

METRO REGIONAL TRANSIT AUTHORITY

Board of Trustees



JULY 28, 2020

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



**METRO RTA
MONTHLY BOARD MEETING AGENDA
ROBERT K. PFAFF TRANSIT CENTER BOARD ROOM
TUESDAY, JULY 28, 2020
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 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, follow these instructions.

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ITEM 3: RECOGNITION

None

ITEM 4: BOARD MINUTES

*Approval of Board Meeting Minutes for May 26, 2020.

ITEM 5: COMMITTEE REPORTS & RESOLUTIONS

Asset Protection & Development Committee

(Employee Engagement Center / Safety & Protection)

Chair: Chuck Rector

Customer Experience & Service Performance Committee

(Maintenance / Operations / Customer Care & Mobility Solutions)

Chair: Mark Derrig

***Resolution 2020-06:** A resolution authorizing the award of a task order based contract for general architecture and engineering services

Planning / Marketing / Rail Committee

Chair: Donald Christian

***Resolution 2020-07:** Recognizing the Title VI Service Monitoring Requirement and Major Service Change Policy

***Resolution 2020-08:** Recognizing METRO RTA Service and Fare Equity Analysis Policy and authorizes its submittal to FTA

***Resolution 2020-09:** Recognizing the METRO RTA public engagement policy and authorizes its submittal to the FTA

***Resolution 2020-10:** Adoption of the 2016-2019 Title VI Report and authorizes its submittal to the FTA

Finance & Audit Committee

Chair: Nicholas Fernandez

***Resolution 2020-11:** Establishing a Disadvantaged Business Enterprise goal of 1.0% for 2021-2023 Federal Fiscal Years

***Resolution 2020-12:** Renewal of Avail agreement for one year

Governance Committee

Chair: Gary Spring

ITEM 6: OTHER BUSINESS

***Resolution 2020-13:** Support of a tax levy benefiting the Akron Zoo

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 – August 25, 2020

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

RESOLUTION 2020-06

A resolution authorizing the award of a task order based contract for general architecture and engineering services.

WHEREAS, METRO requires architecture and engineering services to continue the rehabilitation of the administration and maintenance facility and other construction projects, and

WHEREAS, this contract is for a one year period, with an optional four, one year extensions, and

WHEREAS, legal notices were twice duly advertised April 9, 2020 and April 16, 2020; 20 in the Akron Beacon Journal, and once in The Reporter April 15, 2020 and

WHEREAS, such proposals were received on May 7, 2020 with the following bids received from:

GPD Group (Akron)

Urban Engineers (Warrendale, PA)

Bergmann (Toledo)

HDR Engineering, Inc. (Cleveland)

Prime AE Group, Inc. (Akron)

Bowen (Cleveland)

WHEREAS, METRO is recommending that Bowen be awarded the task order based contract for general architecture and engineering services.

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

1. The Chief Executive Officer is hereby authorized to execute the contract with Bowen.
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: July 28, 2020

**ROBERT DEJOURNETT,
PRESIDENT**

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

RESOLUTION 2020-07

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

A resolution recognizing the Title VI Service Monitoring Requirement and Major Service Change Policy and resolving to fulfill its provisions as required by the Federal Transit Administration.

WHEREAS, the Title VI Report is a triennial report to the Federal Transit Administration (FTA) of compliance with Title VI of the Civil Rights Act of 1964, as required by FTA Circular 4702.1B, dated October 1, 2012;

WHEREAS, METRO RTA has system-wide service standards and policies;

WHEREAS, the Title VI report requires a copy of Board meeting minutes or a resolution demonstrating the Board's awareness and approval of the major service change policy and disparate impact policy;

WHEREAS, the service change policy requires that change affecting one quarter of route miles or revenues must be brought before the public;

WHEREAS, public meetings must include attempts to reach minority and low-income populations;

WHEREAS, service changes must consider impacts to minority and low-income populations; and

WHEREAS, disparate impacts of service changes affecting minority and low-income riders must be mitigated.

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

1. The Board has considered and recognizes the METRO RTA system wide service standards.
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: July 28, 2020

**ROBERT DEJOURNETT,
PRESIDENT**

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

RESOLUTION 2020-08

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

A resolution recognizing the METRO RTA Service and Fare Equity Analysis Policy and authorizing submittal to the Federal Transit Administration (FTA).

WHEREAS, the Title VI Report is a triennial report to the Federal Transit Administration (FTA) of compliance with Title VI of the Civil Rights Act of 1964, as required by FTA Circular 4702.1B, dated October 1, 2012;

WHEREAS, METRO RTA has a Service and Fare Equity Analysis Policy;

WHEREAS, the Service and Fare Equity Analysis Policy is designed to assess the effects of proposed fare or service changes and assess the alternatives available for people affected by the changes;

WHEREAS, the analysis must determine if the proposed changes would have a disproportionately high and adverse affect upon minority and low-income riders;

WHEREAS, that policy is designed to minimize, mitigate or offset negative impacts upon minority and low-income riders; and

WHEREAS, the Title VI report requires a copy of Board meeting minutes or a resolution demonstrating the Board's awareness and approval of the Service and Fare Equity Analysis Policy.

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

1. The Board has considered and recognizes the METRO RTA Service and Fare Equity Analysis Policy and authorizes its submittal to FTA.
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: July 28, 2020

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

RESOLUTION 2020-09

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

A resolution recognizing the METRO RTA Public Engagement Policy and authorizing submittal to the Federal Transit Administration (FTA).

WHEREAS, the Title VI Report is a triennial report to the Federal Transit Administration (FTA) of compliance with Title VI of the Civil Rights Act of 1964, as required by FTA Circular 4702.1B, dated October 1, 2012;

WHEREAS, METRO RTA has a public engagement policy;

WHEREAS, that policy is designed to reach minority and low-income population;

WHEREAS, the Title VI report requires a copy of Board meeting minutes or a resolution demonstrating the Board's awareness and approval of the public engagement policy;

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

1. The Board has considered the METRO RTA public engagement policy and authorizes its submittal to the FTA.
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: July 28, 2020

**ROBERT DEJOURNETT,
PRESIDENT**

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

RESOLUTION 2020-10

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

A resolution adopting and authorizing submittal of the METRO RTA Title VI Report to the Federal Transit Administration for 2019.

WHEREAS, the Title VI Report is a triennial report to the Federal Transit Administration (FTA) of compliance with Title VI of the Civil Rights Act of 1964, as required by FTA Circular 4702.1B, dated October 1, 2012;

WHEREAS, METRO RTA is reporting its compliance as a public transit provider serving an urbanized area with a population exceeding 200,000 people;

WHEREAS, the Title VI Report presents various measures of service and fare impacts upon minority and low-income riders;

WHEREAS, the Title VI Report measures METRO's compliance with Title VI requirements; and

WHEREAS, the Title VI report requires a copy of Board meeting minutes or a resolution demonstrating the Board's awareness and approval of the Title VI Report.

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

1. The Board has considered the METRO RTA Title VI Report for 2019; is adopting it for the METRO RTA service area; and authorizes its submittal to FTA.
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: July 28, 2020

**ROBERT DEJOURNETT,
PRESIDENT**

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

**COMMITTEE ASSIGNMENT:
FINANCE**

RESOLUTION 2020-11

A resolution establishing an overall Disadvantaged Business Enterprise goal of 1.0% for 2021-2023 Federal Fiscal Years.

WHEREAS, it is the policy of the Board of Trustees of the METRO Regional Transit Authority to ensure that all Disadvantaged Business Enterprises, as defined in 49CFR Part 26, shall have maximum opportunity to participate in all aspects of procurement of supplies, equipment, construction and service contracts let by the Authority, and

WHEREAS, these goals are equal to the stated percentages of the federally funded portion of the contractible operating and capital expenses of the Authority.

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

1. A goal of 1.0% is hereby established for Federal Fiscal Years 2021-2023 for Disadvantaged Business Enterprise participation in METRO's federal procurement of supplies, equipment, construction and service contracts.
2. The Chief Executive Officer is hereby directed to see that this program is carried out to the fullest extent possible.
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: July 28, 2020

**ROBERT DEJOURNETT,
PRESIDENT**

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

**COMMITTEE ASSIGNMENT:
FINANCE**

RESOLUTION 2020-12

A resolution authorizing a one year extension of the maintenance and support agreement for the Automatic Vehicle Location (AVL) and Enterprise Resource Planning (ERP) system agreement through Avail Technologies, Inc.

WHEREAS, METRO had a contract for maintenance and support services with Avail Technologies, Inc. and Fleetnet (now Avail) that expires on July 31, 2020,

WHEREAS, METRO would like to purchase a one year agreement,

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

1. The purchase of support and maintenance services from Avail Technologies, Inc. in the amount of \$196,130 for one year.
2. The Chief Executive Officer/Secretary-Treasurer is authorized to execute said purchase.
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: July 28, 2020

**ROBERT DEJOURNETT,
PRESIDENT**

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

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

RESOLUTION 2020-13

A resolution in support of a tax levy benefitting the Akron Zoo on Tuesday, November 3, 2020.

WHEREAS, METRO supports the efforts of the Akron Zoo; and

WHEREAS, the Akron Zoo hosts more than 400,000 visitors annually; and

WHEREAS, the Akron Zoo serves more than 80 school districts with educational, STEM-based learning through outreach programming and field trips; and

WHEREAS, the Akron Zoo is a leader in sustainability and green initiatives; and

WHEREAS, the Akron Zoo has had an overall economic impact of over \$506 million across Summit County since 2011; and

WHEREAS, the Akron Zoo has proposed the renewal of their existing 0.8 mil levy, and a 0.4 mil increase for 10 years, equivalent to \$2.92 per month per \$100,000 property value; and

WHEREAS, maintaining its high-quality of standards the Akron Zoo is a priority to the economic vitality of Akron and Summit County; and

WHEREAS, METRO endorses the Akron Zoo renewal levy.

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

1. The Chief Executive Officer is hereby authorized to forward this resolution to the Akron Zoo in support of the proposed levy.
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: July 28, 2020

**ROBERT DEJOURNETT,
PRESIDENT**

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

**METRO RTA
BOARD MINUTES
ROBERT K. PFAFF TRANSIT CENTER
TUESDAY, MAY 26, 2020**

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

Trustees Absent: Heather Heslop Licata, David Prentice

Staff Present: Dawn Distler, Angela Neeley, De Havilland McCall, Jarrod Hampshire, Jay Hunter, Shawn Metcalf, Valerie Shea, Bambi Miller, Tim Smith, Jason Popik, Robin Stevens, Emily Baarson, Matthew Mullen, Claire Merrick, Halee Gerenday

Guests Present: None

CALL TO ORDER

Mr. DeJournett called the meeting to order at 9:00 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 April 28, 2020 meeting. Ms. Greene made a motion for approval, seconded by Mr. Christian. The minutes were unanimously approved.

CUSTOMER EXPERIENCE & SERVICE PERFORMANCE COMMITTEE REPORT

Chair: Mark Derrig

Mr. Derrig reported that the committee did meet on May 20, 2020, at 11:30 am. Construction projects are on time and on budget. KPI's are trending well.

FINANCE & AUDIT COMMITTEE REPORT

Chair: Nicholas Fernandez

Mr. Fernandez reported the committee met in May. Ms. Neeley gave an overview of the executive summary she sent to the Board on Friday, May 15, 2020 outlining revenue, expenses, and cash.

PLANNING / MARKETING / RAIL COMMITTEE REPORT

Chair: Donald Christian

Mr. Christian reported the committee did meet. Ms. Shea gave an overview of Resolution 2020-05. ODOT is replacing the Route 8 bridge which runs over two of METRO's rail lines. Ms. Shea gave a presentation about METRO's Summer 2020 Contingency Plan.

Ms. Merrick gave an overview of the Marketing report on behalf of Molly Becker, Director of Public Relations and Marketing. She discussed policies that have changed and how we're communicating them to the public. The #IAMessential campaign highlights METRO team members on social media. One of our team members was highlighted on the cover of Akron Life magazine.

Resolution 2020-05 authorizing a camera system replacement RFP was presented for consideration. Mr. Christian made a motion for approval, seconded by Ms. Greene. All those present voted 'yes.' Resolution 2020-05 was approved by the Board.

THE APD GROUP REPORT

Chair: Chuck Rector

Mr. Rector gave an overview of the APD Group committee meeting. Mr. Hunter mentioned a lag in rebates and switching (RX) providers made the costs spike in March. There have been minimal issues reported with passengers wearing masks.

GOVERNANCE COMMITTEE REPORT

Chair: Gary Spring

Mr. Spring reported that the committee did not meet.

OFFICERS' REPORT

President: Mr. DeJournett thanked Dawn for her leadership and the team for their efforts during this challenging time.

Executive Director: Ms. Distler echoed Mr. DeJournett's comment about the group doing an amazing job. June 8, 2020 is the next step in our contingency plan. We are pushing our resources to high ridership routes.

OTHER BUSINESS

ADJOURNMENT

There being no other business to come before the Board, Mr. Christian made a motion to adjourn, seconded by Mr. Fernandez. The motion to adjourn was unanimously approved, and the meeting adjourned at 9:31 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: May 26, 2020

**ROBERT E. DEJOURNETT,
PRESIDENT**

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