



**Greater Dayton RTA Board of Trustees  
Public Board Meeting Packet**

**Tuesday, March 3, 2026 – 3:00 p.m.**

**Greater Dayton RTA  
4 South Main Street - Dayton, OH 45402  
3<sup>rd</sup> Floor Board Room**

Interpreters for hearing-impaired individuals are available upon request. Requests should be made at least five days before the meeting's date. For more information, contact Cathy Garner at 937-425-8392.

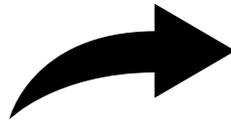
# **Greater Dayton RTA Board of Trustees Packet**

**Meeting Date: Tuesday, March 3, 2026 – 3:00 p.m.**

**Wright Stop Plaza – 4 S. Main Street – Dayton, OH 45402 – 3<sup>rd</sup> Floor Board Room**

## **AGENDA**

**Next Section**





**AGENDA**

Greater Dayton RTA Board of Trustees  
Public Board Meeting

Wright Stop Plaza  
4 South Main Street, 3<sup>rd</sup> Floor Board Meeting Room, Dayton, OH 45402

**Tuesday, March 3, 2026 – 3 p.m.**

1. Call to Order **Sharon White**
2. Pledge of Allegiance **Sharon White**
3. Roll Call **Mary Stanforth**
4. Approval of Consent Agenda **Sharon White**
5. Approval of February 3, 2026 Board Meeting Minutes **Sharon White**
6. Committees Reports  
**Finance/Personnel Committee** **Al Fullenkamp**  
Action Item #2 – Electric Trolley Bus Power Substation Project  
Action Item #3 – Office Supplies  
  
Report  
  
**Planning Committee** **Nikol Miller**  
Action Item #4 – Ross Software Renewal  
Action Item #5 – Bus Internet VPN & Website Hosting – Change Order  
  
Report
7. Chief Executive Officer’s Report **Bob Ruzinsky**
8. Old Business **Sharon White**
9. New Business **Sharon White**  
New Business Action Item #1 –  
Update to Public Transportation Agency Safety Plan
10. Public Comment **Sharon White**

**Greater Dayton RTA Board of Trustees – March 3, 2026**

- |  |                      |
|--|----------------------|
| 11. Board Member Comments - Announcements  | <b>Board Members</b> |
| 12. Request for Executive Session – <i>as needed</i><br>Reconvene to Regular Session | <b>Sharon White</b>  |
| 13. Adjourn  | <b>Sharon White</b>  |

<b>Upcoming Meetings</b>
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**Committee Meeting**

- |                |   |
|----------------|---|
| March 17, 2026 | Jointly Held Finance/Personnel & Planning – 8:30 a.m. |
| April 21, 2026 | Jointly Held Finance/Personnel & Planning - 8:30 a.m. |
| April 23, 2026 | Investment Advisory – 11:45 a.m.                      |
| May 19, 2026   | Jointly Held Finance/Personnel & Planning – 8:30 a.m. |

**Board Meeting**

- |               |        |
|---------------|--------|
| April 7, 2026 | 3 p.m. |
| May 5, 2026   | 3 p.m. |
| June 2, 2026  | 3 p.m. |

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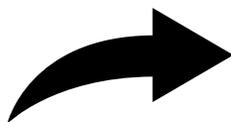
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**APPROVAL OF MINUTES**

**Next Section**





## Minutes

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

February 3, 2026

- Trustees: Sharon D. White, President  
Belinda Matthews-Stenson, Vice President  
Ashton S. Dupler  
Al Fullenkamp  
Nikol Miller  
Grady L. Mullins  
Thomas Weckesser  
David Williamson
- Excused: John A. Lumpkin, Jr.
- Staff: Bob Ruzinsky, Chief Executive Officer  
Daron Brown, Chief Maintenance Officer  
Roland Caldwell, Chief Transportation Officer  
Christopher Conard, Coolidge Wall, Co. LPA  
Cathy Garner, Senior Executive Administrative Assistant  
Brandon Policicchio, Deputy Chief Executive Officer  
Mary K. Stanforth, Chief Financial Officer  
Robert Stevens, Chief Labor Officer
- Others: Interested citizens (see attached sheet)

### Call Meeting to Order

Ms. White called the meeting to order at 3:00 p.m. A quorum was present and proper notice of the meeting had been given.

### PLEDGE OF ALLEGIANCE

Ms. White led attendees in reciting the Pledge of Allegiance.

**ROLL CALL**

Roll call was taken:

Mr. Dupler	Yes	Mr. Mullins	Yes
Mr. Fullenkamp	Yes	Mr. Weckesser	Yes
Mr. Lumpkin	Excused	Ms. White	Yes
Ms. Matthews-Stenson	Yes	Mr. Williamson	Yes
Ms. Miller	Yes		

**APPROVAL OF CONSENT AGENDA**

Ms. White stated Greater Dayton Regional Transit Authority (RTA) By-Laws require Board Trustees approval of today’s Board Meeting Agenda. The Agenda was mailed in advance, and Ms. White asked if there are any changes to the Agenda?

Upon hearing no requests or changes, Ms. White DECLARED APPROVAL of today’s Board Meeting Agenda.

**APPROVAL OF DECEMBER 2, 2025 BOARD MEETING MINUTES**

Ms. White asked if anyone requests a reading of the minutes or are there changes to the minutes?

Upon hearing no requests or changes, Ms. White DECLARED APPROVAL of the December 2, 2025 Board Meeting Minutes.

**FINANCE/PERSONNEL COMMITTEE REPORT (AL FULLENKAMP)**

Mr. Fullenkamp stated the Finance/Personnel and Planning Committees met on January 20<sup>th</sup>, and as a result, the Finance/Personnel Committee is recommending three (3) Action Items for the Board’s consideration.

**ACTION ITEM #2 – BUS STOP ENHANCEMENT, CLEANING, AND TRASH REMOVAL**

Mr. Fullenkamp stated the purpose of this action item is to enter into a multi-year contract with a qualified firm to provide professional cleaning services of sheltered bus stops and surrounding areas, including trash removal. These services will be provided at 156 designated sites within RTA’s service area.

MOTION MADE by Mr. Fullenkamp and SECONDED by Mr. Weckesser to APPROVE a five (5) year contract AWARD to Tri-County Maintenance and Cleaning, LLC for \$457,387. The award also includes a 15% contingency in the amount of \$68,608 for a grand total of \$525,995 for Bus Stop Enhancement, Cleaning, and Trash Removal services.

MOTION CARRIED by voice vote.

Ayes: Eight                      Nays: None

**ACTION ITEM #3 – ENVIRONMENTAL CONSULTING SERVICES – CHANGE ORDER**

Mr. Fullenkamp stated that in December 2022, the Board of Trustees approved a five-year contract with Trihydro Corporation for Environmental Consulting Services to support RTA in maintaining compliance with U.S. and Ohio EPA requirements, including program management of underground storage tanks regulated by the Bureau of Underground Storage Tank Regulations (BUSTR). The purpose of this action item is to request approval of a change order to the existing contract to allow for additional environmental and remediation services.

MOTION MADE by Mr. Fullenkamp and SECONDED by Mr. Dupler to APPROVE an additional \$300,000 to cover the cost of necessary environmental and remediation services. This change order of \$300,000, plus reimbursements received by RTA of \$164,174 and previously added back to the contract, brings the total contract to \$764,174 for environmental consulting services (RTA's net cost is \$600,000).

MOTION CARRIED by voice vote.

Ayes: Eight                      Nays: None

**ACTION ITEM #4 – VENDING SERVICES**

Mr. Fullenkamp stated the purpose of this action item is for RTA to contract food and beverage vending services. The revenue from this contract goes 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.

MOTION MADE by Mr. Fullenkamp and SECONDED by Ms. Matthew-Stenson to APPROVE a three (3) year revenue contract AWARD with two (2) one-year options to AVI Foodsystems, Inc. for vending services.

MOTION CARRIED by voice vote.

Ayes: Eight                      Nays: None

Other items to mention:

The November 2025 Financial Report as well as Small Purchases Information has been included in today's Board package.

**PLANNING COMMITTEE REPORT (NIKOL MILLER)**

Ms. Miller stated the Finance/Personnel and Planning Committees held a joint meeting on January 20<sup>th</sup>, and as a result, the Planning Committee is recommending two (2) Action Items for the Board's consideration.

**ACTION ITEM #5 – DATA CENTER CO-LOCATION**

Ms. Miller stated the purpose of this action item is to relocate the Wright Stop Plaza data center to a third-party co-location facility to improve resiliency, business continuity, and disaster recovery. After soliciting proposals, Continental Broadband, LLC, is recommended for a three-year co-location services contract. CDW-Government, LLC, is recommended for the related hardware purchase through a State of Ohio contract as the most cost-effective option. The total project cost, including a 10% contingency, is \$573,106.

MOTION MADE by Ms. Miller and SECONDED by Mr. Fullenkamp to AWARD a three-year co-location services contract to Continental Broadband, LLC, for \$286,580 and co-location hardware to CDW Government, LLC, for \$234,426, plus a 10% contingency of \$52,100, for a total amount of \$573,106.

MOTION CARRIED by voice vote.

Ayes: Eight                      Nays: None

**ACTION ITEM #6 – WIRELESS DATA SERVICES – CHANGE ORDER**

Ms. Miller stated RTA’s current AT&T Wireless contract supports essential operational functions such as real-time bus tracking and communications, and on-board camera systems, but increased data needs have pushed usage beyond the original scope. A previous change order in 2023 moved RTA to a fixed-rate, unlimited plan, yet technical delays resulted in an additional \$64,000 in overage charges. RTA must complete a year-long network redesign to reduce reliance on AT&T’s FirstNet system before seeking competitive bids, and a one-year contract extension is required to maintain uninterrupted service. The recommended change order totals \$262,000, bringing the not-to-exceed contract amount to \$890,395 for wireless data services.

MOTION MADE by Ms. Miller and SECONDED by Ms. Matthews-Stenson to AWARD a contract change order to AT&T Wireless to cover overages from before the fixed-rate period of \$64,000, the additional contract year of \$180,000, and a 10% contingency of \$18,000 for a total change order value of \$262,000. This change order brings the not-to-exceed contract total to \$890,395 for Wireless Data Services.

MOTION CARRIED by voice vote.

Ayes: Eight                      Nays: None

Additional Information

Ms. Miller stated at the meeting Mr. Policicchio provided a summary of recent activities in the Customer and Business Development Department.

**INVESTMENT ADVISORY COMMITTEE REPORT (GRADY MULLINS)**

Mr. Mullins stated the Investment Advisory Committee met on Thursday, January 22nd, for an informative financial presentation from Eileen Stanic of Meeder Investments.

Investment meeting materials have been included in today's Board package. The Committee is not bringing forth action items today.

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

Mr. Ruzinsky recognized several RTA employees for extraordinary service and dedication.

Fixed Route Operator Tim Hecker was recognized for heroic actions while on his final trip of the day. While traveling on Lakeview Avenue, Mr. Hecker noticed a house fire and immediately stopped to notify the homeowner. He then retrieved a fire extinguisher from his bus and successfully put out the fire before firefighters arrived. Mr. Hecker was previously recognized by the Greater Dayton RTA and the Police Department for his quick thinking, professionalism, and commitment to public safety. RTA extended its sincere appreciation for his actions.

Mr. Ruzinsky also recognized RTA employees who stepped up during recent historic winter weather events. During the first day of the storm, 133 transportation employees worked on Sunday. On Monday, staffing increased to 177 employees, despite worsening conditions.

Mr. Roland Caldwell, Chief Transportation Officer, highlighted how employees reported to work over the weekend to ensure continued service for the community, emphasizing their teamwork, dedication, and commitment to serving essential riders. Mr. Caldwell also recognized several staff members from the Transportation Department who were present at today's Board meeting.

- Mr. Chip Rhodes, Operations Manager, worked over 18 hours during the weekend, handling everything from taking calls to providing operator assistance.
- Ms. Sheila Benson, Transit Ambassador, worked all three days and shoveled various areas around the Wright Stop Plaza campus, clearing walkways and ensuring safe access.
- Mr. Anthony Miller, Transit Ambassador, at Wright Stop Plaza, shoveled the platform to make it easier for customers to board and exit buses.

- Mr. Mike Edmondson, Fixed Route Operator, assisted another bus operator by pushing a bus that was stuck in the snow.

Mr. Daron Brown, Chief Maintenance Officer, recognized several members of his team who worked during the winter storm. Mr. Brown stated that 36 maintenance staff members worked on Sunday, and 49 maintenance employees worked on Monday, with many logging extended and double shifts to assist with service recovery and operations.

- Mr. Lee Stevens, Facilities and Infrastructure Manager, for coordinating staffing, scheduling, and operational planning beginning early in the week.
- Mr. Danny Suffron, Specialist, for working approximately 32 hours over consecutive double shifts.
- Mr. John Papie, Lineman, for working extended shifts in challenging conditions.

In addition, mechanics, service personnel, and facilities staff were acknowledged for ensuring buses, facilities, and infrastructure remained operational throughout the storm.

The Administrative Team also supported storm operations. Approximately 55 employees worked on Monday, with continued staffing through Tuesday. In total, more than 400 RTA employees contributed during the weather event.

Mr. Ruzinsky announced that employees who worked:

- Sunday would receive 6 hours of essential worker time
- Monday would receive 6 hours
- Tuesday would receive 4 hours

Employees who worked all three days will receive a total of 16 hours of essential worker time. Mr. Ruzinsky expressed his sincere gratitude.

Mr. Ruzinsky recognized Ms. Mary Stanforth, Chief Financial Officer, and the Finance Team, for a positive State Auditor's Office Report.

## **OLD BUSINESS**

None.

**NEW BUSINESS**

None.

**PUBLIC COMMENT**

None.

**BOARD MEMBER COMMENTS  
- ANNOUNCEMENTS**

Ms. Miller thanked everyone for their service during the inclement weather. Ms. Miller shared that, as a former RTA employee, she understands the commitment required to report to work when others do not. She expressed her sincere appreciation to everyone who showed up.

Mr. Williamson stated this is his 15th year serving on RTA's Board. He expressed his appreciation for the organization and emphasized its importance. He thanked everyone for the outstanding service!

Ms. Matthews-Stenson stated she enjoys viewing RTA's Facebook page and seeing everything that is happening within the organization. She expressed pride in RTA and appreciation for all of the excellent service.

Mr. Fullenkamp shared his definition of heroes, describing them as ordinary people doing extraordinary things. He noted how special this is and thanked everyone.

Mr. Dupler thanked the staff for their dedication and commitment to serving the public, noting that their work is essential to the organization's success. He expressed gratitude for everyone who showed up and supported one another, and congratulated the staff members who were recognized earlier.

Both Mr. Weckesser and Mr. Mullins echoed the appreciation expressed by the other Trustees to the RTA staff.

Ms. White thanked Mr. Ruzinsky and his leadership team for their early planning and preparation in anticipation of the inclement weather, noting that plans appeared to be underway as early as Tuesday. She expressed appreciation for the successful execution of those plans.

Ms. White shared that she works with Premier Health and understands the importance of ensuring that essential workers, including hospital staff throughout the Miami Valley, can get to work safely. She thanked RTA for making travel easier for those in essential roles.

Ms. White also recognized that February is both Heart Month and Black History Month. She congratulated Ms. Nikol Miller of the Miami Valley Urban League, who was featured on WDTN to kick off Black History Month, and thanked her and her organization for their work.

Additionally, Ms. White congratulated Mr. David Williamson on receiving a national Volunteer of the Year award from Volunteer Lawyers of America. She noted that, despite having a back issue, Mr. Williams attended the meeting, demonstrating his dedication.

Ms. White concluded her remarks by thanking RTA for its planning and continued service.

**EXECUTIVE SESSION**

None.

**ADJOURNMENT**

MOTION MADE by Ms. White and SECONDED by Mr. Williamson to ADJOURN the meeting.

MOTION CARRIED by voice vote.

Ayes: Eight            Nays: None

The meeting adjourned at 3:25 p.m.

**ATTEST**

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Sharon D. White  
Chair  
RTA Board of Trustees

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Mary K. Stanforth  
Secretary/Treasurer  
RTA Board of Trustees

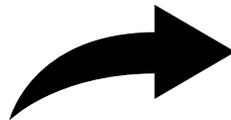
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**ACTION ITEM #2**

**Next Section**



## **Action Item #2**

## **Electric Trolley Bus Power Substation Project**

The purpose of this action item is to award a contract for the Electric Trolley Bus Power Substation project. The Greater Dayton Regional Transit Authority (RTA) operates one of only four (4) remaining Electric Trolley Bus Systems in the country. RTA's innovative buses draw power from overhead lines, enabling its NexGen buses to recharge while in motion. RTA's extensive power line network is supported by nine substations located throughout Dayton. Of these, two (2) are brick-and-mortar facilities, and seven (7) are standalone, prefabricated metal units. The typical design lifespan of a substation is 25 years, and RTA's eight (8) older/obsolete substations are, on average, 33 years old. The Longworth Substation is RTA's only newer substation, completed in 2024. As the eight (8) older/obsolete units age, sourcing replacement parts has become increasingly challenging. To preserve and continue to enhance RTA's electric system, staff undertook a two-year development and design initiative to recommend the most efficient and practical strategies for substation replacement and refurbishment.

RTA staff, with assistance from Hatch Engineering and Barge Design Solutions, developed the procurement packet referenced below to address the immediate needs and maintain the reliability of RTA's current system. The focus is on sustaining existing operations, rather than planning for significant expansion. This procurement includes the refurbishment of one (1) downtown brick-and-mortar substation (Wyoming) and the replacement of four (4) prefabricated substations (Delphos, Hillcrest, Maplewood (updated location), Fauver). The intent of this project is to maximize system operability throughout the construction of these substations. This project award will include furnishing all labor, materials, equipment, controls, testing, site work, removal of obsolete substations, and necessary coordination with utility providers.

Due to the technical nature of this project, a two-step Request for Proposal was used. The first step in this process evaluated the technical capacity of the proposer and the second step was an Invitation for Bid where only the proposers pre-qualified in the first step are able to submit a bid. This method of procurement awards based on the lowest responsive and responsible bidder.

Proposals were solicited for this project through the *Dayton Daily News*, *Dayton Weekly News*, and *Transit Talent*. Requests for Proposals were sent to 56 firms.

On May 22, 2025, at 2:00 PM EST, Greater Dayton RTA received three proposals in response to this RFP. The Evaluation Committee reviewed the proposals based on the following criteria:

- Background and qualifications
- Capacity to perform the scope
- Experience with similar projects
- Proposal quality

The following firms submitted offers, their pricing from step-two is included as applicable:

<b>Proposers</b>	<b>Location</b>	<b>Bid Pricing</b>
LK Comstock National Transit	Atlanta, GA	\$23,794,300
Mass. Electric Construction Co.	Grapevine, TX	\$25,742,000
C3M Power Systems LLC	Capitol Heights, MD	*

*\*Proposer did not score within the competitive range to participate in step-two of the process.*

The Finance/Personnel and Planning Committees discussed this Action Item on February 17, 2026 and support the Chief Executive Officer's recommendation to the Board of Trustees.

The Chief Executive Officer recommends the AWARD of a contract with LK Comstock National Transit for \$23,794,300 plus a 20% contingency of \$4,758,860, for a grand total of \$28,553,160 for the Electric Trolley Bus Power Substation Project. This procurement will be funded with up to 80% Federal grant funds.

**Board Meeting – 03/03/2026**  
**Chief Executive Officer**

**GD 25-20 Electric Trolley Bus Substation Project  
Bid List**

1	ACCO Brands USA LLC	29	HDR Engineering, Inc.
2	MatterHackers, Inc	30	Hatch
3	Pillar Valuation Group	31	JPA Architecture
4	Textbook Warehouse, LLC	32	Jensen Hughes, Inc.
5	ABB Inc	33	Kiepe Electric LLC
6	AQ Transformer Solutions Inc.	34	LK Comstock National Transit LLC
7	Allied Construction Industries	35	M.C. Dean, Inc.
8	Asplundh Engineering Services	36	MAC Products
9	Auriga Corporation	37	MVA POWER Inc
10	B&C Transit, Inc.	38	Mass. Electric Construction Co.
11	Balfour Beatty - TPG	39	Myers Controlled Power LLC
12	Balfour Beatty Infrastructure, Inc	40	Myers Power Products
13	Builders Exchange, Inc.	41	None
14	C3M Power Systems LLC	42	PWXPress
15	COConstruct COConnect	43	Potomac Testing
16	Calvin Electric, LLC	44	Powell Electrical Systems, Inc
17	Clark Construction Group	45	Power Line Supply
18	ConstructConnect	46	QEI
19	DF Interactive LLC	47	RailWorks
20	DevCare Solutions Ltd	48	RevStar Consulting
21	Dodge Data And Analytics	49	Richard L. Bowen & Associates, Inc.
22	Dodgedocs	50	Rubicon Professional Services
23	E-J Electric	51	Source Management
24	Electric Power Systems	52	TRC Solutions, Inc.
25	Engineered Machined Products	53	Technology International, Inc.
26	Garber Electric	54	Turner Engineering Corporation
27	Graybar Electric	55	Virginkar & Associates
28	Green Administrative Services	56	Visual

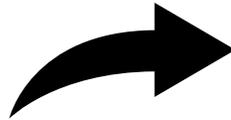
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**ACTION ITEM #3**

**Next Section**



**Action Item #3**

**Office Supplies**

The purpose of this action item is to award multiple vendors a three (3) year contract to provide Office Supplies for Greater Dayton Regional Transit Authority (RTA). Reliable sources of office supplies help support daily administrative and operational functions across the agency. Items that can be purchased under these contracts include but are not limited to paper products, writing instruments, toner, and other general office consumables necessary for uninterrupted business operations.

Sealed bids for Office Supplies were solicited through the Dayton Daily News, Dayton Weekly News, and Transit Talent. Invitations for Bid were sent to twenty-three (23) firms.

At 11:00 AM on February 2, 2026, three (3) bids were received and publicly opened. The bidders were as follows:

<b>Vendor</b>	<b>Location</b>
Friends Office	Findlay, OH
Rivers Business Solutions	Indianapolis, IN
Staples Contract & Commercial	Framingham, MA

Bidders provided fixed unit prices for the 100 most frequently purchased items. A price analysis was performed and the unit costs provided by Friends Office, Rivers Business Solutions and Staples are consistent with the unit costs on prior contracts. All of the bids provided were determined to be fair and reasonable, so RTA is recommending awarding all three a contract since a greater variety of sources and product offerings only helps our staff get the supplies they need.

The Finance/Personnel and Planning Committees discussed this Action Item on February 17, 2026 and support the Chief Executive Officer’s recommendation to the Board of Trustees.

The Chief Executive Officer recommends the AWARD of three (3), three-year contracts to Friends Office, Rivers Business Solutions, and Staples Contract & Commercial for an award of \$141,300 and a 10% contingency of \$14,130 for a grand total of \$155,430. The award will be distributed across the awarded vendors as needed.

**Board Meeting – 3/3/2026  
Deputy Chief Executive Officer**

<b>IFB GD 26-02 Office Supplies Bid List</b>	
1	Premier & Companies
2	Staples
3	ODB Business
4	20th Century Office Supplies
5	AITA Technologies
6	AVE Office Supplies
7	Charles Ritter
8	Contract Paper Group, Inc.
9	CVR Computer Supplies
10	D. Johnson Enterprises
11	Faison Office Products
12	Friends Business Source
13	Garrigans.com
14	GBEX LLC
15	Bobel's Office Plus
16	Office Depot Inc.
17	Officeworks Services, LLC
18	Provantage LLC
19	Remco Office Systems Inc.
20	Rite Quality Office Supplies, Inc.
21	Ritter's Office Outfitters
22	Staples Advantage
23	The Charles Ritter Company

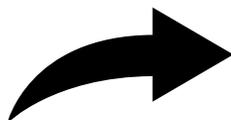
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**ACTION ITEM # 4**

**Next Section**



**ACTION ITEM #4****ROSS Software Renewal**

The purpose of this action item is to approve a one-year renewal of the ROSS software maintenance and license agreement with Aptean, Inc. Greater Dayton Regional Transit Authority (RTA) uses the ROSS system as its Enterprise Resource Planning (ERP) system to support essential financial and administrative operations.

ROSS is used daily by staff in Accounting, Procurement, and Inventory. It supports key functions such as general ledger, accounts payable and receivable, fixed assets, as well as purchasing and receiving. RTA has relied on this system for over 30 years, with major system upgrades completed in 2019, 2024, and 2025. Continued manufacturer support is necessary to ensure system stability, security updates, and uninterrupted operations.

Aptean has quoted a total price of \$203,641.61 for a one (1) year renewal covering the period from March 31, 2026, through March 30, 2027. This agreement includes ongoing maintenance, technical support, and access to licensed software components. The ROSS system and its maintenance services are available only from Aptean.

Aptean offered RTA the option of a multi-year agreement if RTA transitions to a cloud-hosted environment. Currently, RTA does not plan to pursue cloud migration due to resource limitations and overlapping project timelines.

The Finance/Personnel and Planning Committees discussed this Action Item on February 17, 2026 and support the Chief Executive Officer's recommendation to the Board of Trustees.

The Chief Executive Officer recommends AWARD of one (1) year contract to Aptean, Inc. for the ROSS software and license agreement renewal in the amount of \$203,641.61.

**Board Meeting – 03/03/2026  
Deputy Chief Executive Officer**

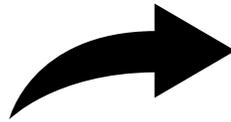
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**ACTION ITEM # 5**

**Next Section**



**ACTION ITEM #5                      Bus Internet VPN and Website Hosting – Change Order**

The purpose of this action item is to approve a change order on Greater Dayton Regional Transit Authority's (RTA) current Bus Internet VPN and Website Hosting contract. These services support vehicle communications, system integrations, and public information access, all of which are necessary to maintain reliable transit service and customer communications.

In early 2024, Data Yard (formerly Donet) helped RTA implement higher-speed internet connections to improve external connectivity and overall network performance. However, the existing Data Yard internet connection remains tied to specific IP addressing and communications architecture used by RTA buses, creating technological dependencies that prevent an immediate transition without significant service risk. Due to the absence of redundancy and the inability to “soft cutover” vehicles to the new internet connection, an abrupt termination of the Data Yard service would require a prolonged outage, adversely impacting bus operations and service reliability.

To align with the ongoing transition of the AT&T FirstNet cellular contract and allow sufficient time to redesign the bus communications network, RTA requires a one-year extension of the Data Yard contract. This extension will maintain uninterrupted vehicle connectivity while communications staff complete network redesign efforts to migrate buses off the existing VPN and consolidate services. In addition, RTA's public-facing website hosting and DNS services will remain with Data Yard during this period to ensure continuity, security, and system integrations until a future website developer evaluation determines whether a new hosting provider is required.

The Finance/Personnel and Planning Committees discussed this Action Item on February 17, 2026 and support the Chief Executive Officer's recommendation to the Board of Trustees.

The Chief Executive Officer recommends AWARD of a contract change order to Data Yard in the amount of \$25,000 for a one-year contract extension, resulting in a revised not-to-exceed contract total of \$116,750 for bus internet VPN and website hosting services.

**Board Meeting – 03/03/2026  
Deputy Chief Executive Officer**

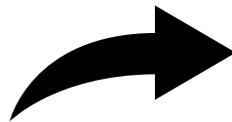
**Greater Dayton RTA Board of Trustees Packet**

**Meeting Date: Tuesday, March 3, 2026 – 3:00 p.m.**

**Wright Stop Plaza – 4 S. Main Street – Dayton, OH 45402 – 3<sup>rd</sup> Floor Board Room**

**NEW BUSINESS ACTION ITEM # 1**

**Next Section**



**NEW BUSINESS ACTION ITEM #1: Update to Public Transportation Agency Safety Plan**

Safety and safety management are the RTA's top priority. The federally required Public Transportation Agency Safety Plan outlines safety performance criteria, strategies, and staff training, enabling a proactive approach to safety across all operations.

Originally implemented in 2020, it was revised in 2022 and 2024 to reflect various changes due to federal regulations, including updates to RTA policies. Per federal regulations, any updates must be approved by the RTA Board of Trustees for full implementation.

Updates for 2026 include:

- Updated department names and position titles;
- Outline for risk mitigation;
- Safety Risk Reduction Plan targets; and
- Other minor updates to ensure compliance with federal regulations.

The Deputy Chief Executive Officer, who is the agency's designated Chief Safety Officer for the purposes of the agency's safety plan, recommends APPROVAL of updates to RTA's Public Transportation Agency Safety Plan as attached.

**Board Meeting – 3/3/2026**  
Deputy Chief Executive Officer

*Attached: Public Transportation Agency Safety Plan*



# Public Transportation Agency Safety Plan



## Greater Dayton Regional Transit Authority

4 South Main  
Street, Dayton,  
Ohio 45402

**Version 1.3 – February 2026**

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# Transit Agency Information

The Greater Dayton Regional Transit Authority (RTA) is the public transit agency that citizens count on in Montgomery and parts of western Greene Counties. RTA operates diesel and electric trolley buses, along with a fleet of demand response vehicles.

RTA is committed to providing the highest levels of customer service. A professional and dedicated workforce serves the transportation needs of the region in the safest and most reliable way possible. Respect, Our People, Integrity, Stewardship, Quality Service, and Safety are the foundational principles that drive the culture of RTA.

The Accountable Executive, which is described under Safety Management System (SMS) Component I, Safety Accountabilities and Responsibilities, is the Chief Executive Officer. The RTA Safety Officer is the Deputy Chief Executive Officer overseeing the Safety, Security, & Training Department.

## Plan Development, Approval, and Updates

The charts below track and monitor the approval and updates of each version of the RTA's Public Transportation Agency Safety Plan (PTASP). The plan will be reviewed by the SMS Review Board every year, and if any updates are recommended, final approval will be made by the Accountable Executive within that year in which the updates were identified. The plan addresses all applicable requirements and standards as set forth in FTA's Public Transportation Safety Program and the National Public Transportation Safety Plan.

The Accountable Executive annually reviews and certifies this PTASP's compliance with 49 CFR Part 673; the signed certification is retained with PTASP records.

## Version History

<b>Name of entity that drafted this plan</b>	Greater Dayton Regional Transit Authority	
<b>Signature of Accountable Executive</b>		<b>Date of Signature:</b>
<b>Certification of Compliance</b>	<b>Individual that certified this plan:</b>	<b>Date of Certification:</b>
	Robert Ruzinsky	
	<b>Relevant Documentation (Title &amp; Location)</b>	
Certs & Assurances in FTA System		

<b>Plan Version Number(s) &amp; Update(s)</b>			
<b>Version</b>	<b>Section/Pages Affected</b>	<b>Reason for Change</b>	<b>Date Issued</b>
1	Original	N/A	Apr-20
1.1	Various	Updates to positions, policies, and procedures related to safety.	Aug-22
1.2	Various	Updates to positions and responsibilities, changes with local agencies, and updates to safety training.	Dec-24
1.3	Various	Updates to positions and responsibilities, changes to titles and data collection	Feb-26

# Performance Targets and Measures

## Performance Targets & Key Performance Indicators

RTA's goal is to improve year after year, in the specific safety-related metrics and performance measures it tracks and reports to the National Transit Database (NTD).

All Key Performance Indicators (KPI) are tracked and monitored for fixed route and demand response. The data found in the KPI reports are gathered and distributed internally to staff. All the information can be found on the RTA Intranet by most recent year.

The same data is communicated to the Safety Committee, SMS Review Board, and to the Accident Reduction Committee. The American Bus Benchmarking Group (ABBG) is the benchmarking group RTA uses to determine best practices and information sharing.

## National Transit Database

Reports are completed monthly for submission to the National Transit Database (NTD) for tracking and monitoring accordingly. Each year, the final NTD reports are analyzed for trends and, as necessary, RTA provides reasoning associated with a volume change.

Targets are set using NTD three-year rolling averages and are coordinated with MVRPC and ODOT to support the metropolitan and statewide planning process.

## Coordination with State and Metropolitan Planning Organization

All updates to this plan, along with performance measures and metrics, are provided to the Miami Valley Regional Planning Commission (MVRPC) and the Ohio Department of Transportation (ODOT) for coordination of efforts to aid in the planning process for both local and state levels.

## SMS Component I – Safety Management Policy

This chapter describes the overarching SMS policy for RTA. It provides information pertaining to the SMS and an overview of roles and responsibilities at the leadership and organizational levels. FTA's SMS Framework requires four sub-components, and each is addressed in this document.

- Sub-component 1. Safety management policy
- Sub-component 2. Safety accountabilities and responsibilities
- Sub-component 3. Integration with public safety and emergency management
- Sub-component 4. SMS documentation and records

## Safety Management Policy

The RTA's Safety Management Policy is located within RTA's Policy and Procedure Manual. All RTA policies are approved by the Board of Trustees.

## Safety Accountabilities and Responsibilities

### Updated Accountable Executive Role and Responsibilities

The Accountable Executive (AE) is responsible for ensuring that the SMS is effectively implemented and resourced throughout RTA, and for ensuring action is taken, as necessary, to address any degradation in safety performance at RTA.

The AE ensures implementation of the SMS but does not serve as a tiebreaker or override equal labor–

management decision structures within the PTASP Safety Committee. AE authority over risk mitigation decisions is subject to the collaborative recommendation process required under §673.19, particularly for mitigations involving transit worker assault.

When PTASP Safety Committee recommendations relate to safety risk mitigations, the AE reviews them and may only reject recommendations by providing documented rationale that does not conflict with federal safety requirements.

#### **RTA Safety Officer Role and Responsibilities**

- Advising RTA leadership on safety-related issues.
- Facilitating full implementation of the SMS across RTA.
- Advocating for a safety culture.
- Conducting strategic planning for the SMS.
- Managing and updating SMS processes based on experiences and lessons learned.
- Reviewing and updating this SMS and Implementation Plan and PTASP at least annually.
- Providing additional guidance material (as required) to further strengthen and clarify SMS processes.
- Managing Safety Risk Management (SRM) and Safety Assurance processes and outputs.
- Monitoring the safety performance of RTA operations and activities through formal data collection and analysis; and
- Oversee & assist all departments to establish and maintain unambiguous lines of authority and responsibility for ensuring safety measures and procedures are in place for meeting safety performance targets.

#### **Safety and Training Department Staff Roles and Responsibilities**

- Leading and facilitating hazard analyses through work areas with appropriate subject matter experts.
- Developing and maintaining safety training requirements and matrix.
- Leading internal safety audits with support from appropriate RTA departments.
- Developing and coordinating the provision of the data and dashboards for tracking and monitoring safety performance.
- Tracking safety-critical issues and corrective actions to conclusion, using appropriate tracking systems; and
- Facilitating coordination of SRM, evaluations, and investigations, and controls with special attention to cross-organizational impacts.

#### **Chiefs, Directors, and Managers: Roles and Responsibilities**

- Upholding and promoting safety policies, safety risk management, safety assurance, safety training, and communication protocols.
- Developing safety performance measures and targets.
- Fostering a strong safety culture within their department.
- Allocating the appropriate staffing resources necessary to become compliant with and maintain compliance with the SMS requirements.
- Identifying the necessary funds to meet the safety performance requirements and incorporating them into budgeting plans, prioritizing and allocating expenditures according to safety risk.
- Implementing the safety risk management, safety assurance, and safety training and communication protocols of their department.
- Safety performance within their functional areas.
- Ensuring procedures are consistent with the SMS.
- Determining and implementing countermeasures required to counteract safety risks and manage issues that negatively impact RTA safety performance.
- Ensuring that all employees are trained in SMS.
- Supporting and requiring employees within their department to participate in safety training activities.
- Integrating SRM into existing processes.
- Requiring that all relevant safety information is communicated and used in decision-making.
- Ensuring that all system changes are coordinated, documented, and go through the SRM & SA process.
- Cooperating with and providing support for evaluations and audits conducted.

## **Supervisor Role and Responsibilities**

- The safety performance of all personnel and equipment under their supervision.
- Implementing and maintaining safety-related control measures/mitigations.
- Familiarizing employees with the safety requirements and hazards associated with the work to be performed.
- Responding to identified hazards that may impact safety performance.
- Reporting all mishaps and incidents to the Safety and Training Department.
- Sharing lessons learned from incidents; and
- Implementing and adhering to SMS procedures and processes within their span of control.

## **Employee Role and Responsibilities**

- Becoming familiar with the safety procedures for their assigned work activity.
- Performing their work safely and following procedures and rules.
- Calls attention to hazards that may impact safety performance; and
- Reporting mishaps and incidents to their supervisor, in accordance with established requirements for the protection of themselves, co-workers, customers, facilities, and equipment.

## **Frontline Worker Involvement in PTASP Development**

RTA ensures cooperation with frontline transit worker representatives in the development, review, and update of this Public Transportation Agency Safety Plan (PTASP) in accordance with 49 CFR §673.17.

This includes:

- Participation by union-designated frontline worker representatives on the PTASP Safety Committee;
- Collaboration with frontline workers during PTASP development and revision cycles;
- Direct involvement in Safety Risk Management (SRM) activities, including hazard identification, risk assessment, and mitigation planning;
- Participation in Safety Risk Reduction Program (SRRP) activities, including development and evaluation of mitigations addressing high-risk hazards.

## **Safety Committees**

RTA implemented and uses multiple safety committees to review and evaluate safety-related processes, activities, and issues. The following safety committees are established:

### **PTASP Safety Committee**

RTA has established a PTASP-specific Safety Committee in accordance with 49 CFR §673.19. This committee is separate from other RTA safety committees and is responsible for carrying out all safety committee functions required by federal regulation.

#### Committee Composition

The PTASP Safety Committee consists of equal representation from frontline worker labor unions and management, with an equal number of voting members appointed by each group.

Union representatives are selected through a joint labor-management formation process, determined collaboratively by the RTA and the recognized labor organization representing frontline transit workers.

#### Committee Responsibilities

The PTASP Safety Committee is responsible for:

- Reviewing and recommending improvements to the PTASP;
- Collaborating on Safety Risk Management (SRM) and Safety Risk Reduction Program (SRRP) processes;
- Identifying and recommending mitigations for safety risks, including those related to assaults on transit

- workers;
- Participating in development of safety performance targets;
- Providing input on safety culture initiatives and safety communication strategies.

### Decision Processes and Voting

Decisions require majority agreement of the full committee.

In accordance with federal requirements, the Accountable Executive does not act as a tiebreaker and does not override the equal representation decision-making structure.

### **Accident Reduction Committee**

The Safety and Training Manager or designee is responsible for chairing the Accident Reduction Committee. The accident reduction committee meets monthly. The goal of the committee is to reduce accidents by cultivating an atmosphere that promotes greater attention to safer driving and service throughout RTA. The committee is comprised of employees from throughout the agency and is enthusiastic about reducing accidents. Additionally, million-mile club members who wish to share their expertise to promote safer driving and service will be consulted as subject matter experts

### **SMS Review Board**

The Chief Safety Officer is responsible for chairing the SMS Review Board. This committee represents various key RTA departments, with head leadership from those departments represented on the committee. The committee has the ability to employ multiple disciplines at RTA while also having access to higher-level budgeted solutions. The purpose of this committee is to maintain a safe, healthful workplace. The committee will review compliance and execution of the SRM process of SMS, as outlined within the PTASP. In addition, it will review all Risk Analysis/Assessment documentation completed, recommended changes, and inputs from the Risk Analysis Form that were placed in the Risk Register. Meetings will be held quarterly.

## Safety Tasks of the RTA

Safety Task	Frequency	Management Responsibility		Staff Responsibility	
Oversee PTASP and Safety Plan; assure compliance	Daily	Director	Managers	All Staff	
Inspection of Departments for safety compliance (pre-trip inspections, driver files, maintenance records)	Quarterly & As Needed		Managers	Supervisors	Operators
PTASP and Safety Plan Review, maintenance, and distribution	Annually & As Needed	Chief Safety Officer	Managers Supervisors		
Intra-agency coordination and safety meetings	Monthly		Managers Supervisors	All Staff	
Inter-agency coordination (ODOT, law enforcement, emergency response organizations)	As Needed	Chief Transportation Officer	Managers Supervisors		
Facility Inspection	Monthly		Maintenance Manager or Designee		
Employee safety training, testing, and record keeping	At Initial Hire & Annually		Safety & Training Manager		
Drug Free Workplace (policy maintenance, employee training and testing, etc.)	Initial Hire/Random/Reasonable Suspicion/RTW	Chief Labor Relations Officer/Director of H.R.			
Driver's license validity check, and record maintenance	Initial Hire/Monthly	HR Director	Chief Labor Relations Officer		
Administrative – Human Resources Safety Actions	As Needed	HR Director	Managers		
Safety and security data acquisition and analysis	Ongoing		Managers Supervisors		
Medical examination of drivers and record keeping	Initial Hire/Ongoing per MOU/RTW	Director of Labor Relations			
Vehicle and equipment procurement	As needed	Chief Maintenance Officer/Chief Financial Officer	Procurement Director		
Pre-trip inspections and record keeping	Daily	Chief Maintenance Officer		Supervisors	Operators
Vehicle maintenance and record keeping	Daily	Chief Maintenance Officer		Supervisors	Mechanics

Safety Task	Frequency	Management Responsibility		Staff Responsibility	
Annual facilities and equipment safety inspections and record keeping	Annual	Chief Maintenance Officer	Maintenance Manager Designee/ Project Manager	Maintenance Supervisors	Mechanics
Event investigations and record keeping	As Needed		Safety & Training Manager		Safety & Security
Investigate safety complaints	As Needed		Managers		Safety & Security
Pre-employment screening (non-medical)	Initial Hire	HR Director			
Employee time recording and maintenance	Daily	Chiefs/ Directors/ Supervisors	Supervisors	Payroll	
Internal safety audits	Annual & As Needed	Director of Safety & Security	Safety & Training Manager	Safety Compliance Analyst	
Facilitate external safety audits	As Needed	Safety & Training Manager	Directors	Supervisors	
Records maintenance, retention and distribution	Daily & As Needed	Directors	Managers	Supervisors	
Contractor safety and security compliance oversight	As Needed	Project Managers	Maintenance Manager Designee		
Hazard identification and resolution	Daily		Managers	Supervisors	Operators
High voltage safety for trolley wires	Daily	Chief Maintenance Officer			Linemen/ Operators
Compliance with PERRP	Daily	All Staff			
Self-certification of safety compliance	Annual	Director	Managers		
Trespass system record keeping	As Needed		Transportation Manager Designee		

# System Security Plan and Emergency Management

## System Security Plan

To emphasize the importance of security in all aspects of our organization, the RTA has established a set of comprehensive security activities, which are documented in the System Security Program Plan. The System Security Plan is located on the RTA Intranet. The overall goal of the security program is to maximize the level of security afforded to all of our customers, employees, and any other individuals who come into contact with our system, as well as vehicles and facilities.

As a result of the program, RTA hopes to achieve not only an improved security record but also to establish security in concert with system safety as its number one priority. To be effective, the program is oriented toward identifying potential security problems and implementing remedial and/or mitigating solutions before security breaches can occur. In addition, the program plan emphasizes post-security- breach analyses so that appropriate and effective steps can be taken to minimize or prevent security breaches in the future.

The purpose of the plan is to help establish and maintain the System Security Program Plan for RTA. It serves as a blueprint for all security activities by:

- Establishing how security activities are organized.
- Outlining employee responsibilities concerning security;
- Instituting threat and vulnerability identification, assessment, and resolution methodologies; and
- Setting goals and objectives.

The plan will be updated as needed to record and evaluate past security performance of the system, to identify modifications that are needed, and to establish objectives for the upcoming year.

## Emergency Management

RTA is a member of the Local Emergency Planning Committee (LEPC) for the Montgomery County Office of Emergency Management (MCOEM). LEPC fulfills all duties and responsibilities as specified in the Ohio Revised Code. The committee develops and revises a joint local hazardous materials emergency response plan for Montgomery County, conducts an annual exercise to test the plan and its updates, receives and processes information from facilities, conducts a compliance program to ensure all applicable facilities are reporting hazardous chemical information, and makes information available to the general public about hazardous chemicals and risks in the community.

## **SMS Documentation and Records**

Documentation and recordkeeping pertinent to each component or subcomponent of SMS are described in the relevant section of the RTA SMS and Implementation Plan. This subcomponent includes changes for the management of new or revised safety requirements from regulations or otherwise, such as the introduction of minimum standards for safety. In addition, this subcomponent includes safety data and analyses delivered to and used by RTA management for safety-related decision-making.

All approved documentation and any approved updates related to SMS will be posted to the RTA Intranet and other related communication channels, such as bulletin boards for all employees to view, where appropriate.

### **Employee Event Reporting**

RTA uses “Event Reports” for all mandatory safety reporting. This reporting system is for various events (such as accidents and safety incidents) as defined by the FTA. All employees are required by the end of the day, to complete an Event Report when involved in or investigating an event. The Event Reports are logged into the Safety Event database, which is managed by the Safety and Security Department. This database is also used for tracking/trend analysis for RTA safety initiatives.

### **Employee Safety Reporting**

RTA uses an “Employee Feedback Form” for all other events that would otherwise require an Event Report. This reporting system is also for employees to report hazard identifications, which are required by all employees to report when identified. This form is entered into a tracking system and is automatically assigned to the appropriate department who then responds based on the topic identified by the employee who submitted the form. There is a procedure located within RTA’s policies and procedures manual that supports this reporting process. Any employee may submit feedback without fear of retaliation. The system is audited for procedural compliance annually by the SMS Review Board.

In addition, RTA has a Whistleblower Hotline, which is a confidential line, and does NOT have caller ID. This has been established for employees of the RTA who may have a concern regarding fraudulent or illegal activities.

The RTA is committed to the highest ethical standards and to conducting its business with the highest level of integrity. Concerns and complaints are taken seriously and will be looked into. Any employee may submit a good-faith complaint regarding fraud or illegal activities without fear of retaliation.

## **SMS Component II – Safety Risk Management**

This chapter describes the risk management process for RTA. It provides information pertaining to the methods and procedures to identify, assess, and mitigate hazards and consequences of any identified hazards. FTA's SMS Framework requires three sub-components, and each is addressed in this document.

Sub-component 1. Safety hazard identification Sub-component 2. Safety risk assessment Sub-component 3. Safety risk mitigation

### **Safety Risk Management Defined**

Safety Risk Management (SRM) is a formalized, proactive approach to safety risk analysis and assessment. SRM is a method used at RTA for all significant operational or risk environmental changes that ensure hazardous conditions are identified, and significant risk is mitigated to an acceptable level prior to those changes being made. This does not mean the elimination of all safety risks. The decision matrix identified in this chapter minimizes the hazards to an acceptable level by the use of engineering controls, administrative controls, and training.

The SRM Process is a means to:

- Document proposed transit service and changes
- Identify hazards associated with the proposed change
- Analyze and assess the safety risk of identified hazards
- Mitigate the significant safety risk and reduce the identified risks to the lowest practical level
- Accept residual risk prior to implementation of mitigations
- Implement the mitigation measures and track the resolution
- Assess and monitor the effectiveness of the risk mitigation strategies
- Reassess service or changes based on the effectiveness of the mitigation

## **Safety Hazard Identification**

The FTA defines the safety hazard identification section as methods or processes to identify hazards and consequences of hazards, which includes data and information provided by an oversight authority and FTA as sources for hazard identification.

Any risk of transit operator assault identified through any of the following activities described will be categorized as “high priority” and will be expedited through the SRM Process to identify mitigation or necessary strategies as a result of the RTA’s safety risk assessment.

### **Safety Data Analysis**

Event Reports and Employee Feedback Forms are tracked and monitored for trends and analysis by the Safety and Training, Transportation, and the Planning and Service Development Departments. The data analysis is presented and shared with all SMS related committees and Senior Leadership.

### **Risk Analysis**

When risk analyses are completed, it is done by teams of subject matter experts. Major procurements requiring Request for Bids, long-term and/or permanent reroutes, and hazards identified by employees are analyzed for any additional risk that could be placed on the authority, employee, citizens of Montgomery County, and/or the environment.

### **Safety Inspections**

The Safety Committee, along with the Safety & Security Department, is responsible for performing safety inspections as a proactive hazard identification mechanism. Throughout a year, safety personnel walk through different areas of RTA and inspect for anything that could cause harm to employees. During the inspections, employees who work in that area to see if there are any safety concerns they wish to address. The safety team is responsible for completing the team risk analysis form and ensuring it is entered into the appropriate SMS Intranet Folder. From there, the form can be reviewed by other SMS team members.

### **Transit Asset Management Plan**

The Transit Asset Management Plan describes policies, procedures and methods used to maintain the safest assets with the use of decision support tools and risk management strategies. The plan is located within the SMS Intranet Folder.

### **Infectious Disease Hazard Identification and Preparedness**

RTA incorporates infectious disease hazards into the Safety Risk Management (SRM) process.

- Infectious disease exposure is treated as an operational hazard subject to SRM analysis, risk assessment, and mitigation.
- Mitigation strategies may include administrative controls, operational controls, engineering controls, PPE, sanitization protocols, and communication measures.

- Where applicable, lessons learned from federal, state, or local public-health advisories and prior events are incorporated into SRRP and Safety Assurance review cycles.

## Safety Risk Management Process

If a proposed change, project, or change in the risk environment is expected to impact the safety of the system, it is necessary to conduct additional safety analyses and document the results before implementing the change. Even if the proposed change is to improve safety performance, the need to conduct further safety risk/hazard analysis is necessary to ensure that the additional risk is not introduced based on the change. The level of analysis in SRM varies based on the type of change.

The SRM process generally includes the following steps, and should include the appropriate subject matter experts (SME) from RTA and/or external resources as necessary:

- **Baseline description:** A complete and accurate description of the current status is essential to conducting a thorough safety analysis. The description provides information that serves as the basis to identify, to the extent possible, all hazards and associated safety risks. It is critical to define and document the scope and objectives of the proposed change or system.
- **Identify Hazards:** These hazards are identified based on the plans for the project or based on operational experience and data collection and analyses from Safety Assurance.
- **Analyze and Assess Risk:** This is the step where the Risk Matrix is typically used. The Risk Analysis Form properly documents the steps taken to analyze and assess risk.
- **Treat the Risk:** The Risk Analysis Form documents the potential risk control/mitigation strategy options, and assesses for the best approach to mitigation of the identified risk.
- **Implement Risk Management Strategy:** These are typically safety risk mitigations, which are activities whereby RTA controls the probability or severity of the potential consequences of hazards. An order of precedence for accomplishing risk control development are: engineering controls, administrative controls, and personal protective equipment and training.
- **Monitoring that the mitigation/strategy works:** The continuous monitoring or risk monitoring is part of the Safety Assurance SMS component and is described later in this document.

## Safety Risk Assessment

The FTA defines the safety risk assessment section as methods or processes to assess the safety risks associated with identified safety hazards. This must include an assessment of the likelihood and severity of the consequences of the hazards, including existing mitigations, and prioritization of the hazards based on the safety risk. To achieve this, RTA has adopted a simple risk matrix, which is located in the SMS Intranet Folder.

The risk assessment is completed by a safety team member(s), including at least one subject matter expert. Subject matter experts are divided into four (4) categories:

- **Major Procurements.** The project manager is the subject matter expert
- **Reroutes.** Up to three (3) subject matter experts may be required from the Planning and Service Development, Transportation, Capital, and Maintenance Departments
- **Amenity and Infrastructure.** Up to three (3) subject matter experts may be required from the Maintenance, Planning, and Capital Departments.
- **Hazards Identified by Employees.** The Safety and Training Manager and Safety & Compliance Analyst, and, depending on the hazard, the Safety Committee may be the subject matter expert required.
- A safety risk assessment matrix provides a structured approach for addressing the FTA's requirements by helping to:
  - Assess the likelihood and severity of the consequences of identified hazards
  - Determine if the safety risk is acceptable with existing mitigations, or if additional action is needed; and
  - Prioritize hazards based on the safety risk of their potential consequences.

# Risk Mitigation

In order to create a consistent matrix throughout RTA, a matrix was created and is located in the SMS Intranet Folder. Once the hazard is classified as a risk, the chart details the next steps for the mitigation process. The Risk Analysis Form documents the decision-making process, and information from this form is entered into the RTA Risk Register spreadsheet on the SMS Intranet Folder by the Safety & Compliance Analyst.

## Safety Risk Reduction Program

The Safety Risk Reduction Program (SRRP) establishes the structured and repeatable process the RTA uses to reduce identified safety risks to the lowest practical level. This program ensures that mitigation strategies are developed, implemented, communicated, and monitored consistently across all RTA operations. It also ensures alignment with the FTA's SMS Framework and the safety performance standards outlined in RTA's PTASP.

### Program Purpose

The purpose of the SRRP is to ensure that all identified hazards with unacceptable or undesirable levels of safety risk receive timely, effective, and sustainable mitigation measures. These mitigations are designed to reduce the likelihood and/or severity of the hazard's potential consequences and to support continuous improvement in RTA's overall safety performance.

### Scope

This program applies to:

- All operational departments, including Transportation, Maintenance, Planning and Service Development, Capital, Safety & Security, and other supporting administrative units.
- All hazards identified through event investigations, inspections, audits, safety reporting systems, employee feedback, data analysis, or any other SRM-related activity.
- All major changes, procurements, reroutes, and infrastructure projects that require formal risk review.

### Mitigation Development

RTA follows a structured approach for developing safety risk mitigation strategies. Once a hazard has been analyzed and assigned a risk rating using the Risk Assessment Matrix (located in the SMS folder in the intranet), the safety team recommends appropriate mitigation measures that are approved by RTA management using the following hierarchy of controls:

1. Engineering Controls – Physical or design-based changes that eliminate or reduce risk, such as equipment modifications, barrier installations, or technology enhancements.
2. Administrative Controls – Policies, procedures, operational rules, workflows, or scheduling changes that reduce exposure to risk.
3. Training and PPE – Additional employee instruction, competency-based training, or the use of protective equipment when engineering and administrative controls alone are insufficient.
4. Mitigation strategies must be specific, measurable, and feasible, and must include resource needs, responsible parties, and an anticipated implementation timeline.

### Prioritization of Mitigation Activities

Hazards are prioritized based on their assigned risk level:

- High-risk hazards require immediate action, expedited SRM review, and accelerated mitigation planning.
- Medium-risk hazards require planned mitigation within an acceptable timeframe and continuous monitoring until fully resolved.
- Low-risk hazards are monitored to ensure no change in risk level and addressed as resources permit.
- Any hazard involving transit operator assault, customer safety, critical equipment performance, or regulatory noncompliance is automatically considered a high-priority mitigation item.

## **Mitigation Approval and Implementation**

All proposed mitigation strategies must be reviewed by the Safety & Security Department and, depending on risk level, may require approval by:

- The Safety and Training Manager
- The Safety & Compliance Analyst
- The SMS Review Board
- The Accountable Executive (for high-risk or resource-intensive mitigations)

Once approved, the responsible department(s) must implement the mitigation and ensure that supporting tasks—such as procurement steps, scheduling adjustments, staff training, or communications—are completed fully and documented.

## **Communication of Mitigation Strategies**

To ensure situational awareness and promote a strong safety culture, approved mitigation strategies are communicated through:

- The RTA Intranet and SMS folders
- Email notifications
- Division-level communication boards
- Safety Committee meetings
- Town Hall or departmental briefings
- Operator notices or bulletins (as applicable)

## **Monitoring and Verification**

After implementation, mitigation strategies are monitored through RTA's Safety Assurance processes, which include:

- Data collection from event reports, feedback forms, audits, and KPIs
- Follow-up inspections by Safety & Security
- Quarterly reviews by the SMS Review Board
- Updates to the Risk Register documenting progress and effectiveness
- If mitigations are found to be ineffective or insufficient, SRRP requires development of additional or alternative strategies until risk is reduced to an acceptable level.

## **Documentation**

All mitigation activities—including analyses, decisions, implementation steps, and monitoring results—are documented within:

- The Risk Analysis Form
- The RTA Risk Register
- Safety Committee and SMS Review Board records
- Policy or procedure updates (when applicable)

Documentation supports internal accountability, regulatory compliance, and continuous improvement. The following targets have been identified by the SMS Review Board and Safety Committee as part of the SRRP. These targets are reviewed at each meeting:

<b>Risk Mitigation Target Table</b>			
<b>Hazard Category</b>	<b>Risk Mitigation Target</b>	<b>Measurement / KPI</b>	<b>Timeframe</b>
Safety Risk Management (SRM)	Complete SRM review of all high-risk hazards within defined time limits.	100% of high-risk hazards reviewed and documented within <b>10 business days</b> .	Ongoing
Operator & Incident Response	Complete remedial / post-incident training promptly to prevent recurrence.	100% of required post-incident remedial training completed within <b>7 business days</b> of event.	Ongoing
Maintenance & Asset Reliability	Maintain high compliance with preventative maintenance schedules.	≥ <b>94% adherence</b> to preventative maintenance intervals across all applicable fleet assets.	Ongoing

### **Mitigation Decision and Tracking**

Based on the decision from the Risk Assessment Matrix, a mitigation strategy is created and tracked within the RTA Risk Register. The Mitigation strategy is described, including the timeframe. These are all combined in one database for auditing by the SMS Review Board.

### **Transit Worker Assault Mitigation Requirements**

In accordance with the revised requirements of 49 CFR §673 and the 2024 PTASP Final Rule, RTA designates assault on a transit worker as a high-risk safety hazard category requiring expedited SRRP activities.

#### Definition

RTA adopts the statutory definition of “assault on a transit worker” as defined in 49 U.S.C. 5302, including:

- Any act intended to cause or that could reasonably cause bodily injury,
- Threats or attempts to cause harm,
- Actions such as spitting, throwing objects, or using dangerous instruments.
- Physical interference with the operator’s ability to perform duties.

#### SRRP Responsibilities for Worker Assault Reduction

Under this requirement, RTA will:

- Expedite SRM and SRRP analysis for all hazards related to operator or frontline worker assault;
- Develop and implement assault-specific mitigation strategies, which may include engineering controls, administrative controls, operational changes, and training;
- Review and track effectiveness of these mitigations using Safety Assurance processes;
- Provide quarterly updates to the PTASP Safety Committee.

## **SMS Component III- Safety Assurance**

This chapter describes the safety assurance process for RTA. It serves as a check and balance on RTA’s safety risk management process. FTA’s SMS Framework requires three sub-components, and each is addressed in this document.

- Sub-component 1. Safety performance monitoring and measurement
- Sub-component 2. Management of change
- Sub-component 3. Continuous improvement

## **Safety Assurance Defined**

Safety Assurance activities serve as a check on RTA's safety risk management process. The procedures described within are designed to:

- Ensure the safety risk mitigations are effective and implemented as intended.
- Collect safety performance data that will help RTA anticipate future safety events and mitigate or prevent them.
- Analyze the safety risk of any new practices or procedures RTA adopts.

These efforts are intended to minimize the exposure of the public, personnel, and property to unsafe conditions.

## **Safety Performance Monitoring and Measurement**

Safety performance monitoring and measurement involves continual monitoring of RTA's activities to understand safety performance. Through these efforts, RTA should be able to determine whether it is meeting its safety objectives and safety performance targets, as well as the extent to which RTA is effectively implementing SMS.

For each implemented mitigation, the Safety & Security Department will validate and verify effectiveness within 90 days (expedited for high-risk items), document results in the Risk Register, and initiate additional actions if outcomes are insufficient.

### **Fleet Maintenance Plan**

The purpose of the RTA's Fleet Maintenance Plan is to provide its managers, supervisors, mechanics, and service workers with the guiding principles, priorities, and processes that are to be followed to achieve both the organization's and the maintenance department's goals and objectives. For this plan to be effective, it must be current; therefore, it must be viewed as a "living plan". The Fleet Maintenance Plan is revised regularly to keep up with operational changes and maintenance improvements. This plan is the blueprint for the RTA's Fleet Maintenance Team to operate on a daily basis. There is a separate plan for Facilities Maintenance and Infrastructure. Both of these plans are located on the RTA Intranet.

### **Employee Feedback Auditing**

Once a quarter, the SMS Review Board meets to audit the Employee Feedback Forms, tracking system, and the overall feedback process against the procedure established. This includes reviewing any safety events that were reported and audits the documentation of the response to that safety event.

### **Risk & Claims Management**

RTA's Safety and Security Department is responsible for analyzing the risk of the RTA by continuous monitoring of data, to include the risk register, event report database, reportable employee injuries, and claims. The risk register is updated by the Training and Safety Manager or designee and monitored by the Safety Committee and SMS Review Board.

All event reports are submitted to our insurance agency for claims management. The claims are handled by our insurance agency and supported by the Safety & Compliance Analyst. When trends are identified, they are monitored by RTA safety staff and the insurance agency. Once a solution is created to alter the trend, it is also monitored by the Safety and Security and Finance Departments, along with the insurance agency. Reportable employee injuries are monitored through a third-party administrator for RTA, in conjunction with the Safety and Security Department and the Finance Department. All employee injuries are investigated to the fullest to identify any systemic failures that could have created a potential hazard.

## Accident Investigation

After an accident has occurred, there are specific steps RTA follows in order to appropriately decide how to handle the accident. The goal is to identify possible contributing factors to the accident and to have those factors eliminated. This process is outlined in the Accident Investigation Procedure within RTA's Policy and Procedure Manual.

## Management of Change

This section provides information on the process for identifying and assessing changes that may introduce new hazards or impact RTA's safety performance. These changes require a Risk Analysis Form to be completed by the Project Manager or assigned subject matter expert(s).

Any identified employee utilizing the form will be trained in hazard analysis and how to accurately complete the form. Below are common examples of changes and those Project Managers or assigned matter experts for each:

- **Major Procurements.** The project manager is the subject matter expert
- **Reroutes.** Up to three (3) subject matter experts may be required from the Planning and Service Development, Transportation, Capital, and Maintenance Departments
- **Amenity and Infrastructure.** Up to three (3) subject matter experts may be required from the Maintenance, Planning, and Capital Departments.
- **Hazards Identified by Employees.** The Safety and Training Manager and the Safety & Compliance Analyst, and, depending on the hazard, the Safety Committee may be the subject matter experts required.

Staff is required to complete the form and submit it to the Safety Compliance Analyst for entry into the Risk Register for tracking and monitoring. Any compliance, training, and/or next steps that need to be completed before and throughout the implementation of the change will be determined by this data.

## Continuous Improvement

Continuous improvement of SMS is an auditing function that allows RTA to:

- Assess the effectiveness of the SMS to determine if it is performing as intended.
- Assess adherence to RTA's written and intended SMS policy, procedures, and
- processes to identify the causes of sub-standard performance
- Develop corrective action plans to address sub-standard performance

Adherence to the SMS plan is key, and to ensure this, the SMS Review Board will audit sections of the plan quarterly to monitor timeliness, documentation of efforts, and communication with the RTA Chief Safety Officer.

The SMS Review Board is responsible for assessing the safety performance of the program. This is to be completed each year. If any deficiencies are found, a plan to correct them will be recommended to the CEO or Chief Safety Officer, depending on the subject. Once approved all RTA staff will be advised of the change, including any changes to safety-related plans, policies or procedures as a result.

## SMS Component IV – Safety Promotion

This chapter describes the safety promotion process for RTA. It involves the training, awareness, and communication that support safety. FTA's SMS Framework requires two sub-components, and each is addressed in this document.

- Sub-component 1 –Competencies and training
- Sub-component 2—Safety communication
-

# Safety Promotion Defined

Safety promotion involves the training, awareness, and communication that support safety. Safety promotion strengthens the safety culture and supports integrating the SMS into all operations and activities of RTA. Through safety promotion, the leadership team broadcasts its commitment to safety and the SMS and demonstrates its commitment to the importance of safety. Each employee is provided with appropriate training related to the safety requirements of their job.

## Competencies and Training

### Initial Training for All Employees

All employees receive overall training during their first day(s) of employment. This training includes but is not limited to (depending on the position):

- Employee Roles and Responsibilities
- Policy and Procedure Manual
- Drug and Alcohol
- Sexual Harassment
- De-escalation Training
- Safety Awareness

### Regulatory De-escalation Training Requirements

RTA provides de-escalation training in accordance with the requirements of the May 2024 PTASP Final Rule. The following apply:

- De-escalation training is required for frontline transit workers, dispatchers, field supervisors, and others performing customer-facing or safety-sensitive duties.
- The PTASP Safety Committee participates in reviewing and recommending improvements to de-escalation training content, delivery, and frequency.
- Training effectiveness is reassessed regularly through Safety Assurance monitoring, incident trend analysis, and worker feedback.
- Refresher de-escalation training occurs at intervals set by the PTASP Safety Committee, but no less frequently than once every two years.

### Service and Repair Technicians

Service and Repair Technicians receive initial training in bus operations as well as safe driving and collision prevention methods, such as RTA's defensive driver training. Technicians are trained on the operation of all bus types in RTA's fleet. All technicians are encouraged to complete up to seven (7) Automotive Service Excellence (ASE) training modules. They also receive Occupational Safety and Health Administration (OSHA) related training, including but not limited to job-specific PPE Training and Fall Protection.

### Driver Training

Both fixed route and demand response drivers will receive training in transit operations, customer service, mobility device securement, Americans with Disabilities Act (ADA), and driving and collision prevention methods, such as RTA's defensive driver training. In the initial training, operators will receive training on division-specific buses.

### Refresher Training

Drivers may receive up to sixteen (16) hours of refresher training including but not limited to. Maintenance personnel receive refresher training in equipment and OSHA subjects as needed annually. Job-specific training and job-enhancing training occur on an as-needed basis.

## **Accident Retraining and Return to Work Training**

Any employee who has a preventable accident while operating an RTA vehicle will receive Accident Retaining, which is unique to the type of accident and/or the number of preventable accidents an employee has in a given time period. All training includes a review of the facts of the accident and a guided discussion to determine how to avoid a similar incident in the future.

Drivers, along with specific Maintenance and Administrative staff who have been off work for an extended period of time are required to attend Return to Work Training. The length of training and content delivered depends on the length of time the employee has been off work.

## **Contractor Training**

Contractors performing safety-sensitive work are subject to RTA's SRM and Safety Assurance processes, including audits, inspections, event reporting, and corrective actions, consistent with this PTASP. All outside contractors and subcontractors are provided with a copy of RTA's Contractor Safety Program, which is in the SMS Intranet Folder. The Maintenance Training Instructor is responsible for conducting the orientation, and the Project Manager of the area where the contractor is working is responsible for scheduling the training and orientation with the Maintenance Training Instructor. All training documentation for contractors is stored in the SMS Intranet Folder.

## **Documentation and Record-keeping**

Physical training records and files are compiled and maintained by the Safety & Security Department for each new employee. RTA has a documentation procedure for this, which is located within RTA's Policy and Procedure Manual. RTA will retain all PTASP/SMS documents (hazard analyses, risk assessments, mitigations, training records, audits, committee minutes, certifications) for no less than three (3) years, or longer if required by law.

## **Safety Communication**

RTA ensures all employees are aware of information relevant to safety-related roles and responsibilities. Email, Info Hub (employee app), and bulletin boards are central tools for all relevant employee communications. Bulletin boards are strategically located in high-traffic areas such as breakrooms and lounges.

Town Hall meetings are held periodically within the Transportation and Maintenance Departments to be made abreast of any major changes and to also serve as a time for questions and answers from Senior Leadership. All Managers, Directors, and Chiefs meet at least once a quarter to discuss major agency initiatives and share activities within the various departments.

## **Additional Information & Documentation**

Any documentation not directly included in this plan can be found in RTA's Policy and Procedure Manual or under the corresponding folders within the SMS Intranet Folder.

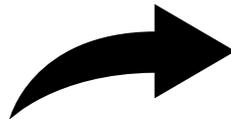
**Greater Dayton RTA Board of Trustees Packet**

**Meeting Date: Tuesday, March 3, 2026 – 3:00 p.m.**

**Wright Stop Plaza – 4 S. Main Street – Dayton, OH 45402 – 3<sup>rd</sup> Floor Board Room**

**JOINT FINANCE/PERSONNEL  
AND PLANNING COMMITTEE  
REPORT**

**Next Section**





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

**February 17, 2026**

**Members Present:** Belinda Matthews-Stenson, Chair  
Ashton Dupler  
Al Fullenkamp  
Nikol Miller (arrived at 8:33 a.m.)  
Grady Mullins  
Thomas Weckesser  
Sharon D. White

**Excused:** John A. Lumpkin, Jr.  
David P. Williamson

**Staff in Attendance:** Bob Ruzinsky  
Daron Brown  
Roland Caldwell  
Chris Conard, Coolidge Wall  
Noah Greer  
Julie Hoffman  
Shanel Kilgore  
Nick Mantia  
Shawn Prince  
Mary K. Stanforth  
Bob Stevens

Ms. Matthews-Stenson called the meeting to order at 8:30 a.m. and roll call was taken:

**Roll Call**

Ms. Matthews-Stenson -	Yes
Mr. Dupler -	Yes
Mr. Fullenkamp -	Yes
Mr. Lumpkin -	Excused
Ms. Miller -	Excused
Mr. Mullins -	Yes
Mr. Weckesser-	Yes
Ms. White -	Yes
Mr. Williamson -	Excused

A quorum was present, and proper notice of the meeting had been given.

**Approval of January 20, 2026 Jointly Held Finance/Personnel and Planning Committees Meeting Minutes**

Ms. Matthews-Stenson asked if attendees request a reading of the minutes or have corrections to the minutes?

Upon hearing no requests or corrections, Ms. Matthews-Stenson DECLARED APPROVAL of the January 20, 2026 Committees meeting minutes.

Ms. Miller arrived at the meeting at 8:33 a.m.

**Future Board Meeting Action Items**

**Action Item #2 – Electric Trolley Bus Power Substation Project**

Ms. Hoffman provided a detailed presentation regarding the Substation Project. The Greater Dayton Regional Transit Authority (RTA) operates one of only four (4) remaining Electric Trolley Bus Systems in the country. RTA’s innovative buses draw power from overhead lines, enabling its NexGen buses to recharge while in motion. RTA’s extensive power line network is supported by nine substations located throughout Dayton. Of these, two (2) are brick-and-mortar facilities, and seven (7) are standalone, prefabricated metal units. The typical design lifespan of a substation is 25 years, and RTA’s eight (8) older/obsolete substations are, on average, 33 years old. The Longworth Substation is RTA’s only newer substation, completed in 2024. As the eight (8) older/obsolete units age, sourcing replacement parts has become increasingly challenging. To preserve and continue to enhance RTA’s electric system, staff undertook a two-year development and design initiative to recommend the most efficient and practical strategies for substation replacement and refurbishment.

RTA staff, with assistance from Hatch Engineering and Barge Design Solutions, developed the procurement packet referenced below to address the immediate needs and maintain the reliability of RTA’s current system. The focus is on sustaining existing operations, rather than planning for significant expansion. This procurement includes the refurbishment of one (1) downtown brick-and-mortar substation (Wyoming) and the replacement of four (4) prefabricated substations (Delphos, Hillcrest, Maplewood (updated location), Fauver). The intent of this project is to maximize system operability throughout the construction of these substations. This project award will include furnishing all labor, materials, equipment, controls, testing, site work, removal of obsolete substations, and necessary coordination with utility providers.

Due to the technical nature of this project, a two-step Request for Proposal was used. The first step in this process evaluated the technical capacity of the proposer and the second step was an Invitation for Bid where only the proposers pre-qualified in the first step are able to submit a bid. This method of procurement awards based on the lowest responsive and responsible bidder.

Proposals were solicited for this project through the *Dayton Daily News*, *Dayton Weekly News*, and *Transit Talent*. Requests for Proposals were sent to 56 firms.

On May 22, 2025, at 2:00 PM EST, RTA received three proposals in response to this RFP. The Evaluation Committee reviewed the proposals based on the following criteria:

- Background and qualifications
- Capacity to perform the scope
- Experience with similar projects
- Proposal quality

The following firms submitted offers, their pricing from step-two is included as applicable:

<b>Proposers</b>	<b>Location</b>	<b>Bid Pricing</b>
LK Comstock National Transit	Atlanta, GA	\$23,794,300
Mass. Electric Construction Co.	Grapevine, TX	\$25,742,000
C3M Power Systems LLC	Capitol Heights, MD	*

*\*Proposer did not score within the competitive range to participate in step-two of the process.*

Committee members asked questions related to the project and Ms. Hoffman and Mr. Ruzinsky responded.

MOTION made by Mr. Fullenkamp and SECONDED by Ms. White that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees the AWARD of a contract with LK Comstock National Transit for \$23,794,300 plus a 20% contingency of \$4,758,860, for a grand total of \$28,553,160 for the Electric Trolley Bus Power Substation Project. This procurement will be funded with up to 80% Federal grant funds.

The MOTION was APPROVED by voice vote 7-0.

**Action Item #3 – Office Supplies**

Mr. Mantia stated the purpose of this action item is to award multiple vendors a three (3) year contract to provide Office Supplies for RTA. Reliable sources of office supplies help support daily administrative and operational functions across the agency. Items that can be purchased under these contracts include but are not limited to paper products, writing instruments, toner, and other general office consumables necessary for uninterrupted business operations.

Sealed bids for Office Supplies were solicited through the *Dayton Daily News*, *Dayton Weekly News*, and *Transit Talent*. Invitations for Bid were sent to twenty-three (23) firms.

At 11:00 AM on February 2, 2026, three (3) bids were received and publicly opened. The bidders were as follows:

<b>Vendor</b>	<b>Location</b>
Friends Office	Findlay, OH
Rivers Business Solutions	Indianapolis, IN
Staples Contract & Commercial	Framingham, MA

Bidders provided fixed unit prices for the 100 most frequently purchased items. A price analysis was performed and the unit costs provided by Friends Office, Rivers Business Solutions and Staples are consistent with the unit costs on prior contracts. All the bids provided were determined to be fair and reasonable, so RTA is recommending awarding all three a contract since a greater variety of sources and product offerings only help our staff get the supplies they need.

MOTION made by Mr. Fullenkamp and SECONDED by Mr. Weckesser that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees the AWARD of three (3), three-year contracts to Friends Office, Rivers Business Solutions, and Staples Contract & Commercial for an award of \$141,300 and a 10% contingency of \$14,130 for a grand total of \$155,430. The award will be distributed across the awarded vendors as needed.

The MOTION was APPROVED by voice vote 7-0.

**Action Item #4 – Ross Software Renewal**

Mr. Prince stated the purpose of this action item is to approve a one-year renewal of the ROSS software maintenance and license agreement with Aptean, Inc. RTA uses the ROSS system as its Enterprise Resource Planning (ERP) system to support essential financial and administrative operations.

ROSS is used daily by staff in Accounting, Procurement, and Inventory. It supports key functions such as general ledger, accounts payable and receivable, fixed assets, as well as purchasing and receiving. RTA has relied on this system for over 30 years, with major system upgrades completed in 2019, 2024, and 2025. Continued manufacturer support is necessary to ensure system stability, security updates, and uninterrupted operations.

Aptean has quoted a total price of \$203,641.61 for a one (1) year renewal covering the period from March 31, 2026, through March 30, 2027. This agreement includes ongoing maintenance, technical support, and access to licensed software components. The ROSS system and its maintenance services are available only from Aptean.

Aptean offered RTA the option of a multi-year agreement if RTA transitions to a cloud-hosted environment. Currently, RTA does not plan to pursue cloud migration due to resource limitations and overlapping project timelines.

MOTION made by Ms. Miller and SECONDED by Mr. Dupler that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees the AWARD of a one (1) year contract to Aptean, Inc. for the ROSS software and license agreement renewal in the amount of \$203,641.61.

The MOTION was APPROVED by voice vote 7-0.

**Action Item #5 – Bus Internet VPN & Website Hosting – Change Order**

Mr. Prince stated the purpose of this action item is to approve a change order on RTA’s current Bus Internet VPN and Website Hosting contract. These services support vehicle communications, system integrations, and public information access, all of which are necessary to maintain reliable transit service and customer communications.

In early 2024, Data Yard (formerly Donet) helped RTA implement higher-speed internet connections to improve external connectivity and overall network performance. However, the existing Data Yard internet connection remains tied to specific IP addressing and communications architecture used by RTA buses, creating technological dependencies that prevent an immediate transition without significant service risk. Due to the absence of redundancy and the inability to “soft cutover” vehicles to the new internet connection, an abrupt termination of the Data Yard service would require a prolonged outage, adversely impacting bus operations and service reliability.

To align with the ongoing transition of the AT&T FirstNet cellular contract and allow sufficient time to redesign the bus communications network, RTA requires a one-year extension of the Data Yard contract. This extension will maintain uninterrupted vehicle connectivity while communications staff complete network redesign efforts to migrate buses off the existing VPN and consolidate services. In addition, RTA's public-facing website hosting and DNS services will remain with Data Yard during this period to ensure continuity, security, and system integrations until a future website developer evaluation determines whether a new hosting provider is required.

MOTION made by Ms. Miller and SECONDED by Mr. Fullenkamp that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees the AWARD of a contract change order to Data Yard in the amount of \$25,000 for a one-year contract extension, resulting in a revised not-to-exceed contract total of \$116,750 for bus internet VPN and website hosting services.

The MOTION was APPROVED by voice vote 7-0.

**Customer and Business Development Update**

Mr. Mantia stated the Customer and Business Development highlights report was included in today's meeting packet.

**Small Purchasing Information**

Mr. Greer stated there were no Small Purchases during January 2026.

**Chief Executive Officer's Report**

Mr. Ruzinsky stated there were no items to report today.

**Request for Executive Session**

A MOTION was made by Mr. Fullenkamp and SECONDED by Ms. White to RECESS into Executive Session for the purpose of discussing union negotiations.

**Roll Call**

Ms. Matthews-Stenson -	Yes
Mr. Dupler -	Yes
Mr. Fullenkamp -	Yes
Mr. Lumpkin -	Excused
Ms. Miller -	Yes
Mr. Mullins -	Yes
Mr. Weckesser-	Yes
Ms. White -	Yes
Mr. Williamson -	Excused

The MOTION was APPROVED 7-0.

The meeting RECESSED into Executive Session at 9:10 a.m.

**Reconvene to Regular Session**

MOTION made by Mr. Dupler and SECONDED by Ms. White to RECONVENE into Regular Session.

**Roll Call**

Ms. Matthews-Stenson -	Yes
Mr. Dupler -	Yes
Mr. Fullenkamp -	Yes
Mr. Lumpkin -	Excused
Ms. Miller -	Yes
Mr. Mullins -	Yes
Mr. Weckesser-	Yes
Ms. White -	Yes
Mr. Williamson -	Excused

The MOTION was APPROVED 7-0.

The regular meeting RECONVENED at 9:39 a.m.

**Next Meeting**

The upcoming jointly held Finance/Personnel and Planning Committees meetings are scheduled for March 17 and April 21, 2026.

**Adjournment**

MOTION made by Mr. Fullenkamp and SECONDED by Ms. Miller to ADJORN the meeting.

The MOTION was APPROVED by voice vote 7-0.

The meeting ADJOURNED at 9:40 a.m.

**ATTEST**

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**Belinda Matthews-Stenson, Chair**

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**Mary Kay Stanforth, Committee Secretary**



**AGENDA**  
**Greater Dayton RTA Board of Trustees**  
**Finance/Personnel and Planning Committees Meeting**

**Wright Stop Plaza**  
**4 South Main Street, 2<sup>nd</sup> Floor Conference Room, Dayton OH 45402**  
**Tuesday, February 17, 2026 – 8:30 a.m.**

<b>Call Meeting to Order</b>	<b>Matthews-Stenson, Chair</b>
<b>Roll Call/Declare Quorum</b>	<b>Matthews-Stenson</b>
I. Approval of January 20, 2026 Jointly Held Finance/Personnel and Planning Committees Meeting Minutes	<b>Matthews-Stenson</b>
II. Future Board Action Items	
<b>Finance/Personnel</b>	<b>Fullenkamp</b>
• Action Item #2– Electric Trolley Bus Power Substation Project	Ms. Hoffman
• Action Item #3– Office Supplies	Mr. Mantia
<b>Planning</b>	<b>Miller</b>
• Action Item #4– Ross Software Renewal	Mr. Prince
• Action Item #5– Bus Internet VPN & Website Hosting– Change Order	Mr. Prince
III. Informational / Discussion Items	
<b>Planning</b>	<b>Miller</b>
• Customer and Business Development Update	Mr. Mantia
<b>Finance/Personnel</b>	<b>Fullenkamp</b>
• Small Purchasing Information	Mr. Greer
IV. Chief Executive Officer Update	<b>Ruzinsky</b>
V. Request for Executive Session – <i>As Required</i>	<b>Matthews-Stenson</b>
Reconvene to Regular Session	
<u>Next Regular Committees Meetings</u> – March 17 and April 21, 2026	
VI. Adjournment	<b>Matthews-Stenson</b>

Interpreters for hearing impaired individuals are available upon request. Requests should be made at least 5 days prior to the date of the meeting. For more information, please call (937) 425-8392. Thank you.



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

**January 20, 2026**

**Members Present:** Belinda Matthews-Stenson  
Ashton Dupler  
Al Fullenkamp  
John A. Lumpkin, Jr.  
Nikol Miller (arrived at 8:35 a.m.)  
Grady Mullins  
Thomas Weckesser  
Sharon D. White  
David P. Williamson (arrived at 8:32 a.m.)

**Staff in Attendance:** Bob Ruzinsky  
Daron Brown  
Roland Caldwell  
Chris Conard, Coolidge Wall  
Cathy Garner  
Noah Greer  
Shanel Kilgore  
Brandon Policicchio  
Shawn Prince  
Mary K. Stanforth

Ms. Matthews-Stenson called the meeting to order at 8:30 a.m. and roll call was taken:

**Roll Call**

Ms. Matthews-Stenson	Yes
Mr. Dupler -	Yes
Mr. Fullenkamp -	Yes
Mr. Lumpkin -	Yes
Ms. Miller -	Excused
Mr. Mullins -	Yes
Mr. Weckesser-	Yes
Ms. White -	Yes
Mr. Williamson -	Excused

A quorum was present, and proper notice of the meeting had been given.

**Approval of November 18, 2025 Jointly Held Finance/Personnel and Planning Committees Meeting Minutes**

Ms. Matthews-Stenson asked if attendees request a reading of the minutes or have corrections to the minutes?

Upon hearing no requests or corrections, Ms. Matthews-Stenson DECLARED APPROVAL of the November 18, 2025 Committees meeting minutes.

Mr. Williamson arrived at the meeting at 8:32 a.m. and Ms. Miller arrived at 8:35 a.m.

**Future Board Meeting Action Items**

**Action Item #2 – Bus Stop Enhancement, Cleaning, and Trash Removal**

Mr. Brown stated the purpose of this procurement is to enter into a multi-year contract with a qualified firm to provide professional cleaning services of sheltered bus stops and surrounding areas, including trash removal. These services will be provided at 156 designated sites within Greater Dayton Regional Transit Authority’s (RTA) service area.

The successful contractor is required to provide all labor, equipment, materials, and supplies necessary to provide weekly steam cleaning and trash removal on the days specified for each site and other times as requested. The contractor is responsible for ensuring that the area surrounding the shelter is clean and free from debris within a 25 ft radius from any edge of the shelter. This procurement is part of RTA’s passenger amenities program, ensuring a positive public image.

Proposals were solicited through the *Dayton Daily News*, *Dayton Weekly News*, and *Transit Talent*. Requests for Proposals were sent to 25 firms.

On October 23, 2025, four (4) proposals were received. The Evaluation Committee reviewed the proposals using the following criteria:

- Competence of personnel
- Evidence of thorough planning
- Experience relative to this type of project and references
- Type of equipment and supplies to be used
- Quality of proposal preparation
- Reasonableness of cost

The following firms submitted a proposal:

<b>Proposed Pricing</b>	<b>Tri-County Maint. &amp; Cleaning Mentor, OH</b>	<b>APT Services LLC Dayton, OH</b>	<b>Vested Solutions Brooklyn, NY</b>	<b>MJ Building Solutions Dayton, OH</b>
Year 1	\$87,572.37	*	*	*
Year 2	\$88,548.00	*	*	*
Year 3	\$90,451.00	*	*	*
Year 4	\$91,847.00	*	*	*
Year 5	\$98,969.00	*	*	*
<b>Total</b>	<b>\$457,387.37</b>	*	*	*

\*FTA procurement guidelines require that only the successful proposer’s pricing be disclosed publicly.

MOTION made by Mr. Fullenkamp and SECONDED by Mr. Lumpkin that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a five (5) year contract AWARD to Tri-County Maintenance and Cleaning, LLC for \$457,387. The award also includes a 15% contingency in the amount of \$68,608 for a grand total of \$525,995 for Bus Stop Enhancement, Cleaning, and Trash Removal services.

**Roll Call**

Ms. Matthews-Stenson	Yes
Mr. Dupler -	Yes
Mr. Fullenkamp -	Yes
Mr. Lumpkin -	Yes
Ms. Miller -	Yes
Mr. Mullins -	Yes
Mr. Weckesser-	Yes
Ms. White -	Yes
Mr. Williamson -	Yes

The MOTION was APPROVED 9-0.

**Action Item #3 – Environmental Consulting Services – Change Order**

Mr. Brown stated that during December 2022, the Board of Trustees approved a five-year contract with Trihydro Corporation for Environmental Consulting Services to support RTA in maintaining compliance with U.S. and Ohio EPA requirements, including program management of underground storage tanks regulated by the Bureau of Underground Storage Tank Regulations (BUSTR). The purpose of this action item is to request approval of a change order to the existing contract.

In March of 2024, the Board of Trustees approved the replacement of two (2) 20,000-gallon underground storage diesel tanks with one (1) 20,000-gallon tank, due to a major diesel fuel release from one of the two (2) existing tanks. This project will commence in early March of 2026, due to the lead time of the tank and contractor availability.

Whenever there is a release of diesel fuel, BUSTR requires underground soil monitoring, regulatory reporting and an approved Remedial Action Plan to address contaminated soil, groundwater penetration and detailed plans for testing and proper disposal of any contaminated soil. This Remedial Action Plan includes the official closure of this diesel fuel release in compliance with BUSTR. Trihydro, RTA’s current environmental consulting firm, has been handling all regulatory compliance with BUSTR since the date of the 601 Longworth diesel fuel release in September of 2019. They developed the Remedial Action Pan for the diesel tank replacement project stated above, which has already been approved by BUSTR.

Staff requests approval of the cost of the Remedial Action Plan, two other unanticipated issues and some additional dollars to cover expenses through the current contract term. Below is a breakdown of the items and associated costs for which Staff requests approval.

1. Remedial Action Plan - \$196,800
  - a. *The estimated refund for these expenses is about \$86,400*
2. The proper closure of an abandoned glycol tank in the 600 Longworth building - \$13,400

a. *This tank has not been used in at least 10 years and will be closed in place per BUSTR.*

3. Stormwater Prevention Plan and Spill Control Plan - \$ 15,200

a. *This is part of the Clean Water Act which requires facilities that have potential to affect stormwater, to have a plan in place, trained staff, testing and regular inspections.*

4. Additional Funds to cover expenses through the current contract – Dec 2027. - \$75,600.

a. *During this contract RTA has incurred approximately \$298,000 in environmental consulting services related to the above-mentioned release at 601 Longworth and another small release at 600 Longworth.*

5. Total Change Order to the contract - \$300,000

MOTION made by Mr. Fullenkamp and SECONDED by Mr. Weckesser that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of an additional \$300,000 to cover the cost of the additional environmental and remediation services as listed above. This change order of \$300,000, plus reimbursements received by RTA of \$164,174.16 and previously added back to the contract, brings the total contract to \$764,174.16 for environmental consulting services (RTA's net cost \$600,000).

The MOTION was APPROVED by voice vote 9-0.

**Action Item #4 – Vending Services**

Ms. Garner stated the purpose of this procurement is for RTA to contract food and beverage vending services. The revenue from this contract goes 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.

Along with the traditional vending services, the vendor will provide a new fresh market with healthy options at our major locations for RTA's employees. Since RTA does not have cafeterias or restaurants around most locations, this service is provided to offer food, snacks and hot/cold beverages available to the employees and to the public at the transit centers as well as generate revenue for RTA.

Proposals for Vending Services were solicited through the Dayton Daily News, Dayton Weekly News and Transit Talent. Requests were sent to 24 vendors.

On October 9, 2025, one (1) proposal was received. The Evaluation Committee reviewed the proposal to determine the most qualified proposer using the following criteria:

- Background and Experience
- Capacity to Perform Scope of Work
- Quality of Proposal
- Vendor Presentations
- Quality of Selections
- Revenue percentage

Through AVI Foodsystems, RTA will receive 8% of sales on employee machines and 10% on the public vending machines. RTA will also be guaranteed a minimum of \$20,000 annual revenue on the fresh market

and \$5,000 on vending machines or a percentage of sales, whichever is greater. In addition, RTA will receive pre-paid cards for each employee in the amount of \$5 each.

MOTION made by Mr. Fullenkamp and SECONDED by Ms. White that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees the AWARD of a three (3) year revenue contract with two (2) one-year options to AVI Foodsystems, Inc. for vending services.

The MOTION was APPROVED by voice vote 9-0.

**Action Item #5 – Data Center Co-Location**

Mr. Prince stated the purpose of this procurement is to award a three-year data center co-location service contract and a contract for the hardware needed for the relocation of RTA’s Wright Stop Plaza (WSP) data center. This data center serves as the failover location for RTA’s critical IT systems.

RTA operates two data centers, one is located at 600 Longworth Street, and the other is at Wright Stop Plaza, as previously noted. Both locations present operational risks due to aging infrastructure, limited power, and environmental exposure. While a long-term data center solution is planned, relocation of the WSP data center to a professional third-party co-location facility is necessary to ensure system resiliency, business continuity, and disaster recovery.

Proposals were solicited for the Data Center Co-Location through the *Dayton Daily News*, *Dayton Weekly News*, and *Transit Talent*. Requests for Proposals were sent to 58 firms.

On December 9, 2025, six (6) proposals were received. Proposals were evaluated based on the proposer’s background and experience, capacity to perform the scope of work, and reasonableness of cost.

<b>Proposer</b>	<b>Location</b>	<b>Pricing</b>
Continental Broadband, LLC	Pittsburgh, PA	\$286,580.00
ConnX, Inc.	Plainsboro, NJ	*
CBTS Technology Solutions	Cincinnati, OH	*
Centurylink Communication LLC	Monroe, LA	*
SMART IT PROS INC	Rockwall, TX	*
DartPoints	Dallas, TX	*

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

Based on the evaluation results, Continental Broadband, LLC received the highest overall score, and is therefore recommended for the award of this contract. They demonstrated extensive experience in data center operations, strong technical capacity, and the most competitive pricing.

For the purchase of the hardware related to this project, we recommend utilizing a State of Ohio Contract with CDW-Government. A cost analysis was conducted and the pricing quoted by CDW-Government through this State Contract was the most cost-effective option for RTA. The pricing for both components of this project can be seen below:

<b>Product Description</b>	<b>Pricing</b>
Continental Broadband, LLC – Co-Location Services	\$286,580.00
CDW-Government, LLC – Co-Location Hardware	234,426.00
Contingency (10%)	52,100.00
<b>Total Costs</b>	<b>\$573,106.00</b>

MOTION made by Ms. Miller and SECONDED by Mr. Williamson that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees AWARD of a three-year co-location services contract to Continental Broadband, LLC, for \$286,580 and co-location hardware to CDW Government, LLC for \$234,426, plus a 10% contingency of \$52,100, for a total amount of \$573,106.

The MOTION was APPROVED by voice vote 9-0.

**Action Item #6 – Wireless Data Services – Change Order**

Mr. Prince stated the AT&T Wireless contract, originally awarded in January 2021 following a competitive procurement process, provides critical wireless phone and machine-to-machine data services for our operations. These services enable real-time bus tracking, CAD/AVL communications, and SCADA monitoring, all of which are essential for maintaining service reliability and safety. Over the life of the contract, technology upgrades and increased data demands have significantly expanded usage beyond initial projections.

In 2023, the Board approved a change order to address escalating overage costs and transition to a fixed-rate unlimited data plan, bringing the contract total to \$628,395. However, technical delays during this transition resulted in additional overage charges of \$64,000. Before RTA can issue an RFP to consider other providers, we must complete a complex network redesign to remove dependencies on AT&T’s FirstNet architecture, a process that will take one year.

To maintain uninterrupted service during this critical infrastructure transition, Staff requests approval for a second change order, which includes \$64,000 for prior overages, a one-year contract extension, and a 10% contingency. This adjustment will ensure operational continuity while enabling future vendor flexibility.

MOTION made by Ms. Miller and SECONDED by Mr. Fullenkamp that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees AWARD of a contract change order to AT&T Wireless to cover overages from before the fixed-rate period of \$64,000, the additional contract year of \$180,000, and a 10% contingency of \$18,000 for a total change order value of \$262,000. This change brings the not-to-exceed contract total to \$890,395 for Wireless Data Services.

The MOTION was APPROVED by voice vote 9-0.

**Customer and Business Development Update**

Mr. Policicchio stated the Customer and Business Development highlights report was included in today’s meeting packet. Of special note, in just a couple of weeks, RTA is hosting a winter Olympics for employees. Employees will get to compete for gold (challenge coins) and glory in events including Around the World basketball, trivia, a speed-walking relay and more.

**November 2025 Financial Report**

Ms. Stanforth stated the November 2025 Financial Report was provided in today’s meeting packet. Total revenues are \$577 thousand over budget as a result of higher sales tax proceeds, passenger fares and interest, offset by lower federal assistance. Total expenses are \$5.7 million under budget because of lower wages and benefits, services, materials & supplies, casualty & liability, purchased transportation and miscellaneous expenses. RTA’s service gain after local capital charge is \$3.3 million, which compares to a budgeted loss of \$3.1 million.

**Small Purchasing Information**

Mr. Greer stated the Small Purchasing Information was included in today’s meeting packet.

**Chief Executive Officer’s Report**

Mr. Ruzinsky reported construction of the new police station adjacent to Wright Stop Plaza is nearly complete. Mr. Ruzinsky plans to provide a parking update as related to the project very soon.

Ms. White requested that RTA driver, Mr. Tim Hecker, attend an upcoming Board meeting so that he may be recognized by the Board of Trustees.

**Request for Executive Session**

A MOTION was made by Mr. Fullenkamp and SECONDED by Ms. Miller to RECESS into Executive Session for the purpose of discussing two individual matters pertaining to security and the employment of a public official.

**Roll Call**

Ms. Matthews-Stenson	Yes
Mr. Dupler -	Yes
Mr. Fullenkamp -	Yes
Mr. Lumpkin -	Yes
Ms. Miller -	Yes
Mr. Mullins -	Yes
Mr. Weckesser-	Yes
Ms. White -	Yes
Mr. Williamson -	Yes

The MOTION was APPROVED 9-0.

The meeting RECESSED into Executive Session at 9:07 a.m.

**Reconvene to Regular Session**

MOTION made by Mr. Fullenkamp and SECONDED by Ms. White to RECONVENE into Regular Session.

**Roll Call**

Ms. Matthews-Stenson	Yes
Mr. Dupler -	Yes
Mr. Fullenkamp -	Yes
Mr. Lumpkin -	Yes
Ms. Miller -	Yes

Mr. Mullins - Yes  
Mr. Weckesser- Yes  
Ms. White - Yes  
Mr. Williamson - Yes

The MOTION was APPROVED 9-0.

The regular meeting RECONVENED at 10:01 a.m.

**Next Meeting**

The upcoming jointly held Finance/Personnel and Planning Committees meetings are scheduled for February 17 and March 17, 2026.

**Adjournment**

MOTION made by Ms. Miller and SECONDED by Mr. Weckesser to ADJORN the meeting.

The MOTION was APPROVED by voice vote 9-0.

The meeting ADJOURNED at 10:02 a.m.

**ATTEST**

\_\_\_\_\_  
**Belinda Matthews-Stenson, Chair**

\_\_\_\_\_  
**Mary Kay Stanforth, Committee Secretary**

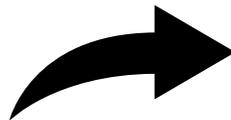
**Greater Dayton RTA Board of Trustees Packet**

**Meeting Date: Tuesday, March 3, 2026 – 3:00 p.m.**

**Wright Stop Plaza – 4 S. Main Street – Dayton, OH 45402 – 3<sup>rd</sup> Floor Board Room**

**JOINT FINANCE/PERSONNEL AND  
PLANNING COMMITTEE  
DISCUSSION ITEMS**

**Next Section**





**Customer & Business Development Highlights**  
**Finance/Personnel & Planning Committee Meeting – 2/17/2026**

# FEBRUARY BUS BRINGS THE LOVE



The February bus design was created by Senior Graphic Designer Cara Wood. It features Groundhog Day, the Super Bowl, Valentine's Day, Presidents Day, Ohio Loves Transit Week and Black History Month. It also references RTA's Local Art Spotlight campaign.

## BOARD MEMBER'S WORK HIGHLIGHTED ON LOCAL TELEVISION STATION

RTA Board Member Nikol Miller is making a difference in our community through the Miami Valley Urban League. Her work was highlighted in a news story on WDTN, Channel 2, as part of their Black History Month coverage.

"We're on a mission to empower communities and change lives," Miller said in the piece.

Formerly the community relations manager at RTA, Miller has been executive director of the MVUL for five year.

You can see the story on [wdtn.com/hidden-history/black-history-month/](http://wdtn.com/hidden-history/black-history-month/)

## SHARON WHITE WINS LEADERSHIP AWARD



RTA Board President Sharon White received the Maureen Patterson Regional Leader Award.

RTA Board President Sharon White was honored with the Maureen Patterson Regional Leader Award at the Dayton Development Coalition's Annual Luncheon on Feb. 4.

The annual award is named for Maureen Patterson, who dedicated her career to the region's economic growth. The award honors an extraordinary leader in our community who, like Patterson, advocates for the community's economic health and growth.



A screenshot from WDTN's story on Nikol Miller's work at the Miami Valley Urban League.

# RTA KEEPS COMMUNITY MOVING DURING AND AFTER RECORD SNOWFALL



Pictured above left: Transit Ambassador Anthony Miller works to clear snow from the passenger waiting area at Wright Stop Plaza. Above right: Fixed-Route Operator Steven Fischer.

## “WEATHER HEROES”

### RECOGNIZED AT BOARD MEETING

#### FIXED-ROUTE OPERATOR TIM HECKER ALSO RECOGNIZED FOR PUTTING OUT HOUSE FIRE

Transportation and maintenance recognized a number of “weather heroes” at the Feb. 3 RTA board meeting, thanking them for their dedication to keep the community moving during the record-setting snowfall on Jan. 25.

Chief Transportation Officer Roland Caldwell recognized Operations Manager Chip Rhodes, who he said worked 18 hours on Sunday coordinating all bus operations from dispatch.

He also recognized transit ambassadors Sheila Benson and Anthony Miller for their hard work in shoveling to keep walkways clear and helping in any way they could during the inclement weather.

Also recognized was Fixed-Route Operator Mike Edmondson for helping another driver who was stuck in the snow.

Chief Maintenance Officer Daron Brown recognized Facilities and Infrastructure Manager Lee Stevens for his work planning ahead of the storm, along with Specialist Danny Suffron and Lineman John Pappie for working double shifts to keep RTA buses running.

Operator Tim Hecker was recognized by CEO Bob Ruzinsky for his efforts putting out a house fire in December.



Above: Those honored at the Feb. 3 board meeting. Below: Fixed-Route Operator Tim Hecker was honored by the Dayton Fire Department on Jan. 15. Pictured left to right are Dayton Fire Director and Chief Mike Rice, Hecker, Chief Transportation Officer Roland Caldwell and Deputy Chief Transportation Officer Aaron Taylor.

# POLICICCHIO PROMOTED TO DEPUTY CEO

## SEVERAL OTHER PROMOTIONS AND JOB MOVES POSITION CUSTOMER & BUSINESS DEVELOPMENT FOR THE FUTURE



Brandon Policicchio is the new deputy chief executive officer of Greater Dayton RTA.

“Brandon is a true public transit professional who leads with a passion for excellence,” RTA CEO Bob Ruzinsky said. “I have been proud to watch him grow and advance within our organization and within the industry.”

Policicchio brings more than a decade of executive leadership experience in transit to the position, most recently serving as the agency’s chief customer and business development officer.

As deputy CEO, Policicchio will be responsible for day-to-day functions and all activities in six primary work groups: transportation, finance, capital, maintenance, labor relations and customer and business development.

“My priority as deputy is meeting our customers



Deputy CEO Brandon Policicchio

and employees where they are, listening, and improving our service and organization together,” Policicchio said.

Since joining RTA in 2012 as the deputy chief operations officer, he has advanced through key operational and customer focused roles, consistently driving organizational improvement and innovation.

Policicchio has led the

development of new routes and service expansions, launched Ohio’s first on-demand mobility partnership, implemented the Tapp Pay contactless fare system and positioned RTA as the first U.S. transit agency with 100 percent cashless onboard payments.

Policicchio is deeply engaged in the industry and community, serving on the APTA Board of Directors, chairing the APTA Access Committee and contributing to numerous regional committees.

His contributions have earned him several industry awards, including OPTA’s Rising Star and Mass Transit’s 40 Under 40.

Kristi Newton was also promoted from communications & community relations manager to staff and communications director.



Staff and Communications Director Kristi Newton



Communications Manager Michael Everman

She’ll oversee the HR and communications teams.

Michael Everman takes over the role of communications manager.

Jessica Olson’s role was also updated to director of safety and security. She’ll continue to oversee RTA’s Training Academy and will now oversee RTA’s security team.



Director of Safety and Security Jessica Olson

# RTA HIGHLIGHTS LOCAL ARTISTS DURING 'LOCAL ART SPOTLIGHT' CAMPAIGN

The Greater Dayton Regional Transit Authority is shining a spotlight on local artists with a new campaign aimed at bringing art directly to riders and the community.

RTA's "Local Art Spotlight" features artists across multiple platforms blending public transportation and visual art in an engaging and accessible way. As part of the initiative, riders can see interior cards displayed aboard buses highlighting each artist and their work. Each featured artist is also showcased on a dedicated section of the RTA website, [www.iriderta.org/LocalArtSpotlight](http://www.iriderta.org/LocalArtSpotlight), where the public can explore their artistic style, inspiration and creative process in greater depth.

The campaign will expand beyond buses and the website with video interviews featuring each artist. These interviews will be shared on RTA's social media channels, offering an in-depth look at the artists and giving the community a chance to connect with the creative voices shaping the region.

Two of the artists being highlighted include Joy Johnson and Taliaferro Sebastian. Johnson is a self-taught painter, muralist and curator whose work explores the intersections of abstraction, rhythm and cultural storytelling. Sebastian is a nationally recognized artist based in Dayton. His work captures culture, identity and emotion with striking clarity.

This new campaign is being launched in collabora-



Pictured above is a still from a social media video featuring artist Clifford Darrett.

tion with RTA's "Art on the Move" contest, which invites students in grades K-12 across RTA's service area to create their own unique bus design. The winning designs will be transformed into full-size bus wraps, turning them into moving canvases that celebrate winning students' creativity. More information about "Art on the Move" can be found at [www.iriderta.org/ArtontheMove](http://www.iriderta.org/ArtontheMove).

Communications Manager Michael Everman interviewed the seven artists initially featured, shooting videos and photos. He then worked with Graphic Designer Carmen Gaines to create the interior cards, social media graphics, webpage and internal digital posters for the campaign.

## Taliaferro Sebastian



Taliaferro Sebastian is a nationally recognized fine artist based in Dayton, whose work captures culture, identity, and emotion with striking clarity. Known for his ability to evoke deep emotional responses, Sebastian's paintings create an intimate dialogue between viewer and canvas, engaging both sight and consciousness.

His work is held in private collections of celebrities and professional athletes worldwide, reflecting the broad cultural resonance of his visual language. Sebastian is the founder and owner of Art Has No Rules Studios and Gallery, a creative space where collectors and community members alike can experience completed works while witnessing new pieces come to life.

Working primarily with acrylic and spray paint, Sebastian's practice centers on powerful representations of Black culture, pride, and lived experience. He earned his bachelor's degree in art with a focus on graphic design from Central State University, where his artistic development was influenced by notable figures such as Abner Cope, Dwayne Daniels, James Pate, Ernie Barnes, Jeanmichel Basquiat, and Kaws.

Through resilience and experimentation, Sebastian continues to challenge conventions, using art as a tool for cultural preservation, storytelling, and transformation.

Contact information: [www.arthasnorules.com](http://www.arthasnorules.com)

A screenshot of the [iriderta.org/LocalArtSpotlight](http://iriderta.org/LocalArtSpotlight) page featuring Taliaferro Sebastian. QR codes to the page are posted on interior cards on all buses as well as on internal digital signs throughout RTA buildings.

# TEAMS GET IN THE COMPETITIVE SPIRIT FOR RTA WINTER OLYMPICS



The RTA Winter Olympics kicked off Monday, Feb. 9, and will run through Thursday, Feb. 19. All employees were encouraged to sign up to compete in five events.

Monday's event was a speed walking relay. On Feb. 11, pairs competed in LugeCurl, a new sport created by RTA in which one partner pushes the other on an automotive creeper, trying to land them inside scoring rings on the ground for maximum points. The next event was RTA trivia on Feb. 13, followed by Around the World basketball shooting competition on Feb. 17. On Thursday, the final event will be a triathlon of basketball shooting, trivia match game and tricycle racing. The closing ceremonies will take place on Thursday afternoon as well.

Teams were split between Red (all drivers and transportation staff), White (all maintenance, safety, security and training staff) and Blue (all admins, customer service and TAs).

Gold, silver and bronze prizes were awarded in each event including challenge coins in place of medals, plus hats and quarter-zip shirts for top winners. All participants got team T-shirts as well as a wellness point if they are part of the RTA's Wellness Program.



Competing in the speed walking relay for the White Team were Transportation Training Instructor Rushida Redmond, Safety Compliance Analyst Matt Hempstead and Safety and Training Manager Randall Penrod.



Some of the members of the winning speed walking teams pose on the medal podium. At left was the bronze team: Transportation Coordinator Rocky Bogan, Fixed-Route Operator Alicia Washington and Transit Supervisor Kimberly Gray. (Not pictured were operators Gwen Benson and Shelia Wright.) Center on the gold winning team are Transit Supervisor Tim McConaughy, Fixed-Route Operator James Johnson, Transportation Business Manager Rosa Cortez-Harris, Fixed-Route Manager Thomas Nichols and Operations Manager Chip Rhodes. On the silver winning team in blue is Accountant Jayla Holzinger, Transit Centers Manager Monica Hunt, CFO Mary Stanforth, Procurement Manager Noah Greer and Senior Executive Admin. Assistant Cathy Garner.



Employees cheer on Transportation Business Manager Rosa Cortez-Harris as she competes in the speed walking relay on Feb. 9.

# RTA WELCOMES NEW TRAINING ACADEMY GRADUATES



Back row left to right: Fixed-Route Operator Albert Freeman, Fixed-Route Operator Tony Smith, Transit Ambassador Mauricia Davis-McIntosh, Connect Operator Ryan Large, Connect Operator LaTia Curry and Connect Operator Jamal Gay.

Front row left to right: Fixed-Route Operator Akash Saini, Connect Operator Carl Vinson, Fixed-Route Operator LaShonda Lovett, Fixed-Route Operator Victoria Anderson, Connect Operator Victoria Waltz, Connect Operator Icy Hopkins, Connect Operator Ronica McFadgion and Connect Operator Robin Brown.

Not pictured: Connect Operator Marion Blackford, Connect Operator Kiamarra Dumas, Fixed-Route Operator Jason Hayes and Connect Operator Robert Jenks.

**!** **601 GARAGE BUS TRAFFIC AND PARKING CHANGE EFFECTIVE THE WEEK OF JANUARY 25.**

**WHAT TO KNOW**

- The exit garage door will be shut down until April 30, 2026.
- All buses will enter and exit via the current entrance garage door.
- Traffic signals will be installed to guide buses.

See more details on Info Hub. 



Internal digital poster created by Carmen Gaines.

Although work was pushed back by the contractor, the maintenance team worked with communications in late January to get the word out about changes happening at the 601 bus garage.

Due to a construction project, the traffic pattern will be altered through late April. All buses will be entering and exiting through what was previously the entrance only door.

Chief Maintenance Officer Daron Brown worked with Communications Specialist Katie Wedell and Graphic Designer Carmen Gaines to create a map and information card for internal digital posters.

## SOCIAL MEDIA

### Facebook Jan.

**Reach:** 467,211  
2025 Avg.: 173,637  
**Engagement:** 25,592  
2025 Avg.: 11,419  
**Minutes Viewed:** 12,060  
2025 Avg.: 14,981  
**Total Followers:** 8,748

*Reach = # unique users reached by content.  
Engagement = # comments, shares, clicks, likes*

### Instagram Jan.

**Reach:** 1,900  
2025 Avg.: 3,630  
**Accounts engaged:** 314  
2025 Avg.: 336  
**Views:** 8,516  
2025 Avg.: 11,844  
**Total Followers:** 1,759

*Views replaced impressions as a metric on Instagram = # times post/story/reel is viewed.*

## INFO HUB APP

### January

**Page views:** 2,763  
2025 Average: 2,532  
**Unique hits:** 1,867  
2025 Average: 1,505  
**Pages created:** 31  
2025 Average: 23

**Push notifications sent:** 9  
2025 Average: 13  
**Total Active Users:** 325  
2025 Average: 267

## UPCOMING INTERNAL EVENTS

### Feb. 19 RTA Winter Olympics Triathlon and Closing Ceremony

Triathlon event will consist of basketball shooting, a trivia match game and tricycle racing. Heats will take place between 10 a.m. and noon and again between 2 p.m. and 4 p.m. in the 600 Longworth garage.

At 4 p.m., the Closing Ceremony will take place in the garage honoring all the participants and winners!

## MOST READ CONTENT ON INFO HUB IN JANUARY

- 1. RTA Olympics coming Feb. 9-20**  
407 total reads
- 2. Welcome Jan. 12 new hires**  
303 total reads



### 3. CEO Update 1/26/26

A thank you from Bob to those who worked during the snow storm on January 25 and 26. 235 total reads

**Small Purchases Report**

\$25,000 to \$100,000

January 2026

There are no small purchases to report for January 2026.

**Board Meeting - 3/03/2026**

Chief Financial Officer