

TOLEDO AREA REGIONAL TRANSIT AUTHORITY
BOARD OF TRUSTEES
MARCH 30, 2020 (VIRTUAL MEETING)

MINUTES

CALL TO ORDER

President Daniel 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
Frank Frey
Chris Monaghan
Mary Morrison
Harvey Savage
Marc Thompson

BOARD MEMBERS ABSENT

Stacy Cook
Cheryl Grice
Patrick Kijowski
Maria King
Kevin Weaks

OFFICERS PRESENT

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

PUBLIC COMMENTS

Mr. Ernie Brancheau began by saying that he appreciated the concern of the Board and staff when he became ill recently at the downtown hub. He went on to say that while 2019 was a rough year for TARTA, 2020 is becoming even rougher. However, TARTA is a major partner in the community and he is confident they have the people in place with the enthusiasm and will power to keep the agency moving forward. He is particularly grateful that TARTA is always available to help first responders during emergencies. It takes every trustee and every administrator at TARTA to make this happen.

COMMITTEE REPORTS

POLICY SUBCOMMITTEE

President Woodcock reported that the Policy Subcommittee met on March 2, 2020, to discuss the two final issues on the sales tax; infrastructure monies and board

member composition. Ms. Dunham presented two scenarios with regards to the TIF payments. She went on to say that the Board would likely be made up of three representatives from Lucas County, four from the City of Toledo and one from each of the member communities. The Committee requested Ms. Dunham meet with the mayors and administrators of the member municipalities to discuss these issues prior to the March 19, 2020 Board meeting.

FINANCE COMMITTEE

Mr. Caldwell reported that the Finance Committee met on March 11, 2020. Ms. Clink reviewed TARTA's current financial position and a proposed budget for 2020 recognizing that this will change based on COVID-19 as well as other opportunities such as grants. The Committee unanimously recommended moving forward with the proposed budget. President Woodcock attended the meeting by phone and is also confident in the budget. The budget will be presented to the full Board for approval when they next convene to vote on issues.

SECRETARY-TREASURER'S REPORT

Ms. Clink reported briefly on January and February financials and then focused mainly on the current health crisis.

Passenger revenue decreased 5% in January and 6% in February.

Repairs to chassis expense increased approximately 35% due to the purchase of OEM parts rather than after-market parts. All remaining expenses were in budget until the crisis.

Fixed line ridership for February was down 10% while TARPS decreased 5.2%. However, weekend outsourcing increased. Prior to the crisis, fixed line ridership was averaging 6,500 – 7,000 passengers per day. Currently ridership is approximately 1,400 per day. To maintain social distancing, TARTA is allowing only 10 passengers per bus and operating shadow buses when needed for the overflow. Prior to the crisis, TARPS ridership was averaging 800 - 900 passengers per day. Currently they are transporting approximately 125 passengers per day with 42 - 50 of those for medical purposes.

TARTA is losing approximately \$12,000 - \$28,000 per day depending on whether it is a school day and whether the contract is in effect.

An account has been created for labor and general expenses related to COVID-19. These expenses are being documented with the understanding that they will be reimbursed by the federal government.

Ms. Clink reviewed the measures TARTA is taking. Many orders have been placed with delivery dates in place only to have the items pulled for more critical purposes.

- Drivers have been provided canisters with wipes. Refills will be provided this week.
- Hand sanitizer wall dispensers were ordered but later sent elsewhere. They are on backorder with no scheduled delivery date.
- Hand sanitizer was purchased from a local distillery now making the product. Bottles will arrive on Wednesday. They will then be labeled, filled and handed out to staff.
- A small stipend is being included in the pay of essential staff so they may purchase their own disinfectant.
- Masks are also on order, however there is no word as to when they will arrive.
- A large number of gloves were obtained for operators and the maintenance staff.
- Cleaning of the buses has increased, and additional supplies were purchased for this purpose.

To date \$29,000 has been spent on supplies. Additionally, an outside company was hired to deep clean the buses at a cost of \$30,000 bringing the total spent to date to \$60,000, excluding labor.

In other news Ms. Clink reported that they are continuing to work on grants and the 2020 Program of Projects with the hope of passing the resolution at the April Board meeting.

The support vehicles approved for purchase in resolutions earlier this year have been ordered. Delivery was expected within 90 - 120 days. However, due to the current situation no firm delivery date is available at this time.

Mr. Savage asked if there are enough passengers to utilize the shadow buses.

Ms. Clink replied that to maintain social distancing they are using every shadow bus.

GENERAL MANAGER'S REPORT

The Department of Homeland Security and the Ohio Governor's office dictate that mass transit employees are essential and are classified under Critical Infrastructure Center under DHS. Other transit agencies across the country are decreasing service, ending service or shutting down. This is not TARTA's discretion. TARTA is critically important to many people, not only essential services, but to get people to medical appointments, grocery stores and pharmacies.

Ms. Dunham updated the Board on what has been done at TARTA since March 17, 2020.

- Daily COVID-19 briefings with the leadership team

- Daily disinfecting of all the facilities and buses
- Team Johnson was hired to deep clean buses
- Free fare
- Rear door boarding
- Ten passenger limit per bus
- Shadow service to meet overflow demand on high ridership fixed line service
- PPE stipend included in essential employees' paychecks until such time as supplies are available
- All facilities have been closed and non-essential employees are working remotely
- Social distancing was put in place for all essential employees
- All staff have been given a schedule modification with the exception of the leadership team
- The majority of the leadership team has been on site
- Daily written communication with employees
- Frequent consultation with both unions; ATU Local 697 and UAW 5242
- April 1, 2020 the Families First Coronavirus Response Act, an extension of FMLA, will go into effect
- Phyllis Cole joined TARTA through a temporary agency to lead the Human Resource Department.

Ms. Dunham commended all TARTA employees for their collaborative efforts to get through these challenging times.

Ms. Morrison asked the status on the RFP for administrative services.

Ms. Dunham replied that it is posted. TARTA received a significant number of questions and a first-round addendum will be done by April 3, 2020. The bid due date is April 16, 2020.

Ms. Dunham reported that she participated on a conference call with the FTA last week. Staff have also participated on update calls with OPTA, OTRP and APTA.

The FTA has made the following immediate moves:

- Available capital funds may be shifted to operating funds.
- The Coronavirus Aid, Relief, and Economic Security Act (CARES) initiated by Congress and signed by the President last week allows for \$25 billion for transit. The funds are meant to be available seven days from date of enactment. The preliminary understanding is that this is 100% funding and will help cover PPE supplies, lost wages, revenue, benefits and service contractors.
- Next steps include continuing to evaluate the situation and monitor ridership demand. Social media posts have been changed to reflect a simple less frequent and more direct message regarding services or updates from the Governor's office. These will be posted every two days.

Ms. Dunham reported that TARTA's application for 5339 Bus and Bus Facilities competitive grant funds is complete and while the deadline was extended from March 31, 2020 to April 30, 2020 last week by US Department of Transportation Secretary Elaine Chao, TARTA's application will be submitted. She commended consultant Oliver Lindsay for his work on this \$30 million application. As previously reported, TARTA has a \$7.5 million toll credit commitment from ODOT.

Ms. Dunham went on to say that following her recent meeting with The Blade Editorial Board, she was able to talk with the mayors and administrators of all the member municipalities between March 5th and 13th regarding the two remaining items. The first item was the TIF. As the committee discussed, the scenario presented is fair and consistent across the board based on three-year trends of TIF payments. This was very well received. The second item was the proposed Board composition as outlined by President Woodcock earlier in today's meeting. All of the member communities were in agreement and this item will be included in the municipal resolutions. The TARTA Board of Trustees resolution language and municipal resolution language is finalized. It will be necessary to change the meeting schedule for all the hearings and council meetings due to the current health crisis.

Mr. Frey requested the Board and member municipality resolutions be emailed to the Board for their review in preparation for discussion with the various city councils and administrators.

President Woodcock asked for clarification on the expected use for the \$30 million Bus and Bus Facilities grant.

Ms. Dunham replied that these funds would be used to replace as many fixed line and paratransit buses as possible and for the purchase of fleet maintenance software.

Discussion ensued on the number of vehicles that would be purchased and how the funds are allocated.

VICE PRESIDENT'S REPORT

Vice President Hoagland commended the staff for coming together in these difficult times.

PRESIDENT'S REPORT

President Woodcock reported that the primary election has been pushed back until June. TARTA will be on the ballot for an important property tax renewal in June while looking ahead to what is next in November. These are challenging times and they are working on messaging to ensure everyone has the opportunity to vote

in the primary election. He commended Ms. Dunham and the team for their rapid response and being an industry leader in this situation.

REPORTS / COMMUNICATIONS FROM BOARD MEMBERS

There were none.

MEETING CALENDAR

President Woodcock announced that it is necessary to pass the sales tax resolution as well as the 2020 budget resolution. Therefore, the next meeting is scheduled for Thursday, April 9, 2020 @ 4:00 p.m. This will also be a virtual meeting as the State Legislature has passed a bill allowing remote votes at meetings.

ADJOURNMENT

President Woodcock adjourned the meeting at 4:40 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 9, 2020

Daniel R. Woodcock
President

Stacey S. Clink
Secretary-Treasurer