

## Minutes

### Greater Dayton RTA Board of Trustees Public Board Meeting

November 30, 2020

- Trustees: David P. Williamson, President  
John A. Lumpkin, Jr., Vice President  
Vince Corrado  
Sharon E. Hairston  
Adrienne L. Heard  
Belinda Matthews-Stenson  
Thomas Weckesser
- Excused: Sharon D. Howard
- Staff: Mark Donaghy, Chief Executive Officer  
Bob Ruzinsky, Deputy Chief Executive Officer  
Chris Cole, Chief Operating Officer  
Christopher Conard, Coolidge Wall, Co., LPA  
Cathy Garner, Senior Executive Administrative Assistant  
Brandon Policicchio, Chief Customer & Business Development Officer  
Mary K. Stanforth, Chief Financial Officer  
Brenda Thomas, Human Resources, Director
- Others: Various citizens via teleconference.

### Call Meeting to Order

Mr. Williamson called the meeting to order at 3:00 p.m. A quorum was present and proper notice of the meeting had been given. Mr. Williamson stated today's meeting is being conducted in accordance with Sub. HB 197 and the guidelines set forth by the Ohio Department of Health. Due to matters surrounding COVID-19, the meeting is being conducted remotely by teleconference.

### PLEDGE OF ALLEGIANCE

Mr. Williamson led attendees in reciting the Pledge of Allegiance.

### Greater Dayton Regional Transit Authority

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**ROLL CALL**

Roll call was taken:

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

**APPROVAL OF CONSENT AGENDA**

Mr. Williamson stated Greater Dayton Regional Transit Authority (RTA) By-Laws require Board Trustees approval of today's Board Meeting Agenda. Mr. Williamson asked if there are any changes to the agenda? Upon hearing no changes, Mr. Williamson DECLARED ACCEPTANCE of today's Board Meeting Agenda.

**APPROVAL OF NOVEMBER 10, 2020 MEETING MINUTES**

Mr. Williamson asked if anyone requests a reading of the minutes or if there are corrections to the minutes? Upon hearing no requests or corrections, Mr. Williamson DECLARED ACCEPTANCE of the November 10, 2020 Meeting Minutes.

**FINANCE/PERSONNEL COMMITTEE REPORT (BELINDA MATTHEWS-STENSON)**

Ms. Matthews-Stenson stated the Finance/Personnel and Planning Committees held a teleconference meeting on November 17<sup>th</sup> and as a result the Finance/Personnel Committee is recommending six (6) Action Items for the Board's consideration. All Action Items are essential to the delivery of transportation services to the public.

**ACTION ITEM #2 – 2021 OPERATING & CAPITAL BUDGET**

Ms. Matthews-Stenson stated RTA's total Operating Revenues for 2021 are projected at \$90.2 million while total Operating Expenses are projected at \$71.1 million. This budget scenario reflects a gain of \$19.1 million *before* capital charges and a gain of \$200 thousand *after* federal, state and local capital charges. The overall positive bottom line is the result of one time FTA CARES Act funding that is supporting RTA during the national health crisis. Staff continues to hold some positions open and will keep a sharp eye on costs while working through the national health

crisis and the expected economic challenges that may follow.

Regarding the Capital Budget, expenditures for 2021 are projected at \$39.1 million with \$4.9 million or 12.6% funded by RTA. This amount is low compared to the normal funding percentage of about 20% and is attributed to an award of State Capital funding. Capital projects include the categories of: Electric System Infrastructure, Revenue Vehicles & Equipment, Transit Hubs & Facility Improvements, and Equipment, Technology, Amenities & Other. RTA's Capital Program is extensive, but has leveled off compared to recent years. While Staff still plans for an aggressive capital program, all projects must follow FTA procurement rules and be approved by the Board of Trustees or the Chief Executive Officer, depending on total dollar amounts. This ensures the Board has a second level of approval, in addition to approving the overall Capital Budget each year.

MOTION MADE by Ms. Matthews-Stenson and SECONDED by Ms. Heard to APPROVE the 2021 Operating and Capital Budget. This APPROVAL allows the Secretary-Treasurer to file the appropriate documents with the Montgomery County Auditor and to receive a certificate authorizing 2021 expenditures.

Roll call vote was taken:

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

MOTION CARRIED 7-0.

### **ACTION ITEM #3 – RESOLUTION NO. 2020-11-1, 2021 ANNUAL APPROPRIATIONS**

Ms. Matthews-Stenson stated Board Trustees' adoption of the 2021 Operating and Capital Budget will establish budget limits for the upcoming year. Trustees' approval of Resolution No. 2020-11-1 will appropriate the needed funds to carry out the activities approved in the Budget documents.

MOTION MADE by Ms. Matthews-Stenson and SECONDED by Ms. Heard to APPROVE Resolution No. 2020-11-1, Fiscal Year 2021 Annual Appropriations.

Roll call vote was taken:

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

MOTION CARRIED 7-0.

#### **ACTION ITEM #4 – FUEL FOR TRANSIT COACHES**

Ms. Matthews-Stenson stated Ultra Low Sulfur (ULS) fuel is used daily to fuel the RTA’s diesel bus fleet and RTA’s non-revenue diesel vehicles. This procurement is being brought to the Board at this time because the current contract with Mansfield Oil Company of Gainesville, Inc. ends December 31, 2020.

This procurement supports RTA core values of quality service and good stewardship of financial resources by ensuring that diesel fuel is available for service and purchased at a fair and reasonable price.

MOTION MADE by Ms. Matthews-Stenson and SECONDED by Mr. Corrado to APPROVE a contract AWARD to Gladioux Trading and Marketing Co., L.P. for Ultra Low Sulfur Diesel Fuel with a differential of  $-\$.0511$  on the Oil Price Information Service (OPIS) for an estimated award amount of  $\$2,530,542$  for the base year; a differential of  $-\$.0494$  on the OPIS for an estimated award amount of  $\$2,532,880$  for Option Year 1; and a differential of  $-\$.0475$  on the OPIS for an estimated award amount of  $\$2,535,540$  for Option Year 2; for an estimated grand total of  $\$7,598,962$ . Actual costs will vary based on the daily OPIS price, the number of gallons purchased, and quarterly adjustments made to the Ohio Petroleum Activity Tax. Funding for this procurement is included in RTA’s operating budget.

Roll call vote was taken:

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

MOTION CARRIED 7-0.

**ACTION ITEM #5 – LANDSCAPING AND GROUNDS MAINTENANCE**

Ms. Matthews-Stenson stated the purpose of this procurement is to obtain the services of a qualified firm to provide landscaping and grounds maintenance to RTA properties. This project is consistent with core values of Stewardship and Quality Service by maintaining and improving our environment and facilities. RTA attracts more people and promotes our dedication to customers as we invest in their experience at all RTA locations.

The successful bidder is required to provide weekly landscaping and grounds maintenance for ten (10) months of each year to ensure a clean and professional image of all RTA properties. The areas to be serviced and maintained include the main campus, transit centers, substation properties, turnarounds, and turnbacks. Services include mowing and trimming, mulching, trimming and maintaining shrubs, general bed maintenance, providing seasonal color, weed control, aerating, fertilizer, and insect spray.

MOTION MADE by Ms. Matthews-Stenson and SECONDED by Ms. Hairston to APPROVE a contract AWARD for five (5) years to Lamanna’s Lawn and Landscaping for landscaping and grounds maintenance for the annual cost of \$74,100 plus a 15% contingency of \$55,575 for additional work related to the scope of work but not included in normal services for a total cost of \$426,075. This procurement will be funded with operating funds.

Roll call vote was taken:

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

MOTION CARRIED 7-0.

**ACTION ITEM #6 – PROJECT MANAGEMENT PROFESSIONAL SERVICES**

Ms. Matthews-Stenson stated the purpose of this procurement is to contract with a firm(s) to provide RTA with a qualified consultant(s) with general and specific expertise to assist with managing the various capital projects included in the budget. This project is consistent

with RTA’s core value of Stewardship as we commit to managing our time, talent and resources efficiently, and responsibly.

A qualification based procurement method was used where criteria other than price determined the most qualified firm(s). Pricing was requested after the evaluation committee selected the top firms.

When RTA identifies a project task, the Project Management firm(s) will be requested to submit a proposal for the said task at the contracted hourly rates. RTA will retain the right not to use the firms under contract if an agreement on the proposal cannot be reached. RTA anticipates awarding a five (5) year contract with two (2) one-year options.

MOTION MADE by Ms. Matthews-Stenson and SECONDED by Ms. Heard to APPROVE contract AWARDS to LTK Engineering Services with an emphasis on Electric Systems Infrastructure; to Resources International, Inc. with an emphasis on major construction project management, and John Cummiskey Consulting with an emphasis on general project management services for the hourly rates specified for years 1-5 and two (2) option years. Total dollar amounts will not exceed 5% of annual budgeted amounts for capital projects. This procurement will be partially funded with Federal and Operating Funds.

Roll call vote was taken:

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

MOTION CARRIED 7-0.

#### **ACTION ITEM #8 – ADMINISTRATIVE EMPLOYEE COMPENSATION GUIDE**

Ms. Matthews-Stenson stated periodically, if not annually, the Administrative Employee Compensation Guide is reviewed and adjusted. A recommendation has been made to the Chief Executive Officer to adjust the current Compensation Guide across the board by 2%. This recommendation is informed by data reviewed from the Bureau of Labor Statistics and Consumer Price Index.

There are no implied or expressed guarantees regarding wage increases.

MOTION MADE by Ms. Matthews-Stenson and SECONDED by Ms. Hairston to APPROVE RTA's 2021 Administrative Employee Compensation Guide.

Roll call vote was taken:

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

MOTION CARRIED 7-0.

**Financial Update:**

Ms. Matthews-Stenson reported at the meeting Ms. Stanforth presented October 2020 Financial Statements. Year-to-date October 2020 indicates a gain of \$10.2 million after RTA's local capital charge. The gain is primarily due to the funding received from the Federal government as part of the CARES Act.

Sales tax received for August 2020 was up about \$200,000 from last year and \$300,000 from current budget. Year-to-date August 2020 receipts are up about \$735,000 from last year and \$1 million from current budget. During COVID it is exceptional that amounts received continue to improve.

Ms. Matthew-Stenson commented all financial details and information has been included in today's Board package.

Mr. Williamson stated that the Board approved an Agenda prior to today's meeting and the Agenda had had Action Item #7 coming between Action Item #6 and Action Item #8. Mr. Williams wanted the minutes to reflect that we are taking Action out of order compared to the Agenda.

**PLANNING COMMITTEE REPORT (JOHN LUMPKIN)**

Mr. Lumpkin stated the Finance/Personnel and Planning Committees met for a jointly held teleconference meeting on November 17<sup>th</sup> and as a result the Planning Committee is recommending one (1) Action Item for the Board's consideration.

**ACTION ITEM #7 – WEBSITE REDESIGN**

Mr. Lumpkin explained the RTA is looking to redesign its website. The purpose of this redesign is to improve the agency’s website by focusing on three key areas. One, mobile responsiveness that allows the website to be easily usable and scalable for mobile phone, desktop, and other devices. Two, user-centered design that is intuitive, streamlined, and simple to navigate. Three, accessible design and development that is compliant with the Americans Disabilities Act (ADA) and Web Content Accessibility Guidelines.

RTA’s recommended vendor has successful experience working with transit agency websites and applications, and has a history of delivering website back ends with user-friendly interfaces that require minimal knowledge to maintain. This upgrade is necessary to increase RTA’s website performance, as RTA has outgrown its current solution’s performance and capacity. If approved, the new website is expected to go live by the end of 2021.

MOTION MADE by Mr. Lumpkin and SECONDED by Mr. Weckesser to AWARD a CONTRACT to Echidna Corporation Operating As Digital Echidna for \$255,000, plus support and maintenance of \$10,000 for one year for a total of \$265,000, plus four years of optional support and maintenance at \$10,000 per year for a total of \$40,000, for a grand total award of \$305,000. This procurement will be funded partially through Federal grant funds.

Roll call vote was taken:

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

MOTION CARRIED 7-0.

**Planning Update:**

Mr. Lumpkin stated at the committee meeting Mr. Policicchio also provided a summary document of recent activities in the Customer & Business Development Department.



Mr. Policicchio shared that Tapp Pay, RTA's new fare payment system continues to see exceptional growth since launching in May, with over 5,000 customers currently subscribed. He also shared that all on-board vehicle payment readers went live on November 16, 2020 including the launch of area retail outlets where customers can utilize cash to purchase and load passes to their Tapp Pay accounts.

### **CHIEF EXECUTIVE OFFICER'S REPORT**

Mr. Donaghy stated he had no other items to mention at this time and would defer to his report that was sent out last week. Mr. Donaghy stated that if there are any further questions he would be happy to answer. Mr. Donaghy also stated for all to be careful as the weather starts to change.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

Mr. Williamson stated the Ohio Legislature did extend the time for public entities such as RTA to continue to hold their meetings remotely. Mr. Williamson stated that he appreciated everyone's readjusting their schedules so that we could hold this meeting today. Mr. Williamson stated for the foreseeable future we will continue to hold these meetings remotely.

Mr. Christopher Conard, Coolidge Wall, Co., LPA stated the extension is effective to June, 2021.

### **PUBLIC COMMENT**

None

### **BOARD MEMBER COMMENTS - ANNOUNCEMENTS**

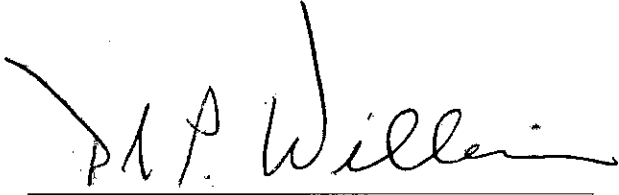
Mr. Williamson mentioned upcoming RTA meetings:

- Jointly Held Finance/Personnel & Planning – December 15, 2020 – 8:30 a.m.
- Board Meeting – January 5, 2021 – 3:00 p.m.

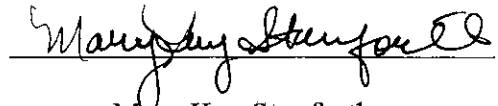
**ADJOURNMENT**

Mr. Williamson DECLARED the meeting ADJOURNED  
at 3:39 p.m.

**ATTEST**

Handwritten signature of David P. Williamson in cursive, written over a horizontal line.

David P. Williamson  
President  
RTA Board of Trustees

Handwritten signature of Mary Kay Stanforth in cursive, written over a horizontal line.

Mary Kay Stanforth  
Secretary/Treasurer  
RTA Board of Trustees

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