

## Minutes

### Greater Dayton RTA Board of Trustees Public Board Meeting

September 3, 2019

- Trustees: David P. Williamson, Vice President  
Vince Corrado  
Adrienne L. Heard (arrived at 3:03 p.m.)  
Franz Hoge  
Sharon D. Howard  
John Lumpkin  
Belinda Matthews-Stenson  
Thomas Weckesser
- Excused: Sharon Hairston, President
- Staff: Mark Donaghy, Chief Executive Officer  
Chris Cole, Chief Operating Officer  
Chris Conard, Coolidge Wall, Co. LPA  
Cathy Garner, Sr. Executive Administrative Assistant  
Brandon Policicchio, Chief Customer & Business Development Officer  
Bob Ruzinsky, Chief Capital Officer  
Mary Stanforth, Chief Financial Officer
- Others: Interested citizens (see attached 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.

### PLEDGE OF ALLEGIANCE

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

Ms. Heard arrived at 3:03 p.m.

**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 explained the Agenda was mailed in advance, and asked if there are any changes to the Agenda? Upon hearing no requests or corrections, Mr. Williamson DECLARED ACCEPTANCE of today's Meeting Agenda.

**APPROVAL OF AUGUST 6, 2019 BOARD MEETING MINUTES**

Mr. Williamson asked if anyone requests a reading of the minutes or if there are any corrections to the minutes? Upon hearing no requests or corrections, Mr. Williamson DECLARED ACCEPTANCE of the August 6, 2019 Board Meeting Minutes.

**FINANCE/PERSONNEL COMMITTEE REPORT (JOHN LUMPKIN)**

Mr. Lumpkin stated although the Finance/Personnel and Planning Committees did not meet during the month of August the Finance/Personnel Committee is recommending one (1) Action Item for approval by the Board of Trustees.

**ACTION ITEM #2 – TRAPEZE PROFESSIONAL AND TECHNICAL SERVICES**

Mr. Lumpkin stated Trapeze Software Group is the sole provider of the Trapeze Enterprise Asset Management (EAM) and Operations Management (OPS) software systems. In March 2013, RTA Board Trustees approved the purchase of EAM to replace the existing Fleet/Asset Maintenance Management Software System that was no longer supported by the vendor. This purchase included software licenses, implementation services, and a five-year maintenance agreement for a total not-to-exceed cost of

\$794,480. To date, the Chief Executive Officer has authorized change orders increasing the total by \$74,591 or 9.39% for a grand total of \$869,071.

In February 2017, RTA implemented the Trapeze OPS Dispatch/Timekeeping system to manage the Transportation workforce with regard to scheduling and timekeeping. That system handles RTA's union rules and feeds the timekeeping to RTA's Payroll System. The plan for the implementation of EAM for Maintenance includes the integration of EAM with OPS to handle the scheduling and timekeeping of the Maintenance workforce.

During the final stages of the implementation of EAM, a few modifications to the interfaces between EAM and OPS are required to handle some unique timekeeping rules for Maintenance. These rules include special circumstances with shift start time and work during lunch.

RTA is requesting the authorization of additional funds beyond the 10% threshold for which the Chief Executive Officer is authorized to approve. The purchase of professional and technical services to enhance the performance of Trapeze EAM and OPS software will allow staff to utilize it to accurately maintain timekeeping per Union rules. This purchase supports RTA's core value of Stewardship through the effective and efficient use of agency resources.

The cost for Trapeze to perform this work is \$28,225 for the customizations and \$1,943 for a year of support for these customizations.

Since this is sole source, a cost analysis was performed to determine if the pricing received is fair and reasonable. Trapeze's pricing was found to be similar to other professional and technical work performed for RTA such as the implementation services for OPS in 2016-2017 and the implementation of the Blockbuster Run Cut software in 2013. Since Trapeze software is proprietary, they are the only vendor that can provide technical and professional services, and the cost is considered necessary and unavoidable.

The associated details are included in today's Board package and Staff is available to answer any questions the Board may have at this time.

Mr. Hoge asked how does this update enhance the present system that RTA presently has or make it more accurate?

Mr. Donaghy replied this specific upgrade has to do with making the final connections so that all the different software can interact among each other without interruption for example payroll, the new attendance tracking, etc. Mr. Donaghy explained RTA was close to completing this project but could not due to running out of funds.

MOTION MADE by Mr. Lumpkin and SECONDED by Ms. Heard to AWARD a CONTRACT to Trapeze Software Group, Inc. in the not to exceed amount of \$28,225 for the purchase of Trapeze professional and technical services, and \$1,943 for a year of support for a total of \$30,168. The grand total not to exceed award will now be \$899,239. This procurement will be funded with 80% Federal grant funds.

MOTION CARRIED by voice vote.

Ayes: Eight            Nays: None

Other Items to Mention:

May 2019 Sales Tax Update

May 2019 Sales Tax receipts equal \$3.3 million.

- Receipts exceed May 2018 by \$18,000 or 0.5%.
- Receipts exceed the May 2019 budget by \$41,000 or 1.2%.

Year-to-Date (YTD) May 2019 Sales Tax receipts equal \$15.6 million.

- Receipts exceed YTD May 2018 by \$402,000 or 2.6%.
- Receipts exceed YTD May 2019 budget by \$390,000 or 2.6%.

July 2019 Financial Statements

Mr. Lumpkin communicated for the month of July, 2019 the Net Loss before federal and state depreciation is \$586,000. This is \$236,000 worse than the budgeted loss of \$350,000. The negative variance is largely due to higher

wages & benefits expense along with higher insurance and purchased transportation.

The YTD July, 2019 Net Loss before federal and state depreciation is \$609,000. This is \$1.4 Million better than the budgeted loss of \$2.0 Million. The overall positive variance is largely due to lower wages & benefits, lower materials & supplies and lower fuel & lubricants. The \$552,000 net increase in the fair value of investments was a major contributing factor as well. Local depreciation expense exceeded budget by \$277,000.

#### **PLANNING COMMITTEE REPORT (SHARON D. HOWARD)**

Ms. Howard stated the Finance/Personnel and Planning Committees did not meet for a jointly held meeting this past month, however, there are important updates to share.

Ms. Howard stated this past month RTA provided shuttle service from UD Arena to the Gem City Shine event held in the Oregon District. During this time, RTA carried nearly 20,000 people to the event.

On August 21<sup>st</sup>, the RTA along with the City of Dayton, Link Bike Share, and the Downtown Dayton Partnership welcomed Spin scooters to the city. This included an announcement of RTA's partnership with Spin to provide on-the-ground operational support for the scooters. This is a first of its kind partnership between a scooter company and public transit agency.

In addition, the Communications Department has pushed out several initiatives, including informing Dayton Public School students how they can use RTA services to get to school. RTA will begin Limited Stop (LS service) September 30<sup>th</sup>, providing direct routing from Dayton neighborhoods to area high schools. The department also completed several outreach programs at area universities, including participating in new student orientation events at Wright State University and the University of Dayton. The RTA also did presentations for international students, and Camp Blue—an event for UD student leaders. This outreach also included a special tour on The Flyer for interested UD freshmen students.

## **CHIEF EXECUTIVE OFFICER'S (CEO) REPORT**

Mr. Donaghy advised at the end of this month RTA will conclude its relationship with the Greyhound Bus Company. Mr. Donaghy stated a Greyhound Official contacted him, late last week admitting that their newly proposed location deal had fallen through and suggested to Mr. Donaghy that the two parties resume further talks about the possibly of residing at the current Northwest Transit Center location a while longer. However, Mr. Donaghy communicated to the Greyhound Official that the conversation should recommence after RTA receives a check or an electronic transfer of the outstanding balance of \$39,000 that Greyhound still owes RTA. The Greyhound Official stated he was not authorized to approve this request. Mr. Donaghy responded until the invoice is paid in full there will be no further conversations. Mr. Donaghy stated that Greyhound operations will cease September 30, 2019 at the Northwest Transit Center.

Mr. Donaghy commented that he recently sent an electronic communication to Board Members informing them that two visitors arrived from the Czech Republic to visit RTA last week. One of the guests was a managing director of a museum from the Czech Republic whose position is dedicated to only transportation. Both guests were writing an article for their journal about RTA's trolleybuses. The other reason for the visit was that they wanted RTA to donate one of the Electric Trolley Buses to their country with the understanding that the receiving party would be responsible to arrange and pay for the transport to the Czech Republic.

Mr. Donaghy commented that Mr. Libor Hincica did an awesome job in educating him on the history of the electric buses that RTA currently owns called SKODAs. The transition of the fleet into retirement could happen late this year or early next as RTA's new units arrive. Mr. Donaghy commented that RTA plans to keep one of the units as well as one of the prototypes (built in 1996) and also are donating a unit to the Illinois Railway Museum.

Mr. Donaghy stated that the Procurement department hosted a TAPP (Transit Alliance for Procurement Professionals) meeting on Thursday, August 29<sup>th</sup> and Friday, August 30<sup>th</sup>. Mr. Donaghy commented that this

group was started over 20 years ago by Dayton, Columbus and Cincinnati as a way to network and share information about procurement. Ms. Deborah Howard was one of the original organizers from Dayton. Attending the meeting will be our transit peers from properties such as SORTA, Cincinnati, OH; CATA, Lansing, MI; BCRTA, Hamilton, OH; City Bus, Lafayette, IN; SMART, Detroit, MI and others.

Mr. Donaghy commented that thank you doesn't seem adequate for the effort our team delivered for the incredible Gem City Shine Community Event. Mr. Donaghy went on to say that there were many of you that played a role from planning to execution. Mr. Donaghy commented that he was especially appreciative of the leadership of Mr. Roland Caldwell, Director, Operations, in rolling with the punches, thinking through the challenges and keeping us all safe.

Additionally, Mr. Donaghy stated he wanted to highlight the fact that most of the nearly 20,000 people riding yesterday are not regular RTA customers and this event will go a long way to sell them on the importance of what we do every day in the Dayton Region. We will need them soon!

Mr. Donaghy commented RTA held our exit conference with FTA and their contractor to wrap up our Triennial Review. To our surprise there were no deficiencies found in any of the compliance areas. We were advised that this accomplishment, our 4<sup>th</sup> consecutive Triennial Review with no deficiencies, may be a first in the nation! Mr. Donaghy stated there were increased challenges for compliance this year. FTA officials remarked that some in our region who had a perfect result in their last review had 10 or more findings in the reviews in the past 2 years.

This could not have happened without a diligent effort from the entire management team, but certainly key was the leadership of Mr. Bob Ruzinsky, Chief Capital Officer, who after a harrowing 6 months of prep, several feet of document submissions and 2 challenging days of on-site review, will sleep very well tonight. Special thanks and appreciation to everyone involved within each department!

Ms. Howard remarked at the end of the month if nothing is worked out and Greyhound service ceases, people will most likely come to RTA for an answer. Has RTA prepared a

follow-up message as to what's happening and why it's happening?

Mr. Donaghy replied that RTA will be ready for that and even advocate for them. Mr. Donaghy commented that the service won't stop, but the location will change. Mr. Donaghy stated Greyhound is determined not to pay RTA, however, Mr. Donaghy is determine that RTA will be paid. Mr. Donaghy stated that this is a "for profit" corporation that has a history around the country of not paying.

Mr. Hoge asked if Greyhound is aware that RTA is going to release a statement within the next couple of days notifying customers that RTA's Northwest Plaza Greyhound terminal will cease operating by the end of the month?

Mr. Donaghy replied Greyhound received three (3) official notifications regarding such in the past 90 days. Mr. Donaghy stated that one notice went to their Regional Manager and the other went to their Corporate Office.

Mr. Hoge asked Mr. Donaghy is Greyhound aware that RTA is going to tell the public that operations will cease?

Mr. Donaghy replied yes! Mr. Donaghy stated that he repeatedly asked Greyhound Officials for the new location information so that information could be included in RTA's public bus announcements.

## **OLD BUSINESS**

None

## **NEW BUSINESS ITEM #1 – NOMINATING COMMITTEE REPORT**

Mr. Williamson turned the microphone over to Mr. Corrado. Mr. Corrado communicated that as Chairperson of the Nominating Committee, and in accordance with the RTA Bylaws, the Boards' Nominating Committee consisting of: Ms. Sharon Howard, Mr. John Lumpkin and Mr. Vince Corrado, wish to nominate Ms. Sharon E. Hairston as President and Mr. David P. Williamson as Vice President for the 2019-2020 year.



The newly elected officers shall be voted on today and installed at the October 1, 2019 Board meeting.

In addition, the newly elected officers shall be tasked with establishing Chairs for each of our Committees (Planning, Finance & Personnel, and Investment) as well as member assignments for each committee.

The Committee thanks both Ms. Sharon E. Hairston and Mr. David P. Williamson for their dedicated service this past year and for also agreeing to serve as RTA's President and Vice President for the upcoming year. Please know that your leadership has been very much appreciated and is significant in the succession transition of the RTA.

Mr. Williamson asked if there were any additional nominations from what was presented by the Nominating Committee?

Hearing none, Mr. Williamson then closed the nominations for President and Vice President.

MOTION MADE by Mr. Corrado and SECONDED by Mr. Hoge to ACCEPT the following recommendations: Ms. Sharon E. Hairston as President and Mr. David P. Williamson as Vice President for the 2019-2020 year. Mr. Williamson stated the above nominations will take effect October 1, 2019.

MOTION CARRIED by voice vote.

Ayes: Eight            Nays: None

**PUBLIC COMMENT**

None

**BOARD MEMBER COMMENTS  
- ANNOUNCEMENTS**

Ms. Howard commented she can only imagine what RTA Staff has had to go through with regard to everything that has happen over the summer. Ms. Howard wants to ensure staff is taken care of especially in light of all of the extra situations that occurred over the summer from the Tornado, the KKK Rally and the recent Mass Shooting tragedy that

occurred in the Oregon District. Ms. Howard stated that she as well as the Board are very appreciative of all that RTA Staff has done!

Mr. Weckesser echoed Ms. Howard's comments and stated how appreciative he was of how RTA continually stepped up upon each occurrence this past summer.

Mr. Corrado stated that as it appears to him RTA has really become a Community Partner!

Ms. Matthews-Stenson echoed all of the previous comments.

Mr. Williamson stated when you see collaboration as previously mentioned between RTA and the University of Dayton it really gives meaning to the word "Dayton Strong"! Mr. Williamson shouted out that we are "Dayton Collaborative"! Mr. Williamson stated that Dayton is either the smallest big city in America or the biggest small city in America, however, the gist of this statement is that RTA is able to do this stuff and do it well!

Mr. Hoge stated having just gone through this nomination process he couldn't help but to recall when the Cardinal who is now the Pope got nominated and elected to Pope. Mr. Hoge stated that one of the first comments spoken by the Cardinal was "I forgive you for what you just did"! Mr. Hoge stated that he just loved that message. ☺

Mr. Lumpkin commented that he has been encouraged by RTA and not only because of being a partner, but also as being in the community and the resilience amongst all of the community. Mr. Lumpkin stated in the midst of so many tragedies it's really encouraging to see that we're a City of thousands and thousands of good people alike and we are not defined by what has occurred over the summer but in fact of how we've responded to those events.

Ms. Heard commented part of the reason Dayton can say that Dayton is Strong is because RTA is Strong! Ms. Heard stated she commends the way RTA has stepped up to the plate this summer. Ms. Heard stated that there are so many instances where RTA has stepped up without being begged. Ms. Heard also congratulated Staff on receiving the 4<sup>th</sup> clean Triennial Review, Wow!

Mr. Williamson reminded attendees of the following upcoming meetings:

**Board Meeting**

October 1, 2019 - 3 p.m.

**Committees Meetings**

September 17, 2019 - Jointly Held Finance/Personnel & Planning - 8:30 a.m.

October 17, 2019 - Investment Advisory – 11:45 a.m.

**ADJOURNMENT**

MOTION MADE by Ms. Howard and SECONDED by Mr. Lumpkin to ADJOURN the meeting.

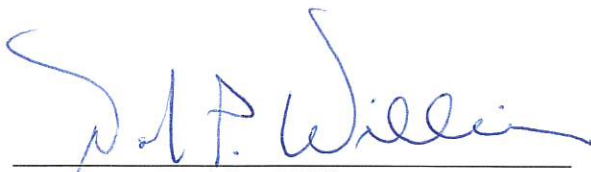
MOTION CARRIED by voice vote.

Ayes: Eight

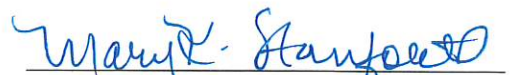
Nays: None

The meeting adjourned at 3:31 p.m.

**ATTEST**



David P. Williamson  
Vice-President  
RTA Board of Trustees



Mary K. Stanforth  
Secretary/Treasurer  
RTA Board of Trustees

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