

**Jointly Held
Finance/Personnel and Planning Committee
Meeting Minutes**

July 18, 2017

Members Present: Sharon Hairston, Jointly Held Committee Chair, Board Vice President
John Lumpkin, Chair, Finance/Personnel Committee (*left meeting at 9:35am*)
David Williamson, Chair, Investment Advisory Committee
Vince Corrado
Franz Hoge

Excused Absence: Adrienne Heard, RTA Board President
Sharon Howard, Chair, Planning Committee
Tom U. Weckesser

Staff in Attendance: Mark Donaghy
Rick Bailey
Daron Brown
Herbert Carroll
Chris Cole
Tim Harrington
Deborah Howard
Nikol Miller
Brandon Policicchio
Gene Rhodes
Bob Ruzinsky
Mary K. Stanforth
Robert Thomas

Others Attending: Richard Henry, Ph.D., Public Attendee
Jonathan Hollingsworth, Attorney, Hollingsworth & Washington, LLC
Thomas Morrow, Public Attendee
Marc Reynolds, Marsh & McLennan Agency LLC
Shirley Snedeker, Marsh & McLennan Agency LLC

Call to Order

Ms. Sharon Hairston called the meeting to order at 8:32 a.m. A quorum was present and proper notice of the meeting had been given.

Approval of May 16, 2017 Meeting Minutes

Ms. Hairston asked if attendees desired a reading of the minutes or if there were any corrections to the minutes? Upon hearing no requests or corrections, Ms. Hairston declared ACCEPTANCE of the May 16, 2017 Jointly Held Finance/Personnel and Planning Committee Meeting Minutes.

August 2017 Board Action Items:

Action Item #2 – Gillig Bus Disc Brake Kits

Mr. Daron Brown explained the purpose of this procurement is to ensure parts availability and to standardize brake rebuilds for the recently purchased Gillig 1600 and 1700 Series buses within the Greater Dayton Regional Transit Authority (RTA). These brake parts are for the disc brake systems that are a new feature of the 1600 and 1700 fleets, as well as all future fleets. This procurement promotes three (3) of RTA's core values: Safety, Quality Service and Stewardship.

The successful contractors are required to provide the required products on an as needed basis for two (2) years.

Funding for Brake Kits is included in the operating budget.

The Chief Executive Officer recommends a contract award to Gillig LLC for Year One in the amount of \$94,255.80 and Year Two in the amount of \$94,425.00 for a Grand Total in the amount of \$188,680.80.

MOTION made by Mr. Corrado and SECONDED by Mr. Williamson that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to Gillig LLC in the Grand Total amount of \$188,680.80. The motion was APPROVED by voice vote 5-0.

Action Item #3 – American Public Transportation Association Annual Dues

Ms. Mary Stanforth explained the American Public Transportation's (APTA) mission is to strengthen and improve public transportation and represent transit's interests in Washington, DC before Congress and the Administration. APTA is an international organization that has been representing the transit industry for over 100 years.

The Greater Dayton RTA sustains a membership with APTA to utilize services provided such as networking, professional development and business opportunities, workshops, seminars, etc. Access to online resources is available. One of the long-term benefits of APTA is the opportunity to shape long-term industry policy and legislation on transportation issues.

The primary member services include representing our interests in Washington, DC before Congress and the Administration; growing the industry's workforce through professional and career development; building strong connections and networks among industry organizations and professionals, etc.

In the coming year, one of APTA's plans is to increase efforts to secure the needed federal funding for Fiscal Year 2018 and to push for new infrastructure investment initiative to include public transit.

Membership dues are based on annual Operating Expenses and are \$38,691, the same as last year's.

The Chief Financial Officer recommends approval of APTA's 2017-2018 dues in the amount of \$38,691.

MOTION made by Mr. Hoge and SECONDED by Mr. Williamson that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees approval of the American Public Transportation Association's 2017-2018 dues in the amount of \$38,691. The motion was APPROVED by voice vote 5-0.

Action Item #4 – Banking Services

Ms. Stanforth explained the intent of this Action Item is to contract with a commercial bank to perform ongoing banking services for the Greater Dayton RTA. This procurement is consistent with RTA's core values of Stewardship as we manage our resources efficiently.

The successful commercial bank is responsible for providing all of the banking and treasury management services RTA requires. In addition, as RTA continually seeks to provide Quality Service to our customers, the bank is required to sell bus passes and tokens from its central office and larger branches located within Montgomery County.

One (1) proposal was received and publicly opened. The proposing bank was the incumbent, Fifth Third Bank.

The competing banks were not interested in selling prepaid bus passes and tokens and declined to submit proposals.

Monthly fees are about \$2,500 however the earnings allowance for deposits may offset the fees. Fees will vary based on volumes with the proposed unit prices remaining constant throughout the contract period. Funds for banking services are included in the operating budget.

The Chief Executive Officer recommends an AWARD to Fifth Third Bank for a five (5) year contract with two (2) one (1) year options.

MOTION made by Mr. Williamson and SECONDED by Mr. Corrado that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to Fifth Third Bank for a five (5) year contract with two (2) one (1) year options. The motion was APPROVED by voice vote 3-0. Two (2) abstentions were made by Mr. Hoge and Mr. Lumpkin.

Action Item #5 – Remix Transit Planning Software Service

Mr. Brandon Policicchio explained the purpose of this procurement is to award a sole source contract to Remix Software Inc. to provide cloud-based transit planning software services to the Greater Dayton RTA for a three (3) year period.

Remix is the only web-based transit planning software platform that provides rapid route design, import/analysis/modification of existing transit routes, demographic analysis, operating cost calculations, travel time visualizations, and Title VI analysis into a single integrated platform for transit planning. The travel time visualizations will allow planners to see the customer's accessibility from any point on the map. The cloud-based, software as a service (SaaS) platform is ready for immediate deployment and is "off-the-shelf". The software is used at over 200 transit agencies world-wide.

Remix will enhance results and reduce contracted service costs associated with RTA's Strategic Plan of conducting a Comprehensive Operational Analysis (COA) to realign services with customer needs. By utilizing the Remix platform RTA will also achieve the Core Value of Stewardship by utilizing resources wisely and applying best practices with the delivery of the following planning and service development functions:

- Title VI Analysis – Estimated savings of \$10,000 every three (3) years for in-house production of demographic data.
- Export of Public Timetables – Estimated annual savings of \$20,000 as a result of reducing graphics contract work. Remix will release a software update during the 3rd quarter of 2017 with this feature.

Customer and community outreach, education and acceptance of any proposed service realignment is a critical component of the COA process. Remix will allow RTA staff to effectively communicate the benefits of service changes that are often invisible and hard to explain. Through the Remix customer engagement platform, customers will visualize to compare current and future travel times as the result of any service change.

Akron Metro Regional Transit Authority (Metro) in Akron, Ohio, awarded Remix a similar transit planning software service in November 2016. The Metro award was based on a three-year period of performance, 148 fixed route vehicles and one-time set-up fee of \$5,000, for a total dollar amount of \$118,800. RTA is anticipating an award based on a three-year period of performance, 157 fixed route vehicles and one-time set-up fee of \$5,000, for a total dollar amount of \$129,200. The \$10,400 price difference in total price between Metro and RTA represents a 9% price increase to the RTA. Based on a cost comparison done among Metro and other users and the information cited in this paragraph, the cost associated with the Remix Route Planning Software Service is deemed fair and reasonable.

Prior to this contract concluding, the tools available at that time will be reassessed to see if there is a better tool and we will seek out any new competition to Remix.

In addition, RTA will include a price escalator clause prior to executing the contract. The escalator will be based on a well-known index, such as the Consumer Price Index.

This procurement will be funded with operating funds.

The Chief Executive Officer recommends a contract AWARD to Remix Software Inc. for the Remix Transit Planning Software Service for \$41,400 per year for a three (3) year total of \$124,200 plus a one-time set-up fee of \$5,000 for a grand total of \$129,200.

MOTION made by Mr. Hoge and SECONDED by Mr. Lumpkin that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to Remix Software Inc. for a total of \$129,200. The motion was APPROVED by voice vote 5-0.

Informational and Discussion Items:
Customer and Business Development Update

Mr. Policicchio provided a summary document of recent activities in the Customer and Business Development Department. The summary included positive local and national news highlighting our Agency including information on the RTA Connect program, summer fare discounts, Youth Summer Passport program and upcoming Semester Pass partnership with Sinclair Community College.

KPI Data Review

Mr. Gene Rhodes previously provided the KPI data in today’s Committee package. Mr. Rhodes provided a summary of the results.

April 2017 Sales Tax Update

Mr. Robert Thomas stated that April 2017 receipts are \$32,611 *higher* than April 2016. This equates to a 0.9% *increase*. Year-to-Date April 2017 receipts are \$349,775 *lower* than Year-to-Date April 2016. This equates to a 2.6% *decrease*.

June 2017 Financial Statements

Mr. Thomas reported that for the month of June 2017 RTA’s *Net Loss* after Local Depreciation is \$460,890 compared to a *Budgeted Loss* of \$48,814. June 2017 Year-to-Date *Net Loss* after Local Depreciation is \$936,062 compared to a Year-to-Date *Budgeted Loss* of \$1,605,597. The details associated with the financial statements are included in the Committee Package. After six (6) months of Operations, RTA realized a \$669,535 *positive* variance as compared to budget.

Small Purchasing Information

Ms. Deborah Howard stated that an updated summary of small purchases was previously included in today’s meeting packet. There were no questions from Committee members regarding this report.

Next Meeting

A Jointly held Finance/Personnel and Planning Committee meeting will be held on Tuesday, August 15, 2017 at 8:30 a.m.

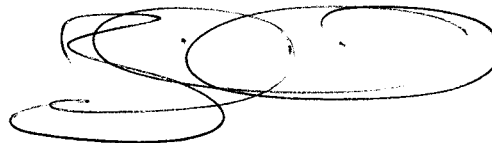
Adjournment

MOTION made by Mr. Hoge and SECONDED by Mr. Williamson to ADJOURN the meeting. The motion was APPROVED by voice vote 4-0. The meeting adjourned at approximately 10:30 a.m.



Sharon Hairston, Chair

Attest



Brandon Policicchio, Committee Secretary