



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

November 21, 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: Joel Beren, Valerie Fatica, Brittany Ford, Gary Gonya, Tarik Kadri, W. L. Perryman, Kendra Smith, Lou Thomson, Kevin Weaks and Tiffany Whitman.

Trustees Absent: Heather Baker.

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

Approval of Previous Meeting Minutes

A **motion** was made by Brittany Ford and **seconded** by Joel Beren to approve the minutes of the October 17, 2024, Board of Trustees meeting. The motion passed unanimously.

Recognitions

TARTA Environmental Impact Award, Presented by the ERRO (Employee Recognition, Retention and Outreach) Initiative.

Laura Koprowski, CEO and Alex Huffaker, ERRO President and Executive Assistant to the CEO, presented the Inaugural Environmental Impact Award to the Operations Department for leading TARTA’s internal competition during the 2024 Toledo Litter League season. The Operations department had collected the most amount of litter than any other TARTA group during the Litter League competition. The Board recognized and thanked the operations department for helping lead the efforts to keep our community clean.

Presentations

Recap of the National Transit Workforce Conference – Lee Gibson, Talent Acquisition Manager, Tisha Carroll, Workforce Development Program Manager and Carly Allen, ATU President and TARTA Fixed Route Operator.

Lee, Tisha and Carly all shared about their experiences attending the National Transit Workforce Conference and shared their appreciation for having the opportunity to attend and represent TARTA.

2024 Success Outcomes Q3 Update - Ehren Bingaman, TransPro Consulting presented a third quarter update. The presentation is included in the board packet.

Ehren shared that most tasks for 2024 have been completed with only a few remaining items that are on track to be completed in December. There was ongoing discussion regarding the 2024 Employee Engagement Survey and how that feedback is related to a CEO Performance Evaluation. Ehren recommended that the board stick with the evaluation criteria that was previously established earlier in 2024.

Policy Committee

The committee met on 11.14.24 and reviewed the draft Policy Book including changes to be complaint with regulation.

Finance Committee

The committee of the whole met on 11.14.24 to review the Draft 2025 Capital Projects and Operational Budget. The committee plans to schedule an additional meeting before the December Finance Committee meeting, to allow for additional time to review and discuss.

Strategic & Operational Planning Committee

The committee met on 11.14.24 and reviewed the results of the 2024 Employee Engagement survey, as well as the 2024 Success Goals.

Resolutions

A **motion** was made by Lou Thomson and **seconded** by Valerie Fatica to adopt *Resolution No. 61-24, ADOPTING AN UPDATED POLICY BOOK FOR THE TOLEDO AREA REGIONAL TRANSIT AUTHORITY*. The motion was passed unanimously.

A **motion** was made by Lou Tomson and **seconded** by Gary Gonya to adopt *Resolution No. 62-24, ADOPTING THE TARTA 2024 PUBLIC TRANSIT AGENCY SAFETY PLAN (PTASP) FOR THE TOLEDO AREA REGIONAL TRANSIT AUTHORITY REQUIRED BY THE U.S. DEPARTMENT OF TRANSPORTATION AND THE FEDERAL TRANSIT ADMINISTRATION*. The motion was passed unanimously.

Secretary-Treasurer Report

James shared that Passenger Fares revenue variance is caused by an adjustment to correct an overstatement of August fares. Labor is over mainly caused by driver overtime. Healthcare overage is due to retroactive adjustments for new employees. Materials and Supplies overage consists of a very large inventory adjustment, to bring our accounting system in line with our inventory software. This is also causing the large negative variance in Maintenance. Claims and Insurance is under due to the timing of invoices. Dues and subscriptions were over due to prepaid expense recognition. Federal Operating and Preventive Maintenance grant revenue's negative amount is due to double booking of a grant draw. Loss on Assets is caused by a cleanup of obsolete fixed assets that are no longer in use. Microtransit was over due to an unbudgeted increase in vehicles and higher than usual gas usage. Safety was over due to hub security being higher than budgeted. September Sales Tax was \$3.660 million dollars compared to September 2023 Sales of \$3.634 million dollars. October Sales Tax was

\$3.376 million dollars compared to October 2023 Sales Tax of \$3.468 million dollars. TARTA had \$216,617 in Interest Income in September.

Chief Executive Officer Report

Laura shared that earlier in the month, she joined Trustee Brittany Ford to present an update about TARTA to Ottawa Hills Village Council. She mentioned that TARTA hosted an open house to celebrate the completion of renovations to the employee restrooms and front lobby area at the Transit Hub, including a new Rosa Parks mural. She shared that TARTA and Owens Community College have completed a training program for mechanics. TARTA won two awards this year at the Ohio Needs Transit Conference. TARTA was recognized with the "Excellence in Collaboration" award as the first transit system in Ohio to receive accreditation as a certified autism center. Lynette Stanley, a 28-year Information Operator at TARTA was awarded the Milestone award at the conference. Laura thanked TARTA staff and the Board for attending and helping with the 2024 Community Update event. Laura shared that Team TARTA is already discussing plans for the 2025 Community Update and how to build off the momentum and excitement from the event. Lastly, she shared various TARTA Holiday events coming up and encouraged the board to join in the celebrations.

Vice President Report - Nothing to report.

President Report

President Mary Morrison thanked Team TARTA for attending the Ohio Needs Transit Conference. She reminded the Board that Nominations for Board President and Vice President are due by November 30th.

Reports and Communications from Trustees

Any and All Other Business

Executive Session

A ***motion*** was made by Lou Thomson and ***seconded*** by Tarik Kadri to enter into *Executive Session*. A vote by roll call was conducted, and all members present voted "Yes". The motion was passed unanimously.

Executive Session concluded at 6:16 p.m.

Meeting Calendar

The next regularly scheduled TARTA Board of Trustees meeting will take place on Thursday, December 19, 2024 at 4:00 p.m. in the Conference Room at 130 Knapp Street.

Adjournment

The meeting was adjourned at 6:18 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:

James Karasek
Secretary-Treasurer

Mary Morrison
President