

Jointly Held
Finance/Personnel and Planning Committee
Meeting Minutes

September 17, 2019

Members Present: David Williamson, Jointly Held Committee Chair, Board Vice President
Sharon Hairston, Board President
Vince Corrado
Adrienne Heard
Franz Hoge
Sharon Howard (left at 10:24 a.m.)
Belinda Matthews-Stenson (arrived at 8:35 a.m.)
Thomas Weckesser (left at 10:32 a.m.)

Excused Absence: John Lumpkin

Staff in Attendance: Mark Donaghy
Julia Beard
Daron Brown
Chris Cole
Chris Conard, Coolidge Wall Co., L.P.A.
Arthur "Skip" Dunkle
Tim Harrington
Deborah Howard
Brandon Policicchio
Bob Ruzinsky
Mary K. Stanforth

Others Attending: Dr. Richard Henry, League of Women Voters

The meeting was called to order at 8:33 a.m. A quorum was present, and proper notice of the meeting had been given.

Approval of Minutes

Mr. Williamson asked if attendees desired a reading of the minutes or if there were any corrections to the minutes? Upon hearing no requests or corrections, Mr. Williamson declared ACCEPTANCE of the July 26, 2019 meeting minutes.

Request for Executive Session

MOTION MADE by Ms. Hairston and SECONDED by Mr. Williamson to RECESS into Executive Session for the purpose of discussing a personnel matter.

Greater Dayton Regional Transit Authority

Roll call was taken:

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

Ayes: Eight Noes: None

The meeting recessed into Executive Session at 8:35 a.m.

MOTION MADE by Ms. Hairston and SECONDED by Mr. Williamson to RECONVENE into regular session.

Roll call was taken:

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

Ayes: Eight Noes: None

The meeting reconvened at 9:57 a.m.

October 2019 Board Action Items:

Action Item #2 – Revised Customer & Business Development Policy #2 - Major Service and Fare Change

Mr. Policicchio stated the Greater Dayton Regional Transit Authority (RTA), in response to recommendations from the Federal Transit Administration, is including its definition of a major fare change to the Board of Trustees approved policy for major service changes. The policy will be used to determine what constitutes a major fare change and that both major service and fare changes follow RTA’s Public Outreach and Participation Process.

MOTION made by Ms. Heard and SECONDED by Mr. Weckesser that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees ADOPTION of Revised Customer & Business Development Policy #2, as attached, Major Service and Fare Change. Motion APPROVED by voice vote 8-0.

Action Item #3 – Transit Fare Structure Adjustments

Mr. Policicchio stated that in order to improve accessibility and expand payment options for our customers with the upcoming implementation of the new fare payment system, RTA will introduce more ways to pay for our services. These changes require updates to the existing fare payment structure. New methods of payment and fare media will be made available in stages throughout the implementation process. This action item supports RTA’s core value of Quality Service.

MOTION made by Ms. Hairston and SECONDED by Ms. Matthews-Stenson that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees the ADOPTION of ATTACHMENT A, Greater Dayton Regional Transit Authority Fare Structure, effective October 1, 2019. Furthermore, that the Chief Executive Officer be authorized to do all things necessary to implement the new fare structure, methods of payment and fare media. Motion APPROVED by voice vote 8-0.

Action Item #4 – Bus Wash, Fuel Bay and Service Lane Renovations

Mr. Brown stated the purpose of this procurement is for RTA to contract with qualified contractors for Bus Wash, Fuel Bay and Service Lane Renovations for the 600 Longworth Street 601 Longworth Street facilities. This project is consistent with RTA’s core values of Safety and Stewardship as our commitment to maintain our facilities in a state of good repair is demonstrated.

The successful contractor will provide needed renovations to enable three (3) new bus wash systems to be installed, two (2) at the 600 Longworth Street facility and one (1) at the 601 Longworth Street facility. The contractor will be responsible for all labor, materials, and required permits necessary to complete the project.

Sealed bids for the Bus Wash, Fuel Bay and Service Lane Renovations were solicited through the Dayton Daily News, Dayton Weekly News, and Transit Talent. Invitations for Bid were sent to eighty-three (83) firms.

At 2:00 p.m. on August 22, 2019, two (2) bids were received and publicly opened. The bid results are as follows:

Belgray, Inc. Wilmington, OH		AKA Construction, Inc.* Delphos, OH	
Description	Cost	Description	Cost
Total Labor and Material	\$1,522,936	Total Labor and Material	\$1,690,900

*Bid exceeded Engineer’s Estimate

Some of the vendors who did not bid were contacted to determine why they did not bid. The responses varied with several stating they were too busy; one (1) said the job was too small; a few said it was beyond their scope and a couple said they were not local and the distance would have been excessive.

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

MOTION made by Ms. Matthews-Stenson and SECONDED by Ms. Howard that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to Belgray, Inc. for a total of \$1,522,936 plus a 15% contingency of \$228,440 to cover unknown items that may arise once the renovation is underway for a total award up to \$1,751,376. Motion APPROVED by voice vote 8-0.

Action Item #5- Resolution No. 2019-10-1, Authorizing Staff to Seek FAST Act Flexible Funding to Support Transit Projects

Mr. Ruzinsky stated RTA has been notified by the Miami Valley Regional Planning Commission (MVRPC) regarding the solicitation of new transportation projects under the Congestion Mitigation Air Quality (CMAQ) and Surface Transportation Program (STP). Once submitted, applications for the proposed new projects are to be reviewed and evaluated for possible inclusion in the State Transportation Improvement Program (TIP).

In reviewing the region's transportation needs, Staff has developed a project list that is eligible for flexible funding, and the proposal has been scrutinized in the context of MVRPC practices and policies.

Competition for these funds is expected to be substantial; applications are due in the 4th quarter and require the Board's approval of the attached resolution.

MOTION made by Ms. Heard and SECONDED by Ms. Hairston that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of Resolution No. 2019-10-1, authorizing the submittal of all necessary documents and the fulfillment of all other requirements, in order to obtain additional funding for projects approved by the MVRPC. Motion APPROVED by voice vote 8-0.

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. Highlighted activities were:

- DPS LS Service
- Tornado Outreach Efforts
- Read on RTA
- Spin Scooter Launch
- Back to School Events

KPI Data Review

Ms. Beard stated the KPI data was included in today's meeting packet. Ms. Beard highlighted specific information relating to the reports including: On-Time Performance, Passenger Boardings per Revenue Hour, Employee Unplanned Absenteeism, Road Calls and Preventable Collisions.

June 2019 Sales Tax Update

Ms. Beard stated June 2019 Sales Tax receipts equal \$3.5 million.

- Receipts **exceed June 2018** by \$212,000 or 6.4%.
- Receipts **exceed June 2019 budget** by \$214,000 or 6.5%.

Year-to-Date (YTD) June 2019 Sales Tax receipts equal \$19.2 million.

- Receipts **exceed YTD June 2018** by \$614,000 or 3.3%.
- Receipts **exceed YTD June 2019 budget** by \$604,000 or 3.3%.

August 2019 Financial Statements

Ms. Beard reported that for the Month of August, 2019 the Net Loss before federal and state depreciation is \$343,132. This compares to August, 2018 Net Gain before federal and state depreciation of \$449,715. The \$792,847 negative shift is primarily due to lower operating revenues and higher insurance and purchased transportation, coupled with no state transitional aid for 2019.

Year-to-date (YTD) August, 2019 Net Loss before federal and state depreciation is \$952,469. This compares to YTD August, 2018 Net Loss before federal and state depreciation of \$140,027. The \$812,442 negative shift is primarily due to the elimination of the state transitional aid for 2019, offset by lower operating expenses and the significant change in the fair value of investments.

The detailed information is included in today's Committees packet.

Small Purchasing Information

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

Next Meeting

A jointly held Finance/Personnel and Planning Committees meeting will be held on Tuesday, October 22, 2019 at 8:30 a.m.

Adjournment

The meeting was adjourned at 11:11 a.m.

Attest



David Williamson, Chair



Brandon Policicchio, Committee Secretary