



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

October 19, 2023  
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, Michael Hart, Kelsie Hoagland, Mary Morrison, W. L. Perryman, Lou Thomson and Kevin Weaks

Trustees Absent: Joel Beren, Katie Hunt-Thomas, Pat McKinstry and Kathy Selking and Kendra Smith.

Officers Present: Laura Koprowski - CEO, Sophie Giviyan - Secretary/Treasurer, Stephen Hartman - General Counsel,

**Approval of Previous Meeting Minutes**

A **motion** was made by Lou Thomson and **seconded** by Kevin Weaks to approve the minutes of the September 21, 2023, and October 16, 2023, Board of Trustees meetings. The motion passed unanimously.

**Public Comments** - There were none.

**Policy Committee**

The committee met on 10-10-23 and reviewed the new paid time off ( PTO) policy for non-union employees and Resolution. The committee and staff decided to table the Resolution pending amendments to the policy. The committee also reviewed the New Employee Policy document consolidating the employee handbook and the policy manual. They discussed the Procurement Policy and the Updates to the ADA Compliant Policy. Lastly, the committee discussed Committee roles and functions.

**Finance Committee**

The committee met on 10-12-23. Lucas Boehm, Director of Information Technology presented about Smart Cards and Fare Capping. The presentation is included in the Board packet. Sam Melden, Chief External Affairs & Communications Officer presented the Agency's Fare Free Initiative for Election Day Nov. 7, 2023. The presentation is included in the Board packet. The committee reviewed four (4) Resolutions.

All Resolutions were recommended to the Board for approval.

### **Strategic & Operational Planning Committee**

The committee met on 10-12-23 and reviewed the Youth Summer Blast Pass Recap. Sam Melden, Chief External Affairs & Communications Officer presented the Youth Summer Blast Pass Recap. The presentation is included in the Board packet. Rick Bailey, Chief Customer Experience & Mobility Officer presented the Winter 2024 Service Changes. The presentation is included in the Board packet. The committee reviewed a Resolution approving the 2024 winter service and TARTA Next changes.

The Resolution was recommended to move to the Board for approval.

### **Resolutions**

A **motion** was made by Lou Thomson and **seconded** by W.L. Perryman to adopt *Resolution No. 56-23 - AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE A CONTRACT FOR PROCURING SMART CARDS TO BE USED FOR FARE MEDIA*. The motion passed unanimously.

A **motion** was made by Lou Thomson and **seconded** by W.L. Perryman to adopt *Resolution No. 57-23 - AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE A SHORT-TERM CONTRACT WITH ETA TRANSIT SYSTEMS INC. FOR APC CERTIFICATION AND BENCHMARKING PLAN*. The motion passed unanimously.

A **motion** was made by W.L. Perryman and **seconded** by Valerie Fatica to adopt *Resolution No. 58-23 - AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE A PURCHASE ORDER FOR THE PURCHASE OF SIX (6) SMALL ELECTRIC LIFT EQUIPPED FORD TRANSIT VEHICLES*. The motion passed unanimously.

A **motion** was made by Kevin Weaks and **seconded** by Michael Hart to adopt *Resolution No. 59-23 - AUTHORIZING A NO FARE DAY ON ELECTION DAY, NOVEMBER 7, 2023*. The motion passed unanimously.

A **motion** was made by Lou Thomson and **seconded** by Kevin Weaks to adopt *Resolution No. 60-23 - AUTHORIZING THE ADOPTION AND IMPLEMENTATION OF THE RECOMMENDED SERVICE CHANGES FOR THE WINTER ASSIGNMENT 2024 AND THE ASSOCIATED TITLE VI ANALYSIS*. The motion passed unanimously.

### **Secretary-Treasurer Report**

Sophie Giviyan, CFO stated that Payroll Expenses are over budget due to an extra pay date in August and gradual catch up of the union pay increases. Other Fringe Benefits are over budget due to an extra pay date in August. Risk Liability Insurance costs are higher than budgeted due to prepaid 4/5 of annual bill per contract. Paratransit Contractual Services are over budget due to higher ridership resulting in more use of taxi services. August Sales Tax Revenue was \$3.3 million dollars. September Sales Tax was \$3.6 million dollars. Grant Revenue is below budget because the draws for related grants' expenses were done in September. Lastly, she mentioned TARTA had \$40,583 in Interest Income in August. It reflected a negative change in the market value of CDs - fluctuation due to the changes in rates.

### **Chief Executive Officer Report**

Laura Koprowski, CEO reminded the Board about the TARTA Next is Now community event on November 15, 2023. Laura requested that the Board completes the TMACOG long-range transportation survey. She mentioned that Team TARTA staff and Board members attended the American Public Transportation Association (APTA) Annual TransForm Conference and Expo in Orlando, Florida. She stated that TARTA's ridership has increased by 8%, likely due to service changes and expansions. She mentioned that the agency is interviewing for several positions and will host a Job Fair on November 3, 2023. Laura shared that President Biden's announcement of areas designated as hydrogen hubs did not include the Greatlakes Hydrogen Hub, which TARTA, University of Toledo, and other public and private entities are consortium members. TARTA will be assessing next steps including partnering with other nearby transit systems that are looking to migrate to hydrogen fueled buses.

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

### **President Report**

Mary Morrison shared about her experience attending the American Public Transportation Association (APTA) Annual TransForm Conference and Expo in Orlando, Florida. She thanked TARTA staff for attending with her and encouraged Board members to attend in the future. She reminded the Board of the upcoming Board Retreat scheduled for October 30, 2023 at TolHouse. Mary mentioned that the Customer Advisory Committee (C.A.C.) met October 18, 2023 and shared great feedback about the TARTA website. Lastly, Mary requested the Board members to prioritize attending committee meetings and to provide feedback if the current meeting times do not align well with their schedules.

**Reports and Communications from Trustees** - there were none.

**Any and All Other Business** - There was none.

### **Meeting Calendar**

The Next regularly scheduled TARTA Board of Trustees meeting will take place on Thursday, November 16, 2023, at 4:00 p.m. in the Conference Room at 130 Knapp Street.

### **Adjournment**

The meeting was adjourned at 5:00 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.

Sophie Giviyani-Kermani  
Secretary-Treasurer

### **Adopted:**

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Sophie Giviyani-Kermani  
Secretary-Treasurer

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Mary Morrison  
President