

**Stark Area Regional Transit Authority  
1600 Gateway Blvd SE \* Canton OH 44707**

**Work Session/Board Meeting Minutes  
Wednesday, February 8, 2006**

**CALL TO ORDER**

SARTA's Board President, Charles DeGraff, called the meeting to order at 6:10 p.m.

**ROLL CALL**

***Upon roll call a quorum was present:***

Present: President, Charles DeGraff Vice-President, Nancy Johnson  
Randy Bond Amanda Fletcher  
William Rudner Chet Warren

Excused: Phyllis Beyers Gerald Bixler  
Fred Moore

**STAFF**

Present: Charles Odimgbe, Executive Director/CEO  
Jerry Shilling, Operations Director  
Carole Winchell, Finance & Administration Director  
Jack Thompson, Customer Service Manager  
Kelly Zachary, Human Resources Administrator  
Glenna Caruso, Project Manager  
Irene Howell, Executive Assistant  
Julie Juszli, Maintenance Analyst

**LEGAL COUNSEL:**

Present: Atty. Robert Murphy (Black McCuskey)

**OTHERS:**

Present: Kevin Mischler, RLS, Inc.  
Craig Simpson, WHBC

**PRESENTATION:**

Mr. Mischler of RLS, & Associates provided the following regarding SARTA's Ridership Survey:

2. Conducted a "ride check@ which is an "on and off" passenger count;
3. Calculated "passenger loads" useful in looking at what size bus to use and frequency of pick ups;
4. Looked at individual bus stop activity which is helpful in deciding whether to eliminate a bus stop or add a stop;
5. Passed out and received over 1,600 responses to on board surveys;
6. Collected demographic information;
7. Conducted service ratings, on how passengers use the bus service;

8. Organized, prepped, and printed the survey forms;
  9. Placed 25 temp agency personnel on board buses, used a local temp agency;
  10. Supervised the workers at the sites at all times;
  11. Conducted about 95% of the ride-checks in October and on a couple of Saturdays in November;
  12. Developed a series of rider profiles from the information collected;
  13. Reviewed the profiles, which consist of system information on daily route operation and ridership productivity;
2. Mr. Odingbe stated that the information provided by Mr. Mischler represented another planning tool used by staff to deploy service.

### **ALLIANCE TRANSIT CENTER**

3. Mr. Odingbe showed a slide presentation on the Alliance Transit Center project site. This update was necessary because the Architects were working with the incorrect property lines. He pointed out to the Board that the new design will allow better movement of buses, provide additional parking for the facility and better stacking for buses. Also, Mr. Odingbe provided the Board with the following additional information.
  1. The City of Alliance will deed over two alleys on the project site;
  2. The property owner on the other side has the option to buy portion of the alley if they desire.
  3. SARTA will be willing to buy entire alleys if adjacent property owner would not participate.
2. Mr. Odingbe praised the Mayor of Alliance for being very helpful in this venture and is hopeful SARTA would meet its dead line of having the facility operational by end of year.
3. Mr. DeGraff inquired if the other property owner buys the half of the alley if SARTA would lose parking spots.  
Mr. Odingbe responded that we would since it will involve redesigning to accommodate for the new space constraints. Further comments followed.
4. Ms. Johnson inquired if SARTA would be expanding if the other property owner is willing to sell.
5. Mr. Odingbe responded that any plans for expansion will be quite some time since expanding will be a product of ridership in that area. Further comments followed.

### **APPROVAL OF MINUTES**

#### **January 25, 2006, Board Meeting Minutes**

**Randy Bond moved to approve the January 25, 2006, Board Meeting Minutes with corrections.**

- **Page 1,:** should read “Charles DeGraff, SARTA Board President” and not “Ms. Nancy Johnson, SARTA Vice-President”;
- **Page 2:** should read “loser” and not “looser”;

- **Page 6 of 9: should read “copies” and not “copied”;**

**Chet Warren seconded the motion.**

**The motion passed unanimously as follows:**

**AYES: DeGraff, President; Johnson, Vice-President; Bond, Fletcher, Rudner, Warren (6)**

**NAYS: None (0)**

**ABSTENTIONS: None (0)**

**EXCUSED: Beyers, Bixler, Moore (3)**

### **CITIZEN’S COMMUNICATION**

**Public Speaks** - No one signed up for public speaks.

### **BOARD COMMITTEE REPORTS**

**Finance** (William Rudner, Chairperson) - No report.

**Personnel** (Phyllis Beyers, Chairperson) - No report.

**Citizens’ Advisory Board** - No report.

**Public Property/Capital Improvements** (Phyllis Beyers, Chairperson) - No report.

### **DEPARTMENTAL REPORTS**

Mr. Odimgbe reminded the Board that information in the Board Packet was incomplete due to the change in Board meeting dates. Staff will provide any and all missing information to the Board at the next Board meeting (3/22/06).

**Operations** (Jerry Shilling, Operations Director) - As submitted

1. Mr. Shilling reiterated that the ridership report was incomplete especially the Paratransit ridership. He will endeavor to make sure the Board receives the entire report at the next Board meeting.
2. Mr. DeGraff commented on January’s ridership numbers being higher than last year’s January ridership numbers.
3. Mr. Bond asked for clarification on ridership for the agency and how the information is used.
4. Mr. Shilling explained by using route 102 as an example, which is SARTA’s busiest route, at 1,200 rides a day, prompting staff to increase the “frequency” on this particular route to absolve this increasing ridership and pressure on the timing. He added that our busiest routes operate at a 15-minute frequency while all other routes operate every hour.
5. Regarding an inquiry on the high number of accidents, Mr. Shilling responded that SARTA does not differentiate incidents from accidents for the purposes of reporting to the Board. He noted that the numbers in question are a combination

of all incidents and accidents and that he would provide the Board with a delineated list at the next Board meeting. Further comments followed.

6. Ms. Johnson asked a question regarding the policy used in cases of a disturbance on a bus and how much flexibility a bus Operator has prior to reporting the matter to Dispatch.
7. Mr. Shilling stated incidents on SARTA buses vary greatly and depending on the situation the bus operator will have to act accordingly. He informed the Board that our operators are well trained to deal with these circumstances and what steps to take to properly secure the bus and protect passengers, which is our first priority. Further discussion followed.

**Maintenance** - As submitted

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

Ms. Winchell reported the following:

1. In lieu of the finance report, Ms. Winchell reported on the Budget Book, which was given to the Board.
2. Ms. Winchell commended Ms. Marie Grealis for pulling all the information for the Budget Book together.
3. Ms. Winchell stated that the finance department is working on the CAFR (Comprehensive Annual Financial Report) and has submitted all financial data to the auditors.

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

**EEO/Safety** - As submitted

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

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

**Labor Management** - no report.

## **COMMUNICATIONS**

**President** -

1. Mr. DeGraff stated SARTA has submitted our request to be placed on the May ballot to renew the agency's operating levy.
2. Mr. DeGraff distributed call lists to all present and asks that the individuals make these calls as part of the levy fund-raising effort.
3. Mr. Warren inquired regarding the list of donors from the last campaign?
4. Mr. Odingbe responded that he will have that information forwarded to all Board member.
5. Ms. Winchell gave the Board information on donations received to date.
6. Ms. Johnson inquired about writing checks for the levy, Mr. Odingbe responded that all checks should be made payable to "Community Support for County Wide

Transportation”.

7. Ms. Johnson mentioned Voter Registration and the deadline being April 3, 2006, to register to vote.
8. Mr. Bond inquired about fund-raisers and what had been done in the past. Further discussion on fund-raising ideas followed.
9. Ms. Johnson asked that she be called when SARTA finds out what the levy number will be. Mr. DeGraff stated that all Board Members will be notified.

**Board** - No communications.

***Executive Director/CEO's Report*** (Charles Odingbe)

1. Mr. Odingbe stated that his report was covered under the Alliance Project.

**EXECUTIVE TEAM MINUTES**

No comment

**MIDDLE MANAGEMENT**

No comment

**FOR YOUR INFORMATION**

No comment

**OLD BUSINESS**

1. Mr. Shilling made a presentation on the Lincoln Way Corridor project between Whipple Ave. NW and Jackson Ave. NW and along Lincoln Way.
2. SARTA will be participating with this project through addition of custom design bus shelters funded through a grant for \$34,000. SARTA will also assist with some of the pavers for SARTA passengers. Further comments followed.

**NEW BUSINESS**

***Election of Officers -***

**Chet Warren made the motion that nominations be closed and a unanimous vote be cast for Charles DeGraff as President, Nancy Johnson as Vice-President and Charles Odingbe as Secretary-Treasurer.**

**Randy Bond seconded the motion.**

**A vote was called and the motion carried unanimously as follows:**

**AYES: DeGraff, President; Johnson, Vice-President; Bond, Fletcher, Rudner, Warren (6)**

**NAYS: None (0)**

**ABSTENTIONS: None (0)**

**EXCUSED: Beyers, Bixler, Moore (3)**

Mr. DeGraff stated that there was no need to elect a Parliamentarian because SARTA has their legal counsel at every Board meeting.

**ADJOURNMENT**

**Chet Warren moved to adjourn the meeting at 7:15 p.m.**

**Randy Bond seconded the motion.**

**The motion passed unanimously as follows:**

**AYES: DeGraff, President; Johnson, Vice-President; Bond, Fletcher, Rudner, Warren (6)**

**NAYS: None (0)**

**ABSTENTIONS: None (0)**

**EXCUSED: Beyers, Bixler, Moore (3)**

**The next meeting, Board Work Session, will be held Wednesday, March 08, 2006, at the Stark Area Regional Transit Authority office's first floor Board Room at 6:00 p.m.**

**The Board of Trustees did not meet Wednesday, February 22, 2006, but held a combined meeting on February 8, 2006, combining the Work Session and Board Meeting.**

**The next regularly scheduled Board of Trustees Meeting will be March 22, 2006, at the Stark Area Regional Transit Authority office's first floor Board Room at 6:00 p.m.**