

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

March 21, 2017

Members Present: Sharon Hairston, Jointly Held Committee Chair, Board Vice President
Adrienne Heard, RTA Board President
Franz Hoge
John Lumpkin, Chair, Finance/Personnel Committee
Tom U. Weckesser

Excused Absence: Vince Corrado
Sharon Howard, Chair, Planning Committee
David Williamson, Chair, Investment Advisory Committee

Staff in Attendance: Mark Donaghy
Rick Bailey
Daron Brown
Sally Brown
Barbara Chamberlain
Chris Cole
Tim Harrington
Deborah Howard
Nikol Miller
Jim Napier
Jessica Olson
Brandon Policicchio
Gene Rhodes
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
Paul Lambarger

Call to Order

Ms. Hairston called the meeting to order at 8:35 a.m. A quorum was present and proper notice of the meeting had been given.

Approval of February 21, 2017 Meeting Minutes

Ms. Hairston 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. Hairston declared ACCEPTANCE of the February 21, 2017 Jointly Held Finance/Personnel and Planning Committee Meeting Minutes.

April 2017 Board Action Items:

Action Item #2 – Aptean (Ross) IREN Maintenance

Ms. Mary Stanforth explained the purpose of this procurement is for the Greater Dayton Regional Transit Authority (RTA) to award a contract for software maintenance to Aptean, Inc. (formerly known as CDC Software/Ross Systems, Inc.) for the iRenaissance (IREN) accounting system software. This software includes general ledger, accounts payable, accounts receivable, fixed assets, purchasing, and receiving. The original system was purchased in 1987 and a major upgrade was performed in 2006 at a cost of approximately \$350,000. Ongoing software maintenance for the system is a best practice and supports RTA's core value of Stewardship of the financial resources entrusted to Staff's care. It is being brought to the Board as the current maintenance agreement expires March 30, 2017.

This agreement is a sole source award since the only company that offers support for this software package is Aptean, Inc., the original developer of the software. ORC 306.43 (h) (3) exempts from competitive bidding the maintenance of software supplied by the original vendor.

The cost to renew the maintenance for a one-year period is \$71,284. This is a 6% increase over the current year's cost. Aptean's annual increases are based on the length of the maintenance agreement with annual renewals fixed at 6%. Option years are not offered. During the upcoming year, RTA will conduct an evaluation to determine if the IREN accounting system should undergo a major upgrade or be replaced. For this reason, a one-year agreement is necessary now.

An analysis was conducted to determine if the pricing received was fair and reasonable. Based on history and verification of annual increases by another Aptean client, the price quoted was determined fair and reasonable.

MOTION made by Mr. Hoge and SECONDED by Mr. Weckesser that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to Aptean, Inc. in the amount of \$71,284 for a one-year maintenance agreement. This procurement will be funded through operating funds. The motion was APPROVED by voice vote 5-0.

Action Item #3 – Unleaded Fuel

Mr. Chris Cole explained the purpose of this procurement is to award a contract to a qualified firm to provide the Greater Dayton RTA with unleaded fuel for non-revenue vehicles and as of January 2017, the new Eldorado Project Mobility (PMOB) vehicles.

This is a recurring procurement that is coming before the Board because the current contract with Mansfield Oil Company of Gainesville, Inc. is ending in July 2017 and the amount of fuel projected had increased significantly due to the need for unleaded fuel for the Eldorado PMOB vehicles. The contract for diesel fuel will decrease as the approximate usage of diesel fuel in the PMOB vehicles has been 262,428 gallons per year.

Vendors were required to base their bids on the Daily Oil Price Information Services for Regular Unleaded and Unleaded 10% Ethanol, Rack Average plus or minus (+/-) a fixed differential. The differential determines the lowest bidder.

This procurement supports RTA's core value of Quality Service by ensuring that vehicles have fuel to operate and provide transportation for our employees and customers.

MOTION made by Ms. Heard and SECONDED by Mr. Lumpkin that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to Mansfield Oil Company of Gainesville, Inc. for Unleaded Gasoline 10% Ethanol. The differential for the base year is \$+0.0466 for an estimated \$1.7277 per gallon; the differential for option year one is \$+0.0479 for an estimated \$1.7290 per gallon and the differential for option year two is \$+0.0494 for an estimated \$1.7305 per gallon. The total base year contract is estimated at \$298,877. Option year one is estimated at \$299,101 and option year two is estimated at \$299,361 totaling \$598,462 for the option years and a grand total of \$897,339 based on the projected annual usage of 172,991 gallons per year. The award will vary based upon usage and fluctuations in the Oil Price Information Service price index. The motion was APPROVED by voice vote 5-0.

Action Item #4 – Environmental Consulting Services

Mr. Cole explained the purpose of this procurement is to select an Environmental Consulting Service to partner with the Greater Dayton RTA to ensure Staff maintains compliance with U.S. and Ohio EPA requirements, operate using best practices, and advise us if issues occur.

The services include development of an Environmental Plan consisting of evaluation of the current status of environmental and industrial safety hygiene compliance at RTA facilities and properties, recommendations, and a corrective action plan if needed. A main component will be program management of underground storage tanks and lines in accordance with BUSTR (Bureau of Underground Storage Tank Regulations). Other services may include, but not be limited to, assistance with RTA's capital projects through site assessments for property acquisition; soil management/construction oversight; surveying, sampling, performing laboratory analysis, reporting of hazardous and non-hazardous materials; and energy assessment audits and evaluation of conservation measures.

Environmental concerns are currently handled through a blanket purchase order on an as-needed basis. This procurement is being brought to the Board now because RTA desires a comprehensive, proactive environmental plan in accordance with its core values of safety for our employees and communities and stewardship of the financial and environmental resources entrusted to us.

MOTION made by Mr. Lumpkin and SECONDED by Ms. Heard that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to Trihydro Corporation for five (5) years at an estimated annual cost of \$40,000 for a total award not to exceed \$200,000. Environmental Consulting Services will be paid with 100% operating funds. The motion was APPROVED by voice vote 5-0.

Action Item #5 – Revised Board Policy #3 – Project Mobility Services

Mr. Brandon Policicchio explained that this Policy, formerly titled Project Mobility Services, will now carry the title ADA Paratransit Service Provision. The Policy will ensure full compliance with ADA complementary paratransit service requirements.

MOTION made by Ms. Heard and SECONDED by Mr. Lumpkin that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of Revised Board Policy #3 – Project Mobility Services. The motion was APPROVED by voice vote 5-0.

Action Item #6 – RTA Connect – Group Shuttle Services

Mr. Policicchio stated that a pilot program for Group Shuttle Services will enhance transit accessibility options in the county and will allow Staff to reallocate resources to increase productivity of mainline services. This program will support customer connections to major retail and grocery outlets located near major senior and human service center locations. In addition, the program will support altered or reduced fixed route services making the overall program budget neutral.

To support the recommendation for a group shuttle service, staff researched group shuttle programs offered by other transit agencies in the state and around the country. One option identified was a program that uses zones within their service area to target group transportation that would remain within the determined zone. Thus, customers can travel to their local retail and grocery outlets as a group with equivalent cost of mainline services or no cost for ADA eligible riders. By providing free shuttle services to ADA eligible customers, agencies can reduce paratransit operating costs, increase productivity and availability of paratransit services eliminating trip denials.

While developing a proposed structure, staff met to discuss current requirements and operational procedures to develop the proposed pilot program structure. The following program structure was developed and is recommended:

- For a pilot period of 18 months (or up to two year(s)), to take place starting in August 2017, RTA will provide group shuttle services for customers in Montgomery County that make reservations.
- Cost per trip is \$2. \$1 for reduced fare eligible customers. Free to ADA eligible customers.
- Services are subject to funding availability.
- Based on select days of the week, services will be provided to established zones within the service area.
- Customers must reside in the zone to be eligible for booking a group shuttle trip.
- Reservations are available three days in advance of the scheduled trip date, and are subject to availability.
- Customers will be picked up at their residences and taken to the identified shopping destination(s) within the zone.
- Customers can shop for 2 hours.
- Customers will be returned to their residences once the 2-hour window has expired.

MOTION made by Mr. Lumpkin and SECONDED by Ms. Heard that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of a Pilot Program: RTA Connect Group Shuttle Services. The motion was APPROVED by voice vote 5-0.

Action Item #7 – RTA Connect – Mobility Partnership Pilot Program

Mr. Policicchio stated that a RTA Connect - Pilot Mobility Partnership is being presented today. The Program will allow RTA to work with transit network providers and other transit providers to enhance and increase transit service options in Montgomery County.

The program is designed and structured to complement rather than compete with existing RTA services. The partnership will support first and last mile opportunities and connect customers to existing transit services because of service alterations and/or reductions. The program is budget neutral due to service reductions and alterations that will be supplemented by the program.

During 2016 the Customer and Business Development Department reviewed and recommended potential alternative transit solutions for consideration including:

- Support first mile and last mile connections
- Connect customers to existing transit services in the region
- Expand available transit options county-wide
- Assure long term financial sustainability
- Develop strategic private, public partnerships to improve transit options in the region
- Ensure customer connections in the loss or alteration of existing fixed route services.

To support these recommendation(s), RTA staff conducted an in-depth review of alternative transit programs offered by other transit agencies around the country, as well as emerging mobility services resulting from the recent and growing technology innovation occurring in the transportation industry.

Options identified, were several pilot programs which aim to test the effectiveness of connecting customers to and from fixed route bus stops and transit hubs using app-based Transportation Network Company (TNC) platforms such as Lyft and Uber.

TNCs provide prearranged transportation services for compensation using an online-enabled application or platform (such as smart phone apps) to connect drivers using their personal vehicles with passengers.

By launching this pilot program, RTA can proactively start to break down barriers to collaboration with emerging mobility providers —barriers like restrictive procurement processes, work rules, or agency traditions—by creating clear pathways to working together.

There is currently a substantial gap between current practice and the anticipated potential for on-demand transit and TNCs to serve paratransit trips and other markets that are particularly expensive to serve using fixed-route transit. As new and existing providers continue to test different business models and growth strategies, RTA will can experiment and share lessons learned with one another and with emerging mobility providers.

Over the last few years, several transit agencies have partnered with TNC's like Uber and Lyft, to provide reduced costs services that compliment traditional public transit services. Communities like Centennial Colorado, Pinellas-Suncoast Transit Authority, Jupiter Florida, Livermore Amador Valley Transit Authority, Santa Clara Valley Transportation Authority, and several others have

piloted programs to complement transit investments to reduce transit costs in first/last mile connections.

Because of identifying these trends, RTA staff reached out to several TNC's that operate in the area, and conducted an evaluation of their services in relationship to RTA's alternative transportation needs, including:

- Support first/mile last mile connections
- On demand fixed route customer transport support
- Connect customers in the loss or alteration of existing fixed route services

Emerging mobility services like bikeshare, carshare, on-demand transit, and TNCs provide more transportation options for customers to choose how to get where they want to go. Benefits include:

- Greater transportation efficiency by creating opportunities for more flexible planning and service development and optimization. If RTA can reduce the cost of providing equivalent or better service in inefficient service areas, we can reallocate savings to improve service elsewhere or provide savings to assist if there is a lack of funding.
- Sharing and utilizing other transit provider data can help to improve our planning efforts. RTA can then identify other provider's needs and seek access to this data accordingly, which will in many cases result in stronger reporting requirements.
- Emerging mobility services are helpful in addressing the less-dense, non-productive service areas.
- Leveraging RTA-controlled assets by subsidized customer trips using emerging mobility providers such as Lyft, Uber and taxis to achieve desired transportation outcomes, such as increased productivity, efficiency and first- or last-mile transit transfers.

Staff discussed with other transit agencies operating similar programs including TNC provider Lyft to develop the proposed pilot program structure below.

- For a pilot period of 18 months (or up to a 2 years depending on funding availability), to take place starting June 2017.
- The program will offer the following discounted fare, to be adjusted if deemed necessary, to increase the program's effectiveness:
 - The customer will pay the first \$1.75 and trips may cost the customer less than \$1.75. Actual fare may vary. After the first \$1.75 per trip is paid, RTA will cover the remaining fare rate. Bus fare is not included and RTA fare media cannot be used as a form of payment.
- The discounted fare will only apply for trips beginning and ending at designated stops or transit hubs. Customers who do not complete trips within these designated locations will be charged the full fare and the discount will not apply.
- Service is available 24 hours a day, 7 days a week.
- Customers will have the choice to select from any of the available program providers.
- When accessing program services via phone, customers will be directed to the Call Center where they will be transferred to the transit provider of their choice.
- Eligible customers will be able to access the program's coupon code via marketing initiatives by RTA and participating transit providers.
- Information on the program and discount codes will be displayed at identified bus stops and transit hubs.

- Transit providers will market their coupon code through an app or other available methods and supply data to RTA to determine the effectiveness of the coupon code.
- The overall program will be marketed to prospective customers by RTA and the transit provider.
- Data from the partnership will be reviewed with each provider to understand what longer term program or options are needed.
- The program providers can also be used for on demand services. Demand for this service will need to be determined over the course of the pilot.

MOTION made by Ms. Heard and SECONDED by Mr. Hoge that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of a Pilot Program: RTA Connect Mobility Partnership. The motion was APPROVED by voice vote 5-0.

Action Item #8 – RTA Connect – Countywide Paratransit Pilot Program

Mr. Policicchio stated that a RTA Connect – Pilot Countywide Paratransit Program is being presented today. In order to expand the Americans with Disabilities Act of 1990 (ADA) paratransit service area within Montgomery County, a pilot transportation program is being recommended to reach all RTA ADA eligible customers. Currently, the ADA complementary paratransit service only serves customers traveling within 3/4 mile of the fixed route service area. The proposed pilot program will expand the current paratransit service area (as defined by the ADA), providing an opportunity for all ADA eligible residents/customers to travel within Montgomery County.

The ADA requires that public entities that operate fixed route transportation services also provide complementary paratransit service for customers whose disabilities make them unable to use the fixed route system. RTA has developed and administers a process for determining if individuals who request RTA Connect ADA Services meet the regulatory requirements for eligibility and currently serve as the transportation provider for over 4,500 eligible paratransit customers.

In 2016 the Alternative Transit Solutions Department reviewed population demographics including residents living inside and outside of RTA’s ADA paratransit service area. It was found that Montgomery County’s total population of 533,763, 82,101 (15.4%) of those individuals have a disability and 58,714 (11%) are 65 years of age and older. Of the total population, 90% lives within 3/4 mile of fixed route services.

Half of Americans over the age of 65 report having some form of disability, and one in three reported having trouble getting the transportation they need. It has been projected that by 2045, there will be twice as many older Americans as now, and they will need quality connections to medical care and related services.

Older Americans are more likely to have physical limitations, and, as they age, cognitive limitations that create challenges for driving, walking, and using traditional, fixed route transit. In fact, older people who suffer from limitations related to health must often cease walking or using transitional public transit before they are forced to cease driving.

Therefore, expanding the ADA Paratransit Service area will allow all RTA Connect eligible customers to travel to and from the critical appointments they may not currently be able to access due to RTA's current restricted service area.

While developing a proposed structure, Staff met to discuss current eligibility requirements and operational procedures to develop the proposed pilot program structure. The program is structured to increase service to our ADA Connect eligible customers. As a result of these discussions the following program structure was developed:

- For a pilot period of 18 months (or up to 2 year(s)), to take place starting in June 2017, RTA will provide door-to-door transportation services for customers in Montgomery County that make advance reservations.
- Customers must complete the Connect ADA application process and successfully become ADA eligible for paratransit services.
- Connect ADA Service is \$5.00 each way when traveling outside of the defined ¾ mile service area but inside Montgomery County. A subsidy will be funded through the Meeting Mobility grant to cover the additional trip costs and is subject to availability.
- Customers can schedule trips no later than the day before and up to 7 days in advance.
- Services are subject to availability.
- Hours of operation are seven (7) days a week from 4:00 AM till 2:00 AM.

MOTION made by Ms. Heard and SECONDED by Mr. Lumpkin that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of a Pilot Program: RTA Connect Countywide Paratransit. The motion was APPROVED by voice vote 5-0.

Action Item #9 – Sinclair Semester Pass Pilot Program

Mr. Policicchio presented a Sinclair Community College Semester Pass Pilot Program for the upcoming 2017 Fall Semester. The Pilot Program will run through the 2018 Fall Semester. The pass will afford Sinclair Students, Faculty and Staff the opportunity to purchase a semester pass at a greatly reduced cost. The pass will be available for use on all RTA fixed routes and paratransit services (where eligible).

RTA's goal is to increase ridership, strengthen our partnership with Sinclair and utilize the pilot program as proof of concept to determine next steps and develop a Sinclair Pass Program for all Students, Faculty and Staff. RTA also believes this program can open the door to discussions with other area colleges and universities

Since 2010, records indicate that Sinclair purchased retail valued 31-day passes from RTA, subsidized and offered students a 29% discount of \$39 per pass. The discounted pass was only offered at Sinclair's Bookstore downtown.

In July 2015, Sinclair ended the discount pass program due to budgetary reductions. According to Sinclair, the annual estimated subsidy of the program was roughly \$150,000. As a result, RTA experienced a 63% reduction in pass sales at Sinclair's Bookstore the following year. General pass sales the following year also indicated no measureable increase, making it difficult to identify if students migrated to other RTA fare media.

The semester pass is a “period pass”, valid only during a defined period of time. Passes will go on sale and be valid for use two weeks prior to and after each semester. Passes will only be sold at Sinclair’s Bookstore on campus for \$175 per pass. A savings of roughly \$100, which equates to a 36% discount.

Students, Faculty and Staff must present their Sinclair photo ID (Tartan card) at time of purchase. Sinclair Staff will record information from the person making the purchase, along with the associated pass ID number. All Sinclair customers with a valid pass will be required to show their Sinclair ID to the operator upon boarding. Each semester pass will also have a different looking design. These validation efforts will aid established lost and found procedures including the reduction of fraudulent use as reported by Sinclair under the previous pass program.

One unique enhancement to the previous program is the addition of Sinclair Faculty and Staff. Faculty and Staff will not only benefit from the discount but may utilize payroll deduction in order to pay for the pass via RTA’s Smart Choice Program.

Additional benefits of the program include:

- Affordable transportation options for students, staff, and faculty
- Recruiting benefit for future Sinclair students, staff, and faculty
- Less parking and traffic congestion around campuses
- Free RTA how to ride sessions
- Students on financial aid will be able to purchase an entire semester worth of travel
- Solid proof of concept pilot as a result of data capabilities captured via period pass technology

Promotion of the program will be a joint effort between RTA and Sinclair. As recommended by Sinclair, promotional efforts for Fall 2017 will begin in April 2017. Promotional efforts include but are not limited to:

- RTA, Sinclair and local media coverage highlighting the pilot program
- Semester pass poster and banner placement on Sinclair campus
- Digital space on www.sinclair.edu
- Aggressive and shared social media campaigns
- Promotional materials made available in classroom
- Vendor table space during heavily attended events on campus
- E-mail blast(s) to students, faculty, staff and stakeholders
- Postal mail outs by Sinclair to students, faculty, staff and stakeholders

MOTION made by Mr. Lumpkin and SECONDED by Ms. Heard that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of a Pilot Program: Sinclair Semester Pass. The motion was APPROVED by voice vote 5-0.

Informational and Discussion Items:

Customer and Business Development Update

In addition to Action Items, Mr. Policicchio provided a summary document of recent activities in the Customer and Business Development Department. The summary included positive local and national news highlighting our Agency.

KPI Data Review

Mr. Rhodes previously provided the KPI data in today's Committee package. Mr. Rhodes provided a summary of the results.

December Sales Tax Update

Ms. Stanforth stated that December 2016 receipts are \$59,000 *lower* than December 2015. This equates to a 1.4% *decrease*. Year-to-Date December 2016 receipts are \$2.25 Million *higher* than December 2015. This equates to a 5.7% *increase*.

February 2017 Financial Statements

Ms. Stanforth reported that for February 2017 RTA's *Net Loss* after Local Depreciation is \$665,000 compared to a *Budgeted Loss* of \$410,000. February 2017 Year-to-Date *Net Loss* after Local Depreciation is \$1.49 Million compared to a Year-to-Date *Budgeted Loss* of \$1.56 Million. The details associated with the financial statements are included in the Committee Package. After two (2) months of Operations, RTA realized a \$71,000 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.

Next Meeting

A Jointly held Finance/Personnel and Planning Committee meeting will be held on Tuesday, April 25, 2017 at 8:30 a.m.

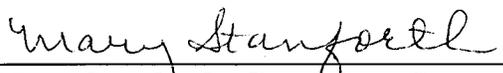
Adjournment

MOTION made by Ms. Heard and SECONDED by Mr. Weckesser to ADJOURN the meeting. The motion was APPROVED by voice vote 5-0. The meeting adjourned at 10:50 a.m.

Attest



Sharon Hairston, Chair
for



Mary Stanforth, Committee Secretary