



Greater Dayton RTA Board of Trustees

Public Board Meeting

(rescheduled from April 2, 2024)

Meeting Packet

Tuesday, April 16, 2024 – 8:30 a.m.

**Greater Dayton RTA
4 South Main Street - Dayton OH 45402
3rd Floor Board Room**

Interpreters for hearing-impaired individuals are available upon request. Requests should be made at least 5 days prior to the date of the meeting. For more information, contact 425-8392.

Greater Dayton RTA Board of Trustees Packet

(rescheduled from April 2, 2024)

Meeting Date: Tuesday, April 16, 2024 – 8:30 a.m.

Wright Stop Plaza – 4 S. Main Street – Dayton OH 45402 – 3rd Floor Board Room

AGENDA

Next Section





AGENDA

Greater Dayton RTA Board of Trustees
Public Board Meeting

Wright Stop Plaza
4 South Main Street, 3rd Floor Board Meeting Room, Dayton, OH 45402

Tuesday, April 16, 2024 – 8:30 a.m.
(rescheduled from April 2, 2024)

- | | |
|---|-----------------------|
| 1. Call to Order | John Lumpkin |
| 2. Pledge of Allegiance | John Lumpkin |
| 3. Roll Call | Mary Stanforth |
| 4. Approval of Consent Agenda | John Lumpkin |
| 5. Approval of March 5, 2024 Board Meeting Minutes | John Lumpkin |
| 6. Committees Reports | |
| <u>Finance/Personnel Committee</u> | John Lumpkin |
| Action Item #2 – Sale of Scrap Metal | |
| Action Item #3 – Equal Employment Opportunity (EEO) Policy | |
| Action Item #4 – Moving (Traffic) Violation Policy | |
| Report | |
| <u>Planning Committee</u> | Tom Weckesser |
| Report | |
| 7. Request for Executive Session | John Lumpkin |
| Reconvene to Regular Session | |
| 8. Chief Executive Officer’s Report | Bob Ruzinsky |
| 9. Old Business | John Lumpkin |
| 10. New Business | John Lumpkin |
| New Business Item #1 – Radio User Fees | |
| New Business Item #2 – Administrative Employee Compensation Guide | |

Greater Dayton RTA Board of Trustees – April 16, 2024

- | | |
|---|----------------------|
| 11. Public Comment | John Lumpkin |
| 12. Board Member Comments - Announcements | Board Members |
| 13. Adjourn | John Lumpkin |

Suggested Next Meetings

Board Meeting

- | | |
|--------------|--|
| May 7, 2024 | 3 p.m. |
| June 4, 2024 | 3 p.m. |
| July 2, 2024 | 3 p.m. (optional – meeting may be cancelled) |

Committee Meetings

- | | |
|----------------|---|
| April 18, 2024 | Investment Advisory- 11:45 a.m. |
| May 21, 2024 | Jointly Held Finance/Personnel & Planning- 8:30 a.m. |
| June 18, 2024 | Jointly Held Finance/Personnel & Planning- 8:30 a.m.
(optional – meeting may be cancelled) |
| July 16, 2024 | Jointly Held Finance/Personnel & Planning– 8:30 a.m. |

Interpreters for hearing impaired individuals are available upon request. Requests should be made at least 5 days prior to the date of the meeting. For more information, please call (937) 425-8392. Thank you.

Greater Dayton RTA Board of Trustees Packet

(rescheduled from April 2, 2024)

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Wright Stop Plaza – 4 S. Main Street – Dayton OH 45402 – 3rd Floor Board Room

APPROVAL OF MINUTES

Next Section





Minutes

Greater Dayton RTA Board of Trustees Public Board Meeting

March 5, 2024

Trustees: John A. Lumpkin, Jr., President
Sharon D. White, Vice President
Al Fullenkamp
Sharon Hairston
Belinda Matthews-Stenson
Nikol M. Miller
Grady L. Mullins
Thomas Weckesser
David P. Williamson

Staff: Bob Ruzinsky, Chief Executive Officer
Daron Brown, Chief Maintenance Officer
Roland Caldwell, Chief Transportation Officer
Cathy Garner, Senior Executive Administrative Assistant
Brandon Policicchio, Chief Customer and Business Development Officer
Sarah Sparks, Coolidge Wall, Co. LPA
Mary K. Stanforth, Chief Financial Officer
Robert Stevens, Chief Labor Relations Officer

Others: Interested citizens (see attached sheet)

Call Meeting to Order

Mr. Lumpkin called the meeting to order at 3:00 p.m. A quorum was present and proper notice of the meeting had been given.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

Roll call was taken:

Mr. Fullenkamp	Yes	Mr. Mullins	Yes
Ms. Hairston	Yes	Mr. Weckesser	Yes
Mr. Lumpkin	Yes	Ms. White	Yes
Ms. Matthews-Stenson	Yes	Mr. Williamson	Yes
Ms. Miller	Yes		

APPROVAL OF CONSENT AGENDA

Mr. Lumpkin stated Greater Dayton Regional Transit Authority (RTA) By-Laws require Board Trustees approval of today's Board Meeting Agenda. The Agenda was mailed in advance, and Mr. Lumpkin asked if there are any changes to the Agenda? Upon hearing no requests or changes, Mr. Lumpkin DECLARED APPROVAL of today's Board Meeting Agenda.

APPROVAL OF FEBRUARY 6, 2024 BOARD MEETING MINUTES

Mr. Lumpkin asked if anyone requests a reading of the minutes or are there corrections to the minutes?

Upon hearing no requests or changes, Mr. Lumpkin DECLARED APPROVAL of today's Board Meeting Minutes.

FINANCE/PERSONNEL COMMITTEE REPORT (BELINDA MATTHEWS-STENSON)

Ms. Matthews-Stenson stated the Finance/Personnel and Planning Committees held a meeting on February 20th and as a result, the Finance/Personnel Committee is recommending three (3) Action Items for the Board's consideration.

ACTION ITEM #2 - UNDERGROUND STORAGE TANK REPLACEMENT PROJECT

Ms. Matthews-Stenson stated the purpose of this procurement is to select a firm to partner with RTA for the replacement of underground storage tanks.

This project involves:

- The removal of two (2) 20,000-gallon diesel tanks and one (1) 2,000-gallon motor oil tank.

- The purchase and installation of one (1) new 20,000-gallon diesel tank with two (2) high-volume submersible pumps installed for redundancy and one (1) 2,000-gallon motor oil tank.
- An upgrade to the Veeder Root 450-Plus tank monitoring system applies to 600 Longworth and 601 Longworth locations.

This procurement supports our core values of Safety and good Stewardship of RTA's financial and environmental resources by ensuring that our facilities are well maintained and environmentally responsible.

MOTION MADE by Ms. Matthews-Stenson and SECONDED by Mr. Fullenkamp to APPROVE a CONTRACT AWARD to Reliable Construction Services for the replacement of the underground storage tanks in the amount of \$1,384,140 plus a 15% contingency of \$207,621 for any unforeseen costs, totaling \$1,591,761.

MOTION CARRIED by voice vote.

Ayes: Nine

Nays: None

ACTION ITEM #3 - WINDOW WASHING SERVICES

Ms. Matthews-Stenson stated the purpose of this procurement is to select a qualified firm to partner with RTA for Window Washing Services at Wright Stop Plaza, 600 campus, and Transit Center locations.

The contract is for five (5) years, during which time the selected firm will be responsible for cleaning the inside and outside of the windows at all the locations. This project is consistent with RTA's core value of providing good Stewardship by properly maintaining our facilities and ensuring the longevity of our capital resources.

MOTION MADE by Ms. Matthews-Stenson and SECONDED by Ms. White that the Board of Trustees APPROVE a CONTRACT AWARD to Jack & Joe's Window Cleaning, Inc. dba Squeegee Squad for Window Washing Services at Wright Stop Plaza, 600 campus, and the Transit Centers for five (5) years totaling \$146,639 plus a 15% contingency for \$21,996 to address any additional

cleanings that may arise during the contract for a total award of \$168,635.

MOTION CARRIED by voice vote.

Ayes: Nine

Nays: None

ACTION ITEM #4 – NON-REVENUE VEHICLES

Ms. Matthews-Stenson stated RTA has a pool vehicle fleet that needs replacing due to age. This project has been delayed because we prioritized fleet replacements first.

Vehicles being replaced include:

5 – 2012 Dodge Durango

2 – 2014 Dodge Durango

2 – 2015 Dodge Durango

1 – 2015 Ford Focus

1 – 2016 Dodge Durango

1 – 2016 Ford Transit

1 – 2017 Dodge Durango

1 – 2020 Dodge Pickup (this vehicle will be retained for other use)

These pool vehicles are used for travel between buildings and hubs, contractor oversight, staff supervision, project management, local meetings, community events, and other transit-related purposes. In addition to the 14 replacements, we will be adding a pool vehicle to the fleet for a total of 15. This project supports RTA's core value of Stewardship as we manage our resources.

MOTION MADE by Ms. Matthews-Stenson and SECONDED by Mr. Weckesser to APPROVE a CONTRACT AWARD to Montrose Ford for 15 Ford Explorer vehicles at \$38,740 per vehicle for \$581,100 plus a 10% contingency for additional vehicle options in the amount of \$58,110 for a total award of \$639,210. This contract will be funded with federal funds.

MOTION CARRIED by voice vote.

Ayes: Eight

Nays: None

One: Abstain – Ms. Hairston

Discussion Items to Mention

Ms. Matthews-Stenson stated the December 2023 Financial Report as well as Small Purchases Information has been included in today's Board package.

PLANNING COMMITTEE REPORT (TOM WECKESSER)

Mr. Weckesser stated the Finance/Personnel and Planning Committees met for a jointly held meeting on February 20th, and the Planning Committee is recommending two (2) Action Items for the Board's consideration.

ACTION ITEM #5 – INTERNET ACCESS, PART 2

Mr. Weckessor stated the purpose of this procurement is to award a sole source contract to Altafiber, formerly Cincinnati Bell, for the network connection between RTA 600 Longworth Street facility and Wright Stop Plaza for a three (3) year period.

To support RTA's growing data needs, a more robust and reliable network connection is needed between Wright Stop Plaza and 600 Longworth Street. The current connection is provided by a microwave antennae system prone to down/degraded performance based on weather and atmospheric changes.

Altafiber was chosen as RTA's new internet provider from a prior competitive procurement selection. When running the new fiber to our facilities, the vendor (as standard practice) included additional pairs of fiber for future use. Using this existing infrastructure allows for turning on the service with no additional groundwork (trenching, penetrating the buildings, etc.) to be done. The need for the new fiber/connection was discovered after the original project was underway.

MOTION MADE by Mr. Weckesser and SECONDED by Ms. Matthews-Stenson to APPROVE a CONTRACT AWARD to Altafiber for Internet Access, Part 2, at \$2,210 per month for a 3-year period for \$79,560. It is also recommended that the \$97,680 awarded under Small Purchasing Procedures be ratified for a grand total award amount of \$177,240.

MOTION CARRIED by voice vote.

Ayes: Nine

Nays: None

ACTION ITEM #6 – APTEAN UPGRADE AND SOFTWARE MAINTENANCE

Mr. Weckesser stated RTA has utilized the Ross Enterprise accounting system software for nearly 35 years. Procurement, Inventory, and Accounting use the software daily. It includes general ledger, accounts payable, accounts receivable, fixed assets, purchasing, and receiving. Major upgrades were performed on the system in 2007 and 2018-2020.

Given the rising support costs of the current Aptean financial system, RTA plans to evaluate the feasibility of selecting an Enterprise Resource Planning (ERP) system to evaluate replacement options for the current HRIS and financial systems in use by RTA. This replacement plan will take approximately two years to accomplish.

Meanwhile, an upgrade to the Aptean system is needed to bring the system and underlying infrastructure current, as the existing version is on an unsupported version of Windows and SQL. The software maintenance is also due to expire at the end of March and must be renewed. The cost of the upgrade will be paid with operating funds. The cost for maintenance will be funded with segregated funds.

MOTION MADE by Mr. Weckesser and SECONDED by Ms. White to APPROVE a CONTRACT AWARD to Aptean, Inc. for the upgrade of the software in the estimated amount of \$186,282 plus a 20% contingency in the amount of \$37,256 and the maintenance for one (1) year in the amount of \$120,498 for a not to exceed total of \$344,036.

MOTION CARRIED by voice vote.

Ayes: Nine

Nays: None

Additional Information

Mr. Weckesser stated in addition, at the meeting, Mr. Ruzinsky provided a summary document of recent activities in the Customer and Business Development Department.

Mr. Ruzinsky made a presentation on RTA revenues and provided comparative data and analysis regarding the

possibility of future fare structure changes. In addition, it was announced that RTA won a first place award in the 2024 American Public Transportation Association, AdWheel Awards competition for communications and marketing. RTA's Caring for Our Community campaign won in the category of Best Marketing and Communications Educational Initiative.

CHIEF EXECUTIVE OFFICER'S REPORT

Mr. Ruzinsky provided a detailed report on the many transit offerings RTA provides to older adults/Seniors.

OLD BUSINESS

Mr. Ruzinsky addressed previous public comments made by citizens who attended the February 6th Board of Trustees Meeting.

NEW BUSINESS

None

PUBLIC COMMENT

Mr. Lumpkin stated anyone wishing to address the Board must speak on their own behalf. After you are recognized to speak you must come to the lectern or if you're physically unable to do so a handheld microphone will be brought to you. You must first state your name and address, after doing so, at that point you have 3 minutes to make your comments. A yellow light will come on when you have 30 seconds remaining, and the Secretary will say 30 seconds. When your three minutes are up, the red light will come on and the Secretary will say stop, and at that time you must stop talking and leave the lectern or surrender the microphone.

Mr. Jason G. Riley, 10015 Mallet Drive, Dayton Ohio. - Mr. Riley is a resident of Washington Township, a disabled veteran, a member RTA's Customer Advocacy Group, and a user of both fixed route and paratransit services. Mr. Riley is requesting that more benches and bus stop shelters be provided throughout Montgomery County.

The following RTA employees expressed concerns regarding the following: morale, safety, work assignments and hours, line shop, and bringing back the bus Rodeo.

- Ms. Tanika Thompson - 2467 Thornton Drive, Dayton Ohio.
- Ms. Kelly Moon – 260 Fieldstone Drive, Trotwood, Ohio.
- Mr. Michael Artkamp – 870 Bellows Drive, New Carlisle, Ohio.
- Mr. Robert King, III – 10 Mario Drive, Dayton, Ohio.
- Mr. Scott Campbell – 3230 Boxwood Drive, Fairborn, Ohio.
- Mr. Kevin Frazier, President of RTA’s Amalgamated Transit Union (ATU) – 555 Recess Drive, Dayton, Ohio.
- Ms. Regina Long – 3506 Wilmar Circle, Dayton Ohio.
- Ms. Denise Famera – 8648 Adams Road, Huber Heights, Ohio.

Ms. Ciara Owens – 539 Beckman Street, Dayton, Ohio. – Requested Dayton Flyer Shuttle service over the Dayton Peace Bridge on W. Third Street to other businesses in the Wright Dunbar area, including the Gem City Market.

Ms. Samantha Klawonn – 1221 Brookview Avenue, Dayton, Ohio. – Ms. Klawonn stated there is a Food Dessert and lack of transportation where she resides and would love to see RTA provide a shuttle to the Gem City Market.

Mr. Derrick Martin – 825 Neal Avenue, Dayton, Ohio. – Mr. Martin commended the Board and Staff for doing their best in many situations, however, Mr. Martin stated that some of the bus driver's attitude needs improving and more driver training in customer service is needed. Mr. Martin asked if there is currently an appointed Board member who is a daily transit rider. Finally, Mr. Martin asked if the heating systems on the bus bay were inoperable?

Ms. Marion C. Perry – 5140 Altrim Road, Dayton, Ohio. Ms. Perry has no other way to get to medical appointments and other places such as the grocery store without the help of RTA, However, it is becoming very difficult when services are being cut from Jefferson Township.

**BOARD MEMBER COMMENTS
- ANNOUNCEMENTS**

Mr. Lumpkin thanked everyone for their concern and comments at today's meeting.

Mr. Williamson – Thanked Ms. Famera for her comments and stated that he participated in the RTA Rodeo as a judge and enjoyed every minute of it. Mr. Williamson stated he would love to see the Rodeo return and encouraged Mr. Frazier to engage his members as a morale booster. Mr. Williamson stated he would gladly volunteer again.

Ms. White stated on behalf of the Board that she would like to congratulate Mr. Tom Weckesser, who received the University of Dayton Lackner Award in February. This is the highest honor recognizing UD faculty and staff who embody the charisma, values, and principles of the Marianist founders and sponsors of the University. Mr. Weckesser was only one of two people to receive this award.

Mr. Fullenkamp stated just a quick reminder to everyone, although the news media is going crazy today about Super Tuesday, Ohio Super Tuesday in two weeks. Please make sure you vote. RTA is doing its part with free rides to get citizens to the polls.

Ms. Hairston stated she wants our employees to know that they are valued. Ms. Hairston stated she is not sure why comments are made, or things happen that make you feel unvalued. Ms. Hairston stated we need to work together to do what's best for the community as well as for the agency.

Mr. Mullins stated he'd like to talk about some of the comments made by the employees at today's meeting. Mr. Mullins further stated the State Employee Relations Board could be an option as a neutral party and may benefit both parties. Mr. Mullins commented that we are not going to agree on everything; however, we must work together. Mr. Mullins stated at some point he would like to talk to both sides to hear their issues.

EXECUTIVE SESSION

Mr. Lumpkin stated there is a request to go into Executive Session for the purpose of discussing a Personnel Matter regarding a Public Employee. No Action is expected today.

MOTION MADE by Mr. Williamson and SECONDED by Mr. Fullenkamp to RECESS into Executive Session for the purpose of discussing a Personnel Matter regarding a Public Employee.

Roll call was taken:

Mr. Fullenkamp	Yes	Mr. Mullins	Yes
Ms. Hairston	Yes	Mr. Weckesser	Yes
Mr. Lumpkin	Yes	Ms. White	Yes
Ms. Matthews-Stenson	Yes	Mr. Williamson	Yes
Ms. Miller	Yes		

The meeting recessed at 4:14 p.m.

MOTION MADE by Mr. Williamson and SECONDED by Ms. White to RECONVENE into regular session.

Roll call was taken:

Mr. Fullenkamp	Yes	Mr. Mullins	Yes
Ms. Hairston	Yes	Mr. Weckesser	Yes
Mr. Lumpkin	Yes	Ms. White	Yes
Ms. Matthews-Stenson	Yes	Mr. Williamson	Yes
Ms. Miller	Yes		

The meeting reconvened at 4:46 p.m.

ADJOURNMENT

MOTION MADE by Ms. White and SECONDED by Ms. Hairston to ADJOURN the meeting.

MOTION CARRIED by voice vote.

Ayes: Nine

Nays: None

The meeting adjourned at 4:47 p.m.

ATTEST

John Lumpkin
President
RTA Board of Trustees

Mary K. Stanforth
Secretary/Treasurer
RTA Board of Trustees

Greater Dayton RTA Board of Trustees Packet

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Wright Stop Plaza – 4 S. Main Street – Dayton OH 45402 – 3rd Floor Board Room

ACTION ITEM #2

Next Section



Action Item #2 Sale of Scrap Metal

The purpose of this procurement is to contract with a firm for the sale and disposal of scrap metal generated by the Operations, Line, and Maintenance Departments to generate revenue for Greater Dayton Regional Transit Authority (RTA). The scrap metals consist of bare copper trolley wire, insulated (dirty) copper trolley wire, and miscellaneous metals such as aluminum, galvanized steel, yellow brass, and copper. This project is consistent with RTA's core value of Stewardship as we help improve our environment by recycling and generating revenue that will increase our operating funds.

Pricing is based upon the American Metal Market (AMM) price, effective January 9, 2024. The price differentials reflect amounts plus or minus the published price per pound or gross ton. The actual amounts paid will be determined by the AMM prices on the pick-up date of the bare and (insulated) dirty copper trolley wire and the once-a-month pick-up of the miscellaneous metals. Bidders were required to bid a fixed plus or minus (+/-) differential based on the American Metals Market Price for the associated item. The differential determines the highest bidder.

Sealed bids for the purchase of the Sale of Scrap Metal for a one-year period with two one-year options were solicited through the *Dayton Daily News*, *Dayton Weekly News*, and *Transit Talent.com*. Invitations for Bid were sent to 20 vendors.

At 10:00 a.m. on February 15, 2024, two (2) bids were received and publicly opened. The results were as follows:

Vendor	Item Description	AMM Price 1/9/2024 (\$ per unit)	Differential BASE YR (+/- \$)	Differential Option YR1 (+/- \$)	Differential Option YR2 (+/- \$)
A & B Iron and Metal Dayton, OH	Bare Copper	\$ 3.46 per lb	-0.21	-0.21	-0.21
	Dirty Copper	\$ 3.46 per lb	-0.22	-0.22	-0.22
	Misc. Metals	\$ 355 per gt	-94	-94	-94
	Yellow Brass	\$ 2.02 per lb	+0.19	+0.19	+0.19
	Copper	\$ 3.695 per lb	-0.20	-0.20	-0.20
	Old Aluminum	\$ 0.40 per lb	+0.02	+0.02	+0.02
Miami Valley Metal Dayton, OH	Bare Copper	\$ 3.46 per lb	-0.36	-0.36	-0.36
	Dirty Copper	\$ 3.46 per lb	-2.46	-2.46	-2.46
	Misc. Metals	\$ 355 per gt	-150	-150	-135
	Yellow Brass	\$ 2.02 per lb	+0.10	+0.10	+0.15
	Copper	\$ 3.695 per lb	-0.395	-0.395	-0.395
	Old Aluminum	\$ 0.40 per lb	+0.05	+0.05	+0.05

The Finance/Personnel and Planning Committees discussed this Action Item on March 19, 2024 and support the Chief Executive Officer's recommendation to the Board of Trustees.

After reviewing and evaluating the bids, the Chief Executive Officer recommends AWARD to A & B Iron and Metal for a one (1) year contract plus two (2) one-year options for all of the described items based upon the American Metal Market pricing.

Board Meeting – 4/16/2024
Chief Maintenance Officer

GD 23-26R Sale of Scrap Metal Bid List**Company**

3R Recycling

A&B Iron and Metal Company

Byer Steel Group

Cohen, Inc.

David Hirschberg Steel & Recycling Center

Dimensional Metals, Inc

First Street Recycling, Inc.

Franklin Iron and Metal

I.H. Schlezinger Inc.

Industrial Surplus, Inc.

Jim City Salvage

Metal Shredders, Inc.

Naves Iron & Metal

PSC Metals Inc.

Research Alloys Co Inc

River Metals Recycling

Round Bottom Recycling

TeleCycle

Triple Arrow Recycling

Valley Metal Recycling Inc.

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ACTION ITEM #3

Next Section



**Action Item #3 – Approval of Equal Employment Opportunity (EEO) Policy
Human Resources Policy #6**

RTA's Equal Employment Opportunity (EEO) Policy #6 enclosed, is being updated to include pregnancy under the policy.

The Finance/Personnel and Planning Committees discussed this Action Item on March 19, 2024 and support the Chief Customer and Business Development Officer's recommendation to the Board of Trustees.

The Chief Customer and Business Development Officer recommends approval, as enclosed, the Equal Employment Opportunity (EEO) Policy, Human Resources Policy #6.

Board Meeting– 4/16/24
Chief Customer and Business Development Officer



**Human Resources
POLICY**

Focus: Equal Employment Opportunity (EEO)	Number: Human Resources #6
Document History: Approved: 4/2/91 Effective: 8/7/84 Revisions: 4/2/91, 12/2/08, 4/6/10, 7/17, 6/4/19, 4/2/24	Pages: 1 of 3
Chief Executive Officer:	Date: <u>4/2/24</u> 6/4/19

EQUAL EMPLOYMENT OPPORTUNITY

I. GENERAL DESCRIPTION

The Greater Dayton Regional Transit Authority (RTA) has been and will continue to be an equal opportunity employer. No employee or applicant for employment will be discriminated against because of race, color, creed, national origin, religion, sex (including gender identity and sexual orientation), pregnancy, mental or physical disability, genetic information, military or veteran status, or age except where age is a bona fide occupational qualification. We will take affirmative action to make sure employees and applicants are treated without regard to these characteristics. RTA's vendors, contractors and suppliers shall also be required to follow all Equal Employment Opportunity (EEO) regulations.

II. POLICY STATEMENT

To enforce our policy, the RTA will make sure that:

- A. Persons are recruited, hired, trained and promoted for all jobs without regard to race, color, creed, national origin, religion, sex (including gender identity and sexual orientation), pregnancy, mental or physical disability, genetic information, military or veteran status, or age except where age is a bona fide occupational qualification.
- B. Placement decisions are based solely on individual's qualifications and the ability to perform the essential function(s) of the position(s) being filled.
- C. All other personnel actions (such as compensation, benefits, transfers, layoffs, recall from layoffs, company-sponsored training, education and tuition assistance, social and recreational programs) are administered without regard to race, color, creed, national origin, religion, sex (including gender identity and sexual orientation), pregnancy, genetic information, military or veteran status, age, or mental or physical disability, except where age or physical ability is a bona fide occupational qualification (BFOQ).

- D. It is the intent and purpose of this policy to incorporate by reference Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e; Equal Pay Act of 1963, 29 U.S.C. 201; Age Discrimination in Employment Act of 1967, 29 U.S.C. 633a, Section 504 of the Rehabilitation Act 1973, 29 U.S.C. 794, The Americans With Disabilities Act, 42 OSC 12101, the Genetic Information Non-Discrimination Act of 2008, 42 OSC 2000FF, and State of Ohio and local laws.
- E. Periodic analyses of personnel actions will be conducted to ensure compliance with this policy.
- F. Coordination of EEO questions and/or complaint issues will be coordinated through the Human Resources Department. The FTA Affirmative Action Plan and subsequent updates are on file in this department.
- G. The Chief Executive Officer (CEO) shall have the discretion to appoint an EEO Coordinator to serve as the CEO's designee.
- H. In conjunction with all management personnel, the EEO Coordinator shares responsibility to assure compliance with this policy. Performance by the CEO, Department Chiefs, Directors, Managers, Supervisors, etc. will be evaluated on the basis of EEO program success, the same as other agency goals.
- I. This policy will be posted in conspicuous locations so that employees, applicants and the general public are cognizant of RTA's commitment to equal employment opportunities. This policy will be included in all RTA contracts, agreements, purchase orders and employment applications as well as the New Hire Employee Handbook.

EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT PROCEDURE

PROCEDURE

The complaint shall be in writing and shall be filed with the CEO or EEO Coordinator within thirty (30) business days after the alleged unlawful discriminatory act or practice is committed.

Upon receiving a complaint, the CEO or EEO Coordinator may initiate a preliminary investigation to determine the probability of whether unlawful discriminatory practices have been or are being engaged in. Preliminary investigation shall be completed within thirty (30) business days from receipt of complaint.

If, after preliminary investigation, it is determined that the alleged complaint of discriminatory practice is "not probable", the person filing the complaint shall be so notified (in writing) and no other action will be issued in the matter.

If it is determined after preliminary investigation that the alleged complaint of discriminatory practice "is probable", the person filing the complaint shall be so notified (in writing) that steps shall be taken to eliminate such practice(s).

Anyone found to have been or is engaged in any unlawful discriminatory practice(s) shall be counseled and/or disciplined accordingly up to and including discharge.

This procedure applies to all persons employed by RTA . Any person may file a complaint alleging that another person has engaged or is engaging in unlawful discriminatory practices.

The CEO or EEO Coordinator is responsible for the overall administration of this procedure.

It will be the responsibility of all management personnel to report any noticed or reported incidents of unlawful discriminatory practices as with any other violation of RTA policies, standards and procedures.

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Wright Stop Plaza – 4 S. Main Street – Dayton OH 45402 – 3rd Floor Board Room

ACTION ITEM # 4

Next Section



**Action Item #4 – Approval of Moving (Traffic) Violation Policy
Safety and Training Policy #1**

RTA's Moving (Traffic) Violation Policy #1 enclosed, outlines a well-structured policy for how RTA employees are to report citations for any traffic violation received.

The policy is being changed to a Safety and Training Department policy since it spans the entire organization. Additional updates include changes to how the process works, and updates to other information.

The Finance/Personnel and Planning Committees discussed this Action Item on March 19, 2024 and support the Chief Customer and Business Development Officer's recommendation to the Board of Trustees.

The Chief Customer and Business Development Officer recommends approval, as enclosed, the Moving (Traffic) Violation Policy – Safety and Training Policy #1.

Board Meeting – 4/16/24
Chief Customer and Business Development Officer



Type: Policy	Number: 1
Department: Transportation Safety & Training	
Focus: Moving (Traffic) Violation	
<u>Document History</u> Approved: 4/7/2006 Effective: 4/7/2006 Revisions: 12/2/2008, 5/7/2013, 7/2017, 4/2/2024; Previously Transportation Policy #4	Pages: 1 of 2
Chief Executive Officer Signature:	Date:

GENERAL DESCRIPTION

It is the policy of the Greater Dayton Regional Transit Authority (RTA) that any employee receiving a citation for any traffic violation, ~~except excluding~~ parking violations, must provide a copy of the violation as soon as possible, but no later than 30 days from the date of the violation. **For employees maintaining a Commercial Driver’s License (CDL), this is further referenced in Section 1.3 of the Ohio Commercial Driver Handbook (pages 1-3 and 1-4).** Traffic citations should be submitted to the employee’s supervisor, who is required to scan in the citation and send a copy via email to the Labor Relations Department via the Labor Relations D-List email, as they are responsible for maintaining accounting of these records. The citation should also be submitted by the employee’s supervisor to one of the following:

- **Transportation Department:** ~~Chief Operating Officer~~ Deputy Chief Transportation Officer or Designee
- **Maintenance Department:** Deputy Chief Maintenance Officer or Designee
- **All Other Departments:** Department Supervisor or Manager

POLICY STATEMENT

~~A copy of the citation will be forwarded to the Chief Operating Officer or designee.~~ This applies to all citations regardless of the nature of the violation or the type of vehicle driven (personal or Authority vehicle).

License Suspension, Revocation, Cancellation, Disqualification

It is the responsibility of all employees to maintain a valid Ohio driver's license in order to operate an RTA vehicle. Personal car insurance must be maintained at all times. Immediate notice must be given by the employee to RTA when a license is suspended, revoked, cancelled, or disqualified. **For employees maintaining a Commercial Driver's License (CDL), this is further referenced in ~~Section 1.3 of the Ohio Commercial Driver Handbook. (pages 1-4)~~**

It is the employee's responsibility to renew their driver's license and provide a copy of the renewed license to the ~~Chief Operating Officer or designee~~ Labor Relations Department. A copy of the employee's renewed license should be submitted to their supervisor, who is required to ensure a copy is sent to the Labor Relations Department via email through the Labor Relations D-list email address. Labor Relations will enter the license information into relevant RTA databases and maintain those records.

Operating an RTA vehicle without a valid license will result in disciplinary action.

For citations received while operating an RTA vehicle, the vehicle operator will be solely responsible for paying related fines. For red light and speeding violations captured on camera, a letter from RTA will be sent to the issuing law enforcement agency identifying the appropriate vehicle operator for purposes of assigning financial responsibility. If an employee fails to comply with the financial consequences of a citation, the Employee Standards of Performance will be referenced for corrective action.

Responsibility of Administration

The ~~Chief Operating Officer~~ Labor Relations Department ~~or designee~~ is responsible for maintaining a current list of all RTA employees driving revenue and non-revenue vehicles. The RTA will monitor current driver's license abstracts to ensure compliance with the established reporting procedures and RTA's Insurability Policy.

Greater Dayton RTA Board of Trustees Packet

(rescheduled from April 2, 2024)

Meeting Date: Tuesday, April 16, 2024 – 8:30 a.m.

Wright Stop Plaza – 4 S. Main Street – Dayton OH 45402 – 3rd Floor Board Room

NEW BUSINESS ITEM # 1

Next Section



New Business Item #1 **Radio User Fees**

The purpose of this acquisition is to pay monthly radio charges to the Department of Administrative Services (DAS) for the State of Ohio. This service is necessary for Greater Dayton Regional Transit Authority (RTA's) fleet to have radio services while operating the buses. The service ensures radio communication between Dispatch, Operators, Supervisors, and Staff. This procurement is a sole source, and the RTA must pay monthly service to be included in the Ohio Marcs P25 800 MHz Digital System. The system is the federal standard that allows interoperability between federal, state, and local public agencies so that they may communicate in emergency situations. The procurement of Radio User Fees supports RTA's core value of Safety for our customers.

The DAS' fiscal year runs July 1 – June 30, and their contract years run accordingly. The contract shall be automatically renewed every two years, but the price is subject to adjustment at the end of each year, so the price for our July 1st contract is unknown at this time. The price is based on the cost per user per month.

The current fixed cost (July 1, 2023 – June 30, 2024) is \$25 per user per month. It is anticipated that this will be increased to \$30 per user per month based on past history. Currently, there are 343 bus and handheld radios in operation within the RTA radio system. The estimated cost of this procurement is based on 433 bus and handheld radio users, to allow for new radios and spares to be turned back on. Therefore, the estimated cost would be \$155,880 for the first year. Based on past history, it is anticipated that the cost for the APX7500 Consolettes, of which RTA has 9, will be increased from \$50 each per month to \$75 each per month, for a total of \$8,100. The annual estimated cost for bus radios, handheld radios, and consolettes will be \$163,980 for the first year.

Historically, the DAS will likely hold their prices for the 2025 – 2026 fiscal year. Therefore, the cost for 433 bus and handheld radios for the second year of the agreement (July 1, 2025 – June 30, 2026) would be \$155,880, and the consolettes would be \$8,100 for a total annual estimated amount of \$163,980.

A cost analysis was conducted to determine if the pricing proposed by the State is fair and reasonable. Based on past history and current rates paid by other users, it was found to be so.

This procurement will be funded with operating funds.

The Chief Executive Officer recommends a contract AWARD to the Department of Administrative Services for the State of Ohio for Radio User Fees, with an estimated cost of \$163,980 for 2024 - 2025 and \$163,980 for 2025-2026, plus a 10% contingency of \$32,796 to cover possible increases in pricing for a grand total award estimated at \$360,756. Actual costs will be based on the number of radios actually in operation.

Board Meeting – 4/16/24
Chief Maintenance Officer

Greater Dayton RTA Board of Trustees Packet

(rescheduled from April 2, 2024)

Meeting Date: Tuesday, April 16, 2024 – 8:30 a.m.

Wright Stop Plaza – 4 S. Main Street – Dayton OH 45402 – 3rd Floor Board Room

NEW BUSINESS ITEM # 2

Next Section



New Business Item #2 – Administrative Employee Compensation Guide

The Greater Dayton Regional Transit Authority has an Administrative Employee Compensation Guide for non-union employees. Periodically, the Compensation Guide is reviewed and adjusted. A recommendation has been made to the Chief Executive Officer to change the position examples that are listed for the grades. There are no implied or expressed guarantees on wage increases because of this change.

The Chief Customer and Business Development Officer recommends approval of the attached 2024 Administrative Employee Compensation Guide.

Board Meeting 4/16/24
Chief Customer and Business Development Officer

Greater Dayton Regional Transit Authority
2024 Salary Guide

Current

Pay Grade	Minimum	Q2	Midpoint	Q4	Maximum	Position Examples:
6	\$31,204	\$35,105	\$39,005	\$42,906	\$46,806	Data Entry Jobs, Professional Interns
7	\$33,450	\$37,631	\$41,812	\$45,993	\$50,175	
8	\$35,856	\$40,338	\$44,821	\$49,302	\$53,783	
9	\$38,436	\$43,241	\$48,046	\$52,851	\$57,657	Administrative Support, Procurement Clerks
10	\$41,203	\$46,353	\$51,503	\$56,654	\$61,805	
11	\$44,167	\$49,688	\$55,209	\$60,730	\$66,251	Professionals, Finance, Buyers, Coordinators, Specialists
12	\$47,347	\$53,264	\$59,182	\$65,101	\$71,019	
13	\$50,752	\$57,097	\$63,442	\$69,786	\$76,130	
14	\$54,405	\$61,206	\$68,008	\$74,807	\$81,607	Some Supervisors
15	\$58,319	\$65,610	\$72,901	\$80,191	\$87,481	Most Supervisors
16	\$62,517	\$70,332	\$78,147	\$85,961	\$93,776	IT Roles, Engineers, Most Managers
17	\$67,016	\$75,393	\$83,770	\$92,147	\$100,524	
18	\$71,838	\$80,818	\$89,797	\$98,778	\$107,760	
19	\$77,008	\$86,634	\$96,260	\$105,886	\$115,513	Controller, Some Managers
20	\$82,550	\$92,868	\$103,186	\$113,506	\$123,825	Directors and Chiefs
21	\$88,489	\$99,551	\$110,612	\$121,673	\$132,735	
22	\$94,858	\$106,715	\$118,572	\$130,429	\$142,287	
23	\$99,765	\$114,730	\$129,696	\$144,661	\$159,625	CFO
24	\$109,125	\$125,493	\$141,861	\$158,230	\$174,600	
25	\$119,361	\$137,265	\$155,170	\$173,073	\$190,977	
26	\$130,558	\$150,143	\$169,727	\$189,311	\$208,895	Currently Not Used
27	\$142,807	\$164,228	\$185,649	\$207,071	\$228,493	
28	\$156,204	\$179,635	\$203,065	\$226,496	\$249,926	
29	\$170,858	\$196,486	\$222,115	\$247,744	\$273,372	Currently Not Used
30	\$186,886	\$214,919	\$242,953	\$270,985	\$299,018	
31	\$204,418	\$235,081	\$265,744	\$296,406	\$327,068	

Greater Dayton Regional Transit Authority
2024 Salary Guide

Proposed

Pay Grade	Minimum	Q2	Midpoint	Q4	Maximum	Position Examples:
6	\$31,204	\$35,105	\$39,005	\$42,906	\$46,806	Data Entry Jobs, Professional Interns, Administrative Support, Procurement Clerks
7	\$33,450	\$37,631	\$41,812	\$45,993	\$50,175	
8	\$35,856	\$40,338	\$44,821	\$49,302	\$53,783	
9	\$38,436	\$43,241	\$48,046	\$52,851	\$57,657	
10	\$41,203	\$46,353	\$51,503	\$56,654	\$61,805	
11	\$44,167	\$49,688	\$55,209	\$60,730	\$66,251	Finance Roles, Buyers, Coordinators, Specialists
12	\$47,347	\$53,264	\$59,182	\$65,101	\$71,019	
13	\$50,752	\$57,097	\$63,442	\$69,786	\$76,130	
14	\$54,405	\$61,206	\$68,008	\$74,807	\$81,607	
15	\$58,319	\$65,610	\$72,901	\$80,191	\$87,481	
16	\$62,517	\$70,332	\$78,147	\$85,961	\$93,776	
17	\$67,016	\$75,393	\$83,770	\$92,147	\$100,524	Supervisors, Some Administrative and IT Roles
18	\$71,838	\$80,818	\$89,797	\$98,778	\$107,760	
19	\$77,008	\$86,634	\$96,260	\$105,886	\$115,513	
20	\$82,550	\$92,868	\$103,186	\$113,506	\$123,825	Managers, Engineers, Some IT Roles
21	\$88,489	\$99,551	\$110,612	\$121,673	\$132,735	
22	\$94,858	\$106,715	\$118,572	\$130,429	\$142,287	
23	\$99,765	\$114,730	\$129,696	\$144,661	\$159,625	Directors, Deputy Chiefs, Chiefs
24	\$109,125	\$125,493	\$141,861	\$158,230	\$174,600	
25	\$119,361	\$137,265	\$155,170	\$173,073	\$190,977	
26	\$130,558	\$150,143	\$169,727	\$189,311	\$208,895	Currently Not Used
27	\$142,807	\$164,228	\$185,649	\$207,071	\$228,493	
28	\$156,204	\$179,635	\$203,065	\$226,496	\$249,926	
29	\$170,858	\$196,486	\$222,115	\$247,744	\$273,372	Currently Not Used
30	\$186,886	\$214,919	\$242,953	\$270,985	\$299,018	
31	\$204,418	\$235,081	\$265,744	\$296,406	\$327,068	

Greater Dayton RTA Board of Trustees Packet

(rescheduled from April 2, 2024)

Meeting Date: Tuesday, April 16, 2024 – 8:30 a.m.

Wright Stop Plaza – 4 S. Main Street – Dayton OH 45402 – 3rd Floor Board Room

JOINT FINANCE/PERSONNEL AND PLANNING COMMITTEE REPORT

Next Section





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

March 19, 2024

Members Present: Sharon D. White, Chair
Al Fullenkamp
Sharon Hairston
John A. Lumpkin, Jr.
Belinda Matthews-Stenson
Grady Mullins
Thomas Weckesser
David P. Williamson

Excused: Nikol Miller

Staff in Attendance: Bob Ruzinsky
Daron Brown
Roland Caldwell
Chris Conard, Coolidge Wall
Noah Greer
Brandon Policicchio
Bob Stevens
Tamea Weisman

Ms. White called the meeting to order at 8:32 a.m. and roll call was taken:

Roll Call

Ms. Hairston -	Yes
Mr. Fullenkamp -	Yes
Mr. Lumpkin -	Arrived at 8:36a
Ms. Matthews-Stenson -	Arrived at 8:36a
Ms. Miller -	Excused
Mr. Mullins -	Yes
Mr. Weckesser -	Yes
Ms. White -	Yes
Mr. Williamson -	Yes

A quorum was present, and proper notice of the meeting had been given.

Approval of February 20, 2024 Jointly Held Finance/Personnel and Planning Committees Meeting Minutes

Ms. White asked if attendees request a reading of the minutes or have corrections to the minutes?

Upon hearing no requests or corrections, Ms. White DECLARED the February, 2024 minutes are APPROVED.

Greater Dayton Regional Transit Authority

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Board Action Items

Action Item #2 - Sale of Scrap Metal

Mr. Brown stated the purpose of this procurement is to contract with a firm for the sale and disposal of scrap metal generated by the Operations, Line, and Maintenance Departments to generate revenue for Greater Dayton Regional Transit Authority (RTA). The scrap metals consist of bare copper trolley wire, insulated (dirty) copper trolley wire, and miscellaneous metals such as aluminum, galvanized steel, yellow brass, and copper. This project is consistent with RTA’s core value of Stewardship as we help improve our environment by recycling and generating revenue that will increase our operating funds.

Pricing is based upon the American Metal Market (AMM) price, effective January 9, 2024. The price differentials reflect amounts plus or minus the published price per pound or gross ton. The actual amounts paid will be determined by the AMM prices on the pick-up date of the bare and (insulated) dirty copper trolley wire and the once-a-month pick-up of the miscellaneous metals. Bidders were required to bid a fixed plus or minus (+/-) differential based on the American Metals Market Price for the associated item. The differential determines the highest bidder.

Sealed bids for the purchase of the Sale of Scrap Metal for a one-year period with two one-year options were solicited through the *Dayton Daily News*, *Dayton Weekly News*, and *Transit Talent.com*. Invitations for Bid were sent to 20 vendors.

At 10:00 a.m. on February 15, 2024, two (2) bids were received and publicly opened. The results were as follows:

Vendor	Item Description	AMM Price 1/9/2024 (\$ per unit)	Differential BASE YR (+/- \$)	Differential Option YR1 (+/- \$)	Differential Option YR2 (+/- \$)
A & B Iron and Metal Dayton, OH	Bare Copper	\$ 3.46 per lb	-0.21	-0.21	-0.21
	Dirty Copper	\$ 3.46 per lb	-0.22	-0.22	-0.22
	Misc. Metals	\$ 355 per gt	-94	-94	-94
	Yellow Brass	\$ 2.02 per lb	+0.19	+0.19	+0.19
	Copper	\$ 3.695 per lb	-0.20	-0.20	-0.20
	Old Aluminum	\$ 0.40 per lb	+0.02	+0.02	+0.02
Miami Valley Metal Dayton, OH	Bare Copper	\$ 3.46 per lb	-0.36	-0.36	-0.36
	Dirty Copper	\$ 3.46 per lb	-2.46	-2.46	-2.46
	Misc. Metals	\$ 355 per gt	-150	-150	-135
	Yellow Brass	\$ 2.02 per lb	+0.10	+0.10	+0.15
	Copper	\$ 3.695 per lb	-0.395	-0.395	-0.395
	Old Aluminum	\$ 0.40 per lb	+0.05	+0.05	+0.05

MOTION made by Ms. Hairston and SECONDED by Mr. Fullenkamp that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees an AWARD to A & B Iron and Metal for a one (1) year contract plus two (2) one-year options for all the described items based upon the American Metal Market pricing.

The MOTION was APPROVED by voice vote 7-0-1.

Action Item #3 - Approval of Equal Employment Opportunity (EEO) Policy Human Resources Policy #6

Mr. Policicchio stated the purpose of this action item is to update RTA's Equal Employment Opportunity (EEO) Policy #6 which was provided. He stated that it is being updated to include pregnancy under the policy.

MOTION made by Mr. Williamson and SECONDED Ms. Hairston that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL, as provided, updates to the Equal Employment Opportunity (EEO) Policy, Human Resources Policy #6.

The MOTION was APPROVED by voice vote 8-0.

Action Item #4 - Approval of Moving (Traffic) Violation Policy Safety and Training Policy #1

Mr. Policicchio stated the purpose of this action item is to update RTA's Moving (Traffic) Violation Policy, Safety and Training Policy #1, which was provided. The Moving (Traffic) Violation Policy outlines a well-structured policy for how RTA employees are to report citations for any traffic violation received. He stated the policy is being changed to a Safety and Training Department policy since it spans the entire organization. Additional updates include changes to how the process works, and updates to other information.

MOTION made by Mr. Lumpkin and SECONDED by Ms. White that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL, as provided, updates to the Moving (Traffic) Violation Policy – Safety and Training Policy #1.

The MOTION was APPROVED by voice vote 8-0.

Customer and Business Development Update

Mr. Policicchio stated the Customer and Business Development Department update was provided in today's meeting packet. Mr. Policicchio also shared an update on ridership.

January 2024 Financial Report

Mr. Ruzinsky stated the January 2024 Financial Report was provided in today's meeting packet. Total revenue is \$39,000 over budget due to slightly higher passenger fares and higher interest on investments. Total expenses are \$123,000 under budget due to lower services, materials & supplies and miscellaneous, offset by higher wages, paid absences and purchased transportation. RTA's service loss is \$1.8 million, which compares to a budgeted service loss of \$2.0 million. The overall financial result tracks favorably compared to budget.

Small Purchasing Information

Ms. Weisman stated the Small Purchasing Information was included in today's meeting packet. There were no questions regarding small purchases.

CEO Update

Mr. Ruzinsky shared an update on a recent funding award from MVRPC and shared design plans for the building of the Paratransit Bus Garage. In addition, members from the RTA leadership team provided updates on RTA services, customer service, and employee engagement.

Request for Executive Session

At 10:22 am a MOTION was made by Mr. Williamson and SECONDED by Mr. Fullenkamp to move into Executive Session to discuss the evaluation of the CEO.

Roll call was taken:

Ms. White -	Yes
Mr. Fullenkamp -	Yes
Ms. Hairston -	Yes
Mr. Lumpkin -	Yes
Ms. Matthews-Stenson -	Excused
Ms. Miller -	Excused
Mr. Mullins -	Yes
Mr. Weckesser -	Yes
Mr. Williamson -	Yes

Adjournment from Executive Session

At 10:57 am a MOTION was made by Ms. White and SECONDED by Mr. Fullenkamp to ADJOURN from the Executive Session. The MOTION was APPROVED by voice vote 7-0.

Next Meeting

The upcoming jointly held Finance/Personnel and Planning Committee meetings are scheduled for April 16 and May 21, 2024.

Adjournment

Ms. White DECLARED the meeting ADJOURNED at 10:57 a.m.

ATTEST

Sharon D. White, Chair

Brandon Policicchio, Committee Secretary



AGENDA
Greater Dayton RTA Board of Trustees
Finance/Personnel and Planning Committees Meeting
Wright Stop Plaza
4 South Main Street, 2nd Floor Conference Room, Dayton OH 45402
Tuesday, March 19, 2024 – 8:30 a.m.

Call Meeting to Order	Sharon White, Chair
Roll Call/Declare Quorum	White
I. Approval of February 20, 2024 Jointly Held Finance/Personnel and Planning Committees Meeting Minutes	White
II. Board Action Items	
Finance/Personnel	Matthews-Stenson
• Action Item #2 – Sale of Scrap Metal	Brown
• Action Item #3 – Equal Employment Opportunity (EEO) Policy	Policicchio
• Action Item #4 – Moving (Traffic) Violation Policy	Policicchio
III. Informational / Discussion Items	
Planning	Weckesser
• Customer and Business Development Update	Policicchio
• Ridership Update	Policicchio
Finance/Personnel	Matthews-Stenson
• January 2024 Financial Report	Stanforth
• Small Purchasing Information	Weisman
IV. Chief Executive Officer Update	Ruzinsky
• Longworth Campus	
V. Request for Executive Session – <i>As Required</i>	White
Reconvene to Regular Session	
<i>Next Regular Meetings</i> – April 16 and May 21, 2024	
VI. Adjournment	White

Interpreters for hearing impaired individuals are available upon request. Requests should be made at least 5 days prior to the date of the meeting. For more information, please call (937) 425-8392. Thank you.



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

February 20, 2024

Members Present: Sharon Hairston, Chair
Al Fullenkamp
John A. Lumpkin, Jr.
Belinda Matthews-Stenson
Grady Mullins
Thomas Weckesser
David P. Williamson

Excused: Nikol Miller
Sharon D. White

Staff in Attendance: Bob Ruzinsky
Daron Brown
Sally Brown
Roland Caldwell
Julie Hoffman
Ben Mazer, Coolidge Wall
Jessica Olsen
Shawn Prince
Mary K. Stanforth
Tamea Weisman

Citizen in Attendance: John Gower

Ms. Hairston called the meeting to order at 8:35 a.m. and roll call was taken:

Roll Call

Ms. Hairston -	Yes
Mr. Fullenkamp -	Yes
Mr. Lumpkin	Yes
Ms. Matthews-Stenson -	Yes
Ms. Miller -	Excused
Mr. Mullins -	Yes
Mr. Weckesser -	Yes
Ms. White -	Excused
Mr. Williamson -	Yes

A quorum was present, and proper notice of the meeting had been given.

Approval of January 16, 2024 Jointly Held Finance/Personnel and Planning Committees Meeting Minutes

Ms. Hairston asked if attendees request a reading of the minutes or have corrections to the minutes?

Upon hearing no requests or corrections, Ms. Hairston DECLARED the January 16, 2024 minutes are APPROVED.

Board Action Items

Action Item #2 - Underground Storage Tank Replacement Project

Mr. Brown stated the purpose of this procurement is to select a firm to partner with Greater Dayton Regional Transit Authority (RTA) for the replacement of underground storage tanks.

This project involves the following items:

- The removal of two (2) 20,000-gallon diesel tanks and one (1) 2,000-gallon motor oil tank.
- The purchase and installation of one (1) new 20,000-gallon diesel tank with two (2) high-volume submersible pumps installed for redundancy and one (1) 2,000-gallon motor oil tank.
- An upgrade to the Veeder Root 450-Plus tank monitoring system applies to 600 Longworth and 601 Longworth locations.

This procurement supports our core values of Safety and good Stewardship of RTA’s financial and environmental resources by ensuring that our facilities are well maintained and environmentally responsible.

Sealed bids for the Underground Storage Tank Replacement Project were solicited through *Dayton Daily News*, *Dayton Weekly News*, and *Transit Talent*. Invitations for Bid were sent to 106 firms.

At 10:00 a.m., on January 25, 2024, two (2) bids were received and publicly opened. The results were as follows:

Firm	Reliable Construction Services Dayton, OH	Belgray, Inc. Wilmington, OH
General	\$49,311	\$240,000
Existing Conditions	11,517	80,000
Concrete	74,289	85,000
Plumbing	309,828	500,000
Electrical	47,774	80,000
Earthwork	852,331	689,000
Utilities	39,090	40,320
Base Bid Total	\$ 1,384,140	\$ 1,714,320

MOTION made by Ms. Matthews-Stenson and SECONDED by Mr. Lumpkin that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees an AWARD to

Reliable Construction Services for the replacement of the underground storage tanks in the amount of \$1,384,140 plus a 15% contingency of \$207,621 for any unforeseen costs, totaling \$1,591,761.

The MOTION was APPROVED by voice vote 7-0.

Action Item #3 - Window Washing Services

Mr. Brown stated the purpose of this procurement is to select a qualified firm to partner with RTA for Window Washing Services at Wright Stop Plaza, 600 and 601 Longworth, and Transit Center locations.

The contract is for five (5) years, during which time the selected firm will be responsible for cleaning the inside and outside of the windows at all the locations listed above. This project is consistent with RTA’s core value of providing good Stewardship by properly maintaining our facilities and ensuring the longevity of our capital resources.

Proposals for the Window Washing Services were solicited through the *Dayton Daily News*, *Dayton Weekly News*, and *Transit Talent*. Requests for Proposals were sent to eleven (11) firms.

At 2:00 p.m., December 21, 2023, three (3) proposals were received. The Evaluation Committee reviewed the proposals to determine the best proposal using the following criteria:

- Qualifications
- Experience
- Reasonableness of cost
- References
- Quality of Proposal Preparation

The firm ranked the highest by the evaluation committee was Jack & Joe’s Window Cleaning, Inc. dba Squeegee Squad. The pricing received is as follows:

Contract Years	Jack & Joe’s Window Cleaning, Inc. dba Squeegee Squad Columbus, MN	Bright View Exterior Solutions Farmersville, OH	**Central Window Cleaning Cleveland, OH
Year One	\$27,620.00	*	*
Year Two	28,448.60	*	*
Year Three	29,302.14	*	*
Year Four	30,181.24	*	*
Year Five	31,086.72	*	*
Grand Total	\$146,638.70	*	*

*FTA Procurement guidelines require that only the successful proposer’s pricing data be disclosed publicly.

**Nonresponsive.

This procurement will be funded through RTA’s operating budget.

MOTION made by Ms. Matthews-Stenson and SECONDED Mr. Lumpkin that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to Jack & Joe’s Window Cleaning, Inc. dba Squeegee Squad for Window Washing Services at Wright Stop Plaza,

600 and 601 Longworth, and the Transit Centers for five (5) years totaling \$146,639 plus a 15% contingency for \$21,996 to address any additional cleanings that may arise during the contract for a total award of \$168,635.

The MOTION was APPROVED by voice vote 7-0.

Action Item #4 - Non-Revenue Vehicles

Mr. Ruzinsky stated the RTA has a pool vehicle fleet that needs replacing due to age. This project has been delayed because we prioritized fleet replacements first.

Vehicles being replaced include:

- 5 – 2012 model year Dodge Durango
- 2 – 2014 model year Dodge Durango
- 2 – 2015 model year Dodge Durango
- 1 – 2015 model year Ford Focus
- 1 – 2016 model year Dodge Durango
- 1 – 2016 model year Ford Transit
- 1 – 2017 model year Dodge Durango
- 1 – 2020 model year Dodge Pickup (will be retained for other use)

These pool vehicles are used for travel between buildings and hubs, contractor oversight, staff supervision, project management, local meetings, community events, and other transit-related purposes. In addition to the 14 replacements, we will be adding a pool vehicle to the fleet for a total of 15. This project supports RTA's core value of Stewardship as we manage our resources.

RTA can purchase non-revenue vehicles from ODOT contracts and will be doing so for this vehicle procurement. State term contracts and bid term contracts are contracts created through a competitive process using Federal Transit Administration regulations and evaluated by the State of Ohio.

RTA obtained grant funding to replace these vehicles over the past few years. After evaluating the various vehicles available with ODOT-authorized vendors, it has been determined that the Ford Explorer is the best vehicle based on reliability, price, and delivery dates. The price received is \$38,740 per vehicle.

This contract will be funded with federal funds.

MOTION made by Ms. Matthews-Stenson and SECONDED by Mr. Fullenkamp that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to Montrose Ford for 15 Ford Explorer vehicles at \$38,740 per vehicle for \$581,100 plus a 10% contingency for additional vehicle options in the amount of \$58,110 for a total award of \$639,210.

The MOTION was APPROVED by voice vote 7-0.

Action Item #5 - Internet Access, Part 2

Mr. Prince stated the purpose of this procurement is to award a sole source contract to Altafiber, formerly Cincinnati Bell, for the network connection between RTA 600 Longworth Street facility and Wright Stop Plaza for a three (3) year period.

To support the organization's growing data needs, a more robust and reliable network connection is needed between Wright Stop Plaza and 600 Longworth Street. The current connection is provided by

a microwave antennae system prone to down/degraded performance based on weather and atmospheric changes. This project is consistent with RTA's core value of providing good Stewardship by properly managing our resources efficiently.

Altafiber was chosen as RTA's new internet provider from a prior competitive procurement selection. When running the new fiber to our facilities, the vendor (as standard practice) included additional pairs of fiber for future use. Using this existing infrastructure allows for turning on the service with no additional groundwork (trenching, penetrating the buildings, etc.) to be done. The need for the new fiber/connection was discovered after the original project was underway.

RTA is also attempting to put this new connection in place before the roof work project at 600 Longworth Street, which will temporarily take the existing microwave solution offline, leaving the sites disconnected while work takes place. This solution would remove that risk.

Pricing was received from Altafiber for \$1,105 per month per port (10GB) for Wright Stop Plaza and 600 Longworth Street, totaling \$2,210 per month for a total of \$79,560 for a three (3) year period. Based on a cost comparison to the current contract for Internet Service only for \$929 per month (1GB) and \$859 per month (500MB), the cost for this procurement is deemed fair and reasonable.

MOTION made by Mr. Weckesser and SECONDED by Mr. Williamson that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to Altafiber for Internet Access, Part 2, at \$2,210 per month for a 3-year period for \$79,560. It is also recommended that the \$97,680 awarded under Small Purchasing Procedures be ratified for a grand total award amount of \$177,240.

The MOTION was APPROVED by voice vote 7-0.

Action Item #6 - Apteon Upgrade and Software Maintenance

Mr. Prince stated RTA has utilized the Ross Enterprise accounting system software for nearly 35 years. Procurement, Inventory, and Accounting use the software daily. It includes general ledger, accounts payable, accounts receivable, fixed assets, purchasing, and receiving. Major upgrades were performed on the system in 2007 and 2018-2020.

Given the rising support costs of the current Apteon financial system, RTA plans to evaluate the feasibility of selecting an Enterprise Resource Planning (ERP) system to evaluate replacement options for the current HRIS and financial systems in use by RTA. This replacement plan will take approximately two years to accomplish.

Meanwhile, an upgrade to the Apteon system is needed to bring the system and underlying infrastructure current, as the existing version is on an unsupported version of Windows and SQL. The software maintenance is also due to expire at the end of March and must be renewed. This project supports RTA's core value of Stewardship of the financial resources entrusted to our care.

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

UPGRADE

Phase	Amount
Initiation	\$ 18,340
Analysis	9,432
Configuration	89,604
Deployment	37,990
Support and PM	30,916
TOTAL	\$186,282

MAINTENANCE

Aptean quoted a price of \$120,497.97 for one year of maintenance, as they refuse to do multi-year maintenance agreements.

As this is a sole-source procurement, a cost analysis was performed to determine if the pricing received is fair and reasonable. Aptean's pricing for the upgrade was found to be high, and negotiations are ongoing until we can agree on a fair and reasonable price. The pricing for the maintenance increased by almost 17% from last year but was found to cover more products, which deems it fair and reasonable.

The cost of the upgrade will be paid with operating funds. The cost for maintenance will be funded with segregated funds.

MOTION made by Mr. Weckesser and SECONDED by Ms. Matthews-Stenson that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to Aptean, Inc. for the upgrade of the software in the estimated amount of \$186,282 plus a 20% contingency in the amount of \$37,256 and the maintenance for one (1) year in the amount of \$120,498 for a not to exceed total of \$344,036.

The MOTION was APPROVED by voice vote 7-0.

Customer and Business Development Update

The Customer and Business Development Department update was provided in today's meeting packet.

Mr. Ruzinsky made a presentation on RTA revenues and provided comparative data and analysis regarding the possibility of future fare structure changes.

December 2023 Financial Report

Ms. Stanforth stated the December 2023 Financial Report was provided in today's meeting packet. Passenger fares are \$1.9 million over budget because of post-pandemic increased ridership. Total revenue is \$4 million under budget due to higher passenger fares, interest and sales tax, offset by lower federal and state assistance. Total expenses are \$4.6 million under budget due to lower paid employee absences, fringe benefits, contract services, materials & supplies and contingency costs. Those positive variances are offset by higher employee wages and purchased transportation costs. RTA's service loss

is \$2.2 million after twelve months, which compares to a budgeted service loss of \$2.8 million. The overall financial result tracks favorably compared to budget.

Small Purchasing Information

Ms. Weisman stated the Small Purchasing Information was included in today’s meeting packet. There were no questions regarding small purchases.

CEO Update

Mr. Ruzinsky made a presentation on Wright Stop Plaza and plans to complete construction in the concourse.

Request for Executive Session

MOTION made by Ms. Matthews-Stenson and SECONDED by Mr. Fullenkamp to RECESS into Executive Session for the purpose of discussing personnel matters.

Roll Call

Ms. Hairston -	Yes
Mr. Fullenkamp -	Yes
Mr. Lumpkin	Yes
Ms. Matthews-Stenson -	Yes
Ms. Miller -	Excused
Mr. Mullins -	Yes
Mr. Weckesser -	Yes
Ms. White -	Excused
Mr. Williamson -	Yes

The MOTION was APPROVED 7-0. The Meeting RECESSED into Executive Session at 9:55 a.m.

Reconvene to Regular Session

MOTION made by Mr. Williamson and SECONDED by Mr. Weckesser to RECONVENE into Regular Session.

Roll Call

Ms. Hairston -	Yes
Mr. Fullenkamp -	Yes
Mr. Lumpkin	Yes
Ms. Matthews-Stenson -	Yes
Ms. Miller -	Excused
Mr. Mullins -	Yes
Mr. Weckesser -	Yes
Ms. White -	Excused
Mr. Williamson -	Yes

The MOTION was APPROVED 7-0.

The regular meeting RECONVENED at 10:26 a.m.

Next Meeting

The upcoming jointly held Finance/Personnel and Planning Committees meetings are scheduled for March 19 and April 16, 2024.

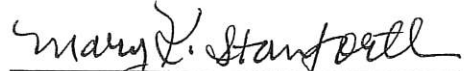
Adjournment

With no further business, Ms. Hairston DECLARED the meeting ADJOURNED at 10:27 a.m.

ATTEST



Sharon Hairston, Chair



Mary K. Stanforth, Committee Secretary

Greater Dayton RTA Board of Trustees Packet

(rescheduled from April 2, 2024)

Meeting Date: Tuesday, April 16, 2024 – 8:30 a.m.

Wright Stop Plaza – 4 S. Main Street – Dayton OH 45402 – 3rd Floor Board Room

**JOINT FINANCE/PERSONNEL AND
PLANNING COMMITTEE
DISCUSSION ITEMS**

Next Section





Customer & Business Development Highlights

Finance/Personnel & Planning Committee Meeting – 03/19/2024

PREPARING FOR THE TOTAL ECLIPSE



The front and back of the eclipse T-shirt design by Cara Wood.

The RTA is preparing for a once-in-a-lifetime total solar eclipse on April 8. The communications team is in the process of creating materials to build excitement for the event, while also promoting safety and being prepared.

Senior Graphic Designer Cara Wood designed T-shirts with the theme “Dayton Totality Rocks” which will be offered as exclusive keepsakes for RTA employees who work on the day of the eclipse.

The shirts have a rock concert theme with communities in the path of totality that RTA proudly serves displayed on the back.

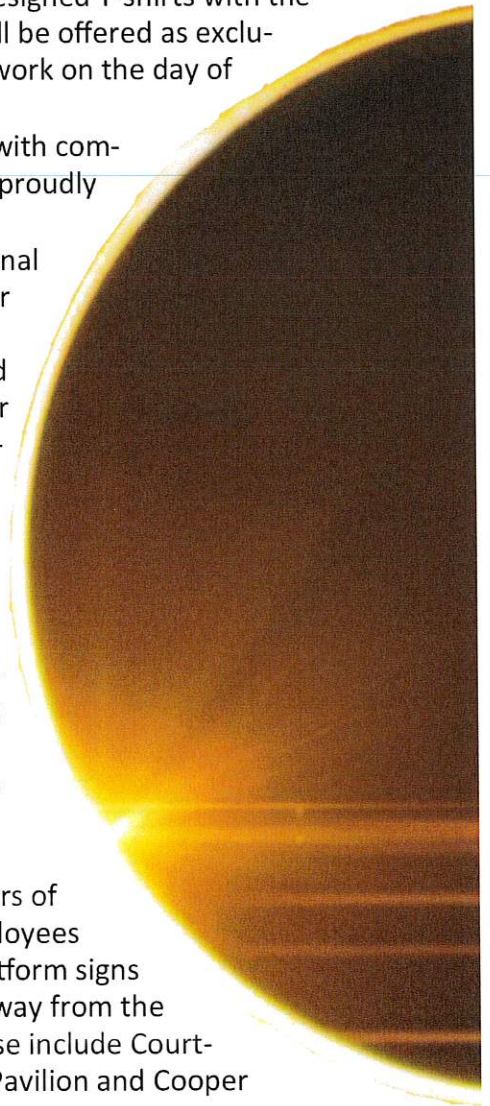
Communications is creating both internal and external messaging to make sure our customers and employees are prepared for the possibility of increased traffic and cellular service outages due to this major event, as well as preparing them to safely view the eclipse.

External messaging will include posters on our buses and at transit centers, an automated message on the call center line, as well as multiple social media posts and information on RTA’s website.

Internally, communications is creating digital boards and driver’s seat flyers to remind employees about the eclipse. An eclipse trivia contest with prizes will be rolled out on Info Hub.

Communications also ordered 600 pairs of solar eclipse glasses to hand out to employees and customers the day of the event. Platform signs are being created to direct customers away from the platform and to safe viewing areas. Those include Court-house Square, the grassy area at Levitt Pavilion and Cooper Park next to the Dayton Metro Library.

A Transit app banner and BusTime alert will be pushed out on April 1 alerting customers we are expecting a high volume of traffic and ask they plan ahead and only travel if necessary.



OHIO LOVES TRANSIT WEEK AT RTA



Photo of Customer Service Rep. Serena Gadson (left) and Customer Service Coordinator Annabelle Olson (right)



Photo of RTA employees enjoying Death Grip Donuts



Photo of Human Resources Representative Kyra Kaherl



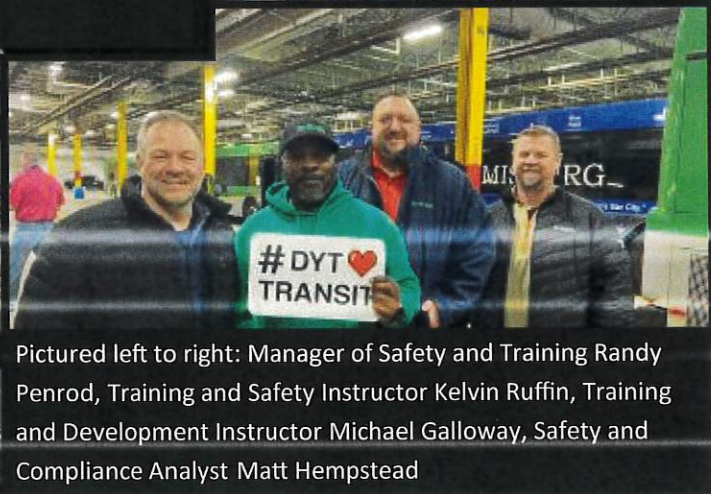
Photo of Janitor Darla Cottrell and Operator Jackey Nash with IHL staff



Photo of holistic food samples



Photo of Death Grip Donuts



Pictured left to right: Manager of Safety and Training Randy Penrod, Training and Safety Instructor Kelvin Ruffin, Training and Development Instructor Michael Galloway, Safety and Compliance Analyst Matt Hempstead

Photos from some of the internal events held February 12-16 to celebrate Ohio Loves Transit Week including: healthy foods, aromatherapy and reflexology demonstrations from the Institute of Holistic Leadership and treats from the Death Grip Donuts food truck. The events were well-received by RTA staff members. The communications team is discussing holding another wellness week in the fall.

RTA COMS TEAM ATTENDS APTA CONFERENCE IN NEW ORLEANS

ACCEPTS TOP AWARD FOR “CARING FOR OUR COMMUNITY” CAMPAIGN

The RTA received a big honor at this year’s American Public Transportation Associations Marketing, Communications and Customer Experience Workshop.

Three members of the communications department, Communications and Community Relations Manager Kristi Newton, Communications Specialist Michael Everman and Communications Specialist Katie Wedell, traveled to New Orleans Feb. 11—14, to pick up the AdWheel Award and attend the conference and workshop in person.

The RTA was awarded with Best comprehensive Campaign/Educational Initiative for its “Caring for Our Community” campaign. The campaign shines a spotlight



Above: Communications Specialist Michael Everman, Communications & Community Relations Manager Kristi Newton and Communications Specialist Katie Wedell with the AdWheel award RTA won for the “Caring for Our Community” advertising campaign.

on the extraordinary things a handful of RTA employees have done through commercials, billboards, a bus wrap and interior cards.

The campaign caught the eye of the APTA senior director of marketing and sales who approached Newton to present on the campaign. Newton was a panelist on the second day of the conference in the session “Creating Public Transit Champions.”

In addition, each communications team member attended various sessions and workshops to learn new marketing and communication strategies. Sessions included addressing hiring needs, retention, AI, storytelling, driving ridership, social media and more.



Above: Communications & Community Relations Manager Kristi Newton talks with APTA attendees after her presentation. Newton presented during a panel called Creating Public Transit Champions.

RTA PREPARES TO CELEBRATE TRANSIT DRIVER APPRECIATION DAY

On March 18, the RTA will celebrate Transit Driver Appreciation Day.

The communications team arranged to have members of the customer and business development office hold up “thank you” signs as drivers pulled in and out of the platform at Wright Stop Plaza.

Communications and Community Relations Manager Kristi Newton secured a 30-second radio commercial that will be aired on iHeart Radio and Alpha Media. The com-

Transit Driver Appreciation

T H A N K Y O U



mercial expresses the RTA’s gratitude for all its drivers do and encourages the public to do the same.

All 329 drivers on staff will be given a pair of RTA branded socks as a gift of appreciation that day.

The communications team

also arranged for puppies from 4 Paws for Ability to come to RTA’s Longworth facility on March 18 and 19.

Additionally, the operations department has planned their own festivities with food and music to show their appreciation to RTA drivers.



All drivers will be given a pair of RTA branded socks for Transit Driver Appreciation Day on March 18.

RTA OFFERS FREE SHUTTLE TO BIG HOOPLA



The RTA is once again helping basketball fans avoid getting caught “traveling” to this year’s The Big Hoopla event.

Instead the Greater Dayton RTA will “assist” fans by offering a free shuttle service.

A free shuttle will run between Carillon Historical Park and the UD Arena for the First Four games on March 19 and 20 from 4 p.m. to midnight.

Dayton has hosted the NCAA First Four Tournament since 2012.

PUBLIC INPUT SESSIONS TO BE HELD TO DISCUSS FARE INCREASE

The RTA will hold public hearings to collect feedback regarding proposed changes to the agency’s fare structure.

The public hearings will be held at Wright Stop Plaza on April 17 from 9 a.m. to 11 a.m. and April 18 from 4 p.m. to 6 p.m.

The RTA is looking to update its fare structure to reflect increasing costs of providing services. These proposed changes

would provide affordable monthly caps through the RTA Tapp Pay fare payment system.

The last change to RTA’s fare structure was in 2018, when fixed-route single ride adult fares increased from \$1.75 to \$2. The last time paratransit fares increased was in 2009, when a single ride fare went from \$3 to \$3.50. The agency held public hearings for pro-

posed increases in 2022, but did not elect to make changes at that time.

The RTA is proposing increasing fixed-route single ride adult fare from \$2 to \$2.50 and increasing paratransit single ride fare from \$3.50 to \$5. Reduced fare would also increase under the proposal from \$1 to \$1.25. The increases would happen gradually over the

course of 16 months.

RTA is also proposing increasing daily and monthly caps for both fixed route, reduced and paratransit services.

Currently, RTA does not charge customers for on-demand service. RTA is proposing implementing a \$5 fare by January 2026.

RTA TRAINING ACADEMY WALL TAKES SHAPE



The RTA's training academy wall, pictured above, has been installed in the large training room in the 901 Ludlow building. The wall is meant to serve as inspiration to all trainees who come through RTA's training academy. Currently, color blocks are in the acrylic placeholders where pictures of RTA's graduating classes will be placed. The wall is the latest addition to help RTA celebrate the hard work and dedication of training graduates. It was designed by Senior Graphic Designer Cara Wood and installed by RTA's building and grounds team.

RTA GIVES BIG BUS ENERGY VIBES WITH COLLEGE T-SHIRT



RTA is giving "big bus energy" with its new college T-shirt design. The term comes from a slang phrase meaning confidence without arrogance. The communications team plans to hand the shirt out at spring and fall college events, where information regarding RTA services is handed out to students. The shirt was designed by Graphic Designer Carmen Gaines.

RTA MAKES SMALL ADJUSTMENTS TO SERVICE IN FEBRUARY

The Greater Dayton RTA periodically adjusts service in response to the needs of customers, communities and businesses. A minor service adjustment affecting routes 2, 7, 12, 16, 18, 22 and 43 went into effect Sunday, Feb. 25, 2024.

Small route adjustments were made to routes 12 and 18. The Route 12 was adjusted to service Free Pike and E. Main St. between OH-49 and Olive Rd.

The Route 18 northbound trips were adjusted to service W. Schantz Ave. from S. Dixie Ave. to S. Patterson Blvd. and back to S. Patterson Blvd.

Slight time adjustments were made to routes 2, 7, 16, 22 and 43.



MARCH BUS WELCOMES SPRING



March into spring aboard RTA's March calendar bus, pictured above. The design features daylight saving time, International Women's Day, St. Patrick's Day, the First Four, first day of spring, Transit Driver Appreciation Day and Easter, to name a few. This egg-cellent design is the work of Graphic Designer Carmen Gaines. To introduce the bus on social media Communication Specialist Michael Everman and Gaines put together a creative reel, turning a foam bus into a 40 foot diesel.

'PROUDLY SERVING' BUTLER TWP. BUS JOINS FLEET

The RTA recently rolled out its latest "Proudly Serving" bus highlighting Butler Township. This is the 20th "Proudly Serving" bus to join the fleet.

It was designed by Graphic Designer Carmen Gaines and features Benchmark Station, Aullwood Garden MetroPark, Township Hall and Fire Station 88 and the Butler Township Government Center.

Founded in 1817, Butler Township is one of nine townships in Montgomery



Butler Township officials and Butler Township police officers pose in front of the new "Proudly Serving" Butler Township bus.

County.

All of the locations featured on the agency's "Proudly Serving" buses are places the RTA can take you. This is just one

of the many ways RTA is proudly serving the communities of Montgomery County.

There is one "Proudly Serving" bus still in pro-

duction highlighting Huber Heights. It is expected to be completed next month. The roll out of the Huber Heights bus will mark the completion of the project.

MATT HEMPSTEAD CELEBRATES 10 YEARS AT RTA



Safety & Compliance Analyst Matt Hempstead celebrated 10 years with RTA on March 17. Matt's been in his current role since May of 2023, spearheading RTA's safety compliance efforts and helping all employees have more buy-in and voice in the safety culture at RTA.

Matt came to RTA in 2014 after working as an operations and fleet manager at a landscaping company. He worked in facilities maintenance for five years before moving to the training department in 2019 as a maintenance training instructor.

Social Media

February

Facebook:

Reach: 98,028

Engagement: 10,850

Minutes Viewed:

2,197

Total Followers:

6,876

Instagram:

Reach: 604

Accounts engaged:

85

Impressions: 4,966

Total Followers:

1,591



The digital monitor in the drivers lounge at 600 Longworth promotes that all rides will be free on March 19 for the Ohio presidential primary.

PROGRESS CONTINUES ON DIGITAL DISPLAYS

Progress continues to be made on the installation of the digital displays throughout the RTA's various facilities.

All the displays have been installed and in the process of being hooked up to WiFi.

Several departments throughout the agency have said they are excited

about the new displays.

Currently Communications Specialist Katie Wedell, Senior Graphic Designer Cara Wood and Graphic Designer Carmen Gaines are working on a standard operations procedure to share with other departments about sharing content on the displays.

Transit App

February

Sessions: 1,417,723

Average daily sessions: 48,887

Monthly usage high: 57,883

Avg. daily users: 7,042

Info Hub

February

Page views: 3,267

Unique hits: 805

Pages created/
modified: 18

Push notifications
sent: 10

Total Active Users:
235



Greater Dayton Regional Transit Authority
Financial Report
January 2024

Financial Summary
Comparative Data
Departmental Detail
Balance Sheets
Sales Tax Receipts

Greater Dayton Regional Transit Authority
YTD Financial Report
January 31, 2024

Revenues

Passenger Fares	532,222	8.8%
Contract Service Fares	835	0.0%
Service Subsidies	-	0.0%
Interest	317,268	5.3%
Other	7,602	0.1%
Sales Tax - Net	3,564,579	59.1%
State Assistance	-	0.0%
Federal Assistance	1,608,333	26.7%
Total Revenue	6,030,839	100%

Total Revenues are \$39k over budget as a result of slightly higher passenger fares and higher interest on investments.

Expenses

Wages	2,941,519	38.8%
Paid Absences	712,170	9.4%
Fringe Benefits	1,274,409	16.8%
Services	469,141	6.2%
Materials & Supplies	528,518	7.0%
Utilities & Power	208,944	2.8%
Casualty & Liability Costs	1,102,914	14.6%
Taxes	22,929	0.3%
Purchased Transportation	251,236	3.3%
Miscellaneous	61,215	0.8%
Total Expenses	7,572,996	100%

Total Expenses are \$123k under budget as a result of lower services, materials & supplies and miscellaneous, offset by higher wages, paid absences and purchased transportation.

Pre Local Capital - Gain (Loss)

Less - Local Capital Charge	240,388
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Local Capital Charge is \$64k under budget.

RTA Service - Gain (Loss)

	(1,782,545)
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RTA Service Loss after Local Capital Charge is \$227k under budget.

Audit & GASB Items

Less - Market to Market Adjustment	-
Plus - Market to Market Adjustment	87,166
Less - Federal/State Depreciation	1,164,275
Less - GASB 68 & 74 (Pensions) Charge	-
Plus - GASB 68 & 74 (Pensions) Credit	-

Audit Adjusted - Gain (Loss)

	(2,859,654)
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Plus - Non-RTA Capital Grants Received

	-
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Balance Sheet - Change in Net Position

	(2,859,654)
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Greater Dayton Regional Transit Authority
YTD Financial Report
January 31, 2024

	Actual Jan 2024	Budget Jan 2024	Actual Jan 2023
Revenues			
Passenger Fares	532,222	497,131	560,055
Contract Service Fares	835	460	208
Service Subsidies	-	2,135	2,135
Interest	317,268	298,337	215,062
Other	7,602	20,416	23,722
Sales Tax - Net	3,564,579	3,564,579	3,430,100
State Assistance	-	-	-
Federal Assistance	1,608,333	1,608,333	1,500,000
Total Revenue	6,030,839	5,991,391	5,731,282
	100%	100%	100%
Expenses			
Wages	2,941,519	2,768,797	2,472,263
Paid Absences	712,170	613,257	650,226
Fringe Benefits	1,274,409	1,251,483	1,085,249
Services	469,141	627,210	372,690
Materials & Supplies	528,518	727,323	587,337
Utilities & Power	208,944	201,434	162,071
Casualty & Liability Costs	1,102,914	1,121,667	92,324
Taxes	22,929	18,754	19,576
Purchased Transportation	251,236	210,674	157,837
Miscellaneous	61,215	155,726	88,058
Total Expenses	7,572,996	7,696,325	5,687,632
	100%	100%	100%
Pre Local Capital - Gain (Loss)	(1,542,157)	(1,704,934)	43,650
Less - Local Capital Charge	240,388	304,792	289,887
RTA Service - Gain (Loss)	(1,782,545)	(2,009,726)	(246,237)
Audit & GASB Items			
Less - Market to Market Adjustment	87,166		492,087
Plus - Market to Market Adjustment	1,164,275	1,265,958	1,449,970
Less - Federal/State Depreciation			
Less - GASB 68 & 74 (Pensions) Charge			
Plus - GASB 68 & 74 (Pensions) Credit			
Audit Adjusted - Gain (Loss)	(2,859,654)	(3,275,684)	(1,204,120)
Plus - Non-RTA Capital Grants Received	-	-	-
Balance Sheet - Change in Net Position	(2,859,654)	(3,275,684)	(1,204,120)

Greater Dayton RTA
Departmental Budget Summary
January 31, 2024

Department	#	Current Month			Year to Date			Annual Budget
		Actual	Budget	Variance	Actual	Budget	Variance	
Board of Trustees	11	5	6	(1)	5	6	(1)	69
Chief Executive Officer	21	52	59	(7)	52	59	(7)	672
Labor Relations	55	69	92	(23)	69	92	(23)	1,101
Total CEO		121	152	(31)	121	152	(31)	1,773
Chief Capital Officer	92	46	56	(10)	46	56	(10)	670
Engineering	24	27	40	(12)	27	40	(12)	468
Corporate Dept.	98	(5)	8	(13)	(5)	8	(13)	3,640
Total CCO		68	103	(35)	68	103	(35)	4,778
Chief Financial Officer	19	45	53	(7)	45	53	(7)	618
Claims	66	1,138	1,146	(7)	1,138	1,146	(7)	2,749
Procurement	77	45	46	(1)	45	46	(1)	558
Accounting & Payroll	91	87	117	(30)	87	117	(30)	1,413
Total CFO		1,316	1,362	(46)	1,316	1,362	(46)	5,338
Transportation	60-61	664	599	65	664	599	65	7,109
Revenue Vehicle Ops	63	2,924	2,865	59	2,924	2,865	59	33,111
Security	88	1	8	(7)	1	8	(7)	100
Total Transportation		3,590	3,473	117	3,590	3,473	117	40,320
Maintenance	71	173	177	(4)	173	177	(4)	2,103
Repair Shops	72	1,015	919	96	1,015	919	96	10,790
Inventory	73	93	85	8	93	85	8	1,012
Line Shop	75	118	225	(108)	118	225	(108)	2,634
Facility Maintenance	76	264	285	(21)	264	285	(21)	2,889
Transit Hubs	81-85	112	136	(24)	112	136	(24)	1,643
Facility Cleaning	89	45	47	(3)	45	47	(3)	547
Total Maintenance		1,818	1,875	(57)	1,818	1,875	(57)	21,619
Customer & Business Dev.	41	40	48	(8)	40	48	(8)	572
Communications	43	62	81	(19)	62	81	(19)	967
Quality Service	44	106	114	(8)	106	114	(8)	1,348
Planning & Scheduling	45	45	39	7	45	39	7	457
Human Resources	31	77	149	(72)	77	149	(72)	1,776
MIS	58	228	203	26	228	203	26	2,419
Training, Safety & Risk	65	96	93	4	96	93	4	1,100
Total CC&BDO		655	726	(71)	655	726	(71)	8,640
RTA Totals		7,573	7,696	(123)	7,573	7,696	(123)	82,537

(Dollars in Thousands, Bracketed Variances are Favorable)

Greater Dayton RTA
Balance Sheets
January 2024 and Year End 2023

Assets and Deferred Outflows of Resources

	<u>As of 01/31/2024</u>	<u>PRE-AUDIT As of 12/30/2023</u>
Current assets:		
Cash and cash equivalents	\$ 16,154,130	\$ 18,071,933
Short-term investments	25,038,076	27,387,926
Accounts receivable, less allowance for doubtful accounts	18,334,565	15,122,905
Materials and supplies, net	7,904,758	7,978,214
Prepaid expenses and deposits	2,419,105	2,683,600
	<u>69,850,634</u>	<u>71,244,577</u>
Total current assets		
Non-current assets:		
Long-term investments	64,693,319	64,139,376
Net pension /OPEB assets	7,727,516	7,727,516
Capital assets:		
Land	7,361,536	7,361,536
Revenue producing and service equipment	124,364,793	124,364,793
Buildings and structures	156,570,410	156,570,410
Office furnishings, shop equipment and other	29,298,917	29,298,917
Construction in progress	43,465,257	42,826,575
Less accumulated depreciation	(161,354,351)	(159,949,688)
	<u>199,706,563</u>	<u>200,472,545</u>
Total capital assets - net	<u>272,127,398</u>	<u>272,339,436</u>
Total non-current assets	<u>341,978,032</u>	<u>343,584,014</u>
Total assets	<u>8,494,257</u>	<u>8,494,257</u>
	<u>\$ 350,472,289</u>	<u>\$ 352,078,271</u>
Deferred outflows of resources - pensions/OPEB		
Total assets and deferred outflows of resources		

Liabilities, Deferred Inflows of Resources and Net Position

Current liabilities:		
Accounts payable	\$ 2,268,973	\$ 2,163,194
Accrued payroll and related benefits	5,326,423	6,064,217
Accrued self-insurance	5,928,997	5,916,426
Unearned fares	198,786	150,002
Other accrued expenses	1,968,117	1,948,690
	<u>15,691,296</u>	<u>16,242,528</u>
Total current liabilities		
Non-current liabilities:		
Accrued compensated absences	1,349,663	1,349,663
Net pension/OPEB liabilities	19,155,942	19,155,942
	<u>20,505,605</u>	<u>20,505,605</u>
Total non-current liabilities		
Total liabilities	<u>36,196,901</u>	<u>36,748,133</u>
Deferred inflows of resources - pensions/OPEB	33,335,322	33,335,322
Net position:		
Invested in capital assets	199,706,563	200,472,545
Unrestricted	81,233,503	81,522,271
	<u>280,940,066</u>	<u>281,994,816</u>
Total net position		
Total liabilities, deferred inflows of resources and net position	<u>\$ 350,472,289</u>	<u>\$ 352,078,271</u>



SALES TAX RECEIPTS (NET OF FEE PAID TO STATE OF OHIO)

SALES PERIOD EARNED	MONTH RECEIVED	MONTHLY				YEAR TO DATE					
		2020	2021	2022	Actual 2023	Budget 2023	2020	2021	2022	Actual 2023	Budget 2023
JANUARY	APRIL	\$ 3,070,612	\$ 3,233,962	\$ 3,406,797	\$ 3,529,286	\$ 3,430,100	\$ 3,070,612	\$ 3,233,962	\$ 3,406,797	\$ 3,529,286	\$ 3,430,100
FEBRUARY	MAY	\$ 3,059,356	\$ 3,290,524	\$ 3,515,968	\$ 3,645,547	\$ 3,531,984	6,129,968	6,524,486	6,922,765	7,174,832	6,962,084
MARCH	JUNE	\$ 3,023,059	\$ 4,200,021	\$ 4,207,363	\$ 4,164,079	\$ 4,222,084	9,153,027	10,724,507	11,130,128	11,338,911	11,184,168
APRIL	JULY	\$ 2,756,395	\$ 3,960,624	\$ 4,023,682	\$ 4,096,524	\$ 4,037,084	11,909,422	14,685,131	15,153,810	15,435,435	15,221,252
MAY	AUGUST	\$ 3,561,409	\$ 4,174,409	\$ 4,292,382	\$ 4,190,742	\$ 4,307,084	15,470,831	18,859,540	19,446,192	19,626,177	19,528,336
JUNE	SEPTEMBER	\$ 3,929,617	\$ 3,995,835	\$ 4,073,673	\$ 4,340,913	\$ 4,087,084	19,400,448	22,855,374	23,519,865	23,967,090	23,615,420
JULY	OCTOBER	\$ 3,594,516	\$ 3,970,191	\$ 4,124,481	\$ 4,024,857	\$ 4,137,084	22,994,964	26,825,565	27,644,346	27,991,946	27,752,504
AUGUST	NOVEMBER	\$ 3,509,033	\$ 3,792,316	\$ 3,917,771	\$ 4,115,287	\$ 3,832,084	26,503,997	30,617,881	31,562,117	32,107,233	31,584,588
SEPTEMBER	DECEMBER	\$ 3,432,216	\$ 3,844,035	\$ 4,163,678	\$ 4,138,193	\$ 3,737,184	29,936,213	34,461,916	35,725,795	36,245,427	35,321,772
OCTOBER	JANUARY	\$ 3,820,242	\$ 3,771,559	\$ 4,075,167	\$ 3,945,585	\$ 3,762,184	33,756,455	38,233,475	39,800,962	40,191,012	39,083,956
NOVEMBER	FEBRUARY	\$ 3,431,837	\$ 4,015,563	\$ 3,989,588	\$ 3,989,588	\$ 3,843,968	37,188,292	42,249,038	43,790,550	44,249,038	42,927,924
DECEMBER	MARCH	\$ 4,000,815	\$ 4,620,756	\$ 4,677,163	\$ 4,472,076		41,189,106	46,869,794	48,467,713	48,467,713	47,400,000
Totals		\$ 41,189,106	\$ 46,869,794	\$ 48,467,713	\$ 40,191,012	\$ 47,400,000					
% Increase Year over Year		2.50%	13.79%	3.41%							

PLEASE NOTE THE ABOVE AMOUNTS ARE REPORTED NET OF A 1% ADMINISTRATIVE FEE WHICH IS PAID TO THE STATE OF OHIO.

Small Purchasing Information
\$25,000 TO \$100,000
January 1, 2024 - December 31, 2024

Contract Date	Requesting Department	Description	Vendor	Amount
1/17/2024	Training, Safety, & Risk	Smith System Training	Smith System Driver Improvement	\$30,000
2/1/2024	Maintenance	Repair of Greyhawk MDT Units	Clever Devices Ltd	25,000
2/1/2024	Maintenance	Paint Booth Lift Repairs	The Marmac Company	40,000
2/12/2024	Executive	Annual Membership Dues	Downtown Dayton Partnership	25,000
			TOTAL	\$120,000

Board Meeting - 4/16/24
Chief Financial Officer