

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

**November 20, 2018**

**Members Present:** David Williamson, Jointly Held Committee Chair  
Sharon Hairston  
Adrienne Heard  
Franz Hoge  
Sharon Howard (arrived at 8:40 a.m.)  
John Lumpkin  
Belinda Matthews Stenson (arrived at 8:40 a.m.)  
Tom U. Weckesser

**Excused Absence:** Vince Corrado

**Staff in Attendance:** Mark Donaghy  
Julia Beard  
Daron Brown  
Roland Caldwell  
Chris Cole  
Chris Conard, Coolidge Wall Co., L.P.A.  
Arthur "Skip" Dunkle  
Tim Harrington  
Deborah Howard  
Brandon Policicchio  
Bob Ruzinsky  
Mary K. Stanforth  
Robert Stevens

**Others Attending:** Beth Bailey, McGohan Brabender  
Dr. Richard Henry, League of Women Voters

**Call to Order**

Mr. Williamson called the meeting to order at 8:35 a.m. A quorum was present and proper notice of the meeting had been given.

**Approval of October 16, 2018 Meeting Minutes**

Mr. Williamson asked if attendees desired a reading of the minutes or if there were any corrections to the minutes? Upon hearing no requests or corrections, Mr. Williamson declared ACCEPTANCE of the October 16, 2018 meeting minutes.

*Ms. Howard and Ms. Matthews Stenson arrived at 8:40 a.m.*

**Greater Dayton Regional Transit Authority**

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**December 2018 Board Action Items:**

**Action Item #2 – 2019 Operating and Capital Budgets**

Ms. Stanforth and Mr. Ruzinsky made a presentation to the Committees regarding the Greater Dayton RTA’s proposed 2019 Operating and Capital Budgets.

In summary, RTA’s total Operating Revenues for 2019 are projected at \$63.92 million while total Operating Expenses are projected at \$64.03 million. This budget scenario reflects a loss of \$0.11 million *before* local depreciation charges and a loss of \$2.69 million *after* local depreciation charges. The annual \$4.2 Million loss of Medicaid Managed Care Sales Tax revenue has dramatically impacted RTA’s operating budget. Further, the ongoing cost of Project Mobility Services has created a funding imbalance. Mr. Mark Donaghy and Departmental Directors will be working early in 2019 to identify operational adjustments to deal with the current projected shortfall and work towards a balanced budget. The operational adjustments could include service modifications.

Regarding the Capital Budget, expenditures for 2019 are projected at \$64.53 million with \$51.18 million funded from federal and other local sources. At this time it is projected RTA will fund \$13.35 million of the total cost. RTA’s share may be reduced if additional federal or state grants are awarded.

The 5-Year Capital Budget includes many necessary revenue vehicle purchases including: forty-one (41) Dual Mode Buses at a cost of \$54.13 million, thirty-nine (39) Diesel Buses at a total cost of \$18.37 million and fifty (50) Demand Response Services Buses at a total cost of \$4.22 million.

MOTION made by Ms. Heard and SECONDED by Mr. Lumpkin that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of the 2019 Operating and Capital budgets. Moving forward, Mr. Donaghy and his Staff will identify operational adjustments to deal with the current projected shortfall and work towards a balanced budget. The operational adjustments could include service modifications. The MOTION allows the Secretary-Treasurer to file the appropriate documents with the Montgomery County Auditor in certifying 2019 expenditures. Motion APPROVED by voice vote of 8-0.

(Action Items #2 and #3, were approved together, as part of the budget discussion.)

Mr. Hoge thanked Mr. Donaghy and his Staff for the informative budget presentation.

**Action Item #3 - Resolution No. 2018-12-1, Fiscal Year 2019 Annual Appropriations**

Ms. Stanforth explained that Trustees' adoption of the FY 2019 Operating and Capital Budgets establishes budget limits for the upcoming year. Trustees' approval of Resolution No. 2018-12-1 will appropriate the needed funds to carry out the activities approved in the Budget documents.

MOTION made by Ms. Heard and SECONDED by Mr. Lumpkin that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees Approval of Resolution No. 2018-12-1, Fiscal Year 2019 Annual Appropriations. Motion APPROVED by voice vote 8-0.

(Action Items #2 and #3, were approved together, as part of the budget discussion.)

**Action Item #4 – Employee Assistance Program**

Mr. Stevens explained RTA continues to care about the health and welfare of its approximate 700 employees, particularly as it effects on-the-job performance and behavior. Therefore, the RTA is seeking firms to provide an Employee Assistance Program (EAP) to provide confidential counseling services to assist employees and their family members in various areas of their lives. This project is consistent with RTA’s core values of Safety, Stewardship, and Our People as we demonstrate our commitment to the physical and mental wellness of our employees and all the lives they affect and interact with on a daily basis.

The successful vendor would be responsible for ensuring all RTA employees receive confidential and necessary care to manage their well-being. This provides an outlet to our employees as a way to deal with loss and everyday stress that comes with life. If this service is withheld, it could have a negative impact not only on our employees but also the customers that RTA services.

On September 7, 2018, one (1) proposal was received. The bid result is as follows:

<b>RFP GD 18-13 Employee Assistance Program</b>	
<b>EmployeeCare of Premier Community Health</b>	
<b>Year 1</b>	
Monthly Rate per Employee	\$2.37
Annual Rate per Employee	\$28.44
No. of Employees	700
<b>Annual Total</b>	<b>\$19,908.00</b>
<b>Year 2</b>	
Monthly Rate per Employee	\$2.37
Annual Rate per Employee	\$28.44
No. of Employees	700
<b>Annual Total</b>	<b>\$19,908.00</b>
<b>Subtotal</b>	<b>\$39,816.00</b>
<b>Option Year 1</b>	
Monthly Rate per Employee	\$2.37
Annual Rate per Employee	\$28.44
No. of Employees	700
<b>Annual Total</b>	<b>\$19,908.00</b>
<b>Option Year 2</b>	
Monthly Rate per Employee	\$2.37
Annual Rate per Employee	\$28.44
No. of Employees	700
<b>Annual Total</b>	<b>\$19,908.00</b>
<b>Subtotal Option Years</b>	<b>\$39,816.00</b>
<b>Grand Total All Years</b>	<b>\$79,632.00</b>

Since only one (1) proposal was received, vendors on the bid list were contacted to determine why. One responded they did not provide stand-alone EAP Services, one stated that time constraints prevented them from participating at this time, and another chose not to bid on this procurement for legal reasons and the belief that they couldn’t comply with RTA terms.

A cost analysis was performed to determine if the proposed price was fair and reasonable. This resulted in the finding that EmployeeCare of Premier Community Health has continued to maintain the same price since 2008, while the Consumer Price Index has increased by 36.84 percent since that time. It has been determined that their price of \$2.37 per employee/month or \$28.44 per employee/year for EAP services for the next four years is considered fair and reasonable.

MOTION made by Ms. Matthew Stenson and SECONDED by Ms. Hairston that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of a contract AWARD to EmployeeCare of Premier Community Health for an Employee Assistance Program for a firm fixed fee of \$28.44 annually per employee. Based on an estimated 700 employees, it is anticipated that the total award will not exceed \$19,908 annually or \$39,816 for the base two (2) years plus \$19,908 for each of the option years for an estimated \$39,816 for a grand total of \$79,632. The actual award amount may vary depending on changes in the number of employees. Funds for the Employee Assistance Program are included in the operating budget. Motion APPROVED by voice vote 7-0. Ms. Howard abstained from the vote.

#### **Action Item #5 – Purchase of Maintenance Service Trucks**

Mr. Brown explained the RTA is seeking bids for the purchase of four (4) maintenance service trucks. These trucks will replace aged service trucks in the maintenance fleet. This project is consistent with RTA's core values of Safety and Stewardship.

These trucks are being manufactured to RTA's detailed specifications and design for the support of the diesel and trolley revenue bus fleet. These fully equipped service trucks support daily maintenance operations by meeting the demands of on-the-road service calls by technicians and other such work related activities.

On October 25, 2018, two (2) bids were received and publicly opened. There was only one (1) responsive bidder and the procurement was changed to a negotiated procurement. A request was made to Stoops Freightliner for their Best and Final Offer (BAFO). Stoops Freightliner responded that the pricing submitted was their best and final offer. A price analysis was performed and after comparing their pricing to the independent cost estimate provided by RTA's project manager the pricing submitted by Stoops Freightliner has been determined to be fair and reasonable.

MOTION made by Ms. Howard and SECONDED by Mr. Weckesser that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of a contract AWARD to Stoops Freightliner in the amount of \$670,888 for the purchase of four (4) maintenance service trucks with the steel body option and a 3% contingency of \$20,127 to address any necessary changes to the final build design, for a total contract award of \$691,015. This procurement will be funded 80% through Federal grant funds. Motion APPROVED by voice vote 8-0.

#### **Action Item #6 –**

#### **Light Transit Vehicles for the 5310 Federal Grant Program and RTA Fleet Needs**

Mr. Ruzinsky explained the RTA is a regional partner in the 5310 Federal Grant Program which is designed to improve transportation options to the senior and disabled community. The program is administered by the Miami Valley Regional Planning Commission (MVRPC), and the Federal grant is managed by RTA. RTA has been a partner in this program since 2015.

As part of our partnership role, RTA will be purchasing small buses and vans for use by area agencies which have applied for and been approved for funding by the MVRPC. RTA receives and manages the Federal grant to fund up to 80% of the program costs, and the project partners will fund the full local share.

RTA is able to purchase small vehicles from an Ohio Department of Transportation (ODOT) vehicle contract and will be doing so for these vehicle procurements. Bid term contracts are contracts created through a competitive process and evaluated by the State. The authorized Ohio based vendors include Whitworth Bus of Dayton and American Bus of Cincinnati.

For this round of 5310 funding, RTA will be purchasing up to five (5) Light Transit Vehicles at a cost not-to-exceed \$400,000 and up to fifteen (15) accessible Modified Mini Vans at a cost not to exceed \$600,000. Staff is working with the Agencies on final vehicle specifications and pricing. Each Agency receiving a vehicle will cover the 20% non-federal share. While final vehicle quantities and per unit costs are not known at this time, they will not exceed the recommended amounts of this Action Item and will match the pending Federal grant for this program.

This procurement is being funded with up to 80% Federal funds, and all 5310 vehicles will have the local share funded by the receiving Agencies. There is no cost of capital to RTA on this procurement.

MOTION made by Ms. Hairston and SECONDED by Ms. Matthews Stenson that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of a contract AWARD to Whitworth Bus for up to five (5) Light Transit Vehicles at a cost not-to-exceed \$400,000 and a contract to American Bus for the purchase of up to fifteen (15) accessible Modified Mini Vans at a cost not-to-exceed \$600,000 for a total award of \$1,000,000. Motion APPROVED by voice vote 8-0.

#### **Action Item #7 – Administrative Employee Compensation Guide**

Mr. Stevens explained that RTA has an Administrative Employee Compensation Guide for non-union employees. Periodically, if not annually, the Compensation Guide is reviewed and adjusted. Per the attached document, Staff recommends adjusting the current Compensation Guide throughout by 2% to adjust for changes in the Consumer Price Index. There are no implied or expressed guarantees on wage increases.

MOTION made by Ms. Heard and SECONDED by Mr. Hoge that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of the 2019 Administrative Employee Compensation Guide. Motion APPROVED by voice vote 8-0.

#### **Informational and Discussion Items:**

##### **Customer and Business Development Update**

Mr. Donaghy stated Mr. Policicchio previously included in today's meeting packet a summary document of recent activities in the Customer and Business Development Department. Activities to mention include:

- The Launch of "the Flyer" free bus service on November 9<sup>th</sup>,
- The 2018 Retro Holiday Bus,
- November 6<sup>th</sup> Election Day Free Rides,

- Safety Day at RTA,
- November 12<sup>th</sup> Veterans Day Celebration, with Special Recognition to RTA's Chief Performance Officer, Mr. Gene Rhodes.

### **KPI Data Review**

Ms. Beard stated the KPI data was placed around the table today. Ms. Beard highlighted specific information related to the reports including: On-Time Performance, Passenger Boardings per Revenue Hour, Employee Unplanned Absenteeism, Road Calls and Preventable Collisions.

### **August 2018 Sales Tax Update**

Ms. Beard reported August 2018 Sales Tax receipts equal \$3,151,630 and State of Ohio Transitional Aid is \$172,957. The Grand Total of \$3,324,587 reflects a 3.6% or \$125,000 decrease versus August 2017. The good news is that we are up \$25,000 versus August 2018 budget.

Year-to-Date (YTD) August 2018 Sales Tax receipts equal \$24,841,025 and State of Ohio Transitional Aid is \$3,271,286. The YTD Grand Total of \$28,112,311 reflects a 2.1% or \$589,000 increase versus YTD August 2017. As compared to YTD Budget, we are up \$356,000 (positive variance).

### **October 2018 Financial Statements**

Ms. Beard reported for the month of October 2018 RTA's Net Loss after Local Depreciation is \$528,000 compared to Budgeted Net Loss of \$170,000. Operating revenues were \$45,000 above budget while operating expenses, excluding depreciation, were \$388,000 over budget. RTA Local depreciation expense was \$2,000 under budget while non-operating revenues were \$15,000 under budget. Operating expense over-runs created the month's negative result.

RTA's October Year-to Date (YTD) Net Loss after Local Depreciation is \$488,000 compared to YTD Budgeted Net Loss of \$247,000. Operating revenues were \$157,000 above budget while operating expenses, excluding depreciation, were \$498,000 over budget. RTA Local depreciation expense was \$35,000 under budget while non-operating revenues were \$65,000 above budget. At the end of October, we are tracking very close to budget.

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

### **Operating and Capital Acquisition Schedules**

Ms. Howard stated the Operating and Capital Acquisition Schedules were placed around the table today. There were no questions or comments from Committees members regarding the Schedules.

### **Small Purchasing Information**

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

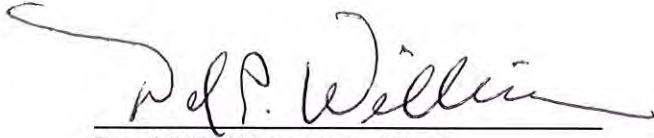
### **Next Meeting Dates**

A Jointly held Finance/Personnel and Planning Committees meeting will be held on December 18, 2018 and January 15, 2019.

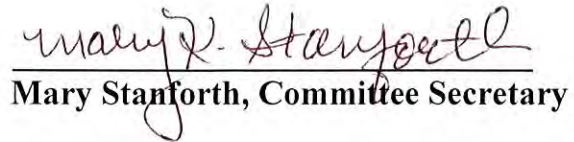
**Adjournment**

Hearing no objections, Mr. Williamson DECLARED the meeting ADJOURNED. The meeting adjourned at 10:45 a.m.

**Attest**



**David Williamson, Chair**



**Mary Stanforth, Committee Secretary**