



TOLEDO AREA REGIONAL TRANSIT AUTHORITY
BOARD OF TRUSTEES
MAY 19, 2022

MINUTES

CALL TO ORDER

President Hoagland called the meeting to order at 4:06 p.m.

ROLL CALL

BOARD MEMBERS PRESENT

Kelsie Hoagland – President
Mary Morrison – Vice President
Heather Baker
James Caldwell
Valerie Fatica
Michael Hart (arrived 4:11 p.m.)
Katie Hunt-Thomas
Pat McKinstry
W. L. Perryman Jr.
Lou Thomson
Kevin Weaks

BOARD MEMBERS ABSENT

Kendra Smith

OFFICERS PRESENT

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

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETINGS

The minutes from the April 21, 2022, Board of Trustees meeting were presented and approved unanimously.

The minutes from the May 2, 2022, Board of Trustees special meeting were presented and approved unanimously.

POLICY COMMITTEE

President Hoagland reported that the Policy Committee met on May 3, 2022. The Committee discussed how the TIF allocations would be dispersed to member communities and identified a policy that will be consistently in place for all member communities going forward. Previously these funds were referred to as TIF or Transportation Improvement Funds. TARTA has renamed these funds Local Investment in Transit Enhancements (LITE) funding. All seven member communities have received the policy. Final guidelines are expected to be presented to the Board for approval next month.

FINANCE COMMITTEE

Mr. Caldwell reported that the Finance Committee met on May 12, 2022. The Committee saw presentations from Nelson Nygaard on fare collection and the Finance Department on the token and pass exchange process. They also discussed the importance of communicating the right messages to the public regarding the changes while maintaining the financial integrity of the organization. The Committee recommended that the proposed Nelson Nygaard report on fare changes and the token and pass exchange process be approved.

PRESENTATION

Fare Study Recommendations, Mariel Kirschen, Nelson Nygaard

Ms. Kirschen reported that the Study Context included Phase 1, which is a return to fares on August 1, 2022, and Phase 2, which is the development of a long-term fare structure by February 1, 2023.

A review of peer agencies showed only one transit agency has not returned to fare collection and across the industry many are looking at their fare structure.

Fare Goals

- Simplification – streamlining TARTA's fare structure
- Alignment – ensuring that TARTA's fares are consistent with industry standards
- Affordability – ensuring affordable access to all transit services
- Modernization – upgrading fare technology

Recommended Phase 1 Changes / Fare Structure

- Add 2-hour transfer policy
- Reduce cost of day pass / add printed day pass
- Reduce cost of 30-day pass
- Expand half-price fare
- Free Call-A-Ride for TARPS riders
- Eliminate tokens
- Eliminate TARPS 20-trip pass

Phase 2 Opportunities

- Further simplify fare structure
- Expand pass programs
- Expand cash-loading sales network
- Implement fare capping

Discussion ensued regarding revisiting the fare structure after the 6-month pilot and ensuring low-income riders have access to affordable fares.

Ms. Koprowski said that they are reaching out to the agencies TARTA has worked with in the past to communicate these changes. It is important that TARTA be affordable and accessible while doing their due diligence financially.

Mr. Caldwell added that the Committee had a good discussion regarding rollout, partnership sensitivity and community welfare.

Discussion followed regarding the cost of fares and how they will be accepted.

RESOLUTIONS

RESOLUTION NO. 34-22 – AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO AMEND THE FARE STRUCTURE OF THE TOLEDO AREA REGIONAL TRANSIT AUTHORITY EFFECTIVE MONDAY, AUGUST 1, 2022, AND TO ADOPT RELATED POLICIES

There was no further discussion and Mr. Caldwell made a motion to approve Resolution No. 34-22. It was seconded by Mr. Thomson. The motion passed unanimously.

RESOLUTION NO. 35-22 – AUTHORIZING AN UPDATE IN THE APPOINTMENT OF AN ALTERNATE TRUSTEE TO SERVE AND VOTE ON THE BOARD OF TRUSTEES OF NEORIDE, AN OHIO COUNCIL OF GOVERNMENTS

Ms. Giviyani-Kermani introduced Resolution No. 35-22. There is a need to have alternate trustees when the Chief Executive Officer is not available. The Director of Information Technology and the Chief Customer Experience and Mobility Officer are proposed as alternates.

Mr. Thomson made a motion to approve Resolution No. 35-22. It was seconded by Mr. Perryman. The motion passed unanimously.

RESOLUTION NO. 36-22 – AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE A PURCHASE ORDER TO SCHINDLER ELEVATOR AND ESCALATOR, INC. TO COMPLETE PASSENGER ELEVATOR REPAIRS AT THE DOWNTOWN TRANSIT HUB

Ms. Giviyani-Kermani introduced Resolution No. 36-22. The Finance Department conducted the bidding process and selected the lowest bidder, Schindler Elevator and Escalator, Inc., at a cost of \$86,454.

Vice President Morrison made a motion to approve Resolution No. 36-22. It was seconded by Mr. Hart. The motion passed unanimously.

RESOLUTION NO. 37-22 – AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE A PURCHASE ORDER TO MIDWEST ENVIRONMENTAL, INC. TO COMPLETE ASBESTOS ABATEMENT AT THE DOWNTOWN TRANSIT HUB

Ms. Giviyani-Kermani introduced Resolution No. 37-22. Midwest Environmental, Inc. was the lowest bidder in the competitive bid process with a cost of \$98,133 for asbestos removal.

Ms. McKinstry made a motion to approve Resolution No. 37-22. It was seconded by Vice President Morrison. The motion passed unanimously.

RESOLUTION NO. 38-22 – AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE A CONTRACT FOR HARDWARE, INSTALLATION AND ANNUAL MAINTENANCE FOR A COMPUTER-AIDED DISPATCHING WITH AUTOMATIC VEHICLE LOCATOR (CAD/AVL) SYSTEM

Ms. Giviyani-Kermani introduced Resolution No. 38-22. This item was included in the capital budget. The lowest bidder was ETA Transit Systems with a cost of \$3.7 million.

Mr. Caldwell made a motion to approve Resolution No. 38-22. It was seconded by Vice President Morrison. The motion passed unanimously.

RESOLUTION NO. 39-22 – AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE A PURCHASE ORDER FOR THE PURCHASE OF REPLACEMENT RADIO HARDWARE AND SOFTWARE TO FACILITATE MIGRATION TO THE LUCAS COUNTY EMERGENCY SYSTEM

Ms. Giviyani-Kermani introduced Resolution No. 39-22. This item was included in the capital budget and will bring TARTA up to date with the Lucas County Emergency System.

Mr. Caldwell made a motion to approve Resolution No. 39-22. It was seconded by Mr. Hart. The motion passed unanimously.

RESOLUTION NO. 40-22 – ADOPTS AN INFORMATION SYSTEM TECHNOLOGY DISASTER RECOVERY POLICY FOR THE TOLEDO AREA REGIONAL TRANSIT AUTHORITY

Mr. Boehm introduced Resolution No. 40-22. This policy outlines a recovery plan for IT systems during disasters. This policy is a starting point. Future projects will require the policy be updated periodically.

Discussion ensued regarding ransomware and cyber insurance.

Mr. Thomson made a motion to approve Resolution No. 40-22. It was seconded by Ms. Baker. The motion passed unanimously.

RESOLUTION NO. 41-22 – ADOPTS PASSWORD POLICIES AND GUIDELINES FOR THE TOLEDO AREA REGIONAL TRANSIT AUTHORITY

Mr. Boehm introduced Resolution No. 41-22. This is a standard policy that defines the baseline standards followed by most organizations. These requirements may be increased as technology grows.

Mr. Thomson made a motion to approve Resolution No. 41-22. It was seconded by Vice President Morrison. The motion passed unanimously.

SECRETARY-TREASURER'S REPORT

Ms. Giviyani-Kermani's report covered the month ending March 31, 2022, and the three-month period ending March 31, 2022.

Notable variances include the following.

- Labor costs are under budget due to open positions.
- Services are higher than budgeted due to third party paratransit providers and consulting services.
- Utilities are over budget due to natural gas prices relative to budget and uneven payments.

Nonoperating Revenues

- There were no federal operating / maintenance grant draws in March as apportionment / funding disbursement from the FTA is expected.

Nontransportation Revenues

- March revenues are due to vehicle scrap proceeds.

CHIEF EXECUTIVE OFFICER'S REPORT

Ms. Koprowski reported briefly on the following items.

- The Communications team created the new TARTA pitch included in the board packet that highlights how the Authority is an economic asset to the community. Additionally, the Communications team along with the Mobility & Customer Experience team are creating a Business Navigator Program designed to help businesses with workforce mobility needs.
- The wall recognizing TARTA's Board of Trustees is now complete and board members are encouraged to look on their way out.
- Ms. Koprowski introduced Neil Greenberg, Director of Transit Service Development, to talk about the new bus stop signs.

Mr. Greenberg said TARTA has a pilot program with the City of Toledo where new bus stop signs are being installed on Summit Street. The transit signs contain route information, are location specific and have an identification number. They contain no parking information as the present signs.

Discussion ensued regarding installation and maintenance of the signs.

- The V-Project is holding a celebration at Levis Square today to thank everyone involved with the project. TARTA's V Project bus will be on display. Board members are invited to attend.
- Ms. Koprowski thanked the Board members that assisted with outreach visits to the seven member communities. This was a wonderful opportunity to share the progress that has been made in the last six months and discuss TARTA Next. The response was very positive.

VICE PRESIDENT'S REPORT

Vice President Morrison welcomed Ms. Fatica to the TARTA Board.

PRESIDENT'S REPORT

President Hoagland also welcomed Ms. Fatica and added that the Village of Ottawa Hills is expected to appoint a representative to the TARTA Board very soon.

REPORTS AND COMMUNICATIONS FROM BOARD MEMBERS

Mr. Thomson expressed his appreciation that the V Project was included in the Toledo Regional Chamber of Commerce 2021 Year in Review.

MEETING CALENDAR

Thursday, July 21, 2022, at 4:00 p.m. at TARPS, 130 Knapp Street, Toledo, Ohio 43604

ADJOURNMENT

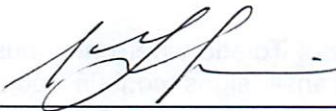
Mr. Hart made a motion to adjourn. It was seconded by Ms. Baker. The motion passed unanimously, and the meeting adjourned at 5:10 p.m.

CERTIFICATE OF COMPLIANCE

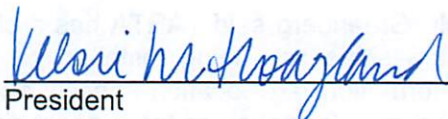
I hereby certify that all members of the Board of Trustees were given notice of the foregoing in person, by telephone, mail, or email more than 48 hours before the meeting.

Sophie Giviyan-Kermani
Secretary-Treasurer

ADOPTED: June 16, 2022



Secretary-Treasurer



President