

Jointly Held  
Finance/Personnel and Planning Committees  
Meeting Minutes

August 21, 2018

**Members Present:** Sharon Hairston, Jointly Held Committee Chair, Board Vice President  
Adrienne Heard, Board President  
Sharon Howard, Chair, Planning Committee  
Vince Corrado  
John Lumpkin, Chair, Finance/Personnel Committee  
Belinda Matthews-Stenson  
David P. Williamson, Chair, Investment Advisory Committee

**Excused Absence:** Franz Hoge  
Thomas Weckesser

**Staff in Attendance:** Mark Donaghy  
Rick Bailey  
Julie Beard  
Daron Brown  
Roland Caldwell  
Chris Cole  
Tim Harrington  
Deborah Howard  
Nikol Miller  
Jessica Olson  
Brandon Policicchio  
Michael Roth  
Bob Ruzinsky  
Mary K. Stanforth  
Robert Thomas

**Others Attending:** Chris Conard, Coolidge Wall  
Dr. Richard Henry, League of Women Voters

**Call to Order**

Ms. 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 July 17, 2018 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 July 17, 2018 meeting minutes.

*Greater Dayton Regional Transit Authority*

**September 2018 Board Action Items:**

**Action Item #2 – Building 600 Renovation**

Mr. Ruzinsky stated that the purpose of this procurement is for the Greater Dayton Regional Transit Authority (RTA) to contract with a qualified firm for interior renovations of the 600 Longworth Street building which involves the 1st floor administration offices, the lower level area for the operators, additional restrooms, a fitness facility, records storage rooms, HVAC replacement, LED lighting, exterior window work, and other related items. This project is part of the 2018-2019 Capital Budget.

This project is consistent with RTA's core value of Stewardship which is properly managing our resources while maintaining Quality Service.

The project was bid for the base portion and pricing for alternates were also requested. These alternates include an epoxy floor for the lower level, glazed block in the restrooms and a replacement window curtainwall along the north side of the building. 600 Longworth is the original RTA Operating Facility and was built in the late 1970's. This is the first full scale major renovation of these areas.

Sealed bids for the Building 600 Renovations were solicited through the Dayton Daily News, Dayton Weekly News and Transit Talent. Notifications were sent to 80 firms informing them the bid package was available from American Reprographics Company.

At 2:00 p.m. on July 25, 2018, four (4) bids were received and publicly opened. The bid results are as follows:

	<b>Empire* Building Cincinnati, OH</b>	<b>AKA Construction Dayton, OH</b>	<b>R. L. Fender Construction Dayton, OH</b>	<b>Wise Construction Dayton, OH</b>
<b>Description</b>				
Base Bid	\$3,598,000	\$3,805,000	\$3,924,187	\$4,173,000
Alternate No. 1 Epoxy Floor	15,000	35,700	9,450	No Bid
Alternate No. 2 Glazed Block	35,000	66,700	10,000	No Bid
Alternate No. 3 Curtainwall	160,000	142,000	130,669	150,000
<b>TOTAL</b>	<b>\$3,808,000</b>	<b>\$4,049,400</b>	<b>\$4,074,306</b>	<b>\$4,323,000</b>

\*Nonresponsive-did not submit required Affidavits

This procurement will be funded 80% through Federal grant funds.

After reviewing and evaluating the bids received, the Chief Executive Officer RECOMMENDS a contract AWARD to AKA Construction, Inc. for Building 600 Renovation and alternates in the amount of up to \$4,049,400 plus a contingency amount of 15% to cover unknowns and items that may arise during renovations for a grand total AWARD of up to \$4,656,810.

RTA will only award the base bid to AKA at this time, while the alternates are further evaluated before we move forward on any or all of them. Contingency will be held until issues are identified. Funds related to the alternates and the contingency for unknowns, will be released as needed via change orders.

MOTION made by Mr. Corrado and SECONDED by Ms. Matthews Stenson that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to AKA Construction, Inc. for Building 600 Renovation and alternates in the amount of up to \$4,049,400 plus a contingency amount of 15% to cover unknowns and items that may arise during renovations for a grand total AWARD of up to \$4,656,810. RTA will only award the base bid to AKA at this time, while the alternates are further evaluated before we move forward on any or all of them. Contingency will be held until issues are identified. Funds related to the alternates and the contingency for unknowns, will be released as needed via change orders. The Motion was APPROVED by voice vote 7-0.

**Action Item #3 – Diesel Coaches Option**

Mr. Brown explained that in January 2016, the Board of Trustees approved the multi-year purchase of up to five (5) years for diesel coaches for the Greater Dayton Regional Transit Authority (RTA).

The original contract was approved for up to 90 diesel coaches, including anticipated technical enhancements for a total cost of \$42,298,446. Board approval was also received for up to 67 option year coaches at a cost of \$31,813,033 for an estimated grand total of \$74,111,479.

In September 2016, the RTA received authorization from the Board to work within the previously approved number of \$42,298,446 for the purchase of up to 94 diesel coaches from Gillig with the ability to approve price changes due to the annual selection of features and options, and that vehicle quantities can be shifted between the years to meet funding availability and agency need. Twenty five (25) buses were ordered the first year.

Option Year 2 was exercised in September 2017 for fourteen (14), 40' Diesel Coaches and four (4) 30' Diesel Coaches. In November 2017, RTA received official announcement from ODOT announcing RTA's award of funds for fourteen (14) 40' buses. The previous order was then increased by ten (10) 40' buses. Twenty eight (28) buses were ordered the second year.

RTA would now like to exercise Option Year 3 for seventeen (17), 40' Diesel Coaches. The actual cost is dependent on the base bid price and the Producer's Price Index (PPI) adjustment with a maximum 5% increase. The PPI was actually 4.19%. The current price is as follows:

<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
Seventeen (17)	40' Low Floor Diesel	\$470,030	\$7,990,510

MOTION made by Mr. Lumpkin and SECONDED by Ms. Howard that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees to CONCUR with our intent to exercise Option Year 3 for seventeen (17) 40' Low Floor Diesel buses for a total of \$7,990,510 plus a 5% allowance of \$399,526 for enrichments at a total estimated cost of \$8,390,036.

This capital purchase will be funded with Federal Grant funds. Seven (7) buses are funded with 80% federal funds and ten (10) buses are funded with 50% federal funds. Additional concurrence will be requested prior to ordering any of the remaining twenty four (24) buses from the base award. Board approval will be obtained before purchasing any of the sixty seven (67) options buses. The Motion was APPROVED by voice vote 7-0.

**Action Item #4 – Personnel Data Systems Professional and Technical Services**

Mr. Harrington explained that Personnel Data Systems (PDS) is the sole provider of the Vista Human Resources Management System (HRMS) software, which the Greater Dayton Regional Transit Authority (RTA) implemented in 2010. RTA is working to upgrade the Vista HRMS software from version 4.1 to version 7. There is no version 5 or 6. Version 7 is a significant change in the data base architecture and user interface. PDS is the only vendor that offers professional services to upgrade and support the Vista HRMS software.

A vast majority of the work of the upgrade project is being done by RTA personnel. There are some areas that need additional consulting services from PDS personnel.

The purchase of professional and technical services to enhance the performance of Vista HRMS software already owned by RTA will allow staff to utilize the enhanced functionality of the new version. This supports RTA’s core value of Stewardship through the effective and efficient use of agency resources.

Along with services for the upgrade there are a couple of new capabilities, RTA wants to implement. One is to implement the ability to conduct Open Enrollment for Health and Dental Benefits on-line. This requires PDS personnel to develop exports complying with the format required by the Health Benefits provider and by the Dental Benefits provider. The other is for a new product within Vista called Vista Analytics. This product is a new advanced reporting tool that will deliver Key Performance Indicators (KPI) and other critical analytical tools that will allow Human Resources, Payroll and Functional Managers to make informed decisions on a timely basis.

The cost for all of these items is as follows:

Description	Price
Vista 7 Upgrade Assistance	\$5,020
On-line Open Enrollment Implementation	9,620
Vista Analytics License, Implementation and Warranty	10,240
<b>TOTAL</b>	<b>\$24,880</b>

Since this is sole source, a cost analysis was performed to determine if the pricing that has been received was fair and reasonable. In all instances, Personnel Data Systems’ pricing was found to be similar to other professional and technical work performed for RTA.

Since Vista HRMS software is proprietary, they are the only vendor that can provide technical and professional services, and the cost is considered necessary and unavoidable.

This Vista 7 Upgrade Assistance will be funded with 100% local operating funds. The Open Enrollment Implementation and Vista Analytics will be funded with 80% Federal grant funds.

A total of \$24,938.63 was also spent with PDS in the past 12 months under small purchasing procedures for professional services. Those items are:

<b>Description</b>	<b>Price</b>
Annual Software Support	\$15,760.58
Services for IRS Form 1095 File Transmission	2,578.05
Vista 7 Planning and Training	6,600.00
<b>TOTAL</b>	<b>\$24,938.63</b>

MOTION made by Ms. Matthews Stenson and SECONDED by Ms. Heard that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to Personnel Data System (PDS) in the not to exceed amount of \$24,880 for the purchase of PDS professional and technical services and ratification of the \$24,939 spent under small purchasing for a grand total award of \$49,819. Motion was APPROVED by voice vote 7-0.

**Action Item #5 – Board Approval for Title VI Program and Service Equity Analysis**

Mr. Policicchio explained that as a recipient of U.S. Department of Transportation (USDOT), Federal Transit Administration (FTA) funding, the Greater Dayton RTA must comply with Title VI and Environmental Justice regulations. This is to insure that the Greater Dayton RTA provides fair and equitable service and amenities delivery and installation, meaningful customer outreach plans, and periodic service equity review processes. While the Greater Dayton RTA is in compliance with the FTA Title VI program through November 30, 2018 it is required that the Board review and approve the Title VI Program and service equity reviews since the last submission on October 1, 2015. The RTA is requesting Greater Dayton RTA Board of Trustees review and gives approval to submit the Greater Dayton RTA Title VI Program by October 1, 2018 when the current policy is due for submittal on the TEAM FTA website.

MOTION made by Mr. Lumpkin and SECONDED by Ms. Heard that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of the 2018 Title VI Program including the service equity reviews since the last submittal on October 1, 2015. Motion was APPROVED by voice vote 7-0.

**Action Item #6 – Board Approval for Riverfront Plan Proclamation**

Mr. Policicchio explained that the Dayton Riverfront Plan was created from a partnership-driven revitalization effort that brought together Five Rivers MetroParks, Miami Conservancy District, The City of Dayton, Montgomery County, Miami Valley Regional Planning Commission, the Downtown Dayton Partnership and the Greater Dayton Regional Transit Authority. Five Rivers MetroParks is requesting Greater Dayton RTA Board of Trustees pass a proclamation in favor of the Dayton Riverfront Plan.

MOTION made by Ms. Heard and SECONDED by Ms. Matthews Stenson that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of the Dayton Riverfront Plan. Motion was APPROVED by voice vote 7-0.

**Informational and Discussion Items:**

**Customer and Business Development Update**

Mr. Policicchio stated the Customer and Business Development Department previously included in today's meeting packet a summary document of recent activities. Mr. Policicchio stated that he would be happy to answer any questions related to this summary document.

**KPI Data Review**

KPI data was previously included in today's meeting packet. There were no questions from Committees members regarding this report.

**May 2018 Sales Tax Update**

Mr. Thomas reported May 2018 Sales Tax receipts equal \$3,289,933 and State of Ohio Transitional Aid is \$383,788. The Grand Total of \$3,673,721 reflects a 1.8% or \$64,449 decrease versus May 2017.

Year-to-Date (YTD) May 2018 Sales Tax receipts equal \$15,243,945 and State of Ohio Transitional Aid is \$1,918,939. The YTD Grand Total of \$17,162,884 reflects a 1.1% or \$194,993 increase versus YTD May 2017. As compared to YTD Budget, we are down \$276,742.

**July 2018 Financial Statements**

Mr. Thomas reported that for the month of July 2018 RTA's *Net Loss after Local Depreciation* is \$358,982 compared to a Budgeted Net Loss of \$248,552. Operating revenues were \$7,455 (1.2%) above budget. Operating expenses, excluding depreciation, were \$27,762 (0.5%) over budget. RTA Local depreciation expense was \$24,947 (11.9%) under budget. Finally, non-operating revenues (expenses) were \$115,069 (2.5%) under budget.

RTA's Year-to Date (YTD) *Net Loss after Local Depreciation* is \$589,741 compared to YTD Budgeted Net Loss of \$93,208. Operating revenues were \$103,866 (2.2%) above budget. Operating expenses, excluding depreciation, were \$116,538 (0.3%) over budget. RTA Local depreciation expense was \$26,550 (2.0%) under budget. Finally, non-operating revenues (expenses) were \$510,412 (1.5%) under budget.

**2018 Operating and Capital Acquisition Schedules**

Ms. Deborah Howard stated the Operating and Capital Acquisition Schedules were previously included in today's meeting packet. There were no questions from Committees members regarding the Schedules.

**Small Purchasing Information**

Ms. Deborah Howard stated Small Purchasing Information was previously included in today's meeting packet. There were no questions from Committees members regarding this report.

**Next Meeting Dates**


A Jointly held Finance/Personnel and Planning Committees meeting will be held on September 18 and October 16, 2018. Meetings will start promptly at 8:30 a.m.

**Adjournment**

MOTION made by Ms. Howard and SECONDED by Ms. Heard to ADJOURN the meeting. The motion was APPROVED by voice vote 7-0. The meeting adjourned at 9:24 a.m.

**Attest**

  
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**Sharon Hairston, Chair**

  
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**Brandon Policicchio, Committee Secretary**