RIPTA is what James enjoys most about his job.

"Not everyone likes to hear a call from me," he laughs. "But everyone's always friendly and willing to help out."

Outside of RIPTA, James enjoys kayaking. On a nice day after work, you'll catch this Fall River native taking in the scenery while he cruises along the Taunton River in Massachusetts. His top recommendation for fall fun in Rhode Island? Downtown Newport during the off season! So, next time you get a call from James, be sure to pick up.

The jovial, easygoing James might not be calling about a claim—he could just be inviting you to join him for lunch next weekend in Newport.

**Director of Claims Management**

# LOST TRIPS by DAY

## SEPTEMBER 2024

69,671  
Trips Ran

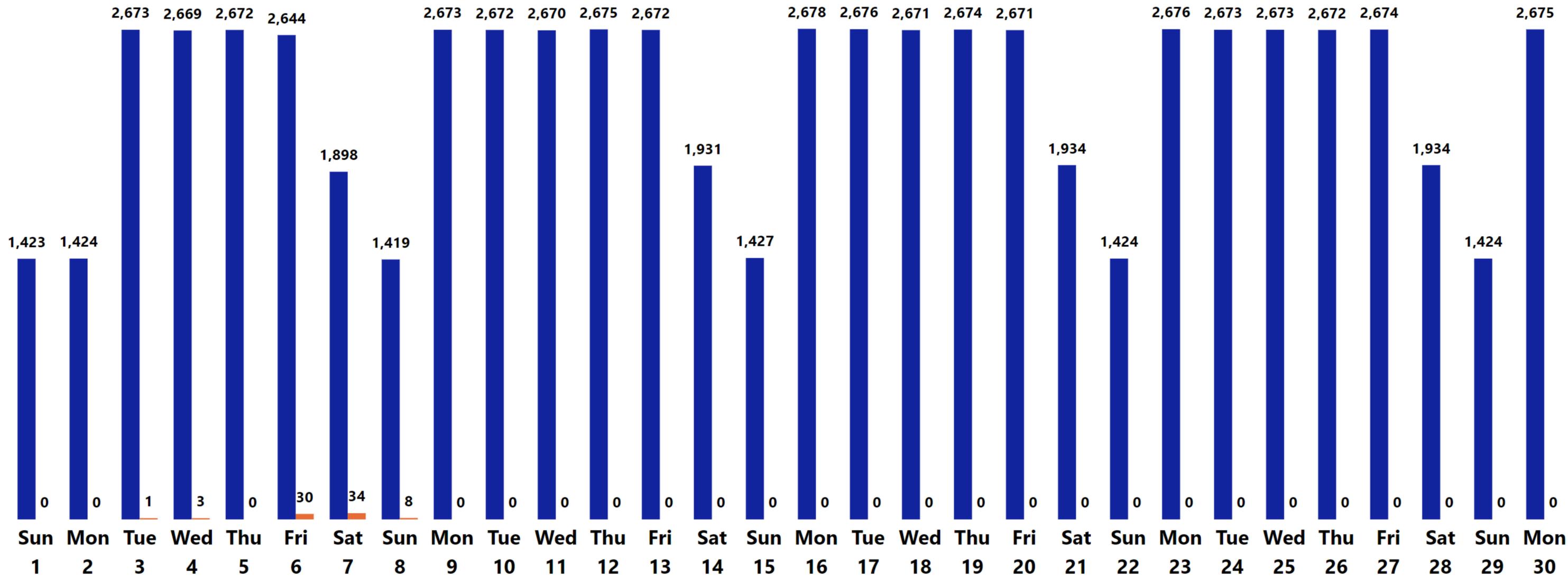
76  
Cancelled/Uncovered

0.11%  
Percent Lost

Trips Ran and Cancelled/Uncovered by Work Date\*



● Trips Ran ● Cancelled or Uncovered \*\*



\* Counts based on regular trips

\*\* Cancelled does not include Standby or School Cancelled trips

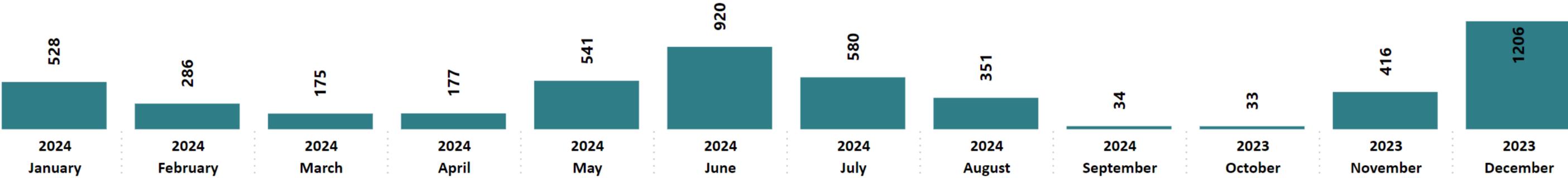
September

Last Update Date/Time

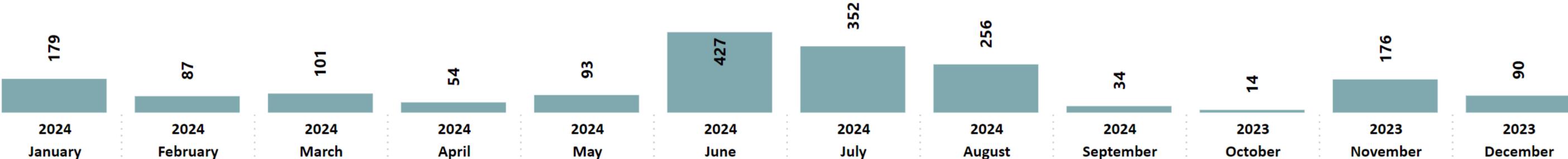
10/10/2024 6:39:44 AM

# LOST TRIPS by SERVICE DAY

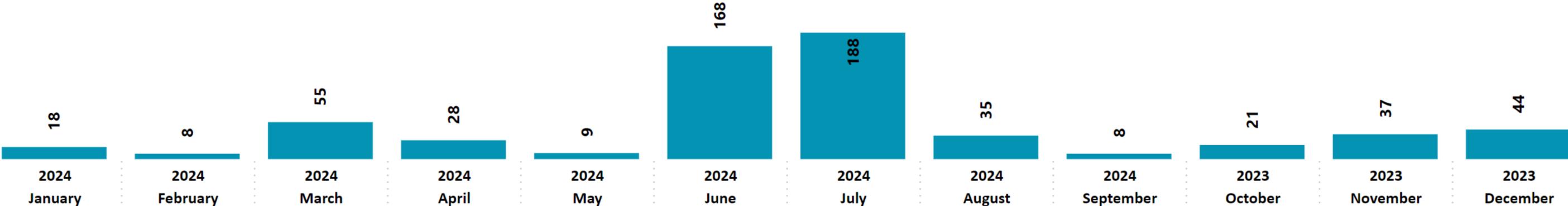
## WEEKDAY CANCELLED TRIPS



## SATURDAY CANCELLED TRIPS



## SUNDAY CANCELLED TRIPS



## Budget to Actual - September 2024

Budget-Actual FY 2025	Monthly Current Year			
	Budget	Actual	VAR \$	VAR %
Federal Subsidies	\$2,944,354	\$1,424,520	(\$1,519,833)	-51.6%
Federal Subsidies-CARES Act	\$921,860	\$0	(\$921,860)	-100.0%
State Subsidies	\$3,975,375	\$3,921,519	(\$53,857)	-1.4%
Other Revenue	\$532,809	\$506,436	(\$26,373)	-4.9%
Passenger Fares	\$1,113,516	\$1,062,439	(\$51,077)	-4.6%
Third Party Fares	\$979,748	\$885,623	(\$94,125)	-9.6%
Special Project Revenue	\$0	\$0	\$0	0.0%
<b>Total Revenue</b>	<b>\$10,467,663</b>	<b>\$7,800,537</b>	<b>(\$2,667,126)</b>	<b>-25.5%</b>
	<b>Budget</b>	<b>Actual</b>	<b>VAR \$</b>	<b>VAR %</b>
Salaries & Fringe Benefits	\$8,746,561	\$8,171,244	\$575,316	6.6%
Contract Services	\$594,142	\$400,280	\$193,862	32.6%
Operating Expense	\$2,298,884	\$1,376,351	\$922,533	40.1%
Utilities	\$186,899	\$70,525	\$116,373	62.3%
Capital Match & Repayment	\$56,662	\$0	\$56,662	100.0%
Debt Service	\$90,656	\$0	\$90,656	100.0%
Special Projects	\$0	\$0	\$0	0.0%
<b>Total Expenses</b>	<b>\$11,973,804</b>	<b>\$10,018,401</b>	<b>\$1,955,403</b>	<b>16.3%</b>
<b>Surplus/(Deficit)</b>	<b>(\$1,506,141)</b>	<b>(\$2,217,864)</b>	<b>(\$711,723)</b>	

- Federal Subsidies are lower than expected due to timing of grant funding obligations.
- No relief funding draw downs in September.
- Revenue from Third Party Fares is below budget, primarily due to lower-than-anticipated contributions from educational institutions.
- Operating expenses are under budget largely due to lower fuel prices.

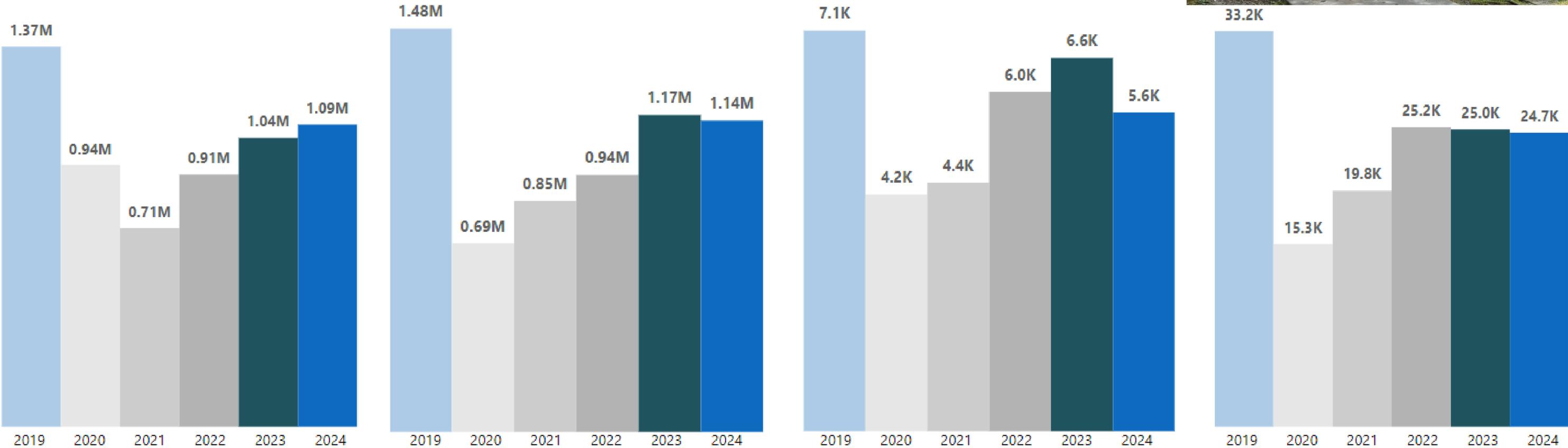
## Budget to Actual through September 30, 2024

Budget-Actual FY 2025	Year To Date Current Year			
	Budget	Actual	VAR \$	VAR %
Federal Subsidies	\$8,833,062	\$3,498,304	(\$5,334,757)	-60.4%
Federal Subsidies-CARES Act	\$2,765,581	\$0	(\$2,765,581)	-100.0%
State Subsidies	\$11,926,126	\$24,538,771	\$12,612,645	105.8%
Other Revenue	\$1,598,428	\$1,631,815	\$33,387	2.1%
Passenger Fares	\$3,340,547	\$2,934,407	(\$406,140)	-12.2%
Third Party Fares	\$2,939,244	\$1,935,834	(\$1,003,409)	-34.1%
Special Project Revenue	\$0	\$0	\$0	0.0%
<b>Total Revenue</b>	<b>\$31,402,988</b>	<b>\$34,539,131</b>	<b>\$3,136,144</b>	<b>10.0%</b>
	Budget	Actual	VAR \$	VAR %
Salaries & Fringe Benefits	\$26,239,683	\$25,701,071	\$538,612	2.1%
Contract Services	\$1,782,426	\$1,212,164	\$570,262	32.0%
Operating Expense	\$6,896,653	\$3,407,589	\$3,489,064	50.6%
Utilities	\$560,696	\$339,111	\$221,584	39.5%
Capital Match & Repayment	\$169,987	\$0	\$169,987	100.0%
Debt Service	\$271,967	\$0	\$271,967	100.0%
Special Projects	\$0	\$0	\$0	0.0%
<b>Total Expenses</b>	<b>\$35,921,412</b>	<b>\$30,659,934</b>	<b>\$5,261,478</b>	<b>14.6%</b>
<b>Surplus/(Deficit)</b>	<b>(\$4,518,424)</b>	<b>\$3,879,197</b>	<b>\$8,397,621</b>	

- Federal Subsidies are lower than expected through the first quarter of the year due to timing of grant funding obligations.
- No relief funding draw downs through the first quarter due to state funding .
- State Subsidies include a one-time infusion of funding for the FY25 deficit.
- Revenue from Third Party Fares is below budget, primarily due to lower-than-anticipated contributions from educational institutions.
- Professional service expenses are down through the first quarter of the year.
- Operating expenses are under budget due to lower fuel prices and maintenance costs/replacements.

# MONTHLY RIDERSHIP

## September 2024 System-wide Ridership:



SYSTEM-WIDE

FIXED-ROUTE

FLEX

RIDE PARATRANSIT

**RIDERSHIP DECREASED 2.0% IN SEPTEMBER 2024 FROM SEPTEMBER 2023**

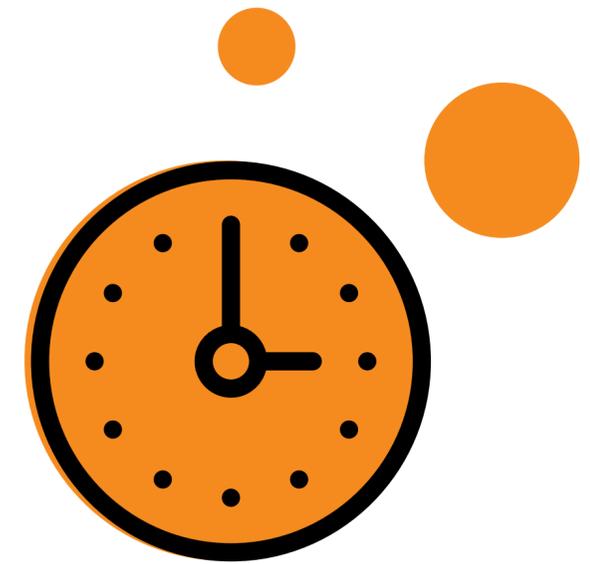
*Fixed-Route ridership counts come from the Automatic Passenger Counts (APCs) from UTA.*

*Flex and Ride Paratransit ridership counts come from Reveal tablets for Ride, and 3<sup>rd</sup> party reports for Taxi trips.*

# ON TIME PERFORMANCE (OTP): FIXED-ROUTE

	2024	2023	2022	2021
SEPTEMBER	72.7%	77.0%	78.1%	79.1%
AUGUST	76.7%	79.3%	81.3%	81.5%
JULY	78.0%	79.5%	81.0%	81.8%
MAY	73.4%	78.6%	81.1%	81.6%
APRIL	76.5%	81.3%	81.7%	83.2%
MARCH	78.3%	82.4%	82.2%	84.2%
FEBRUARY	78.3%	82.2%	81.3%	84.1%
JANUARY	77.3%	82.4%	82.2%	83.0%
DECEMBER		76.9%	80.2%	80.9%
NOVEMBER		77.9%	79.2%	79.3%
OCTOBER		77.3%	78.3%	78.6%

OTP DECREASED BY 5.6% IN SEPTEMBER 2024 FROM SEPTEMBER 2023



## On Time Performance

On Time Performance (OTP) is based on Departure Time. On Time is between 1 minute early and 5 minutes late.

ABBG AVERAGE: 79%



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

**TO:** Board of Directors

**DATE:** 9/11/2024

**PREPARED BY:** John Chadwick

**DEPARTMENT:** Maintenance Department

**TITLE :** IFB 23-12 Towing Services

Request to award a change order to increase the towing contract for calendar year 2024 by \$20,000

**BACKGROUND**

RIPTA issued an IFB for Towing Services that was due in November 2022. Towline Towing was the successful bidder, and was awarded the contract.

Budgeting for the contract was based on historical numbers, which have been an average annual cost of approximately \$90,000.

RIPTA has had a significant increase in tow events this year, largely due to an aging paratransit fleet which will be retired once the current fleet on order arrives. Additionally, the cost to tow the new electric bus fleet is significantly more than a 40 ft diesel bus.

Due to this increase in towing events, RIPTA Maintenance Department requests a change order to add an additional \$20,000 to this years annual cost for towing services.

**JUSTIFICATION**

RIPTA had an increase in towing events. The primary source of this increase was an aging paratransit fleet that is due to be retired and the additional cost to tow electric buses.



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

TO:  DATE:   
 PREPARED BY:  DEPARTMENT:

**FUNDING**

Operating funds (gas tax).

**ALTERNATIVES**

There are no reasonable alternatives to implementing this change order, as towing services are vital to RIPTA's operations. However, given the added expense of towing the electric buses was unknown at the time of the last bid, the Agency is in the process of updating its specification and will be going back out to bid.

**RECOMMENDATION**

It is recommended that the change order is approved.

**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
<b>Budget/Finance</b>		Oct 16, 2024	<b>Maintenance/Facility</b>		Oct 10, 2024
Customer Service	<input type="text"/>	<input type="text"/>	Marketing	<input type="text"/>	<input type="text"/>
Environmental/Safety	<input type="text"/>	<input type="text"/>	Planning	<input type="text"/>	<input type="text"/>
Project Management	<input type="text"/>	<input type="text"/>	<b>Procurement</b>		Oct 16, 2024
Flex/Paratransit	<input type="text"/>	<input type="text"/>	Security	<input type="text"/>	<input type="text"/>
Human Resources	<input type="text"/>	<input type="text"/>	Training	<input type="text"/>	<input type="text"/>
Inform. Services	<input type="text"/>	<input type="text"/>	Transportation	<input type="text"/>	<input type="text"/>
Legal/Risk Mgmt	<input type="text"/>	<input type="text"/>	<b>Chief Exec. Officer</b>		Oct 16, 2024