



**Jointly Held
Finance/Personnel and Planning Committees
Meeting Minutes**

November 16, 2021

Members Present: John Lumpkin, Jointly Held Committees Chair (arrived at 8:41 a.m.)
Al Fullenkamp
Sharon Hairston
Adrienne Heard
Sharon Howard (arrived at 8:41 a.m.)
Tom U. Weckesser
David Williamson

Excused Absence: Vince Corrado
Belinda Matthews-Stenson

Staff in Attendance: Bob Ruzinsky
Julie Beard
Daron Brown
Chris Conard, Coolidge Wall Co., L.P.A.
Deborah Howard
Brandon Policicchio
Mary Stanforth

Call to Order

Mr. Williamson called the meeting to order at 8:36 a.m. A quorum was present and proper notice of the meeting had been given.

Approval of October 19, 2021 Meeting 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 the minutes APPROVED as presented.

December 2021 Board Action Items:

Action Item #2 – Adoption of Fiscal Year 2022 Operating and Capital Budgets

Mr. Ruzinsky and Ms. Stanforth made a presentation regarding the proposed 2022 Operating and Capital Budgets. In summary, RTA's total Operating Revenues for 2022 are projected at \$76.7 million while total Operating Expenses are projected at \$73.5 million. This budget scenario reflects a gain of \$3.1 million before local capital charges and a gain of \$58 thousand after local capital charges. The positive result is tied to FTA CARES Act funding that continues to support RTA during the national health crisis. Staff continues to hold some positions open and will monitor costs while continuing to work through the national health crisis and economic challenges.

Regarding the 2022 Capital Budget, expenditures are projected at \$42.9 million with \$7.8 million or 18% funded by RTA. Capital projects include the categories of: Electric System Infrastructure,

Revenue Vehicles & Equipment, Transit Hubs & Facility Improvements and Equipment, Technology, Amenities & Other. 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.

Ms. Howard and Mr. Lumpkin arrived at the meeting at 8:41 a.m.

MOTION made by Mr. Williamson and SECONDED by Ms. Heard that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of the 2022 Operating and Capital Budgets. This APPROVAL allows the Secretary-Treasurer to file the appropriate documents with the Montgomery County Auditor and to receive a certificate authorizing 2022 expenditures.

Motion APPROVED by voice vote of 7-0.

Action Item #3 – Resolution No. 2021-12-1, Fiscal Year (FY) 2022 Annual Appropriations

Ms. Stanforth explained the Trustees' adoption of the FY 2022 Operating and Capital Budgets will establish budget limits for the upcoming year. Trustees' approval of Resolution No. 2021-12-1 will appropriate the needed funds to carry out the activities approved in the Budget documents.

MOTION made by Ms. Hairston and SECONDED by Ms. Howard that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of Resolution No. 2021-12-1, Fiscal Year 2022 Annual Appropriations.

Motion APPROVED by voice vote 7-0.

Action Item #4 – 2022 Board and Committees Meeting Dates

Ms. Stanforth explained that as set forth in the Greater Dayton RTA Bylaws, the Board of Trustees Meeting Dates occur on the first Tuesday of each month. The Finance/Personnel and Planning Committees meeting dates typically occur on the third Tuesday of each month. The Investment Advisory Committee meets quarterly on the third Thursday during the months of January, April, July and October.

On an infrequent basis it is necessary to change a regularly scheduled meeting date.

After a comprehensive review of planned Agency activities, the attached 2022 Board and Committees meeting dates are recommended for approval by the Board of Trustees.

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 attached 2022 Board and Committees meeting dates.

Motion APPROVED by voice vote 7-0.

Action Item #5 – Revised Human Resources Policy #3, Administrative Staff Employees’

Leave

Mr. Ruzinsky explained this Policy provides requirements related to Administrative Staff Employees’ Leave including Earned Time Off, Extended Personal Illness, Military Leave, Jury Duty and Bereavement.

The Policy has been updated to reflect changes within the categories of Earned Time Off and Extended Personal Illness.

MOTION made by Ms. Heard and SECONDED by Ms. Hairston that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL, as included in today’s meeting packet, updates to Human Resources Policy #3, Administrative Staff Employees’ Leave.

Motion APPROVED by voice vote 7-0.

Informational and Discussion Items:

Customer and Business Development Update

Mr. Policicchio previously included in today’s meeting packet a summary document of recent activities in the Customer and Business Development Department, including progress on the Tapp Pay project. Other updates included:

- Santa’s sleigh is at RTA; join our jolly team!
- RTA phases out cash onboard buses; fare boxes are retired!
- Nathan Owens wins Erin Ritchey Award
- RTA ramps up hiring efforts with “Day in the Life” recruitment campaign
- RTA shows its appreciation on Veterans Day
- RTA to roll out “Proudly Serving” Montgomery County bus
- RTA’s November bus is one special autumn-mobile
- University of Dayton students learn about transit technology
- RTA offers free rides on Election Day
- Social media and RideTime stats

Financial Report

Ms. Stanforth reported year-to-date September 2021 indicates a gain of \$2.7 million after capital and GASB charges. The positive result will allow a smoother economic recovery post Covid. It is also helping to restore RTA’s unrestricted net position shortfall which was caused by the state pension system funding liability.

Passenger fares are 12% lower than last year and 17% lower than current year budget as a result of COVID. Federal assistance includes CARES Act funding which allows RTA to provide comprehensive service and provides a set aside of sales tax for future operations. Total Revenues are \$4.4 million below budget due to higher than expected sales tax offset by lower passenger revenues and assistance from both state and federal governments. Total Expenses are \$6.8 million lower than budget. Employee wages & fringe benefits, contract services, diesel fuel and materials & supplies are the major contributors. On a monthly basis we are consistently spending less than budget in these categories.

After seven (7) months of Sales Tax Receipts for 2021, we are up \$3.83 million over 2020 and up \$4.51 million over 2021 budget.

Ms. Stanforth stated Staff is currently in the process of finalizing a New Business Item – Approval of Dayton Police Contract, for the upcoming December 7, 2021 Board of Trustees meeting.

Small Purchasing Information

Ms. Howard stated the Small Purchasing Information was previously included in today’s meeting packet. There were no questions from the Committees.

Next Meeting Dates

Mr. Lumpkin stated the upcoming jointly held Finance/Personnel and Planning Committees meetings will be held on December 21, 2021 and January 18, 2022.

Adjournment

MOTION made by Ms. Hairston and SECONDED by Ms. Heard to adjourn the meeting.

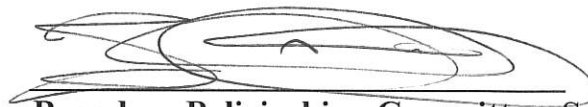
Motion APPROVED by voice vote 7-0.

The meeting adjourned at 10:00 a.m.

Attest



John Lumpkin, Chair



Brandon Policicchio, Committee Secretary