

Minutes

Greater Dayton RTA Board of Trustees
Public Board Meeting

March 6, 2018

- Trustees: Adrienne L. Heard, President
Sharon Hairston, Vice President
Franz Hoge
Sharon Howard
John Lumpkin
Thomas Weckesser
David P. Williamson
- Excused: Vince Corrado
Belinda Matthews-Stenson
- Staff: Mark Donaghy, Chief Executive Officer
Chris Cole, Chief Operating Officer
Cathy Garner, Sr. Executive Administrative Assistant
Jonathan Hollingsworth, Hollingsworth & Washington, L.L.C.
Brandon Policicchio, Chief, Customer and Business Development Officer
Bob Ruzinsky, Chief Capital Officer
Mary Stanforth, Chief Financial Officer
- Others: Interested citizens (see attached sheet)

Call Meeting to Order

Ms. Heard called the meeting to order at 3:00 p.m. A quorum was present and proper notice of the meeting had been given.

PLEDGE OF ALLEGIANCE

Ms. Heard led attendees in reciting the Pledge of Allegiance.

Greater Dayton Regional Transit Authority

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ROLL CALL

Roll call was taken:

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

APPROVAL OF CONSENT AGENDA

Ms. Heard stated Greater Dayton RTA (RTA) By-Laws require Board approval of today's Meeting Agenda. Ms. Heard explained the Agenda was mailed in advance and asked if there are any corrections to the Agenda? Upon hearing no requests or corrections, Ms. Heard DECLARED APPROVAL of today's Meeting Agenda.

APPROVAL OF FEBRUARY 7, 2018 BOARD MEETING MINUTES

Ms. Heard asked if anyone requests a reading of the minutes or if there are any corrections to the minutes? Upon hearing no requests or corrections, Ms. Heard DECLARED ACCEPTANCE of the February 7, 2018 Board Meeting Minutes.

FINANCE/PERSONNEL COMMITTEE REPORT (JOHN LUMPKIN)

Mr. Lumpkin stated the Finance/Personnel and Planning Committees met for a jointly held meeting on February 20, 2018 and as a result the Finance/Personnel Committee is recommending four (4) Action Items for approval by the Board of Trustees.

ACTION ITEM #2 – FACILITY SECURITY

Mr. Lumpkin stated RTA is committed to protecting its employees and critical assets. The purpose of this procurement is to contract with a firm to provide safe and secure transit centers for our customers waiting to use transportation services and to provide security at all other operating facilities. This project is consistent with RTA's core values of Safety and Stewardship.

MOTION MADE by Mr. Lumpkin and SECONDED by Ms. Hairston to AWARD a three (3) year base CONTRACT to Moonlight Security in the amount of \$138,258 for Year One (1); \$140,746 for Year Two (2); and \$143,233 for Year Three (3) for an estimated total of \$422,237. The Committee also RECOMMENDS Option Year one (1) at \$145,817 and Option Year two (2) at \$148,400 for a grand total estimate of \$716,454. The actual cost will vary based upon the actual number of on-site hours at each facility. Funding for Facility Security is included in the annual operating budget.

MOTION CARRIED by voice vote.

Ayes: Seven

Nays: None

ACTION ITEM #3 – EXTERIOR AND RESTROOM IMPROVEMENTS AT EASTOWN AND WESTOWN TRANSIT CENTERS

Mr. Lumpkin stated the purpose of this procurement is to contract with a qualified contractor for exterior and restroom improvements at the Eastown and Westown transit centers. This project is consistent with RTA's core values of Safety, Stewardship, and Quality Service as we demonstrate our commitment to maintain our facilities in a state of good repair and make our customers a priority. The project is broken down as follows:

- Eastown and Westown exterior and restroom improvements
- Eastown and Westown guard house clean-up
- Eastown and Westown new dumpster, enclosure, and associated work

MOTION MADE by Mr. Lumpkin and SECONDED by Mr. Hoge to AWARD a CONTRACT to Arcon Builders for Exterior and Restroom Improvements at Eastown and Westown Transit Centers for a total of up to \$576,000 plus a 15% project renovation allowance for unknowns and project extras that may arise during the renovation process, for a total award of up to \$662,400. The actual cost may be less if the work on the guard houses and dumpster enclosures are not undertaken, or all or part of the 15% project renovation allowance is not used. This procurement will be funded 80% through Federal grant funds.

MOTION CARRIED by voice vote.

Ayes: Seven

Nays: None

ACTION ITEM #4 – WRIGHT STOP PLAZA EAST CONCOURSE FAÇADE RENOVATION

Mr. Lumpkin stated the purpose of this procurement is for RTA to contract with a qualified contractor for the Wright Stop Plaza concourse façade renovation. This project is consistent with RTA's core values of Safety, Stewardship, and Quality Service as we demonstrate our commitment to maintain our facilities in a state of good repair and make our customers a priority. The successful contractor will provide modification to existing concourse façade including removal of existing storefront and replacing with new curtainwall, entrances, and the addition of sunshades; and repair and replacement of interior finishes associated with façade modifications.

MOTION MADE by Mr. Lumpkin and SECONDED by Ms. Hairston to AWARD a CONTRACT to NR Lee Restoration for the Wright Stop Plaza Concourse Façade Renovation for a total of up to \$189,974 plus a 15% project renovation allowance for unknowns and project additions that may come up during the renovation process, for a total award of up to \$218,471. Actual cost may be less if all or part of the allowance is not used. This procurement will be funded 80% through Federal grant funds.

MOTION CARRIED by voice vote.

Ayes: Seven

Nays: None

ACTION ITEM #5 – APTEAN (ROSS) IREN UPGRADE

Mr. Lumpkin stated that RTA has utilized the Ross Enterprise accounting system software for over 30 years. This software includes general ledger, accounts payable, accounts receivable, fixed assets, purchasing, and receiving. The original system was purchased in 1987 with a conversion from Ross Classic to Irenaissance (IREN) in 2007. Periodic upgrades have not been performed due to extensive customization within the system. RTA is at a critical juncture with our Ross system as our current version runs on an unsupported version of server software; our current report writer is no longer supported; and some of

our business practices have forced us to use manual processes. Options to resolve these issues and achieve process improvements were to either upgrade RTA's current Ross system or purchase a new enterprise resource system. RTA has been in discussions with Aptean, Inc. owners of our Ross system over the past year. Aptean has proposed a solution to the problems encountered that offers additional capabilities which will benefit all RTA users of RTA financial data. There are additional significant process improvements involved in the standard upgrade that meet Accounting's current needs, and the upgrade will allow RTA to run the system on the latest version of server software.

MOTION MADE by Mr. Lumpkin and SECONDED by Mr. Weckesser to AWARD a CONTRACT to Aptean, Inc. in the not to exceed amount of \$301,504 for the Ross (IREN) Upgrade and Maintenance Fees totaling \$463,961 for a five-year period for a grand total award of \$765,465. The upgrade portion of this procurement will be funded with 80% Federal grant funds. Software maintenance will be funded with operating funds.

MOTION CARRIED by voice vote.

Ayes: Seven

Nays: None

Ms. Heard stated a cost analysis was performed to determine if the sole-source pricing received was fair and reasonable. An analysis was conducted regarding software prices, hourly rates for professional services, travel costs, and maintenance fees. Aptean's pricing was found to be fair and reasonable.

Board Discussion Items to Mention

November 2017 Sales Tax Update

Mr. Lumpkin stated that at the Committee meeting Ms. Stanforth reported November 2017 Sales Tax receipts equal \$3,052,381 and State of Ohio Transitional Aid is \$383,788. The Grand Total of \$3,436,168 reflects a 2.0% or \$69,000 decrease versus November 2016.

Year-to-Date (YTD) November 2017 Sales Tax receipts equal \$35,872,677 and State of Ohio Transitional Aid is \$1,918,939. The YTD Grand Total of \$37,791,616 reflects

a 0.5% or \$200,000 increase versus YTD November 2016. As compared to YTD Budget, we are down \$1.44 Million.

December 2017 Pre-Audit Financial Statements

Mr. Lumpkin also stated that Ms. Stanforth reported for the month of December 2017 RTA's Net Gain after Local Depreciation is \$70,866 compared to December 2016's Net Loss of \$703,598.

December 2017 YTD Net Loss after Local Depreciation is \$1,288,455 compared to YTD December 2016's Net Loss after Local Depreciation of \$1,658,905. The details and variance explanations associated with the financial statements are included in today's Board Package.

January 2018 Financial Statements

In closing Mr. Lumpkin communicated that Ms. Stanforth reported for the month of January 2018 RTA's Net Loss after Local Depreciation is \$659,379 compared to January 2017's Net Loss of \$824,271. For January 2018 RTA's Budgeted Net Loss after Local Depreciation is \$909,084. The details and variance explanations associated with the financial statements are included in today's Board Package.

PLANNING COMMITTEE REPORT (SHARON HOWARD)

Ms. Howard stated the Finance/Personnel and Planning Committees met for a jointly held meeting on February 20th and the Planning Committee has no Action Items to present today, however, there are important informational items to share.

Ms. Howard stated that Mr. Policicchio provided a summary document of recent activities in the Customer and Business Development Department. Highlights of this month's report included the statewide "Ohio Loves Transit Day" celebration. The celebration, sponsored by the Ohio Public Transportation Association, united all Ohio transit agencies on February 14th to spread "the love" and message that transit is a smart option for daily transportation needs. RTA spread the love and message on this day by offering free rides to customers who showed they utilized the RideTime text message feature.

Also at the meeting, Mr. Policicchio shared that RTA was currently honoring civil rights icon Rosa Parks by reserving

a seat in her name at the front of every bus for a week as part of a celebration for Black History Month. He indicated that from the very first day, RTA received several requests from both customers and employees requesting a copy of the Rosa Parks seat sign.

Mr. Policicchio also updated the committee on the February 18th service and fare changes, and provided examples of ongoing efforts to communicate with RTA customers. One example included a Facebook post that was viewed by almost 18,000 people and was shared 242 times.

CHIEF EXECUTIVE OFFICER'S (CEO) REPORT

Mr. Donaghy commented that he had a few informational items to share. Mr. Donaghy stated that he wanted to highlight the "Ohio Loves Transit Day" event. This campaign was modeled after Greater Dayton RTA who developed the project last year. The RTA Marketing Department did an excellent job!

Mr. Donaghy stated the February 18th Service changes are going as well as expected. Mr. Donaghy commented that of course there are some unhappy customers when significant changes such as these are made. Mr. Donaghy communicated that one item of concern that he and Staff anticipated is a marked increase in bus pass use. "It's up around 78%", stated Mr. Donaghy. Mr. Donaghy commented that RTA continues to encourage customers to utilize electronic forms of payment.

Mr. Donaghy stated RTA is active with the Greater Ohio Policy Center on statewide policy issues. This organization has launched a new study effort to discuss transit funding at the state level and Mr. Donaghy will be serving on the Steering Committee.

In closing, Mr. Donaghy stated RTA is a part of the Bus Benchmarking Group, which now has members in twenty-two cities who share data and interact frequently. Mr. Donaghy commented that recently Staff received a request from Des Moines, Iowa Regional Transit Authority to allow them to send some of their Staff to RTA to job shadow in the Operations, Maintenance and Call Center Departments. Mr. Donaghy stated the group of eight were on-site for a couple of days.

Mr. Donaghy stated that RTA is also a member of the Mid West Transit Leadership Exchange which originally started in Ohio and has now grown into Pennsylvania and New York! Mr. Donaghy communicated that this is a similar way of sharing experience and knowledge with other Transit Systems. Mr. Donaghy stated typically when this happens people on both sides learn considerably. This is part of the RTA's Staff development process which is not a new concept but has recently been brought back and put to great use.

OLD BUSINESS

Ms. Heard stated that at last month's Board meeting Staff received a complaint from Ms. Mary Miller that her request for a change in eligibility for paratransit was never considered and that Staff had not responded. Ms. Heard communicated Staff investigated this complaint, and Ms. Miller admitted to Staff that she had not submitted the request to Staff and that it was still at her doctor's office. Ms. Heard stated that this is not the first time Ms. Miller has misrepresented the facts.

NEW BUSINESS

Ms. Heard stated that there is one item she would like to bring before the Board for consideration in regards to the RTA Board Communication Package. Ms. Heard stated several months ago the Board agreed to try receiving Board packets via computer versus printed copy, while everyone wasn't in favor of this idea. Ms. Heard commented that some Trustees prefer an actual paper copy although the cost of internal printing is somewhat high. Ms. Heard stated one suggestion that she came up with was to print the monthly Committee packet and have copies available at the Committee meetings. Trustees can then bring that packet to the following Board meeting. Ms. Heard stated that the Committee packet does not change that much between the two meetings. Ms. Heard reiterated the Board and Joint Committee packets will still be sent electronically prior to each meeting, however, upon arriving to the jointly held Finance, Personnel and Planning Committees meetings, Board Trustees will receive a paper copy of the materials and any other additional hand-outs. They will in-turn keep this information and bring it with them to the next Board of Trustees meeting. Ms. Heard communicated that while this

idea may not be permanent she would like to see how this process works.

PUBLIC COMMENT

None

**BOARD MEMBER COMMENTS
- ANNOUNCEMENTS**

Ms. Howard communicated that she really enjoyed what RTA did in honor of Rosa Parks for Black History month. Ms. Howard stated she knows that Staff had a lot going on during the month of February, however it is her hope that the event is repeated next year for the entire month. She has received excellent feedback!

Ms. Howard stated that a week from today embarks a very busy time for herself and Mr. Weckesser due to the First Four Basketball Tournament held at the University of Dayton. Ms. Howard stated as a Local Organizing Committee Member she wanted to thank Greater Dayton RTA for their sponsorship and providing buses for people that will be shuttling back and forth to the arena. In addition, Ms. Howard commented that if you don't have a ticket to the event, the University of Dayton is providing two Free Team Practice Events on March 12th and March 13th at the UD arena. Ms. Howard stated that there will be free t-shirts handed out to the first 400 fans.

In addition, Mr. Weckesser thanked RTA for their support regarding the NCAA First Four event!

Mr. Lumpkin thanked RTA for their support of the DECA Prep Girl Scout Troop. Mr. Lumpkin stated that by riding the bus it taught these future riders the basic skills necessary in how to ride. Mr. Lumpkin also wanted to thank Ms. Nikol Miller and Mr. Nathen Owens for facilitating this endeavor!

Mr. Williamson wanted to reiterate all of the fine work conducted at the University of Dayton getting ready for the First Four!

EXECUTIVE SESSION

None

ADJOURNMENT

MOTION MADE by Ms. Hairston and SECONDED Mr. Williamson to ADJOURN the meeting.

MOTION CARRIED by voice vote.

Ayes: Seven

Nays: None

The meeting adjourned at 3:28 p.m.

ATTEST



Adrienne L. Heard
President
RTA Board of Trustees



Mary K. Stanforth
Secretary/Treasurer
RTA Board of Trustees

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