

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

May 16, 2017

Members Present: Sharon Hairston, Jointly Held Committee Chair, Board Vice President
Adrienne Heard, RTA Board President
David Williamson, Chair, Investment Advisory Committee
Vince Corrado
Franz Hoge (arrived at 8:32 a.m.)
Tom U. Weckesser

Excused Absence: Sharon Howard, Chair, Planning Committee
John Lumpkin, Chair, Finance/Personnel Committee

Staff in Attendance:

Mark Donaghy
Rick Bailey
Daron Brown
Sally Brown
Barbara Chamberlain
Chris Cole
Jerry Gustin
Tim Harrington
Deborah Howard
Jim Napier
Jessica Olson
Brandon Policicchio
Gene Rhodes
Bob Ruzinsky
Mary K. Stanforth
Robert Thomas

Others Attending: Dr. Richard Henry, League of Women Voters
Jonathan Hollingsworth, Attorney, Hollingsworth & Washington, LLC

Call to Order

Ms. Sharon Hairston 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 April 25, 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 April 25, 2017 Jointly Held Finance/Personnel and Planning Committee Meeting Minutes.

June 2017 Board Action Items:

Action Item #2 – Miscellaneous Overhead Trolley Parts at Various Locations

Mr. Bob Ruzinsky explained the purpose of this procurement is to obtain Overhead Infrastructure Parts for the Greater Dayton Regional Transit Authority (RTA). The parts are necessary for the system rebuild of Wayne Avenue, I-75 Phase II, and Main Street Bridge Temporary and Final.

These overhead parts are for upcoming RTA infrastructure projects which includes a refurbishment of a section of Wayne Avenue where the city is upgrading the street, I-75 Phase II which is an upgrade to our existing infrastructure on West Monument Street and West First Street, and the Main Street Bridge replacement project. The temporary install on Main Street involves reworking our infrastructure to allow Route #7 trolley service to continue on North Main Street during construction and the final parts will be installed when ODOT completes the bridge work. Wayne Avenue and I-75 Phase II should each take approximately 4-6 months. The temporary installation for the Main Street Bridge is scheduled to start late fall.

An award under small purchasing will be made to Impulse NC, LLC for bid line items 6, 8, 9,11,16,17,19,22,23, and item 26, totaling \$43,961.

Phoenix Manufacturing shall be awarded line items 1-5,7,10,12,13,14,15,18,20,21,24,25,and item 27, totaling \$109,674.

This procurement will be funded with Federal grant funds.

The Chief Executive Officer recommends a contract award to Phoenix Mining in the amount of \$109,674.

MOTION made by Ms. Heard and SECONDED by Mr. Hoge that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to Phoenix Mining in the amount of \$109,674. The motion was APPROVED by voice vote 6-0.

Action Item #3 – Food and Beverage Vending Services

Ms. Deborah Howard explained the purpose of this procurement is to contract with a vendor to provide food and beverage vending services to the Greater Dayton RTA. The vendor will provide microwaves, utensils, plates and all condiments using new or refurbished (like new) vending machines with encasements, where necessary. Since RTA does not have a cafeteria or restaurant at most locations, the vending service is provided to make food, snacks and hot/cold beverages available to employees and the public at the transit centers. This contract will generate revenue for the RTA. A portion of the revenue is given to RTA's Employee Benefit Fund (EBF) to allow the EBF Committee to host activities and events to recognize and show appreciation to our employees for their dedication and commitment to the mission of RTA.

This procurement is being brought to the Committees at this time to procure a new contract in order to continue to make available the food and beverage vending services.

Evaluation Criteria include:

- Quality of products, service and menu selection
- Commission structure
- Experience and reputation
- Management philosophy
- Quality of proposal preparation

The following firms submitted a proposal:

<u>Firm</u>	<u>Commission Rate Offered</u>
AVI Foodsystems, Inc. Huber Heights, Ohio	24.7% WSP and Longworth Campus 26.9% Transit Centers Plus an annual promotional fund of \$3,000 for each year of service and a capital contribution of \$6,000 for custom décor in the Longworth Maintenance and Operators break rooms.
Dr. Pepper Snapple Group Huber Heights, Ohio	*

*FTA requires that only the successful proposer's pricing be publicly disclosed.

MOTION made by Mr. Corrado and SECONDED by Ms. Heard that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to AVI Foodsystems, Inc. for a five (5) year period with a guaranteed annual commission rate of 24.7% from sales at Wright Stop Plaza and the Longworth Campus and 26.9% from sales at RTA Transit Centers. Commissions will be paid to RTA on a quarterly basis and there will be an annual promotional fund of \$3,000 and custom décor funds of \$6,000 (Longworth Maintenance and Operator break rooms). The motion was APPROVED by voice vote 6-0.

Action Item #4 – Updated/Revised Facilities Code of Conduct and Rules of the Road

Mr. Jim Napier explained there have been recent challenges to the Greater Dayton RTA's *Facilities Code of Conduct* and *Rules of the Road*. The challenges have been specific to an individual's right to carry firearms while on RTA property with a valid Concealed Handgun License (CHL). Staff's research into gun laws confirmed that CHL is permitted on RTA property, including buses. As a political subdivision, RTA buildings are considered "government buildings" and CHL is not permitted within buildings that we own and operate.

Staff has worked with transit peers to review the proposed changes and recommends revisions to the *Facilities Code of Conduct* and *Rules of the Road* to address the issue of firearms in and around RTA facilities, including on-board buses.

The revisions to the RTA Facilities Code of Conduct are as follows:

WHILE YOU ARE ON RTA PROPERTY, YOU ARE PROHIBITED FROM:

1. Carrying or possessing weapons of any kind, **except lawfully carried and possessed firearms.** ~~, including weapons carried pursuant to a valid license.~~

The revisions to the RTA Rules of the Road are as follows:

15. Customers may not carry onto an RTA vehicle any item which could cause injury or damage to RTA riders or property, including **hazardous materials such as gasoline, propane tanks and car batteries, except lawfully carried and possessed firearms.** ~~firearms, knives or such hazardous~~
16. **No open carry of firearms on RTA buses.**

Mr. Mark Donaghy explained that signage at RTA Facilities and Transit Centers (Hubs) will be updated to reflect these changes. Also, Mr. Donaghy confirmed that training will be provided in the near future to RTA Transit Ambassadors.

MOTION made by Mr. Williamson and SECONDED by Ms. Heard that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of the Revised Facilities Code of Conduct and Rules of the Road. The motion was APPROVED by voice vote 6-0.

Informational and Discussion Items:

Customer and Business Development Update

Mr. Brandon 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 including information on the June 4th launch of RTA Connect and the Read on RTA “free ride for a book” Campaign on June 2, 2017.

Mr. Policicchio indicated that plans for the downtown circulator’s suggested route continue to form and the RTA has been facilitating feedback from community partners about what the official name for the Circulator should be, as well as the design.

Mr. Policicchio also mentioned the RTA Summer Passport will go on sale May 22nd and that this year 5/3 Bank agreed to sell Summer Youth passes as well as Dayton Metro Library. The pass provides unlimited rides from June 1, 2017 - August 31, 2017. Passes are \$55.00 and are available to area students between the ages of 13 and 18.

KPI Data Review

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

Midwest Transit Leadership Exchange

Mr. Donaghy explained to the Committees that during the first week of May, the RTA welcomed transit leaders from Buffalo, Cleveland, Pittsburgh and Toledo for two days of meetings of the Midwest Transit Leadership Exchange.

This program started last year as a collaboration of transit agencies to further enhance succession programs, like Greater Dayton RTA’s *2020 Leadership Group*.

As part of the leadership event in Dayton, the RTA highlighted the maintenance training and apprenticeship program (partnership with Sinclair Community College). The RTA also invited guest

speaker Mr. Thomas Fladung from Hennes Communications to discuss why transit agencies should invest time in creating a crisis communications plan for a variety of emergencies that can occur.

Mr. Donaghy stated that Mr. Rhodes has done an outstanding job in managing this program here at RTA. Mr. Donaghy thanked Mr. Rhodes for his excellent work!

February 2017 Sales Tax Update

Mr. Robert Thomas stated that February 2017 receipts are \$49,000 *higher* than February 2016. This equates to a 1.5% *increase*. Year-to-Date February 2017 receipts are \$204,000 *higher* than Year-to-Date February 2016. This equates to a 3.4% *increase*.

April 2017 Financial Statements

Mr. Thomas reported that for April 2017 RTA's *Net Income* after Local Depreciation is \$548,000 compared to a *Budgeted Loss* of \$116,000. April 2017 Year-to-Date *Net Loss* after Local Depreciation is \$69,000 compared to a Year-to-Date *Budgeted Loss* of \$1.18 Million. The details associated with the financial statements are included in the Committee Package. After four (4) months of Operations, RTA realized a \$1.11 Million positive variance as compared to budget.

Small Purchasing Information

Ms. Deborah Howard stated that an updated summary of small purchases was previously included in today's meeting packet. There were no questions from Committee members regarding this report.

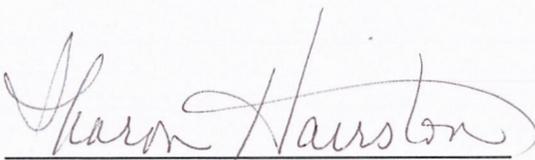
Next Meeting

A Jointly held Finance/Personnel and Planning Committee meeting will be held on Tuesday, June 20, 2017 at 8:30 a.m.

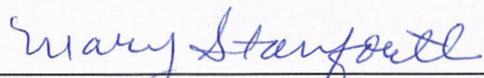
Adjournment

MOTION made by Mr. Williamson and SECONDED by Ms. Heard to ADJOURN the meeting. The motion was APPROVED by voice vote 6-0. The meeting adjourned at 9:42 a.m.

Attest



Sharon Hairston, Chair



Mary Stanforth, Committee Secretary