

Jointly Held  
Finance/Personnel and Planning Committee  
Meeting Minutes

September 15, 2020

**Members Present**

**Via Teleconference:**

David Williamson, Jointly Held Committee Chair  
Vince Corrado  
Sharon Hairston  
Adrienne Heard  
Franz Hoge  
Sharon Howard (called in at approximately 9:10 a.m.)  
John Lumpkin  
Belinda Matthews-Stenson  
Thomas Weckesser (called in at approximately 9:20 a.m.)

**Staff in Attendance:**

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

**Others Attending:**

Dr. Richard Henry (via teleconference)

The meeting was called to order at 8:30 a.m. and roll call was taken:

**Roll Call**

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

**Greater Dayton Regional Transit Authority**

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

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**Approval of August 18, 2020 Jointly Held Finance/Personnel and Planning Committees Meeting Minutes**

Mr. Williamson asked if attendees request a reading of the minutes or have any corrections to the minutes? Mr. Hoge stated on Page 6, New Business: Nominating Committee Report, Mr. Lumpkin had abstained from the vote and that should be reflected in the minutes. Mr. Policicchio agreed and stated that he will amend the August 18, 2020 meeting minutes to include that change.

MOTION made by Mr. Williamson and SECONDED by Mr. Lumpkin to approve the August 18, 2020 meeting minutes with the above stated change.

**Roll Call**

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

The Motion was APPROVED 7-0.

**October 2020 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 – On-Site Technical Support for NexGen Trolleys**

Mr. Brown explained the purpose of this procurement is for Greater Dayton Regional Transit Authority (RTA) to obtain the services of the NexGen trolley manufacturer to provide On-Site Technical Support Services for the NexGens. These services will allow RTA staff to increase their technical capacity and troubleshooting skills for the long-term maintenance and repair of the NexGen Trolley bus fleet. This project is consistent with RTA's core values of Stewardship and Quality Service as we operate our NexGen Trolley bus fleet. These services would be supplied over a two (2) year term.

As part of their contract for the NexGens, Kiepe Electric supplied RTA with on-site technical support since the trolleys were initially delivered. The warranty will be expiring, which necessitates RTA now paying for these services.

The fees charged will include the following:  
Site Support for five (5) days per week  
All travel and living expenses  
On the job training for RTA trolley shop technicians  
A 10% contingency for unforeseen technical services

As this is a sole source procurement, a cost analysis was performed on the estimated price of \$450,000. The pricing is based on the planned/actual service dates of the buses. The pricing includes a daily hourly rate of \$95.50, which includes job training for RTA technicians, administrative costs and profits. Daily meals and lodging is based on the federal government per diem rates for Dayton, Ohio, and the mileage per day is based on the federal guideline. Lodging, mileage, and travel to and from Dayton will be billed at actual, not to exceed prevailing IRS limits.

Mr. Hoge asked if RTA employees shadowed the on-site technical support personnel during the warranty period? Mr. Brown stated yes, however an additional 1-2 years is required for key personnel and succession planning purposes.

Mr. Ruzinsky stated the life of each bus is 15 years or 500,000 miles so it is important we continue to train our employees.

MOTION made by Ms. Heard and SECONDED by Ms. Matthews-Stenson that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a Contract AWARD to Kiepe Electric for a two (2) year period in the estimated amount of \$450,000. Funds for On-Site Technical Support for NexGen Trolleys are included in the operating budget.

Roll call vote was taken:

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

The Motion was APPROVED 7-0.

### **Action Item #3 – Security Camera System Server Storage**

Mr. Harrington stated on May 5, 2020, the Board approved a contract with Security 101 for a Security Camera System in the amount of up to \$1,869,488. The following RTA facilities were included in this award: the Longworth Campus, Wright Stop Plaza (WSP), all transit centers and substations. This project is consistent with RTA's core values of Safety by continuously improving safety for our customers and ourselves and Stewardship by properly managing our resources and maintaining our assets.

This award did not include any specifications for server storage for the video system because RTA did not know how much storage would be needed, and also thought it would be possible to incorporate needed storage into the new server environment being purchased. Once the Security System (Genetec) from Security 101 was selected and the cameras were finalized, the storage could then be calculated. It was determined that the storage required for the video system is 1,308

terabytes (TB) or 1.3 petabytes (PB). This is approximately 100 times more than the storage on the new server environment, which means the new server environment cannot be used.

This determination resulted in RTA researching for the best storage solution. The final analysis was that Direct Attached Storage (DAS) appliances be used. Security 101 was then requested to obtain quotes from vendors to provide the same amount of storage in the same amount of appliances.

The vendors quoted the following:

Genetec Buffalo Grove, IL	\$195,465
Seneca Syracuse, NY	\$193,832

Although Genetec is \$1,633 higher in cost than Seneca, it was concluded that the best solution would be to award to Genetec to avoid any discrepancies between two (2) different vendors if there were any problems.

Ms. Hairston asked if the security film is the only item stored here? Mr. Harrington replied yes, the security film will be the only item stored here.

MOTION made by Mr. Corrado and SECONDED by Ms. Heard that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees an additional contract AWARD to Security 101 for server storage in the amount of \$195,465 increasing the total award to Security 101 for up to \$2,064,953. This procurement will be partially funded through Federal grant funds.

Roll call vote was taken:

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

The Motion was APPROVED 7-0.

#### **Action Item #4 – 2019 Title VI Program Analysis Report**

Mr. Policicchio explained that RTA, as a recipient of U.S. Department of Transportation (USDOT) and Federal Transit Administration (FTA) funding, must comply with Title VI and Environmental Justice regulations. This is to insure RTA provides fair and equitable service and amenities delivery and installation, meaningful customer outreach plans, and periodic service equity review processes.

While RTA is in compliance with the FTA Title VI program through November 30, 2021 it is required that the RTA Board of Trustees review and approve the 2019 Title VI Analysis Report since the last submission on October 1, 2018.

Ms. Matthews-Stenson stated Exhibit 6 on Page 9 does not tie in with the narrative. Ms. Matthews-Stenson asked does RTA share this information? Mr. Donaghy replied yes, we are happy to share the information with those that are interested. Mr. Donaghy stated RTA uses this information for planning and scheduling purposes.

MOTION made by Mr. Lumpkin and SECONDED by Ms. Hairston that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of the 2019 Title VI Analysis Report, and updating this report on the TEAM FTA website.

Roll call vote was taken:

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

The Motion was APPROVED 7-0.

**Action Item #5 – Resolution No. 2020-10-1, Authorizing Staff to Seek FAST Act Flexible Funding to Support Transit Projects**

Ms. Howard called in to the meeting at approximately 9:10 a.m.

Mr. Ruzinsky stated the RTA has been notified by the Miami Valley Regional Planning Commission (MVRPC) regarding the solicitation of new transportation projects under the Congestion Mitigation Air Quality (CMAQ) and Surface Transportation Program (STP). Once submitted, applications for the proposed new projects will be reviewed and evaluated for possible inclusion in the State Transportation Improvement Program (TIP).

In reviewing the region's transportation needs, Staff has developed a project that is eligible for flexible funding, and the proposal has been scrutinized in the context of MVRPC practices and policies. The project is: The Cost of Buying Twenty Five (25) Small Transit Buses (this is RTA's only project for this funding solicitation and RTA will provide the required local match funds of \$475,000).

Competition for these funds is expected to be substantial; applications are due on October 8th and require the Board's approval of the attached resolution.

Mr. Ruzinsky stated this request is for the final 25 of 75 Small Transit Buses. The funding is required in the coming 3-4 years.

MOTION made by Ms. Heard and SECONDED by Mr. Hoge that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of Resolution No. 2020-10-1, authorizing the submittal of all necessary documents and the fulfillment of all other requirements, in order to obtain additional funding for projects approved by the MVRPC.

Roll call vote was taken:

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

The Motion was APPROVED 8-0.

#### **Customer and Business Development Update**

Mr. Weckesser called in to the meeting at approximately 9:20 a.m.

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

- Tapp Pay has seen exceptional growth over the past few months. In August, Tapp Pay exceeded \$100,000 in sales revenue and surpassed 3,300 customers who signed up for the app. On August 16, Tapp Pay recorded over 12,000 total passes being sold to date. On August 20, RTA began installation of new fare readers on our fleet. As of September 4, 147 fixed route buses were equipped with the devices. With the installation RTA is anticipating an increase in overall Tapp Pay Activity.
- On August 12, Congressman Mike Turner held a joint press conference at Wright Stop Plaza with CEO Mark Donaghy and Deputy CEO Bob Ruzinsky. Earlier in the month, RTA received a grant of \$4.3 million from the U.S. Department of Transportation to replace a dozen older bus models with new diesel buses. Congressman Turner congratulated RTA on their recent acquisition of the grant and explained why he believed RTA was deserving of additional funding. Mark Donaghy and Bob Ruzinsky explained RTA's plan to improve service to better support our customers by utilizing new and current funding. After the conference concluded, Mr. Donaghy gave Congressman Turner an inside look of our NexGen bus to highlight the improvements.
- The American Bus Benchmarking Group (ABBG) 2020 Customer Satisfaction Survey Results were included in today's meeting package. Mr. Policicchio summarized the Service Quality, Overall Satisfaction and Demographic Data results.

**Finance Update**

Year-to-date August 2020 indicates a gain of \$6.9 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 \$4.3 million at this point in time.

As was conveyed to all Committee Members and Staff *AFTER today's meeting* - Sales tax received for June 2020 was up about \$400,000 from last year and current budget. Year-to-date June 2020 receipts are up about \$250,000 from last year and current budget. We are relatively flat after 6 months of sales tax receipts.

**Small Purchasing Information**

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

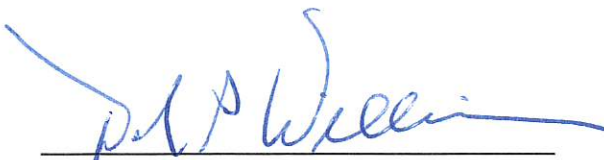
**Next Meeting**

A jointly held Finance/Personnel and Planning Committees meeting will be held on Tuesday, October 20, 2020 at 8:30 a.m.

**Adjournment**

Mr. Williamson DECLARED the meeting ADJOURNED at 9:41 a.m.

**Attest**



David Williamson, Chair



Mary K. Stanforth, Committee Secretary