



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

July 16, 2024

Members Present: Sharon D. White (Chair)
Al Fullenkamp
Sharon Hairston
Grady Mullins
Thomas Weckesser
David P. Williamson

Excused: Nikol Miller
John A. Lumpkin, Jr.
Belinda Matthews-Stenson

Staff in Attendance: Bob Ruzinsky
Daron Brown
Roland Caldwell
Chris Conard, Coolidge Wall
Noah Greer
Brandon Policicchio
Mary K. Stanforth
Bob Stevens
Alisha Wright

Ms. White called the meeting to order at 8:31 a.m. and roll call was taken:

Roll Call

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

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

Approval of May 21, 2024 Jointly Held Finance/Personnel and Planning Committees Meeting Minutes

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

Upon hearing no requests or corrections, Ms. White DECLARED the May 21, 2024 minutes are APPROVED as presented.

Greater Dayton Regional Transit Authority

Board Action Items

Action Item #2 – Banking Services

Ms. Stanforth stated this procurement intends to contract with a commercial bank to perform ongoing banking services for Greater Dayton Regional Transit Authority (RTA). The successful commercial bank is responsible for providing all banking needs.

Proposals for the contract on behalf of banking services for a five (5) year period with two (2) one (1) year options were solicited through the Dayton Daily News, Dayton Weekly, and Transit Talent. Requests for Proposals were sent to 14 financial Institutions.

At 2:00 p.m. on May 30, 2024, three (3) proposals were received. The results are as follows:

Vendors	Monthly Cost	Annualized
Fifth Third Bank Dayton, OH	\$2,624	\$31,488
Huntington National Bank Beavercreek, OH	*	*
KeyBank Cleveland, OH	*	*

*FTA requires only the successful Proposer’s pricing to be publicly disclosed.

Fifth Third Bank, who currently provides RTA’s banking services, has been an outstanding partner over the years. Prior to having TAPP pay, Fifth Third was willing to sell RTA bus passes at approximately 10 different branch locations, as a complimentary service, they were the only bank willing to do this. When banking changes have been required over the years Fifth Third staff is always available to consult with RTA to plan and quickly resolve any issues.

The proximity of the bank is especially important. Fifth Third’s downtown branch is across the street from Wright Stop Plaza and allows staff to make deposits several times a week. The next proposer’s branch is 3.5 miles away.

Fifth Third’s proposal addressed the basic banking requirements but also elaborated on options that may interest RTA. Fifth Third is a large bank with many available offerings and resources. If needed, there are staff on hand to offer any type of support needed now and, in the future, should our needs change, or our business evolves.

Monthly fees are estimated at \$2,624 with an earnings credit allowance for deposits that may offset fees. The fees vary based on volume, with the proposed unit prices remaining firm throughout the contract term. The second proposer’s cost was a little less, but the price is not fixed and could exceed Fifth Third’s price over the term of the contract. RTA funds banking fees through the operating budget.

MOTION-made by Mr. Williamson and SECONDED by Mr. Fullenkamp that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees an AWARD to Fifth Third Bank for five (5) years with two (2) one-year options. The estimated cost is \$31,488 for each of the five (5) years, totaling \$157,440, and \$31,488 for each option year, totaling \$62,976, for a grand total of \$220,416.

The MOTION was APPROVED by voice vote 6-0.

Action Item #3 – Resolution No. 2024-8-1

Mr. Policicchio stated that Resolution No. 2024-8-1 Authorizes the Greater Dayton Regional Transit Authority Chief Executive Officer to Execute the Membership Agreement and Bylaws of the Health Transit Pool of Ohio.

MOTION made by Ms. Hairston and SECONDED by Mr. Weckesser that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of Resolution No. 2024-8-1, Authorizing Greater Dayton Regional Transit Authority Chief Executive Officer to Execute the Membership Agreement and Bylaws of the Health Transit Pool of Ohio.

The MOTION was APPROVED by voice vote 6-0.

Action Item #4 – Transit

Mr. Policicchio stated that the Transit app, known as “Transit”, in 2016 was initially leveraged to provide real-time bus arrival and trip assistance for customers with the purchase of RTA’s CAD/AVL deployment. Today, the platform is utilized by 1 in 3 customers to plan and pay for their mobility services.

Following the initial launch of Transit in 2018, RTA approved a strategic partnership agreement with Transit to offer a multi-modal trip planning and payment solution to customers and ultimately serve as an all-in-one mobility service platform for the region. This partnership expanded the platform to integrate various mobility components, including fixed route, On-Demand service, bike share, scooter share, transit network companies (TNC), and, ultimately, RTA’s fare payment system, Tapp Pay. As a result of the planning and development work since 2018, RTA approved a five-year financial agreement with Transit in 2019 for a total cost of \$1,158,000.

Since 2019, RTA implemented its fare payment system, Tapp Pay, which allowed for the use of mobile payments on fixed routes and Connect services through the integrated Transit platform. Today, Transit delivers a solution that meets the following objectives:

- 1) Regularly ingest and present the General Transit Feed Specification (GTFS) static feed in an easy to understand and accessible format.
- 2) Capable of ingesting the GTFS-Realtime feeds for vehicles, trips, and alerts, which are provided by and generated from the CAD/AVL system.
- 3) Offer a mobile platform accessible to most modern mobile devices via the Apple App Store for iOS and the Google Play Store for Android.
- 4) Cooperatively work with local alternative transit solutions to allow for multimodal trip planning through Application Program Interfaces (APIs), Software Development Kits (SDKs), deep linking, or a similar agreement.
- 5) Integrate with RTA's fare payment solution to Allow for fixed route and paratransit fare payment from directly within the mobile application. The fare options align with an account-based system and offer similar functionality as card-based fare media, including fare capping.
- 6) Assist with troubleshooting technical issues directly from the customers in support of the application itself.
- 7) Protect customer privacy and transaction security by complying with Payment Card Industry (PCI) standards, ensuring the security and confidentiality of Personally Identifiable Information (PII).

- 8) Designed to be compatible with people with disabilities, such as visual, hearing, motor, or cognitive impairments, and who may access software using an assistive device.

Through RTA's partnership with Transit, the agency continues to meet, and work towards future mobility goals, which include (1) providing real-time fixed route and demand response tracking and trip planning; (2) enhancing the ease of use for customer convenience through universal design, ensuring all customers can access; (3) providing seamless integration with the fare payment solution, Tapp Pay; (4) integration and trip planning with other mobility modes in the region, including bikes, scooters, and TNCs.

Pricing

Description	5-Year Pricing (per month)	5-Year Total
Royale Partnership <i>Including data warehousing</i>	\$ 4,300.00	\$ 258,000.00
Tapp integration with Masabi <i>Including Stored Value and Pay per Ride</i>	8,160.00	489,600.00
Estimated Commission on Sales at 1% <i>Includes estimated processing fees. Close to \$4M was collected in direct customer fares in 2023. Assumes \$4M in 2024 and increases by 2% each year. Estimated processing fees are 10% of the total commission on sales.</i>	3,816.30	228,978.00
RTA Connect Integration	1,800.00	108,000.00
5-Year Total		\$1,084,578.00

Optional System Features

Description	5-Year Pricing (per month)	5-Year Total
Rate-My-Ride	\$2,400.00	\$ 144,000.00
Automatic Detour Detection	2,100.00	126,000.00
Paratransit Integration <i>Includes approximately 20% development fees that may apply based on provider. An additional \$30K is estimated, based on 20% of the feature cost.</i>	3,000.00	180,000.00
Optional Features 5-Year Total		\$450,000.00

Total 5-Year Contract Including Options		\$1,534,578.00
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MOTION made by Mr. Weckesser and SECONDED by Ms. Hairston that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees an AWARD to 9280-0366 Quebec Inc. dba Transit for an estimated five-year total of \$1,084,578. He also recommends awarding the option items totaling \$450,000 for a grand total of \$1,534,578.

The MOTION was APPROVED by voice vote 6-0.

Action Item #5 – July 2024 Title VI Fare Equity Analysis for Proposed Fare Changes

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

RTA is in compliance with the FTA Title VI program through November 30, 2024, however it is required that the RTA Board of Trustees review and approve the RTA Title VI Fare Equity Analysis. The RTA is requesting the RTA Board of Trustees to review and give approval to submit the July 2024 – Title VI Fare Equity Analysis for Proposed Fare Changes, which will be included in the next Title VI Program update to the FTA website. In addition, the RTA will also make this analysis available on the RTA website.

MOTION made by Mr. Weckesser and SECONDED by Mr. Fullenkamp that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of the July 2024 – Title VI Fare Equity Analysis for Proposed Fare Changes, which will be included in the next Title VI Program update to the FTA website.

The MOTION was APPROVED by voice vote 6-0.

Action Item #6 – Transit Fare Structure Adjustments

Mr. Policicchio stated that after reviewing the current Greater Dayton Regional Transit Authority (RTA) fare structure, recommendations have been made to revise the pricing of various RTA fares.

Prior to making these recommendations, RTA conducted a customer survey and public hearings, along with a July 2024 Title VI Fare Equity Analysis for Proposed Fare Changes. The completed analysis was made available, presented, and approved in advance of this action item by the RTA Board of Trustees.

MOTION made by Mr. Weckesser and SECONDED by Mr. Williamson that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees ADOPTION of a revised RTA Fare Structure Tariff, to be effective January 1, 2025, January 1, 2026, and January 1, 2027. Furthermore, that they be authorized to do all things necessary to implement the new fare structure.

The MOTION was APPROVED by voice vote 6-0.

Customer and Business Development Update

Mr. Policicchio stated the Customer and Business Development Department update was provided in today's meeting packet.

Ridership Update

Mr. Policicchio shared that ridership for June 2024 has not been processed yet but will be made available at the next committee meeting.

May 2024 Financial Report

Ms. Stanforth stated the May 2024 Financial Report was provided in today's meeting packet. Total revenues are \$631 thousand over budget due to higher passenger fares and sales tax. Total expenses are \$961 thousand under budget due to lower materials & supplies and miscellaneous costs. Those positive variances are offset by higher employee wages and purchased transportation. RTA's service

loss is \$965 thousand after five months, which compares to a budgeted service loss of \$2.87 million. The overall financial result tracks favorably compared to budget.

Small Purchasing Information

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

CEO Update

Mr. Ruzinsky provided general updates on RTA.

Request for Executive Session

There were no requests made for an Executive Session.

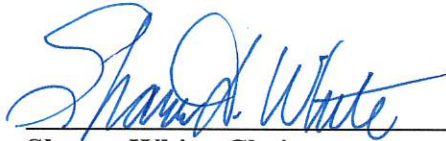
Next Meeting

The upcoming jointly held Finance/Personnel and Planning Committees meetings are scheduled for August 20, and September 17, 2024.

Adjournment

With no further business, Ms. White ADJOURN the meeting at 9:37 a.m.

ATTEST



Sharon White, Chair



Brandon Policicchio, Committee Secretary