



Minutes

Greater Dayton RTA Board of Trustees Public Board Meeting

April 5, 2022

- Trustees: David P. Williamson, President
Vince Corrado
Al Fullenkamp
Sharon E. Hairston
Adrienne L. Heard
Sharon D. Howard
Belinda Matthews-Stenson
Thomas Weckesser
- Excused: John A. Lumpkin, Jr., Vice President
- Staff: Bob Ruzinsky, Chief Executive Officer
Daron Brown, Director, Maintenance
Roland Caldwell, Director, Transportation
Christopher Conard, Coolidge Wall, Co., LPA
Cathy Garner, Senior Executive Administrative Assistant
Brandon Policicchio, Chief Customer & Business Development Officer
Mary Kay Stanforth, Chief Financial Officer
- Others: See attached attendance sheet

Call Meeting to Order

Mr. Williamson called the meeting to order at 3:00 p.m. A quorum was present and proper notice of the meeting had been given. This meeting is being conducted in accordance with House Bill 51, which remains in effect until June 30, 2022. Due to matters surrounding COVID-19, the meeting will be held remotely by teleconference and/or videoconference.

PLEDGE OF ALLEGIANCE

Mr. Williamson led attendees in reciting the Pledge of Allegiance.

ROLL CALL

Roll call was taken:

Mr. Corrado	Yes	Mr. Lumpkin	Excused
Mr. Fullenkamp	Yes	Ms. Matthews-Stenson	Yes
Ms. Hairston	Yes	Mr. Weckesser	Yes
Ms. Heard	Yes	Mr. Williamson	Yes
Ms. Howard	Yes		

APPROVAL OF CONSENT AGENDA

Mr. Williamson stated Greater Dayton Regional Transit Authority (RTA) By-Laws require Board Trustees approval of today’s Board Meeting Agenda. Mr. Williamson stated the Board Agenda was mailed in advance. Mr. Williamson stated there is one addition which is New Business Item #1 – Administrative Employee Compensation Guide. Mr. Williamson then asked Board members if there were any additional changes to the Agenda?

Upon hearing no additional changes to the agenda Mr. Williamson DECLARED APPROVAL of today’s Board Meeting Agenda as presented and amended.

APPROVAL OF MARCH 1, 2022 MEETING MINUTES

Mr. Williamson asked if anyone requests a reading of the minutes or if there are corrections to the minutes?

Upon hearing no requests or corrections to the minutes Mr. Williamson DECLARED APPROVAL of the March 1, 2022 Board Meeting Minutes.

FINANCE/PERSONNEL COMMITTEE REPORT (BELINDA MATTHEWS-STENSON)

Mr. Matthews-Stenson stated the Finance/Personnel and Planning Committees held a meeting on March 15th and as a result the Finance/Personnel Committee is recommending two (2) Action Items for the Board’s consideration.

ACTION ITEM #2 – JANITORIAL SERVICES

Ms. Matthews-Stenson stated the purpose of this procurement is to obtain the most qualified contractor to handle janitorial duties at the Wright Stop Plaza and the four (4) Transit Centers. RTA’s responsibility is to maintain a neat, clean and safe environment for all

customers, staff, and vendors. The services provided in this contract enables RTA to meet that public responsibility. This project is consistent with our core values of Safety and Stewardship. During these times of Covid-19, the importance of disinfecting all surfaces and maintaining an orderly, sanitary and secure environment are a top priority. This procurement will be funded from Operating Funds.

MOTION MADE by Ms. Matthews-Stenson and SECONDED by Ms. Hairston to APPROVE a contract AWARD to Alpha & Omega Building Services for Janitorial Services for five (5) base years and two (2) Option Years: Year One \$383,500, Year Two \$383,500, Year Three \$391,170, Year Four \$391,170, Year Five \$398,993 for a total of \$1,948,333 and Option Year One at \$406,973, and Option Year Two at \$415,113 totaling \$822,086, plus a 20% contingency of \$554,084 to cover any potential Covid supplies and/or services and price increases to supplies for a grand total of \$3,324,503.

Roll call vote was taken:

Mr. Corrado	Yes	Mr. Lumpkin	Excused
Mr. Fullenkamp	Yes	Ms. Matthews-Stenson	Abstain
Ms. Hairston	Yes	Mr. Weckesser	Yes
Ms. Heard	Abstain	Mr. Williamson	Yes
Ms. Howard	Yes		

MOTION CARRIED by voice vote.

Ayes: Six

Nays: None

Abstain: Two

ACTION ITEM #3 – ENGINE PARTS

Ms. Matthews-Stenson stated the purchase of engine parts is a routine procurement. The engine parts are used daily by the Maintenance Department to ensure the proper maintenance of the fleet. As the engines are comprised of hundreds of parts, too numerous to list individually for bid purposes, the bidders are asked to bid a percentage of discount on the part manufacturer's published price schedules. As the parts manufacturer issues new national price lists, they will supersede the currently used list; however, the same plus (+) or minus (-) factor will apply. Funds for engine parts are included in the Maintenance operating budget.

MOTION MADE by Ms. Matthews-Stenson and SECONDED by Mr. Fullenkamp to APPROVE a contract AWARD to Cummins Inc. dba Cummins Sales and Service for Engine Parts in the grand total amount of \$1,548,400. This covers three (3) base years and two (2) option years. Actual expenditures will vary based on usage.

Roll call vote was taken:

Mr. Corrado	Yes	Mr. Lumpkin	Excused
Mr. Fullenkamp	Yes	Ms. Matthews-Stenson	Yes
Ms. Hairston	Yes	Mr. Weckesser	Yes
Ms. Heard	Yes	Mr. Williamson	Yes
Ms. Howard	Yes		

MOTION CARRIED by voice vote.

Ayes: Eight Nays: None

Other items to mention:

At our meeting, Ms. Stanforth provided information regarding the February 2022 financial report.

- Passenger fares are down \$289,000 Year-to-Date (YTD) as compared to budget due to Covid and service impacts.
- Sales tax represents the total of January and February budgeted amounts.
- Total revenues are \$2.1 million under budget YTD mostly due to lower assistance from state and federal governments.
- Total expenses are \$3.2 million under budget YTD. Employee wages and fringe benefits, contract services and materials and supplies were the major contributors.
- RTA’s YTD service gain after deducting the local capital charge is \$553,000.

PLANNING COMMITTEE REPORT (SHARON HOWARD)

Ms. Howard stated the Finance/Personnel and Planning Committees met for a jointly held meeting on March 15th and as a result, the Planning Committee is recommending one (1) Action Item for the Board’s consideration.

ACTION ITEM #4 – OFFICE 365

Ms. Howard stated the purpose of this procurement is to contract with a vendor for an Office 365 Enterprise Licensing Agreement.

Microsoft Office 2013, with Exchange 2016 is currently being run. Microsoft has designated these platforms as end-of-life; therefore, these systems need to be upgraded. Moving to Office 365 makes sense for RTA, as it is cloud-based and will keep the agency on the most modern version of Microsoft Office. Moving to Office 365 will also provide RTA with the needed tools, instead of requiring that it be piecemealed together with other expensive solutions.

To complete the project, additional services are also needed: Integration & Data Migration Services at an estimated \$56,000; Unitrends Spanning Backup Licensing Agreement at \$23,000; and Employee Training at an estimated \$14,000. These services will be awarded to other vendors under small purchasing procedures.

MOTION MADE by Ms. Howard and SECONDED by Mr. Weckesser to AWARD a contract to Insight in the amount of \$166,914, for the purchase of a three (3) year Office 365 Enterprise Licensing Agreement. This procurement is part of the operating budget.

Roll call vote was taken:

Mr. Corrado	Yes	Mr. Lumpkin	Excused
Mr. Fullenkamp	Yes	Ms. Matthews-Stenson	Yes
Ms. Hairston	Yes	Mr. Weckesser	Yes
Ms. Heard	Yes	Mr. Williamson	Yes
Ms. Howard	Yes		

MOTION CARRIED by voice vote.

Ayes: Eight

Nays: None

CHIEF EXECUTIVE OFFICER’S REPORT

Mr. Ruzinsky stated as we continue to come out of Covid, and learn to live with Covid, RTA has been holding public hearings to get feedback on one of our recent campaigns “What Drives You”, as RTA incorporates changes to try and grow services.

Mr. Ruzinsky stated RTA hopes the Federal mask mandate will be lifted on April 18th when it's due to expire.

Mr. Ruzinsky commented on a recent Dayton Daily News article. Mr. Ruzinsky stated it was a very nice article including a great picture of one of our buses with the message "We're Hiring" on the front cover. Mr. Ruzinsky stated that he thought the article was fair and balanced. Mr. Ruzinsky commented that RTA has had many staff challenges over the past few months due to Administrative and Maintenance Staff departures for various reasons, including seeking other opportunities. Several are also due to some retirements, which is the reason for today's New Business Item #1- Administrative Employee Compensation Guide.

Mr. Ruzinsky announced new wage rates for ATU team members. Mr. Ruzinsky stated the contract expired at midnight on April 2, 2022 with neither side requesting or agreeing to an extension. Therefore, Staff felt it was safe to raise wages to what RTA feels is a fair level. This means the starting wage for an Operator with a CDL would now be \$18.00 versus \$16.55, and the starting pay for Non-CDL Drivers would be \$15.75 versus \$14.48 per hour. Mr. Ruzinsky went on to say these wages are more competitive with other peer transit systems.

OLD BUSINESS

None

NEW BUSINESS

NEW BUSINESS ITEM #1 – ADMINISTRATIVE EMPLOYEE COMPENSATION GUIDE

Mr. Ruzinsky stated RTA has an Administrative Employee Compensation Guide for non-union employees. Periodically, if not annually, the Compensation Guide is reviewed and adjusted. The Chief Executive Officer recommends adjusting the current Compensation Guide across the board by 6%. This is in addition to the 2% adjustment made November 2021 and is necessary to reflect the quickly changing employment market. There are no implied or expressed guarantees on wage increases.

MOTION MADE by Mr. Williamson and SECONDED by Ms. Heard to APPROVE the revised 2022 Administrative Employee Compensation Guide.

Mr. Fullenkamp asked if this Action Item changes the overall impact to the budget?

Mr. Ruzinsky replied no. This Action Item will not add to the budget, unless the newly hired applicants are paid more. It does not change the budget for any current Staff members already on-board. It just gives more room for Staff to grow and more opportunity to advertise a higher rate. Mr. Ruzinsky stated typically when a job is advertised the pay range for the position is listed as minimum to mid-point, and the current wages just aren't enough to attract applicants. We can hire above mid-point, however, that requires Mr. Ruzinsky's approval and at this point Staff is not even getting applicants that are at mid-point levels. Mr. Ruzinsky stated by approving this action item it will give Staff more flexibility. RTA is in a good place right now due to RTA's lower levels of service, amongst other things.

Mr. Fullenkamp thanked Mr. Ruzinsky for the explanation.

Ms. Heard asked is it safe to assume that anyone hired below the new minimum that their pay will be adjusted?

Mr. Ruzinsky stated generally speaking Staff will look at those on a case-by-case basis, as this is generally done, however, Staff will look at those few employees that might be affected.

Ms. Heard replied thank you.

Roll call vote was taken:

Mr. Corrado	Yes	Mr. Lumpkin	Excused
Mr. Fullenkamp	Yes	Ms. Matthews-Stenson	Yes
Ms. Hairston	Yes	Mr. Weckesser	Yes
Ms. Heard	Yes	Mr. Williamson	Yes
Ms. Howard	Yes		

MOTION CARRIED by voice vote.

Ayes: Eight

Nays: None

PUBLIC COMMENT

Mr. Williamson reminded attendees that anyone who wishes to speak must speak on their own behalf and not someone else's and one must address comments and/or concerns to the full Board and not directly to any individual in management. Mr. Williamson further stated that if you don't have enough time to speak during the three (3) minute time limit that one may remain after the meeting to discuss any concerns further with RTA Staff.

- Mr. Richard Henry – 11405 Lower Valley Pike, Medway, OH 45341. Mr. Henry stated he had comments to share after reading the Dayton Daily Newspaper article with regards to various service changes. Mr. Henry stated one in particular was the discontinuation of service on two Trolley Lines, those are Routes #3 and #5. Mr. Henry went on to say, it is his understanding that RTA gets revenue for fixed guideway service, and it seems by discontinuing service on those trolley lines this would reduce the amount of money RTA receives from the federal government.

Mr. Henry also communicated he heard there was a problem with staffing. Mr. Henry stated that he personally sits on several County Boards in Clarke County. One of the Boards Mr. Henry sits on is the West Central Ohio Port Authority which operates its 94 miles of railroad in five Ohio Counties and he would communicate that RTA is seeking Bus Drivers.

Mr. Williamson thanked Mr. Henry for his comments and stated his expertise has always been valuable to RTA over the years.

Mr. Henry replied thank you.

**BOARD MEMBER COMMENTS
- ANNOUNCEMENTS**

Mr. Williamson stated that he already expressed his congratulations to Mr. Lumpkin regarding the undefeated 5th and 6th grade Trotwood Madison Girls Basketball Team.

Ms. Howard congratulated the RTA Staff. Ms. Howard stated like most businesses during the last two years Staff

at RTA have done an incredible job having to pivot almost daily, as they navigated through the pandemic. Thank you!

Ms. Hairston and Mr. Weckesser echoed Ms. Howard's comments.

EXECUTIVE SESSION

None


Mr. Williamson mentioned upcoming RTA meetings:

- Board Meeting May 3, 2022 – 3:00 p.m.
- Jointly Held Finance/Personnel & Planning – April 19, 2022 – 8:30 a.m.
- Investment Advisory – April 21, 2022 – 11:45 a.m.

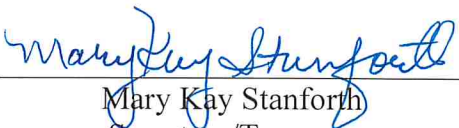
ADJOURNMENT

Hearing no objections Mr. Williamson ADJOURNED the meeting at 3:33 p.m.

ATTEST



David P. Williamson
President
RTA Board of Trustees



Mary Kay Stanforth
Secretary/Treasurer
RTA Board of Trustees

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