



TOLEDO AREA REGIONAL TRANSIT AUTHORITY
BOARD OF TRUSTEES
FEBRUARY 18, 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
Heather Baker
James Caldwell
Katie Hunt-Thomas
Patrick Kijowski
Pat McKinstry
Marc Thompson
Lou Thomson
Kevin Weeks

BOARD MEMBERS ABSENT

Stacy Cook

OFFICERS PRESENT

Kimberly Dunham – Chief Executive Officer
David Robinson – Chief Financial Officer
Joan Rife – General Counsel

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

Mr. Caldwell made a motion to approve the minutes from the January 21, 2021 Board of Trustees meeting. Vice President Morrison seconded the motion. The motion passed unanimously.

PUBLIC COMMENTS

There were none.

President Hoagland reminded anyone listening to the Board meeting that if they wish to comment they must register 48 hours in advance by contacting TARTA or Chief Communications and Customer Experience Officer Laura Koprowski at 419-245-5219 or lkoprowski@tarta.com.

RESOLUTIONS

RESOLUTION NO. 8-21 – AUTHORIZING AN UPDATE IN THE APPOINTMENT OF A TRUSTEE AND ALTERNATE TRUSTEE TO SERVE AND VOTE ON THE BOARD OF TRUSTEES OF THE OHIO TRANSIT RISK POOL

Mr. Robinson introduced Resolution No. 8-21. This resolution appoints the Chief Executive Officer as the trustee and the Chief Financial Officer as the alternate trustee to serve and vote on the board of trustees of the Ohio Transit Risk Pool.

Vice President Morrison made a motion to approve Resolution No. 8-21. Mr. Kijowski seconded the motion. The motion passed unanimously.

SECRETARY-TREASURER'S REPORT

Mr. Robinson reported that the income statement and balance sheet were included in the board packet. The January Income Statement shows a prior year comparison. After the budget is fully adopted, they will add an additional report that will cover a month by month actual to budget. However, the January report shows a prior year comparison.

Operating revenue is lower than in the previous year. One of the variants relates to contracts. TARTA has not collected some of the contract income normally received, primarily from the University of Toledo and Toledo Public Schools. This is mainly a timing issue.

TARTA remains fare free in the first quarter.

Operating expenses in January 2021 are \$144,000 less than the previous year mainly due to outsourced repairs from a contract standpoint and from within local operations.

Several wage categories are higher in 2020 than in 2021, primarily due to an accrual of holiday pay and vacation pay done in 2020.

Fuel was lower in 2021 primarily due to a timing issue.

The Income Statement shows non-operating revenue lower than the previous year primarily due to draws from federal and state sources.

The Balance Sheet indicates \$6 million in cash. However, a large portion of this has been moved to the investment account to earn a higher rate of interest during the interim period. Those funds will be pulled down as needed.

A Financial Analyst joined the Finance team this week and will specialize in grants administration.

The Finance team has been improving vendor relationships. A letter was sent to all vendors outlining the new plan to service them in a timely fashion, which generated great feedback.

CHIEF EXECUTIVE OFFICER'S REPORT

Ms. Dunham commended the TARTA team for their great work during the recent snowstorm keeping the customers informed through social media, mapping, and proactive information.

Ms. Dunham thanked the Board for their support during Ohio Loves Transit Week and the TARTA team for their efforts as well.

Information was forwarded to the Board earlier this week regarding outreach for the legislative language support. Several business partners have written letters of support to the Ohio House Speaker. The momentum for this effort has been very positive.

DEPARTMENT REPORTS

Lucas Boehm, Director of Information Technology

- nMomentum was onsite this month. Their main goal was to work on cyber security remediation. They looked at the biggest vulnerabilities and began doing patches. They also reviewed the disaster recovery plan as well as redundancies, backups on all core technologies such as phone, radio, and internet.
- In addition, the preplanned RFP's for future core technology projects such as fareboxes, CAD / AVL, facilities, and bus cameras and EOP / EAM software were reviewed.
- Trapeze Update – core operation software is undergoing a complete upgrade on all departments and is expected to be complete in the third or fourth quarter of this year.
- Cradlepoint Update – the last round of installs is currently in process. Once the COTA buses arrive, they will be able to complete the project.

Jim Fight, Director of Human Resources

- TARTA received notice from Lucas County regarding vaccines for operators. Approximately 68 operators registered to receive the vaccine. Mr. Fight will continue to work with the County on more vaccine opportunities for employees.
- Preparations have begun for the collective bargaining process and negotiations as it relates to contracts with the union. They expect to get to the table by mid-March.
- A survey is being initiated to gauge an understanding of the needs of the workforce from a wellness perspective and to offer programming for employees in a positive and proactive way as it relates to their wellbeing.

Laura Koprowski, Chief Communications and Customer Experience Officer

Ohio Loves Transit Week

- This year's event was a great success. Seventeen local businesses, nonprofit organizations and communities represented on the TARTA Board partnered with the Authority in this event.
- Two customer appreciation events were held for TARTA fixed route and TARPS customers at the downtown transit Hub where they gave away promotional items and community information.
- A community forum was held with Mark Aesch, TransPro Consulting, as the keynote speaker. Ms. Dunham provided an update on TARTA's accomplishments and future endeavors. Peter Voorhees, AECOM, reported on spring schedule changes. The program was well-received with over 100 attendees representing a variety of transit stakeholders in the community.
- TARTA had strong social media coverage including video testimonials by the Toledo Mayor and TARTA Board President. Local newspapers, television and radio stations also provided strong coverage of the events.

Other Updates

- The Communications, Operations and Planning departments are working with Lucas County to ensure TARTA service will meet their needs when they move to their location on West Sylvania Avenue in June 2021.
- An RFP will be released in March to acquire new bus shelters with a more updated design. This also addresses an area of improvement noted by customers in the recent satisfaction survey.

Charles Odimgbe, Chief Operations Officer

Maintenance

- With the arrival of the COTA buses, the goal is to look at the inventory and remove the vehicles they no longer need to streamline the system.
- The bus wrap project is moving along very quickly and combined with the arrival of the COTA buses in late February, will enhance TARTA's image in the community.
- Currently, discussions are being held with the union and staff to get their buy-in on the proposed reorganization of the Maintenance Department. Mr. Odimgbe is very pleased with the progress they are making and confident the Board will be proud of the service they see on the street.

Operations

- The staff is to be commended for their efforts during the recent cold weather. When everything was shutdown they went above and beyond to brave the cold and snow to ensure customers were able to get to their destinations.
- March service changes are set to take effect. These changes will be a window as to what will happen in the future and serve as a springboard to the Comprehensive Operations Analysis. The biggest change will be a move to a 30-minute frequency within the core and possibly a 90-minute frequency in the outer areas.

Ms. Dunham thanked the entire team and stressed the importance of reaching out to stakeholders and extending service. Varying service frequency will provide great insight into what the future holds from a service design standpoint and be beneficial to TARTA.

Ms. Hunt-Thomas commented on the accessibility of bus shelters.

Ms. Dunham replied that responsibility for the accessibility and snow removal at bus shelters is a complicated matter and would require further understanding within individual communities.

VICE PRESIDENT'S REPORT

Vice President Morrison thanked the TARTA team for their participation in the Ohio Loves Transit customer appreciation event on Feb. 13 and commended them on a great Community Forum presentation.

PRESIDENT'S REPORT

President Hoagland also commended the staff on the Community Forum. She stressed the importance of a public transit agency serving all the community and is looking forward to the

future. Ohio Loves Transit Week was a huge success. It is great to have TARTA be part of the conversation in the community and the staff should be very proud.

REPORTS AND COMMUNICATIONS FROM BOARD MEMBERS

There were none.

MEETING CALENDAR

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

President Hoagland welcomed Heather Baker to the TARTA Board as the newest representative from the City of Toledo.

President Hoagland would like to do a brief introduction session at a future meeting to allow all board members the opportunity to properly introduce themselves given that the meetings are not in person.

FINAL ROLL CALL

BOARD MEMBERS PRESENT

Kelsie Hoagland - President
Mary Morrison – Vice President
Heather Baker
Stacy Cook
Katie Hunt-Thomas
Patrick Kijowski
Pat McKinstry
Marc Thompson
Lou Thomson
Kevin Weeks

BOARD MEMBERS ABSENT

James Caldwell

ADJOURNMENT

The meeting adjourned at 4:38 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: March 18, 2021


Kelsie M. Hoagland
President


David B. Robinson
Secretary-Treasurer