



TOLEDO AREA REGIONAL TRANSIT AUTHORITY
BOARD OF TRUSTEES MEETING
NOVEMBER 18, 2021

MINUTES

CALL TO ORDER

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

ROLL CALL

BOARD MEMBERS PRESENT

Kelsie Hoagland – President
Mary Morrison – Vice President
Heather Baker
Michael Hart
Patrick Kijowski
Pat McKinstry
Samuel Olaniran
Kendra Smith
Kevin Weeks

BOARD MEMBERS ABSENT

James Caldwell
Katie Hunt-Thomas
Lou Thomson

OFFICERS PRESENT

Laura Koprowski – Chief Executive Officer
Sophie Giviyani-Kermani – Secretary-Treasurer
Joan Rife – General Counsel

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

Ms. Smith made a motion to approve the minutes from the October 21, 2021 Board of Trustees meeting. Ms. Baker seconded the motion. The motion passed unanimously.

PUBLIC COMMENTS

There were none.

PRESENTATIONS

Interim Sunday Service Preparation, Neil Greenberg, Director of Transit Service Development

In response to the success of Issue 12, long-term improvements include the following.

- New routes, zones, and communities
- New destinations

- Improved frequency

Long-term improvements will align with TARTA Next and require a high degree of community outreach and a long lead time to operationalize.

Interim improvements to the existing system would provide a direct response to the success of Issue 12 and show that improvements are on the way. They would be easy to explain and understand and require less lead time to operationalize.

The decision was made to begin with weekend service that would include starter Sunday service and improvements to Saturday service. Sunday service would begin on existing routes with no structural changes. Saturday improvements would include moving the first morning trips to 7:00 a.m. and extend routes that currently end mid-afternoon. All changes would be up for review as part of TARTA Next and pay careful attention to available resources.

Implementation would likely be in the first quarter of 2022 and would require the following.

- Title VI analysis
- Public outreach
- Internal resource preparation
- Formal Board approval
- Marketing

Discussion ensued regarding the best approach to move forward and expand service.

Procurement Policy/Procedures and Code of Ethics Update, Matt Reed, Procurement Officer

Due to changes at TARTA and changes in regulations it was necessary to update the sections of the policy that include the following.

- General policies
- Disadvantaged Business Enterprise (DBE) engagement
- Various levels of procurement
- Emergency procurements
- Internal receiving and payment policies
- Code of Ethics
- Bid conflict resolution
- Claims and litigation

This policy gives guidance to the TARTA staff and ties together various federal and state regulations and best practices governing procurements. This is a living document and will continue to change as regulations and TARTA change.

Project Labor Agreement, Tim McCarthy, Attorney, Shumaker, Loop & Kendrick, LLP

Ms. Koprowski prefaced Mr. McCarthy's presentation by recalling that at the October Board meeting the concept of Project Labor Agreements was introduced. Ms. Koprowski and Ms. Rife have begun discussions with the local Building Trades Council. The Board then passed a motion to continue research and then report back at the November meeting. Mr. McCarthy has been engaged to negotiate with the Building Trades Council and advise TARTA on this matter.

Mr. McCarthy said that a Project Labor Agreement (PLA) is a pre-hire collective bargaining agreement with one or more labor organizations that establishes the terms and conditions of employment for a specific construction project. If no PLA exists there could be union and non-union contractors on the job site, which may result in disruptions. The PLA allows the project to be completed successfully and in a timely manner. Additionally, it helps contractors obtain access to a skilled trade workforce.

The building trades have approached TARTA regarding a PLA not tied to any one project but instead, states that if TARTA undertakes a project more than \$100,000.00, that project will then be covered by the PLA.

Mr. McCarthy reviewed the specifics contained in the TARTA agreement and the response by the Building Trades Council.

Project Labor Agreements tied to a specific project do not often have an expiration date. The contract being proposed with the Building Trades has a three-year term. Mr. McCarthy will keep the Board updated and is hopeful there will be a resolution soon.

Discussion ensued regarding the Project Labor Agreement and the use of Disadvantaged Business Enterprise contractors.

RESOLUTIONS

RESOLUTION NO. 47-21 – AUTHORIZING THE APPOINTMENT OF SOPHIE GIVIYAN-KERMANI AS SECRETARY-TREASURER OF THE TOLEDO AREA REGIONAL TRANSIT AUTHORITY

Mr. Henderson introduced Resolution No. 47-21. This resolution is necessary to appoint a new Secretary-Treasurer and to provide her with the authority to perform all the incumbent duties as required by statutory regulations and Authority bylaws and rules.

Vice President Morrison made a motion to approve Resolution No. 47-21. It was seconded by Mr. Olaniran. The motion passed unanimously.

RESOLUTION NO. 48-21 – AUTHORIZING NEW SIGNATURES FOR ACTIVE BANK ACCOUNTS WITH THE FIFTH THIRD BANK OF NORTHWESTERN OHIO N. A.

RESOLUTION NO. 49-21 – AUTHORIZING NEW SIGNATURES FOR ACTIVE BANK ACCOUNTS WITH THE HUNTINGTON NATIONAL BANK OF TOLEDO

RESOLUTION NO. 50-21 – AUTHORIZING NEW SIGNATURES FOR ACTIVE BANK ACCOUNTS WITH KEY BANK

RESOLUTION NO. 51-21 – AUTHORIZING NEW SIGNATURES FOR ACTIVE BANK ACCOUNTS WITH PNC BANK

Mr. Henderson introduced Resolution No. 48-21, 49-21, 50-21 and 51-21. A list of signers is being modified for all current bank accounts to align with the changes in administration and adhere to statutory guidelines and assure monetary assets are properly safeguarded.

Mr. Weaks made a motion to approve Resolution No. 48-21, 49-21, 50-21 and 51-21. It was seconded by Ms. McKinstry. The motion passed unanimously.

RESOLUTION NO. 52-21 – AMENDING THE CURRENT PROCUREMENT POLICY AND PROCEDURES AND CODE OF ETHICS FOR THE TOLEDO AREA REGIONAL TRANSIT AUTHORITY

Ms. Smith made a motion to approve Resolution No. 52-21. It was seconded by Vice President Morrison. The motion passed unanimously.

RESOLUTION NO. 53-21 – AUTHORIZING THE CHIEF EXECUTIVE OFFICE TO EXECUTE A PURCHASE ORDER FOR THE PURCHASE OF TWO (2) STARTRANS SENATOR II / CHEVROLET CHASSIS, LIFT EQUIPPED PARATRANSIT BUSES

Ms. Giviyani-Kermani introduced Resolution No. 53-21. The vehicles were ordered by another vendor unable to accept the order. The supplier contacted TARTA and said they were ready for immediate purchase. Taking into consideration the long lead time on orders and the poor condition of the paratransit vehicles, this was a great opportunity.

President Hoagland added that she has requested a report on the status of the TARTA and TARPS fleet at a future meeting.

Mr. Hart made a motion to approve Resolution No. 53-21. It was seconded by Mr. Kijowski. The motion passed unanimously.

RESOLUTION NO. 54-21 – AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE A CONTRACT WITH PERFECT SWEEP FOR SNOW REMOVAL SERVICES AT THE CENTRAL AVENUE FACILITY, TARPS AND THE TRANSIT HUB

Ms. Giviyani-Kermani introduced Resolution No. 54-21. This resolution authorizes standard snow removal services in the event of inclement weather to ensure the safety of passengers and employees.

Mr. Hart made a motion to approve Resolution No. 54-21. It was seconded by Ms. Smith. The motion passed unanimously.

SECRETARY-TREASURER'S REPORT

Ms. Giviyani-Kermani's report covered the period ending September 30, 2021.

Overall Projections:

- YTD Operating Revenues are under budget by 10%
- YTD Operating Expenses are under budget by 3% of projected expenses
- YTD Non-Operating Revenues have exceeded budgeted projections by 14%
- YTD total revenue has exceeded expenses by \$3.96 million

Operating Expenses:

- Maintenance expenses are over budget due to an aging fleet.
- Service Development expenses are under budget as a result of no expenditures for professional development.

- Personnel expenses are over budget due to expenditures for legal counsel and arbitration fees related to contract negotiations.
- Marketing expenses are under budget as a result of cost containment efforts.
- Transit station expenses are under budget as the budget was over estimated.
- Administrative expenses are under budget as a result of cost containment efforts.

VICE PRESIDENT'S REPORT

Vice President Morrison thanked Mr. McCarthy for his presentation and the Board members for taking the time to serve.

CHIEF EXECUTIVE OFFICER'S REPORT

Ms. Koprowski provided an update on the following items.

- Federal Infrastructure Bill – The federal Infrastructural Bill passed and signed into law on Monday provides public transit \$107 billion over the next five years. Ohio will receive \$1.2 billion over the next five years. This bill contains many competitive grant opportunities.
- Climate Change – With the emphasis on the use of alternative fuels or electrification, TARTA will use every lever possible to comply with a greener fleet when replacing vehicles.
- Advancing Equity Issues – The Infrastructure Bill focuses on the critical importance of public transit in providing people access to work, school, and medical appointments to improve quality of life.
- APTA Annual Conference – Four members of TARTA's management team attended the conference last week. FTA Administrator Nuria Fernandez spoke on the importance of the Infrastructure Bill.
- Federal Grants – TARTA is applying for three federal grants
 - Bus and Bus Facilities Grant – funding to support key improvements at Central Avenue facility and purchase paratransit vehicles
 - Route Restoration Grant – funding to support fixed-route planning
 - American Rescue Plan – funding for COVID related expenses
- Wetlands Bill – The Ohio Senate rejected the Wetlands tax exemption bill containing an amendment that would limit TARTA's sales tax collection to .3%.
- Hub of Hope – TARTA will partner with non-profit organizations and provide weekly or monthly events at the Hub to connect riders with community services and organizations.

LEADERSHIP TEAM UPDATES

Lucas Boehm, Director of Information Technology

- Phase 1 of the camera project, which includes the installation of cameras on the outside of the buildings at the Central Avenue facility and downtown Hub has been completed.
- The Enterprise Asset Management (EAM) project is moving along. A vendor will be on site again at the end of November to talk with staff regarding streamlining processes.
- Future Request For Proposals include the following:
 - Replace the phone system at all locations.
 - Repaint the radio tower and replace the current system with an LED system that is FTA compliant.

Jim Fight, Director of Human Resources

- Two Strategic Training sessions for employees have been held this month that include the strategic directives of the organization, sexual harassment, and diversity and inclusion.
- Open enrollment for benefits will be held from November 29 – December 3.

Charles Odimgbe, Chief Operations Officer

- Ridership increased 11% from September to October 2021.
- Accidents decreased
- Road calls numbered 31
- On time performance was 96% for fixed line and 93% for paratransit

PRESIDENT'S REPORT

President Hoagland thanked everyone for their role in the passage of Issue 12. TARTA has been seeking a more productive financial position and structure for a very long time. She extended special thanks to Carly Allen, President of the ATU, who has been pursuing this goal for 14 years. TARTA received a tremendous amount of engagement, which is evidence that the Authority's reputation in the community is improving. The community is also aware of the new leadership and new board members, and the results of these efforts. TARTA has been reinvented in the last two years and has an amazing opportunity with the new financial position to take off in a new direction.

Many of the accomplishments in the last two years have brought TARTA to a baseline where they can begin functioning like a real transit agency. Going forward President Hoagland encouraged Board members to become more involved with the TARTA Next project and take the opportunity to fully understand the service.

President Hoagland announced that there would be a holiday gathering after the Board meeting on December 16th at Marina Lofts.

REPORTS AND COMMUNICATIONS FROM BOARD MEMBERS

Mr. Hart said that the elimination of Sunday and holiday service was the impetus for the Lucas County Task Force focused on TARTA, and much of the change that has happened. It is significant that what started the momentum for the process is the first thing to be reinstated.

MEETING CALENDAR

Thursday, December 16, 2021 @ 4:00 p.m. at TARPS, 130 Knapp Street, Toledo, Ohio 43604

ADJOURNMENT


A motion was made and seconded to adjourn. The motion passed unanimously, and the meeting adjourned at 5:20 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.

Sophie Giviyan-Kermani
Secretary-Treasurer

ADOPTED: December 16, 2021



Kelsie Hoagland
President



Sophie Giviyan-Kermani
Secretary-Treasurer