



TOLEDO AREA REGIONAL TRANSIT AUTHORITY  
BOARD OF TRUSTEES MEETING  
130 KNAPP STREET, TOLEDO, OHIO 43604

July 18, 2024 | 4:00 P.M.

MINUTES

**Call to Order** – At 4:00 p.m. President Mary Morrison called the meeting to order.

**Roll Call**

Trustees Present: Heather Baker, Valerie Fatica, Brittany Ford, Mary Morrison, W. L. Perryman, Lou Thomson, Kevin Weeks and Tiffany Whitman.

Trustees Absent: Joel Beren, Gary Gonya, Michael Hart and Kendra Smith.

Officers Present: Laura Koprowski – CEO, James Karasek – Secretary-Treasurer, Stephen Hartman – General Counsel

**Approval of Previous Meeting Minutes**

A **motion** was made by W.L. Perryman and **seconded** by Brittany Ford to approve the minutes of the June 20, 2024, Board of Trustees meeting. The motion passed unanimously.

**Public Comments** – There were none.

**Recognitions**

The TARTA Board and Staff honored former TARTA Board member, Kelsie Hoagland, City of Waterville.

A **motion** was made by Lou Thomson and **seconded** by Brittany Ford to adopt *Resolution No. 33-24, COMMENDING KELSIE HOAGLAND FOR OUTSTANDING SERVICE AND LEADERSHIP TO THE TOLEDO AREA REGIONAL TRANSIT AUTHORITY AND TO THE RESIDENTS OF LUCAS COUNTY AND THE CITY OF ROSSFORD*. The motion passed unanimously.

**Governance Committee**

The committee met on 06-24-24 and reviewed applications for TARTA’s Customer Advisory Committee (C.A.C) in order to fill three vacancies. The committee reviewed seven applications and brought forth three recommendations to the Board for approval.

**Finance Committee**

The committee met on 07-11-24 and received updates on several renovation projects at both the Transit Hub and the Central Avenue Offices. Resolution No. 38-24, Resolution No. 39-24 and Resolution No. 48-24 were reviewed. The committee also reviewed Resolution No. 41-24, Resolution No. 42-24 and Resolution No. 43-24 in relation to the hiring of the new Chief

Financial Officer. A presentation was given on the vehicle purchase order authorized by Resolution No. 44-24. The changes to the TARTA Travel Policy were discussed. The committee also received a presentation on the compensation study and reviewed the creation of a new paygrade structure for TARTA employees.

Sean Smith, Grants Manager, gave a presentation on Local Investments in Transit Enhancements (L.I.T.E.) funding for FY24. Through the project, \$300,000 is allocated to the City of Toledo and \$90,000 is allocated to the City of Maumee, Village of Ottawa Hills, City of Rossford, City of Sylvania, Sylvania Township, and City of Waterville to fund a wide range of projects. Sean summarized each jurisdiction's project for the FY2024 L.I.T.E. funding.

## **Resolutions**

A ***motion*** was made by Lou Thomson and ***seconded*** by W.L. Perryman to adopt *Resolution No. 38-24, AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE A CHANGE ORDER WITH COMTE CONSTRUCTION FOR THE TRANSIT HUB RESTROOM RENOVATION.* The motion was passed unanimously.

A ***motion*** was made by W.L. Perryman and ***seconded*** by Lou Thomson to adopt *Resolution No. 39-24, AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE A CHANGE ORDER WITH COMTE CONSTRUCTION FOR THE CENTRAL RESTROOM RENOVATION.* The motion was passed unanimously.

A ***motion*** was made by Lou Thomson and ***seconded*** by Kevin Weaks to adopt *Resolution No. 40-24, AUTHORIZING THE APPROVAL OF FY2024 LITE FUNDING APPLICATION(S) FOR LOCAL JURISDICTIONS.* The motion was passed unanimously.

A ***motion*** was made by W.L. Perryman and ***seconded*** by Heather Baker to adopt *Resolution No. 41-24, AUTHORIZING THE APPOINTMENT OF JAMES KARASEK AS SECRETARY-TREASURER OF THE TOLEDO AREA REGIONAL TRANSIT AUTHORITY.* The motion was passed unanimously.

A ***motion*** was made by W.L. Perryman and ***seconded*** by Valerie Fatica to adopt *Resolution No. 42-24, AUTHORIZING NEW SIGNATURES FOR ACTIVE BANK ACCOUNTS WITH THE FIFTH THIRD BANK OF NORTHWESTERN OHIO N. A.* The motion was passed unanimously.

A ***motion*** was made by Lou Thomson and ***seconded*** by Kevin Weaks to adopt *Resolution No. 43-24, AUTHORIZING NEW SIGNATURES FOR ACTIVE BANK ACCOUNTS WITH THE HUNTINGTON NATIONAL BANK OF TOLEDO.* The motion was passed unanimously.

A ***motion*** was made by Heather Baker and ***seconded*** by Brittany Ford to adopt *Resolution No. 44-24, AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE A CONTRACT WITH MODEL-1 FOR PARATRANSIT VEHICLE PURCHASE.* The motion was passed unanimously.

A ***motion*** was made by Lou Thomson and ***seconded*** by Tiffany Whitman to adopt *Resolution No. 45-24, AMENDING THE TRAVEL POLICY FOR THE TOLEDO AREA REGIONAL TRANSIT AUTHORITY.* The motion was passed unanimously.

A **motion** was made by W.L. Perryman and **seconded** by Heather Baker to adopt *Resolution No. 46-24, ADOPTING A COMPENSATION PLAN AND PAY GRADE SYSTEM FOR THE TOLEDO AREA REGIONAL TRANSIT AUTHORITY*. The motion was passed with two abstentions.

A **motion** was made by Lou Thomson and **seconded** by Kevin Weaks to adopt *Resolution No. 47-24, AUTHORIZING THE GOVERNANCE COMMITTEE TO MAKE APPOINTMENTS TO FILL THREE VACANCIES ON THE CUSTOMER ADVISORY COMMITTEE*. The motion was passed unanimously.

A **motion** was made by Kevin Weaks and **seconded** by Lou Thomson to adopt *Resolution No. 48-24, RESCINDING RESOLUTION 21-24 AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE A CONTRACT WITH DUGGER ACQUISITIONS, LLC FOR THE INSTALLATION OF OVERHEAD DOORS*. The motion was passed unanimously.

### **Secretary-Treasurer Report**

James Karasek presented the May 2024 financial statements. He stated that materials and supplies had a large negative variance due to higher bus and facility maintenance. Services were over due to onboard ridership costs and the reclassification of communication expenses from materials and supplies to services. Miscellaneous fees are over due to APTA membership fees. L.I.T.E. funding is higher as an adjustment was made in May to accrue for the first five months. May Sales Tax was \$3.209 million dollars and June Sales Tax was \$3.74 million dollars. In April TARTA had \$171,172 dollars in interest income.

W.L. Perryman requested that TARTA identify a long-term and short-term plan to use interest income.

### **Chief Executive Officer Report**

Laura Koprowski updated the Board on Capital Improvements Projects. TARTA received a new tow truck for the first time since 1991. Continued improvements are occurring at the Transit Hub and Central Avenue offices, including safety recommendations and improved staff spacing. Laura mentioned that open houses will be held at both locations so the Board can see the improvements. Additionally, installation will begin in the coming months on new and improved bus signs.

W.L. Perryman questioned the permits needed for the bus sign project. Rick Bailey, Chief Customer Experience and Mobility Officer, answered that there will be one right-of-way permit for the signs and then an additional permit every time a dig is required. Lou Thomson asked about the other jurisdictions beyond Toledo. Laura answered that the contractor is handling bus sign replacements for every jurisdiction.

Laura also discussed ridership stats, highlighting an 18% year-over-year increase in ridership for June. Youth Summer Blast Pass sign-ups have reached over 1,500 for the year. Laura announced that TARTA was successful in receiving a \$4.1 million Community Project Funding Request. The funding will go towards TARTA's maintenance facilities in relation to the Zero Emission Bus Program.

**Vice President Report** - Nothing to report.

**President Report**

Mary Morrison discussed the American Public Transportation Association’s Transit Board Member & Board Administrator Conference she attended. She mentioned conversations related to legislative advocacy, CEO-Board relationships, procurement, innovations in technology, and labor relations. Mary announced that Trustee Michael Hart, due to a new position, has tendered his resignation to the Board. Mary also reminded the Board about the upcoming Board retreat occurring August 12 and thanked the Trustees for their participation in recent committee meetings.

**Reports and Communications from Trustees**

Lou Thomson highlighted TARTA’s involvement in the Dana Open and praised the TARTA operators that participated.

**Any and All Other Business**

**Meeting Calendar**

The next regularly scheduled TARTA Board of Trustees meeting will take place on Thursday, August 15, 2024 at 4:00 p.m. in the Conference Room at 130 Knapp Street.

**Adjournment**

The meeting was adjourned at 4:55 p.m.

**Certificate of Compliance**

I hereby certify that all members of the Board of Trustees were given notice of the foregoing in person, by telephone, mail, or email more than 48 hours before the meeting.

James Karasek  
Secretary-Treasurer

**Adopted:**

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Laura Koprowski  
Secretary-Treasurer

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Mary Morrison  
President