

Due to restrictions resulting from the COVID-19 virus, the December Metro Board Meeting will be held online using GoToMeeting. The public is invited to attend. In consideration of everyone's time and in respect of those presenting, any online connection that is deemed to be causing a disruption may be removed from the meeting.

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AGENDA

REGULAR BOARD MEETING

TRANSIT AUTHORITY OF THE CITY OF OMAHA

2222 Cuming Street

Omaha, Nebraska, 68102

DECEMBER 22, 2020

8:30 a.m.

1. Call to Order: Notice of the Regular Meeting was published in the Omaha World Herald on December 18, 2020.
2. Approval of Minutes of Previous Meetings:
 - a. Regular Meeting: November 16, 2020
 - b. Public Hearing Meeting Minutes: December 18, 2020
3. Administrative Reports:
 - a. Administration/Human Resources (E. Simpson)
 - b. Programs/Operation (D. Jameson)
 - c. Marketing/Communications (J. Rose)
4. Resolution – Request Approval of Standing Purchase Orders – CY 2021 (D. Finken)
5. Resolution – Request Approval of Metro Area Transit Salaried Employees' Pension Plan Amendment No. 2 (D. Finken)
6. Resolution – Request Approval of the Hourly and Salaried Employees' Pension Plan Documents as of January 1, 2020 (D. Finken)
7. Resolution – Request Approval of the Final CY 2021 Operating Budget (D. Finken)
8. Administrative Report (L. Cencic)
9. Board Chair Report (J. Lund)

10. Executive Session

This Board reserves the right to enter into Executive Session in order to protect the public interest with respect to discussion regarding litigation, personnel, and other matters listed in Nebraska Revised Statute § 84-1410.

11. Date, Time and Place of Next Regular Board Meeting

Thursday, January 28, 2020 at 8:30 a.m.

Authority's Administrative Building

12. Adjournment

Tentative Resolutions for Next Board Meeting

None

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MINUTES

REGULAR MEETING

TRANSIT AUTHORITY OF THE CITY OF OMAHA

2222 Cuming Street

Omaha, Nebraska, 68102

November 16, 2020

MINUTES

The Transit Authority of the City of Omaha Board met in Regular Session on Thursday, November 16, 2020 at 9:00 a.m., in the Authority's Administration Building, 2222 Cuming Street, Omaha, Nebraska 68102. Notice was given in advance of the meeting by publication in the Omaha World Herald. For the benefit of the public in attendance, a copy of the Open Meetings Law is posted in the meeting room and the Agenda is published on the display in the facility lobby. The following persons were in attendance at the meeting:

Authority Board:

Mr. Jay Lund, Chair

Ms. Julia Plucker, Vice Chair

Ms. Amy Haase, Secretary/Treasurer

Mr. Daniel Lawse

Mr. Othello Meadows (Absent)

Authority Staff:

L. Cencic, CEO/Executive Director

E. Simpson, Legal/Human Resource Director

D. Finken, Finance Director

D. Jameson, Safety Director

K. Shadden, Operations Director

L. Barritt, Marketing Director

G. Bradley, Maintenance Director

K. Pendland, IT Director (Absent)

J. Willoughby, Senior Project Manager Engineering/Transportation/Planning

J. Rumery, Grant Administrator

Rebecca Mahr, Recording Secretary

Others Present:

Other Metro staff

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Agenda Item #1: Call to order

Mr. Lund called the meeting to order at 9:03 a.m. For the benefit of the public in attendance, a copy of the Open Meetings Law has been posted in the meeting room and the Agenda is published on the display in the facility lobby.

Agenda Item #2: Approval of Minutes of Previous Meetings

Mr. Lund entertained a motion to approve the minutes of the Board Meeting on October 22, 2020.

Motion by Mr. Lawse; Second by Ms. Plucker

ROLL CALL:

UNANIMOUS; MOTION CARRIES.

Agenda Item #3a: Administrative Reports

(L. Cencic for E. Simpson)

- Staff continues to recruit applicants for all posted job positions. One new custodian has been hired recently and started this week.
- Metro is working with Douglas County Health Department to update internal COVID-19 procedures. DCHD is currently inundated and has asked Metro to do internal contact tracing regarding employees who are quarantining. Metro completed training and established protocols to accomplish this. A liaison has been designated to take calls and emails from employees regarding COVID-19 symptoms and exposures. So far, we've received positive feedback from employees on the new in-house liaison role.

Agenda Item # 3b: Administrative Reports

(D. Jameson)

This past month has been filled with ORBT training. We are down to the final phase, shadow driving, which will conclude tomorrow. ORBT training covered all operational aspects such as, bus functionality, platform amenities, ambassador training, Lost & Found, DHS/TSA, See Something Say Something, Alternates Stops, and OTP to name a few. We will have additional staff on-hand to assist with the cleaning, and fueling of the CNG buses during ORBT launch. Both Dispatch & Customer Service staff were trained out in the field as they were taken on a ORBT loop, stopping at each station along the way. Dispatch received additional training on OTP and headway/bunching management.

We received a phone call last week from New Flyer (NF), that the Gillig permanent operator's barriers were incorrectly manufactured and all had to be returned to the factory. Unfortunately, we don't have a replacement time frame yet, and we do not anticipate them before the end of the year. Shipments will continue for the NF buses over the next few weeks until fulfilled. We have a BOD resolution for the AD barriers this morning.

We have started the first installation into a NF bus and are making template configuration. We should be able to start production installation before the end of next week.

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3 of the 5 NF buses arrived at Metro last week. They are numbered 2051-3. We plan to start our final acceptance of these buses next week. The final one should arrive by the first week of December. The final 6 NF buses remain as scheduled to start line entry in late January, and arrivals starting in late March.

Dialogue continues on the pre-production process with NF for the 3X 40' electric buses. These buses remain on schedule for delivery Q4, 2021. We continue working with our Engineering Team along with NF assistance, so that Metro is prepared to support the electrical charging needs of these buses. We plan on returning to the NF plant during production of these buses.

We continue COVID-19 mitigation around the entire building and the vehicle fleet every day. Buses continue to be traded out mid-day on the 18 Route and any others as necessary. We will add ORBT buses midday when they are in operation. Our daily mitigation efforts include fogging all areas within the building administration, the vehicle fleet, re-wiping down the entire operator's compartment, removing & cleaning the passenger fabric seat inserts, wiping down hard surfaces, doors and door handles, hand railing, all common areas and bathrooms.

We continue our preparations for winter, including testing all winter related equipment. The boilers are all on-line, and the snow melt system is activated. We continue work on outfitting the new BG&E truck with the necessary components to function and operate safely while on the street. We had an extension hose installed at the south end CNG fueling station, this will allow an ORBT bus to drive into 22nd Street for refueling. The overhead garage doors were modified to allow buses to drive through these doors.

Bus barn reorganization will commence tomorrow that will include enlargement of track space for bus cleaning & disinfecting, CNG refueling and paratransit fleet parking.

Agenda Item # 3c: Administrative Reports

(J. Rose)

Mr. Rose presented the following information on ORBT:

- Earned media: we have garnered around 50 stories in the last month, with 30 ORBT-specific pieces. We're getting a lot out of these segments, including a great article in the World Herald, which included a comprehensive breakout summary of what we're doing around COVID. We continue to include that messaging with all other messaging points. The NPR story with Mike Hogan aired the morning of the November board meeting, covering ORBT, transit, and ConnectGO. A WOWT story aired Friday, and a radio interview with Neil Nelkin aired last Friday.
- Paid media: paid media campaigns will begin after the holiday, including paid broadcast advertising, outdoor advertising, and social media advertising.
- Shared media: Metro continues to gain followers beyond original annual goals. Social feeds have seen great stories around ORBT launch, public art, Bus to Ballot, and more. Metro has increased the number of boosted posts and will include more paid ad space after Thanksgiving.
- Outreach: our team is currently coordinating with around 50 community members that have signed up as ORBT ambassadors to pick up their ambassador kits – staged in the lobby conference room. We held a virtual training with them last week. We will host a virtual ribbon cutting ceremony to celebrate the launch of ORBT on the 17th on Facebook and YouTube. We will also have a separate media event with the mayor, Jay, and Lauren, providing media first rides and an opportunity for outlets and the mayor's staff to experience ORBT early.

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- Launch: our team is prepared for continuous social media coverage throughout the day, and is ready to respond to any media inquiries that come up. We expect quite a few stories that day.
- Ongoing: we will keep all current messaging going through the Thanksgiving holiday, after which we'll shift to more of a balanced messaging ratio and include ConnectGO pushes.

Agenda Item #4: Request Approval of Revised February 27, 2020 Board Meeting Minutes

(L. Cencic)

The Metro Board approved the meeting minutes from the February 27, 2020 Board Meeting at the regularly scheduled March 26, 2020 Board Meeting. However, the previously approved minutes inadvertently omitted a summary of one of the administrative reports (Agenda Item 3d). The revised meeting minutes correct this oversight. The remainder of the meeting minutes remain unchanged since their approval at the March Board Meeting with the exception of the addition of Item 3d.

Discussion was had.

Motion by Mr. Lawse; Second by Ms. Plucker

ROLL CALL:

UNANIMOUS; MOTION CARRIES.

Agenda Item #5: Request Approval of Title VI Service Equity Analysis

(L. Barritt)

In compliance with our Title VI Program's Major Service Change Policy, an Equity Analysis is to be conducted when a proposal includes an addition and/or elimination of a route. The analysis determines whether the proposed change(s) have a disparate impact on minority populations or causes a disproportionate burden on Title VI-protected persons with low incomes. Where disparate impacts and/or disproportionate burdens are identified, Metro shall provide a meaningful opportunity for public comment on any proposed mitigation measures, including any less discriminatory alternatives that may be available.

DISPARATE IMPACT ANALYSIS

Findings reveal on a cumulative basis the minority population will benefit more than the non-minority population. In addition to the increase in revenue miles, the percentage of minorities served by the service buffer of the proposed service changes will increase slightly from 32.75% to 34.83%. The number of weekly revenue miles was multiplied by the percent of minority population residing in the service buffer to identify the cumulative effect on minority populations. The cumulative benefit of the changes to minorities is 36%. The cumulative impact of the changes to non-minorities is 26%.

No disparate impact is identified for the proposed changes.

DISPROPORTIONATE BURDEN ANALYSIS

Findings reveal on a cumulative basis the low-income population will benefit slightly less than the non-low-income population. In addition to the increase in total revenue miles, the percent of low-income individuals served by the service buffer of the proposed service changes will increase slightly from 17.82% to 19.5%. The

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number of weekly revenue miles was multiplied by the percent of low-income population residing in the service buffer to identify the cumulative effect on low-income populations. The cumulative benefit of the changes to low-income populations is 27%. The cumulative impact of the changes to non-low-income individuals is 30%, a difference of 3%. The difference is mostly attributed to the route's mid-corridor which has extremes in income levels. This is illustrated by the University of Nebraska Medical Center and University of Omaha student populations versus, with in close proximity, long established, upscale neighborhoods.

No disproportionate burden is identified for the proposed changes.

Discussion was had.

Motion by Mr. Lawse; Second by Ms. Haase

ROLL CALL:

UNANIMOUS; MOTION CARRIES.

Agenda Item #6: Request Approval to Award Service Agreement to IntelliRide

(D. Jameson)

Staff is requesting Board approval of a new service agreement between Metro and IntelliRide. The service agreement is for two-years with three (3) one-year options. IntelliRide has been providing Metro's Customer Service call center operations since May of 2015. The previous service agreement expired on May 31, 2020. IntelliRide has continued to provide Metro's Customer Service call center operations on a month-to-month basis. The original Metro/IntelliRide contract had a flat fee for the first three years in the amount of \$36,048.00 per month or \$432,576.00 per year. Metro exercised the two (2) one-year options with IntelliRide using the same monthly service fee.

This new service agreement continues all existing staffing levels of service operations, coverage and carries a static flat monthly fee for the entire term of this contract, including option years. This new service agreement is in the amount of \$47,571.16 per month or \$570,853.86 per year.

This was sent to the Procurement Committee for their review and comment, prior to this Board meeting.

Discussion was had.

Motion by Ms. Plucker; Second by Ms. Haase

ROLL CALL:

UNANIMOUS; MOTION CARRIES.

Agenda Item #7: Request Approval to Award Contract to New Flyer for Operator Barriers

(D. Jameson)

As part of our on-going response to the COVID-19 pandemic, staff recommends the purchase and installation of permanent plexi-glass shielding in the buses as protection for our operators. These permanent barriers will replace the temporary barriers currently installed on our Alexander Dennis buses.

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Staff is requesting authority to award a contract to New Flyer Parts in an amount not to exceed \$154,258 to purchase twenty-five (25) Operator Barriers. Metro will retrofit all existing Alexander Dennis buses with the same style barrier as was installed in the new ORBT buses.

We are negotiating final pricing and delivery schedule with the manufacturer. The barriers will be programmed and funded using the existing 2020 CARES Act grant. This procurement does not require local match.

This item was sent to the Procurement Committee prior to the Board Meeting.

Discussion was had.

Motion by Ms. Plucker; Second by Ms. Haase

ROLL CALL:

UNANIMOUS; MOTION CARRIES.

Agenda Item #8: Request Approval to Award Contract to New Flyer for Three (3) Electric Transit Buses, Charging Stations and Associated Equipment

(D. Jameson)

Staff is requesting authority to award a contract to New Flyer of America in an amount not to exceed \$3,214,845 for purchase of three (3), new replacement heavy duty 40' all-electric fixed route buses, (3) charging stations, special tools, specific training and ancillary equipment.

As previously shared with the Board, Metro was awarded a competitive federal grant from the FY 2020 "Low or No Emissions Bus Program" for \$2,250,391.50 of 5339(c) funds, which will be utilized for this procurement. As a part of this program, applicants were specifically allowed to "partner with" vehicle manufacturers and equipment vendors. Metro partnered with New Flyer of America. This procurement will encumber \$964,453.50 in local match funding. Each 40' Electric bus cost is not to exceed \$904,277 and each charger will not exceed \$130,569.

This item was sent to the Procurement Committee prior to the Board Meeting.

Discussion was had.

Motion by Ms. Plucker; Second by Mr. Lawse

ROLL CALL:

UNANIMOUS; MOTION CARRIES.

Agenda Item #9: Request Approval of Changes in the Actuarial Assumptions for Both the Hourly and Salaried Pension Plan Actuary Studies

(D. Finken)

On the recommendation of our actuary, Becky Spielman of Milliman Retirement Services, both the Hourly and the Salaried Pension Plan Actuary Studies have incorporated revised actuary assumptions found on pages three

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and four of the actuary studies. In the 2020 Actuarial Valuation Reports the rate of return was reduced from 6.75% to 6.5% and the mortality table was updated from the RP-2000 table to the PUB-2010 base table per the MP Ultimate Scale. The final change was in the asset smoothing method from 4-year asymptotic to 5-year non-asymptotic. By making these assumption changes, the actuary studies reflect a more realistic picture of the pension plans.

This item was reviewed and approved by the Pension Committee on November 5, 2020.

Discussion was had.

Motion by Ms. Haase; Second by Mr. Lawse

ROLL CALL:

UNANIMOUS; MOTION CARRIES.

Agenda Item #10: Request Approval of the Hourly and Salaried Employees' Pension Plan Actuary Reports as of January 1, 2020

(D. Finken)

Staff is requesting approval of the Hourly and Salaried Employees Pension Plan Actuarial Valuation reports, which were produced and presented by Becky Spielman of Milliman Retirement Services for both the Hourly and Salaried Pension Plans. Both the Hourly and Salaried Committees have met, discussed and approved a resolution accepting the reports. The finalized reports are included in the Board Packet information.

Discussion was had.

Motion by Ms. Haase; Second by Ms. Plucker

ROLL CALL:

UNANIMOUS; MOTION CARRIES.

Agenda Item #11: Request Authority to Make a Lump Sum Payment to Hourly Pension Plan

(L. Cencic)

Staff is requesting authority to make a one-time lump-sum payment to the Hourly Pension Plan in the amount of \$350,000. Due to the COVID-19 pandemic, our hourly employees' work hours have been reduced in 2020. This reduction in working hours will also translate into reduced contributions to the pension plan for both the employee and employer portions. The Salary Pension Plan will not be affected by this resolution as the Salary Pension Plan did not have the same impacts and reduction in working hours during the pandemic.

The proposed lump-sum payment of \$350,000 represents the estimated difference in the calculated employer contribution attributed to the reduction in working hours for the year. This resolution was considered and approved by the Hourly Pension Plan Committee on November 5, 2020.

Discussion was had.

Motion by Ms. Haase; Second by Ms. Plucker

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ROLL CALL:

UNANIMOUS; MOTION CARRIES.

Agenda Item #12: Request Approval to Award Contract to Trapeze Software Group, Inc. for AVL Equipment

(L. Cencic)

Staff is requesting authority to award a contract to Trapeze for Automatic Vehicle Locating (AVL) equipment for eleven (11) 35' CNG buses in an amount not to exceed \$236,208.

In April 2020, the Board authorized staff to enter into a contract with New Flyer Industries for eleven (11) replacement buses in an amount not to exceed \$5,458,094. In August 2020, the Board authorized staff to issue a contract modification to New Flyer Industries to make all of the replacement buses CNG powered. The contract modification authorized an additional \$658,302 for a total authorization of the \$6,116,396.

As indicated in both the April and August 2020 resolutions, this pricing included the purchase and installation of AVL & other sub-systems.

By virtue of this resolution, staff is requesting authority to encumber funds and award the contract to Trapeze; however, total expenditures will not exceed the previously approved not to exceed amount.

This item was reviewed with the Procurement Committee prior to the Board Meeting.

Discussion was had.

Motion by Ms. Plucker; Second by Mr. Lawse

ROLL CALL:

UNANIMOUS; MOTION CARRIES.

Agenda Item #13: Administrative Report

(L. Cencic)

Ms. Cencic informed the Board that Metro is gearing up for the up-coming ORBT launch.

Ms. Cencic updated the Board that Metro has been working with Douglas County Health Department to update Metro's COVID-19 protocols and procedures.

Ms. Cencic also thanked the Board for agreeing to the virtual ORBT ribbon cutting, especially given the recent increase in COVID-19 cases locally.

Ms. Cencic informed the Board that the Bus to Ballot initiative was successful. Metro had positive press and a 40% increase in ridership on that day.

Ms. Cencic updated the Board that Metro is continuing to work with the Greater Omaha Chamber on the ConnectGo project. The survey is out right now. Metro is pushing that survey out to riders to get their feedback.

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Logistics on getting the survey out to riders in person are difficult right now due to COVID-19 but there are a couple of things Metro may try.

Discussion was had.

Agenda Item #14: Date, Time and Place of Next Board Meeting

Tuesday, December 22, 2020, at 8:30 a.m. at Metro Transit Authority’s Administrative Building.

Agenda Item #15: Adjournment

There being no further business to come before the Board, a motion was entertained to adjourn the meeting at 10:23 a.m.

Motion by Mr. Lawse; Second by Ms. Plucker.

**ROLL CALL:
UNANIMOUS; MOTION CARRIES.**

Mr. Jay Lund – Chair

Recording Secretary