



TOLEDO AREA REGIONAL TRANSIT AUTHORITY
BOARD OF TRUSTEES
APRIL 15, 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
Heather Baker
Katie Hunt-Thomas
Sam Olaniran
Lou Thomson
Kevin Weaks

BOARD MEMBERS ABSENT

James Caldwell
Michael Hart
Patrick Kijowski
Pat McKinstry
Mary Morrison – Vice President
Kendra Smith
Marc Thompson

OFFICERS PRESENT

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

There was not a quorum present at the start of the meeting, and it was necessary to move to presentations.

PUBLIC COMMENTS

There were none.

PRESENTATIONS

Maintenance Department Reorganization – Charles Odimbe, Chief Operations Officer

The Maintenance Department is undergoing a reorganization and systems improvement that addresses the following areas.

- Structure and staffing levels – The department consists of a leadership team, technicians, utility workers, building and grounds team.
- Leadership team roles and oversight – Leadership coverage will be from 6:00 a.m. to 6:00 p.m.

- Maintenance Department days of operation – In the future, the department will operate Monday thru Saturday with three supervised shifts, morning, afternoon, and night.
- Utility workers, hostlers, and building and grounds crew work and bid schedules will adjust to 5:00 p.m. – 1:30 a.m.
- Benefits of the change
 - Improve productivity overall.
 - Improve staff management.
 - Better manage Preventive Maintenance Inspections.
 - Monitor and improve performance with software and staff training.
 - Right size the department.
 - Reduce independence on outsourcing.
 - Save money.

Mr. Weaks would like the progression of cost savings shared with the Board and public. It is important operationally TARTA do everything possible to optimize the business and communicate this as well.

Levy Requirements – Joan Rife, General Counsel

The passage of Ohio House Bill 74 provides that the addition of Lucas County and the placement of a sales tax on the ballot can be accomplished by a positive vote from a majority of TARTA member communities. In the past a unanimous consent of all the members was required.

Although the Governor signed the bill, by law it is held for 90 days and will not be effective until June 30, 2021. This results in time constraints as TARTA will need to file with the Board of Elections in Lucas and Wood counties by August 4, 2021. Ms. Dunham has been in contact with the member communities to discuss the goals and timeline. Unfortunately, due to the effective date of the bill, member communities cannot be asked to vote at this time.

It has been proposed that a special meeting of the Board be held on July 1, 2021. The intention would be to present a resolution for the Board's consideration indicating they approve adding Lucas County as a member and placing a sales tax initiative on the ballot in November 2021. Once that occurs Ms. Dunham and the team can visit the member communities in the first three weeks of July requesting their approval of similar resolutions asking members to consent to Lucas County becoming a member of TARTA. (One entire County must be a member for a sales tax to be levied.) After all the member communities have had the opportunity to consider ordinances or resolutions indicating this, those resolutions must come back to the TARTA Board by the end of July. The Board must then acknowledge and accept all the ordinances or resolutions from members and indicate the matter is filed with the Board of Elections in Lucas and Wood counties no later than August 4, 2021 at 4:00 p.m.

Ms. Rife encouraged the Board members to spread the word to their member communities. Some of the councils do not meet as often in the summer and the timeline is very compressed.

Ms. Rife is working with Columbus Attorney Donald McTigue on this matter. He is well regarded in election law and will assist in reviewing the ordinances and resolutions to ensure they are appropriate under the law.

Mr. Hart asked if the resolution to allow Lucas County to be a member must be attached to the ballot initiative or if it can be pursued separately.

Ms. Rife replied that Lucas County could become a member independent of TARTA pursuing a sales tax. However, TARTA cannot pursue a sale tax without Lucas County as a member.

Discussion ensued regarding the need for TARTA to pursue a better funding source.

Ms. Dunham added that the Mayors of the member communities have been advised that between July 2nd and July 20th TARTA will be seeking their approval. Verbally all have agreed to place TARTA on their meeting agenda or hold a special meeting if necessary.

Mr. Olaniran asked if the sales tax would be permanent or renewable.

President Hoagland replied that the intent is a 10-year renewable.

Vice President Morrison encouraged Ms. Dunham to reach out to respective Board members if their assistance is needed during the process.

SECOND ROLL CALL

BOARD MEMBERS PRESENT

Kelsie Hoagland – President
Mary Morrison – Vice President
Heather Baker
James Caldwell
Michael Hart
Katie Hunt-Thomas
Patrick Kijowski
Sam Olaniran
Lou Thomson
Kevin Weaks

BOARD MEMBERS ABSENT

Kendra Smith
Marc Thompson

With a quorum present the meeting continued.

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

Mr. Thomson made a motion to approve the minutes from the March 18, 2021 Board of Trustees meeting. Vice President Morrison seconded the motion. The motion passed unanimously later in the meeting.

RESOLUTIONS

RESOLUTION NO. 14-21 – AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE A CONTRACT WITH NELSON / NYGAARD CONSULTING ASSOCIATES, INC., TO CONDUCT A COMPREHENSIVE OPERATIONAL ANALYSIS (COA) AND ALTERNATIVES ANALYSIS (AA)

Mr. Robinson introduced Resolution No. 14-21. An open bid process was held, and all federal regulatory requirements were followed. Nelson / Nygaard Consulting Associates, Inc. met the guidelines put forward. Support and funding are in place to offset the cost of this project.

Vice President Morrison made a motion to approve Resolution No. 14-21. Mr. Caldwell seconded the motion. The motion passed unanimously.

RESOLUTION NO. 15-21 – AUTHORIZING THE FILING OF APPLICATIONS WITH THE OHIO DEPARTMENT OF TRANSPORTATION FOR SFY 2022 TRANSPORTATION ASSISTANCE GRANTS FOR THE OHIO RIDES TO COMMUNITY IMMUNITY PROGRAM

Mr. Robinson introduced Resolution No. 15-21. Governor DeWine put forward this program several weeks ago to assist with the immunization initiative. TARTA received funding to create a program to provide transportation to organizations and entities where people can receive the COVID vaccine. Board approval is necessary for TARTA to participate in this program.

Mr. Thomson made a motion to approve Resolution No. 15-21. Mr. Hart seconded the motion. President Hoagland abstained and the motion passed.

RESOLUTION NO. 16-21 – AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE A PURCHASE ORDER FOR THE PURCHASE OF SHELTERS, TRASH RECEPTACLES AND REPLACEMENT SHELTER PANELS

Mr. Robinson introduced Resolution No. 16-21. Significant efforts are being made to rebrand and repurpose the look of TARTA. This is another step in having a visual presence in the community and making all TARTA's systems look uniform. All regulatory requirements were followed during the bid process. Federal funding is associated with a large portion of the 10 shelters to be purchased. Additionally, shelters are part of the capital replacement plan included in the budget. The intent is to purchase shelters every year.

Discussion ensued regarding the portion of the shelter purchase covered by federal grant funds and the placement of the shelters in the service area.

Mr. Kijowski made a motion to approve Resolution No. 16-21. Mr. Olaniran seconded the motion. The motion passed unanimously.

RESOLUTION NO. 17-21 – APPROVES THE LOCALLY COORDINATED HUMAN SERVICE TRANSPORTATION PLAN (LOCHSTP) FOR THE TOLEDO URBANIZED AREA 2021-2025

Mr. Robinson introduced Resolution No. 17-21. LOCHSTP represents a partnership with several agencies. TARTA's participation is accepted by this resolution.

Mr. Thomson made a motion to approve Resolution No. 17-21. Mr. Kijowski seconded the motion. The motion passed unanimously.

SECRETARY-TREASURER'S REPORT

Mr. Robinson reported that this month's board packet included the February report. Going forward he will report the previous month's financial statements and not the month immediately preceding the meeting. This will allow the finance office time to properly close and provide detailed reports to the Board.

Income Statement

Operating Revenue

- Operating revenue was low in February when compared to the previous year.
- TARTA remains fare free.
- TARTA is working with Toledo Public Schools to collect the amounts due on the contract.

Operating Expense

- Compared to 2020, total expenses for the period are consistent in most categories.

Items to note –

- Salaries overall are higher than the previous year due to Front Line Pay associated with COVID operations.
- Fringe benefit costs increased in 2021 primarily due to increases in PERS costs due to higher wages.
- Total expenses for 2021 were higher than this same period in 2020 primarily due to COVID related expenses.

Non-operating Revenue

- Property tax dollars are reported making the budget relatively even from a non-operating income standpoint.

While a net loss is reported for the month of February, tax collections and federal draws will help offset this in future months.

Balance Sheet

- The balance sheet indicates \$2 million in cash, which is lower than previous months due to processing outstanding invoices to vendors.
- The finance office continues to refine and update processes, which may be reflected in the financial statements.

The Auditor of State will be handling TARTA's annual financial audit. Ms. Dunham will sign the letter of engagement outlining responsibilities necessary to complete the 2020 audit.

The finance office has participated in training sessions offered by the Federal Transit Administration (FTA) as many of the team members are new to TARTA.

Additionally, there are remaining staff vacancies in the finance office that need to be filled.

LEADERSHIP TEAM UPDATES

Lucas Boehm, Director of Information Technology

- The Trapeze upgrade is scheduled to be completed by the end of May. This software has not been upgraded in approximately five years and is used by many of the operational departments at TARTA. Once this project is complete, they will move on to Trapeze OPS, a financial software used by payroll as well as a bidding software used by operators.
- Mr. Boehm is working with Mr. Odimgbe to begin the design phase for Enterprise Asset Management. This software will provide a single source of information with regards to costs and productivity for operations.
- Fifteen Paratransit Mobile Data Terminal's (MDT's) were ordered to replace the outdated units. Installation began on buses with no MDT's and will continue with those in the worst condition.
- Security cameras are being considered for the outside at the Hub to view the lineups, and Central Avenue.
- Efforts continue in the remediation of cyber security vulnerabilities. In the coming months, the focus will be on preparing an email protection system as well as training to educate users.

Jim Fight, Director of Human Resources

- Active recruitments have been secured for the following leadership roles within the agency, Director of Operations, Director of Maintenance and Director of Safety, Training & Security.
- Collective Bargaining Update –
 - Four successful sessions have been held with the ATU.
 - The first session with TAAP is scheduled for next Monday.
- As Mr. Robinson indicated, the FTA has provided technical training in the areas of procurement, DBE, and finance. The FTA will also provide training in terms of drug and alcohol testing to specific levels of staff in May.

Laura Koprowski, Chief Communications and Customer Experience Officer

- During a press conference earlier today at UT where Governor DeWine provided an update on COVID, the Lucas County Health Commissioner recognized TARTA as an amazing partner providing express service from the downtown Hub to the mass vaccination site at the Lucas County Recreation Center. Paratransit and Call-A-Ride are also providing service to the Recreation Center.
- TARTA will participate in V Project Days, May 10 – 16, by increasing awareness and communication. A full-size bus will be wrapped in V Project branding to be used during the events.
- The spring schedule change was very busy and successful. Enhanced information was provided at the Hub along with the help of driver ambassadors. Social media and paid marketing were also used. Good customer feedback was received on the 30-minute core service and new connections for area employers.
- Ridership has increased more than 20% from February to March on all services. Future marketing efforts will be targeted toward bringing people back to TARTA.

Charles Odimgbe, Chief Operations Officer

- While TARTA does not have a Director of Safety currently, they are continuing to emphasize safety as a vital element of the workplace.
- Efforts are being made to procure driver protective barriers for the buses. Following feedback from the drivers on the model being installed, they will move forward with procurement.
- All COTA buses have been wrapped, most are deep cleaned and ready for installation of amenities. To date six of these buses are in revenue service.
- The current service change deployment was directed at ensuring riders have better and more frequent service. Preparations for the next service change will begin soon. The goal is to get information to the riders as early as possible.

CHIEF EXECUTIVE OFFICER'S REPORT

Ms. Dunham provided the following updates –

- The Board will be kept updated on the TARTA Critical Path – 2021 and advised of any issues. Ms. Dunham requested they keep her informed as well.
- Talking points to assist Board members when going out to their respective communities will be compiled and distributed late next week.
- A Board member orientation will be held in June 2021 and all are invited to participate.

- The Lucas County Board of Developmental Disabilities will recognize TARTA on April 26th as an award recipient for the Community Partnership Award, enhancing the lives of people with intellectual and physical disabilities.
- Progress continues on the technology projects Mr. Boehm discussed. These projects are only the beginning of what needs to be done from a technology standpoint. The four prioritization projects vetted by nMomentum would cost \$20 – \$23 million.
- Professional development is a top priority for not only the senior management team, but also mid-level emerging leaders. Later this year the Board will be asked to invest in professional development on a local as well as national level for transit professionals at TARTA.
- The community asked a lot of TARTA last year and TARTA delivered. Six major plans were issued, and the Comprehensive Operations Analysis is set to begin by June 1st. Ms. Dunham thanked the Board for their support and the TARTA team for their hard work.

VICE PRESIDENT'S REPORT

Vice President Morrison commended the team and is thrilled to be a part of all that is happening.

PRESIDENT'S REPORT

As Ms. Dunham reported, they have started going out to the member communities to give presentations, provide a situational analysis of where TARTA is going and report back on past requests. This will continue through April and May and again in July.

Citizens for TARTA is the political action committee working on the TARTA initiative. At this time President Hoagland is the point of contact and invited the Board members to reach out to her directly with their questions related to this effort.

President Hoagland invited Mr. Thomson to report on the progress made in the City of Maumee.

Mr. Thomson attended the Council meeting (one year ago) where Ms. Dunham gave an initial presentation. Since being appointed, the Mayor has given Mr. Thomson the duty of turning things around in Maumee. TARTA's presentation to Maumee City Council on April 5th was very well received and Mr. Thomson is hopeful the resolution will pass when it comes up.

Mr. Thomson encouraged Board members to talk with their constituents if they have not already done so, as it is important they are on board with the process. The number of turnarounds Ms. Dunham and her team have accomplished is impressive. He is ready to get this issue on the ballot and passed.

REPORTS AND COMMUNICATIONS FROM BOARD MEMBERS

There were none.

MEETING CALENDAR

Thursday, May 20, 2021

FINAL ROLL CALL

BOARD MEMBERS PRESENT

Kelsie Hoagland – President
Mary Morrison – Vice President
Heather Baker
James Caldwell
Michael Hart
Katie Hunt-Thomas
Patrick Kijowski
Pat McKinstry
Sam Olaniran
Lou Thomson
Kevin Weeks

BOARD MEMBERS ABSENT

Kendra Smith
Marc Thompson

ADJOURNMENT

The meeting adjourned at 5:19 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: May 20, 2021



Kelsie M. Hoagland
President



David B. Robinson
Secretary-Treasurer