



RHODE ISLAND PUBLIC TRANSIT AUTHORITY

## **BOARD OF DIRECTORS MEETING**

**Thursday, September 26, 2024**

**1:30 p.m.**

**269 Melrose Street, Providence**

**Transportation Board Room**

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

[RIPTA Board of Directors September 26, 2024](#)

## **AGENDA**

1. Board Approval      To consider for approval the Draft Meeting Minutes of the Board of Directors Meeting of July 25, 2024.
2. Board Approval      To consider for approval the Draft Executive Session Meeting Minutes of the Board of Directors Meeting of July 25, 2024.
3. Public Comment /  
Board Discussion      Limited to 3 minutes per person.
4. CEO Report
  - CEO Update
  - Employee Spotlight
  - Lost Service
  - Service/Ridership Update
  - On Time Performance Analysis
  - Transit Center Update
5. Board Discussion /  
Potential Vote          Request for Approval - Award of Contract for Kennedy Plaza Employee Bathroom Installation.

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 <http://www.ripta.com/access-to-public-records-act>. An interpreter for the deaf and hard of hearing can be provided by calling 784-9500 x1171 at least 48 hours in advance. The location is accessible to the handicapped.



RHODE ISLAND PUBLIC TRANSIT AUTHORITY

6. Board Discussion / Potential Vote Request for Approval – Expansion of Scope of Contract for Temporary Restroom Trailers at the Pawtucket Central Falls Transit Center.
7. Board Discussion / Potential Vote Request for Approval – Draft FY 2024 Financial Statements
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)(5), Any discussions or considerations related to the acquisition or lease of real property for public purposes, or of the disposition of publicly held property wherein advanced public information would be detrimental to the interest of the public; R.I. Gen. Laws § 42-46-5(a)(3), Discussion regarding the matter of security including, but not limited to, the deployment of security personnel or devices; and 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

Agenda Posted on September 20, 2024

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**  
**Thursday, July 25, 2024**  
**1:30 p.m.**  
**269 Melrose Street, Providence**  
**Transportation Board Room**

**Members Present:** Director Peter Alviti, Board Chair; James Leach, Board Treasurer; Patrick Crowley, Board Secretary; Normand Benoit; Vincent Masino; and James Lombardi.

**Absent Members:** Robert Kells, Heather Schey, and Marcy Reyes.

**Also Present:** Christopher Durand, Interim 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 1:40 p.m., indicating that quorum was present.

**Agenda Item 1:** **To consider for approval the Draft Meeting Minutes of the Board of Directors Meeting of June 27, 2024.**

Mr. Crowley makes a motion to approve the minutes of the June 27, 2024, meeting. Mr. Masino seconds, and the motion passes with favorable votes by Director Alviti, Mr. Leach, Mr. Benoit, and Mr. Lombardi.

**Agenda Item 2:** **To consider for approval the Draft Executive Session Meeting Minutes of the Board of Directors Meeting of June 27, 2024.**

Mr. Masino makes a motion to approve the executive session minutes of the June 27, 2024, meeting. Mr. Crowley seconds, and the motion passes with favorable votes by Director Alviti, Mr. Leach, Mr. Benoit, and Mr. Lombardi.

**Agenda Item 3:** **Public Comment**

1. Daria Brashear
  - Comments regarding issues with the East End bus stops. Advises that buses are not stopping consistently.

2. Randall Rose

- Comments regarding issues with current contracts before the Board. Inquires why RIPTA would pay Init if it could be done in-house.
- Requests that RIPTA look into possible legal action for previous work done to the East Side Bus Tunnel. Inquires why more testing was not completed prior to starting the repair work. Asks if RIPTA is documenting the sequence of events. Asks what is done to ensure Bentley is held accountable.

3. Patricia Raub

- Comments that RIPTA struggled to persuade state legislature to contribute this year and advises that next year it will be a heavier lift. Advises that the mindset needs to change to promote public transit and RIPTA needs to work with more outside groups. Suggests that RIPTA needs to find new sources of funding.
- Advises that the efforts in Kennedy Plaza are appreciated, including the clock panel, electric boards, and extended hours. Suggests that a full-time security person is needed in Kennedy Plaza.

4. Grant Dulgarian

- Wants answers to questions raised at previous meetings.
- Suggests making Washington Street a two-way street for buses only and making Fulton Street a two-way street for everyone; and relocating four shelters to improve issues in Kennedy Plaza.
- Advises of issues regarding the East side Bus Tunnel stops and that he conferred with the City, and it would be no issue to relocate them.
- Inquired as to why his check was returned regarding the one-day cash receipts for East Bay Bus Routes that traverse the Washington and Henderson Bridges.
- Made additional comments regarding the Washington Bridge issues.

**Agenda Item 4: CEO Report**

Christopher Durand, RIPTA's Interim CEO, points out the items included in the CEO report: RIPTA at a Glance, Employee Spotlight, Commendations, Financial Update, Service/Ridership Update, On Time Performance Update, Low Income Pilot Update, and Transit Center Update.

**Agenda Item 5: Tunnel Project - Change Order**

Jack Plouffe, Project Manager, presents the request.

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

**Agenda Item 6: Maintenance Contract – Change Order**

John Chadwick, Executive Director of Procurement and Inventory, presents the request.

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

**Agenda Item 7: Board Questions and Answers**

No questions were asked. Mr. Lombardi commented that with regards to the Executive Search, he believes a more local search as a first step is a better idea.

**Agenda Item 8: 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. Lombardi motions to enter executive session. Mr. Crowley seconds, and the motion passes with favorable votes by Director Alviti, Mr. Leach, Mr. Masino, and Mr. Benoit. The Board enters into Executive Session 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, Staff and Counsel enter into Executive Session at 2:40pm.

The Board, Staff and Counsel enter public session at 2:57pm.

Attorney Christopher Fragomeni reports that one vote was taken during Executive Session, to adjourn the Executive Session.

Mr. Lombardi makes a motion to seal the minutes of the Executive Session. Mr. Masino seconds, and the motion passes with favorable votes by Director Alviti, Mr. Leach, Mr. Crowley, and Mr. Benoit.

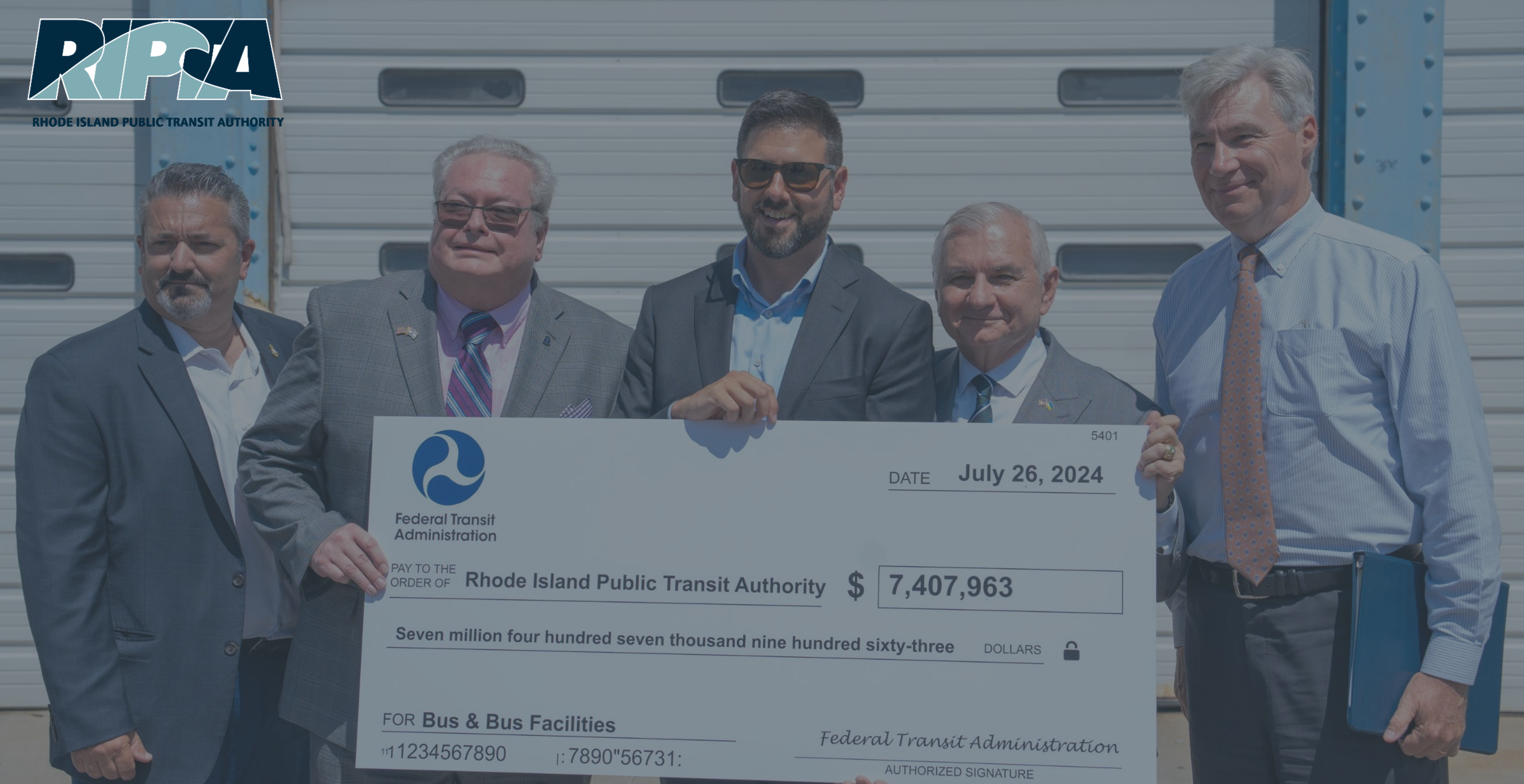
**Agenda Item 9: Adjournment – 2:58pm**

Mr. Lombardi makes a motion to adjourn. Mr. Masino seconds, and the motion passes with favorable votes by Director Alviti, Mr. Leach, Mr. Crowley, and Mr. Benoit.

Respectfully submitted,


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Patrick Crowley, Secretary




5401

DATE **July 26, 2024**

 Federal Transit Administration

PAY TO THE ORDER OF **Rhode Island Public Transit Authority** \$ **7,407,963**

**Seven million four hundred seven thousand nine hundred sixty-three** DOLLARS 

FOR **Bus & Bus Facilities**

⑆1234567890 ⑆:7890⑆56731:

*Federal Transit Administration*  
AUTHORIZED SIGNATURE

# CEO UPDATE



## **\$7.4M Bus & Bus Facilities Grant Award**

Rhode Island leadership joined RIPTA to celebrate a \$7.4 million grant award from the Federal Transit Administration (FTA) to restore and renovate RIPTA's 102-year-old maintenance and office building located at 265 Melrose Street in Providence. The restored facility will enable RIPTA to increase its fleet size, enhance maintenance capabilities, and improve administrative functions with a new driver training area. Improvements to operations will result in more frequent and reliable transit services, new crosstown routes, and extended operating hours, ultimately benefiting communities across Rhode Island.

## **Christmas in July Food Drive**

During the month-long drive, RIPTA employees demonstrated exceptional generosity, collectively donating 1,000 lbs. of food to the Rhode Island Food Bank.

## **Governor's Bay Day - Sunday, July 28, 2024**

In celebration of Governor's Bay Day, RIPTA waived the roundtrip fare on all South County Express Beach Bus service on Sunday, July 28, 2024. The service runs from Central Falls, Cranston, North Providence, Pawtucket, Providence and Woonsocket to Salty Brine, Roger Wheeler (Sand Hill Cove) and Scarborough State Beaches.

## **First CDL Test Prep Course Successfully Launched**

RIPTA's first CDL Test Prep Course started on Monday, July 22 in partnership with the Rhode Island Institute for Labor Studies & Research. Participants are well on their way to studying in an instructor-led classroom for their Commercial Driver's License (CDL) permits while getting paid.

## **Governor's Commission on Disabilities Annual Virtual Public Forum - Tuesday, July 23, 2024**

RIPTA representatives attended this annual form to listen to the public's concerns about services, unmet needs and suggestions for improvement.

## **Clear Views Ahead: New Glass Panels Brighten Up Kennedy Plaza Bus Shelters**

Our team recently installed new glass panels at bus shelters in Kennedy Plaza as part of our ongoing effort to incorporate passenger feedback and create a better rider experience.

## **Expanded Hours for Customer Service Call Center**

Beginning Saturday, July 6, the Call Center will now be open on weekends to better serve its passengers. The new hours of operation will be Monday through Friday from 8:30 AM to 4:30 PM, and Saturday and Sunday from 8:00 AM to 12:00 PM and 1PM to 4PM.

## **RI Safe Streets for All Survey**

Safety is our top priority, and that's why RIPTA is planning for infrastructure improvements as part of our RI Safe Streets for All project. RIPTA launched a summer-long public engagement campaign for its RI Safe Streets for All (SS4A) project. As part of this project, RIPTA is conducting a statewide survey to collect input and feedback regarding transportation safety. The survey is open now through September 30, 2024, and is available in English and 10 other languages. The survey contains multiple choice and open-ended questions and the ability to tag locations of safety challenges on a map.

## **2024 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.

RIPTA staff traveled to the Woonsocket Senior Center, William Donovan Manor in Newport, and the St. Martin de Porres Senior Center in Providence.

**Anthony Mace**

# EMPLOYEE SPOTLIGHT



Anthony Mace, known as Tony, T, and T-Mace to his colleagues, works in RIPTA’s maintenance garage, or as he calls it, the “bus emergency room.” This resourceful and critical thinker has been solving mechanical and electrical issues on RIPTA’s fleet of 220 buses and 100 passenger vans for fourteen years.

As one half of RIPTA’s training team for newly hired mechanics, Tony also helps new hires in our Maintenance Department get acclimated to our buses and system.

What is Tony’s secret to being a good trainer? Repetition and having a little fun. First, he discusses a topic, such as front-end brakes, with new hires in a classroom setting using training videos. Next, he provides one-on-one, hands-on learning on RIPTA vehicles. If a mechanic can’t figure out what’s causing a problem, Tony inspires them to unlock their inner detective - walking mechanics through the process to diagnose and correct the issue. “I get everybody to treat it like a little mystery,” says Tony.

Before joining RIPTA, Tony worked for various bus companies including DATTCO. In school, he studied engineering but wasn’t satisfied coming up with solutions and plans that worked on paper but weren’t tested in the real world. He holds a degree in advanced automotives, with specialized knowledge of trucks, buses, and cars. Given his background, it’s no surprise that Tony’s favorite hobby outside of work involves tinkering.

He is a guitar luthier - a person who repairs guitars - and enjoys fixing amplifiers and electronics. He is also a musician, playing both guitar and bass. During the summer months, this East Providence native likes to stay cool, so you’ll catch him riding out the humidity indoors with Turts, his pet turtle, and watching online videos on electronics repair.

Call him the bus doctor? “We’re all doctors,” Tony laughs. Doctor or detective, one thing is for sure – we’re lucky to have Tony leading the talented team of mechanics who keep RIPTA, and Rhode Island, moving forward.

**Mechanical/Technical Support and Mechanical Trainer**



# LOST TRIPS by DAY

## AUGUST 2024

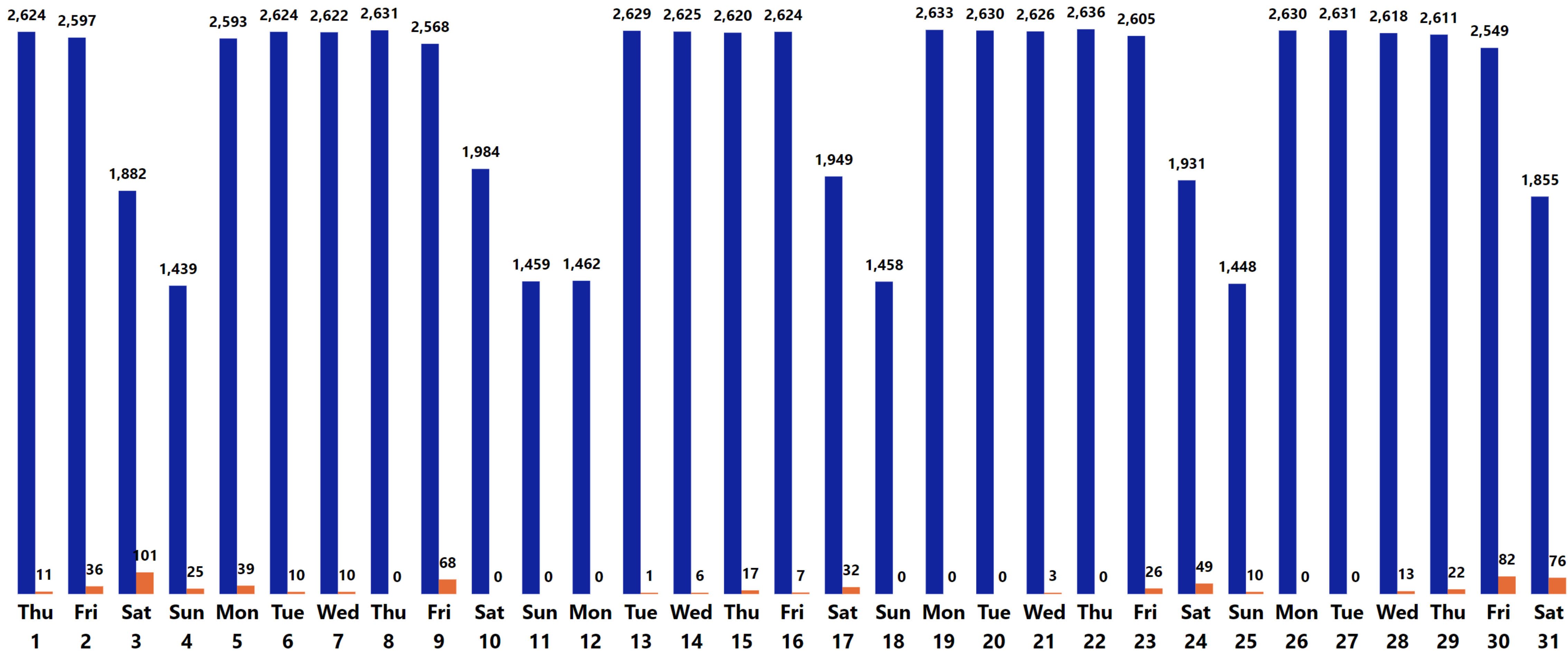
Trips Ran and Cancelled/Uncovered by Work Date\*

● Trips Ran ● Cancelled or Uncovered \*\*

71,793  
Trips Ran

644  
Cancelled/Uncovered

0.90%  
Percent Lost



\* Counts based on regular trips

\*\* Cancelled does not include Standby or School Cancelled trips

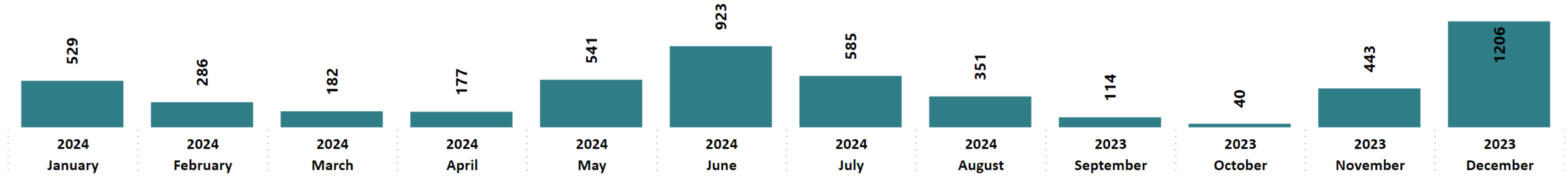
August

Last Update Date/Time

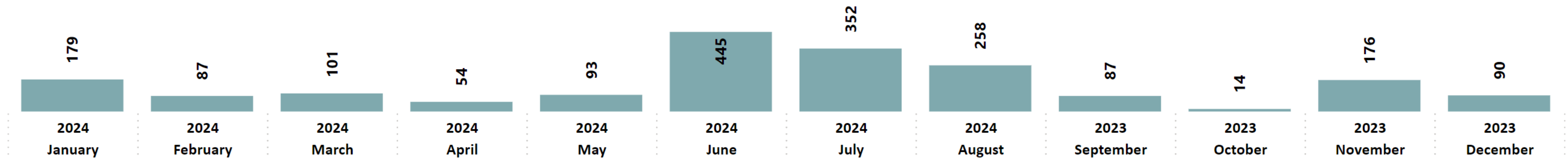
9/13/2024 6:33:14 AM

# LOST TRIPS by SERVICE DAY

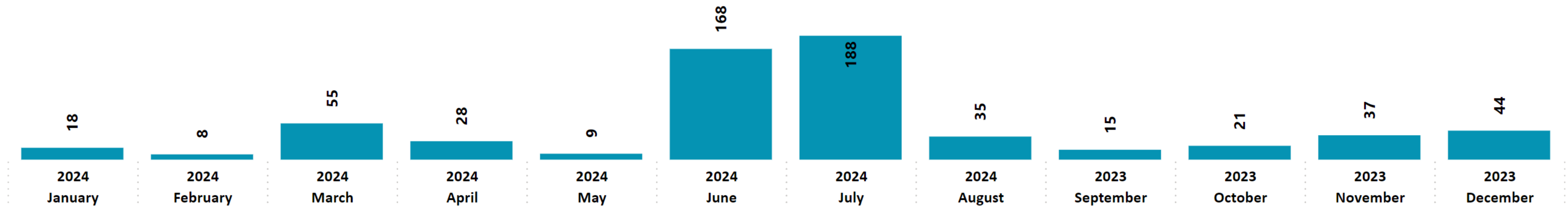
## WEEKDAY CANCELLED TRIPS



## SATURDAY CANCELLED TRIPS

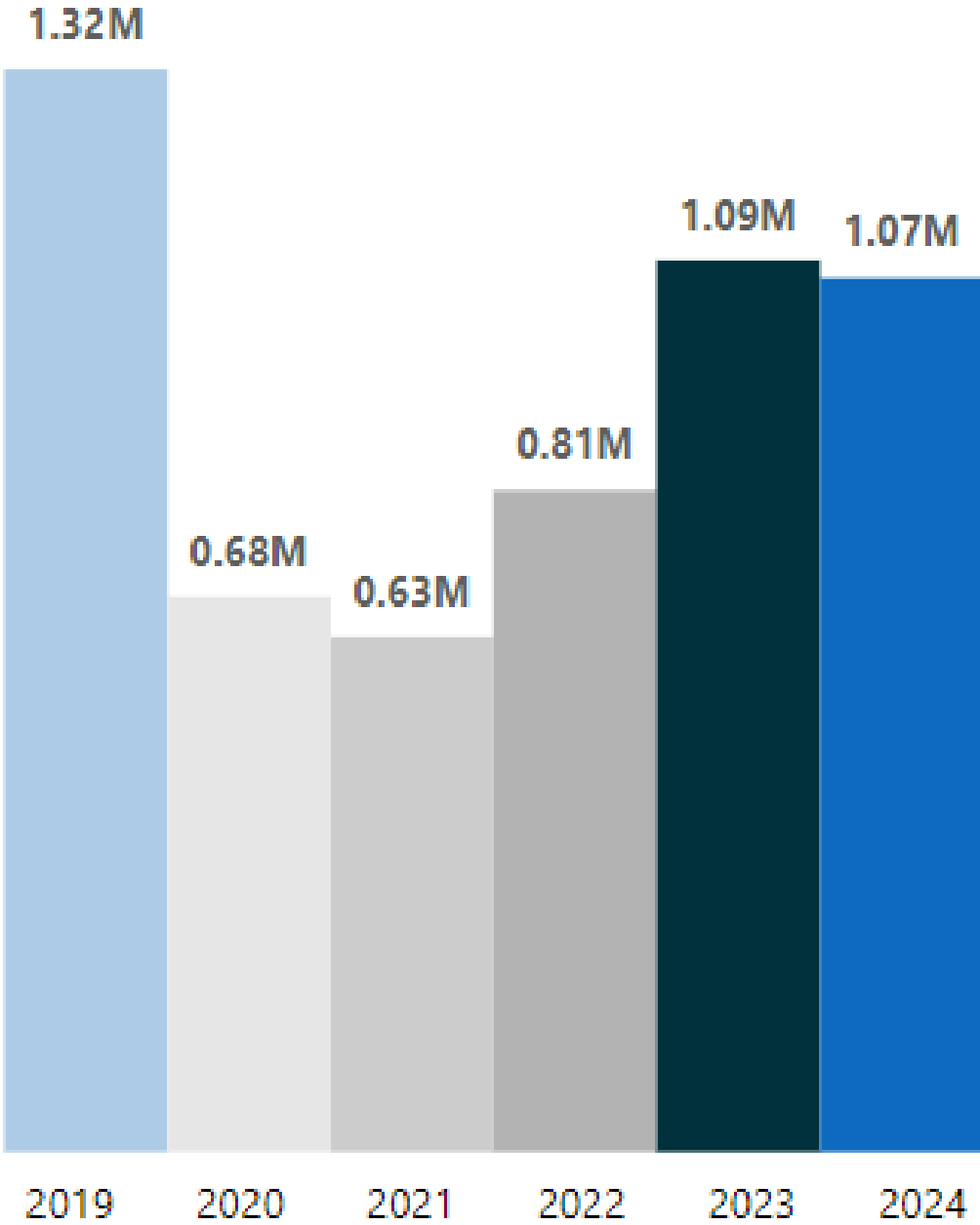


## SUNDAY CANCELLED TRIPS

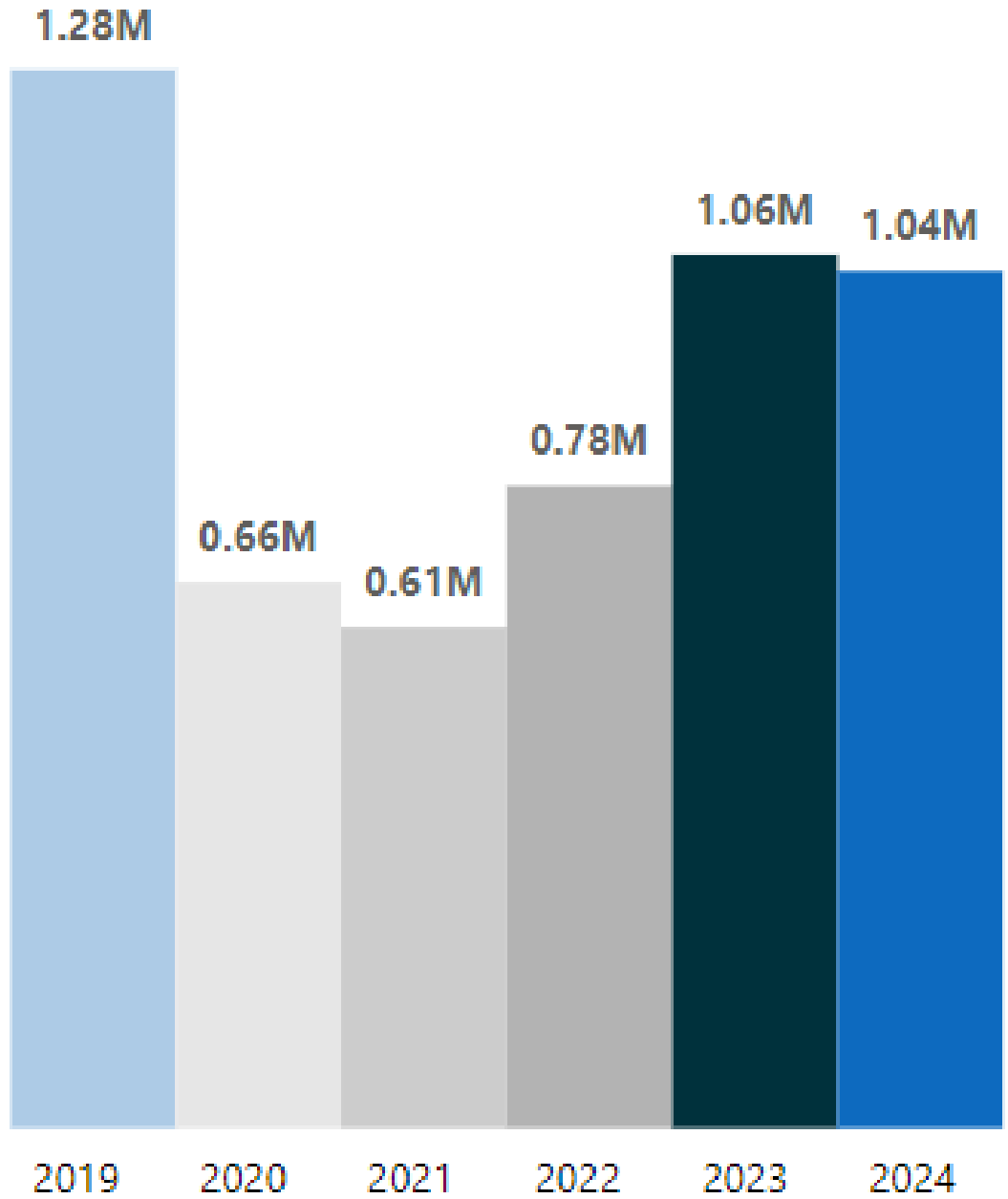


# MONTHLY RIDERSHIP

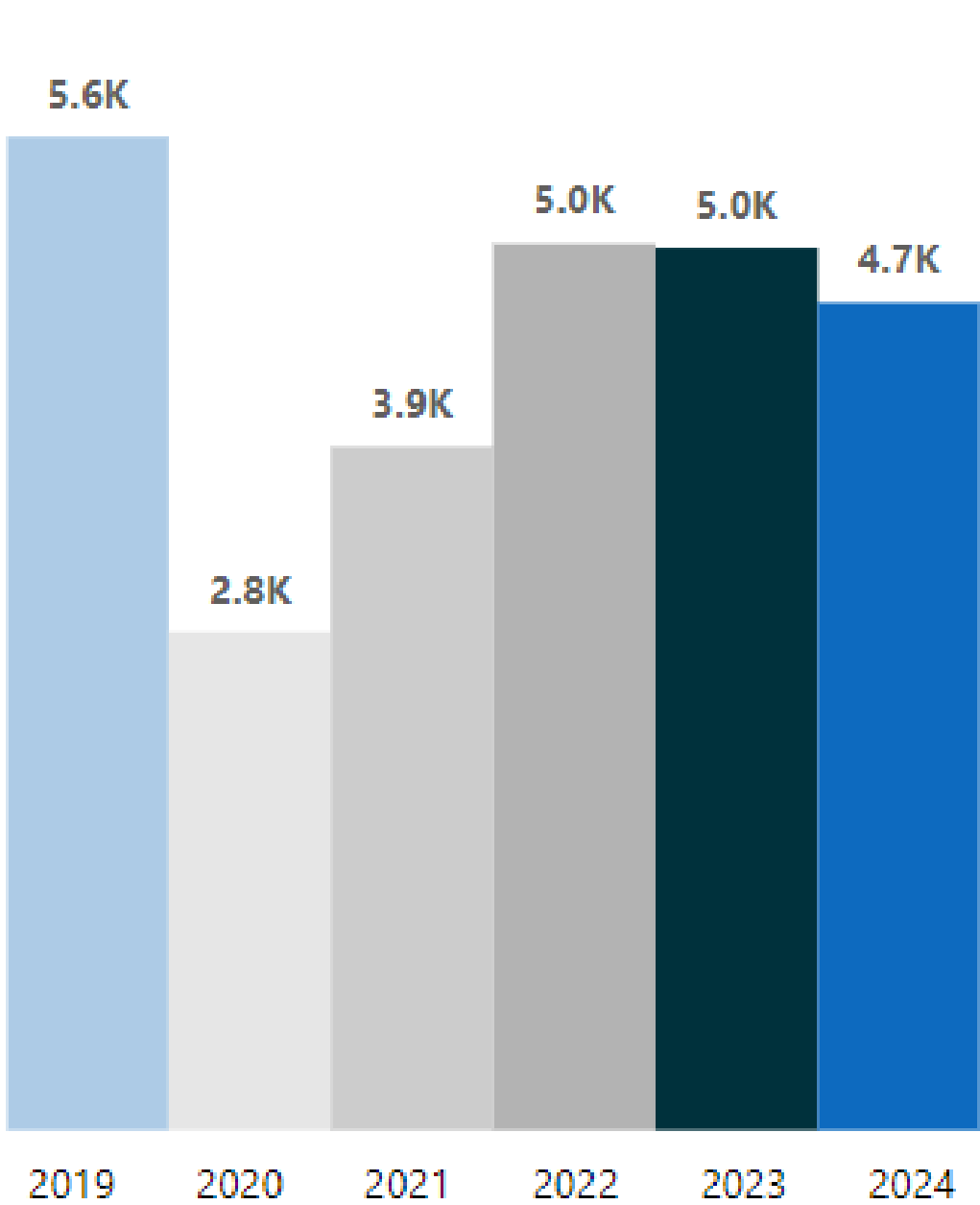
## August 2024 System-wide Ridership:



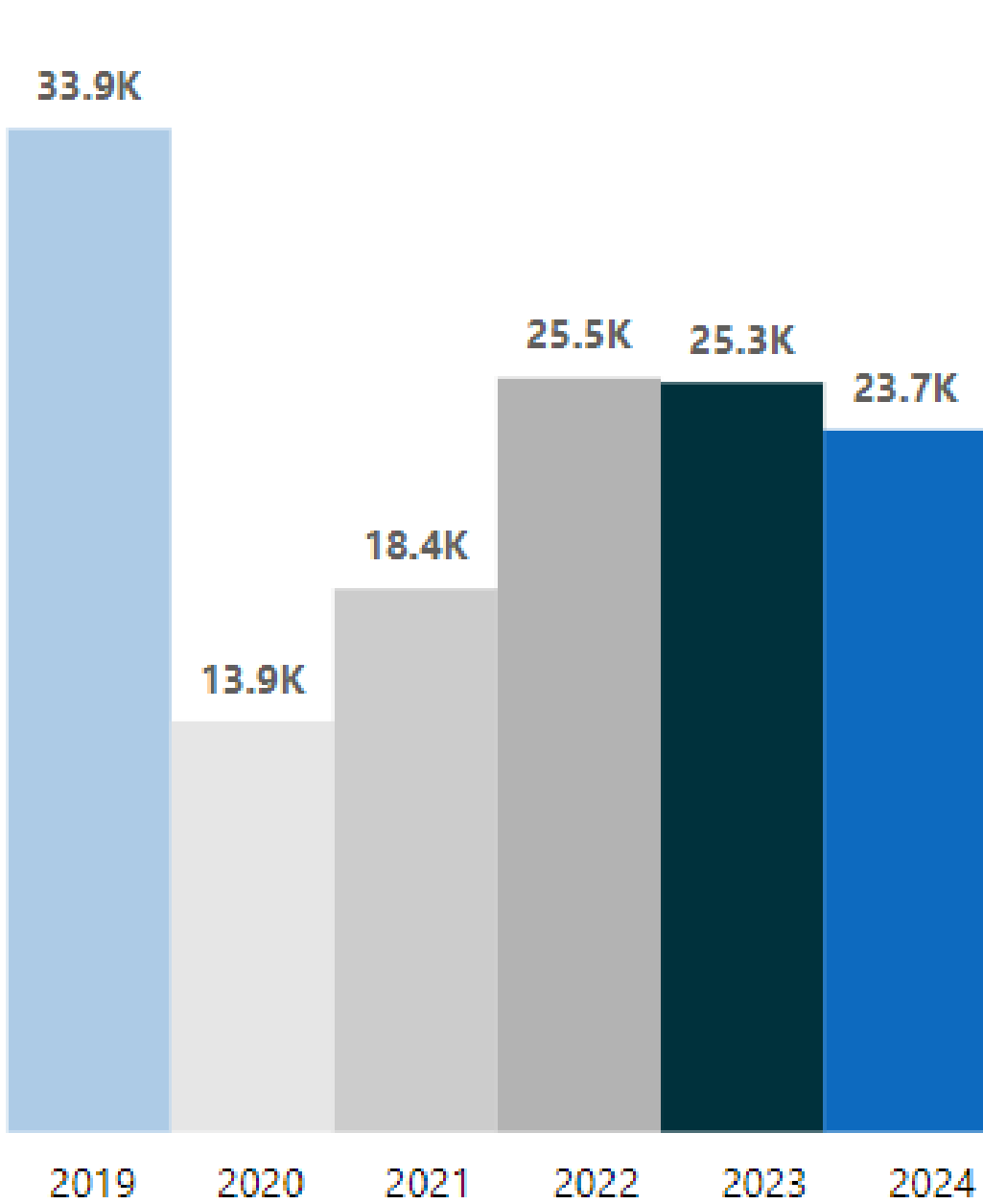
**SYSTEM-WIDE**



**FIXED-ROUTE**



**Flex**



**Ride Paratransit**

**RIDERSHIP DECREASED 1.98% IN AUGUST 2024 FROM AUGUST 2023**

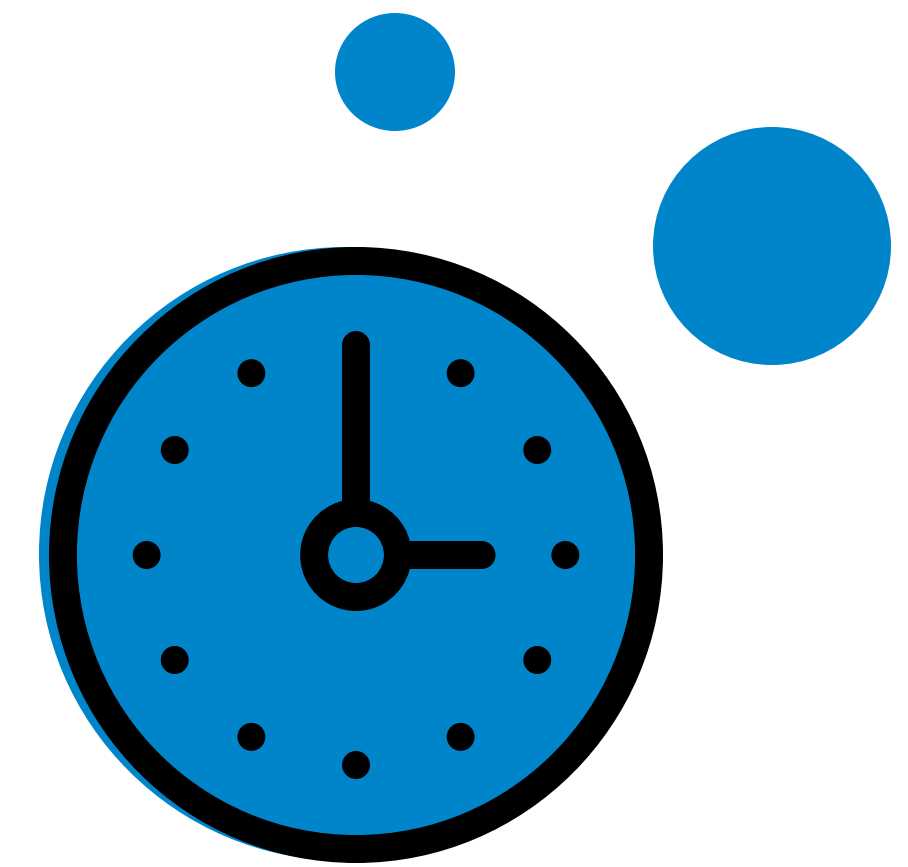
*Fixed-Route ridership counts come from the Automatic Passenger Counts (APCs) from UTA.*

*Flex and Ride Paratransit ridership counts come from Reveal tablets for Ride, and 3<sup>rd</sup> party reports for Taxi trips.*

# ON TIME PERFORMANCE (OTP): FIXED-ROUTE

	2024	2023	2022	2021
AUGUST	76.7%	79.3%	81.3%	81.5%
JULY	78.0%	79.5%	81.0%	81.8%
MAY	73.4%	78.6%	81.1%	81.6%
APRIL	76.5%	81.3%	81.7%	83.2%
MARCH	78.3%	82.4%	82.2%	84.2%
FEBRUARY	78.3%	82.2%	81.3%	84.1%
JANUARY	77.3%	82.4%	82.2%	83.0%
DECEMBER		76.9%	80.2%	80.9%
NOVEMBER		77.9%	79.2%	79.3%
OCTOBER		77.3%	78.3%	78.6%
SEPTEMBER		77.0%	78.1%	79.1%

OTP DECREASED BY 3.3% IN AUGUST 2024 FROM AUGUST 2023



## On Time Performance

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

ABBG AVERAGE: 79%



# Next Wave

Rhode Island Partners

- Task 2 of the Preliminary Services Agreement continues, with Task 2 activities and deliverables in progress.
- Task 2 of the Preliminary Services Agreement is concluding: RIPTA and NWRIP held a day-long meeting on 8/1/24 to review Task 2 Reports submitted by NWRIP. RIPTA providing responses/comments.
- Workshop Meetings for the Communications, Site Analysis and Transit Center/TOD Design-Build working groups are continuing as needed.
- Bi-weekly Project Meetings with NWRIP managers are ongoing. Bi-weekly Internal RIPTA Team Meetings are held on the off weeks to coordinate PTC task activities, review deliverables and confirm next steps.
- RIPTA plans to undertake a second round of Stakeholder meetings to address questions and follow up on issues raised at initial meetings.

**RHODE ISLAND PUBLIC TRANSIT AUTHORITY STAFF SUMMARY FORM**
**TO:** RIPTA Board of Directors

**DATE:** 9/13/2024

**PREPARED BY:** Matthew Quider / Sheryl Gomes

**DEPARTMENT:** Project Management

**TITLE :** 25-01 Construction of Kennedy Plaza Drivers Restrooms

RIPTA's Board of Directors is requested to approve a contract for Maron Construction Co.,Inc. of Providence, RI in the amount of \$349,875 for the construction of Driver and Employee restrooms at Kennedy Plaza. Additionally, we are requesting a 15% contingency of \$52,481 to cover any unforeseen issues, as well as another \$52,000 for an increase in site security, if required during construction.

The total requested value for Board approval is \$454,356.

**BACKGROUND**

May 9, 2024 Interim CEO called an on site meeting with all RIPTA Departments and Unions to discuss potential options for installing employee restrooms. It was determined that the currently unused tenant space would be an ideal location for employee restrooms. Interim CEO requested that Project Management obtain a design firm that could start working on the restroom design immediately. Under MPA 494A, Project Management obtained BL Companies for the design of the Kennedy Plaza Driver's Restrooms.

RFP 25-01 "Kennedy Plaza Drivers Restrooms" was issued for construction on 8/7/24. The solicitation was publicly advertised on the RI State Purchasing website, via the Dodge Reports to reach more vendors, and was sent directly to 20 vendors. An on-site prebid was held on 8/13/24. Two responses were received on 9/6/24. One proposal was deemed responsive. RIPTA requested a Best and Final Offer on September 12th. Procurement conducted a single bid analysis and determined that the proposal was fair and reasonable.

**JUSTIFICATION**

These restrooms will be dedicated to RIPTA personnel (including but not limited to drivers, customer service representatives, street supervisors, and maintenance personnel). This will ensure that employees are not competing with the public for restroom access but will also establish more space for these employees to disconnect from their public roles and regroup. Improving working conditions is a major priority in our efforts to improve recruitment and retention of personnel so that we can improve service for all Rhode Islanders.



**RHODE ISLAND PUBLIC TRANSIT AUTHORITY STAFF SUMMARY FORM**

<b>TO:</b>	RIPTA Board of Directors	<b>DATE:</b>	9/13/2024
<b>PREPARED BY:</b>	Matthew Quider / Sheryl Gomes	<b>DEPARTMENT:</b>	Project Management

**FUNDING**

Project funding will consist of FTA Formula funding (80%) and Rhode Island Capital Plan funding (20%).

**ALTERNATIVES**

Limit use of existing restrooms to RIPTA employees.

**RECOMMENDATION**

RIPTA Project Management recommends the Board of Directors approve this contract.

**APPROVALS (shaded Departments must approve all Staff Summaries). Projects between \$5,000 and \$10,000 must have Department Director/AGM. Projects between \$10,000 and \$100,000 must have CEO also. Projects greater than \$100,000 must also have Board of Directors Approval**

Department	Initial	Date	Department	Initial	Date
Budget/Finance	<u>NW</u>	Sep 19, 2024	Maintenance/Facility	[ ]	[ ]
Customer Service	[ ]	[ ]	Marketing	[ ]	[ ]
Environmental/Safety	[ ]	[ ]	Planning	[ ]	[ ]
Project Management	<u>JC</u>	Sep 19, 2024	Procurement	<u>[Signature]</u>	Sep 19, 2024
Flex/Paratransit	[ ]	[ ]	Security	[ ]	[ ]
Human Resources	[ ]	[ ]	Training	[ ]	[ ]
Inform. Services	[ ]	[ ]	Transportation	[ ]	[ ]
Legal/Risk Mgmt	[ ]	[ ]	Chief Exec. Officer	<u>[Signature]</u>	Sep 19, 2024

**RFP 25-01**

**Evaluation Scoresheet**

<u>Vendor</u>	Contract Cost Ranking	Qualifications/ Experience/ Past Performance in Comparable Projects	Timeline	Safety Program	Experience with Construction Admin Procedures	Total
MARON	30.0	18.0	22.5	7.5	9.0	87.0
<b>Points Allocated</b>	<b>30.0</b>	<b>20.0</b>	<b>30.0</b>	<b>10.0</b>	<b>10.0</b>	<b>100.0</b>



**RHODE ISLAND PUBLIC TRANSIT AUTHORITY STAFF SUMMARY FORM**
**TO:** RIPTA Board of Directors

**DATE:** 9/16/2024

**PREPARED BY:** Matthew Quider

**DEPARTMENT:** Project Management

**TITLE :** PO# 233589 - Pawtucket Temporary Restroom Trailers

RIPTA's Board of Directors is requested to approve funding for WillScot's Temporary Restroom Trailers at the site of the Pawtucket Central Falls bus and rail facility, in an amount up to \$375,000. This figure includes both the previously awarded installation and initial rental charges, as well as the anticipated rental charges and removal of units at the completion of Pawtucket bus hub project.

**BACKGROUND**

Since opening in January 2023, the Pawtucket Central Falls Bus Hub is seeing more than 1000 bus passenger boardings and disembarkations per day. Since the opening, temporary portable toilets and trailer restrooms have been made available to the passengers and drivers. While Williams Scotsman is an MPA vendor (MPA #607) these trailers were procured as a sole source procurement due to the State of RI's IIBC certification requirement.

The anticipated completion date of the Pawtucket Bus Hub Building is Fall of 2025 or early 2026. The trailers are billed monthly and RIPTA will only be charged for the duration the trailers are on site. To date, we have paid \$53,722.87 in charges for these trailers. The requested increase to \$375,000 will cover rentals until January 2026.

**JUSTIFICATION**

Passengers utilizing the hub need restroom facilities to prevent some individuals from utilizing the surrounding grounds to relieve themselves.

The Pawtucket Bus Hub is a layover stop where bus drivers take their breaks. These drivers need access to restroom facilities during this time.



**RHODE ISLAND PUBLIC TRANSIT AUTHORITY STAFF SUMMARY FORM**

**TO:**

**DATE:**

**PREPARED BY:**

**DEPARTMENT:**

**FUNDING**

Operating Funds

**ALTERNATIVES**

Support facility with portable restrooms only or none at all.

**RECOMMENDATION**

RIPTA Project Management recommends the Board of Directors approve this contract.

**APPROVALS (shaded Departments must approve all Staff Summaries). Projects between \$5,000 and \$10,000 must have Department Director/AGM. Projects between \$10,000 and \$100,000 must have CEO also. Projects greater than \$100,000 must also have Board of Directors Approval**

Department	Initial	Date	Department	Initial	Date
<b>Budget/Finance</b>	<u>NW</u>	Sep 19, 2024	<b>Maintenance/Facility</b>	<input type="text"/>	<input type="text"/>
<b>Customer Service</b>	<input type="text"/>	<input type="text"/>	<b>Marketing</b>	<input type="text"/>	<input type="text"/>
<b>Environmental/Safety</b>	<input type="text"/>	<input type="text"/>	<b>Planning</b>	<input type="text"/>	<input type="text"/>
<b>Project Management</b>	<u>JC</u>	Sep 19, 2024	<b>Procurement</b>	<u>dy</u>	Sep 19, 2024
<b>Flex/Paratransit</b>	<input type="text"/>	<input type="text"/>	<b>Security</b>	<input type="text"/>	<input type="text"/>
<b>Human Resources</b>	<input type="text"/>	<input type="text"/>	<b>Training</b>	<input type="text"/>	<input type="text"/>
<b>Inform. Services</b>	<input type="text"/>	<input type="text"/>	<b>Transportation</b>	<input type="text"/>	<input type="text"/>
<b>Legal/Risk Mgmt</b>	<input type="text"/>	<input type="text"/>	<b>Chief Exec. Officer</b>	<u>co</u>	Sep 19, 2024