



TOLEDO AREA REGIONAL TRANSIT AUTHORITY
BOARD OF TRUSTEES
FEBRUARY 24, 2022 (VIRTUAL MEETING)

MINUTES

CALL TO ORDER

President Hoagland called the meeting to order at 4:02 p.m.

ROLL CALL

BOARD MEMBERS PRESENT

Kelsie Hoagland – President
Mary Morrison – Vice President
James Caldwell
Michael Hart – arrived after roll call
Katie Hunt-Thomas
Pat McKinstry
Kendra Smith
Lou Thomson
Kevin Weeks

BOARD MEMBERS ABSENT

Heather Baker
Patrick Kijowski
Samuel Olaniran

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 January 20, 2022, Board of Trustees meeting. Mr. Thomson seconded the motion. The motion passed unanimously.

PUBLIC COMMENTS

Carly Allen, President / Business Agent, Amalgamated Transit Union Local 697, provided comments on the ATU negotiations.

EXECUTIVE SESSION

A motion was made by Mr. Thomson to enter Executive Session at 4:11 p.m. to discuss matters concerning negotiations or bargaining with public employees concerning compensation or other terms and conditions of employment. Mr. Caldwell seconded the motion. The motion passed unanimously.

Vote by roll call.

Jim Caldwell – yes
Kelsie Hoagland – yes
Katie Hunt-Thomas – yes
Pat McKinstry – yes
Mary Morrison – yes
Kendra Smith – yes
Lou Thomson – yes
Kevin Weeks – yes

A motion was made to return to regular session at 5:06 p.m. Ms. Smith seconded the motion. The motion passed unanimously.

Vote by roll call.

Michael Hart – yes
Kelsie Hoagland – yes
Katie Hunt-Thomas – yes
Pat McKinstry – yes
Mary Morrison – yes
Kendra Smith – yes
Lou Thomson – yes
Kevin Weeks – yes

PRESENTATIONS

Weekend Service Changes, Neil Greenberg, Director of Transit Service Development

Proposed service changes scheduled to begin March 27, 2022, include the following.

- Monday – Friday Service
 - No major changes
- Saturday Service
 - All routes begin earlier in the morning.
 - First inbound trips start at approximately 6:30 a.m.
 - First outbound trips begin at 7:30 or 8:00 a.m.
 - Discontinue Route 31C trips.
 - Add afternoon and evening service on Routes 26 & 34.
- Sunday & Holiday
 - All routes operating on Saturday will operate on Sunday and holidays.
 - Same schedule as Saturday except service ends approximately 90 minutes earlier.
 - Last outbound trips start at 6:00 p.m. or 7:30 p.m.
- Impact of Sunday & Holiday Service for TARPS
 - Saturday service will be extended slightly to match the hours of fixed route.
 - Sunday service will shift slightly to match fixed route.
 - Holiday service will increase by more than six hours to match fixed route.

Public outreach was done in December and January.

Participating in APTA's Diversity, Equity & Inclusion Pilot Program, Jim Fight, Director of Human Resources

The American Public Transportation Association (APTA) is proposing a two-year pilot program that requires TARTA to make a broader commitment to make diversity, equity, and inclusion a priority.

The program is designed to provide a tangible protocol for advancing racial equity within the framework of all TARTA does as a transit agency serving the public in the Northwest Ohio region.

The pilot program is based on five core principles.

- Make racial equity a strategic priority for the organization.
- Undertake an annual assessment on the perceived employee experience of existing policies.
- Review and analyze demographic data.
- Put in place evidence-informed policies for creating and maintaining an inclusive and equitable environment for employees and customers.
- Establish programs, tools, and dedicated resources.

STRATEGIC & OPERATIONAL PLANNING COMMITTEE

Committee Chair Kendra Smith reported that the Strategic & Operational Planning Committee met on February 10, 2022. Bethany Whitaker from Nelson Nygaard gave an update on the TARTA Next project. TARTA staff gave a presentation detailing the proposed new weekend service and how fixed route and TARPS would be impacted as well as the public engagement process done in December and January. The Committee recommended a resolution approving the spring service changes be brought to the full Board later in today's meeting.

Additionally, meetings of the Strategic & Operational Planning Committee have been scheduled for the next four months and placed on the members' calendars.

FINANCE COMMITTEE

Ms. Koprowski reported briefly on the Finance Committee meeting held on February 23, 2022. Chief Financial Officer Sophie Giviyan gave a presentation on accounting policies and procedures in response to the results of the State Audit. A recommendation to adopt the Accounting Policies & Procedures Manual will be brought to the full Board at the March Board meeting. Ms. Koprowski invited any questions concerning the committee meeting and said the minutes would be provided at a later date.

RESOLUTIONS

RESOLUTION NO. 10-22 – AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO IMPLEMENT CHANGES TO WEEKEND TRANSIT SERVICE LEVELS EFFECTIVE NO LATER THAN APRIL 17, 2022.

Mr. Greenberg gave a presentation on the changes earlier in today's meeting and there was no additional comment.

Mr. Thomson made a motion to approve Resolution No. 10-22. It was seconded by Vice President Morrison. The motion passed unanimously.

RESOLUTION NO. 11-22 – THE TOLEDO AREA REGIONAL TRANSIT AUTHORITY, AS A MEMBER OF THE AMERICAN PUBLIC TRANSPORTATION ASSOCIATION (APTA), INTENDS TO CONTINUALLY IMPROVE ITS DIVERSITY, EQUITY, AND INCLUSION PRACTICES AND FULFILL THE CORE PRINCIPLES OF THE APTA RACIAL EQUITY COMMITMENT

Mr. Fight gave a presentation on the changes earlier in today's meeting and there was no additional comment.

Vice President Morrison made a motion to approve Resolution No. 11-22. It was seconded by Ms. Smith. The motion passed unanimously.

RESOLUTION NO. 12-22 – AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE A PURCHASE ORDER TO WEX FLEET CARDS FOR THE PURCHASE OF GASOLINE FOR TARTA AND TARPS VEHICLES FOR CALENDAR YEAR 2022

Ms. Giviyani-Kermani introduced Resolution No. 12-22. In the past TARPS and TARTA buses have been diesel powered and fueled onsite. In 2017, major manufacturers of small buses in specific classes stopped offering diesel engine options requiring that all new units in these specific classes be gasoline powered. Because it is not possible to store a sufficient supply of gasoline onsite, it is necessary that gasoline units be fueled offsite at local gasoline outlets. This is best facilitated by using a fleet fueling credit card that will be coded to each gasoline unit for tracking purposes and to prevent fraudulent use. It is anticipated that in the future the fleet will be all gasoline and alternative fuel powered. A short-term solution is to facilitate fueling the vehicles with fleet credit cards. This can be done by the operators at any time during the day.

Vice President Morrison made a motion to approve Resolution No. 12-22. It was seconded by Mr. Hart. The motion passed unanimously.

RESOLUTION NO. 13-22 – AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO APPROVE AECOM-WSP/PB EXTENSION TO TASK ORDER 11: CENTRAL RESTROOMS SAFETY AND MODERNIZATION – ADDITIONAL IMPROVEMENTS AT TRANSIT HUB

Mr. Odimgbe introduced Resolution No. 13-22. The resolution extends the contract with AECOM to allow for the completion of projects at the HUB. These projects were all identified in last year's budget and approved by the Board.

Ms. Smith made a motion to approve Resolution No. 13-22. It was seconded by Mr. Thomson. The motion passed unanimously.

RESOLUTION NO. 14-22 – AMENDING RESOLUTION NO. 42-21 AUTHORIZING THE CHIEF EXECUTIVE OFFICE TO EXECUTE A PURCHASE ORDER FOR THE PURCHASE OF MOBILE DATA TERMINALS FOR THE PARATRANSIT FLEET

Ms. Giviyani-Kermani introduced Resolution No. 14-22. Resolution No. 42-21 was adopted on October 21, 2021, and the dollar amount not to exceed was \$147,500.00. It was determined that one of the items in the purchase order was missed. The current purchase order is in the amount of \$151,200.00.

Mr. Thomson made a motion to approve Resolution No. 14-22. It was seconded by Ms. McKinstry. The motion passed unanimously.

RESOLUTION NO. 15-22 – AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE A SHORT-TERM CONTRACT WITH BLACK AND WHITE CAB, INC. FOR SUPPLEMENTAL PARATRANSIT SERVICE

Ms. Talbott introduced Resolution No. 15-22. The Memorandum of Understanding created in 2015 does not meet the current standards for services and expense due to the increase in ridership and the decrease in drivers. Therefore, it is determined that TARTA will need to go through the competitive Request for Proposal (RFP) process. This short-term contract is the first step to prepare for the RFP process. The RFP is expected to be out by the end of March 2022 with the contract awarded by the end of June 2022 and a start date of October 2022.

Discussion ensued regarding the hiring process and the need for the supplemental service providers.

Ms. Smith made a motion to approve Resolution No. 15-22. It was seconded by Mr. Thomson. The motion passed unanimously.

RESOLUTION NO. 16-22 – AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE A CONTRACT WITH THE AUTOMATIC DATA PROCESS, INC. COMPANY FOR THE IMPLEMENTATION AND FIVE-YEAR CONTRACT FOR INTEGRATED TIMEKEEPING / PAYROLL / HR SERVICES

Ms. Giviyani-Kermani introduced Resolution No. 16-22. Currently there are two services, one timekeeping and the other payroll. Having two services increases the opportunity for error when transferring data. The goal was to find a company that can provide timekeeping, payroll, and human resource services on the same platform. An RFP was issued by the Finance Department, a panel of ten reviewed qualified bids and Automatic Data Process, Inc. was determined to be the best option.

Mr. Thomson made a motion to approve Resolution No. 16-22. It was seconded by Vice President Morrison. The motion passed unanimously.

SECRETARY-TREASURER'S REPORT

Ms. Giviyani-Kermani's report covered the period ending December 31, 2021.

December Expenses

- December payroll was over budget due to bonuses paid to union employees.
- December fringe benefits were over budget due to the 2021 year-end true-up to actual healthcare expenses.
- Materials and supplies were over budget due to COVID cleaning and repairs to garage doors and heating systems at Central Avenue.
- Services are over budget due to paratransit third-party providers, which were used heavier than budgeted in the beginning of the year.

December Revenues

- Property taxes in December were under budget due to 2021 year-end true-up to actual property tax collections.
- Federal operating funds awarded in 2021 were drawn down and recorded in December 2021.
- All 2021 motor fuel tax reimbursements were recorded and submitted to the state in December.

2021 Year-End Analysis

2021 Expenses

- Operating Revenues were under budget due to fare-free services.
- Labor and Fringe benefits remained under budget due to open positions.
- Materials and Supplies expenses were over budget due to Covid cleaning, and ongoing repairs to buildings, grounds and rolling stock.
- Service expenses were over budget due to third-party services and other professional services.
- Fuel expenses were under budget due to an overestimated 2021 fuel budget.
- Claims and Insurance were over budget due to higher-than-expected liability insurance costs.

2021 Revenues

- Property Taxes were under budget for the year. The property tax budget for 2022 has been adjusted to align with 2021 collections.
- Federal operating and preventive maintenance revenue was over budget due to COVID stimulus awards.

CHIEF EXECUTIVE OFFICER'S REPORT

Ms. Koprowski introduced TARTA's new Director of External Affairs and Communications Sam Melden.

Mr. Melden shared his background and duties at TARTA.

Last week Ms. Koprowski, Board Vice President Morrison, and Mr. Melden were in Columbus participating in Ohio Loves Transit Week where they met with several state representatives and/or their staff. TARTA also celebrated Customer Appreciation Day at the HUB and on TARPS and held a forum on Monday evening. Lucas County presented TARTA with a resolution recognizing Ohio Loves Transit Week.

Ms. Koprowski shared a photo of the bus wrapped for the 2022 Toledo Jeep Fest. TARTA has committed to being the transportation sponsor for the three-day event.

TARTA's Community Newsletter will be coming out next week.

Ms. Koprowski concluded by saying that 2022 will be a very busy year. She commended the management team and said they are resilient, understand their priorities and focused on what needs to be accomplished.

Mr. Hart said he has received several excellent compliments about Ms. Koprowski and her leadership throughout the community.
There was no report from the President or Vice President.

REPORTS AND COMMUNICATIONS FROM BOARD MEMBERS

There were none.

MEETING CALENDAR

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

ADJOURNMENT

A motion was made and seconded to adjourn the meeting. The motion passed unanimously, and the meeting adjourned at 5:57 p.m.

CERTIFICATE OF COMPLIANCE

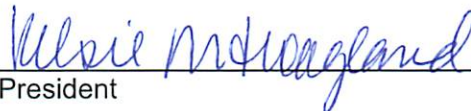
I hereby certify that all members of the Board of Trustees were given notice of the foregoing in person, by telephone, mail, or email more than 48 hours before the meeting.

Sophie Giviyan-Kermani
Secretary-Treasurer

ADOPTED: March 17, 2022



Secretary-Treasurer



President