

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

May 15, 2018

Members Present: Sharon Hairston, Jointly Held Committee Chair, Board Vice President
Adrienne Heard, Board President
Vince Corrado
Franz Hoge
Sharon Howard, Chair, Planning Committee
Belinda Matthews-Stenson (8:33 a.m. arrival)
Thomas Weckesser
David P. Williamson, Chair, Investment Advisory (8:33 a.m. arrival)

Excused Absence: John Lumpkin, Chair, Finance/Personnel Committee

Staff in Attendance: Mark Donaghy
Julia Beard
Roland Caldwell
Chris Cole
Skip Dunkle
Tim Harrington
Deborah Howard
Nikol Miller
Jessica Olson
Brandon Policicchio
Bob Ruzinsky
Mary K. Stanforth
Robert Thomas

Others Attending: Chris Conard, Coolidge Wall
Dr. Richard Henry, League of Women Voters

Call to Order

Ms. Hairston called the meeting to order at 8:32 a.m. A quorum was present and proper notice of the meeting had been given.

Approval of April 17, 2018 Meeting Minutes

Ms. Hairston asked if attendees desired a reading of the minutes or if there were any corrections to the minutes? Upon hearing no requests or corrections, Ms. Hairston declared ACCEPTANCE of the April 17, 2018 meeting minutes.

Greater Dayton Regional Transit Authority

May 2018 Board Action Items:

Action Item #2 – Insurance Broker Services

Ms. Mary Stanforth stated that the purpose of this procurement is to obtain a broker for all property and casualty insurance for the Greater Dayton Regional Transit Authority (RTA) and to administer the Property and Casualty Risk Management Program. The lines of insurance RTA currently has in force include: Property, General Liability, Auto Liability, Auto Physical Damage, Crime, Excess Liability, Public Officials & EPLI, Property Terrorism, Faithful Performance Bond, Workers Compensation, Felonious Assault, and Cyber Liability. Premiums totaled approximately \$1.65 million in 2017.

This procurement is being brought to the Board at this time as a broker must be selected to design and market such policies of insurance as may be required by RTA and negotiate rates and coverages. This procurement is in line with RTA’s core value of good stewardship of the financial resources entrusted to us.

Proposals were solicited through the *Dayton Daily News* and the *Dayton Weekly News*. Requests for Proposal were sent to twenty-three (23) firms.

At 2:00 p.m. on March 21, 2018, three (3) proposals were received and reviewed by the Evaluation Committee based on RTA’s stated criteria:

- Agency and team’s qualifications and previous experience in the public sector
- Timeliness-accessibility to carriers
- Reasonableness of cost
- References and quality of proposal preparation

The following firms submitted a proposal:

	Marsh & McLennan Agency LLC Dayton, OH		Clark-Theders Ins. Agency DBA RiskSOURCE Clark- Theders West Chester, OH		Taylor Oswald, LLC Cleveland, OH	
Contract Year	Monthl y Fee	Total Annual Fee	Monthly Fee	Total Annual Fee	Monthl y Fee	Total Annual Fee
Year 1	\$6,875	\$82,500	*		*	
Year 2	\$6,875	\$82,500	*		*	
Year 3	\$6,875	\$82,500	*		*	
Year 4	\$6,875	\$82,500	*		*	
Total		\$330,000				
Option Year	\$6,875	\$82,500	*		*	
Grand Total		\$412,500	*		*	

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

Marsh & McLennan Agency LLC is RTA's current service provider. Marsh & McLennan has the stability, public sector experience, and resources to provide the high level of service that RTA requires, and they were the lowest priced proposer. They take an aggressive stance on subrogation, recovering nearly \$100,000 per year for RTA. Marsh & McLennan Agencies (MMA), is a subsidiary of Marsh & McLennan Companies (MMC). Marsh & McLennan Companies was ranked 1st among the world's 100 largest insurance brokers in 2017 based on 2016 revenues. This gives Marsh & McLennan Agency a strong market presence with many local, regional, and national carriers and enhances their access to market research and benchmarking capabilities.

The proposed pricing is the same as the current contract.

MOTION made by Ms. Matthews-Stenson and SECONDED by Mr. Corrado that the Finance/Personnel and Planning Committees RECOMMEND a contract AWARD to Marsh & McLennan Agency LLC for insurance broker services for a four-year period in the total amount of \$330,000 plus \$82,500 for one option year, for a GRAND TOTAL amount of \$412,500.

The Motion was APPROVED by voice vote 7-0 with one (1) abstention, Mr. Franz Hoge due to a conflict of interest.

Action Item # 3 Roofing of Selected Sections at 901 South Ludlow Street

Mr. Ruzinsky stated that the purpose of this procurement is for Greater Dayton Regional Transit Authority (RTA) to contract with qualified contractors for roofing of selected sections at the 901 South Ludlow Street building. This project is consistent with RTA's core values of Safety, Stewardship, and Quality Service as we demonstrate our commitment to maintain our facilities in a state of good repair and make our customers a priority.

The successful contractor will provide needed replacements and repairs to selected sections of the roof of 901 South Ludlow Street. The contractor will be responsible for all labor, materials, and required permits necessary to complete the project.

Sealed bids for the Roofing of Selected Sections at 901 South Ludlow Street were solicited through the *Dayton Daily News*, *Dayton Weekly News*, and *Transit Talent*. Invitations for Bid were sent to twenty-eight (28) firms.

At 2:00 p.m. on April 24, 2018, four (4) bids were received and publicly opened. The bid results are as follows:

***Technic Roofing - St. Henry, OH**

Description	Labor	Materials	Total
Roof area AO/A1	\$43,390	\$62,441	\$105,831
Roof area A/2 (high bay)	\$26,710	\$49,607	\$76,317
Roof area A2 (low bay)	\$71,123	\$111,244	\$182,367
Grand Total			\$364,515

Nations Roof - Springboro, OH

Description	Labor	Materials	Total
Roof area AO/A1	\$53,555	\$56,775	\$110,330
Roof area A/2 (high bay)	\$33,315	\$44,145	\$77,460
Roof area A2 (low bay)	\$91,020	\$120,680	\$211,700
Grand Total			\$399,490

Tecta America - Dayton, OH

Description	Labor	Materials	Total
Roof area AO/A1	\$109,000	\$20,700	\$129,700
Roof area A/2 (high bay)	\$69,000	\$9,410	\$78,410
Roof area A2 (low bay)	\$93,000	\$109,215	\$202,215
Grand Total			\$410,325

Enterprise Roofing - Dayton, OH

Description	Labor	Materials	Total
Roof area AO/A1	\$66,481	\$66,481	\$132,962
Roof area A/2 (high bay)	\$41,719	\$41,719	\$83,438
Roof area A2 (low bay)	\$100,392	\$100,392	\$200,784
Grand Total			\$417,184

*Non-responsive; did not return required bid documents.

MOTION made by Mr. Williamson and SECONDED by Ms. Matthews-Stenson that the Finance/Personnel and Planning Committees RECOMMEND a contract AWARD to Nations Roof for a total of \$399,490 plus a 15% contingency of \$59,924 to cover unknown items that may come up upon removal of existing roofing for a TOTAL AWARD up to \$459,414. This procurement will be funded 80% through Federal capital grant funds. The Motion was APPROVED by voice vote 8-0.

Informational and Discussion Items:
Customer and Business Development Update

Mr. Mark Donaghy informed the Board of Trustees that the print advertising contract lapsed and that no action will be taken.

Mr. Brandon Policicchio stated the Customer and Business Development Department previously included in today's meeting packet a summary document of recent activities. Mr. Policicchio provided updates on the recent fare changes, April ridership increase, Connect On-Demand Service and the Transit Network Redesign, now called the "What Drives You" campaign.

KPI Data Review

KPI data was previously included in today's meeting packet. Mr. Hoge asked about the rise in miles between road calls and absenteeism.

Mr. Chris Cole and Ms. Julie Beard responded by saying that the miles between road calls is the difference of two (2) additional road calls within the month and that absenteeism is being addressed by the Operations Team working alongside Human Resources to determine the root cause. Mr. Donaghy also stated that the rise of paratransit operator absenteeism is a change as these operators typically have lower absenteeism rates.

February 2018 Sales Tax Update

Ms. Stanforth reported that February 2018 Sales Tax information was not available for today's meeting.

April 2018 Financial Statements

Ms. Stanforth reported that for the month of April 2018 RTA's Net Loss after Local Depreciation is \$95,618 compared to a Budgeted Net Income of \$260,687. Operating revenues were \$39,402 (5.4%) below budget. Operating expenses, excluding depreciation, were \$198,542 (3.8%) over budget. RTA Local depreciation expense was \$8,928 (4.8%) over budget. Finally, non-operating revenues (expenses) were \$109,433 (2.2%) under budget.

RTA's Year-to Date (YTD) Net Loss after Local Depreciation is \$426,241 compared to YTD Budgeted Net Loss of \$410,820. Operating revenues were \$11,132 (0.4%) above budget. Operating expenses, excluding depreciation, were \$296,255 (1.4%) under budget. RTA Local depreciation expense was \$15,635 (2.0%) under budget. Finally, non-operating revenues (expenses) were \$338,443 (1.8%) under budget.

The details and variance explanations associated with the financial statements are included in today's Committees Meeting Package.

Small Purchasing Information

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

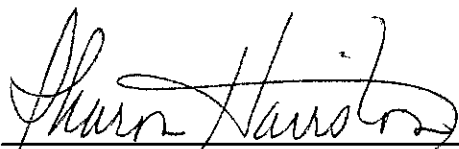
Next Meeting Dates

Unless additional action is required, the next jointly held Finance/Personnel and Planning Committees meeting will be on July 17 and August 21, 2018. Meetings will start promptly at 8:30 a.m.

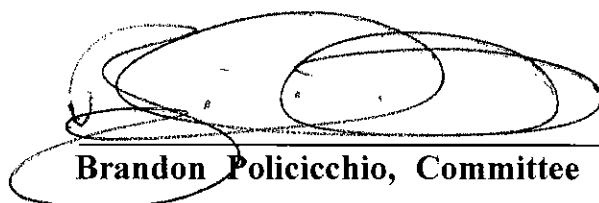
Adjournment

MOTION made by Ms. Sharon Howard and SECONDED by Ms. Adrienne Heard to ADJOURN the meeting. The motion was APPROVED by voice vote 8-0. The meeting adjourned at 9:34 a.m.

Attest



Sharon Hairston, Chair



Brandon Policicchio, Committee Secretary