

Stark Area Regional Transit Authority
1600 Gateway Blvd SE * Canton OH 44707
BOARD MEETING MINUTES
Wednesday, May 24, 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
 Phyllis Beyers Gerald Bixler
 Randy Bond William Rudner
 Chet Warren

Excused: Amanda Fletcher, Fred Moore

STAFF

Present: Charles Odingbe, Executive Director/CEO
 Jerry Shilling, Operations Director
 Carole Winchell-Kuczynski, Finance & Administration Director
 Jannet Friedman, EEO/Safety Administrator
 Kelly Zachary, Human Resources Administrator
 Eppy Zayas, Maintenance Director
 Glenna Caruso, Project Manager
 Linda Stutler, Customer Service Supervisor
 Bobbie Barnett, Customer Service Representative
 Irene Howell, Exec. Assistant

LEGAL COUNSEL

Present: Atty. Robert Murphy (Black McCuskey)

OTHERS:

Present: Karl Lucas (SCATS) Kevin Mitchell
 Omar Abdullah, Union President Vince Turner

APPROVAL OF MINUTES

April 26, 2006, Board Meeting Minutes

Nancy Johnson moved to approve the April 26, 2006, Board meeting minutes as modified.

Gerald Bixler seconded the motion.

The motion passed unanimously as follows:

AYES: DeGraff, President; Johnson, Vice-President; Beyers, Bixler, Bond, Rudner, Warren (7)

NAYS: None (0)

ABSTENTIONS: None (0)

EXCUSED: Fletcher, Moore (2)

May 10, 2006, Work Session

Gerald Bixler moved to approve the May 10, 2006, Work Session Minutes with corrections.

- Page 2 of 3, under “Cornerstone Issues”, item #1: should read “they ” and not “the”;
- Page 2 of 3, under “Cornerstone Issues”, item #3: should read “quiet” and not “quite”;

Chet Warren seconded the motion.

The motion passed unanimously as follows:

AYES: DeGraff, President; Johnson, Vice-President; Beyers, Bixler, Bond, Rudner, Warren (7)

NAYS: None (0)

ABSTENTIONS: None (0)

EXCUSED: Fletcher, Moore (2)

CITIZEN’S COMMUNICATION

Public Speaks

1. Omar Abdullah, Union President, addressed the Board concerning the issue with the Operators’ restrooms.
 - a. He stated memorandums were sent to the Operators regarding the restrooms;
 - b. The restrooms were checked daily;
 - c. Mr. Abdullah deferred the rest of the report to Union Chief Steward, Kevin Mitchell, who conducted an investigation.
2. Mr. Mitchell made the following report:
 - a. The investigation uncovered what was said to be in the bucket.
 - b. The bucket was used to clean windows and was filled with window cleaner and held a squeegee.
 - c. It was reported that Operators were not the ones voiding in the bucket, but “by-standers” who could not get into the restrooms;
 - d. The contents of the bucket froze and the bucket was placed in the restrooms to thaw not knowing what had taken place. Further discussion followed.
 - e. The restrooms are now regularly monitored.

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) - Deferred to Project Manager.

DEPARTMENTAL REPORTS

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

1. Question was raised regarding Sunday ridership.
 - a. Mr. Shilling stated ridership year-to-date is 100 more than last year.
2. Question was raised regarding “no shows”.
 - a. Mr. Shilling stated that part of Operations’ Mission, Vision and Objectives plans address the situation. Further comments followed.

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

1. Mr. Zayas noted the following corrections to the Maintenance Report: under item #1: should read “59 buses” and not “509 buses”; and should read “65” EH Vans” and not “605 Eh-Vans”; and under item #6: should read “4” and not “04”.
2. Question was raised regarding “road call” figures, and that they looked good. Mr. Zayas stated that the figures were correct.

Finance - (Carole Winchell-Kuczynski, Finance & Administration Director) - As submitted

1. Ms. Kuczynski stated that a modified Cash Flow report was issued due to corrected figures.

Customer Service - (Venetta Tyson, Customer Service Rep.) - As submitted

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

1. Question was raised regarding the spelling of the lift “Arial”.
 - a. Ms. Friedman stated she believed it was the actual name of the lift, but she would check the spelling.
2. Question was raised regarding the safety concern with the wrapped buses.
 - a. Mr. Odimgbe stated the issue regarded wrapped buses impairing drivers’ vision, but all transits have them. Further discussion followed.
 - b. Question was raised “was this an issue raised by OSHA”. Ms. Friedman stated that it was not.

Projects (Glenna Caruso, Project Manager) - As submitted

1. Mr. DeGraff noted that the ACS project was moving along and when appropriate the Board would like a first hand demonstration.
2. Question was raised on the sharing of radio frequency.
 - a. Mr. Odimgbe stated that it was in regard to talking with the sheriff’s department about installing an ambassador station at the sheriff’s office. It was realized that it would cost SARTA \$6,000. After further discussion with the radio consultants, one of the consultants decided to pay the cost. Further comments followed.

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

1. Ms. Zachary reported the following:
 - a. Ms. Zachary noted the following correction to the Human Resources Report: under bullet point six: should read “to discuss” and not “to FMLA”; and it should read “it can be” and not “in can be”;

Labor Management - As Submitted.

1. Question raised regarding origination of wrong addresses given to Proline.
 - a. Mr. Odingbe stated sometimes numbers may be transposed or mistakes made by the Proline call taker. Further discussion followed.
2. Discussed the policy of bus door being open verses being closed when Operator is not on board when parked or at transfer stations. This issue was deferred to upcoming retreat.

COMMUNICATIONS

President - No communications.

Board - No communications.

Executive Director/CEO's Report (Charles Odingbe)

Mr. Odingbe gave the following report:

1. **Ridership**
 - a. Ridership for 2006 continues to be strong. On a month-to-month comparison, ridership did go down by 5% from previous month, yet 55% over last years' numbers.
 - b. Operations Department will start to work on some service adjustments.
2. **Alliance Transit Center Construction Project**
 - a. Mr. Odingbe stated that design draft for construction should be in 5/24 or 5/25/06. The design draft will be presented to the Board for approval.
 - b. Discussed an Alliance ridership survey.
3. **Wal-Mart Transit Pull-Out**
 - a. The draft estimate from the engineers is about \$105,000.
 - b. Discussed a “Memorandum of Understanding” with Walmart regarding the project.
4. **Trapeze**
 - a. The Trapeze project is moving smoothly.
 - b. The completion date is projected to be the end of November 2006.
5. **Retreat**
 - a. At the Board Work Session (5/10/06) two dates were suggested, September 13 and September 27, 2006.
 - b. The proposed facilitator, Will Scott, sent a scope of the areas he would like to cover.
 - c. Further discussion followed on succession planning. It was noted that three of the executive team members would be retiring.

- d. Discussed the date for the Retreat, time 9:00 a.m. to 4:00 p.m. and will include a Board Meeting. The consensus of the Board members present was to hold the retreat on September 27, 2006.

6. Trolley

- a. The Maintenance Department has stripped the trolley and the project is expected to be complete around the Hall of Fame date. Further discussion followed.

7. Gateway Construction Project

- a. Mr. Odingbe stated that a lot of work has been done in the garage area (i.e., painting and construction updates).
- b. Mr. Chuck Koppes requested that the Board tour the garage. The first course of action for the next work session would be to take a tour of the renovated garage area. Further comments followed.

8. Awards

- a. Mr. Odingbe stated that he was very proud to bring the next issue to the Board, and could not thank staff enough for a very wonderful job. He highlighted awards that SARTA received for last year's efforts: the Northeast Ohio Chapter of the National Association of the Industrial Office Properties - "Renovation Award of the Year"; the North East Ohio (NEO) Municipal Leadership Magazine Award - "Municipal Project of the Year for Excellence in Community Projects"; Stark County Safety Council - "Excellence in Safety Award"; Bureau of Workers Compensation - "Group Safety Award" and "Achievement Award" and finally, SARTA was awarded the nation's "Most Outstanding Transit Agency of the Year Award for 2006" by the American Public Transportation Association (APTA). Mr. Odingbe also thanked the Board. Further comments followed.
- b. Mr. DeGraff stated that the Board commends SARTA from the top to bottom. He stated that a lot of the credit goes to staff on the safety awards, and so on. SARTA was nominated by RNR Consultants. The award was judged on safety, operations, customer service, financial management, attendance and employee cost, minority and women advancement, marketing, policy and administration and community relations. SARTA and ALL Staff are to be commended for the awards.
- c. Mr. Warren suggested that a thank-you message be noted or placed where the drivers, maintenance and other employees can see the "thank you". Further comments followed.
- d. Discussed the trophy case being placed in an area where the drivers and other staff can see SARTA's accomplishments.
- e. Mr. Bixler commented on the Board, on their past relationship with staff, and that the Board is now giving staff the authority to run the agency and run it well.

EXECUTIVE TEAM MINUTES

April 18, 2006

1. Question was raised on item #1, under Alliance, regarding the engineer and city of Alliance.
 - a. Ms. Caruso stated everything proposed as far as design and plans were not denied by the city. The city seemed comfortable to the extent of going after more funding to make repairs in the future to access roads. Further comments followed.

April 25, 2006

1. No comments.

MIDDLE MANAGEMENT MINUTES

April 13, 2006

1. Question was raised on SARTA's 10-Year Anniversary. Mr. Odingbe stated it would be ten years since Stark Area Regional Transit Authority was established. He stated by the next Board meeting the group working on the project, will have a program. Further comments followed.

April 20, 2006

1. No comments

FOR YOUR INFORMATION

1. Comments were made on the article by Repository on winning the levy.

RESOLUTIONS

Mr. Odingbe read the following resolutions:

1. Resolution: That the Board of Trustees of the Stark Area Regional Transit Authority authorizes the Executive Director/CEO to enter into a contract with the Gillig Corporation for the purchase of heavy duty transit vehicles. This total includes an initial purchase price of Two hundred ninety-nine thousand eight hundred thirty-eight dollars (\$299,838.00) each for four (4) thirty-foot (30') low floor configuration transit vehicles and Three hundred twenty-three thousand nine hundred forty-four dollars (\$323,944.00) each for the two (2) forty-foot (40') vehicles.

Chet Warren made the motion that the Board of Trustees of the Stark Area Regional Transit Authority authorizes the Executive Director/CEO to enter into a contract with the Gillig Corporation for the purchase of heavy-duty transit vehicles. This total includes an initial purchase price

of Two hundred ninety-nine thousand eight hundred thirty-eight dollars (\$299,838.00) each for four (4) thirty-foot (30') low floor configuration transit vehicles and Three hundred twenty-three thousand nine hundred forty-four dollars (\$323,944.00) each for the two (2) forty-foot (40') vehicles.

Gerald Bixler seconded the motion.

The motion passed unanimously as follows:

AYES: DeGraff, President; Johnson, Vice-President; Beyers, Bixler, Bond, Rudner, Warren (7)

NAYS: None (0)

ABSTENTIONS: None (0)

EXCUSED: Fletcher, Moore (2)

2. Resolution: That the Board of Trustees of the Stark Area Regional Transit Authority accepts the schematic and design development plans as final for the Alliance Transit Center and the project continues to the next phase of developing the construction documents.

Chet Warren made the motion that the Stark Area Regional Transit Authority Board of Trustees accepts the schematic and design development plans as final for the Alliance Transit Center and the project continue to the next phase of developing the construction documents.

Gerald Bixler seconded the motion.

The motion passed unanimously as follows:

AYES: DeGraff, President; Johnson, Vice-President; Beyers, Bixler, Bond, Rudner, Warren (7)

NAYS: None (0)

ABSTENTIONS: None (0)

EXCUSED: Fletcher, Moore (2)

3. Resolution: That the Board of Trustees of the Stark Area Regional Transit Authority to authorize the Executive Director to solicit construction bids for the construction of a bus pullout and drop lane addition on Harmont Avenue Northeast as designed and developed by C.T. Consultants for \$91,108.00 plus a 15% contingency for a total not to exceed \$104,808.

Gerald Bixler made the motion that the Stark Area Regional Transit Authority Board of Trustees authorizes the Executive Director/CEO to solicit construction bids for the construction of a bus pullout and drop lane addition on Harmont Avenue NE as designed and developed by C.T. Consultants for \$91,108.00 plus a 15% contingency for a total not to exceed \$104,808.

William Rudner seconded the motion.

The motion passed unanimously as follows:

AYES: DeGraff, President; Johnson, Vice-President; Beyers, Bixler, Bond, Rudner, Warren (7)
NAYS: None (0)
ABSTENTIONS: None (0)
EXCUSED: Fletcher, Moore (2)

OLD BUSINESS

None

NEW BUSINESS

ADJOURNMENT/EXECUTIVE SESSION

Ms. Beyers expressed to the Board the need to enter into Executive Session to discuss personnel matter.

Phyllis Beyers made the motion to adjourn the Board Meeting and enter into Executive Session to discuss personnel matter.

Chet Warren seconded the motion.

All members being in favor, after a roll call vote, the Board entered into Executive Session at 6:11 p.m.

The motion passed unanimously as follows:

AYES: DeGraff, President; Johnson, Vice-President; Beyers, Bixler, Bond, Rudner, Warren (7)

NAYS: None (0)

ABSTENTIONS: None (0)

EXCUSED: Fletcher, Moore (2)

The next meeting, Board Work Session, will be held Wednesday, June 14, 2006, at 6:00 p.m., the Stark Area Regional Transit Authority office's first floor Board Rm.

The Board of Trustees' next Board Meeting will be held Wednesday, June 28, 2006, at 6:00 p.m., in the Stark Area Regional Transit Authority office's first floor Board Room.