



TOLEDO AREA REGIONAL TRANSIT AUTHORITY  
BOARD OF TRUSTEES MEETING  
JANUARY 20, 2022

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  
James Caldwell  
Katie Hunt-Thomas  
Patrick Kijowski  
Samuel Olaniran  
Kendra Smith  
Lou Thomson  
Kevin Weaks

BOARD MEMBERS ABSENT

Heather Baker  
Michael Hart  
Pat McKinstry

OFFICERS PRESENT

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

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

Mr. Thomson made a motion to approve the minutes from the December 16, 2021 Board of Trustees meeting. Vice President Morrison seconded the motion. The motion passed unanimously.

PUBLIC COMMENTS

There were none.

PRESENTATIONS

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

The adoption of Resolution No. 1-22 today ensures TARTA and the Northwestern Ohio Building & Construction Trades Council will create a framework of collaboration that establishes conditions for the prompt and efficient completion of TARTA's larger building and construction projects.

The Agreement does not require workers on TARTA projects to be members of any of the trade unions the Council represents. However, it does require they meet the same skills and experience as the union employees. It will also help TARTA's Disadvantaged Business Enterprise Program and encourage participation by local businesses.

The Agreement will have a three-year term and apply to any contract valued at more than \$100,000.

Ms. Koprowski added that the Agreement has been shared with the Federal Transit Administration.

Code Orange Service, Neil Greenberg, Director of Transit Service Development

Due to the recent increase in COVID-19 cases in the area and the possibility of driver shortages, TARTA has announced the creation of a Code Orange schedule that may be used in the coming weeks to keep service on the road. This will provide a predictable response for passengers and keep all routes and operating hours intact.

A Code Orange schedule will be announced the Friday before the affected week via [tarta.com](http://tarta.com), the downtown transit HUB, TARTA's social media channels and text message service and will be in effect for one full week at a time.

Mr. Weaks stressed the importance of getting the information to the public in a timely manner.

Transit Asset Management Plan, John Jones, Director of Maintenance

A resolution is being presented later in today's meeting to adopt the 2022 Transit Asset Management Plan. This Plan guides how TARTA manages their assets, rehabilitation, and replacement efforts and how condition assessments are done for all assets including rolling stock and facilities. This is a federal requirement as TARTA prepares for the upcoming Triennial Review. The Maintenance Plan and Vehicle Inventory attachments will be updated annually. However, the Plan will be in effect until 2025. This is a federal requirement of all transit systems as of July 2020.

RESOLUTIONS

**RESOLUTION NO. 1-22 – ADOPTING A POLICY FOR THE PERFORMANCE OF CERTAIN CONSTRUCTION PROJECTS BY THE TOLEDO AREA REGIONAL TRANSIT AUTHORITY**

Vice President Morrison introduced Resolution No. 1-22.

Dawn Christen, Attorney representing Northwestern Ohio Building & Construction Trades Council, on behalf of the Council's Executive Secretary Shaun Enright, thanked everyone for taking this step. The value of Project Labor Agreements is unparalleled. They help ensure that when a company is undertaking construction in a community that it is being done in a responsible manner and the contractors and workers performing the work are qualified and trained to do the job. It ensures that projects are moving forward without work stoppages and at the end of the day the customer is getting the highest quality construction for their assets.

Mr. Olaniran made a motion to approve Resolution No. 1-22. It was seconded by Mr. Thomson. President Hoagland abstained. The motion passed.

**RESOLUTION NO. 2-22 – ADOPTS THE 2022 TRANSIT ASSET MANAGEMENT PLAN REQUIRED BY THE U. S. DEPARTMENT OF TRANSPORTATION AND FEDERAL TRANSIT ADMINISTRATION**

Ms. Giviyani-Kermani introduced Resolution No. 2-22. This resolution is passed annually as required by the U. S. Department of Transportation.

Vice President Morrison made a motion to approve Resolution No. 2-22. It was seconded by Ms. Smith. The motion passed unanimously.

**RESOLUTION NO. 3-22 – AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE A CONTRACT WITH OSCAR W. LARSON COMPANY FOR ABANDONING IN PLACE TWO UNDERGROUND OIL TANKS**

Ms. Giviyani-Kermani introduced Resolution No. 3-22. TARTA has two underground oil tanks that are no longer in use and need to be abandoned in place or removed per Ohio State Fire Marshall regulations. An engineering review determined that due to the proximity of the tanks to other underground fuel tanks the best option would be to abandon the tanks in place. This process will involve removing residual product, cleaning, and filling the tanks with inert material. This will render the tanks safe and harmless. It was found that Oscar Larson Company had the best price for this service, \$50,000.00 for closure of the tanks and the required environmental oversight.

Mr. Thomson made a motion to approve Resolution No. 3-22. It was seconded by Mr. Kijowski. The motion passed unanimously.

**RESOLUTION NO. 4-22 – AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE A CONTRACT WITH GLADIEUX TRADING AND MARKETING COMPANY LP, FOR DIESEL AND GASOLINE FUEL FOR YEAR 2022 AND AUTHORIZING THE CHIEF EXECUTIVE OFFICER, OR HER DISIGNEE, TO SIGN A FEDERAL EXCISE TAX EXEMPTION CERTIFICATE ON BEHALF OF TARTA**

Ms. Giviyani-Kermani introduced Resolution No. 4-22. A pre-award resolution was adopted at the December 2021 Board meeting to enter into a fuel contract with the lowest responsible bidder from a joint fuel procurement with other Ohio transit agencies. It was found that Gladieux Trading and Marketing Company had the lowest price with a firm fixed price per gallon for diesel fuel and per gallon of gasoline when delivered with diesel fuel. This contract will allow TARTA to budget accurately and receive an uninterrupted supply for 2022.

Ms. Smith moved for approval of Resolution No. 4-22. It was seconded by Mr. Olaniran. The motion passed unanimously.

**RESOLUTION NO. 5-22 – AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE A CONTRACT FOR MAINTENANCE SERVICE FOR YEAR 2022 CONVERING A COMPUTER AIDED DISPATCH / AUTOMATIC VEHICLE LOCATING (CAD / AVL) INFORMATION SYSTEM**  
Mr. Boehm introduced Resolution No. 5-22. This is the current yearly cost for the Passio CAD / AVL system for 2022. Passio is utilized for dispatching purposes and to provide real-time bus location to passengers.

Mr. Thomson moved for approval of Resolution No. 5-22. It was seconded by Vice President Morrison. The motion passed unanimously.

**RESOLUTION NO. 6-22 – AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE A CONTRACT WITH TRAPEZE FOR THE PURCHASE OF A DRIVER MATE SOLUTION FOR PARATRANSIT TRIPS**

Mr. Boehm introduced Resolution No. 6-22. TARTA currently subcontracts several paratransit rides to cab companies when they are unable to support them due to local resources. With this solution the cab companies would be provided tablets allowing TARTA real-time arrival and departure trip information. This would be a four – six-month project.

Mr. Thomson said that it should be reflected in the resolution that U. S. dollars are being used for this purchase.

Mr. Thomson moved for approval of Resolution No. 6-22. It was seconded by Mr. Kijowski. The motion passed unanimously.

**RESOLUTION NO. 7-22 – AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE A SOFTWARE MAINTENANCE AGREEMENT FOR YEAR 2022 COVERING PLANNING, PARATRANSIT, OPERATIONS AND PAYROLL**

Ms. Giviyani-Kermani introduced Resolution No. 7-22. This is an annual agreement supporting nearly all software systems in payroll, accounting, paratransit, and operations.

Ms. Smith moved for approval of Resolution No. 7-22. It was seconded by Vice President Morrison. The motion passed unanimously.

**RESOLUTION NO. 8-22 – AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE A PURCHASE ORDER FOR THE PURCHASE OF FIXED LINE FAREBOXES AND FARE REPORTING EQUIPMENT**

Mr. Boehm introduced Resolution No. 8-22. TARTA will need to purchase new fareboxes and reevaluate fare structure. While they do not expect to use the full amount, due to the urgency of this project additional funds were included beyond the initial proposal to allow flexibility.

Discussion ensued regarding the purchase.

Mr. Caldwell moved for approval of Resolution No. 8-22. It was seconded by Mr. Thomson. The motion passed unanimously.

**RESOLUTION NO. 9-22 – AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE A PURCHASE ORDER TO FUND REPAIRS AND UPGRADES TO THE PASSENGER ELEVATOR AT THE DOWNTOWN HUB STATION**

Mr. Jones introduced Resolution No. 9-22. The elevator at the HUB is more than 50 years old. During a recent inspection several safety violations were detected. Elevator maintenance determined that the main controls had failed, and parts are no longer available. Once the necessary repairs and upgrades are made the elevator will be in compliance and ready for service.

Discussion ensued regarding the cost of the project.

Mr. Caldwell moved for approval of Resolution No. 9-22. It was seconded by Mr. Weaks. The motion passed unanimously.

### SECRETARY-TREASURER'S REPORT

Ms. Giviyan-Kermani's report covered the period ending November 30, 2021.

#### Overall

- Year to date Operating Revenues are under budget due to passenger fares and the University of Toledo contract.
- Year to date Operating Expenses are under budget by 3% of projected expenses.
- Year to date Non-Operating Revenues have exceeded budgeted projections by 10% due to Federal funding.

#### Operating Expenses

- Maintenance expenses are over budget due to the aging fleet.
- Service expenses are over budget due to subcontracted services.
- Labor and Fringe Benefits are under budget due to various open positions.
- Fuel cost expense was overbudgeted.

#### Non-Operating Revenue

- The Federal operating and preventive maintenance assistance draw for November and December will be done in January.
- Reclassification of credit from the Health Transit Pool of Ohio and a gain on disposition of assets from Non-Transportation Revenue to the correct accounts resulted in negative amounts in Fringe Benefits and Non-Transportation Revenue line items for the month of November.

Discussion ensued regarding the University of Toledo contract.

### CHIEF EXECUTIVE OFFICER'S REPORT

Ms. Koprowski reported that there would be a presentation at the February Board meeting regarding restoring Sunday service and extending weekend service. The public involvement process ended today. Recruitment will be critical in launching the service as a minimum of 10 fixed route drivers will be needed. Human Resources is continuing to interview for open positions.

The week of February 14<sup>th</sup> is Ohio Loves Transit Week. Several activities will be done locally to engage the community. This is also a statewide effort, and the Ohio Public Transit Association is bringing back Statehouse Lobby Day on February 16<sup>th</sup>. Ms. Koprowski and Vice President Morrison will be going to Columbus to meet with the state delegation and attend the evening reception with legislative leaders and counterparts across Ohio.

Due to the recent COVID wave, the planned TARTA Next Advisory Committee meeting with the board has been moved to this week. This will include a virtual community forum where an update on TARTA Next will be provided.

February 4<sup>th</sup> is Transit Equity Day. TARTA will recognize Rosa Parks by reserving one seat on all the buses. They will also be raising awareness in the community.

The Federal Transit Administration will conduct a Triennial Review of TARTA this year. This mandatory review occurs every three years and is an audit of TARTA's operations, finances, and vehicles. This year's review will be virtual and occur later in the Spring.

January is Human Trafficking Awareness Month. The TARTA team has done an outstanding job of raising awareness through their partnership with the University of Toledo, an FTA grant, and press conference with elected officials. Through this grant TARTA will receive and install digital messaging screens in the buses later this year that will provide information on addressing human trafficking. The screens will also provide information on routes and services.

All this activity has caught the attention of the American Public Transportation Association and TARTA will be featured in their national publication this month.

### VICE PRESIDENT'S REPORT

Vice President Morrison recognized that the Board and guests are very busy and thanked them for taking the time to attend the meeting.

### PRESIDENT'S REPORT

President Hoagland thanked everyone for their participation today and reminded the Board that the retreat scheduled for January 21, 2022, has been canceled due to COVID. It will be rescheduled in the future. Ms. Talbott and Mr. Greenberg will still make their presentation initially planned for the retreat available to everyone tomorrow on a webinar.

### REPORTS AND COMMUNICATIONS FROM BOARD MEMBERS

Mr. Thomson complimented Ms. Koprowski on her recent podcast on Transit Unplugged with Paul Comfort.

### MEETING CALENDAR

Thursday, February 17, 2022 @ 4:00 p.m. at TARPS, 130 Knapp Street, Toledo, Ohio 43604

President Hoagland will not attend this meeting. The meeting will be chaired by Vice President Morrison.

### ADJOURNMENT

Mr. Thomson made a motion to adjourn. It was seconded by Vice President Morrison. The meeting adjourned at 5:00 p.m.

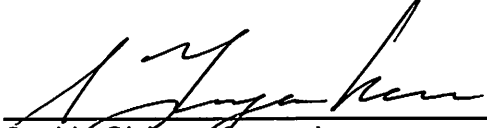
### CERTIFICATE OF COMPLIANCE

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 Giviyani-Kermani  
Secretary-Treasurer

ADOPTED: February 24, 2022

  
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Kelsie Hoagland  
President

  
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Sophie Givyan Kermani  
Secretary-Treasurer