

**STARK AREA REGIONAL TRANSIT AUTHORITY
BOARD OF TRUSTEES MEETING
WEDNESDAY, JANUARY 25, 2006
1600 Gateway Blvd SE ■ Canton, OH 44707**

CALL TO ORDER

Mr. Charles DeGraff, SARTA Board President, called the meeting to order at 6:03 p.m.

ROLL CALL/BOARD

Present: Charles DeGraff, President Nancy Johnson, Vice-President
Phyllis Beyers Gerald Bixler
Randy Bond Amanda Fletcher
Fred Moore Chet Warren

Excused: William Rudner

STAFF

Present: Charles Odingbe, Executive Director/CEO
Jerry Shilling, Director of Operations
Carole Winchell, Director of Finance & Administration
Eppy Zayas, Director of Maintenance
Jack Thompson, Customer Service Manager
Jannet Friedman, EEO/Safety Administrator
Kelly Zachary, Human Resources Administrator
Glenna Caruso, Project Manager
Irene Howell, Executive Assistant

LEGAL COUNSEL:

Present: Atty. Gust Callas (Black McCuskey)

OTHER(S):

Present: Karl Lucas, SCATS
Fred Linxweiler, Citizens' Advisory Committee
Cody Hoffaker

APPROVAL OF MINUTES

December 14, 2005, Work Session/Board Meeting Minutes

Nancy Johnson moved to approve the December 14, 2005, Work Session/Board Meeting Minutes with corrections.

- a. Page 2, 4, & 5: should read "Bond, Fletcher" and not "Bond Fletcher";**
- b. Page 3: should read "taping" and not "tapping";**

Chet Warren seconded the motion.

The motion passed unanimously as follows:

AYES: DeGraff, President; Johnson, Vice-President; Beyers, Bixler, Bond, Fletcher, Moore, Warren (8)

NAYS: None (0)

ABSTENTIONS: None (0)

EXCUSED: Rudner (1)

January 11, 2006, Work Session Meeting Minutes

Gerald Bixler moved to approve the January 11, 2006, Work Session Meeting Minutes as submitted.

Chet Warren seconded the motion.

The motion passed unanimously as follows:

AYES: DeGraff, President; Johnson, Vice-President; Beyers, Bixler, Bond, Fletcher, Moore, Warren (8)

NAYS: None (0)

ABSTENTIONS: None (0)

EXCUSED: Rudner (1)

1. Ms. Johnson made the following comments in regards to the January 11, 2006 Work Session Minutes:
 - a. Congratulations to the Finance Department (i.e., Inventory can now be done in a day thanks to the new processes in place.)
 - b. "Biggest Loser" is a weight loss program.
 - c. Ms. Johnson asked Mr. Odingbe for the date of the TransITech Conference. Mr. Odingbe replied that the date was February 2006.
 - d. Ms. Johnson stated that under item "K.", of Grants, "SARTA has brought in 18.5 million dollars in federal grants", should be kept in the forefront of the public with the campaign coming up.
 - e. Ms. Johnson asked about the statement by Mr. Rudner under item "K" Grants number three. Mr. Odingbe stated that Mr. Rudner was trying to explain the difference between the way in which the budget was read then and the way the budget reads now.
2. Mr. DeGraff stated that the amount of grants that have come in since 1991 is 36 million dollars.

CITIZEN'S COMMUNICATION

Public Speaks

1. Mr. Fred Linxweiler stated that he had his campaign button on and was ready to go.
2. Mr. DeGraff asked Mr. Linxweiler to tell everyone his name.
3. Mr. Linxweiler gave his name and association with SARTA on organizing the Passenger Association. He noted that he met with the Board about a

year ago and talked about a passenger election committee. He stated that he did think it was critical and that a lot of the passengers want to be involved.

PRESENTATION (Charles Odingbe, Executive Director/CEO)

Alliance Project:

1. Mr. Odingbe gave a power point presentation on the schematics of the proposed Alliance transfer center.
 - a. The bubble graph showed the layout of the transit center (i.e., meeting room, coat check area, chair storage, kitchenette, public/private rest rooms, vestibule, customer service, waiting area, office and mechanical room).
 - b. Showed the different schematics presented by the Architect.
 - c. The location of the transit center will be at the corners of Prospect and Union.
 - d. The Architect had presented staff with different renditions of the site layout (i.e., entrance and exit sites to the parking space).
 - e. A design from the architect was chosen which showed the buses entering through the alley and exiting onto Prospect Ave. It was noted that some modifications to this design will be made following suggests by Mr. Thompson and Ms. Caruso. Further discussion followed regarding the lots.
 - f. Ms. Beyers raised a question regarding soundproofing since the transit center was by the railroad tracks. Mr. Odingbe stated that he would bring the subject up with the architect if they have not thought to do so.
 - g. Discussed the meeting room at the transit center.

BOARD COMMITTEE REPORTS

Finance (William Rudner, Chairperson)

1. No report.

Personnel (Phyllis Beyers, Chairperson)

1. No report.

Citizens' Advisory Board

1. Report was given by Mr. Linxweiler under public speaks.

Public Property/Capital Improvements (Phyllis Beyers, Chairperson)

1. No report.

DEPARTMENTAL REPORTS

Operations - Jerry Shilling, Operations Director) - As submitted.

1. Ms. Johnson raised a question on the accident/incident report for December 2005.
2. Mr. Shilling stated that it was the total for the year for Proline and Fixed Routes. He stated that his department is working on a detailed accident/incident report to nail down types of accidents. Further discussion followed.
3. Mr. DeGraff noted that year-to-date for 2005 the Fixed Route ridership was 1,814,412 and Paratransit was 150,178, shuttles and special events was 64,008 with a total ridership count of 2,028,598. Noted that it was a significant increase in reference to the levy of 2002 when the ridership was 1.4 million total.

Maintenance - (Eppy Zayas, Maintenance Director) - As submitted.

1. Mr. Odimgbe reported that the Maintenance Department is moving towards where SARTA would want them to be. With the addition of the Maintenance Analysis position, the maintenance department receives true accurate numbers in terms of the amount of fuel used every day. When something goes wrong, staff is able to identify it within a couple of days.

Finance - (Carole Winchell, Finance and Administration Director) - As submitted.

1. Ms. Winchell reported the following:
 - a. Assets are climbing mainly due to Gateway Project being completed.
 - b. Finance reports represent un-audited year-end figures. Working with the auditor and hopes are to have audited financials completed by March 31, 2006. There will be adjustments to the sales tax.
 - c. There are also some grant funds that will be allocated to December.
 - d. Spoke of the formation of a "Women in Transit" chapter in Northeast Ohio. Further discussion followed.

Customer Service - (Jack Thompson, Customer Service Manager) - As submitted

EEO/Safety (Jannet Friedman, EEO/Safety Administrator) - As submitted

1. Ms. Friedman spoke of the "Biggest Loser" campaign sponsored by Aultcare and SARTA. It involves 60 SARTA employees who are participating in a weight loss program, and as of the first big weight in, SARTA was 230 pounds lighter.
2. Ms. Friedman stated that the Canton Fire Department checked SARTA's garage area for carbon monoxide levels. They certified that there were no high carbon monoxide levels. Also, the Bureau of Worker's Compensation (BWC) contacted SARTA regarding complaints of fumes in

the garage. They were offered an opportunity to conduct tests of SARTA's bus area. On February 1, 2006, OSHA will be at SARTA to do testing.

3. Further discussion followed regarding the Safety's Committee involvement and the new policies for the garage area that were put in place following the complaint.

Projects - (Glenna Caruso, Project Manager) - As submitted

1. Ms. Caruso reported the following:
 - a. SARTA is working with the Stark County Auditors' office to hire some interns to conduct fieldwork at the bus stops regarding the geography of stops.
 - b. Further comments followed regarding the radio project.

Human Resources - (Kelly Zachary, Human Resources Administrator) - As submitted.

Labor Management - (Jerry Shilling/Jack Thompson/Jannet Friedman) - As submitted.

COMMUNICATIONS

President - Levy

1. Mr. DeGraff stated that the levy will be on the May ballot.
2. Legal has advised the Levy Committee that sixty-five days after certification of the election (May) the levy takes effect so the levy will not begin when our current levy ends. It will start the beginning of the first quarter, sixty-five days after the certification. In the middle of September 2006, it will take effect the first of October that will be the beginning of the first quarter. SARTA would lose nine months of levy that was already approved. Further discussion followed.
3. Mr. DeGraff stated that if anyone on the Board wanted to make a motion not to go ahead with the May levy that they could. Question was raised regarding wording it on the ballot. Mr. DeGraff stated that it had to do with the election law. Atty. Callas stated that there was no way around it. Further discussion followed.
4. Mr. DeGraff noted the letters that were and will be sent out in regards to the levy campaign.
5. Mr. DeGraff asked for volunteers from the Board to call people for donations to the campaign.

Board - No communications.

Executive Director/CEO's Report - (Charles Odimgbe)

1. Mr. Odimgbe reported the following:

Ridership:

1. Ridership continues on an upswing throughout the winter months despite decreasing gas prices.
2. November and December months posted strong overall ridership percentages.
3. The agency ended the year with a 38.68% increase in ridership overall.
4. Mr. Odingbe thanked the Operations staff for their creativity and quick response to changes in ridership due to the gas crunch.

Alliance Transit Center Construction Project:

1. A presentation was made to the Board on the progress of the Alliance Transit Center project.
2. The next phase will include developing details based on the schematic.
3. SARTA is currently on target with the time line for the project.

Walmart Transit Pull-Out:

1. SARTA continues to rely on the city to get additional easement from Wal-Mart to enable SARTA to complete this project.
2. At this time, SARTA is tentative about setting any kind of time line for resolving all issues surrounding this easement issue.
3. SARTA staff will continue to inform the Board of the progress with this project.

Trapeze:

1. Staff has started training with Trapeze on SARTA's new radio system.
2. Training was started early due to the intensity and time that we anticipated it would take staff to master this new technology.
3. It was noted that the radio project does include a new Run-Cutter for developing and blocking Runs for the agency.

Ridership Survey:

1. Mr. Odingbe stated that draft copies were available on the Ridership Report.
2. RLS, the firm that conducted the survey, will give a presentation either at the Work Session or Board Meeting next month (February).

APTA TransITech Conference:

1. Mr. Odingbe stated that he was speaking at the TransITech Conference and the date of the conference conflicts with the February Board Meeting date (February 22, 2006).
2. Mr. Odingbe appealed to the Board to combine the February Board Meeting with the Work Session (February 8, 2006) to allow him to speak at the conference.

3. He stated that it would mean the February Finance Report for January would be in the March Board Packets. Further discussion followed.
4. Mr. DeGraff called for a motion to change the next scheduled Board Meeting date of February 22, 2006, and combine the Work Session and Board Meeting on February 8, 2006, due to Mr. Odingbe's speaking engagement at APTA's TransITech Conference.

Randy Bond moved to change the next scheduled Board Meeting date of February 22, 2006, and combine the Work Session and Board Meeting on February 8, 2006, due to Mr. Odingbe's speaking engagement at APTA's TransITech Conference.

Amanda Fletcher seconded the motion.

The motion passed unanimously as follows:

AYES: DeGraff, President; Johnson, Vice-President; Beyers, Bixler, Bond, Fletcher, Moore, Warren (8)

NAYS: None (0)

ABSTENTIONS: None (0)

EXCUSED: Rudner (1)

EXECUTIVE TEAM MINUTES

1. No comment

MIDDLE MANAGEMENT

1. No comment

FOR YOUR INFORMATION

1. Mr. Odingbe stated that SARTA continues to receive compliments from riders and people who have had the opportunity to access SARTA's services, and because of the good will of drivers. Mr. Odingbe commended and thanked SARTA's staff for making such good adjustments while being under so much pressure and still bringing in positive comments from the public.

RESOLUTIONS

Mr. Odingbe read the following resolutions:

1. Resolution to authorize Executive Director/CEO to enter into a contract with Ports Petroleum for #2 Low Sulfur Diesel Fuel, at a cost of \$1.93 per gallon for an estimated total cost not to exceed One Million Five-Hundred Forty Four-Thousand Dollars (\$1,544,000).
Randy Bond moved that the Board adopts the resolution to authorize the Executive Director/CEO to enter into a contract with Ports Petroleum for #2 Low Sulfur Diesel Fuel, at a cost of \$1.93 per

gallon for an estimated total cost not to exceed One Million Five-Hundred Forty Four-Thousand Dollars (\$1,544,000).

Gerald Bixler seconded the motion.

The motion passed unanimously as follows:

AYES: DeGraff, President; Johnson, Vice-President; Beyers, Bixler, Bond, Fletcher, Moore, Warren (8)

NAYS: None (0)

ABSTENTIONS: None (0)

EXCUSED: Rudner (1)

2. Resolution to authorize Executive Director/CEO to purchase an Industrial Sweeper/Scrubber from OMH (Ohio Materials Handling) for a cost of Forty-Three Thousand Three Hundred Ninety Dollars (\$43,390.00).

Chet Warren made the motion to authorize Executive Director/CEO to purchase an Industrial Sweeper/Scrubber from OMH (Ohio Materials Handling) for a cost of Forty-Three Thousand Three Hundred Ninety Dollars (\$43,390.00).

Question was raised regarding the place the sweeper/scrubber was manufactured. The reply was Massillon, Ohio.

Gerald Bixler seconded the motion.

The motion passed unanimously as follows:

AYES: DeGraff, President; Johnson, Vice-President; Beyers, Bixler, Bond, Fletcher, Moore, Warren (8)

NAYS: None (0)

ABSTENTIONS: None (0)

EXCUSED: Rudner (1)

3. Resolution that the Board of Trustees of the Stark Area Regional Transit Authority fully accepts the updated amendments of the SARTA Non-Bargaining and Bargaining Employee Handbooks.

Chet Warren made the motion that the Board of Trustees of the Stark Area Regional Transit Authority fully accepts the updated amendments of the SARTA Non-Bargaining and Bargaining Employee Handbooks.

Gerald Bixler seconded the motion.

The motion passed unanimously as follows:

AYES: DeGraff, President; Johnson, Vice-President; Beyers, Bixler, Bond, Fletcher, Moore, Warren (8)

NAYS: None (0)

ABSTENTIONS: None (0)

EXCUSED: Rudner (1)

OLD BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

Chet Warren moved to adjourn the Board Meeting.

Nancy Johnson seconded the motion.

The motion passed unanimously as follows:

**AYES: DeGraff, President; Johnson, Vice-President; Beyers, Bixler,
Bond, Fletcher, Moore, Warren (8)**

NAYS: None (0)

ABSTENTIONS: None (0)

EXCUSED: Rudner (1)

The next meeting of the Board (Board Work Session/Board Meeting) will be held February 8, 2006, at the Stark Area Regional Transit Authority's first floor Board Room, 1600 Gateway Blvd, SE, Canton at 6:00 p.m.