



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

December 19, 2017

Members Present: Sharon Hairston, Jointly Held Committee Chair, Board Vice President
Adrienne Heard, RTA Board President, Acting Planning Committee Chair
Vince Corrado
Franz Hoge
John Lumpkin, Chair, Finance/Personnel Committee
Belinda Matthews Stenson (departed at 11:10 a.m.)
Tom U. Weckesser
David Williamson, Chair, Investment Advisory (arrived at 8:35 a.m.)

Excused Absence: Sharon Howard, Chair, Planning Committee

Staff in Attendance: Mark Donaghy
Julia Beard
Daron Brown
Joyce Carter
Chris Cole
Tim Harrington
Jonathan Hollingsworth, Hollingsworth & Washington
Deborah Howard
Nikol Miller
Jessica Olson
Brandon Policicchio
Brett Richardson
Bob Ruzinsky
Mary K. Stanforth
Robert Thomas

Others Attending: Max Aulakah, Mafazo, LLC
Dr. Richard Henry, League of Women Voters
Paul Lambarger
Chris Stewart, Dayton Daily News

Call to Order

Ms. Sharon Hairston called the meeting to order at 8:30 a.m. A quorum was present and proper notice of the meeting had been given.

Approval of November 21, 2017 Meeting Minutes

Ms. Hairston asked if attendees desired a reading of the minutes or if there were any corrections to the minutes? Mr. Franz Hoge stated Action Item #3, 2018 Operating and Capital Budgets, should

reflect in the next to the last paragraph on Page 2, the New York Transit Agency's aging SUBWAY, not bus fleet. Mr. Hoge also stated that the attendance record should include Mr. Paul Lambarger and Mr. Tim Harrington as attendees. The Finance/Personnel and Planning Committees Members agreed with Mr. Hoge's stated corrections.

MOTION made by Ms. Matthews Stenson and SECONDED by Mr. Corrado to ACCEPT the November 21, 2017 meeting minutes with the above stated corrections. The motion was APPROVED by voice vote 7-0.

Mr. Williamson arrived at 8:35 a.m.

January 2018 Board Action Items:

Action Item #2 – 2018 Service Modifications

Mr. Brandon Policicchio stated that as a result of statewide managed care organization (MCO) sales tax reductions, the Greater Dayton Regional Transit Authority (RTA) stands to lose \$4.6 million dollars of critical revenue annually and therefore must modify services to assist in balancing the 2018 budget.

On Tuesday, November 14, 2017, the RTA conducted two public hearings to discuss *the proposed service modifications and to collect community feedback*.

The final proposed modifications were determined based on analysis of ridership on routes, specific trips, time-periods experiencing lower ridership, duplicative service coverage, and review of all public comments received. Maintaining basic geographic service coverage and late night service were also priorities in the final design of the service modifications.

Based on community feedback received, RTA is proposing to preserve Sunday service on Route #19 and #24.

Implementation is planned for the first quarter of 2018 and the final proposed service modifications are as follows:

Complete Route Eliminations:

Route X1A

Route X1B

Route 40

Route 41

Route 61

LS Routes – Serving Meadowdale, Belmont, T. Marshall and P.L. Dunbar (*Implementation August 2018*)

Service Day Route Eliminations:

Route 11 – Eliminated Sunday Service.

Route 22 – Eliminated Sunday Service.

Route 23 – Eliminated Saturday and Sunday service.

Route 60 – Eliminated Saturday and Sunday service.

Trip Reductions:

Route 1 – Eliminated Weekday Eastbound trip from WSP at 4:21a and the 4:57a return trip from Wright State to WSP.

Route 12 – Eliminated Weekday Southbound trip at 4:38a from WSP and the 5:22a return Northbound trip from Woodman Center. Eliminated the Weekday Northbound at 4:58a from WSP and 5:36a return trip from Benson/Fairview to WSP.

Route 22 – Eliminated Weekday Northbound trip at 4:14a from WSP and Southbound trip from Town Center/York Commons at 4:57a.

Route 43 – Eliminated the Weekday Northbound trip from WSP at 8:55p. Eliminated the Weekday Northbound trip from the Northwest Hub at 6:16p. Eliminated the Weekday Southbound trip from the Dayton Airport at 915p. Eliminated the Weekday Southbound trip from P&G at 6:51p. Eliminated the Saturday Northbound trips from WSP at 7:18a, 3:35p, and 9:05a. Eliminated the Saturday Southbound trips from Dayton Airport at 4:15p and 9:27p. Eliminated the Saturday Southbound trip from P&G at 7:47a. Eliminated the Sunday Northbound trips from WSP at 6:30a, 10:50a, 3:50p and 10:32p. Eliminated the Sunday Southbound trips from Dayton Airport at 7:07a, 11:13a and 4:13p. Eliminated the Sunday Southbound trip from Falls Creek at 11:00p.

Adjust Route Trips:

Route X5 – Several Saturday trips in both directions have adjusted departure times by 1 to 5 minutes.

Service Addition:

Route X5 – Added Southbound trips on Sundays at 7:50p, 9:05p and 10:20p from WSP due to elimination of other routes and added all day Sunday service to Austin Landing.

RTA Connect Services – X1A, X1B, 40, 41 (see attached maps PDF file)

MOTION made by Mr. Hoge and SECONDED by Ms. Matthews-Stenson that the Planning and Finance/Personnel Committees RECOMMEND to the Board of Trustees APPROVAL of the above detailed 2018 Service Modifications. Furthermore, the MOTION will AUTHORIZE the Chief Executive Officer to carry-out all actions necessary to implement these changes. Motion APPROVED by voice vote of 8-0.

Mr. Hoge complimented Mr. Donaghy and his Staff for their excellent work.

Action Item #3 – Transit Fare Adjustments

Mr. Policicchio stated as a result of statewide MCO sales tax reductions, the Greater Dayton RTA must adjust fares to increase farebox revenues to assist in balancing the 2018 budget.

On Tuesday, November 14, 2017, the RTA conducted two public hearings to discuss *the proposed fare adjustments and collect community feedback*.

Based on community feedback received, RTA is proposing to preserve change cards, reduce the adult day pass rate, create a day pass for reduced fare customers and enhance family travel by increasing the age of children who will qualify for free rides.

Adults

	<u>Current</u>	<u>Proposed</u>
Cash fare	\$1.75 per boarding	\$2.00 per boarding
Tokens	\$1.50	Eliminated
Day Pass	\$5.00	\$4.00
Weekend Pass	\$5.00	Eliminated
Family Pass	\$8.00	Eliminated
Transfers	\$0.25	Eliminated
Change Cards	Available	Available – No Change

Reduced Fares - Seniors, Disabled, Youth and Children

	<u>Current</u>	<u>Proposed</u>
Cash fare	\$0.85 per boarding	\$1.00 per boarding
Tokens	\$.85	Eliminated
Day Pass	Unavailable	\$2.00
Youth Monthly Pass	\$32.00	Eliminated
Transfers	\$0.25	Eliminated
Change Cards	Available	Available – No Change

The following reduced fare qualification changes are recommended:

Current

Children age 12 and under, Senior and Disabled – Reduced Fare
 Children 45 inches tall and under – FREE
 Limit two when accompanied by a fare-paying guardian.

In order to obtain and use the Youth, Senior, Disabled passes, individuals are required to provide proof of eligibility, which may include a valid RTA identification card, Medicare card, or a current primary school identification card.

Proposed

Senior and Disabled – Reduced Fare

In order to obtain and use the reduced fares, individuals are required to provide proof of eligibility, which may include a valid RTA identification card, or Medicare card.

Children age 12 and under, and 60 inches tall and under – FREE

Children age 12 and under but over 60 inches tall are required to provide proof of age, which may include a valid RTA issued youth identification card or state issued ID card.

Children age 6 and under, and 45 inches in height and under must be accompanied by a parent, guardian or teacher, to use RTA transportation services.

Connect - Paratransit

	<u>Current</u>	<u>Proposed</u>
Cash fare	\$3.50	\$3.50 – No Change
Tickets strips	10/\$35.00	10/\$35.00 – No Change

Mr. Policicchio stated that as included in Attachment A of today’s meeting packet, the Bullet Point Letters were not correct. This was the only change to note with the Attachment with all of the other details/ information being correctly stated. Attachment A will be corrected when sent out with the January 2, 2018 Board Meeting packet.

MOTION made by Mr. Corrado and SECONDED by Mr. Lumpkin that the Planning and Finance/Personnel Committees RECOMMEND to the Board of Trustees ADOPTION of ATTACHMENT A, Greater Dayton Regional Transit Authority Fare Structure, effective Sunday, February 18, 2018 at 3:01 AM. Furthermore, the MOTION will AUTHORIZE the Chief Executive Officer to carry-out all actions necessary to implement these changes. Motion APPROVED by voice vote of 8-0.

Action Item #4 - 2018 Operating and Capital Budgets

Ms. Mary Stanforth explained RTA’s total Operating Revenues for 2018 are projected at \$66.96 million while total Operating Expenses are projected at \$64.57 million. This budget scenario reflects an operating gain of \$2.39 million *before* local depreciation charges and a balanced budget (net-0-) *after* local depreciation charges.

Highlights of the 2018 Operating Budget include:

- Passenger Revenues – \$425,000 added versus 2017 Projection related to January 2017 ATU strike; also \$275,000 added related to 2018 Fare Adjustments
- Service Modifications of \$1.97 Million are included and reduce overall operating expense
- Advertising, Rental and Greyhound Revenues held Flat versus 2017 Forecast
- Sales Tax Revenues – 2% Increase versus 2017 Projection NOT INCLUDING Managed Care Organization (MCO) Tax
- \$1 Million in Other State Funding Included - which is currently in process at the State level
- \$2.3 Million in State Transitional Aid Included – related to loss of MCO Sales Tax
- Wage Increases (Paid Time and Paid Time Off) @ 2% - Before Route Modifications
- Self-Insured Medical Insurance – Flat, No Increase
- Self-Insured Liability Insurance – Flat, No Increase
- Diesel Fuel Projected at \$2.50 per gallon
- Contract Maintenance Agreements Starting – related to New IT/Communication Equipment

- Utility Expense – Allows for Cooler Average Days in the Winter Months. Have recently experienced mild winters.

Regarding the Capital Budget, Mr. Bob Ruzinsky detailed expenditures for 2018 which are projected at \$55.23 million with \$44.84 million funded from federal and other local sources.

Further, the 5-Year Capital Budget includes many necessary revenue vehicle purchases including: forty one (41) Electric Trolley Buses at a total cost of \$55.62 million, sixty six (66) Diesel Buses at a total cost of \$30.55 million and twenty five (25) Small Demand Response Buses at a total cost of \$1.98 million. Cash reserves of \$17.41 million will be required to purchase these Revenue Vehicles. Again, this is a 5-Year Budget, so there are many variables that can ultimately impact quantity and type of vehicles purchased in the outer years.

MOTION made by Ms. Matthews Stenson and SECONDED by Mr. Williamson that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees Approval of Fiscal Year 2018 Operating and Capital Budgets. Approval of the Operating and Capital budgets will allow the Secretary-Treasurer to file the appropriate documents with the Montgomery County Auditor and to receive a certificate authorizing expenditures.

The motion was APPROVED by voice vote 8-0.

ACTION ITEM #5

Resolution No. 2018-1-1, Fiscal Year 2018 Annual Appropriations

Ms. Stanforth explained that Trustees' adoption of the FY 2018 Operating and Capital Budgets will establish budget limits for the upcoming year. Trustees' approval of Resolution No. 2018-1-1 will appropriate the needed funds to carry out the activities approved in the Budget documents.

MOTION made by Mr. Hoge and SECONDED by Mr. Williamson that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees Approval of Resolution No. 2018-1-1, Fiscal Year 2018 Annual Appropriations.

The motion was APPROVED by voice vote 8-0.

Action Item #6 – Platform Style Steam Bay Hoist including Removal of Existing and Installation of the New System

Mr. Daron Brown explained the Greater Dayton RTA is seeking bids for the replacement of a three-post in-ground steam room hoist. Staff seeks to replace this lift with a flush mount platform style drive-on lift. This project is consistent with RTA's Core Value of Safety.

The current lift is beyond its useful life and rusted beyond repair. This unit will be recessed in the ground where vehicles can be driven onto it without the use of ramps or guides. The successful contractor will provide all labor, material, equipment, licensed survey work, permits, fees, and any other expenses required to successfully complete this project.

Two (2) bids were received and publicly opened. The results are:

Vendor	Labor	Material	Total
Ott Equipment Noblesville, IN	\$84,124.80	\$82,119.74	\$166,244.54
Fryman-Kuck Dayton, OH	\$43,446.00	\$125,000.00	\$168,446.00

This procurement will be funded 80% through Federal grant funds.

MOTION made by Mr. Williamson and SECONDED by Mr. Corrado that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to Ott Equipment for a Platform Style Steam Bay Hoist, including removal of Existing and Installation of the New System, in the amount of \$166,245. The motion was APPROVED by voice vote 8-0.

Action Item #7 – Heavy Duty Alternator Tester

Mr. Brown explained the Greater Dayton RTA seeks to purchase a Heavy Duty Alternator Tester for the maintenance facility located at 600 Longworth Street. This procurement falls under the Core Value of Quality Service.

The successful vendor will manufacture, deliver and install the heavy duty alternator tester per the specifications. In addition, the successful vendor will provide training on RTA premises for Machine Operators, for up to six (6) technicians (up to three (3) days training), and Facilities Maintenance Staff (up to two (2) days training).

Two (2) bids were received and publicly opened. The bid results are as follows:

Qty.	Description	Kirk's Automotive, Inc. Detroit, MI		Technology International Lake Mary, FL	
		Unit Cost	Total	Unit Cost	Total
1	Heavy Duty Alternator Tester	\$129,000	\$129,000	\$175,515	\$175,515
	Optional items:				
30	Additional training costs	\$145 per hour	4,350	\$145 per hour	4,350
	Tooling for Niehoff alternator	\$3,900	3,900	No quote	
	Total		\$137,250		\$179,865

This procurement will be funded 80% through Federal grant funds.

MOTION made by Mr. Hoge and SECONDED by Ms. Matthews Stenson that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to Kirk's Automotive, Inc. in the amount \$129,000 for the alternator and \$8,250 for the option items for a grand total of \$137,250. The motion was APPROVED by voice vote 8-0.

Action Item #8 – Fence Installation 35 Underpass

Mr. Brown explained the Greater Dayton RTA is seeking a contractor for installing a new fence and accessories on the lot just north of 601 Longworth Street and modifications to the existing fence located at 940 Veterans Parkway.

This lot is partially under Highway 35 and borders an Ohio Department of Transportation property as well as a building owned by A&B Metal. The lot is surrounded by the 601 building to the south,

Longworth Street to the east, Washington Street to the north, and Veterans Parkway to the west. This project falls under the Core Value of Security.

To complete this project the successful contractor will provide all labor, material, equipment, licensed survey work, permits, fees, and any other expenses required to install approximately 1,000 linear feet of security fencing enclosing currently unfenced areas, better securing some currently fenced locations, and more adequately defining RTA property. In addition to the fencing there is concrete work, 77,000 square feet of gravel, and tree removal.

One (1) bid was received and publicly opened from Outdoor Enterprise, Casstown, Ohio. The non-bidders were surveyed to determine why they did not bid. The most common response was that they were too busy with other work at this time.

**Outdoor Enterprise
Casstown, OH**

Bid item	Labor	Material	Total
1.	\$314,000	\$250,000	\$564,000

In 2015 a similar fencing project was awarded and those results were as follows:

Bid item	Description	Labor	Material	Total
1.	Install fence & gate around 601,705,& 940 complex	\$118,800	\$384,000	\$502,800
2.	Electric wiring controllers	13,700	31,500	45,200
	Grand total			\$548,000

This procurement will be funded 80% through Federal grant funds.

Since a single bid was received a cost analysis was performed comparing the current project to the fence project in 2015. The bid submitted by Outdoor Enterprise for \$564,000, which is more extensive than the 2015 project, is deemed fair and reasonable.

MOTION made by Mr. Williamson and SECONDED by Ms. Heard that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to Outdoor Enterprise for Fence Installation 35 Underpass in the amount of \$564,000. The motion was APPROVED by voice vote 8-0.

Informational and Discussion Items:
Customer and Business Development Update

Mr. Policicchio previously included in today’s meeting packet a summary document of recent activities in the Customer and Business Development Department. There were no questions from Committees members regarding this report.

KPI Data Review

KPI data was previously included in today’s meeting packet. There were no questions from Committees members regarding this report.

Cyber Security Review – Executive Summary

Mr. Max Aulakah, Mafazo LLC, and Mr. Tim Harrington, RTA Management Information Systems (MIS) Manager, presented a final report regarding RTA’s Information Security Program. Mafazo’s Study and Recommendations were previously included in today’s meeting package. The results of the Study were very positive and in the first quarter of 2018 Staff will be bringing several MIS policies and procedures for the Committees review and ultimate approval.

Committees’ members thanked Mr. Aulakah and Mr. Harrington for an excellent report!

September 2017 Sales Tax Update

Mr. Thomas reported September 2017 Sales Tax receipts equal \$3,108,210 and State of Ohio Transitional Aid is \$383,788. The Grand Total of \$3,491,998 reflects a 0.1% or \$4,000 decrease versus September 2016.

Year-to-Date (YTD) September 2017 Sales Tax receipts equal \$29,863,759 and State of Ohio Transitional Aid is \$1,151,363. The YTD Grand Total of \$31,015,122 reflects a 0.5% or \$153,000 increase versus YTD September 2016. As compared to YTD Budget, we are down \$1.2 Million.

November 2017 Financial Statements

Mr. Thomas reported that for the month of November 2017 RTA’s *Net Loss after Local Depreciation* is \$260,765 compared to October 2016’s *Net Loss* of \$96,635.

November 2017 YTD *Net Loss after Local Depreciation* is \$1,359,319 compared to YTD November 2016’s *Net Loss after Local Depreciation* of \$2,695,898. The details associated with the financial statements are included in the Committee 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.

Request for Executive Session

MOTION made by Ms. Heard and SECONDED by Mr. Hoge that the Finance/Personnel and Planning Committees RECESS for the purpose of an Executive Session. In accordance with Ohio Revised Code (ORC) Section 121.22 (G) 4, the Committees will RECESS into Executive Session to Discuss the Employment and Compensation of an Employee.

ROLL CALL was taken:

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

The meeting RECESSED at 9:50 a.m.

Ms. Matthews Stenson departed the Executive Session at 11:10 a.m.

Reconvene from Executive Session

MOTION made by Ms. Heard and SECONDED by Mr. Corrado to RECONVENE from Executive Session.

ROLL CALL was taken:

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

The meeting RECONVENED at 11:15 a.m.

No further Action Items were presented at this time.

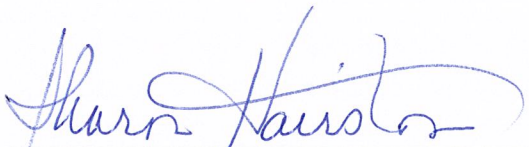
Next Meeting Dates

A Jointly held Finance/Personnel and Planning Committees meeting will be held on January 16, 2018 and February 20, 2018. Meetings will start promptly at 8:30 a.m.

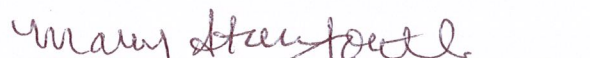
Adjournment

MOTION made by Ms. Heard and SECONDED by Mr. Lumpkin to ADJOURN the meeting. The motion was APPROVED by voice vote 7-0. The meeting adjourned at 11:16 a.m.

Attest



Sharon Hairston, Chair



Mary Stanforth, Committee Secretary