



TOLEDO AREA REGIONAL TRANSIT AUTHORITY  
BOARD OF TRUSTEES  
MAY 20, 2021 (VIRTUAL MEETING)

MINUTES

CALL TO ORDER

President Hoagland called the meeting to order at 4:02 p.m. and reported that Ms. Dunham would not be attending today's meeting.

ROLL CALL (INITIAL ROLL CALL AT MEETING COMMENCEMENT)

BOARD MEMBERS PRESENT

Kelsie Hoagland – President  
Katie Hunt- Thomas  
Kendra Smith  
Marc Thompson  
Lou Thomson  
Kevin Weeks

BOARD MEMBERS ABSENT

Mary Morrison – Vice President  
Heather Baker  
James Caldwell  
Michael Hart  
Patrick Kijowski  
Pat McKinstry  
Sam Olaniran

OFFICERS PRESENT

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.

PRESENTATION

Facility Improvement Project Update – Tim Borchers, Principal, National Transit Services LLC, Lyndsey Stough, Stough & Stough Architects

Mr. Borchers began by saying that TARTA is undergoing a transformation process that began with a new leadership team and is continuing with the upgrading of rolling stock and infrastructure improvement.

The four areas of infrastructure improvement include –

- COVID-19 improvements.
- Physical repairs.

- Increase in security and safety for employees.
- Improving the visual appearance of the downtown Hub.

The original scope of work was to include a basic restroom update. However, it was necessary to expand the scope of work to address the following issues.

- Male and female bus driver restroom facilities do not accommodate the even 50% gender split.
- No showers are available for mechanics.
- No operations or maintenance areas have access to a basic kitchen facility.
- Overcrowding at the single office kitchen at Central Avenue.
- No access to unisex or gender-neutral restrooms.

Ms. Stough outlined the recommended solutions.

- Repair and/or replace flooring, paint, toilet partitions, lockers, ceiling materials.
- Install touchless fixtures, automatic LED lights.
- Rebalance restroom facilities, improve kitchenette areas, create swipe pass access.
- Address HVAC around improved areas at Central facility.
- Create more office space and remove hazardous material at the Hub.

Hub Façade Project

- Project has been approved by the Toledo Planning Commission and includes exterior improvements.

Mr. Borchers reported that as construction begins, they will require input from all departments as well as the labor unions. They will also work with Customer Service and Communications to ensure progress is reported and to seek feedback.

Discussion ensued regarding proposed materials and facilities to be renovated.

## SECOND ROLL CALL

### BOARD MEMBERS PRESENT

Kelsie Hoagland – President  
 Mary Morrison – Vice President  
 Michael Hart  
 Katie Hunt-Thomas  
 Pat McKinstry  
 Kendra Smith  
 Marc Thompson  
 Lou Thomson  
 Kevin Weaks

### BOARD MEMBERS ABSENT

Heather Baker  
 James Caldwell  
 Patrick Kijowski  
 Samuel Olaniran

With a quorum present the meeting continued.

## APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

Ms. Smith made a motion to approve the minutes from the April 15, 2021, Board of Trustees meeting. Vice President Morrison seconded the motion. The motion passed unanimously.

## RESOLUTIONS

### **RESOLUTION NO. 18-21 – AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO APPROVE AECOM-WSP/PB, MODIFICATION TO TASK ORDER 11: CENTRAL RESTROOMS SAFETY AND MODERNIZATION – ADDITIONAL IMPROVEMENTS AT CENTRAL AVENUE, TRANSIT HUB AND GOVERNMENT STATION**

Mr. Robinson introduced Resolution No. 18-21. This is specifically for architectural and engineering services. As the project moves forward there will be resolutions for construction work once the items have gone out for bid. This service order is for \$171,227 and will cover three locations within the TARTA platform.

Mr. Marc Thompson asked the total cost of the project.

Mr. Robinson replied that the total construction cost is approximately \$1.2 million.

Mr. Lou Thomson made a motion to approve Resolution No. 18-21. Vice President Morrison seconded the motion. The motion passed unanimously.

### **RESOLUTION NO. 19-21 – AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO APPROVE AECOM-WSP/PB TASK ORDER 14: CONSTRUCTION PROJECT SCHEDULING SUPPORT**

Mr. Robinson introduced Resolution No. 19-21. This resolution is for architectural and engineering services and will provide TARTA scheduling assistance to manage multiple projects at multiple locations. The cost for this service is \$15,756.68.

Mr. Marc Thompson made a motion to approve Resolution No. 19-21. Ms. McKinstry seconded the motion. The motion passed unanimously.

### **RESOLUTION NO. 20-21 – AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO APPROVE TASK ORDER 15: HUB FAÇADE IMPROVEMENTS IMPLEMENTATION**

Mr. Robinson introduced Resolution No. 20-21. This resolution is for architectural and engineering services that will allow TARTA to move forward with the improvements to the Hub façade as outlined in a presentation at a previous meeting. The total cost for this project is \$19,662.42.

Mr. Marc Thompson confirmed that this resolution authorizes a contract with Stough & Stough Architects.

Mr. Robinson added that federal funds are available to support a large part of the \$1.2 million project cost.

Mr. Marc Thompson made a motion to approve Resolution No. 20-21. Vice President Morrison seconded the motion. The motion passed unanimously.

**RESOLUTION NO. 21-21 – AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO AN AGREEMENT WITH BON SECOURS MERCY HEALTH TO ADMINISTER DRUG AND ALCOHOL TESTING FOR THE PERIOD JUNE 1, 2021 THROUGH MAY 31, 2024.**

Mr. Robinson introduced Resolution No. 21-21. This will enhance TARTA's ability to provide the service of maintaining and the administration of drug and alcohol testing. The cost for this service is \$75,000.

Mr. Hart asked the purpose for the drug and alcohol testing.

Mr. Fight replied that to be consistent with the standards and mandates of the Federal Transit Administration, a drug and alcohol component must be associated with the agency. This resolution brings in a third party to help facilitate the testing and record keeping component of the process. TARTA is a drug free work environment and as such testing is done for alcohol and all forms of drug use.

Mr. Marc Thompson asked for clarification on the company.

Ms. Smith explained that Bon Secours is the corporate entity that merged with Mercy Toledo.

Mr. Lou Thomson made a motion to approve Resolution 21-21. Vice President Morrison seconded the motion. Ms. Smith abstained, and the motion passed.

**RESOLUTION NO. 22-21 – AUTHORIZING THE FILING OF APPLICATIONS WITH THE OHIO DEPARTMENT OF TRANSPORTATION FOR SFY 2022 TRANSPORTATION ASSISTANCE GRANTS INCLUDING OHIO ELDERLY AND DISABLED TRANSIT FARE ASSISTANCE PROGRAM, URBAN TRANSIT PROGRAM, RURAL TRANSIT PROGRAM, OHIO TRANSIT PARTNERSHIP PROGRAM, BUS AND BUS FACILITIES FOR GOVERNOR'S APPORTIONMENT AREAS, AND RIDES TO COMMUNITY IMMUNITY PROGRAM**

Mr. Robinson introduced Resolution No. 22-21. This is an annual resolution and an affirmation of work being done by the senior leadership team to inform the Board TARTA is applying for the grants and will comply with all required regulations.

The Rides to Community Immunity Program was an action by the Governor of the State of Ohio to provide assistance for rides for immunization. TARTA wrapped a bus for the V-Project and provided dedicated service to vaccination locations.

Mr. Lou Thomson made a motion to approve Resolution 22-21. Mr. Hart seconded the motion. President Hoagland abstained and the motion passed.

**SECRETARY-TREASURER'S REPORT**

Mr. Robinson reported that passenger revenue is higher than budget for the month as they seek collections on outstanding contracts. Year-to-date is behind year-to-date budget due to outstanding receivables on those contracts.

TARTA remains fare free. However, the budget reflects the accrual of proposed fares if collections begin in the fourth quarter of 2021.

Operating revenue is significantly over budget due to a change in accounting practice. Overall operating expenses are under budget for the month and year to date.

Items to note –

#### Maintenance

- Repairs to Revenue Equipment refers to repairs to the COTA buses now on site.
- Repairs to Shop/Maintenance Buildings includes improvements and repairs to buildings.

#### Paratransit

- Purchased services are high due to catch up and payment to vendors.

#### Non-operating Revenue

- The accrual of property tax is reported each month although actual collections occur twice during the year.
- Federal revenues are zero for the period.

#### Balance Sheet

- During the month of March cash increased due to federal draws on expenses from 2020.

Additionally, a kickoff meeting was held with the Auditor of State to review the audit process for the 2020 audit.

#### DEPUTY CHIEF EXECUTIVE OFFICER'S REPORT

- Ms. Koprowski reported that in partnership with the Toledo-Lucas County Health Department and the V Project, TARTA has a branded Vaccine Mobile going into neighborhoods and other key locations providing free walk-in vaccines to the public.
- Ms. Koprowski and Ms. Dunham attended the American Public Transportation Association's virtual Legislative Conference recently. The conference offered an opportunity to hear the new goals and priorities of the Department of Transportation and Federal Transit Administration. Guest speakers included Secretary of Transportation Pete Buttigieg and Ohio U.S. Senator Sherrod Brown, chair of the Senate Banking Committee, which has oversight of most transit funding and regulations.
- Additionally, Ms. Dunham participated in a virtual fly-in event yesterday with Representative Marcy Kaptur, and TARTA's counterparts at Cleveland Regional Transit Authority and Akron Metro.
- Monday a kick-off meeting was held for the Comprehensive Operations Analysis with Nelson Nygaard charged with redesigning TARTA's bus system for what is needed now and into the future. The 12-month process will get underway this summer with public engagement and peer review.
- TARPS will begin new customer assessments on July 1<sup>st</sup>. Stakeholders and the community will be notified. The first-ever Paratransit Operations Improvement Team has been created. The team includes employees representing all areas of paratransit and will meet monthly to review issues and make changes and improvements to the paratransit service.

## LEADERSHIP TEAM UPDATES

### Lucas Boehm, Director of Information Technology

- Trapeze Upgrade – The Trapeze upgrade is scheduled to be completed in June. An issue was discovered during testing that postponed the go live date. This upgrade will increase performance and fix past issues.
- Security Cameras – Final documents are being completed for the security camera project, which includes security cameras at the Central Avenue facility and external cameras at the Hub. This project is expected to be completed by the end of July.
- Cyber Security – The final setup is underway for email protection. Training will begin next week with a go live date in June.
- Board Room Technology – In preparation for more in-person meetings, old technology is being revamped. A wireless solution is being considered as well as the ability to stream meetings to other platforms.
- Cradle Points – This project is nearly complete with only a few COTA buses remaining. Guest WiFi was successfully tested on the Vaccine Mobile as something that could be deployed in the future.

### Jim Fight, Director of Human Resources

- Director of Operations – A candidate with extensive transit related experience from the Houston, Texas, area has been identified for the Director of Operations position and is expected to arrive in early June.
- Director of Maintenance – A candidate with extensive transit related experience in operations as well as maintenance has also been identified for the Director of Maintenance position.
- Collective Bargaining Update –
  - Meetings have been held frequently with 10 more meetings scheduled in the next several weeks for various elements of the collective bargaining component.
  - Currently they are working through the noneconomic issues.
  - To date these meetings have been successful.
- Managers and supervisors took part in an extensive drug and alcohol training recently. This training centered on the prevention aspect of alcohol misuse and drug abuse as well as the testing protocol within the scope of a transit agency.

### Charles Odimgbe, Chief Operations Officer

- Summer Service Change – The hours of service will return to pre COVID-19 hours of service. Additionally, consideration is being given to extending Saturday service hours to 9:30 p.m. These changes are tentatively scheduled to deploy the end of June.
- Bus Stop Cleaning RFP – A Request for Proposals will be released soon for cleaning of bus stops and shelters throughout the TARTA service area. Within the next 30 – 60 days a subcontractor should be on board.

VICE PRESIDENT'S REPORT

Vice President Morrison said she was excited to see Tom Savage's message today to the Board.

PRESIDENT'S REPORT

President Hoagland reported that Ms. Dunham has reached out to all the Board members and provided an update on the efforts to extend TARTA's membership to different municipalities. It will be a very exciting couple weeks as this process begins in July. President Hoagland, Vice President Morrison and Lou Thomson are available to answer any questions.

President Hoagland thanked everyone for their hard work.

REPORTS AND COMMUNICATIONS FROM BOARD MEMBERS

Mr. Weeks asked if the Vaccine Mobile would be going to Rossford.

Ms. Koprowski replied that the bus is available to any of the TARTA member communities.

MEETING CALENDAR

Thursday, June 17, 2021 @ 4:00 p.m.

FINAL ROLL CALL

BOARD MEMBERS PRESENT

Kelsie Hoagland – President  
Mary Morrison – Vice President  
Heather Baker  
Michael Hart  
Katie Hunt-Thomas  
Pat McKinstry  
Kendra Smith  
Marc Thompson  
Lou Thomson  
Kevin Weeks

BOARD MEMBERS ABSENT

James Caldwell  
Patrick Kijowski  
Samuel Olaniran

ADJOURNMENT

The meeting adjourned at 4:57 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.

Samuel Henderson  
Secretary-Treasurer

ADOPTED: June 16, 2021

  
Kelsie M. Hoagland  
President

  
Samuel Henderson  
Secretary-Treasurer