

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

March 24, 2020

Members Present

Via Teleconference:

David Williamson, Jointly Held Committee Chair
Sharon Hairston
Adrienne Heard
Franz Hoge
Sharon Howard (joined teleconference at 9:10 a.m.)
John Lumpkin
Belinda Matthews-Stenson

Excused Absence:

Vince Corrado (interface problem w/ teleconference connection)
Thomas Weckesser

Staff in Attendance:

Mark Donaghy
Bob Ruzinsky
Chris Cole
Chris Conard, Coolidge Wall Co., L.P.A. (via teleconference)
Tim Harrington
Deborah Howard
Brandon Policicchio
Mary K. Stanforth

Others Attending:

Dr. Richard Henry (via teleconference)

The meeting was called to order at 8:37 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 February 18, 2020 meeting minutes.

Greater Dayton Regional Transit Authority

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April 2020 Board Action Items:

Mr. Williamson stated with regard to all Action Items presented today, *each Item is essential to the delivery of transportation services to the public.* Further, it was noted that *Mr. Bob Ruzinsky previously communicated in the Committees meeting packet, a summary of pertinent information regarding each Action Item.*

Action Item #2 – Unleaded Fuel

The Greater Dayton Regional Transit Authority’s (RTA) Connect fleet of small buses use unleaded fuel and it is critical that RTA is able to purchase this item. The estimated pricing is based on fuel prices at the time of bid, and actual costs based on current pricing will likely be lower. Mr. Ruzinsky recommends keeping the amounts in the award as they are, as pricing can just as easily go up in the future.

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 Mansfield Oil Company of Gainesville, Inc. for Unleaded Gasoline 10% Ethanol. The differential for the base year is \$-0.0137 for an estimated \$2.0256 per gallon; the differential for option year one is \$-0.0123 for an estimated \$2.0270 per gallon; and the differential for option year two is \$-0.0105 for an estimated \$2.0288 per gallon. The total base year contract is estimated at \$791,199. Option year one is estimated at \$791,746 and option year two is estimated at \$792,449 totaling \$1,584,195 for the option years and a grand total of \$2,375,394 based on the projected annual usage of 390,600 gallons per year. The award will vary based upon usage and fluctuations in the Oil Price Information Service (OPIS) price index.

Roll call vote was taken:

- Mr. Williamson - YES
- Ms. Hairston - YES
- Ms. Heard - YES
- Mr. Hoge - YES
- Mr. Lumpkin - YES
- Ms. Matthews-Stenson YES

The Motion was APPROVED 6-0.

Action Item #3 – Safety and Security Policy #3, Safety Management Policy

This Policy is not only part of RTA’s ongoing commitment to safety in the workplace, it is part of the Federal Transit Administration’s (FTA) requirements for all agencies to strengthen (or in some cases develop) safety plans, practices, and policies. RTA remains ahead of the curve and we expect to meet and even exceed FTA standards in this new national focus area.

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 Safety and Security Policy #3 – Safety Management Policy.

Roll call vote was taken:

Mr. Williamson -	YES
Ms. Hairston -	YES
Ms. Heard -	YES
Mr. Hoge -	YES
Mr. Lumpkin -	YES
Ms. Matthews-Stenson	YES

The Motion was APPROVED 6-0.

Action Item #4 – Overhead & Underground Trolley Repair and Installation

This item is part of RTA's 10-15 year plan to rebuild the electric bus power infrastructure system. Capital Electric Line Builders is an area firm and RTA currently does business with them. In fact, they did most of the work in the 1980's on that rebuild project. They are responsible, local, efficient, flexible, and get each job we give them done. This is a five (5) year award with two (2) option years. RTA will only award each year what the Board approves as part of the Capital Budget. RTA currently has \$2.5 million of Federal and State funds to cover work at 100% reimbursement (no RTA funds needed). We will be requesting additional State funds to match federal funds we will be placing on a grant soon to fund additional work at 100%. This will allow RTA to proceed with this important work, keep local contractors employed, and have it fully reimbursed to RTA.

MOTION made by Mr. Williamson and SECONDED by Ms. Hairston that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a Contract AWARD to Capital Electric Line Builders, Inc. for the Overhead and Underground Trolley Repair and Installation for a five (5) year period not-to-exceed \$18.5 million, plus two (2) one year options not-to-exceed \$4.75 million each for a grand total not-to-exceed \$28 million. Any usage will be based on need and will not exceed the annual budgeted amount.

Roll call vote was taken:

Mr. Williamson -	YES
Ms. Hairston -	YES
Ms. Heard -	YES
Mr. Hoge -	YES
Mr. Lumpkin -	YES
Ms. Matthews-Stenson	YES

The Motion was APPROVED 6-0.

Action Item #5 – Elevator Replacement

This project is part of RTA's ongoing efforts to put the 901 Ludlow Street building back into full service. The building currently houses RTA's Safety & Training team. We will be moving the Line Shop and Facilities Maintenance to this building once renovations are complete. Replacing this freight elevator was part of the recommendations of the 2015 Facility Study and will allow legal and functional use of approximately 30,000 square feet of space. Planned use of the space includes: workshops, secure storage, offices, training space, and general meeting spaces. AKA

Construction is a local Disadvantaged Business Enterprise (DBE) firm and has done a majority of the 600 Longworth Street renovation project. AKA Construction provides high quality work and they are a pleasure to work with. Moving forward with this project will help support the local economy and keep local folks employed. It is being funded with 80% federal funds which were awarded for facility updates. Mr. Ruzinsky stated with the current national crisis, Staff may hold off on this item until the timing is better.

MOTION made by Mr. Williamson and SECONDED by Ms. Heard that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to AKA Construction, Inc. for \$409,440 plus a 15% contingency of \$61,416 for a total award of \$470,856.

Roll call vote was taken:

Mr. Williamson -	YES
Ms. Hairston -	YES
Ms. Heard -	YES
Mr. Hoge -	YES
Mr. Lumpkin -	YES
Ms. Matthews-Stenson	YES

The Motion was APPROVED 6-0.

Action Item #6 – Increase for Previously Awarded as Needed Electrical Services for RTA Facilities and Properties

RTA's underground main electrical service lines for 600 Longworth Street were damaged during the installation of an in-ground vehicle hoist. A temporary repair was made, but it does require us to replace the service from the street all the way into the center of the building where all the main electrical equipment is located. Even before this incident, we were working to figure out 40 years of changes to the main equipment which has resulted in potential overloads, un-labeled or undocumented additions, and potential safety issues. The two (2) renovation projects at 600 Longworth included replacing wiring and branch circuit boxes in the renovation areas, but did not address the main service equipment and the service lines. The proposed work is extensive. RTA is fortunate in that we have previously awarded a contract for electrical services to two (2) qualified local firms. One of those firms, Calvin Electric, is the firm AKA Construction has used on both of the 600 Longworth renovation contracts as a sub-contractor. Calvin Electric does excellent work and have helped RTA with many improvements.

Adding funds to the existing contract will ensure one (1) qualified firm will have then done 100% of the work that will lead to the eventual replacement of all RTA electrical equipment in the main operating facility. Award of these additional funds to our existing contract will allow RTA to complete this work in a timely and professional manner. It will support the employment of local workers and help keep the economy going. It will be funded with 80% federal funds which were awarded for facility updates.

Mr. Hoge asked with regard to the national crisis and the possibility of a cash crunch, should we wait on moving forward with capital projects until our overall financial picture is clearer? Mr. Ruzinsky replied that the projects as presented are already tied to grant funding with RTA only

matching a maximum of 20% of the total cost. Most of the projects make only a small impact to RTA's cash flow.

MOTION made by Mr. Williamson and SECONDED by Ms. Heard that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees that \$750,000 be added to the funds previously awarded as part of the As Needed Electrical Services award for a REVISED AWARD of \$2,085,000.

Roll call vote was taken:

Mr. Williamson -	YES
Ms. Hairston -	YES
Ms. Heard -	YES
Mr. Hoge -	YES
Mr. Lumpkin -	YES
Ms. Matthews-Stenson	YES

The Motion was APPROVED 6-0.

Customer and Business Development Update

Mr. Policicchio stated the System Redesign Presentation and the Scooter and Bike Share Update will be deferred at this time and will likely be included on April's meeting agenda.

Regarding the Customer and Business Development Department update: The RTA supported "Ohio Loves Transit" day, promoted "Black History Month", is helping to promote the U.S. Census, reported growing ridership for January, and many other noteworthy items that are included in today's meeting packet. RTA has changed the focus of all Marketing and Communications for the duration of our national crisis to keep our employees, customers, and others updated with needed information. As a public service organization we will focus all efforts serving the public and keeping them informed.

Finance Update

Year-to-date through February 2020 shows a loss of \$543,000 after the local capital charge. While better than budgeted for this time period, it remains a loss. December 2019 sales tax collections were above budget as well as the prior year. This will help lower the loss for 2019. Going forward we will see large revenue declines which will likely have a negative impact on our ability to provide existing services without some additional funding.

Mr. Hoge asked if there are adjustments/changes to the December 2019 year-end financial statements. Ms. Stanforth replied yes, the additional expense related to pension and post-employment benefits add another \$12+ Million of expense, while the self-funded medical insurance plan resulted in a positive \$1 Million to the bottom line.

Small Purchasing Information

The Small Purchasing Information was previously included in today's meeting packet. There were no questions from Committees members regarding this report.

Additional Information

Mr. Donaghy stated regarding the national crisis overall attendance is better than expected. Attendance has been very good. Fixed route ridership is down about 40% and Connect ridership is down about 50%. Staff are following the social distancing mandate. RTA may adjust to a Saturday or Saturday Plus schedule in the near future with the dramatic drop in ridership. Staff is getting legal advice on the Federal Bills and how they affect RTA and our employees.

Next Meeting

A jointly held Finance/Personnel and Planning Committees meeting will be held on THURSDAY, April 23, 2020 at 8:30 a.m.

Adjournment

Mr. Williamson DECLARED the meeting ADJOURNED at 9:25 a.m.

Attest



David Williamson, Chair



Mary K. Stanforth, Committee Secretary