



## **BOARD OF DIRECTORS MEETING**

**Thursday, January 22, 2026  
1:30 p.m.  
269 Melrose Street, Providence  
Transportation Board Room**

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

[RIPTA Board Of Directors - January 22, 2026](#)

## **AGENDA**

- |   |  |
|---|--|
| 1. Board Approval                       | To consider for approval the Draft Meeting Minutes of the Board of Directors Meeting of December 17, 2025.   |
| 2. Board Approval                       | To consider for approval the Draft Executive Session Meeting Minutes of the Board of Directors Meeting of December 17, 2025.   |
| 3. Public Comment /<br>Board Discussion | Limited to 3 minutes per person.   |
| 4. Board Discussion/<br>Potential Vote  | <div>CEO Report</div> <ul style="list-style-type: none"><li>• CEO Update</li><li>• Key Initiatives</li><li>• Employee Spotlight</li><li>• Ridership</li><li>• On Time Performance</li><li>• Lost Service</li><li>• Safety Data</li></ul> |

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 <https://www.ripta.com/public-records-request/> of hearing can be provided by calling 784-9500 x1171 at least 48 hours in advance. The location is accessible to the handicapped.



- |                                      |  |
|--------------------------------------|--|
| 5. Board Discussion / Potential Vote | Request for Approval – RIPTA Policies Pursuant RIGL 42-155, et seq <ul style="list-style-type: none"><li>• Policy Governing all RIPTA Policies</li><li>• Code of Ethics Policy</li><li>• Indemnification Policy</li><li>• Grants and Charitable and Civic Donations Policy</li><li>• Lobbying Policy</li><li>• Credit Card Policy</li><li>• Employee Recruitment and Hiring Policy</li><li>• Employee Retirement, Resignation and Termination Policy</li><li>• Expense Reimbursement Policy</li><li>• Internal Accounting and Administrative Controls Policy</li><li>• Marketing and Communications Policy</li><li>• Travel Policy</li></ul> |
| 6. Board Discussion/ Potential Vote  | Request for Approval – Line of Credit – Board Resolution   |
| 7. Board Discussion/ Potential Vote  | Request for Approval – Board Resolution, as presented by RIPTA Board Member, Normand Benoit – Support of “Millionaire’s Tax” legislation.  |
| 8. Board Discussion/ Potential Vote  | Board Questions and Answers  |
| 9. 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)(2) Sessions pertaining to collective bargaining or litigation, or work sessions pertaining to collective bargaining or litigation.  |
| 10. Adjournment                      |  |

This Agenda was posted on January 20, 2026.

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).

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Board of Directors Meeting Minutes  
Wednesday, December 17, 2025  
2:30 p.m.  
269 Melrose Street, Providence  
Transportation Board Room

Members Present: Director Peter Alviti, Board Chair; James Lombardi, Board Vice Chair; James Leach, Board Treasurer; Patrick Crowley, Board Secretary; Normand Benoit; Heather Schey; Vincent Masino; and Bernard Georges.

Absent Members: Marcy Reyes;

Also Present: Christopher Durand, 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 2:30 p.m., indicating that quorum was present.

Agenda Item 1: Board Resolution – Employee Commendation.

Director Alviti reads the Board Resolution into the record. Mr. Leach makes a motion to approve the resolution. Mr. Crowley seconds, and the motion passes with favorable votes by Director Alviti, Mr. Lombardi, Ms. Schey, Mr. Georges, Mr. Benoit, and Mr. Masino.

Agenda Item 2: To consider for approval the Draft Meeting Minutes of the Board of Directors Meeting of October 23, 2025.

Mr. Crowley makes a motion to approve the minutes. Ms. Schey seconds, and the motion passes with favorable votes by Director Alviti, Mr. Lombardi, Mr. Leach, Mr. Georges, Mr. Benoit, and Mr. Masino.

1. Steven Colantuono, Esq.

- Reads a letter into the record sent by a Brown University Parent to RIPTA employees who assisted in the evacuation of students following the tragic events of December 13, 2025.

2. Dylan Giles- Save RIPTA – Providence Street Coalition

- Thanks for the reading of the letter and extends gratitude for RIPTA's response to the Brown University tragedy.
- Discusses ridership decline after the service cuts were implemented.
- Encourages the Board to take a bus ride.
- States that increasing fares will make things worse.

3. Daria Phoebe Brashear

- Happy to see that South County service has been returned.
- States that fare increases are not a good look on the Agency.

4. Walter Melillo, Local ATU 618 President

- Makes comments regarding the budget.
- States that reductions negatively impact operators.
- States that buses are overcrowded, traffic is horrendous and that makes it difficult on operators, causing operators to become overstressed and consider retirement.
- Implores the Board to look into funding sources for the future.
- States that RIPTA needs to expand and not decrease and that the State needs to fund RIPTA.

5. Robin Barradas

- States that buses are crowded and wait times are very long.
- States that Next Wave has provided no information on the public forums they held.
- States that the proposed new location has a structural issue and the area is very crowded.
- States that there is no transparency regarding the new transit center.
- Challenges the Board to take a bus ride.

6. Randall Rose

- Appreciates what RIPTA did in response to the Brown tragedy.
- Requests that operators let passengers on the bus earlier due to the cold weather.
- Comments that the Governor's letter regarding the RIPTA budget is very unusual and the Governor relies on a budget increase from a fare increase even though fare increases result in decreased ridership.

- Comments regarding the proposed new bus hub. States that Task 2 is not complete as a public forum to discuss three potential spots for a new hub has not been held. States that RIPTA could save money by staying in Kennedy Plaza and the money requested should be apart of Task 2.

7. Liza Burkin

- Echoes other's comments regarding RIPTA operators.
- States that since September, Save RIPTA has been collecting and compiling data to complete a report which will be released on January 8, 2026, at 3:00pm at the State House Library.
- States that buses are overfull leaving people stranded.

8. Grant Dulgarian

- Thanks Mr. Durand and Director Alviti for outstanding service. Reiterates his request for a meeting.
- States that the bus stop at the State House needs to be moved to help the mobility challenged and that the structure there that was previously a guard shack could be turned into a shelter.
- States that direct mailing bus schedules to everyone within a certain radius of a bus stop would increase ridership.
- Comments on the traffic pattern of Kennedy Plaza and provides possible solutions for improvement.

Director Alviti states that Agenda Items #6 and #7 will be moved up on the order of the Agenda.

Agenda Item 6:      Budget Submission

Christopher Durand presents the request. Discussion by the Board ensues.

Mr. Crowley makes a motion to approve. Mr. Leach seconds, and the motion passes with favorable votes by Director Alviti, Mr. Lombardi, Mr. Georges, Ms. Schey and Mr. Masino. Mr. Benoit opposes the motion.

Agenda Item 7:        Transit Center

Christopher Durand presents the request to allow Next Wave to conduct structural analysis and perform any additional design work, in an amount not to exceed \$250,000.00.

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

Director Alviti leaves the meeting at 3:36pm.

Agenda Item 4:        CEO Report

Christopher Durand, RIPTA's CEO, provides an overall agency update as outlined in the CEO Report. Mr. Durand also provides additional information regarding some tweaks to be made to service, including re-timing, addressing operator recovery and reinstating service on Route 69.

No vote is taken.

Agenda Item 5:        RIPTA Board of Directors Meeting Schedule 2026

Mr. Crowley makes a motion to approve the 2026 Schedule. Mr. Masino seconds, and the motion passes with favorable votes by Mr. Lombardi, Mr. Leach, Mr. Benoit, Ms. Schey, and Mr. Georges. Director Alviti was not present for the vote.

Agenda Item 8:        GIRO Three Year Maintenance Contract Extension

Gary Jarvis, Deputy Chief of Information Technology, makes a request to extend the GIRO maintenance contract for an additional three years.

Mr. Crowley makes a motion to approve. Ms. Schey seconds, and the motion passes with favorable votes by Mr. Lombardi, Mr. Leach, Mr. Benoit, Mr. Georges and Mr. Masino. Director Alviti was not present for the vote.

Agenda Item 9:        Reveal Paratransit Software Extension

Mr. Durand requests a modification to the request as presented and asks the Board to approve a one-year extension instead of a three-year extension. Brooks Almonte, Deputy Chief of Paratransit makes a request to extend the Reveal Paratransit Software for one year.

Mr. Crowley makes a motion to approve. Mr. Masino seconds, and the motion passes with favorable votes by Mr. Lombardi, Mr. Leach, Mr. Benoit, Mr. Georges and Ms. Schey. Director Alviti was not present for the vote.

Agenda Item 10:        Board Questions and Answers

Mr. Crowley comments that he will be making a motion to adjourn in memory of Patricia Raub.

Mr. Benoit comments on his tenure on the Board. He stated that when he was first appointed as Chairman, he found that RIPTA was efficiently run with some minimal adjustments needed. He also found RIPTA to be behind in pension contributions due to budgetary issues. Mr. Benoit states that the fiscal cliff has been an ongoing issue and that RIPTA must find a permanent funding source.

Mr. Lombardi comments that his previous comment of “the more we tax the more we spend” was regarding the state level and not RIPTA.

Ms. Schey states that the deficit is based upon the current service that has already been cut.

No vote is taken.

Agenda Item 11:        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)(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. Crowley seconds, and the motion passes with favorable votes by Mr. Lombardi, Mr. Leach, Ms. Schey, Mr. Masino and Mr. Georges. Director Alviti was not present for the vote.

The Board enters into 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)(2) Sessions pertaining to collective bargaining or litigation, or work sessions pertaining to collective bargaining or litigation.

The Board and Counsel enter into Executive Session at 3:48 p.m.

The Board and Counsel enter public session at 4:04 p.m.

Attorney Fragomeni reports that three votes were taken during Executive Session, including a vote to seal the vote taken during Executive Session and a vote to adjourn Executive Session.

Mr. Crowley motions to seal the minutes of the Executive Session. Mr. Masino seconds, and the motion passes with favorable votes by Mr. Lombardi, Mr. Leach, Mr. Benoit, Mr. Georges and Ms. Schey. Director Alviti was not present for the vote.

Agenda Item 12: Adjournment – 4:07 p.m.

Mr. Crowley makes a motion to adjourn in memory of Patricia Raub of the RI Transit Riders and a long-time transit advocate. Mr. Masino seconds, and the motion passes with favorable votes by Mr. Lombardi, Mr. Leach, Mr. Benoit, Mr. Georges and Ms. Schey. Director Alviti was not present for the vote.

Respectfully submitted,

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Patrick Crowley, Secretary







# CEO UPDATE



## RIPTA Honors Rosa Parks

On December 1, 1955, Rosa Parks refused to give up her seat on a segregated bus. To pay tribute to this brave woman and the anniversary of the event that triggered the Montgomery bus boycott, RIPTA placed a commemorative digital display on board buses during the month of December.

## RIPTA Wins Government Finance Officers Association (GFOA) Award

For the thirteenth year in a row, RIPTA has been awarded the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for its FY 2024 Annual Comprehensive Financial Report. The Certificate of Achievement is “the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management,” the association stated in its letter to RIPTA.

## Distinguished Budget Presentation Award

RIPTA also won the GFOA’s Distinguished Budget Presentation Award for the fourth consecutive year for its FY 2025-2030 Annual Financial Plan.

## Representative Noret Hosted “How to Ride RIPTA” Outreach Events in West Warwick

RIPTA partnered with Representative Thomas E. Noret to host two “How to Ride RIPTA” community outreach events on Thursday, December 4, 2025, at Clyde Towers and the West Warwick Housing Authority. RIPTA staff, including representatives from Ride paratransit, were available to answer questions, offer trip-planning guidance, and process bus pass applications for eligible seniors and individuals with disabilities.

## Driving Holiday Cheer

RIPTA partnered with the Providence Bruins, URI Rams, and Providence College Friars on multiple toy drives to help brighten the holiday for so many youngsters. At each event, RIPTA challenged people to help us “stuff a bus” with donations and are happy to report that the challenges were easily met thanks to everyone’s kindness and collaboration.

## Elder Angel Giving Tree

RIPTA partnered with local senior centers to make the holidays a little brighter for older adults in the community. This employee-sponsored program provides a meaningful way to remind these individuals they are not forgotten.

## 2025 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.

In December 2025, RIPTA staff traveled to the Woonsocket Senior Center and West Warwick Housing Authority, processing a total of 44 bus passes.



# KEY INITIATIVES

## Workforce Development

Resumed hiring van operators, utility workers and mechanics  
Apprenticeship development continues



## Service Improvements

Winter service changes took effect 1/17  
Monitoring public feedback and operational data



## Amenity Improvements

Pawtucket Central Falls Passenger Facility Opened 1/20/26



## Performance Data and Benchmarking

Data analysis department formed





# EMPLOYEE SPOTLIGHT

When the City of Providence reached out for help following the incident at Brown University, nine RIPTA drivers and three supervisors immediately stepped up. There was no script, no training for a moment like this, but they all agreed to help.

Throughout a long and emotional night, these operators calmly shuttled students between campus and the reunification center, providing a safe, steady presence during a frightening time. Their supervisors worked alongside them, coordinating in real time and ensuring everything ran smoothly under extraordinary circumstances.

Their professionalism, compassion, and willingness to act without hesitation exemplify the very best of RIPTA.

**In recognition of their extraordinary service, Governor Dan McKee visited RIPTA to personally thank them and present official citations.**

**Drivers: Joe Cole, Edmund Mello, David St. Germain, Lance Waite, Stephanie Masciarelli, James Holmes, Roman Aurand, Thomas Roderick, and Rosny Dorival**

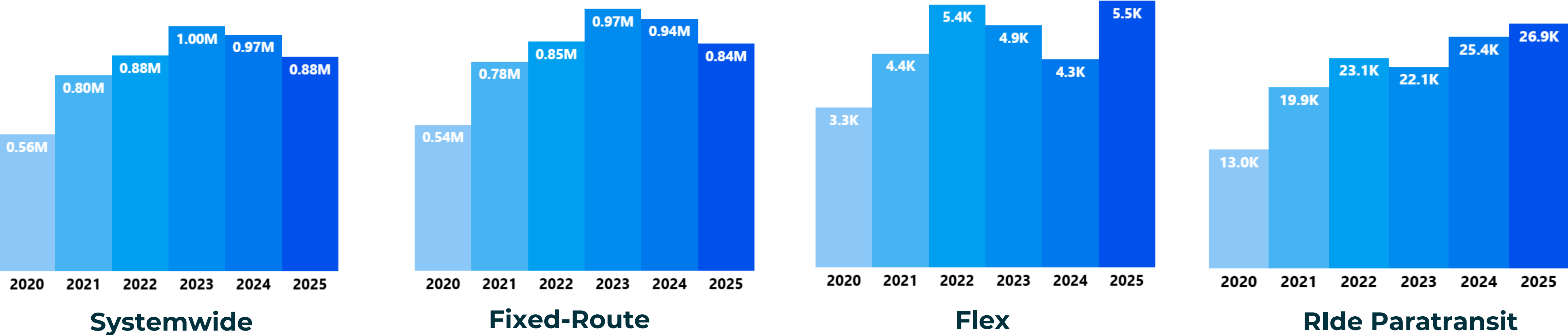
**Supervisors: Mike Robertson, Consuelo Flynn, and Chris Nason**





# MONTHLY RIDERSHIP

## December 2025 Systemwide Ridership



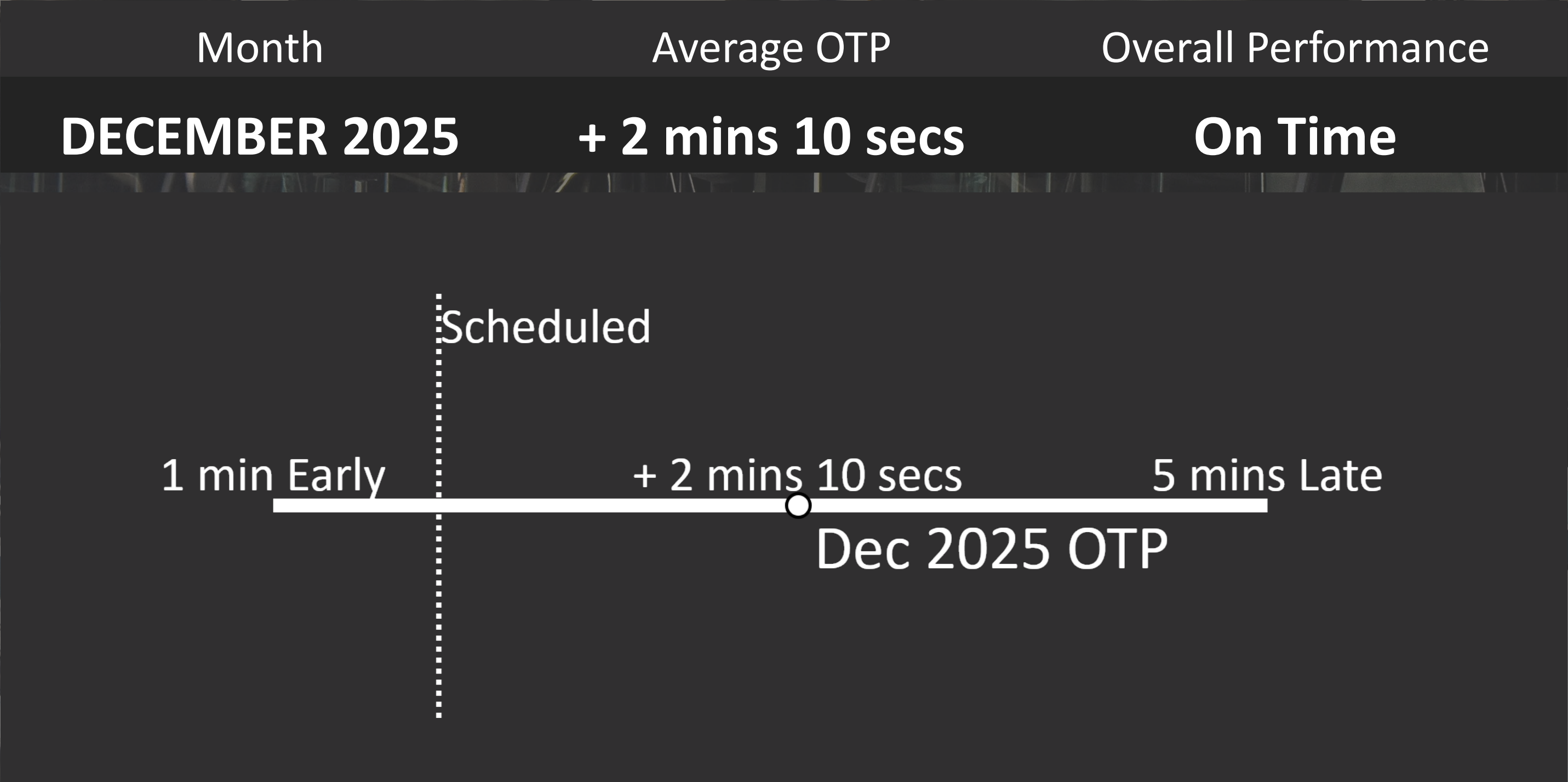
### RIDERSHIP DECREASED 9.9% IN DECEMBER 2025 FROM DECEMBER 2024

*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, Flex On Demand ridership (included with Flex) comes from Spare*

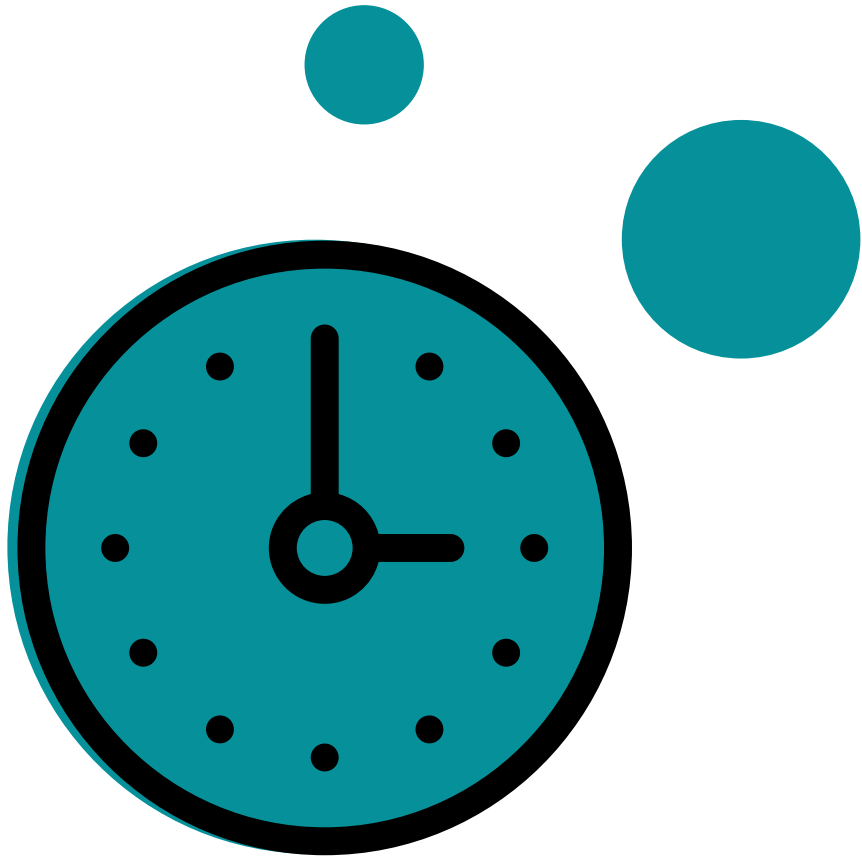


# ON TIME PERFORMANCE (OTP): FIXED-ROUTE

## Monthly Average OTP



In **December 2025**, Fixed-route buses met on-time performance standards (departures between 1 min early and 5 mins late), averaging a **2 mins 10 secs late departure**



## On Time Performance

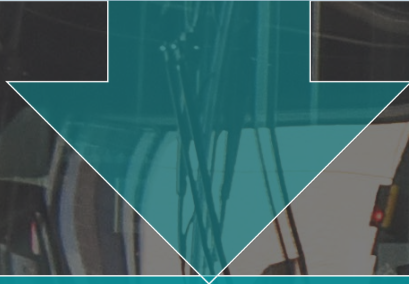
On Time Performance (OTP) is based on Departure Time. On Time is between 1 minute early and 5 minutes late.



# ON TIME PERFORMANCE (OTP): FIXED-ROUTE

## Retiming Improvements

| Summer Retimed Routes<br>Weekdays |    |    |     |    |    |    |    |    |
|-----------------------------------|----|----|-----|----|----|----|----|----|
| 51                                | 54 | 56 | 59x | 60 | 66 | 69 | 71 | 31 |

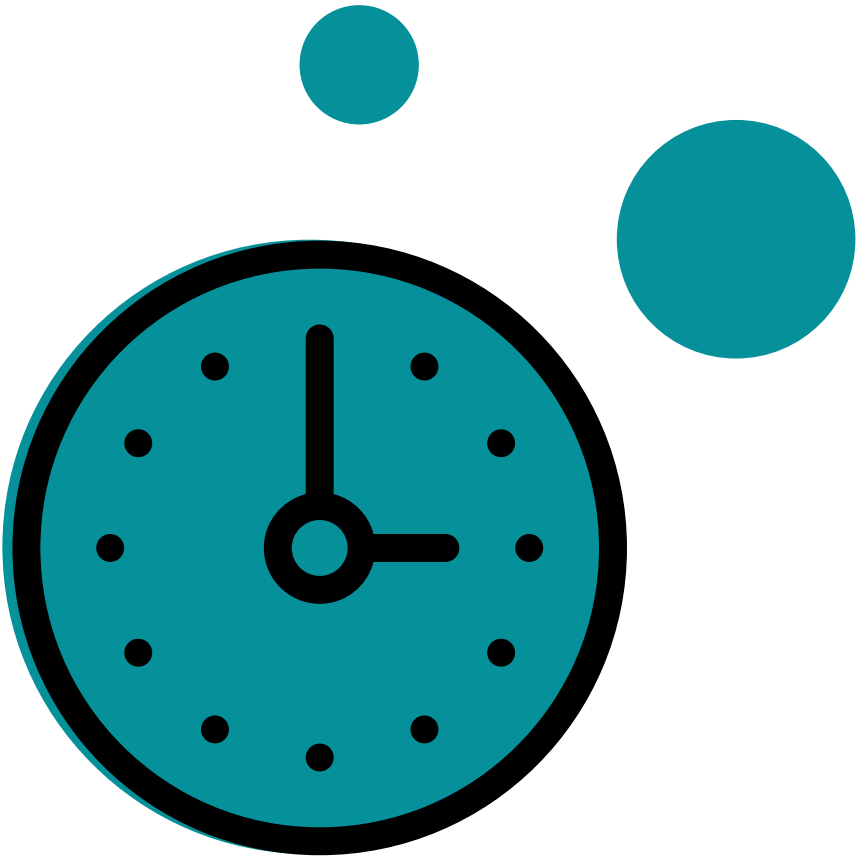


| Reduced Early Departures<br>43% |  |
|---------------------------------|--|
|---------------------------------|--|

| Fall Retimed Route |           |         |
|--------------------|-----------|---------|
| Weekdays           | Saturdays | Sundays |
|                    | 21        |         |



| Reduced Early Departures<br>56% |  |
|---------------------------------|--|
|---------------------------------|--|



### On Time Performance

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

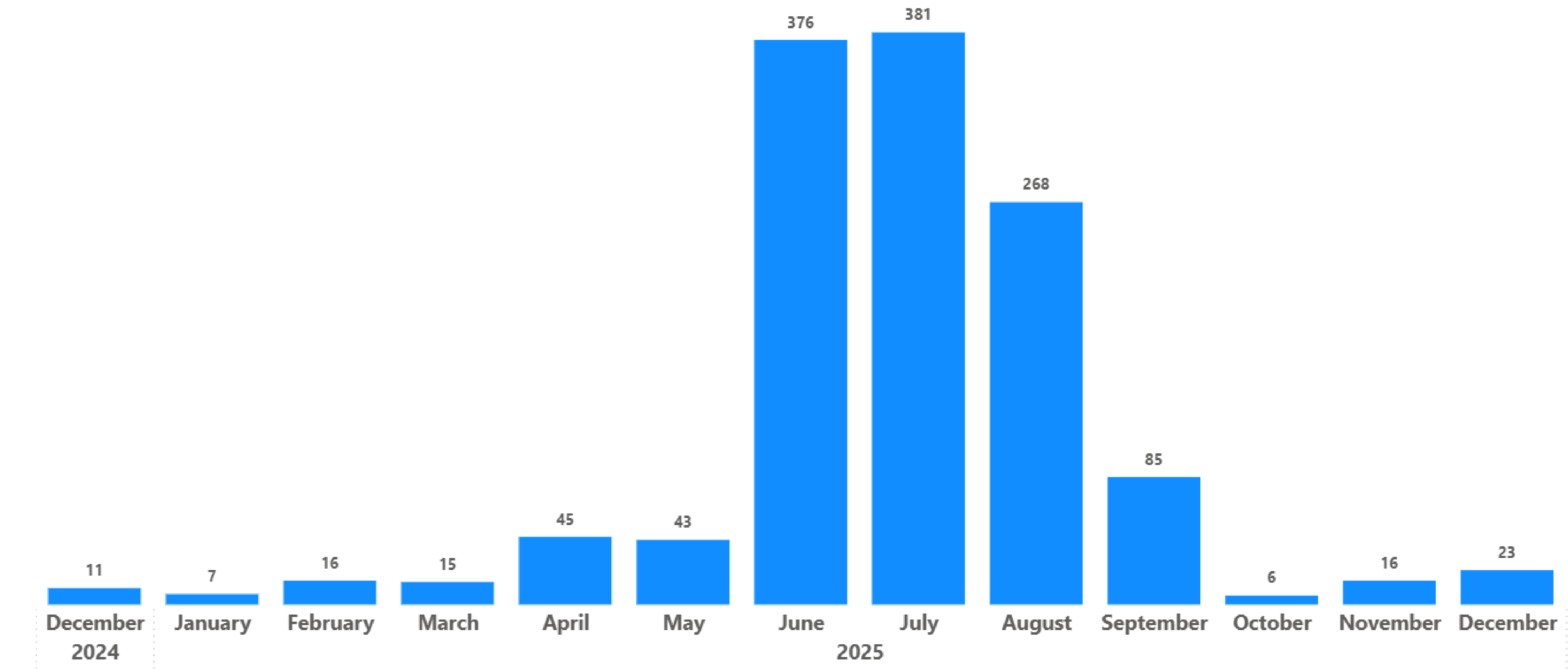
Retimed routes saw fewer instances of buses departing ahead of scheduled times.



**LOST SERVICE**

**December 2025**

**Cancelled/Uncovered Trips by Year and Month**



\* Counts based on regular trips  
\*\* Cancelled does not include Standby or School Cancelled trips

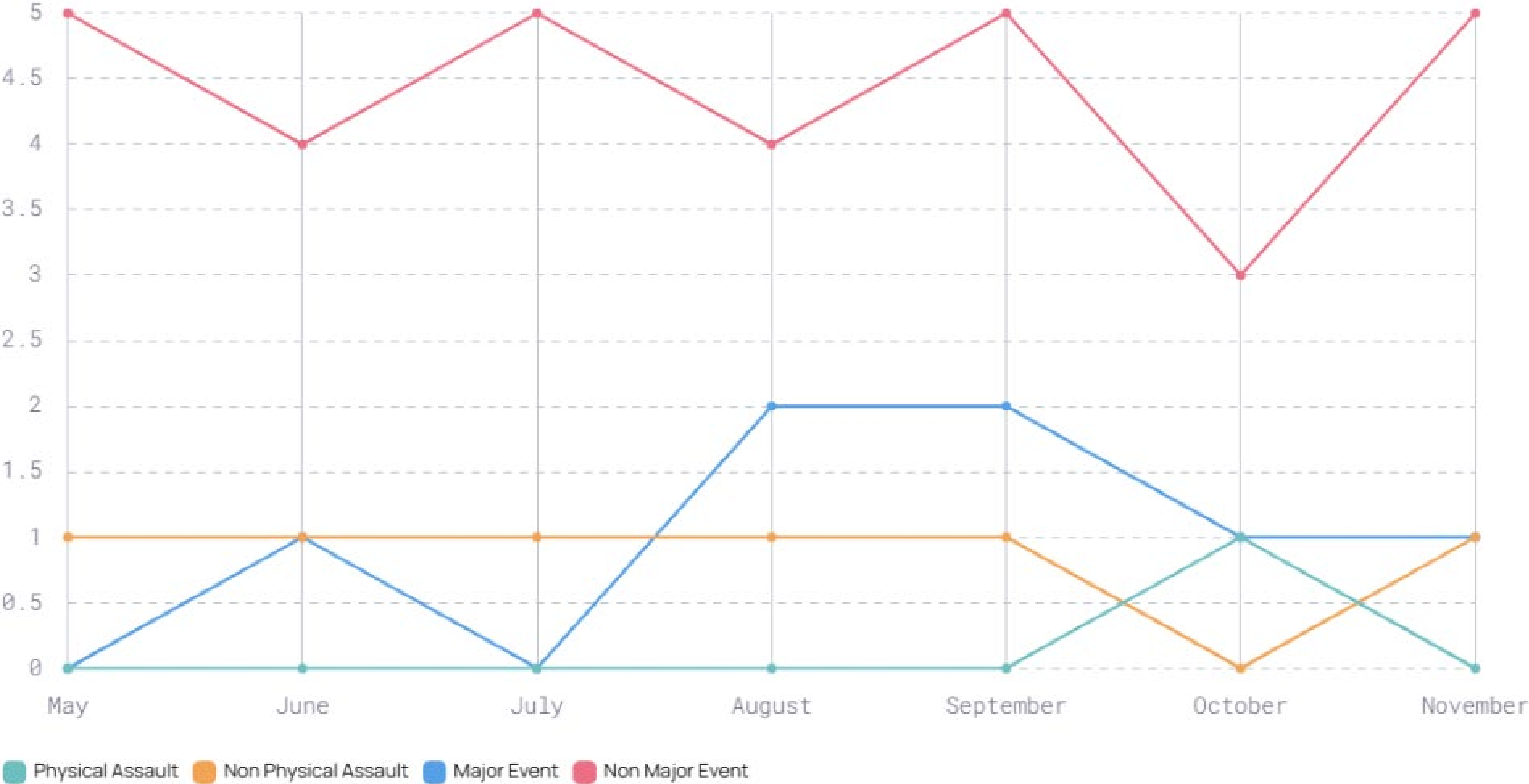


# Budget to Actual through November 30, 2025

| Budget-Actual FY 2025      | Year To Date<br>Current Year |                      |                       |               |
|----------------------------|------------------------------|----------------------|-----------------------|---------------|
|                            | Budget                       | Actual               | VAR \$                | VAR %         |
| Federal Subsidies          | \$23,067,068                 | \$19,339,349         | (\$3,727,719)         | -16.2%        |
| State Subsidies            | \$28,076,349                 | \$19,544,207         | (\$8,532,142)         | -30.4%        |
| Other Revenue              | \$2,659,809                  | \$1,886,464          | (\$773,345)           | -29.1%        |
| Rlde Passenger Fares       | \$1,101,947                  | \$806,018            | (\$295,928)           | -26.9%        |
| Passenger Fares            | \$5,432,578                  | \$4,534,073          | (\$898,505)           | -16.5%        |
| Third Party Fares          | \$3,937,029                  | \$3,768,953          | (\$168,076)           | -4.3%         |
| Special Project Revenue    | \$597,708                    | \$0                  | (\$597,708)           | -100.0%       |
| <b>Total Revenue</b>       | <b>\$64,872,488</b>          | <b>\$49,879,064</b>  | <b>(\$14,993,424)</b> | <b>-23.1%</b> |
|                            | <b>Budget</b>                | <b>Actual</b>        | <b>VAR \$</b>         | <b>VAR %</b>  |
| Salaries & Fringe Benefits | \$46,084,477                 | \$43,013,184         | \$3,071,292           | 6.7%          |
| Contract Services          | \$7,635,072                  | \$3,341,884          | \$4,293,188           | 56.2%         |
| Operating Expense          | \$8,275,258                  | \$7,382,721          | \$892,537             | 10.8%         |
| Utilities                  | \$715,908                    | \$786,362            | (\$70,454)            | -9.8%         |
| Capital Match & Repayment  | \$225,228                    | \$0                  | \$225,228             | 100.0%        |
| Special Projects           | \$597,708                    | \$0                  | \$597,708             | 100.0%        |
| <b>Total Expenses</b>      | <b>\$63,533,652</b>          | <b>\$54,524,151</b>  | <b>\$9,009,501</b>    | <b>14.2%</b>  |
| <b>Surplus/(Deficit)</b>   | <b>\$1,338,836</b>           | <b>(\$4,645,087)</b> | <b>(\$5,983,923)</b>  |               |

- Budget reflects FY 2026 Revised Budget as approved by the Board of Directors in the December 2025 meeting.
- The Authority is closely monitoring the impact of changes adopted to service schedules in September of 2025
- Federal and State Subsidies are under budget due to timing of receipts.
- Contract Services are under budget due to timing of Planning projects.

# SAFETY EVENTS



The NTD criteria for **S&S-40** (Major Event) reporting include any safety or security event that meets the definition of a major event AND at least one of the following reporting thresholds: a confirmed fatality, an injury requiring transport from the scene, estimated property damage of at least \$25,000., an evacuation for life safety reasons, or a collision requiring a vehicle to be towed away.

The NTD **S&S-50** (Non-Major Monthly Summary Report) requires transit agencies to report safety and security events that do not meet the major event threshold. This includes a monthly summary of non-major incidents like slips, falls, and non-major fires, as well as injuries that occurred within the reporting month.



## POLICY GOVERNING ALL RIPTA POLICIES

| Policy Number | Responsible Department | Effective Date   | Approval |
|---------------|------------------------|------------------|----------|
| BOD 10.01     | Board of Directors     | January 22, 2026 |          |

### I. PURPOSE:

The Rhode Island Public Transit Authority is a quasi-public corporation. The purpose of this Policy Governing All RIPTA Policies is to ensure compliance with R.I. Gen. Laws §42-155 – Quasi Public Corporations Accountability and Transparency Act.

### II. POLICY:

This Policy governs the development, revision, approval, rescission, publication and management of all RIPTA policies.

### III. DEFINITIONS:

**Approval Authority:** shall mean RIPTA's CEO, except for those policies required to be approved by the RIPTA Board of Directors pursuant to R.I. Gen. Laws §42-155 – Quasi Public Corporations Accountability and Transparency Act.

**Policy Owner:** shall mean the person or department responsible for the policy's content, administration, dissemination, communication and training, compliance monitoring and review and revision.

**Policy Manager:** shall mean the person who oversees and controls policies for RIPTA.

### IV. POLICY STANDARDS:

All RIPTA policies must:

- Be written in accordance with the Authority's policy template;
- Be approved by the Approval Authority;
- Be effective upon approval;
- Be effective until rescinded or updated by the RIPTA CEO;

- Be updated as needed to keep current and compliant with laws, regulations, and RIPTA policies; and
- Be reviewed by the Policy Owner and submitted for renewal on an annual basis.

## **V. APPROVAL AUTHORITY:**

RIPTA's CEO shall approve all policies, except those required to be approved by the RIPTA Board of Directors pursuant to R.I. Gen. Laws §42-155 – Quasi Public Corporations Accountability and Transparency Act.

## **VI. POLICY MANAGEMENT**

The Policy Owner shall be responsible for the policy's content, administration, dissemination, communication and training, compliance monitoring and review and revision.

The Policy Manager shall be responsible for policy management as follows:

### **Annual Review**

The Policy Manager shall, on a yearly basis, request that the Policy Owner, for each policy, review and make any edits necessary to update the policy according to the terms outlined in this Policy. The Policy Manager will then obtain the Approval Authority's signature and return the policy to the Policy Owner.

### **New Policies or Material Revisions to Existing Policies**

New policies or material revisions to existing policies will be made by the Policy Owner. The Policy Owner will ensure that all stakeholders are provided the opportunity to provide feedback on a policy. The Policy Owner will then submit the policy to the Policy Manager for the approval process.

### **Non-Material Revisions to Policies**

Non-material revisions to policies includes reformatting, administrative clarifications, and editorial or technical changes that do not materially affect the substance of the policy and do not change the rights or what is expected of the individuals to whom the policy applies. The Policy Manager will determine if a policy change is material or non-material. The Policy Owner will submit the policy to the Policy Manager for the approval process.

### **Recission**

Should the Policy Owner determine that a policy must be rescinded, the Policy Owner will make that request to the Policy Manger. The Policy Manager will then obtain the Approval Authority's approval to rescind the policy.

### **Publication**

All RIPTA policies will be available both on a shared drive and in policy books, the locations of such books to be determined by the RIPTA CEO.

The Policy Owner shall ensure that a copy of the policy is provided to all individuals to whom the policy applies.



## CODE OF ETHICS POLICY

| Policy Number | Responsible Department | Effective Date   | Approval |
|---------------|------------------------|------------------|----------|
| BOD 2.01      | Board of Directors     | January 22, 2026 |          |

### I. **PURPOSE:**

The Rhode Island Public Transit Authority is a quasi-public corporation. The purpose of this Code of Ethics Policy is to ensure compliance with R.I. Gen. Laws §42-155 – Quasi Public Corporations Accountability and Transparency Act.

### II. **POLICY:**

The Rhode Island Public Transit Authority formally accepts and incorporates RI. Gen Law §36-14 as its governing Code of Ethics. It is the policy of RIPTA that all board members and employees must adhere to the highest standards of ethical conduct, respect the public trust and the rights of all persons, be open, accountable, responsive, avoid the appearance of impropriety, and not use their position for private gain or advantage.

### III. **PROHIBITED ACTIVITIES:**

No board member or employee of RIPTA shall have any interest, financial or otherwise, direct or indirect, or engage in any business, employment, transaction, or professional activity, or incur any obligation of any nature, which is in substantial conflict with the proper discharge of his or her duties or employment in the public interest and of his or her responsibilities as prescribed in the laws of Rhode Island.

No board member or employee of RIPTA shall accept other employment which will either impair his or her independence of judgment as to his or her official duties or employment or require him or her, or induce him or her, to disclose confidential information acquired by him or her in the course of and by reason of his or her official duties.

No board member or employee of RIPTA shall willfully and knowingly disclose, for pecuniary gain, to any other person, confidential information acquired by him or her in the course of and by reason of his or her official duties or employment or use any information for the purpose of pecuniary gain.

No board member or employee of RIPTA shall use in any way his or her public office or confidential information received through his or her holding any public office to obtain financial gain, other than that provided by law, for him or herself or any person within his or her family, any business associate, or any business by which the person is employed or which the person represents.

No board member or employee of RIPTA, or spouse (if not estranged), dependent child, or business associate of the person, or any business by which the person is employed or which the person represents, shall solicit or accept any gift, loan, political contribution, reward, or promise of future employment based on any understanding that the vote, official action, or judgment of the person would be influenced thereby.

No board member or employee of RIPTA, or any person within his or her family or business associate, or any business entity in which the board member or employee or any person within board member or employee's family or business associate of any board member or family has a ten percent (10%) or greater equity interest or five thousand dollars (\$5,000) or greater cash value interest, shall enter into any contract with RIPTA unless the contract has been awarded through an open and public process, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded; provided, however, that contracts for professional services which have been customarily awarded without competitive bidding shall not be subject to competitive bidding if awarded through a process of public notice and disclosure of financial details.

No board member or employee of RIPTA shall give or offer to any person covered by this code of ethics, or to any candidate for public office, or to any person within his or her family or business associate of any person, or to any business by which the person is employed or which the person represents, any gift, loan, political contribution, reward, or promise of future employment based on any understanding or expectation that the vote, official action, or judgment of the person would be influenced thereby.

No board member or employee of RIPTA shall use for any commercial purpose information copied from any statements or from lists compiled from the statements.

No board member or employee of RIPTA shall, either directly or indirectly, through any government agency, or through a business associate, or through any other person, threaten or intimidate any complainant or witness or any family member of any complainant or witness in any proceeding before the state ethics commission.

#### **IV. STATEMENT OF CONFLICT OF INTEREST**

Any board member or employee of RIPTA who, in the discharge of his or her official duties, is or may be required to take an action, make a decision, or refrain therefrom that will or can reasonably be expected to directly result in an economic benefit to the person, or spouse (if not estranged), or any dependent child of the person, or business associate or any business by which the person is employed or which the person represents, shall, before taking any such action or refraining therefrom must disclose such conflict. See RIPTA's Conflict of Interest Policy.





## INDEMNIFICATION POLICY

| Policy Number | Responsible Department | Effective Date   | Approval |
|---------------|------------------------|------------------|----------|
| BOD 4.01      | Board of Directors     | January 22, 2026 |          |

### I. PURPOSE:

The Rhode Island Public Transit Authority is a quasi-public corporation. The purpose of this Indemnification Policy is to ensure compliance with R.I. Gen. Laws §42-155 – Quasi Public Corporations Accountability and Transparency Act.

### II. DEFINITION:

Member: A member of RIPTA shall mean any Member of RIPTA's Board of Directors, as appointed by the Governor of the State of Rhode Island and any employee of RIPTA.

### III. POLICY:

A Member of RIPTA shall not be personally liable to RIPTA for monetary damages for breach of the Member's duty as a Member, except for liability for: (i) any breach of the Member's duty of loyalty to RIPTA; (ii) acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of the law; or (iii) any transaction from which the Member derived an improper personal benefit. RIPTA shall indemnify any person who is or was a Member, officer, employee, or agent of RIPTA, or is or was serving at the request of RIPTA as an officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, in the manner and to the fullest extent provided by applicable law, if: (i) he or she conducted himself or herself in good faith; (ii) he or she reasonably believed, in the case of conduct in his or her official capacity with RIPTA, that his or her conduct was in its best interest, and in all other cases, that his or her conduct was at least not opposed to its best interests; and (iii) in the case of any criminal proceeding, he or she had no reasonable cause to believe his or her conduct was unlawful.

## GRANTS, CHARITABLE and CIVIC DONATIONS and/or CONTRIBUTION POLICY

| Policy Number | Responsible Department | Effective Date   | Approval |
|---------------|------------------------|------------------|----------|
| BOD 1.01      | Board of Directors     | January 22, 2026 |          |

### I. **PURPOSE:**

The Rhode Island Public Transit Authority is a quasi-public corporation. The purpose of this Grants, Charitable and Civic Donations and/or Contributions Policy is to ensure compliance with R.I. Gen. Laws §42-155 – Quasi Public Corporations Accountability and Transparency Act.

### II. **POLICY:**

All grants, charitable and civic donations, and/or contributions shall be voted on by the Rhode Island Public Transit Authority's Board of Directors during an open meeting. The vote shall be recorded in the minutes of the meeting, together with the following:

- (i) A citation to the specific State statute authorizing the action;
- (ii) An explanation of how the grant, donation or contribution relates to RIPTA's mission;
- (iii) The identity of each board member or employee of RIPTA that will receive any benefit from the grant, donation, or contribution including without limitation tickets to events, meals, and golf;
- (iv) Any disclosure required by the Rhode Island Code of Ethics, as adopted by RIPTA; and
- (v) Certification that each such grant, donation, or contribution shall be clearly identified in RIPTA's financial statements.

## LOBBYIST POLICY

| Policy Number | Responsible Department | Effective Date   | Approval |
|---------------|------------------------|------------------|----------|
| BOD 5.01      | Board of Directors     | January 22, 2026 |          |

### I. PURPOSE:

The Rhode Island Public Transit Authority is a quasi-public corporation. The purpose of this Lobbyist Policy is to ensure compliance with R.I. Gen. Laws 42-155 – Quasi Public Corporations Accountability and Transparency Act.

### II. POLICY:

RIPTA's CEO may determine whether, and on what terms, to retain a lobbyist for the purpose of representing RIPTA before legislative and administrative bodies for the purpose of furthering RIPTA's mission.

**Registration:** All lobbyists must register online with the Secretary of State within seven days of a lobbying engagement.

**Disclosure:** Registered lobbyists must provide the Secretary of State information on their name, address, and the legislation or subjects they are lobbying. They must also disclose their compensation.

**Reporting:** Lobbyists must submit quarterly reports on their activities, including a detailed list of expenditures and any gifts or anything of value provided to officials that exceed \$250 in a calendar year.

**Prohibited activities:** It is illegal to pay a lobbyist based on the success of their lobbying efforts (contingent fees).

**Identification:** The Secretary of State issues an identification badge to every registered lobbyist.

## CREDIT CARD POLICY

| Policy Number | Responsible Department | Effective Date   | Approval |
|---------------|------------------------|------------------|----------|
| BOD 12.01     | Board of Directors     | January 22, 2026 |          |

### I. **PURPOSE:**

The Rhode Island Public Transit Authority is a quasi-public corporation. The purpose of this Credit Card is to ensure compliance with R.I. Gen. Laws §42-155 – Quasi Public Corporations Accountability and Transparency Act.

### II. **POLICY:**

RIPTA maintains a credit card account in order to facilitate reservations associated with business travel and other related expenses.

This policy is developed to ensure that the credit card(s) issued to RIPTA is used for authorized business purposes only and is adequately monitored by management for compliance with below guidelines for use.

### III. **GUIDELINES:**

#### **Distribution of Credit Cards**

RIPTA maintains four Bank of America credit cards. One is issued in each of the name's of the Executive Assistant, the Deputy Chief of Finance, the Director of Procurement, and the Deputy Chief of Project and Facilities Management.

#### **Use of Credit Cards**

RIPTA credit cards are only used for authorized expenditures directly associated with RIPTA business. Personal use is strictly prohibited.

Use of credit cards is intended to facilitate business expenses. The Deputy Chief of Finance may provide credit card information to individual employees upon request, provided that proper expense authorizations have been obtained and that said expenses cannot be paid by check through the Finance Department. The employee is instructed to utilize the credit card for the specific authorized expense only.

After the employee makes the authorized purchase or payment using the credit card they must provide the receipt for the transaction to the Deputy Chief of Finance.

### **Management Oversight**

Upon receipt of the credit card bills, the Senior Accountant shall attach all back up documents for charges to the bill. Under no circumstances will personal charges be approved for reimbursement.

Any inaccurate or unallowable charge(s) will be investigated with the employee and/or Credit Card Company. Accounting will make a note on the bill if a pending credit is forthcoming.

The credit card bill will then be forwarded to the Chief Executive Officer or his/her designee who will review the bill and authorize payment.

### **Lost or Stolen Credit Cards**

If any RIPTA credit card is lost, stolen or otherwise compromised, the employee must immediately notify the Deputy Chief of Finance.



## EMPLOYEE RECRUITMENT & HIRING POLICY

| Policy Number | Responsible Department | Effective Date   | Approval |
|---------------|------------------------|------------------|----------|
| BOD 6.01      | Board of Directors     | January 22, 2026 |          |

### I. PURPOSE:

The Rhode Island Public Transit Authority is a quasi-public corporation. The purpose of this Employee Recruitment & Hiring Policy is to ensure compliance with R.I. Gen. Laws §42-155 – Quasi Public Corporations Accountability and Transparency Act.

### II. POLICY:

This policy outlines the procedures followed by the Rhode Island Public Transit Authority's Human Resources Department when recruiting and hiring new employees.

RIPTA is committed to filling all vacant positions with the most qualified individuals, while also adhering to three fundamental principles:

- Implementation of RIPTA's approved *Affirmative Action/Equal Employment Opportunity (EEO) Plan*.
- Full compliance with Title VI of the Civil Rights Act, 12 USC 2000d and Section 504 of the Rehabilitation Act of 1973, as amended, 29 USC 79, ensuring non-discrimination on the basis of age, gender, race, religion, national origin, and disability.
- Full compliance with FTA Regulations "Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations", 49 CFR Part 655.

### III. PROCEDURES:

#### 1. Posting/Advertisement of Vacant Positions

In an effort to provide current employees with an opportunity for promotion and advancement, all vacant positions will be posted internally (with the exception of the CEO position). Job reclassifications, demotions, transfers and eliminations shall not constitute a vacant position and therefore, shall not be posted.

Upon approval from the CEO, the Human Resources Department will email a job posting to all RIPTA departments and union representatives. Individual departments will be directed to post these openings for one week (five working days). Job postings are posted on RIPTA's intranet for employees to view also. During the posting period, jobs may also be advertised externally in newspapers, websites or other publications.

Postings will include the position title; union representation, if applicable; job description; required qualifications; salary range; and closing date for application. Certain senior level positions (and positions without qualified internal applicants) may also be externally advertised.

## 2. Application Process

Current employees in probationary status or newly promoted employees must wait six months before applying for a posted position. All other employees are eligible to apply for open positions.

Applicants must apply in writing, to the Human Resources Department, of their interest by the closing date stated in the posting. These applicants will be entered into a database in order to record basic contact information and to track the application process. The qualifications of all applicants will then be reviewed to determine those most closely meeting the qualifications of the position and to select a pool of candidates for interviews. This assessment is generally conducted by a representative from both the Human Resources Department and the department with the open position.

In an effort to provide current employees with opportunities for promotion and advancement, RIPTA shall give first consideration to current employees, but reserves the right to ultimately select the best qualified candidate and shall also have discretion to hire from outside any bargaining unit(s). Vacancies shall be filled on the basis of qualifications and ability. Where qualifications and ability of bargaining unit applicants are relatively equal, seniority will be considered by RIPTA.

External applicants will be required to undergo a thorough background check to include the following: Nationwide Background check, RI Bureau of Criminal Identification background check, driving record check, and applicable reference check.

3. Interview Process

Applicants who possess at least the minimum job qualifications will be offered an opportunity for an interview. Interviewed applicants will receive written notification as to the outcome of the posting. Information concerning jobs filled and vacant, including job descriptions and salary ranges, is available in the Human Resources Department.

On the day of the interview, the applicant will fill out an Application Form, provide references, if requested, and sign a release form for background checks. A state driver's license record check and criminal background check is performed on all applicants in the interview pool.

The Interview Committee shall be comprised of at least two people and RIPTA reserves the right to ultimately select the most qualified candidate, whether internal or external.

4. Selection of Applicant

Once a preferred candidate is identified, a national background check is performed, and job references (if required) are contacted. If the job opening is in the Finance Department, the applicant's credit history is also checked. If these background reviews prove satisfactory, the applicant is offered the position. A letter is then sent confirming job title, starting salary, union representation (if applicable) and the agreed upon start date.

RIPTA employment for Safety Sensitive positions (those positions where an employee's performance, or a lapse in their performance due to impairment, could result in direct and serious harm, injury, property damage, or death to themselves, co-workers, or the public), in addition to the requirements above, is contingent upon a pre-employment physical and a drug & alcohol screening to ensure that no physical disability or condition exists which may compromise safety or the applicant's ability to perform the physical requirements of the job.

Offers of employment for Safety Sensitive positions will be contingent upon:

- The applicant's ability to meet the physical requirements of the job as determined by the pre-employment physical examination; and



- The applicant's ability to pass the drug and alcohol screen.

The physical examination and drug and alcohol screen will be performed by a designated physician or health care provider at RIPTA's expense. All medical records and results of the pre-employment physical will remain confidential.

5. Unsuccessful Recruitment

If background reviews or references prove to be unsatisfactory, or if the preferred candidate turns down the employment offer, RIPTA will proceed down the list of qualified candidates. If the list is exhausted, the position may also be re-posted or re-advertised.

**IV. ASSIGNMENT OF SALARY & EMPLOYEE BENEFITS FOR NEW HIRES**

Employment offer letters are accompanied by a packet of employee information, including policies, health, dental and vision benefits, life insurance and pension plans.

New employees must report to the Human Resources Department on their first day of employment to sign up for benefit plans, assign beneficiaries, and complete a W-4 (taxpayer identification form) and I-9 Form (Proof of Residency).

Employees are assigned an employee identification number and provided with an employee ID card. Employee information (including employee number, position, date of hire, rate of pay, employee address, and selected benefit options), is entered into the HRIS system and forwarded to the Payroll Department for acceptance.

Salary is assigned based on established wage tables. Represented (union) positions are assigned salaries and step increased based on negotiated wage tables. RIPTA also maintains a wage table for non-represented employees.

Employees may return to the Human Resources Department any time they desire to change benefit options or designated beneficiaries.

## **V. TRAINING**

Training, if required, is coordinated by the Human Resources and Training Departments. Safety and Environmental training, if applicable, is scheduled by the Safety & Security Department. Individual directors and other departmental supervisors are responsible for informing new employees of other company policies.

## **VI. RECORD KEEPING**

### **1. Employee Files**

RIPTA's Human Resources Department is responsible for maintaining secure employee files. These files include payroll authorizations, benefit selections, disciplinary notes, evaluations, training records, commendations and other related information.

### **2. Employee Medical Files**

RIPTA's Human Resources Department is responsible for all employee medical documentation. These files are kept in separate secured file cabinets with limited access.

### **3. Drug and Alcohol Screening Records**

Drug and Alcohol screening records and files are maintained in a separate, secure cabinet. The only person with access to these files is the RIPTA's Human Resources Chief Compliance Officer.

### **4. Recruitment Records and Information**

Information concerning jobs filled and vacant, including job descriptions and salary ranges are in the HR Department and available upon request.

## EMPLOYEE RETIREMENT, RESIGNATION & TERMINATION POLICY

| Policy Number | Responsible Department | Effective Date   | Approval |
|---------------|------------------------|------------------|----------|
| BOD 7.01      | Board of Directors     | January 22, 2026 |          |

### I. PURPOSE:

The Rhode Island Public Transit Authority is a quasi-public corporation. The purpose of this Employee Retirement and Termination Policy is to ensure compliance with R.I. Gen. Laws §42-155 – Quasi Public Corporations Accountability and Transparency Act.

### II. POLICY:

This policy outlines the procedures followed by the Rhode Island Public Transit Authority's Human Resources Department upon the retirement or termination of an employee.

### III. PROCEDURES:

#### Retirements

Employee retirement requests must be forwarded to the Human Resources Department from the employee's manager, for non-represented employees or from the employee's union representative, for represented employees. The request must request pension eligibility on a specific date. The Human Resources Department will respond in writing, providing the level of anticipated pension payments based upon the employee's age and years of service.

The retiring employee will then be accompanied to the Human Resources Department by either their manager, for non-represented employees or their union representative, for represented employees, to sign pension documents. At this time, the employee will be provided with information regarding vision plan COBRA participation. Required changes will also be made to health, dental and life insurance benefits.

The Human Resources Department will then bring pension requests before RIPTA's Joint Pension Board for approval. The Joint Pension Board meets on a

monthly basis. Any discrepancies not resolved during Pension Board discussions may be brought to arbitration.

Upon approval by RIPTA's Joint Pension Board, the Human Resources Department will forward pension information to RIPTA's outside pension management company. A memorandum will also be forwarded to RIPTA's Payroll Department indicating the last day of employment and pro-rated vacation accruals. Copies of all pension related paperwork will be added to the employee's file in the Human Resources Department.

If the employee has a RIPTA computer account, RIPTA's Information Technology Department will be notified to terminate the employee's system access. The Human Resources Department will also disable the employee's security badge.

Retired employees are also provided with a lifetime bus pass from RIPTA. Retired employees are required to have their passes renewed every 5 years at RIPTA's Photo ID Office.

### **Resignations**

Employees voluntarily leaving employment at RIPTA (without pension) are responsible for informing the Human Resources Department of their resignation in writing. The employee will be provided with information on COBRA eligibility for health, vision and dental care.

A memo will be sent to the Payroll Department, indicating the employee's last day of employment at RIPTA. If the employee has a RIPTA computer account, RIPTA's Information Technology Department will be notified to terminate the employee's system access. The Human Resources Department will also disable the employee's security badge.

If an employee is not vested in the pension plan (non-vested employee), following their last day of employment, the employee will be mailed a form allowing them to request the return of their pension contributions. Signed copies of these forms will be forwarded by the Human Resources Department to RIPTA's pension management company.

Employees vested in the pension plan (vested employees) who resign from RIPTA must contact Human Resources for pension figures upon reaching retirement age.

### **Terminations**

Employees who are terminated will be provided with both verbal and written notice documenting the date of their termination. Verbal notice is always made during a

meeting with the employee and an accompanying witness. Minutes from this meeting are added to the employee's file.

The Human Resources Department will also provide notification to Payroll Department and the appropriate department head of the employee's department, indicating the date of the employee's termination. Depending on the employee's "years of service", information related to pension eligibility, COBRA participation and pension contributions are forwarded to the employee's home address. Health coverage is always terminated on the last day of the month the employee was terminated.

The termination of certain employees may be effective immediately. Terminated employees are asked to turn over badges, keys, radios and other RIPTA property. Depending on the situation, employees may also be escorted to collect their personal belongings and off the premises. If the employee is not able to collect all personal belongings at the time, the Human Resources Department will box and log all personal effects and forward them to the employee's home address.

If the employee has a RIPTA computer account, RIPTA's Information Technology Department will be notified to terminate the employee's system access. The Human Resources Department will also disable the employee's security badge.

## **RETURN OF RIPTA PROPERTY**

Department heads and supervisors are responsible for ensuring that retiring, resigning or terminated individuals turn all RIPTA property in on their final day.

## EXPENSE REIMBURSEMENT POLICY

| Policy Number | Responsible Department | Effective Date   | Approval |
|---------------|------------------------|------------------|----------|
| BOD 11.01     | Board of Directors     | January 22, 2026 |          |

### I. **PURPOSE:**

The Rhode Island Public Transit Authority is a quasi-public corporation. The purpose of this Expense Reimbursement Policy is to ensure compliance with R.I. Gen. Laws §42-155 – Quasi Public Corporations Accountability and Transparency Act.

### II. **POLICY:**

This document describes the Rhode Island Public Transit Authority's (RIPTA) procedures for processing employee receivables.

RIPTA's Finance Department will process employee requests for reimbursement only when accompanied by proper authorization for the expense pursuant to the Guidelines below.

### III. **GUIDELINES:**

#### ***Reimbursable Expenses:***

- **Authorized Travel**
- **Business Purpose**

#### **Authorized Travel Expenses**

Employee reimbursement is provided for expenses incurred due to authorized business travel (registration fees, hotel meals, mileage, tolls, parking and other per diem expenses). To be eligible for reimbursement, incurred expenses must be approved prior to travel pursuant to the procedures below.

Prior to undertaking any business travel, employees must complete a Travel Request Form (see Travel Policy). This form must be signed by the Chief Executive Officer (CEO), indicating that the travel expenses are authorized and may be processed by the Finance Department.

Following the completion of business travel, employees must complete any applicable forms as outlined in the Travel Policy, i.e. Automobile Travel Expense Form, and/or Employee Travel Reimbursement Form. These forms must be completed by the Employee and signed by the appropriate Departmental Director and the Deputy Chief of Finance. Reimbursement forms submitted by senior managers must also be signed by the CEO.

To request reimbursement, an employee must submit the Pre-Travel Request Authorization and the appropriate expense reimbursement form(s). These forms are submitted to the Finance Department within ten days of conducting necessary business travel. All receipts and other back-up documentation must be attached to qualify for reimbursement.

### **Business Purpose Expenses**

Employee reimbursement is provided for all authorized business expenses.

Prior to incurring any Business Purpose Expenses, the Employee must obtain permission from the Departmental Director to do so.

To request reimbursement, an employee must submit a Purchase Request Form, signed by their Departmental Director, along with all receipts and back-up documentation must be attached.

The Deputy Chief of Finance will review all Authorized Travel or Business Purpose reimbursement requests and sign off to authorize payment. The request is voucher entered and a reimbursement check will be generated through the Accounts Payable process.

## INTERNAL ACCOUNTING AND ADMINISTRATIVE CONTROLS POLICY

| Policy Number | Responsible<br>Department | Effective Date   | Approval |
|---------------|---------------------------|------------------|----------|
| BOD 8.01      | Board of Directors        | January 22, 2026 |          |

### I. PURPOSE

The Rhode Island Public Transit Authority is a quasi-public corporation. The purpose of this Internal Accounting and Administrative Controls Policy is to ensure compliance with R.I. Gen. Laws §42-155 – Quasi Public Corporations Accountability and Transparency Act.

### II. POLICY

This document outlines the Rhode Island Public Transit Authority's (RIPTA) core financial management policies and procedures.

RIPTA will conduct its mission in a fiscally responsible manner and will maintain current, accurate, secure and complete financial records.

Oversight by the Deputy Chief of Finance will be taken in order to maintain the Authority's fixed assets, real property and financial resources in good standing.

### III. GUIDELINES

#### A. BASIS OF ACCOUNTING

RIPTA will maintain its books of account and report on an accrual basis of accounting for its financial statement presentation.

#### B. CASH MANAGEMENT

Only cash necessary to meet anticipated day to day outlays plus a reasonable cushion will be kept available. Any excess cash will be invested in short-term investments having maturities of less than one year. A schedule of aged account receivables is prepared monthly. Appropriate collection procedures are initiated.



### **C. BUDGET**

RIPTA will prepare and have approved by the Board of Directors an annual financial plan. The financial plan will include an operating budget of revenues and expenses, as well an annual capital budget and capital improvement plan.

### **D. INSURANCE AND BONDING**

RIPTA is self-insured for Worker's Compensation (for non-Paratransit employees) and for Auto Tort Liability. In addition, RIPTA will maintain the following minimum levels of insurance coverage:

- a) Property Liability - Based annually on actual cash value (\$10,000 deductible)
- b) Boiler and Machinery - Based annually on actual cash value (\$10,000 deductible)
- c) General Liability - \$1,000,000/\$2,000,000 aggregate (\$2,500 deductible)
- d) Excess Commercial General Liability- \$4,000,000
- e) Rolling Stock-Based annually on actual cash value (\$25,000 deductible)
- f) Electronic Data Equipment - Based annually on actual cash value (\$1,000 deductible)
- g) Employee Benefit Liability - \$1,000,000 (\$20,000 deductible)
- h) Dispatch Equipment - Based annually on actual cash value (\$10,000 deductible)
- i) Underground Storage Tank Liability- \$1,000,000 (\$10,000 deductible)
- j) Flood Insurance - \$220,000 (\$5,000 deductible)
- k) Excess Auto Liability- Terminated by the Board of Directors (4/05).
- l) Fidelity Bond and Crime - \$5,000,000 (\$2,500 deductible)
- m) Directors and Officers - \$5,000,000 (\$50,000 deductible)

### **E. ELECTRONIC ACCESS & AUTHORITY**

RIPTA financial records are maintained on two computer platforms: an IBM AS400 platform and a Windows client-server network. Servers are located in a secure computer room in RIPTA's Transportation Building on Melrose Street. All data is backed up daily.

Electronic access to specific Finance Department information is granted only upon a direct request made by the Deputy Chief of Finance to the

Deputy Chief of Information Technology or his/her designee. Access to application and file data on the AS400 is managed by departmental group (e.g. Payroll, Accounts Payable, Accounts Receivable, Fixed Assets, etc.). Further controls are established, limiting specific users to certain menu items within the HTE Accounting software. Shared data on the Windows client-server network is established by departmental group on M:\ drive subdirectories. Access to the M:\Finance and M:\Payroll subdirectories is granted only upon a direct request made by the Deputy Chief of Finance.

No changes to an individual's system access, with regards to Finance, Accounting or Payroll information, are made without permission of the Deputy Chief of Finance.

## **F. RECORDS RETENTION AND DISPOSAL**

Records will be maintained in accordance with RIPTA's Record Retention Policy.

## **G. FINANCIAL REPORTING**

The Finance Department will maintain supporting records in sufficient detail to prepare the following financial reports:

1. Annually
  - a) Financial Statements, and
  - b) Budgets.
2. Monthly
  - a) Trial Balance;
  - b) Balance Sheet;
  - c) Budget Report; and,
  - d) Invoices to Customers.
3. Periodically
  - a) IRS Forms 941 and payroll tax returns; and
  - b) Other Reports (as required).

## **H. AUDIT**

The Deputy Chief of Finance will arrange annually for a qualified Certified Public Accounting firm to conduct a full scope audit of RIPTA's financial statements. The selection of the transit authority's auditor will be handled consistent with sound procurement policy and in accordance with Rhode

Island General Laws which requires advance approval of the Auditor General and the Director of Administration.

Audits will be made by an independent auditor in accordance with Generally Accepted Audit Standards covering financial and compliance audits.

The auditor will determine whether:

1. The financial statements and accompanying schedules present fairly its financial position and results of its financial operations in accordance with generally accepted accounting principles;
2. RIPTA has internal accounting and other control systems to provide reasonable assurance that it is managing federal financial assistance programs in compliance with applicable laws and regulations; and
3. RIPTA has complied with laws and regulations that may have a material effect on its financial statements and on each major federal assistance program.

In arranging for audit services, RIPTA will follow the procedures listed in the Procurement Manual as well as those in the Guidelines for Audit Bids and Specifications for Quasi-Public Agencies issued by the Director of Administration and the Auditor General.

In soliciting and retaining auditors to conduct the annual audit the Authority will make specific reference in its request for proposal and any resulting contract that the auditor will be required to conform its audit to the contract requirements in the OMB Circular-Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards-Subpart F-Audit Requirements. RIPTA will award a multi-year audit contract of no longer than a three-year duration as required by the guidelines.

## MARKETING AND COMMUNICATIONS POLICY

| Policy Number | Responsible Department | Effective Date   | Approval |
|---------------|------------------------|------------------|----------|
| BOD 9.01      | Board of Directors     | January 22, 2026 |          |

### I. **PURPOSE:**

The Rhode Island Public Transit Authority is a quasi-public corporation. The purpose of this Marketing and Communications Policy is to ensure compliance with R.I. Gen. Laws §42-155 – Quasi Public Corporations Accountability and Transparency Act.

RIPTA's Marketing & Communications Department manages all marketing, advertising, promotions, internal and external communications, media relations, government affairs, public relations, public hearings, special events, and external partnerships. It oversees RIPTA's website and social media, produces all printed materials, timetables, signage, fare products, and advertisements.

The success of any transit agency depends on how well its employees and the public understand, value, and utilize the services it offers. RIPTA shall engage in comprehensive marketing and communications efforts to retain and inform current riders and employees, attract new riders, and build broad support for upcoming transit initiatives and incentives—both internally and externally.

### II. **POLICY:**

#### **A. Strategy**

The Deputy Chief of Communications shall set RIPTA's internal and external marketing and communications strategy.

This strategy may include expenses for the following categories:

#### **Advertising & Promotion**

- Digital advertising (social media, display ads, etc.).
- Print advertising (newspapers, magazines).
- Advertisements for radio, television, and streaming services.
- Outdoor media (billboards, bus wraps, transit shelter ads).

**Creative Development**

- Graphic design services.
- Photography and videography.
- Copywriting and content development.

**Printing & Materials**

- Brochures, schedules, posters, signage (including bus stop signage), fare products, decals, and informational materials.

**Events & Outreach**

- Community event registration fees.
- Tent rentals, tables, banners, and necessary display materials.
- Promotional items for public engagement.
- Light refreshments for public-facing events (when appropriate and pre-approved).

**Public Relations**

- Public relations services including strategic planning and implementation, copywriting, research, speech writing, press release writing and placement.
- Crisis communications.
- Special event planning and assistance.

**Software & Tools**

- Social media management platforms.
- Email marketing platforms.
- Website-related expenses (including content management systems).
- Real-time passenger information screen software and support (including content management systems).
- Analytics tools and marketing-driven software subscriptions.
- A/V equipment and software for photography, videography and audio needs.

**Other Allowable Internal Marketing and Communications Expenses**

- Employee engagement materials (e.g., newsletters, posters).
- Employee portal development or maintenance.
- Employee surveys.
- Internal signage or educational materials.
- Limited refreshments for employee engagement events (with prior approval).
- Training materials or software that support communications.
- Translation services

## **B. Trade Agreements (In-Kind Partnerships)**

Trade agreements, also known as in-kind or value-for-value partnerships, allow RIPTA to exchange advertising, services, or promotional value without direct monetary payment. These must be used strategically and follow the guidelines below:

### **Requirements for Trade Agreements**

- Partner provides goods or services (e.g., event space, promotional materials) in exchange for RIPTA advertising space.
- Must be documented in writing and signed by both parties.
- Must include:
  - Clear description of what each party provides.
  - Timeline of deliverables.
- All agreements must be reviewed by:
  - Deputy Chief of Communications
  - RIPTA Legal Counsel (when applicable)

### **Prohibited Trade Agreements**

- Agreements that create conflicts of interest.
- Agreements involving political campaigns or lobbying activities.

## **C. Expenses**

Any expense for internal and external marketing and communications must:

- Align with RIPTA brand guidelines.
- Reflect RIPTA's mission, values, and commitment to equitable transit.
- Be coordinated through the Marketing & Communications Department to maintain consistency and avoid duplication.

All expense requests must include:

- Purpose and justification aligned with RIPTA goals.
- Estimated cost and quote(s).
- Funding source (operating budget, grant-funded, project-specific, etc.).
- Post-purchase receipts and invoices.

**The following expenses are explicitly not permitted:**

- Alcoholic beverages at any event.
- Sponsorships or promotions that do not support RIPTA's mission or strategic goals.
- Unapproved branded merchandise or apparel.

**D. Budget**

The Deputy Chief of Communications shall develop a budget for marketing and communications expenses which will then be reviewed by the Deputy Chief of Finance. Once that budget is finalized, the budget shall be approved annually by the Board of Directors.

## TRAVEL POLICY & PROCEDURE

| Policy Number | Responsible Department | Effective Date   | Approval |
|---------------|------------------------|------------------|----------|
| BOD 3.01      | Board of Directors     | January 22, 2026 |          |

### I. PURPOSE

The Rhode Island Public Transit Authority is a quasi-public corporation. The purpose of this Travel Policy is to ensure compliance with R.I. Gen. Laws §42-155 – Quasi Public Corporations Accountability and Transparency Act.

### II. POLICY

This Policy and Travel Procedures sets forth the expectations, guidelines and procedures for business and travel expenses incurred by RIPTA employees, members of the RIPTA Board of Directors and subcommittees while conducting Authority business.

RIPTA supports employee travel for the purposes of education, training, quality assurance, and information sharing. The Authority will pay for reasonable and necessary business and travel expenses for RIPTA employees, members of the RIPTA Board of Directors and subcommittees.

**Employees should conduct travel with an awareness that Authority funds are being utilized, and therefore keep the best interests of the Authority in mind when arranging and booking travel. Employees are expected to exercise judgment when incurring expenses, this includes applying for any scholarships or discounts when available.** Expenses should be consistent with the purposes and levels of business being conducted.

Travel arrangements for all RIPTA employees and Board Members will be made by the Executive Assistant to the CEO or their designee. No other RIPTA personnel are authorized to make travel arrangements on behalf of the Authority.

Out-of-pocket expenses will be reimbursed by the Authority as outlined in this policy and may be requested in advance of travel.

If any part of a trip is considered personal, the personal portion of the trip and any related expenses are not reimbursable by the Authority.

If the Authority pays for travel in any manner, and a refund is later issued, the refund is the property of the Authority. If the refund is issued directly to the employee, the employee must remit the refund to the Authority, to the extent it was paid for by the Authority.



Fees charged by airlines, hotels, and other travel providers for changes made to travel arrangements (date changes, time changes, name changes, etc.) are reimbursable if the changes made were because of work related reasons. Changes made to travel arrangements for personal reasons are not reimbursable. Expenses incurred due to special needs of the Traveler are reimbursable upon review and approval of the Chief Financial Officer (CFO).

**NO OUT OF STATE TRAVEL WILL OCCUR WITHOUT PRIOR APPROVAL BY THE CEO.**

**III. PROCEDURE**

***A. Pre-Travel***

The Employee requesting travel ("Traveler") is required to submit a Travel Request Form (Form A) to obtain approval for all Authority-related travel.

1. Traveler must fill out the Travel Request Form (Form A) in its entirety, which includes an estimate of travel expenses, and then submit it to their department Director as far in advance as possible and no later than three weeks prior to travel date.
  - View Sections V and VI for guidance on estimated travel expenses.
  - Per Diem expenses are established by the State of Rhode Island and is based on a flat rate of \$50 per full day and may be reduced based on departure and arrival times.
2. Department Director reviews proposed expenses in relation to the Department's travel budget. In state travel is approved at this level. Out of state travel requests are forwarded to the CFO and CEO for review and approval.
3. Approved Travel Request Form is returned to the Traveler who must then request a meeting with Executive Assistant to the CEO to book travel. All arrangements will be booked using RIPTA credit card. If the Executive Assistant to the CEO finds economically advantageous arrangements, the form will be updated with revised costs. Once all travel is booked, the Executive Assistant to the CEO will provide a copy of the revised form to both, the Traveler and the Finance Department and will retain a copy for their own records.
4. If the Travel Request Form is not correctly filled out, the Executive Assistant to the CEO has the authority to deny the form and request that

it be resubmitted.

5. Prior to traveling, the Traveler must confirm that all travel arrangements are in order. This includes calling the hotel to confirm that the payment/credit card authorization form has been received.

### ***B. Booking Travel***

All airline, rail, lodging, conference, and ground transportation reservations will be handled by the Executive Assistant to the CEO. All travel arrangements will be booked using the RIPTA credit card.

The Executive Assistant to the CEO will make travel arrangements. **No out of state travel will occur without prior authorization by the CEO.**

The Executive Assistant to the CEO will book travel using corporate travel awards programs/discounts when available. Currently, the Authority has accounts with Delta SkyBonus and Enterprise Rent-A-Car.

### ***C. Requirements for Travel Advances***

Employees traveling on official RIPTA business may request a travel advance for out-of-state travel for per diem expenses, as described in Section VIII. In order to receive payment for per diem expenses ahead of travel all arrangements must be booked at least ten (10) business days before trip is to occur.

The Traveler may also request per diem after the trip has been completed along with any other eligible travel expenses as outlined in section VIII. Supporting documentation including receipts are required for reimbursement to occur.

### ***D. Post Travel Requirements***

Upon return, the Traveler may request reimbursement for any just and proper expenses incurred during travel when accompanied by a receipt, such as tolls, taxis, Uber/Lyft (or other transportation network companies), transit tickets, and baggage fees. A Purchase Request Form must be completed and all receipts or supporting documentation must be provided. Traveler must also substantiate the trip occurred by providing a boarding pass, hotel discharge papers or other documentation.

Meal receipts will not be accepted nor will reimbursement for meals be issued. The Authority reserves the right to deny reimbursement of any expenses not appropriately documented as required by this policy.

#### **IV. AUTHORITY TO TRAVEL**

##### **Travel Within the State**

The approval by the Department Director shall constitute authority for travel and expenses incurred within the State.

##### **Travel Out of the State**

Out of State travel requires the advance approval of the Department Director, CFO, and CEO using the Travel Request Form (Form A). The Travel Request Form must indicate the type of business travel. The types include:

- **Training** - Includes educational meetings and classes (i.e., managerial or technical training) which will increase the professional knowledge of the individual.
- **Seminars and Conferences** - Includes meetings not categorized as training.
- **Inspections** - Includes trips associated with on-site manufacturing and/or inspection of other work, services being performed per contract with Authority.
- **Other Business Trips** - Business trips which cannot be categorized as an inspection, training or seminar.

##### **Employee Compensation During Travel**

Exempt employees are not entitled to any additional compensation beyond the normal work week while attending to business away from RIPTA. Per the U.S. Department of Labor Section 785.39, non-exempt employees are entitled to payment for any additional hours worked beyond their normal work hours while on business. Non-exempt employees, however, are not entitled to compensation for time spent traveling outside their regular working hours on regularly scheduled working days.

Example: If Sally Joe, a non-exempt employee, regularly works Monday-Friday, 9:00 AM - 5:00 PM and travels at 6:00 PM on a Friday, then she would not receive any additional compensation. If the same non-exempt employee, with a work schedule of Monday – Friday 9:00 AM – 5:00 PM, travels on either a Saturday or Sunday, she would be entitled to additional compensation because the travel is on her regularly scheduled day off.

##### **Holiday Travel Compensation**

For business travel that extends to a scheduled RIPTA Holiday, all non-exempt employees will be compensated under the terms of their collective bargaining agreement (CBA). Exempt employees are not entitled to any additional compensation while attending to business away from RIPTA on a scheduled

holiday.

**V. IN-STATE TRAVEL GUIDELINES:**

In-state travel is defined as travel within a radius of approximately fifty-five (55) miles (including Boston).

**Personally Owned Vehicles**

All in-state travel should be performed using a RIPTA vehicle. However, if one is not available, the Traveler may be authorized to use their automobile for official RIPTA business by filling out the Automobile Expense/Reimbursement Form (Form B). The Traveler will be reimbursed at the current IRS approved rate.

Such authorization will be in accordance with the following conditions:

- The private automobile used for such travel will be made available for an odometer check whenever such a check is deemed advisable.
- The Traveler is responsible for the validity of any request for compensation for miles traveled on official business. Falsification of expense reports is a serious offense, which is subject to disciplinary action, up to and including termination.
- All travel must be on commonly traveled routes. No transportation costs will be allowed between any Traveler's place of residence and the office. When the distance between the employee's residence and their travel destination is shorter than the distance between their office and the destination, such travel is not reimbursable.
- RIPTA will not pay or reimburse any costs, fines, penalties or assessments incurred by the Traveler that resulted from violations of any Federal or State law or local ordinances while operating a vehicle on official RIPTA business.

The Automobile Expense/Reimbursement Form (Form B) must include the following:

- Traveler's Name
- Department
- Date of trip
- Destination and purpose of the trip
- Beginning and ending odometer readings of each trip
- Signature of the Traveler, Department Director, and either CFO or Executive Director of Accounting. (For Chiefs seeking reimbursement, CEO signature will be required.)

## VI. OUT OF STATE TRAVEL GUIDELINES

### Airfare Guidelines

Allowable transportation accommodations will include coach fares, **utilizing the most economical fares possible**. Most economical fares consist of utilizing all available travel discounts including Saturday night stay-over where it is beneficial to the Authority.

Airfare costs in excess of the lowest available commercial discount airfare or customary standard (coach or equivalent) airfare on a U.S. carrier are not allowed except when the lower cost transportation would:

- Require circuitous routing
- Require travel during unreasonable hours
- Excessively prolong travel or greatly increase the duration of the flight
- Result in increased costs that would offset transportation savings

Traveler will not be allowed to take direct flights if there are other options which are economically advantageous to the Authority while still allowing the Traveler to conduct their business in a timely manner.

Traveler must consider the total costs of an itinerary when traveling to/from a destination or area. For example, when considering a departure out of Boston vs. a departure out of Providence, Traveler must compare the entire cost of the trip, including the increased cost of parking and/or any mileage that may be incurred.

Traveler must submit a minimum of three (3) flight options (and associated pricing) along with the Travel Form.

Baggage fees will be reimbursed as follows:

- Original detailed receipts are required.
- Traveler will be reimbursed for the 1st checked bag, each way.
- Any additional baggage fees greater than the 1st checked bag will be the sole responsibility of the Traveler.
- Traveler should read the airline's baggage fee rules before booking.

### Vehicle Rental Guidelines

All drivers of rental vehicles must be current RIPTA employees with approved driver status. RIPTA utilizes Enterprise/National as the preferred car rental agency.

Employees should book with either Enterprise or National unless there is a less expensive or no other option available for the desired location.

Rentals are limited to the “standard” vehicle class unless circumstances dictate a larger vehicle is needed for the business purpose.

Safety guidelines include but are not limited to: no cell phone usage (unless hands- free); no texting while driving; driver must be properly insured; driver and passengers must obey all federal/state/local laws; driver must operate the vehicle in a responsible manner; no alcohol or illegal substances, as defined by the Federal Transit Administration (FTA), will be used prior to, or while operating the vehicle.

Charges related to lost keys for vehicle rentals will not be reimbursed.

When a fly vs. drive option is considered, the mileage to and from a location for an approved business purpose (along with any additional costs related to driving), will be evaluated against the cost of charges that would be associated with flying (i.e. airport fees, drivers, shuttles, parking, etc.). Traveler will be reimbursed for the lesser of the two.

When booking a vehicle rental, the Executive Assistant to the CEO will purchase the insurance option.

### **Lodging Guidelines**

Employees traveling on official RIPTA business are expected to stay at the hotel at which their respective conference is being held. If no rooms are available at the conference/host hotel, then employees are expected to stay at a comparably priced (tourist class) hotel, at the single room rate.

When available, the Traveler must book the **Government Rate** when the Government Rate is less expensive than the conference or best available rate. Traveler will be required to provide RIPTA ID at check-in to receive the Government Rate.

Upon check-in, the employee shall present a Credit Card Authorization Form when applicable.

Fees charged for damage to the hotel room or property, or loss of hotel property, are the responsibility of the employee.

## **VII. LIMITATIONS ON TRAVEL**

Transportation includes all necessary authorized travel on railroads, airplanes, bus and other common carriers. Travelers will make use of shuttle buses and all other means of public transportation to the extent practical.

Allowable Accommodations:

- Railroad - Standard accommodations allowed where official necessity requires such means of travel.
- Airplane - One fare per person on air coach.
- Bus - One standard fare per person.
- Personally Owned Automobiles - Reimbursement will be made on the basis of miles traveled at the current IRS mileage rate, or common carrier fare, whichever is lower. When reimbursement or out of state auto mileage is requested in lieu of common carrier fares, the expense request should contain evidence as to the lower cost, as well as the reason why the automobile was used.

## **VIII. PER DIEM ALLOWANCE (Meals and Incidental Expenses)**

A per diem allowance may be requested for out of state travel (excluding Boston) on official business. The per diem should be identified as part of the travel costs on the Travel Request Form (Form A). In accordance with Rhode Island law, the per diem amount is \$50.00 per day if the employee travel begins before 12:00 PM, and \$25.00 if the employee travel occurs after 12:00 PM.

### **a. Reimbursable Business Expenses**

Business expenses are expenses incurred in connection with the transaction of official business. Authorized business expenses are allowed when they are properly explained in the expense request and supported with receipts. The necessity and nature of the expense must be clearly, fully, and satisfactorily explained on the travel expense form. Examples:

- Conference meal ticket (if not included in the conference fee).
- Reimbursement for wireless access at a hotel if the Traveler will be conducting work at night when wireless access is not available.
- Laundry/dry cleaning when the trip is five (5) days or longer.

### **b. Non-Reimbursable Expenses**

Non-reimbursable expenses are types of expenses considered

personal in nature and no reimbursement will be made. They are:

- Air travel Insurance
- Traveler's check fees;
- In-room movies;
- Personal services and entertainment;
- Car washes;
- Gifts
- Alcoholic beverages;
- Traffic violations; and
- Personal credit card fees.

## **IX. EMPLOYEE TRAVEL EXPENSE/REIMBURSEMENT**

At the end of a trip, documentation of traveling expenses must be submitted to the Executive Assistant to the CEO with the approved Travel Request Form (Form A) within five business days of return from travel. Receipts required:

- Transportation tickets - passenger receipts and boarding passes
- Receipted hotel bills
- Conference or registration fees and copy of printed conference itinerary
- Ground transportation receipts

In addition, reimbursement can be requested for out-of-pocket expenses not reimbursed prior to travel, including and limited to:

- Meals and Incidentals - The Traveler can request reimbursement at the rate outlined in Section VIII.
- Business Expenses



**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE RHODE ISLAND PUBLIC TRANSIT AUTHORITY**

WHEREAS, the Rhode Island Public Transit Authority (“RIPTA” or the “Authority”) is a body corporate and politic created by R.I. Gen. Laws Title 39, Chapter 18 for the purpose of providing statewide public transit services.

WHEREAS, RIPTA has a need to access capital and a need for additional resources to address the timing of cashflow;

WHEREAS, RIPTA management has decided it is best to seek a line of credit or other form of cash flow borrowing, including revenue anticipation notes as described in Section 1 below (the “Financing”), to provide a source of cash flow;

WHEREAS, RIPTA will use this Financing to fund operational and capital expenditures;

WHEREAS, RIPTA has received from the Chief Executive Officer or Chief Financial Officer of RIPTA the certificate required by R.I. Gen. Laws § 39-18-7 which shows that the principal and interest of the Financing, together with the payments of the principal and interest on all other outstanding bonds or notes of RIPTA, will not exceed during any fiscal year of RIPTA that the Financing is outstanding, fifty percent (50%) of the revenues (including, without limitation, grants and other aid) of RIPTA (the “Certificate”)

NOW THEREFORE, it is hereby RESOLVED by the Board of Directors of the Rhode Island Public Transit Authority as follows:

SECTION 1. Pursuant to the R.I. Gen. Laws § 39-18-7, the Board hereby authorizes the Chief Executive Officer and Chairman of the Board of the Authority to execute a Credit Agreement with Bank of America, N.A., for a term of up to (3) three years to make draws thereon from time to time in an amount not to exceed \$10,000,000 and to evidence such draws with an interest bearing note or notes for the purpose of providing funds for the payment of the current liabilities and expenses of RIPTA. The draws under the Credit Agreement and the Note may be made by the execution of a loan notice or other similar draw request in the discretion of the Chief Executive Officer or the Chief Financial Officer but in no event shall be outstanding for greater than 13 months.

SECTION 2. The manner of sale, amount, denominations, maturities, conversion or registration privileges, dated dates, due dates, interest rates, medium of payment and other terms, conditions and details of the Financing authorized hereunder shall be stated herein or, if not so stated, fixed by the Authorized Officers. The Financing may be executed on a tax-exempt or taxable basis as required by federal tax law.

SECTION 3. The principal and interest on the Financing, together with the payments of the principal and interest on all other outstanding bonds or notes of RIPTA, shall not exceed during any fiscal year of RIPTA, fifty percent (50%) of the revenues (including, without limitation, grants

and other aid) of RIPTA during such fiscal year and therefore the execution of the Financing will not require the approval of the Governor pursuant to Section 39-18-7 of the Act.

SECTION 4. To the extent the principal and interest on the Financing, together with the payments of the principal and interest on all other outstanding bonds or notes of RIPTA, may exceed during any fiscal year of RIPTA, fifty percent (50%) of the revenues (including, without limitation, grants and other aid) of RIPTA the Authority shall covenant in the Credit Agreement to provide the required Certificate to the Governor pursuant to Section 39-18-7 of the Act.

SECTION 5. The Financing shall be payable solely from the revenues or other receipts, funds or moneys of RIPTA pledged therefore under R.I. Gen. Laws § 39-18-7(a) and the documents entered into as part of the Financing.

SECTION 6. Neither the State nor any municipality thereof (other than RIPTA as hereinabove set forth and only to the extent therein set forth) shall be obligated to pay the principal of, premium, if any, or interest on the Financing. Neither the faith and credit nor the taxing power of the State or any municipality thereof shall be pledged to the payment of the principal of, premium, if any, or interest on the Financing.

SECTION 7. This resolution shall take effect upon passage.

On Behalf of the Rhode Island Public Transit Authority, the Chairman of the Board of Directors, has executed this Resolution as of the 22<sup>nd</sup> day of January 2026.

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Peter Alviti, Jr., P.E.  
Chair, Rhode Island Public Transit Authority

**RESOLUTION BY THE BOARD OF DIRECTORS OF  
THE RHODE ISLAND PUBLIC TRANSIT AUTHORITY (“RIPTA”)**

WHEREAS, RIPTA is a body corporate and politic created by RIGL Sec. 39-18, et. seq. for the purpose of providing statewide public transit services;

WHEREAS, RIPTA has long had a systematic funding issue where no source of revenue keeps up with its expenditures, despite, for example, the 2025 Operating Efficiency Study mandated by the General Assembly demonstrating RIPTA expenditures increasing an average of 1.16% for fiscal years 2019 through 2024, well below the general rate of inflation, and RIPTA comparing favorably on various metrics against peer agencies nationally;

WHEREAS, the State adopted its first ever Transit Master Plan (“TMP”) in December of 2020 which calls for expanded service span, frequencies, and coverage to make Rhode Island a better place to live, learn, and work, and help grow the economy, as well as contributing positively to the environment and climate change;

WHEREAS, in September of 2025 the RIPTA Board needed to adopt the largest service reductions in its 59 years of existence in order to balance the FY26 budget;

WHEREAS, the gas tax is by far the primary source from the State for RIPTA’S operating revenues;

WHEREAS, due to increased electrical cars and greater vehicle fuel efficiency the State’s gas tax is projected long-term to decline despite a recent increase in rates;

WHEREAS, without a long-term reliable dedicated source of State revenues for RIPTA’s operating costs there is no hope RIPTA can implement the TMP, and there is a grave danger service cuts will result in what is known as a “death spiral” in the transit industry, wherein declining ridership begets further service reductions; and

WHEREAS, the Board believes the best opportunity to provide a dedicated long-term revenue stream is passage of the “millionaire tax”, so-called, by the General Assembly.

NOW THEREFORE, it is hereby RESOLVED that the Board of Directors of the Rhode Island Public Transit Authority expresses its support of 2026-H7127, Article 5, Section 6, 2025-S0329, and 2025-H5473 or similar so-called “millionaires tax” legislation, in order for a portion of the generated revenues to provide a long-term dedicated revenue stream for operating costs of RIPTA.

On Behalf of the Rhode Island Public Transit Authority, the Chairman of the Board of Directors, has executed this Resolution as of the 22<sup>nd</sup> day of January 2026.

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Peter Alviti, Jr., P.E.  
Chair, Rhode Island Public Transit Authority