

Jointly Held  
Finance/Personnel and Planning Committee  
Meeting Minutes

November 19, 2019

**Members Present:** David Williamson, Jointly Held Committee Chair, Board Vice President  
Sharon Hairston, Board President  
Adrienne Heard  
Franz Hoge  
Sharon Howard  
John Lumpkin  
Thomas Weckesser

**Excused Absence:** Vince Corrado  
Belinda Matthews-Stenson

**Staff in Attendance:** Mark Donaghy  
Bob Ruzinsky  
Julia Beard  
Daron Brown  
Roland Caldwell  
Chris Conard, Coolidge Wall Co., L.P.A.  
Tim Harrington  
Deborah Howard  
Jessica Olson  
Brandon Policicchio

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

The meeting was called to order at 8:31 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 October 22, 2019 meeting minutes.

**December 3, 2019 Board Action Items:**

**Action Item #2 – Major Bus Accident Repair**

Mr. Daron Brown explained that the Greater Dayton Regional Transit Authority (RTA) is seeking proposals for major body and structural repairs to NexGen Bus #1402, which was involved in a major accident on March 13, 2018. This project is consistent with RTA's Core Value of Stewardship as we demonstrate our commitment to keeping our buses in a state of good repair.

Staff has prepared a detailed scope of work which includes a high level description of the damage, contractor requirements, trolley system component testing, project timeline, quality control process, warranty and shipping the bus to and from the repair location.

The bus was just released from a requested hold and insurance adjusters have done their inspections. Preapproval is being requested in order to get this project underway promptly.

This procurement will be advertised in the Dayton Daily News, Dayton Weekly and Transit Talent.

Proposals will be evaluated on:

- Qualifications
  - Experience providing services of similar scope and size
  - Capacity to perform contract requirements
  - References
- Proposed Personnel
  - Qualifications and experience of the project manager
  - Experience of mechanics/technicians
- Approach and Methodology
  - Description of how vendor plans to approach project and process used to achieve project objectives
- Quality Control Process
  - Feasibility of vendor's quality control process
- Project Timeline
- Quality of proposal preparation

This procurement will be funded initially with operating funds but then credited with any insurance proceeds and RTA's deductible.

MOTION made by Mr. Williamson and SECONDED by Ms. Howard that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD for the repair of Bus #1402, estimated at \$300,000, and that funds of \$150,000 for any required component testing, project oversight, and a repair contingency be included for a total authorization of up to \$450,000. This bus originally cost \$1.4 million new in 2014. The Motion was APPROVED by voice vote 7-0.

**Action Item #3 – 2020 Operating and Capital Budgets**

Mr. Bob Ruzinsky made a presentation to the Committees regarding the RTA’s proposed 2020 Operating and Capital Budgets.

In summary, RTA’s total Operating Revenues for 2020 are projected at \$69.2 million while total Operating Expenses are projected at \$71.9 million. This budget scenario reflects a loss of \$2.7 million *before* local capital charges and a loss of \$5.7 million *after* local capital charges. Operating expenses have increased due to including a full year of Dayton Public Schools service, assuming full staffing through the course of the year, projecting an overall 2% wage increase and funding the good neighbor program.

Regarding the Capital Budget, expenditures for 2020 are projected at \$68.1 million with \$4.5 million or 6.6% funded by RTA. This amount is very low compared to the normal funding percentage of about 20% and is attributed to a recent award of State Capital funding. RTA’s Capital Program is extensive, but it is starting to level off. The 5-Year Capital Budget includes many necessary revenue vehicle purchases including: twenty four (24) Dual Mode Buses, thirty four (34) Diesel Buses and seventy five (75) Small Demand Response Buses. Transit Hubs & Facility Improvements, Electric System Improvements, and Equipment, Technology and Amenities are included as well in the 5 year plan.

MOTION made by Ms. Howard and SECONDED by Ms. Hairston that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of the 2020 Operating and Capital budgets. The MOTION allows the Secretary-Treasurer to file the appropriate documents with the Montgomery County Auditor in certifying 2020 expenditures. Motion APPROVED by voice vote of 7-0.

(Action Items #3 and #4, were approved together, as part of the budget discussion.)

**Action Item #4 - Resolution No. 2019-12-1, 2020 Annual Appropriations**

Mr. Ruzinsky explained that Trustees' adoption of the 2020 Operating and Capital Budgets will establish budget limits for the upcoming year. Trustees' approval of Resolution No. 2019-12-1 will appropriate the needed funds to carry out the activities approved in the Budget documents.

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. 2019-12-1, 2020 Annual Appropriations. Motion APPROVED by voice vote 7-0.

(Action Items #3 and #4, were approved together, as part of the budget discussion.)

**Action Item #5 - Resolution No. 2019-12-2, Purchasing Light Transit Vehicles for the 5310 Federal Grant Program**

Mr. Ruzinsky explained that RTA is a regional partner in the 5310 Federal Grant Program which is designed to improve transportation options to the Senior and Disabled community. The program is administered by the Miami Valley Regional Planning Commission (MVRPC) and the federal grant is managed by RTA. RTA has been a partner in this program since 2015.

As part of our partnership role RTA will be purchasing small buses and vans for use by area agencies which have applied for and been approved for funding by the MVRPC. RTA receives and manages the federal grant to fund up to 80% of the program costs and the project partners will fund the full local share.

RTA is able to purchase small vehicles from existing Ohio Department of Transportation (ODOT) vehicle contracts and will be doing so for these vehicle procurements. Bid term contracts are contracts created through a competitive process and evaluated by the State. There are various vendors this contract cycle and RTA will determine which best fit our needs at the time of order.

For this round of 5310 funding RTA will be purchasing up to ten (10) Small Transit Vehicles (LTV & LTN) at a cost not-to-exceed \$835,000 and up to three (3) Accessible Modified Mini Vans (MMV) at a cost not to exceed \$120,000. Staff is working with the Agencies on final vehicle specifications and pricing. Each Agency receiving a vehicle will cover the 20% non-federal share. While final vehicle per unit costs are not known at this time, they will not exceed the recommended amounts of this Action Item, and will match the Federal Grant for this program.

This procurement is being funded with up to 80% federal funds, and all 5310 vehicles will have the local share funded by the receiving Agencies.

MOTION made by Mr. Hoge and SECONDED by Ms. Heard that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of Resolution No. 2019-12-2, Light Transit Vehicles for the 5310 Federal Grant Program. Contracts will be AWARDED to ODOT approved vendors for the purchase of up to ten (10) Small Transit Vehicles at a cost not-to-exceed \$835,000, and for the purchase of up to three (3) Accessible Modified Mini Vans at a cost not-to-exceed \$120,000, for a total award of up to \$955,000. The Chief Executive Officer has the authority to complete any required items necessary to make the purchases using ODOT vehicle bid term contracts. The Motion was APPROVED by voice vote 7-0.

#### **Action Item #6 – Administrative Employee Compensation Guide**

Ms. Brenda Thomas explained that RTA has an Administrative Employee Compensation Guide for non-union employees. Periodically, if not annually, the 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 Ms. Heard and SECONDED by Ms. Hairston that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL 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. The Motion was APPROVED by voice vote 7-0.

### **Fare Structure Amendment Discussion**

Mr. Policicchio presented to the committees, the current RTA Fare Structure language for children while riding RTA services. To ensure the general safety and well-being of children age 12 and under, RTA is recommending that children 12 and under while traveling RTA services, always be accompanied by a parent, guardian or teacher. The committee discussed the recommendation and reviewed the current RTA Fare Structure. As a result, the Planning Committee recommends that the RTA Fare Structure be updated. This update will be brought to the full board for approval as a New Business Item at the December 3, 2019 meeting.

### **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:

- 2019 Safety Day at the RTA,
- Communication of the upcoming large-scale Wright Stop Plaza closure,
- Notification of the holiday bus, titled "Gingerbread Wonderland",
- Recognizing The Flyer's one year birthday with over 400,000 trips to date,
- Update on Transit app and customer usage,
- Important fare and planning updates, and
- Communication relations report.

### **August 2019 Sales Tax Update**

Ms. Beard stated August 2019 Sales Tax receipts equal \$3.32 million and Year-to-Date (YTD) receipts equal \$25.77 million.

Sales Tax receipts remain well below the amounts received before the cut in the Medicaid Managed Care Tax.

### **October 2019 Financial Statements**

Ms. Beard reported that for the Month of October, 2019 the Net Loss before federal and state depreciation is \$314,000. Operating Revenues were \$1.1 million, while Operating Expenses including Local Depreciation were \$6.1 million. Non-Operating Revenues totaled \$4.7 million.

Year-to-date October, 2019 Net Loss before federal and state depreciation is \$1.5 million. Operating Revenues were \$7.5 million, while Operating Expenses including Local Depreciation were \$55.9 million. Non-Operating Revenues totaled \$46.9 million. The loss of Medicaid managed care tax accounts for the negative result. The Operating Losses over the past 24+ months create significant challenges for the Agency moving forward. In reality RTA must reverse the pattern of expenses outweighing revenues. Finding a solution in the near term will be a primary focus of RTA's Board of Trustees, Chief Executive Officer and Management Staff.

The detailed financial 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, December 17, 2019 at 8:30 a.m.

**Request for Executive Session**

MOTION MADE by Ms. Heard and SECONDED by Ms. Hairston to RECESS into Executive Session for the purpose of discussing Executive Review and Compensation.

Roll call was taken:

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

Ayes: Seven                      Noes: None

The meeting RECESSED into Executive Session at 9:42 a.m.

MOTION MADE by Ms. Heard and SECONDED by Ms. Hairston to RECONVENE to Regular Session.

Roll call was taken:

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

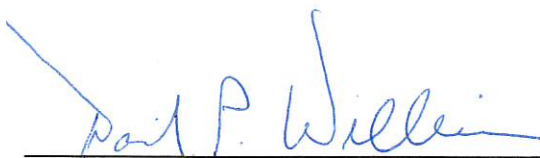
Ayes: Seven                      Noes: None


The meeting RECONVENED at 10:12 a.m.

**Adjournment**

Mr. Williamson DECLARED the meeting ADJOURNED at 10:13 a.m.

**Attest**

  
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**David Williamson, Chair**

  
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**Brandon Policicchio, Committee Secretary**