

Jointly Held
Finance/Personnel and Planning Committees
Meeting Minutes

March 21, 2018

Members Present: Sharon Hairston, Jointly Held Committee Chair, Board Vice President
Adrienne Heard, Board President
Franz Hoge
Sharon Howard, Chair, Planning Committee (8:50 a.m. departure)
John Lumpkin, Chair, Finance/Personnel Committee (9:25 a.m. departure)
Thomas Weckesser
David P. Williamson, Chair, Investment Advisory

Excused Absence: Vince Corrado
Belinda Matthews-Stenson

Staff in Attendance: Mark Donaghy
Julia Beard
Daron Brown
Joyce Carter
Chris Cole
Gerald Duncan, Employee and ATU President
Skip Dunkle
Tim Harrington
Jonathan Hollingsworth, Hollingsworth & Washington
Deborah Howard
Michael Roth
Bob Ruzinsky
Mary K. Stanforth
Robert Thomas

Others Attending: Chris Conard, Coolidge Wall
Matthew Swafford
Rick Talda, Coolidge Wall

Call to Order

Ms. Hairston called the meeting to order at 8:43 a.m. A quorum was present and proper notice of the meeting had been given.

Approval of February 20, 2018 Meeting Minutes

Ms. Hairston asked if attendees desired a reading of the minutes or if there were any corrections to the minutes? Upon hearing no requests or corrections, Ms. Hairston declared ACCEPTANCE of the February 20, 2018 meeting minutes.

Greater Dayton Regional Transit Authority

April 2018 Board Action Items:

Action Item #2 – Bus Garage Restoration Repairs

Mr. Daron Brown stated the purpose of this procurement is for the Greater Dayton Regional Transit Authority (RTA) to contract with a specialty contractor for Bus Garage Restoration Repairs. This project will include structural concrete repairs in the bus garage and employee parking garage, including some floor drain work. The contractor will be allowed full access to the garages. This project is consistent with RTA’s core values of Safety and Stewardship as RTA demonstrates its commitment to maintain our facilities in a state of good repair and to keep safety a priority.

The intent of this procurement is to secure a contractor to perform the above described work. A Two-Step procurement was used which is a combination of competitive procedures. Under Step-One, proposals were solicited for contractor services through the Dayton Daily News, Dayton Weekly and Transit Talent. Requests for Proposals were sent to twelve (12) firms. Step-One identified the firms qualified to competitively bid on the project. Seven (7) firms submitted technical proposals without pricing and three (3) were considered qualified to participate. Under Step-Two, Invitations to Bid were sent to the three (3) qualified firms.

As a result, on March 1, 2018, a total of three (3) bids were received and publicly opened. The results were as follows:

Vendor	Total Construction Cost
Lithko Restoration Technologies Cincinnati, OH	\$622,780
Pullman SST, Inc. Trenton, MI	\$654,506
Structural Systems Repair Group, LLC (SSRG) Cincinnati, OH	\$764,766

MOTION made by Ms. Howard and SECONDED by Mr. Williamson that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to Lithko Restoration Technologies for Bus Garage Restoration Repairs in the amount of \$622,780 plus a 15% contingency for any unknowns that may arise during the restoration process for a TOTAL AWARD of up to \$716,197. This procurement will be funded 80% with Federal funds. The Motion was APPROVED by voice vote 7-0.

Mr. Donaghy stated that he and Mr. Corrado discussed this procurement in detail, and Mr. Corrado is very supportive in making the contract award to Lithko Restoration Technologies.

Action Item #3 – Approval of MIS Policies

Mr. Tim Harrington explained that as a result of RTA’s recent Cyber Security Review, Staff requests Board approval of MIS Policies #1–On-Line Computer Services, #2–Cyber Security Risk Management Process and #3–Cyber Security Officer. Policy #1 has been revised and Policies #2 and #3 are new. These three (3) policies are included in today’s Committee packet.

MOTION made by Ms. Heard and SECONDED by Mr. Weckesser that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees approval of MIS Policies: #1–On-Line Computer Services, #2-Cyber Security Risk Management Process and #3-Cyber Security Officer. Motion APPROVED by voice vote of 7-0.

Ms. Howard departed the meeting at 8:50 a.m.

Informational and Discussion Items:
Customer and Business Development Update

Mr. Donaghy stated the Customer and Business Development Department previously included in today's meeting packet a summary document of recent activities. Mr. Donaghy stated that he would be happy to answer any questions related to this summary document.

Mr. Williamson inquired as to how the recent service changes were going? Mr. Donaghy replied that implementing the February service changes went better than expected. Both passengers and bus operators have quickly adapted to the adjustments. Mr. Donaghy stated that early communication of the service changes helped in making customers and bus operators comfortable.

KPI Data Review

KPI data was previously included in today's meeting packet. There were no questions from Committees members regarding this report.

December 2017 Sales Tax Update

Ms. Stanforth reported December 2017 Sales Tax receipts equal \$3,923,544 and State of Ohio Transitional Aid is \$383,788. The Grand Total of \$4,307,331 reflects a 5.4% or \$221,000 increase versus December 2016.

Year-to-Date (YTD) December 2017 Sales Tax receipts equal \$39,796,221 and State of Ohio Transitional Aid is \$2,302,727. The YTD Grand Total of \$42,098,947 reflects a 1.0% or \$421,000 increase versus YTD December 2016. As compared to YTD Budget, we are down \$1.4 Million.

Mr. Lumpkin departed the meeting at 9:25 a.m.

February 2018 Financial Statements

Ms. Stanforth reported that for the month of February 2018 RTA's *Net Loss after Local Depreciation* is \$16,462 compared to a Budgeted Net Loss of \$73,227. Operating revenues were \$15,000 (2%) above budget. Operating expenses, excluding depreciation, were \$108,000 (2%) under budget. RTA Local depreciation expense was \$14,000 (7%) under budget. Finally, non-operating revenues (expenses) were \$80,000 (2%) under budget.

RTA's Year-to Date (YTD) *Net Loss after Local Depreciation* is \$675,842 compared to YTD Budgeted Net Loss of \$982,311. Operating revenues were \$10,000 (1%) above budget. Operating expenses, excluding depreciation, were \$477,000 (4%) under budget. RTA Local depreciation expense was \$26,000 (6%) under budget. Finally, non-operating revenues (expenses) were \$207,000 (2%) under budget.

The details and variance explanations associated with the financial statements are included in today's Committees Meeting Package.

Review of Year End GASB 68 Entries

Mr. Robert Thomas made a presentation regarding GASB 68 entries that affect the 2017 Year End Financial Statements. The Net Pension Liability for Greater Dayton RTA at December 31, 2017 is \$56.4 Million, a \$13.8 Million increase over 2016. The 2017 Net Pension Expense for RTA is \$13.1 Million, a \$5.3 Million increase over 2016.

In 2018 Post-Employment Benefits (other than Pension expense) will be recognized for the first time. It is very likely RTA's Unrestricted Net Position will then fall into a negative position.

Operating and Capital Acquisition Schedules

Ms. Deborah Howard stated the Operating and Capital Acquisition Schedules were previously included in today's meeting packet. There were no questions from Committees members regarding the Schedules.

Small Purchasing Information

Ms. Deborah Howard stated Small Purchasing Information was previously included in today's meeting packet. There were no questions from Committees members regarding this report.

Other

Mr. Donaghy stated that Commuter Ads is behind in making payments to the RTA, related to both print and audio advertising. The amounts due RTA relate to Sales occurring November 2017 thru February 2018 and total about \$80,000 at this point in time. Mr. Donaghy will continue to keep the Committees posted on any future developments related to contracts with Commuter Ads.


Next Meeting Dates

A Jointly held Finance/Personnel and Planning Committees meeting will be held on April 17 and May 15, 2018. Meetings will start promptly at 8:30 a.m.

Adjournment

MOTION made by Mr. Hoge and SECONDED by Ms. Heard to ADJOURN the meeting. The motion was APPROVED by voice vote 5-0. The meeting adjourned at 10:00 a.m.

Attest



Sharon Hairston, Chair



Mary Stanforth, Committee Secretary