

Meeting Minutes – October 22, 2020

MINUTES

**REGULAR MEETING
TRANSIT AUTHORITY OF THE CITY OF OMAHA
2222 Cuming Street
Omaha, Nebraska, 68102
October 22, 2020
MINUTES**

The Transit Authority of the City of Omaha Board met in Regular Session on Thursday, October 22, 2020 at 8:30 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 (Absent)
Ms. Amy Haase, Secretary/Treasurer
Mr. Daniel Lawse
Mr. Othello Meadows

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 (Absent)
G. Bradley, Maintenance Director (Absent)
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
Bill Troe

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Agenda Item #1: Call to order

Mr. Lund called the meeting to order at 8:33 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 September 24, 2020.

Motion by Ms. Haase; Second by Mr. Meadows

ROLL CALL:

UNANIMOUS; MOTION CARRIES.

Agenda Item #3a: Administrative Reports

(E. Simpson)

- Staff continues to recruit applicants for all posted job positions. On average, Metro receives roughly ten applications weekly across seven posted positions.
- Nationwide layoffs are an opportunity for recruiting. As a result, a few job postings have been placed with Transit Talent. The postings are for 35 days each.
- Notably, Metro has been recruiting and hiring candidates from the coasts.
- Metro is currently collecting workers' compensation claims data for purposes of going out for excess insurance quotes.
- A number of administrative staff members, including myself, attended a virtual conference on Opportunity, Diversity and Equity hosted by the Omaha Chamber of Commerce

Agenda Item # 3b: Administrative Reports

(D. Jameson)

All-staff Quarterly and ORBT training started on Tuesday, and will continue thru this Friday. Phase two ORBT training for bus operators will start next Tuesday, and conclude on Friday. Phase three ORBT Training for bus and MOBY operators will start the week of November 4th. The final training, Phase four, will be for all staff, will start the week of November 9th. ORBT training includes all operational aspects such as, bus functionality, platform amenities, ambassador training, Customer Service, Lost & Found, DHS/TSA, See Something Say Something, Alternates stops, and on time performance to name a few. We will have additional staff on-hand to assist with the cleaning, and fueling of the CNG buses prior to go-live of ORBT.

The permanent operator's barriers started to arrive at the end of last week. Shipments included both New Flyer (NF) and Gillig bus barriers. Shipments will continue for the next few weeks according to New Flyer until fulfilled. On Tuesday, we received the Alexander Dennis (AD) barrier information. We will start installation within the next couple of weeks after we complete the template configuration and training. We are reviewing it and anticipate that we will return to the BOD in November requesting approval for the purchase of the AD barriers.

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Four of the five New Flyer buses have entered the line, and Glenn and David will be performing a virtual configuration audit starting next Tuesday. It should take two to three days to complete. This will be Metro's first experience in a virtual environment. Metro will still perform a final acceptance of the buses upon arrival at Metro. The first bus should arrive in early November and the final one should arrive by the first week of December. The final 6 NF buses are scheduled to start line entry in late January, and arrivals starting in late March.

We continue the pre-production process with NF for the 3X 40' electric buses. These buses are due 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 continue COVID-19 mitigation within the 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 are developing a plan to clean the ORBT buses midday when they are in operation. Our daily mitigation efforts include fogging 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, common areas and bathrooms. The next pick will go into effect with the ORBT go-live date.

We continue our preparations for winter, including testing all winter related equipment. The boilers are all on-line. We have winterized the A/C System and prepared the snow melt system. We secured the nearly new dedicated BG&E truck last month. We are working on outfitting this vehicle with the necessary components to function and operate safely while on the street.

Our BG&E department completed the update/renovation of the lower level supervisor's offices.

We continue work on the bus barn reorganization, this will allow additional room for the forthcoming electric bus charging stations, enlarged paratransit fleet, with expanded track space for bus cleaning.

This afternoon, Metro will be having a virtual training session called, "Understanding ADA". Several staff members will be attending including the entire MOBY admin. and support staff.

Agenda Item # 3c: Administrative Reports

(J. Rose)

Mr. Rose presented the following information on ORBT:

- Social media updates:
 - o Continued growth in page likes and followers, impressions, and engagements
 - o Much of the growth is due to an increase in attention and activity around ORBT, but also an increase in paid social media
- Bus to Ballot
 - o The initiative was officially launched, wherein Metro will waive fares for bus and paratransit on Election Day
 - o Metro will be communicating across many touchpoints – onboard buses, social media (boosted), earned media, and more
- Website
 - o The website will be rolling out next week
 - o Has been in the works this year, with early and frequent engagement with users and beta testers throughout
 - o Incorporating many useful elements that aren't present in the current site, including rider-focused information, an interactive system map, a fare payment tool, an employee page, and more
- ORBT

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- Communications around ORBT has been very active in the last month, from virtual engagement to earned media to social media
- We've had some great attention around the Art+ ORBT initiative with Omaha by Design
- Construction is wrapping up, with the final canopy being installed in the coming weeks
- We'll be rolling out the station ambassadors program next week for opening day
- We'll be incorporating a paid media push, along with public education on bus lanes, queue jumps, and general how to ride information
- We'll host a ribbon cutting on the 17th, with a media event and a dignitary first ride

Agenda Item #4: Request Approval for the Proposed Change Order for Weitz for Additional Unit Quantities Based on Unforeseen Conditions as Included in the ORBT Station Roadway package, a Portion of the Omaha Rapid Bus Transit Project

(J. Willoughby)

Weitz was awarded the ORBT Roadway Package contract for \$8,903,028.00. The contract was based on a unit price bid which included 174 bid items with anticipated quantities and unit costs per item. The bid items were a direct representation of the items included in the construction drawings and specifications with a few line items for potential unforeseen conditions.

Due to unforeseen conditions with existing subgrade and sidewalk material, the project has \$437,658.61 in overages based on negotiated unit costs. Since these unit costs were negotiated at the time the bid was received and included in the original executed contract, only quantities that need to decrease or increase were evaluated and verified by the Construction Team and Metro.

Ten sites had unsuitable soil in the roadway that did not meet the compaction requirements and required the use of aggregate base course as backfill. The quantity required equates to 68% of the total overage.

In several areas, the existing sidewalk infrastructure was not suitable to leave in place due to damage from snow removal efforts, freeze thaw conditions and just general aging of the concrete. In order to match new grades and ensure a smooth connection to the new platforms, additional sidewalk was removed and replaced.

We are requesting the Board authorize the CEO/Executive Director to execute the proposed change order for Weitz for additional unit quantities based on unforeseen conditions associated with the construction.

This item was forwarded to the Procurement Committee prior to the Board meeting for their review.

Discussion was had.

Motion by Mr. Meadows; Second by Mr. Lawse

ROLL CALL:

UNANIMOUS; MOTION CARRIES.

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Agenda Item #5: Request Approval for the proposed Change Order for Weitz to Construct the Pavement and Footings for the Shelters at Three ORBT Station Stops as Included in the ORBT Station Roadway Package, a Portion of the Omaha Rapid Bus Transit Project

(J. Willoughby)

Weitz was awarded the ORBT Roadway Package contract for \$8,903,028.00. This contract included the construction of the platforms, footings, roadway pavement and utility work for the 24 ORBT Stations. As the construction progressed, it was determined that Metro needed 2 new smaller stations (Station Stops) at 77th and Dodge Street east and westbound along with a smaller shelter footprint at eastbound 33rd and Dodge Street. The two additional shelter stops at 77th and Dodge, provide a connection to the Keystone Trail and the 76th Street area. At eastbound 33rd and Dodge, a larger station canopy could not be constructed due to the uncertainty of the adjacent property owner's development and an existing building structure underground. The adjacent property owner has agreed to allow a smaller station stop at 33rd that will not impact the underground structure and also provide a stop location until as such time a larger station is constructed. These station stops will have smaller 16' x 5' solar powered shelters branded to resemble the larger ORBT station canopies and will include a bench and trash receptacles. Metro received Board approval on September 24, 2020 for the manufacturing and installation of the station stop shelters by Dimensional Innovations. The footings and adjacent pavement need to be constructed for the approved shelters at these three small station stop locations. Metro requested a proposal from Weitz to perform this work based on the previous negotiated unit prices and their proposal is \$214,806.19. The required units for this work were reviewed and approved by the design team and Metro.

We are requesting the Board authorizes the CEO to execute the proposed change order for Weitz to construct the adjacent pavement and footings for the station stops at 77th and Dodge east and westbound and 33rd and Dodge Street eastbound.

This item was forwarded to the Procurement Committee prior to the Board meeting for their review.

Discussion was had.

Motion by Mr. Meadows; Second by Ms. Haase

ROLL CALL:

UNANIMOUS; MOTION CARRIES.

Agenda Item #6: Administrative Report

(L. Cencic)

Ms. Cencic informed the Board that, in addition to the nominations in her Administrative Report last month, Mr. Simon was also nominated for the Laurels Award. The original award event was scheduled for tonight but was canceled due to COVID and Metro is currently waiting to hear about the date and time for a rescheduled event.

Ms. Cencic commended the efforts of Mr. Jameson, Mr. Shadden and Mr. Wells who put together the seventeen training classes happening at Metro this week. Metro created the schedule to accommodate fewer employees per training class and allow for more social distancing in each class. Ms. Cencic has been able to attend most of the classes and has taken advantage of the meetings to gain insight and feedback from employees.

Ms. Cencic updated the Board that the previously postponed Triennial Review has been rescheduled for the next few months. The full audit will be conducted at the end of this year and will be done virtually but staff is beginning the preparation of information for the review currently.

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Ms. Cencic informed the Board that she and other staff are coordinating with the Omaha Chamber on the ConnectGo project. This is a very important piece of the transit puzzle for Omaha.

Lastly, Ms. Cencic updated the Board that as part of the upcoming pick in November, Metro will be making a change to Route 92. Ridership on this route is down by approximately 90% since COVID. This will be a temporary change to be evaluated as a pilot project. Starting with the new pick, Route 92 will run from Village Point to Westroads Transit Center, which will allow Metro to add approximately 6 additional trips per day to serve more people who need to make the trip outside of the normal AM and PM peak timeframes. Route 92 will connect riders to all other routes in the system that serve Westroads, including ORBT, and additional time required to get downtown will be minimal.

Discussion was had.

Agenda Item #7: Executive Session

Mr. Lund entertained a motion to enter into Executive Session at 9:29 a.m.

Motion by Mr. Lawse; Second by Mr. Meadows

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

Mr. Lund entertained a motion to return to Regular Session at 10:18 a.m.

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

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

Agenda Item #8: Date, Time and Place of Next Board Meeting

Thursday, November 19, 2020, at 8:30 a.m. at Metro Transit Authority's Administrative Building.

Agenda Item #9: Adjournment

There being no further business to come before the Board, a motion was entertained to adjourn the meeting at 10:19 a.m.

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

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

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Mr. Jay Lund – Chair

Recording Secretary