

METRO REGIONAL TRANSIT AUTHORITY

Board of Trustees



JANUARY 25, 2022

PRESIDENT: MR. ROBERT DEJOURNETT
VICE PRESIDENT: MR. MARK DERRIG



**METRO RTA
MONTHLY BOARD MEETING AGENDA
ROBERT K. PFAFF TRANSIT CENTER BOARD ROOM
TUESDAY, JANUARY 25, 2022
9:00 AM**

ITEM 1: CALL TO ORDER

ITEM 2: AUDIENCE PARTICIPATION

Any individual or representative of a group may take two (2) minutes to address the Board on any topic on the agenda. Anyone desiring more time than provided herein, shall notify the Secretary-Treasurer by the Tuesday preceding the Board meeting so that he/she may be placed on the Agenda for a maximum of five (5) minutes. METRO's Board Meetings are held the last Tuesday of the month as stated within Resolution 2021-27, unless otherwise noted.

ITEM 3: RECOGNITION

ITEM 4: BOARD MINUTES

*Approval of Board Meeting Minutes for December 21, 2021. (Pages 6-9)

ITEM 6: COMMITTEE REPORTS & RESOLUTIONS

Customer Experience & Service Performance Committee
(Maintenance / Operations / Customer Care & Mobility Solutions)
Chair: Mark Derrig

***RESOLUTION 2022-01**

A Resolution authorizing the purchase of up to Eleven (11) Replacement Buses
(Page 4)

***RESOLUTION 2022-02**

A Resolution authorizing a renewal of a contract with the County of Summit Board of Developmental Disabilities (CSBDD) and Weaver Industries (Weaver) for cleaning services for the Robert K. Pfaff Transit Center (Page 5)

Asset Protection & Development Committee

(Employee Engagement Center / Safety & Protection)
Chair: Chuck Rector

Planning / Marketing / Rail Committee

Chair: Donald Christian

Finance & Audit Committee

Chair: Vincent Rubino

ITEM 7: OTHER BUSINESS

ITEM 8: OFFICERS' REPORT

- Board President
- Chief Executive Officer

ITEM 9: CALL FOR ADJOURNMENT

***Denotes items that need Board approval**

Next Scheduled Meeting – February 22, 2022

**COMMITTEE ASSIGNMENT:
CUSTOMER SERVICE AND SERVICE PERFORMANCE**

RESOLUTION NO. 2022-02

A Resolution authorizing a renewal of a contract with the County of Summit Board of Developmental Disabilities (CSBDD) and Weaver Industries (Weaver) for cleaning services for the Robert K. Pfaff Transit Center.

WHEREAS, the facility needs general cleaning services throughout the peak hours of operations; and

WHEREAS, this partnership will continue to employee clients of Weaver and CSBDD in the community-based employment positions as well as help METRO meet the public transportation needs of our community; and

WHEREAS, the term of this agreement will be one (1) year with an amount not to exceed \$100,200.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of METRO Regional Transit Authority that:

1. The Executive Director/Secretary-Treasurer is hereby authorized to execute said contract.
2. A contract be awarded for a one (1) year contract (February 1, 2022 to January 31st, 2023)
3. All formal actions of this Board of Trustees related to this Resolution and all deliberations of the Board of Trustees and any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Revised Code.

DATE ADOPTED: January 25th, 2022

**ROBERT E. DEJOURNETT,
PRESIDENT**

**DAWN S. DISTLER,
EXECUTIVE DIRECTOR/
SECRETARY-TREASURER**

**METRO RTA
BOARD MINUTES
ROBERT K. PFAFF TRANSIT CENTER BOARD ROOM
TUESDAY, DECEMBER 21, 2021
9:00 AM**

Trustees Present: Robert DeJournett, Mark Derrig, Gary Spring, Chuck Rector, Vincent Rubino, Renee Greene, John Valle, Dana LaGarde, Robert Konstand

Trustees Absent: David Prentice, Donald Christian, Heather Heslop Licata

METRO Team

Members Present: Dawn Distler, Angela Neeley, Valerie Shea, Molly Becker, DeHavilland McCall, Jay Hunter, Shawn Metcalf, Bambi Miller, Jarrod Hampshire

Guests Present: Ron Brubaker, Justin Markey

CALL TO ORDER

Mr. DeJournett called the meeting to order at 9:02 am

AUDIENCE PARTICIPATION

Ms. Apostlett Pinkney was scheduled to speak but did not attend the Board Meeting.

Mr. Ron Brubaker from the TASCforce thanked METRO for its work on the multi-use trail. He reported receiving numerous letters from homeowner associations in support of the trail. He stated certain citizens of Summit County appreciate METRO's work on this.

RECOGNITION

Mr. DeJournett introduced Mr. Justin Markey from Roetzel & Andress who will be providing counsel for the board during meetings as part of METRO's general legal services agreement. Mr. Markey stated that he looks forward to working with METRO and answering any questions that arise.

APPROVAL OF MINUTES

Mr. DeJournett asked for a motion to approve the minutes of the November 30, 2021 meeting. Mr. Derrig made a motion for approval, second by Ms. Greene. The minutes were unanimously approved.

COMMITTEE REPORTS & RESOLUTIONS

CUSTOMER EXPERIENCE & SERVICE PERFORMANCE COMMITTEE REPORT

Chair: Mark Derrig

Mr. Derrig reviewed the KPI's, specifically noting that everything is trending in the proper direction with no cause for concern. Mr. Derrig asked Mr. Jarrod Hampshire to introduce the resolution. Mr. Hampshire explained that this resolution is for the installation of unleaded fueling infrastructure on METRO property. He stated that three bids were received and METRO recommends the lowest bidder, N&N Services in Port Clinton, Ohio. He noted \$200,000.00 in grant funding from ODOT for this project.

RESOLUTION 2021-26: A resolution authorizing the award of a contract to N&N Services, Inc. to install an unleaded fueling system and related infrastructure on METRO property. Mr. Mark Derrig made a motion for approval, second by Ms. Renee Greene. All those present voted 'yes'. Resolution 2021-26 was unanimously approved.

ASSET PROTECTION & DEVELOPMENT COMMITTEE REPORT

(Employee Engagement Center / Safety & Protection)

Chair: Chuck Rector

Mr. Rector reviewed the KPIs, noting health care per employee was over for the month of October, but averaged \$1700.00 for the year. He reported the injury rate at 4.2 with over 220,000 miles between preventable accidents and preventable accidents 33% below last year. Mr. Rector thanked Mr. Jay Hunter for organizing the employee Holiday Luncheon that was held on December 15, 2021.

PLANNING/MARKETING/RAIL COMMITTEE REPORT

Chair: Donald Christian

Mr. Spring gave the committee report on behalf of Mr. Donald Christian. He asked Ms. Valerie Shea to give an update on the Reimagine METRO work. Ms. Shea reported information is being analyzed and will be reported on in the January meeting. Mr. Spring asked Ms. Molly Becker to give the Marketing report. Ms. Becker reported that a Minority Health Fair will be held in April at the Transit Center. She stated that she would email the exact date to the board.

FINANCE & AUDIT COMMITTEE REPORT

Chair: Vincent Rubino

Mr. Rubino reviewed the KPIs. He reported revenue and federal grant numbers appear below budget due to the timing of the drawdown, but that will be made up and reflected in December, and that year to date expenses are favorable. A discussion on the ethics refresher training ensued. Mr. DeJournett inquired about the ethics refresher-training requirement. Ms. Neeley stated that all Board Members have met the requirements for 2021. Mr. DeJournett asked Ms. Neeley to send clear instructions to all Board Members for the 2022 requirements.

OTHER BUSINESS

Mr. DeJournett introduced the resolution establishing Board Meeting dates for the year 2022. He explained that Board Meetings are held the last Tuesday of the month with the exception of December, which was moved to a week earlier this year. It is proposed that the December meeting be held a week earlier in 2022 as well. (December committee meetings will also be moved to a week earlier in order to accommodate this change.)

RESOLUTION 2021-27

A resolution establishing monthly meeting dates for the Board of Trustees of the METRO Regional Transit Authority for year 2022. Mr. Chuck Rector made a motion for approval, second by Ms. Renee Greene. All those present voted 'yes'. Resolution 2021-27 was unanimously approved.

OFFICERS' REPORT

President: Mr. Robert DeJournett thanked those who responded "yes" to make it to the upcoming board retreat, with agenda plans being finalized next week. He also wished everyone Happy Holidays.

Chief Executive Officer: Ms. Dawn Distler commended METRO for doing a good job taking care of its passengers and customers. She reported continuing to have an open dialog with the TWU International Representatives, although there are no further established meetings regarding negotiations. She stated her feeling that the International Union reps and the local reps want to work with METRO to do what is best. She reported her plan to keep dialog open and keep the board updated. She stated METRO is getting ready for big changes with the Redesign, and although this is exciting, change is hard, with some people negatively affected. Ms. Distler thanked the Board and the Leadership Team for their work and wished everyone a Happy Holiday. Ms. LaGarde inquired about the dates for Committee Meetings. Ms. Distler stated Committee Meetings are held on the third Tuesday of the month and that she would resend the calendar invites. Mr. Robert Konstand inquired what METRO is doing about COVID and whether there is a plan if there is a COVID outbreak. Ms. Distler stated a mask mandate is still in place, with high touch surfaces wiped down regularly, Purell on buses, and barriers still in place. She stated METRO is doing everything it can to keep people safe and will address any challenges presented immediately should an outbreak occur making this necessary. Mr. DeJournett asked if METRO knows how many employees are vaccinated. Mr. Jay Hunter reported METRO does not have a definitive number, as people were

incentivized, but not required to report their vaccination status. Mr. Derrig inquired about Board Meetings going back to being virtual. Mr. Justin Markey stated that the General Assembly is not likely to do that.

EXECUTIVE SESSION

None

ADJOURNMENT

There being no other business to come before the Board, Mr. Derrig made a motion to adjourn, second by Mr. John Valle.

The motion to adjourn was unanimously approved, and the meeting adjourned at 9:26 a.m.

CERTIFICATE OF COMPLIANCE

Pursuant to Section III, Article 3.2 of the Rules & Regulations of the METRO Regional Transit Authority, METRO has complied with the Notice and Notification to the public and news media.

DATE APPROVED: January 25, 2022

**ROBERT E. DEJOURNETT,
PRESIDENT**

**DAWN S. DISTLER,
CHIEF EXECUTIVE OFFICER/
SECRETARY-TREASURER**