

Minutes

Greater Dayton RTA Board of Trustees Public Board Meeting

January 5, 2021

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

Call Meeting to Order

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

PLEDGE OF ALLEGIANCE

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

Greater Dayton Regional Transit Authority

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ROLL CALL

Roll call was taken:

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

APPROVAL OF CONSENT AGENDA

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

APPROVAL OF NOVEMBER 30, 2020 MEETING MINUTES

Mr. Williamson asked if anyone requests a reading of the minutes or if there are corrections to the minutes? Upon hearing no requests or corrections, Mr. Williamson DECLARED ACCEPTANCE of the November 30, 2020 Meeting Minutes.

EMPLOYEE RECOGNITION – MR. SCOTT MEECE

Mr. Donaghy presented Mr. Scott Meece, Travel Training Mobility Consultant, with a Lifetime achievement award and a Lifetime RTA Bus Pass for his thirty (30) years of dedication and service in public transit services! Mr. Meece educated citizens with mobility challenges through his travel training services to maximize their independence. Mr. Donaghy shared a video of Mr. Meece highlighting an amazing 30 years!

FINANCE/PERSONNEL COMMITTEE REPORT (BELINDA MATTHEWS-STENSON)

Ms. Matthews-Stenson stated the Finance/Personnel and Planning Committees held a teleconference meeting on December 15th and as a result the Finance/Personnel Committee is recommending two (2) Action Items for the Board’s consideration. All Action Items are essential to the delivery of transportation services to the public.

ACTION ITEM #2 – MOBILE COLUMN LIFTS

Ms. Matthews-Stenson stated the purpose of this procurement is to purchase four (4) sets of mobile column vehicle lifts for use by the HVAC Maintenance Shop for the servicing and inspection of diesel and trolley buses, trucks, and other vehicles. The HVAC Shop, which is currently located within the Trolley Shop will be moved to the 601 Longworth Street building. With the 41 production NexGen trolley buses in service, the Trolley Shop requires the three (3) spaces currently used by the AC Shop for trolley bus maintenance. One additional spot was added to the new AC Shop location in the 601 Building to allow for growth and to be able to work on an additional bus, if necessary. This procurement fulfills the core value of Safety, as we continuously work to maintain our fleets for the passengers' safety and comfort.

MOTION MADE by Ms. Matthews-Stenson and SECONDED by Ms. Heard to APPROVE a CONTRACT AWARD to Heavy Lift Systems, Inc. for four (4) Mobile Column Lifts totaling \$154,780, plus a 10% allowance in the amount of \$15,478 for any accessories needed for the lifts, for a total contract award amount of \$170,258. This procurement will be partially funded with federal grant funds.

Roll call vote was taken:

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

MOTION CARRIED 8-0.

ACTION ITEM #3 – BUS STOP ENHANCEMENT AND SHELTER CLEANING INCLUDING TRASH REMOVAL

Ms. Matthews-Stenson 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 approximately 200 designated sites owned by RTA and located throughout Montgomery County. This project is consistent with RTA's core values of Quality Service, Safety, and Stewardship by maintaining and improving our environment and facilities.

RTA attracts more people and promotes our dedication to customers as we invest in their experience at all RTA locations.

MOTION MADE by Ms. Matthews-Stenson and SECONDED by Ms. Hairston to APPROVE a five (5) year CONTRACT AWARD to Allen Professional Touch as follows: Year One (1) at \$65,012, Year Two (2) at \$67,551, Year Three (3) at \$69,583, Year Four (4) at \$71,615 and Year Five (5) at \$74,662 for a total of \$348,423 plus a 15% contingency for the base and option years of \$52,264 for a grand total of \$400,687. The actual cost will vary based upon the number of shelters, caps, or trash receptacles added or deleted and the frequency of additional services required. Funding for this procurement is included in the operating budget.

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

MOTION CARRIED 8-0.

Financial Update:

Ms. Matthews-Stenson reported at the meeting, Ms. Julie Beard presented November 2020 Financial Statements. Year-to-date November 2020 indicates a gain of \$15.5 million after the local capital charge. The gain is primarily due to the funding received from the Federal government as part of the CARES Act. When factoring in Federal and State depreciation the net gain is \$2.6 million. This explanation regarding operating gains has been consistent through much of 2020. RTA will use CARES Act funds to subsidize future operations with the loss of revenue we are facing longer term.

Sales tax received for September 2020 was down \$165,000 from last year and up \$116,000 from current budget. Year-to-date September 2020 receipts are up \$571,000 from last year and \$1.1 million from current budget.

All financial details and information have been included in today's Board package.

PLANNING COMMITTEE REPORT (SHARON D. HOWARD)

Ms. Howard stated the Finance/Personnel and Planning Committees met for a jointly held teleconference meeting on December 15th and as a result the Planning Committee is recommending one (1) Action Item for the Board's consideration.

ACTION ITEM #4 – WIRELESS PHONE & DATA SERVICES AND DATA SERVICE FOR VEHICLES

Ms. Howard explained the purpose of this procurement is to contract with a firm to provide wireless phone services, machine to machine data services, and set up a Virtual Private Network tunnel, including professional support services at the RTA. This procurement is being brought to the Board at this time because the current contract with Verizon Wireless ends December 31, 2020.

Wireless phones are required to provide cellular communications when RTA personnel are away from the office and for those working in the field. Machine to Machine data service is required for revenue service vehicles to communicate with the Clever Devices real-time computer-aided dispatch and automatic vehicle location system and allow for GPS tracking of all non-revenue service vehicles.

The wireless phone and data service supports RTA's core values of Safety and Quality Service by allowing RTA personnel to stay in contact and assist customers when needed. The vehicle data service supports RTA's strategic plan for reliability by allowing RTA to keep its customers informed when buses arrive in real-time.

Of the firms that submitted proposals for this procurement, AT&T was found to be the most qualified due to coverage in the RTA service area, overall cost, priority planning for first responders, and the other areas evaluated.

MOTION MADE by Ms. Howard and SECONDED by Mr. Weckesser to AWARD a CONTRACT to AT&T Wireless for a not to exceed amount of \$264,238 for three base years; an additional \$176,158 for two option years for a five year total of \$440,396; an additional \$59,160 contingency for increases in usage; and \$15,000 for phone, tablet device

purchases, and upgrades for a grand total not to exceed \$514,556. This procurement is part of the operating budget. Roll call vote was taken:

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

MOTION CARRIED 8-0.

Planning Update:

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

Ms. Howard stated Mr. Policicchio shared that last month, RTA introduced new cash-conversion outlets that allow customers to transfer their cash into electronic fare for customers who prefer to use Tapp Pay, but may not have a debit or credit card to purchase fare through Transit app. There are ten outlet locations online throughout the area, including the Wright Stop Plaza Pass Sales Outlet.

In addition, Ms. Howard stated that Mr. Policicchio also shared that this past month, customers were able to enjoy an essential trip with Santa aboard RTA’s holiday bus, albeit while also social-distancing. During their ride, customers visited Santa’s Bus Stop, located at the back of the bus and spaced so Santa and riders could sit far apart but still converse for that all-important Christmas list. Those who visited with Santa also received a special holiday mask. In addition, customers were greeted with holiday music and Christmas décor when entering the bus, giving them a special RTA holiday experience.

CHIEF EXECUTIVE OFFICER’S REPORT

Mr. Donaghy stated as an FYI, Staff continues to lobby for our frontline workers to be a priority for vaccination. Even though the Center for Disease Control placed RTA in the next group in line (Phase 1b) there has been no commitment from the Governor’s office that RTA Staff will get that level of priority but we continue the advocacy. Mr. Donaghy

stated he had no other items to mention at this time and would defer to his report that was sent out last week.

Mr. Donaghy stated that if there are any further questions he would be happy to answer.

Ms. Heard asked if Mr. Donaghy had any updates on the two Bus incidents that occurred earlier today?

Mr. Donaghy replied that no, he did not.

OLD BUSINESS

None

NEW BUSINESS ITEM #1 - RESOLUTION NO. 2021-1-1 - APPROVING GREATER DAYTON REGIONAL TRANSIT AUTHORITY HEALTH AND DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT - (ALSO REFERRED TO AS SALARY REDUCTION PLAN)

Mr. Donaghy stated the Greater Dayton RTA is designated as a Regional Transit Authority by Ohio Revised Code Section 306. The RTA Board of Trustees serves as the policy and decision making body; and RTA provides a Salary Reduction Plan for employee use and benefit; and RTA may change the Plan periodically to conform to statutory and/or administrative requirements.

MOTION MADE by Mr. Williamson and SECONDED by Ms. Hairston to APPROVE the Chief Executive Officer signing on behalf of Greater Dayton RTA the Greater Dayton RTA Salary Reduction Plan, a cafeteria plan including a Health Flexible Spending Account and Dependent Care Flexible Spending Account, effective January 1, 2021. The Plan was amended to increase the carryover limit to \$550 as permitted by law and to allow the use of debit and credit cards in the administration of the flexible spending accounts.

Roll call vote was taken:

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

MOTION CARRIED 8-0.

PUBLIC COMMENT

None

**BOARD MEMBER COMMENTS
- ANNOUNCEMENTS**

The Board of Trustees took a moment individually to give “Birthday shout-outs” to Mr. Donaghy in celebrating another Birthday.

Mr. Corrado stated how pleased he was and congratulated Mr. Donaghy and Staff on the way Mr. Scott Meece was honored at today’s Board meeting.

Ms. Hairston also congratulated Mr. Meece.

Ms. Heard thanked Mr. Meece and stated he is a good Ambassador!

Ms. Matthews-Stenson thanked Mr. Meece for his service to RTA and thanked Staff for the quarterly PPE holiday gift bag!

Ms. Howard thanked the Staff for their diligence in adding Board members to RTA’s Press Release distribution list. Ms. Howard commented that she has already started receiving press releases.

Mr. Weckessor also thanked Mr. Meece for his 30 years of service.

Mr. Williamson mentioned upcoming RTA meetings:

- Jointly Held Finance/Personnel & Planning – January 19, 2020 – 8:30 a.m.
- Investment Advisory - January 21, 2021 – 11:45 a.m.
- Board Meeting – February 2, 2021 – 3:00 p.m.

ADJOURNMENT


Mr. Williamson DECLARED the meeting ADJOURNED
at 3:47 p.m.

ATTEST



A handwritten signature in blue ink, reading "D. P. Williamson", written over a horizontal line.

David P. Williamson
President
RTA Board of Trustees



A handwritten signature in blue ink, reading "Mary Kay Stanforth", written over a horizontal line.

Mary Kay Stanforth
Secretary/Treasurer
RTA Board of Trustees

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