



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

October 17, 2023

Members Present: Sharon D. White, Chair
Al Fullenkamp (left at 9:15 a.m.)
Sharon Hairston
Belinda Matthews-Stenson (arrived 8:39 a.m.)
Nikol Miller
Thomas Weckesser

Excused: John A. Lumpkin, Jr.
David P. Williamson

Staff in Attendance: Bob Ruzinsky
Daron Brown
Roland Caldwell
Chris Conard, Coolidge Wall
Deborah Howard
Brandon Policicchio
Mary K. Stanforth
Bob Stevens

Others in Attendance: Grady Mullins

Ms. White called the meeting to order at 8:32 a.m. and roll call was taken:

Roll Call

Ms. White -	Yes
Mr. Fullenkamp -	Yes
Ms. Hairston -	Yes
Mr. Lumpkin	Excused
Ms. Matthews-Stenson -	Excused
Ms. Miller -	Yes
Mr. Weckesser -	Yes
Mr. Williamson -	Excused

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

Ms. Matthews-Stenson arrived at the meeting at 8:39 a.m.

Approval of September 21, 2023, Jointly Held Finance/Personnel and Planning Committees Meeting Minutes

Ms. White asked if attendees request a reading of the minutes or have corrections to the minutes?

Upon hearing no requests or corrections, a MOTION was made by Ms. Matthews-Stenson and SECONDED by Ms. Hairston to APPROVE the September 21, 2023 minutes.

The MOTION was APPROVED by voice vote 6-0.

November 2023 Board Action Items

Action Item #2 – Adoption of Fiscal Year 2024 Operating and Capital Budgets

Mr. Ruzinsky made a detailed presentation regarding Greater Dayton Regional Transit Authority's (RTA) proposed 2024 Operating and Capital Budgets. RTA's total Operating Revenues for 2024 are projected at \$80.1 million while total Operating Expenses are projected at \$82.5 million. This budget scenario reflects a loss of \$2.4 million before local capital charges and a loss of \$6.1 million after local capital charges. Federal COVID funds were used to supplement budgets through part of 2023. Reserved COVID funds will be utilized to offset projected losses during 2024 and beyond.

Passenger fares represent 7% of projected operating revenues, while sales tax represents 61%, federal and state assistance represents 27%, and investment income and other represent 5%. Regarding operating expenses, wages and fringe benefits are 65% of the projected total, contract services are 10%, materials and supplies (which includes fuel) are 11%, and insurance, utilities and all other are 14%. The 2024 operating budget includes funds to grow services and reflect contractual wage increases, increased health insurance and other benefit costs, and increased fuel costs.

Capital Budget expenditures for 2024 are projected at \$44.5 million with \$11.3 million 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 projects over \$100 thousand) or the Chief Executive Officer (for projects under \$100 thousand). This ensures the Board has a second level of approval, in addition to approving the overall Capital Budget each year.

MOTION made by Ms. Matthews-Stenson and SECONDED by Ms. Hairston that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of the 2024 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 2024 expenditures.

The MOTION was APPROVED by voice vote 6-0.

Action Item #3 – Resolution No. 2023-11-1, Fiscal Year (FY) 2024 Annual Appropriations

Ms. Stanforth stated the Board of Trustees' adoption of the FY 2024 Operating and Capital Budgets will establish budget limits for the upcoming year. Trustees' approval of Resolution No. 2023-11-1 will appropriate the needed funds to conduct the activities approved in the Budget documents.

MOTION made by Ms. Matthews-Stenson and SECONDED by Mr. Weckesser that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of Resolution No. 2023-11-1, Fiscal Year 2024 Annual Appropriations.

The MOTION was APPROVED by voice vote 6-0.

Action Item #4 – Resolution No. 2023-11-2, Fiscal Year 2024 and 2025, 49 United States Code 5307, 5337, 5339 & Other Federal Capital Assistance Grants

Mr. Ruzinsky stated that 49 United States Code (USC) 5307 authorizes grants to public transit systems in urbanized areas for capital, operating, and planning assistance based on formulas used in the statute.

49 USC 5337 and 5339 authorizes grants to public transit systems in urbanized areas for capital assistance to support and maintain fixed guideway assets (5337) and other capital assets (5339) in a state of good repair. RTA can use this funding for the purchase of electric trolley buses, modernization of trolley infrastructure, the capitalization of maintenance costs, and other supporting facilities & equipment projects as well as to maintain capital assets in a state of good repair. These funds are based on formulas used in the statute.

Resolution No. 2023-11-2 provides authorization to file Fiscal Year 2024 and 2025, USC 5307, 5337, 5339 and other Federal Capital Assistance Grants.

The projects applied for will be consistent with RTA approved capital and operating budgets. Prior year funding levels for programs were \$17.81 million for 5307, \$19.56 million for 5337 and \$1.19 million for 5339. 2024 and 2025 annual funding is anticipated to be similar amounts. All projects will be from RTA approved Fiscal Year 2024 and/or 2025 Capital and Operating Budgets.

MOTION made by Ms. Matthews-Stenson and SECONDED by Mr. Fullenkamp that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of Resolution No. 2023-11-2, authorizing the filing of 49 USC 5307, 5337, 5339 and Other Federal Capital Grant Applications for RTA Fiscal Years 2024 and 2025 with the Federal Transit Administration. Furthermore, the Chief Executive Officer is authorized to provide all necessary documents, execute grant contracts, amend the grant contracts if deemed necessary and fulfill all other requirements of the applications.

The MOTION was APPROVED by voice vote 6-0.

Action Item #5 – Resolution No. 2023-11-3, State Fiscal Years 2025 & 2026 Ohio Urban Public Transportation Grant Program Applications

Mr. Ruzinsky stated the Ohio Department of Transportation (ODOT) provides financial assistance to public transportation systems in Ohio through the Ohio Urban Public Transportation Grant Program. Current funding opportunities are offered under the Urban Formula Program and the Preservation Partnership Program. RTA intends to use state awarded funds for Preventive Maintenance or other Capital Projects based on budget need. Because of the State Fiscal Year (SFY) (July 1 through June 30), eligible projects can be selected from either the RTA's 2024, 2025, or 2026 list of eligible projects.

Historically RTA has applied under the Urban Transit Program, as well as the Ohio Transit Preservation Partnership Program. In addition, we have applied for funding under some Ohio EPA programs, which are open to Ohio public transit systems; other funding opportunities may arise and will be considered for application based on program requirements and current need.

MOTION made by Ms. Matthews-Stenson and SECONDED by Mr. Weckesser that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of Resolution No. 2023-11-3, authorizing the filing of various applications for eligible projects under State of Ohio Public Transportation Grant Programs for State Fiscal Years 2025 (July 2024 – June 2025) and 2026 (July 2025 – June 2026).

The MOTION was APPROVED by voice vote 6-0.

Action Item #6 – Elevator Inspection & Maintenance

Mr. Brown stated the purpose of this procurement is for RTA to contract with a firm to perform elevator inspection and maintenance. The successful contractor shall provide all necessary labor, materials, supervision, parts, equipment, tools, and safety equipment for elevator unit upkeep, which includes preventative maintenance, ongoing maintenance, five-year safety testing, and annual safety testing. This project is consistent with RTA’s Core Value of Safety as we continuously work to maintain our facilities in accordance with all regulatory requirements and industry standard best practices.

Sealed proposals for the purchase of Elevator Inspection & Maintenance were solicited through the Dayton Daily News, the Dayton Weekly, and Transit Talent. Requests for Proposals were sent to fourteen (14) vendors.

At 10:00 a.m. on August 29, 2023, two (2) proposals were received as follows:

Otis Elevator Company Dayton, OH
Schindler Elevator Corporation Cincinnati, OH

The Evaluation Committee reviewed the proposals using the following criteria:

- Demonstrated experience in providing the type and quality of service required to meet the needs of Greater Dayton RTA.
- Company organization
 - Size
 - Management and structure designed to provide a high level of service.
- Qualifications and experience of people who would be working on RTA’s elevators.
 - Maintenance personnel
 - Supervisory and management personnel
- Cost of services for each facility
- References
 - Three (3) current accounts within the region
 - Three (3) former accounts within the region

The pricing received is as follows:

ELEVATOR INSPECTION & MAINTENANCE FEES

Facility	Otis Bi-Monthly Fee Year 1	Otis Bi-Monthly Fee Year 2	Otis Bi-Monthly Fee Year 3	Otis Bi-Monthly Fee Option Year	Schindler Bi-Monthly Year 1	Schindler Bi-Monthly Year 2	Schindler Bi-Monthly Year 3	Schindler Bi-Monthly Option Year
WSP 14 Stop	500.00	500.00	500.00	525.00	*	*	*	*
WSP 13 Stop	500.00	500.00	500.00	525.00	*	*	*	*
WSP 4 Stop	330.00	330.00	330.00	346.00	*	*	*	*
Total Bi-Monthly	1,330.00	1,330.00	1,330.00	1,396.00	*	*	*	*
Total Annual	7,980.00	7,980.00	7,980.00	8,376.00	*	*	*	*
Facility	Otis	Otis	Otis	Otis	Schindler	Schindler	Schindler	Schindler

	Quarterly Fee Year 1	Quarterly Fee Year 2	Quarterly Fee Year 3	Quarterly Fee Option Year	Quarterly Year 1	Quarterly Year 2	Quarterly Year 3	Quarterly Option Year
600 Longworth 3 Stop	495.00	495.00	495.00	520.00	*	*	*	*
600 Longworth 2 Stop	210.00	210.00	210.00	220.00	*	*	*	*
901 S. Ludlow 3 Stop	600.00	600.00	600.00	630.00	*	*	*	*
Total Quarterly	1,305.00	1,305.00	1,305.00	1,370.00	*	*	*	*
Total Annual	5,220.00	5,220.00	5,220.00	5,480.00	*	*	*	*
Total Annual Fee All Elevators	13,200.00	13,200.00	13,200.00	13,856.00	*	*	*	*
			Years 1-3	Option Year			Years 1-3	Option Year
Grand Total Annual Fee All Elevators			39,600.00	13,856.00			*	*
5-Year Safety Test Traction Elevator			9,600.00				*	
Major/Minor Repair Parts Markup			10%				*	

HOURLY RATE FOR BILLABLE SERVICE REQUESTS OUTSIDE SCOPE OR OUTSIDE OF REGULAR WORKING HOURS

Description	Otis Year 1	Otis Year 2	Otis Year 3	Otis Option Year	Schindler Year 1	Schindler Year 2	Schindler Year 3	Schindler Option Year
Straight Time	250.00	250.00	250.00	275.00	*	*	*	*
Team Time	450.00	450.00	450.00	472.00	*	*	*	*
Mechanic OT	425.00	425.00	425.00	446.00	*	*	*	*
Mechanic OT (Split) ²	300.00	300.00	300.00	315.00	*	*	*	*
Double Time	500.00	500.00	500.00	525.00	*	*	*	*

* FTA Procurement regulations require that only the successful proposer's pricing data be disclosed publicly.

¹ \$3,200 per elevator applicable for 3 traction elevators only

² Mechanic OT Split: mechanic has worked on equipment outside of normal business hours and the problem was not vandalism, an Act of God, or a reason beyond the contractor's control. Overtime rate is split between RTA and Contractor. Only RTA's portion indicated.

MOTION made by Ms. Matthews-Stenson and SECONDED by Mr. Fullenkamp that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to Otis Elevator Company for Elevator Inspection & Maintenance in the amount of \$39,600 for Years 1 through 3 plus \$13,856 for the Option Year for a total of \$53,456. The Committees also recommend AWARD of \$9,600 for the 5-year Safety Test plus an allowance of \$12,000 per year for Years 1 through 3 and \$12,000 for the Option Year for repair parts at a 10% markup plus hourly fees for billable service requests outside the scope or outside of regular working hours totaling \$57,600 for a total award of \$111,056.

The MOTION was APPROVED by voice vote 6-0.

Action Item #7 – Motorola Handheld Radios & Link Layer Authentication

Mr. Brown stated the purpose of this sole source procurement with Motorola Solutions, Inc. is to purchase forty (40) handheld radios and 433 P-25 Link Layer Authentication for all RTA revenue vehicles, supervisor vehicles, maintenance vehicles, and management personnel for closed radio communications. The purchase of

the handheld radios includes necessary equipment such as 20 spare batteries, chargers, and yellow identifiers. This contract supports RTA's core value of Stewardship by effectively using agency resources.

Motorola Solutions is the sole provider of the P25 Digital Radio System that Montgomery County uses to which RTA subscribes. In 2014, this decision was made as part of RTA's Technology Investment project to convert from a private UHF-based radio system to a county-wide system. Motorola was selected as RTA's radio communication provider; therefore, all the equipment, license keys, and software can only be purchased through them.

RTA is requesting the authorization of the funds, totaling \$220,665, to purchase the communications equipment itemized in the supporting materials/table.

This purchase is justifiable as a sole source procurement for the following reasons:

1. Motorola is RTA's selected radio communication provider for all radio communication.
2. Motorola's equipment, license keys and software are proprietary and can only be purchased from Motorola.
3. This equipment is critical to the day-to-day operations of RTA.
4. It contributes to the public safety of our entire transit system operation.

A cost analysis was performed to determine if the pricing received was fair and reasonable. In all instances, Motorola Solutions' pricing was similar to other communications providers.

MOTION made by Ms. Matthews-Stenson and SECONDED by Ms. Hairston that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to Motorola Solutions, Inc. for the purchase of the Motorola Handheld Radios & Link Layer Authentication in the amount of \$220,665. Motorola Handheld Radios & Link Layer Authentication will be funded with capital funds.

The MOTION was APPROVED by voice vote 6-0.

Mr. Fullenkamp left the meeting at 9:15 a.m.

Action Item #8 – Alternate Medical and Prescription Insurance

Mr. Ruzinsky stated this procurement is for group medical and prescription drug coverage for administrative employees of the RTA. Greater Dayton RTA provides health coverage in accordance with its' labor agreement with AFSCME and the administrative employee benefit plan. Keeping the cost of health care manageable for both RTA and employees supports RTA's core value of Stewardship.

Proposals for Medical and Prescription Insurance were first solicited through the Dayton Daily News, Dayton Weekly News, and Transit Talent. Proposals were sent to ten (10) firms.

At 10:00 a.m., July 28, 2023, RTA received one (1) proposal from RTA's current provider, Medical Mutual of Ohio. The Evaluation Committee reviewed the proposal, and they deemed the increase in cost of 29.9% too high to sustain. RTA's experience in 2023 resulted in a loss ratio of approximately 130% resulting in a high renewal rate. It was thought that RTA might receive a better response if the Request for Proposal was streamlined, so it was decided to go back out for proposals using local funds only which would negate the need for most of the forms and affidavits found in a federally funded Request for Proposals that insurance providers

would prefer not to follow. It was also determined that RTA’s consultant, Marsh & McClennan would release the streamlined RFP and receive the proposals.

Proposals for Alternate Medical and Prescription Insurance were solicited through the Dayton Daily News. At 2:00 p.m., September 6, 2023, Marsh & McClennan received proposals from Anthem and United Healthcare.

The following proposal was received from Anthem:

Plan Type	2024 Plan Anthem Blue Access PPO Plan In Network Option 2	2024 Plan Anthem Blue Access HDHP (HSA) In Network Option 1	2024 Plan Anthem HPN (HMO) In Network Only Base Plan
Deductible Type	Embedded	Embedded	Embedded
Deductible	\$3,500/\$7,000	\$3,200/\$6,400	\$2,500/\$5,000
Co-Insurance	80/20%	100%	75%
Out-of-Pocket	\$7,000/\$14,000	\$3,200/\$6,400	\$4,800/\$9,600
Physician Office Visits	\$15 Co-Pay PCP \$25 Co-Pay Specialist	100% After Ded	\$50 Co-pay PCP \$75 Co-pay Specialist
Preventative Care	Covered in Full	Covered in Full	Covered in Full
Facility Inpatient Hospital	Ded. & Co-Ins	100% After Ded	\$750 Co-pay/admission
Emergency Room	\$400 Co-Pay	100% After Ded*	\$500 Co-pay
Urgent Care	\$50 Co-Pay	100% After Ded	\$75 Co-pay
Prescription Drugs Retail	\$15/\$30/\$60/50% up to \$300	100% After Ded	\$10/\$60/\$125/\$400
Mail Order	\$30/\$60/\$120/\$300	100% After Ded	\$20/\$150/\$313/\$400
Lifetime Maximum Per Individual	Unlimited	Unlimited	Unlimited

*Emergency Room visits that do not qualify as an emergency may be covered at a lesser amount. Coverage for emergency visits and emergency services may vary.

*2024 Anthem HDHP (HSA) deductible increase per IRS Guidelines

United Healthcare came in at 48% over current and did not release plan designs or alternates.

The committee reviewed the three (3) carriers’ proposals and decided to change RTA’s provider to Anthem offering a **Base Plan** that meets our budgetary goals. The **Base Plan** is an HMO type plan with access to the “Premier Health” network only. The RTA share remains at 80%, and the RTA contributions are similar or, in a few cases even higher than the ATU plan RTA contribution for CY 2024 in the new ATU contract. The deductible is lower.

Once again, in addition to the **Base Plan**, RTA will provide additional choices for our team members who need additional access.

Option One – This is an HSA plan (like this year’s) with slightly higher deductibles which are set by the FEDS, not RTA. This will remain a plan where RTA covers 80% of the cost, and once again we will provide the \$75 per pay contribution to HSA accounts.

Option Two – This is an option for employees who desire the traditional PPO expanded network access coverage. RTA will contribute the same dollars as for the base plan, with the employee making up the difference. This is like the ATU structure.

Option Three – This is for team members with other qualified coverage. The opt-out payment is increasing to \$200 per pay (\$5,200 per year) for those who qualify.

MOTION made by Ms. Matthews-Stenson and SECONDED by Ms. Miller that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD be made to Anthem for the Alternate Medical and Prescription Insurance in the total estimated amount of \$2,292,399 for one (1) year, based on the current census. This procurement will be funded with segregated funds.

The MOTION was APPROVED by voice vote 5-0.

Customer and Business Development Update

Mr. Policicchio stated the Customer and Business Development Department update was provided in today’s meeting packet. He explained that beginning in late December service changes would be going into effect, which will include increases in service. Mr. Policicchio stated that further details on the changes would be made available at a later date once finalized.

August 2023 Financial Report

Ms. Stanforth stated the August 2023 Financial Report was provided in today’s meeting packet. Passenger fares are \$1.1 million over budget because of post-pandemic increased ridership. Total revenue is \$901,000 over budget due to higher passenger fares, interest and sales tax, offset by lower federal assistance. Total expenses are \$1.0 million under budget due to lower paid employee absences, fringe benefits, contract services and materials & supplies. Those positive variances are offset by higher employee wages and purchased transportation costs. RTA’s service gain is \$105,000 after eight months, which compares to a budgeted loss of \$1.8 million. The overall financial result is tracking favorably compared to budget.

Small Purchasing Information

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

Next Meeting

The upcoming jointly held Finance/Personnel and Planning Committee meeting is scheduled for November 21, 2023.

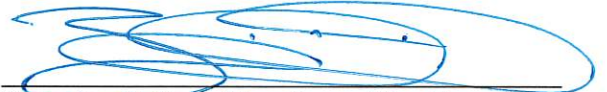
Adjournment

Ms. White DECLARED the meeting ADJOURNED at 9:26 a.m.

ATTEST



Sharon D. White, Chair



Brandon Policicchio, Committee Secretary