



**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**