

**Stark Area Regional Transit Authority
Board Of Trustees Meeting Minutes
September 16, 2009 @ 6:00pm
Gateway Board Room**

Chuck DeGraff called the meeting to order at 6:02pm.

Board

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

Excused

John Beckem

Staff

Kirt Conrad (Executive Director/CEO), Mark Finnicum (Director, Maintenance), Kristy Rowe (HR Assistant), Teresa Thompson (Director, Transportation), AJ Hogan (Transit Supervisor), Rhonda Grimwood (Transit Supervisor), Kathy Yoder (Coach Operator), Tom Williams (Transportation Manager), Carole Kuczynski (Director, Finance & Administration), Shannon Rine (Proline/Customer Service Supervisor), Omar Abdullah (Coach Operator/Union Stewart), James Warner (Planning & Community Outreach), Tammy Marie Brown (Executive Assistant)

Legal

Michelle Schuld (Black McCuskey)

Other

Robert Wang (Canton Repository)

*****Executive Session*****

To Discuss Pending Litigation & Personnel Compensation

6:04 – 6:37pm

Ms. Fletcher motioned to enter into executive Session. Mr. Bixler seconded the motion. All answered “yes.”

Procurement Policy

Procurement is the largest area of review investigated by FTA because Federal dollars are used to make purchases. This policy has been structured to the latest version of the law and is applicable to all SARTA personnel. One highlight to this Policy is that it lists the specific laws (Federal & ORC)/FTA Circulars/Best Practice Manual to the specific Policy of which it covers right in the Policy.

The Executive Director/CEO may sign any contract that is \$25,000 to \$100,000, as set by the Ohio Revised Code and FTA. The Executive Director/CEO is still expected to provide information to the Board concerning

such contracts. Any contract exceeding \$100,000 is required to be brought before the Board for approval.

The language and process is clearer regarding Change Orders.

Mr. Conrad requested that the Board especially review the authority levels in the new Policies.

Julie Juszli (Parts & Inventory Supervisor) and Chuck Koppes (Procurement & Budget Admin) attended training in Cleveland for Procurement. NTI (National Transit Institute) will provide training for Procurement in November. The training is currently being updated for ARRA requirements. FTA posts changes to the Procurement process on their website and guidance and circulars are available for download from their site as well. These updates will be placed in our manual as they become available.

Proline Policy

This Policy addresses Proline's compliance with State and Federal Laws for transporting individuals with disabilities. This Policy addresses no-shows, cancellations, arrival and wait time, group trips, companions, fares, and scheduling guidelines.

Mr. Conrad introduced Proline Group Fare. This will allow a minimum of six (6) passengers, maximum of ten (10), to book rides together if they are traveling to and from the same location to ride for the flat fee of \$10/each way. This Fare is aimed at reducing our costs and improving efficiency.

Public Notification Process for Fare & Major Service Change

Mr. Conrad commended staff on the smooth transition with the recent fare increase, route changes and elimination of Sunday and Holiday service.

This Policy outlines the entire Public Notification process as it relates to proposed fare changes and major service changes. In the future, SARTA will notify the public and obtain their feedback. Then this information will be presented to the Board for approval. Changes will then be implemented. This structure should minimize EEO and Environmental claims against SARTA.

Charter Bus Policy

This Policy includes the new rules and guidelines set forth by FTA for Chartered services. SARTA may provide Chartered service to agencies who qualify with FTA. These agencies must first register with FTA and gain their approval. There will be a high volume of reporting required for such services that are performed by SARTA.

ARRA

The remaining balance of the ARRA funds and an older Facility Rehab grant total a little over \$400,000. This balance will be used for the purchase of a Bus Wash system, Underground Storage Tanks, replacement of some lifts for Maintenance and a few other miscellaneous equipment items.

Resolutions

Resolution #32

A Resolution To Recognize Outstanding Service By Thomas M. Bernabei, Interim Executive Director

A letter from AFSCME was also read.

Mr. Macala motioned to adopt the resolution. Ms. Fletcher seconded the motion; resolution passed unanimously.

Resolution #33

A Resolution Authorizing The Executive Director To Advertise For Services To Develop The Transit Development Plan 2010-2014

A Transit Development Plan will allow SARTA to have a business plan/blueprint in place for the next five years. This survey will be designed to outreach to the community for input assistance and aid our efforts with funding or rallying public support.

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

Resolution #34

A Resolution Authorizing The Executive Director To Advertise And Receive Request For Proposals (RFP) To Bid For Health Insurance Coverage For All SARTA Employees

This will enable SARTA to shop for the best healthcare insurance available.

Mr. Reinhard motioned to adopt the resolution. Ms. Beyers seconded the motion; resolution passed unanimously.

Resolution #35

For Application FY 2010 Federal Grant "TIGER Discretionary Grant" (Transportation Investment Generating Economic Recovery)

ODOT submitted a Federal application for \$77 million. If funding is granted, it will allow agencies throughout Ohio to purchase buses. SARTA will submit an application for 44 buses, costing roughly \$7 million. Mr. Conrad expressed gratitude to Mr. Warner and Ms. Kelly Zachary (HR/Safety Manager) for obtaining letters of support from our community and congressional delegation.

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

Resolution #36

A Resolution Authorizing The Executive Director To Advertise For JARC & New Freedom Grant Applications

SARTA is the designated recipient for distribution of these funds. We receive 10% of the grants to monitor these funds. Some programs that benefit from the JARC & New Freedom Grant are travel training, rides for newly released incarcerated individuals and etc.

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

Resolution #37

A Resolution Authorizing The Executive Director To Advertise For Bids For The Purchase Of Ultra Low Sulfur Diesel Fuel

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

Resolution #38

For Application FY 2010 State Grants “Ohio Elderly & Disabled (E&D) Transit Fare Assistance Program Grant”

SARTA applies for this grant every year. We just received funding in the amount of \$346,642 for costs incurred in CY 2008. This application will enable us to apply for FY 2010 funding.

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

Resolution #39

A Resolution Authorizing Support To The Ohio Department Of Transportation’s (ODOT) Application For High Speed Rail Of Ohio’s Passenger Rail Network Foundation And The Ohio Rail Development Commission

The High Speed Rail system proposed by ODOT will benefit our entire community because the second phase of this proposal runs the rail system right through Alliance.

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

Mr. Reinhard motioned to name Carole Kuczynski the Secretary-Treasurer for the period of October 2009 – October 2010. Ms. Beyers seconded the motion; nomination passed unanimously.

Adjournment

Mr. Warren motioned to adjourn the meeting at 7:35pm.