



MEETING NOTICE

Notice is hereby given that the following meeting of the Board of Trustees of the Greater Cleveland Regional Transit Authority will take place on **January 11, 2022** in the Board Room of the Authority, 1240 West Sixth Street, Cleveland, OH 44113 for consideration of the listed items and such other items that may properly come before the Board and be acted upon.

This meeting will be live-streamed on RTA's Facebook page (www.facebook.com/rideRTA) for staff and members of the public. Members of the public may also attend in-person.

Based on Centers for Disease Control (CDC) guidance to continue to avoid large events and gatherings and Ohio Department of Public Health advice that businesses and other entities may continue to require mitigation measures, as well as RTA's interest in protecting community and employee health and safety, the following measures will be in place for in-person attendance:

1. To allow for social distancing, RTA Board Room capacity is limited to forty-four (44) people. To accommodate members of the public, RTA will limit the number of staff permitted in the Board Room.
2. All persons entering RTA's Main Office Building ("MOB") at 1240 West 6th Street are required to wear a mask/face covering and maintain a distance of six feet or more from other individuals who are not members of their family or household. The mask/face covering must be cloth or other fabric and worn to cover the person's nose, mouth and chin. If a person entering the building does not have a mask, one can be provided to them.
3. All persons entering RTA's MOB will be temperature screened for COVID-19 in accordance with guidance provided by the CDC and the Cuyahoga County Board of Health. If the screening indicates that the person may be infected with COVID-19, that individual will be denied entry.

The meeting package will be posted on RTA's website at (www.riderta.com/board), on RTA's Facebook page, and RTA's Twitter page.

9:00 A.M. Operational Planning & Infrastructure Committee

- RFP Procurement - A presentation of a competitive negotiated procurement for consultant services for safety certification of GCRTA rail transit projects.
- Warrensville/Van Aken Substation Reconstruction - Amendment to the Utility Agreement with the Illuminating Company and an Interagency Agreement with the City of Shaker Heights.
- NOACA Agreement – A presentation on an Electric Vehicle Charging Station Program agreement with NOACA.
- Fare Collection – A presentation on the Fare Collection Project.

Organizational, Services and Performance Monitoring Committee

- Heavy Rail Traction Motor Overhaul – A presentation of a negotiated sole source procurement for heavy rail traction motor overhaul services.



Greater Cleveland
Regional Transit Authority

Committee of the Whole

- Code Book Updates – Presentation on provisions in the Human Resources Part of the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority.

A handwritten signature in blue ink, appearing to read "India L. Birdsong".

India L. Birdsong
General Manager, Chief Executive Officer

ILB:tab
Attachment

AGENDA

RTA OPERATIONAL PLANNING & INFRASTRUCTURE COMMITTEE

Tuesday, January 11, 2022

Committee Members: Mr. Terence P. Joyce, Chair
 Ms. Karen Gabriel Moss, Vice Chair
 Mayor Michael P. Byrne
 Ms. Luz N. Pellot
 Mr. Leo Serrano

- I. Roll Call

- II. RFP Procurement – A presentation of a competitive negotiated procurement for consultant services for safety certification of GCRTA rail transit projects.

 Presenters:
 - Joseph Shaffer, Director - Engineering & Project Development
 - Jenn Martin, Contract Administrator – Construction and Engineering

- III. Warrensville/Van Aken Substation Reconstruction – Amendment to the Utility Agreement with the Illuminating Company and an Interagency Agreement with the City of Shaker Heights.

 Presenter:
 - Dawn Tarka, Associate Counsel II

- IV. NOACA Agreement – A presentation on the Electric Vehicle Charging Station Program agreement with NOACA

 Presenters:
 - Samantha Metcalf, Planning Team Lead
 - Randy Lane, NOACA


- V. Fare Collection – A presentation on the Fare Collection Project

 Presenter:
 - Mike Lively, Director of Intelligent Transportation Systems (ITS)

- VI. Adjourn



To: Rev. Charles P. Lucas, President
and Members, Board of Trustees

From: India L. Birdsong
General Manager, Chief Executive Officer 

Date: January 6, 2022

Subject: Procurement 2021-156, Engineering Project 19.18 Consultant Services for
Safety Certification of Rail Transit Projects

At the January 11, 2022 Operational Planning & Infrastructure Committee meeting, staff will present a Summary of the Proposed Award of Consultant Services for Safety Certification of GCRTA Rail Transit Projects.

Utilization of these services will result in compliance with FTA requirements for development of major projects including rail transit station modification, reconstruction or replacement.

This project contemplates safety certification consultant services for ongoing design of the new Warrensville – Van Aken District Station, W. 117th Red Line Bridge and Station platform; upcoming E. 79th Trunk Line (Blue/Green Lines) Station reconstruction and a fourth assignment to be determined at a later date.

The Summary of Proposed Award is attached.

Staff will request that the Operational Planning and Infrastructure Committee recommend advancing Proposed Award to the full Board for approval at the January 25, 2022 meeting.

Please call me if you have any questions or require additional information prior to Tuesday's meeting.

ILB:JLS


Attachment



Greater Cleveland
Regional Transit Authority

Interoffice Memo

To: Rev. Charles P. Lucas, President
and Members, Board of Trustees

From: India L. Birdsong
General Manager, Chief Executive Officer 

Date: January 6, 2022

Subject: Interagency Agreement with Shaker Heights regarding Warrensville-Van Aken
Substation


At the January 11, 2022 Operational, Planning & Infrastructure Committee meeting, staff will present a proposed Interagency Agreement with the City of Shaker Heights to share the costs of relocating the electrical service to GCRTA's new Warrensville-Van Aken substation. Relocating the electrical service will facilitate transit-oriented development of a parcel adjacent to GCRTA's station.

Please call me if you have any questions or require additional information prior to Tuesday's meeting.

IB/dmt



To: Rev. Charles P. Lucas, President
and Members, Board of Trustees

From: India L. Birdsong
General Manager, Chief Executive Officer 

Date: January 6, 2022

Subject: Electric Vehicle Charging Station Program Partner Agreement Between GCRTA
and NOACA

At the January 11, 2022 Operational Planning and Infrastructure Committee meeting, GCRTA staff and NOACA staff will present plans for a partnership between GCRTA and NOACA for the installation of public use electric vehicle charging stations at parking spaces at the Brookpark Station, the Louis Stokes Station at Windermere, and the Green Road Station. Under the proposed agreements NOACA will manage and fund the procurement and installation of the chargers as part of a county-wide initiative.

Staff will request that the Operational Planning and Infrastructure Committee recommend Board approval on January 25, 2022 of a resolution authorizing GCRTA to enter into agreements with NOACA for each proposed charging site.

Please call me if you have any questions or require additional information prior to Tuesday's meeting.

IB/MM



Greater Cleveland
Regional Transit Authority

Interoffice Memo

To: Rev. Charles P. Lucas, President
and Members, Board of Trustees

From: India L. Birdsong
General Manager, Chief Executive Officer

A blue ink handwritten signature of India L. Birdsong.

Date: January 6, 2022

Subject: Fare Collection Update

At the January 11, Operational, Planning & Infrastructure Committee meeting, staff will present an update on RTA's future fare collection system. This presentation will review the current and future state of the system along with a timeline for new updates. Staff is not requesting any approvals during this meeting, but will at a later meeting.

Please call me if you have any questions or require additional information prior to Tuesday's meeting.

IB/ml

AGENDA

RTA ORGANIZATIONAL, SERVICES & PERFORMANCE MONITORING COMMITTEE

Tuesday, January 11, 2022

Committee Members: Mayor Michael P. Byrne, Chair
Ms. Karen Gabriel Moss, Vice Chair
Ms. Roberta Duarte
Mr. Leo Serrano
Mayor David E. Weiss

- I. Roll Call
- II. Heavy Rail Traction Motor Overhaul – A presentation of a negotiated sole source procurement for heavy rail traction motor overhaul services.

Presenters:

- Casey Blaze, Rail Equipment Manager
- Mabry Harris, Contract Administrator


- III. Adjourn



Greater Cleveland
Regional Transit Authority

Interoffice Memo

To: Rev. Charles P. Lucas, President
and Members, Board of Trustees

From: India L. Birdsong 
General Manager, Chief Executive Officer

Date: January 6, 2022

Subject: Summary of Award – Procurement of Heavy Rail Traction Motor Overhaul
Services

This is a procurement to provide the Authority with a qualified firm to provide heavy rail traction motor overhaul services for a period of two years.

At the January 11, 2022, Organizational, Services & Performance Monitoring Committee meeting, we will make a presentation of the procurement process and staff recommendation for contract award. Attached is the summary for this contract award. We will be requesting that the Organizational, Services & Performance Monitoring Committee recommend the award of this contract at the January 25, 2022 meeting of the Board of Trustees.

Please call me if you have any questions or require additional information prior to Tuesday's meeting.

ILB/MD
Attachment

SUMMARY OF PROPOSED AWARD Heavy Rail Traction Motor Overhaul

PROJECT OVERVIEW:

The Greater Cleveland Regional Transit Authority requires the services of a qualified company to provide repair and overhaul to GCRTA's HRV traction motors to assist Rail Equipment in the long-term maintenance of the rail fleet. As a part of the repair, a detailed work plan for complete overhauls and sub-component repairs for the GCRTA HRV traction motors will be provided. The work plan shall include how the work shall be conducted, including step by step procedures for rebuild, testing, and quality assurance.

OEM publications are not readily available for the GCRTA HRV motors, thus, strong experience in motor repair through the development of a thorough work plan is paramount to the success of this contract. The qualified company must be an authorized 5GE1266A1 motor service center and have the technical expertise, and quality control measures necessary to provide these overhaul and repair services.

The term of the agreement is for two (2) years from the notice to proceed for a maximum number of motor overhauls up to one-hundred-sixty-eight (168).

PROCUREMENT OVERVIEW:

Recent traction motor failures has resulted in 18 FTA reportable events in 2021. As a result of these motor failures the Authority has the need to Overhaul 168 HRV traction motors, which include 4 motors per car and 2 spare sets per car. Swiger Coil Systems, A Wabtec Company, has the proprietary tools, components and drawings for the HRV traction motors and owns the OEM documentation for the HRV motors which need to be repaired/overhauled. Due to these reasons, this project is deemed a sole source procurement and is exempt from competitive bidding as authorized under 306.43 (H) (6) of the Ohio Revised Code.

Section 306.43 (H)(6) of the Ohio Revised Code states that a sole source procurement is authorized when, "the purchase substantially involves the services of a personal, professional, highly technical, or scientific nature, including but not limited to the services of an attorney, physician, surveyor, appraiser, investigator, court reporter, adjuster, advertising consultant, or licensed broker, or involves the special skills or proprietary knowledge required for the servicing of specialized equipment owned by the regional transit authority."

The Procurement Department received a proposal from Swiger Coil Systems, A Wabtec Company on December 15, 2021. The proposal was reviewed by representatives from Rail Equipment, Safety and Procurement, and after negotiations, deemed advantageous, fair and reasonable to the Authority.

RECOMMENDATION

Swiger Coil Systems, A Wabtec Company, located in Cleveland, Ohio, has the proprietary tools, components and drawings for the HRV traction motor. Swiger Coil Systems, A Wabtec Company owns the OEM documentation for the HRV motors which ensures that the motors are repaired correctly and operate as designed.

The strengths of Swiger Coil Systems, A Wabtec Company:

- Extensive work with public transit agencies
- Thorough understanding of transit motors and propulsion systems engineering
- Prior experience with GCRTA
- Successful performance of contracts with GCRTA
- Understanding of GCRTA's needs and expectations

The DBE Goal for this contract was set at 0% by the Office of Business Development.

CLIENT BASE

Clients of Swiger Coil Systems, A Wabtec Company, include the Greater Cleveland Regional Transit Authority (GCRTA), Metropolitan Atlanta Rapid Transit Authority (MARTA), New York City Transit (NYCT), Bay Area Rapid Transit (BART), Massachusetts Bay Transportation Authority (MBTA) and Southeastern Pennsylvania Transportation Authority (SEPTA).

A resolution will request authorization to issue a contract to Swiger Coil Systems, A Wabtec Company, to provide Heavy Rail Traction Motor Overhaul Services in an amount not to exceed \$2,210,344.00 for a period of two years.

AGENDA

RTA COMMITTEE OF THE WHOLE BOARD

Tuesday, January 11, 2022

Committee Members: President Charles P. Lucas (Chair)
 Ms. Karen Gabriel Moss (Vice Chair)
 Mayor Michael P. Byrne
 Ms. Roberta Duarte
 Mr. Terence P. Joyce
 Mayor Paul A. Koomar
 Ms. Valarie J. McCall
 Ms. Luz N. Pellot
 Mr. Leo Serrano
 Mayor David E. Weiss

- I. Roll Call

- II. Code Book Updates – Presentation on provisions in the Human Resources Part of the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority.

 Presenter:
 - Dawn Tarka, Associate Counsel


- III. Adjourn



Greater Cleveland
Regional Transit Authority

Interoffice Memo

To: Rev. Charles P. Lucas, President
and Members, Board of Trustees

From: India L. Birdsong
General Manager, Chief Executive Officer 

Date: January 6, 2022

Subject: Human Resources Code Update

At the January 11, 2022 Committee of the Whole meeting, staff will present proposed revisions to the Authority's Human Resources Code, specifically the sections related to unemployment compensation and vacations.

The proposed revisions to the policies include:

1. Repealing Section 628.01 related to vacations, amending Section 646.02 and removing 646.02 to replace Section 500.02 of the Personnel Policies.
2. Repealing Section 628.02 related to unemployment compensation and removing Section 644.12, which duplicates Section 400.12 of the Personnel Policies.

Please call me if you have any questions or require additional information prior to Tuesday's meeting.

Attachments: Red-lines of Sections 628.02, 644.12, 628.01 and 646.02
Clean copy of Section 646.02 and Section 400.12

IB/dmt

~~628.02 — UNEMPLOYMENT COMPENSATION.~~

~~(a) The Authority hereby elects to cover under Ohio R.C. Chapter 4141 services performed by all employees of the Authority.~~

~~(b) Notice of the election provided for in subsection (a) hereof shall be promptly transmitted by the General Manager/Secretary-Treasurer to the Administrator, Ohio Bureau of Employment Services, Columbus, Ohio.~~

~~(c) The General Manager/Secretary-Treasurer is hereby authorized and instructed to pay the amount of benefits incurred when billed by the Ohio Bureau of Employment Services.~~

~~(Res. 1976 2. Passed 1 20 76.)~~

644.12 UNEMPLOYMENT COMPENSATION.

(a) Under Ohio law, when an Authority employee is laid off for lack of work or is otherwise separated from employment, the employee may be eligible for unemployment compensation. Such eligibility shall be determined solely by the Ohio Department of Job and Family Services (ODJFS). To determine eligibility an application must be filed with ODJFS.

(b) The Labor and Employee Relations Department or its vendor will provide employee separation information to ODJFS. The Labor and Employee Relations Department may appeal an ODJFS benefit eligibility determination.

(Res. 1992-31. Passed 2-18-92; Res. 2001-119. Passed 8-21-01; Res. 2013-95. Passed 9-17-13.)

~~628.01 — VACATIONS.~~

~~(a) Policy for Employees Not in Collective Bargaining Units. The vacation policy set forth in this section shall apply to all employees in letter grades and to those in the unclassified service. Such policy shall be effective January 1, 1988. Eligibility, work requirements and amount of vacation shall be as set forth in Article I, Section 10, of the Conditions of Employment. (See Chapter 624 of these Policies and Procedures.)~~

~~(b) Vacation Accumulation Generally. Effective January 1, 1988, it shall be the policy of the Authority to allow employees not in bargaining units, i.e. employees in letter grades and those in the unclassified service, to accumulate a maximum of fifty days vacation. Vacation in excess of fifty days, if not taken in the current year, will be lost except as provided under subsection (c) hereof.~~

~~Vacation may be accumulated in one of two ways:~~

- ~~(1) At the request of the employee involved, a matter of personal preference; and~~
- ~~(2) Vacation not taken, because of business necessity, a matter beneficial to the Authority and at the request of the Authority.~~

~~Vacation accumulated at the request of the employee shall be compensated at the rate in effect for the employee on January 1 of the year in which the employee was first entitled to such vacation. Vacation accumulated at the request of or for the benefit of the Authority shall be compensated at the current salary. The Director of Personnel shall develop guidelines and procedures in accordance with this policy so as to properly and uniformly implement it.~~

~~(c) Vacation Accumulation in Excess of Fifty Days. Effective immediately upon the adoption of this vacation policy, the Director of Personnel shall make a determination of accumulated vacation of all employees in letter grades and in the unclassified service and so advise such employees. Employees in letter grades and in the unclassified service at the time of adoption of this policy shall have their accumulated vacation time fixed and shall be eligible to accumulate fifty-day vacations only, pursuant to this policy. Employees who have accumulated in excess of fifty days will be permitted to retain the accumulated time that is on file with the Director of Personnel. However, they will not be allowed to accumulate additional time.~~

~~(d) Retirement. Employees who retire are required to exhaust accumulated vacation time prior to the date of retirement. However, an employee may be compensated in a lump sum for vacation time accrued but not taken in the year of retirement. (Res. 1987-147. Passed 6-16-87.)~~

~~(e) Disputes. (EDITOR'S NOTE: Subsection (e) was repealed by implication by the adoption of the new Personnel Policies and Procedures Manual (Chapter 640 et seq.)~~

~~(f) Additional Provisions. See Section 646.04 for additional provisions regarding vacations.~~

646.02 VACATION FOR NON-BARGAINING EMPLOYEES.

(a) Eligible non-bargaining employees shall accrue vacation according to the applicable accrual rates specified in the Per Pay Vacation Accrual Rate Schedule, below, beginning with their first pay after their date of hire. Vacation accrual credit shall be given when an employee is on active pay status, excluding overtime.

Per Pay Vacation Accrual Rate Schedule

Total Years of Active Service with GCRTA + Prior Service Credit	Vacation Accrual Rate per Pay-Ending Period	Maximum Number of Weeks Earned for 26 Pay Periods
Less than 1 year to less than 5 years	3.08 hours	2 weeks
5 years to less than 13 years	4.616 hours	3 weeks
13 years to less than 21 years	6.16 hours	4 weeks
21 years to less than 30 years	7.696 hours	5 weeks
30 years or more	9.232 hours	6 weeks

(b) An employee on active pay status at the beginning of the bi-weekly pay period will receive the "per pay vacation accrual" for that pay. An employee who is receiving payment for an occupational injury or who is on extended disability is not in active pay status and is not entitled to earn time for vacation or to receive additional payment for vacation. An employee shall not earn or accrue vacation for any time not in active pay status.

(c) The employee's rate of accrual shall be consistent with the employee's anniversary date and total years of active service with RTA, plus prior service credit.

(d) Employees shall be able to use any vacation earned after six months from their date of hire or as determined by the ~~CEO~~ General Manager, CEO. Employees shall be paid appropriate vacation hours as they correlate to their regular work schedule. The Department Director shall schedule vacation as necessary to minimize any disruption of service and to meet the operational needs of the department. The ~~CEO~~ General Manager, CEO may revise vacation schedules whenever it is found to be in the best interest of the Authority.

(e) The ~~CEO~~, General Manager, CEO, at ~~his~~-their discretion, to attract highly qualified applicants, may offer a vacation accrual rate greater than the applicant's years of service would otherwise allow.

(f) Increases in the per pay vacation accrual rate will be effective in the first full pay period following the employee's anniversary date of hire.

(g) Vacation time may be accumulated to a maximum of 400 hours as of December 31 of any year. Accumulated vacation balances in excess of 400 hours as of December 31 of any year, will be lost. Upon prior approval of the ~~CEO~~, General Manager, CEO in situations involving extraordinary circumstances, payment or other equitable arrangements may be made to an employee for vacation balances in excess of 400 hours as of December 31.

(h) Upon separation from employment, payment will be made at the current rate of pay for all unused vacation hours.

(i) The ~~CEO~~, General Manager, CEO shall implement administrative procedures, including procedures for employees who transfer to jobs that result in a change in their non-bargaining or bargaining status.

(Res. 2002-96. Passed 5-21-02; Res. 2013-95. Passed 9-17-13. Res. 2022-XX. Passed 1-XX-22.)

646.02 VACATION FOR NON-BARGAINING EMPLOYEES –
REPLACING PERSONNEL POLICY 500.02

(a) Eligible non-bargaining employees shall accrue vacation according to the applicable accrual rates specified in the Per Pay Vacation Accrual Rate Schedule, below, beginning with their first pay after their date of hire. Vacation accrual credit shall be given when an employee is on active pay status, excluding overtime.

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(i) The General Manager, CEO shall implement administrative procedures, including procedures for employees who transfer to jobs that result in a change in their non-bargaining or bargaining status.

(Res. 2002-96. Passed 5-21-02; Res. 2013-95. Passed 9-17-13. Res. 2022-XX. Passed 1-XX-22.)

The Federal Law states that employer contributions to a qualified pension plan are non-taxable to the employee until such time as the contributions are received as a refund or as retirement benefits.

400.11 WORKERS' COMPENSATION

Ohio worker's compensation laws cover Authority employees. If an employee suffers a job-related injury or illness while employed by the Authority the employee may qualify for benefits through workers' compensation. Employees cannot, however, receive workers' compensation and salary continuation or other paid time off benefits at the same time.

Should the employee suffer a job-related illness or injury that meets the requirements of Ohio workers' compensation laws, the employee will be eligible for reasonable medical, surgical, and hospital, medication and equipment expenses required for treatment. There is a death benefit payable to beneficiaries of employees whose death is the direct result of a job-related accident or illness.

Compensation is paid according to the laws in effect as of the date of the work-related injury, disability or death.

400.12 UNEMPLOYMENT COMPENSATION

Under Ohio law, when an Authority employee is laid off for lack of work or is otherwise separated from employment, the employee may be eligible for unemployment compensation. Such eligibility shall be determined solely by the Ohio Department of Job and Family Services (ODJFS). To determine eligibility an application must be filed with ODJFS.

The Labor and Employee Relations Department or its vendor will provide employee separation information to ODJFS. The Labor and Employee Relations Department may appeal an ODJFS benefit eligibility determination.

400.13 TUITION REIMBURSEMENT

Ongoing employment development is an important element in providing the best transit service to the citizens of the Greater Cleveland area. This includes the enhancement of existing internal employee development and training programs.

The Tuition Reimbursement Program (TRP) shall be available to all Greater Cleveland Regional Transit Authority employees.

400.14 PROFESSIONAL SOCIETY MEMBERSHIP

The Authority encourages those employees who are employed in a professional capacity and who provide professional services to the Authority to become members of and participate in professional societies. To the extent that the Authority is legally permitted to do so, the Authority will reimburse payment of dues, licensure, registration, and/or membership fees in professional