

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

**August 15, 2017**

**Members Present:** Sharon Hairston, Jointly Held Committee Chair, Board Vice President  
Franz Hoge  
Sharon Howard, Chair, Planning Committee  
Tom U. Weckesser  
David Williamson, Chair, Investment Advisory Committee

**Excused Absence:** Vince Corrado  
Adrienne Heard, RTA Board President  
John Lumpkin, Chair, Finance/Personnel Committee

**Staff in Attendance:** Mark Donaghy  
Tristina Allen  
Rick Bailey  
Julia Beard  
Daron Brown  
Chris Cole  
Tim Harrington  
Nikol Miller  
Brandon Policicchio  
Brett Richardson  
Bob Ruzinsky  
Mary K. Stanforth  
Robert Thomas

**Others Attending:** Dr. Richard Henry, League of Women Voters  
Jonathan Hollingsworth, Attorney, Hollingsworth & Washington, LLC  
Paul Lambarger

**Call to Order**

Ms. Sharon Hairston called the meeting to order at 8:30 a.m. A quorum was present and proper notice of the meeting had been given.

**Approval of July 18, 2017 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 July 18, 2017 Jointly Held Finance/Personnel and Planning Committee Meeting Minutes.

**September 2017 Board Action Items:**

**Action Item #2 – Wright Stop Plaza Roof Replacement and Restoration**

Mr. Bob Ruzinsky explained the purpose of this procurement is to contract with a qualified contractor for roof replacement and restoration for the Greater Dayton Regional Transit Authority (RTA) downtown facility. This project is consistent with RTA's core values of Safety and Stewardship in demonstrating our commitment to maintain our facilities in a state of good repair. The project is broken down as follows:

- Base bid which is the roof repair/replacement at Wright Stop Plaza Main Complex (American, Cooper, Lafee Building and Concourse)
- Alternate one is to add a flagpole to the American Building
- Alternate two is to add window washing access units to the American Building
- Alternate three is to replace the roof of the East building (Historic Grey Building)
- Alternate four is to replace the roof of the West building (Interstate Mortgage Building)

The successful contractor will provide the labor and materials per RTA's specifications to successfully complete this project.

This procurement will be funded 80% through Federal grant funds.

MOTION made by Mr. Hoge and SECONDED by Ms. Howard that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to NR Lee Restoration for the Wright Stop Plaza Roof Replacement and Restoration Project for a total of \$700,200 and an allowance of \$70,020 to allow for any additional work outside of the square footage quantities allowed for in the base bid documents for decking replacement, insulation issues, and other unknown conditions which may surface as old roofs are removed. The grand total award recommendation to \$770,220. The final cost may be less if RTA does not exercise all four (4) options and/or no additional unknown damage is uncovered during the project. The motion was APPROVED by voice vote 5-0.

**Action Item #3 – Purchase of Steel Strain Poles**

Mr. Ruzinsky explained the purpose of this procurement is contract with a vendor for the purchase of steel strain trolley poles. This project is consistent with RTA's core values of Safety, Integrity, and Stewardship in demonstrating a commitment to improve the overhead trolley system infrastructure. These poles will be utilized for the following projects:

- System rebuild of Wayne Avenue
- I-75 Phase II (Monument Avenue and First Street)
- Main Street bridge temporary and final
- North Main Street from Riverview to Babbit Street
- Salem Avenue and Riverview Avenue
- Levitt Pavilion
- Valley Street
- Various locations for feeder upgrade and maintenance

The successful vendor will provide the steel strain poles per RTA's specifications to successfully complete this project. The poles will be delivered complete to RTA and then moved to the designated installation points as needed. The steel strain trolley poles will be received and stored as inventory and will be expensed to the various projects as they are used.

In accordance with FTA Accounting Standards these poles will be originally purchased with local funds and placed in inventory. As they are used they will be charged to the proper capital or

operating accounts at which time the Federal Transit Administration (FTA) will reimburse RTA 80% of the cost.

MOTION made by Mr. Hoge and SECONDED by Mr. Williamson that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to Becker Electric for the Purchase of Steel Strain Poles for a total of \$750,008. The motion was APPROVED by voice vote 5-0.

**Action Item #4 – Concrete Sidewalk Work on Four West Project**

Mr. Daron Brown explained that under small purchasing procedures, RTA contracted with a vendor to complete concrete work associated with the Four West Project. Additional work is now needed which requires the project to be formally bid since this added work will now exceed \$100,000.

The successful contractor will be responsible for concrete work which will consist of a total of seventy-seven (77) sidewalk pads and a balance of approximately twenty-five hundred (2,500) square feet of concrete in a combination of curbs, aprons, and Americans with Disabilities Act (ADA) areas. This project is consistent with RTA’s core value of Stewardship in demonstrating a continued commitment to improving the overhead trolley infrastructure system.

The Concrete Sidewalk Work on Four West Project Bid Tabulation is as follow:

From the Ground Up Construction, LLC Dayton, OH		Arcon Builders Arcanum, OH		Associated Hydro Ex. Tipp City, OH	
Labor	\$16,300	Labor	\$15,610	Labor	\$28,000
Material	22,100	Material	23,415	Material	26,000
Total	\$38,400	Total	\$39,025	Total	\$54,000

Orders were placed under small purchases previously this year in the amount of \$99,988.

MOTION made by Mr. Williamson and SECONDED by Mr. Weckesser that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to ***From the Ground Up Construction, LLC*** for the Concrete Sidewalk Work on Four West Project in the amount of \$38,400, and to ratify previous amounts paid totaling of \$99,988 for a Grand Total estimate of \$138,388. This procurement will be funded 80% through Federal grant funds. The motion was APPROVED by voice vote 5-0.

**Action Item #5 – Exercise Option on Diesel Coaches**

Mr. Brown explained that in January 2016 Board Trustees approved a multi-year purchase, of up to five (5) years, for diesel coaches for the RTA.

The original contract was approved for up to 90 diesel coaches, including anticipated technical enhancements for a total cost of \$42,298,446. Board approval was also received for up to 67 option year coaches at a cost of \$31,813,033 for an estimated grand total of \$74,111,479.

In September 2016, the RTA received authorization from the Board to work within the previously approved number of \$42,298,446 for the purchase of up to 94 diesel coaches from Gillig with the

ability to approve price changes due to the annual selection of features and options, and that vehicle quantities can be shifted between the years to meet funding availability and agency need.

RTA would now like to exercise Option Year 2 for fourteen (14), 40’ Diesel Coaches and four (4) 30’ Diesel Coaches.

The actual cost is dependent on the base bid price and the Producer’s Price Index (PPI) adjustment with a maximum 5% increase. The PPI increase was actually 1.27%. The current pricing is as follows:

Quantity	Description	Unit Price	Total Price
Fourteen (14)	40’ Low Floor Diesel	\$453,860	\$6,354,040
Four (4)	30’ Low Floor Diesel	\$454,980	\$1,819,920
		TOTAL	\$8,173,960

MOTION made by Mr. Hoge and SECONDED by Mr. Williamson that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees EXERCISING Option Year 2 for fourteen (14) 40’ diesel coaches and four (4) 30’ diesel coaches for a total of \$8,173,960 plus a 5% allowance of \$408,698 for enrichments at a total estimated cost of \$8,582,658. Additional approval will be requested prior to exercising any of the remaining coach options. This procurement will be funded 80% through Federal grant funds. The motion was APPROVED by voice vote 5-0.

**Action Item #6 – Laptops and Cart**

Mr. Tim Harrington explained the purpose of this procurement is to contract with a vendor for the purchase of fifteen (15) laptops and one (1) cart for the Greater Dayton RTA Management Information Systems (MIS) Department. This equipment is needed to conduct mobile training of RTA employees since the MIS training room was repurposed with the recent remodel of Wright Stop Plaza (WSP). This solution will allow the cart with laptops to be taken to any WSP conference room and used for training instead of dedicating a room that will sit unused a majority of the time.

This project is consistent with RTA’s core value of Stewardship in utilizing resources wisely while training employees to utilize the various technology programs in which RTA has invested.

This equipment will be funded with 80% Federal funds. It is necessary to bring this procurement to the Board at this time due to previous expenditures for workstations and laptops made under small purchasing in the last twelve months totaling \$95,840.

MOTION made by Mr. Weckesser and SECONDED by Ms. Howard that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to Y&S Technologies for the Purchase of Laptops and Cart for a total award amount of \$15,056. It is also recommended that the \$95,840 previously spent under small purchasing be RATIFIED, for a grand total award amount of \$110,896. The motion was APPROVED by voice vote 5-0.

**Action Item #7 – Trapeze Professional and Technical Services**

Mr. Harrington explained that Trapeze Software Group is the sole provider of the Trapeze OPS software. In February 2017 RTA placed the OPS Dispatch/Timekeeping system into production status. Since that time two additional reports were identified as being needed (Bidding Roster Report and Driver Relief Book Report), and the payroll interface file created by OPS requires changes to meet the Personnel Data Systems (PDS) Vista HRMS system requirements. Trapeze is the only vendor that offers professional services to write reports and make configuration changes to the Trapeze OPS software.

Through a review process, it has been determined the Trapeze OPS Workforce Management system is the best solution to replace RTA’s attendance tracking system. The current system was developed in-house in the 1990’s and has been continually modified with changes in the union contracts and absence control policies. The system has reached the end of its useful life and needs to be replaced.

While RTA already owns the license to use the Workforce Management product, an operational review, configuration services, testing and implementation services are needed from Trapeze Software Group to get the system ready for use. RTA submitted the refined requirements to Trapeze, but has yet to receive the revised quote. For that reason, an allowance is requested to cover any additional costs above the initial quote.

RTA is also requesting an allowance for additional work planned, but not yet formally quoted by Trapeze. Two additional items have been identified, and staff is in the process of finalizing the scope of work:

- Holiday Pay – Currently OPS is incorrectly calculating Holiday Pay for Operators working more than eight hours on a Holiday.
- Review of the Trapeze Pass scheduling parameters – Dispatch needs some assistance in analyzing the parameters for system scheduling of Paratransit trips. This assistance includes daily schedule and batch updating. In addition to the analysis, training for Dispatchers will be included.

The purchase of professional and technical services to enhance the performance of Trapeze software already owned will allow staff to utilize it to its full capabilities. This supports RTA’s core value of Stewardship through the effective and efficient use of agency resources.

The cost for Trapeze to perform this work is as follows:

<b>Description</b>	<b>Price</b>
Bidding Roster Report	\$14,200
Driver Relief Book Report	17,725
Timekeeping Export to PDS	8,825
Workforce Management	50,500
Allowance for Workforce Management due to refined requirements	25,000
<b>Description</b>	<b>Price</b>
Expenses	2,450
Allowance for anticipated needs – OPS & PASS	30,000
<b>TOTAL</b>	<b>\$148,700</b>

Since this is sole source, a cost analysis was performed to determine if the pricing that has been received was fair and reasonable. In most instances, Trapeze' pricing was found to be similar to other professional and technical work performed for RTA such as the implementation services for OPS in 2016-17 and the implementation of the Blockbuster Run Cut software in 2013. Since Trapeze software is proprietary, they are the only vendor that can provide technical and professional services, and the cost is considered necessary and unavoidable.

This procurement will be funded with 80% Federal grant funds.

A total of \$20,375 was also spent with Trapeze this year under small purchasing procedures for professional services needed to modify the OPS Timekeeping configuration due to changes made to the paratransit operator overtime rules in the ATU labor agreement.

MOTION made by Mr. Hoge and SECONDED by Mr. Weckesser that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to Trapeze Software Group, Inc. in the not to exceed amount of \$148,700 for the purchase of Trapeze professional and technical services and ratification of the \$20,375 spent under small purchasing for a grand total award of \$169,075. The motion was APPROVED by voice vote 5-0.

**Informational and Discussion Items:**

**Customer and Business Development Update**

Mr. Brandon Policicchio provided a summary document of recent activities in the Customer and Business Development Department. The summary included positive local and national news highlighting our Agency including information on the August 1<sup>st</sup> launch of the Sinclair Community College Semester Pass. The pass sells for \$175 and students can purchase with their financial aid. This is a great value to the Students and Faculty of Sinclair.

Mr. Policicchio also provided highlights of the Wright Stop Plaza Transit Center Renovation work, transporting thousands of people during the Dayton Celtic Fest weekend and upcoming August 2017 service changes. The RTA periodically adjusts service in response to the needs of customers, communities and businesses and to improve quality of service. The RTA Communications Team has sent out press releases, social media messages, text and email alerts, and printed a rack card to let customers know what routes are impacted.

**KPI Data Review**

Ms. Julia Beard previously provided the KPI data in today's Committee package. Ms. Beard provided a summary of the results.

**May 2017 Sales Tax Update**

Mr. Robert Thomas stated May 2017 receipts are \$262,000 *higher* than May 2016. This equates to a 7.8% *increase*. Year-to-Date May 2017 receipts are \$88,000 *lower* than Year-to-Date May 2016. This equates to a 0.5% *decrease*.

After five (5) months receipts total \$16.97 Million compared to a budget of \$17.80 Million. This reflects a budget shortfall thus far of \$834,000. Staff will continue monthly sales tax information reporting to the Committees.

**July 2017 Financial Statements**

Mr. Thomas reported that for July 2017 RTA's *Net Loss* after Local Depreciation is \$79,000 compared to a *Budgeted Loss* of \$247,000. July 2017 Year-to-Date *Net Loss* after Local Depreciation is \$1.0 Million compared to a Year-to-Date *Budgeted Loss* of \$1.8 Million. The details associated with the financial statements are included in the Committee Package. After seven (7) months of Operations, RTA realized an \$800,000 positive variance as compared to budget.

**Acquisition Schedules and Small Purchasing Information**

Ms. Deborah Howard stated updated Acquisition Schedules and Small Purchasing Information was previously included in today's meeting packet. There were no questions from Committee members regarding these reports.

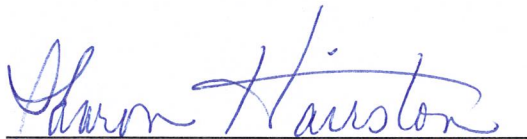
**Next Meeting**

A Jointly held Finance/Personnel and Planning Committee meeting will be held on Tuesday, September 19, 2017 at 8:30 a.m.

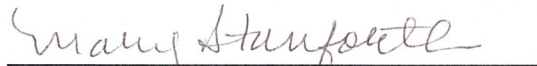
**Adjournment**

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

**Attest**



**Sharon Hairston, Chair**



**Mary Stanforth, Committee Secretary**