



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

February 20, 2025 | 4:00 P.M.

MINUTES

Call to Order - At 4:00 p.m. President Kendra Smith called the meeting to order.

Roll Call

Trustees Present: Heather Baker, Joel Beren, Valerie Fatica, Brittany Ford, Gary Gonya, Mary Morrison, W. L. Perryman, Kendra Smith, Lou Thomson, Kevin Weeks and Tiffany Whitman

Trustees Absent: Tarik Kadri

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

Approval of Previous Meeting Minutes

A **motion** was made by Gary Gonya and **seconded** by Lou Thomson to approve the minutes of the January 16, 2025, Board of Trustees meeting. The motion passed unanimously.

Recognitions

Mark Zuccarell, retired with 36 years of service. Jean Holewinski, retired with 21 years of service. The TARTA Board of Trustees and staff commended Mark and Jean for their dedicated service to the community and to Team TARTA. The Board and staff congratulated Mark and Jean on their retirement and wished them both success in future endeavors.

Presentations

Performance Management Program Update - Matt Webb with TransPro Consulting shared the results of the 2024 performance management program and tactics. Matt highlighted that the TARTA Leadership team completed over 100% of the tactics in 2024. He also shared the success outcomes that will be used to measure performance and progress in 2025. Lastly, he commended the TARTA leadership team for their outstanding completion and strong results of the program in 2024.

Finance Committee

The committee met on 02-13-25 and reviewed four resolutions regarding Procurement policy updates, Trapeze software maintenance, a Contract with WSP Inc. to conduct a rapid transit corridor study and a diesel bus change order.

Policy Committee

The committee met on 02-13-25 and reviewed two resolutions regarding Travel policy updates and updates to the Code of Ethics. The committee also received a legislative update.

Resolutions

A **motion** was made by W.L. Perryman and **seconded** by Lou Thomson to adopt *Resolution No. 06-25, AUTHORIZING THE REVISED PROCUREMENT POLICY AND CODE OF ETHICS FOR LANGUAGE UPDATES AND CURRENT REQUIREMENTS*. The motion was passed unanimously.

A **motion** was made by Lou Thomson and **seconded** by Mary Morrison to adopt *Resolution No. 07-25, AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE A SOFTWARE MAINTENANCE AGREEMENT FOR YEAR 2025 COVERING PLANNING, PARATRANSIT, OPERATIONS AND*. The motion was passed unanimously.

A **motion** was made by Mary Morrison and **seconded** by Brittany Ford to adopt *Resolution No. 08-25, AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE A CONTRACT FOR THE PROCUREMENT OF A HIGH-PERFORMANCE TRANSIT FEASIBILITY & ALTERNATIVE ANALYSIS: RAPID TRANSIT CORRIDOR STUDY IN THE TOLEDO METRO AREA TO BE CONDUCTED BY WSP USA INC*. The motion was passed unanimously.

A **motion** was made by Valerie Fatica and **seconded** by Kevin Weakas to adopt *Resolution No. 09-25, AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE A CHANGE ORDER FOR THE FIVE GILLIG 29-FOOT DIESEL BUSES AND THE FIVE GILLIG 35-FOOT DIESEL BUSES*. The motion was passed unanimously.

A **motion** was made by Lou Thomson and **seconded** by Gary Gonya to adopt *Resolution No. 10-25, AMENDING THE TRAVEL POLICY FOR THE TOLEDO AREA REGIONAL TRANSIT AUTHORITY*. The motion was passed unanimously.

A **motion** was made by Lou Thomson and **seconded** by Mary Morrison to adopt *Resolution No. 11-25, AUTHORIZING AN UPDATE IN THE APPOINTMENT OF ALTERNATIVE TRUSTEES TO SERVE AND VOTE ON THE BOARD OF TRUSTEES OF NEORIDE COUNCIL OF GOVERNMENTS*. The motion was passed unanimously.

Secretary-Treasurer Report

James Karasek shared that Cash and Investments remain strong at \$56.8 million. Accounts Receivables are mostly 2 months of State sale tax, plus 2024 capital grants drawn in 2025. Passenger Fares were under due a slowdown in bulk fare purchases at year end. Labor overage is caused by driver overtime and holiday pay. This is causing some of the overage in Transportation. Material and supplies overage is caused by year end corrections to the prepaid account and reclassifications of expenses incorrectly classified as fixed assets. This is also causing the overage in Transportation, Maintenance, and IT. Service is higher due to costs associated with the new website development, and timing of the last Plante Moran payment. Professional Development was over budget due to higher travel in December and RISE tuition reimbursements. This is also causing the overage in Human Resources and Admin & Finance. Security variance is due to the late receipt of contract security services invoices. December Sales Tax was \$4.0 million dollars compared to December 2023 Sales

Tax of \$3.48 million dollars. January Sales Tax was \$3.33 million dollars compared to January 2023 Sales Tax of \$3.18 million dollars. TARTA had \$78,822 in Interest Income in December.

Chief Executive Officer Report

Laura Koprowski mentioned that a link has been posted to OnBoard and on the website for the 2024 annual report. She shared that TARTA celebrated Rosa Parks with a press conference at the Transit Hub and a story hour in collaboration with the Toledo Lucas County Public libraries and community leaders. She mentioned that she provided a report to the Village of Whitehouse and learned that Whitehouse has doubled their population and would be interested to see what other services TARTA can provide their community. She shared that to celebrate Ohio Loves Transit, TARTA leaders and the Board President and Vice President went to the white house to meet with legislators and advocate for the State Transportation Budget bill. She continued to share during Ohio Loves Transit Week team TARTA hosted Whitmer High School students for an in-depth look at the TARTA Maintenance department and the team hosted an on-board Travel Training experience with the National Museum of the Great Lakes team. Lastly, Laura asked the Board to take a moment of silence to recognize the loss of Teresa Allen, TARTA Fixed Route Operator.

Vice President Report

Mary Morrison thanked the team members involved in the Rosa Parks story hour. She shared that the trip to the statehouse for Ohio Loves Transit was a success. Mary recognized the loss of a talented and dedicated community member who was a member of TARTA 's Customer Advisory Committee.

President Report

Kendra Smith reminded Board members to reach out to her if they are interested in attending APTA conferences. She thanked the Board for making time for one-on-one meetings with her. She shared that the Fall Board retreat has been scheduled, and that she will work with Alex Huffaker to provide updated availability to schedule the spring Board retreat. Kendra commended Sam Melden and Laura Koprowski for being well prepared and organized for the visit to the Statehouse for Ohio Loves Transit.

Reports and Communications from Trustees

Any and All Other Business

Lou Thomson requested ridership statistics for Ohio Loves Transit Day 2025, where TARTA provided free fare to customers all day. He would like to compare the ridership statistics from 2024 Ohio Loves Transit Day to 2025.

Meeting Calendar

The next regularly scheduled TARTA Board of Trustees meeting will take place on Thursday, March 20, 2025, at 4:00 p.m. in the Conference Room at 130 Knapp Street.

Adjournment

The meeting was adjourned at 5:13 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

Kendra Smith
President