



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

October 19, 2021

Members Present: John Lumpkin, Jointly Held Committees Chair
Al Fullenkamp (left the meeting at 9:51 a.m.)
Sharon Hairston
Tom U. Weckesser
David Williamson

Excused Absence: Vince Corrado
Adrienne Heard
Sharon Howard
Belinda Matthews-Stenson

Staff in Attendance: Bob Ruzinsky
Julie Beard
Daron Brown
Roland Caldwell
Chris Conard, Coolidge Wall Co., L.P.A.
Deborah Howard
Brandon Policicchio
Justin Sorg
Mary Stanforth
Brenda Thomas

Other Attendees: Michael Loughry, Mazanec, Raskin & Ryder Co., L.P.A.

Call to Order

Mr. Lumpkin called the meeting to order at 8:33 a.m. A quorum was present and proper notice of the meeting had been given.

Approval of September 21, 2021 Meeting Minutes

Mr. Lumpkin asked if attendees desired a reading of the minutes or if there were any corrections to the minutes? Upon hearing no requests or corrections, a MOTION was made by Ms. Hairston and SECONDED by Mr. Weckesser to APPROVE the September 21, 2021 meeting minutes.

Motion APPROVED by voice vote of 4-0-1. Mr. Williamson abstained from the vote.

Revised Agenda of the October 19, 2021 Meeting

Mr. Lumpkin asked if there was a motion to accept a Revised Agenda for today's meeting? MOTION made by Mr. Williamson and SECONDED by Mr. Fullenkamp to APPROVE today's Revised Agenda.

Motion APPROVED by voice vote 5-0.

November 2021 Board Action Items:

Action Item #2 – Wright Stop Plaza Renovations Additional Contingency

Mr. Ruzinsky stated that on November 10, 2020, the Board approved a contract with ARCON Builders, Inc. in an amount up to \$2,308,194 for renovations of Greater Dayton Regional Transit Authority's (RTA) Wright Stop Plaza Campus. Renovations include improvements to the building storefront systems, sunscreens, exterior lighting, clerestory renovations (concourse rooftop skylight/window system), interior concourse updates, the replacement of the main lobby floor and other related items.

The project uncovered several unknown issues including water infiltration damage to structural concrete under the storefronts, a major problem with the subfloor structure under the main lobby, and needs to update some structural steel to support the project. In addition, all the existing interior concourse storefront systems were removed to better facilitate the exterior work and all the concourse flooring tile was removed. Contract change orders to date are just over \$300,000.

At this point in the project, the majority of the Board approved contingency funds have been used. RTA would like to have the concourse flooring ground down and sealed, some abandoned plumbing lines removed and sections of the concrete flooring repoured, some interior storefront walls rebuilt, some lighting updates made, and other project related items that may arise as the project is completed. It is requested that \$350,000 in additional contingency funds be added for a new total project award of \$2,658,194.

This procurement is being partially funded with Federal grant funds and federal funding is available to support this request.

Ms. Hairston asked when the project is expected to be complete.

Mr. Ruzinsky stated February or March 2022.

MOTION made by Ms. Hairston and SECONDED by Mr. Williamson that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees an increase in the Contingency for the Wright Stop Plaza Campus Renovations project be AUTHORIZED in the amount of \$350,000 for a grand total award of \$2,658,194 and that it be available as needed to handle any costs associated with changes to the project previously awarded to ARCON Builders, Inc.

Motion APPROVED by voice vote of 5-0.

Action Item #3 – Administrative Employee Compensation Guide

Ms. Thomas explained that RTA has an Administrative Employee Compensation Guide for non-union employees. Periodically, if not annually, the Compensation Guide is reviewed and adjusted. A recommendation has been made to the Chief Executive Officer to adjust the current Compensation Guide across the board by 2%. There are no implied or expressed guarantees on wage increases.

MOTION made by Mr. Williamson and SECONDED by Mr. Weckesser that the Finance/Personnel and Planning Committees APPROVE the 2022 Administrative Employee Compensation Guide.

Motion APPROVED by voice vote 5-0.

Action Item #4 – Approval of Title VI Program and Service Equity Analysis

Mr. Policicchio explained that as a recipient of U.S. Department of Transportation (USDOT), Federal Transit Administration (FTA) funding, the RTA must comply with Title VI and Environmental Justice regulations. This is to insure RTA provides fair and equitable service and amenities delivery and installation, meaningful customer outreach plans, and periodic service equity review processes.

While the RTA is in compliance with the FTA Title VI program through November 30, 2021 it is required that the Board review and approve the Title VI Program and service equity reviews since the last submission on October 1, 2018.

Staff requests RTA Board of Trustees review and approval to submit the RTA Title VI Program by November 30, 2021 when the current policy is due for submittal on the TRAMS FTA website. This is supported by the October 8, 2021 Title VI Program Report, included in today’s meeting package.

MOTION made by Mr. Lumpkin and SECONDED by Mr. Williamson that the Finance/Personnel and Planning Committees APPROVE the 2021 Title VI Program including the service equity reviews since the last submittal on November 30, 2018.

Motion APPROVED by voice vote 5-0.

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.

Mr. Ruzinsky provided a general real estate update, highlighting existing work being completed at RTA. In addition, he shared potential future projects that could occur at various RTA sites.

Mr. Ruzinsky and Mr. Policicchio shared that the RTA remains committed in its efforts to support publicly shared mobility within the region. RTA is proud of its partnership and support it continues to provide to the Link Dayton Bike Share program since 2015. Mr. Policicchio stated that unfortunately, due to recent federal funding updates and ongoing challenges that RTA faces due to the COVID-19 crisis, it is in the best interest of RTA to step down as the balancer and maintainer of the bike share program. Mr. Policicchio shared proposed plans to successfully transition the operation and assets to Bike Miami Valley and move to a sponsor role with the Link Bike Share program. Mr. Policicchio stated RTA will remain a committed public partner of Bike Miami Valley and the Link Dayton Bike Share program, and will continue to work towards a fully integrated mobility system between bike share and public transit.

Financial Report

Ms. Stanforth reported year-to-date September 2021 indicates a gain of \$3.2 million after capital and GASB charges. The positive result will allow a smoother economic recovery over the next couple of years. It is also helping to restore our unrestricted net position shortfall which was caused by the state pension system funding liability.

Passenger fares are 15% lower than last year and 18% lower than current year budget as a result of COVID. Federal assistance includes CARES Act funding which allows RTA to provide comprehensive service and provides a set aside of sales tax for future operations. Total Revenues are \$3.0 million below budget due to higher than expected sales tax offset by lower passenger revenues and assistance from both state and federal governments. Total Expenses are \$5.8 million lower than budget. Employee wages & fringe benefits, contract services, diesel fuel and materials & supplies are the major contributors. On a monthly basis we are consistently spending less than budget in these categories.

After six (6) months of Sales Tax Receipts for 2021, we are up \$3.45 million over 2020 and up \$3.70 million over 2021 budget.

Small Purchasing Information

Ms. Howard stated the Small Purchasing Information was previously included in today’s meeting packet. There were no questions from the Committees.

Executive Session

At 9:17 a.m. Mr. Weckesser made a MOTION, SECONDED by Mr. Fullenkamp to enter into executive session to discuss Labor Negotiations and Pending Litigation.

Roll Call Vote was taken:

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

The Committees recessed into Executive Session.

At 9:49 a.m. Mr. Williamson made a MOTION, SECONDED by Ms. Hairston to Reconvene into regular session.

Roll Call Vote was taken:

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

The Committees reconvened to Regular Session.

New Business Item #1 – Self Insured Retention Authorization

Mr. Ruzinsky stated during today’s meeting, two separate liability claims were discussed in Executive Session. The legal processes related to the two separate claims are not yet final or complete

MOTION made by Mr. Williamson and SECONDED by Ms. Hairston that the Finance/Personnel and Planning Committees AUTHORIZE Mr. Bob Ruzinsky, Chief Executive Officer, to take all appropriate steps to protect the Board’s interest in connection with both claims. Mr. Ruzinsky is authorized to exercise his discretion with regard to both claims and may make any expenditure necessary up to the self-insured retention in furtherance of his responsibilities to protect the interest of the Board and the Greater Dayton RTA.

Motion APPROVED by voice vote 4-0-1. Mr. Williamson abstained from the vote.

Mr. Fullenkamp left the meeting at 9:51 a.m.

Next Meeting Dates

Mr. Lumpkin stated the upcoming Jointly held Finance/Personnel and Planning Committees meetings will be held on November 16 and December 21, 2021.

Adjournment

Hearing no objections, at 9:52 a.m. Mr. Weckesser made a MOTION, SECONDED by Ms. Hairston to adjourn the meeting.

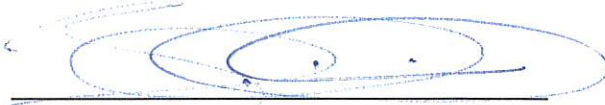
Motion APPROVED by voice vote 4-0.

Mr. Lumpkin declared the meeting adjourned.

Attest



John Lumpkin, Chair



Brandon Policicchio, Committee Secretary