



# Board of Trustees Meeting

November 20, 2024

5:00 PM



**Stark Area Regional Transit Authority  
Board of Trustees Meeting  
October 23, 2024 @ 5:00 PM**

Mr. Macala called the meeting to order at 5:05 PM.

**Attendance**

**Board** (Quorum Present)

Ronald Macala (President), James Reinhard (Vice President), NaSheka Combs-Lemon, Gregory Blasiman, Rex Morey, and Chet Warren.

**Excused**

Margaret Egbert and Myra Watkins

Mr. Warren moved to accept the excused absences. Mr. Blasiman seconded the motion; the vote passed unanimously.

**Staff**

Kirt Conrad (Executive Director/CEO), Mark Finnicum (Chief Operating Officer), Craig Smith (Director, IT), Clayton Popik (Director, Development & Special Projects), Tammy Marie Brown (Director, HR), Carrie Domer (Director, Finance), Latrice Virola (Director, Customer Relations), Michael Mouser (HR Benefits Manager), and Sheila Gines (HR Administrator).

**Other**

Paul Malesick (KWGD)

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**Approval/Correction of Minutes**

*September 25, 2024*

Mr. Morey moved to adopt the minutes of June 26, 2024. Ms. Combs-Lemon seconded the motion; the vote passed unanimously.

*October 9, 2024*

Mr. Blasiman moved to adopt the minutes of June 26, 2024. Ms. Combs-Lemon seconded the motion; the vote passed unanimously.

- **Board Committee Report**

- A finance meeting is scheduled for November 13, 2024, at 4:00 PM before the Board's Work Session.

## Departmental Reports

- **Transportation & Maintenance**
  - Ridership has increased by nine percent (9%) from September 2023.
  - SARTA is looking to hire a new Road Supervisor.
  - The new PARA transits we received are ready to be placed into revenue service.
  - The hydrogen fuel cell buses will be going out so that the drivers can have training on them, at which point they will be placed into revenue service.
  - HR will be filling a supervisory position in maintenance as well.
  
- **Finance**
  - SARTA is currently running under budget.
  - Finance will begin to be using the new RFP soon. They will start with the go-live date and work backward to make sure it is ready to launch.
  
- **Special Projects & Development**
  - Both buildings are almost complete; we are waiting on some final paperwork from contractors. The anticipation is to close the books by the end of this month or the beginning of next month.
  - SARTA Connect in Massillon is doing well and steadily rising in ridership each month. We ended September with just over a thousand (1,000) trips weekly. We continue to meet with Via weekly to monitor the program, so that we can tweak the processes.
  - The hydrogen station upgrades will begin next week. The tentative start date of the new tank installation will be in March 2025.
  
- **Customer Relations**
  - In the FYI section, you will find the results of the 2024 Stark Polls, which is an annual community-based survey. A compilation of SARTA questions was added to the poll, and 600 people answered them. The poll took place in the month of March 2024. The following information was collected and reported: What is the primary way individuals learned about the work of SARTA? The primary way is by billboards (24%), followed by radio spots, the internet, social media, and friends and family. This indicates that we are utilizing the best communication methods in our market. Nearly half of the individuals who responded thought that the need for transit services in the community has increased over the last five (5) years. Approximately half of the other individuals felt that it remained the same. This indicates that the addition of SARTA Connect was needed. The last answer highlighted from

the survey is that if you were given a choice between convenient public transportation and taking a car, would you always take a car, sometimes public transportation, or always public transportation? The resounding respondents (68.1%) reported that they would always take a car if they were offered a choice. We are known as a car-centric environment, and the individuals who use our service are transit-dependent. This is part of the equation of how we build our bus routes and our other services. We believe that the answers show us that we are moving in the right direction in all the different areas. This data collection is a small segway into the questions we will be asking in the new year in our Transit Development Plan (TDP) to continue to help guide us in identifying and meeting unmet needs in our communities.

- **Information Technology**

- Currently, IT has three (3) significant projects we are working on. The first is Enterprise Resource Planning Software, which we are working with Ms. Domer on. Second is the Onsite Yard Management Solutions Software SARTA purchased a year ago. There will be individuals here on Monday to do a site survey. The last big project is the Trapeze Workforce Management Software, which began on October 7th. All these projects are being worked on simultaneously. Two of which are connected.

- **Human Resources**

- A lot of movement internally. We had a Road Supervisor become a Maintenance Supervisor. We had a Coach Operator move to become a Service Technician. We also had a Support Specialist, with the move of Wayne County, will return to being a CSR. Additionally, we have hired an outside CSR, because we had two (2) vacant positions. Currently, we are looking to hire another Road Supervisor, mainly we do internal hiring for this position. However, we are conducting internal and external interviewing for that position.
- SARTA's Health Fare will be November 7, 2024, from 11 AM – 6:00 PM. We will be conducting nicotine testing on November 8, 2024.

- **Communications from the Board of Trustees**

- **Kaitlyn Kowicki submitted her resignation.** Mr. Warren moved to accept Ms. Kowicki's resignation. Ms. Combs-Lemon seconded the motion; the vote passed unanimously.

- **Communications from the Executive Director/CEO Updates**
  - We conducted a tour of about six (6) individuals of our facility for Parker Hannifin, a company that works to find clean technology innovations.
  - Mr. Conrad has been meeting with Walsh and the Stark County Community Development Board about potentially working with Walsh on some science-related hydrogen-related projects. Walsh is starting to work on specialty projects related to recycling, carbon capturing, etc. There is additional funding through the Hydrogen HUB; the technology Walsh is trying to get the financing for is taking any form of plastic, a pen, or straws; basically, any form of plastic to input to create a poly hydrogen stream.
  - The Akron Chamber was granted 57 million from the federal government and another 38 million to create a poly hydrogen HUB in Akron. We are looking to see how the two (2) HUBs can interact with each other. One hundred ten million dollars (\$110,000,000.00) is available for further projects. We have been targeting a primary end-user, Cleveland Clips, to use hydrogen. We are trying to have some additional conversations with them about joining the HUB.
  - SARTA is currently in labor negotiations with AFSME 1880. Mr. Malesick will speak more about that in executive session.

## **Resolution**

### **#39 – A Resolution To Dispose Of An Obsolete And Unusable Vehicle**

Mr. Warren moved to adopt the resolution. Mr. Morey seconded the motion; the vote passed unanimously.

### **#40 – A Resolution To Authorize The Executive Director/CEO To Enter Into a Contract With New Flyer For The Purchase Of A Battery Electric Bus Charger**

Mr. Warren moved to adopt the resolution. Mr. Blasiman seconded the motion; the vote passed unanimously.

### **#41 – A Resolution To Dispose Of Obsolete And Unusable Vehicles**

Mr. Morey moved to adopt the resolution. Mr. Blasiman seconded the motion; the vote passed unanimously.

### **#42 – A Resolution Authorizing The Executive Director/CEO To Apply For Diesel Emission Reduction Grant (DERG)**

Mr. Warren moved to adopt the resolution. Mr. Morey seconded the motion; the vote passed unanimously.

**Executive Session began at 5:45 PM.**

Preparing, conduction or reviewing negotiations for bargaining employees.

**Adjournment**

Mr. Warren moved to adjourn the meeting at 6:10 PM.



# Transportation & Maintenance

**Mark Finnicum**  
**Chief Operations Officer**

## SARTA RIDERSHIP REPORT

October 2024

2024 Operating Days 23 Weekdays, 4 Saturdays

2023 Operating Days 22 Weekdays, 4 Saturdays

<u>Ridership</u>	CURRENT MO.				YTD			
	2024	2023	change	%	2024	2023	change	%
Fixed Route	125,783	110,124	15,659	14.22%	1,101,516	1,008,242	93,274	9.25%
Other Revenue	795	982	-187	-19.04%	13,801	25,028	-11,227	100.00%
Paratransit	11,517	11,410	107	0.94%	103,536	108,743	-5,207	-4.79%
CS-Out of county	0	2,204	-2,204	-100.00%	5,885	18,302	-12,417	100.00%
<b>Total</b>	<b>138,095</b>	<b>124,720</b>	<b>13,375</b>	<b>10.72%</b>	<b>1,224,738</b>	<b>1,160,315</b>	<b>64,423</b>	<b>5.55%</b>

<u>Vehicle Operations</u>	CURRENT MO.				YTD	PRIOR YTD		
	2024	2023	change	%	2024	2023	change	%
Fixed Route	210,821	194,257	16,564	8.53%	2,010,796	1,903,903	106,893	5.61%
Other Revenue	2,238	2,375	-137	-5.77%	18,569	18,749	-180	100.00%
Fixed Deadhead	10,081	9,022	1,059	11.74%	95,655	95,406	249	0.26%
Paratransit	115,719	101,365	14,354	14.16%	1,007,551	982,804	24,747	2.52%
CS-Out of county	0	20,836	-20,836	100.00%	74,611	159,202	-84,591	100.00%
Para Deadhead	16,433	43,546	-27,113	-62.26%	80,877	525,583	-444,706	-84.61%
<b>Total</b>	<b>355,292</b>	<b>371,401</b>	<b>-16,109</b>	<b>-4.34%</b>	<b>3,288,060</b>	<b>3,685,647</b>	<b>-397,587</b>	<b>-10.79%</b>

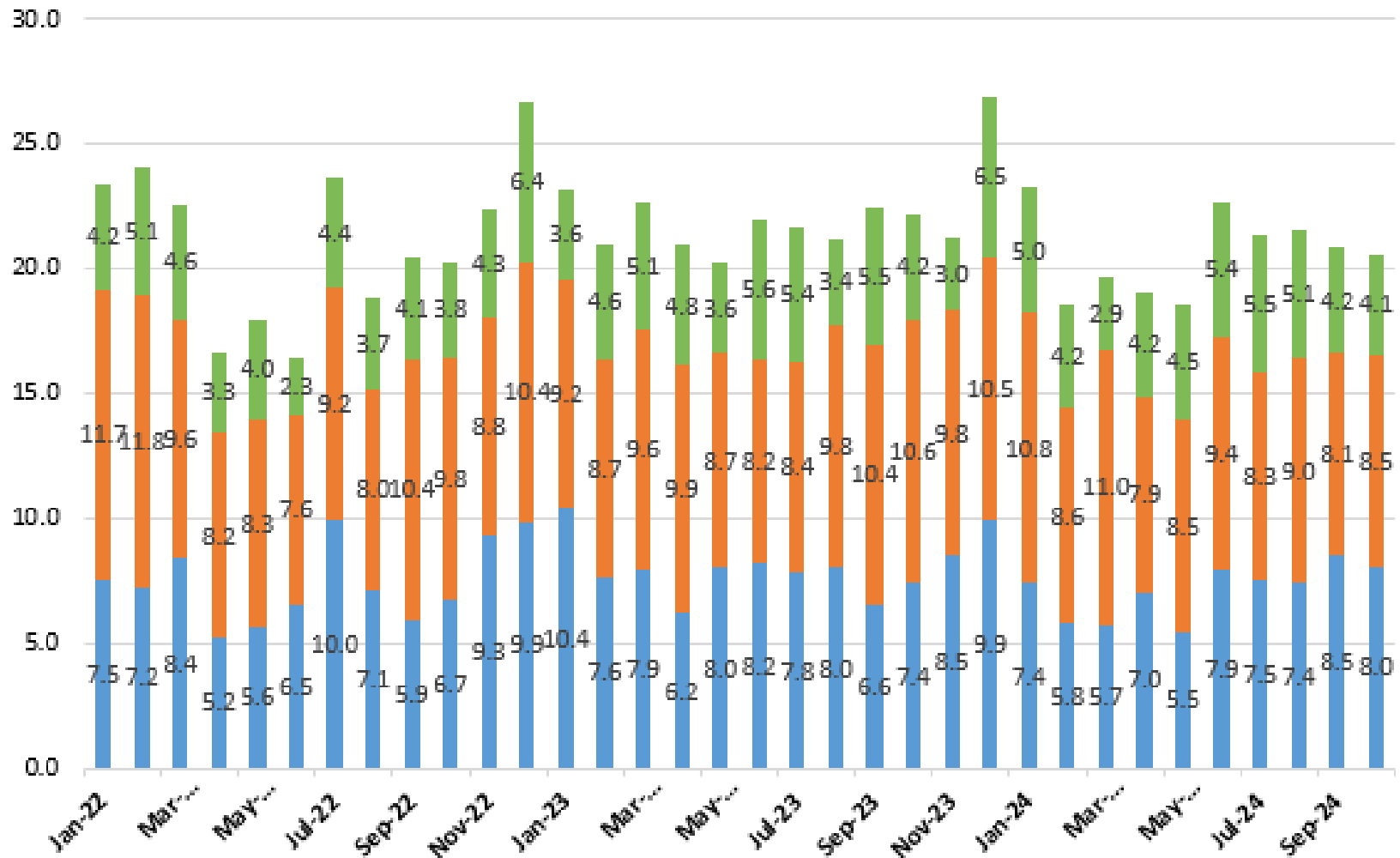
  

<u>Hours</u>	CURRENT MO.				YTD			
	2024	2023	change	%	2024	2023	change	%
Fixed Route	12,831	11,538	1,293	11.21%	122,477	114,783	7,694	6.70%
Other Revenue	78	102	-24	-23.30%	1,353	893	460	100.00%
Paratransit	6,370	6,070	300	4.93%	59,029	58,756	273	0.47%
CS-Out of county	0	1,603	-1,603	100.00%	5,308	13,699	-8,391	100.00%
<b>Total</b>	<b>19,279</b>	<b>19,312</b>	<b>-34</b>	<b>-0.17%</b>	<b>188,167</b>	<b>188,131</b>	<b>36</b>	<b>0.02%</b>



## PROLINE INFRACTIONS DARA - PER 1000 ATTEMPTS

■ NO SHOW - RATE    
 ■ LATE CANCEL - RATE    
 ■ CANCEL AT THE DOOR - RATE



<b>2024 Proline "Shared Ride" Service Statistics</b>									
<b>Month</b>	<b>Trips Scheduled</b>	<b>Advanced Cancels</b>	<b>Same Day Cancels</b>	<b>No - Shows</b>	<b>Late Cancels</b>	<b>Cancels at the Door</b>	<b>Total Performed Trips</b>	<b>Vehicle Miles</b>	<b>Miles per Trip</b>
January	11,745	1,714	858	87	127	59	8,900	144,918	16.18
February	11,728	1,545	799	68	101	49	9,166	144,160	15.73
March	11,664	1,471	736	67	128	34	9,288	136,680	14.81
April	11,963	1,776	744	84	94	50	9,215	140,325	15.23
May	12,092	1,744	635	66	103	55	9,489	143,484	15.12
June	10,992	1,497	678	87	103	59	8,568	130,420	15.22
July	11,277	1,653	668	85	94	62	8,715	135,269	15.52
August	11,889	1,768	683	88	107	61	9,182	135,675	14.78
September	10,812	1,429	618	92	88	45	8,540	113,429	13.28
October	12,343	1,564	800	99	105	50	9,725	131,702	13.54
November									
December									
<b>Year to Date Totals</b>	<b>116,505</b>	<b>16,161</b>	<b>7,219</b>	<b>823</b>	<b>1,050</b>	<b>524</b>	<b>90,788</b>	<b>1,356,062</b>	<b>14.94</b>

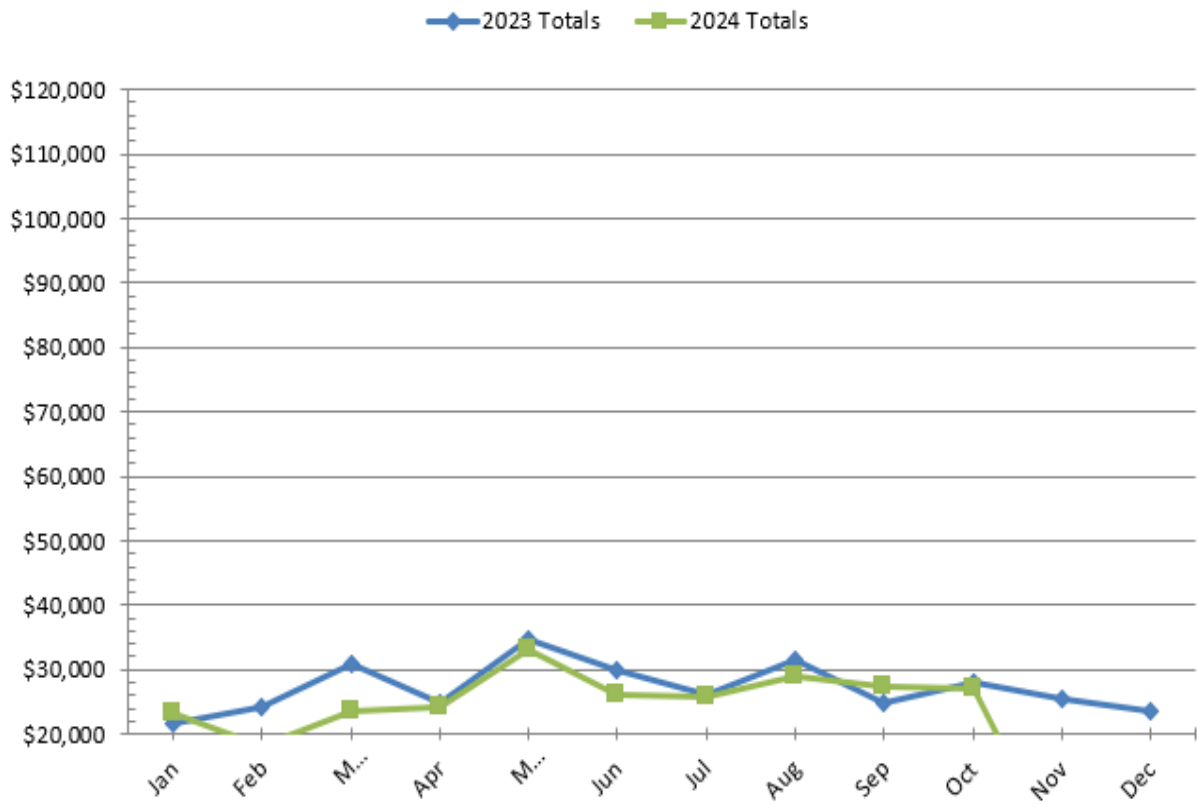
**Proline "Shared Ride" Service Statistics for the month of**

<b>Month</b>	<b>Trips Scheduled</b>	<b>Advanced Cancels</b>	<b>Same Day Cancels</b>	<b>No - Shows</b>	<b>Late Cancels</b>	<b>Cancels at the Door</b>	<b>Total Performed Trips</b>	<b>Vehicle Miles</b>	<b>Miles per Trip</b>
October	12,343	1,564	800	99	105	50	9,725	131,702	13.54

### Pass/Ticket Sales Comparison, 2024 - 2023

2024	2024 Totals	2023	2023 Totals	Percent changed
Jan	\$23,389.25	Jan	\$21,600.00	8.28%
Feb	\$18,266.00	Feb	\$24,332.00	-24.93%
Mar	\$23,526.50	Mar	\$30,946.00	-23.98%
Apr	\$24,087.50	Apr	\$24,900.00	-3.26%
May	\$33,029.75	May	\$34,629.00	-4.62%
Jun	\$26,048.00	Jun	\$29,916.00	-12.93%
Jul	\$25,691.28	Jul	\$25,982.00	-1.12%
Aug	\$29,097.20	Aug	\$31,583.00	-7.87%
Sep	\$27,216.48	Sep	\$24,805.00	9.72%
Oct	\$27,024.85	Oct	\$28,033.00	-3.60%
Nov	\$0.00	Nov	\$25,507.00	
Dec	\$0.00	Dec	\$23,543.00	
Year-to-Date	\$257,376.81	Year-to-Date	\$276,726.00	-6.99%

### Pass/Ticket Sales Comparison, 2024 - 2023



## 2024-2023 Ridership by Fixed Route

Route	October 2024	October 2023	Difference	Percentage Change
4	233	356	-123	-34.55%
45	2,843	2,558	285	11.14%
81	7,171	6,590	581	8.82%
101	5,435	4,462	973	21.81%
102	22,219	18,839	3,380	17.94%
103	4,919	3,526	1,393	39.51%
105	7,800	7,061	739	10.47%
106	8,325	8,384	-59	-0.70%
107	3,904	3,788	116	3.06%
108	5,572	5,679	-107	-1.88%
110	6,793	4,844	1,949	40.24%
111	4,522	4,468	54	1.21%
113	2,870	2,577	293	11.37%
114	2,234	1,876	358	19.08%
117	4,842	4,517	325	7.20%
118	2,769	2,722	47	1.73%
119	4,902	4,864	38	0.78%
121	2,018	860	1,158	100.00%
122	0	532	-532	-100.00%
124	1,932	598	1,334	100.00%
125	1,729	1,633	96	5.88%
126	1,010	852	158	18.54%
128	1,708	1,181	527	44.62%
130	1,290	3,373	-2,083	-61.76%
131	4,912	495	4,417	100.00%
132	1,786	572	1,214	100.00%
133	0	1,277	-1,277	-100.00%
139	8,342	9,112	-770	-8.45%
151	490	319	171	53.61%
152	961	727	234	32.19%
153	613	683	-70	-10.25%
157	224	246	-22	-8.94%
158	379	272	107	39.34%
<b>Total</b>	<b>124,747</b>	<b>109,843</b>	<b>14,904</b>	<b>13.57%</b>

## 2024-2023 YTD Ridership by Fixed Route

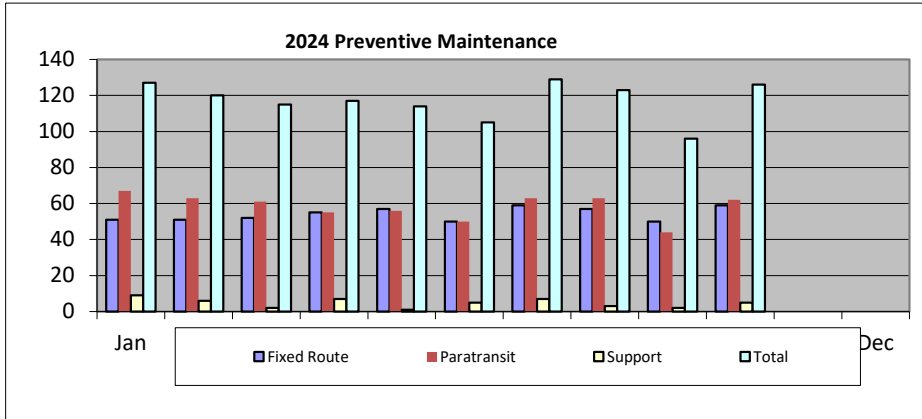
Route	October 2024	October 2023	Difference	Percentage Change
4	2,389	3,218	-829	-25.76%
45	23,003	21,613	1,390	6.43%
81	59,545	62,716	-3,171	-5.06%
101	45,938	36,919	9,019	24.43%
102	202,775	175,054	27,721	15.84%
103	40,938	31,945	8,993	28.15%
105	68,490	64,680	3,810	5.89%
106	76,077	79,393	-3,316	-4.18%
107	39,615	35,443	4,172	11.77%
108	52,673	50,320	2,353	4.68%
110	63,382	39,085	24,297	62.16%
111	39,433	38,596	837	2.17%
113	27,112	20,629	6,483	31.43%
114	17,709	23,006	-5,297	-23.02%
117	42,055	41,076	979	2.38%
118	25,161	21,659	3,502	16.17%
119	45,346	47,607	-2,261	-4.75%
121	16,729	7,918	8,811	100.00%
122	0	5,729	-5,729	-100.00%
124	14,585	6,269	8,316	100.00%
125	15,064	16,030	-966	-6.03%
126	9,322	5,916	3,406	57.57%
128	14,247	11,735	2,512	21.41%
130	13,980	22,701	-8,721	-38.42%
131	36,482	15,358	21,124	100.00%
132	10,193	7,818	2,375	30.38%
133	0	9,017	-9,017	-100.00%
139	77,875	83,930	-6,055	-7.21%
151	4,932	4,117	815	19.80%
152	7,336	6,959	377	5.42%
153	5,830	6,340	-510	-8.04%
157	2,062	2,428	-366	-15.07%
158	3,534	2,407	1,127	46.82%
<b>Total</b>	<b>1,103,812</b>	<b>1,007,631</b>	<b>96,181</b>	<b>9.55%</b>

**STARK AREA REGIONAL TRANSIT AUTHORITY**  
**MAINTENANCE DEPARTMENT**  
**October 2024**  
**Submitted by: Mark Finnicum**

1. There was a total of 126 Preventive Maintenance Inspections
  - 59 Fixed Route Buses
  - 62 Paratransit Buses
  - 05 Support Vehicle
2. There was a total of 120 Wheelchair Inspections
3. There was a total of 13 Heat & Air Conditioning Inspections
4. There was a total of 36 Farebox Inspections
5. There was a total of 10 Front End Alignments
6. There was a total of 83 Bus Exchanges
7. There was a total of 08 CNG Recertification Inspections
8. There was a total of 26 Avail System Inspections
9. There was a total of 09 Bi-Monthly Camera Inspections
10. There was a total of 13 Road Calls
  - 12 Fixed Route Buses – 12 Towed
  - 00 Non-Revenue Vehicle – 00 Towed
  - 01 Paratransit Buses – 01 Towed
11. There was a total of 01 Warranty Repair
12. There were 00 job related injuries reported.

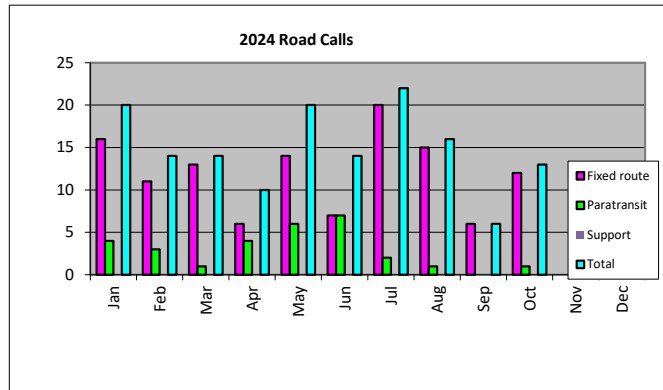
**Preventive Maintenance Inspections**

2024	Fixed Route	Paratransit	Support	Total
Jan	51	67	9	127
Feb	51	63	6	120
Mar	52	61	2	115
Apr	55	55	7	117
May	57	56	1	114
Jun	50	50	5	105
Jul	59	63	7	129
Aug	57	63	3	123
Sep	50	44	2	96
Oct	59	62	5	126
Nov				
Dec				



**Road calls**

2024	Fixed route	Paratransit	Support	Total
Jan	16	4	0	20
Feb	11	3	0	14
Mar	13	1	0	14
Apr	6	4	0	10
May	14	6	0	20
Jun	7	7	0	14
Jul	20	2	0	22
Aug	15	1	0	16
Sep	6	0	0	6
Oct	12	1	0	13
Nov				
Dec				



2024	Preventive Maintenance Costs	Repair Costs	Total	Diesel Gallons Used 2023	Diesel Gallons Used 2024	SARTA CNG GGE Used 2023	SARTA CNG GGE Used 2024	CNG Public Use GGE 2023	CNG Public Use GGE 2024	Hydrogen Usage KG 2023	Hydrogen Usage KG 2024
Jan	\$14,567.00	\$77,292.00	\$91,859.00	10,632	9,412	38,424	43,362	702	862	5,805	5,588
Feb	\$15,057.71	\$90,276.40	\$105,334.11	10,238	9,356	36,166	40,253	569	680	5,060	4,991
Mar	\$15,549.46	\$58,880.99	\$74,430.45	11,097	8,349	40,047	43,397	706	848	5,818	5,551
Apr	\$15,924.18	\$70,076.41	\$86,000.59	9,657	8,137	36,422	43,383	701	1,603	6,500	4,771
May	\$12,940.63	\$95,492.20	\$108,432.83	11,345	6,750	37,440	48,526	794	1,110	6,775	5,201
Jun	\$12,968.51	\$94,106.06	\$107,074.57	12,533	5,989	37,991	46,442	1,615	957	6,213	6,677
Jul	\$17,241.65	\$104,184.29	\$121,425.94	12,243	5,901	39,644	50,655	1,955	1,078	5,827	4,920
Aug	\$15,509.59	\$114,452.18	\$129,961.77	12,543	5,381	41,288	56,321	2,692	785	7,074	6,101
Sep	\$13,561.22	\$73,826.21	\$87,387.43	9,897	4,459	38,659	48,660	3,024	753	6,401	5,039
Oct	\$18,623.09	\$119,645.80	\$138,268.89	10,172	4,074	39,157	54,561	3,653	861	7,078	4,554
Nov				9,951		36,301		697		6,957	
Dec				8,634		38,365		975		6,842	
<b>Total</b>	<b>\$151,943.04</b>	<b>\$898,232.54</b>	<b>\$1,050,175.58</b>	<b>128,942</b>	<b>67,808</b>	<b>459,903</b>	<b>475,561</b>	<b>18,080</b>	<b>9,536</b>	<b>76,350</b>	<b>53,394</b>
<i>Month Avg.</i>	<i>\$15,194.30</i>	<i>\$89,823.25</i>	<i>\$105,017.56</i>	<i>11,035.70</i>	<i>6,781</i>	<i>38,524</i>	<i>47,556</i>	<i>1,640.91</i>	<i>954</i>	<i>6,255</i>	<i>5,339</i>

GGE - Gasoline Gallon Equivalent





# Finance

Carrie Domer  
Director



Project Name	Grant Number	PID #	Deadline to Use	Federal Share	Year	Funded Amount	Total Draws	Remaining Balance
CMAQ Hydrogen Station	OH-2020-011-00		9/30/2026	90%	2020	\$ 1,240,000.00	\$ (78,464.00)	\$ 1,161,536.00
						<b>\$ 3,096,000.00</b>	<b>\$ (1,934,464.00)</b>	<b>\$ 1,161,536.00</b>
FY20 5310 ABCD Cap	OH-2020-042-00		12/31/2024	80%	2020	\$ 76,542.00	\$ (61,234.00)	\$ 15,308.00
						<b>\$ 303,682.00</b>	<b>\$ (288,374.00)</b>	<b>\$ 15,308.00</b>
FY22 DERG	OH-2021-001-00		12/31/2027	80%	2022	\$ 2,000,000.00	\$ (1,970,060.00)	\$ 29,940.00
FY22 OTPP- bus	OH-2021-001-00		12/31/2027	80%	2022	\$ 108,000.00	\$ (25,600.00)	\$ 82,400.00
FY22 OTPP- Expansion of Hydrogen Tank	OH-2021-001-00		12/31/2027	80%	2022	\$ 1,280,000.00	\$ -	\$ 1,280,000.00
FY23 OTPP2 TVM Machines	OH-2021-001-00		12/31/2027	80%	2023	\$ 148,000.00	\$ (117,744.00)	\$ 30,256.00
FY23 CR Hydrogen Paratransit Bus and Add-ons	OH-2021-001-00		12/31/2027	79%	2023	\$ 422,650.00	\$ -	\$ 422,650.00
FY24 OTP2 Gateway Construction/Renovation	OH-2021-001-00		12/31/2027	80%	2024	\$ 2,000,000.00	\$ (1,567,926.00)	\$ 432,074.00
FY24 OTP2 4 CNG Paratransit Buses	OH-2021-001-00		12/31/2027	80%	2024	\$ 800,000.00	\$ -	\$ 800,000.00
FY24 OTP2 Accounting/Procurement Software	OH-2021-001-00		12/31/2027	80%	2024	\$ 520,000.00	\$ -	\$ 520,000.00
FY24 OTP2 Garage Safety Harness/Portable Lifts	OH-2021-001-00		12/31/2027	80%	2024	\$ 160,000.00	\$ -	\$ 160,000.00
						<b>\$ 14,274,567.18</b>	<b>\$ (10,517,247.00)</b>	<b>\$ 3,757,320.00</b>
FY21 5307 CNG FACILITY	OH-2021-046-00		3/30/2025	80%	2021	\$ 2,000,000.00	\$ (1,849,199.00)	\$ 28,541.00
FY21 5307 HYDRO STATION	OH-2021-046-00		3/30/2025	80%	2021	\$ 366,936.00	\$ (6,480.00)	\$ 360,456.00
FY21 5307 TRANSIT ENHANSMENT	OH-2021-046-00		3/30/2025	80%	2021	\$ 45,000.00	\$ (121,161.00)	\$ 46,099.00
FY21 5307 SOFTWARE	OH-2021-046-00		3/30/2025	80%	2021	\$ 244,000.00	\$ (164,648.00)	\$ 79,352.00
FY21 5307 HARDWARE	OH-2021-046-00		3/30/2025	80%	2021	\$ 28,000.00	\$ (19,392.00)	\$ 8,608.00
						<b>\$ 3,992,279.00</b>	<b>\$ (3,469,223.00)</b>	<b>\$ 523,056.00</b>
FY 2021 FCC BUS REPLACEMENT	OH-2021-036-00		3/31/2026	100%	2021	\$ 71,239.00	\$ -	\$ 71,239.00
FY 21 MERCY OPERATING	OH-2021-036-00		3/31/2026	100%	2021	\$ 37,894.00	\$ (3,675.00)	\$ 34,219.00
						<b>\$ 307,654.00</b>	<b>\$ (202,196.00)</b>	<b>\$ 105,458.00</b>
FY22 5339 Vehicle Replacement	OH-2022-030-00		3/30/2028	80%	2022	\$ 439,345.00	\$ (439,345.00)	\$ -
FY22 5307 Security	OH-2022-030-00		3/30/2028	80%	2022	\$ 51,300.00	\$ (51,300.00)	\$ -
FY22 5307 Tools	OH-2022-030-00		3/30/2028	80%	2022	\$ 130,000.00	\$ (100,413.00)	\$ 29,587.00
FY22 5307 Massillon Transit Center	OH-2022-030-00	116510	3/30/2028	80%	2022	\$ -	\$ (1,996,472.00)	\$ 3,528.00
FY22 5307 Software	OH-2022-030-00		3/30/2028	80%	2022	\$ 869,600.00	\$ (14,525.00)	\$ 855,075.00
FY22 5307 Phone Service upgrade	OH-2022-030-00		3/30/2028	80%	2022	\$ 96,000.00	\$ (23,017.00)	\$ 72,983.00
						<b>\$ 5,569,398.00</b>	<b>\$ (4,608,225.00)</b>	<b>\$ 961,173.00</b>
FY23 5307 Transit Enhancements	OH-2022-030-00	118352	3/30/2028	80%	2023	\$ 52,304.00	\$ (43,511.00)	\$ 8,793.00
FY23 5307 Security	OH-2022-030-00	118341	3/30/2028	80%	2023	\$ 52,304.00	\$ (29,281.00)	\$ 23,023.00
FY 23 5307 Massillon Transit Center	OH-2022-030-00	116510	3/30/2028	80%	2023	\$ 1,402,494.00	\$ (390,807.00)	\$ 1,011,687.00
FY23 5307 Operating	OH-2022-030-00		3/30/2028	50%	2023	\$ 1,790,490.00	\$ (523,204.00)	\$ 1,267,286.00
FY 23 5307 Hardware	OH-2022-030-00	118342	3/30/2028	80%	2023	\$ 96,000.00	\$ (67,703.00)	\$ 28,297.00
FY 23 5307 Software	OH-2022-030-00	118342	3/30/2028	80%	2023	\$ 28,800.00	\$ (1,400.00)	\$ 27,400.00
FY23 5339 Buses	OH-2022-030-00		3/30/2028	80%	2023	\$ 451,698.00	\$ (419,862.00)	\$ 31,836.00
						<b>\$ 5,682,090.00</b>	<b>\$ (3,283,768.00)</b>	<b>\$ 2,398,322.00</b>
FY24 5307 Hardware	OH-2022-030-00			80%	2024	\$ 80,000.00	\$ (17,301.12)	\$ 62,698.88



FY24 5307 Software/ERP	OH-2022-030-00			80%	2024	\$	234,665.00	\$	-	\$	234,665.00
FY24 5307 35'Bus Replacement	OH-2022-030-00			80%	2024	\$	1,016,000.00	\$	-	\$	1,016,000.00
FY24 5307 Preventative Maintenance	OH-2022-030-00			80%	2024	\$	2,484,000.00	\$	(1,203,304.00)	\$	1,280,696.00
FY 24 5307 Operating	OH-2022-030-00			50%	2024	\$	1,505,288.00	\$	-	\$	1,505,288.00
FY24 5307 Transit Enhancements	OH-2022-030-00			80%	2024	\$	64,000.00	\$	-	\$	64,000.00
FY24 5307 Security	OH-2022-030-00			80%	2024	\$	54,383.00	\$	(12,815.00)	\$	41,568.00
FY 24 5339 35' Bus Replacement	OH-2022-030-00			80%	2024	\$	476,646.00	\$	-	\$	476,646.00
						\$	<b>5,914,982.00</b>	\$	<b>(1,233,420.12)</b>	\$	<b>4,681,561.88</b>
FY23 LoNo 2 -40' Electric Buses	OH-2023-016-00	119836	3/30/2027	85%	2023	\$	2,139,927.71	\$	-	\$	2,139,927.71
FY23 LoNo 8 CNG Paratransit Buses	OH-2023-016-00	119836	3/30/2027	85%	2023	\$	1,563,608.00	\$	-	\$	1,563,608.00
FY23 LoNo Gaseous Monitors	OH-2023-016-00	119836	3/30/2027	90%	2023	\$	287,118.00	\$	(266,354.00)	\$	20,764.00
FY LoNo Electric Chargers	OH-2023-016-00	119836	3/30/2027	90%	2023	\$	271,544.00	\$	-	\$	271,544.00
FY22 LoNo 12 CNG LTV	OH-2023-016-00	112101	3/30/2027	85%	2022	\$	2,393,600.00	\$	(2,324,408.00)	\$	69,192.00
						\$	<b>6,655,797.71</b>	\$	<b>(2,590,762.00)</b>	\$	<b>4,065,035.71</b>
NEORide EZConnect	OH-2023-030-00	118695	4/30/2025	100%	2023	\$	130,000.00	\$	(75,810.00)	\$	54,190.00
IBI Group EZConnect	OH-2023-030-00	118695	4/30/2025	100%	2023	\$	95,000.00	\$	(77,151.00)	\$	17,849.00
EZConnect Project	OH-2023-030-00	118695	4/30/2025	100%	2023	\$	1,025,000.00	\$	-	\$	1,025,000.00
						\$	<b>1,250,000.00</b>	\$	<b>(152,961.00)</b>	\$	<b>1,097,039.00</b>
FY23 5310 ABCD Vehicle	OH-2022-036-00	118340		100%	2023	\$	80,000.00	\$	-	\$	80,000.00
FY23 5310 ABCD Operating	OH-2022-036-00	118340		100%	2023	\$	96,531.00	\$	(85,590.00)	\$	10,941.00
FY23 5310 FCC Operating	OH-2022-036-00	118340		100%	2023	\$	96,685.00	\$	(7,108.00)	\$	89,577.00
FY23 5310 SARTA Van	OH-2022-036-00	118340		80%	2023	\$	100,000.00	\$	-	\$	100,000.00
						\$	<b>536,027.00</b>	\$	<b>(255,509.00)</b>	\$	<b>280,518.00</b>
FY23 SMART Grant Accident Avoidance	69A3552441029			100%	2029	\$	1,975,000.00	\$	-	\$	1,975,000.00
						\$	<b>1,975,000.00</b>	\$	<b>-</b>	\$	<b>1,975,000.00</b>
Validators	OTPP-0084-GRF-203			100%	2020	\$	280,676.00	\$	(224,883.62)	\$	55,792.38
						\$	<b>721,533.00</b>	\$	<b>(665,740.62)</b>	\$	<b>55,792.38</b>
FY22 UTP- Upgrade Hydrogen Tank- Local Match	TUTP-0084-GRF-221			100%	2022	\$	500,000.00	\$	(1,620.00)	\$	498,380.00
						\$	<b>598,181.00</b>	\$	<b>(98,706.35)</b>	\$	<b>499,474.65</b>
FY-24 UPT Administration Building(Gateway)	TUTP-0084-GRF-241		Use last (2024)	100%	2024	\$	420,282.00	\$	(420,282.00)	\$	-
FY-24 UPT Administration Facility Furniture (Mass&Gateway)	TUTP-0084-GRF-242			100%	2024	\$	260,000.00	\$	(221,379.98)	\$	38,620.02
						\$	<b>680,282.00</b>	\$	<b>(641,661.98)</b>	\$	<b>38,620.02</b>
FY24- Wayne Federal Funds	RPTF-4084-025-232			100%	2024	\$	1,100,000.00	\$	(373,686.00)	\$	726,314.00
						\$	<b>1,100,000.00</b>	\$	<b>(373,686.00)</b>	\$	<b>726,314.00</b>
FY24- Wayne County GRF funds	SRPT-4084-GRF-212			100%	2024	\$	132,200.00	\$	(132,200.00)	\$	-
						\$	<b>132,200.00</b>	\$	<b>(132,200.00)</b>	\$	<b>-</b>
Fy 24 Lono Gateway Main Office Upgrades	Awarded			80%	2024	\$	4,343,629.60	\$	-	\$	4,343,629.60
Fy 24 LONO Hillside Driveway Facility Upgrade	Awarded			80%	2024	\$	887,228.00	\$	-	\$	887,228.00

FY 24 LONO Electrolyzer System Installation	Awarded		80%	2024	\$	419,318.40	\$	-	\$	419,318.40
FY 24 LoNO Gateway Asphalt/Circulation Upgrades	Awarded		80%	2024	\$	712,496.80	\$	-	\$	712,496.80
FY 24 Lono Gateway Roof Repair and upgrade for Solar	Awarded		80%	2024	\$	1,644,414.40	\$	-	\$	1,644,414.40
Fy24 LoNo Cornerstone Roof Repair and upgrade for Solar	Awarded		80%	2024	\$	960,000.00	\$	-	\$	960,000.00
FY 24 Lono Solar System Procuremnt and Installation	Awarded		80%	2024	\$	2,939,766.40	\$	-	\$	2,939,766.40
Fy 24 LoNo Workforce Development	Awarded		80%	2024	\$	699,193.60	\$	-	\$	699,193.60
FY 24 LONO Bus and Bus Faciities Admin Cost	Awarded		80%	2024	\$	454,992.80	\$	-	\$	454,992.80
Fy 24 LoNo Electrolyzer System Installation	Awarded		80%	2024	\$	4,193,189.60	\$	-	\$	4,193,189.60
					\$	<b>17,254,229.60</b>	\$	-	\$	<b>17,254,229.60</b>
FY24 5310 ABCD Capital	Awarded		100%	2024	\$	58,502.00	\$	-	\$	58,502.00
FY24 5310 ABCD Operating	Awarded		100%	2024	\$	14,247.00	\$	-	\$	14,247.00
FY24 5310 ABP Capital	Awarded		100%	2024	\$	53,766.00	\$	-	\$	53,766.00
FY24 5310 ABP Operating	Awarded		100%	2024	\$	18,984.00	\$	-	\$	18,984.00
FY24 5310 FCC Operating	Awarded		100%	2024	\$	72,750.00	\$	-	\$	72,750.00
FY24 5310 SARTA	Awarded		80%	2024	\$	125,000.00	\$	-	\$	125,000.00
FY24 5310 TWI Capital	Awarded		100%	2024	\$	62,500.00	\$	-	\$	62,500.00
FY24 5310 TWI Operating	Awarded		100%	2024	\$	10,250.00	\$	-	\$	10,250.00
FY24 5310 Admin	Awarded		100%	2024	\$	46,222.00	\$	-	\$	46,222.00
					\$	<b>462,221.00</b>	\$	-	\$	<b>462,221.00</b>
FY28 CMAQ 3 CNG Paratransits	Awarded	122518	79%	2028	\$	592,500.00	\$	-	\$	592,500.00
FY29 CMAQ 3 CNG Paratransits	Awarded	122519	79%	2029	\$	592,500.00	\$	-	\$	592,500.00
					\$	<b>1,185,000.00</b>	\$	-	\$	<b>1,185,000.00</b>
FY25 OTP2 Preventative Maintenance	Awarded		80%	2028	\$	800,000.00	\$	-	\$	800,000.00
FY25 OTP2 Transit Development Plan	Awarded		80%	2029	\$	160,000.00	\$	-	\$	160,000.00
					\$	<b>960,000.00</b>	\$	-	\$	<b>960,000.00</b>
FY24 OWMP Regional Pass Feasibility Study	Awarded		80%	2029	\$	158,240.00	\$	-	\$	158,240.00
					\$	<b>158,240.00</b>	\$	-	\$	<b>158,240.00</b>
FY28 CR Hydorgen Paratransit Bus and Add-ons	Awarded	118596	79%	2028	\$	422,650.00	\$	-	\$	422,650.00
					\$	<b>422,650.00</b>	\$	-	\$	<b>422,650.00</b>
						<b>Funded Amount</b>		<b>Funding Spent</b>		<b>Funding Balance</b>
					Active	\$ 52,789,672.89	\$ (30,448,144.07)	\$		22,341,528.64
					Awarded	\$ 20,442,340.60	\$	-	\$	20,442,340.60
					Total	\$ 73,232,013.49	\$ (30,448,144.07)	\$		42,783,869.24
<b>Future:</b>										
FY25 OWMP	Pending					Project Cost				\$8,676,498



# Development & Special Projects

Clayton Popik  
Director



PROJECT REPORT  
November 2024

PROJECT NAME	PURPOSE	PHASE	EST. COST	% COMPLETE
<b>Massillon Transit Center</b>	SARTA vacated the former space on Erie Street in favor of having a standalone building with more space for buses, passengers, and staff on Tommy Henrich Drive NW.	Active	\$5.2 million	99%
<b>New Administration Building</b>	SARTA acquired funding for a new administration building to relocate up to 20-members of the administrative staff and additional meeting space.	Closed	\$6.9 million	100%
<b>SARTA Connect</b>	SARTA will begin to pilot on-demand services in the Massillon area and SW Stark County. This will be open door and allow passengers to ride public transit who do not have access to fixed route and/or do not qualify for Proline.	Ending	NTE: \$2.4 million	TBD
<b>Hydrogen Station Upgrades</b>	Air Products will be upgrading SARTA's Hydrogen station capacity to allow for additional vehicle types to be fueled at the islands and including new dispensers with point-of-sale capabilities. The Hydrogen storage tank will also be replaced to achieve additional capacity.	Active	\$3.3 million	50%
<b>LoNo Award (5339c)</b>	This award will be used for future projects further described below. These include asphalt replacement, garage roof replacement, the hillside driveway, and the Operations Building renovations.	Planning	\$17.3 million	0%

# Massillon Transit Center

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## Project Description and Scope:

Due to the need for more space and amenities in Massillon, it was decided that SARTA would construct a new transit center on Tommy Henrich Drive NW. This will start with SARTA vacating the space currently held on Erie Street and establishing a temporary site at the location of the new building. SARTA would fully own this facility and be a free-standing structure with an adjacent 10-space parking lot.

Bowen and Associates were tasked with the design, loosely based on the Belden Village Transit Center. This 5500-square-foot building would allow passengers to conveniently transfer between routes in a climate-controlled waiting room with restrooms, customer service, employee break space, and an additional workspace for multiple CSRs to operate from the building. A bus lane with room for six buses to come in at one time in a circular pattern around the building will be constructed, making accessibility between the bus and the building easy.

The project went to bid in mid-2022 and a contract was awarded to Stanley Miller Construction in November of that year through Board Resolution #45, 2022. They will act as the prime contractor to oversee all aspects of the building's construction. In addition to Bowen and Stanley Miller's involvement, Omnipro Services was tasked with being the owner representative and managing onsite construction.

<b>Project Approval:</b>	10/26/2022	<b>Project Manager:</b>	Clayton Popik
<b>Estimated Project Cost:</b>	\$6.2 million (Est. planning, execution, close-out)		
<b>Notice to Proceed:</b>	01/09/2023		
<b>Anticipated Substantial Completion:</b>	02/28/2024		
<b>Anticipated Contract Closeout:</b>	06/28/2024		
<b><u>Funding Source for Project Cost</u></b>		<b><u>Contracted Vendor(s)</u></b>	
Federal: 5307	80%	Stanley Miller Construction	\$5,120,765.00
Local: UTP	20%	Bowen and Associates	\$571,900.00
		Omnipro Services	\$463,809.76

## Project Status:

The Massillon Transit Center is considered complete. In the coming weeks, we will meet with the contractor and architect to receive and approve the Operations & Maintenance Manuals and the As-built Drawings.

The building will remain under warranty for one year and a walkthrough will be completed at around nine months to allow for any repairs and replacements to be made prior to expiration.

# Gateway Expansion - New Administration Building

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## Project Description and Scope:

Having seen much growth in the administrative staffing over the last 5-10 years, SARTA saw fit to plan for an expansion of the main campus on Gateway Boulevard. This project will be phased out through various individual projects, from land acquisition to a new Administration Building to new points of ingress and egress for the facility.

For this phase, a new 13,000-square-foot administrative building would be constructed for 21 additional workspaces and five meeting rooms. There will also be added break space for those working from the building. Departments to relocate to the new building would be the Executive, Human Resources, Finance, and Integrated Technology. This building will be constructed adjacent to the north wall of the garage building with an access point cut through the wall of the garage.

<b>Project Approval:</b>	10/26/2022	<b>Project Manager:</b>	Clayton Popik
<b>Estimated Project Cost:</b>	\$7.5 million (Est. planning, execution, close-out)		
<b>Notice to Proceed:</b>	11/07/2022		
<b>Anticipated Substantial Completion:</b>	02/17/2024; 03/20/2024		
<b>Anticipated Contract Closeout:</b>	04/17/2024; 08/29/2024		
<b><u>Funding Source for Project Cost</u></b>		<b><u>Contracted Vendor(s)</u></b>	
Federal: ODOT Flex, 5307, 5339	80%	Vendrick Construction, Inc.	\$6,946,250.59
Local: UTP	20%	Bowen and Associates	\$629,790.76
		Omnipro Services	\$520,067.70

## Project Status:

The Administration Building is considered complete. We have received the final invoicing, which will be paid along with all withheld retainage, bringing this project to a close.

The building will remain under warranty for one year. To ensure its optimal condition, a walkthrough will be completed at around nine months, allowing any repairs and replacements to be made before expiration. This proactive approach guarantees the building's continued quality.



# SARTA Connect

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## Project Description and Scope:

SARTA has been working on a way to begin microtransit for several years. With the need to procure an additional provider to assist in Wayne County, a second procurement would be made through Via, which would provide on-demand services in Stark County. This service would operate like Lyft or Uber and be based around each of the four transit centers. Pre-booked rides can also be booked in the rural areas of that part of the county, with ride requests being made by 5 pm the night before. This service will slowly launch in quadrants around the county between 2024 and 2025, with the final component being the Sunday service. The on-demand service will help provide first-mile/last-mile solutions for accessing fixed routes and full trips within the prescribed area, while the pre-booked service targets those in rural areas with no access to fixed routes or Proline.

<b>Project Approval:</b>	12/13/2023	<b>Project Manager:</b>	Clayton Popik
<b>Estimated Project Cost:</b>	NTE \$2.4 mill. (Est. planning, execution, close-out)		
<b>Notice to Proceed:</b>	04/17/2024		
<b>Project Commencement:</b>	07/22/2024		
<b><u>Funding Source for Project Cost</u></b>		<b><u>Vendor(s)</u></b>	
Federal award		River North Transit LLC/Via	
Local match			

## Project Status:

Effective November 7, 2024, Via was officially notified of SARTA's desire to end the SARTA Connect service for convenience. Ending this service and concentrating on the Proline restructuring will help SARTA build a more sustainable service going into 2025. Per the contract with Via, we have 90 days to end the service on February 8, 2025. However, after further conversations with Via, we are hoping to end the service closer to the end of this year.

## Hydrogen Upgrades – Fueling Capacity, POS, & Upgraded Tank

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### Project Description and Scope:

With your continued support, SARTA will upgrade the hydrogen fueling and storage compound. This has been in the planning phase for several years and now that supply chain issues have been resolved and all components are finally in Air Products' possession, mobilization should begin on October 28th.

The first phase will be the additional storage, dispenser upgrade, and providing public point-of-sale. This will allow SARTA more access to their fleet and make Hydrogen available to other operators wishing to use Hydrogen fuel-cell technology for their fleets. The changes in dispensing capabilities will also allow for a broader range of vehicles to be fueled here at SARTA.

The tank exchange will be the next phase, scheduled to begin in late March 2025. This will take us from 9,000 lbs. of storage capacity to 18,000 lbs. This will prepare SARTA's Hydrogen fueling station for future Hydrogen-based improvements, such as the Hydrogen Electrolyzer that will be constructed around 2026-2027.

<b>Project Approval:</b>	04/15/2021	<b>Project Manager:</b>	Clayton Popik
<b>Estimated Project Cost:</b>	\$3.3 mill. (Est. planning, execution, close-out)		
<b>Notice to Proceed:</b>	04/15/2021?		
<b>Project Commencement:</b>	10/28/2024		
<u>Funding Source for Project Cost</u>		<u>Vendor(s)</u>	
CMAQ \$1.3 Million		Air Products	
OTP2 \$1.6 Million			
5307 \$450,570			
Local UTP \$498,380			

### Project Status:

All components arrived as scheduled the week of October 28th, and construction began immediately. Construction continues into its third week with the placement of the new compressors, storage tanks, refrigeration unit, dispenser, and various tubing and electrical connections to make it all work.

Construction should wrap up mid-to late November, with commissioning occurring in January.

## Project Queue

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### Centralized Call Center:

We continue working with IBI Group and NEORide to finalize our plans to host a centralized call center for northeast Ohio transit authorities that wish to participate in this project. We are working out the operational and personnel logistics to start this. A similar project was started last year through SORTA in southwest Ohio.

### Hillside Driveway:

Part of SARTA's recent 5339c LoNo award will go toward constructing a second Gateway Boulevard entrance for visitors and staff coming to the Administration Building. This will help separate conflict points between cars and buses and create a second point of ingress and egress from the property. This was to be part of the original Gateway Early Sitework project but was delayed due to funding.

### Garage Roof Replacement:

Another part of the 5339c LoNo award is for replacing the garage roof, which is nearing the end of its warranted life. Some minor repairs have been made over the last year.

### Parking Lot Paving:

With the continual construction traffic over the last three years and our use, the asphalt portions of the parking lot have seen a lot of wear and tear. Pavement grinding and replacement is another project that has received funding through the 5339c LoNo award.

### Operations Building Renovation:

As we complete the Administration Building and move staff into it, we will fully understand the needs of the current Operations Building. It will continue to house two departments – Operations and Customer Relations. We have been working with Bowen to come up with a renovation plan that will allow the building to contain some of the same features that were incorporated into the new building, such as increased break space for employees, upgraded restrooms, a new elevator, and more workspaces to reduce the number of shared workspaces where there may be 2-4 people working at a time. The centralized call center is also essential to renovating this building to create space for the staff that would help operate it. This renovation also received its total Federal share from the 5339c LoNo award.



# Customer Relations

Latrice Virola  
Director

## October 2024

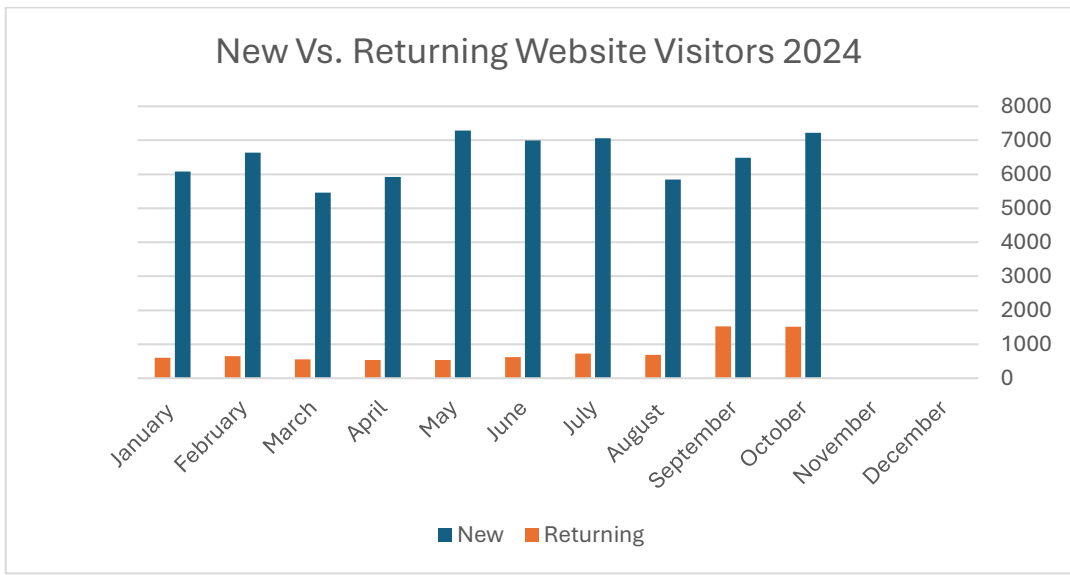
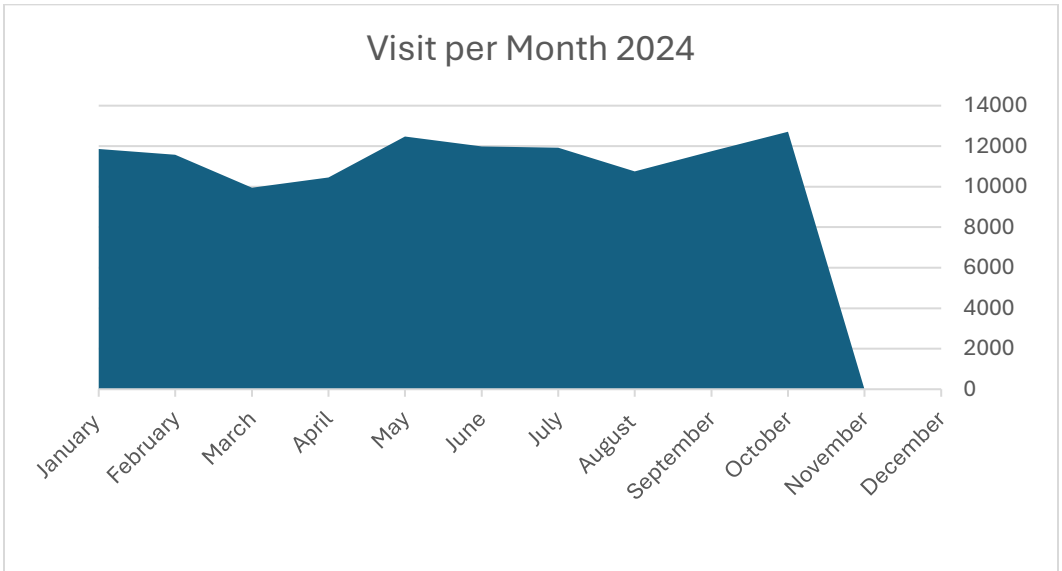
### Marketing & Public Outreach

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- SARTABuzz
  - 6 Messages
- EZFare Sales:
  - One-Way: \$2,258.75
  - Passes: \$22,974
  - Mixed: \$52.50
  - Pass Count:
    - All Day – 5418
    - Cleveland – 71
    - Proline – 355
    - Proline 10-Ride - 580
    - Regular 31-Day – 150
- Social Media Activity:
  - Facebook
    - 4,805 likes to our page
    - 5,275 followers to our page
    - 32 new likes
    - 35 posts
    - 18 mentions
    - 3,835 Post Engagements
    - 744 Reactions
    - 127 Comments
    - 69 Shares
    - 459 Photo Views
    - 600 Link Clicks
  - Twitter
    - 966 Followers
    - 7 New Follows
    - 5 Retweets
    - 9 Likes
    - 78 Media Views
    - 1,111 Impressions
    - 168 Profile Visits
  - Instagram
    - 876 total followers
    - 16 images
    - 102 image/video likes

- LinkedIn
  - 848 total followers
  - 8,812 impressions
  - 15 new followers
- YouTube
  - 301 subscribers
  - 0 shares
  - 1204 total views to page
  - 324 minutes watched.

SARTA Website Activity

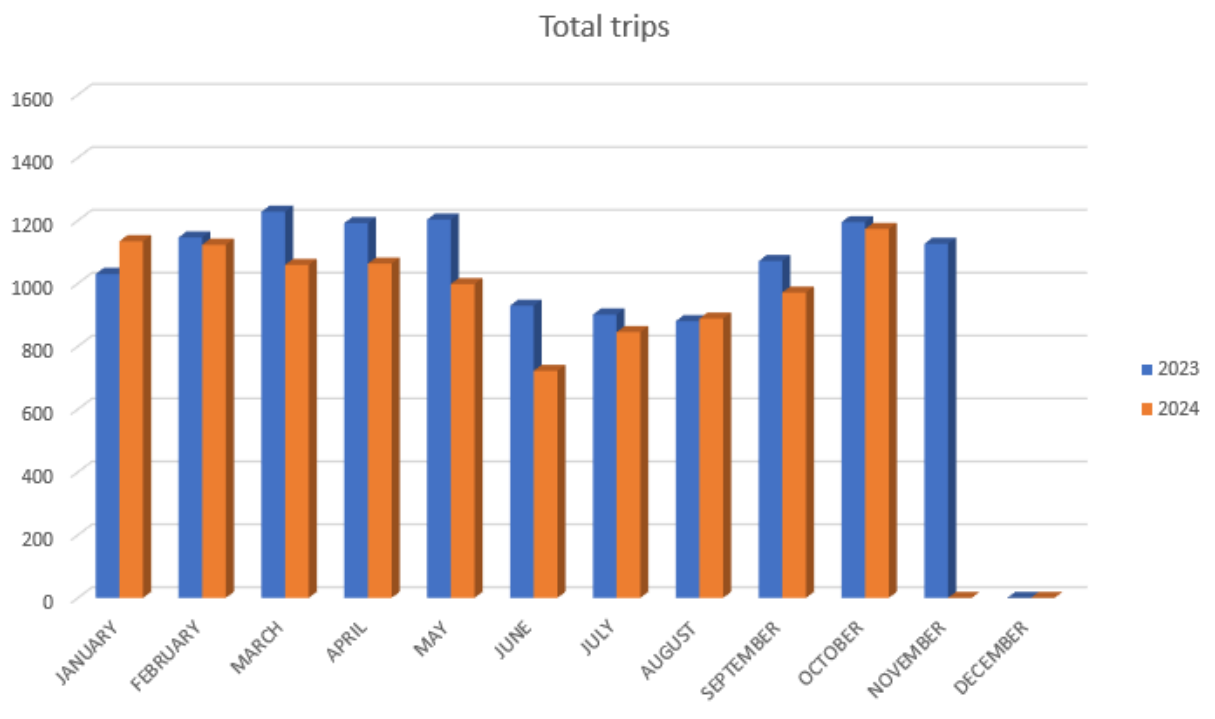


## SARTA PinPoint App

- There were issues with the PinPoint website and analytics was not collected for the month of September.

## Transportation Contracts

SARTA's Contract Services provided 22 less rides October 2024 versus October 2023. Contract trips are down due to JRC and Lifecare trips are less than last year. We are gaining more clients for the Medline contract and JRC.



## Community Outreach & Training

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In the month of October, while our new Outreach Specialist is still in training, our Outreach Specialists have been working to get information out to the public about updates related to operations. Some of the things that have been done are:

- Community Outreach
  - Vehicle Day- Frazer Elementary
  - Walking with a Purpose: 1,000 Youth Walk (A Day of New Ideas)-Monument Park
  - SARTA Connect Travel Training-Massillon Senior Center
  - Harvest for Health Mini Fair- Queen Ester Village
  - Lake Senior Health Fair- Lake Community YMCA
  - Retiree Expo- Belden Village Mall
  - Trunk-or-Treat- Edward Peel Coleman Community Center
  - Gateway Tour- Fairless High School
  - Trunk-or-Treat-Massillon Rec Center
  - 2<sup>nd</sup> Annual Spooktacular Trunks and Trucks of Treats-Quaker Steak & Lube
  - Stark County Sheriff's Office Trunk or Treat-Stark County Fairgrounds
  - Halloween Night Fall Festival-Timken Career Campus
  
- Wheelchair Assessments
  
- Social Media Post and Web Updates
  - Route Detours
  - SCORE Card- SARTA's new Tap Card Payment System
  - SARTA Important updates on Fare Transition
  - SARTA Next Stop Podcast
  - SARTA Connect Service

Answering questions via the phone about using SARTA services





# Information Technology

Craig Smith  
Director



## PROJECT REPORT

October 2024

PROJECT NAME	PURPOSE	PHASE	EST. COST	% COMPLETE
Installation of JRV Validators for EZFare	SARTA will begin outfitting their revenue fleet with JRV validators that will authenticate SARTA riders who use the EZFare app for bus fare. Currently, riders show their phone to drivers for visual validation.	Active	\$165,000	85%
Enterprise Resource Planning Software Replacement	SARTA will be replacing its current ERP system (Microsoft Dynamics GP 2016 R2) with a modern, intuitive, and customizable system. Currently, the RFP for the ERP is out, and those proposals are due by Feb. 12 <sup>th</sup> , 2024.	Active	\$1.9 M	5%
Onsite Yard Management	SARTA will be implementing Trapeze's state-of-the-art Ultra-Wideband (UWB) yard location technology. The features provided by this real-time location system ("RTLS") technology enable vehicle location throughout the fixed-bus parking and maintenance facility coverage areas, as well as augmentation of vehicle position at Gateway.	Active	\$704,000	1%
Trapeze Workforce Management (OPS)	Trapeze Workforce Management is a solution that is fully optimized to manage the transit workforce, empowering our team to meet ever-changing service and rider demands, and will maximize operational and cost controls.	Active	\$558,325	5%
Genfare Open Link Validators	SARTA will be installing cashless fareboxes on four (4) vehicles that are too small to have the Fast Fare farebox installed on them. The Open Link Validator devices accept SARTA Score cards, SARTA Touch Down cards as well as, credit cards.	COMPLETE	\$185,325	100%

## Installation of JRV Validators for EZFare

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### Project Description and Scope:

SARTA will begin outfitting their revenue fleet with JRV validators that will authenticate SARTA riders who use the EZFare app for bus fare. Currently, riders show their phone to drivers for visual validation in order to board the bus. This process is tedious and can lead to riders boarding with 'faked' fare, such as screen shot image or a screen recording of an old EZFare QR code.

After the JRV validators are installed, the rider will place their smartphone up to the validator's bar code scanner and it will authenticate the rider's fare and announce with a loud audio beep and a green check mark for OK, or a loud buzz and red X for Not OK. The JRV Validator will only allow those fares that are current and valid to work, thus alleviating the risk of any 'faked' or phony EZFare QR Codes.

<b>Project Approval:</b>	June 14, 2021	<b>Project Manager:</b>	Craig Smith
<b>Estimated Project Cost:</b>	\$165,000.00	(Est. planning, execution, close-out)	
<b>Est. 3 Future Yrs. Operational Cost:</b>			
<b>Execution Project Cost:</b>	\$165,000.00	<b>Execution Cost to Date:</b>	\$141,369.00
<b>Execution Start:</b>	1/14/2022	<b>Execution End:</b>	04/02/2024
<b><u>Funding Source for Project Cost</u></b>		<b><u>Vendor(s)</u></b>	
Federal award	100%	Masabi	\$137,000.00
Local match	0%	Morrison Custom Welding	\$4,369.00

### Project Status:

The installation of the production Masabi JRV has begun and to date we have sixty-seven (73) JRVs installed on buses in the SARTA fleet. We did not meet the goal of installing all of the fleet in 2023 due to the delay in receiving the new buses. In 2024, we have received and readied the new buses for the road. With that, SARTA has continued to install the Masabi validators to the new buses soon the entire fleet will be outfitted with the EZFare devices.

# Enterprise Resource Planning Software Replacement

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## Project Description and Scope:

SARTA will be replacing its current ERP system (Microsoft Dynamics GP 2016 R2) with a modern, intuitive, and customizable system.

Project Approval:	10/25/2023	Project Manager:	Craig Smith
Estimated Project Cost:	N/A	(Est. planning, execution, close-out)	
Est. 3 Future Yrs. Operational Cost:			
Execution Project Cost:	N/A	Execution Cost to Date:	N/A
Execution Start:	TBD	Execution End:	TBD
<u>Funding Source for Project Cost</u>		<u>Vendor(s)</u>	
Federal award	80%	Infor	
Local match	20%		

## Project Status:

This project has started and the kickoff meeting will be held on Dec. 4<sup>th</sup>, 2024.

# Onsite Yard Management Solution

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## Project Description and Scope:

The primary goal of this project is to implement the Yard Management solution at our Gateway facility, which will be accomplished by deploying new Yard Manager RTLS Software and Hardware. This solution will allow the vehicle locating technology inside the Gateway facility, providing real-time vehicle location data.

At the Gateway facility, the Yard Manager solution will strengthen the overall efficiency of SARTA's transit operation by:

- Providing accurate location information for vehicles inside the Gateway facility parking and maintenance areas, thus eliminating the need for manual yard walks and enabling staff to quickly find assigned vehicles for pull-out or maintenance
- Automatically populating the parking grid in Workforce Management/OPS with the locations of parked vehicles inside the Gateway facility, eliminating the need to manually enter vehicle locations
- Providing at-a-glance situational awareness by displaying vehicle positions in map and grid views and styling them based on status information
- Tracking key status elements that drive garage performance and service readiness such as fuel and wash status

<b>Project Approval:</b>	4/24/2024	<b>Project Manager:</b>	Craig Smith
<b>Estimated Project Cost:</b>	\$705,819	(Est. planning, execution, close-out)	
<b>Est. 3 Future Yrs. Operational Cost:</b>			
<b>Execution Project Cost:</b>	\$0.00	<b>Execution Cost to Date:</b>	\$0.00
<b>Execution Start:</b>	10/31/2024	<b>Execution End:</b>	10/08/2025
<u>Funding Source for Project Cost</u>		<u>Vendor(s)</u>	
Federal award	80%	Trapeze Group	
Local match	20%		

## Project Status:

Since the Trapeze upgrade to version 21 is complete, the Onsite Yard Management project can now begin. The kickoff meeting for this project will be Nov. 25<sup>th</sup>.

# Trapeze Workforce Management Software

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## Project Description and Scope:

Trapeze Workforce Management is a solution that is fully optimized to manage the transit workforce, empowering our team to meet ever-changing service and rider demands, and will maximize operational and cost controls.

<b>Project Approval:</b>	12/23/2023	<b>Project Manager:</b>	Craig Smith
<b>Estimated Project Cost:</b>	\$558,325	(Est. planning, execution, close-out)	
<b>Est. 3 Future Yrs. Operational Cost:</b>			
<b>Execution Project Cost:</b>	\$0.00	<b>Execution Cost to Date:</b>	\$0.00
<b>Execution Start:</b>	10/7/2024	<b>Execution End:</b>	09/08/2025
<b><u>Funding Source for Project Cost</u></b>		<b><u>Vendor(s)</u></b>	
Federal award	80%	Trapeze Group	
Local match	20%		

## Project Status:

After completing the Trapeze v21 upgrade, SARTA is now able to begin the Trapeze Workforce Management (OPS) implementation. The kickoff for this project was held on Monday, October 7<sup>th</sup>. We have begun the design phase of the project and are having design sessions twice a week. Trapeze staff is scheduled to be onsite at SARTA on Dec. 2<sup>nd</sup> – 6<sup>th</sup>.

## Genfare Open Link Validators

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### Project Description and Scope:

SARTA will be installing cashless fareboxes on four (4) vehicles that are too small to have the Fast Fare farebox installed on them. The Open Link Validator devices accept SARTA Score cards, SARTA Touch Down cards as well as, credit cards. These validators will allow riders to take advantage of fare capping as their credit card information is tokenized.

<b>Project Approval:</b>	10/25/2023	<b>Project Manager:</b>	Craig Smith
<b>Estimated Project Cost:</b>	\$115,183	(Est. planning, execution, close-out)	
<b>Est. 3 Future Yrs. Operational Cost:</b>			
<b>Execution Project Cost:</b>	\$80,789	<b>Execution Cost to Date:</b>	\$80,789
<b>Execution Start:</b>	10/30/2023	<b>Execution End:</b>	11/20/2024
<u>Funding Source for Project Cost</u>		<u>Vendor(s)</u>	
Federal award	80%	Genfare	
Local match	20%		

### Project Status:

Genfare will be onsite within the next three (3) weeks to install and configure the Open Link Validators on four (4) of our narrow body vans that don't have the room to have a full sized farebox. The OLVs do not accept cash. These vehicles were installed on Nov. 4<sup>th</sup> -5<sup>th</sup>. They have begun running on revenue service.



# Human Resources

Tammy Marie Brown  
Director



# Human Resources

As of October 31, 2024

## Resignations, Terminations, and Probation Releases

Retirement	Termination	Resigned
1	2	2

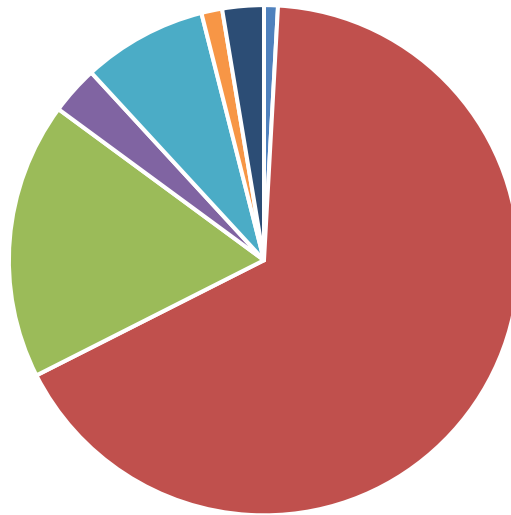
## Current Openings

Position	Status
Maintenance Supervisor	Under Review
Customer Service Representative (x2)	Orientation 11/4/2024

## Current Staffing

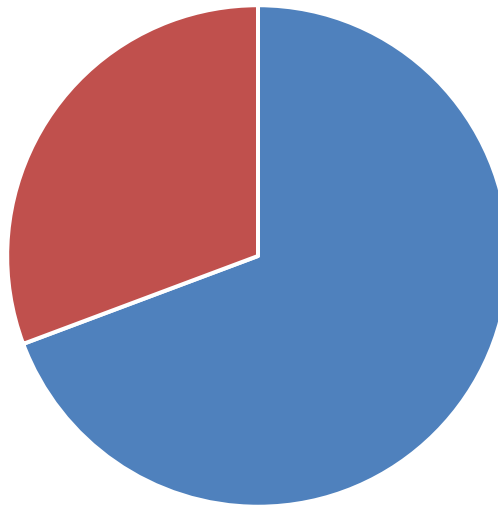
Employees			
Department	Non Bargaining	Bargaining	Total
Executive	2	0	2
Transportation	18	137	155
Maintenance	13	25	38
Finance	7	0	7
Customer Relations	17	0	17
Information Technology	3	0	3
Human Resources	6	0	6
<b>Total</b>	<b>66</b>	<b>162</b>	<b>228</b>

## Workforce Breakdown



- Executive
- Transportation
- Maintenance
- Finance
- Customer Relations
- Information Technology
- Human Resources

## Workforce Breakdown



- Bargining
- Non-Bargining

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## FMLA / Short-Term Disability

FMLA/Continuous Leave/Transitional work

- 0 on transitional work
- 8 employees on FMLA continuous leave
- 14 employees on FMLA intermittent leave
- 4 employees on Short-Term Disability

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## General Human Resources Functions

- SARTA's HR team will participate in Stark County Community Moving Forward's 3rd Annual Minority Internship Event. The event will be held on October 30th at Kent State Stark Conference Center.
- SARTA's HR Benefits manager will be attending the Transit Workforce Center's "Making Connections 2024" event. The event is focused on building and strengthening frontline worker development programs.
- HR completed two customer service retrains in October. These sessions are crucial to our agency's success.
- Third quarter wellness results:
  - Eight (8) team members achieved the activity goal.
  - Six (6) team members lost 3% or more of their body weight.

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## Training

- We have a class of ten (10) new CDL Coach Operators who have tested and started on the Extra Board.
- CPR training continues for all drivers who expire this calendar year.
- Annual refresher training for all drivers has begun and will continue throughout the rest of the year.
- Fraud Detection Training for all employees as required by the State of Ohio is nearing completion.



# Resolutions

**Stark Area Regional Transit Authority**

Resolution # \_\_\_\_\_, 2024

**A Resolution To Enter Into A Memorandum Of Understanding Between Stark Area  
Regional Transit Authority & Butler County Regional Transit Authority, Western Reserve  
Regional Transit Authority**

WHEREAS, SARTA is the lead applicant for the U.S. Department of Transportation’s Strengthening Mobility and Revolutionizing Transportation Grant (SMART Grant); and

WHEREAS, Butler County Regional Transit Authority (BCRTA) has agreed to provide two buses an in-kind local match totaling Four Hundred Thousand dollars (\$400,000) and Western Reserve RTA has agreed to provide two buses totaling Six-hundred thousand dollars \$600,000 as in-kind local match toward the SMART grant;

NOW, THEREFORE, BE IT RESOLVED by the Board of the Stark Area Regional Transit Authority that the Board President has the authority to enter into a MOU with Butler County Regional Transit Authority and Western Reserve Regional Transit Authority for SMART Grant Responsibilities and Obligations.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Secretary-Treasurer

Stark Area Regional Transit Authority

Resolution # \_\_\_\_\_, 2024

A Resolution To Dispose Of Obsolete And Outdated Computer Systems

WHEREAS, this resolution authorizes the Executive Director/CEO to dispose of obsolete and outdated computer systems; and

WHEREAS, SARTA IT Department has a list of computers that have exceeded their useful life for SARTA and are to be retired. These units have been wiped of all SARTA data per our policies and are set to be disposed of;

- 1-18691-17 Desktop Computer, monitor, keyboard and mouse
- 1-18691-18 Desktop Computer, 2 x monitors, keyboard and mouse
- 1-18691-19 Desktop Computer, 2 x monitors, keyboard and mouse
- 1-18691-23 Desktop Computer, monitor, keyboard and mouse
- 1-18691-14 Desktop Computer, monitor, keyboard and mouse
- 1-18691-24 Desktop Computer, monitor, keyboard and mouse
- 1-18691-2 Desktop Computer, 2 x monitors, keyboard and mouse
- 1-18691-8 Desktop Computer, 2 x monitors, keyboard and mouse
- 1-18691-21 Desktop Computer, 2 x monitors, keyboard and mouse
- 1-17925-1 Rugged laptop computer, heavily used
- 1-17925-2 Rugged laptop computer, heavily used
- 1-18691-20 Rugged laptop computer, heavily used

NOW, THEREFORE, BE IT RESOLVED by the Stark Area Regional Transit Authority Board of Trustees, that the Executive Director/CEO has the authority to dispose of these computer systems.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Secretary-Treasurer

Stark Area Regional Transit Authority

Resolution # \_\_\_\_\_, 2024

A Resolution To Enter Into A Memorandum Of Understanding Between Stark Area Regional Transit Authority And NEORide For The Contribution Of In-Kind Match To The ATCMTD Grant

WHEREAS, NEORide hold the ACTMTD grant, which is part of the EZ-Connect project; and

WHEREAS, Stark Area Regional Transit Authority (SARTA) agrees contribute and IN-KIND match of Two-hundred twenty-one thousand dollars (\$221,000) as stated in the Memorandum of Understanding (MOU); and

WHEREAS, the IN-KIND match will be contributed by SARTA staff time spent on EZ-Connect tasks;

NOW, THEREFORE, BE IT RESOLVED by the Board of the Stark Area Regional Transit Authority that the Board President has the authority to enter into a MOU with NEORide the contribution of an IN-KIND match to the ATCMTD.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Secretary-Treasurer

**Stark Area Regional Transit**

**Authority Resolution #\_\_\_\_\_, 2024**

**A Resolution Authorizing The Executive Director/CEO To Enter Into A Contract For  
The Purchase Of Diesel Fuel.**

WHEREAS, The Stark Area Regional Transit Authority requires diesel fuel to fuel a portion of the revenue fleet; and

WHEREAS, the Stark Area Regional Transit Authority will be receiving bids on diesel fuel as part of a cooperative Invitation For Bid (IFB) with PARTA and other transit agencies on December 4, 2024; and

WHEREAS, the market price of diesel fuel fluctuates constantly, and SARTA must be able to contract for said diesel fuel consistent with its budgetary requirements; and

WHEREAS, the Executive Director/CEO of SARTA wishes to enter into a contract for the purchase of diesel fuel whenever the market price of said diesel fuel is deemed to be consistent with SARTA's budget;

NOW, THEREFORE, BE IT RESOLVED by the Stark Area Regional Transit Authority Board of Trustees, that the Executive Director/CEO is authorized to enter into a contract for the purchase of diesel fuel at a contract price deemed manageable within the budgetary requirements of SARTA, plus the required taxes.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Secretary-Treasurer



Stark Area Regional Transit Authority

Resolution # \_\_\_\_\_, 2024

**A Resolution Authorizing The Executive Director/CEO To Apply For  
Diesel Emission Reduction Grant (DERG)**

WHEREAS, SARTA has in the past participated in the Ohio Environmental Protection Agency (OEPA) discretionary grants; and

WHEREAS, the Ohio Environmental Protection Agency has notified SARTA that funding is available under the Diesel Emission Reduction Grant (DERG); and

WHEREAS, in order to participate in this program for FY2025, SARTA must apply to OEPA for funding to purchase one (1) 35-foot CNG buses; and

WHEREAS, Federal request of five hundred thirty-one thousand, one-hundred-fifty dollars (\$531,150) with a local match of one hundred thirty-two thousand, seven hundred eighty-eight dollars (\$132,788); and

WHEREAS, SARTA is presently providing transit service and observing all Federal and State rules regarding this program; and

NOW, THEREFORE, BE IT RESOLVED by the Stark Area Regional Transit Authority Board of Trustees that the Executive Director/CEO is authorized to enter an application and execute contracts for the FY 2025 Diesel Emission Reduction Grant, on behalf of SARTA and execute and file such application, any assurances or other documentation required by the State of Ohio Environmental Protection Agency, and any additional information as the State may require in connection with the contracts or reporting documentation.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Secretary-Treasurer

Stark Area Regional Transit Authority

Resolution # \_\_\_\_\_, 2024

**A Resolution To Enter Into A Memorandum Of Understanding Between Stark Area Regional Transit Authority And NEORide For The Contribution Of In-Kind Match To The Advanced Transportation And Congestion Management Technologies Deployment (ATCMTD) Grant**

WHEREAS, NEORide holds the Advanced Transportation and Congestion Management Technologies Deployment (ACTMTD) grant, which is part of the EZ-Connect project; and

WHEREAS, Stark Area Regional Transit Authority (SARTA) agrees to contribute and IN-KIND match of Two-hundred twenty-one thousand dollars (\$221,000) as stated in the Memorandum of Understanding (MOU); and

WHEREAS, the IN-KIND match will be contributed by SARTA staff time spent on EZ-Connect tasks;

NOW, THEREFORE, BE IT RESOLVED by the Board of the Stark Area Regional Transit Authority that the Board President has the authority to enter into a Memorandum of Understanding (MOU) with NEORide the contribution of an IN-KIND match to the ATCMTD.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Secretary-Treasurer

Stark Area Regional Transit Authority

Resolution # \_\_\_\_\_, 2024

**A Resolution To Amend A Memorandum Of Understanding Between Stark Area Regional Transit Authority And NEORide For The Responsibilities Regarding The Strengthening Mobility And Revolutionizing Transportation Grant That Was Passed As Resolution #7 on 3-27-24**

WHEREAS, SARTA is the lead applicant for the U.S. Department of Transportation's Strengthening Mobility and Revolutionizing Transportation Grant (SMART Grant); and

WHEREAS, Stark Area Regional Transit Authority (SARTA) agrees to pay NEORide an additional one million, seven hundred sixty-two thousand, three-hundred thirty-three dollars (\$1,762,333) to cover the cost that will be incurred on the Grant from Perrone Robotics and Forward Momentum, as well as additional legal fees. (Perrone-\$1,484,500; Forward Momentum \$269,833; NEORide legal fees \$8,000); and

WHEREAS, NEORide will work cooperatively with SARTA and all other agency partners on project management and completion and other responsibilities as described in the MOU;

NOW, THEREFORE, BE IT RESOLVED by the Board of the Stark Area Regional Transit Authority that the Board President has the authority to enter into a MOU with NEORide for SMART Grant Responsibilities and Obligations.

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Date

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Board President

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Secretary-Treasurer

Stark Area Regional Transit Authority

Resolution # \_\_\_\_\_, 2024

**A Resolution Certifying Meeting Dates And Times For Calendar Year 2025**

WHEREAS, the Stark Area Regional Transit Authority (SARTA) Board of Trustees holds regular work sessions on the 2<sup>nd</sup> Wednesday of every month and meetings on the 4<sup>th</sup> Wednesday of every month to conduct official business; and

WHEREAS, each meeting is to convene at 5:00 PM in the Gateway Board Room (Administration Room - 103A); and

WHEREAS, the meeting dates are as follows;

**Work Sessions**

January 8, 2025  
February 12, 2025  
March 12, 2025  
April 9, 2025  
May 14, 2025  
June 11, 2025  
July 9, 2025  
August 13, 2025  
September 10, 2025  
October 8, 2025

**Meetings**

January 22, 2025  
February 26, 2025  
March 26, 2025  
April 23, 2025  
May 28, 2025  
June 25, 2025  
July 23, 2025  
August 27, 2025  
September 24, 2025  
October 22, 2025  
November 12, 2025  
December 10, 2025

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Stark Area Regional Transit Authority, that the Executive Director/CEO is authorized to implement the schedule for meeting dates and times.

\_\_\_\_\_  
Date of Adoption

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Secretary-Treasurer