

METRO REGIONAL TRANSIT AUTHORITY

# Board of Trustees



**FEBRUARY 23, 2021**

PRESIDENT: MR. ROBERT DEJOURNETT  
VICE PRESIDENT: MR. NICHOLAS FERNANDEZ



**METRO RTA  
MONTHLY BOARD MEETING AGENDA  
ROBERT K. PFAFF TRANSIT CENTER BOARD ROOM  
VIRTUAL MEETING  
TUESDAY, FEBRUARY 23, 2021  
9:00 A.M.**

**ITEM 1: CALL TO ORDER**

**ITEM 2: AUDIENCE PARTICIPATION**

In keeping with Governor DeWine's order of social distancing due to the COVID-19 pandemic, audience participation is suspended for this meeting. All comments may be directed to the Chief Executive Officer via email to [Dawn.Distler@akronmetro.org](mailto:Dawn.Distler@akronmetro.org) or by phone (330) 564-2211, and must be received by the Friday prior to the meeting. METRO's Board Meetings are held the last Tuesday of the month as stated within Resolution 2016-28, unless otherwise noted.

To remotely observe and listen to this meeting from your computer, tablet or smartphone, visit:

<https://zoom.us/j/99072051284?pwd=YINWL2FLWUhBSG41UzJPNE1OSWxoUT09>

Meeting ID: 990 7205 1284

Passcode: 089929

To dial in using your phone:

(For supported devices, select the one tap number below to join instantly)

One tap mobile

[tel+19292056099,,99072051284#,,,,,0#,,089929#](tel:+19292056099,,99072051284#,,,,,0#,,089929#)

Download and import the following iCalendar (.ics) files to your calendar system for the monthly meeting:

[https://zoom.us/meeting/tJ0tcOuoqzooEtD\\_8GsP5T4GQnfSNNyazC9u/ics?icsToken=98tyKuChrjwoGtGUshGDRox5Ao\\_Ca\\_TwmH5Bj7d5o0fCEBAGVlfRB-xEAZxRCdnK](https://zoom.us/meeting/tJ0tcOuoqzooEtD_8GsP5T4GQnfSNNyazC9u/ics?icsToken=98tyKuChrjwoGtGUshGDRox5Ao_Ca_TwmH5Bj7d5o0fCEBAGVlfRB-xEAZxRCdnK)

**ITEM 3: RECOGNITION**

None

**ITEM 4: BOARD MINUTES**

\*Approval of Board Meeting Minutes for January 26, 2021. (Pages 9-10)

**ITEM 5: COMMITTEE REPORTS & RESOLUTIONS**

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

**\*Resolution 2021-04:** A resolution authorizing the award of a contract for the purchase of two (2) Chargepoint CPE250 Electric Bus Charging Stations and associated Training and Support. (Page 4)

**Asset Protection & Development Committee**  
(Employee Engagement Center / Safety & Protection)  
Chair: Chuck Rector

**Planning / Marketing / Rail Committee**  
Chair: Donald Christian

**\*Resolution 2021-05:** Approving the Service Equity Analysis for major service changes made as a result of the COVID-19 pandemic. (Page 5)

**\*Resolution 2021-06:** Authorizing the award of a Transit Oriented Development (TOD) Feasibility Study services contract. (Pages 6-7)

**\*Resolution 2021-07:** Authorizing an amendment to NEORide Regional Council of Governments' Bylaws. (Page 8)

**Finance & Audit Committee**  
Chair: Nicholas Fernandez

**Governance Committee**  
Chair: Gary Spring

**Chairs Committee**  
Chair: Mark Derrig

**ITEM 6: OTHER BUSINESS**

**ITEM 7: OFFICERS' REPORT**

- Board President
- Chief Executive Officer

**ITEM 8: EXECUTIVE SESSION**

**ITEM 9: CALL FOR ADJOURNMENT**

**\*Denotes items that need Board approval**  
*Next Scheduled Meeting – March 30, 2021*

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

**RESOLUTION 2021-04**

A resolution authorizing the award of a contract for the purchase of two (2) Chargepoint CPE250 Electric Bus Charging Stations and associated Training and Support.

**WHEREAS**, METRO was awarded a grant from the Ohio Environmental Protection Agency through the Diesel Emission Mitigation Trust Fund for funding for two (2) fully electric-powered buses through Resolution 2020-25, and

**WHEREAS**, these buses will require electric charging infrastructure to be installed on METRO property, and

**WHEREAS**, the purchase of these chargers will be fully funded through the 2021 Ohio Transportation Partnership Program Funding (OTP2), and

**WHEREAS**, the State of Virginia maintains a Purchasing Program that METRO is able to participate in, and

**WHEREAS**, through Virginia State Contract IFB 2712-4 (Transit Buses, Electric), METRO is able to purchase Chargepoint charging infrastructure through Gillig LLC out of Livermore, CA.

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

1. A contract be awarded to Gillig, LLC for the purchase of two (2) Chargepoint CPE250 Plug-In Chargers in an amount not to exceed \$135,000.00.
2. The Chief Executive Officer/Secretary-Treasurer is authorized to execute said contract.
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:** February 23, 2021

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**ROBERT DEJOURNETT,  
PRESIDENT**

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

**COMMITTEE ASSIGNMENT:  
PLANNING / MARKETING / RAIL**

**RESOLUTION 2021-05**

A resolution approving the Service Equity Analysis for major service changes made as a result of the COVID-19 pandemic.

**WHEREAS**, the analysis was completed in compliance with Title VI of the Civil Rights Act of 1964, as required by Federal Transit Administration (FTA) Circular 4702.1B, dated October 1, 2012; and

**WHEREAS**, major service changes were made beginning in April 2020 to respond to the COVID-19 pandemic and resulting state of emergency; and

**WHEREAS**, the FTA stipulates changes directly or indirectly related to an emergency, including ridership and budget reductions, that continue longer than 12 months require an equity analysis; and

**WHEREAS**, a virtual public hearing was held on February 15, 2021 to present the results of the analysis and collect public feedback; and

**WHEREAS**, public comments were also able to be made via phone call, METRO's website, and written comment form available at the Robert K Pfaff Transit Center; and

**WHEREAS**, the Board of Trustees was provided the results of the analysis, a list of all comments, and a transcript of the public hearing at least 7 days in advance of taking action on said analysis, per Resolution 2021-03.

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

1. The Board has considered the Service Equity Analysis, is aware of the results of said analysis, and is approving the continuation of the major service changes made as a result of the ongoing COVID-19 pandemic and emergency.
2. 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:** February 23, 2021

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**ROBERT DEJOURNETT,  
PRESIDENT**

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

**COMMITTEE ASSIGNMENT:  
PLANNING / MARKETING / RAIL**

**RESOLUTION 2021-06**

A resolution authorizing the award of a Transit Oriented Development (TOD) Feasibility Study services contract.

**WHEREAS**, the intent of this planning study is to determine the feasibility of transit-oriented development in Akron; and

**WHEREAS**, METRO's Strategic Plan recommends pursuing opportunities to promote TOD at the local and regional levels; and

**WHEREAS**, the benefits of TOD is two-fold; it brings more people and jobs within reach of fixed-route transit, increasing access to opportunity, and it provides lifestyle and community benefits of more compact, walkable, and vibrant mixed-use development; and

**WHEREAS**, legal notices were twice duly advertised December 3, 2020 and December 10, 2020 in the Akron Beacon Journal and advertisements were also placed in industry publications including the American Planning Association and the Ohio Planning Association; and

**WHEREAS**, such proposals were due on January 14, 2021 with the following proposals received:

AECOM (Cleveland, OH)  
Greenstreet, Ltd. (Indianapolis, IN)  
HDR (Cleveland, OH)  
MKSK (Columbus, OH)  
NBBJ (Boston, MA)  
Weitzman Associates, LLC (Chicago, IL)

**WHEREAS**, the Evaluation Committee reviewed the proposals, conducted interviews with the three highest scoring teams, and is recommending that MKSK of Columbus, Ohio be awarded the contract for TOD Feasibility Study services; and

**WHEREAS**, METRO received the Federal Transit Administration's Helping to Obtain Prosperity for Everyone (HOPE) Grant to fund \$450,000 towards the purchase of TOD Feasibility Study services.

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

1. The Chief Executive Officer/Secretary-Treasurer is authorized to execute the contract with MKSK of Columbus, Ohio in the amount not to exceed \$424,729.
2. The Chief Executive Officer/Secretary-Treasurer is authorized up to a 10% contingency should change orders be necessary.
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:** February 23, 2021

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**ROBERT E. DEJOURNETT,  
PRESIDENT**

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

**COMMITTEE ASSIGNMENT:  
PLANNING / MARKETING / RAIL**

**RESOLUTION 2021-07**

A resolution authorizing amendment to the NEORide Regional Council of Governments' Bylaws.

**WHEREAS**, this Board has previously authorized the Authority to establish the NEORide Regional Council of Governments ("NEORIDE") to establish a regional council of governments to coordinate transit among transit authorities and to eliminate barriers to coordination of transit in accordance with Chapter 167 of the Revised Code; and

**WHEREAS**, the Governing Board of NEORide has recommended to amend the Bylaws of NEORIDE (the "Bylaws") in the form attached hereto as **Exhibit A** to provide the NEORide Board to make such future amendments to its bylaws as it finds necessary; and

**WHEREAS**, Article VIII of the Bylaws currently requires the legislative authority of a majority of NEORIDE members is required to amend the Bylaws and this Resolution of this Board provides such approval of the amendment.

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

1. This Board hereby approves the amendment to the Bylaws of NEORIDE, which amendment shall be in the form attached hereto as **Exhibit A**.
2. 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:** February 23, 2021

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**ROBERT E. DEJOURNETT,  
PRESIDENT**

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



**METRO RTA  
BOARD MINUTES  
ROBERT K. PFAFF TRANSIT CENTER BOARD ROOM  
VIRTUAL MEETING  
TUESDAY, JANUARY 26, 2021  
9:00 A.M.**

**Trustees Present:** (all via teleconference) Robert DeJournett, Nick Fernandez, Gary Spring, Mark Derrig, Heather Heslop Licata, Renee Greene, Vincent Rubino, Donald Christian, Louise Gissendaner, David Prentice, Chuck Rector

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

**Guests Present:** Dr. Daniel Van Epps, Suzie Graham, Justin Linette, Helen Carroll

**CALL TO ORDER**

Mr. DeJournett called the meeting to order at 9 a.m.

**AUDIENCE PARTICIPATION**

In keeping with Governor DeWine's order of social distancing due to the COVID-19 pandemic, audience participation is suspended for this meeting. No comments had been conveyed to the CEO by the Friday prior to this meeting.

**RECOGNITION**

None

**APPROVAL OF MINUTES**

Mr. DeJournett asked for a motion to approve the minutes of the November 24, 2020 meeting. Mr. Derrig made a motion for approval, second by Ms. Greene. The minutes were unanimously approved.

Mr. DeJournett asked for a motion to approve the minutes of the December 17, 2021 special meeting. Mr. Rector made a motion for approval, second by Mr. Derrig. The minutes were unanimously approved.

**EXECUTIVE SESSION**

A motion was made by Mr. DeJournett to enter into Executive Session to discuss pending or intimate litigation. Mr. DeJournett requested Ms. Distler and Ms. Carroll from Roetzel & Andress be present. Roll call was conducted.

The Board entered into Executive Session at 9:10 a.m. The Board exited Executive Session at 10:01 a.m. Roll call was conducted.

**COMMITTEE REPORTS & RESOLUTIONS**

**GOVERNANCE COMMITTEE REPORT**

Chair: Gary Spring

Mr. Spring presented the Resolution to the Board.

**Resolution 2021-01:** A resolution authorizing the purchase of specialized legal services above and beyond METRO's daily legal needs. Those who voted 'yes' were Mr. Spring, Mr. Rubino, Mr. Rector, Mr. Christian, Ms. Greene, Mr. Derrig, and Mr. DeJournett. Mr. Prentice, Ms. Licata, and Ms. Gissendaner voted 'nay.' Resolution 2021-01 passed.

#### **CUSTOMER EXPERIENCE & SERVICE PERFORMANCE COMMITTEE REPORT**

Chair: Mark Derrig

Mr. Derrig reported the committee met on November 18. Mr. Derrig thanked Mr. Hampshire for giving him a tour of the new Independence Transit Center and new buses. The nine new buses are scheduled to hit the road in February. Mr. Derrig commended Ms. Miller and her team for their efforts in recording impressive and consistent KPIs throughout 2020.

Mr. Derrig asked Ms. Suzie Graham, CEO of Downtown Akron Partnership, to introduce the Resolution to the Board.

**Resolution 2021-02:** A resolution authorizing a contract between the Downtown Akron Partnership (DAP) and METRO for the cleaning, provision of safety patrols, and other services along Main Street and the Robert K. Pfaff (RKP) Transit Center. Mr. Derrig made a motion for approval, second by Mr. Rubino. All those present voted 'yes.'

#### **ASSET PROTECTION & DEVELOPMENT COMMITTEE REPORT**

Chair: Chuck Rector

Mr. Rector reviewed the Committee's KPIs.

#### **PLANNING / MARKETING / RAIL COMMITTEE REPORT**

Chair: Donald Christian

Mr. Spring provided the report on behalf of Mr. Christian. Spring asked Ms. Shea to give a brief overview of the Planning KPIs and elaborate on the Resolution being presented to the Board. Mr. Spring reiterated the Public Engagement Policy is an internal policy, not a federal policy.

**Resolution 2021-03:** A resolution authorizing a one-time exception to METRO's Public Engagement Policy as it relates to the Title VI Analysis of COVID-19 Service Adjustments. Mr. Spring made a motion for approval, second by Ms. Greene. All those voted 'yes' were Mr. DeJournett, Mr. Spring, Mr. Derrig, Ms. Licata, Ms. Greene, Mr. Rubino, Mr. Christian, Ms. Gissendaner, and Mr. Rector. Mr. Prentice voted 'nay.'

Ms. Shea updated the Board on the Akron Secondary Line.

#### **FINANCE & AUDIT COMMITTEE REPORT**

Chair: Nicholas Fernandez

Ms. Licata gave the report on behalf of Mr. Fernandez. The financials are in good shape and there are no resolutions.

#### **CHAIRS COMMITTEE REPORT**

Chair: Mark Derrig

No report.

**OTHER BUSINESS**

None

**OFFICERS' REPORT**

**President:** Mr. DeJournett has no report.

**Chief Executive Officer:** Ms. Distler said the team continues to move forward and navigate the pandemic.

**ADJOURNMENT**

There being no other business to come before the Board, Mr. DeJournett made a motion to adjourn, second by Mr. Rector. The motion to adjourn was unanimously approved, and the meeting adjourned at 10:18 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 26, 2021

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**ROBERT E. DEJOURNETT,  
PRESIDENT**

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