

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

**April 25, 2017**

- Members Present:** Adrienne Heard, RTA Board President  
Sharon Howard, Chair, Planning Committee  
David Williamson, Chair, Investment Advisory Committee  
Vince Corrado  
Franz Hoge (arrived at 8:45)  
Tom U. Weckesser
- Excused Absence:** Sharon Hairston, Jointly Held Committee Chair, Board Vice President  
John Lumpkin, Chair, Finance/Personnel Committee
- Staff in Attendance:** Mark Donaghy  
Rick Bailey  
Julie Beard  
Daron Brown  
Sally Brown  
Barbara Chamberlain  
Chris Cole  
Tim Harrington  
Deborah Howard  
Allison Ledford  
Nikol Miller  
Jim Napier  
Brandon Policicchio  
Brett Richardson  
Bob Ruzinsky  
Mary K. Stanforth  
Robert Thomas  
Hank Trimble
- Others Attending:** Dr. Richard Henry, League of Women Voters  
Jonathan Hollingsworth, Attorney, Hollingsworth & Washington, LLC  
Max Aulakh, MAFAZO Digital Solutions

**Call to Order**

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

### **Approval of March 21, 2017 Meeting Minutes**

Ms. Heard asked if attendees desired a reading of the minutes or if there were any corrections to the minutes? Upon hearing no requests or corrections, Ms. Heard declared ACCEPTANCE of the March 21, 2017 Jointly Held Finance/Personnel and Planning Committee Meeting Minutes.

### **Presentation – RTA Information Security Program**

Mr. Harrington presented information regarding RTA's Information Security Program. This program is set up to potentially reduce the cost of insurance, keep up with industry trends and track current threats to our digital information systems. Interviews with key management staff were conducted to determine what information is important to RTA and decide what risks were detected so we can deal specifically with them. It was also discussed that one area of concern was with our vendors and what we would do to determine the safety of their cyber security. Technical scans of the environment were performed to seek potential vulnerabilities and updated security policies are in the process of being drafted.

### **May 2017 Board Action Items:**

#### **Action Item #2 – Wright Stop Plaza Painting Project**

Mr. Cole and Mr. Brown explained the purpose of this procurement is for the Greater Dayton RTA to contract with an experienced painting company to power wash and paint the underside of the eleven canopies in the passenger boarding area including the structural beams at Wright Stop Plaza. This project is consistent with RTA's core values of Stewardship - managing RTA resources while maintaining quality service. RTA customers are our highest priority and a good appearance at our facilities is paramount.

The work and materials are warranted for five (5) years and an additional five (5) year annual warranty was included in the bid which includes inspection and any rework necessary for the five (5) year period.

The project is extensive and will require the successful vendor to power wash and brush off the galvanized steel and structural steel to create a good surface for paint adherence. This will require priming the areas where the galvanized steel has been damaged, or where there is bare carbon steel or rust exposed using a urethane primer. Then an intermediate coat of epoxy will be rolled, sprayed, or brushed onto the galvanized canopy and the structural steel beams. A top coat of urethane/polyurethane will be applied.

Given the complexity of the project and the mess that will be involved, customer traffic will be diverted for eight (8) days giving the contractor unlimited access. This will also make the project safer because the power that normally supplies the overhead trolley can be turned off.

During the eight (8) days of cleaning and painting, buses and customers will be diverted to Main Street and Third Street. The City of Dayton is aware of this temporary move and RTA staff will be communicating with our customers before and during this process to insure people get to the appropriate location to catch their bus.

Sealed bids for the *Wright Stop Plaza Painting Project* were solicited through the *Dayton Daily News*, *Dayton Weekly News*, and *Transit Talent*. Invitations for Bid were sent to sixteen (16) firms.

At 2:00 p.m., March 20, 2017, three (3) bids were received and publicly opened. The results were as follows:

		Vendor	Vendor	Vendor
Item	Description	Martin Painting & Coating Grove City, OH	Brian Brothers Piqua, OH	Ohio Valley Painting Dayton, OH
1.	Power wash galvanized steel and structural steel to create good paint adherence	\$62,392	\$81,000	\$198,250
2.	Prime spots where galvanized steel has been damaged or removed or where there is bare carbon steel and/or rust exposed using urethane primer	30,314	10,000	3,250
3.	Intermediate coat of epoxy rolled, sprayed, or brushed onto the galvanized canopy and the structural steel beams	33,419	41,000	48,750
4.	Topcoat of urethane/polyurethane rolled, sprayed, or brushed onto the galvanized canopy and the structural steel beams	36,427	41,000	61,750
5.	Completion time once awarded given acceptable weather and 8 days unlimited access	7-8 days	9 days	8 weeks
6.	Additional five year annual warranty/inspection plan including and rework	5,000	5,000	13,000
	<b>Grand Total</b>	\$167,552	\$178,000	\$325,000

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

The Finance/Personnel and Planning Committees discussed this item on April 25, 2017 and support the Chief Executive Officer's recommendation to the Board of Trustees.

After reviewing and evaluating the bids received, the Chief Executive Officer recommends a contract AWARD to Martin Painting & Coating for the Wright Stop Plaza Painting project in the amount of \$167,552.

MOTION made by Mr. Hoge and SECONDED by Ms. Howard that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to Martin Painting & Coating for the Wright Stop Plaza Painting project in the amount of \$167,552. The motion was APPROVED by voice vote 6-0.

**Action Item #3 – Motor Oil Line Repairs with Veeder Root Upgrade**

Mr. Cole and Mr. Brown explained the purpose of this procurement is for a comprehensive repair project that includes the repair of two underground oil lines. The oil lines are not currently leaking because they have been by-passed. This is an upgrade of Greater Dayton RTA’s underground storage tank monitoring system and improvements to RTA’s used oil collection and monitoring system. The major portion of this project involves maintaining regulatory compliance with Ohio BUSTR (Bureau of Underground Storage Tank Regulation). The other items will improve the quality of RTA’s tank monitoring system by repairing all system alarms and providing RTA staff easier access to tank data. This project is consistent with RTA’s core values of Safety, Integrity and Stewardship as we demonstrate our commitment to maintaining regulatory compliance and environmental safety of our employees and physical plant.

The successful contractor will also be responsible for concrete work which will consist of saw cutting concrete, removal, and cleanup around the tank, all in preparation for the new piping installation. When the work is completed then the contractor will be required to replace the concrete per the specifications in the scope of work.

Mr. Hoge asked if there would be an environmental impact related to this project. Mr. Brown indicated that an environmental study was conducted a year ago and there was no soil contamination. Mr. Corrado asked if RTA did a cost analysis since there was only one vendor response. Ms. Howard indicated that yes, RTA did do this analysis. Mr. Donaghy stated that because of the age of the Longworth facility many upgrades are being done to improve the sustainability of the building and improve the work place environment for staff.

Sealed bids for the *Motor Oil Line Repair with Veeder Root Upgrade* were solicited through the Dayton Daily News, Dayton Weekly News, and Transit Talent. Invitations for Bid were sent to six (6) firms.

At 2:00 p.m., March 28, 2017, one (1) bid was received and publicly opened. There are only a few contractors that are licensed and permitted to do this work and when contacted they didn’t bid because they were currently working on other projects. The result is as follows:

Reliable Construction Service  
Dayton, OH

<b>Material</b>	<b>Labor</b>	<b>Bid Total</b>
\$29,400	\$134,320	\$163,720

When a single bid is received, it is allowable to change from a competitive to a negotiated procurement. Also, due to the single bid, a cost analysis was performed. The cost analysis revealed that the hourly rates match the prevailing wages that are required to be paid under the Davis Bacon; these rates are also less than labor rates on other projects recently awarded. There is a mark-up of 15% on the material to cover handling, freight, and overhead. The cost of the bid bond is standard. After review the bid submitted by Reliable Construction is fair and reasonable.

This procurement will be funded with operating funds.

The Finance/Personnel and Planning Committees discussed this item on April 25, 2017 and support the Chief Executive Officer's recommendation to the Board of Trustees.

After reviewing and evaluating the bid received, the Chief Executive Officer recommends a contract AWARD to Reliable Construction Service in the amount of \$163,720.

MOTION made by Mr. Corrado and SECONDED by Mr. Hoge that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to Reliable Construction Service in the amount of \$163,720. The motion was APPROVED by voice vote 6-0.

**Informational and Discussion Items:**

**Customer and Business Development Update**

Mr. Policicchio provided a summary document of recent activities in the Customer and Business Development Department. Highlights of this month's report included news regarding the "Courage Award" given to Operator Damone Hudson by Ohio Governor John Kasich, RTA's participation in National Transit Driver Appreciation Day and participating in transporting fans for the Dayton Hoopla First Four event.

Mr. Policicchio indicated that RTA will be sponsoring the Summer Passport Program once again. This year 5/3 Bank agreed to sell Summer Youth passes and the Dayton Metro Library feels that this is a good companion program alongside their Read On project. They will display RTA materials at area branches. RTA staff has reached out to over 22 area schools and their students.

Mr. Policicchio also mentioned that the Sinclair Community College (SCC) semester pass program is on track to begin with the 2017 fall semester. Currently SCC is conducting a survey with its staff and students regarding transportation needs.

RTA Connect is also on track with staff riding the route 42 several times to speak directly with riders that will be affected by the upcoming changes and giving them information to take with them. A brief overview and talking points were distributed to all attending today's meeting. Ms. Howard suggested that RTA might want to reach out to local media to share information to the community on a larger scale. Speaking on the Living Dayton and Fox 45 might be two outlets to look into. Also Ms. Howard wanted to make sure we were connecting with jurisdictions that would be affected. Mr. Donaghy stated that we are already scheduled to speak at the Montgomery County Work Session on June 13<sup>th</sup> and Ms. Nikol Miller has already contacted local jurisdictions.

Mr. Williamson asked about the ease of transfers for people with disabilities. Mr. Policicchio stated that if an individual cannot be accommodated by Lyft then they can contact RTA and we will pick up those individuals. Mr. Williamson also asked if the Program's legal and insurance components have been reviewed? Mr. Policicchio indicated that RTA is working with our attorney and insurance broker on the risk and liability of the Program agreement. Mr. Hoge asked about the financial solvency of this program and Mr. Policicchio stated that RTA Connect will be at least budget neutral or less than our current annual operating expenses associated with Route #42.

### **KPI Data Review**

Ms. Julia Beard provided the KPI data in today's Committee package. Ms. Beard indicated that they are still adjusting some report timing from internal departments and taking a greater effort to ensure that all data presented is current and accurate.

### **Discussion Item: Downtown Circulator**

Mr. Donaghy indicated that within the next couple days Dayton Daily News will be printing an article regarding the circulator program. There are three (3) possible routing options still on the table but only one (1) of these options will be chosen. Mr. Donaghy has been working with the City of Dayton on this project and has their support. RTA is still working with possible financial backing for this service and hopes to have at least \$300,000 in sponsorship in place in order so that the service can be free of charge to the customer. RTA is also working with some area businesses to help transport employees from remote parking areas.

### **Discussion Item: Gun Control**

Mr. Napier handed out documents relating to the need to revise RTA's Facilities Code of Conduct and Rules of the Road in regards to both the Concealed Carry and Open Carry laws. Signage on RTA facilities will need to be changed from Private Property to RTA Property in order that RTA might have the right to legally "police" what a weapon is or is not. Ms. Howard and Mr. Williamson both suggested that Mr. Napier get with RTA Legal Counsel for proper wording and guidance before any Board action take place.

### **Capital Program Update**

Mr. Ruzinsky provided a look back at 2016 and progress/plans for 2017 Capital Projects. The presentation included successes and challenges for the areas of funding , updates regarding the electric system infrastructure, revenue vehicles and equipment, transit hubs and facility improvements and equipment, technology, amenities and other projects completed or underway.

In the funding area, Mr. Ruzinsky indicated that Dayton RTA has been very fortunate to raise over \$12 million in non-formula funds to help with the replacement of Revenue Vehicles (buses). The infrastructure rebuilding is on track and we are learning and documenting as we rebuild route 4W. RTA has been able to replace half of the diesel buses needed to meet daily peak demands. We are ready to order 26 Dual Mode Buses, which will replace the 19 year old SCOKDA buses, once the manufacturer gets FTA concurrence on a testing question. RTA also was able to replace the entire fleet of small buses (75 of them) well ahead of schedule. The new camera system on the buses have not only helped with reducing crime on the bus, but area police and jurisdictions have used video to help solve crimes. He also reported that the technology project is on track, facility renovations are ongoing, and equipment is being replaced as needed. Overall projects are progressing as planned and the investments being made will serve RTA well into the future.

Mr. Ruzinsky also reiterated that RTA continues to be a good community partner with local jurisdictions and updated the group on the revamped Community Grants process and discussed partnerships with the Job Center, Project Cure, Germantown, Huber Heights, the City of Dayton (Levitt Pavilion), and others. An update on RTA's partnership with MVRPC and the 5310 program along with our outreach efforts to our regional transit partners was provided. Finally, he updated the committee on efforts to work with FTA, ODOT and other transit systems in Ohio to assist those who could make use of the federally funded assets we no longer need, via asset transfers.

**January Sales Tax Update**

Mr. Thomas stated that January 2017 receipts are \$156,000 *higher* than January 2016. This equates to a 5.5% increase.

**March 2017 Financial Statements**

Mr. Thomas reported that for March 2017 RTA's *Net Gain* after Local Depreciation is \$873,000 compared to a *Budgeted Gain* of \$498,000. March 2017 Year-to-Date *Net Loss* after Local Depreciation is \$616,000 compared to a Year-to-Date *Budgeted Loss* of \$1.063 Million. The details associated with the financial statements are included in the Committee Package. After three (3) months of Operations, RTA realized a \$447,000 positive variance in comparison to budget.

**Small Purchasing Information and Contracts over \$100,000**

Ms. Howard stated that an updated summary of small purchases was previously included in today's meeting packet. A two page summary of Contracts Over \$100,000 was also provided. There were no questions from Committee members regarding these reports.

**Other Information**

Mr. Donaghy indicated that the Union has decided to charge some its members who crossed the picket line, which they had previously indicated they would not do. Also, currently the Union is not in agreement with the new refueling procedures that RTA is looking to implement.

Ms. Heard indicated that Mr. Hoge received a letter back from the State Auditor's Office stating that RTA should be reporting the sales tax receipts using the gross amount not net as we are currently doing. Ms. Stanforth indicated that she would like to keep 2016 year end reporting practices as is. Then, if the Board decides that the reporting style should be changed, RTA's financial department would begin to make those changes with 2017's reports.

**Next Meeting**

A Jointly held Finance/Personnel and Planning Committee meeting will be held on Tuesday, May 16, 2017 at 8:30 a.m.

**Adjournment**

MOTION made by Mr. Hoge and SECONDED by Mr. Weckesser to ADJOURN the meeting. The motion was APPROVED by voice vote 6-0. The meeting adjourned at 10:45 a.m.

**Attest**



**Adrienne Heard, Acting Chair**



**Brandon Policicchio, Committee Secretary**