

**Stark Area Regional Transit Authority
Board of Trustees Meeting
June 24, 2009 @ 6:00PM
Gateway Board Room**

Attendance

Board (Quorum present)

Chuck DeGraff (President), Nancy Johnson (Vice-President), Dr. John Beckem, Phyllis Beyers, Amanda Fletcher, Ron Macala, Jim Reinhard

Excused

Jerry Bixler, Chet Warren

Staff

Tom Bernabei (Executive Director/CEO, Interim), Haithum Chughtai (MIS Assistant), Teresa Thompson (Director, Transportation), James Warner (Planning & Community Outreach Manager), Jeric Evans (SARTA intern), Michael Evans (SARTA intern), Shirley Adams (SARTA Intern), Jeff Heimberger (MIS Administrator), Everett Todd (Transportation Planning Administrator), Mark Finnicum (Director, Maintenance), Ron Dunlap (Coach Operator), Anita Lopes (Proline Reservationist), Bobbie Barnett (Customer Service Representative), Kelly Zachary (HR/Safety Manager), Tom Williams (Transportation Manager), Shannon Rine (Transit Supervisor), Darnell Stokes (Coach Operator), Trisha Schrader (Coach Operator), Tonya Ando (Coach Operator), Omar Abdullah (Coach Operator/Union Stewart), Deborah Hill (Finance Manager), Robin Miller (Transit Supervisor), Darryal Williams (Coach Operator), Tammy Marie Brown (Executive Assistant)

Legal Counsel

Gust Callas (Black McCuskey)

Other

Karl Lucas (SCATS), Robert Wang (Canton Repository), Stephanie Ujheyli (Alliance Review)

Employee of the Month

Coach Operator, Darryal Williams, was recognized as June's Employee of the Month.

Approval of Minutes

May 27, 2009 ~ Meeting

Mr. Macala moved for the adoption of the minutes. Ms. Beyers seconded the motion; motion passed unanimously.

June 11, 2009 ~ Special Meeting

Ms. Beyers moved for the adoption of the minutes. Mr. Macala seconded the motion; motion passed unanimously.

Public Speaks

Ron Dunlap (Part-Time, Coach Operator) indicated he is a driver that would be affected by layoffs and is willing to assist in finding other alternatives.

Board Committee Reports

➤ **Personnel Committee Report**

Ms. Beyers reported that the board is in the process of conducting interviews for the Executive Director/CEO position.

Departmental Reports

➤ **Transportation** ~ Teresa Thompson ~ As submitted

➤ **Maintenance** ~ Mark Finnicum ~ As submitted

ODOT proposes in 2011 to close off the road in front of the Alliance Transit Center. ODOT will replace the road with a cul-de-sac that will include a retaining wall and landscaping. This project will not negatively impact SARTA's use of the transit center.

➤ **Finance** ~ Carole Kuczynski ~ As submitted

The auditor is currently reviewing the draft for the CAFR and the financial statements.

➤ **HR/Safety** ~ Kelly Zachary ~ As submitted

➤ **Planning & Community Outreach** ~ James Warner ~ As submitted

Mr. Warner indicated the dramatic increase in compliments for the month of May was largely attributed to the incentive program for the operators.

Mr. Warner introduced SARTA's summer interns, Michael Adams, Jeric Evans, and Shirley Adams. They are all McKinley High School students and will work in different departments for the agency. They are funded by the Stark County Community Action Agency.

Resolutions

A Resolution Authorizing The Executive Director To Enter Into Contract With Graphic Enterprises Office Solution, Inc. For The Purchase, Installation, Training And Support Of An Electronic Document Management System In The Amount Of \$77,568.09

Jeffrey Heimberger made a presentation to the Board concerning the Resolution. Additional information is needed. Mr. Macala moved to table the Resolution. Ms. Fletcher seconded the motion; motion passed unanimously.

Resolution No. 19

A Resolution Authorizing The Executive Director To Advertise For Requests For Statements Of Qualifications For An Environmental Engineering Firm To Prepare A Request For Proposals (RFP) And Provide Construction Management Services For The Underground Storage Tank Replacement Project

Mark Finnicum made a presentation to the Board concerning the Resolution. This resolution requests authority to advertise for an environmental engineering firm to prepare RFP's and provide construction management services for the Underground Storage Tank (UST) Replacement Project, which includes replacement of the current (5) UST's with (1) 20,000 gallon double-walled fiberglass UST; construction of a new 2,500 gallon tank for urea storage; and additional improvements.

Ms. Johnson moved to adopt this resolution. Mr. Macala seconded the motion; resolution passed unanimously.

Ms. Fletcher asked staff to reference which grant will be used to make such purchases in the future.

Resolution No. 20

A Resolution Authorizing The Executive Director To Pay \$50,936.15 To Alliance Ventures, Inc. For The Alliance Transit Center Project

Mr. Bernabei made a presentation to the Board concerning the Resolution. This is a bookkeeping Resolution requested by SARTA's auditors. The Resolution requests authorization to pay an additional \$50,936.15 to Alliance Ventures, Inc. for its portion of the construction of the Alliance Transit Center Project. This is required because the final contract amount, including change orders, owed Alliance Ventures, Inc. exceeds the Board's authorization contained in Resolution No.45/2006.

Ms. Fletcher moved to adopt the resolution. Mr. Reinhard seconded the motion; resolution passed unanimously.

Resolution No. 21

A Resolution Adopting A Policy Concerning Use Of Cellular Phones And Other Electronic Devices

Mr. Bernabei made a presentation to the Board concerning the Resolution. Mr. Bernabei requested Staff to make a thorough review of the former policy which had been adopted by the Board in February, 2009. This review indicated that the policy as written and applied is overbroad. The proposed policy is a more comprehensive policy which addresses Agency-wide use of cellular phones and other electronic devices, with varying disciplinary penalties. The policy was previously reviewed with Union representatives in the Labor Management meetings.

Ms. Fletcher moved to adopt this resolution. Ms. Johnson seconded the motion; resolution passed unanimously.

A Resolution Adopting An Amended 2009 Budget

Mr. Bernabei outlined projected revenue and expenditures for 2009. Sales tax revenues are declining significantly through the first 6 months of the year and in particular, in May and June, 2009. Although substantial cuts to expenditures have been made to the 2009 budget as adopted by the Board in November, 2009, there remains the potential for a shortfall from \$505,000 to \$781,000. Mr. Bernabei introduced several recommendations to address the budget deficit. They are:

1. Revenue increase through the fare increases previously authorized but not instituted. This would yield approximately \$74,000 in 2009 if instituted August 1st. Expected revenue for a full year is \$177,000.
2. Employee reduction in workforce without affecting service. Transportation currently has 139 fulltime and 2 part-time operators; only 134 operators are needed to fill current operational needs, which have been reduced by route changes effective in June and by reductions in Special Events transportation. Therefore, five fulltime and 2 part-time drivers can be laid off without affecting service.
3. Calculations of savings to the Agency based on layoffs is uncertain because of differing salary and fringe benefits levels of different employees and differing potential liabilities for unemployment compensation. On average, for every employee reduction, the Agency saves an average of \$770 per week during 46 of 79 weeks of unemployment compensation eligibility; thereafter the Agency saves approximately \$1,000 per week, assuming the employee is not recalled.

The layoff policy provided under the Union contract was explained. The union contract allows (4) senior drivers to take a voluntary layoff, up to a 90 day period. This would also create a difference in savings.

4. Various service reductions ~ Each service reduction has a calculated number of hours saved; every 40 hours saved per week equates to (1) employee reduction in force. Each employee reduction in force equates to the savings outlined in paragraph 3. Examples of service reductions include elimination of holiday and/or Sunday service, route adjustments and consolidations, and peak service hour reductions. Service reductions also entail associated savings in fuel and maintenance.
5. The Agency needs to continue thorough review of overall efficiency of the Agency including both administrative and operational functions.
6. There exists the potential for a (1) time application of funds from several sources to reduce the operating deficit, the most immediate of which is a pending amendment to the American Recovery and Reinvestment Act (ARRA) which would permit use of 10% of allocated ARRA funds for operations. If adopted this would make available (after approval of grant amendments by FTA) of \$514,500. There is also the possible availability of a draw on previous grant funds which requires approval from FTA in the approximate amount of \$210,000. There may also be future rebates of OTRP reserves as loss years close. Any proposed use of one-time funding requires consideration as to how much of these funds should be saved for future years; without substantial cuts in operational costs now, SARTA's financial condition into the future remains difficult.
7. Current budgetary decisions need to also take into consideration future years' needs of the Agency.

Discussion from the board followed.

Ms. Fletcher motioned to table this resolution until the July sales tax report is received. Mr. Macala seconded the motion; motion passed unanimously.

A Resolution Approving Revisions To The Organizational Chart

Dr. Beckem motioned to table this resolution until proposals can be received and reviewed in July. Ms. Fletcher seconded the motion; motion passed unanimously.

July's Work Session and Meeting

The next work session is scheduled for July 15, 2009 at 6:00pm. The next board meeting is scheduled for July 29, 2009 at 6:00pm.

Adjournment

Ms. Fletcher motioned to adjourn the meeting. Ms. Johnson seconded the motion. The meeting was adjourned at 8:05pm.