

**Stark Area Regional Transit Authority
Board of Trustees Meeting
August 12, 2009 @ 6:00PM
Gateway Board Room**

Chuck DeGraff called the meeting to order at 6:06pm.

**Attendance
Board**

Chuck DeGraff (President), Nancy Johnson (Vice-President), John Beckem, Phyllis Beyers, Jerry Bixler, Ron Macala, James Reinhard, Chet Warren

Excused

Amanda Fletcher

Staff

Tom Bernabei (Executive Director, Interim), Donna Scafate (Coach Operator), Mark Finnicum (Director, Maintenance), Kelly Zachary (HR/Safety Manager), Carole Kuczynski (Director, Finance & Administration), Jim Staaf (Coach Operator), Jeff Heimberger (IT Administrator), Omar Abdullah (Coach Operator & Union President), Shannon Rine (Customer Service/Proline Supervisor), Richard Kyle (Communications Administrator), Teresa Thompson (Director, Transportation), Tammy Marie Brown (Executive Assistant)

Legal Counsel

Robert Murphy (Black McCuskey)

Other

Kirt Conrad (Incoming Executive Director)

Employees of the Month

Donna Scafate was recognized as the Employee of the Month for July, 2009. Jim Staaf was recognized as the Employee of the Month for August. Mr. DeGraff congratulated the employees on behalf of the Board.

Approval of Minutes

July 15, 2009 ~ Meeting

Mr. Warren moved to adopt the meeting minutes. Mr. Macala seconded the motion; motion passed unanimously.

July 21, 2009 ~ Special Meeting

Mr. Warren moved to adopt the meeting minutes. Ms. Johnson seconded the motion; motion passed unanimously.

Departmental Reports

- **Transportation** ~ Teresa Thompson (As submitted)

- **Maintenance** ~ Mark Finnicum (As submitted)

- **Finance** ~ Carole Kuczynski (As submitted)
- **HR/Safety** ~ Kelly Zachary (As submitted)
- **Planning & Community Outreach** ~ Richard Kyle (As submitted)
 Mr. Kyle gave feedback on the public's response to route changes and fare increases which was received at the public meetings and public hearing. Mr. Kyle informed the Board that Mr. James Warner (Project & Community Outreach Manager) gave a lot of information to the public on how cutbacks are being implemented throughout the state. There were some negative comments regarding fare increases. The majority of complaints received were in response to service cuts. These meetings were well attended and some lasted up to 2 ½ hours. Riders were very complimentary concerning service from drivers. Route changes are set to be implemented on September 6, 2009. Ms. Thompson stated that she and Everett Todd (Transportation Planning Administrator) are returning calls to further educate riders who filled out comment forms.

Communications from the Executive Director, Interim...

Personnel & Service Cuts

Mr. Bernabei informed the Board that the first group of employee layoffs (2 part time and 5 fulltime drivers) resulting from the budget cuts were laid off on August 2, 2009. One senior driver took a voluntary lay-off as permitted under the Union Contract for a period of 90 days. On September 6, 2009, the second group of layoffs (12 fulltime drivers) will occur; these layoffs coincide with service cuts effective for the same date.

Ms. Thompson stated that a lot of riders were concerned with changes to the inner-routes. She is also concerned and will keep an eye on how these routes are impacted. If these routes pose issues due to over capacity, SARTA may have to add additional service to these routes. Mr. Kyle is scheduled to ride these routes to monitor these changes.

Update on Sales Tax & Budget

Mr. Bernabei reported that for comparative receipts for August 2008 and August 2009, sales tax revenues declined by 15.3% in an amount of \$160,115. The sales tax revenue received is \$88,565.36. Mr. Bernabei indicated that we are now accurately predicting and adjusting sales tax revenues projections; projections will need to be regularly updated month to month based on the average decline of the most recent three months. Mr. Bernabei is not recommending any further lay-offs at this time.

Mr. Bernabei believes that based upon the budgetary adjustments adopted by the Board in July, and given the anticipated availability of one-time funds to be received year-end, that SARTA's budget is stabilized through year-end, absent any disastrous occurrences. The budget will require close month to month

scrutiny. The budgetary cuts made in July will generate substantial savings in 2010 but healthcare costs and other variables may significantly increase 2010 expenditures. Sales tax revenues for 2010 will have to be carefully budgeted.

FTA De-Obligation Process

FTA has completed the de-obligation process on 18 out of 19 grants and is working to complete the last grant. FTA has still not released the hold on SARTA's drawdown authority but that is also being processed.

Belden Village Transfer Site

Mr. Bernabei read a letter he received from Jackson Township officials concerning problems associated with SARTA buses and passengers on Higbee Ave. N.W. (See attached). Mr. Bernabei informed the Board that SARTA officials have met with Jackson Township officials on several occasions and are making our best efforts to resolve the problem. Mr. Macala recommended we respond to Jackson Township with a letter which Mr. Bernabei will do.

Resolutions

A RESOLUTION ELECTING/DESIGNATING A SECRETARY/TREASURER OF THE BOARD OF TRUSTEES

This resolution will be re-visited at a later time.

Resolution # 31

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR AS A SIGNATORY ON SARTA BANKING ACCOUNTS

Mr. Bixler moved to adopt this resolution. Mr. Warren seconded the motion; resolution passed unanimously.

This authority is set to take effect once Mr. Conrad officially starts.

Resolution #26

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR THE DESIGNATION OF SIGNATURE AUTHORITY FOR THE TRANSPORTATION ELECTRONIC AWARD & MANAGEMENT PROCESS (TEAM)

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

This authority is set to take effect once Mr. Conrad officially starts.

Resolution #27

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACT WITH GRAPHIC ENTERPRISES OFFICE SOLUTIONS, INC. AN AMOUNT OF \$77,568.09 FOR THE PURCHASE, INSTALLATION, TRAINING AND SUPPORT OF AN ELECTRONIC DOCUMENT MANAGEMENT SYSTEM

Mr. Heimberger gave an overview of the resolution.

Mr. Warren moved to adopt the resolution. Mr. Bixler seconded the motion; resolution passed unanimously.

Resolution #28

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ADVERTISE FOR BIDS FOR PROCUREMENT OF BUS TIRES

Mr. Finnicum explained SARTA currently leases tires from Firestone. This resolution is a regular procurement action to seek new bids.

Mr. Warren motioned to adopt the resolution. Dr. Beckem seconded the motion; resolution passed unanimously.

Resolution #29

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ADVERTISE FOR BIDS FOR VENDING SERVICES

Ms. Kuczynski informed the Board that SARTA receives a percentage of the sales. Vend Pro is our current supplier. This resolution is a regular procurement action to seek new bids.

Mr. Warren motioned to adopt the resolution. Mr. Bixler seconded the motion; resolution passed unanimously.

A RESOLUTION AMENDING GILLIG CONTRACT AMOUNT AND AUTHORIZE THE INTERIM EXECUTIVE DIRECTOR/CEO TO EXECUTE THE CONTRACT

Ms. Kuczynski explained that she and Mr. Finnicum have been working on a contract with Gillig for the last month. They are proposing to order the previously approved twelve buses to come in two lots instead of one to grant longer range for our replacement schedule. This change in the contract will cost an additional \$225,450.

Mr. Bernabei questioned the rationale and additional cost involved in making the purchase in two lots rather than one. Dr. Beckem suggested we make one purchase and manage the miles on the buses instead. Mr. Finnicum recommended that we stick to the original resolution because he was not aware of the additional funding this process would require.

Resolution Tabled.

Adjournment

Mr. Warren moved to adjourn the meeting. Mr. Macala seconded the motion. The meeting was adjourned at 7:30pm.