

Jointly Held
Finance/Personnel and Planning Committees
Meeting Minutes

April 20, 2021

Members Present

Via Teleconference:

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

Excused:

Sharon Hairston

Staff in Attendance:

Bob Ruzinsky
Daron Brown
Chris Cole
Tim Harrington
Brandon Policicchio
Mary K. Stanforth

Others Attending:

Chris Conard, Coolidge Wall Co., L.P.A. (via teleconference)
Various citizens via teleconference

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

Roll Call

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

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

Greater Dayton Regional Transit Authority

Approval of March 23, 2021 Jointly Held Finance/Personnel and Planning Committees Meeting Minutes

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

Upon hearing no requests or corrections, Mr. Lumpkin DECLARED ACCEPTANCE of the March 23, 2021 jointly held Finance/Personnel and Planning Committees meeting minutes.

May Board Action Items:

With regard to the Action Items presented today, *these Items are essential to the delivery of transportation services to the public.*

Action Item #2 – Resolution No. 2021-5-1, Light Transit Vehicles for the 5310 Federal Grant Program

Mr. Ruzinsky explained that the Greater Dayton Regional Transit Authority (RTA) is a regional partner in the 5310 Federal Grant Program which is designed to improve transportation options to the Senior and Disabled community. The program is administered by the Miami Valley Regional Planning Commission (MVRPC) and the federal grant is managed by RTA. RTA has been a partner in this program since 2015.

As part of our partnership role RTA will be purchasing small buses and vans for use by area agencies which have applied for and been approved for funding by the MVRPC. RTA receives and manages the federal grant to fund the approved federal share of the program costs and the project partners will fund any required local share.

RTA is able to purchase small vehicles from existing Ohio Department of Transportation (ODOT) vehicle contracts and will be doing so for these vehicle procurements. Bid term contracts are contracts created through a competitive process and evaluated by the State. There are various vendors this contract cycle and we will determine which best fit our needs at the time of order.

For this round of 5310 funding RTA will be purchasing up to two (2) Small Transit Vehicles at a cost not-to-exceed \$180,000 and up to seven (7) Accessible Modified Mini Vans at a cost not-to-exceed \$420,000. Staff is working with the Agencies on final vehicle specifications and pricing. Each Agency receiving a vehicle will cover any non-federal share. While final vehicle per unit costs are not known at this time, they will not exceed the recommended amounts of this Action Item.

This procurement is being funded with up to 100% federal funds, and all 5310 vehicles will have any local share funded by the receiving Agencies.

MOTION made by Ms. Matthews-Stenson and SECONDED by Mr. Corrado that the Finance/Personnel and Planning Committees RECOMMEND APPROVAL of Resolution No. 2021-5-1, Light Transit Vehicles for the 5310 Federal Grant Program. Contracts will be AWARDED to ODOT approved vendors for the purchase of up to two (2) Small Transit Vehicles at a cost not-to-exceed \$180,000, and for the purchase of up to seven (7) Accessible Modified Mini Vans at a cost not-to-exceed \$420,000, for a total award of up to \$600,000. The Chief Executive

Officer has the authority to complete any required items necessary to make the purchases using ODOT vehicle bid term contracts.

Roll call vote was taken:

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

The Motion was APPROVED 8-0.

Action Item #3 – Environmental Consulting Services – Contract Increase

Mr. Brown explained the purpose of this Action Item is to extend the contract term and add funds to the current contract with RTA’s current Environmental Consulting firm, Trihydro Corporation. The additional funds required are related to the Diesel Tank Release at the 601 Longworth location. This release occurred on August 24, 2020 after a diesel fuel delivery into the tank. As a result of this event, several emergency purchase orders were issued to have contractors on-site to address the following emergency needs: pumping of the wells for free product, drilling of additional wells, rental equipment for automated pumping of wells, surveying, well monitoring/sampling and analysis of the product recovered from the wells. In addition, an emergency purchase order was issued to RTA’s current environmental consultant, Trihydro Corporation for \$90,000, to immediately begin the regulatory reporting, project oversight and remedial plan for this release.

This event requires significant monitoring of the site and reporting to BUSTR (Bureau of Underground Storage Regulations) until such time that the site receives a “no further action required” notice from BUSTR. The monitoring of the site and the reporting requires the services of an environmental services contractor with experience in these types of compliance regulations. Trihydro meets that requirement.

The additional funds to be added to Trihydro’s current contract are broken down below:

Trihydro - Current Contract	\$220,000.00	
Trihydro - Dec 2020 - FUEL RELEASE	\$90,000.00	<i>Emergency PO</i>
Trihydro - Projected - FUEL RELEASE	\$144,500.00	
Trihydro - TOTAL - FUEL RELEASE	\$234,500.00	
20% Contingency	\$46,900.00	
TOTAL Plus 20% Contingency	\$281,400.00	
Trihydro - NEW CONTRACT TOTAL	\$501,400.00	

MOTION made by Ms. Matthews-Stenson and SECONDED by Ms. Heard that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees an increase in the current contract amount with Trihydro Corporation by \$281,400 in order to properly address the regulatory reporting, project oversight and remedial plan for the described fuel release. This will bring the new contract total to \$501,400. This will also include a contract term extension of 10 months, bringing the contract end date to December 31, 2022.

Roll call vote was taken:

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

The Motion was APPROVED 8-0.

Action Item #4 – Substation Upgrade

Mr. Ruzinsky explained the purpose of this procurement is to contract with a qualified vendor for the manufacturing, delivery, installation, testing, and commissioning of one (1) new 1.5MW traction powered substation and the option to manufacture and store up to ten (10) 750kW substations for the RTA. The electric trolley system for RTA runs off a DC grid that requires the rectification of AC power from the utility provider before being transmitted along the RTA infrastructure grid. This project is consistent with RTA’s core values of Quality Service and Stewardship as we maintain our resources efficiently and responsibly.

The vendor to be awarded the contract for the substation upgrade will manufacture, deliver, install, test, and commission one (1) outdoor pre-packaged single unit rectifier substation 1.5MW and for the option years to supply up to ten (10) additional 750kW pre-packaged substations. For the base bid, the vendor is responsible for the installer for the initial substation, but RTA will procure a contract to install the remaining ten (10) substations. The plan is to award the initial substation the first year and two (2) per year for the next five (5) years.

Sealed bids for the Substation Upgrade were solicited through the *Dayton Daily News*, *Dayton Weekly News*, and *Transit Talent*. Invitations for Bid were sent to twenty (20) firms.

At 2:00 p.m., March 25, 2021, two bids were received and publicly opened. The bid results are listed below.

Base Year

Description	Qty	Myers Controlled Power LLC North Canton, OH		Powell Electrical Systems, Inc. North Canton, OH	
		Unit Cost	Total Cost	Unit Cost	Total Cost
1.5 MW Substation	1	\$1,606,068	\$1,606,068	\$1,678,291	\$1,678,291
1.5 MW Inline Test	1	\$176,861	176,861	\$142,166	142,166
1.5 MW Installation	1	\$36,279	36,279	\$136,932	136,932
Base Year Total			\$1,819,208		\$1,957,389

Option Years

Option Year	Description	Qty	Myers Controlled Power LLC North Canton, OH		Powell Electrical Systems, Inc. North Canton, OH	
			Unit Cost	Total Cost	Unit Cost	Total Cost
1	750 kW Substation	2	\$1,003,059	\$2,006,118	\$1,204,641	\$2,409,282
2	750 kW Substation	2	\$962,560	\$1,925,120	\$1,136,922	\$2,273,844
3	750 kW Substation	2	\$969,808	\$1,939,616	\$1,097,718	\$2,195,436
4	750 kW Substation	2	\$978,160	\$1,956,320	\$1,058,513	\$2,117,026
5	750 kW Substation	2	\$988,847	\$1,977,694	\$1,019,309	\$2,038,618
Option Year Total			\$9,804,868			\$11,034,206
Grand Total			\$11,624,076			\$12,991,595
Monthly Storage				\$2,000		\$7,325
Engineering Rate				\$200-hour		\$120-hour

This procurement will be partially funded through federal grant funds.

MOTION made by Ms. Matthews-Stenson and SECONDED by Mr. Weckesser that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to Myers Controlled Power LLC for the base award totaling \$1,819,208, plus the five (5) option years in the amount of \$9,804,868, for a total contract award amount of \$11,624,076 plus a 20% contingency for storage fees if needed, engineering inspections during the warranty period, and other items that may arise in the amount of \$2,324,815 for a grand total of \$13,948,891.

Roll call vote was taken:

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

The Motion was APPROVED 8-0.

Customer and Business Development Update

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

- RTA recently launched the fifth phase of Tapp Pay, which included the introduction of smartcards on April 6. Since then over 1,000 customers have signed up. Promotional efforts related to Tapp Pay will continue until June 30, 2021 with a onetime credit of \$30 to a customer's Tapp Pay account who has shown they've been fully vaccinated.

In addition, Mr. Policicchio explained that in order to best serve RTA customers, and to meet the federal requirements required for implementing our proposed cashless on-board payment system, RTA is in the process of conducting a Title VI – Fare Equity Analysis. Elements of this analysis include utilizing public feedback and customer surveys on the topic. RTA will continue to capture additional surveys until the end of the public comment period on April 30. In total, RTA has surveyed over 500 customers, and 11 people attended the public comment sessions on April 12. The analysis is scheduled to be completed the week of May 3 and will be made available to the Board of Trustees for review, which will include all public feedback received.

Financial Report

Ms. Stanforth reported a small loss of \$104,000 for the first quarter of 2021 including capital and GASB charges. Total Revenues were off \$1.4 million compared to budget due to lower passenger fares, lower federal preventative maintenance and no state assistance. Total Expenses were down \$1.8 million compared to budget due to lower contract services, diesel fuel and materials & supplies expense.

Sales Tax Revenue for the first quarter of 2021 is equal to budget as we are always three (3) months in arrears.

Small Purchasing Information

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

Next Meetings

The upcoming jointly held Finance/Personnel and Planning Committees meetings will be held on May 18 and June 15, 2021. The meetings will start at 8:30 a.m.

Adjournment

With no other business to be heard, a MOTION was made by Mr. Williamson and SECONDED by Ms. Heard to ADJOURN. All Committee members were in agreement.

The meeting ADJOURNED at 9:29 a.m.

Attest

for 

John Lumpkin, Chair



Brandon Policicchio, Committee Secretary