

MINUTES OF THE REGULAR MEETING OF THE
NEW YORK STATE BRIDGE AUTHORITY

HELD AT HEADQUARTERS, HIGHLAND, N.Y. ON
April 18, 2019

Business agenda documents/reports are mailed to the Board Members and General Counsel one week prior to the meeting. Board meetings are web cast and are available on-line.

IN ATTENDANCE:

BOARD MEMBERS:

Gerentine, Richard A., Chairman
Higgins, Roger P, Vice Chairman
Dressel, Roderick O., Commissioner
Jablonski, Diane, Commissioner
Stanton, J. Henry, Commissioner

OFFICERS:

Sullivan, Tara Secretary
Bushek, Brian, Treasurer
Whitbeck, Carl G., Counsel

Chairman Gerentine called the meeting to order at 3:12 pm. Chairman Gerentine called for a motion to adopt the minutes of the March 21, 2019 Regular meeting. On motion of Vice Chairman Higgins, seconded by Commissioner Jablonski, the minutes of the March 21, 2019 Regular meeting were adopted unanimously.

ADMINISTRATION:1) The Workplace Occupational Health Services - Renewal

Mr. Russo indicated to the Board that last year the Authority awarded contract BA-2018-OA-002-PS for Occupational Health Services to The Workplace at Mid-Hudson Regional Hospital of Westchester Medical Center Health Network, Poughkeepsie, NY. The contract agreement provides for three additional one-year renewals of which the first would be effective May 1, 2019. The services provided are on an as needed basis and invoiced according to the rate schedule that was approved in the original contract. Mr. Russo recommended that the Board renew the agreement effective May 1, 2019 for one year with a not-to-exceed amount of \$45,000. Chairman Gerentine called for a motion. On a motion of Vice Chairman Higgins, seconded by Commissioner Jablonski, the following resolution was adopted unanimously:

NEW YORK STATE BRIDGE AUTHORITY
BOARD RESOLUTION

Resolution No.: 019-041

Resolution Date: April 18, 2019

WHEREAS, the Authority has determined the need to procure occupational health services for its employees to satisfy physical requirements related to work duties; and

WHEREAS, the Authority previously awarded RFP BA-2018-OA-002-PS for Occupational Health Services; and

WHEREAS, the awarded contract with The Workplace at Mid-Hudson Regional Hospital provides for renewal options for three additional one-year terms; and

WHEREAS the Authority wishes to exercise its option to renew its contract for the one year period beginning May 1, 2019; now therefore

BE IT RESOLVED, the Board of Commissioners of the New York State Bridge Authority renews its contract for Occupational Health Services with The Workplace at Mid-Hudson Regional Hospital at Westchester Medical Center for the one year period beginning May 1, 2019 at an amount estimated not to exceed \$45,000.00 with the option to renew for two additional one year terms; and,

BE IT RESOLVED FURTHER RESOLVED, that the Acting Executive Director, or her designee, is hereby authorized and directed to take the necessary measures to implement this resolution.

IN WITNESS WHEREOF, this resolution has been duly adopted this 18th day of April, 2019.

Tara Sullivan, Secretary

2) GTM Payroll Services Agreement

Mr. Russo indicated that the Authority's current agreement with GTM Payroll Services expired on 03/31/2019. The original contract awarded on December 16, 2010 was extended as a single source contract by the Authority on April 1, 2014 for five years. Based on internal discussions and recommendations from staff, it was proposed that the Authority extend its contract with GTM Payroll Services as a single source vendor for a period of five years to be executed as five one year terms, renewable each year. Single source procurements are defined in the State Procurement Guidelines as *"A procurement in which, although two or more offerers can supply the required commodities or services, the commissioner or state agency, upon written findings setting forth the material and substantial reasons therefore, may award the contract to one offerer over the other. The commissioner or state agency shall document in the procurement record the circumstances leading to the selection of the vendor, including the alternatives considered, the rationale for selecting the specific vendor, and the basis upon which it determined the cost was reasonable (State Finance Law §163 (h))."*

Reasons for designating a single source contract to GTM Payroll Services include:

- **No transition** – The potential transition to a new vendor involves a significant and potentially costly effort to create the payroll templates, file interfaces, and business rules governed by the collective bargaining agreement, other statutory rules and customized reports. The initial transition costs were largely absorbed by GTM.
- **Cost** – GTM has held its pricing level and in fact has proposed guaranteed pricing for the next three years that is slightly lower than prior years. They reserve the right to review pricing for the years thereafter. GTM offers a 3 year discount of 15% from its standard pricing. Costs to the Authority have averaged between \$15,000 and \$16,000 annually, with the addition of services and reporting related to the Affordable Care Act.
- **Service** - The Authority's staff has been pleased with the level of service provided and the personalized attention that it receives. GTM is a small company in comparison to the other payroll service providers. Accordingly GTM assigns a specific account representative who is the primary contact each time assistance is required. The account representative is very familiar with the Authority's business rules, employee set-up, overall payroll process and historic issues with the account.
- **Familiarity** – Authority staff have become very familiar with the user interface for processing payroll and the tools associated with it for ad-hoc reporting, employee set-up and maintenance, financial reporting, etc. Transition to another vendor would mean another protracted learning curve.
- **Stability** – As with any contract and transition of this type, there is a period of adjustment, reconciliation, error management and correction before the process is stable. The Authority staff agrees that the current payroll process has matured to that "stable state" and would prefer to continue working with the current process going forward. For these reasons, Mr. Russo recommended the

Authority consider designating a single-source contract to GTM Payroll Services for a five-year period commencing April 1, 2019 with one-year renewable periods for the services and terms as provided in the pricing proposal. Estimated annual costs would not exceed \$16,000. Chairman Gerentine called for a motion. On a motion of Vice Chairman Higgins, seconded by Commissioner Jablonski, the following resolution was adopted unanimously:

NEW YORK STATE BRIDGE AUTHORITY
BOARD RESOLUTION

Resolution No.: 019-042

Resolution Date: April 18, 2019

WHEREAS, the Board has reviewed the staff memo relative to the need to continue to procure payroll services; and

WHEREAS, the Board has considered and agrees with staff recommendations and justifications to designate a single source contract for a five-year period to its current service provider; and

WHEREAS, the Board has determined it to be in the public interest to procure such services to process its payroll transactions and related services; now

BE IT RESOLVED that a single source contract for payroll services be issued to GTM Payroll Services, Inc. for a five-year period effective April 1, 2019, authorized in one year renewable terms and in accordance with the terms and conditions as presented in the accompanying pricing proposal, with the first year estimated costs not to exceed \$16,000, based on number of active employees processed; and

BE IT FURTHER RESOLVED that the Acting Executive Director, or her designee, is hereby authorized and directed to take the necessary measures to implement this resolution.

IN WITNESS WHEREOF, this resolution has been duly adopted this 18th day of April, 2019.

Tara Sullivan, Secretary

ENGINEERING:1) KRB Over the Hudson River Empire Trail Construction Inspection BA-2018-RE-109-SU

Mr. Wright reported to the Board that in January 2018, the Authority publicly advertised and bid System-Wide Construction Inspection Services for the 2018-2019 construction season as BA-2018-RE-XX-SU. Thirty-four (34) firms requested the proposal package and fifteen (15) proposals were received at the time. The Authority recently shortlisted three (3) of those firms to provide cost proposals for construction inspection services on the upcoming construction of the segment of the Empire State Trail that will cross the Kingston-Rhinecliff Bridge, with cost proposals due Friday, April 5th. HVEA Engineers, a certified WBE, of Beacon, New York, was chosen as best qualified having provided a not-to-exceed quote of \$165,000.00. Chairman Gerentine called for a motion. On a motion of Vice Chairman Higgins, seconded by Commissioner Jablonski, the following resolution was adopted unanimously:

NEW YORK STATE BRIDGE AUTHORITY
BOARD RESOLUTION

Resolution No.: 019-043

Resolution Date: April 18, 2019

WHEREAS, the New York State Bridge Authority has determined that it is in the public interest to award a contract for professional construction inspection services in connection with the segment of the "Empire State Trail" to be constructed over the Kingston-Rhinecliff Bridge to be designated as BA-2018-RE-109-SU; and

WHEREAS, the Authority's Engineering department advertised this request in the NYS Contract Reporter as BA-2018-RE-XX-SU and shortlisted three (3) responding consultants, two of which were certified M/WBE firms, to provide a cost proposal to provide these services, with proposals due April 5, 2019; and

WHEREAS, the Authority's Engineering department has reviewed the cost proposals and has determined that HVEA Engineers is best qualified to provide the required professional services; now therefore

BE IT RESOLVED that the Board of Commissioners of the New York State Bridge Authority hereby approve awarding a professional services agreement to HVEA Engineers, a certified WBE, of Beacon, NY, in substantially the form on file with the Secretary, in an amount not to exceed \$165,000.00; and

BE IT FURTHER RESOLVED that the Acting Executive Director, or her designee, is hereby authorized and directed to take the necessary measures to implement this resolution.

IN WITNESS WHEREOF, this resolution has been duly adopted this 18th day of April, 2019.

Tara Sullivan, Secretary

2) First Quarter 2019 Traffic Accident Summary Report

Mr. Wright stated that he and the Manager of Maintenance reviewed all of the accidents in the first quarter to determine if something could be done to possibly prevent similar accidents from happening in the future. All of the accidents were believed to be from driver error: driving too fast for weather conditions, not paying attention and distracted driving. No action was required by the Board.

3) Jobs in Progress

Mr. Wright advised the Board regarding the Engineering Jobs in Progress Report for the month. Mr. Wright mentioned that the west abutment bearing links are completed at the Rip Van Winkle Bridge. Joints at Rip-Van Winkle Bridge will also be rehabilitated during the spring and summer. The Empire State Trail construction is due to begin shortly at the Kingston-Rhinecliff Bridge and will continue through the summer and fall. At the Newburgh-Beacon Bridge, the catwalk lowering project is near completion. The 9W bridge rehab project and Stage III will be complete by the end of April. Mr. Wright also mentioned that at the Newburgh Beacon Bridge, the north span redecking preliminary alternative report is due in mid-May. Chairman Gerentine called for a motion. On a motion of Commissioner Jablonski, seconded by Vice Chairman Higgins, the following resolution was adopted unanimously:

NEW YORK STATE BRIDGE AUTHORITY
BOARD RESOLUTION

Resolution No.: 019-044

Resolution Date: April 18, 2019

WHEREAS, the Board has reviewed the monthly Engineering Progress Report on Capital Project Status; and

BE IT RESOLVED that the Engineering Progress Report is accepted as an instrument documenting the Board's briefing of Capital Construction activities; and

BE IT FURTHER RESOLVED that the Acting Executive Director, or her designee, is hereby authorized and directed to take the necessary measures to implement this resolution.

IN WITNESS WHEREOF, this resolution has been duly adopted this 18th day of April 2019.

Tara Sullivan, Secretary

FINANCIAL:1) Investment Report

Mr. Bushek reviewed the monthly Investment Report noting five investments for the month. Chairman Gerentine called for a motion. On a motion of Vice Chairman Higgins, seconded by Commissioner Jablonski, the following resolution was adopted unanimously:

NEW YORK STATE BRIDGE AUTHORITY
BOARD RESOLUTION

Resolution No.: 019-045

Resolution Date: April 18, 2019

WHEREAS, the investment control procedures for the New York State Bridge Authority provide that the Board shall review and approve the report of investment transactions completed since the meeting of the Board on March 21, 2019; now therefore and,

BE IT RESOLVED, that the Board of Commissioners of the New York State Bridge Authority the New York State Bridge Authority does hereby concur with and approve the investment report as filed with this body on this date for the purpose noted; and

BE IT FURTHER RESOLVED, that the Acting Executive Director, or her designee, is hereby authorized and directed to take the necessary measures to implement this resolution.

IN WITNESS WHEREOF, this resolution has been duly adopted this 18th day of April, 2019.

Tara Sullivan, Secretary

2) Accident Review Committee Report Q1 – 2019

Mr. Bushek reported that there were 92 accidents on Authority facilities in the first quarter of 2019, compared with 65 the previous year. During this period there were 3 accidents involving Authority personnel, none with injuries. No action was required by the Board.

BRIDGE OPERATIONS:1) Plaza/Central Service Upgrade/Replacement – BA-2014-OO-106-AC

Mr. Wright presented for Mr. Kelly in his absence that in May 2014 the Board approved a project upgrade for the Authority's Oracle Enterprise Database which had reached the end of its useful life. In order to maintain service and technical support the Authority contacted the Authority's existing vendor Mythics, Inc. whose services are available via a NYS OGS contract. Mythics provided a quote for \$15,760.03, which is identical to what the Authority paid them last year for the same service. Mr. Wright recommended that the Board approve issuing a purchase order to Mythics, Inc. to provide technical support for the Authority's Oracle Enterprise Database. Chairman Gerentine called for a motion. On a motion of Vice Chairman Higgins, seconded by Commissioner Stanton, the following resolution was adopted unanimously. *A special note is added to this agenda item as there was a typographical error in the presented resolution. The official resolution below, reflects the Board's intent to award the new term in accordance with OGS approval.*

NEW YORK STATE BRIDGE AUTHORITY
BOARD RESOLUTION

Resolution No.: 019-046Resolution Date: April 18, 2019

WHEREAS, the Board of Commissioners of The New York State Bridge Authority did authorize that a purchase order be issued to Oracle America, Inc. on May 21, 2015 as part of NYSBA's Plaza/Central Service Upgrade/Replacement project (BA-2014-OO-106-AC) to replace the Oracle Enterprise database and report engine, which had reached the end of its useful life; and,

WHEREAS, this database requires annual technical support and the Authority has reviewed a cost proposal from Mythics, Inc. to provide these services for the time period of May 29, 2019 through May 28, 2020; and

WHEREAS, the Authority is utilizing NYS OGS Contract Number PM20940 and Mythics, Inc. providing a quote in the amount of \$15, 760.03; now therefore

BE IT RESOLVED, that the Board of Commissioners of the New York State Bridge Authority that a purchase order be issued to Mythics, Inc. in the not to exceed amount of \$15,760.03; and; and

BE IT FURTHER RESOLVED, that the Acting Executive Director, or her designee, is hereby authorized and directed to take the necessary measures to implement this resolution.

IN WITNESS WHEREOF, this resolution has been duly adopted this 18th day of April, 2019.

Tara Sullivan, Secretary

REPORTS TO BOARD:1) Monthly Activity Report of the Acting Executive Director

The Monthly Activity Report was submitted by Acting Executive Director Tara Sullivan noting no expenditures. No action required by the Board.

2) March 2019 Traffic and Revenue Analysis

Ms. Sullivan noted for the month of March traffic increased 5.49% and revenue increased 2.96%. No action was required by the Board.

3) March 2019 E-ZPass Sales Analysis

Ms. Sullivan indicated that year-to-date 2019 tag sales were 1,806, compared to 2,398 sold year-to-date 2018. No action was required by the Board.

4) Historic Bridges of the Hudson Valley (HBHV) Monthly Report for March 2019

The full monthly and detailed report was submitted to the NYSBA Board of Commissioners and submitted by the Historic Bridges of the Hudson Valley President Tara Sullivan and Director Kathy Burke.

PRESENTATION TO THE BOARD:1) 3-D Model Presentation

Juan Cardenas, Engineering Intern, presented to the Board and discussed a 3-D model he made of a section of the Bear Mountain Bridge. Juan talked about how he designed the model pieces in CAD and worked with SUNY New Paltz to have the individual pieces printed. He noted that the model will be utilized during class tours at the Bear Mountain Bridge to show the students how the parts of the bridge interact with each other and how loads are transferred through the bridge. No action was required by the Board.

NEW BUSINESS:1) Electric Vehicle Charging Stations Opportunity

Mr. Wright informed the Board that the Authority has been invited by NYSERDA to participate in the Charge to Work NY Program, which provides rebates to employers to install low cost vehicle charging stations at the workplace for the use of employees. The Authority was looking at installing a total of six (6) charging stations – one (1) at each bridge facility and two (2) at Newburgh-Beacon. Electric vehicle workplace charging stations are in line with the Authority's commitment to the Governor's "50 by 30" initiative, which states that 50% of electricity generated by state agencies must come from renewable sources by the year 2030. A cost proposal and draft agreement with ChargePoint, Inc., who administers the program for NYSERDA, has been given to the Board. This will allow NYSERDA to pay a rebate of \$48,000 directly to ChargePoint for the six (6) stations the Authority plans to install. The not-to-exceed cost to the Authority will be a total of \$3,242.00: \$2,192.00 for the stations themselves and \$1,050.00 for shipping and handling. Chairman Gerentine called for a motion. On a motion of Vice Chairman Higgins, seconded by Commissioner Jablonski, the following resolution was adopted unanimously:

NEW YORK STATE BRIDGE AUTHORITY
BOARD RESOLUTION

Resolution No.: 019-047

Resolution Date: April 18, 2019

WHEREAS, the New York State Bridge Authority wishes to comply with the Governor's "50 by 30" green energy initiative and has been invited by NYSERDA to participate in New York State's Charge to Work program; and

WHEREAS, this energy saving measure provides rebates to employers who place low cost electric vehicle charging stations at the workplace for the use of employees; and

WHEREAS, NYSERDA will pay a rebate of \$48,000 directly to ChargePoint, Inc., the program administrator, for the six (6) charging stations to be installed as follows: one (1) at the Rip Van Winkle Bridge, one (1) at the Kingston-Rhinecliff Bridge, one (1) at the Mid-Hudson Bridge, two (2) at the Newburgh-Beacon Bridge and one (1) at the Bear Mountain Bridge; and

WHEREAS, the Authority's Engineering department has reviewed and approved the cost proposal and draft agreement from ChargePoint, Inc., of Campbell, California,; now therefore

BE IT RESOLVED that the Board of Commissioners of the New York State Bridge Authority hereby approve entering into this rebate agreement with ChargePoint, Inc., of Campbell, California, in substantially the form on file with the Secretary, in an amount not to exceed \$3,242.00; and

BE IT FURTHER RESOLVED that the Acting Executive Director, or her

designee, is hereby authorized and directed to take the necessary measures to implement this resolution.

IN WITNESS WHEREOF, this resolution has been duly adopted this 18th day of April, 2019.

Tara Sullivan, Secretary

2) Execution of Fiber Optic Lease with New York State Office of Information Technology Services

Mr. Scaglione reported to the Board that the Authority has negotiated a new fiber optic lease with the New York State Office of Information Technology Services for 12 excess dark fibers over the Mid-Hudson Bridge. This lease is for a 10-year period and is expected to generate total lease payments over ten years of \$340,351.96. The lease is consistent with the dark fiber leasing program and has been approved by Counsel. Payments to Broadband Consulting totaling \$17,017.60 are the only costs associated with this lease. As part of the approval process for these revenue generating leases, Mr. Scaglione requested the Board of Commissioners authorize the Acting Executive Director to enter into this lease agreement. Chairman Gerentine called for a motion. On a motion of Vice Chairman Higgins, seconded by Commissioner Jablonski, the following resolution was adopted unanimously:

NEW YORK STATE BRIDGE AUTHORITY
BOARD RESOLUTION

Resolution No.: 019-048

Resolution Date: April 18, 2019

WHEREAS, leasing excess dark fiber optic strands has become a significant source of non-toll revenue for the Authority; and,

WHEREAS, in accordance with the Rules and Regulations of the Authority, the Authority may execute fiber optic leases for up to ten years; and,

WHEREAS, it is in the interest of the Authority to continue to pursue appropriate non-toll revenue consistent with the Authority's mission; and,

NOW THEREFORE, BE IT RESOLVED that, the Board of Commissioners of the New York State Bridge Authority authorizes the Acting Executive Director, with the advice and consent of Authority Counsel, to enter into a revenue generating fiber optic lease agreement with New York State Office of Information Technology Services for a period of ten years; and,

BE IT FURTHER RESOLVED that the Acting Executive Director, or her designee, is hereby authorized and directed to take the necessary measures to implement this resolution.

IN WITNESS WHEREOF, this resolution has been duly adopted this 18th day of April, 2019.

Tara Sullivan, Secretary

This concluded the regular meeting. Chairman Gerentine asked for a motion to adjourn the meeting. On a motion of Commissioner Dressel, seconded by Vice Chairman Higgins and approved unanimously, the regular meeting adjourned at 3:50 P.M.

The next Regular and Annual Meeting of the Board of Commissioners meeting is scheduled for May 16, 2019 at 3:00 P.M. at Headquarters.