

Jointly Held
Finance/Personnel and Planning Committees
Meeting Minutes

May 18, 2021

Members Present

Via Teleconference:

John A. Lumpkin, Jointly Held Committees Chair
Vince Corrado
Al Fullenkamp
Sharon Hairston
Adrienne Heard
Sharon Howard
Belinda Matthews-Stenson
David P. Williamson

Excused:

Thomas Weckesser

Staff in Attendance:

Bob Ruzinsky
Daron Brown
Roland Caldwell
Chris Cole
Chris Conard, Coolidge Wall Co., L.P.A.
Tim Harrington
Brandon Policicchio
Mary K. Stanforth

Others Attending:

Various citizens via teleconference

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

Roll Call

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

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

Greater Dayton Regional Transit Authority

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Approval of April 20, 2021 Jointly Held Finance/Personnel and Planning Committees Meeting Minutes

Mr. Lumpkin asked if attendees request a reading of the minutes or have any corrections to the minutes.

Upon hearing no requests or corrections, MOTION made by Ms. Matthews-Stenson and SECONDED by Mr. Fullenkamp to APPROVE the April 20, 2021 Jointly Held Finance/Personnel and Planning Committees meeting minutes.

Roll call vote was taken:

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

The Motion was APPROVED 8-0.

June Board Action Items:

The three Items presented today are essential to the delivery of transportation services to the public.

Action Item #2 – Substation Maintenance

Mr. Brown explained the purpose of this procurement is for the Greater Dayton Regional Transit Authority (RTA) to enter into a multi-year contract with the most qualified firm to provide inspections, maintenance, testing, and repairs for the RTA’s nine (9) substations and one (1) switchgear at 600 Longworth. The Maintenance portion of this contract includes training for personnel and required annual testing of RTA’s line shop vehicles. In addition to the Maintenance portion of the contract, the contractor will also perform commissioning services for the new substations that will be built and installed during the contract term. This project is consistent with RTA’s core values of Quality Service and Safety as we continue to maintain and improve our trolley system infrastructure. These improvements increase our ability to serve customers and the community in a reliable and more efficient way.

The successful proposer will be responsible for providing all labor, materials, equipment, and supplies necessary to provide the required services identified in the scope of work at the following substations:

- Fourth Street
- Wyoming Street
- Fairgreen
- Huffman
- Hillcrest Avenue
- Delphos
- Germantown
- Far Hills Avenue
- Fauver Avenue
- 600 Longworth St. - Switchgear

Requests for Proposal (RFP) for Substation Maintenance were solicited through the *Dayton Daily News*, *Dayton Weekly News*, and *Transit Talent*.

On March 2, 2021, five (5) proposals were received. The evaluation committee reviewed the proposals received to determine and designate the most qualified proposer, based on the following criteria:

- Management experience relevant to this type of project
- Technician level of experience and competence
- Reasonableness of cost
- Evidence of compliance with pre-delivery, ability to meet delivery requirements, and ability to respond to emergency calls during off-hours
- Quality of proposal preparation

The following firms submitted proposals:

Annual Substation Maintenance	High Voltage Maintenance Dayton, OH	Electric Power Systems Maryland Heights, MO	Greater Dayton Testing, LLC Dayton, OH	Potomac Testing Jeffersonville, OH	Powell Electrical Systems, Inc. Houston, TX
Year 1	\$205,950	*	*	*	*
Year 2	226,545	*	*	*	*
Year 3	243,023	*	*	*	*
Year 4	258,331	*	*	*	*
Year 5	271,249	*	*	*	*
Year 6	271,249	*	*	*	*
Base Years Total	\$1,476,347	*	*	*	*
Training (Hourly rate - Base & Option Year)	\$115	*	*	*	*
Commissioning (Hourly rate - Base & Option Year)	\$115	*	*	*	*
Training (3600 hours)	414,000	*	*	*	*
Commissioning (8572 hours)	985,780	*	*	*	*
Training and Commissioning Total	\$1,399,780	*	*	*	*
Base Years Contract Total	\$2,876,127	*	*	*	*
Base Years Contingency	431,419	*	*	*	*
Option Year					
Annual Substation Maintenance	\$284,819	*	*	*	*
Training (600 hours)	69,000	*	*	*	*
Commissioning (1428 hours)	164,220	*	*	*	*
Total Opt Year	\$518,039	*	*	*	*
Option Year Contingency	77,706	*	*	*	*
Base Years and Option Year Total (as quoted)	\$3,394,166	*	*	*	*
Contingency Total	\$509,125	*	*	*	*
Grand Total	\$3,903,291	*	*	*	*

*FTA procurement guidelines require that only the successful proposer's pricing be disclosed publicly.

Annual training is a necessity for Substation Maintenance. This training will include the SCADA system and a basic understanding of substation equipment and its functionality, electrical safety practices and requirements, as well as Lockout/Tagout procedures.

Mr. Corrado asked for clarification on what is included in the \$1.4 million training and commissioning line item. Mr. Ruzinsky explained the commissioning/inspection as well as training is associated with the Substation Replacement Project which was approved by the Board of Trustees last month. The amounts are not to exceed estimates related to the new substations.

Mr. Corrado commented that he likes the condensed vendor list that was included in today's meeting packet.

MOTION made by Mr. Lumpkin and SECONDED by Ms. Heard that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a CONTRACT AWARD to High Voltage Maintenance for Substation Maintenance for six (6) base years and one (1) option year as follows: Year One-\$205,950; Year Two-\$226,545; Year Three-\$243,023; Year Four- \$258,331; Year Five-\$271,249; Year Six-\$271,249 and Base Years Training and Commissioning-\$1,399,780 for a total of \$2,876,127 and Option Year-\$284,819 and Option Year Training and Commissioning-\$233,220 for a total of \$518,039; plus a 15% contingency of \$431,419 for the base period and \$77,706 for the Option Year for a total of \$509,125 to cover hourly rates and materials for any emergencies for a grand total of \$3,903,291. This project will be funded through RTA's operating budget.

Roll call vote was taken:

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

The Motion was APPROVED 8-0.

Action Item #3 – Cisco Access Layer Upgrade

Mr. Harrington stated the purpose of this procurement is to upgrade RTA's network access switches. The current switches are approaching end of support and need to be replaced. This replacement should position the RTA for a 10 GB backbone upgrade and prepare the network for a mGig wireless access point rollout. The addition of Intelligent PoE+ will be useful for the VoIP telephones and IP cameras. This project is consistent with RTA's core value of Quality Service; by upgrading and maintaining technology-based equipment, RTA can continuously improve and expand service capabilities to internal and external customers.

The successful bidder will provide the required equipment, hardware, software, appropriate licenses, and required service support. Lead time for hardware has an estimated 90 day lead time from the manufacturer.

Bids were solicited through the *Dayton Daily News*, *Dayton Weekly News*, and *Transit Talent*. Invitations for Bid were sent to Nineteen (19) vendors.

On April 29, 2021, five (5) bids were received and publicly opened. The details of the bids were included in today's meeting packet.

MOTION made by Mr. Corrado and SECONDED by Ms. Hairston that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a CONTRACT AWARD to Cincinnati Bell Technology Solutions, Inc. for the purchase of Cisco network switches, hardware, software, and licenses for a total of \$262,148. The Cisco Access Layer Upgrade will be funded from RTA's capital budget.

Roll call vote was taken:

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

The Motion was APPROVED 8-0.

Action Item #4 – Approval of Dayton Police Contract

Mr. Caldwell stated the current contract for Dayton Police services at Wright Stop Plaza (WSP) expires on June 30, 2021. A proposed contract amendment with the Dayton Police will allow the RTA to continue promoting the safety of operations in and around the WSP.

Dayton Police Officers will continue to provide general police services and respond to altercations, fare disputes, assaults, and other breaches of the peace that may occur at the RTA Downtown Transit Center, WSP, and the immediate area up to Jefferson and Second Streets.

The proposed contract amendment will provide services for an additional six (6) months beginning July 1, 2021 through December 31, 2021. Contract language includes the flexibility to reduce hours of service based on need and to terminate the contract at any time with 30 days written notice. Dayton Police is only offering a 6 month extension at this point in time due to their pending union agreement.

The hourly rate and hours of service will remain similar for the remainder of the year.

Below is the Coverage Chart for the remainder of the 2021 Year coverage.

COVERAGE CHART (2 Police Officers)				
DAY	SHIFT	HOURS	TOTAL HOURS YR 2021	CONTRACTED HRS 7/1/2021-12/31/2021
Monday - Friday	AM - RTA Transit Center/WSP	30	1560/pd \$104,020.80	780/pd \$53,050.00
Monday - Friday	PM - RTA Transit Center/WSP	40	2080/pd \$141,356.80	1040/pd \$72,065.50
Saturday	PM - RTA Transit Center/WSP	8	416/pd \$28,271.36	208/pd \$14,412.50
Travel	Estimated	.5/shift	572/pd \$38,540.32	286/pd \$19,650.50
				Total \$159,178.50

MOTION made by Ms. Hairston and SECONDED by Ms. Howard that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a CONTRACT AWARD to the City of Dayton, Dayton Police for security services for the remaining six (6) months of 2021 (July 1, 2021 – December 31, 2021) in an amount not to exceed a maximum additional aggregate of \$159,178.50 and \$16,000 contingency for a total of \$175,178.50. Funding is provided thru RTA’s Operating Budget.

Roll call vote was taken:

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

The Motion was APPROVED 8-0.

Customer and Business Development Update

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

- Tapp Pay Project Update – RTA’s promotions continue to encourage customers to move over to the new fare payment system. The system is getting closer to making up over half of the agency’s fares. On May 1 the Communications Team began encouraging customers to get vaccinated and with that they receive a \$30 Tapp Pay credit in return. This program has been successful and has also resulted in new customers signing up for the program. Also in May, RTA Connect paratransit customers were issued via mail a Tapp Pay card along with a letter

explaining the changes. Paratransit customers when contacting the Call Center and providing their account number will receive a \$30 credit. In summary phases 1 through 5 of the project schedule have been completed with phases 6 through 8 remaining. Phase 6 will be completed July 2021 with RTA ending the sale of day passes on-board all vehicles. Phase 7 will be completed September 2021 as we cease accepting all old system fare media on-board all vehicles. Phase 8 will be completed November 2021 and RTA will cease accepting cash as a form of payment on-board.

Mr. Ruzinsky made a presentation on a Service Adjustments Plan. Throughout the pandemic RTA has continued to provide 100% service to ensure customer's had access to essential jobs and medical appointments. Unfortunately, due to the pandemic, we are now faced with another challenge, a fixed route bus operator workforce shortage with over 20 vacancies due to the current employment environment. RTA faces days with over 25 unplanned operator absences which makes workforce management difficult on a daily basis. Bob explained with our customers relying on RTA to get to jobs and critical healthcare appointments every day, it is imperative that we temporarily adjust our services to ensure a stable and predictable level of service each day until we resolve the workforce shortage through the hiring of more operators.

Today's meeting packet also included updates on:

- RTA mobile vaccination bus brings vaccines to neighborhoods,
- "Now hiring" campaign promotes open positions,
- Connecting with RTA through American Bus Benchmarking Group (ABBG) survey, and
- May 2021 RTA bus celebrates Mother's Day and Children's Mental Health.

Financial Report

Ms. Stanforth reported year-to-date April 2021 indicates a gain of \$822,000 after capital and GASB charges. Passenger fares are 24% lower than last year and 15% lower than current year budget as a result of COVID. This is an improvement from March variances of 35% and 19% respectively. Federal assistance includes CARES Act funding which has allowed RTA to continue full service. Total Expenses are \$2.5 million lower than budget. Contract services, diesel fuel and materials & supplies were the major contributors. We are seeing monthly similarities with budget variances with spending patterns remaining consistent.

After one month of Sales Tax Receipts for 2021, we are up \$163k over 2020 and up \$418k over budget.

Small Purchasing Information

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

Old Business

Mr. Williamson stated he anticipates we can go back to having public meetings in light of Governor DeWine's June 2nd relaxed pandemic health orders. However, it is likely RTA will continue to offer remote options thru 2021. RTA's June Board meeting will be conducted remotely.

Next Meetings

The June 15, 2021 jointly held Finance/Personnel and Planning Committees meeting has been cancelled.

The upcoming jointly held Finance/Personnel and Planning Committees meetings will be held on July 20 and August 17, 2021. The meetings will start at 8:30 a.m.

Adjournment

With no other business to be heard, Mr. Lumpkin declared the meeting ADJOURNED.

The meeting ADJOURNED at 9:51 a.m.

Attest



John Lumpkin, Chair



Mary K. Stanforth, Committee Secretary

for