



TOLEDO AREA REGIONAL TRANSIT AUTHORITY
BOARD OF TRUSTEES
NOVEMBER 19, 2020 (VIRTUAL MEETING)

MINUTES

CALL TO ORDER

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

ROLL CALL (INITIAL ROLL CALL AT MEETING COMMENCEMENT)

BOARD MEMBERS PRESENT

Daniel Woodcock – President
Kelsie Hoagland – Vice President
James Caldwell
Katie Hunt-Thomas
Patrick Kijowski
Pat McKinstry
Chris Monaghan
Mary Morrison
Marc Thompson
Lou Thomson
Kevin Weaks

BOARD MEMBERS ABSENT

Stacy Cook

OFFICERS PRESENT

Kimberly Dunham – Secretary-Treasurer
Joan Rife – General Counsel

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

Mr. Caldwell made a motion to approve the minutes from the October 15, 2020 Board of Trustees meeting. Mr. Weaks seconded the motion. The motion passed unanimously.

PUBLIC COMMENTS

Ernie Brancheau reported the recent COVID-19 statistics for Ohio and said that when he boarded a bus today at the lineup there were more passengers than TARTA is currently allowing under COVID-19 restrictions. As the driver was off the bus for a brief time while in lineup, he feels this could have been prevented had the bus been secured while the driver was not on board. Under the present circumstances Mr. Brancheau feels people need to exercise common sense and maintain social distancing.

Ms. Dunham replied that TARTA is always grateful for input from customers. Following Lucas County's health advisory today, the demand was even greater as people wanted to get supplies.

While Ms. Dunham appreciates Mr. Brancheau's efforts to keep everyone safe, she encouraged him to use proper channels to problem solve.

PRESENTATIONS

Sean Smith, Development and Equity Officer – TARTA/TMACOG Locally Coordinated Human Services Transportation Plan

The purpose of the Locally Coordinated Human Services Transportation Plan is to identify community resources for transportation, understand the gaps and unmet needs and determine an approach for addressing those gaps and unmet needs. TARTA and TMACOG formed a committee to develop the Plan for the Toledo urbanized area. This plan fulfills the requirements of the Federal Transit Administration (FTA) under the Fixing America's Surface Transportation (FAST) Act and is a requirement for Specialized Transportation funding through the FTA's 5310 award.

Over the last few months TARTA, TMACOG and the committee have collected feedback from stakeholders and the public and updated the previous goals and strategies in the Plan. Drafts will be made available soon and public comments will be accepted before the Plan is finalized.

Virtual public meetings were held in August. However, due to COVID-19 it was not possible to hold focus groups with agencies affected by the plan. Plans have been included to make amendments once in-person meetings can be held safely.

Mr. Smith then reviewed the results of the 215 surveys collected from the public as well as the plan goals that have been identified.

Final steps include TARTA board approval, TMACOG Transportation Council and Executive Committee approval and follow up annual review.

Peter Voorhees, Urban Transportation Planning Manager – AECOM

Mr. Voorhees reported briefly on the following six active AECOM task orders they are working on through the on-call design, engineering, and planning contract.

- Provide design ideas for exterior improvements at the Transit Hub that include canopies, additional street edge paving and shelters.
- Financial analysis
- Exploring options for changes to the fixed route bus service this winter
- Facilities Conditions Ratings as required for the Transit Asset Management Plan
- Support with monthly reporting as new staff members come onboard
- Central Avenue facility restrooms safety and modernization

Ehren Bingaman, Principal – TransPro Consulting

TransPro's contract focus is strategic capacity planning and support. Their purpose is to define success, understand customer priorities and recommend organizational design for success. The following success outcomes are used as measurable goals for moving forward.

- Customer experience
- Employee engagement

- Financial sustainability
- Community value

Having developed clarity as to the direction they are going as an organization, TransPro is now working with departments to determine how they define success. From this process an organizational performance scorecard is being developed to communicate to the community the progress being made.

The Customer Satisfaction Surveys for TARPS and fixed route have been completed. Knowing what is important to customers will allow for prioritization of operational and financial decisions.

Mr. Bingaman concluded with an update on the active work orders and a timeline for completion.

Shyam Dunna, Principal – nMomentum

nMomentum is supporting TARTA with technology implementation and support services. Mr. Dunna reviewed the technology refresh priorities and the activities of the last 30 days which include the following.

- Consulted on strategies regarding failing equipment
- Laid out plans for phased technology updates correlated to funding availability
- Advised on approaches for on-going operational concerns

nMomentum will then deliver a technology strategic plan in December that will include phased implementations of technology updates based on prioritized needs and funding availability.

RESOLUTIONS

RESOLUTION NO. 67-20 – AUTHORIZING NEW SIGNATURES FOR ACTIVE BANK ACCOUNTS WITH THE FIFTH THIRD BANK OF NORTHWESTERN OHIO N. A.

RESOLUTION NO. 68-20 – AUTHORIZING NEW SIGNATURES FOR ACTIVE BANK ACCOUNTS WITH THE HUNTINGTON NATIONAL BANK OF TOLEDO

RESOLUTION NO. 69-20 – AUTHORIZING NEW SIGNATURES FOR ACTIVE BANK ACCOUNTS WITH KEY BANK

RESOLUTION NO. 70-20 – AUTHORIZING NEW SIGNATURES FOR ACTIVE BANK ACCOUNTS WITH PNC BANK

Mr. Clark introduced Resolution No. 67-20, 68-20, 69-20 and 70-20. With the transition of the new Chief Financial Officer signature changes are necessary for TARTA's active bank accounts including operating, investments, grant collections and payroll.

Mr. Kijowski made a motion to approve Resolution No. 67-20, 68-20, 69-20 and 70-20. Mr. Thomson seconded the motion. The motion passed unanimously.

RESOLUTION NO. 71-20 – AUTHORIZING THE APPOINTMENT OF DAVID B. ROBINSON AS SECRETARY-TREASURER OF THE TOLEDO AREA REGIONAL TRANSIT AUTHORITY

Ms. Dunham introduced Resolution No. 71-20. Chief Financial Officer David Robinson will join TARTA in December. A Surety Bond is required in accordance with statute and TARTA Bylaws and is covered by the Ohio Transit Risk Pool (OTRP). The application is ready upon Mr. Robinson's arrival.

Ms. Morrison made a motion to approve Resolution No. 71-20. Vice President Hoagland seconded the motion. The motion passed unanimously.

RESOLUTION NO. 72-20 – ADOPTING THE TARTA DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM GOAL FOR THE FISCAL YEAR STARTING OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2023

Ms. Dunham introduced Resolution No. 72-20. FTA requires grantees to promote utilization of disadvantaged business enterprises, which includes small businesses, minority or women owned businesses. A three-year plan has been developed that forecasts TARTA's available contracting opportunities funded with federal dollars. Projects are then divided by type and identified by the North America Industrial Classification Code System. TARTA is a member of the Ohio Department of Transportation (ODOT) Unified Certification Program and relies on ODOT to certify the DBE vendors. TARTA projects the percentage of federally funded contracting opportunities that could be awarded to DBE firms. Additionally, there is a public outreach component that requires the goal be published. Based on the analysis process TARTA's three-year goal is 6.27%.

Mr. Caldwell made a motion to approve Resolution No. 72-20. Mr. Kijowski seconded the motion. The motion passed unanimously.

RESOLUTION NO. 73-20 – AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO APPROVE AECOM-WSP/PB MODIFICATION TO TASK ORDER 04: STRATEGIC FINANCIAL SCENARIO ANALYSIS – ADDITIONAL WORK ON STAFFING LEVEL PROJECTIONS

Ms. Dunham introduced Resolution No. 73-20. Based on several factors included in the AECOM recent financial analysis, decreased service demand and the impending cessation of the Toledo Public Schools transportation contract, AECOM has been asked to conduct an analysis of TARTA's staffing level projections. This will provide data driven information to develop a workforce reduction strategy.

Vice President Hoagland made a motion to approve Resolution No. 73-20. Ms. Morrison seconded the motion. The motion passed unanimously.

RESOLUTION NO. 74-20 – AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXTEND THE CONTRACT WITH REHMANN THROUGH DECEMBER 31, 2020 FOR OUTSOURCED CONSULTING SERVICES FOR THE TOLEDO AREA REGIONAL TRANSIT AUTHORITY

Ms. Dunham introduced Resolution No. 74-20. Due to staffing changes in the Finance Department, there is a need to extend the temporary outsourcing services of Rehmann. Four Finance Department members transitioned out in August and September. This will ensure continuity of operations as well as allow for knowledge transfer to the new Chief Financial Officer and Deputy Chief Financial Officer.

Mr. Caldwell made a motion to approve Resolution No. 74-20. Mr. Thomson seconded the motion. The motion passed unanimously.

RESOLUTION NO. 75-20 – AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO APPROVE AECOM-WSP/PB TASK ORDER 11: CENTRAL RESTROOM SAFETY AND MODERNIZATION DESIGN SERVICES

Ms. Dunham introduced Resolution No. 75-20. In response to COVID-19 and the expected third and likely more waves over the winter, the restrooms at Central Avenue require upgrades to lessen virus transmission. Project goals include hands free components as well as non-permeable and antibacterial surfaces. The project costs will be covered 100% under the CARES Act. This request is for Stough & Stough Architects, working as a subcontractor under AECOM, to submit design recommendations and a project budget.

Vice President Hoagland made a motion to approve Resolution No. 75-20. Ms. Morrison seconded the motion. The motion passed unanimously.

SECRETARY-TREASURER'S REPORT

October Financial Update:

Mr. Clark reported \$65 million in assets with liabilities totaling just under \$48 million. Revenue totaled slightly under \$2 million and operating expenses of \$2.8 million with a net loss of slightly over \$800,000.

Revenue totaled \$2.1 million of which \$1.1 million was levy dollars, \$800,000 represents expected state and federal grant reimbursement dollars, \$71,000 is operating assistance and \$23,000 is fuel tax credits.

Passenger revenue remains at zero as TARTA continues fare free.

October revenue is up \$508,000 from September revenue of \$1.6 million as a result of the \$273,000 operating grant and federal grant dollars received in September.

Expenses totaled \$2.8 million of which \$1.8 million or 63% is personnel and benefits costs. September costs were also 63%. Material and supplies expenses represented 7%, services expenses 8% and depreciation expense, which is a non-cash item, 13%, which in total is 91% of total expenses. October 2020 expenses are up \$518,000 when compared to September 2020 expenses.

Cash decreased \$3 million to \$1.3 million in October due to the levy deposit in August. Investments remain at \$5.8 million. Receivables increased to \$1.9 million due to the accrual of tax levy dollars through October as well as grant dollars.

In addition, TARTA received a \$200,000 rebate from Workers' Compensation for 2019 premiums and is expected to receive a rebate in the amount of \$800,000 for 2020 premiums in December for a total of \$1 million from Workers' Compensation.

DEPARTMENT REPORTS

Lucas Boehm, Director of Information Technology

With the addition of an electronic technician, the IT Department has been able to inventory all bus technologies and focus on repairing existing technology until the new pieces are in place. They

are also strengthening processes and procedures as an IT team to handle all future equipment. Current projects include the following.

- Full Trapeze (core software for operations) upgrade
- Implementation of Trapeze Ops allowing fixed line operators to electronically bid on work, access schedules and process payroll
- New mobile data terminals will be procured for TARPS to replace those in the poorest condition until a fleetwide system is installed in the future

Tim Borchers, Special Projects and Systems Integration

In addition to the Acting Chief Operations Officer duties, Mr. Borchers has assisted in safety, planning, and maintenance. With the hiring of Charles Odingbe as the permanent Chief Operating Officer, Mr. Borchers will be completing or preparing to handover the following projects.

- Maintaining / increasing staff and customer safety during COVID-19
- Increase the COVID related PPE supplies to a minimum reserve of three months
- Collaborating with consultants conducting a GAP analysis of TARTA's safety and security capacity
- Negotiated a reduction in TARTA / University of Toledo service
- Meeting regularly with Toledo Public School operations staff to align TARTA's service with their needs
- Continue to monitor the recently modified Route 10L
- Assisting Human Resources and Information Technology with onboarding new senior staff positions
- Coordinating multiple repair and maintenance projects to support TARTA's bus operations

Ms. Dunham thanked Mr. Borchers for his time at TARTA. His ability to lead, inspire, and teach people is outstanding.

Jim Fight, Director of Human Resources

Recruitment has been completed for the following executive level positions at TARTA.

- David Robinson – joins TARTA on November 30, 2020 as Chief Financial Officer
- Patricia Talbott – joins TARTA on December 7, 2020 as the Director of Para Transit
- Efon Epanty – joins TARTA on December 14, 2020 as the Chief Innovation Officer
- Samuel Henderson – joins TARTA on December 14, 2020 as the Deputy Chief Financial Officer

Laura Koprowski, Chief Communications and Customer Experience Officer

Ms. Koprowski invited the Board to TARTA's first customer forum tonight from 6:00 – 7:00 p.m. This will be virtual with more than 40 attendees from the community as well as staff. Questions were requested from the community as well as TARTA customers. The recorded forum along with answers to the questions will be posted on the TARTA website.

The Board was updated on TARTA's new brand statement "Taking You Places" and saw how it will graphically be used as the new Perry Station window designs. This will be used more broadly in the future.

Charles Odimgbe, Chief Operations Officer

Since arriving at TARTA on November 9, 2020, Mr. Odimgbe has been attending meetings, understanding the agency's objectives, and meeting people.

Tim Rowe, Director of Maintenance

- All former Dayton (green) buses have been wrapped
- Maintenance team is now wearing new uniforms with reflective tape
- Safety floor coating material is being installed across the front and rear walkways in the bus storage building
- Two new building and grounds staff have been hired to help with preventive maintenance and in-house maintenance needs
- Three electrostatic handheld machines have been purchased to sanitize buses

CHIEF EXECUTIVE OFFICER'S REPORT

- TARTA held a virtual employee town hall meeting last week with more than 200 participants. Each department provided an update on their activities and projects. A survey followed with more than 100 respondents and overwhelmingly positive feedback.
- The TARTA Code of Ethics and sign-off sheet will be distributed to Board members the week after Thanksgiving. Completion of this document is required not only in accordance with FTA Procurement Policies and Procedures, but also as required by TARTA Bylaws Section III, which states that an annual certification is required of each Board member.
- The Fiscal Year 2021 Budget is expected to be presented at the December Board meeting.
- EPIC Toledo (young professionals' network) held a leadership summit last week where several of TARTA's emerging leaders were in attendance. TARTA continues to look for similar growth opportunities to be offered across the agency.

Ms. Dunham thanked the Board members for their support as TARTA continues to build a best-in-class leadership team. As TARTA recruits from across the country, they need people not afraid of a monumental challenge and to come with a "Can Do" attitude and want to inspire the team to succeed. She is proud of how far they have come in a very short time.

VICE PRESIDENT'S REPORT

Vice President Hoagland is very impressed with how the leadership team continues to grow with candidates from across the country and by strengthening the folks identified as leaders already on the TARTA staff. She welcomed the new team members and is looking forward to welcoming those arriving in December.

PRESIDENT'S REPORT

President Woodcock welcomed new Board member Pat McKinstry.

President Woodcock announced that the Nominating Committee will select a new slate of officers for 2021. The Nominating Committee members consist of Jim Caldwell, Stacy Cook, Marc Thompson, and himself.

REPORTS AND COMMUNICATIONS FROM BOARD MEMBERS

There were none.

MEETING CALENDAR

Thursday, December 17, 2020 @ 4:00 p.m. (Virtual)

FINAL ROLL CALL

BOARD MEMBERS PRESENT

Daniel Woodcock – President
Kelsie Hoagland – Vice President
James Caldwell
Katie Hunt-Thomas
Patrick Kijowski
Pat McKinstry
Chris Monaghan
Mary Morrison
Marc Thompson
Lou Thomson
Kevin Weaks

BOARD MEMBERS ABSENT

Stacy Cook

ADJOURNMENT

Vice President Hoagland made a motion to adjourn. Ms. Morrison seconded the motion. The motion passed and the meeting adjourned at 5:15 p.m.

CERTIFICATION OF COMPLIANCE

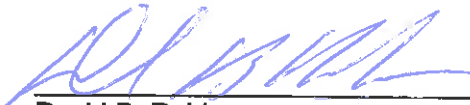
I hereby certify that all members of the Board of Trustees were given notice of the foregoing in person, by telephone, mail, or email more than 48 hours before the meeting.

David B. Robinson
Secretary- Treasurer

ADOPTED: December 17, 2020



Daniel R. Woodcock
President



David B. Robinson
Secretary-Treasurer