



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

September 21, 2023

Members Present: Adrienne Heard, Acting Chair
Al Fullenkamp
Sharon Hairston
John A. Lumpkin, Jr. (arrived 8:50 a.m.)
Belinda Matthews-Stenson
Nikol Miller
Thomas Weckesser
David P. Williamson

Excused: Sharon D. White

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

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

Roll Call

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

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

Approval of August 15, 2023, Jointly Held Finance/Personnel and Planning Committees Meeting Minutes

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

Upon hearing no requests or corrections, Ms. Heard DECLARED the August 15, 2023 minutes are APPROVED.

October 2023 Board Action Items

Action Item #2 – Major Accident Bus Repair

Mr. Brown stated the purpose of this procurement is to contract with a firm to perform major body repair work on two Greater Dayton Regional Transit Authority (RTA) 40’ Gillig buses, #1706, a 2017 model, and #1806, a 2018 model that were involved in major accidents. 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.

RTA Staff prepared a detailed scope of work, including a high-level description of the damage, contractor requirements, project timeline, quality control process, warranty, and shipping of the bus to and from the repair location. The buses were just released from a requested hold, and Ohio Transit Risk Pool (OTRP) insurance adjusters have completed their inspections.

On July 21, 2023, two proposals were received from BRC Group and Midwest Bus Corporation.

The Evaluation Committee reviewed the proposals using the following criteria:

Approach and Methodology

- Description of how vendor plans to approach project and process used to achieve objective process.
- Quality control process.
- Feasibility of vendor’s quality control process.

Qualifications

- Experience providing services of similar scope and size.
- Capacity to perform contract requirements.
- References.

Proposed Personnel

- Qualifications and experience of Project Manager.
- Experience in mechanics.

Project Timeline

- The contractor shall supply a production plan and a timeline to expedite the work. Include threshold dates and delivery dates to the RTA.

Quality of proposal preparation

- Numbered pages and a Table of Contents.

The pricing received is as follows:

Description	BRC Group	Midwest Bus Corp.
Bus 1706	\$205,095.88	*
Bus 1806	85,336.02	*
TOTAL	\$290,431.90	*

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

Both vendors qualified their proposal by stating that additional or unforeseen work for hidden damage that could not reasonably be determined prior to bus disassembly may result in additional charges.

It has been determined to be in RTA's best interest not to repair Bus #1706 due to the extensive damage, which is close to the remaining book value. An insurance settlement will be forthcoming from OTRP. Therefore, Bus #1806 will be the only vehicle repaired under this procurement. OTRP paid \$113,782.14 for the repairs on Bus #1806.

MOTION made by Ms. Matthews-Stenson and SECONDED by Mr. Williamson that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to BRC Group for Bus #1806 in the amount of \$85,336 plus a 20% contingency for unforeseen work in the amount of \$17,067 for a total award of \$102,403.

The MOTION was APPROVED by voice vote 7-0.

Action Item #3 – Motorola Radio, Server, and Console Maintenance

Mr. Brown stated the purpose of this procurement is to award a sole source contract to Motorola Solutions, Inc. to provide radio, server, and console maintenance, including software and hardware upgrades, to RTA for a four-year period. RTA is requesting the authorization of the funds to enter another four-year contract with Motorola Solutions as the prior contract ends this year. This contract supports RTA's core value of Stewardship through the effective and efficient use of agency resources.

Motorola Solutions is the sole provider of the P25 Digital Radio System that Montgomery County uses to which RTA subscribes. This is the radio system that RTA revenue, supervisor, maintenance, and management personnel vehicles use for closed radio communications. 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.

The following table lists the prices for the maintenance costs of Motorola Solutions, Inc. for the next four contract years.

Contract Term	Services	Price
11/1/2023 – 10/31/2024	Essential Plus Package and SUAII	\$ 67,689.38
11/1/2024 – 10/31/2025	Essential Plus Package and SUAII	\$ 70,396.95
11/1/2025 – 10/31/2026	Essential Plus Package and SUAII	\$ 73,212.82
11/1/2026 – 10/31/2027	Essential Plus Package and SUAII	\$ 76,141.33
	TOTAL	\$ 287,440.48

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

1. Motorola's equipment and software are proprietary, and they are the sole provider of service contracts, so the cost is considered necessary and unavoidable.
2. This service is critical to the day-to-day operations of RTA.
3. It contributes to the public safety of our entire transit system operation.

A cost analysis was performed to determine if the pricing received is fair and reasonable. In all instances, the pricing from Motorola Solutions was found to be like other professional and technical work performed for RTA.

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 Motorola Solutions, Inc. for the purchase of the four-year maintenance contract for RTA radio, server, and console, not to exceed \$287,440. The Motorola Radio Server and Console Maintenance will be funded with operating funds.

The MOTION was APPROVED by voice vote 7-0.

Action Item #4 – 600 Longworth Street Facility Roof and HVAC Maintenance

Mr. Ruzinsky stated the purpose of this procurement is for RTA to contract with a firm to replace the roof at 600 Longworth Street and install HVAC equipment. This project is consistent with RTA’s core value of Stewardship as RTA demonstrates its commitment to maintaining the facilities in a state of good repair.

The original roof was installed in 1977 and is comprised of concrete and insulation board on a metal roof deck. In 1989, RTA installed a direct glue application of EPDM roofing over the original roof and in 2007, RTA applied an acrylic roof coating over the EPDM to extend its useful life. The roof is approximately 250,000 square feet.

On May 2, 2023, the Board approved the award of Phase 1 600 Longworth Street HVAC Equipment Plus Installation Option for the purchase of HVAC equipment for the installation of four of the HVAC units and to furnish, deliver, and store the remaining six units.

This Phase 2 portion of the project is for the installation of the replacement roof and remaining HVAC units. Pricing was requested for roof insulation over the existing insulation concrete deck and square foot pricing for insulation concrete, as well as the metal roof deck, for demolition and replacement where needed. The base bid includes quantity allowances to replace 15,000 sq. ft. of damaged insulating concrete deck with new to match existing (Allowance No. 1) and 5,000 sq. ft. of damaged metal roof deck with new to match existing (Allowance No. 2). These quantities are based on field visual inspections and spot testing. Allowance No. 1 Unit Price and Allowance No. 2 Unit Price will be used to adjust the base bid allowances (either up or down based on actual quantities) as concealed work is uncovered during re-roofing.

Also included in the base bid is the replacement and installation of exhaust fans, skylights, shop fans, and miscellaneous roofing drains and items associated with a large roof replacement project.

On August 17, 2023, a total of three (3) bids were received and publicly opened. The results were as follows:

<u>Vendor</u>	<u>Base Bid</u>	<u>Option No. 1</u>	<u>Allowance No. 1</u>	<u>Allowance No. 2</u>	<u>Total Base Bid and Option 1</u>
NR Lee Restoration Delphos, OH	\$8,383,400	122,000	13.20 per sq ft	19.75 per sq ft	\$8,505,400
Simplified Living LLC dba Heartland Construction Mansfield, OH	\$8,444,000	465,000	9.00 per sq ft	6.50 per sq ft	\$8,909,000
AKA Construction, Inc. Brookville, OH	\$8,810,300	502,460	28.75 per sq ft	23.00 per sq ft	\$9,312,760

RTA has successfully worked with all three contractors on past projects.

This procurement will be funded with Federal, State, and Local Capital funds. RTA received a \$4.5 million competitive federal award early this summer to support this project.

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 NR Lee Restoration in the amount of \$8,383,400 for the Base Bid with Option No. 1 at \$122,000 for a total of \$8,505,400 plus a 20% contingency of \$1,701,080 for additional concrete and metal roof deck repairs that may be necessary as well as any unknowns that may arise for a grand total of \$10,206,480.

The MOTION was APPROVED by voice vote 7-0.

Action Item #5 – Resolution No. 2023-10-1, Authorizing Staff to Seek Federal Infrastructure Investment and Jobs Act Flexible Funding to Support Transit Projects

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

In reviewing the region's transportation needs, Staff has developed the attached project that is eligible for flexible funding, and the proposal has been scrutinized in the context of MVRPC practices and policies.

Five Replacement Large Diesel Transit Buses \$3,000,000 (\$600,000 per bus) STP funds @ 80%
\$2,400,000 (\$480,000 per bus)

Project Description:

The replacement of our bus fleet is a top priority for RTA. In 2016 RTA replaced 24 diesel buses. These buses have an FTA useful life of 12 years or 500,000 miles. This fleet will be at maximum FTA useful life starting in 2028. Our current plan is to replace these buses over a 3–5-year period depending on funding availability and this application is for 5 of the 24 buses. Funding this project will help ensure we meet that plan and provide the community with reliable modern transit buses.

RTA's goal is to always provide the citizens of our service area with clean, safe, modern, transit buses and to ensure transit rides are comfortable as we project a positive image across our community. Approval of this request, which would provide for the replacement of a portion of our large diesel bus fleet, will help ensure we continue to meet that goal.

Staff expects competition for these funds to be substantial; applications are due on October 11, 2023 and require the Board's approval of Resolution No. 2023-10-1.

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. 2023-10-1, authorizing the submittal of all necessary documents and the fulfillment of all other requirements, to obtain additional funding for project(s) approved by the MVRPC.

The MOTION was APPROVED by voice vote 7-0.

Mr. Lumpkin arrived at the meeting at 8:50 a.m.

Action Item #6 – Approval of Information Technology Policy #5, Electronic Signatures (eSignatures)

Mr. Policicchio stated RTA’s Information Technology Policy #5, Electronic Signatures, outlines a well-structured system to implement usage of electronic signatures in the conduct of RTA business where appropriate.

The policy states RTA’s justification and implementation plan for instituting electronic signatures. The policy governing electronic signatures will remain consistent with electronic signature requirements in the Ohio Revised Code and rules and regulations of the United States Department of Transportation.

MOTION made by Mr. Weckesser and SECONDED by Ms. Miller that the Planning and Finance/Personnel Committees RECOMMEND to the Board of Trustees APPROVAL of Information Technology Policy #5, Electronic Signatures.

The MOTION was APPROVED by voice vote 8-0.

Customer and Business Development Update

Mr. Policicchio stated the Customer and Business Development Department update was provided in today’s meeting packet. The RTA’s hiring focus continues as we currently have 60 new employees in training!

Mr. Ruzinsky added the recent FTA Triennial Review resulted in another perfect score with no findings or corrective measures necessary! RTA has received perfect scores for the past 4 reviews.

July 2023 Financial Report

Ms. Stanforth stated the July 2023 Financial Report was provided in today’s meeting packet. Passenger fares are \$831,000 over budget because of post-pandemic increased ridership. Total revenue is \$776,000 over budget due to the higher passenger fares and higher sales tax revenue, offset by lower federal assistance. Total expenses are \$1.2 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 \$923,000 after seven months, which compares to a budgeted loss of \$1.0 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.

Update on Board Leadership

Mr. Ruzinsky stated we are waiting on Board member reappointments. We will continue as status quo until the appointing bodies approve their respective resolutions.

Mr. Ruzinsky presented Ms. Heard with a floral arrangement as a token of appreciation for her many years of service as an RTA Board Trustee. Ms. Heard’s leadership has been phenomenal, and she will be greatly missed! Board members also expressed their gratitude for Ms. Heard’s service and leadership!

Next Meeting

The upcoming jointly held Finance/Personnel and Planning Committee meetings are scheduled for October 17 and November 21, 2023.

Adjournment

MOTION made by Ms. Hairston and SECONDED by Ms. Matthews-Stenson to ADJOURN the meeting.

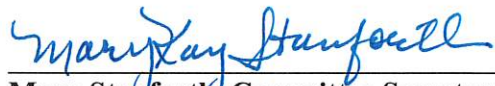
The MOTION was APPROVED by voice vote 8-0.

The meeting adjourned at 9:10 a.m.

ATTEST



Adrienne Heard, Acting Chair



Mary Stanforth, Committee Secretary