

Jointly Held
Finance/Personnel and Planning Committee
Meeting Minutes

July 26, 2019

Members Present: David Williamson, Jointly Held Committee Chair, Board Vice President
Sharon Hairston, Board President
Vince Corrado
Adrienne Heard
Franz Hoge
Thomas Weckesser

Excused Absence: Sharon Howard
John Lumpkin
Belinda Matthews-Stenson

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
Anna Iurassich
Jessica Olson
Brandon Policicchio
Bob Ruzinsky
Mary K. Stanforth
Brenda Thomas

Others Attending: Beth Bailey, McGohan Brabender
Tara Harpold, McGohan Brabender
Mike Harris, Charles E. Harris & Associates
Dr. Richard Henry, League of Women Voters
Kevin Hopf, McGohan Brabender
Nina Jackson, Charles E. Harris & Associates
Marc Reynolds, Marsh & McLennan Agency
Shirley Snedeker, Marsh & McLennan Agency

The meeting was called to order at 8:35 a.m. A quorum was present, and proper notice of the meeting had been given.

Greater Dayton Regional Transit Authority

August 2019 Board Action Items:

Action Item #2 – Life and Disability Insurance

Dr. Thomas explained the purpose of this procurement is to obtain coverage for Life and Disability Insurance for full-time non-union employees, full-time hourly employees represented by the American Federation of State, County and Municipal Employees (AFSCME), and full-time employees represented by the Amalgamated Transit Union (ATU).

The RTA will purchase term life insurance for all full-time employees, and employees have the option of purchasing additional coverage at their expense.

This is in accordance with RTA’s Core Value, Stewardship, where we manage our time, talent and resources efficiently and responsibly.

The Long Term Disability (LTD) coverage provides a minimum benefit of \$50 up to a maximum benefit of \$5,000 per month to all eligible full-time employees. This LTD coverage is contributory and is an optional benefit. Employees choosing this benefit will contribute forty percent (40%) of the monthly premium cost. The successful contractor(s) are responsible for providing plan documents and all necessary communication materials; providing all administrative materials and supplies; processing all claims; and providing claims reports.

Requests for proposals were sent to 62 firms.

On May 1, 2019, four (4) proposals were received. The final results are as follows:

Long Term Disability Insurance

Firm	Annualized*	Term	Total
OCHS St. Paul, MN	\$291,523	Two Year Rate	\$583,046
Lincoln National Life Ins. Co. Cincinnati, OH	*	*	*
Symetra Group Benefits Enfield, CT	*	*	*
Anthem Life Mason, OH	*	*	*

Life Insurance

Firm	Annualized*	Term	Total
OCHS St. Paul, MN	\$101,280	Five Year Rate	\$506,400
Symetra Enfield, CT	*	*	*
Anthem Life Mason, OH	*	*	*

* Annualized estimates are based on the census at time of Request for Proposal release.

* FTA requires only the successful Proposer(s) pricing be publicly disclosed.

The new cost of the Long Term Disability Insurance represents an 18.3% decrease over the current plan. When combined with the Life Insurance at the five (5) year rates, it's a 17.8% decrease.

MOTION made by Ms. Heard and SECONDED by Ms. Hairston that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to OCHS for a two (2) year period for Long Term Disability Insurance for an estimated annual cost of \$291,523 for a total of \$583,046, and a five (5) year period for Life Insurance for an estimated annual cost of \$101,280 for a total of \$506,400 for a grand combined total of \$1,089,446. Annualized estimates are based on the census at the time of Request for Proposal release. This contract will be funded thru the Operating budget. Motion APPROVED by voice vote 6-0.

Action Item #3 – Dayton Police Agreement

Mr. Cole explained a proposed agreement with the Dayton Police Department (DPD) will continue promoting the safety of operations in and around RTA's Wright Stop Plaza (WSP) in accordance with our core values of Safety and Quality Service.

Dayton Police Officers will continue to provide general police services and respond to altercations, customer disputes, assaults and other breaches of the peace that may occur on or around WSP. Officers will also respond to similar situations on RTA bus routes and at bus stops. The proposed agreement will provide services for 17 months beginning August 2019 and ending December 2020, which is tied to the expiration of the current DPD union contract.

This agreement will continue the current service levels which have two (2) officers at WSP for three (3) hours each in the AM, and two (2) officers at WSP for four (4) hours each in the PM on weekdays. Total weekday coverage is 14 hours per day. Saturday coverage includes 16 hours of coverage at WSP and on select routes. The police response boundaries will continue to include the entire block around WSP and up to Jefferson/2nd Streets.

The projected cost of the base services for the 17 months is \$490,000 or \$28,824 per month. This compares to the last agreement where we have averaged \$31,069 per month, slightly higher due to additional services required from time to time. RTA proposes a 20% service contingency in the amount of \$98,000 for the 17 month agreement to cover events and other needs as they may arise. This would make the total award \$588,000. This expense is included in the annual Operating Budget.

The current agreement which runs from August 2016 – July 2019 in the amount of \$1,029,231 ran short of funds, and staff added \$55,000 through a purchase order, to ensure services did not lapse. The next agreement will be based on DPD rates reflected in any new union contract on their end, along with any service level changes from our end. As these services are critical to the safe daily operations of our downtown transit center, and RTA cannot be sure DPD and their Union will agree on a new contract before the expiration of their current agreement in December 2020, RTA is seeking additional Board approval to continue this agreement on a month to month basis, at current rates, for up to six (6) months to ensure we have continuance of coverage. Including a 20% contingency, this additional spending authority would be for \$208,000. These funds would not be included in the 17 month agreement, but would be available to use on a month-to-month basis beginning in January 2021 should the need arise.

MOTION made by Ms. Hairston and SECONDED by Ms. Heard that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to the Dayton Police Department for security services for 17 months in an amount not to exceed \$588,000. The MOTION also INCLUDES up to \$208,000 to extend this agreement for up to six (6) months beginning in January 2021 should the need arise. Finally the MOTION RATIFIES the \$55,000 of additional funds to the current agreement for a grand total award of \$851,000. Motion APPROVED by voice vote 6-0.

Action Item #4 – Diesel Coaches Option

Mr. Brown stated during January 2016 RTA’s Board of Trustees approved a multi-year purchase of up to five (5) years for diesel coaches. 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. This project is consistent with RTA’s core value of Stewardship as our commitment to manage our resources is demonstrated.

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 be shifted between the years to meet funding availability and agency need. Twenty-five (25) buses were ordered the first year with 28 ordered in the second year and 17 in the third year. This totals 70 base award buses.

Quantity	Description	Unit Price	Total Price
25	40’ Low Floor Diesel	\$431,439	\$10,785,975
24	40’ Low Floor Diesel	\$450,120	10,802,880
4	30’ Low Floor Diesel	\$434,273	1,737,092
17	40’ Low Floor Diesel	\$471,682	8,018,594
		TOTAL	\$31,344,541

This leaves a balance of \$10,953,905 from the base award for up to 24 buses and \$31,813,033 for up to 67 option year coaches. RTA has secured funding for 22 diesel buses and there is a pending request for eight (8) more. RTA would now like to exercise Option Year four (4) for 30, 30-40’ Diesel Coaches for delivery in 2020-21. The actual cost is dependent on the base bid price and the Producer’s Price Index (PPI) adjustment with a maximum 5% increase.

Based on the most recent purchase price, plus up to 5% in PPI adjustments, RTA is looking at a unit cost of \$495,266. Based on the grant funding, RTA will be ordering a mix of bus sizes, still to be finalized. Funding from the base award will cover 22 of the 30, and the option funds would be used to cover the other eight (8), along with any enrichments.

MOTION made by Ms. Heard and SECONDED by Mr. Hoge that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees EXERCISING Option Year four (4) for up to 30, 30-40’ Low Floor Diesel buses for a total of \$14,857,980 plus a 5% allowance of \$742,899 for enrichments at a total estimated cost of \$15,600,879. This will complete the base

award order, with RTA receiving 92 buses, and eight (8) of the 67 authorized option buses will be ordered. The fleet demands of the new Dayton Public Schools service will be monitored to determine if any additional option buses need to be ordered before the five (5) year FTA limitation on option buses is reached on January 4, 2021. Board approval will be obtained before purchasing any additional options buses. RTA has transferred a small number of options to other agencies. RTA will make most of the remaining options available to other systems over the upcoming year to assist in ODOT's efforts to improve Ohio's Public Transit Fleet. There is no cost to RTA to transfer options. Motion APPROVED by voice vote 6-0.

Action Item #5- Roof Replacement at 901 Building and Patterson and Wyoming Substations

Mr. Ruzinsky explained the purpose of this procurement is for RTA to contract with qualified contractors for phase two of the Roof Replacement at the 901 Building, and the Patterson and Wyoming Substations. This project is consistent with RTA's core values of Safety, Stewardship, and Quality Service.

The successful contractor will provide needed Roof Replacement at the 901 Building, and the Patterson and Wyoming Substations. The contractor will be responsible for all labor, materials, and required permits necessary to complete the project.

Sealed bids for the Roof Replacement at the 901 Building, and the Patterson and Wyoming Substations were solicited through the *Dayton Daily News*, *Dayton Weekly News*, and *Transit Talent*. Invitations for Bid were sent to thirty-four (34) firms.

On June 18, 2019, two (2) bids were received and publicly opened. The bid results are as follows:

Simplified Living LLC dba Heartland Construction Lexington, OH 44904			*E. Lee Construction, Inc. Delphos, OH 45833		
Item	Location	Cost	Item	Location	Cost
1.	901 South Ludlow Street		1.	901 South Ludlow Street	
	Material	\$ 200,000		Material	\$ 218,960
	Labor	419,000		Labor	428,000
	Total Labor and Material	\$ 619,000		Total Labor and Material	\$ 646,960
2.	Alt. 1 Patterson Substation		2.	Alt. 1 Patterson Substation	
	Material	\$20,000		Material	\$ 9,000
	Labor	20,000		Labor	30,960
	Total Labor and Material	\$40,000		Total Labor and Material	\$39,960
3.	Alt. 2 Wyoming Substation		3.	Alt. 2 Wyoming Substation	
	Material	\$15,000		Material	\$ 7,000
	Labor	15,000		Labor	17,500
	Total Labor and Material	\$30,000		Total Labor and Material	\$24,500
	Grand Total	\$689,000		Grand Total	\$711,420

*Non-Responsive

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

MOTION made by Ms. Heard and SECONDED by Ms. Hairston that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to Simplified Living LLC dba Heartland Construction for a total of \$689,000 plus a 15% contingency of \$103,350 to cover unknown items that may come up upon removal of existing roofing for a total award up to \$792,350. Motion APPROVED by voice vote 6-0.

Action Item #6 – Building 600 Renovations Additional Contingency

Mr. Ruzinsky stated on September 4, 2018 the Board approved a contract with AKA Construction, Inc. in the amount of up to \$4,656,810 for renovations of RTA's 600 Longworth Street Building. Renovations included 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, work in Maintenance, and other related items.

Included in the \$4,656,810 were three (3) alternates. Alternate #1 was for an epoxy floor in the amount of \$35,700 and alternate #2 was for a glazed block in the amount of \$66,700. These total \$102,400 and are not being exercised by RTA. The award included 15% contingency funding for the usual unknowns and miscellaneous items that arise during major renovation projects.

This is a 40-year-old building that is being worked on and the funds approved have been able to cover the numerous items that have come up during the renovation to date, as well as make some improvements to meet Agency needs. But the two larger items described below are having a major impact on the available contingency funds and are the reason for this request.

The first is the lighting. It became clear early on that the proposed lighting in the bus garage was a base replacement project and would not address our desire to provide a better work environment where our employees could actually see and inspect their buses before and after their shifts, as well as feel safe moving around the garage. The same approach was taken in the underground parking garage to vastly improve the lighting there. The result was a major increase in the number of lighting fixtures and the total replacement of the lighting in the employee parking garage. The results are truly "night and day". The cost of this change was just over \$131,000.

The second is related to safety. It was determined that it was in RTA's best interest to replace the very old fire panel in the office wing, this then led to the need to upgrade alarms and fixtures throughout the facility. The cost of this was just over \$82,000.

These two items total just over \$213,000. Staff requests that the contingency funds for the project be increased by \$213,000 and that in addition, the alternate funds in the amount of \$102,400 not being exercised that were included in the original award, and be added to the contingency fund for a total increase of \$315,400 in contingency funds. The total "up to award amount" will increase from \$4,656,810 to \$4,869,810.

This procurement is being funded with 80% Federal grant funds.

MOTION made by Mr. Corrado and SECONDED by Mr. Weckesser that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees an INCREASE in the Contingency for the Building 600 Renovations construction project in the amount of \$315,400 for a grand total award of \$4,869,810. Funds are available as needed to handle any costs associated with changes to the project previously awarded to AKA Construction, Inc. Motion APPROVED by voice vote 6-0.

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:

- RTA is Dayton Strong – giving back after the storms/tornadoes
- New Dayton Public Schools service
- The Flyer Route has been updated for new buses
- Trivia night has returned on The Flyer
- Vectren Dayton Air Show 2019
- Read on RTA!

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.

April 2019 Sales Tax Update

Ms. Beard stated April 2019 Sales Tax receipts equal \$3.1 million.

- Receipts **exceed April 2018** by \$34,000 or 1.1%.
- Receipts **exceed April 2019 budget** by \$25,000 or 0.8%.

Year-to-Date (YTD) April 2019 Sales Tax receipts equal \$12.3 million.

- Receipts **exceed YTD April 2018** by \$385,000 or 3.2%.
- Receipts **exceed YTD April 2019 budget** by \$350,000 or 2.9%.

June 2019 Financial Statements

Ms. Beard reported that for the Month of June, 2019 the Net Income before federal and state depreciation is \$740,380. This is \$608,771 better than the budgeted gain of \$131,609. The overall positive variance is largely due to lower wages & benefits expense along with higher net sales tax proceeds. The \$88,000 net increase in the fair value of investments was a contributing factor as well.

Year-to-date (YTD) June, 2019 Net Loss before federal and state depreciation is \$23,413. This is \$1,635,543 better than the budgeted loss of \$1,658,956. The overall positive variance is largely due to lower wages & benefits, lower materials & supplies and lower fuel & lubricants. The \$515,000 net increase in the fair value of investments was a contributing factor as well. Local depreciation exceeded budget by \$276,000.

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.

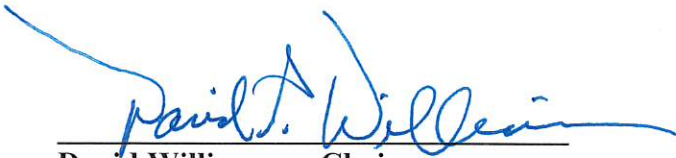
Next Meeting

A jointly held Finance/Personnel and Planning Committees meeting will be held on Tuesday, August 20, 2019 at 8:30 a.m.

Adjournment

The meeting was adjourned at 11:18 a.m.

Attest



David Williamson, Chair



Mary K. Stanforth, Committee Secretary