

**Stark Area Regional Transit Authority  
Board of Trustees Meeting  
Wednesday, September 27, 2006  
Kent State University Stark –Professional Education and Conference  
Center  
6000 Frank Avenue NW, North Canton, OH 44720**

**I. Call To Order**

Charles DeGraff, Board President convened the meeting at 2:30pm.

**II. Attendance**

Charles DeGraff, President	Nancy Johnson, Vice-President
Phyllis Meyers	Randy Bond
Amanda Fletcher	Chet Warren

**B. Excused**

William Rudner	Gerald Bixler
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**C. Absent**

Fred Moore

**D. Staff**

Charles Odingbe, Executive Director/CEO  
Carole Kuczynski, Finance & Administration Director  
Jerry Shilling, Operations Director  
Julie Juszli, Maintenance Analyst  
Jack Thompson, Customer Service Manager  
Theresa Thompson, Administrator of Operations  
Kelly Zachary, Human resource Administrator  
Glenna Caruso, Project Manager  
Irene Howell, Administrative Assistant  
Tammy Marie Chavers, Executive Assistant  
Kelly Huston, Finance  
Jannet Friedman, EEO/Safety Administrator

**E. Legal Counsel**

Atty. Gust Callas (Black McCuskey)

**F. Other**

Will Scott (Will Scott and Associates, LLC)

**III. Approval of Minutes**

**A. Board Meeting Minutes** for August 23, 2006

Randy Bond moved the motion to adopt the minutes as written, Amanda Fletcher seconded; minutes were approved unanimously.

**B. Board Work Session Minutes** for September 13, 2006

Randy Bond moved that the minutes be approved as written. Chet Warren seconded; minutes were approved unanimously.

**IV. Citizens Communications**

Karl Lucas from SCATS, Stark County Area Transportation Study, shared SCATS' public involvement plans with SARTA Board of Trustees and noted that SCATS policy committee has approved this plan. The new public involvement process includes new processes for informing the public via electronic means and an expansion of the contact list for the agency. Mr. Lucas provided a copy of the plan for the Board and noted that a comment period will be in effect beginning October 2, 2006 through November 15, 2006.

**V. Board Committee Reports**

**A. Finance** (William Rudner, Chairperson)

Carole Kuczynski reported that the Auditor's have started their sample testing for our 2006 audit. They will be back in a couple of weeks to continue with our annual audit.

**B. Personnel** (Phyllis Beyers, Chairperson)

No reports

**C. Capital Project/Public Property** (Phyllis Beyers, Chairperson)

Ms. Beyers deferred to Glenna Caruso, Project Manager for this report.

Ms. Caruso reported the following:

Bid opening for the Alliance Transit Center project will on Friday October 6, 2006. She noted the bids have been advertised for 30 days according to the FTA regulations.

**D. Citizens Advisory Board**

No reports

**VI. Departmental Reports**

**A. Operations** (Jerry Shilling, Director of Operations)

As submitted with the following comments:

Mr. Shilling informed the Board that the new fare box installation is complete. He informed the Board that ridership information for August might be skewed since we are still learning to use the new fare boxes. We will continue to monitor the numbers and report back to the board regarding our findings. Ms. Thompson commented on the Automated Passenger Counting System currently being installed on the buses and assured the Board that the agency will have good and accurate count on ridership due to the redundancy.

**B. Maintenance** (Julie Juszli, Maintenance Analyst)

As submitted with the following comments:

Mr. DeGraff inquired if staff could streamline the maintenance report to make it easier to read by Board members. Mr.

Odingbe responded that staff would look into condensing the information for the Board. Ms. Beyers thanks staff for the use of the graph to explain activities within the departments.

- C. Finance** (Carole Kuczynski, Director, Finance/Administration)  
As submitted with the following comments:

Ms. Kuczynski informed the Board that the Finance department will look for ways to streamline and simplify financial data for the Board packet and noted that SARTA's 2007 budget will be ready soon for board review and approval.

- D. Customer Service** (Jack Thompson, Customer Service Manager)

As submitted with the following comments:

Mr. Thompson acknowledged and thanked Ms. Julie Juszli for her assistance with the department graphs and customer service report.

- E. EEO/Safety/First Care of SARTA**

As submitted

- F. Human Resources**

As submitted

- G. Projects**

As submitted

- H. Labor Management**

As submitted

## **VII. Communications**

### **A. Board President**

Mr. DeGraff inquired about the company picnic at Clay's Park. Mr. Odingbe responded that the event was successful. Mr. Thompson added that there were approximately 120 employees in attendance.

### **Board Retreat**

Mr. DeGraff informed the public that the SARTA Board had just completed its Strategic planning retreat facilitated by Will Scott of Scott and Associates. He feels that the retreat would bring about good results and information from the retreat will be presented at a later date.

### **Board**

No communications

**Executive Director/CEO** (Charles Odimgbe)

**Personnel**

Mr. Odimgbe introduced SARTA's new Executive Assistant, Ms. Tammy Marie Chavers, who replaced Irene Howell, who is now with the Finance Department.

Mr. Odimgbe updated the Board on new developments with the Ohio Transit Risk Pool (OTRP). The OTRP Board met on September 25, 2006 to consider the membership of Richland County Transit Board (RCTB). He informed the Board that RCTB and the Greater Dayton Regional Transit Authority (GDRTA) are no longer members of the risk pool. Mr. Odimgbe further informed the Board that premiums for Liability/Property and Bonding insurance will likely increase due to this phenomenon. He further stated that SARTA is looking at a tentative premium of approximately \$750,000 for the 2007 budget year, an 18% to 20% increase over last year's numbers. The final premium will be determined by OTRP's November Board meeting.

Mr. DeGraff asked about the possibility of RCTB and GDRTA returning to OTRP. Mr. Odimgbe responded that OTRP's CEO John Nielsen thinks there is a high probability that both agencies will be back with OTRP within the next two years. Their withdrawal from the pool does not preclude them from reapplying for membership at a future date.

**Wooster/Orrville/Rittman/Wayne County Transportation**

Mr. Odimgbe reported that there will be a meeting on Friday, September 29, 2006 in Wooster with representatives from Senators DeWine, Voinovich's office, and Ralph Regula's office. This meeting is a follow up on the wishes of Wayne County, the cities of Wooster, Rittman, and Orrville to establish a public transportation system. Discussions will mostly center on funding for the project.

**VIII. Executive Team Meetings Minutes**

No discussion

**IX. Middle Management Meetings Minutes**

No discussion

**X. For Your Information**

No discussion

**XI. Resolutions**

**A. Resolution Authorizing The Executive Director/CEO To Participate In The APTA Emergency Response & Preparedness Program**

Mr. Odimgbe indicated that the Emergency Response & Preparedness Program is set up by APTA and funded by FTA to

assist distressed transportation providers, cities, and counties in cases of catastrophic events such as Hurricanes Katrina and Rita. Mr. Odimgbe informed the Board that membership is volunteered. All participating agencies will be reimbursed for all costs if called to assist in other places during disaster recovery.

Mr. Odimgbe moved for adoption by reading the resolution into record:

Ms. Beyers seconded the motion; motion passed unanimously.

**B. Resolution Authorizing The Executive Director To Enter Into Contract Negotiations With Hicks Roofing, Inc. For The Sum Of \$756,890.00 To Replace The Gateway Bus Storage And Maintenance Facility Roof**

Mr. Odimgbe moved for adoption by reading the resolution into record:

Ms. Johnson seconded the motion; motion passed unanimously.

**C. Resolution To Authorize The Executive Director To Surplus Attached Obsolete Fixed Asset Inventory**

Mr. Odimgbe moved for adoption by reading resolution into record:

Ms. Fletcher seconded the motion; motion passed unanimously as follows:

**XII. Old Business**

None

**XIII. New Business**

None

**XIV. Adjournment**

Mr. Bond moved to adjourn the meeting.

Ms. Fletcher seconded the motion; motion passed unanimously. The Board meeting was adjourned at 3:12 PM.

<p>SARTA's next Board of Trustee's Work Session scheduled for October 11, 2006 has been cancelled.</p>
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