



**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:

Proposers	Location	Bid Pricing
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:

Vendor	Location
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

Belinda Matthews-Stenson, Chair

Mary Kay Stanforth, Committee Secretary