

**Stark Area Regional Transit Authority
Board Work Session/Board Meeting Minutes
Wednesday, December 14, 2005
1600 Gateway Blvd SE, Canton, OH**

CALL TO ORDER

SARTA's Board President, Charles DeGraff, called the meeting to order at 6:05 p.m.

ATTENDANCE

ROLL CALL

Upon roll call a quorum was present:

Present: Charles DeGraff, President Nancy Johnson, Vice-President
Gerald Bixler Amanda Fletcher
Fred Moore William Rudner
Chet Warren

Excused: Phyllis Beyers Randy Bond

Staff: Charles Odingbe, Executive Director/CEO
Carole Winchell, Finance & Administration Director
Jerry Shilling, Operations Director
Jannet Friedman, EEO Risk Officer Administrator
Kelly Zachary, Human Resource Administrator
Irene Howell, Executive Assistant

WORK SESSION

Mr. Odingbe reported the following:

1. ALLIANCE PROJECT
 - The Alliance property transfer was made today (12/14/05).
 - Ms. Winchell is currently working on SARTA's current lease with Mr. Bonfert. Further comments followed.
2. CORNERSTONE
 - SARTA released Greyhound from their lease, and signed a lease with Lake Front (12/13/05). Further comments followed.
3. SECURITY
 - Mr. Odingbe noted that there have been two fatal shootings in the neighborhood within the last couple of months. SARTA's Maintenance staff, who works late shifts, voiced their concerns. Mr. Odingbe met with Ms. Zachary about having a meeting with the Mayor, Janet Weir Creighton, and the Director of Public Safety, Bernard Hunt, of Canton to see what can be done. Mr. Odingbe stated that his prospective would be to increase the police patrol in this area. Further discussion

followed with a suggestion to have the police patrol the area during shift change.

ADJOURNMENT/EXECUTIVE SESSION

Mr. DeGraff expressed need to enter into Executive Session to consider the compensation of a public employee.

William Rudner made the motion to adjourn the Board Meeting and enter into Executive Session to consider the compensation of a public employee. The motion was seconded by Gerald Bixler.

All members being in favor, after a roll call vote, the Board entered into Executive Session at 6:40 p.m.

The motion passed unanimously as follows:

AYES: President, DeGraff, Vice-President, Johnson, Bixler, Fletcher, Moore, Rudner, Warren (7)

NAYS: None (0)

ABSTENTIONS: None (0)

EXCUSED: Beyers, Bond(2)

RECONVENING THE BOARD MEETING

SARTA Board President, Charles DeGraff, reconvened the meeting.

1. As the first order of business, Mr. DeGraff called for a motion to allow the Executive Director/CEO, Charles Odingbe, to lease a 2006 Suburban for a 18,000 miles, three year lease at \$725.00 per month with SARTA paying 95% and the Executive Director/CEO, Charles Odingbe would pay 5% of the lease cost.

Chet Warren made the motion to allow the Executive Director/CEO, Charles Odingbe, to lease a 2006 Suburban for a 18,000 miles, three year lease at \$725.00 per month with SARTA paying 95% and the Executive Director/CEO, Charles Odingbe would pay 5% of the lease cost.

The motion was seconded by Gerald Bixler.

The motion passed unanimously as follows:

AYES: President, DeGraff, Vice-President, Johnson, Bixler, Moore, Rudner, Warren (6)

NAYS: None (0)

ABSTENTIONS: None (0)

EXCUSED: Beyers, Bond, Fletcher, (3)

2006 ANNUAL BUDGET

1. Mr. Rudner gave the following report:
 - a. Mr. Rudner summarized the "Summary of Expenditures and Revenue: 2006 Budget Report" which contained figures on the "Projected 2005 year-end", "2005 amended budget", and the "2006

- budget-request". He noted that revenues were above expenditures which were in keeping with the Board's pledge to the general public.
- b. The Capital Grants have been removed from the 2006 budget request. It was noted that "Capital Grants" were funds given to the agency by various governmental authorities to buy capital equipment.
 - c. Mr. Rudner noted that the budget was a strict operating budget and that any grants received by SARTA, are taken into account as it relates to maintenance operations and go to reduce those costs. The reason the capital grants go through the budget is because it is required by the general accepted accounting principals. Mr. Rudner also noted that there were no depreciation figures in the budget.
 - d. Noted obvious increases such as fuel, utilities, etc.
 - e. Mr. Rudner called for questions from the Board.
2. Question was raised regarding the fuel cost being locked in.
 - a. Mr. Odingbe's reply was no and that prices will increase in March 2006. Further discussion followed.
 3. Question was raised on the utility cost (gas bill) being less for 2006 than 2005.
 - a. Ms. Winchell stated that SARTA negotiated a contract with the gas company. Further discussion followed.
 4. Question was raised regarding the advertising budget.
 - a. Mr. Odingbe stated that the advertising agency had pushed for an increase, but he was comfortable with the amount in the 2006 budget. Further discussion followed.
 5. Question was raised regarding the New Year's Eve campaign for rides home (Don't Drink and Drive Campaign).
 - a. Mr. Odingbe replied that the taping of a "Don't Drink and Drive" commercial was scheduled for 12/15/06 . Further discussion followed.
 6. Question was raised on the Message Board at Cornerstone and displaying the ridership numbers, etc. as part of the image campaign.
 - a. Mr. Odingbe stated that Mr. Thompson was working to get that done.
 7. Discussed the projected amount for legal ads for the 2006 budget.
 8. Mr. Warren commented on SARTA buying/leasing foreign-made uniforms instead of American-made and that he had brought this point up before. Mr. Odingbe stated that he would make it a project and research the cost and present it to the Board. Further discussion followed.
 9. Discussed the line items under Summary, noted the errors that were found on the line items under 2006 Budget. Mr. DeGraff asked for the corrected findings of the errors in the summary report.
 - a. Ms. Winchell stated that the \$28,375 should be 8,375; the \$20,000 was double posted and when corrections were made, it changed the budget from \$13,172,979, to \$13,152,979.
 - b. Mr. DeGraff asked if the numbers on the support sheet were correct.

Ms. Winchell replied that the numbers were correct on the support sheet, but the summary sheets were wrong. Further discussion followed with the numbers on the Resolution for the 2006 Budget being corrected.

RESOLUTIONS

Mr. Odingbe introduced the following resolution:

1. Resolution requesting Stark Area Regional Transit Authority's Board of Trustees approves the SARTA 2006 Annual Budget in the amount of Thirteen Million, One Hundred Fifty-Two Thousand, Nine Hundred Seventy Nine Dollars (\$13,152,979).

Chet Warren moved that the Stark Area Regional Transit Authority's Board of Trustees approves the adoption of the SARTA 2006 Annual Budget in the amount of Thirteen Million, One Hundred Fifty-Two Thousand, Nine Hundred Seventy Nine Dollars (\$13,152,979).

Fred Moore seconded the motion.

The motion passed unanimously as follows:

AYES: President, DeGraff, Vice-President, Johnson, Bixler, Moore, Rudner, Warren (6)

NAYS: None (0)

ABSTENTIONS: None (0)

EXCUSED: Beyers, Bond, Fletcher, (3)

OTHER BUSINESS

1. The Board was requested to review the "Non-Bargaining Employee Handbook". Request for approval will be made in the form of a resolution and introduced to the Board in January 2006.
2. Safety Policy - copies for review were passed out to the Board. Mr. Odingbe stated that OTRP requires SARTA to review the policy every year. The Board will be asked to approve the policy in January 2006.
3. Mr. Odingbe announced that SARTA again won, two years in a row, the CAFR (Comprehensive Annual Financial Report) award from GFOA (Government Finance Officer's Association). Mr. Odingbe thanked and commended Ms. Winchell for the excellent job. He stated that he was looking at raising the bar for the next CAFR Annual Financial Report.
4. Mr. Bixler commended Mr. Odingbe, Ms. Zachary and the entire staff on the Rosa Parks Bus dedication program that he attended. He stated that it was professionally and well done. Further discussion followed.

ADJOURNMENT

Chet Warren moved to adjourn the meeting at 7:10 p.m.

Nancy Johnson seconded the motion.

The motion passed unanimously as follows:

**AYES: President, DeGraff, Vice-President, Johnson, Bixler, Moore,
Rudner, Warren (6)**
NAYS: None (0)
ABSTENTIONS: None (0)
EXCUSED: Beyers, Bond, Fletcher, (3)