

FINANCE COMMITTEE MONTHLY MEETING  
TUESDAY, MAY 10, 2022  
OPEN MEETING VIA LIVESTREAMING

OPEN SESSION

MEMBERS ATTENDING: Cynthia Penny-Ardinger  
Dontae Carroll  
John von Paris

STAFF ATTENDING: Jeffrey Brown  
Donna DiCerbo  
Cheryl Dickinson  
Allen Garman  
David Goldsborough  
Robert Harrison  
Natalie Henson  
Cheryl Lewis-Orr  
Charles Markakis  
Jeanne Marriott  
Kimberly Millender, Esq.  
Kenneth Montgomery  
Carmine Picarelli  
Deb Sharpless  
Tim Sheets  
Debra Stewart  
Christina Thompson  
Clayton Viehweg

At 9:00 a.m., Member John von Paris, Chair of the Finance Committee, called the Finance Committee Meeting to order.

**APPROVAL – OPEN MEETING MINUTES FROM APRIL 12, 2022 MEETING**

Member von Paris called for the approval of the meeting minutes from the Open Meeting held on April 12, 2022. Member Dontae Carroll made the motion, and Member Cynthia Penny-Ardinger seconded the motion, which was unanimously approved.

**APPROVAL – CONTRACT NO. J01B2600015 – OPENTEXT CONTENT SERVER MAINTENANCE**

Mr. David Goldsborough requested a recommendation of approval from the Finance Committee to present Contract No. J01B2600015 – OpenText Content Server to the full Maryland Transportation Authority (MDTA) Board at its next scheduled meeting.

This contract is for three years of Open Text Content Server Maintenance and Support for the MDTA Division of Information Technology which is used to maintain, store and allow quick access to various documents as well as allow fluent workflow management. The MDTA leverages the OpenText Content Server for the management of documents to include: Procurement Card Log processing and approval; Financial File Cabinet for storage of important finance documents; Human Resource scanning for digital storage; and the sorting of important documents. The contract also provides capacity for the future storage needs of MDTA Police and Civil Rights and Fair Practices files. The continued software maintenance and support will allow the MDTA to maintain its current licenses, continue to use the OpenText software, and access technical support as needed.

This contract was procured as a Small Business Reserve, Purchase Order Request for Proposal under Functional Area III of the Department of Information (DoIT) Commercial Off-the-Shelf Software (COTS 2012) Contract No. 06B2490021. Five Small Business Reserve Master Contractors authorized to supply OpenText Maintenance and Support were requested to submit bids. Of the two bid responses received, the lowest financial proposal was provided by En-Net Services, LLC, with a cost of \$651,674.49.

Member von Paris called for a motion to recommend approval of this item to the full MDTA Board at its next scheduled meeting. Member Penny-Ardinger made the motion, and Member Carroll seconded the motion, which was unanimously approved.

**APPROVAL – CONTRACT NO. J01B3400068 – RUBRIK SOFTWARE MAINTENANCE**

Mr. Charles Markakis requested a recommendation of approval from the Finance Committee to present Contract No. J01B3400068 – Rubrik Software Maintenance to the full MDTA Board at its next scheduled meeting.

This contract is for three years of Rubrik software and support for the MDTA Office of Information Technology. This backup software is critical to the MDTA's operations. In addition to performing reliable backups of all MDTA enterprise servers/systems, Rubrik also takes backups of the multiple file shares hosted on MDTA's NetApp storage system. By taking

multiple backups of MDTA file shares throughout the day, the MDTA is better protected if the organization encounters a ransomware attack. Without the renewal of Rubrik, all data protection services it affords the MDTA will cease to continue.

This contract was procured as a Purchase Order Request for Proposal (PORFP) under Functional Area (FA) I of the DoIT COTS 2012 Master Contract, Blanket Purchase Order Number 060B2490021. Of the four Master Contractors authorized by Rubrik per the DoIT's Master Contractor list to provide the products under the referenced functional area, two submitted proposals. One firm submitted a Master Contractor Feedback Form and the other firm was deemed nonresponsive and was therefore not susceptible for award. The recommended awardee supplied the lowest priced proposal.

Member von Paris called for a motion to recommend approval of this item to the full MDTA Board at its next scheduled meeting. Member Carroll made the motion, and Member Penny-Ardinger seconded the motion, which was unanimously approved.

**APPROVAL – CONTRACT NO. MT-3145-0000 AND MT-3155-0000 – HVAC MAINTENANCE AND REPAIRS FOR MDTA FACILITIES**

Mr. Robert Harrison requested a recommendation of approval from the Finance Committee to present Contract No. MT-3145-0000 and MT-3155-0000 – HVAC Maintenance and Repairs to the full MDTA Board at its next scheduled meeting.

The HVAC Maintenance and Repairs for MDTA Facilities contract was advertised under Solicitation Number MT-3145-0000. The solicitation included two regions: Central and Northern Region and Southern Region. The agency is seeking approval to execute contracts for both regions under Contract Numbers MT-3145-0000 (Southern Region) and MT-3155-0000 (Central and Northern Region).

These contracts are for HVAC Repair and Maintenance. The requested repair and maintenance services include: all boilers, dampers, air handling units, chillers, cooling towers, air conditioning and control compressors, electrical, electronic and pneumatic controls, coils, pumps, valves, gauges, nozzles, motors, exhaust fans and any other item directly related to the heating and air conditioning systems at the various MDTA facilities.

Bids were opened on this project on February 18, 2022. There were seven bidders for Region 1 (Central and Northern Region) and five bidders for Region 2 (Southern Region). The apparent low bidders are Denver-Elek, Inc. for Region 1 and Electrical Automation Services, Inc. for Region 2.

Member von Paris called for a motion to recommend approval of this item to the full MDTA Board at its next scheduled meeting. Member Penny-Ardinger made the motion, and Member Carroll seconded the motion, which was unanimously approved.

**UPDATE – INVESTMENT COMMITTEE REPORT**

Mr. Allen Garman and Mr. Clayton Viehweg provided an update to the Finance Committee on market conditions and the activities of the Investment Committee for the three-month period ended March 31, 2022. The update included a review of the financial market, portfolio strategies, total return performance, investment policy compliance, and dealer trade allocations. Market drivers that may influence portfolio performance in the coming months were also discussed, including the economy, fiscal policy, and Federal Reserve monetary policy.

**Member Dontae Carroll left the meeting at 9:45 am.**

**UPDATE – THIRD QUARTER OPERATING BUDGET VERSUS ACTUAL SPENDING**

Mr. Jeffrey Brown updated the Finance Committee on actual versus projected year-to-date spending for the third quarter of FY 2022. As of March 31, 2022, 52% of the operating budget was spent compared to the target of 73%. Except for Object 13 (Fixed Charges), all other Objects were below targeted spending levels. Mr. Brown noted that the primary drivers for the reduced spending are personnel vacancies, the seasonality of certain expenses, and the timing of invoices. Mr. Brown stated that expenses are expected to become more aligned with the budget as the year progresses.

**UPDATE – THIRD QUARTER CAPITAL BUDGET VERSUS ACTUAL SPENDING**

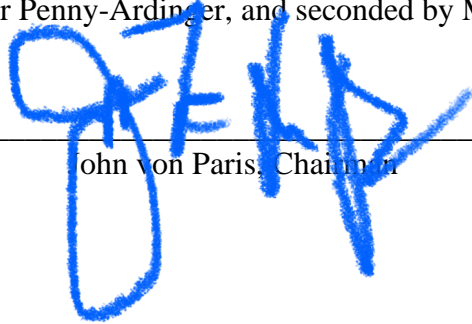
Ms. Jeanne Marriott updated the Finance Committee on actual year-to-date spending for the third quarter compared to projected spending as shown in the FY 2022-2027 Draft Consolidated Transportation Program. As of March 31, 2022, 51% of the FY 2022 capital budget was spent as compared to the target of 75%. The total budget for FY 2022 is \$602.9 million. Actual spending through the third quarter was \$307.4 million.

**UPDATE – TRAFFIC AND REVENUE**

Ms. Deborah Sharpless and Ms. Cheryl Lewis-Orr provided an update to the Finance Committee on the FY 2022 Traffic and Revenue (T&R) performance through March 31, 2022. Ms. Sharpless advised that revenue underperformance will not impact the MDTA's ability to achieve its 2.0x debt service coverage policy. Forward projections anticipate ending the fiscal year underperforming the T&R forecast. Key contributors to underperformance are not expected to impact MDTA's future T&R forecasts, except known revenue reductions from the Customer Assistance Plan.

Ms. Cheryl Lewis-Orr advised that as of March 31, 2022, systemwide revenue collection increased by 80.8%, or \$268.8 million, and transactions increased by 104.3%, or 64.1 million, compared to the same period last year. Collected revenue is 1.3%, or \$8.1 million, below forecast, while transactions are 6.1%, or 8.2 million, below forecast. The deviation in actual performance from the forecast assumptions was due to the timing of the processing of the Notice-of-Toll-Due backlog.

There being no further business, the meeting of the Finance Committee adjourned at 10:25 a.m., following a motion by Member Penny-Ardinger, and seconded by Member von Paris.

A large, stylized handwritten signature in blue ink, appearing to be 'JVP', is written over a horizontal line.

John von Paris, Chairman