



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

**January 16, 2024**

- Members Present:** John A. Lumpkin, Jr.  
Al Fullenkamp  
Sharon Hairston  
Grady Mullins  
David P. Williamson
- Excused:** Sharon D. White  
Belinda Matthews-Stenson  
Nikol Miller  
Thomas Weckesser
- Staff in Attendance:** Bob Ruzinsky  
Daron Brown  
Roland Caldwell  
Chris Conard, Coolidge Wall  
Deborah Howard  
Brandon Policicchio  
Alex Smith

Mr. Lumpkin called the meeting to order at 8:42 a.m. and roll call was taken:

**Roll Call**

Ms. White -	Excused
Mr. Fullenkamp -	Yes
Ms. Hairston -	Yes
Mr. Lumpkin -	Yes
Ms. Matthews-Stenson -	Excused
Ms. Miller -	Excused
Mr. Mullins -	Yes
Mr. Weckesser -	Excused
Mr. Williamson -	Yes

A quorum was present, and proper notice of the meeting had been given.

**Approval of November 21, 2023 Jointly Held Finance/Personnel and Planning Committees Meeting Minutes**

Mr. Lumpkin asked if attendees request a reading of the minutes or have corrections to the minutes?

Upon hearing no requests or corrections, a MOTION was made by Mr. Williamson and SECONDED by Ms. Hairston to APPROVE the November 21, 2023 minutes.

The MOTION was APPROVED by voice vote 5-0.

**Board Action Items**

**Action Item #2 – Engine Oil**

Mr. Brown explained the purpose of this procurement is to purchase engine oil for the diesel bus fleet and non-revenue diesel vehicles for Greater Dayton Regional Transit Authority (RTA). This procurement supports our core values of Quality Service and good Stewardship of RTA’s financial resources by ensuring that our fleet is well maintained and available for service.

Vendors were required to base their bids on the estimated quantity of 7,764 gallons of engine oil per year. The total cost per year determines the lowest bidder.

Sealed bids for the purchase of Engine Oil for a one-year period with a one-year option were solicited through the *Dayton Daily News*, *Dayton Weekly*, and *Transit Talent*. Invitations for Bid were sent to 86 vendors.

At 10:00 a.m. on December 14, 2023, seven (7) bids were received and publicly opened. The results are as follows:

<b>VENDOR</b>	<b>Year 1 Unit Price</b>	<b>Year 1 Total Amt.</b>	<b>Option Year Unit Price</b>	<b>Option Year 1 Total Amt.</b>
Hawkins Bailey Warehouse Bedford, IN	\$8.93	\$69,332.52	\$8.93	\$69,332.52
Apollo Oil Winchester, KY	\$8.99	\$69,798.36	\$9.24	\$71,739.36
PetroChoice, LLC King of Prussia, PA	\$9.00	\$69,876.00	\$9.50	\$73,758.00
Safety-Clean Systems, Inc Norwell, MA	\$10.25	\$79,581.00	\$10.65	\$82,687.00
RelaDyne Hebron, KY	\$10.29	\$79,891.56	\$10.49	\$81,444.36
Dayton Tool Crib Dayton, OH	\$10.85	\$84,239.40	No Bid	-
Mansfield Oil Company Troy, OH	\$12.27	\$95,264.28	\$12.57	\$97,593.48

Funding for this procurement is included in the operating budget.

MOTION made by Mr. Fullenkamp and SECONDED by Ms. Hairston that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees an AWARD to Hawkins Bailey Warehouse for engine oil with an estimated award amount of \$69,333 for the base year, and \$69,333 for the option year, for a grand total of \$138,666. Actual costs will vary based on the number of gallons purchased.

The MOTION was APPROVED by voice vote 5-0.

**Action Item #3 – Diesel Exhaust Fluid**

Mr. Brown explained the purpose of this procurement is to purchase diesel exhaust fluid for the diesel bus fleet and non-revenue diesel vehicles for Greater Dayton RTA. This procurement supports our core values of Quality Service and good Stewardship of RTA’s financial resources by ensuring that our fleet is well maintained and available for service.

Vendors were required to base their bids on the estimated quantity of 33,000 gallons of diesel exhaust fluid per year. The total cost per year determines the lowest bidder.

Sealed bids for the purchase of diesel exhaust fluid for a one-year period with two one-year option years were solicited through the *Dayton Daily News*, *Dayton Weekly*, and *Transit Talent*. Invitations for Bid were sent to 86 vendors.

At 11:00 a.m. on December 14, 2023, five (5) bids were received and publicly opened. The results are as follows:

<b>VENDOR</b>	<b>Year 1 Unit Price</b>	<b>Base Year Total Amount (33,000 gal)</b>	<b>Option Year 1 Unit Price</b>	<b>Option Year 1 Total Amount (33,000 gal)</b>	<b>Option Year 2 Unit Price</b>	<b>Option Year 2 Total Amount (33,000 gal)</b>
PetroChoice, LLC King of Prussia, PA	\$1.65	\$54,450.00	\$1.75	\$57,750.00	\$1.85	\$61,050.00
Mansfield Oil Troy, OH	\$1.79	\$59,070.00	\$1.89	\$62,370.00	*No Bid	-
Brenntag Mid-South Hebron, OH	\$1.85	\$61,050.00	\$1.85	\$61,050.00	\$1.85	\$61,050.00
Apollo Oil Winchester, KY	\$1.99	\$65,670.00	\$2.24	\$73,920.00	\$2.49	\$82,170.00
RelaDyne Hebron, KY	\$2.09	\$68,970.00	*No Bid	-	*No Bid	-

Funding for this procurement is included in the operating budget.

MOTION made by Mr. Williamson and SECONDED by Mr. Fullenkamp that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees an AWARD to PetroChoice, LLC for Diesel Exhaust Fluid with an estimated award amount of \$54,450 for the base year and \$57,750 and \$61,050 for the option years 1 and 2, respectively for a grand total of \$173,250. Actual costs will vary based on the number of gallons purchased.

The MOTION was APPROVED by voice vote 5-0.

**Action Item #4 – Bus Garage Post Tension Floor Additional Work**

Mr. Brown explained that in April 2023, the Board of Trustees approved the contract award to CPS Construction Group, Inc. for Bus Garage Post Tension Floor Repair.

The original contract was approved for \$107,640 plus a 20% contingency of \$21,528 for any unknowns that may arise during the repair process for a total award of up to \$129,168.

During this project, the total amount approved by the Board plus the standard change order authority for \$12,916.80 increased the project cost to \$142,084.80.

RTA would now like to add \$14,770 for additional required work, which was not in the original scope of work but was discovered during the project. Specifically, there is a concrete seam that is leaking water and must be repaired to maintain the integrity of the post tension floor. There were also some additional construction costs incurred during the project's original scope, which amounted to approximately \$18,000. A \$10,000 contingency is also being requested for any future unforeseen issues that could arise with this additional work.

MOTION made by Mr. Williamson and SECONDED by Mr. Fullenkamp that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees an additional contract AWARD to CPS Construction Group, Inc. for Bus Garage Post Tension Floor Additional Work in the amount of \$32,770 plus a \$10,000 contingency for a total of \$42,770 which brings the total project cost to \$184,855.

The MOTION was APPROVED by voice vote 5-0.

**Action Item #5 – 601 Longworth VEE System**

Mr. Smith explained the purpose of this procurement is to select a firm to partner with Greater Dayton RTA for the installation of a Vehicle Exhaust Extraction (VEE) system in the 601 Longworth Street garage.

The garage is currently equipped with a building exhaust system that removes fumes from running vehicles; however, in the maintenance bays, the VEE systems are added to capture the vehicle exhaust for prolonged idling periods. This system will support the AC Shop that is being moved from its current location to the 601 Longworth Street garage. This procurement supports RTA's core value of safety for our employees by continuously improving our facilities to ensure they are free from harmful chemicals and have a healthy and safe work environment.

Sealed bids for the 601 Longworth VEE System were solicited through *Dayton Daily News*, *Dayton Weekly News*, and *Transit Talent*. Invitations for Bid were sent to 52 firms.

At 10:00 a.m., on November 6, 2023, two (2) bids were received and publicly opened. The results were as follows:

Vendor	J. Feldkamp Design Build Cincinnati, OH	Starco, Inc. Dayton, OH
Material	\$ 62,200	\$ 86,919
Labor	\$ 62,200	\$ 45,000
Total Bid	\$ 124,400	\$ 131,919

MOTION made by Mr. Williamson and SECONDED by Mr. Fullenkamp that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees an AWARD to J. Feldkamp Design Build for

the installation of the VEE system in the 601 Longworth garage in the amount of \$124,400 plus a contingency of \$12,440 for any unknown costs, totaling \$136,840.

The MOTION was APPROVED by voice vote 5-0.

**Customer and Business Development Update**

Mr. Policicchio stated the Customer and Business Development Department update was provided in today's meeting packet. Mr. Policicchio also shared an update on ridership.

**November 2023 Financial Report**

The November 2023 Financial Report was included in today's meeting packet. Passenger fares are \$1.7 million over budget because of post-pandemic increased ridership. Total revenue is \$2.6 million over budget due to higher passenger fares, interest income and sales tax, offset by lower federal assistance. Total expenses are \$671,000 over budget because of higher employee wages and purchased transportation costs, offset by lower paid absences, fringe benefits, contract services and materials & supplies. RTA's service loss is \$894,000 after eleven months, which compares to a budgeted loss of \$2.9 million. The overall financial result is tracking favorably compared to budget.

**Small Purchasing Information**

Ms. Howard stated the Small Purchasing Information was included in today's meeting packet.

**CEO Update**

Mr. Ruzinsky shared an update from the recent American Bus Benchmarking Group (ABBG) visit.

**Request for Executive Session**

At 9:28 am a MOTION was made by Mr. Williamson and SECONDED by Mr. Fullenkamp to move into Executive Session to discuss the compensation of a public official.

Roll call was taken:

Ms. White -	Excused
Mr. Fullenkamp -	Yes
Ms. Hairston -	Yes
Mr. Lumpkin -	Yes
Ms. Matthews-Stenson -	Excused
Ms. Miller -	Excused
Mr. Mullins -	Yes
Mr. Weckesser -	Excused
Mr. Williamson -	Yes

**Adjournment from Executive Session**

At 10:00 am a MOTION was made by Ms. Hairston and SECONDED by Mr. Williamson to ADJOURN from the Executive Session. The MOTION was APPROVED by voice vote 5-0.

**Next Meeting**

The upcoming jointly held Finance/Personnel and Planning Committee meetings are scheduled for February 20 and March 19, 2024.

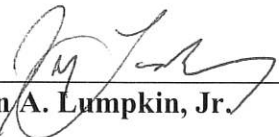
**Adjournment**

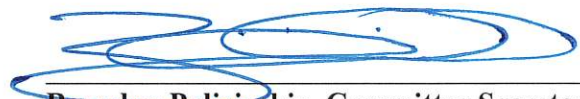
MOTION made by Ms. Hairston and SECONDED by Mr. Fullenkamp to ADJOURN the meeting.

The MOTION was APPROVED by voice vote 5-0.

Mr. Lumpkin DECLARED the meeting ADJOURNED at 10:00 a.m.

**ATTEST**

  
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**John A. Lumpkin, Jr.**

  
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**Brandon Polieicchio, Committee Secretary**