

TOLEDO AREA REGIONAL TRANSIT AUTHORITY  
BOARD OF TRUSTEES  
APRIL 9, 2020 (VIRTUAL MEETING)

MINUTES

CALL TO ORDER

President Woodcock called the meeting to order at 4:00 p.m.

ROLL CALL

BOARD MEMBERS PRESENT

Daniel Woodcock – President  
Kelsie Hoagland – Vice President  
James Caldwell  
Stacy Cook  
Frank Frey  
Patrick Kijowski  
Maria King  
Chris Monaghan  
Mary Morrison  
Harvey Savage  
Marc Thompson  
Kevin Weaks

BOARD MEMBERS ABSENT

None

OFFICERS PRESENT

Kimberly Dunham – General Manager  
Stacey Clink – Secretary-Treasurer  
Joan Rife – General Counsel

President Woodcock reminded everyone that as this is the first meeting in this manner where actions may be taken, he asked that before commenting, asking a question or making a motion they please state their name and then the action to ensure it is accurately recorded.

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

Ms. Cook made a motion to approve the minutes from the February 20, 2020 Board of Trustees meeting. Ms. Morrison seconded the motion. All members present voted aye.

Mr. Frey made a motion to approve the minutes from the March 30, 2020 Board of Trustees meeting. Ms. Cook seconded the motion. All members present voted aye.

PUBLIC COMMENTS

Mr. Ernie Brancheau said he is concerned about passengers boarding a TARTA bus that may have COVID-19 and asked if the TARTA Board of Trustees would consider authorizing criminal charges against anyone boarding a fixed line or TARPS bus if they have the virus or are under quarantine as TARTA cannot risk infection to the driver or

other passengers. He also thanked the TARTA Board and management for their response during the COVID-19 pandemic.

President Woodcock added that it was announced today that beginning Saturday, April 11, 2020, TARTA is taking proactive measures to protect the drivers by asking that all riders wear facial covering.

## RESOLUTIONS

### RESOLUTION NO. 22-20 – MAKING APPROPRIATIONS FOR EXPENDITURES OF THE TOLEDO AREA REGIONAL TRANSIT AUTHORITY DURING THE CALENDAR YEAR 2020

Ms. Clink reported this was a standard budget resolution that was reviewed in detail by the Finance Committee at their recent meeting. The initial budget was balanced and included a reserve of \$680,000 for capital purchases and line items for technical support services. She noted however, that due to the pandemic the budget will likely change. Additionally, a budget amendment is planned for mid-year after grant applications have come through.

Mr. Caldwell made a motion to approve Resolution No. 22-20. Vice President Hoagland seconded the motion. All members present voted aye.

### RESOLUTION NO 23-20 – DIRECTING THE GENERAL MANAGER TO EXECUTE AN EMERGENCY PURCHASE ORDER FOR THE PURCHASE OF NETWORK INFRASTRUCTURE, SERVERS AND LICENSING

Ms. Dunham stated that TARTA's servers are outdated and no longer reliable. It is imperative they have a disaster recovery plan that includes IT and communications infrastructure.

Discussion ensued with regard to TARTA's future plans for IT infrastructure.

Ms. Cook made a motion to approve Resolution No. 23-20. Mr. Savage seconded the motion. All members present voted aye.

### RESOLUTION NO. 24-20 – DIRECTING THE GENERAL MANAGER OF THE TOLEDO AREA REGIONAL TRANSIT AUTHORITY TO DEVELOP A PLAN FOR A NEW ORGANIZATIONAL AND FUNDING STRUCTURE WHICH WOULD: (1) EXPAND TRANSIT SERVICES THROUGHOUT LUCAS COUNTY; (2) ELIMINATE THE CURRENT 2.5 MILL PROPERTY TAX LEVIES AND TRANSITION TO A SALES AND USE TAX FUNDING SYSTEM AND (3) ALLOCATE MONIES FROM THE SALES AND USE TAX COLLECTED TO TARTA TO DIRECTLY FUND ITS OPERATIONS AND ALLOCATE MONIES FROM THE SALES AND USE TAX COLLECTED TO OTHER LOCAL GOVERNMENTAL ENTITIES FOR TRANSIT RELATED INFRASTRUCTURE

President Woodcock said the amount proposed for the sales tax is .5%. This amount came from industry and finance experts as well as the Lucas County Blue Ribbon Task Force. TARTA was compared to benchmark agencies to arrive at this amount. This issue is a jobs and economic mobility driver. He noted that with the current economic circumstances and unforeseen situations, there will likely be more people reliant on public

transportation. Currently, TARTA serves 1,600 people daily. To eliminate property tax will help create a more equitable structure by evenly distributing these costs to everyone including visitors and not just property owners. This is about expanding service for seniors and paratransit riders that rely on TARTA every day, the reinstatement of Sunday service and for second and third shift workers that TARTA is currently unable to serve adequately. While the present circumstances may not be ideal, President Woodcock feels this is long overdue and that they cannot continue to let the people of the region and those who rely on the service suffer because TARTA was uncomfortable facing this adversity during a very difficult time in history. Therefore, he recommends the Board pass this resolution.

Ms. Dunham added that they have made considerable progress together in the last few months. In conversations with the municipal leaders, the content of this resolution including board composition as well as the recommendation for a fair and consistent outlay of TIF funding based on three-year trend data, is a very important step forward.

President Woodcock clarified that the new Board composition would be four representatives from the City of Toledo, three from Lucas County and one from each of the other member municipalities.

Mr. Frey said this effort is past due. He encouraged everyone to give it their full support to put the issue in front of the voters and get it passed in November.

Mr. Thompson said the Policy Committee reviewed and endorsed this proposal at their recent meeting.

Ms. Dunham discussed her meetings with the mayors and administrators regarding the rationale for TIF payments.

Ms. Rife asked that due to the importance of Resolution No. 24-20, the vote on this motion be taken by roll call vote.

Ms. Clink called the roll.

James Caldwell – yes  
Stacy Cook – yes  
Frank Frey – yes  
Kelsie Hoagland – yes  
Patrick Kijowski – yes  
Maria King – yes  
Chris Monaghan – yes  
Mary Morrison – yes  
Harvey Savage – yes  
Marc Thompson – yes  
Kevin Weaks – yes  
Daniel Woodcock – yes

Ms. Clink announced the vote passed unanimously.

RESOLUTION NO. 25-20 – AUTHORIZING THE FILING OF APPLICATIONS WITH THE DEPARTMENT OF TRANSPORTATION, UNITED STATES OF AMERICA FOR GRANTS UNDER THE FEDERAL TRANSIT ACT, AS AMENDED FOR THE YEAR 2020

Ms. Dunham said that this is a standard resolution allowing TARTA to submit for FTA or ODOT grants.

Mr. Monaghan made a motion to approve Resolution No. 25-20. Ms. Morrison seconded the motion. All members present voted aye.

SECRETARY-TREASURER'S REPORT

Ms. Clink began her report by saying that TARTA can expect to receive approximately \$247,000 from Workers' Compensation based on rebate of 2018 premiums.

The CARES Act includes \$25 billion for transit agencies to be used to prevent, prepare for and respond to the pandemic. The funding is 100% federal share with no local match and may be used for expenses as far back as January 20, 2020. The funds are available until expended or until pulled back. TARTA's portion is \$17,820,000 and the staff is in the process of applying for the grant.

TARTA has also put out a request for proposals for the tax anticipation note. To date, one proposal has been received with additional proposals expected. The note is to be used on an as-needed basis to pay vendors in a timely manner.

Ms. Clink noted that that they are keeping track of all expenses related to COVID-19. When the funds are available, TARTA will be able to recover all related expenses as well as lost revenue. To date, the following expenses have been incurred:

- Lost fare revenue has reached \$475,000 and includes \$252,000 from Toledo Public Schools and \$95,000 for fixed route including cash and pass sales.
- Deep cleaning expenses for fixed line and TARPS buses total \$19,500. This process has been very well received and will continue.
- TARTA has incurred \$126,000 in payroll expense, which includes staff that are off due to symptoms or reasons related to COVID-19. It also includes funds to make the staff whole that are on a reduced work schedule. Also included is a stipend for staff to purchase PPE on their own as it has been difficult to purchase supplies in bulk.
- To date \$42,000 has been spent on supplies including gloves, alcohol wipes and hand sanitizer. Masks are on order and should arrive within a week. Additionally, Two Angels Quilts and Crafts donated 230 masks to TARTA.
- All three facilities are professionally cleaned nightly, which includes a wipe down of all surfaces and a fog system.

The lowest fixed line ridership since the stay at home order was 908 on April 4, 2020 and the highest was 1,648 on April 3, 2020. Average daily ridership is 1,400 compared to 6,300 prior to the pandemic.

The lowest TARPS ridership was on March 31, 2020 with 88 trips and the highest was on April 1, 2020 with 188 trips. The average daily ridership is 141 trips with 45 of those for

dialysis. TARPS weekend contracted ridership has decreased approximately 42% on Saturday and 76% on Sunday.

## GENERAL MANAGER'S REPORT

Ms. Dunham clarified any reference earlier in today's meeting to a Board phone call last week. That reference was related to the March 30, 2020, properly noticed Board of Trustees meeting that allowed for remote teleconference access for members of the public to participate.

Ms. Dunham responded to Mr. Brancheau's comment earlier in the meeting asking how TARTA would handle a COVID positive rider and said that the Federal Transit Administration has offered continued guidance throughout the pandemic. The FTA believes this is a local decision based on collaboration between the transit agency and local health department. Additionally, TARTA has posted a notice from the Lucas County Health Department on the rear door of the bus that includes a notation citing the code which states that it is a second-degree misdemeanor to knowingly infect others with an infectious disease. TARTA also has an internal policy that if we do have a COVID positive passenger, we would invoke our rights to deny transport to an individual who is a safety or health risk to themselves and/or others. Although this has not occurred, it is TARTA's intent to be prepared should that circumstance arise.

The most recent change has been requiring facial coverings for riders, which will commence on Saturday, April 11, 2020.

Ms. Dunham discussed how this is being rolled out and the overwhelmingly positive response TARTA has received.

Ms. Dunham commended the entire TARTA team for their hard work during this difficult time. She has also been working closely with union leaders from the ATU and UAW regarding safety protocols that will be enacted for staff and riders.

Ms. Dunham next reported that the addendum and return date for RFP 2020-04 Technical Capacity, Strategic Planning & Transit Management Services and RFP 2020-07 Information Technology and System Support Services has been extended to allow more time to answer the questions.

TARTA submitted the \$30 million 5339 grant application on Tuesday, April 7, 2020. In addition, Ms. Dunham sent a letter to Greater Dayton RTA stating that TARTA intends to use all 40 open options on their piggyback procurement for 35' buses. As a reminder, 142 of the 191 vehicles in TARTA's fleet have exceeded their useful life in terms of age and/or mileage. It is recommended that during peak hours of operation 35' buses are needed to meet the demand for service. This number of buses purchased will be reevaluated if the entire \$30 million grant award is not received.

They will also need to look at a pilot program for diversification of the paratransit fleet and an RFP will need to be prepared that includes technical specifications for various size vehicles.

VICE PRESIDENT’S REPORT

Vice President Hoagland thanked everyone for their hard work during these difficult times and for their efforts on the upcoming sales tax initiative.

PRESIDENT’S REPORT

President Woodcock commended Ms. Dunham and the staff for the very quick response and being a leader in the industry nationwide in implementing free fare and rear boarding during the pandemic.

He is looking forward to the arrival of Laura Koprowski as the Director of Marketing and Communications. Ms. Koprowski is currently the Executive Director of OPTA.

President Woodcock concluded by saying that they will work tirelessly to get to all the meetings with member communities whether they are meeting in person or virtually.

REPORTS / COMMUNICATIONS FROM BOARD MEMBERS

Mr. Monaghan suggested the use of infrared laser thermometers to determine if passengers have a fever before boarding the bus.

Ms. Dunham thanked Mr. Monaghan for the suggestion. However, this could be a challenge from the standpoint of how close the passenger would need to be to the driver and how much enforcement would need to be put on the driver. However, this will be a discussion item for TARTA staff.

Mr. Frey thanked Ms. Dunham for keeping everyone updated on all the developments.

FINAL ROLL CALL

BOARD MEMBERS PRESENT

BOARD MEMBERS ABSENT

- Daniel Woodcock – President
- Kelsie Hoagland – Vice President
- James Caldwell
- Stacy Cook
- Frank Frey
- Patrick Kijowski
- Maria King
- Chris Monaghan
- Mary Morrison
- Harvey Savage
- Marc Thompson
- Kevin Weaks

None

MEETING CALENDAR

Thursday, April 23, 2020 @ 4:00 p.m. – virtual meeting

ADJOURNMENT

Mr. Monaghan made a motion to adjourn. Ms. King seconded the motion. All members present voted aye and the meeting adjourned at 4:47 p.m.

CERTIFICATION OF COMPLIANCE

I hereby certify that all members of the Board of Trustees were given notice of the foregoing in person, by telephone, mail or email more than 48 hours before the meeting.

Stacey S. Clink  
Secretary-Treasurer

ADOPTED: April 23, 2020

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Daniel R. Woodcock  
President

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Stacey S. Clink  
Secretary-Treasurer