

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

**August 18, 2020**

**Members Present**

**Via Teleconference:**

David Williamson, Jointly Held Committee Chair  
Vince Corrado  
Sharon Hairston  
Adrienne Heard (arrived 8:34 a.m.)  
Franz Hoge  
Sharon Howard  
John Lumpkin  
Belinda Matthews-Stenson  
Thomas Weckesser

**Staff in Attendance:**

Mark Donaghy  
Julia Beard  
Chris Cole  
Chris Conard, Coolidge Wall Co., L.P.A. (via teleconference)  
Tim Harrington  
Deborah Howard  
Brandon Policicchio  
Bob Ruzinsky  
Mary K. Stanforth

**Others Attending:**

Dr. Richard Henry (via teleconference)

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

**Roll Call**

Mr. Williamson -	YES
Mr. Corrado -	YES
Ms. Hairston -	YES
Ms. Heard -	ABSENT (arrived at 8:34 a.m.)
Mr. Hoge -	YES
Ms. Howard -	YES
Mr. Lumpkin -	YES
Ms. Matthews-Stenson	YES
Mr. Weckesser	YES

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

**Greater Dayton Regional Transit Authority**

### **Approval of Minutes**

Mr. Williamson asked if attendees desired a reading of the meeting minutes or if there were any corrections to the minutes? Upon hearing no requests or corrections, Mr. Williamson declared ACCEPTANCE of the July 21, 2020 meeting minutes.

### **September 2020 Board Action Items:**

With regard to all Action Items presented today, *each Item is essential to the delivery of transportation services to the public.*

### **Action Item #2 – HVAC Guaranteed Maintenance**

Mr. Brown explained the purpose of this procurement is to contract with a qualified firm to provide Greater Dayton Regional Transit Authority (RTA) with a continuous, comprehensive HVAC maintenance service program for all RTA facilities. This project is consistent with RTA's core values of Safety and Stewardship.

The Contractor is responsible for providing all necessary labor, equipment, materials, parts; tools, test equipment, and expenses related to accomplishing the requirements of this contract. RTA requested two types of pricing which were full "guaranteed maintenance" with agreed-upon exceptions, and preventative maintenance (PM) and repair. After reviewing the bid pricing, it showed that PM and repair was, on average, 7% more expensive than guaranteed maintenance. It was determined that guaranteed maintenance presented the best value for RTA. Guaranteed maintenance will include full responsibility for the following systems:

- A. All HVAC, mechanical, electrical, pneumatic, and temperature control systems.
- B. Water treatment program for the closed-loop systems.
- C. Boiler room maintenance program to include the hot water boilers, motors, air valves, water valves, VAVs, and controls.
- D. Carbon Monoxide monitoring system at the 901 S. Ludlow St. Building.
- E. Nitrous Oxide (NO<sub>2</sub>) monitoring system in the 600 Longworth Street building.
- F. Vehicle exhaust systems at the 600 Longworth St. (RTA to maintain and replace exhaust hoses).
- G. Energy Management Systems (EMS) for the 600 Bldg. and WSP, HVAC systems.
- H. Pumps, sump pumps, water coolers, water heaters, and other mechanical equipment as itemized on the "Inventory of Equipment".
- I. Annual Backflow preventer testing and certification (approximately 36 backflow devices).

Sealed bids were solicited through the *Dayton Daily News*, *Dayton Weekly News*, and *Transit Talent*. The Invitations for Bids were sent to 36 firms.

At 2:00 p.m., on Monday, July 27, 2020, six (6) bids were received.

The following firms submitted bids for Guaranteed Maintenance:

**Contract Years One Through Five**

<b>Firm</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Estimated Parts</b>	<b>Total</b>
**DeBra-Kuempel Mechanical- Electrical Moraine, Ohio	\$118,488	\$124,416	\$130,632	\$137,184	\$143,976	\$281,250	\$935,946
J Feldkamp Design Build Cincinnati, Ohio	\$167,592	\$165,096	\$162,600	\$160,104	\$157,608	\$281,250	\$1,094,250
Trame Mechanical, Inc. Dayton, Ohio	\$180,000	\$180,000	\$185,400	\$190,962	\$190,992	\$281,250	\$1,208,604
Reliable EMS Troy, Ohio	\$187,536	\$187,536	\$193,152	\$193,152	\$193,152	\$281,250	\$1,235,778
Waibel Trane Vandalia, Ohio	\$221,000	\$221,000	\$221,000	\$221,000	\$221,000	\$281,250	\$1,386,250
Triton Services Mason, Ohio	\$243,126	\$243,126	\$243,126	\$243,126	\$243,126	\$281,250	\$1,496,880

\*\* DeBra-Kuempel's bid was found to be non-responsive.

Funding for HVAC Guaranteed Maintenance is included in the Maintenance and Facilities operating budget.

MOTION made by Mr. Williamson and SECONDED by Ms. Heard that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a Contract AWARD to J Feldkamp Design Build for five (5) years for HVAC Guaranteed Maintenance for a total of \$1,094,250. In addition, the Chief Executive Officer recommends a 15% Contingency to address unforeseen major repairs, bringing the total recommendation for approval to \$1,258,388.

Roll call vote was taken:

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

The Motion was APPROVED 9-0.

**Action Item #3 – Purchase of Line Shop Platform Trucks**

Mr. Brown explained the purpose of this procurement is to acquire two (2) specialized Line Shop Platform Trucks for the RTA. These trucks will replace the two (2) existing platform 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 are designed for the support of RTA’s trolley bus fleet infrastructure system. These fully equipped specialized platform trucks support daily infrastructure maintenance operations for the repair and replacement of the overhead infrastructure system.

Sealed bids for the Purchase of Line Shop Platform Trucks were solicited through the Dayton Daily News, Dayton Weekly News, and Transit Talent. Invitations for Bid were sent to ten (10) firms.

At 2:00 p.m. on July 20, 2020, one (1) bid was received and publicly opened. The results are as follows:

Stoops Freightliner Dayton, OH				
Line	Qty.	Description	Unit Cost	Total Cost
1	2	Line Shop Platform Truck as per the SOW, Drawings and Preferred Specifications	\$282,892	\$565,784
2	2	Contingency	\$25,000	\$50,000
			\$307,892	\$615,784

A survey was taken of the other vendors on the bid list to determine why they did not bid and some of the responses were that one did not build the type of lift that was needed for this project; another only builds bucket type lifts and two of the vendors on the list will be subcontractors to Stoops.

Since there was only one (1) responsive bidder, this 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 BAFO. A cost analysis was performed, and after comparing their pricing to similar purchases the pricing submitted by Stoops Freightliner has been determined to be fair and reasonable.

This procurement will be partially funded through Federal grant funds.

MOTION made by Ms. Hairston and SECONDED by Mr. Hoge that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a Contract AWARD to Stoops Freightliner in the amount of \$565,784 for the purchase of two (2) line shop platform trucks, and a contingency of \$50,000 to address any necessary changes to the final build design, for a total contract award of \$615,784.

Roll call vote was taken:

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

The Motion was APPROVED 9-0.

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

Mr. Policicchio provided a Customer and Business Development Department update including:

- Tapp Pay continues to trend in a positive direction following RTA's June 1<sup>st</sup> public launch. Since RTA officially introduced Tapp Pay, over 2,700 customers have used Tapp Pay. Currently, RTA is averaging 32 new customers a day, and ticket sales reached over \$100,000 on August 7<sup>th</sup>.
- The 2020 Census is almost complete! Ms. Nikol Miller, Community Relations Manager, was recognized by the Miami Valley Regional Planning Commission with a certificate of appreciation for her assistance in this year's Census. Nikol serves as chair of the Dayton-Montgomery County Complete Count Committee which is responsible for any local outreach efforts for Census participation in the Dayton-Montgomery area.
- The Ohio Public Transit Association (OPTA) is promoting safe practices while riding public transit through their Ride Easy Ohio campaign— a campaign started by the OPTA marketing committee. The purpose of the campaign is to spread awareness of proper safety measures when utilizing public transit to slow the spread of COVID-19. OPTA delegated roles amongst members to help jumpstart the campaign in August. The proposed design will be adopted by OPTA members to integrate into their marketing plans for the upcoming months. The campaign design is expected to be finalized later this month for transit authorities to begin marketing.
- The August calendar bus celebrates back-to-school season with a "Ready to Learn" theme with graphics of core subjects in education: math, science, reading, and writing. The bus also includes fun days of the month to celebrate such as Book Lovers Day, Sisters Day, and Senior Citizens Day. This bus hit the streets on August 1<sup>st</sup> and will rotate throughout RTA's routes through the month.
- The September calendar bus will include a new promotion as RTA partnered with Dayton Children's Hospital to help bring awareness to childhood cancer. The September bus will feature original artwork from childhood cancer patients at Dayton Children's in order to highlight National Childhood Cancer Awareness Month. The promotion started with original artwork from the niece of Fleet Maintenance Manager Pat O'Malley, who drew a girl fighting off a dragon as she went through her own cancer battle. That led the Communications Team to reach out to Dayton Children's to see if some of their patients would be interested in contributing artwork. The bus will be promoted in conjunction with

the hospital and hits the road September 1<sup>st</sup>. In addition to these original art designs, the bus will feature graphics for Labor Day, Grandparents Day, and September 11<sup>th</sup>.

- RTA continues to promote customer safety while riding and on RTA properties. On August 5<sup>th</sup>, RTA began a “No Mask, No Ride” campaign. This message is displayed on bus headers to notify customers before boarding. The communications department continues to help reinforce mask and social distance requirements through multiple efforts. New bus designs were created and on-board audio messages were added, notifying customers to wear a mask and help slow the spread of COVID-19. In addition, interior cards were placed in the buses regarding proper mask usage, and signs were added in multiple locations at all transit centers. This message was also shared via RTA’s alert system and social media accounts.

### **Finance Update**

Year-to-date July 2020 indicates a gain of \$5.6 million after the local capital charge. The gain is primarily due to the funding received from the Federal government as part of the CARES Act. RTA will use these funds to subsidize future operations with the loss of revenue we are facing longer term. Without the CARES Act funding we would be showing a loss of \$4.5 million at this point in time.

Sales tax received for May 2020 was up \$254,000 or 7.7% as compared to last year. Year-to-date May 2020 receipts are down \$175,000 or 1% as compared to last year. The complete financial package is included in today’s Committees meeting packet.

### **Small Purchasing Information**

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

### **New Business: Nominating Committee Report**

Mr. Corrado, RTA Board of Trustees Nominating Committee Chair, stated that in accordance with RTA Bylaws, the Board's Nominating Committee consisting of Sharon E. Howard and himself acting as chair wish to Nominate David P. Williamson as President and John A. Lumpkin Jr. as Vice President for the upcoming 2020-2021 year. Mr. Lumpkin, who also serves on the Board’s Nominating Committee abstained from the nomination vote.

The newly elected officers shall be voted on at the September 1, 2020 Board of Trustees’ Meeting and installed at the October 6, 2020 Board of Trustees' Meeting.

The new officers shall be tasked with establishing chairs for each of our committees (Planning, Finance/Personnel, & Investment Advisory) as well as member assignments for each committee.

Mr. Corrado thanked Ms. Hairston for her many years of service to RTA and the community and appreciate Mr. Williamson for continuing his service and willingness to serve as President for the upcoming year. At the same time, Mr. Corrado also welcomed Mr. Lumpkin as he joins the RTA Board of Trustees leadership team.

**Next Meeting**

A jointly held Finance/Personnel and Planning Committees meeting will be held on Tuesday, September 15 at 8:30 a.m.

**Adjournment**

Mr. Williamson DECLARED the meeting ADJOURNED at 9:30 a.m.

**Attest**



**David Williamson, Chair**



**Brandon Policchio, Committee Secretary**