



Greater Dayton RTA Board of Trustees

**Jointly held Finance, Personnel and Planning Committees
Meeting Packet**

Tuesday, November 19, 2024 – 8:30 a.m.
Wright Stop Plaza – 4 S. Main Street, Dayton OH 45402
2nd Floor Multipurpose Room

Interpreters for hearing-impaired individuals are available upon request. Requests should be made at least 5 days prior to the date of the meeting. For more information, contact Cathy Garner at 425-8392.

Thank you.

**Greater Dayton RTA Board of Trustees Jointly held Finance,
Personnel, and Planning Committees Meeting Packet**

Meeting Date: Tuesday, November 19, 2024 - 8:30 a.m.
Wright Stop Plaza – 4 S. Main Street, Dayton OH 45402
2nd Floor Multipurpose Room

Agenda

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AGENDA
Greater Dayton RTA Board of Trustees
Finance/Personnel and Planning Committees Meeting

Wright Stop Plaza
4 South Main Street, 2nd Floor Conference Room, Dayton OH 45402
Tuesday, November 19, 2024 – 8:30 a.m.

- | | |
|--|----------------------------|
| Call Meeting to Order | Sharon White, Chair |
| Roll Call/Declare Quorum | White |
| I. Approval of October 22, 2024 Jointly Held Finance/Personnel and Planning Committees Meeting Minutes | White |
| II. December 2024 Board Action Items | |
| Finance/Personnel | Matthews-Stenson |
| • Action Item #2 – UPS Battery Backup and Installation Rebid | Brown |
| • Action Item #3 – #2 Ultra Low Sulfur Diesel Fuel | Brown |
| • Action Item #4 – On-Site Technical Support | Brown |
| • Action Item #5 – Electric Storage Batteries | Brown |
| • Action Item #6 – Professional Arborist | Ruzinsky |
| • Action Item #7 – 2025 Meeting Schedule | Ruzinsky |
| • Action Item #8 – Administrative Compensation Guide | Ruzinsky |
| III. Informational / Discussion Items | |
| Planning | Weckesser |
| • Customer and Business Development Update | Newton |
| Finance/Personnel | Matthews-Stenson |
| • September 2024 Financial Report | Stanforth |
| • Small Purchasing Information | Howard |
| IV. Chief Executive Officer Update | Ruzinsky |
| V. Request for Executive Session – <i>As Required</i> | White |
| Reconvene to Regular Session | |
| <i>Next Regular Meeting – December 17, 2024 (tentative)</i> | |
| VI. Adjournment | White |

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**Greater Dayton RTA Board of Trustees Jointly held Finance,
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Approval of Minutes
Next Section





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

October 22, 2024

Members Present: Sharon D. White, Chair
Ashton Dupler
Al Fullenkamp
John A. Lumpkin, Jr.
Belinda Matthews-Stenson (arrived 8:32 a.m.)
Nikol Miller
Grady Mullins
David P. Williamson

Excused: Thomas Weckesser

Staff in Attendance: Bob Ruzinsky
Daron Brown
Roland Caldwell
Chris Conard, Coolidge Wall
Deborah Howard
Shanel Kilgore
Brandon Policicchio
Shawn Prince
Alex Smith
Mary K. Stanforth

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

Roll Call

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

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

Approval of September 17, 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, a MOTION was made by Mr. Williamson and SECONDED by Mr. Lumpkin to APPROVE the September 17, 2024 minutes.

The MOTION was APPROVED by voice vote 7-0.

Ms. Matthews-Stenson arrived at the meeting at 8:32 a.m.

November 2024 Board Action Items

Action Item #2 – 2025 Operating and Capital Budgets

Mr. Ruzinsky made a detailed presentation regarding Greater Dayton Regional Transit Authority's (RTA) proposed 2025 Operating and Capital Budgets. RTA's total Operating Revenues for 2025 are projected at \$84.4 million while total Operating Expenses are projected at \$84.2 million. This budget scenario reflects a gain of \$164 thousand before local capital charges and a loss of \$3.7 million after local capital charges.

Passenger fares represent 8% of projected operating revenues, while sales tax represents 59%, federal and state assistance equal 28%, and investment income and other equal 5%. Regarding operating expenses, wages and fringe benefits are 68% of the projected total, contract services are 9%, materials and supplies (which includes fuel) are 9%, and insurance, utilities and all other are 14%. The 2025 operating budget includes funds for "full employment" levels along with contract wage increases, increased health insurance and other benefit costs.

Regarding the Capital Budget, expenditures for 2025 are projected at \$56.3 million with \$26.7 million funded by RTA. Pandemic funds held in reserve are included in RTA's funding amount. Capital projects include the categories: Electric System Infrastructure, Revenue Vehicles & Equipment, Transit Hubs & Facility Improvements and Equipment, Technology, Amenities & Other. All projects must follow FTA procurement rules and be approved by the Board of Trustees (for individual projects over \$100 thousand) or the Chief Executive Officer (for projects under \$100 thousand). This ensures the Board has a second level of approval, in addition to approving the overall Capital Budget each year.

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 the 2025 Operating and Capital Budgets. This APPROVAL allows the Secretary-Treasurer to file the appropriate documents with the Montgomery County Auditor and to receive a certificate authorizing 2025 expenditures.

The MOTION was APPROVED by voice vote 8-0.

Action Item #3 – Resolution No. 2024-11-1, Fiscal Year (FY) 2025 Annual Appropriations

Ms. Stanforth stated the Board of Trustees' adoption of the FY 2025 Operating and Capital Budgets will establish budget limits for the upcoming year. Trustees' approval of Resolution No. 2024-11-1 will appropriate the needed funds to conduct the activities approved in the Budget documents.

MOTION made by Ms. Matthews-Stenson and SECONDED by Mr. Fullenkamp that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of Resolution No. 2024-11-1, Fiscal Year 2025 Annual Appropriations.

The MOTION was APPROVED by voice vote 8-0.

Action Item #4 – Resolution No. 2024-11-2, Fiscal Years 2025 and 2026, 49 United States Code 5307, 5337, 5339 & Other Federal Capital Assistance Grants

Mr. Ruzinsky stated 49 United States Code (USC) 5307 authorizes grants to public transit systems in urbanized areas for capital, operating, and planning assistance based on formulas used in the statute.

49 USC 5337 and 5339 authorizes grants to public transit systems in urbanized areas for capital assistance to support and maintain fixed guideway assets (5337) and other capital assets (5339) in a state of good repair. RTA can use this funding for the purchase of electric trolley buses, modernization of trolley infrastructure, the capitalization of maintenance costs, and other supporting facilities & equipment projects as well as to maintain capital assets in a state of good repair. These funds are based on formulas used in the statute.

Resolution No. 2024-11-2 provides authorization to file Fiscal Years 2025 and 2026, USC 5307, 5337, 5339 and other Federal Capital Assistance Grants.

The projects applied for will be consistent with RTA approved capital and operating budgets. Prior year funding levels for programs were \$17.73 million for 5307, \$20.21 million for 5337 and \$1.01 million for 5339. 2025 and 2026 annual funding is anticipated to be similar amounts. All projects will be from RTA approved Fiscal Year 2025 and/or 2026 Capital and Operating Budgets.

MOTION made by Ms. Matthews-Stenson and SECONDED by Ms. Miller that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of Resolution No. 2024-11-2, authorizing the filing of 49 USC 5307, 5337, 5339 and Other Federal Capital Grant Applications for RTA Fiscal Years 2025 and 2026 with the Federal Transit Administration. Furthermore, the Chief Executive Officer is authorized to provide all necessary documents, execute grant contracts, amend the grant contracts if deemed necessary and fulfill all other requirements of the applications.

The MOTION was APPROVED by voice vote 8-0.

Action Item #5 – Resolution No. 2024-11-3, State Fiscal Years 2026 & 2027 Ohio Urban Public Transportation Grant Program Applications

Mr. Ruzinsky stated the Ohio Department of Transportation (ODOT) provides financial assistance to public transportation systems in Ohio through the Ohio Urban Public Transportation Grant Program. Current funding opportunities are offered under the Urban Formula Program and the Preservation Partnership Program. RTA intends to use state awarded funds for Preventive Maintenance or other Capital Projects based on budget need. Because of the State Fiscal Year (SFY) (July 1 through June 30), eligible projects can be selected from either the RTA's 2025, 2026, or 2027 list of eligible projects.

Historically RTA has applied under the Urban Transit Program, as well as the Ohio Transit Preservation Partnership Program. In addition, we have applied for funding under some Ohio EPA programs, which are open to Ohio public transit systems; other funding opportunities may arise and will be considered for application based on program requirements and current need.

MOTION made by Ms. Matthews-Stenson and SECONDED by Mr. Lumpkin that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of Resolution No. 2024-11-3, authorizing the filing of various applications for eligible projects under State of Ohio Public Transportation Grant Programs for State Fiscal Years 2026 (July 2025 – June 2026) and 2027 (July 2026 – June 2027).

The MOTION was APPROVED by voice vote 8-0.

Action Item #6 – Wireless Phone & Data Services & Data Service for Vehicles Change Order

Mr. Prince stated in January of 2021, the Board of Trustees approved the above-named project with AT&T. The purpose of this action item is to execute a change order for that contract. Changes in technology on the buses have steadily increased the amount of data going between the vehicles and RTA’s network. This includes video, audio files, general data and soon more dynamic live maps.

The current agreement foresaw no overages on the limited data plans, and as such it was based on an annual spend of less than \$60,000 per year for the vehicle portion of the agreement. Based on current data use, the standard rate plus the overage fees are on track to exceed \$200,000 in an annual term, not including other devices.

To mitigate further overage costs, in September 2024, RTA moved all vehicle data plans from the current data limited plans to unlimited plans. This entailed swapping all associated SIMs (cellular ID cards) in the vehicles to which AT&T is including services to perform the physical changes. This put all devices including cell phones, tablets, MiFi hotspots, vehicles, etc., onto a single service plan, all with fixed rates at \$36 per month, negotiated down from \$40, per device, with uncapped, unlimited data. The estimated cost based on current vehicles would move RTA to a fixed annual spend of approximately \$118,000.

With the overage costs and recent change in data plans, this year’s spend is expected to be \$148,386 for vehicles and \$33,425 for devices totaling \$181,811. After reviewing the full contract, an increase to the awarded amount is necessary to cover the overages and the renegotiated data plan. The requested award increase can be seen below:

Total Change Order Award	AT&T Wireless Cincinnati, OH
Current Contract Total	\$ 514,556
Requested Increase	\$ 113,839
New Grand Total not to Exceed	\$ 628,395

MOTION made by Ms. Matthews-Stenson and SECONDED by Mr. Lumpkin that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of a contract change to AT&T Wireless for \$113,839 to cover current overage costs plus the new rates for the remainder of the Wireless Phone & Data Services & Data Service for Vehicles contract.

The MOTION was APPROVED by voice vote 8-0.

Action Item #7 – Surveyor Services

Mr. Smith stated the purpose of this procurement is to award a five (5) year contract for professional surveying, engineering and related services to support various projects contemplated by RTA. This includes a multi-million-dollar investment in improvements and upgrades to the electrical infrastructure and facilities over a five-year planning window.

A qualification-based procurement method was used where evaluation criteria other than price is used to determine the most qualified firm(s). After the top firms were selected by the evaluation team, pricing was requested.

Once RTA identifies a project, the Surveying firms under contract will be requested to submit a proposal for said project. Proposal pricing can either be based on hourly rates or a single fixed cost for the project. The firm determined to be in RTA's best interest will be selected. RTA will retain the right not to use the firm under contract if an agreement on the proposal cannot be reached.

Proposals for Surveyor Services were solicited in Dayton Daily News, Dayton Weekly News, and Transit Talent. Requests for Proposals were sent to 92 firms.

At 10:00 a.m., on August 29, 2024, three (3) proposals were received. The Evaluation Committee reviewed the proposals to determine the most qualified using the following criteria:

- Understanding of the Scope of Work and RTA's needs
- Experience with Similar Projects
- Skills and Relevant Affiliations
- Capacity and Job Readiness for Project Turnaround
- Financial and Technical Capability
- References
- Quality of Proposal Preparation

The following firms submitted proposals:

Firm	Location
Environmental Design Group	Akron, OH
Brumbaugh Engineering & Surveying	West Milton, OH
MS Consultants	Moon Township, OH

The two (2) firms ranked the highest by the Evaluation Committee were Environmental Design Group and Brumbaugh Engineering & Surveying. The hourly fee structure proposed by the recommended firms are as follows.

Brumbaugh Engineering & Surveying – Hourly Rates					
Classification	Year 1	Year 2	Year 3	Year 4	Year 5
Principal / Owner	\$ 155	\$ 160	\$ 164	\$ 169	\$ 174
Project Engineer / Surveyor	\$ 136	\$ 140	\$ 144	\$ 149	\$ 153
Survey/Engineering/CAD Technician	\$ 119	\$ 123	\$ 126	\$ 130	\$ 134
Survey Crew (2 People)	\$ 173	\$ 178	\$ 184	\$ 189	\$ 195
Survey Crew (1 Person)	\$ 132	\$ 136	\$ 140	\$ 144	\$ 149
Administration / Clerical Support	\$ 74	\$ 76	\$ 79	\$ 81	\$ 83

Environmental Design Group – Hourly Rates					
Position	Year 1	Year 2	Year 3	Year 4	Year 5
Office / Department Manager	\$ 240	\$ 248	\$ 256	\$ 264	\$ 272
Senior Project Manager	\$ 219	\$ 226	\$ 233	\$ 241	\$ 248
Project Manager	\$ 185	\$ 191	\$ 197	\$ 203	\$ 210

Senior Surveyor	\$ 166	\$ 171	\$ 177	\$ 182	\$ 188
Staff Surveyor	\$ 135	\$ 139	\$ 144	\$ 148	\$ 153
Survey Crew (1 Person)	\$ 152	\$ 157	\$ 162	\$ 167	\$ 172
Survey Crew (2 People)	\$ 203	\$ 209	\$ 216	\$ 223	\$ 230
Junior Field / Office Support	\$ 85	\$ 88	\$ 91	\$ 93	\$ 96
Senior Civil Engineer / Surveyor	\$ 180	\$ 186	\$ 192	\$ 198	\$ 204
Civil Engineer 1	\$ 130	\$ 134	\$ 138	\$ 143	\$ 147
Office Technician	\$ 105	\$ 108	\$ 112	\$ 115	\$ 119
Planner	\$ 225	\$ 232	\$ 240	\$ 247	\$ 255
Admin / Clerical Support	\$ 86	\$ 89	\$ 92	\$ 94	\$ 98
Subcontractor: MAJ Consulting – Hourly Rates					
Project Manager	\$ 150	\$ 155	\$ 160	\$ 165	\$ 170
Admin Assistant	\$ 50	\$ 52	\$ 53	\$ 55	\$ 57
Land / Title Researcher	\$ 50	\$ 52	\$ 53	\$ 55	\$ 57
Sr. Right of Way Agent	\$ 110	\$ 114	\$ 117	\$ 121	\$ 125
Drone Operator	\$ 450	\$ 464	\$ 479	\$ 494	\$ 510
Subcontractor: Geopro Consultants – Hourly Rates					
Principal	\$ 204	\$ 211	\$ 217	\$ 224	\$ 231
Project Manager	\$ 172	\$ 177	\$ 183	\$ 189	\$ 195
Professional Surveyor	\$ 136	\$ 140	\$ 145	\$ 149	\$ 154
Crew Chief	\$ 120	\$ 124	\$ 128	\$ 132	\$ 136
Survey Technician	\$ 78	\$ 80	\$ 83	\$ 86	\$ 88
Survey Crew (2 People)	\$ 199	\$ 205	\$ 212	\$ 219	\$ 226
UAS Crew - LIDAR	\$ 405	\$ 418	\$ 431	\$ 445	\$ 459
UAS Crew - Photogrammetry	\$ 325	\$ 335	\$ 346	\$ 357	\$ 368
Photogrammetrist	\$ 104	\$ 107	\$ 111	\$ 114	\$ 118
GIS Analyst	\$ 78	\$ 80	\$ 83	\$ 86	\$ 88
Clerical	\$ 68	\$ 70	\$ 72	\$ 75	\$ 77

Reimbursable supplies and expenses are to be billed at direct cost with no mark up. Mileage will be billed at the current GAO/IRS rate.

A cost analysis was conducted which considered previous rates paid by RTA and regional averages. The hourly rates provided to RTA were found to be fair and reasonable. This contract will be funded with operating and capital funds if services are part of a larger capital project.

MOTION made by Ms. Matthews-Stenson and SECONDED by Mr. Fullenkamp that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees five (5) year contract AWARDS to Brumbaugh Engineering & Surveying and Environmental Design Group for the hourly rates listed above for a total amount of \$350,000 for Surveyor Services.

The MOTION was APPROVED by voice vote 6-1-1. Ms. Matthews-Stenson abstained from the vote.

Action Item #8 – Approval of Title VI Program

Mr. Policicchio explained RTA is a recipient of U.S. Department of Transportation (USDOT), and Federal Transit Administration (FTA) funding, and therefore must comply with Title VI and Environmental Justice

regulations. This is to ensure 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, 2024 it is required that the Board review and approve the Title VI Program, and supporting service and fare equity reviews since the last submission October, 2021.

Mr. Policicchio requests Board of Trustee approval to submit RTA's Title VI Program.

MOTION made by Mr. Lumpkin and SECONDED by Ms. White that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of the 2024 Title VI Program including the supporting service and fare equity reviews since the last submittal during the third quarter of 2021.

The MOTION was APPROVED by voice vote 8-0.

Action Item #9 – Record Retention Policy Update

Mr. Policicchio explained the purpose of this action item is to create an agency-wide record retention policy. The policy will regulate record retention and disposal in accordance with record retention schedules developed by the Ohio Department of Administrative Services for general business functions of a government agency and Federal Transit Administration retention requirements.

The record retention schedules serve as a procedure for managing RTA records. It specifies the minimum length of time each type of record should be retained and outlines what should happen once the retention period has been met.

MOTION made by Mr. Lumpkin and SECONDED by Ms. Miller that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of the Customer and Business Development, Record Retention Policy #9.

The MOTION was APPROVED by voice vote 8-0.

Action Item #10 – Public Records Policy Update

Mr. Policicchio explained the purpose of this action item is to update RTA's public records policy. The policy is being updated to align with current Ohio Law.

MOTION made by Mr. Lumpkin and SECONDED by Ms. Matthews-Stenson that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of Human Resources, Public Records Policy #1.

The MOTION was APPROVED by voice vote 8-0.

Action Item #11 – Masabi Contract Renewal

Mr. Policicchio stated RTA intends to renew, and add to its current fare payment system, Tapp Pay. RTA's current fare payment system provider is Masabi. Masabi was awarded a five-year contract in May 2019, for a grand total of \$2,377,612. To date, RTA has remained under budget and has achieved its original commitment to spending no more than 7% of all passenger fare revenues collected on the management of the fare collection system, and this will be possible again, under the proposed renewal with Masabi.

Since its implementation of Tapp Pay, RTA has found the Masabi system to be reliable, and has met the agency's goals of (1) providing an open and nonproprietary architecture; (2) enhancing ease of use for customer convenience through universal design, ensuring all customers have the ability to access; (3) increase operational efficiencies; (4) providing a seamless integration with Transit to allow fare purchasing in the app; (5) phasing out and ultimately eliminating on-board cash transactions. In addition, the system design has delivered increased access to all, including low-income, unbanked, and underbanked customers, reduced fare collection costs reductions, provided more streamlined operating processes, and greater customer and operational efficiencies.

RTA's contract renewal includes the addition of cEMV. cEMV is payment technology that uses near field communication to allow customers to make payments without inserting or swiping a debit/credit card and allows for the usage of a smartphone to pay with Apple or Google Pay. cEMV technology is designed to make payments more secure and facilitate the payment process faster. Customers utilizing cEMV will receive the benefit of fare capping, providing the lowest daily or monthly fare.

RTA conducted a fare survey earlier this year, and 60% of customers surveyed utilize a debit or credit card, and of those customers over 40% indicated interest in utilizing their debit or credit card to pay fare. Not only would this offer a more secure and convenient way to pay, but it would assist in the reduction of costs associated with the management, distribution, and material costs of smartcards.

Masabi's current contract includes the installation and implementation of the on-board fare payment readers and ticket-vending machines, for which this renewal contract does not include. RTA anticipates that the payment readers, and some ticket-vending machines will likely be upgraded within the span of this new five-year agreement. In addition, RTA anticipates potential fare integration costs with its demand response system to fully integrate services.

A detailed breakdown of Masabi's pricing is as follows:

Initial cEMV Costs	
Deployment Services	\$35,200
Integrations	\$10,170
PCI Compliance for Hardware	\$19,620
TOTAL Initial Costs	\$64,990

Ongoing & Variable Costs	Year 1	Year 2	Year 3	Year 4	Year 5
Revenue Share	\$328,000	\$346,800	\$366,612	\$387,489	\$409,486
Main Platform Support Fees	\$54,000	\$55,620	\$57,289	\$59,007	\$60,777
TVM Integration Fees	\$18,000	\$18,540	\$19,096	\$19,669	\$20,259
TVM Support Fees	\$12,000	\$12,360	\$12,731	\$13,113	\$13,506
cEMV Maintenance & Support Fees	\$36,000	\$37,080	\$38,192	\$39,338	\$40,518
(1) TOTAL Ongoing & Variable Costs	\$448,000	\$470,400	\$493,920	\$518,616	\$544,547
TOTAL Initial, Ongoing & Variable Costs (Years 1-5)				\$2,540,473	

(1) Actual ongoing and variable costs will depend on the account-based passenger fares sold. Masabi's revenue share of Commission (2.8%) and Processing Fees (4.7%), and retail outlet processing fees of 8.8% apply only to account-based fare revenues received.

A cost analysis was performed which compared the proposals' software, implementation, and warranty costs, as well as revenue sharing, mobile transaction processing, and retail transaction processing costs, and Masabi's pricing was found to be fair and reasonable.

MOTION made by Mr. Lumpkin and SECONDED by Ms. Matthews-Stenson that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to Masabi, LLC for an estimated grand total not to exceed \$2,540,473. Initial cEMV costs are fixed. Actual ongoing and variable costs will depend on the fares sold.

The MOTION was APPROVED by voice vote 8-0.

Customer and Business Development Updates

Mr. Policicchio stated the Customer and Business Development Department updates are included in today's meeting packet.

August 2024 Financial Report

Ms. Stanforth stated the August 2024 Financial Report was provided in today's meeting packet. Total revenues are \$190 thousand over budget as a result of higher passenger fares and sales tax, offset by lower federal assistance. Total expenses are \$2.5 million under budget as a result of lower fringe benefits, services, materials & supplies and miscellaneous expense, offset by higher purchased transportation. RTA's service loss is \$672 thousand after eight months, which compares to a budgeted loss of \$3.7 million. The overall financial result is tracking favorably compared to budget.

Small Purchasing Information

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

Next Meeting

The upcoming jointly held Finance/Personnel and Planning Committee meeting is scheduled for November 19, 2024.

Adjournment

Ms. White DECLARED the meeting ADJOURNED at 9:40 a.m.

ATTEST

Sharon D. White, Chair

Mary Kay Stanforth, Committee Secretary

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Action Item #2
Next Section



Action Item #2 UPS Battery Backup and Installation Rebid

The purpose of this procurement is to award a contract for the replacement of Greater Dayton Regional Transit Authority's UPS (Uninterrupted Power Supply) battery backup system. This system is located at the 600 Longworth location and it provides backup electrical power in the event of a main power failure. The UPS provides power to the IT Server Room and other critical electrical needs.

This project involves the replacement of 30kW Schneider Electric Uninterrupted Power Supply (UPS) with a 50kW unit to address additional critical power needs. The awarded contractor will install the new UPS, including any required electrical work, and provide a five (5) year service plan which includes an annual PM and a guaranteed 4-hour response time.

Sealed bids for were solicited though the Dayton Daily News, Dayton Weekly News, and Transit Talent. Invitations for Bid were sent to thirty-six (36) firms.

At 10:00 AM on October 24, 2024, two (2) bids were received and publicly opened. The bid results were as follows:

GD 24-41R Bid Results	Greensource Distribution Cincinnati, OH	Garber Electric Englewood, OH
UPS Battery Equipment	\$ 81,635.75	\$ 94,802.00
Installation Costs	\$ 27,911.11	**\$127,789.00
5-Year Service Plan	\$ 29,412.50	\$ 40,800.00
Total Bid	\$ 138,959.36	\$ 263,391.00

**Amount includes other materials required for installation and bid bond costs

The Chief Executive Officer recommends a CONTRACT AWARD to Greensource Distribution, Inc. for the UPS battery backup installation for \$109,547 and a five (5) year service plan totaling \$29,413, plus a 10% contingency of \$13,896 for a grand total of \$152,856.

Board Meeting – 12/3/2024
Chief Maintenance Officer

#	CIFB GD 24-41R UPS Battery Backup
1	Advance Auto Parts
2	Alpha Industrial Power
3	American Tech Supply, Inc.
4	ANS Advanced Network Services, LLC
5	Balfour Beatty Infrastructure, Inc.
6	Batteries Plus
7	Battery Systems Inc.
8	Controlled Power Company
9	D & S Auto Parts
10	Davis H. Elliot Company
11	Dayton Parts Company
12	Dominion Energy Inc.
13	Electric Power Systems
14	EnerSys
15	Exide Battery Corporation
16	Exponential Power
17	Greensource Distribution Inc
18	Genuine Auto Parts
19	Harris Battery
20	Henron Electrical Resources, LLC
21	Hoppecke Batteries, Inc.
22	Interstate Batteries of Greater Dayton
23	Maruson Technology
24	Micro-Sales
25	MTI Systems
26	Nolan Battery
27	O'Reilly Auto Parts
28	Piqua Battery
29	Porter Wright
30	Powell Electrical Systems, Inc.
31	Premier Power Maintenance
32	S. D. Myers Inc.
33	Shrader Tire & Oil Company
34	Sidney Electric Company
35	Substation Solutions
36	Taylor & Summerville Battery Co.

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Action Item #3
Next Section



Action Item #3 - #2 ULTRA LOW SULFUR DIESEL FUEL

Greater Dayton Regional Transit Authority (RTA) uses #2 Ultra Low Sulfur (ULS) fuel daily for the diesel bus fleet and RTA's non-revenue diesel vehicles.

Vendors were required to base their bids on the Daily OPIS (Oil Price Information Service) Gross #2 Ultra Low Sulfur Distillate Price, Dayton, Ohio, Rack Average plus or minus (+/-) a fixed differential. The differential determines the lowest bidder.

Sealed bids for the purchase of #2 Ultra Low Sulfur fuel for a one-year period with two one-year options were solicited through the Dayton Daily News, Dayton Weekly, and Transit Talent. Invitations for Bid were sent to 48 vendors.

At 2:00 p.m. on October 10, 2024, nine (9) bids were received and publicly opened. The results were as follows:

GD 24-52 #2 Ultra Low Sulfur Diesel Fuel Bid Tabulation				
Bidders	Base Year Differential OPIS (\$/gal)	Opt YR 1 Differential OPIS (\$/gal)	Opt YR 2 Differential OPIS (\$/gal)	Average 3-YR Differential OPIS (\$/gal)
World Fuel Services, Inc.	-0.0826	-0.0750	-0.0650	-0.0742
Sunoco LP	-0.0609	-0.0584	-0.0559	-0.0584
Petroleum Traders Corporation	-0.0585	-0.0560	-0.0535	-0.0560
Heritage Petroleum, LLC	-0.0572	-0.0551	-0.0530	-0.0551
Mansfield Oil Company of Gainesville	-0.0548	-0.0393	-0.0290	-0.0410
Indigo Energy Partners	-0.0391	-0.0391	-0.0391	-0.0391
Tartan Oil LLC	-0.0302	-0.0302	-0.0302	-0.0302
PS Energy Group, Inc.	-0.0223	-0.0223	-0.0223	-0.0223
Duncan Oil Company	-0.0257	No Bid	No Bid	Not Responsive

Based on the OPIS floating price for #2 Ultra Low Sulfur Fuel for October 10, 2024, and the differential bid by World Fuel Services, Inc., the estimated annual cost is as follows.

**Base Year
(1/1/25-12/31/25)**

Est. Annual Qty. in Gallons	OPIS Floating Price per Gal for 10/26/23	Differential \$/Gal	Price per Gal before Taxes	Federal Environmental Recovery Fee \$/Gal	Ohio Motor Fuel State Tax \$/Gal	Federal Excise Tax (LUST) \$/Gal	*Current Ohio Diesel Petroleum Activity Tax (PAT) \$/Gal	Fed. Haz. Substance Superfund Recovery Fee \$/Gal	Total Cost per Gallon	Total Annual Est. Cost
1,200,000	2.3715	-0.0826	2.2889	0.002143	0.47	0.001	0.016790	0.003905	2.782738	3,339,286

**Option Year 1
(1/1/26-12/31/26)**

Est. Annual Qty. in Gallons	OPIS Floating Price per Gal for 10/26/23	Differential \$/Gal	Price per Gal before Taxes	Federal Environmental Recovery Fee \$/Gal	Ohio Motor Fuel State Tax \$/Gal	Federal Excise Tax (LUST) \$/Gal	*Current Ohio Diesel Petroleum Activity Tax (PAT) \$/Gal	Fed. Haz. Substance Superfund Recovery Fee \$/Gal	Total Cost per Gallon	Total Annual Est. Cost
1,200,000	2.3715	-0.0750	2.2965	0.002143	0.47	0.001	0.016790	0.003906	2.790339	3,348,407

**Option Year 2
(1/1/27-12/31/27)**

Est. Annual Qty. in Gallons	OPIS Floating Price per Gal for 10/26/23	Differential \$/Gal	Price per Gal before Taxes	Federal Environmental Recovery Fee \$/Gal	Ohio Motor Fuel State Tax \$/Gal	Federal Excise Tax (LUST) \$/Gal	*Current Ohio Diesel Petroleum Activity Tax (PAT) \$/Gal	Fed. Haz. Substance Superfund Recovery Fee \$/Gal	Total Cost per Gallon	Total Annual Est. Cost
1,200,000	2.3715	-0.0650	2.3065	0.002143	0.47	0.001	0.016790	0.003905	2.800338	3,360,406

*The Ohio Petroleum Activity Tax changes quarterly based on the statewide average wholesale price of a gallon of diesel fuel, as reported by the Tax Commissioner.

Funding for this procurement is included in the operating budget.

The Chief Executive Officer recommends a contract AWARD to World Fuel Services, Inc. for #2 Ultra Low Sulfur Diesel Fuel with a differential of -0.0826 for the base year for an estimated \$3,339,286; with a differential of -0.0750 for Option Year 1 for an estimated \$3,348,407 and with a differential of -0.0650 for Option Year 2 for an estimated \$3,360,406 for a total estimated award of \$10,048,099. Actual costs will vary based on the daily OPIS price, the number of gallons purchased, and the quarterly adjustments made to the Ohio Petroleum Activity Tax. The total dollar amount will not exceed the annual budgeted amount in the operating budget.

Board Meeting-12/03/24
Chief Maintenance Officer

GD 23-04
FUEL

Advanced Energy Commerce
Benchmark Biodiesel, Inc.
BP Oil Company
Buckeye Bituminous Transport, LLC
Colonial Oil Industries, Inc.
Creekwood Energy Partners, LLC
Danny Kline
Dennis K. Burke, Inc.
Direct Energy Business, an NRG Company
Duncan Oil Company
East River Energy, Inc.
Euclid Infotech
Filly Oil, Inc.
Fuelman
G&G Oil Co. of Indiana, Inc.
Great Lakes Petroleum
Griffin Industries, Inc.
Guttman Oil Company
Hightowers Petroleum Company
Indigo Energy
J2 Systems and Supply, LLC
James River Solutions
KGN Petroleum
Lestar Mineral Development, Inc

Licking Valley Oil, Inc.
Luke Oil Company
Lykins Energy Solutions
Mansfield Oil Company of Gainsville
MDB Services
Next Generation Fuel, LLC
NGL Energy Partners LP
Petroleum Traders Corporation
Ports Petroleum Co., Inc.
PS Energy Group, Inc.
R. D. Holder Oil Company
Rack Transport, LLC
RKA Petroleum Companies
SGS North America, Inc.
Sokolis Group
Spenergy, LLC
STG Group, Inc.
Sunoco
TACenergy- A Div. of Truman Arnold Co.
Veach Trucking, Inc.
Vidatt Energy, Inc.
Wiley Oil Company (formerly BP North America)
World Fuel Services
Zaymat

**Greater Dayton RTA Board of Trustees Jointly held Finance,
Personnel, and Planning Committees Meeting Packet**

Meeting Date: Tuesday, November 19, 2024 - 8:30 a.m.
Wright Stop Plaza – 4 S. Main Street, Dayton OH 45402
2nd Floor Multipurpose Room

Action Item #4
Next Section



Action Item #4**On-Site Technical Support for NexGen Trolleys**

The purpose of this procurement is for the Greater Dayton Regional Transit Authority (RTA) to obtain the services of Kiepe Electric; the NexGen trolley manufacturer, to provide on-site technical support services for the NexGen trolley fleet. These services will allow RTA staff to continue to increase their technical capacity and troubleshooting skills for the long-term maintenance and repair of the NexGen Trolley fleet. These services will be supplied over the next two (2) years.

Kiepe Electric has provided this on-site technical support for the past four (4) years, beginning in 2020, when the NexGen warranty period began to expire. Over the past four (4) years, Kiepe Electric has continued to be an integral partner with the RTA's Maintenance Department in keeping the trolleys maintained and serviced in a timely manner to keep these buses safe and operable. They have helped RTA in repairing many issues, including battery issues when the battery manufacturer failed to respond. The service provided by Kiepe Electric allows for immediate attention to service needs and continued technical training for our maintenance crew, resulting in less downtime.

The fees charged will include the following:

- On-Site Support for five (5) days per week (based on a 40-hour week)
- Continued on-the-job-training for RTA shop technicians

A cost analysis was performed on the estimated price of \$452,342. This price includes an approximate daily, hourly rate of \$108.74, which represents a decrease from the prior two (2) year contract of \$466,959.90 at an approximate \$112.25 daily, hourly rate. These rates are based on a forty (40) hour week and will include a replacement technician to cover during the time requested off by our designated technician.

This procurement will be funded with operating funds.

The Chief Executive Officer recommends a two-year contract with the amount of \$452,342 to be awarded to Kiepe Electric for on-site technical support services for NexGen trolleys.

Board Meeting – 12/03/2024
Chief Maintenance Officer

**Greater Dayton RTA Board of Trustees Jointly held Finance,
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Wright Stop Plaza – 4 S. Main Street, Dayton OH 45402
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Action Item #5
Next Section



Action Item #5 Electric Storage Batteries

The purpose of this procurement is to award a two (2) year contract with one (1) option year to provide Greater Dayton Regional Transit Authority with electric storage batteries on an as needed basis. Annual estimates for each battery type are shown in the table below.

The successful vendor will be responsible for servicing the account and meeting all purchase requirements for the specified period. Requirements include filling battery orders and processing and documenting all warranty battery claims.

Sealed bids for Electric Storage Batteries were solicited through the *Dayton Daily News*, *Dayton Weekly News*, and *Transit Talent*. Invitations for Bid were sent to twenty-eight (28) firms.

At 10:00 AM on October 17, 2024, three (3) bids were received and publicly opened. The bid results were as follows:

Product Description	Annual Estimates	D&S Auto Parts	Kenworth of Dayton	Worldwide Equipment of Ohio
(Brand or Equal)		(Unit Price)		
YEAR 1				
Deka 7T31	300	\$149.00	*Non-Responsive	**Non-Responsive
Deka 8A31	150	\$289.00	Non-Responsive	Non-Responsive
Motorcraft BXT-65-750	120	\$128.00	Non-Responsive	Non-Responsive
YEAR 2				
Deka 7T31	300	\$155.00	Non-Responsive	Non-Responsive
Deka 8A31	150	\$302.00	Non-Responsive	Non-Responsive
Motorcraft BXT-65-750	120	\$131.00	Non-Responsive	Non-Responsive
OPTION YEAR 1				
Deka 7T31	300	\$162.00	Non-Responsive	Non-Responsive
Deka 8A31	150	\$316.00	Non-Responsive	Non-Responsive
Motorcraft BXT-65-750	120	\$139.00	Non-Responsive	Non-Responsive

* Did not submit specifications nor a request for approved equal for the product they were bidding on.

** Did not complete the required forms and affidavits.

A price analysis was performed and the unit costs provided by D&S Auto Parts are consistent with the unit costs on prior contracts.

The Chief Executive Officer recommends a two (2) year CONTRACT AWARD to D&S Auto Parts for electric storage batteries for an estimated amount of \$210,930 with one (1) option year for \$112,680 plus a 10% contingency fee of \$32,361 for any unforeseen battery usage, for a grand total contract award of \$355,971.

Board Meeting – 12/3/2024
Chief Maintenance Officer

#	IFB GD 24-45 Electric Storage Batteries
1	Advance Auto Parts
2	Alpha Industrial Power
3	ANS Advanced Network Services, LLC
4	Batteries Plus
5	Battery Systems Inc.
6	Blue Rose Supply LLC
7	D & S Auto Parts dba NAPA
8	Dayton Parts Company NAPA
9	Deka Batteries
10	Detroit Battery Company
11	Exide Battery Corporation
12	Exponential Power
13	Ford
14	Fullerisford
15	Genuine Auto Parts
16	Hahn Auto
17	Harris Battery
18	Hawkins Bailey Warehouse
19	Hoppecke Batteries, Inc.
20	Interstate Batteries of Greater Dayton
21	My Parts Express (MPE)
22	Napa
23	Northeast Battery Inc.
24	O'Reilly Auto Parts
25	Parts Authority
26	Piqua Battery
27	Shrader Tire & Oil Company
28	Taylor & Summerville Battery Co.

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Wright Stop Plaza – 4 S. Main Street, Dayton OH 45402
2nd Floor Multipurpose Room

Action Item #6
Next Section



ACTION ITEM #6 PROFESSIONAL ARBORIST

The purpose of this procurement is for Greater Dayton Regional Transit Authority (RTA) to obtain the services of a Professional Arborist certified by the International Society of Arboriculture (ISA) to provide services related to tree removal, assessment of trees on RTA projects, general tree care, tree plantings, tree replacements, clearance pruning, tree pruning, and emergency response/hazardous conditions. These services would be supplied over a five (5) year term.

Proposals for Professional Arborist Services were solicited through the Dayton Daily News, Dayton Weekly, and Transit Talent. Proposals were sent to 38 firms. At 10:00 am on October 10, 2024, RTA received one (1) proposal from a firm interested in providing Professional Arborist Services.

The Evaluation Committee reviewed the proposal using the following criteria:

- Services Offered
- Qualifications
- Cost
- Past Performance
- References and General Qualifications of Personnel

The submitted proposal:

**Tree Care, Inc.
Dayton, OH**

Service	Pricing (Per Man-hour)
Complete Tree & Stump Removal & Grinding for Trees under 24" dbh	\$145.00
Tree Planting for 15 Gallon Tree	\$125.00
Emergency Response by a Three Person Crew with Equipment (Evenings, Weekends, or Holidays)	Per man-hour \$185.00 3-man crew \$555.00
Clearance Pruning	\$135.00
Tree Watering Services	\$110.00
Pest Treatment per Tree	\$125.00
Tree Inventory including Care or Removal Recommendations	\$145.00
Master Arborist or Certified Arborist Utility Specialist Hourly Fee	BMCA \$145.00 CA \$125.00

As stated, only one (1) proposal was received. Tree Care, Inc. is the firm currently used by RTA for Professional Arborist Services. After contacting the firms that were sent the Request for Proposals, the responses were that they were overbooked, and others overlooked the advertisement of the RFP.

RTA has been satisfied with the services received from Tree Care, Inc. The references that RTA surveyed stated the following. Tree Care, Inc. was used for over 19 years, if any mistakes were made, they were minimal and handled in a timely manner. They are an excellent company with good customer service. One firm used Tree Care, Inc. for the cleanup of the 2019 Memorial Day tornado. They are said to be an extremely professional company and always perform fabulous

work. Safety is a core value for Tree Care; all the staff performs their work in a very safe manner, wearing appropriate PPE, using appropriate equipment for the job, all the while ensuring the safety of the people and property around them. They have completed very complex tasks including extensive work along US 35 that required significant traffic control and lane closures with the staff being well trained in uniform traffic safety standards.

A cost analysis was performed that found the pricing to be fair and reasonable. Tree Care raised the cost of three (3) items from the last time by 11% - 32% because the company forecasted increased rates over the five (5) year period. RTA has a line item for Tree Watering Services that was not included in the RFP in 2019. This watering was included in two (2) of the other items which resulted in them decreasing the costs of these items between 12% - 32%. Furthermore, research revealed that tree removals in the Dayton area range from \$200-\$2000, planting trees cost an average of \$425, and pest treatment is estimated between \$250-\$600.

The Chief Executive Officer recommends that a contract be awarded to Tree Care, Inc. for a five (5) year period based on the hourly rates stated above for services that are determined needed for a total of \$890,000. In addition, a contingency fee of 10% (\$89,000) be added to provide tree planting and related services for anticipated upcoming facilities projects, for a total not to exceed \$979,000. Funds for Professional Arborist Services are included in the operating budget.

Board Meeting – 12/3/24
Chief Executive Officer

GD 24-48 Professional Arborist Services

Company
3-N-1 Professional Tree Services, LLC
AAA Tree & Landscaping, LLC
Aaron's Tree & Landscaping
Ace Tree Service
Ackerman Tree Service Inc
American Forestry Service
Anderson's Tree Tech
Anel Rivera
Arbor Experts, Inc.
Arborist Of Dayton LLC
Bladecutter's Inc. Lawn & Landscaping
BS7 Property Management
Buckeye Landscaping
Cardinal Tree Service
Chris's Professional Lawn Care
Classic Lawn Maintenance
Collins Tree Care
Eddie's Lawn & Landscaping
Engler's Landscape Management
Essential Landscaping
First Class Lawn and Tree, LLC
Five Point Lawn Service
Forest Greene Landscaping
Grass Roots Landscaping Co.
Gray's Tree Experts
Groundskeeper
Grunder Landscaping Company
Harrison's Pro Tree Service LLC
Liapis Landscape & Design
Mark Webber's Landscape Co.
Pence's Lawn Care
Shuler Landscape Solutions LLC
Sideline Property Management, LLC
Siebenthaler Company
Superior Services
Tree Care Inc.
Yardmasters Lawn Service
Ziehler Landscaping

**Greater Dayton RTA Board of Trustees Jointly held Finance,
Personnel, and Planning Committees Meeting Packet**

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2nd Floor Multipurpose Room

Action Item #7
Next Section



Action Item #7 2025 Meeting Schedule

As set forth in the Greater Dayton RTA Bylaws, the Board of Trustees Meeting Dates occur on the *first Tuesday* of each month. The Finance/Personnel and Planning Committees meeting dates occur on the *third Tuesday* of each month. Lastly, the Investment Advisory Committee meets quarterly on the *third Thursday* during the months of January, April, July and October.

On an infrequent basis it is necessary to change or cancel a regularly scheduled meeting date.

After a comprehensive review of planned Agency activities, the attached 2025 Board and Committees meeting dates are recommended for approval by the Board of Trustees.

The Chief Executive Officer recommends approval of the attached 2025 Meeting Schedule.

Attachment

Board Meeting – 12/3/24
Chief Executive Officer



Greater Dayton RTA Public Board and Committees Meetings

DRAFT Schedule for 2025

RTA Board Meetings will be held at WSP, 4 S. Main Street, 3rd floor Conference room, and all jointly held RTA Committee meetings will be held in the 2nd floor Multi-Purpose Conference Room unless otherwise noted.

	Board Meeting 3:00 p.m.	Joint Finance/Personnel & Planning Committee Meetings 8:30 a.m.	Investment Advisory Committee Meeting 11:45 a.m.
January	7	21	23
February	4	18	----
March	4	18	----
April	1	15	17
May	6	20	----
June	3	17 Note: Optional - Date may be canceled	----
July	1 Note: Optional - Date may be canceled	15	17 Note: Optional - Date may be canceled
August	5	19	----
September	2	16	----
October	7	21	23
November	Thursday – 6 Note: Due to Election Day	18	----
December	2	16	----

- **APTA Legislative Conference** – May 18-20, 2025
- **APTA Mobility Conference** – April 6-9, 2025
- **APTA Transform & Expo Conference** – September 14-17, 2025
- **OPTA Annual Conference** – TBD

**Greater Dayton RTA Board of Trustees Jointly held Finance,
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Action Item # 8
Next Section



ACTION ITEM #8 ADMINISTRATIVE COMPENSATION GUIDE

The Greater Dayton RTA has an Administrative 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 3%. There are no implied or expressed guarantees on wage increases.

The Chief Executive Officer recommends approval of the attached 2025 Administrative Compensation Guide.

Board Meeting 12/3/2024
Chief Executive Officer

**Greater Dayton RTA Board of Trustees Jointly held Finance,
Personnel, and Planning Committees Meeting Packet**

Meeting Date: Tuesday, November 19, 2024 - 8:30 a.m.
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**Joint Finance/Personnel and
Planning Committee Report**

Next Section





RTA 2024 Highlights

Finance/Personnel & Planning Committee Meeting – 11/19/2024

CELEBRATING A YEAR OF ACCOMPLISHMENTS AT RTA

As the time to give thanks and reflect on the past year approaches, this month’s committee report is a look back at the many successes and collective hard work put in by all RTA team members in 2024.

The accomplishments highlighted here show how every team has con-

tributed to delivering exceptional service to the community this year— from recruiting, hiring and training more than 100 new drivers so that the agency can continue to expand service, to upgrading internal systems for increased efficiency.

2024 saw the introduction of the West Commu-

nity Connector, completion of the Proudly Serving fleet, the Bus Rodeo and soon the return of the historic Christmas trolley.

Each of these milestones and successful projects had a positive impact on RTA’s ability to serve the community and each was a collaboration

of many departments within RTA, including but not limited to customer & business development.

That’s why this month’s report is not limited to the teams falling under C&BD, but a celebration of the dedication RTA has brought to a very busy and successful 2024.



2024 accomplishments included (clockwise) launching the West Community Connector, holding the first Rodeo competition in decades, debuting two history buses, continuing the award-winning Caring for Our Community campaign, completing the Proudly Serving fleet, celebrating transit during Ohio Loves Transit week, and preparing drivers and riders for a once in a lifetime eclipse event.

CUSTOMER SERVICE

A YEAR AT A GLANCE

The customer service department's instrumental role includes scheduling critical transportation, assisting customers with fare accounts, assessing the individual needs of paratransit customers, ensuring ADA compliance, and providing individualized travel training sessions, said Director of Mobility & Customer Service Sally Brown.

The team is in the background every day of the year making sure no customer is left behind.

In 2024 customer service coordinators conducted over 700 ADA paratransit assessments granting eligibility for the program's door-to-door service.

Customer service representatives take more than 800 calls a day, providing scheduling for more than 6,000 paratransit customers. They have also coordinated transportation for more than 100 trippers for organizations including Dayton Development Coalition, Downtown Dayton Partnership, Make A Wish, University of Dayton, Sinclair Community College, the Urban League, and Leadership of Ohio.

RTA also has a partnership with Dayton Live that transported more than 700 local students to arts

performances last school year.

In addition to their work on the phones, you can find the customer service representatives in the WSP lobby and WSP platform conducting Title VI and customer satisfaction surveys, assisting riders with frontline resolution, and connecting customers transportation services.

The team is also responsible for the implementation and management of the RTA Connect On-Demand program including planning and service development, ridership reporting, and oversight of Connect On-Demand partner providers. In 2024 Connect on Demand has provided more than 200,000 trips with customer service scheduling 60,000 of them. These trips connect customers to fixed routes and underserved areas of the county.

Finally, customer service is responsible for the implementation and management of the 5310 program for Montgomery County residents who are senior citizens or have a disability providing in 2024 more than 10,000 trips to grocery and medical appointments.



The team celebrated customer service appreciation week in October, with casual dress all week, special breakfasts, RTA swag bags, boxed lunches, and gift cards.



Students attending an arts performance in downtown Dayton thanks to the RTA's partnership with Dayton Live's Fueling Education Program. During the 2023-2024 school year, RTA provided 18 buses to transport 737 students from five different schools to area theater venues. Dayton Live thanked RTA saying this program provides opportunities for students to experience the arts who might not otherwise have access.

HUMAN RESOURCES

A YEAR AT A GLANCE

A busy year of hiring means the HR department has been working non-stop to recruit applicants, process applications, conduct interviews, hire and onboard new employees.

The result has been more than 4,600 applications processed, about 200 open interviews conducted and more than 100 new hires in 2024.

Human Resources Representative Michele Gray attended four major job fairs, two held by Goodwill Easter Seals and two by Montgomery County.

Throughout August, September and October, HR worked with operations to hold open inter-

views for CDL bus driver positions every Tuesday and Thursday with nearly 200 people showing up to apply.

The department processed more than 4,400 online applications in 2024 as well.

Once hired, HR held first-day orientation for all new employees. This year a second day of orientation was added in conjunction with the training department to make sure all new hires get required safety training up front.

The HR department is also handling the switch from fully insured to self-insured for non-represented and AFSCME



employees for 2025 health benefits. The team has worked with the communications department to relay information about those changes to impacted employees as open enrollment begins this month.

The department also oversaw an upgrade to the VISTA system this year, working with IT and communications to create

videos guiding users through the new look of the platform.

Human Resources Manager Sean Urke reports a partnership with Montgomery County Business Services called Project Hire brought in \$112,135 for the Greater Dayton RTA.

More than 4,600 applications processed
100+ applicants hired



Human resources helped retirees who attended the luncheon on Aug. 8 to update their contact information and connect with information about their retirement benefits.

MAINTENANCE A YEAR AT A GLANCE

The maintenance team brought a big project to a close in the first half of 2024 with the completion of the “Proudly Serving” fleet.

The 21 “Proudly Serving” buses were rolled out over two years with the last bus, Huber Heights, debuting in May.

After designing and painting so many unique buses, the RTA employees who made the campaign such a success celebrated with a lunch in April.

Senior Graphic Designer Cara Wood took a photo of the body shop crew in front of the final bus, pictured below.

The team is soon to see the fruits of their labor on another long-term pro-

ject—restoring the historic Christmas trolley to its former glory so it can be enjoyed by the community this holiday season.

#559, the 1948 Marmon-Herrington TC-48, famous for its simulated fireplace and plush seat for Santa, was used as a special Christmas bus from 1977 until 1988. The bus later ended up in San Francisco, but was hauled to Dayton in 2021.

Deputy Chief Maintenance Officer Pat O’Malley said the project has taken a total of 1,144 man hours.

“It has been very challenging finding repair books and parts for a 1948 bus,” he said. “It takes a lot of work sour-



ing parts, and some parts have to be fabricated.”

The team has been fortunate to be able to reach out to the Illinois Railway Museum for help. They currently have three Marmons that are running there.

“We are being told now that 559 is running and driving it will make only

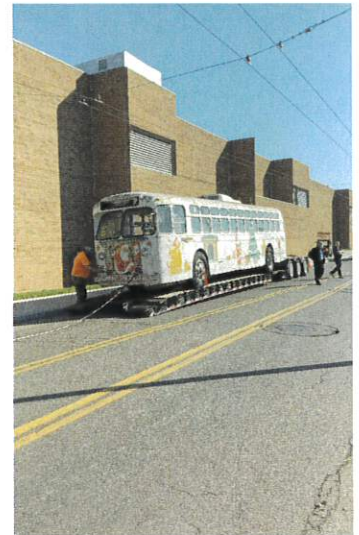


five known to run and drive,” O’Malley said.

“We are very proud of the work and dedication that has gone into this bus by our team.”

The trolley will be downtown for special events Mondays and Saturdays in December featuring photos with the trolley and Santa, free hot cocoa and coffee, and a

chance to ride this piece of history. See the last page of this report for the schedule and details.



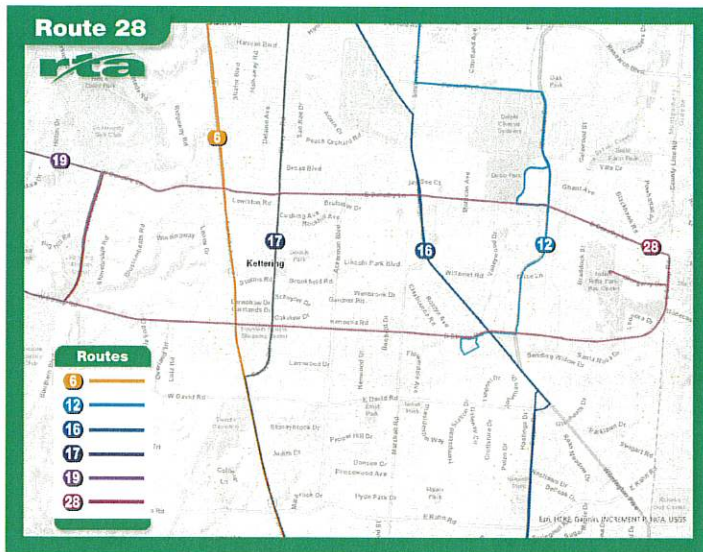
Pictured above: #559 when it returned to Dayton in 2021. Besides not being operational the bus needed graffiti removed and its unique paint job touched up. The team also restored poinsettia filled overhead lights inside along with creating a faux fireplace that gives off heat.

Below is what #559 looks like today running on the wires.



PLANNING AND SERVICE DEVELOPMENT

To meet the needs of customers and to continue to provide direct access to jobs, health care, and educational opportunities, the planning & service development department helped develop and launch two new routes: Route 28 and the West Community Connector.



The Route 28 officially launched on Dec. 31 of 2023. It loops through parts of Kettering along Dorothy Lane and Stroop Road and intersects with five existing RTA routes.

In addition to the Title VI on board surveys, planning staff rode along with bus operators when they had any issues or concerns based on routing or scheduling.

RTA’s planning department held three separate driver feedback weeks during 2024. Each week included multiple days to obtain feedback from operators based on the current pick. Based on this feedback, planning staff investigated service issue requests and made improvements, where possible. Staff also scheduled planning/driver ride-alongs post driver feedback sessions.

Driver Feedback Week!

Stop by and give RTA's planning department your feedback on the September 2024 service change.

<p style="text-align: center;">Where:</p> <p style="text-align: center;">600 Longworth Front Lobby</p>	<p style="text-align: center;">When:</p> <p style="text-align: center;">10/01/24 - 10/03/24</p> <p style="text-align: center;">4:30 a.m. - 6:30 a.m. 12:30 p.m. - 4:00 p.m.</p>
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In addition to obtaining feedback from bus drivers, planning staff met with and obtained feedback from customers, jurisdictions RTA serves, and area businesses and organizations.

To date, RTA’s planning department received over 134 customer concerns or service requests via RTA’s customer service department. RTA planning department investigated and responded to all requests. When able, staff adjusted route schedules to better allow customers access to make transfer points in order to get to work or school.

Whenever RTA plans to adjust routing or service within a community, the planning team works with area jurisdiction’s city management or planning departments. The team also works with them to improve access to stops within their community.

Miamisburg is currently looking to obtain matching funds to add 30 plus boarding pads to stops within their community and along the new West Community Connector.

The team also has active engagement with area businesses along RTA service area. Planning staff has

Continued on page 10

WEST COMMUNITY CONNECTOR

The new RTA route connects you to **12** bus routes, **3** Contact On-Demand zones and **3** transit centers making your daily travel faster and more convenient.

Now you can travel to jobs, medical appointments, the grocery store and more without ever coming downtown.

More information here:

NEW ROUTE LAUNCHING SEPTEMBER 8, 2024

The West Community Connector travels through seven communities, connects to twelve existing RTA routes and three transit centers, without requiring riders to transfer downtown.

Also in 2024, the RTA planning department completed the comprehensive Title VI program update. Part of this update included an RTA customer demographic survey which had the planning staff riding all 19 routes multiple times throughout the spring and summer months to administer the survey. After the survey period was finished, a little more than 800 surveys were completed.

COMMUNICATIONS

EXTERNAL 2024 CAMPAIGNS



Pictured above from left to right: Communications Specialist Michael Everman, Graphic Designer Carmen Gaines, Communications Specialist Katie Wedell, Communications and Community Relations Manager Kristi Newton, Senior Graphic Designer Cara Wood.

Throughout the 2024 year, the communications team celebrated significant external marketing achievements to include the completion of the Proudly Serving project, the roll out of the history buses, the launch of the West Community Connector and coming soon the promotion of the historic Christmas trolley, to name a few.

In May RTA celebrated the completion of its final “Proudly Serving” bus featuring the city of Huber Heights, pictured below. The bus is part of the agency’s Proudly Serving project, which pays tribute to the communities the agency serves.

The communications team used the bus to highlight all



the ways RTA proudly serves the Montgomery County community with commercials that aired on the local TV stations. Additionally, the communications team secured segments on Living Dayton and Good Day Dayton to promote the project and how the buses are used throughout the year at different community events to include parades, touch-a-truck events, and even as cooling centers.

In July, the RTA’s history-themed buses debut in the Centerville and Washington Twp. Americana Parade. The buses were designed by Graphic Designer Carmen

Gaines and Senior Graphic Designer Cara Wood. The buses feature various landmarks throughout the county displayed as polaroids to inspire the feeling of looking to an album to reminisce.



The West Community Connector launched in September. To get the word out about the new route the communications team put together a commercial that aired on WHIO, WDTN, Spectrum, and ABC22/Fox45. In addition to the commercial, Communications and Community Relations Manager Kristi Newton, along with Chief Customer and Business Development Officer Brandon Policchio and Planning Manager Nathan Owens, gave a presentation about the new service at council meetings in the jurisdictions impacted by the route. The communications teams also went to the transit centers and talked directly to customers about the new service.

To end 2024, the communications team is focusing on sharing information about the upcoming fare changes to customers. The team plans to do outreach in the passenger wait area at Wright Stop Plaza the first week of December. The team will be answering questions about the fare increases, fare capping and Tapp Pay, while simultaneously encouraging customers to create and register their card to a Tapp Pay account.



December will also bring the promotion of the historic Christmas trolley, pictured above. The team is putting together several dates where the public and employees will be invited to come and check out the historic trolley, enjoy hot cocoa, see Santa and learn about the history of the trolley from a local trolley enthusiast. These events are sure to bring a jolly end to 2024.

Other smaller marketing initiatives include Black history month—spotlight on local Black business owners, Ohio loves transit week, promoting open interviews, college outreach, the launch of ‘How-to-ride’ classes and more.

See page 7 for internal communications.

COMMUNICATIONS

INTERNAL 2024 CAMPAIGNS

The communications team kicked off 2024 focused on improving internal communications and boosting employee morale through a number monthly campaigns.

January brought the launch of the digital boards, replacing paper posters. The boards are placed in different departments allowing for targeted messaging. Departments have utilized the boards for safety messaging, transportation tips, events and more.



Ohio Loves Transit Week
February 11-16

RTA is celebrating our employees with a week full of wellness events and treats.

Check out the full schedule here or on Info Hub.

#DYT♥TRANSIT

In February, RTA celebrated its employees with a week of wellness that took place over Ohio loves transit week. The events included aromatherapy, reflexology and puppy therapy. The events were well attended by RTA staff and repeated again in May for another wellness week.



WELLNESS WEEK
MAY 13-17

★ = Wellness Point Opportunity

MON. 5/13	TUES. 5/14	WED. 5/15	THURS. 5/16	FRI. 5/17
★ Mental Health Monday	★ Heart Health Tuesday	Walk Wednesday	★ Yoga Thursday	Healthy Food Friday

Transit Driver Appreciation Day occurs each year in March. The communications team put together a radio commercial thanking RTA drivers for their service. The team also organized administrative employees at Wright Stop Plaza to go down to the platform and thank RTA drivers for their service.

A once-in-a-lifetime total solar eclipse was the focus of April. The communications team put together

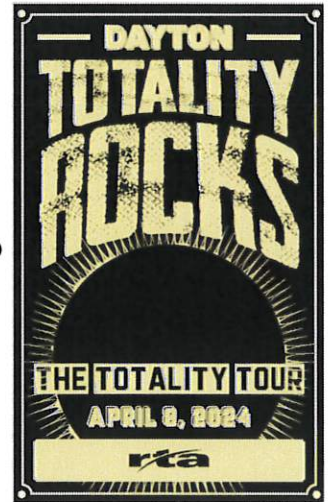
materials to build excitement for the event, while also promoting safety and being prepared. T-shirts with the theme “Dayton totality rocks” were exclusive keepsakes for RTA employees who worked the day of the eclipse.

The summer months brought fun initiatives to boost employee engagement on Info Hub and Microsoft Teams with trivia and joke contests. Winners received tickets to area concerts, baseball games and more.

The most anticipated event of the year was RTA’s Family Fun Day and Roadeo, which took place on Aug. 24. Dozens of RTA employees brought their families out for a day of games, food and cheering on their co-workers as they competed in the first Roadeo competition at RTA in decades. While this large event took multiple departments to pull off, the communications team was instrumental in promoting the event, creating all the signage for the day-of and running the family fun day.

Throughout the year the communications team also put a focus on helping employees get and stay connected. The team held various sessions to answering questions about Info Hub, Tapp Pay and How to Ride, to name a few. These sessions were provided based on employee feedback during roundtables held throughout the year.

While RTA’s Caring for our Community Campaign kicked off in 2023, it continued through 2024 with billboards highlighting employees quarterly. The campaign gained national recognition at the American Public Transportation Association’s (APTA) conferences in February and October. The communications team was honored to be named a Grand Award winner in the APTA’s 2024 AdWheel Awards competition, pictured right.



SAFETY AND TRAINING

A YEAR AT A GLANCE

With more than 100 new drivers hired in 2024, the training department has had a steady flow of new trainees both CDL and non-CDL to get road-ready.

RTAs trainers also held Smith System training for 190 employees this year, as well as 30 accident re-trains, 55 trolley refresher courses and 4,394 hours of maintenance training.

They also took on three additional tasks in 2024: Creating a second day of new-hire orientation, ensuring all admin employees are up-to-date on required training and helping to run the Roadeo in August.

The second day of orientation has allowed all new hires to get federally-required safety training. Training and Development Instructor Michael Galloway



Michael Galloway teaches new hires about bloodborne pathogens on the second day of orientation.

created a program for the day that includes sessions on how to use Tapp Pay, event reporting, de-escalation, safety awareness, active shooter training and more.

Galloway also scheduled a series of admin training days in the second half of 2024 to get 170 current admin employees up to date on required topics like safety and security, bloodborne pathogens, active shooter training, emergency preparedness, cybersecurity and more.

Additionally, all admin employees are required to complete online courses on Ohio Fraud Training, Ohio Ethics Law Training and Harassment Awareness Training by early December.

The training staff, particularly Revenue Service Instructors Joe Mockbee, Andrew Reynolds and Dennis Durham were instrumental in putting on the Roadeo competition in August.

Months beforehand they began learning how to set

up the course with help from representatives from COTA. They painted both the practice course at the Dayton Airport practice pad and the actual course at the old Salem Mall. And they spent many hours teaching the course to drivers and guiding them on



Safety Compliance Analyst Matt Hempstead and RSIs Joe Mockbee and Andrew Reynolds medaled at the Roadeo. Dennis Durham, not pictured, was the third RSI who played a pivotal role in planning the Roadeo.

how best to complete the obstacles.

Director of Communications & Training Jessica Olson said the Roadeo competition would not have been possible without the months of hard work by the three RSIs.

Olson served as Roadeo Director, coordinating with the city of Trotwood and securing more than 40 volunteers to serve as judges for the competition.

Safety and Training Manager Randy Penrod served as Course Marshal ensuring all judges knew their assignments and being the final say on scoring.



Course Marshal Randy Penrod talks with judges at the Roadeo.

OPERATIONS

A YEAR AT A GLANCE

Transit Driver Appreciation Day



March 18 was Transit Driver Appreciation Day. Operations provided meals from Dibella's Subs and a live DJ.

April Solar Eclipse



On April 8, as the city prepared to welcome thousands of visitors for this once-in-a-lifetime event, we prepared operators for the long day ahead. Operators were provided with goody bags filled with snacks, candy, and water in anticipation of traffic delays.

Honoring local heroes



On April 15, operations leadership went to Providence Medical Group in Huber Heights to deliver a goody basket and a thank you card. Just days prior, these local heroes came to the aide of an operator during a medical emergency.

Operations had two supervisors, Jim Donaghy and Alex Parsons graduate from the UD Leadership Academy in 2024.

Dayton Hoopla



In March, operators and supervisors received rave reviews from the community as they provided transportation back and forth between Carillon Park and the University of Dayton Arena.

Employee cook-out and car wash

This highly anticipated event took place on June 20 and was filled with fun, food, laughter, a live DJ, and plenty of appreciation for all RTA employees.



Stuff the Bus with school supplies



In August, RTA partnered with the ATU to stuff a bus with donations for the youth of the Boys and Girls Club of Dayton. RTA collected back to school supplies, bookbags and snacks.

UD Leadership



PAYROLL

The payroll department was tasked with testing and implementing upgrades to the VISTA HRIS and payroll software this year. The new versions create a more user-friendly environment, reduce payroll processing time and eliminate the need for end of period databases.

The team also created a presentation on how to enter time into VISTA

that is now being shown to new hires during orientation.

They worked with operations in regards to Trapeze timekeeping and the results were cleaner timekeeping reports with fewer adjustments needed and reducing the processing time by approximately four hours.

Finally this year, payroll implemented ROTH IRAs into RTA's current Ohio Deferred Compensation Plan, a retirement savings benefit available to all RTA employees.

ACCOUNTS PAYABLE

Accounts payable had some turnover this year and successfully integrated new members to the team.

They updated a number of procedures for accounts payable processing including creating new processing logs so more staff members can process invoices and check runs.

They are working on updates to the way P-cards are processed for easier accountability for the holder of the card.

And they made updates to vendor statements so executives can more easily access and review updated information regarding our suppliers.

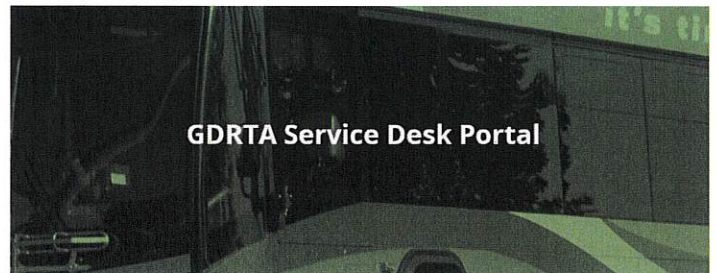
The Ross system is also in the beginning stages of an upgrade which will hopefully lead to a more user-friendly environment.



Planning and Development continued from page 5: worked directly with TJ Maxx and Amazon distribution centers in 2024 to create accessible bus stops to service facility employees and bus riders.

Planning staff is in active conversations with the new Homeful site development to include RTA access for employees, shoppers, and those seeking medical care at their new facility opening in late 2024.

IT



IT has implemented new infrastructure across the organization that includes new servers, storage, network, backup and wireless equipment.

These changes allow for new capabilities in failover and recovery to increase uptimes of RTA's major applications.

Speaking of major applications, we have upgraded several key systems including Clever, Vista and Trapeze. Additionally, IT is in the process of replacing RTA's service desk system and has begun a DriverMate pilot for RTA's paratransit vehicles. Groundwork has begun on the upgrade of our Ross financial system as well.

While making all these changes IT has implemented new procedures

for how RTA selects, implements and communicates technologies and changes the team is making across the organization.

IT has also worked to advance RTA's technical and industry knowledge through a variety of courses, seminars, and conferences. IT Systems Engineering Manager Rich Poulsen completed a leadership development course at UD. IT Program Manager Nick Mantia completed a Project Management Professional course, and several other team members are working through online and self-study courses covering databases, networking, applications, architecture and more.

LABOR RELATIONS

A YEAR AT A GLANCE

The Labor relations department has earned many achievements in the 2024 year.

For the wellness program, the team earned the Gold Level Employer with the Healthy Business Council of Ohio.

Wellness Coordinator Rose Cortez-Harris earned a very special recognition from operator Christopher Cannon. He is a member of the program who took his health and wellness journey very seriously after watching one of the monthly wellness videos about heart health. He empowered himself to seek care and was able to catch an underlying health issue that potentially saved his life.

Leave Administrator Alisha Wright and Labor Relations Specialist Hannah Johnson have sought continuing education and

training. Both women hold their Ohio State Notary license that can provide a benefit to the employees of the authority.

Wright and Johnson both attended the Greater Cincinnati Northern Kentucky chapter of the American Payroll Association's Annual Wage and Hour Seminar which helped provide firsthand knowledge from agents from the Department of Labor.

Wright has continued her education in FMLA laws that have benefited the RTA in seeing a reduction of employee absenteeism. She also completed the Supervisory Leadership Certificate Program with the University of Dayton.

Bob Stevens and Hannah Johnson both hold the 2024 Ohio Sunshine Laws certification for a virtual training course that keeps us abreast of the latest



Wright graduating from the UD Supervisory Leadership Program.

laws regarding public records policies.

As a team, the labor relations department ensures that drivers are compliant with the Department of Transportation regulations and provide welfare checks when there is a concern for an employee's own safety and wellness. With all these great accomplishments, the labor relations team maintained a positive grievance and arbitration record.

We look forward to

achieving many great accomplishments in 2025, said Chief Labor Relations Officer Bob Stevens.

"We will continue to show our support for RTA sponsored events as it helps foster a sense of community," he said. Wright participated in the 2024 Roadeo for our admin team. In 2025, we hope that the Roadeo comes back around so we can continue to show our support and get involved, Stevens said.

BE ALERT FOR MONSTERS, GOBLINS, AND PRINCESS PEDESTRIANS!

As communities celebrate trick-or-treat and Halloween this week, use your SMITH System training and be extra vigilant watching for pedestrians on roadways.

Happy Halloween

rt

PROMOTING SAFETY AS THE SEASONS CHANGE

Graphic Designer Carmen Gaines created digital posters to remind drivers about being extra vigilant and watching for pedestrians, first during Halloween week, then after the time change.

Communications Specialist Katie Wedell is working with safety and training and operations to consistently have monthly safety and operations tips on the digital screens.

BE ALERT FOR PEDESTRIANS!

With earlier sunsets, watch for pedestrians and those wearing dark clothing who may be difficult to see at night.

Be extra cautious at city centers and near crosswalks and bus stops.

rt

ROCK STARS AND TIGERS AND ASTRONAUTS... RTA CELEBRATES HALLOWEEN



Operator Gwen Benson's witch pumpkin took 1st place in the operations pumpkin decorating contest.



Mobility and customer service department leadership dressed up for Halloween (from left to right): Michelle Garrett, Sally Brown and Mark Stankiewicz



Customer Service Coordinator Cecil Seabolt's pumpkin took 1st in customer service's decorating contest.



Above: Operators, dispatchers and HR showed off their costumes on Halloween. Operations held a pumpkin decorating contest leading up to Halloween with gift card prizes for 1st, 2nd and 3rd place.

Below: Customer service threw its annual Halloween celebration complete with pizza, a Halloween movie and a voting on their own pumpkin decorating contest.



NOVEMBER BUS KICKS OFF THE HOLIDAY SEASON



The November bus design was created by Graphic Designer Carmen Gaines. It features National Diabetes Awareness Month, Ohio Day, the end of Daylight Saving Time, National Candy Day, Election Day, the Great American Smokeout, Veterans Day, Thanksgiving Day, Black Friday, Small Business Saturday and the Grande Illumination Tree Lighting and Dayton Children’s Parade.

RTA PROMOTES TWO WAYS TO RIDE WITH SANTA THIS HOLIDAY SEASON



You're invited!

Don't miss your chance to see and experience RTA's restored historic Christmas trolley.

Join us every Monday and Saturday for a unique event that brings the po life with rides, a visit from Santa, hot chocolate, and more.

- ★ Monday, December 2 from 4 p.m. - 6 p.m.
- ★ Monday, December 9 from 4 p.m. - 6 p.m.
- ★ Monday, December 16 from 4 p.m. - 6 p.m.
- ★ Monday, December 23 from 4 p.m. - 6 p.m.
- ★ Saturday, November 30 from 10 a.m. - 12 p.m.
- ★ Saturday, December 7 from 4 p.m. - 6 p.m.
- ★ Saturday, December 14 from 10 a.m. - 12 p.m.
- ★ Saturday, December 21 from 10 a.m. - 12 p.m.

See you there!

Happy Holidays! from **rtA**

The Downtown Dayton Partnership distributes 1,200 goody bags to local kids each year during the Dayton Holiday Festival and the Junior League of Dayton's Holiday Adventure. This year RTA contributed crayons and a coloring page created by Graphic Designer Carmen Gaines to promote Santa’s rides on our fixed-route service, as well as an invitation to the public to check out the historic Christmas trolley at special events scheduled throughout December. **Historic Christmas trolley continued on Page 13.**

PUBLIC INVITED TO RIDE THE HISTORIC CHRISTMAS TROLLEY



Don't miss your chance to see and experience RTA's restored historic Christmas trolley - #559!

The 1948 Marmon-Herrington TC-48, famous for its simulated fireplace and plush seat for Santa, is back this holiday season for special events featuring Santa, free hot cocoa and coffee, and a chance to ride through downtown on this piece of Dayton history.

Join the RTA every Monday and Saturday at 4 S. Main St. in downtown Dayton for a unique event that brings the past to life.

The list of dates and times are on RTA's website, www.iriderta.org.

UPCOMING INTERNAL EVENTS

Dec. 7: Maintenance Open House

10:30 a.m. to 2:30 p.m. in the 600 Longworth garage. RTA employees are invited to bring their family and friends to tour the shop. There will be kids activities, visits with Santa, food and more.

Dec. 19: E.B.F. Holiday Celebration

11 a.m. to 4 p.m. at Wright Stop Plaza. The Employee Benefit Fund Committee will throw its annual holiday celebration for all RTA employees including food and raffle prize giveaways.

Social Media

Facebook October:

Reach: 17,994
Avg.: 70,026
Engagement: 2,589
Avg.: 5,197
Minutes Viewed: 944
Avg.: 1,554
Total Followers: 7,123

Instagram October:

Reach: 939
Avg.: 1,012
Accounts engaged: 65
Avg.: 84
Impressions: 4,235
Avg.: 5,340
Total Followers: 1,646

Avg's are first half 2024

Reach = # unique users

Impressions = # times post displays on screen

Engagement = # comments, shares, clicks, likes

Info Hub

October

Page views: 2,753
Unique hits: 1,615
Pages created/edited: 47
Push notifications sent: 12
Total Active Users: 244

UPCOMING INTERNAL EVENTS



The graphic features a dark green background with the RTA logo and 'MAINTENANCE' at the top. Below it, the text reads 'Open House 2024' and 'December 7, 2024 • 10:30 a.m. - 2:30 p.m. 600 Longworth St. • Dayton OH 45402'. A central illustration shows Santa Claus sitting in the driver's seat of a bus, with 'Happy Holidays!' written in a festive font above him. To the left, the text says 'See our fleet, facilities, equipment and people.' To the right, a list of activities includes 'Shop tour', 'Kids activities', 'Door prizes', 'Food', 'Santa', and 'and more...'. On the far right, there are two small photographs: the top one shows a bus depot with several buses, and the bottom one shows a person standing at a table with a whiteboard.

rtta
MAINTENANCE

Open House 2024
December 7, 2024 • 10:30 a.m. - 2:30 p.m.
600 Longworth St. • Dayton OH 45402

See our fleet, facilities, equipment and people.

Happy Holidays!

- Shop tour
- Kids activities
- Door prizes
- Food
- Santa
- and more...

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10:30 a.m. to 2:30 p.m. in the 600 Longworth garage. RTA employees are invited to bring their family and friends to tour the shop. There will be kids activities, visits with Santa, food and more.

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Greater Dayton Regional Transit Authority
Financial Report
September 2024

Financial Summary
Comparative Data
Departmental Detail
Balance Sheets
Sales Tax Receipts

Greater Dayton Regional Transit Authority
 YTD Financial Report
 September 30, 2024

Revenues

Passenger Fares	4,733,088	8.1%
Contract Service Fares	5,065	0.0%
Service Subsidies	13,192	0.0%
Interest	2,817,464	4.8%
Other	217,696	0.4%
Sales Tax - Net	36,330,149	62.4%
State Assistance	181,783	0.3%
Federal Assistance	13,929,183	23.9%
Total Revenue	58,227,620	100%

Total Revenues are \$89k over budget as a result of higher passenger fares and sales tax, offset by lower federal assistance.

Expenses

Wages	24,873,901	43.8%
Paid Absences	4,087,033	7.2%
Fringe Benefits	10,450,427	18.4%
Services	5,530,282	9.7%
Materials & Supplies	5,197,818	9.2%
Utilities & Power	1,368,009	2.4%
Casualty & Liability Costs	1,985,158	3.5%
Taxes	175,490	0.3%
Purchased Transportation	2,198,910	3.9%
Miscellaneous	884,829	1.6%
Total Expenses	56,751,856	100%

Total Expenses are \$2.7M under budget as a result of lower paid absences and fringe benefits, services, materials & supplies as well as miscellaneous expense, offset by higher purchased transportation.

Pre Local Capital - Gain (Loss)

Less - Local Capital Charge	2,433,755
RTA Service - Gain (Loss)	(957,991)

Local Capital Charge is \$309k under budget.

RTA Service Loss after Local Capital Charge is \$3.1M under budget.

Audit & GASB Items

Less - Market to Market Adjustment	-
Plus - Market to Market Adjustment	1,857,361
Less - Federal/State Depreciation	11,564,383
Less - GASB 68 & 74 (Pensions) Charge	-
Plus - GASB 68 & 74 (Pensions) Credit	-

Audit Adjusted - Gain (Loss)

(10,665,013)

Plus - Non-RTA Capital Grants Received

6,868,631

Balance Sheet - Change in Net Position

(3,796,382)

Greater Dayton Regional Transit Authority
YTD Financial Report
September 30, 2024

Revenues

	Actual Sept 2024	Budget Sept 2024	Actual Sept 2023
Passenger Fares	4,733,088	4,419,534	4,989,937
Contract Service Fares	5,065	3,840	3,740
Service Subsidies	13,192	11,423	13,519
Interest	2,817,464	2,685,001	1,780,590
Other	217,696	183,744	197,268
Sales Tax - Net	36,330,149	36,178,375	35,673,442
State Assistance	181,783	181,783	493,390
Federal Assistance	13,929,183	14,474,997	12,278,641
Total Revenue	58,227,620	58,138,697	55,430,527

Expenses

	Actual Sept 2024	Budget Sept 2024	Actual Sept 2023
Wages	24,873,901	24,768,016	23,801,993
Paid Absences	4,087,033	4,369,079	3,534,920
Fringe Benefits	10,450,427	11,034,763	9,552,727
Services	5,530,282	5,809,710	4,574,762
Materials & Supplies	5,197,818	6,545,967	5,437,684
Utilities & Power	1,368,009	1,404,029	1,177,499
Casualty & Liability Costs	1,985,158	2,095,003	796,319
Taxes	175,490	168,754	175,611
Purchased Transportation	2,198,910	1,896,002	2,833,033
Miscellaneous	884,829	1,402,558	1,220,003
Total Expenses	56,751,856	59,493,881	53,104,551

Pre Local Capital - Gain (Loss)

Less - Local Capital Charge	2,433,755	2,743,128	2,222,220
RTA Service - Gain (Loss)	(957,991)	(4,098,312)	103,756

Audit & GASB Items

Less - Market to Market Adjustment	1,857,361		542,901
Plus - Market to Market Adjustment	11,564,383	11,393,622	10,946,034
Less - Federal/State Depreciation			
Less - GASB 68 & 74 (Pensions) Charge			
Plus - GASB 68 & 74 (Pensions) Credit			
Audit Adjusted - Gain (Loss)	(10,665,013)	(15,491,934)	(10,299,377)

Plus - Non-RTA Capital Grants Received

Balance Sheet - Change in Net Position	6,868,631	-	21,980,768
Balance Sheet - Change in Net Position	(3,796,382)	(15,491,934)	11,681,391

Greater Dayton RTA
Departmental Budget Summary
September 30, 2024

#	Department	Current Month			Year to Date			Annual Budget
		Actual	Budget	Variance	Actual	Budget	Variance	
11	Board	5	6	(1)	46	52	(5)	69
21	CEO	60	51	9	511	485	25	672
55	Labor Relations	54	91	(37)	717	825	(108)	1,101
	Total CEO	114	142	(28)	1,228	1,311	(82)	1,773
92	Chief Capital Officer	19	55	(36)	273	502	(229)	670
24	Engineering	20	39	(18)	253	352	(99)	468
98	Corporate Dept.	99	8	92	225	217	9	3,640
	Total CCO	139	102	37	751	1,071	(320)	4,778
19	Chief Financial Officer	45	51	(6)	442	463	(21)	618
66	Claims	169	146	24	2,214	2,312	(98)	2,749
77	Procurement	42	46	(4)	380	417	(38)	558
91	Accounting & Payroll	92	117	(24)	844	1,057	(213)	1,413
	Total CFO	348	359	(11)	3,879	4,249	(370)	5,338
60-61	Transportation Administration	571	586	(14)	5,311	5,325	(14)	7,109
63	Revenue Vehicle Ops	2,609	2,767	(158)	23,871	24,771	(900)	33,111
88	Security	-	8	(8)	2	75	(73)	100
	Total Transportation	3,180	3,361	(181)	29,184	30,171	(987)	40,320
71	Maintenance Administration	149	173	(25)	1,393	1,576	(183)	2,103
72	Repair Shops	1,087	893	194	8,890	8,084	806	10,790
73	Inventory	69	83	(15)	699	758	(59)	1,012
75	Line Shop	105	217	(113)	1,341	1,975	(633)	2,634
76	Facility Maintenance	229	222	7	2,084	2,130	(46)	2,889
81-85	Transit Hubs	119	136	(18)	1,012	1,234	(222)	1,643
89	Facility Cleaning	42	45	(3)	399	410	(11)	547
	Total Maintenance	1,800	1,771	29	15,818	16,167	(349)	21,619
41	Customer & Business Dev.	31	47	(17)	338	428	(91)	572
43	Communications	78	80	(2)	628	725	(97)	967
44	Quality Service	99	111	(12)	926	1,009	(84)	1,348
45	Planning & Scheduling	41	38	3	361	342	19	457
31	Human Resources	108	147	(39)	811	1,331	(520)	1,776
58	Information Technology (IT)	185	200	(15)	1,946	1,813	132	2,419
65	Training, Safety & Risk	85	91	(6)	837	824	12	1,100
	Total CC&BDO	626	714	(87)	5,846	6,474	(628)	8,640
	RTA Totals	6,212	6,454	(241)	56,752	59,494	(2,742)	82,537

(Dollars in Thousands, Bracketed Variances are Favorable)

Greater Dayton RTA
Balance Sheets
September 2024 and Year End 2023

Assets and Deferred Outflows of Resources

	As of 9/30/2024	PRE-AUDIT As of 12/30/2023
Current assets:		
Cash and cash equivalents	\$ 19,682,564	\$ 18,071,933
Short-term investments	20,884,379	27,387,926
Accounts receivable, less allowance for doubtful accounts	16,179,090	15,122,905
Materials and supplies, net	9,599,242	7,978,214
Prepaid expenses and deposits	1,351,195	2,683,600
	<u>67,696,469</u>	<u>71,244,577</u>
Total current assets		
Non-current assets:		
Long-term investments	70,727,073	64,139,376
Net pension /OPEB assets	-	7,727,516
Capital assets:		
Land	7,361,536	7,361,536
Revenue producing and service equipment	131,101,957	124,364,793
Buildings and structures	163,362,271	156,570,410
Office furnishings, shop equipment and other	29,143,587	29,298,917
Construction in progress	38,222,535	42,826,575
Less accumulated depreciation	(168,911,270)	(159,949,688)
Total capital assets - net	<u>200,280,616</u>	<u>200,472,545</u>
Total non-current assets	<u>271,007,689</u>	<u>272,339,436</u>
Total assets	<u>338,704,158</u>	<u>343,584,014</u>
Deferred outflows of resources - pensions/OPEB	27,333,870	8,494,257
Total assets and deferred outflows of resources	<u>\$ 366,038,028</u>	<u>\$ 352,078,271</u>

Liabilities, Deferred Inflows of Resources and Net Position

Current liabilities:		
Accounts payable	2,126,688	2,163,194
Accrued payroll and related benefits	4,918,197	6,064,217
Accrued self-insurance	5,644,767	5,916,426
Unearned fares	245,123	150,002
Other accrued expenses	2,117,493	1,948,690
	<u>15,052,269</u>	<u>16,242,528</u>
Total current liabilities		
Non-current liabilities:		
Accrued compensated absences	1,349,663	1,349,663
Net pension/OPEB liabilities	58,411,955	19,155,942
	<u>59,761,618</u>	<u>20,505,605</u>
Total non-current liabilities		
Total liabilities	<u>74,813,886</u>	<u>36,748,133</u>
	4,037,743	33,335,322
Deferred inflows of resources - pensions/OPEB		
Invested in capital assets	200,280,616	200,472,545
Unrestricted	86,905,782	81,522,271
	<u>287,186,398</u>	<u>281,994,816</u>
Net position:		
	<u>\$ 366,038,028</u>	<u>\$ 352,078,271</u>
Total liabilities, deferred inflows of resources and net position		



SALES TAX RECEIPTS (NET OF FEE PAID TO STATE OF OHIO)

SALES PERIOD EARNED	MONTH RECEIVED	MONTHLY				YEAR TO DATE					
		2021	2022	2023	Actual 2024	Budget 2024	2021	2022	2023	Actual 2024	Budget 2024
JANUARY	APRIL	\$ 3,233,962	\$ 3,406,797	\$ 3,529,286	\$ 3,738,177	\$ 3,564,579	\$ 3,233,962	\$ 3,406,797	\$ 3,529,286	\$ 3,738,177	\$ 3,564,579
FEBRUARY	MAY	\$ 3,290,524	\$ 3,515,968	\$ 3,645,547	3,694,999	\$ 3,682,002	\$ 6,524,486	\$ 6,922,765	\$ 7,174,832	\$ 7,433,176	\$ 7,246,581
MARCH	JUNE	\$ 4,200,021	\$ 4,207,363	\$ 4,164,079	4,280,129	\$ 4,205,720	\$ 10,724,507	\$ 11,130,128	\$ 11,338,911	\$ 11,713,305	\$ 11,452,301
APRIL	JULY	\$ 3,960,624	\$ 4,023,682	\$ 4,096,524	4,090,033	\$ 4,137,489	\$ 14,685,131	\$ 15,153,810	\$ 15,435,435	\$ 15,803,338	\$ 15,589,790
MAY	AUGUST	\$ 4,174,409	\$ 4,292,382	\$ 4,190,742	4,251,263	\$ 4,232,649	\$ 18,859,540	\$ 19,446,192	\$ 19,626,177	\$ 20,054,601	\$ 19,822,439
JUNE	SEPTEMBER	\$ 3,995,835	\$ 4,073,673	\$ 4,340,913	4,303,934	\$ 4,384,322	\$ 22,855,374	\$ 23,519,865	\$ 23,967,090	\$ 24,358,535	\$ 24,206,761
JULY	OCTOBER	\$ 3,970,191	\$ 4,124,481	\$ 4,024,857	\$ 4,065,106	Decreased \$37k or .85% versus 2023	\$ 26,825,565	\$ 27,644,346	Increased \$391k or 1.6% versus 2023	\$ 27,991,946	\$ 28,271,867
AUGUST	NOVEMBER	\$ 3,792,316	\$ 3,917,771	\$ 4,115,287	\$ 4,002,089	\$ 4,002,089	\$ 30,617,881	\$ 31,562,117	\$ 32,107,233	\$ 32,107,233	\$ 32,273,956
SEPTEMBER	DECEMBER	\$ 3,844,035	\$ 4,163,678	\$ 4,138,193	\$ 3,904,419	\$ 3,904,419	\$ 34,461,916	\$ 35,725,795	\$ 36,245,427	\$ 36,245,427	\$ 36,178,375
OCTOBER	JANUARY	\$ 3,771,559	\$ 4,075,167	\$ 3,945,585	\$ 3,930,150	\$ 3,930,150	\$ 38,233,475	\$ 39,800,962	\$ 40,191,012	\$ 40,191,012	\$ 40,108,525
NOVEMBER	FEBRUARY	\$ 4,015,563	\$ 3,989,588	\$ 3,915,474	\$ 4,014,320	\$ 4,014,320	\$ 42,249,038	\$ 43,790,550	\$ 44,106,486	\$ 44,106,486	\$ 44,122,845
DECEMBER	MARCH	\$ 4,620,756	\$ 4,677,163	\$ 4,746,305	\$ 4,660,762	\$ 4,660,762	\$ 46,869,794	\$ 48,467,713	\$ 48,852,790	\$ 48,852,790	\$ 48,783,607
Totals		\$ 46,869,794	\$ 48,467,713	\$ 48,852,790	\$ 24,358,535	\$ 48,783,607					
% Increase Year over Year		13.79%	3.41%	0.79%							

PLEASE NOTE THE ABOVE AMOUNTS ARE REPORTED NET OF A 1% ADMINISTRATIVE FEE WHICH IS PAID TO THE STATE OF OHIO.

Small Purchasing Information
\$25,000 to \$100,000
January 1, 2024-December 31, 2024

Contract Date	Requesting Department	Description	Vendor	Amount
01/17/24	Safety	Smith System Training	Smith System Driver Improvement	\$30,000
02/01/24	Maintenance	Repair Of Greyhawk MDT Units	Clever Devices Ltd	\$25,000
02/01/24	Maintenance	Paint Booth Lift Repairs	The Marmac Company	\$40,000
02/12/24	Executive	Annual Membership Dues	Downtown Dayton Partnership	\$25,000
03/15/24	Maintenance	Scada Annual Maintenance (2024-2025)	QEI LLC	\$29,849
03/21/24	Maintenance	Ford Transit Van	Montrose Ford LLC	\$51,174
03/29/24	Executive	ABBG Benchmark Group Membership Dues	Imperial College Projects Ltd	\$28,500
04/01/24	Maintenance	2024- 2500 HD Truck	White Allen Chevrolet Co	\$49,045
04/15/24	Communications	Video Production Services	D H Productions LLC	\$99,375
04/25/24	IT	Privilage Access Management	CDWG	\$31,204
05/01/24	CBD	Office Supplies	Friends Service Co. Inc	\$50,000
05/01/24	CBD	Office Supplies	Staples, Inc	\$40,000
05/02/24	Inventory	3M Graphics Material	Grimco, Inc	\$49,864
05/02/24	Transporatation	Safe Driving Rings & Diamonds	The Tharpe Company, Inc. dba Engage2Excel	\$28,000
05/02/24	IT	Solarwinds Maintenance	CDWG	\$35,013
05/09/24	IT	Network Services	Vernovis Ltd	\$30,000
05/20/24	Maintenance	Shelter Parts	Brasco International Inc	\$36,825
05/31/24	Executive	APTA Membership	APTA	\$39,250
06/05/24	Maintenance	Scrubber-Ride On	M.H. Equipment Corporation	\$74,896
06/13/24	IT	Trapeze Drivermate Pilot	Trapeze Software Grp. Inc	\$36,650
06/20/24	IT	CDWG Server Implementation	CDWG	\$41,895
07/22/24	Maintenance	Bus Wash Preventative Maintenance Inspection Program	Westmatic Corporation	\$75,861
07/31/24	IT	Microsoft Ea True-Up	Insight Public Sector	\$41,569
08/02/24	IT	Cisco Switch Annual Maintenance	CBTS Technology Solutions LLC	\$65,374
08/06/24	Maintenance	Rolling Sliding Doors Of Dayton	Rolling And Sliding Doors Of	\$25,000
08/14/24	Maintenance	HVAC Eastown Transit Ctr	Osterfeld Champion Service Inc	\$46,075
08/19/24	IT	Bus Internet & Web Host	Donet Incorporated	\$34,000
09/03/24	Maintenance	Replace 600 Air Comp. & Drier	Ingersoll-Rand Company	\$74,000
09/05/24	Inventory	2024 Air Dryer Filters	Vehicle Maintenance Prog. Inc	\$41,036
09/05/24	IT	Parts For Wi-Fi Project	CDWG	\$61,350
09/05/24	IT	Dell PC and Laptop Replacement	Dell Computer Corp	\$84,250
09/05/24	IT	Netapp Storage for Veeam	CDWG	\$99,717
09/06/24	Maintenance	Floor Scrubbers- Walk Behind	M.H. Equipment Corporation	\$25,958
10/03/24	Maintenance	Annual Radio PM Service Agreement	P&R Communications	\$51,630
10/07/24	Capital	Employee Parking (employee reimbursement)	City Of Dayton	\$84,000
10/11/24	Maintenance	Fans For The 601 Shops	Big Ass Holding LLC	\$50,000

10/18/24	Maintenance	Bus Washer Brush Replacement	Westmatic Corporation	\$91,720
10/18/24	Inventory	Trolley Carbon Inserts	Trolley Support LLC	\$99,875
10/22/24	Procurement	Opengov Annual Renewal	Opengov Inc	\$31,131
			Totals	\$1,954,086

Board Meeting-12/03/2024
Chief Financial Officer