



TOLEDO AREA REGIONAL TRANSIT AUTHORITY  
BOARD OF TRUSTEES  
JANUARY 21, 2021 (VIRTUAL MEETING)

MINUTES

CALL TO ORDER

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

ROLL CALL (INITIAL ROLL CALL AT MEETING COMMENCEMENT)

BOARD MEMBERS PRESENT

Kelsie Hoagland – President  
Mary Morrison – Vice President  
James Caldwell  
Patrick Kijowski  
Pat McKinstry  
Marc Thompson  
Lou Thomson  
Kevin Weaks  
Daniel Woodcock

BOARD MEMBERS ABSENT

Heather Baker  
Stacy Cook  
Katie Hunt-Thomas

OFFICERS PRESENT

Kimberly Dunham – Chief Executive Officer  
David Robinson – Secretary-Treasurer  
Joan Rife – General Counsel

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

Mr. Woodcock made a motion to approve the minutes from the December 17, 2020 Board of Trustees meeting. Vice President Morrison seconded the motion. The motion passed unanimously.

IN MEMORIAM

President Hoagland recognized Mr. Jack Murphy, former TARTA Board of Trustees member representing the City of Toledo and TARTA advocate Mr. Ernie Brancheau. Both were supporters of paratransit services in the community and will be missed.

EMPLOYEE RECOGNITION

Human Resource Director Jim Fight recognized Bradley Bischoff and Arbira Crawford-Drayton, both retiring after 32 years of service to TARTA. Mr. Bischoff and Ms. Drayton displayed a strong commitment to the agency and their presence will be missed.

## PUBLIC COMMENTS

There were none.

## PRESENTATION

### Lyndsey Stough, Stough & Stough Architects – Downtown Hub Façade and Branding Improvements

Ms. Koprowski prefaced Ms. Stough's presentation by saying that last fall they began the initiative to complete the exterior of the downtown transit Hub. Stough & Stough Architects designed and oversaw the interior work on the facility, which was completed and opened to the public in Summer 2019. The goal for the exterior of the building is that the design be functional for TARTA customers and convey that the Hub is a mobility anchor in downtown Toledo. This is also an opportunity to integrate TARTA's new brand and image.

Ms. Stough explained her proposal to transform the exterior of the facility to represent the vision and momentum at TARTA and move the new brand to the building environment.

Building façade improvements include –

- Canopies
- Building identification signage
- Coat parapet
- Repair concrete walls

Building branding improvements include –

- LED neon TARTA brand corner
- DMX lighting effects upgrade

Total cost for all the improvements is estimated to be \$137,382.

Ms. Koprowski added that federal funding is available for facility improvements.

Mr. Caldwell asked if this expenditure is part of a federal grant TARTA received in a prior year or from a grant TARTA will receive this year.

Ms. Dunham replied that TARTA has four open grants that contain funding for facility improvements from multiple years. However, only the federal portion (80%) is available for this project. Today's presentation was meant to provide conceptual plans and ideas and does not include all costs related to the project.

## RESOLUTIONS

### RESOLUTION NO. 1-21 – COMMENDING DANIEL WOODCOCK

President Hoagland introduced Resolution No. 1-21. This resolution commends Mr. Woodcock for his service on the TARTA Board for the last three years. President Hoagland acknowledged Mr. Woodcock's dedication to public transit and thanked him for his leadership through many unique challenges in the past 18 months. Mr. Woodcock was then presented with a plaque

commemorating his service as president of the TARTA Board of Trustees January 2020 through December 2020.

Board members expressed their appreciation to Mr. Woodcock and that he would be missed.

Mr. Caldwell made a motion to approve Resolution No. 1-21. Ms. Morrison seconded the motion. The motion passed unanimously.

**RESOLUTION NO. 2-21 – AUTHORIZING AN AMENDMENT TO THE BYLAWS OF THE NEORIDE REGIONAL COUNCIL OF GOVERNMENTS**

Mr. Robinson introduced Resolution No. 2-21. The Board received the Bylaws in their packet.

Mr. Woodcock made a motion to approve Resolution No. 2-21. Ms. Morrison seconded the motion. The motion passed unanimously.

**RESOLUTION NO. 3-21 – AUTHORIZING NEW SIGNATURES FOR ACTIVE BANK ACCOUNTS WITH THE FIFTH THIRD BANK OF NORTHWESTERN OHIO N. A.**

**RESOLUTION NO. 4-21 – AUTHORIZING NEW SIGNATURES FOR ACTIVE BANK ACCOUNTS WITH THE HUNTINGTON NATIONAL BANK OF TOLEDO**

**RESOLUTION NO. 5-21 – AUTHORIZING NEW SIGNATURES FOR ACTIVE BANK ACCOUNTS WITH KEY BANK**

**RESOLUTION NO. 6-21 – AUTHORIZING NEW SIGNATURES FOR ACTIVE BANK ACCOUNTS WITH PNC BANK**

Mr. Robinson introduced Resolution No. 3-21, 4-21, 5-21 and 6-21. With the change in Board leadership, it is necessary the Board approve new authorized signers for TARTA's active bank accounts.

Mr. Woodcock made a motion to approve Resolution No. 3-21, 4-21, 5-21 and 6-21. Mr. Caldwell seconded the motion. The motion passed unanimously.

**RESOLUTION NO. 7-21 – AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO AN AGREEMENT WITH CGS IMAGING FOR WRAPPING REVENUE VEHICLES FOR THE PERIOD FEBRUARY 2021 THROUGH FEBRUARY 2023**

Mr. Robinson introduced Resolution No. 7-21.

Ms. Dunham recalled that the Board passed a similar resolution in October 2020. However, a protest was received, and the bid was subsequently pulled. This resolution authorizes the new award under the new Request for Proposals.

Mr. Woodcock made a motion to approve Resolution No. 7-21. Ms. Cook seconded the motion. Mr. Thomson abstained. The motion passed.

## SECRETARY-TREASURER's REPORT

Mr. Robinson reported that the agency is following the established policy regarding gifts and donations received during the holidays.

The following is TARTA's financial standing at the end of 2020. As previously noted, TARTA was within budget from an expense standpoint and from a revenue standpoint for the year, TARTA received federal funding and reimbursements that were put in place before the end of the fiscal year that shored up the ending balance.

- Preliminary year end totals reflect the agency under budget by \$1.3 million.
- The County tax levy is slightly higher than the 2020 Certificate of Estimated Resources provided by the County Auditor. Slight adjustments were made at year end.
- Receivables decreased by \$305,000 due to federal assistance accrued decreasing.
- Operational changes will be made that include moving cash to the investment area to generate investment income during the period when the cash receipts are not in use.

Discussion ensued regarding end of year processes and Ms. Dunham clarified that the positive ending balance is a result of the one-time CARES Act funding that TARTA received.

- New staff will be joining the finance team in early February.
- Work is needed on outstanding past audits.
- A meeting will be held with the auditors in preparation for the FY 2020 audit.
- The finance team is looking to streamline/improve systems allowing them to assist internal and external clients more efficiently.

## DEPARTMENT REPORTS

### Lucas Boehm, Director of Information Technology

- As they continue to upgrade all core transit software used daily in the organization, this is also providing an opportunity to review and optimize processes for operations.
- nMomentum recently partnered with TARTA on an initial cyber security audit. First steps to remediate issues have begun with the goal being to adopt a proper security poster.
- nMomentum will be on sight in early February to discuss Transit Technologies – Moving Toward the Future.
- The senior management team has been working with nMomentum on draft RFP's on the following technology priorities in preparation for when funding becomes available.
  - Fare collection system
  - CAD / AVL
  - Security camera replacement on buses

### Jim Fight, Director of Human Resources

- The Finance Department will welcome two highly qualified practitioners to the workforce in February.
- The FTA has been contacted to provide technical training in late February to the areas of Finance, Procurement, DBE, and Maintenance.
- TARTA is working with the Lucas County Health Department with respects to the workforce receiving the COVID vaccine in mid to late February.

Laura Koprowski, Chief Communications and Customer Experience Officer

Ohio Loves Transit Week is February 7 – 14, 2021 with several TARTA events planned. This is an annual campaign across the State with more than 60 transit systems and coincides with the Ohio Department of Transportation's bi-annual budget. It is critical they call attention to the importance of state funding directly to public transportation. Two years ago, statewide funding was increased by nearly 100% to \$70 million. Although this could be a tight budget for the state, they are determined to keep the funding as it stands at \$70 million. Following conversations with ODOT they feel hopeful that this will be included in the introduced budget bill.

Charles Odimgbe, Chief Operations Officer

Operations

The winter assignment went into effect with no challenges. The next service change is tentatively scheduled for March 1, 2021.

Maintenance

A new program is underway to re-assess, re-size, and re-think how things are done in the department. Increasing productivity overall is the goal. They hope to roll this out by the end of February with performance reports provided periodically.

Mr. Obimgbe has been appointed to participate on the Department of Transportation's Midwest Zero Emission Bus Working Group.

CHIEF EXECUTIVE OFFICER'S REPORT

Ms. Dunham expressed her appreciation for the commitment of the transit professionals that have come to work at TARTA. She would like to see the TARTA team serve on taskforces and committees collaboratively with other transit agencies on the state level.

Other updates provided by Ms. Dunham include –

- A review appraisal of the original fair market value appraisal has been received for Park Station located at 611 Madison Avenue. Work continues with a real estate attorney to initiate a purchase and sale agreement, conduct a title search, and coordinate a closing.
- TARTA is working with the Mud Hens property management team regarding the two TARTA storefronts located at the stadium.
- The transfer of buses from the Central Ohio Transit Agency (COTA) is once again moving forward after being on pause since July. Mr. Rowe and Mr. Robinson will begin working with COTA on logistics to bring the buses to TARTA. TARTA has an ODOT grant for 100% funding to purchase the local share on these buses, which includes a thorough cleaning and wrapping.
- TransPro Consulting will provide a presentation on the Strategic Plan at the February Board Meeting.
- TransPro is also the project manager on the Comprehensive Operational Analysis and Alternatives Analysis. This RFP is expected to be posted by February 1, 2021.

- As mentioned by Mr. Boehm, a Phase I analysis of TARTA's cyber security vulnerability has been done by nMomentum. The Phase II analysis will be done while they are on site with a high-level report on their findings provided to the Board.
- Submissions for the APTA Ad-Wheel Awards are due on February 14, 2021. This award recognizes the marketing and communications efforts of APTA members. It is an opportunity to show best practices and raise awareness of the value of marketing professionals within the public transit industry. TARTA submitted entries for the "Heroes on the Move" campaign and the "Future is Now" video.
- The valuation rating for the Transit Asset Management Plan has been received from AECOM. The Plan indicates a very challenging situation with regards to assets as many have exceeded their useful life while others will do so within one to three years. The next step from an FTA regulatory requirement as well as good business practice, is a project prioritization.
- TARTA was awarded just over \$3 million in round two of federal stimulus funding. A formula caveat was included in the appropriations funding stating that no transit agency would receive more than 75% of their 2018 operating costs according to that agency's National Transit Database report.
- TARTA is working with the Toledo Regional Chamber of Commerce and making progress with the Governor's office on the legislative language change. The Board will be kept apprised.

VICE PRESIDENT'S REPORT

Ms. Morrison said she is honored to be in this position.

PRESIDENT'S REPORT

President Hoagland reminded the Board to forward their committee preferences as she is in the final stages of developing the committee structure.

Ohio Loves Transit Week is February 7 – 14, 2021. The Board is encouraged to reach out to their member communities to spread awareness and gain support for Ohio Loves Transit Week.

President Hoagland thanked Mr. Woodcock for his commitment to TARTA the last several years and preparing her for this position.

REPORTS AND COMMUNICATIONS FROM BOARD MEMBERS

There were none.

FINAL ROLL CALL

BOARD MEMBERS PRESENT

Kelsie Hoagland – President  
 Mary Morrison – Vice President  
 James Caldwell  
 Stacy Cook  
 Katie Hunt-Thomas  
 Pat McKinstry

BOARD MEMBERS ABSENT

Heather Baker  
 Patrick Kijowski

Marc Thompson  
Lou Thomson  
Kevin Weaks  
Daniel Woodcock

### MEETING CALENDAR

Thursday, February 18, 2021 @ 4:00 p.m. (Virtual)

### EXECUTIVE SESSION

President Hoagland requested a motion to enter executive session to confer with Counsel regarding pending litigation.

A motion was made by Vice President Morrison to enter executive session to confer with Counsel regarding pending litigation. Mr. Thomson seconded the motion.

Ms. Dunham called the roll.

James Caldwell – yes  
Stacy Cook – recused  
Kelsie Hoagland – yes  
Pat McKinstry – yes  
Mary Morrison – yes  
Lou Thomson – yes  
Kevin Weaks – yes  
Daniel Woodcock – yes

The Board entered executive session.

President Hoagland requested a motion to leave executive session.

A motion was made by Mr. Woodcock to leave executive session. Vice President Morrison seconded the motion.

Ms. Dunham called the roll.

James Caldwell – yes  
Kelsie Hoagland – yes  
Pat McKinstry – yes  
Mary Morrison – yes  
Lou Thomson – yes  
Kevin Weaks – yes  
Daniel Woodcock – yes

The Board returned to an open meeting.

### ADJOURNMENT

Mr. Woodcock made a motion to adjourn. Vice President Morrison seconded the motion. The motion passed and the meeting adjourned at 5:33 p.m.

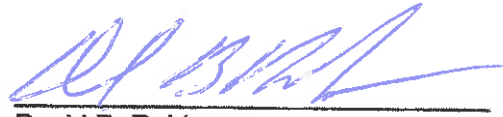
CERTIFICATE OF COMPLIANCE

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: February 18, 2021

  
Kelsie M. Hoagland  
President

  
David B. Robinson  
Secretary-Treasurer