

Jointly Held
Finance/Personnel and Planning Committee
Meeting Minutes

November 17, 2020

Members Present

Via Teleconference: John Lumpkin, Jointly Held Committee Chair
Vince Corrado
Sharon Hairston
Adrienne Heard
Sharon Howard
Thomas Weckesser
David P. Williamson

Excused: Belinda Matthews-Stenson

Staff in Attendance: Mark Donaghy
Julie Beard
Daron Brown
Chris Conard, Coolidge Wall Co., L.P.A. (via teleconference)
Tim Harrington
Deborah Howard
Brandon Policicchio
Bob Ruzinsky
Mary K. Stanforth
Brenda Thomas

Others Attending: Various citizens via teleconference

The meeting was called to order at 8:33 a.m. and roll call was taken:

Roll Call

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

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

Greater Dayton Regional Transit Authority

Approval of October 20, 2020 Jointly Held Finance/Personnel and Planning Committees Meeting Minutes

Mr. Lumpkin asked if attendees request a reading of the October 20, 2020 meeting minutes or have any corrections to the minutes.

Upon hearing no requests or corrections, MOTION was made by Mr. Lumpkin and SECONDED by Mr. Corrado to APPROVE the October 20, 2020 jointly held Finance/Personnel and Planning Committees meeting minutes.

Roll call vote was taken:

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

The Motion was APPROVED 7-0.

December Board Action Items:

With regard to all Action Items presented today, each Item is essential to the delivery of transportation services to the public.

Action Item #2 – 2021 Operating & Capital Budget

Mr. Ruzinsky made a presentation on Greater Dayton Regional Transit Authority's (RTA) 2021 Operating & Capital Budget. Total Operating Revenues for 2021 are projected at \$90.2 million while total Operating Expenses are projected at \$71.1 million. This budget scenario reflects a gain of \$19.1 million *before* capital charges and a gain of \$200 thousand *after* federal, state and local capital charges. The overall positive financial scenario is the result of one time FTA CARES Act funding that is supporting us during the national health crisis. Staff continues to hold some positions open and will keep a sharp eye on costs while we work through the national health crisis and the expected economic challenges that may follow.

Regarding the Capital Budget, expenditures for 2021 are projected at \$39.1 million with \$4.9 million or 12.6% funded by RTA. This amount is low compared to the normal funding percentage of about 20% and is attributed to an award of State Capital funding. Capital projects include the categories of: Electric System Infrastructure, Revenue Vehicles & Equipment, Transit Hubs & Facility Improvements and Equipment, Technology, Amenities & Other. RTA's Capital Program is extensive, but has leveled off compared to recent years. While Staff plans for an aggressive capital program, all projects must follow FTA procurement rules and be approved by the Board of Trustees (for individual project over \$100 thousand) or the Chief Executive Officer (for projects under \$100 thousand). This ensures that the Board has a second level of approval, in addition to approving the overall Capital Budget each year.

MOTION made by Ms. Hairston and SECONDED by Ms. Heard that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of the 2021 Operating and Capital Budget. This APPROVAL allows the Secretary-Treasurer to file the appropriate documents with the Montgomery County Auditor and to receive a certificate authorizing 2021 expenditures.

Roll call vote was taken:

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

The Motion was APPROVED 7-0.

Action Item #3 – Resolution No. 2020-12-1, 2021 Annual Appropriations

Ms. Stanforth explained that Trustees' adoption of the 2021 Operating and Capital Budgets will establish budget limits for the upcoming year. Trustees' approval of Resolution No. 2020-12-1 will appropriate the needed funds to carry out the activities approved in the Budget documents.

MOTION made by Mr. Corrado and SECONDED by Ms. Heard that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of Resolution No. 2020-12-1, Fiscal Year 2021 Annual Appropriations.

Roll call vote was taken:

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

The Motion was APPROVED 7-0.

(The upcoming Board of Trustees meeting was changed from December 1, 2020 to November 30, 2020. As a result the Resolution No. was changed to 2020-11-1 to appropriately reflect a November (11) meeting date.)

Action Item #4 – Fuel for Transit Coaches

Mr. Brown explained Ultra Low Sulfur (ULS) fuel is used daily to fuel the RTA's diesel bus fleet and RTA's Non-Revenue diesel vehicles. This procurement is being brought to the Board at this

time because the current contract with Mansfield Oil Company of Gainesville, Inc. ends December 31, 2020.

This procurement supports our core values of quality service and good stewardship of RTA's financial resources by ensuring that diesel fuel is available for service and purchased at a fair and reasonable price.

Vendors were required to base their bids on the Daily OPIS (Oil Price Information Service) Gross #2 Ultra Low Sulfur Distillate Price, Dayton, Ohio, Rack Average plus or minus (+/-) a fixed differential. The differential determines the lowest bidder.

Sealed bids for the purchase of #2 Ultra Low Sulfur Fuel for a one-year period with two one-year option years were solicited through the *Dayton Daily News*, *Dayton Weekly*, and *Transit Talent.com*. Invitations for Bid were sent to forty-eight (48) vendors.

On October 20, 2020, nine (9) bids were received and publicly opened. The results were as follows:

VENDOR	Floating Price Differential (Cents/Gallon) (OPIS) BASE CONTRACT YEAR	Floating Price Differential (Cents/Gallon) (OPIS) OPTION YR. 1	Floating Price Differential (Cents/Gallon) (OPIS) OPTION YR. 2
Gladioux Trading and Marketing Group Ft. Wayne, IN	-0.0511	-0.0494	-0.0475
RKA Petroleum Romulus, MI	-0.0437	-0.0435	-0.0431
Petroleum Traders Ft. Wayne, IN	-0.0408	-0.0408	-0.0383
Mansfield Oil Company Gainesville, GA	-0.0371	-0.0366	-0.0361
Colonial Oil Industries Savannah, GA	-0.0368	-0.0351	-0.0334
Lykins Oil Company Milford, OH	-0.0367	-0.0317	-0.0317
Ports Petroleum Wooster, OH	-0.0193	-0.0193	-0.0193
Indigo Energy Partners Gainesville, GA	-0.0045	-0.0045	-0.0045
PS Energy Group Dunwoody, GA	-0.0050	-0.0050	No Bid

Based on the OPIS floating price for #2 Ultra Low Sulfur Fuel for October 20, 2020, and the differentials bid by Gladieux Trading and Marketing Group, estimated annual costs are as follows:

**Base Year
(1/1/21 – 12/31/21)**

Est. Annual Qty. in Gallons	OPIS Floating Price per Gal for 10/20/20	Differential Cents/Gal	Price per Gal before Taxes	Federal Environmental Recovery Fee Cents/Gal	Ohio Motor Fuel State Tax Cents/Gal	Federal Excise Tax (LUST) Cents/Gal	*Current Ohio Diesel Petroleum Activity Tax (PAT) Cents/Gal	Total Cost per Gallon	Total Annual Estimated Cost
1,400,000	1.3795	-.0511	1.3284	\$.002140	\$.47	\$.001	\$.00599	1.80753	2,530,542

**Option Year 1
(1/1/22 – 12/31/22)**

Est. Annual Qty. in Gallons	OPIS Floating Price per Gal for 10/20/20	Differential Cents/Gal	Price per Gal before Taxes	Federal Environmental Fee Recovery Cents/Gal	Ohio Motor Fuel State Tax Cents/Gal	Federal Excise Tax (LUST) Cents/Gal	*Current Ohio Diesel Petroleum Activity Tax (PAT) Cents/Gal	Total Cost per Gallon	Total Annual Estimated Cost
1,400,000	1.3795	-.0494	1.3301	\$.002140	\$.47	\$.001	\$.00599	1.8092	2,532,880

**Option Year 2
(1/1/23 – 12/31/23)**

Est. Annual Qty. in Gallons	OPIS Floating Price per Gal for 10/20/20	Differential Cents/Gal	Price per Gal before Taxes	Federal Environmental Fee Recovery Cents/Gal	Ohio Motor Fuel State Tax Cents/Gal	Federal Excise Tax (LUST) Cents/Gal	*Current Ohio Diesel Petroleum Activity Tax (PAT) Cents/Gal	Total Cost per Gallon	Total Annual Estimated Cost
1,400,000	1.3795	-.0475	1.332	\$.002140	\$.47	\$.001	\$.00599	1.8111	2,535,540

* The Ohio Petroleum Activity Tax changes quarterly based on the statewide average wholesale price of a gallon of diesel fuel, as reported by the Tax Commissioner.

Funding for this procurement is included in RTA's operating budget.

MOTION made by Ms. Howard and SECONDED by Mr. Weckesser that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to Gladieux Trading and Marketing Co., L.P. for Ultra Low Sulfur Diesel Fuel with a differential of -.0511 on the Oil Price Information Service (OPIS) for an estimated award amount of \$2,530,542 for the base year; a differential of -.0494 on the OPIS for an estimated award amount of \$2,532,880 for Option Year 1; and a differential of -.0475 on the OPIS for an estimated award amount of \$2,535,540 for Option Year 2; for an estimated grand total of \$7,598,962. Actual costs will vary based on the daily OPIS price, the number of gallons purchased, and quarterly adjustments made to the Ohio Petroleum Activity Tax.

Roll call vote was taken:

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

The Motion was APPROVED 7-0.

Action Item #5 – Landscaping and Grounds Maintenance

Mr. Brown explained the purpose of this procurement is to obtain the services of a qualified firm to provide landscaping and grounds maintenance to the RTA properties/locations. This project is consistent with RTA’s core values of Stewardship and Quality Service by maintaining and improving our environment and facilities. RTA attracts more people and promotes our dedication to customers as we invest in their experience at all RTA locations.

The successful bidder will be required to provide weekly landscaping and grounds maintenance for ten (10) months of each year to ensure a clean and professional image of all RTA properties. The areas to be serviced and maintained include our main campus, transit centers, substation properties, turnarounds, and turnbacks. Services include mowing and trimming, mulching, trimming and maintaining shrubs, general bed maintenance, providing seasonal color, weed control, aerating, fertilizer, and insect spray.

Invitations for Bid were solicited through the *Dayton Daily News*, *Dayton Weekly News*, and *Transit Talent*. Invitations for Bid were sent to thirty-two (32) vendors.

On October 22, 2020, two (2) bids were received and publicly opened.

The following firms submitted proposals:

	Lamanna's Lawn & Landscaping Dayton, OH	Bladecutter's Inc. Dayton, OH
Year One	\$74,100	\$193,655
Year Two	74,100	193,665
Year Three	74,100	201,150
Year Four	74,100	201,150
Year Five	74,100	211,521
Grand Total All Years	\$370,500	\$1,001,141

This procurement will be funded with operating funds.

MOTION made by Ms. Hairston and SECONDED by Ms. Howard that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD for five (5) years to Lamanna's Lawn and Landscaping for landscaping and grounds maintenance for the annual cost of \$74,100 plus a 15% contingency of \$55,575 for additional work related to the scope of work but not included in their normal services for a total cost of \$426,075.

Roll call vote was taken:

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

The Motion was APPROVED 7-0.

Action Item #6 – Project Management Professional Services

Mr. Ruzinsky explained the purpose of this procurement is to contract with a firm(s) to provide the RTA with a qualified consultant(s) with general and specific expertise to assist with managing the various capital projects included in the budget. This project is consistent with RTA's core value of Stewardship as our commitment to managing our time, talent and resources efficiently, and responsibly.

A qualification based procurement method was used where criteria other than the price determined the most qualified firm(s). Pricing was requested after the evaluation committee selected the top firms.

When RTA identifies a project task, the Project Management firm(s) will be requested to submit a proposal for the said task at the contracted hourly rates. RTA will retain the right not to use the firms under contract if an agreement on the proposal cannot be reached. RTA anticipates awarding a five (5) year contract with two (2) one-year options.

Proposals were solicited in the Dayton Daily News, Dayton Weekly News, and Transit Talent. Requests for Proposals were sent to 31 firms.

On September 30, 2020, six (6) proposals were received and reviewed by the Evaluation Committee.

The committee evaluated the proposals based on the following criteria:

- Approach to providing the requested Scope of Work.
Proposal should demonstrate an understanding of the RFP and the Scope of Work.
- Management and team's qualifications and previous experience with similar projects.
Include any specific skills, relevant affiliations; recent experience conducting work of similar scope.

- Financial and technical capability of the proposers.
- References.
References from last five (5) contracts.
- Quality of proposal preparation and presentation, if applicable.
Proposal should have numbered pages and a Table of Contents.

The following firms submitted proposals.

LTK Engineering Services Ambler, PA
Resource International, Inc. Columbus, OH
John Cummiskey Consulting Dayton, OH
nMomentum Corporation Suwanee, GA
NV5 Columbus, OH
Norton Engineering, LLC Dayton, OH

After evaluating the proposals, the firms listed below were considered the top firms in specific areas after pricing was requested. However, they could accommodate RTA in all areas. The other firms were not given further consideration for various reasons, e.g., lack of details on previous experiences, failure to adequately address elements of the scope of work, etc.

Firm	Area of Expertise
Resource International, Inc.	Major Construction Management
John Cummiskey Consulting	General Project Management
LTK Engineering Services	Electric Systems Infrastructure

Detailed pricing for each firm was attached to the Committees meeting packet.

Project management is planned at 5% of the capital budget approved by the Board of Trustees as part of the annual budget process and included in the annual budget document. While not all capital projects will require external project management, some may require more for an average of 5% or less.

While each firm will have an area of emphasis and expertise, RTA may have all firms work in different areas when determined to be in RTA's best interest. RTA will retain the right not to use the firms under contract if an agreement on a specific project proposal cannot be reached, or it is determined that assistance is needed in an area these firms cannot provide.

MOTION made by Ms. Heard and SECONDED by Ms. Hairston that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees contract AWARDS to:

Firm
LTK Engineering Services Ambler, PA
Resources International, Inc. Columbus, OH
John Cummiskey Consulting Dayton, OH

This procurement will be partially funded with Federal and Operating Funds.

The Committees recommends contract AWARDS to LTK Engineering Services with an emphasis on Electric Systems Infrastructure; to Resources International, Inc. with an emphasis on major construction project management, and John Cummiskey Consulting with an emphasis on general project management services for the hourly rates as attached to the Committees packet for years 1-5 and two (2) option years. Total dollar amounts will not exceed 5% of annual budgeted amounts for capital projects.

Roll call vote was taken:

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

The Motion was APPROVED 6-0-1.

Action Item #7 – Website Redesign

Mr. Policicchio explained the RTA is looking to redesign its website. The purpose of this procurement is to improve the agency’s website, focusing on three key areas: (1) Mobile responsiveness that allows the website to be easily usable and scalable for mobile phone, desktop, and other devices; (2) User-centered design that is intuitive, streamlined, and simple to navigate; and (3) Accessible design and development that is compliant with the Americans with Disabilities Act (ADA) and Web Content Accessibility Guidelines. The successful vendor should have experience working with transit agency websites and applications and a history of delivering website backends with user-friendly interfaces that require minimal knowledge of coding languages to maintain. This upgrade is necessary to increase our website’s performance, as we have outgrown our current solution’s performance and capacity. This redesigned website is to go live in one year. This procurement demonstrates our Core Value of Stewardship by using our resources wisely. RTA has been assisted in this redesign effort by its consultant, Anthro-tech.

Proposals were solicited through the Dayton Daily News, the Dayton Weekly News, and Transit Talent. Requests for Proposals were sent to seventy-five (75) firms.

On October 13, 2020, fourteen (14) proposals were received. The Evaluation Committee reviewed the proposals to determine the most qualified proposer using the following criteria:

- Experience developing transit websites and applications
- Accessibility compliance efforts, including a compliance roadmap and successful compliance in other projects of similar scale and complexity
- User-Centered Design, research, and development experience on a project of comparable scale and scope
- A history of delivering website backends with user-friendly interfaces that require minimal knowledge of coding languages to maintain
- Reasonableness of cost
- Past project sample deliverable of an accessible user interface (UI) style guide
- Past project sample deliverable of accessible design system including accessibility annotation
- Past project success delivering research-informed content types created in collaboration with clients
- Experience training content contributors in digital accessibility and writing for the web
- Quality of proposal preparation.

The following firms submitted proposals:

	Echidna Corp. O/A Digital Echidna London, Ontario	Leap Agency Louisville, KY	Svanaco, Inc. d/b/a Americaneagle.co m Des Plaines, IL	Publishing Resources, Inc. (PRI) Manalapan, NJ
Description	Cost	Cost	Cost	Cost
UX (User Experience) Research	\$30,000	*	*	*
UX (User Experience) Design	32,500	*	*	*
Content Creation	21,000	*	*	*
Governance	38,250	*	*	*
Project Management	Included	*	*	*
Training	12,750	*	*	*
Development and Deployment	120,500	*	*	*
TOTAL	255,000	*	*	*
Support	10,000	*	*	*
Site Maintenance		*	*	*
Ongoing Licensing and Software		*	*	*
GRAND TOTAL	265,000	*	*	*

Option				
Ongoing Support	10,000			
Option Year 1	10,000			
Option Year 2	10,000			
Option Year 3	10,000			
Option Year 4	10,000			

	Pavlov Advertising, LLC Fort Worth, TX	Rolling Orange Campbell, CA	Nexus Media, Inc. dba Geekhive Warwick, NY	Hart Toledo, OH
Description	Cost	Cost	Cost	Cost
UX Research	*	*	*	*
UX Design	*	*	*	*
Content Creation	*	*	*	*
Governance	*	*	*	*
Project Management	*	*	*	*
Training	*	*	*	*
Development and Deployment	*	*	*	*
TOTAL	*	*	*	*
Support	*	*	*	*
Site Maintenance	*	*	*	*
Ongoing Licensing and Software	*	*	*	*
GRAND TOTAL	*	*	*	*

	Nexa Digital Engineering, Inc. Dublin, OH	C-3 Group Dayton, OH	Binary Evolution Johns Creek, GA	Catapult Creative Dayton, OH
Description	Cost	Cost	Cost	Cost
UX Research	*	*	*	*
UX Design	*	*	*	*
Content Creation	*	*	*	*
Governance	*	*	*	*
Project Management	*	*	*	*
Training	*	*	*	*
Development and Deployment	*	*	*	*
TOTAL	*	*	*	*
Support	*	*	*	*

Site Maintenance	*	*	*	*
Ongoing Licensing and Software	*	*	*	*
GRAND TOTAL	*	*	*	*

	Banerasoft Holdings Greensboro, NC	MazeGeek Inc. Astoria, NY
Description	Cost	Cost
UX Research	*	*
UX Design	*	*
Content Creation	*	*
Governance	*	*
Project Management	*	*
Training	*	*
Development and Deployment	*	*
TOTAL	*	*
Support	*	*
Site Maintenance	*	*
Ongoing Licensing and Software	*	*
GRAND TOTAL	*	*

* FTA procurement guidelines require that only the successful proposer's pricing data be disclosed publicly.

This procurement will be funded partially through Federal grant funds.

MOTION made by Mr. Weckesser and SECONDED by Mr. Williamson that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to Echidna Corp. O/A Digital Echidna for \$255,000, plus support/maintenance of \$10,000 for one year for a total of \$265,000 plus four years of optional support/maintenance at \$10,000 per year for a total of \$40,000, for a grand total award of \$305,000.

Roll call vote was taken:

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

The Motion was APPROVED 7-0.

Action Item #8 – Administrative Employee Compensation Guide

Dr. Thomas explained that periodically, if not annually, the Administrative Employee Compensation Guide is reviewed and adjusted. A recommendation has been made to the Chief Executive Officer to adjust the current Compensation Guide across the board by 2%. This recommendation is informed by data reviewed from the Bureau of Labor Statistics (BLS) and Consumer Price Index (CPI). There are no implied or expressed guarantees on wage increases.

MOTION made by Mr. Williamson and SECONDED by Ms. Hairston that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees approval of the 2021 Administrative Employee Compensation Guide.

Roll call vote was taken:

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

The Motion was APPROVED 7-0.

Customer and Business Development Update

Mr. Policicchio provided a Customer and Business Development Department update including:

- Tapp Pay is now even more accessible with the latest addition of cash-conversion outlets. These outlets allow customers to convert their cash into mobile passes on Tapp Pay for customers who possess a smartphone but do not carry credit or debit cards.

This addition pairs with RTA’s newly installed payment readers that allow customers to scan their mobile passes when boarding to give them a contactless payment experience. RTA has worked diligently to make the customer experience safer and more efficient amid the pandemic to help slow the spread of COVID-19.

Both cash-conversion outlets and the payment validators became available to customers Nov. 16, 2020, with RTA’s Wright Stop Plaza Sales Outlet accepting cash conversions on Nov. 23, 2020.

Since launching in late May, over 4,800 customers have signed up. Tapp Pay now represents 34% of all customer boardings. It is expected that prior to the launching of smartcards next year, over 40% of our customers will have already adopted the new system via their mobile device.

More importantly today, we have less customers using cash on-board for payment than ever before. Prior to Tapp Pay, roughly 40% of our boardings were customers using cash

as fare or to buy a day pass. In October, that was down to 28%! The continual reduction of cash payments on-board will be critical as we move to eliminate all on-board cash transactions in 2021, following the full system launch of the Tapp Pay.

On November 1, RTA presented a “buy one, get one” deal for new Tapp Pay customers in which RTA would match the value of their first pass purchased via the app. This promo will last for the month of November.

- The RTA will debut its annual holiday bus on Saturday, November 28 at the Dayton Drive-Thru Children’s Parade in Lights. Due to COVID-19, the parade will feature numerous floats stationed along the parade route while viewers can see each float from their cars as they drive by each station.

The RTA is working with the Downtown Dayton Partnership (DDP) — which organizes the tree lighting and parade— to provide a shuttle service to car free citizens and RTA customers who would be unable to view the parade.

Also on the partnership list this year, the Communications Department will be teaming up with the Modern College of Design in Kettering to allow students to assist with decorating the agency’s display window at the corner of Third & Main streets.

This will be the first time RTA will partner with the college on a project. It will allow students to get some real-world experience while also learning about public transit. The window will be part of DDP’s “Whimsical Window” holiday tour, and the community will get to vote online for their favorite display.

- The Communications Department completes a weekly list of “Good News” which is shared with employees via the RTA Info Hub app. This allows employees to share observations of their co-workers demonstrating RTA’s Core Values as well as get information on various awards or employment milestones.

Tamea Weisman, senior purchasing agent, and JoAnn Turner, procurement specialist, both received “Be The One” awards for their life-saving efforts. In January, the two were working on the 8th floor at Wright Stop Plaza when it became clear that their co-worker was unwell. Believing she may be having a heart attack, Tamea called 911 while JoAnn stayed with the co-worker to go over her symptoms. After paramedics arrived, they were given the information JoAnn gathered and determined the co-worker was having a heart attack. Their swift action helped to save a life. Tamea and JoAnn were recognized during a special celebration for the Finance Team in November.

On Wednesday, Oct. 28, 2020, Barb Chamberlain, the Customer & Business Development Department administrative assistant, took it upon herself to provide a shuttle service for

Wright Stop Plaza employees parking in the lot a few blocks away as the Air City Garage was not accessible due to construction. Tropical Storm Zeta brought a downpour that morning, and Barb spent over an hour circling the lot in her van and driving employees to the building so they would not have to walk in the rain. She parks in the lot adjacent to WSP—so this move was purely out of the goodness of her heart and for the love and care of her co-workers. More than a dozen employees got a dry ride to work thanks to Barb!

- All rides for active U.S. military members and veterans were free on Veterans Day, Wednesday, November 11, as the RTA honored those who have served our country. The RTA offers free rides for veterans on the holiday to ensure all who want to participate in area Veterans Day events have access to transportation. This free service included on bus routes anywhere throughout the system as well as rides on Connect paratransit. Anyone who was military active duty, discharged (DD-214), retired, reserve, or holds a VA identification card received a free ride.

In addition, the RTA recognized its current and retired employees who are active or retired military with a special tribute video for the holiday. RTA is proud to employ men and women who are dedicated to serving their communities and country. A video was created to recognize their service since the agency was unable to hold its usual in-person event due to COVID-19 concerns. The video can be viewed at www.iriderta.org/veteransday.

Finance Update

Year-to-date October 2020 indicates a gain of \$10.2 million after the local capital charge. The gain is primarily due to the funding received from the Federal government as part of the CARES Act. RTA will use these funds to subsidize future operations with the loss of revenue we are facing longer term. Without the CARES Act funding we would be showing a loss of \$4.6 million at this point in time.

Sales tax received for August 2020 was up about \$200,000 from last year and \$300,000 from current budget. Year-to-date August 2020 receipts are up about \$735,000 from last year and \$1 million from current budget. During COVID it is exceptional that amounts received continue to improve.

Small Purchasing Information

Ms. Howard stated the Small Purchasing Information was previously included in today's meeting packet. There were no questions regarding small purchases.

Next Meetings

The upcoming jointly held Finance/Personnel and Planning Committees meetings will be held on Tuesday, December 15, 2020 and Tuesday, January 19, 2021 at 8:30 a.m.

Adjournment

Mr. Lumpkin DECLARED the meeting ADJOURNED at 9:50 a.m.

Attest



John Lumpkin, Chair



Mary K. Stanforth, Committee Secretary