

**Stark Area Regional Transit Authority
Board Of Trustees Meeting Minutes
September 30, 2009
Gateway Board Room**

Chuck DeGraff called the meeting to order at 6:00pm.

**Attendance
Board**

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

Excused

Chet Warren

Staff

Kirt Conrad (Executive Director/CEO), Kelly Zachary (HR/Safety Manager), Teresa Thompson (Director/Transportation), Carole Kuczynski (Director, Finance & Administration), James Warner (Planning & Community Outreach Manager), Tommy Williams (Transportation Manager), Mark Finnicum (Director, Maintenance), Shannon Rine (Proline & Customer Service Supervisor), Jeff Heimberger (IT Administrator) , AJ Hogan (Transit Supervisor), Rhonda Grimwood (Transit Supervisor), Gary Hiles (Transit Supervisor), Brenda Green (Transit Supervisor), Robin Miller (Transit Supervisor), Kelly Huston (Transit Supervisor), Mike Holland (Transit Supervisor), Omar Abdullah (Coach Operator & Union Stewart), Tammy Marie Brown (Executive Assistant)

Legal

Michelle Schuld (Black McCuskey)

Other

Barb Rhoades (OTRP)

Approval of Minutes

August 12, 2009

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

September 16, 2009

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

OTRP Presentation

Barb Rhoades, the new CEO of Ohio Transit Risk Pool (OTRP), gave a presentation to the board. She highlighted the areas of liability and property insurance, voting rights, membership to political subdivisions, replacement costs and returns to members, etc.

Ms. Rhoades noted that OTRP has been in existence for 15 years and SARTA is a founding member. Teresa Thompson, Director of Transportation serves as the Treasurer of the Board for OTRP.

Departmental Reports

- **Transportation** ~Teresa Thompson ~ As submitted
All chartered services (Hall of Fame, Concert in the Park, etc.) have to be in compliance with FTA's rules and regulations. There are exceptions that a waiver must be applied for through FTA.

Mr. DeGraff congratulated the Transportation department for not having any preventable accidents during the month of August. Ms. Thompson attributed this to Smith Training system.

- **Maintenance** ~ Mark Finnicum ~ As submitted
SARTA's fleet consists of 2000 – 2008 Paratransit vehicles and 1998 – 2009 Gillig vehicles. Paratransit vehicles are more likely to be towed back to the garage because they are easier to diagnose in our facility versus on the road. Nationwide, it has been found that there are a lot of problems with Ford's engines.

Four (4) Paratransit vehicles have been replaced this year. Currently Forty-Four (44) buses are eligible for replacement. SARTA has applied for a grant that would replace our entire fleet. The challenge that we will still face is securing the 20% local match. We are in the process of establishing a long range plan for bus purchases.

The RFP is going out for the tire leasing bid. Historically we receive two bids – one each from Firestone and Goodyear.

- **Finance** ~ Carole Kuczynski ~ As submitted
Dr. Beckem asked the Finance Director to report a breakdown of our accounts in future board packets.
- **HR/Safety** ~ Kelly Zachary ~ As submitted
Akron Metro hired five (5) of our displaced drivers. However, they will maintain their recall rights.

Currently there are two Worker's Comp cases that are in appeal. Black McCuskey is handling both cases.

- **Planning & Community Outreach** ~ James Warner ~ As submitted
The bus wash bid has been awarded to Inter Clean. The project is expected to be completed by the end of January 2010.

Bids for the boiler project are due by October 9, 2009.

Bids for the underground storage tank are due by October 12, 2009.

Communications from the Executive Director/CEO...

Jackson Township

The solution to the Higbee Avenue problem seems to be working well. The new transfer location is at Munson and Higbee Avenue. All stops are now on one side of the street. SARTA is working with AEP to establish permanent lighting in this area. Jackson Township has agreed to increase the police presence for security. We have received thank you calls from businesses in the Jackson Township area. Mr. Conrad gave accolades to Ms. Thompson, Mr. Todd, Mr. Finnicum, and the entire Transportation department for a job well done through this transition.

Meeting with the Mayors

Mr. Conrad and Mr. Warner met with Canton Mayor Healy on September 25, 2009. Phyllis Beyers attended the meeting with Alliance Mayor Toni Middleton. Nancy Johnson is scheduled to meet with the Massillon Mayor Francis Cicchinelli. These meetings are introductions for Mr. Conrad to meet each city leader.

ODOT

ODOT sent out a letter for the possibility of increasing funds throughout the state to transits in the amount of \$45 million. Currently there is a conflict on how those funds should be allocated. Mr. Conrad will be writing a letter to ODOT asking for funds to be distributed through the state so that it could be used for local matches. Although there is an increase in federal stimulus dollars, federal money cannot be used for local matches.

Budget

Staff is working diligently on the 2010 budget. Information will be handed out in the near future.

Hybrids

Hybrid buses are here from Gillig. SARTA is working with Senator Boccieri and Mayor Healy to have a formal introduction of the hybrids to the public.

IT Concerns

Jeff Heimberger explained the network upgrade. Currently we do a weekly and a daily back up of the agency servers. The tapes leave the premises every Monday. This process satisfies local disaster recovery requirements. The daily backup tapes go to the Alliance office. Jeff will prepare an update presentation for the next board work session.

Telephone service was not reliable and service was moved back to AT&T service.

Resolutions

Mr. Conrad and staff are revising all policies and procedures to ensure they are clearly understood by staff, board, and the public and comply with FTA rules and regulations.

Resolution #40

A Resolution Authorizing The Executive Director/CEO To Revise The Procurement Policy

This policy clearly defines who is authorized to perform tasks such as purchasing, signature for contracts and checks.

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

Resolution #41

A Resolution Adopting A Public Notification Process For Fare And Major Service Changes Policy

This policy is in compliance with FTA's guidelines. This policy also requires SARTA to grant the public a thirty (30) day notice to the public for fare increases and major service changes.

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

Resolution #42

A Resolution Revising The Proline Paratransit Policy

Revisions highlight the newly introduced group fare.

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

Resolution #43

A Resolution Authorizing The Executive Director/CEO To Implement A Charter Service Policy

In compliance with FTA's rules and regulations, non-profit groups have to be authorized through FTA for approval for chartered services.

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

Resolution #44

A Resolution Authorizing The Executive Director/CEO To Enter Into Agreement With ABCD, Inc. For The 2009 Job Access Reverse Commute Federal Grant

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

Mr. Macala moved to amend the resolution pending legal revision to include exemption of SARTA being responsible for ABCD's liabilities.

Mr. Macala motioned to amend the resolution. Mr. Reinhard seconded the motion; amendment passed unanimously.

Contracts are written by Black McCuskey. Staff does ensure correct information and language is incorporated into contracts.

Black McCuskey is paid a yearly fee. They are paid an hourly rate for additional services that are not in the scope of our contract with them. The contract is for five (5) years. After such time, this contract will be submitted for bids.

Resolution #45

A Resolution To Appoint Kirt W. Conrad, CEO To Ohio Transit Risk Pool Board

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

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

To discuss pending litigation

7:15-7:32pm

Mr. Bixler motioned to enter into the Executive Session.

Ms. Fletcher seconded the motion. All answered "yes."

The meeting was adjourned at 7:32pm.