

Jointly Held
Finance/Personnel and Planning Committees
Meeting Minutes

December 18, 2018

Members Present: David Williamson, Jointly Held Committee Chair
Vince Corrado
Sharon Hairston
Adrienne Heard
Franz Hoge
John Lumpkin
Belinda Matthews Stenson

Excused Absence: Sharon Howard
Tom U. Weckesser

Staff in Attendance: Mark Donaghy
Julia Beard
Roland Caldwell
Chris Cole
Chris Conard, Coolidge Wall Co., L.P.A.
Arthur "Skip" Dunkle
Tim Harrington
Deborah Howard
Nikol Miller
Jessica Olson
Brandon Policicchio
Bob Ruzinsky
Mary K. Stanforth
Robert Stevens

Others Attending: Dr. Richard Henry, League of Women Voters

Call to Order

Mr. Williamson 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 November 20, 2018 Meeting Minutes

Mr. Williamson asked if attendees desired a reading of the minutes or if there were any corrections to the minutes? Upon hearing no requests or corrections, Mr. Williamson declared ACCEPTANCE of the November 20, 2018 meeting minutes.

Greater Dayton Regional Transit Authority

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January 2019 Board Action Items:

Action Item #2 – Personnel Data Systems Multi-Year Maintenance Agreement

Mr. Harrington explained Personnel Data Systems (PDS) is the provider of the Vista Human Resources Management System (HRMS) software, which the Greater Dayton Regional Transit Authority (RTA) implemented in 2010 and is currently updating to Version 7. On an annual basis, RTA contracts with PDS for support of the software. At this time, MIS desires to renew the maintenance agreement for a five-year period.

The purchase of a support agreement for the Vista HRMS software already owned by RTA supports RTA’s core value of Stewardship by properly maintaining the resources entrusted to our care. The maintenance/support includes the following:

- Click-and-Download Enhancements and Updates using Vista Fresh
- Telephone and email access during regular Support Hours
- 24x7x365 after-hours emergency response
- Quarter-end and Year-end support
- Online Support issue tracking through a dedicated Support portal
- PDS Technical Support
- PDS User Group Association (UGA) membership

As the original developer, PDS is the only company that offers support for this software. Ohio Revised Code 306.43(H) (3) exempts from competitive bidding maintenance of software supplied by the original vendor. PDS quotes the following for the agreement:

Contract Year	Price
Year 1	\$17,220.00
Year 2	\$17,736.60
Year 3	\$18,268.70
Year 4	\$18,816.76
Year 5	\$19,381.26
TOTAL	\$91,423.32

Since this is a sole source procurement, a cost analysis was performed to determine if the pricing received is fair and reasonable, and it was subsequently found to be so. The Year 1 increase is 0%. In 2018, RTA paid \$15,761 for maintenance, a difference of \$1459; however, there was no increase in the existing maintenance cost. A new module, Vista Analytics, was purchased in 2018, and it adds \$1459 to the maintenance cost. Contract Years 2 through 5 have annual increases of 3%, which is the same as annual increases in other RTA software maintenance agreements, such as Trapeze and Genfare.

The PDS Multi-Year Maintenance Agreement will be funded thru the Operating Budget.

MOTION made by Ms. Hairston and SECONDED by Mr. Corrado that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of a contract AWARD to Personnel Data Systems for maintenance of the HRMS software for a five-year period in the total amount of \$91,424. Motion APPROVED by voice vote 7-0.

Action Item #3 - Third Party Administrator for Automobile Liability

Ms. Stanforth stated this procurement seeks a qualified third party administrator to assist with RTA’s self-insured automobile liability retention program with respect to automobile liability claims and claims expense. This procurement is consistent with RTA’s core value of stewardship.

The successful administrator will handle all claims management services required by the RTA. Examples include: Conduct analysis to determine validity and compensation as well as make payments of valid claims for compensation.

Proposals were solicited for Third Party Administrator for Automobile Liability through the *Dayton Daily News*, the *Dayton Weekly News* and *Transit Talent*. A Request for Proposals was sent to nine (9) firms.

On December 7, 2018, four (4) proposals were received. The Evaluation Committee reviewed the proposals to determine and designate the most qualified proposer using the following criteria:

- Approach to providing the requested Scope of Services: An understanding of the RFP and of the project’s Scope of Services, knowledge of applicable State and Federal laws and regulations related to the Scope of Services.
- Qualifications of Firm and Key Personnel: Ability to provide the requested Scope of Services; the Proposer’s financial capacity; recent experience conducting work of similar scope, complexity and magnitude for other public agencies of similar size; and references. Qualifications of staff-longevity, related experience, and staff turnover.
- Reasonableness of cost: Total annual price plus additional fees.
- Administration: Claims administration process, including technology and customer service.
- Other: Innovative and/or creative approaches to providing the services that provide additional efficiencies or increased performance capabilities.
- Quality of proposal preparation.

Firm	Base Year	Option Year One	Option Year Two	Option Year Three	Option Year Four	Total
TriStar Lakewood, CO	\$139,170	\$139,170	\$144,041	\$149,082	\$154,300	\$725,763
Central Adjustment Company Little Rock, AR	*	*	*	*	*	*
PMA Companies Camp Hill, PA	*	*	*	*	*	*
Carl Warren & Company Phoenix, AZ	*	*	*	*	*	*

*FTA procurement guidelines require only the successful proposer’s data be disclosed publicly.

MOTION made by Mr. Hoge and SECONDED by Mr. Corrado that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of a contract AWARD to TriStar as a Third Party Administrator for Automobile Liability as follows: Base Year at \$139,170; Option Year One at \$139,170; Option Year Two at \$144,041; Option Year Three at \$149,082 and Option Year Four at \$154,300 for a grand total of \$725,763. Motion APPROVED by voice vote 7-0.

Action Item #4 – Revised Procurement Policy #8, Purchasing Authorization

Ms. Stanforth stated this policy defines purchasing and contract authorization limits extended to specific job titles at the Greater Dayton RTA.

The Policy has been updated to reflect current authorization limits which are consistent with current industry best practice.

MOTION made by Ms. Matthews-Stenson and SECONDED by Ms. Heard that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of updating, as attached, Procurement Policy #8, Purchasing Authorization. Motion APPROVED by voice vote 7-0.

Informational and Discussion Items:

Customer and Business Development Update

Mr. Policicchio stated the Customer and Business Development Department previously included in today's meeting packet a summary document of recent activities. Activities to mention include:

- Service Changes and Enhancements Proposed for 2019
- The Dayton RTA Holiday Bus
- The Flyer Service Update

KPI Data Review

Ms. Beard stated the KPI data was placed around the table today. Ms. Beard highlighted specific information related to the reports including: On-Time Performance, Passenger Boardings per Revenue Hour, Employee Unplanned Absenteeism, Road Calls and Preventable Collisions.

September 2018 Sales Tax Update

Ms. Beard reported September 2018 Sales Tax receipts equal \$3,252,667 and State of Ohio Transitional Aid is \$172,957. The Grand Total of \$3,425,624 reflects a 1.9% or \$66,000 decrease versus September 2017. Fortunately, we are up \$81,496 versus September 2018 budget.

Year-to-Date (YTD) September 2018 Sales Tax receipts equal \$28,093,692 and State of Ohio Transitional Aid is \$3,444,243. The YTD Grand Total of \$31,537,934 reflects a 1.7% or \$522,812 increase versus YTD September 2017. As compared to YTD 2018 Budget, we are up \$437,636 (positive variance).

November 2018 Financial Statements

Ms. Beard reported for the month of November 2018 RTA's Net Loss after Local Depreciation is \$142,207 compared to Budgeted Net Gain of \$108,088. Operating revenues were \$7,866 above budget while operating expenses, excluding depreciation, were \$290,709 over budget. RTA Local depreciation expense was \$7,432 under budget while non-operating revenues were \$25,116 above budget. Operating expense over-runs created the month's negative result.

RTA's November Year-to Date (YTD) Net Loss after Local Depreciation is \$692,756 compared to YTD Budgeted Net Loss of \$138,708. Operating revenues were \$164,775 above budget while operating expenses, excluding depreciation, were \$788,412 over budget. RTA Local depreciation expense was \$42,800 under budget while non-operating revenues were \$89,789 above budget. When subtracting the Net Decrease in the Fair Value of Investments of \$360,263 we are tracking very close to budget.

The details and variance explanations associated with the financial statements are included in today's Committees Meeting Package.

Operating and Capital Acquisition Schedules

Ms. Howard stated the Operating and Capital Acquisition Schedules were placed around the table today. There were no questions or comments from Committees members regarding the Schedules.

Small Purchasing Information

Ms. Howard stated Small Purchasing Information was previously included in today's meeting packet. There were no questions from Committees members regarding this report.

Next Meeting Dates

A Jointly held Finance/Personnel and Planning Committees meeting will be held on January 15, 2019 and February 19, 2019.

Executive Session

Mr. Williamson requested the need for an Executive Session 9:57 a.m. A quorum was present and proper notice of the session had been given. Mr. Williamson stated that no further action would take place at the end of the Executive Session.

Adjournment

Following the Executive Session, a MOTION was made by Mr. Lumpkin and SECONDED by Ms. Stenson to adjourn the meeting. Mr. Williamson DECLARED the meeting ADJOURNED. The meeting adjourned at 10:35 a.m.

Attest


David Williamson, Chair


Brandon Policicchio, Committee Secretary