

March 26, 2025, at 5:00 PM



STARK AREA REGIONAL TRANSIT AUTHORITY

BOARD OF TRUSTEES
MEETING

Stark Area Regional Transit Authority
Board of Trustees Meeting
February 26, 2025 @ 5:00 PM
Regular Meeting

Mr. Reinhard called the meeting to order at 5:02 PM.

Attendance

Board (Quorum Present)

James Reinhard (Vice President), Gregory Blasiman, NaSheka Combs-Lemon, Margaret Egbert, and Rex Morey.

Excused

Ronald Macala, Chet Warren, and Myra Watkins

Ms. Egbert moved to accept the excused absences. Ms. Combs-Lemon 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), Latrice Virola (Director, Planning), and Sheila Gines (HR Administrator).

Other

Paul Malesick (Paul H. Malesick Law LLC)

Approval/Correction of Minutes

January 29, 2025 – Special Meeting

Ms. Egbert moved to adopt the minutes of January 29, 2025. Mr. Blasiman seconded the motion; the vote passed unanimously.

February 12, 2025 – Regular Meeting

Mr. Blasiman moved to adopt the minutes of February 12, 2025. Mr. Morey seconded the motion; the vote passed unanimously.

Presentation – Bowen, Innovative Design for Tomorrow’s Environment – Ken Emling and Jordan Fitzgerald

- Bowen received an HONOR AWARD from the Cleveland Chapter of The American Institute of Architects for the achievement of excellence in

architectural design for the SARTA Massillon Transit Center and presented SARTA with a replica of the award.

Public Speaks

SARTA Employee Attendees – Jeffery Jamison, Nicholas Breinig, Jarrid McIntosh (AFSCME O.C. 8), Jason Carrothers, Paul Henrich, Eric Tabler, Terry Kirksey, Toriano Jones, Cameron Koller, and Bradley Ancil.

SARTA Speakers - Doug Lehman, Lee Brunckhart, Patricia Hanson, Suzzette Stiles, Joseph Risby (Union President), Brenda Coutts, and Darryal Williams.

- A consensus from the speakers is the bid changes are disruptive to their personal lives and take away from the workload ease and choice of day off from work for employees with more seniority.
- **Board Committee Report**
 - None to report at this time.

Departmental Reports

- **Transportation & Maintenance**
 - Ridership is up 3 ½% on fixed routes. We expect fluctuations with the new changes.
 - Maintenance has experienced several road calls, due to the extreme cold.
 - The new operation schedule has given maintenance the ability to take care of their PM work.
- **Finance**
 - There is no budget to actual because of being on the sixty (60) day temporary appropriations.
 - For the first two (2) months, we have had to use almost \$500,000 from SARTA reserves.
 - In the past two (2) payroll runs with the new changes, about 460 hours less each week of overtime has been cut, equivalent to around \$75,000. Moving forward, we want to evaluate all the changes made and see what changes still need to be made. The changes are helping and will continue to help, but we still expect a deficit in the budget in 2026 and 2027.
 - We will have a special meeting next week, Wednesday, March 5, 2025, at 5:00 PM for discussion and voting for the Operating & Capital Budget for 2025.

- **Special Projects & Development**
 - In mid-May, Air Products will be finishing up the commissioning of the pressure upgrades. The swap of storage tanks will take place in mid-June. A new safety manual for the hydrogen station will be submitted for the Board's review and approval next month, which needs to be submitted to OSHA.
- **Customer Relations**
 - Currently updating processes and procedures addressing what needs to be done when making reservations with the changes with Proline, including the new Proline Plus service. The team members are continuing to educate about the changes in services. SARTA communicated by letters, which were sent to everyone impacted by SARTA's operation changes to give them a clear understanding. The department is still educating individuals calling in about trips inside and outside the ADA areas and what that means.
- **Information Technology**
 - The Onsite Yard Management project workers will be here on Monday to begin installing asset tags on top of the buses and the garage antennas within the garage the second week of March. The project is due to be completed by the end of April.
 - Trapeze workers have been working through the Trapeze Workforce Management project all week to ensure that the new Dispatch system will be in place by the end of September.
- **Human Resources**
 - We would like to recognize and honor one of our coach operators who passed away, Kathy Romanotto-Kissel.
 - Currently working on reorganizing and streamlining processes.
 - Our employee number (206) has never been so low going back to 2010.
 - We are working on changing many policies and procedures due to our current contract with the Union.
 - We were working with Cleveland Clinic, Work, Health, and Safety, for our employee physicals, drug & alcohol testing, with the many changes within their company along with costs, they can no longer fulfill our needs. Therefore, we have changed vendors.

Resolution

A Resolution For Operating & Capital Budget For 2025

Resolution was tabled at this time.

#5 – A Resolution Authorizing The Executive Director/CEO To Engage Paul H. Malesick Law, LLC As SARTA’s Legal Representation And Authorize The Transfer Of Files

Ms. Egbert moved to adopt the resolution. Ms. Combs-Lemon seconded the motion; the vote passed unanimously.

#6 – A Resolution To Dispose Of Obsolete And Unusable Assets

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

#7 – A Resolution Authorizing The Executive Director/CEO To Enter Into A Contract With Cintas For The Purchase And Rental Of Uniforms

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

- **Communications from the Executive Director/CEO Updates**
 - None to report at this time.

Executive Session began at 5:52 PM and ended at 6:49PM.

- Preparing, conducting or reviewing negotiations for bargaining employees.

Adjournment

Adjournment of the meeting was at 6:50 PM.

**Stark Area Regional Transit Authority
Board of Trustees Work Session
March 5, 2025, @ 5:00 PM
Special Board Meeting**

Mr. Reinhard called the meeting to order at 5:02 PM.

Attendance

Board (Quorum Present)

James Reinhard (Vice-President), Gregory Blasiman, NaSheka Combs-Lemon, Margaret Egbert, Rex Morey, Chet Warren, and Myra Watkins.

Excused

Ronald Macala (President).

Ms. Egbert moved to accept the excused absences. Ms. Combs-Lemon seconded the motion; the vote passed unanimously.

Staff

Kirt Conrad (Executive Director/CEO), Mark Finnicum (Chief Operating Officer), Tammy Marie Brown (Director, HR).

Other

Paul Malesick (Paul H. Malesick Law LLC).

Communication from the Executive Director/CEO

- There was no communication from the Executive Director/CEO.

Board Open Discussion

- Mr. Reinhard expressed concern about the article in the Repository, stating that it did not accurately reflect SARTA's current financial situation. He said that he believes the main threat to SARTA's financial health is the possibility of a reduction in federal funding, which hasn't happened yet. He pointed out that the accounting mistakes mentioned in the article were corrected in late 2024. He indicated that he has not found anything in his hours of research to show that SARTA was in a financial crisis as of December 31, 2024. However, because of the overreliance on federal funding, he is fully supportive of the changes made to balance the budget. He added that those changes should have been made a long time ago and SARTA needs to become more efficient. The increase in costs coupled with the decrease in ridership in recent years illustrate that need.

Resolutions

#8 – A Resolution For Operating & Capital Budget for 2025

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

Executive Session began at 5:41 PM and ended at 6:22 PM

Mr. Reinhard called for an Executive Session for:

- Preparing, conducting or reviewing negotiations for bargaining employees.

Adjournment

Mr. Warren moved to adjourn the meeting at 6:23 PM.

Transportation & Maintenance

Mark Finnicum
Director



SARTA RIDERSHIP REPORT

February 2025

2025 Operating Days 20 Weekdays, 4 Saturdays

2024 Operating Days 21 Weekdays, 4 Saturdays

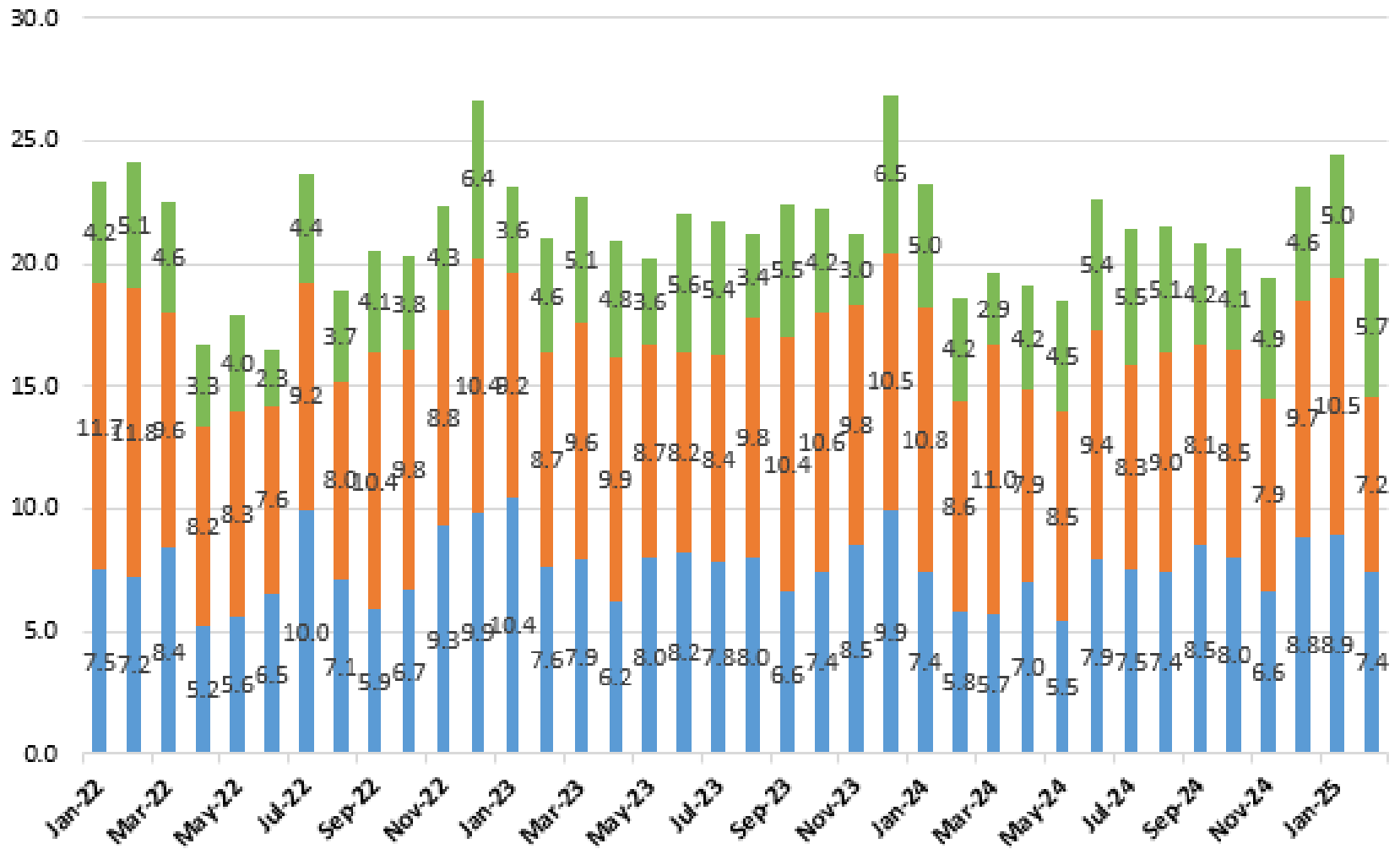
<i>Ridership</i>	CURRENT MO.				YTD			
	2025	2024	change	%	2025	2024	change	%
Fixed Route	101,198	94,083	7,115	7.56%	203,310	193,123	10,187	5.27%
Other Revenue	536	514	22	4.28%	1,189	1,039	150	100.00%
Paratransit	6,848	10,947	-4,099	-37.44%	16,087	21,067	-4,980	-23.64%
CS-Out of county	0	822	-822	0.00%	0	1,744	-1,744	0.00%
Total	108,582	106,366	2,216	2.08%	220,586	216,973	3,613	1.67%

<i>Vehicle Operations</i>	CURRENT MO.				YTD	PRIOR YTD		
	2025	2024	change	%	2025	2024	change	%
Fixed Route	178,869	194,904	-16,035	-8.23%	384,248	397,709	-13,461	-3.38%
Other Revenue	1,435	1,475	-40	-2.71%	3,004	3,045	-41	100.00%
Fixed Deadhead	8,258	9,188	-930	-10.12%	17,963	18,598	-635	-3.41%
Paratransit	67,460	102,712	-35,252	-34.32%	161,473	207,797	-46,324	-22.29%
CS-Out of county	0	7,646	-7,646	0.00%	0	20,872	-20,872	0.00%
Para Deadhead	10,357	27,383	-17,026	-62.18%	25,632	53,803	-28,171	-52.36%
Total	266,379	343,308	-76,929	-22.41%	592,320	701,824	-109,504	-15.60%

<i>Hours</i>	CURRENT MO.				YTD			
	2025	2024	change	%	2025	2024	change	%
Fixed Route	10,909	11,868	-959	-8.08%	23,260	24,215	-955	-3.94%
Other Revenue	32	32	0	0.00%	64	64	0	100.00%
Paratransit	3,852	5,887	-2,035	-34.57%	9,072	11,898	-2,826	-23.75%
CS-Out of county	0	680	-680	-100.00%	0	1,441	-1,441	0.00%
Total	14,793	18,467	-3,674	-19.89%	32,397	37,618	-5,221	-13.88%

PROLINE INFRACTIONS DARA - PER 1000 ATTEMPTS

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



2025 Proline "Shared Ride" Service Statistics

Month	Trips Scheduled	Advanced Cancels	Same Day Cancels	No - Shows	Late Cancels	Cancels at the Door	Total Performed Trips	Vehicle Miles	Miles per Trip
January	10,196	864	969	91	107	51	8,114	109,207	13.46
February	7,955	1,229	629	59	57	45	5,936	77,672	13.08
March	-	-	-	-	-	-	-	-	0.00
April	-	-	-	-	-	-	-	-	0.00
May	-	-	-	-	-	-	-	-	0.00
June	-	-	-	-	-	-	-	-	0.00
July	-	-	-	-	-	-	-	-	0.00
August	-	-	-	-	-	-	-	-	0.00
September	-	-	-	-	-	-	-	-	0.00
October	-	-	-	-	-	-	-	-	0.00
November	-	-	-	-	-	-	-	-	0.00
December	-	-	-	-	-	-	-	-	0.00
Year to Date Totals	18,151	2,093	1,598	150	164	96	14,050	186,879	2.21

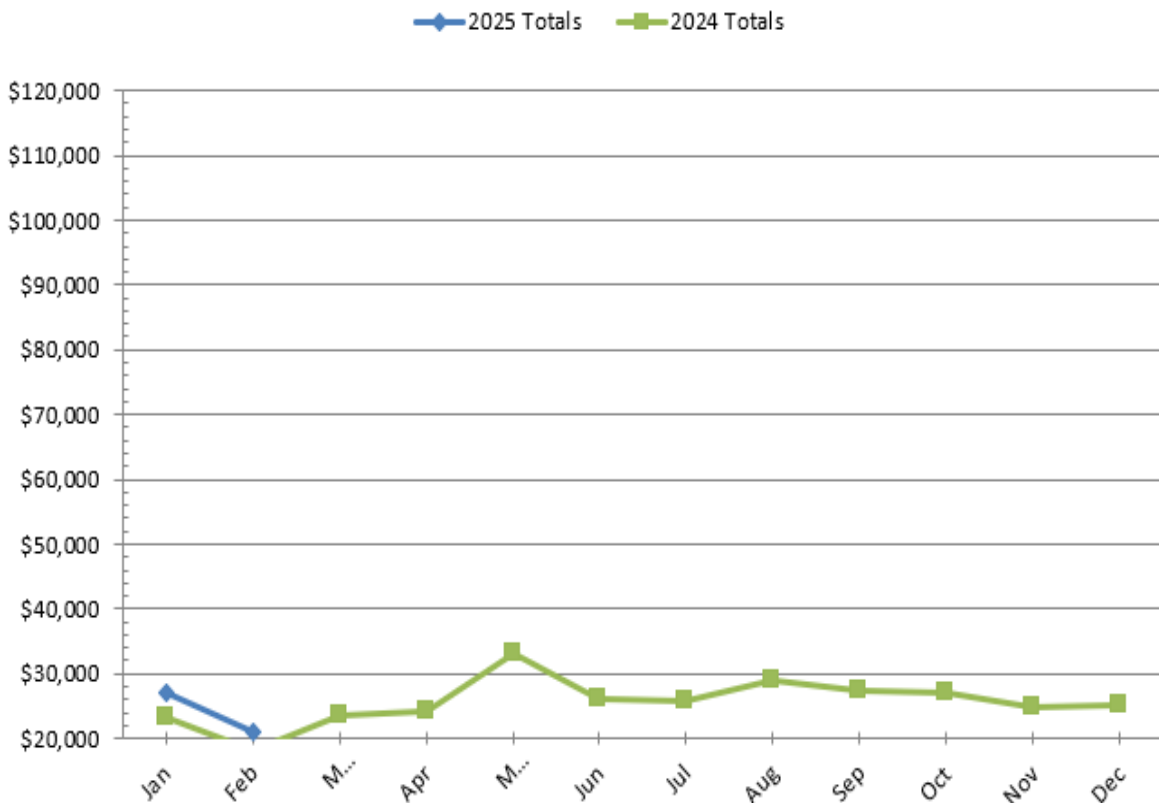
Proline "Shared Ride" Service Statistics for the month of

Month	Trips Scheduled	Advanced Cancels	Same Day Cancels	No - Shows	Late Cancels	Cancels at the Door	Total Performed Trips	Vehicle Miles	Miles per Trip
February	7,955	1,229	629	59	57	45	5,936	77,672	13.08

Pass/Ticket Sales Comparison, 2025 - 2024

2025	2025 Totals	2024	2024 Totals	Percent changed
Jan	\$27,086.00	Jan	\$23,389.25	15.81%
Feb	\$21,117.00	Feb	\$18,265.50	15.61%
Mar		Mar		#VALUE!
Apr		Apr		#DIV/0!
May		May		#DIV/0!
Jun		Jun		#DIV/0!
Jul		Jul		#DIV/0!
Aug		Aug		#DIV/0!
Sep		Sep		#DIV/0!
Oct		Oct		#DIV/0!
Nov		Nov		#DIV/0!
Dec		Dec		#DIV/0!
Year-to-Date	\$48,203.00	Year-to-Date	\$41,654.75	15.72%

Pass/Ticket Sales Comparison, 2025 - 2024



2025-2024 Month to Month Ridership by Route

Route	Feb 2025	Feb 2024	Difference	Percentage Change
4	181	268	-87	-32.46%
45	2,095	2,133	-38	-1.78%
81	5,856	5,957	-101	-1.70%
101	4,310	4,066	244	6.00%
102	17,909	19,302	-1,393	-7.22%
103	3,979	3,435	544	15.84%
105	7,210	6,382	828	12.97%
106	6,367	7,885	-1,518	-19.25%
107	3,346	3,443	-97	-2.82%
108	3,999	5,323	-1,324	-24.87%
110	6,443	5,996	447	7.45%
111	3,606	3,935	-329	-8.36%
113	2,735	2,616	119	4.55%
114	1,684	1,595	89	5.58%
117	3,998	3,956	42	1.06%
118	2,563	2,235	328	14.68%
119	4,331	4,567	-236	-5.17%
121	1,760	660	1,100	100.00%
122	0	0	0	0.00%
124	1,294	1,267	27	2.13%
125	1,407	1,310	97	7.40%
126	985	888	97	10.92%
128	1,465	1,278	187	14.63%
130	940	1,197	-257	-21.47%
131	3,669	2,685	984	36.65%
132	1,185	860	325	37.79%
133	0	0	0	0.00%
139	6,823	7,227	-404	-5.59%
151	160	422	-262	-62.09%
152	139	605	-466	-77.02%
153	134	493	-359	-72.82%
157	39	196	-157	-80.10%
158	68	324	-256	-79.01%
Total	100,680	102,506	-1,826	-1.78%

2025-2024 Year to Date Ridership by Route

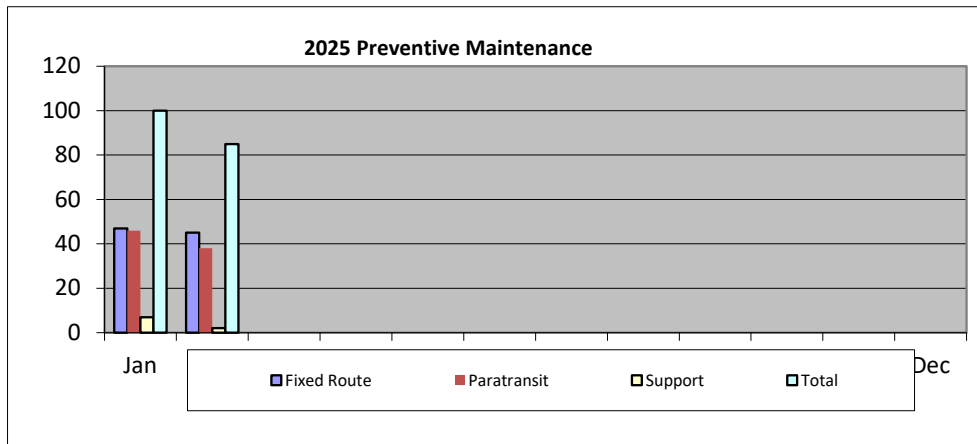
Route	Feb 2025	Feb 2024	Difference	Percentage Change
4	368	477	-109	-22.85%
45	4,258	4,185	73	1.74%
81	12,100	11,365	735	6.47%
101	8,364	7,855	509	6.48%
102	35,765	37,051	-1,286	-3.47%
103	7,913	6,699	1,214	18.12%
105	13,245	12,249	996	8.13%
106	12,887	15,283	-2,396	-15.68%
107	6,869	6,855	14	0.20%
108	8,147	10,766	-2,619	-24.33%
110	13,070	11,639	1,431	12.29%
111	7,345	7,965	-620	-7.78%
113	5,203	5,062	141	2.79%
114	3,508	2,964	544	18.35%
117	8,148	8,439	-291	-3.45%
118	4,985	4,640	345	7.44%
119	8,715	9,138	-423	-4.63%
121	2,924	1,282	1,642	100.00%
122	0	0	0	0.00%
124	2,837	2,234	603	26.99%
125	2,854	2,625	229	8.72%
126	2,000	1,859	141	7.58%
128	2,669	2,450	219	8.94%
130	2,083	2,636	-553	-20.98%
131	7,688	5,242	2,446	46.66%
132	2,475	1,405	1,070	76.16%
133	0	0	0	0.00%
139	13,300	14,249	-949	-6.66%
151	706	983	-277	-28.18%
152	736	1,106	-370	-33.45%
153	661	933	-272	-29.15%
157	259	413	-154	-37.29%
158	264	626	-362	-57.83%
Total	202,346	200,675	1,671	0.83%

STARK AREA REGIONAL TRANSIT AUTHORITY
MAINTENANCE DEPARTMENT
February 2025
Submitted by: Mark Finnicum

1. There was a total of 85 Preventive Maintenance Inspections
 - 45 Fixed Route Buses
 - 38 Paratransit Buses
 - 02 Support Vehicle
2. There was a total of 85 Wheelchair Inspections
3. There was a total of 03 Heat & Air Conditioning Inspections
4. There was a total of 08 Farebox Inspections
5. There was a total of 15 Front End Alignments
6. There was a total of 132 Bus Exchanges
7. There was a total of 01 CNG Recertification Inspections
8. There was a total of 07 Avail System Inspections
9. There was a total of 05 Bi-Monthly Camera Inspections
10. There was a total of 11 Road Calls
 - 09 Fixed Route Buses – 09 Towed
 - 00 Non-Revenue Vehicle – 00 Towed
 - 02 Paratransit Buses – 02 Towed
11. There was a total of 00 Warranty Repair
12. There were 00 job related injuries reported.

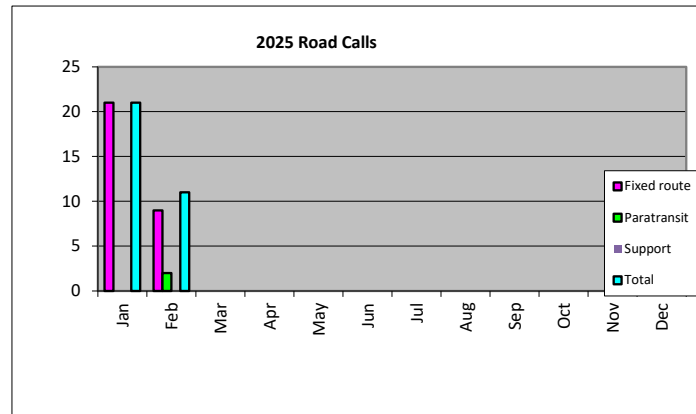
Preventive Maintenance Inspections

2025	Fixed Route	Paratransit	Support	Total
Jan	47	46	7	100
Feb	45	38	2	85
Mar				0
Apr				0
May				0
Jun				0
Jul				0
Aug				0
Sep				0
Oct				0
Nov				0
Dec				0



Road calls

2025	Fixed route	Paratransit	Support	Total
Jan	21	0	0	21
Feb	9	2	0	11
Mar				0
Apr				0
May				0
Jun				0
Jul				0
Aug				0
Sep				0
Oct				0
Nov				0
Dec				0



2025	Preventive Maintenance Costs	Repair Costs	Total	Diesel Gallons Used 2024	Diesel Gallons Used 2025	SARTA CNG GGE Used 2024	SARTA CNG GGE Used 2025	CNG Public Use GGE 2024	CNG Public Use GGE 2025	Hydrogen Usage KG 2024	Hydrogen Usage KG 2025
Jan	\$19,519.99	\$82,638.79	\$102,158.78	9,412	547	43,362	56,647	862	2,781	5,588	2,995
Feb	\$12,700.85	\$64,314.97	\$77,015.82	9,356	14	40,253	48,790	680	1,354	4,991	4,006
Mar				8,349		43,397		848		5,551	
Apr				8,137		43,383		1,603		4,771	
May				6,750		48,526		1,110		5,201	
Jun				5,989		46,442		957		6,677	
Jul				5,901		50,655		1,078		4,920	
Aug				5,381		56,321		785		6,101	
Sep				4,459		48,660		753		5,039	
Oct				4,074		54,561		861		4,554	
Nov				2,559		50,116		819		4,845	
Dec				1,807		55,330		2,490		3,116	
Total	\$32,220.84	\$146,953.76	\$179,174.60	72174.00	561.00	581007.15	105436.41	12844.93	4135.05	61354.68	7001.00
<i>Month Avg.</i>	<i>\$16,110.42</i>	<i>\$73,476.88</i>	<i>\$89,587.30</i>	<i>9,384.00</i>	<i>281</i>	<i>41,808</i>	<i>52,718</i>	<i>771.02</i>	<i>2,068</i>	<i>5,290</i>	<i>3,501</i>

GGE - Gasoline Gallon Equivalent

Finance

Director





Stark Area Regional Transit Authority
Comparative Balance Sheet
 For the Two Months Ending Friday, February 28, 2025

	CURRENT YTD	LAST YTD	VARIANCE
CASH - FIFTH THIRD-MAIN CHECKING	0.00	748.00	-748
CASH - FIFTH THIRD-MERCHANT ACCOUNT	0.00	22,441.00	-22,441
CASH - HUNTINGTON-CHECKING	484,046.00	2,026,215.00	-1,542,169
CASH - HUNT-MERCHANT TRANSACTIONS	113,710.00	103,705.00	10,006
CASH - HUNTINGTON-AR TRANSACTIONS	78,743.00	0.00	78,743
CASH - SAVINGS (STAR OHIO)	2,511,092.00	101,672.00	2,409,420
CASH - HUNT-FSA ACCOUNT	41,153.00	31,246.00	9,907
CASH - FIFTH THIRD BANK	3,536,247.00	4,502,292.00	-966,045
HUNTINGTON CDAR'S	485,043.00	1,011,887.00	-526,844
IMPREST FUND - COINS	618.00	984.00	-367
IMPREST FUND - FINANCE	500.00	500.00	0
IMPREST FUND - CORNERSTONE	640.00	600.00	40
IMPREST FUND - MAINTENANCE	50.00	50.00	0
IMPREST FUND - BV	300.00	340.00	-40
IMPREST FUND - ALLIANCE	250.00	250.00	0
IMPREST FUND - MASSILLON	300.00	300.00	0
IMPREST FUND - TVM	942.00	1,084.00	-142
TOTAL CASH & EQUIVALENTS	7,253,635.00	7,804,314.00	-550,680
ACCOUNTS RECEIVABLE	91,691.00	192,617.00	-100,926
PROJECT RECEIVABLE	285,659.00	514,837.00	-229,178
INTEREST AND DIVIDENDS REC	11,729.00	0.00	11,729
ESTIMATED SALES TAX RECV	4,866,504.00	4,785,769.00	80,735
TOTAL RECEIVABLES	5,255,583.00	5,493,223.00	-237,640
INVENTORY - VEHICLE PARTS & SUPPLIES	708,165.00	88,054.00	620,111
INVENTORY - DIESEL FUEL	17,568.00	24,033.00	-6,465
INVENTORY - LUBRICANTS	23,124.00	88,311.00	-65,187
INVENTORY - HYDROGEN	3,435.00	14,274.00	-10,839
TOTAL INVENTORIES	752,292.00	214,672.00	537,620
WIP - OTHER CAPITAL PROJECTS	8,920.00	4,945.00	3,975
WIP - GATEWAY RENOVATION	0.00	35,214.00	-35,214
WIP - BUS PURCHASES	0.00	2,910,552.00	-2,910,552
WIP - MAINTENANCE PROJECTS	0.00	34,677.00	-34,677
WIP - IT PROJECTS	358,495.00	27,417.00	331,078
WIP - BUILDING EXPANSION PROJECT	0.00	1,679,741.00	-1,679,741
WIP - RESEARCH	2,690.00	4,289.00	-1,598
WIP - WAYNE COUNTY	0.00	23,827.00	-23,827
WIP - MASSILLON PROJECT	0.00	319,158.00	-319,158
WIP - HYDROGEN STATION	1,392,300.00	0.00	1,392,300
WIP - CTE MHCOE HYDROGEN PROJECT	0.00	10,000.00	-10,000
WIP - 5310 ENHANCED MOBILITY FOR DISABILITIES	1,157.00	18,192.00	-17,035
WIP - FIXED ASSET CLEARING	732,703.00	21,179,695.00	-20,446,992
TOTAL WORK IN PROCESS	2,496,265.00	26,247,706.00	-23,751,441
LAND	2,592,129.00	2,562,013.00	30,116
BLDG & IMPROVEMENTS	41,024,443.00	21,122,660.00	19,901,783
30', 35' & 40' BUSES	39,434,141.00	38,322,008.00	1,112,133
LIGHT DUTY BUSES	15,309,066.00	10,652,160.00	4,656,905
AUTOS & PICKUPS	881,526.00	726,070.00	155,457
LIFE EXTENDING OVERHAULS	270,815.00	323,012.00	-52,197
COMPUTER HARDWARE	854,834.00	814,762.00	40,072
SOFTWARE/MISC	2,234,416.00	2,083,373.00	151,043
FURNITURE & FIXTURES	379,933.00	105,212.00	274,722
ELECTRONICS	1,080,026.00	1,049,663.00	30,363
MACHINERY & EQUIPMENT	2,604,541.00	1,581,676.00	1,022,865
SIGNS & SHELTERS	1,261,769.00	1,262,554.00	-785
BUS M&E FAREBOXES RADIOS	7,425,318.00	5,694,482.00	1,730,836
TOTAL FIXED ASSETS	115,352,957.00	86,299,644.00	29,053,312
ACC DEPR - BLDG	-8,495,025.00	-7,305,080.00	-1,189,945
ACC DEPR - 30' 35' 40'	-20,718,915.00	-20,111,605.00	-607,310



Stark Area Regional Transit Authority
Comparative Balance Sheet
 For the Two Months Ending Friday, February 28, 2025

	CURRENT YTD	LAST YTD	VARIANCE
ACC DEPR - LT DU	-6,280,759.00	-5,303,599.00	-977,161
ACC DEPR - AUTOS	-696,120.00	-610,918.00	-85,202
ACC DEPR - OVERH	-185,288.00	-133,884.00	-51,404
ACC DEPR - HARDW	-589,580.00	-527,083.00	-62,497
ACC DEPR - FURN	-105,952.00	-79,701.00	-26,251
ACC DEPR - ELECT	-965,055.00	-895,385.00	-69,670
ACC DEPR - MACH	-1,564,357.00	-1,348,828.00	-215,529
ACC DEPR - SIGNS	-1,056,926.00	-839,604.00	-217,322
ACC DEPR - BUS M	-7,046,552.00	-6,978,623.00	-67,929
ACC AMORT - SOFTWARE & MISC ASSETS	-2,088,755.00	-1,959,919.00	-128,836
TOTAL ACC DEPR + AMORT	-49,793,285.00	-46,094,229.00	-3,699,056
NET CAPITAL ASSETS	65,559,671.00	40,205,415.00	25,354,256
PREPAID INSURANCE	198,484.00	163,772.00	34,712
OTHER PREPAID EXPENSES	1,211,824.00	711,983.00	499,841
PREPAID HEALTH INSURANCE	-1,167,287.00	843,936.00	-2,011,223
NET OPEB ASSET	705,133.00	0.00	705,133
NET PENSION ASSET	225,265.00	132,677.00	92,588
DEFERRED OUTFLOW-OPEB	607,635.00	1,435,542.00	-827,907
DEFERRED OUTFLOW OF RESOURCES	7,057,974.00	10,769,873.00	-3,711,899
TOTAL OTHER ASSETS	8,839,028.00	14,057,783.00	-5,218,755
TOTAL ASSETS	90,156,474.00	94,023,113.00	-3,866,640
ACCOUNTS PAYABLE	2,405,395.00	2,557,227.00	-151,832
ACCRUED PURCHASES	196,047.00	1,136,987.00	-940,940
TOTAL ACCOUNTS PAYABLE	2,601,442.00	3,694,215.00	-1,092,772
ACCRUED PAYROLL	194,377.00	689,651.00	-495,274
ACCRUED PTO	124,418.00	1,124,065.00	-999,647
ACCRUED SICK LEAVE	449,680.00	641,284.00	-191,604
ACCRUED ANNIVERSARY & BIRTHDAY	5,392.00	60,136.00	-54,743
ACCRUED FED INCOME TAX WITHHELD	0.00	1,705.00	-1,705
ACCRUED LOCAL TAX WITHHELD	0.00	-10.00	10
ACCRUED MEDICARE - EMPLOYEES SHARE	3,692.00	11,088.00	-7,396
ACCRUED MEDICARE - EMPLOYER SHARE	3,692.00	11,088.00	-7,396
ACCRUED PERS-EMPLOYEES	85,714.00	95,371.00	-9,657
ACCRUED PERS-EMPLOYER	144,512.00	157,878.00	-13,366
ACCRUED BENEFITS - VDSTDTL	4,870.00	195,252.00	-190,381
ACCRUED UNION BENEFITS - VDH	-14,279.00	-17,471.00	3,192
YMCA DUES LIABILITY	3,175.00	3,182.00	-7
SUPPLEMENTAL INSURANCE LIAB	10,045.00	1,990.00	8,055
EMPLOYEES DEF. COMPENSATION LIAB	1,234.00	0.00	1,234
FLEXIBLE SPENDING LIABILITY	21,405.00	38,366.00	-16,961
TOTAL PAYROLL LIABILITIES	1,037,927.00	3,013,575.00	-1,975,647
OTHER CURR LIABILITIES-MISC	27,041.00	-282,912.00	309,952
INSURANCE-FTA LIABILTY	0.00	9,800.00	-9,800
CURRENT LIAB.-FTA INTEREST	471,754.00	0.00	471,754
NET OPEB LIABILITY	0.00	482,555.00	-482,555
NET PENSION LIABILITY	20,938,306.00	23,228,813.00	-2,290,507
DEFERRED INFLOWS-OPEB	413,480.00	169,217.00	244,263
DEFERRED INFLOWS OF RESOURCES	95,298.00	119,312.00	-24,014
TOTAL OTHER LIABILITIES	21,945,878.00	23,726,786.00	-1,780,907
TOTAL LIABILITIES	25,585,248.00	30,434,575.00	-4,849,327
FEDERAL GOVT CAPITAL GRANT	7,277,936.00	7,277,936.00	0
STATE GOVT CAPITAL GRANT	656,930.00	656,930.00	0
NON-GOVT DONATIONS	217,429.00	217,429.00	0
UNRESTRICTED PENSION	-12,616,587.00	-12,527,321.00	-89,266
RESTRICTED OPERS PENSION	202,985.00	113,719.00	89,266



Stark Area Regional Transit Authority
Comparative Balance Sheet
For the Two Months Ending Friday, February 28, 2025

	<u>CURRENT YTD</u>	<u>LAST YTD</u>	<u>VARIANCE</u>
ACCUMULATED EARNINGS<LOSSES>	70,571,669.00	67,580,622.00	2,991,047
NET REVENUE	-1,739,136.00	269,223.00	-2,008,359
TOTAL LIABILITIES & ACCUMULATED EARNINGS	90,156,474.00	94,023,113.00	-3,866,640



February 2025 Investment Report

Investments			
Name	Yield	Total	Maturity
Star Ohio	4.50%	\$ 2,511,091.95	
CDARS			
-8131	5.10%	\$ 239,465.86	10/2/2025
-8087	5.00%	\$ 245,577.31	7/10/2025
Total of all CDARS		\$ 485,043.17	

5th 3rd								
Type	Current Units	Purchase Date	Identifier	Description	Final Maturity	Original Cost	Market Value	Current Book Yield
AGENCY BOND	500,000.00	2/24/2021	3130AL3U6	FHLB	2/24/2026	\$ 500,000.00	\$ 485,450.00	1.10
CASH	105.48		CCYUSD	Cash	2/28/2025	\$ 105.48	\$ 105.48	0.00
CD	250,000.00	3/31/2021	58958PHZ0	MERIDIAN CORPORATION	3/31/2025	\$ 250,000.00	\$ 249,217.50	0.55
CD	250,000.00	4/1/2021	538036PE8	LIVE OAK BANKING COMPANY	10/1/2025	\$ 250,000.00	\$ 244,922.50	0.80
CD	245,000.00	5/15/2024	82869AFY6	SIMMONS BANK	11/14/2025	\$ 245,000.00	\$ 246,455.30	5.10
CD	245,000.00	5/16/2024	06051XDRO	BANK OF AMERICA	11/17/2025	\$ 245,000.00	\$ 246,477.35	5.10
CD	249,000.00	4/14/2021	856285VK4	STATE BANK OF INDIA-33682	4/14/2026	\$ 249,000.00	\$ 239,869.17	0.90
CD	245,000.00	5/15/2024	61768E3R2	MORGAN STANLEY PRIVATE BANK	5/15/2026	\$ 245,000.00	\$ 247,050.65	5.00
MM Fund	1,576,699.13		60934N104	Federated HRMS	2.28/25	\$ 1,576,699.13	\$ 1,576,699.13	4.23
SUMMARY	3,560,804.61					\$ 3,560,804.61	\$ 3,536,247.08	

Total of All Investements: \$ 6,532,382.20



STARK AREA REGIONAL TRANSIT AUTHORITY
DETAILED INCOME STATEMENT
 For the Period Ending 2/28/2025

	February 2025 Actual	February 2025 Budget	February 2024 Prior Yr Actual	Jan 25-Feb 25 Actual	Jan 25-Dec 25 Budget	Jan 24 - Dec 24 Prior Yr Actual	-over/under Budget
CASH FARES	36,225	30,488	37,924	74,158	59,639	74,186	-14,518
CASH FARES WAYNE COUNTY	0	0	28	0	0	163	0
ADULT PASSES	14,910	18,491	23,075	32,820	49,746	62,077	16,926
FULL FARE TICKETS	19,730	15,538	19,390	49,304	28,309	35,326	-20,995
PURCHASED TRANSPORTATION FARES	0	0	0	39	0	0	-39
STUDENT PASSES	303	286	358	633	3,989	4,978	3,356
PROLINE CASH FARES	6,775	6,836	9,301	13,919	13,672	17,753	-247
REDUCED FARE TICKETS	179	230	287	257	427	533	170
REDUCED FARE PASSES	6,141	5,626	7,020	12,945	11,462	14,303	-1,483
PROLINE TICKETS	1,037	543	677	2,043	1,172	1,463	-871
PROLINE PASSES	-1,680	4,417	5,512	1,628	6,761	8,437	5,133
CLEVELAND TICKETS	228	124	155	450	238	298	-212
TOTAL PASSENGER FARES	83,848	82,579	103,726	188,195	175,415	219,515	-12,780
CONTRACTED SERVICES	12,902	15,278	19,065	42,008	34,941	43,602	-7,068
WAYNE COUNTY SERVICES	0	0	5,670	0	0	11,775	0
TOTAL SPECIAL TRANSIT	12,902	15,278	24,736	42,008	34,941	55,377	-7,068
PROGRAM INCOME - ADVERTISING	7,807	1,051	4,373	10,788	2,894	12,045	-7,894
PROGRAM INCOME - CONCESSIONS	0	28	116	139	65	272	-74
PROGRAM INCOME-RNG SUPPLY	20,096	0	0	20,096	0	0	-20,096
PROGRAM INCOME - BUS WASH	0	125	520	510	125	520	-385
PROGRAM INCOME - HYDROGEN FUEL	0	3	0	0	7	0	7
SUBTOTAL PROGRAM INCOME	27,903	1,207	5,009	31,533	3,091	12,837	-28,442
INTEREST INCOME	19,183	3,617	11,654	32,966	8,136	26,216	-24,830
TOTAL INTEREST & DISCOUNT REVENUE	19,183	3,617	11,654	32,966	8,136	26,216	-24,830
DIESEL FUEL TAX REFUND	0	0	4,255	0	0	8,748	0
DIESEL FUEL TAX REFUND	0	167	0	272	333	0	61
STARK COUNTY GASOLINE REFUND	418	2,602	0	1,115	5,203	0	4,088
WAYNE COUNTY GASOLINE REFUND	0	0	1,072	0	0	1,967	0
CNG FUEL REFUND	0	91	0	0	181	0	181
STARK COUNTY GASOLINE REFUND	0	0	511	0	0	981	0
CNG FUEL REFUND	0	0	232	0	0	421	0
CNG ROYALTIES	416	0	0	416	1,145	929	730
CNG - UTILITY REIMBURSEMENT	3,185	1,281	1,039	6,102	2,851	2,312	-3,251
MISC REV-NONTRANSPORTATION	1,222	7,492	6,077	3,361	56,980	46,215	53,618
MISC REV-EXTRAORDINARY ITEM	75	92	75	75	92	75	17
INVESTMENT INCOME	3,391	0	0	4,995	0	0	-4,995
TOTAL NON-TRANSPORTATION REVENUE	8,706	11,725	13,261	16,336	66,786	61,648	50,450
SALES TAX REVENUE	1,543,869	1,312,732	1,376,076	3,129,317	2,834,754	2,971,541	-294,563
TOTAL SALES TAX REVENUE	1,543,869	1,312,732	1,376,076	3,129,317	2,834,754	2,971,541	-294,563
TOTAL REVENUES	1,696,411	1,427,139	1,534,462	3,440,356	3,123,123	3,347,134	-317,232



STARK AREA REGIONAL TRANSIT AUTHORITY
DETAILED INCOME STATEMENT
 For the Period Ending 2/28/2025

	<u>February 2025 Actual</u>	<u>February 2025 Budget</u>	<u>February 2024 Prior Yr Actual</u>	<u>Jan 25-Feb 25 Actual</u>	<u>Jan 25-Dec 25 Budget</u>	<u>Jan 24 - Dec 24 Prior Yr Actual</u>	<u>-over/under Budget</u>
EXPENSES							
EXECUTIVE OFFICE							
EX - SAL & WAGES-FIXED	12,639	11,963	14,920	27,727	29,906	28,794	2,179
EX - SAL & WAGES-PARATRANSIT	6,511	6,163	7,686	14,284	15,406	14,833	1,123
EX - INCENTIVES	1,500	118	0	1,500	296	0	-1,204
EX - MEDICARE TAX	338	260	308	845	651	630	-195
EX - PERS	5,385	4,244	5,509	11,578	10,610	11,543	-968
EX - HEALTH INSURANCE	5,298	3,146	3,963	10,108	6,291	8,195	-3,817
EX - LIFE INSURANCE	16	22	34	32	55	67	22
EX - STD INSURANCE	0	53	136	0	134	272	134
EX - VISION	25	19	28	52	46	55	-6
EX - DENTAL	272	52	86	296	131	172	-164
EX - WORKERS' COMP	201	125	180	544	313	324	-231
EX - SICK LEAVE	536	545	0	862	1,361	1,608	499
EX - HOLIDAY,FUNERAL,OTHER	0	629	0	1,122	1,571	1,093	449
EX - PTO	2,753	2,764	349	4,248	6,910	1,769	2,662
EX - UNIFORMS	0	11	0	0	28	0	28
TOTAL EXECUTIVE OFFICES WAGES & BENEFITS	35,473	30,113	33,199	73,198	73,710	69,357	513
EX - ADVERTISING	0	0	6,750	0	0	6,750	0
EX - PTS LEGAL-GENERAL	33,081	42,091	35,134	58,581	84,021	70,134	25,440
EX - PTS-OTHER	9,140	0	0	21,329	0	0	-21,329
EX - CLINIC	9,832	9,384	8,676	19,594	22,538	20,838	2,944
EX - TRAINING & TRAVEL EXPENSE	236	96	524	236	753	4,123	517
TOTAL EXECUTIVE OFFICE	87,762	81,684	84,284	172,938	181,022	171,202	8,084
TRANSPORTATION							
TR - SAL & WAGES-FIXED	314,188	324,899	372,913	656,654	812,248	785,927	155,594
TR - SAL & WAGES-PARATRANSIT	127,932	172,766	212,386	304,628	431,914	420,324	127,286
TR - INCENTIVE	0	5,715	1,200	99,175	14,289	2,250	-84,886
TR - MEDICARE TAX	7,364	6,520	8,614	20,527	16,300	17,347	-4,227
TR - PERS	115,815	104,119	142,894	253,582	260,298	301,786	6,716
TR - HEALTH INSURANCE	322,065	208,291	271,785	624,527	416,581	568,492	-207,945
TR - LIFE INSURANCE	1,220	664	866	2,285	1,660	1,725	-625
TR - STD INSURANCE	0	1,156	2,970	0	2,890	5,914	2,890
TR - VISION	0	62	0	0	155	0	155
TR - DENTAL	26,096	7,626	10,095	41,473	19,064	20,260	-22,408
TR - UNEMPLOYMENT	6	0	0	10,600	0	0	-10,600
TR - WORKERS' COMP	12,554	8,756	12,802	35,216	21,889	23,198	-13,327
TR - HOLIDAY,FUNERAL,OTHER	2,739	11,816	2,383	27,387	29,540	26,023	2,153
TR - PTO	61,389	42,645	40,853	134,269	106,612	92,609	-27,657
TR - SHORT TERM DISABILITY AND OTHER WAGES	7,479	7,032	0	16,970	17,580	0	610
TR - UNIFORMS	5,139	1,832	4,559	11,335	4,581	15,288	-6,754
TR - YMCA & MISC BENEFITS	0	135	0	1,180	337	1,244	-843
TA - SAL & WAGES-FIXED	50,919	51,033	58,293	110,212	127,584	121,696	17,371

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STARK AREA REGIONAL TRANSIT AUTHORITY
DETAILED INCOME STATEMENT
 For the Period Ending 2/28/2025

	<u>February 2025</u> <u>Actual</u>	<u>February 2025</u> <u>Budget</u>	<u>February 2024</u> <u>Prior Yr Actual</u>	<u>Jan 25-Feb 25</u> <u>Actual</u>	<u>Jan 25-Dec 25</u> <u>Budget</u>	<u>Jan 24 - Dec 24</u> <u>Prior Yr Actual</u>	<u>-over/under</u> <u>Budget</u>
TA - SAL & WAGES-PARATRANSIT	26,239	26,290	30,030	56,784	65,725	62,692	8,941
TA - INCENTIVE	12,750	1,130	200	12,750	2,826	550	-9,924
TA - MEDICARE TAX	1,443	1,069	1,359	3,442	2,672	2,683	-770
TA - PERS	21,321	17,965	23,155	45,190	44,914	49,298	-277
TA - HEALTH INSURANCE	45,030	29,253	35,668	85,898	58,505	73,775	-27,393
TA - LIFE INSURANCE	139	92	123	276	230	243	-46
TA - STD INSURANCE	0	216	566	0	540	1,110	540
TA - VISION	209	160	259	442	400	508	-43
TA - DENTAL	2,311	509	816	2,512	1,273	1,601	-1,240
TA - UNEMPLOYMENT	0	1,521	0	0	3,801	0	3,801
TA - WORKERS' COMP	1,707	1,150	1,623	4,626	2,875	2,937	-1,751
TA - SICK LEAVE	6,048	2,090	1,906	8,406	5,226	3,956	-3,180
TA - HOLIDAY,FUNERAL,OTHER	266	2,711	523	4,985	6,777	5,599	1,792
TA - PTO	5,350	8,375	5,527	7,891	20,937	10,916	13,046
TA - UNIFORMS	77	217	268	-20	543	808	562
TA - YMCA & MISC BENEFITS	0	38	77	249	96	426	-154
TA - TRAINING & TRAVEL	0	666	3,648	0	936	5,126	936
TOTAL TRANSPORTATION WAGES & BENEFITS	1,177,796	1,048,519	1,248,361	2,583,452	2,501,796	2,626,308	-81,657
TR - PTS-OTHER	2,825	2,190	2,567	5,650	4,380	5,133	-1,270
TR - PRINTING	0	-30	-49	0	4,501	7,471	4,501
TR - EXPENDABLE ASSETS	0	0	0	0	308	426	308
TOTAL TRANSPORTATION	1,180,621	1,050,679	1,250,879	2,589,102	2,510,984	2,639,338	-78,118
MAINTENANCE							
MA - SAL & WAGES-FIXED	23,869	22,996	24,401	53,625	57,489	49,920	3,864
MA - SAL & WAGES-PARATRANSIT	12,296	11,846	12,570	27,625	29,616	25,717	1,990
MA - INCENTIVE	5,250	466	0	5,250	1,166	150	-4,084
MA - MEDICARE TAX	704	514	588	1,874	1,284	1,195	-590
MA - PERS	10,411	8,545	10,353	23,289	21,363	21,558	-1,926
MA - HEALTH INSURANCE	18,542	13,450	17,911	32,857	26,899	37,032	-5,958
MA - LIFE INSURANCE	57	40	50	106	101	99	-5
MA - STD INSURANCE	0	104	256	0	260	508	260
MA - VISION	86	84	123	168	211	246	42
MA - DENTAL	952	269	402	1,023	673	804	-350
MA - UNEMPLOYMENT	0	2,468	0	0	6,170	0	6,170
MA - WORKERS' COMP	703	537	811	1,733	1,343	1,460	-390
MA - SICK LEAVE	6,273	1,938	4,962	12,609	4,844	7,288	-7,765
MA - HOLIDAY,FUNERAL,OTHER	-160	1,266	275	2,329	3,166	2,444	837
MA - PTO	1,101	5,198	930	10,573	12,995	4,308	2,422
MA - TRAINING & TRAVEL EXPENSE	0	0	0	0	-10	-54	-10
MA - UNIFORMS	0	46	0	0	115	-144	115
MA - YMCA & MISC BENEFITS	0	24	0	0	59	205	59
MS - SAL & WAGES-FIXED	17,961	16,513	20,618	37,132	41,282	42,181	4,151
MS - SAL & WAGES-PARATRANSIT	9,253	8,577	10,622	19,128	21,442	21,730	2,314
MS - INCENTIVE	0	322	200	6,400	804	200	-5,596

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STARK AREA REGIONAL TRANSIT AUTHORITY
 DETAILED INCOME STATEMENT
 For the Period Ending 2/28/2025

	<u>February 2025</u> <u>Actual</u>	<u>February 2025</u> <u>Budget</u>	<u>February 2024</u> <u>Prior Yr Actual</u>	<u>Jan 25-Feb 25</u> <u>Actual</u>	<u>Jan 25-Dec 25</u> <u>Budget</u>	<u>Jan 24 - Dec 24</u> <u>Prior Yr Actual</u>	<u>-over/under</u> <u>Budget</u>
MS - MEDICARE TAX	428	334	443	1,179	836	873	-343
MS - PERS	6,924	5,403	7,438	15,211	13,507	15,691	-1,705
MS - HEALTH INSURANCE	20,575	15,861	15,352	38,892	32,832	31,781	-6,060
MS - LIFE INSURANCE	65	40	55	130	100	111	-30
MS - STD INSURANCE	0	73	192	0	182	384	182
MS - VISION	0	4	0	0	9	0	9
MS - DENTAL	1,654	428	567	2,599	1,070	1,133	-1,529
MS - WORKERS' COMP	803	491	721	2,177	1,227	1,298	-950
MS - HOLIDAY,FUNERAL,OTHER	0	667	0	1,346	1,669	1,539	322
MS - PTO	3,558	2,438	1,539	7,885	6,096	3,654	-1,789
MS - SHORT TERM DISABILITY AND OTHER WAGES	0	465	0	2,019	1,161	0	-858
MS - UNIFORMS	250	295	68	499	738	1,210	239
MS - YMCA & MISC BENEFITS	0	0	0	211	0	0	-211
MT - SAL & WAGES-FIXED	39,755	41,842	53,931	86,010	104,605	100,464	18,594
MT - SAL & WAGES-PARATRANSIT	19,170	21,555	27,783	42,999	53,887	51,754	10,889
MT - INCENTIVE	0	705	0	12,750	1,762	0	-10,988
MT - MEDICARE TAX	973	832	882	2,743	2,081	1,833	-662
MT - PERS	15,594	13,358	20,068	34,705	33,396	38,239	-1,309
MT - HEALTH INSURANCE	38,809	25,116	28,743	75,790	50,233	55,366	-25,557
MT - LIFE INSURANCE	122	72	82	252	180	165	-71
MT - STD INSURANCE	0	139	352	0	347	705	347
MT - VISION	0	8	0	0	20	0	20
MT - DENTAL	3,173	874	921	5,168	2,184	1,842	-2,984
MT - WORKERS' COMP	1,506	1,027	1,352	4,253	2,567	2,272	-1,686
MT - HOLIDAY	0	1,615	0	3,325	4,039	2,594	713
MT - PTO	4,379	5,612	4,496	10,220	14,031	9,325	3,811
MT - SHORT TERM DISABILITY AND OTHER WAGES	4,914	681	0	10,165	1,703	0	-8,462
MT - UNIFORMS	677	801	762	1,359	2,003	4,353	644
MT - YMCA & MISC BENEFITS	0	6	0	0	15	59	15
MT - TOOLS	0	384	0	2,052	960	500	-1,092
MBGE - SAL & WAGES-FIXED	10,756	8,125	10,135	21,804	20,313	19,725	-1,491
MBGE - SAL & WAGES-PARATRANSIT	5,541	4,372	5,221	11,232	10,929	10,162	-303
MBGE - INCENTIVE	3,750	181	150	3,750	452	150	-3,298
MBGE - MEDICARE TAX	333	188	224	791	469	447	-323
MBGE - PERS	4,736	3,238	4,105	10,936	8,096	8,479	-2,840
MBGE - HEALTH INSURANCE	13,244	7,832	7,849	25,269	15,664	16,256	-9,606
MBGE - LIFE INSURANCE	41	22	27	81	55	51	-26
MBGE - STD INSURANCE	0	36	100	0	91	186	91
MBGE - VISION	62	42	66	130	104	122	-26
MBGE - DENTAL	680	130	212	739	326	393	-413
MBGE - WORKERS' COMP	502	304	361	1,361	761	649	-600
MBGE - SICK LEAVE	1,371	539	508	2,226	1,347	653	-879
MBGE - HOLIDAY,FUNERAL,OTHER	201	422	201	1,400	1,055	1,410	-345
MBGE - PTO	1,863	1,399	890	6,069	3,497	3,231	-2,572
MBGE - SHORT TERM DISABILITY AND OTHER WAGES	0	713	0	2,243	1,784	0	-460

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MBGE - UNIFORMS	140	128	140	280	321	193	41
MBGE - YMCA & MISC BENEFITS	0	1	0	47	3	23	-44
TOTAL MAINTENANCE WAGES & BENEFITS	313,846	264,002	301,007	688,018	629,978	606,119	-58,040
M - TEMPORARY HELP	0	685	1,137	0	805	1,336	805
M - CMS REV VEH-FIXED	3,450	3,008	3,155	16,838	12,011	12,600	-4,826
M - CMS REV VEH-PARATRANSIT	750	2,466	2,587	1,438	6,007	6,302	4,570
M - CMS-NON REV VEHICLES	4,214	0	0	4,214	7,920	8,309	3,707
M - CMS-FAREBOX PARTS-FIXED	1,527	0	0	1,527	0	0	-1,527
M - CMS-BLDG GRND. & EQUIPMENT	4,919	11,819	12,398	12,861	16,304	17,103	3,443
M - CMS-RADIO EQUIP-FIXED	1,768	0	0	2,413	0	0	-2,413
M - CMS-RADIO EQUIP-PARATRANSIT	5,921	0	0	5,921	0	0	-5,921
M - CMS - CNG FUELING STATION	31,360	20,113	21,100	57,737	39,142	41,062	-18,595
M - CMS - HYDROGEN FUELING STATION	12,638	13,657	14,327	25,277	25,278	26,517	1
M - DIESEL FUEL-FIXED	0	4,650	12,177	1,425	16,940	44,359	15,515
M - DIESEL FUEL-PARATRANSIT	0	5,279	13,765	2,536	14,660	38,230	12,124
M - LUBRICANTS-FIXED	3,234	895	922	6,333	2,992	3,081	-3,342
M - LUBRICANTS-PARATRANSIT	888	871	897	6,203	1,705	1,756	-4,498
M - FUEL TAX EXP-FIXED	0	325	694	47	682	1,455	635
M - FUEL TAX EXP-PARATRANSIT	0	901	1,923	121	1,840	3,923	1,719
M - CNG FUEL-FIXED	26,637	17,658	18,184	51,358	34,433	35,459	-16,925
M - CNG FUEL-PARATRANSIT	11,633	3,508	3,612	23,169	7,358	7,578	-15,811
M - CNG FUEL PUBLIC	781	432	445	2,295	853	878	-1,442
M - HYDROGEN-FIXED	41,755	45,281	46,631	74,252	92,132	94,878	17,880
M - HYDROGEN-PARA	0	6,324	6,512	0	9,990	10,288	9,990
M - WAYNE COUNTY FUEL	-503	0	9,420	0	0	16,581	0
M - PARA GAS	3,455	8,368	4,379	8,919	15,772	8,253	6,852
M - FUEL & LUBE-COMPANY VEHICLES	4,280	3,937	4,054	8,446	8,015	8,254	-431
M - TIRES & TUBES-FIXED	15,983	15,819	16,595	30,390	35,537	37,280	5,147
M - TIRES & TUBES-PARATRANSIT	870	1,999	2,097	1,715	7,500	7,868	5,786
M - TIRES SUPPORT VEHICLES	667	2,059	2,160	667	2,338	2,452	1,670
M - OMS-SUPPLIES	10,943	6,320	6,630	18,250	18,210	19,103	-40
M - FREIGHT	1,015	1,504	1,578	1,465	-1,520	-1,595	-2,985
M - INSP & REPAIR-FIXED	50,764	61,670	64,694	126,585	115,553	121,219	-11,032
M - INSP & REPAIR-PARATRANSIT	27,022	41,524	43,561	51,668	74,342	77,988	22,674
M - INSP & REPAIR-CO. VEHICLES	486	3,145	3,299	1,583	4,599	4,824	3,016
M - OMS-MAINT EQUIPMENT	5,447	3,706	3,887	7,215	18,784	19,705	11,569
M - OMS FIXED ROUTE	55,863	752	789	57,949	3,997	4,193	-53,952
M - OMS PARATRANSIT	2,657	263	276	2,972	908	953	-2,063
M - CORE CHARGES/CREDITS	5,270	649	681	6,657	-10,936	-11,472	-17,593
M - OMS-COMPANY VEHICLES	1,000	542	569	2,100	2,582	2,709	482
M - FAREBOX PARTS-FIXED	-752	396	442	-2,436	575	642	3,011
M - FAREBOX PARTS-PARATRANSIT	214	231	243	395	326	342	-69
M - COMMUNICATIONS MODEMS AVAIL	7,141	4,013	4,210	12,694	7,971	8,362	-4,723
M - BLDG & GROUNDS OMS	4,113	674	707	14,925	1,181	1,239	-13,744
M - PROPERTY INSURANCE	0	7,805	8,815	0	15,611	17,631	15,611

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M - OMS INSURANCE REC-OTRP	-100	0	0	-3,652	0	0	3,652
M - DUES & SUBSCRIPTIONS	590	524	1,180	590	1,403	3,158	812
TOTAL MAINTENANCE	661,746	567,774	641,737	1,333,080	1,243,778	1,310,923	-89,302
FINANCE							
FIN - SAL & WAGES-FIXED	23,606	20,156	23,356	49,628	50,391	49,599	763
FIN - SAL & WAGES-PARATRANSIT	12,161	10,384	12,032	25,566	25,959	25,551	393
FIN - MEDICARE TAX	616	421	549	1,437	1,052	1,089	-385
FIN - INCENTIVE	5,250	398	200	5,250	994	200	-4,256
FIN - PERS	9,256	7,099	9,820	19,900	17,747	20,522	-2,153
FIN - HEALTH INSURANCE	18,542	10,791	13,871	35,377	21,581	28,683	-13,796
FIN - LIFE INSURANCE	57	36	50	114	89	99	-24
FIN - STD INSURANCE	0	90	242	0	225	479	225
FIN - VISION	86	75	123	182	187	246	5
FIN - DENTAL	952	239	402	1,035	596	804	-438
FIN - WORKERS' COMP	703	434	631	1,905	1,084	1,135	-821
FIN - SICK LEAVE	145	942	2,546	869	2,354	3,125	1,485
FIN - HOLIDAY,FUNERAL,OTHER	0	1,048	471	2,185	2,621	2,667	435
FIN - PTO	2,654	3,438	2,309	4,669	8,594	4,365	3,925
FIN - UNIFORMS	0	32	0	0	79	0	79
FIN - YMCA & MISC BENEFITS	0	44	61	211	109	400	-102
TOTAL FINANCE WAGES & BENEFITS	74,028	55,623	66,663	148,327	133,663	138,964	-14,665
FIN - SOFTWARE SERVICE	-2,156	0	0	-1,078	0	0	1,078
FIN - PTS OTHER	26,319	1,697	1,989	57,170	8,803	10,317	-48,367
FIN - DUES & SUBSCRIPTIONS	0	479	1,078	0	1,015	2,285	1,015
FIN - TRAINING & TRAVEL EXPENSE	0	0	0	0	83	452	83
FIN - EXPENDABLE ASSETS	0	0	0	0	116	160	116
TOTAL FINANCE	98,191	57,799	69,730	204,419	143,679	152,179	-60,740
INFORMATION TECHNOLOGY							
IT - SAL & WAGES-FIXED	11,466	9,966	12,963	24,052	24,915	25,670	863
IT - SAL & WAGES-PARATRANSIT	5,906	5,134	6,678	12,390	12,835	13,224	445
IT - MEDICARE TAX	310	219	277	729	548	556	-181
IT - INCENTIVE	2,250	184	0	2,250	461	0	-1,789
IT - PERS	4,709	3,712	4,944	10,124	9,280	10,359	-844
IT - HEALTH INSURANCE	7,946	4,718	5,945	15,162	9,437	12,293	-5,725
IT - LIFE INSURANCE	24	16	22	49	39	43	-9
IT - STD INSURANCE	0	46	122	0	116	243	116
IT - VISION	37	35	57	78	88	114	10
IT - DENTAL	408	114	189	443	285	379	-159
IT - WORKERS' COMP	301	188	270	816	470	487	-346
IT - SICK LEAVE	957	706	175	2,515	1,765	2,098	-750
IT - HOLIDAY,FUNERAL,OTHER	0	556	0	981	1,390	981	409
IT - PTO	1,290	2,334	785	2,245	5,836	1,191	3,591

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IT - UNIFORMS	0	15	0	0	38	0	38
IT - YMCA & MISC BENEFITS	0	24	0	211	61	205	-150
TOTAL INFORMATION TECHNOLOGY WAGES & BENEFITS	35,605	27,968	32,427	72,044	67,562	67,842	-4,482
IT - HARDWARE SERVICE CONTRACTS	12,319	7,094	11,775	24,637	14,187	23,551	-10,450
IT - SOFTWARE SERVICE CONTRACTS	34,757	11,392	18,910	64,213	23,716	39,370	-40,497
IT - EXPENDABLE ASSETS & SOFTWARE	1,908	1,484	2,049	1,908	1,484	2,049	-425
IT - DUES & SUBSCRIPTIONS	2,209	1,659	3,736	4,418	1,734	3,903	-2,684
IT - TRAINING EXPENSE	0	179	978	0	124	678	124
TOTAL INFORMATION TECHNOLOGY	86,798	49,775	69,875	167,221	108,806	137,393	-58,415
BOARD							
CUSTOMER RELATIONS							
CR - SAL & WAGES-FIXED	26,467	36,340	46,938	66,958	90,850	93,278	23,891
CR - SAL & WAGES-PARATRANSIT	13,634	18,728	24,180	34,494	46,820	48,060	12,327
CR - MEDICARE TAX	766	806	1,100	2,636	2,014	2,156	-622
CR - INCENTIVE	8,250	933	0	8,250	2,332	100	-5,918
CR - PERS	10,978	13,423	19,542	27,859	33,557	40,637	5,699
CR - HEALTH INSURANCE	29,137	27,755	37,650	55,304	55,510	77,854	206
CR - LIFE INSURANCE	90	92	132	179	229	263	51
CR - STD INSURANCE	0	175	478	0	437	945	437
CR - VISION	136	164	278	286	409	556	123
CR - DENTAL	1,495	504	879	1,626	1,260	1,759	-366
CR - UNEMPLOYMENT	0	6,250	0	0	15,626	0	15,626
CR - WORKERS' COMP	1,105	1,111	1,713	2,993	2,777	3,082	-217
CR - SICK LEAVE	2,475	3,722	1,435	19,530	9,306	5,570	-10,225
CR - HOLIDAY	0	1,950	173	3,098	4,875	3,769	1,777
CR - PTO	2,647	6,709	8,699	23,206	16,773	18,529	-6,432
CR - SHORT TERM DISABILITY AND OTHER WAGES	519	288	0	1,211	721	0	-490
CR - UNIFORMS	0	214	0	0	534	0	534
CR - YMCA & MISC BENEFITS	0	30	0	246	76	342	-171
TOTAL CUSTOMER RELATIONS WAGES & BENEFITS	97,699	119,193	143,197	247,875	284,105	296,901	36,231
CR - PTS OTHER	0	14,829	17,379	21,954	35,049	41,076	13,095
CR - PRINTING	0	120	198	118	120	198	2
CR - DUES & SUBSCRIPTIONS	1,326	1,200	2,702	3,854	1,589	3,578	-2,265
CR - TRAINING & TRAVEL EXPENSE	0	462	2,531	0	897	4,910	897
CR - ADVERTISING	4,760	38	33,100	7,307	63	54,102	-7,244
CR - EVENTS	0	0	141	0	0	141	0
CR - PROMOTIONAL MATERIALS	0	7	5,714	0	8	6,905	8
CR - EXPENDABLE ASSETS	0	324	447	890	324	447	-566
TOTAL CUSTOMER RELATIONS	103,785	136,173	205,409	281,998	322,154	408,258	40,156
HUMAN RESOURCE							
HR - SAL & WAGES-FIXED	17,493	16,137	19,554	37,523	40,342	38,171	2,819
HR - SAL & WAGES-PARATRANSIT	9,012	8,313	10,073	19,330	20,782	19,664	1,452

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HR - MEDICARE TAX	691	355	449	1,409	888	921	-520
HR - PERS	7,375	6,058	8,210	16,455	15,144	16,668	-1,311
HR - INCENTIVE	4,500	352	0	4,500	881	0	-3,619
HR - HEALTH INSURANCE	13,206	9,437	11,889	27,636	18,873	24,585	-8,763
HR - LIFE INSURANCE	41	32	43	89	79	86	-10
HR - STD INSURANCE	0	78	205	0	194	406	194
HR - VISION	62	70	114	144	175	223	31
HR - DENTAL	680	227	379	751	566	737	-184
HR - UNEMPLOYMENT	0	2,069	0	0	5,172	0	5,172
HR - WORKERS' COMP	502	376	541	1,532	940	973	-592
HR - SICK LEAVE	7,887	1,528	901	9,361	3,819	4,723	-5,541
HR - HOLIDAY,FUNERAL,OTHER	0	1,035	564	1,645	2,587	2,282	942
HR - PTO	8,440	3,155	2,184	12,806	7,888	3,680	-4,918
HR - SHORT TERM DISABILITY AND OTHER WAGES	0	237	0	0	592	0	592
HR - UNIFORMS	0	35	0	0	87	0	87
HR - YMCA & MISC BENEFITS	0	6	0	0	15	0	15
TOTAL HUMAN RESOURCES WAGES & BENEFITS	69,889	49,498	55,106	133,179	119,026	113,120	-14,153
HR - PTS-OTHER	6,248	5,930	6,950	12,476	13,458	15,772	982
HR - PRINTING	0	10	17	0	10	17	10
HR - OFFICE SUPPLIES	0	30	50	0	30	50	30
HR - DUES & SUBSCRIPTIONS	0	0	0	0	102	229	102
HR - EMPLOYEE RELATIONS	0	2,469	5,080	304	5,518	11,352	5,214
HR - WELLNESS PROGRAM	-1,849	0	0	-1,849	-334	-100	1,515
HR - TRAINING & TRAVEL EXPENSE	0	788	4,314	0	937	5,130	937
HR - AGENCY TRAINING	0	42	230	160	904	4,950	744
TOTAL HUMAN RESOURCE	74,288	58,767	71,747	144,271	139,651	150,521	-4,620
GENERAL							
GEN - PTS-OTHER	29,146	47,892	56,129	36,986	70,281	82,367	33,295
GEN - SECURITY SERVICES	31,935	24,109	25,834	61,802	45,009	48,229	-16,793
GEN - OFFICE EXPENSES	1,948	-1,485	-2,465	4,542	4,606	7,646	64
GEN - OFFICE EXPENSE-IT	0	0	0	0	269	446	269
GEN - UTILITIES-ELECTRIC	51,509	29,341	26,586	80,696	46,372	42,018	-34,324
GEN - UTILITIES-ELECTRIC - CNG	0	17,020	15,422	15,526	33,727	30,559	18,200
GEN - UTILITIES-OTHER	2,743	3,260	2,954	6,265	5,374	4,869	-891
GEN - UTILITIES-TELEPHONE	11,545	5,736	5,198	18,948	16,159	14,641	-2,789
GEN - UTILITIES-TELEPHONE - CNG	1,103	270	245	1,517	540	489	-977
GEN - UTILITIES-NATURAL GAS	19,724	13,849	12,548	38,463	27,195	24,641	-11,269
GEN - PREM FOR PUBLIC LIAB & PROPERTY INSURANCE	63,612	35,746	40,372	127,224	71,493	80,744	-55,731
GEN - PREM FOR EXCESS INSURANCE	0	12,170	13,745	0	24,340	27,489	24,340
GEN - PROPERTY TAXES	0	6	2	1,506	48	1,476	-1,458
GEN - DUES & SUBSCRIPTIONS	22,092	3,587	8,076	44,459	7,507	16,903	-36,952
GEN - SAFETY	-261	1,246	1,336	964	928	994	-36
GEN - FEES	2,368	1,753	2,910	4,841	3,581	5,945	-1,259
GEN - FEES CREDIT CARD	3,307	1,875	3,112	5,271	3,940	6,541	-1,331

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GEN - SALES TAX COLLECTION EXPENSE	15,439	9,475	15,728	31,293	18,775	31,166	-12,518
GEN - POSTAGE	308	274	455	1,693	521	865	-1,172
GEN - MISCELLANEOUS	0	129	213	0	129	213	129
GEN - CTE RFHCC	0	0	0	3,464	0	0	-3,464
SUBGRANTEE - 5310 ENHANCED MOBILITY	105,020	212,268	70,323	105,020	337,655	111,863	232,635
SUBGRANTEE - RESEARCH	22,161	117,477	37,339	27,266	548,013	174,179	520,747
GEN - LEASE & RENT	0	0	0	0	0	3,501	0
TOTAL GENERAL EXPENSES	383,700	535,998	336,059	617,745	1,266,459	717,785	648,714
TOTAL EXPENSES	2,676,890	2,538,650	2,729,721	5,510,774	5,916,534	5,687,598	405,760
OPERATING INCOME (LOSS) EXCLUDING PREVENTIVE MAINTENANCE GRANTS	-980,479	-1,111,512	-1,195,259	-2,070,418	-2,793,411	-2,340,464	-722,993
RESTRICTED REVENUE FROM CAPITAL GRANTS							
TOTAL LOCAL CASH GRANTS							
STATE CAPITAL GRANTS	0	0	0	0	0	107,022	0
TOTAL STATE GRANTS	0	0	0	0	0	107,022	0
FG - 5310 ENHANCED MOBILITY	105,020	76,920	70,324	105,020	137,306	133,135	32,286
FCG - PREVENTIVE MAINTENANCE	471,436	390,654	415,131	831,868	810,755	861,554	-21,113
FEDERAL GRANTS	0	392,271	22,573	300,815	1,254,266	726,418	953,451
FEDERAL GRANTS-OTHER	22,160	57,332	28,498	27,402	366,814	156,538	339,412
FEDERAL CAPITAL GRANTS	288,349	0	1,147,215	309,644	0	1,550,599	-309,644
TOTAL FEDERAL GRANTS	886,966	917,177	1,683,741	1,574,749	2,569,141	3,428,244	994,392
TOTAL GRANTS	886,966	917,177	1,683,741	1,574,749	2,569,141	3,535,266	994,392
DEPRECIATION & AMORTIZATION							
DEPRECIATION EXP-GRANTS	537,104	0	405,219	1,065,687	0	810,750	-1,065,687
DEPRECIATION EXP-LOCAL MATCH	80,746	0	60,805	160,635	0	121,801	-160,635
GENERAL AMORTIZATION	8,573	0	4,727	17,146	0	9,454	-17,146
TOTAL DEPRECIATION & AMORTIZATION	626,423	0	470,752	1,243,467	0	942,005	-1,243,467
GAIN/LOSS ON DISPOSAL	0	0	8,769	0	0	8,769	0
GEN - SETTLEMENTS/LOSSES	0	0	-4,380	0	0	-25,196	0
TOTAL GAIN/LOSS ON DISPOSAL OF ASSETS	0	0	4,390	0	0	-16,426	0
NET INCOME AFTER DEPRECIATION,AMORTIZATION...	-719,936	-194,335	13,341	-1,739,136	-224,270	269,223	1,514,866



Stark Area Regional Transit Authority
Summary Income Statement
For the Two Months Ending Friday, February 28, 2025

	2025	2024
TOTAL FARES	230,204	274,892
TOTAL PROGRAM INCOME	31,533	12,837
TOTAL AUX TRANS REVENUE	0	0
TOTAL INTEREST & DISCOUNT REVENUE	32,966	26,216
TOTAL NON-TRANSPORTATION REVENUE	16,336	61,648
<u>TOTAL SALES TAX REVENUE</u>	<u>3,129,317</u>	<u>2,971,541</u>
TOTAL REVENUES	3,440,356	3,347,134
TOTAL WAGES	2,073,323	2,302,132
TOTAL HEALTH	1,026,818	934,312
TOTAL PERS & BENEFITS	845,952	677,095
PROFESSIONAL SERVICES - LEGAL	58,581	70,134
PROFESSIONAL SERVICES - OTHER	175,158	175,503
MATERIALS	459,368	407,706
SUPPLIES	135,530	124,815
FUEL	184,937	269,595
UTILITIES	161,415	117,218
CASUALTY & LIABILITY INSURANCE	127,224	125,863
FUEL TAX	167	5,378
DUES & SUBSCRIPTIONS	53,322	30,056
ADVERTISING	7,307	67,897
TRAINING	396	25,315
LEGAL ADS	0	0
EXPENDABLE ASSETS	2,798	3,082
TUITION REIMBURSEMENT	0	0
WELLNESS	-1,849	-100
SECURITY/SAFETY	62,766	49,223
LEASES & RENTS	0	3,501
EMPLOYEE RELATIONS	304	11,352
BOARD	0	0
GENERAL EXPENSES	1,506	1,476
<u>SUBGRANTEE</u>	<u>135,750</u>	<u>286,042</u>
TOTAL EXPENSES	5,510,774	5,687,598
OPERATING INCOME (LOSS) EXCLUDING	-2,070,418	-2,340,464
TOTAL STATE GRANTS	0	107,022
<u>TOTAL FEDERAL GRANTS</u>	<u>1,574,749</u>	<u>3,428,244</u>
TOTAL GRANTS	1,574,749	3,535,266
TOTAL DEPRECIATION & AMORTIZATION	1,243,467	942,005
TOTAL GAIN/LOSS ON DISPOSAL OF ASSETS	0	-16,426
NET INCOME AFTER DEPRECIATION,AMORTIZATION & DISPOSALS	-1,739,136	269,223



FEBRUARY CHECKS-BY VENDOR

Document Date	Document Number	Vendor Name	Vendor ID	Document Amount	Voided
2/12/2025	096245	AEP OHIO	AEPO001	\$ 79,601.74	No
2/26/2025	096267	AEP OHIO	AEPO001	\$ 4,004.38	No
2/12/2025	096246	ALLIANCE WATER UTILITY	ALLI004	\$ 232.94	No
2/12/2025	096247	AMAZON	AMAZ001	\$ 924.69	No
2/26/2025	096287	AMAZON	AMAZ001	\$ 2,488.89	No
2/12/2025	096248	AQUA OHIO INC	AQUA001	\$ 43.67	No
2/26/2025	096268	AQUA OHIO INC	AQUA001	\$ 66.93	No
2/12/2025	096249	ARTS IN STARK	ARTS001	\$ 500.00	No
2/12/2025	096250	AT&T 5011	ATT5011	\$ 2,098.50	No
2/26/2025	096269	BAE SYSTEMS CONTROLS INC	BAES001	\$ 1,478.21	No
2/26/2025	096270	BALLARD POWER SYSTEMS INC	BALL002	\$ 15,625.00	No
2/12/2025	096251	CANTON CITY UTILITIES	CANT011	\$ 1,645.41	No
2/12/2025	096252	CANTON MUNICIPAL COURT	CANT020	\$ 926.34	No
2/26/2025	096271	CANTON MUNICIPAL COURT	CANT020	\$ 843.55	No
2/26/2025	096272	CASH	CASH001	\$ 250.00	No
2/26/2025	096273	CFIS GROUP	CFIS001	\$ 2,989.90	No
2/12/2025	096253	CHAMBER OF COMMERCE	CHAM001	\$ 775.00	No
2/12/2025	096254	CLIFTON LARSON ALLEN LLP	CLIF001	\$ 3,150.00	No
2/12/2025	096266	COLUMBIA GAS OF OHIO	COLU001	\$ 300.16	No
2/26/2025	096288	COLUMBIA GAS OF OHIO	COLU001	\$ 300.16	No
2/12/2025	096255	DIVISION OF INDUST COMPLI	DIVI001	\$ 273.00	No
2/26/2025	096274	DIVISION OF INDUST COMPLI	DIVI001	\$ 330.25	No
2/12/2025	096256	DOMINION EAST OHIO	DOMI001	\$ 515.92	No
2/26/2025	096275	DOMINION EAST OHIO	DOMI001	\$ 16,148.48	No
2/26/2025	096276	"DSI MEDICAL SERVICES	DSIM001	\$ 780.50	No
2/26/2025	096277	FREUDENBERG BATTERY POWER SYSTEMS	FREU001	\$ 1,957.02	No
2/12/2025	096257	INTERSTATE GAS SUPPLY INC	IGS001	\$ 39,846.87	No
2/26/2025	096278	INTERSTATE GAS SUPPLY INC	IGS001	\$ 41,795.64	No
2/12/2025	096258	LEGAL SHIELD	LEGA003	\$ 1,032.09	No
2/26/2025	096279	LIBERTY FORD	LIBE003	\$ 23,660.38	No
2/26/2025	096280	MODINE MANUFACTURING CO.	MODI001	\$ 1,722.71	No
2/12/2025	096259	MOTOROLA SOLUTIONS INC	MOTO001	\$ 10,650.00	No
2/26/2025	096281	OHIO DEPT OF JOB AND FAML	OHIO009	\$ 6.12	No

2/12/2025 096260	OHIO EDISON	OHIO011	\$	2,465.23	No
2/26/2025 096282	OHIO EDISON	OHIO011	\$	1,432.98	No
2/12/2025 096261	PROGRESSIVE CHRYSLER JEEP DODGE INC	PROG003	\$	36.37	No
2/12/2025 096262	RIVER NORTH TRANSIT LLC	RIVE002	\$	66,807.00	No
2/26/2025 096283	GREENSHADES	SHAD001	\$	436.25	No
2/26/2025 096284	SOUTHWAY FENCE CO	SOUT003	\$	150.00	No
2/12/2025 096263	STARK COUNTY TREASURER	STAR012	\$	1,506.43	No
2/26/2025 096286	STARK CO. EDUCATIONAL SERVICE CENTER	STAR10	\$	3,644.50	No
2/12/2025 096264	VERIZON WIRELESS	VERI001	\$	4,258.24	No
2/26/2025 096285	VERIZON WIRELESS	VERI001	\$	5,939.89	No
2/26/2025 096289	VONTAS	VONT001	\$	272,988.00	No
2/12/2025 096265	WARNER SPECIALTY PRODUCTS	WARN004	\$	40,735.00	No

END OF REPORT



FEBRUARY CHECKS-DATE ORDER

Document Date	Document Number	Vendor Name	Vendor ID	Document Amount	Voided
2/12/2025	096245	AEP OHIO	AEPO001	\$ 79,601.74	No
2/12/2025	096246	ALLIANCE WATER UTILITY	ALLI004	\$ 232.94	No
2/12/2025	096247	AMAZON	AMAZ001	\$ 924.69	No
2/12/2025	096248	AQUA OHIO INC	AQUA001	\$ 43.67	No
2/12/2025	096249	ARTS IN STARK	ARTS001	\$ 500.00	No
2/12/2025	096250	AT&T 5011	ATT5011	\$ 2,098.50	No
2/12/2025	096251	CANTON CITY UTILITIES	CANT011	\$ 1,645.41	No
2/12/2025	096252	CANTON MUNICIPAL COURT	CANT020	\$ 926.34	No
2/12/2025	096253	CHAMBER OF COMMERCE	CHAM001	\$ 775.00	No
2/12/2025	096254	CLIFTON LARSON ALLEN LLP	CLIF001	\$ 3,150.00	No
2/12/2025	096266	COLUMBIA GAS OF OHIO	COLU001	\$ 300.16	No
2/12/2025	096255	DIVISION OF INDUST COMPLI	DIVI001	\$ 273.00	No
2/12/2025	096256	DOMINION EAST OHIO	DOMI001	\$ 515.92	No
2/12/2025	096257	INTERSTATE GAS SUPPLY INC	IGS001	\$ 39,846.87	No
2/12/2025	096258	LEGAL SHIELD	LEGA003	\$ 1,032.09	No
2/12/2025	096259	MOTOROLA SOLUTIONS INC	MOTO001	\$ 10,650.00	No
2/12/2025	096260	OHIO EDISON	OHIO011	\$ 2,465.23	No
2/12/2025	096261	PROGRESSIVE CHRYSLER JEEP DODGE INC	PROG003	\$ 36.37	No
2/12/2025	096262	RIVER NORTH TRANSIT LLC	RIVE002	\$ 66,807.00	No
2/12/2025	096263	STARK COUNTY TREASURER	STAR012	\$ 1,506.43	No
2/12/2025	096264	VERIZON WIRELESS	VERI001	\$ 4,258.24	No
2/12/2025	096265	WARNER SPECIALTY PRODUCTS	WARN004	\$ 40,735.00	No
2/26/2025	096267	AEP OHIO	AEPO001	\$ 4,004.38	No
2/26/2025	096287	AMAZON	AMAZ001	\$ 2,488.89	No
2/26/2025	096268	AQUA OHIO INC	AQUA001	\$ 66.93	No
2/26/2025	096269	BAE SYSTEMS CONTROLS INC	BAES001	\$ 1,478.21	No
2/26/2025	096270	BALLARD POWER SYSTEMS INC	BALL002	\$ 15,625.00	No
2/26/2025	096271	CANTON MUNICIPAL COURT	CANT020	\$ 843.55	No
2/26/2025	096272	CASH	CASH001	\$ 250.00	No
2/26/2025	096273	CFIS GROUP	CFIS001	\$ 2,989.90	No
2/26/2025	096288	COLUMBIA GAS OF OHIO	COLU001	\$ 300.16	No
2/26/2025	096274	DIVISION OF INDUST COMPLI	DIVI001	\$ 330.25	No
2/26/2025	096275	DOMINION EAST OHIO	DOMI001	\$ 16,148.48	No

2/26/2025 096276	"DSI MEDICAL SERVICES	DSIM001	\$	780.50	No
2/26/2025 096277	FREUDENBERG BATTERY POWER SYSTEMS	FREU001	\$	1,957.02	No
2/26/2025 096278	INTERSTATE GAS SUPPLY INC	IGS001	\$	41,795.64	No
2/26/2025 096279	LIBERTY FORD	LIBE003	\$	23,660.38	No
2/26/2025 096280	MODINE MANUFACTURING CO.	MODI001	\$	1,722.71	No
2/26/2025 096281	OHIO DEPT OF JOB AND FAML	OHIO009	\$	6.12	No
2/26/2025 096282	OHIO EDISON	OHIO011	\$	1,432.98	No
2/26/2025 096283	GREENSHADES	SHAD001	\$	436.25	No
2/26/2025 096284	SOUTHWAY FENCE CO	SOUT003	\$	150.00	No
2/26/2025 096286	STARK CO. EDUCATIONAL SERVICE CENTER	STAR10	\$	3,644.50	No
2/26/2025 096285	VERIZON WIRELESS	VERI001	\$	5,939.89	No
2/26/2025 096289	VONTAS	VONT001	\$	272,988.00	No

END OF REPORT



FEBRUARY ELECTRONIC PAYMENTS

Document Date	Document Number	Vendor Name	Vendor ID	Document Amount	Voided
2/13/2025	000123164	HUNTINGTON BANK - EA1W18	HUNT004	\$ 63,153.83	No
2/13/2025	000123173	OHIO PUBLIC EMPLOYEES	OHIO017	\$ 11,997.32	No
2/14/2025	000123168	OHIO CSPC	OHIO007	\$ 3,484.72	Yes
2/14/2025	000123171	OHIO CSPC	OHIO007	\$ 3,484.72	No
2/14/2025	000123175	AFLAC	AFLA001	\$ 8,293.08	No
2/14/2025	000123176	CANTON CITY INCOME TAX	CANT008	\$ 12,878.93	No
2/14/2025	000123177	OHIO DEPT OF TAXATION	OHIO010	\$ 12,415.82	No
2/14/2025	000123179	INTERNAL REVENUE SERVICE	IRSA002	\$ 62,012.19	No
2/27/2025	000123180	OHIO DEPT OF TAXATION	OHIO010	\$ 10,512.46	No
2/28/2025	000123165	OPERS	PERS001	\$ 3,952.09	No
2/28/2025	000123166	OPERS	PERS001	\$ 238,022.28	No
2/28/2025	000123167	AMERICAN HERITAGE LIFE INS CO	AMER022	\$ 722.64	No
2/28/2025	000123169	OHIO CSPC	OHIO007	\$ 3,484.72	Yes
2/28/2025	000123170	OHIO CSPC	OHIO007	\$ 3,484.72	No
2/28/2025	000123172	COLONIAL SUPPLEMENTAL INSURANCE	COLO001	\$ 1,539.45	No
2/28/2025	000123174	OHIO PUBLIC EMPLOYEES	OHIO017	\$ 11,902.32	No
2/28/2025	000123181	CANTON CITY INCOME TAX	CANT008	\$ 11,201.98	No
2/28/2025	000123182	INTERNAL REVENUE SERVICE	IRSA002	\$ 49,986.06	No
2/28/2025	000123183	SCHOOL DISTRICT TAX WITHHOLDINGS	SDTX001	\$ 221.89	No

END OF REPORT



FEBRUARY EFT PAYMENTS

Document Date	Document Number	Vendor Name	Vendor ID	Document Type	Document Amount	Voided
2/13/2025	EFT000000009482	ABCD INC.	ABCD001	Payment	\$ 95,308.00	No
2/13/2025	EFT000000009483	AFSCME	AFSC001	Payment	\$ 3,975.78	No
2/13/2025	EFT000000009484	AIR PRODUCTS AND CHEMICALS INC	AIRP002	Payment	\$ 17,925.37	No
2/13/2025	EFT000000009485	AUTOMOTIVE DISTRIBUTORS WAREHOUSE	AUTO009	Payment	\$ 469.43	No
2/13/2025	EFT000000009486	BRINKS INC.	BRIN001	Payment	\$ 2,446.97	No
2/13/2025	EFT000000009487	CANTON PEST CONTROL	CANT023	Payment	\$ 47.00	No
2/13/2025	EFT000000009488	CHW ADVISORS	CHWA001	Payment	\$ 5,000.00	No
2/13/2025	EFT000000009489	CINTAS	CINT001	Payment	\$ 1,024.63	No
2/13/2025	EFT000000009490	CLASSIC COLLISON CENTER	CLAS001	Payment	\$ 4,213.78	No
2/13/2025	EFT000000009491	CLEAN ENERGY	CLEA005	Payment	\$ 26,377.13	No
2/13/2025	EFT000000009492	CITIZENS FOR SARTA	COMM001	Payment	\$ 199.00	No
2/13/2025	EFT000000009493	CROSS TRUCK	CROS001	Payment	\$ 100.46	No
2/13/2025	EFT000000009494	CUMMINS SALES AND SERVICE	CUMM002	Payment	\$ 28,756.96	No
2/13/2025	EFT000000009495	DE LAGE LANDEN FINANCIAL SEVICES INC	DELA001	Payment	\$ 779.10	No
2/13/2025	EFT000000009496	HEARTLAND EXPERT AUTOMOTIVE NAPA	DONS001	Payment	\$ 1,354.71	No
2/13/2025	EFT000000009497	FINGER LAKES SYSTEM CHEMSITRY	FING001	Payment	\$ 734.40	No
2/13/2025	EFT000000009498	FSA	FSA001	Payment	\$ 4,217.63	No
2/13/2025	EFT000000009499	GENFARE LLC	GFI 001	Payment	\$ 437.79	No
2/13/2025	EFT000000009500	GLADIUEX ENEGY	GLAD001	Payment	\$ 23,829.92	No
2/13/2025	EFT000000009501	HEALTH & FITNESS	HEAL005	Payment	\$ 1,849.00	Yes
2/13/2025	EFT000000009502	HEAVY LIFT SYSTEMS INC.	HEAV001	Payment	\$ 780.00	No
2/13/2025	EFT000000009503	MARK D HENNING	HENN002	Payment	\$ 2,798.54	No
2/13/2025	EFT000000009504	JEFFERSON WELLS	JEFF002	Payment	\$ 12,000.00	No
2/13/2025	EFT000000009505	J. P. BOYLAN CO. & SONS	JPBO001	Payment	\$ 1,160.00	No
2/13/2025	EFT000000009506	KRONOS SAASHR INC	KRON001	Payment	\$ 34.31	No
2/13/2025	EFT000000009507	MOHAWK MFG. & SUPPLY CO.	MOHA001	Payment	\$ 2,894.29	No
2/13/2025	EFT000000009508	MSC INDUSTRIAL SUPPLY CO	MSCI001	Payment	\$ 588.67	No
2/13/2025	EFT000000009509	MUNCIE RECLAMATION & SPLY	MUNC001	Payment	\$ 6,145.47	No
2/13/2025	EFT000000009510	OHIO AFSCME CAREPLAN	OHIO002	Payment	\$ 11,973.00	No
2/13/2025	EFT000000009511	OHIO PUBLIC TRANSIT ASSOC	OHIO018	Payment	\$ 6,688.50	No
2/13/2025	EFT000000009512	PEOPLE	PEOP001	Payment	\$ 19.49	No
2/13/2025	EFT000000009513	PLANETERIA MEDIA	PLAN001	Payment	\$ 7,702.80	No
2/13/2025	EFT000000009514	REDMONDS PARTS & SUPPY INC.	REDM001	Payment	\$ 2,135.71	No
2/13/2025	EFT000000009515	TESSA ROSENBERGER	ROSE004	Payment	\$ 3,464.00	No
2/13/2025	EFT000000009516	R STRATEGY GROUP	RSTA001	Payment	\$ 5,000.00	No
2/13/2025	EFT000000009517	SABILITY HCM SERVICES	SABI001	Payment	\$ 787.50	No
2/13/2025	EFT000000009518	STANDARD PLUMBING AND HEAT	STAN001	Payment	\$ 5,917.00	No
2/13/2025	EFT000000009519	THOMAS ENERGY CONSULTING	THOM014	Payment	\$ 6,240.00	No
2/13/2025	EFT000000009520	VESCO OIL	VESCO01	Payment	\$ 2,204.20	No

2/13/2025	EFT000000009521	VIDEO SYSTEMS & SECURITY INC	VIDE001	Payment	\$	1,432.00	No
2/13/2025	EFT000000009522	WORK HEALTH & SAFETY SERVICES	WORK003	Payment	\$	1,900.00	No
2/13/2025	EFT000000009523	WORKMAN'S NAPA AUTO PARTS	WORK006	Payment	\$	436.00	No
2/13/2025	EFT000000009524	W.W. GRAINGER INC.	WWGR001	Payment	\$	12.85	No
2/13/2025	EFT000000009525	GILLIG LLC	GILL001	Payment	\$	17,541.08	No
2/13/2025	EFT000000009526	MOBILE SCREEN OF OHIO	MOBI004	Payment	\$	1,791.00	No
2/20/2025	EFT000000009527	CANTON POLICE PATROLMENS	CANT026	Payment	\$	7,884.25	No
2/20/2025	EFT000000009528	HEALTH TP OF OHIO	HEAL004	Payment	\$	300,000.00	No
2/20/2025	EFT000000009529	METRO CLEVELAND SECURITY INC	METR006	Payment	\$	8,427.10	No
2/26/2025	EFT000000009530	ABCD INC.	ABCD001	Payment	\$	9,711.97	No
2/26/2025	EFT000000009531	AFSCME	AFSC001	Payment	\$	3,946.11	No
2/26/2025	EFT000000009532	AIR PRODUCTS AND CHEMICALS INC	AIRP002	Payment	\$	60,792.96	No
2/26/2025	EFT000000009533	AUTOMOTIVE DISTRIBUTORS WAREHOUSE	AUTO009	Payment	\$	4,552.13	No
2/26/2025	EFT000000009534	BRUSKE PRODUCTS	BRUS001	Payment	\$	563.43	No
2/26/2025	EFT000000009535	BUCKHILL FABRICATING INC	BUCK004	Payment	\$	165.00	No
2/26/2025	EFT000000009536	CANTON PEST CONTROL	CANT023	Payment	\$	274.00	No
2/26/2025	EFT000000009537	CANTON POLICE PATROLMENS	CANT026	Payment	\$	6,721.00	No
2/26/2025	EFT000000009538	CANTON TOWING	CANT059	Payment	\$	12,825.00	No
2/26/2025	EFT000000009539	CHW ADVISORS	CHWA001	Payment	\$	5,000.00	No
2/26/2025	EFT000000009540	CINTAS	CINT001	Payment	\$	10,444.90	No
2/26/2025	EFT000000009541	CLEAN ENERGY	CLEA005	Payment	\$	31,360.32	No
2/26/2025	EFT000000009542	CJM SOLUTIONS LLC	CLMS001	Payment	\$	25.90	No
2/26/2025	EFT000000009543	CITIZENS FOR SARTA	COMM001	Payment	\$	186.00	No
2/26/2025	EFT000000009544	COPLBY OHIO NEWSPAPERS	COPL001	Payment	\$	3,631.26	No
2/26/2025	EFT000000009545	CUMMINS SALES AND SERVICE	CUMM002	Payment	\$	6,628.12	No
2/26/2025	EFT000000009546	DE LAGE LANDEN FINANCIAL SEVICES INC	DELA001	Payment	\$	1,346.44	No
2/26/2025	EFT000000009547	DELL MARKETING L.P.	DELL001	Payment	\$	5,384.60	No
2/26/2025	EFT000000009548	EMPLOYER HCS	EHCS001	Payment	\$	9,831.88	No
2/26/2025	EFT000000009549	ELDORADO NATIONAL - CALIFORNIA	ELDO001	Payment	\$	1,919.80	No
2/26/2025	EFT000000009550	FINGER LAKES SYSTEM CHEMSITRY	FING001	Payment	\$	489.60	No
2/26/2025	EFT000000009551	FSA	FSA001	Payment	\$	4,086.86	No
2/26/2025	EFT000000009552	GENFARE LLC	GFI 001	Payment	\$	1,739.14	No
2/26/2025	EFT000000009553	GILLIG LLC	GILL001	Payment	\$	23,695.02	No
2/26/2025	EFT000000009554	THE GLASS STATION	GLAS001	Payment	\$	920.00	No
2/26/2025	EFT000000009555	GOODYEAR TIRE AND RUBBER	GOOD001	Payment	\$	15,250.92	No
2/26/2025	EFT000000009556	GRAPHIC ENTERPRISES INC	GRAP001	Payment	\$	591.94	No
2/26/2025	EFT000000009557	MARK D HENNING	HENN002	Payment	\$	2,800.00	No
2/26/2025	EFT000000009558	INDEPENDENT ELEVATOR CO.	INDE005	Payment	\$	221.00	No
2/26/2025	EFT000000009559	INNIS MAGGIORE GROUP INC	INNI001	Payment	\$	248.00	No
2/26/2025	EFT000000009560	INTERCLEAN EQUIPMENT	INTE011	Payment	\$	88.85	No
2/26/2025	EFT000000009561	JEFFERSON WELLS	JEFF002	Payment	\$	35,655.00	No
2/26/2025	EFT000000009562	J. P. BOYLAN CO. & SONS	JPBO001	Payment	\$	540.00	No
2/26/2025	EFT000000009563	KWGD	KRUG001	Payment	\$	25,769.36	No
2/26/2025	EFT000000009564	MAGIC GARAGE DOOR INC	MAGI001	Payment	\$	835.00	No
2/26/2025	EFT000000009565	MCMMASTER - CARR	MCMA001	Payment	\$	75.99	No
2/26/2025	EFT000000009566	M CONLEY	MCON001	Payment	\$	1,650.86	No
2/26/2025	EFT000000009567	MEDICAID BILLING SOLUTIONS INC	MEDI004	Payment	\$	400.00	No
2/26/2025	EFT000000009568	METRO CLEVELAND SECURITY INC	METR006	Payment	\$	7,586.98	No
2/26/2025	EFT000000009569	MOBILE SCREEN OF OHIO	MOBI004	Payment	\$	1,050.00	No

2/26/2025	EFT000000009570	MOHAWK MFG. & SUPPLY CO.	MOHA001	Payment	\$	4,158.11	No
2/26/2025	EFT000000009571	MSC INDUSTRIAL SUPPLY CO	MSCI001	Payment	\$	2,132.68	No
2/26/2025	EFT000000009572	MUNCIE RECLAMATION & SPLY	MUNC001	Payment	\$	8,317.50	No
2/26/2025	EFT000000009573	OHIO AFSCME CAREPLAN	OHIO002	Payment	\$	11,896.25	No
2/26/2025	EFT000000009574	AIRGAS USA LLC	OHIO003	Payment	\$	784.68	No
2/26/2025	EFT000000009575	PEOPLE	PEOP001	Payment	\$	19.49	No
2/26/2025	EFT000000009576	PRINTING CONCEPTS INC	PRIN004	Payment	\$	5,746.00	No
2/26/2025	EFT000000009577	PROFORMA 3RD DEGREE MARKETING	PROF004	Payment	\$	308.52	No
2/26/2025	EFT000000009578	PUBLIC SALT COMPANY	PUBL003	Payment	\$	5,813.36	No
2/26/2025	EFT000000009579	R STRATEGY GROUP	RSTA001	Payment	\$	11,600.00	No
2/26/2025	EFT000000009580	SABILITY HCM SERVICES	SABI001	Payment	\$	787.50	No
2/26/2025	EFT000000009581	SAFETY-KLEEN	SAFE001	Payment	\$	1,040.26	No
2/26/2025	EFT000000009582	SILCO	SILC001	Payment	\$	1,421.75	No
2/26/2025	EFT000000009583	STALEY TECH INC	STAL001	Payment	\$	1,003.00	No
2/26/2025	EFT000000009584	STANDARD PLUMBING AND HEAT	STAN001	Payment	\$	4,887.19	No
2/26/2025	EFT000000009585	TESCO	TESC001	Payment	\$	14,511.35	No
2/26/2025	EFT000000009586	THOMAS ENERGY CONSULTING	THOM014	Payment	\$	6,317.00	No
2/26/2025	EFT000000009587	UPS FREIGHT	UPSF001	Payment	\$	252.69	No
2/26/2025	EFT000000009588	WORK HEALTH & SAFETY SERVICES	WORK003	Payment	\$	1,820.00	No
2/26/2025	EFT000000009589	YMCA OF CENTRAL STARK COUNTY	YMCA003	Payment	\$	3,215.35	No
2/26/2025	EFT000000009590	ZEP MANUFACTURING CO.	ZEPM001	Payment	\$	3,219.72	No
2/26/2025	EFT000000009591	ZIEGLER TIRE	ZIEG001	Payment	\$	667.24	No
2/26/2025	EFT000000009592	HEARTLAND EXPERT AUTOMOTIVE NAPA	DONS001	Payment	\$	7,444.60	No
2/26/2025	EFT000000009593	REDMONDS PARTS & SUPPY INC.	REDM001	Payment	\$	1,965.21	No
2/26/2025	EFT000000009594	VESCO OIL	VESC001	Payment	\$	5,379.10	No
2/26/2025	EFT000000009595	W.W. GRAINGER INC.	WWGR001	Payment	\$	1,332.15	No
2/26/2025	EFT000000009596	HEALTH TP OF OHIO	HEAL004	Payment	\$	100,000.00	No
2/26/2025	EFT000000009597	HEALTH & FITNESS	HEAL005	Payment	\$	1,849.00	No
2/26/2025	EFT000000009598	"RING CENTRAL	RING001	Payment	\$	25,749.85	No
2/28/2025	EFT000000009599	NEORIDE	NEOR001	Payment	\$	14,407.46	No
1/29/2025	EFT000000009481	GIOVANNI CUSTOMZ	JOHN008	Payment	\$	2,595.00	No

END OF REPORT



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
						\$ 3,096,000.00	\$ (1,934,464.00)	\$ 1,161,536.00
FY20 5310 ABCD Cap	OH-2020-042-00		12/31/2024	80%	2020	\$ 76,542.00	\$ (76,542.00)	\$ -
						\$ 303,682.00	\$ (303,682.00)	\$ -
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	\$ (127,972.00)	\$ 20,028.00
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	\$ (1,947,014.00)	\$ 52,986.00
FY24 OTP2 4 CNG Paratransit Buses	OH-2021-001-00		12/31/2027	80%	2024	\$ 800,000.00	\$ -	\$ 800,000.00
FY24 OTP2 Garage Safety Harness/Portable Lifts	OH-2021-001-00		12/31/2027	80%	2024	\$ 160,000.00	\$ (69,673.00)	\$ 90,327.00
						\$ 14,274,567.18	\$ (11,496,236.00)	\$ 2,778,331.00
FY24 OWMP Regional Pass Feasibility Study	OH-2021-001-00			80%	2029	\$ 158,240.00	\$ -	\$ 158,240.00
						\$ 158,240.00	\$ -	\$ 158,240.00
FY25 OTP2 Preventative Maintenance	OH-2021-001-00			80%	2028	\$ 800,000.00	\$ (435,055.00)	\$ 364,945.00
FY25 OTP2 Transit Development Plan	OH-2021-001-00			80%	2029	\$ 160,000.00	\$ -	\$ 160,000.00
						\$ 960,000.00	\$ (435,055.00)	\$ 524,945.00
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	\$ (7,848.00)	\$ 359,088.00
FY21 5307 TRANSIT ENHANSMENT	OH-2021-046-00		3/30/2025	80%	2021	\$ 45,000.00	\$ (126,994.00)	\$ 40,266.00
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
						\$ 3,992,279.00	\$ (3,476,424.00)	\$ 515,855.00
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
						\$ 307,654.00	\$ (202,196.00)	\$ 105,458.00
FY22 5307 Tools	OH-2022-030-00		3/30/2028	80%	2022	\$ 130,000.00	\$ (125,550.00)	\$ 4,450.00
FY22 5307 Software	OH-2022-030-00		3/30/2028	80%	2022	\$ 869,600.00	\$ (232,915.00)	\$ 636,685.00
FY22 5307 Phone Service upgrade	OH-2022-030-00		3/30/2028	80%	2022	\$ 96,000.00	\$ (66,564.00)	\$ 29,436.00
						\$ 5,569,398.00	\$ (4,898,827.00)	\$ 670,571.00
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 Hardware	OH-2022-030-00	118342	3/30/2028	80%	2023	\$ 96,000.00	\$ (69,257.00)	\$ 26,743.00
FY 23 5307 Software	OH-2022-030-00	118342	3/30/2028	80%	2023	\$ 28,800.00	\$ (1,400.00)	\$ 723,341.00
FY23 5339 Buses	OH-2022-030-00		3/30/2028	80%	2023	\$ 451,698.00	\$ (419,862.00)	\$ 31,836.00
						\$ 5,682,090.00	\$ (4,868,354.00)	\$ 813,736.00

FY24 5307 Hardware	OH-2022-030-00			80%	2024	\$	80,000.00	\$	(22,092.12)	\$	57,907.88
FY24 5307 Software/ERP	OH-2022-030-00			80%	2024	\$	792,906.00	\$	(217,329.00)	\$	575,577.00
FY24 5307 35' Bus Replacement	OH-2022-030-00			80%	2024	\$	457,759.00	\$	-	\$	457,759.00
FY24 5307 Preventative Maintenance	OH-2022-030-00			80%	2024	\$	2,484,000.00	\$	(2,484,000.00)	\$	-
FY24 5307 Transit Enhancements	OH-2022-030-00			80%	2024	\$	64,000.00	\$	(1,964.00)	\$	62,036.00
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
						\$	5,914,982.00	\$	(4,243,488.12)	\$	1,671,493.88
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	\$	(95,302.00)	\$	1,229.00
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
						\$	536,027.00	\$	(345,221.00)	\$	190,806.00
FY24 5310 ABCD Capital	OH-2022-036-00			100%	2024	\$	58,502.00	\$	-	\$	58,502.00
FY24 5310 ABCD Operating	OH-2022-036-00			100%	2024	\$	14,247.00	\$	-	\$	14,247.00
FY24 5310 ABP Capital	OH-2022-036-00			100%	2024	\$	53,766.00	\$	-	\$	53,766.00
FY24 5310 ABP Operating	OH-2022-036-00			100%	2024	\$	18,984.00	\$	-	\$	18,984.00
FY24 5310 FCC Operating	OH-2022-036-00			100%	2024	\$	72,750.00	\$	-	\$	72,750.00
FY24 5310 SARTA	OH-2022-036-00			80%	2024	\$	125,000.00	\$	-	\$	125,000.00
FY24 5310 TWI Capital	OH-2022-036-00			100%	2024	\$	62,500.00	\$	-	\$	62,500.00
FY24 5310 TWI Operating	OH-2022-036-00			100%	2024	\$	10,250.00	\$	-	\$	10,250.00
FY24 5310 Admin	OH-2022-036-00			100%	2024	\$	46,222.00	\$	-	\$	46,222.00
						\$	462,221.00	\$	-	\$	462,221.00
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
						\$	6,655,797.71	\$	(2,590,762.00)	\$	4,065,035.71
NEORide EZConnect	OH-2023-030-00	118695	4/30/2025	100%	2023	\$	130,000.00	\$	(82,252.00)	\$	47,748.00
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
						\$	1,250,000.00	\$	(159,403.00)	\$	1,090,597.00
FY23 SMART Grant Accident Avoidance	69A3552441029			100%	2029	\$	1,975,000.00	\$	(403,115.75)	\$	1,571,884.25
						\$	1,975,000.00	\$	(403,115.75)	\$	1,571,884.25
FY22 UTP- Upgrade Hydrogen Tank- Local Match	TUTP-0084-GRF-221			100%	2022	\$	500,000.00	\$	(1,620.00)	\$	498,380.00
						\$	598,181.00	\$	(99,801.00)	\$	498,380.00
FY-24 UPT Administration Facility Furniture (Mass&Gateway	TUTP-0084-GRF-242			100%	2024	\$	260,000.00	\$	(235,454.58)	\$	24,545.42
						\$	680,282.00	\$	(655,736.58)	\$	24,545.42

FY 25 UTP Accounting System (ERP)	TUTP-0084-GRF-251		100%	2024	\$ 691,365.00	\$ (175,682.20)	\$ 515,682.80
					\$ 691,365.00	\$ (175,682.20)	\$ 515,682.80
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
					\$ 17,254,229.60	\$ -	\$ 17,254,229.60
FY25 OWMP	Awarded		80%		\$ 3,942,656.00	\$ -	\$ 3,942,656.00
					\$ 3,942,656.00	\$ -	\$ 3,942,656.00
FY28 CR Hydorgen Paratransit Bus and Add-ons	Awarded	118596	79%	2028	\$ 422,650.00	\$ -	\$ 422,650.00
					\$ 422,650.00	\$ -	\$ 422,650.00
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
					\$ 1,185,000.00	\$ -	\$ 1,185,000.00

	Funded Amount	Funding Spent	Funding Balance
Active	\$ 53,107,765.89	\$ 36,288,447.65	\$ 16,819,318.06
Awarded	\$ 22,804,535.60	\$ -	\$ 22,804,535.60
Total	\$ 75,912,301.49	\$ 36,288,447.65	\$ 39,623,853.66

Future:	Project Cost
FY25 5307 OPERATING	PENDING \$4,974,598

Special Projects & Developments

Clayton Popik
Director





PROJECT REPORT

March 2025

PROJECT NAME	PURPOSE	PHASE	EST. COST	% COMPLETE
Hydrogen Station Upgrades	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	70%
LoNo Award (5339c)	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%

Hydrogen Upgrades – Fueling Capacity, POS, & Upgraded Tank

Project Description and Scope:

SARTA has contracted with Air Products to upgrade the Hydrogen fueling and storage compound. Now that supply chain issues are 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. The enhancements 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, taking SARTA from a 9,000 lbs. storage capacity to 18,000 lbs. The new SARTA Hydrogen fueling station will be ready for future Hydrogen-based improvements, such as the Hydrogen Electrolyzer that will be constructed around 2026-2027.

Project Approval:	04/15/2021	Project Manager:	Clayton Popik
Estimated Project Cost:	\$3.3 mill. (Est. planning, execution, close-out)		
Notice to Proceed:	04/15/2021?		
Project Commencement:	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:

Construction wrapped up on the compound upgrades, including the new dispenser installation. We are waiting for Air Products' commissioning team to commission the station in mid-May.

The tank swap is tentatively scheduled to occur in mid-June. The additional Hydrogen storage onsite has created a need for SARTA to develop a Process Safety Management Plan, an OSHA requirement for anyone storing more than 10,000 pounds of a hazardous chemical. This manual is going through internal revisions and will be presented to the Board for approval **on March 26th** before submission to OSHA.

Project Queue

Transit Development Plan (TDP):

Next week, we will update SARTA's Transit Development Plan (TDP). This plan is updated every five (5) years. It evaluates the performance of the services SARTA offers, surveys customer satisfaction, and lays out service goals and objectives for the next five (5) years.

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. SORTA began a similar project last year 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. The new entrance will help separate conflict points between cars and buses, creating a second point of ingress and egress from the property. This project was to be part of the original Gateway Early Sitework project but due to funding was delayed.

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. Over the last year, minor repairs were necessary to make.

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

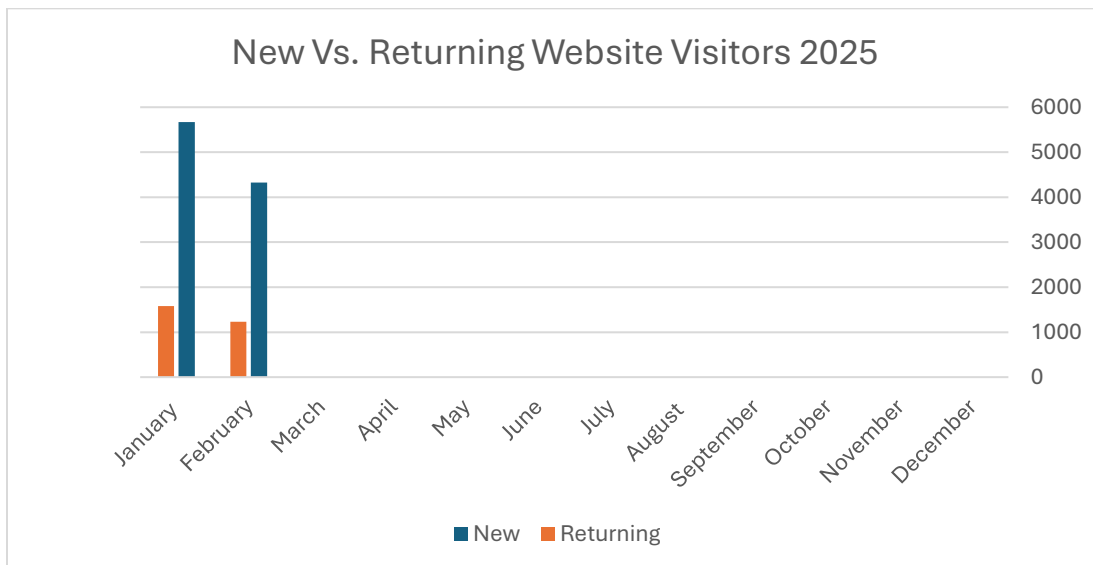
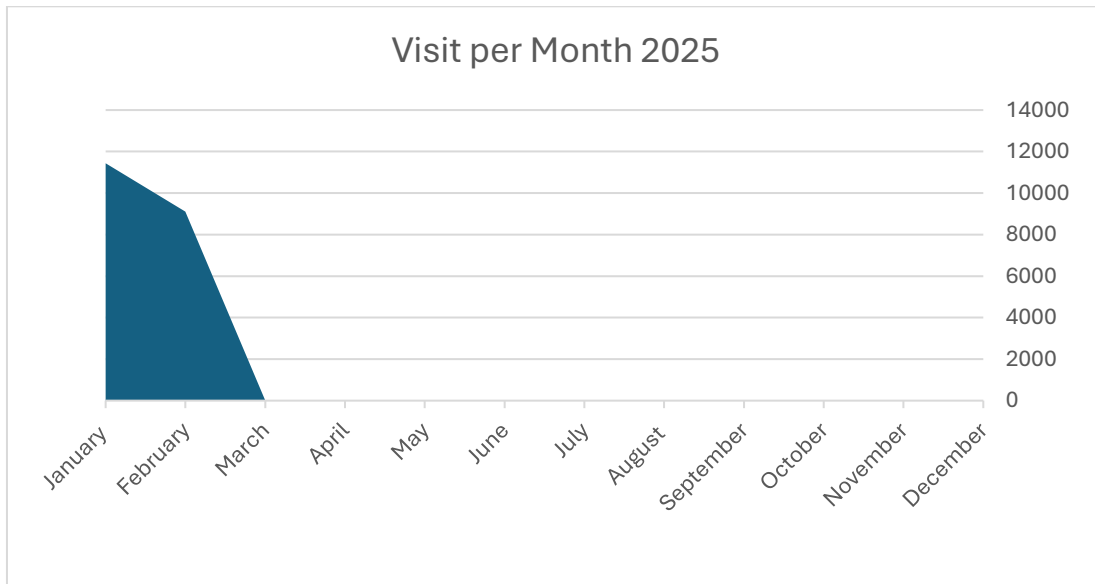


February 2025

Marketing & Public Outreach

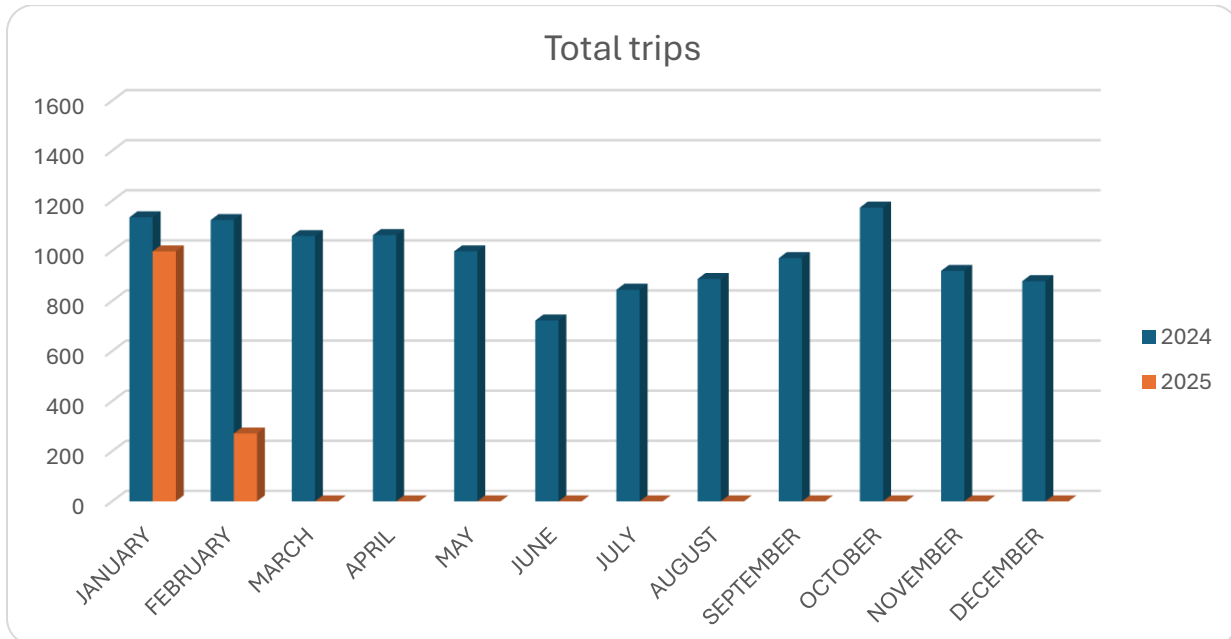
- SARTABuzz
 - 5 New Subscribers, no messages
- EZFare Sales:
 - One-Way: \$1,656.25
 - Passes: \$21,231
 - Mixed: \$0.00
 - Pass Count:
 - All Day – 4,627
 - Cleveland – 70
 - Proline – 240
 - Proline 10-Ride - 39
 - Regular 31-Day – 188
- Social Media Activity:
 - Facebook
 - 4,818 likes to our page
 - 5,424 followers to our page
 - 30 new likes
 - 17 posts
 - 13 mentions
 - 418 Reactions
 - 139 Comments
 - 87 Shares
 - 107 Link Clicks
 - Twitter
 - 925 followers
 - 0 re-tweets
 - 0 likes
 - 0 Link clicks
 - 108 impressions
 - 4 tweets
 - 0 mentions
 - 0 profile visits
 - 45 media engagements
 - Instagram
 - 893 total followers
 - 3 new followers

- 8 images
 - 38 image/video likes
 - LinkedIn
 - 849 total followers
 - 514 impressions
 - 10 new followers
 - YouTube
 - 300 subscribers
 - 0 shares
 - 1,461 total views to page
 - 132 minutes watched
- SARTA Website Activity



Transportation Contracts

SARTA's Contract Services provided less rides in February 2025 vs February 2024 due to the changes in Proline Services. February 21, 2025, was the last service date for all SARTA's Contracted Services that were categorized by trip.



Community Outreach & Training

In the month of February, 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
- Wheelchair Assessments
- Social Media Post and Web Updates
 - Route Detours
 - New Proline ADA & Plus Services and route changes.

Answering questions via the phone about using SARTA services.

Information Technology

Craig Smith
Director





SARTA
PROJECT REPORT
February 2025

PROJECT NAME	PURPOSE	PHASE	COST	% COMPLETE
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 th , 2024.	Active	\$1.9 M	12%
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	78%
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	21%
Phone System Replacement	SARTA will be replacing its 12-year-old Shoretel / Mitel phone system. Shoretel was acquired by Mitel back in September of 2017.	Active	\$97,825	10%

Enterprise Resource Planning Software Replacement

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:	\$1,900,000.00	(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%	GForce	

Project Status:

The SARTA team has met with the Infor implementation team to begin designing the new ERP system. There have been various internal meetings held to gather all relevant documentation in order to ensure that all meetings are productive. This upcoming week will include discussions regarding Finance Dimensions in Infor Cloudsuite. This is designed to be interactive discovery discussions for GForce to understand the current state finance structure so GForce can prepare the CloudSuite environment for the upcoming Proof of Concept (POC). Also, created the three (3) environments in which are necessary, test, training, and production.

The ERP project team, GForce, SARTA's consultant has been meeting multiple times throughout each week to complete the discovery phase of this project. Chart of Accounts have been confirmed. Proof of Concept is scheduled for the week of April 28th – May 2nd. GForce will be onsite here at SARTA for the POC.

Onsite Yard Management Solution

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

Project Approval:	4/24/2024	Project Manager:	Craig Smith
Estimated Project Cost:	\$705,819	(Est. planning, execution, close-out)	
Est. 3 Future Yrs. Operational Cost:			
Execution Project Cost:	\$0.00	Execution Cost to Date:	\$272,988.00
Execution Start:	10/31/2024	Execution End:	10/08/2025
<u>Funding Source for Project Cost</u>		<u>Vendor(s)</u>	
Federal award	80%	Trapeze Group / Vontas	
Local match	20%	Hilscher-Clarke	

Project Status:

The Onsite Yard Management project begun in November 2024. Trapeze for the last two weeks for the Onsite Yard Management and it has been set up. The displays are mounted in the garage. The Onsite Yard Management system is configured enough to be viewed, but there is still some programming that is needed.

Also, we found 1 antenna is defective #2041, the replacement is being sent next week. Trapeze will replace that antenna when they come back to connect the twelve (12) new and offsite buses at the beginning of April. UAT training will be in Phase 1 will be how to use OnSite YM, navigate menus and user interface, search for vehicles, select vehicles to see information on and Production training will be held during week of March 31st. UAT Training Phase 2 of the project show advanced functions, maintenance training will be held during week of April 15th.

Trapeze Workforce Management Software (OPS)

Project Description and Scope:

Trapeze Workforce Management is a solution that is fully optimized to manage the transit workforce, empowering SARTA's team to meet ever-changing service and rider demands, and will maximize operational and cost controls. Trapeze's Workforce Management solutions help agencies minimize unnecessary time at the garage and also helps an agency be more agile, by providing flexibility and real-time updates to support our changing business needs.

Below are a number of ways in which Trapeze Workforce Management will be helpful to SARTA's workforce:

- *Sign in with contactless badge scans eliminating walking up to the window to check in, waiting to verbally ask what work you have, and face to face communication with dispatch*
- *Display boards showing pullout time, vehicle assignments, vehicle location and extra board assignments*
- *Allow employees to access information 24/7 remotely – work assignment details, review paddles, request absences, check accruals, sign up to volunteer, and even complete bids.*
- *Can eliminate the need for SARTA's operators to call dispatch or travel to the garage to fill out paper, minimizing the time commitment for operators, and letting dispatchers focus on ensuring service is delivered on time.*
- *Push alerts and notifications using email, text/SMS, and online messages to ensure everyone is updated in real-time.*
- *Keep SARTA's employees informed at all times with messages, detours, and documents.*

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

Project Status:

SARTA began the Trapeze Workforce Management (OPS) implementation back in October. Since then, we have begun the design phase of the project and are having design sessions twice a week. The team met for our weekly touchpoint and had Trapeze PASS / Mobility On Demand assistance to make necessary changes that will fit our business model in our test environment.

However, in order for SARTA to implement service-based scheduling. We will have to make the following changes, fix polygons by merging current polygons and only use two. ADA & Non-ADA. Fix providers by adding the type of service that we provide PROLINE, PROLINE PLUS. Finally, we must set up paraservice types and rules. We are pushing for this to be done by April 1st.

Phone System Replacement

Project Description and Scope:

SARTA will be replacing its 12 year-old Shoretel/Mitel phone system. Shoretel was acquired by Mitel back in September of 2017. Mitel had been maintaining the brand until they announced in July of 2023, that they would end-of-life Shoretel, by 2029. Mitel then moved up the end-of-development to December 31, 2025.

What that meant for SARTA is that after December 31st, 2025, there would be no more operating system updates, patches, or security updates. Hardware support would depend on the availability of spare parts, the Shoretel system may lag in functionality and security, users would face scalability, cybersecurity, and support challenges.

After actively researching for a period of about six (6) months and having a variety of demonstrations by various phone system representatives, such as MiVoice Business, Maven Cloud, 8x8, Vonage and RingCentral. SARTA decided to move forward with a cloud-based phone system and chose RingCentral.

Project Approval:	11/21/2024	Project Manager:	Craig Smith
Estimated Project Cost:	\$97,983	(Est. planning, execution, close-out)	
Est. 3 Future Yrs. Operational Cost:			
Execution Project Cost:	\$0.00	Execution Cost to Date:	\$0.00
Execution Start:	12/22/2024	Execution End:	4/20/2025
<u>Funding Source for Project Cost</u>		<u>Vendor(s)</u>	
Federal award	80%	RingCentral	
Local match	20%	Business Communication Specialists (BCS)	

Project Status:

The kickoff consisted of discussions regarding scope of the project, porting of the numbers, training administrative and end-users, and understanding the Business Requirements Document (BRD) data collection. SARTA completed task of setting up SSO in RingCentral Administration Portal. Also, received the links for Administrative and End-User training. SARTA team is completing the BRD documents that are critical for the planning and design of the RingCentral UC and RingCentral CX solutions.

Human Resources

Tammy Marie Brown
Director



Human Resources

March 2025

Resignations, Terminations, and Probation Releases

Retirement	Termination	Layoff	Resigned	Death
0	0	0	5	0

Current Openings

Position	Status
HIRING FREEZE IN PLACE	

Current Staffing

Employees			
Department	Non Bargaining	Bargaining	Total
Executive	2	0	2
Transportation	18	122	140
Maintenance	10	23	33
Finance	7	0	7
Customer Relations	11	0	11
Information Technology	3	0	3
Human Resources	5	0	5
Total	56	145	201

FMLA / Short-Term Disability

FMLA/Continuous Leave/Transitional work

- 0 on transitional work
- 5 employees on FMLA continuous leave
- 11 employees on FMLA intermittent leave
- 4 employees on Short-Term Disability

General Human Resources Functions

- Employee Relations and EEO Administrator completed Comprehensive FMLA, ADA, PDA, and PWFA Certificate Program
- HR conducted two (2) exit interviews for a resigned team member.
- Two (2) exit interviews are scheduled for the upcoming week.
- Road Supervisor uniform refresh has begun. Orders have been submitted to Cintas for final approval.

Training

- CPR training continues for all drivers who expire in the coming months.
- Training on multi-tasking and de-escalation for all coach operators has begun for all Coach Operators.
- All driver accident/ incident retrains have been completed and are up to date.

Stark County Safety Council

The Stark County Safety Council and the Ohio Bureau of Workers' Compensation Division of Safety and Hygiene, promote the prevention of occupational accidents and disease.

Ms. Gines attends the Stark County Safety Council Luncheon once a month and brings back information to aid in ways SARTA can reduce worker's compensation costs. Bring better health and wellness into our workplace and learn of the resources to assist in doing so. Each session offers a different safety-targeted topic.

- March Special speaker Don MacBride, Safety Performance Specialist with Dominion Energy, talked about the dangers of carbon monoxide. Here are a couple of key points from the lecture.
 - Have your gas appliances inspected manually by a qualified professional. Regular household dust and pet hair may cause a ventilation issue.

- Clean and check your chimneys every year. A bird nest and/or other debris may be blocking the ventilation.
-

Resolutions



Stark Area Regional Transit

Authority Resolution #_____, 2025

A Resolution Of Approval For The Filing Of A Process Safety Management (PSM) With The Occupational Safety & Health Administration (OSHA) For The Increased Amount Of Hydrogen Stored At SARTA

WHEREAS, SARTA will be increasing the amount of hydrogen stored at the Gateway Facility once the new storage tank is put in place; and

WHEREAS, this PSM will make SARTA compliant with 29 CFR 1910.119 for facilities storing greater than 10,000 pounds of a hazardous substance; and

WHEREAS, the PSM will be distributed to those employees who work closely with hydrogen; and

WHEREAS, the PSM will be reviewed and updated as needed due to any changes in the process as required by 29 CFR 1910.119;

NOW, THEREFORE, BE IT RESOLVED by the Stark Area Regional Transit Authority Board of Trustees that the Process Safety Management (PSM) is approved for filing with the Occupational Safety & Health Administration (OSHA) for the increased amount of hydrogen stored at SARTA.

Date

Board President

Secretary-Treasurer

Purpose

The Process Safety Management (PSM) is mandated by the Occupational Safety & Health Administration (OSHA) 29 CFR 1910.119 for those facilities storing greater than 10,000 pounds of a hazardous substance. It will apply to SARTA’s Gateway Facility, located at 1600 Gateway Boulevard SE, Canton, OH 44707, where Hydrogen is stored for fueling SARTA’s hydrogen fuel cell vehicles used in the delivery of transit services in Stark County, Ohio.

The responsibility of hydrogen management and use at SARTA’s Gateway Facility is split between SARTA staff and Air Products staff. The PSM will manage the process in how Hydrogen is handled from the time of delivery at the Gateway Facility to the time it is dispensed in the vehicles with parts of the PSM being developed by SARTA and other parts being developed by Air Products. For the purposes of this PSM, Air Products provides the hydrogen and maintenance for all equipment involved in the process while SARTA stores and uses the hydrogen to fuel their fleet of hydrogen fuel cell vehicles.

Scope

The PSM provides guidance as required by OSHA 29 CFR 1910.119, Process Safety Management of Highly Hazardous Chemicals, with references to OSHA 29 CFR 1910.38, Emergency Action Plan; OSHA 29 CFR 1910.252(a), Fire Prevention & Protection; and OSHA 29 CFR 1910.1200, Hazard Communication.

It will be distributed to and made readily available to all SARTA personnel and contractors who are responsible for any part of the process.

SARTA contracted with Air Products in 2015 to construct and provide hydrogen for use at their main Gateway facility. More specifically, the scope of the contract defines the relationship as:

- i. *design, install, sell to and maintain for SARTA certain equipment for a hydrogen fueling station to be located at SARTA’s address set forth above;*
- ii. *sell and deliver to SARTA hydrogen for fueling at such fueling station; and*
- iii. *maintain the fueling station for SARTA, all in accordance with the terms and conditions set forth herein.*

The Process Safety Management (PSM) will serve as a guide to the process from SARTA’s

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perspective with acknowledgment of Air Product’s responsibilities which will be described in Attachment 2 as being met and on file for trade secret protection.

Review & Revision History

Revision #:	Name:	Date:	Description:
0	C. Popik	03/26/2025	Initial writing of PSM due to 10k# storage H2.

Board Acceptance Statement

The PSM has been reviewed and accepted by the SARTA Board of Trustees through Resolution #___ on March 26, 2025. This resolution can be found as Attachment 10.

Roles & Responsibility

- Air Products’ “process” is the delivery of hydrogen and maintaining the equipment used in the process.
- SARTA’s “process” is storing and using the hydrogen to fuel the fleet of hydrogen fuel cell vehicles.
- The PSM will be the responsibility of those who work with the process here at SARTA. SARTA’s Maintenance Department collects station status information, notifies Air Products of service needs, and fuels and maintains the fuel cell buses operated by SARTA. This department is headed by the Chief Operations Officer.
- SARTA’s current list of positions that work directly in or have a leadership role in the process are:
 - Service Technician
 - Maintenance Technician
 - Maintenance Supervisor
 - Maintenance Manager
 - Chief Operations Officer (COO)
- These roles are all located at the Gateway Facility and can be reached at 330-477-2782 ext. 528.
- Responsibility for each section will be handled by the following roles:

○ Overall Coordination	Dir. of Development & Special Projects
○ 1910.119(c) Employee Participation	Dir. of Human Resources
○ 1910.119(d) Process Safety Information	Air Products
○ 1910.119(e) Process Hazard Analysis	Air Products

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- 1910.119(f) Operating & PM Procedures Maintenance Manager & Supervisors
- 1910.119(g) Training Maintenance Manager & Supervisors
- 1910.119(h) Contractors Air Products
- 1910.119(i) Pre-startup Review Air Products
- 1910.119(j) Mechanical Integrity Air Products
- 1910.119(k) Hot Work Permits Maintenance Manager/Project Lead
- 1910.119(l) Management of Change COO/Dir. of Dev. & Special Proj.
- 1910.119(m) Incident Investigation Maintenance Supervisors
- 1910.119(n) Emergency Planning & Response COO/Dir. of Dev. & Special Proj.
- 1910.119(o) Compliance Audit Maintenance Manager
- 1910.119(p) Trade Secrets Air Products

1910.119 Requirements

- **1910.119(c): Employee Participation**
 - 1910.119(c)(1): Employers shall develop a written plan of action regarding the implementation of the employee participation required by this paragraph. SARTA's Employee Action Plan is Attachment 1 of the PSM. Air Products documented Employee Participation is plan is Attachment 2a.
 - 1910.119(c)(2): Employers shall consult with employees and their representatives on the conduct and development of the other elements of process safety management in this standard.
 - 1910.119(c)(3): Employers shall provide to their employees and their representatives access to process hazard analyses and to all other required to be developed under this standard.
- **1910.119(d): Process Safety Information.** In accordance with the schedule set forth in paragraph (e)(1) of this section, the employer shall complete a compilation of written process safety information before conducting any process hazard analysis required by the standard. The compilation of written process safety information is to enable the employer and the employees involved in operating the process to identify and understand the hazards posed by those processes involving highly hazardous chemicals. This process safety information shall include information pertaining to the hazards of highly hazardous chemicals used or produced by the process, information pertaining to the technology of the process, and information pertaining to the equipment in the process. Air Products has documented that they have Process Safety Information on file per Attachment 2a of this PSM. In addition, SARTA has provided the Material Safety Data Sheets (MSDS) for hydrogen, which was provided by Air

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Products, as Attachment 5 of the PSM. The MSDS does meet the requirements of 29 CFR 1910.1200(g).

- 1910.119(d)(1): Information pertaining to the hazards of the highly hazardous chemicals in the process. This information shall consist of at least the following:
 - 1910.119(d)(1)(i): Toxicity Information
 - 1910.119(d)(1)(ii): Permissible Exposure Limits
 - 1910.119(d)(1)(iii): Physical Data
 - 1910.119(d)(1)(iv): Reactivity Data
 - 1910.119(d)(1)(v): Corrosivity Data
 - 1910.119(d)(1)(vi): Thermal & Chemical Stability Data
 - 1910.119(d)(1)(vii): Hazardous effects of inadvertent mixing of different materials that could occur.
- 1910.119(d)(2): Information pertaining to the technology of the process.
 - 1910.119(d)(2)(i): Information concerning the technology of the process shall include at least the following:
 - 1910.119(d)(2)(i)(A): A block flow diagram or simplified process flow diagram. *In addition to Air Products' Attachment 2a, SARTA has provided a block flow diagram illustrating the process from the time fuel is delivered to the delivery tank to the time it is dispensed into the vehicles. See Attachment ~~4~~ of the PSM.*
 - 1910.119(d)(2)(i)(B): Process Chemistry.
 - 1910.119(d)(2)(i)(C): Maximum Intended Inventory.
 - 1910.119(d)(2)(i)(D): Safe Upper & Lower Limits for Such Items as Temperatures, Pressures, Flows or Compositions.
 - 1910.119(d)(2)(i)(E): An Evaluation of the Consequences of Deviations, Including Those Affecting the Safety & Health of Employees
 - 1910.119(d)(2)(ii): Where the original technical information no longer exists, such information may be developed in conjunction with the process hazard analysis.
- 1910.119(d)(3): Information pertaining to the equipment in the process.
 - 1910.119(d)(3)(i): Information pertaining to the equipment in the process shall include:
 - 1910.119(d)(3)(i)(A): Material of Construction.
 - 1910.119(d)(3)(i)(B): Piping & Instrument Diagrams. *Air Products Attachment ~~4~~*
 - 1910.119(d)(3)(i)(C): Electrical Classification.
 - 1910.119(d)(3)(i)(D): Relief System Design & Design Basis.

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Emergency Action Plan, Attachment 7. Air Products have documented their Emergency Response Plan as Attachment 2j.

- 1910.119(f)(1)(i)(E): Emergency Operations.
- 1910.119(f)(1)(i)(F): Normal Shutdown.
- 1910.119(f)(1)(i)(G): Startup Following a Turnaround or After an Emergency Shutdown.
- 1910.119(f)(1)(ii): Operating Limits.
 - 1910.119(f)(1)(ii)(A): Consequences of Deviation
 - 1910.119(f)(1)(ii)(B): Steps Required to Correct or Avoid Deviation
- 1910.119(f)(1)(iii): Safety & Health Considerations
 - 1910.119(f)(1)(iii)(A): Properties of, and hazards presented by, the chemicals used in the process.
 - 1910.119(f)(1)(iii)(B): Precautions necessary to prevent exposure, including engineering controls, administrative controls, and personal protective equipment. SARTA personnel will be directed to the Hydrogen Material Safety Data Sheets in Attachment 5 of the PSM.
 - 1910.119(f)(1)(iii)(C): Control measures to be taken if physical contact or airborne exposure occur. SARTA personnel will be directed to the Hydrogen Material Safety Data Sheets in Attachment 5 of the PSM.
 - 1910.119(f)(1)(iii)(D): Quality control for raw materials and control of hazardous chemical inventory levels.
 - 1910.119(f)(1)(iii)(E): Any special or unique hazards. SARTA personnel will be directed to the Hydrogen Material Safety Data Sheets in Attachment 5 of the PSM.
 - 1910.119(f)(1)(iv): Safety Systems & Their Functions. Along with systems put in place by Air Products, SARTA has also installed third-party monitoring systems that provide heat detection and gas detection at the fueling station and in the garage where hydrogen fuel cell vehicles are stored. This system is described in Attachment 3a, Process Operating Procedures.
- 1910.119(f)(2): Operating procedures shall be readily accessible to employees who work in or maintain a process. SARTA will ensure that Process Operating Procedures and the PSM in its entirety will be available to all personnel involved in the process both electronically and in writing.
- 1910.119(f)(3): The operating procedures shall be reviewed as often as necessary to assure that they reflect current operating practice, including changes that result from changes in process chemicals, technology, and equipment, and changes to facilities. The employer shall certify annually that these operating procedures are current and

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accurate. SARTA will ensure that the PSM and all procedures guiding the process will be reviewed on an annual basis.

- 1910.119(f)(4): The employer shall develop and implement safe work practices to provide for the control of hazards during operations such as lockout/tagout; confined space entry; opening process equipment or piping; and control over entrance into facility by maintenance, contractor, laboratory, or other support personnel. These safe work practices shall apply to employees and contractor employees.
- **1910.119(g): Training**
 - 1910.119(g)(1): Initial Training
 - 1910.119(g)(1)(i): Each employee presently involved in operating a process, and each employee before being involved in operating a newly assigned process, shall be trained in an overview of the process and in the operating procedures as specified in paragraph (f) of this section. The training shall include emphasis on the specific safety and health hazards, emergency operations including shutdown, and safe work practices applicable to the employee’s job tasks. See Attachment 3b for SARTA’s Process Training Procedure. Air Products has documented their training programs as Attachments 2a, 2d, and 2e.
 - 1910.119(g)(1)(ii): In lieu of training for those employees already involved in operating a process on May 26, 1992, an employer may certify in writing that the employee has the required knowledge, skills, and abilities to safely carry out the duties and responsibilities as specified in the operating procedures. See Attachment 1a for SARTA’s certification acknowledgement for employees who have already been involved in the hydrogen fueling process prior to the writing of this plan.
 - 1910.119(g)(2): Refresher training shall be provided at least every three (3) years, and more often, if necessary, to each employee involved in operating a process to ensure that the employee understand and adheres to the current operating procedures of the process. The employer, in consultation with the employees involved in operating the process, shall determine the appropriate frequency of refresher training. See Attachment 3b for SARTA’s Process Training Procedure and Attachment 1c for SARTA’s certification acknowledgement for refresher trainings.
 - 1910.119(g)(3): The employer shall ascertain that each employee involved in operating a process has received and understood the training required by this paragraph. The employer shall prepare a record which contains the identity of the employee, the date of training, and the means used to verify that the employee understood the training. See Attachments 1a – 1c and 3a – 3b for all SARTA training documents that fulfill the requirements of section 1910.119(g).

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- 1910.119(h): Contractors
 - 1910.119(h)(1): This paragraph applies to contractors performing maintenance or repair, turnaround, major renovation, or specialty work on or adjacent to a covered process. It does not apply to contractors providing incidental services which do not influence process safety, such as janitorial work, food and drink services, laundry, delivery or other supply services. Air Products is the only contractor of SARTA's with access to the process. Attachment 2a documents the expectation of contractor work.
 - 1910.119(h)(2)(i): The employer, when selecting a contractor, shall obtain and evaluate information regarding the contract employer's safety performance and programs.
 - 1910.119(h)(2)(ii): The employer shall inform contract employers of the known potential fire, explosion, or toxic release hazards related to the contractor's work and the process.
 - 1910.119(h)(2)(iii): The employer shall explain to contract employers the applicable provisions of the emergency action plan required by paragraph (n) of this section. SARTA will make the complete PSM and the applicable Emergency Action Plan available to Air Products. See Attachment 7 for the full plan.
 - 1910.119(h)(2)(iv): The employer shall develop and implement safe work practices consistent with paragraph (f)(4) of this section, to control the entrance, presence and exit of all contract employers and employees in all covered process areas.
 - 1910.119(h)(2)(v): The employer shall periodically evaluate the performance of contract employers in fulfilling their obligations as specified in paragraph (h)(3) of this section.
 - 1910.119(h)(2)(vi): The employer shall maintain a contract employee injury and illness log related to the contractor's work in process areas. When an Air Products employee is injured on SARTA property, they should report such incident to SARTA and have it documented per SARTA's incident reporting procedures and will be documented as an incident in the process.
 - 1910.119(h)(3): Contract Employer Responsibilities.
 - 1910.119(h)(3)(i): The contract employer shall assure that each contract employee is trained in the work practices necessary to safely perform his/her job.
 - 1910.119(h)(3)(ii): The contract employer shall assure that each contract employee is instructed in the known potential fire, explosion, or toxic release hazards related to his/her job and the process, and the applicable provisions of the emergency action plan.

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- 1910.119(h)(3)(iii): The contract employer shall document that each contract employee has received and understood the training required by this paragraph. The contract employer shall prepare a record which contains the identity of the contract employee, the date of training, and the means used to verify that the employee understood the training.
 - 1910.119(h)(3)(iv): The contract employer shall assure that each contract employee follows the safety rules of the facility including the safe work practices required by paragraph (f)(4) of this section.
 - 1910.119(h)(3)(v): The contract employer shall advise the employer of any unique hazards presented by the contract employer’s work, or of any hazards found by the contract employer’s work.
- **1910.119(i): Pre-startup Safety Review:** See Attachments 2a and 2f for Air Products’ documented pre-startup process.
 - 1910.119(i)(1): The employer shall perform a pre-startup safety review for new facilities and for modified facilities when the modification is significant enough to require a change in the process safety information.
 - 1910.119(i)(2): The pre-startup safety review shall confirm that prior to the introduction of highly hazardous chemicals to a process.
 - 1910.119(i)(2)(i): Construction and equipment is in accordance with design specifications.
 - 1910.119(i)(2)(ii): Safety, operating, maintenance, and emergency procedures are in place and are adequate.
 - 1910.119(i)(2)(iii): For new facilities, a process hazard analysis has been performed and recommendations have been resolved or implemented before startup; and modified facilities; meet the requirements contained in management of change, paragraph (l).
 - 1910.119(i)(2)(iv): Training of each employee involved in operating a process has been completed.
- **1910.119(j): Mechanical Integrity:** See Attachments 2a and 2g for Air Products’ documentation of Mechanical Integrity. Any mechanical failures discovered by SARTA personnel will be reported to Air Products per the Process Operating Procedures in Attachment 3a. SARTA personnel are only trained in a high-level knowledge of how the equipment works per the Process Training Procedures outlined in Attachment 3b. The overall policy is that SARTA personnel do not go inside the fence surrounding the hydrogen equipment unless authorized to do so by Air Products.
 - 1910.119(j)(1): Paragraphs (j)(2) through (j)(6) of this section apply to the following process equipment:
 - 1910.119(j)(1)(i): Pressure vessels and storage tanks

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- 1910.119(j)(1)(ii): Piping systems (including piping components such as valves)
- 1910.119(j)(1)(iii): Relief and vent systems and devices
- 1910.119(j)(1)(iv): Emergency shutdown systems
- 1910.119(j)(1)(v): Controls (including monitoring devices and sensors, alarms, and interlocks)
- 1910.119(j)(1)(vi): Pumps
- 1910.119(j)(2): The employer shall establish and implement written procedures to maintain the on-going integrity of process equipment.
- 1910.119(j)(3): The employer shall train each employee involved in maintaining the on-going integrity of process equipment in an overview of that process and its hazards and in the procedures applicable to the employee’s job tasks to assure that the employee can perform the job tasks in a safe manner.
- 1910.119(j)(4): Inspection & Testing.
 - 1910.119(j)(4)(i): Inspections and tests shall be performed on process equipment.
 - 1910.119(j)(4)(ii): Inspection and testing procedures shall follow recognized and generally accepted good engineering practices.
 - 1910.119(j)(4)(iii): The frequency of inspections and tests of process equipment shall be consistent with applicable manufacturer’s recommendations and good engineering practices, and more frequently if determined to be necessary by prior operating experience.
 - 1910.119(j)(4)(iv): The employer shall document each inspection and test that has been performed on process equipment. The documentation shall identify the date of the inspection or test, the name of the person who performed the inspection or test, the serial number or other identifier of the equipment on which the inspection or test was performed, a description of the inspection or test performed, and the results of the inspection or test. *In the case of the third-party monitoring by Integrated Sensing Solutions, SARTA will acquire and document all testing reports done to ensure this system is up to date per Process Operating Procedures in Attachment 3a.*
- 1910.119(j)(5): The employer shall correct deficiencies in equipment that are outside acceptable limits (defined by the process safety information in paragraph (d) of this section) before further use or in a safe and timely manner when necessary, means are taken to assure safe operation.
- 1910.119(j)(6): Quality Assurance
 - 1910.119(j)(6)(i): In the construction of new plants and equipment, the employer shall assure that equipment as it is fabricated is suitable for the process application for which they will be used.

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- 1910.119(j)(6)(ii): Appropriate checks and inspections shall be performed to assure that equipment is installed properly and consistent with design specifications and the manufacturer's instructions.
 - 1910.119(j)(6)(iii): The employer shall assure that maintenance materials, spare parts, and equipment are suitable for the process application for which they will be used.
 - **1910.119(k): Hot Work Permits.** SARTA's Hot Work Permit is shown as Attachment 6 and is issued to all contractors performing hot work on any SARTA property. This document is then kept on file with the Maintenance Manager. Hot Work Permits are available on the network server containing the PSM and all associated documents. This is available for all Project Managers and the Maintenance Manager to access. Instructions for Hot Work Permits are in Attachment 3a. Air Products has also documented their permitting process through their operating procedures as documented in Attachments 2a and 2c.
 - 1910.119(k)(1): The employer shall issue a hot work permit for hot work operations conducted on or near a covered process.
 - 1910.119(k)(2): The permit shall document that the fire prevention and protection requirements of 29 CFR 1910.252(a) have been implemented prior to beginning the hot work operations; it shall indicate the date(s) authorized for hot work; and identify the objection which hot work is to be performed. The permit shall be kept on file until completion of the hot work operations. SARTA will include the language of 29 CFR 1910.252(a) with its Hot Works Permit and will make this section readily available as part of Attachment 6 for reference.
 - **1910.119(l): Management of Change**
 - 1910.119(l)(1): The employer shall establish and implement written procedures to manage changes (except for "replacements in kind") to process chemicals, technology, equipment, and procedures; and, changes to facilities that affect a covered process. Any changes made to the process will be reflected in the Process Operating Procedures for SARTA personnel per Attachment 3a. Air Products has documented their procedures for handling changes as Attachments 2a and 2h.
 - 1910.119(l)(2): The procedures shall assure that the following considerations are addressed prior to any change:
 - 1910.119(l)(2)(i): The technical basis for the proposed change
 - 1910.119(l)(2)(ii): Impact of change on safety and health
 - 1910.119(l)(2)(iii): Modifications to operating procedures
 - 1910.119(l)(2)(iv): Necessary time period for the change
 - 1910.119(l)(2)(v): Authorization requirements for the proposed change
 - 1910.119(l)(3): Employees involved in operating a process and maintenance and contract employees whose job tasks will be affected by a change in the process shall

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be informed of, and trained in, the change prior to start-up of the process or affected part of the process. SARTA Employees who are impacted by a change in the process will be retrained and required to acknowledge this change in writing per Attachment 1c.

- 1910.119(l)(4): If a change covered by this paragraph results in a change in the process safety information required by paragraph (d) of this section, such information shall be updated accordingly. SARTA Employees who are impacted by a change in the process will be retrained and required to acknowledge this change in writing per Attachment 1c.
- 1910.119(l)(5): If a change covered by this paragraph results in a change in the operating procedures or practices required by paragraph (f) of this section, such procedures or practices shall be updated accordingly. SARTA Employees who are impacted by a change in the process will be retrained and required to acknowledge this change in writing per Attachment 1c.
- **1910.119(m): Incident Investigation:** SARTA will meet the requirements of Incident Investigation per paragraph (m) as outlined in the Process Operating Procedures, Attachment 3a. A sample Incident Report is Attachment 9. Air Products has documented their procedures for incident investigation as Attachment 2i
 - 1910.119(m)(1): The employer shall investigate each incident which resulted in or could reasonably have resulted in a catastrophic release of highly hazardous chemicals in the workplace.
 - 1910(m)(2): An incident investigation shall be initiated as promptly as possible, but not later than 48 hours following the incident.
 - 1910.119(m)(3): An incident investigation team shall be established and consist of at least one person knowledgeable in the process involved, including a contract employee if the incident involved work of the contractor, and other persons with appropriate knowledge and experience to thoroughly investigate and analyze the incident.
 - 1910.119(m)(4): A report shall be prepared at the conclusion of the investigation which includes at minimum:
 - 1910.119(m)(4)(i): Date of the Incident
 - 1910.119(m)(4)(i): Date Investigation Began
 - 1910.119(m)(4)(i): A Description of the Incident
 - 1910.119(m)(4)(i): The Factors That Contributed to the Incident
 - 1910.119(m)(4)(i): Any Recommendations Resulting from the Incident
 - 1910.119(m)(5): The employer shall establish a system to promptly address and resolve the incident report findings and recommendations. Resolutions and corrective actions shall be documented.

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- 1910.119(m)(6): The report shall be reviewed with all affected personnel whose job tasks are relevant to the incident findings including contract employees where applicable.
 - 1910.119(m)(7): Incident investigation reports shall be retained for five (5) years.
- **1910.119(n): Emergency Action Plan.** The employer shall establish and implement an emergency action plan for the entire plant in accordance with the provisions of 29 CFR 1910.38. In addition, the emergency action plan shall include procedures for handling small releases. Employers covered under this standard may also be subject to the hazardous waste and emergency response provisions contained in 29 CFR 1910.120 (a), (p), & (q). SARTA's Emergency Action Plan is Attachment 7. Furthermore, Air Products has documented their emergency procedures as Attachments 2a and 2j.
- **1910.119(o): Compliance Audits**
 - 1910.119(o)(1): Employers shall certify that they have evaluated compliance with the provisions of this section at least every three (3) years to verify that the procedures and practices developed under the standard are adequate and are being followed.
 - 1910.119(o)(2): The compliance audits shall be conducted by at least one (1) person knowledgeable in the process. SARTA's Maintenance Manager will complete a compliance audit of the process every three (3) years per Attachment 3a, Process Operating Procedures.
 - 1910.119(o)(3): A report of the findings of the audit shall be developed. SARTA's Audit Report will be maintained in the PSM Document file and completed by the Maintenance Manager every three (3) years. See Attachment 8.
 - 1910.119(o)(4): The employer shall promptly determine and document the appropriate response to each of the findings in the compliance audit, and document that deficiencies have been corrected.
 - 1910.119(o)(5): Employers shall retain the two (2) most recent compliance audit reports.
- **1910.119(p): Trade Secrets.** Due to concerns over trade secrets, Air Products will provide statements that all required information for this PSM documented by Air Products will be kept on file. These are Attachments 2a through 2j of this PSM.
 - 1910.119(p)(1): Employers shall make all information necessary to comply with the section available to those persons responsible for compiling the process safety information (required by paragraph (d) of this section), those assisting in the development of the process hazard analysis (required by paragraph (e) of this section), those responsible for developing the operating procedures (required by paragraph (f) of this section), and those involved in incident investigations (required by paragraph (m) of this section), emergency planning and response (paragraph (n)

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of this section) and compliance audits (paragraph (o) of this section) without regard to possible trade secret status of such information.

- 1910.119(p)(2): Nothing in this paragraph shall preclude the employer from requiring the persons to whom the information is made available under paragraph (p)(1) of this section to enter into confidentiality agreements not to disclose the information as set forth in 29 CFR 1910.1200.

Under Board Review

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Attachment 1 – Employee Participation Plan – 1910.119(c)

Employees of SARTA who participate in any part of the use of hydrogen onsite, also known as “the process”, will need to be trained in the parts of the process that affect their job. Employees who have been working with hydrogen since its integration as a fuel source for SARTA will need to acknowledge the implementation of the Process Safety Management (PSM), the reason for the PSM, and that they have been trained in the process as it pertains to their job function. The following positions and responsibilities are those who have been and will continue to be involved in the process:

1. Chief Operations Officer: Overall knowledge of the process, tours of the facility, speaks on SARTA’s use of hydrogen and the integration of hydrogen fuel cell buses into the fleet.
2. Maintenance Manager: Overall supervision of the process. Calls for maintenance of the station as needed. Oversees the Maintenance Supervisors, Maintenance Technicians, and Service Technicians.
3. Maintenance Supervisors: Oversees all shift operations of the Maintenance Technicians and Service Technicians.
4. Maintenance Technicians: Oversees the mechanical integrity of the hydrogen fuel cell vehicles as well as fueling.
5. Service Technicians: Oversees fueling, checks fluid levels, and cleaning of the hydrogen fuel cell vehicles.

SARTA employees, who are directly involved in the process, will certify they have been trained in the process as either a current employee in place of an initial training or a new employee who has just received initial training. Certifications are below as Attachments 1a, 1b, and 1c below. These forms will be viewed, signed, and kept on file in the personnel portal currently known as UKG.

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Attachment 1a – Employee Training Acknowledgement for Existing Employees – 1910.119(g)(1)(ii)

I, _____, certify and acknowledge that I have existing knowledge and experience in how hydrogen is used at SARTA. I also acknowledge that due to the increase in the amount of hydrogen being stored onsite requires me to be aware of the Process Safety Management written by SARTA and required by the Occupational Safety & Health Administration (OSHA) for facilities storing greater than 10,000 pounds of a hazardous chemical. This requirement is outlined in 29 CFR 1910.119.

Signature: _____

Date: _____

Under Board Review

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Attachment 1b – Employee Training Acknowledgement for New Employees – 1910.119(g)(1)

I, _____, certify and acknowledge that I have received training in how hydrogen is used at SARTA. I also acknowledge that due to the amount of Hydrogen being stored onsite requires me to be aware of the Process Safety Management written by SARTA and required by the Occupational Safety & Health Administration (OSHA) for facilities storing greater than 10,000 pounds of a hazardous chemical. This requirement is outlined in 29 CFR 1910.119.

Signature: _____

Date: _____

Under Board Review

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Attachment 1c – Employee Certification of Refresher Training on Process Safety Management – 1910.119(g)(2)

I, _____, certify and acknowledge that I have received refresher training in how hydrogen is used at SARTA. I also acknowledge that due to the amount of hydrogen being stored onsite requires me to be aware of the Process Safety Management written by SARTA and required by the Occupational Safety & Health Administration (OSHA) for facilities storing greater than 10,000 pounds of a hazardous chemical. This requirement is outlined in 29 CFR 1910.119.

Signature: _____

Date: _____

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Attachments 2: Air Products' Documentation of PSM Requirements

Attachment 2a: Employee Participation – Liquid Hydrogen Storage & Delivery System

Air Products and Chemicals, Inc.
 1940 Air Products Boulevard, Allentown, PA 18106-5500
 T 610-481-4911
 www.airproducts.com



To: Stark Area Regional Transit Authority (SARTA)
 1600 Gateway Blvd SE
 Canton, OH 44707

From: Max Kurecjan
 Air Products – Americas Process Safety

Date: 2/20/2025

Subject: Employee Participation – Liquid Hydrogen Storage & Delivery System

Air Products has a policy or written plan for compliance with the employee participation requirements of 29 CFR 1910.119c "Process Safety Management (PSM) of Highly Hazardous Chemicals". This policy applies to all Air Products employees that may work on or near a covered process as required by both OSHA PSM and EPA RMP regulations.

Air Products encourages participation by active consultation with each employee about all aspects of Process Safety relating to a covered process on a customer's site. The plan documents specific means of promoting employee participation by active consultation and training as follows:

1. **Process Safety Information** – The development of Process Safety Information (PSI) is a highly technical task and is conducted primarily by Engineering and Process Safety technical resources. Employees can be involved in the process by reviewing the PSI outputs and providing feedback regarding any potential inaccuracies.
2. **Process Hazards Analysis (PHA)** – The generation of the PHA may include employees that will work in or around the systems. Air Products relies on these subject matter experts to provide operations functional experience to the PHA team. All employees review the final PHA report for the specific system and site.
3. **Operating Procedures** – An equipment team in the corporate office generates a set of operating procedures for each system type. Employees that may work on covered systems will review and train on the operating procedures as part of job specific training requirements.
4. **Training** – Air Products has established a work process and training program to ensure each worker has the basic safety, technology, work process, tool, and data management system training for their job. Included in the list of requirements is a specific module dedicated to PSM/RMP understanding.
5. **Contractor Safety** – Air Products has established a work process and procedure that sets the minimum standard to allow work to be performed that includes hot work and other hazardous work activities associated with the onsite covered process. For each activity that may be performed on the system, the team will use this specific work process to assure continued safe operation of the system before, during, and after the work is completed.

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6. Pre-Startup Safety Review – Air Products has a standard work process for the safety inspection of all systems prior to startup. The Operational Readiness Inspection (ORI) process is used prior to initial commissioning or after maintenance/shutdown activities.
7. Mechanical Integrity Program – The mechanical integrity program defines the required maintenance activities, retest/replacement period and procedures to complete all aspects of the work. Employees are trained on each MI program and procedures to complete.
8. Safety Work Permit – Air Products has established a work process and procedure that sets the minimum standard to allow work to be performed. The Safety Work Permit work process is used to complete work activities on the covered process system that is under the direction of Air Products and every employee is trained on the work process to ensure compliance.
9. Management of Change – Air Products uses and maintains a change management system (MOC) for every change to a system, operation, procedure or standard. This work process is applied across all activities both within Air Products and systems/operations outside. All employees are trained on the MOC work process and apply it daily to every activity.
10. Emergency Response – All Air Products employees are trained in the correct operation of hazardous systems, deviation of intended operation and corrective action. They are also training in the escalation process to address deviations from normal operation for hazardous systems.

Air Products has adopted all fourteen elements of the PSM covered process program leveraging normal work processes or policies within the company. Each Air Products employee is trained in all policies related to the PSM elements and uses those policies in every aspect of their job.

Max Kurecian
Process Safety Engineer

Under

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Attachment 2c: Safety Work Permit Program – Liquid Hydrogen Storage & Delivery System

Air Products and Chemicals, Inc.
 1940 Air Products Boulevard, Allentown, PA 18106-5500
 T 610-481-4911
 www.airproducts.com



To: Stark Area Regional Transit Authority (SARTA)
 1600 Gateway Blvd SE
 Canton, OH 44707

From: Max Kurecian
 Air Products – Americas Process Safety

Date: 2/20/2025

Subject: Safety Work Permit Program – Liquid Hydrogen Storage & Delivery System



Air Products has established a work process and procedure that sets the minimum standard to allow work to be performed on a site when under the direction of an Air Products employee. This process applies to Air Products' personnel and contractors under the direction of Air Products managers. The standard applies to all work where a permit is required, including hot work and other hazardous work activities.

Air Products' work permit process is an integral part of all activities performed by employees and contractors. The permit to work system supplements normal hazard control methods. It ensures the foreseeable risks to people, processes, assets, or the environment have been identified, and precautions against injury or damage are implemented.

Max Kurecian
 Process Safety Engineer



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STARK AREA REGIONAL TRANSIT AUTHORITY



SARTA

PROCESS SAFETY MANAGEMENT - HYDROGEN

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Attachment 2d: Air Products Employee Training Program



Air Products and Chemicals, Inc.
1940 Air Products Boulevard
Allentown, PA 18106-5500
Telephone (610) 481-4911

To: Stark Area Regional Transit Authority (SARTA)
1600 Gateway Blvd SE
Canton, OH 44707

From: Max Kurecian

Dept./Ext: Process Safety

Date: 2/20/2025

Subject: Air Products Employee Training Program

Air Products & Chemicals Inc (APCI) has established a work process for maintaining a training program to ensure each worker has the basic safety, technology, work processes, tools, and data management system training for their job. This program provides and identifies the minimum training needed for a particular functional discipline, within a geographic region in which they may work.

An employee's training requirements are determined by the position they hold. The designation of a position function, such as Technician, Gas System Operator or Cryogenic Fluid Delivery driver, results in an employee's training requirements being automatically assigned from the Air Products' Learning Solution System or LearnEx system. The SAP Learning Solutions or LearnEx system records and maintains the require training for each work function, maintains each employee's training records and automatically notifies of training about to expire. Employees take training through online computer based, classroom attendance or self guided study. At the completion of the training a test is given to assure that there is clear understanding of the training material and 80% is required to complete the module. To meet the requirements as defined by the OSHA and EPA regulations, Air Products has generated a training course qualification within the SAP Learning Solutions system or LearnEx system specifically for LHY Procedures. Per EPA 40 CFR 68.71, the course qualification will:

- ensure that each employee presently operating a process, and each employee newly assigned to a covered process have been trained or tested competent in the operating procedures provided in 68.52 that pertain to their duties
- refresher training shall be provided at least every three years, and more often if necessary, to each employee involved in operating a process to assure that the employee understands and adheres to the current operating procedures of the process
- shall ascertain that each employee involved in operating a process has received and understood the training required by this paragraph. The owner or operator shall prepare a record which contains the identity of the employee, the date of training, and the means used to verify that the employee understood the training

Due to wide range of activities that Air Products employees are expected to perform, an employee's list of training requirements is extensive and may contain training unrelated to the specific cryogenic liquid storage system. Therefore, Air Products has generated a training course qualification within the SAP system or LearnEx system to automatically notify each operator identified, on a three year basis, that specific training of operating procedures is required to meet the requirements of both regulations as it relates to the hydrogen storage system. The employee will complete the required procedure training and complete documentation, this documentation will become part of training records for the covered process.

Max Kurecian
Process Safety Engineer
Air Products and Chemicals, Inc.

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Attachment 2e: Driver Training Records – Liquid Hydrogen Storage & Delivery System

Air Products and Chemicals, Inc.
 1940 Air Products Boulevard, Allentown, PA 18106-5500
 T 610-481-4911
 www.airproducts.com



To: Stark Area Regional Transit Authority (SARTA)
 1600 Gateway Blvd SE
 Canton, OH 44707

From: Nicole Boyd
 Air Products – Driver Safety & Training Specialist

Date: 2/20/2025

Subject: Driver Training Records – Liquid Hydrogen Storage & Delivery System



Air Products and Chemicals, Inc is supplying this information to our customers that is required for specific elements of both OSHA PSM and EPA RMP.

To meet regulation, 29 CFR 1910.119 (g), LHY drivers are trained to qualify to deliver liquid hydrogen. A Driver Trainer or designee observes the driver delivery process to ensure procedures are followed. The driver also takes a product knowledge written test. This training is provided every three years.

In addition, all drivers receive Hazard Communication “Right to Know” training.

Nicole Boyd
 Driver Safety & Training Specialist

Uma

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Attachment 2f: Operational Readiness Inspection – Liquid Hydrogen Storage & Delivery System

Air Products and Chemicals, Inc.
 1940 Air Products Boulevard, Allentown, PA 18106-5500
 T 610-481-4911
 www.airproducts.com



To: Stark Area Regional Transit Authority (SARTA)
 1600 Gateway Blvd SE
 Canton, OH 44707

From: Max Kurecian
 Air Products – Americas Process Safety

Date: 2/20/2025

Subject: Operational Readiness Inspection – Liquid Hydrogen Storage & Delivery System

The Operational Readiness Inspection (ORI) or Pre-Startup Safety Review (PSSR) process is used to ensure safe startup and operation of a new process or a modification to an existing plant or process. Air Products' ORI is an organized process of inspection, review, and verification to ensure a new process or a modification to an existing process, plant or equipment complies with design, construction, and testing standards.

This work process:

- Defines roles and responsibilities for performing an ORI and for measuring compliance
- Provides a systematic process for performing and documenting an ORI
- Utilizes a detailed checklist of items to be verified complete so an ORI team can conclude a plant or system is ready to begin operation in a safe and environmentally acceptable manner
- Allows for flexibility in the checklist structure such that only applicable portions are completed based on the plant or system being commissioned while ensuring a standardized approach is still followed.

Air Products Global EH&S Procedure "Operational Readiness Inspection Process" defines the requirements for the ORI. The on-site audit and/or inspection team shall address each item on the project-specific checklist. The team shall confirm completion of each item as defined in the closeout criteria selected. If a deficiency is identified, corrective action to eliminate the deficiency is required before the system can be operated.

The Air Products team will use a system specific checklist as the basis for the ORI of the liquid hydrogen storage and delivery system. As each portion of the system is complete, the ORI checklist is used to verify the system was ready to begin operation. When all systems are ready for operation, a comprehensive checklist will be reviewed to ensure compliance with requirements defined in OSHA's 29 CFR 1910.119 "Process Safety Management of Highly Hazardous Chemicals" and EPA 40 CFR "Risk Management Program" regulations.

Max Kurecian
 Process Safety Engineer

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Attachment 2g: Mechanical Integrity Program – Liquid Hydrogen Storage & Delivery System

Air Products and Chemicals, Inc.
 1940 Air Products Boulevard, Allentown, PA 18106-5500
 T 610-481-4911
 www.airproducts.com



To: Stark Area Regional Transit Authority (SARTA)
 1600 Gateway Blvd SE
 Canton, OH 44707

From: Anthony Stianchie
 Air Products – Advanced Systems

Date: 18 March 2025 (Revision R1)

Subject: Mechanical Integrity Program – Liquid Hydrogen Storage & Delivery System

Air Products has established a work process for maintaining a mechanical integrity program for all plants, equipment and processes operated and maintained by Air Products personnel. The program includes establishing minimum recordkeeping, inspection and testing procedures, and frequency of inspections and tests. The program is intended to ensure adequate containment of materials being processed and of energy contained within the process that could cause adverse safety consequences should a failure occur.

The customer shall maintain their existing operational extent around the Hydrogen Fueling Station; that is, the customer is only responsible for Hydrogen refueling operations through the existing dispensers. Air Products will continue to maintain all equipment & processes involved on site related to the Hydrogen Refueling Station and will continue implementing it’s Mechanical Integrity Program on site.

Anthony Stianchie
 Advanced Systems Project Engineer

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Attachment 2h: Change Management – Liquid Hydrogen Storage & Delivery System

Air Products and Chemicals, Inc.
 1940 Air Products Boulevard, Allentown, PA 18106-5500
 T 610-481-4911
 www.airproducts.com



To: Stark Area Regional Transit Authority (SARTA)
 1600 Gateway Blvd SE
 Canton, OH 44707

From: Max Kurecian
 Air Products – Americas Process Safety

Date: 2/20/2025

Subject: Change Management – Liquid Hydrogen Storage & Delivery System



Air Products Management of Change (MOC) system requirements are contained within a Global EH&S procedure. The standard defines the requirements for the review and approval of changes that affect the environment and/or health and safety of Air Products employees, customers, and communities near company operations. The scope of the MOC system covers changes to a variety of subjects, including process equipment, facilities, plant processes, procedures, software, raw material, and product specifications. The procedure also defines the requirements and work process for the utilization of a global electronic system for the submission, review, approval, communication, implementation, and close out verification of changes, in accordance with 40 CFR 68.75 “Management of Change”.

Air Products will utilize this process for all changes to the Liquid Hydrogen Storage and Delivery system, independent of the entity initiating the request.

Max Kurecian
 Process Safety Engineer



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Attachment 2i: Incident Investigation – Liquid Hydrogen Storage & Delivery System

Air Products and Chemicals, Inc.
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 T 610-481-4911
 www.airproducts.com



To: Stark Area Regional Transit Authority (SARTA)
 1600 Gateway Blvd SE
 Canton, OH 44707

From: Max Kurecian
 Air Products – Americas Process Safety

Date: 2/20/2025

Subject: Incident Investigation – Liquid Hydrogen Storage & Delivery System



Air Products has established a program to investigate upset conditions or incidents when they occur. The Eight Discipline (8D) Problem Solving Process leverages methodologies to identify root causes and take action to minimize or prevent reoccurrence. The process has eight disciplines:

1. Establish a Team
2. Describe the Problem
3. Implement and Verify Containment Actions
4. Define and Verify Root Cause
5. Choose and Verify Corrective Action
6. Implement Permanent Corrective Action
7. Prevent Recurrence
8. Completed (recognize team, summarize, and communicate results)

In the beginning of the process a leader with in-depth knowledge of the system or operation is appointed. The leader will form a team of process and product knowledgeable individuals. This team develops a clear, concise statement of non-conformance followed by an implementation and containment action statement to protect the facility from the root cause identified. Following the root cause identification, brainstorming or other techniques are used to clearly identify the root cause of the deviation from intended operation. After the identification of the root cause, the team chooses and verifies the appropriate corrective actions and then works with other members or organizations outside the core team to implement permanent corrective actions to minimize the potential for reoccurrence. The results are communicated to engineering teams, support members, stakeholders and operation teams so other organizations and groups can learn from incidents and root cause investigations.

Max Kurecian
 Process Safety Engineer

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Attachment 2j: Emergency Response Plan

Air Products and Chemicals, Inc.
 1940 Air Products Boulevard, Allentown, PA 18106-5500
 T 610-481-4911
 www.airproducts.com



To: Stark Area Regional Transit Authority (SARTA)
 1600 Gateway Blvd SE
 Canton, OH 44707

From: Max Kurecian
 Air Products – Americas Process Safety

Date: 2/20/2025

Subject: Emergency Response Plan – Liquid Hydrogen Storage & Delivery System



Each site where Air Products employees are required to operate, maintain, or respond to hazardous materials incidents is required to have a written emergency response plan. The written emergency response plan covers general processes for handling an emergency, responder responsibilities and training requirements, if any, in accordance with OSHA’s 29 CFR 1910.119 “Process Safety Management of Highly Hazardous Chemicals” and EPA 40 CFR 68.90 “Risk Management Program” regulations.

Air Products Operations Procedures define the activities associated with Air Products’ employee response when initiated by the owner of the facility where the system is located. These procedures identify emergency steps to take for likely abnormal liquid hydrogen tank operating conditions or upsets.

Max Kurecian
 Process Safety Engineer

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Attachment 3a – Process Operating Procedures for SARTA Personnel – 1910.119(f)

SARTA’s Process Operating Procedures are developed through code 1910.119(f) for those parts of the process SARTA is responsible for. Other parts of section 1910.119(f) will be addressed by Air Products per Attachments 2a, 2b, and 2c.

These procedures will be made readily available to all personnel per section 1910.119(f)(2) both virtually and in print in various locations throughout the Maintenance Department and the Dispatch Office.

Locations Where the PSM Can Be Found:

1. In Print
 - a. Fuel Station
 - b. Service Area
 - c. Maintenance Office
 - d. Dispatch Office
 - e. Front Desk of Operations Building
2. Electronic
 - a. Shared Network Drive
 - i. File mapping

Fueling Hydrogen Fuel Cell Vehicles – 1910.119(f)(1)(i)(B)

1. Pull vehicle up to the hydrogen dispenser
2. Attach ground cable to vehicle
3. Connect fuel nozzle to vehicle
4. Activate pump with PIN
5. Deactivate pump when vehicle is full
6. Disconnect nozzle from vehicle
7. Disconnect ground cable from vehicle
8. Move vehicle away from hydrogen dispenser and continue with service and parking procedures

Monitoring the Detection and Alarm Systems – 1910.119(d)(3)(i)(H)

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In addition to sensors, alarms, and monitoring equipment installed by Air Products, SARTA installed a redundant system to monitor the station for heat and the garage for gas. This system was installed by Integrated Sensing Solutions and operates in sending messages to notify local fire and police personnel as well as various SARTA staff. This system is also integrated with our fire monitoring services provided by Silco who may contact SARTA with various levels of alert and alarms when activated.

Depending on the emergency, this system is designed to:

1. Open all overhead doors in the garage.
2. Reverse the direction of flow for the air handlers.
3. Notify emergency personnel – local fire and police.
4. Notify SARTA personnel.

Hot Works Permits – 1910.119(k)

Hot Works Permits will be issued to any employee and/or contractor performing hot work at any SARTA property. For areas covered under this PSM, 29 CFR 1910.252(a), will need followed. A copy of these regulations have been attached to SARTA’s Hot Works Permit. Each permit will be collected by the Maintenance Manager and placed in the PSM file for all areas covered by this PSM.

Management of Change – 1910.119(l)

Management of Change will be handled by the COO in coordination with the Director of Development and Special Projects. When something in how the process changes, the PSM will be updated and a new revision released. All affected staff will be retrained and sign off on the retraining.

Should something change in the process for Air Products and that change affects SARTA’s process of fueling vehicles, then Air Products shall notify the COO of the necessary change(s) and the PSM will be updated. Retraining and acknowledgement of staff will also happen in the case of Air Products triggering the change.

Incident Investigation – 1910.119(m)

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Incident investigation will happen per section 1910.119(m) of the PSM. In this case, all incidents will be reported, documented, and saved to the network drive containing the PSM Incident Reports. A copy of this report is Attachment 9. Incident Reports are the responsibility of the Maintenance Supervisor on duty. All incident reports shall be reported to the proper authorities and Air Products no less than 48-hours after the occurrence. After completing the Incident Report, they should be given to the Maintenance Manager for review and a copy shall be saved with the PSM Investigations on the network drive. Examples of incidents that a SARTA staff member could encounter are:

1. Station and Fuel Equipment Failure
2. Vehicle making contact with the station or dispenser
3. Broken hose due to driving away without disconnecting
4. Broken ground wire due to driving away without disconnecting

All incidents should be documented per the Incident Report and have the following information:

1. Date of the Incident
2. Date of the Investigation
3. Name of the Investigator
4. Description of the Incident
5. Factors Contributing to the Incident
6. Recommendations Resulting from the Incident.

Inspection Reports – 1910.119(j)(4)(iv)

Inspection Reports will be collected by the Maintenance Manager when released by Air Products. Integrated Sensing Solutions shall also provide SARTA with proof that the redundant safety monitoring has been inspected. Inspection Reports will be kept on the network drive with the PSM.

Compliance Audits – 1910.119(o)

Compliance Audits will be performed every three (3) years. Using the Compliance Audit form (Attachment 8), audits will begin with this questionnaire. Any issues that have arisen in the previous three years will be documented and attached to the audit report. Any changes will need to be reflected in the PSM and the necessary training completed. Compliance Audit reports

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can be found on the network drive with the PSM documents. Completed audits should be saved in this file too and will need to be retained for five (5) years.

Under Board Review

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Attachment 3b – Process Training Procedures for SARTA Personnel – 1910.119(g)

This procedure outlines the responsibilities of the Maintenance Manager and Supervisors in training and recertifying SARTA staff in the Process Safety Management of SARTA’s hydrogen use.

SARTA Maintenance supervisory staff will be responsible for all initial and recertification training. Upon initial implementation of the Process Safety Management, supervisors will ensure all current employees understand the process and why the Process Safety Management has been put in place.

All trainings will require each employee to sign-off acknowledging the policies and procedures of the Process Safety Management along with any changes that may have been made. Acknowledgements are attachments 1a – 1c of this document.

Maintenance Supervisors will train Maintenance employees in the process that SARTA is responsible for in having hydrogen on the property. These trainings will occur based on the position the employee holds and their respective duties in the process as described in Attachment 3a. Topics will range from fueling vehicles, recognizing issues and incidents through observation and automated sensory and alarm systems, and maintaining vehicles where hydrogen is used as a fuel source. SARTA employees will only be trained in fuelling vehicles as the process SARTA personnel are responsible for. A high level explanation will be given for the station equipment, but no SARTA employee will be allowed inside the fence unless authorized to do so by Air Products.

SARTA employees who participate in the process will also be required to recertify in the Process Safety Management by reviewing all current policies and procedures for the use of hydrogen at SARTA every three (3) years. Topics will range from fueling vehicles, recognizing issues and incidents through observation and automated alarm systems, and maintaining vehicles where hydrogen is used as a fuel source.

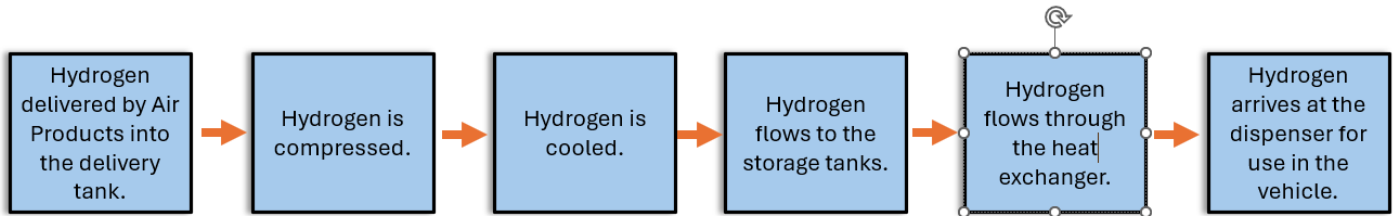
In addition to SARTA personnel involved in the process and all incoming and existing SARTA staff will be made aware of the Emergency Action Plan also known as Attachments 7 of this PSM.

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Attachment 4 – Block Diagram of Process – 1910.119(d)(2)(i)(A)



Hydrogen Process Diagram



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Attachment 5 – Hydrogen Material Safety Data Sheet – 1910.119(d)

SAFETY DATA SHEET



SDS Number: 067A

HYDROGEN

SECTION 1: CHEMICAL PRODUCT AND COMPANY IDENTIFICATION

Product Identifier : Hydrogen
CAS No. : 1333-74-0
Chemical formula : H₂
Synonyms : Hydrogen
REACH Registration Number : Listed in Annex IV/V REACH, exempted from registration

Relevant identified uses of the substance or mixture and uses advised against
Use of the substance/mixture : General Industrial and Professional use. Perform risk assessment prior to use.
Restriction on use : Not for consumer use

Details of the supplier of the safety data sheet
Physical address : Air Products South Africa (Pty) Ltd.
 Silver Stream Business Park, 1st Floor, Building 3,
 10 Muswell Road South,
 Bryanston, 2191

Telephone : +27 (0)11 570 5000 (Head Office)
 +27 (0)11 977 6444 (Customer Care Cylinders)
 0800 023 298 (Engineering / Bulk Services)

Emergency telephone number (24h) : 0800 650 315

Signal Word : Danger

Hazard Statements:
 H220: Extremely flammable gas.
 H280: Contains gas under pressure, may explode if heated

Precautionary Statements:
Prevention : P210: Keep away from heat, hot surfaces, sparks, open flames, and other ignition sources. No smoking
Response : P377: Leaking gas fire: do not extinguish, unless leak can be stopped safely.
 P381: Eliminate all ignition sources if safe to do so.
Storage : P403: Store in a well ventilated place

Other hazards
 Burns with an invisible flame
 Can ignite on contact with air
 High pressure gas
 Can cause rapid suffocation
 Extremely flammable
 May form explosive mixtures in air
 Immediate fire and explosion hazard exists when mixed with air at concentrations exceeding the lower flammability limit (LFL)
 High concentrations that can cause rapid suffocation are within the flammable range and should not be entered
 Avoid breathing gas
 Self contained breathing apparatus (SCBA) may be required.

Environmental Effects
 Not harmful.

SECTION 2: HAZARDS IDENTIFICATION

Classification of the substance or mixture
 Flammable gases – Category 1 H220: Extremely flammable gas.
 Gases under pressure – Compressed gas. H280: Contains gas under pressure, may explode if heated

Label elements
 Hazard pictograms/symbols



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SECTION 3: COMPOSITION / INFORMATION ON INGREDIENTS

Substances

Components	EINECS/ELINCS Number	CAS Number	Concentration (Volume)
Hydrogen	215-605-7	1333-74-0	100%

Components	CLASSIFICATION (CLP)	REACH Req #
Hydrogen	Flam. gas 1; H220 Press Gas (Comp.) ; H280	*1

*1: Listed in Annex IV/V REACH, exempted from registration.

*2: Registration not required. Substance manufactured or imported < t/y

*3: Registration not required: substance manufactured or imported < 1 t/y for non-intermediate uses.

Refer to section 16 for full text of each relevant hazard statement (H)

Concentration is nominal. For the exact product composition, please refer to Air Products product specifications.

Mixtures : Not applicable

SECTION 4: FIRST AID MEASURES

Description of first aid measures

- General advice : Move victim to uncontaminated area wearing self contained breathing apparatus. Keep victim warm and rested. Call a doctor. Apply artificial respiration if breathing stopped.
- Eye contact : In case of direct contact with eyes, seek medical advice
- Skin contact : Adverse effects not expected from this product. IF exposed or concerned: Get medical advice/attention.
- Ingestion : Ingestion is not considered a potential route of exposure.
- Inhalation : Move to fresh air. If breathing has stopped or is laboured, give assisted respirations. Supplemental oxygen may be indicated. If the heart has stopped, trained personnel should begin cardiopulmonary resuscitation immediately. In

case of shortness of breath, give oxygen. Seek medical advice.

Most important symptoms and effects, both acute and delayed

Symptoms : Exposure to oxygen deficient atmosphere may cause the following symptoms: Dizziness. Salivation. Nausea. Vomiting. Loss of mobility/unconsciousness.

Indication of any medical attention and special treatment need

Treatment : If exposed or concerned: get medical attention/advice.

SECTION 5: FIRE-FIGHTING MEASURES

Extinguishing media

Suitable extinguishing media : Shutting off the source of the gas is the preferred method of control. Be aware of the risk of formation of static electricity with the use of CO2 extinguishers and do not use them in places where a flammable atmosphere may be present.

Extinguishing media which must not be used for safety reasons : Do not use water jet to extinguish.

Special hazards arising from the substance or mixture

Ignitable by static electricity. Burns with an invisible flame. Gas is lighter than air and can accumulate in the upper sections of enclosed spaces. Upon exposure to intense heat or flame, cylinder will vent rapidly and or rupture violently. Keep containers and surroundings cool with water spray. Extinguish fire only if gas flow can be stopped. If possible shut off the source of gas and allow the fire to burn itself out. Do not extinguish a leaking gas flame unless absolutely necessary. Spontaneous / explosive re-ignition may occur. Extinguish any other fire. Move away from container and cool with water from a protected position. Keep adjacent cylinders cool by spraying with large amounts of water until fire burns itself out. If flames are accidentally extinguished, explosive re-ignition may occur, therefore, appropriate measures should be taken (e.g. total evacuation to protect persons from cylinder fragments and toxic fumes should a rupture occur).

Advice for fire-fighters

: In confined spaces use self-contained breathing apparatus. Standard protective clothing and equipment (Self Contained Breathing Apparatus) for fire fighters. Standard EN 137 – Self-contained open-circuit compressed air breathing apparatus with full face mask. Standard EN 469 – Protective clothing for fire-fighters. Standard EN 659 – Protective gloves for fire-fighters

Further information

: The presence of a hydrogen flame can be detected by approaching cautiously with an outstretched straw broom to make the flame visible.

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SECTION 6: ACCIDENTAL RELEASE MEASURES

Personal precautions, protective equipment and emergency procedures

Evacuate personnel to safe areas. Remove all sources of ignition. Never enter a confined space or any other area where the flammable gas concentration is greater than 10% of its lower flammability limit. Ventilate the area.

Environmental precautions : Do not discharge into any place where its accumulation could be dangerous. Should not be released into environment. Prevent further leakage or spillage if safe to do so.

Methods and material for containment and cleaning up

Ventilate the area. Approach suspected leak areas with caution.

Additional advice : Increase ventilation to the release area and monitor concentrations. If leak is from cylinder or cylinder valve, call the Air Products emergency telephone number. If the leak is in the user's system, close the cylinder valve, safely vent the pressure, and purge with an inert gas before attempting repairs.

Reference to other sections : For more information refer to sections 8 and 13.

SECTION 7: HANDLING AND STORAGE

Precautions for safe handling

Cylinders should be stored up right with valve protection guard in place and firmly secured to prevent falling or being knocked over. Use equipment rated for cylinder pressure. May ignite if valve is opened to air. Protect cylinders from physical damage; do not drag, roll, slide or drop. Do not allow storage area temperature to exceed 50°C. Only experienced and properly instructed persons should handle compressed gases/cryogenic liquids. Before using the product, determine its identity by reading the label. Know and understand the properties and hazards of the product before use. When doubt exists as to the correct handling procedure for a particular gas, contact the supplier. Do not remove or deface labels provided by the supplier for the identification of the cylinder contents. When moving cylinders, even for short distances, use a cart (trolley, hand truck, etc.) designed to transport cylinders. Do not remove valve guards. Before connecting the container, check the complete gas system for suitability, particularly for pressure rating and materials. Before connecting the container for use, ensure that back feed from the system into the container is prevented. Ensure the complete gas system is compatible for pressure rating and materials of construction. Ensure the complete gas system has been checked for leaks before use. Employ suitable pressure regulating devices on all containers when the gas is being emitted to systems with lower pressure rating than that of the container. Never insert an object (e.g. wrench, screwdriver, pry bar, etc) into the valve openings. Doing so may damage the valve causing a leak to occur.

Open valve slowly. If user experiences any difficulty operating cylinder valve discontinue use and contact supplier. Close container valve after each use and when empty, even if still connected to equipment. Never attempt to repair or modify container valves or safety relief devices. Damaged valves should be reported immediately to the supplier. Close valve after each use and when empty. Do not subject containers to abnormal mechanical shocks which may cause damage to their valve or safety devices. Never attempt to lift a cylinder by its valve guard. Do not use containers as rollers or supports or for any other purpose than to contain the gas as supplied. Never strike an arc on a compressed gas cylinder or make a cylinder a part of an electrical circuit. Do not smoke while handling product or cylinders. Never re-compress a gas or a gas mixture without first consulting the supplier. Never attempt to transfer gases from one cylinder/container to another. Always use backflow protective device in piping. Purge air from system before introducing gas. Never use direct flame or electrical heating devices to raise the pressure of a container. Containers should not be subjected to temperatures above 50°C. Prolonged periods of cold temperature below -30°C should be avoided. Ensure equipment is adequately earthed.

Conditions for safe storage, including any incompatibilities

Full containers should be stored so that oldest stock is used first. Containers should be stored in a purpose built compound which should be well ventilated, preferably in the open air. Stored containers should be periodically checked for general condition and leakage. Observe all regulations and local requirements regarding storage of containers. Protect containers stored in the open against rusting and extremes of weather. Containers should not be stored in conditions likely to encourage corrosion. Containers should be stored in the vertical position and properly secured to prevent toppling. The container valves should be tightly closed and where appropriate valve outlets should be capped or plugged. Container valve guards or caps should be in place. Keep containers tightly closed in a cool, well-ventilated place. Store containers in location free from fire risk and away from sources of heat and ignition. Full and empty cylinders should be segregated. Do not allow storage temperature to exceed 50°C. Smoking should be prohibited within storage areas or while handling product or containers. Display "No Smoking or Open Flames" signs in the storage areas. The amounts of flammable or toxic gases in storage should be kept to a minimum. Return empty containers in a timely manner.

Technical measures/Precautions

Containers should be segregated in the storage area according to the various categories (e.g. flammable, toxic, etc.) and in accordance with local regulations. Keep away from combustible material. All electrical equipment in the storage areas should be compatible with flammable materials stored. Containers containing flammable gases should be stored away from other combustible materials. Where necessary containers containing oxygen and oxidants should be separated from flammable gases by a fire resistant partition.

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SECTION 8: EXPOSURE CONTROLS AND PERSONAL PROTECTION

Exposure controls

Engineering measures

Provide natural or explosion proof ventilation that is adequate to ensure flammable gas does not reach its lower explosive limit.

Personal protective equipment

- Respiratory protection : High concentrations that can cause rapid suffocation are within flammable range and should not be entered.
- Hand protection : Wear work gloves when handling gas cylinders/containers. Standard EN 388 - protective gloves against mechanical risk.
The breakthrough time of the selected glove(s) must be greater than the intended use period.
- Eye/face protection : Safety glasses recommended when handling cylinders. Standard EN 166 – personal eye protection.
- Skin and body protection : Safety shoes are recommended when handling cylinders. Standard EN ISO 20345 – personal protective equipment – safety footwear.
Wear as appropriate: flame retardant protective clothing. Standard EN ISO 14116 – Limited flame spread materials. Standard EN ISO 1149-5 – Protective clothing: electrostatic properties.
- Special instructions for protection and hygiene : Ensure adequate ventilation, especially in confined areas.

SECTION 9: PHYSICAL AND CHEMICAL PROPERTIES

Information on basic physical and chemical properties

- Form : Compressed gas.
- Colour : Colourless gas
- Odour : No odour warning properties.
- Molecular Weight : 2.02 g/mol
- Relative vapour density : 0.07 (air = 1) Lighter than air
- Relative density : 0.07 (water = 1)
- Vapour pressure : Not applicable.
- Density : 0.0001 g/cm³ at 21 °C Note: (as vapour)
- Specific Volume : 11.9830 m³/kg at 21 °C
- Boiling point/range : -252.9 °C

- Critical temperature : -240 °C
- Melting point/range : -259.2 °C
- Water solubility : 0.0016 g/l
- Auto-ignition temperature : 560 °C
- Upper flammability limit : 75%
- Lower flammability limit : 4%
- Partition coefficient n-octanol/water [log kow] : Not applicable
- pH : Not applicable
- Viscosity : No reliable data available
- Particle characteristics : Not applicable
- Upper and lower explosion/flammability limits : 75 %(V) and 4% (V)
- Flash point : Not applicable
- Decomposition temperature : Not applicable
- Other information**
- Explosive properties : Not applicable
- Oxidizing properties : Not applicable
- Odour threshold : Odour threshold is subjective and inadequate to warn of over exposure
- Evaporation rate : Not applicable
- Flammability (solid/gas) : Refer to product classification in section 2

SECTION 10: STABILITY AND REACTIVITY

- Reactivity : No reaction hazard other than the effects described in sub sections below.
- Chemical Stability : Stable under normal conditions.
- Possibility of hazardous reactions : No data available
- Conditions to avoid : Heat, flames and sparks. May form explosive mixtures with air and oxidising agents.
- Incompatible Materials : Oxygen.
Oxidising agents.
- Hazardous decomposition products : Under normal conditions and use, hazardous decomposition products should not be produced

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SECTION 11: TOXICOLOGICAL INFORMATION

Information on toxicological effects

Likely routes of exposure

- Effects on eye : In case of direct contact with eyes, seek medical advice.
- Effects on Skin : Adverse effects not expected from this product.
- Inhalation effects : In high concentrations may cause asphyxiation. Symptoms may include loss of mobility/consciousness. Victim may not be aware of asphyxiation. Asphyxiation may bring about unconsciousness without warning and so rapidly that victim maybe unable to protect themselves.
- Ingestion effects : Ingestion is not considered a likely route of exposure.
- Symptoms : Exposure to oxygen deficient atmosphere may cause the following symptoms: Dizziness. Salivation. Nausea. Vomiting. Loss of mobility/unconsciousness.

Acute toxicity

- Acute oral toxicity : No data available on the product itself.
- Acute inhalation toxicity : No data available on the product itself.
- Acute dermal toxicity : No data available on the product itself.
- Skin corrosion/irritation : No data available.
- Serious eye damage/eye irritation : No data available.
- Sensitization : No data available.

Chronic toxicity or effects from long time exposure

- Carcinogenicity : No data available.
- Reproductive toxicity : No data available on the product itself.
- Germ cell mutagenicity : No data available on the product itself.
- Specific target organ systemic toxicity (single exposure) : No data available.
- Specific target organ systemic toxicity (repeated exposure) : No data available.
- Aspiration hazard : No data available.

SECTION 12: ECOLOGICAL INFORMATION

Toxicity

- Aquatic toxicity : No data is available on the product itself.
- Toxicity to other organisms : No data available on the product itself

Persistence and degradability

No data available

Bioaccumulative potential : Refer to section 9 "Partition coefficient (n-octanol/water)".

Mobility in soil : Because of its high volatility, the product is unlikely to cause ground pollution.

Other adverse effects

This product has no eco-toxicological effects

Effect on the ozone layer : No known effects from this product.

Ozone depleting potential : None

Effect on global warming : When discharged in large quantities may contribute to the greenhouse effect.

Global warming potential : 6

SECTION 13: DISPOSAL CONSIDERATIONS

- Waste treatment method** : Contact supplier if guidance is required. Return unused product in original cylinder to supplier. Do not discharge into areas where there is a risk of forming an explosive mixture with air. Waste gas should be flared through a suitable burner with flash back arrestor.
- Contaminated packaging : Return cylinder to supplier.

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SECTION 14: TRANSPORT INFORMATION

ADR

UN/ID No. : UN1049
 Proper shipping name : HYDROGEN, COMPRESSED
 Class or Division : 2
 Tunnel Code : (B/D)
 Label(s) : 2.1
 ADR/RID Hazard ID no. : 23
 Marine Pollutant : No

IATA

UN/ID No. : UN1049
 Proper shipping name : Hydrogen, compressed
 Class or Division : 2.1
 Label(s) : 2.1
 Marine Pollutant : No

IMDG

UN/ID No. : UN1049
 Proper shipping name : HYDROGEN, COMPRESSED
 Class or Division : 2.1
 Label(s) : 2.1
 Marine Pollutant : No
 Segregation Group : None

RID

UN/ID No. : UN1049
 Proper shipping name : HYDROGEN, COMPRESSED
 Class or Division : 2
 Label(s) : 2.1
 Marine Pollutant : No

Further Information

Avoid transport on vehicles where the load space is not separated from the driver's compartment. Ensure vehicle driver is aware of the potential hazards of the load and knows what to do in the event of an accident or an emergency. Ensure compliance with applicable regulations.
 Before transporting product containers ensure that they are firmly secured and: Cylinder valve is closed and not leaking, valve outlet cap nut or plug (where provided) is correctly fitted and the valve protection device (where provided) is correctly fitted.
 The transportation information is not intended to convey all specific regulatory data relating to this material. For complete transportation information, contact an Air Products customer service representative.

SECTION 15: REGULATORY INFORMATION

OHS Act : Occupational Health and Safety Act 85 of 1993 (and Regulations)
 SANS 11014 : Safety data sheet for chemical products- Content and order of sections
 SANS 10234 : Globally Harmonized System of classification and labelling of chemicals (GHS)
 SANS 10265 : The classification and labelling of dangerous substances and preparations for sale and handling
 SANS 10019 : Transportable containers for compressed, dissolved and liquefied gases – Basic design, manufacture, use and maintenance
 SANS 1518 : Transport of dangerous goods – Design, construction, testing, approval and maintenance of road vehicles and portable tanks
 SANS 10228 : The identification and classification of dangerous goods for transport
 SANS 10229-1&2 : Transport of dangerous goods – Packaging and large packaging for road and rail transport Part 1: Packaging / Part 2: Large Packaging
 SANS 10263-2 : The warehousing of dangerous goods Part 2: The storage and handling of gas cylinders

NB: Refer to latest edition

SECTION 16: OTHER INFORMATION

Ensure all national/local regulations are observed.

Hazard Statements

H220: Extremely flammable gas.
 H280: Contains gas under pressure, may explode if heated.

Indication of Method

Flammable gases Category 1. Extremely flammable gas.
 Gases under pressure .Compressed gas. Contains gas under pressure, may explode if heated.

Abbreviations and acronyms

ATE – Acute Toxicity Estimate
 CLP – Classification Labelling Packaging Regulation; Regulation (EC) No 1272/2008
 REACH – Registration, Evaluation, Authorisation and Restriction of Chemicals Regulation (EC) No 1907/2006
 EINECS – European Inventory of Existing Commercial Chemical Substances
 ELINCS – European List of Notified Chemical Substances
 CAS# - Chemical Abstract Service number

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- PPE – Personal Protective Clothing
- Kow – octanol-water partition coefficient
- LC50- Lethal Concentration to 50% of a test population
- LD50 – Lethal Dose to 50% of a test population (Median Lethal Dose)
- OEL – Occupational Exposure Limit
- PBT – Persistent Bioaccumulative and Toxic
- vPvB - Very Persistent and Very Bioaccumulative
- STOT – Specific Target Organ Toxicity
- EN – European Standard
- UN – United Nations
- ADR – European Agreement concerning the International Carriage of Dangerous Goods by Road
- IATA – International Air Transport Association
- IMDG – International Maritime Dangerous Goods
- RID – Regulations concerning the International Carriage of Dangerous Goods by Rail

Details given in this document are believed to be correct at the time of going to press. Whilst proper care has been taken in the preparation of this document, no liability for injury or damage resulting from its use can be accepted.

(Reference www.airproducts.com - Air Products PLC Hydrogen
MSDS Number 300000000074 / Version 2.1 / Revision Date 24.03.2020)

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Attachment 6 – SARTA Hot Works Permit – 1910.119(k)

HOT WORK PERMIT

IMPORTANT – Follow precautions indicated *

No. _____ - _____

Prior to, during, and after any hot work, comply with recommended precautions in Travelers' Cutting, Welding and Hot Work Operations Guide and NFPA 51B.

This Hot Work Permit is required for any operation involving open flame or producing heat/sparks outside of designated hot work areas. "Hot Work" includes, but is not limited to: welding, brazing, cutting, grinding, soldering, thawing pipe, torch-applied roofing, or chemical welding.

Seek an alternative/safer method, not involving hot work whenever possible.

* Complete this Hot Work Permit (by tabbing through each highlighted area and typing in each field) including having the precautions followed, signed by someone in authority and hang this permit in the vicinity of the hot work operation. Areas not highlighted are intended to be completed on-site using pen. Once the hot work is completed and the area observed and signed off as being safe, sign this permit and retain it for review by Travelers Risk Control.

Location/Area: _____

Work to be done: _____

Name(s) of Authorized Worker(s): _____

Name(s) of Personnel Assigned to Fire Watch: _____

Time started: _____

Completed: _____

I verify that the above location has been examined and the precautions marked below have been taken. Permission is granted for this work.

Name of Permit-Authorizing Individual (PAI): _____

(Print and sign)

– PERMIT EXPIRES AT END OF CURRENT SHIFT –

Retain for review by Travelers

This section is to be completed by the PAI and kept at the work site.

HOT WORK PERMIT

Permit issue date: _____

Location/Area: _____



DANGER

PRECAUTIONS TO PREVENT FIRES

DO NOT PERFORM HOT WORK UNTIL THE FOLLOWING PRECAUTIONS HAVE BEEN TAKEN

CHECK WHEN APPLICABLE:

- Sprinklers are in service where present. Fire hose or portable extinguishers are operable and available in the area of work.
- Hot work equipment is in good repair.

PRECAUTIONS WITHIN 35-FT OF HOT WORK

- Combustibles storage/materials removed or covered with listed or approved materials (welding pads, blankets, curtains, or fire-resistive tarpaulins), metal shields, or noncombustible materials.
- For elevated work, extend the 35-ft distance by _____ ft
- Combustible floors wet down or covered with fire-resistive noncombustible materials or equivalent.
- Floors swept clean and trash removed.
- All wall and floor openings covered tightly.
- Flammable liquid, dust, lint, and oily deposits removed.
- Explosive atmosphere in area eliminated.
- Ducts and conveyors covered, protected, or shut down.

PRECAUTIONS FOR HOT WORK ON WALLS, CEILINGS, OR ROOFS

- Construction is noncombustible and without combustible coverings or insulation.
- Combustibles removed from other side of wall, ceiling, or roof.

PRECAUTIONS FOR HOT WORK ON ENCLOSED EQUIPMENT

- Enclosed equipment is cleaned of all combustibles.
- Containers are purged of flammable liquid/vapor.
- Monitor flammable gas/vapor prior to and during work. % LEL _____ (Discontinue Hot Work if reading exceeds 10% of LEL or if positive change in % LEL is detected during work.)
- Pressurized vessels, piping, and equipment removed from service, isolated, and vented.
- For work on metal vessels or piping with combustible linings or parts, Additional Precautions provided as detailed below.

FIRE WATCH

- Continuous fire watch to be performed during and for at least 60 minutes following completion of hot work, including any breaks.
 - Provide fire monitoring for _____ minutes beyond the 60-minute fire watch per PAI's assessment of fire hazard.
- Fire watch is trained in use of fire extinguishing equipment and sounding alarm.
- Additional fire watch warranted/provided in adjoining areas, above and below.

ADDITIONAL PRECAUTIONS

This section is to be completed by the PAI and kept at the work site.

FINAL FIRE WATCH CHECK

The work area was observed for at least 60 minutes after work was completed and found fire safe.

Signed: _____

Date: _____

Time: _____

IMPORTANT! To save a copy of this form once filled in, you must choose File/Save As from the top menu bar, give it a unique name and save a copy to your computer. You may also print out a completed copy by clicking on the Print Form button.

[Print Form](#)

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1910.252(a)

Fire prevention and protection -

1910.252(a)(1)

Basic precautions. For elaboration of these basic precautions and of the special precautions of paragraph (a)(2) of this section as well as a delineation of the fire protection and prevention responsibilities of welders and cutters, their supervisors (including outside contractors) and those in management on whose property cutting and welding is to be performed, see Standard for Fire Prevention in Use of Cutting and Welding Processes, NFPA Standard 51B, 1962, which is incorporated by reference as specified in § 1910.6. The basic precautions for fire prevention in welding or cutting work are:

1910.252(a)(1)(i)

Fire hazards. If the object to be welded or cut cannot readily be moved, all movable fire hazards in the vicinity shall be taken to a safe place.

1910.252(a)(1)(ii)

Guards. If the object to be welded or cut cannot be moved and if all the fire hazards cannot be removed, then guards shall be used to confine the heat, sparks, and slag, and to protect the immovable fire hazards.

1910.252(a)(1)(iii)

Restrictions. If the requirements stated in paragraphs (a)(1)(i) and (a)(1)(ii) of this section cannot be followed then welding and cutting shall not be performed.

1910.252(a)(2)

Special precautions. When the nature of the work to be performed falls within the scope of paragraph (a)(1)(ii) of this section certain additional precautions may be necessary:

1910.252(a)(2)(i)

Combustible material. Wherever there are floor openings or cracks in the flooring that cannot be closed, precautions shall be taken so that no readily combustible materials on the floor below will be exposed to sparks which might drop through the floor. The same precautions shall be observed with regard to cracks or holes in walls, open doorways and open or broken windows.

1910.252(a)(2)(ii)

Fire extinguishers. Suitable fire extinguishing equipment shall be maintained in a state of readiness for instant use. Such equipment may consist of pails of water, buckets of sand, hose or portable extinguishers depending upon the nature and quantity of the combustible material exposed.

1910.252(a)(2)(iii)

Fire watch.

1910.252(a)(2)(iii)(A)

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Fire watchers shall be required whenever welding or cutting is performed in locations where other than a minor fire might develop, or any of the following conditions exist:

1910.252(a)(2)(iii)(A)(1)

Appreciable combustible material, in building construction or contents, closer than 35 feet (10.7 m) to the point of operation.

1910.252(a)(2)(iii)(A)(2)

Appreciable combustibles are more than 35 feet (10.7 m) away but are easily ignited by sparks.

1910.252(a)(2)(iii)(A)(3)

Wall or floor openings within a 35-foot (10.7 m) radius expose combustible material in adjacent areas including concealed spaces in walls or floors.

1910.252(a)(2)(iii)(A)(4)

Combustible materials are adjacent to the opposite side of metal partitions, walls, ceilings, or roofs and are likely to be ignited by conduction or radiation.

1910.252(a)(2)(iii)(B)

Fire watchers shall have fire extinguishing equipment readily available and be trained in its use. They shall be familiar with facilities for sounding an alarm in the event of a fire. They shall watch for fires in all exposed areas, try to extinguish them only when obviously within the capacity of the equipment available, or otherwise sound the alarm. A fire watch shall be maintained for at least a half hour after completion of welding or cutting operations to detect and extinguish possible smoldering fires.

1910.252(a)(2)(iv)

Authorization. Before cutting or welding is permitted, the area shall be inspected by the individual responsible for authorizing cutting and welding operations. He shall designate precautions to be followed in granting authorization to proceed preferably in the form of a written permit.

1910.252(a)(2)(v)

Floors. Where combustible materials such as paper clippings, wood shavings, or textile fibers are on the floor, the floor shall be swept clean for a radius of 35 feet (10.7 m). Combustible floors shall be kept wet, covered with damp sand, or protected by fire-resistant shields. Where floors have been wet down, personnel operating arc welding or cutting equipment shall be protected from possible shock.

1910.252(a)(2)(vi)

Prohibited areas. Cutting or welding shall not be permitted in the following situations:

1910.252(a)(2)(vi)(A)

In areas not authorized by management.

1910.252(a)(2)(vi)(B)

In sprinklered buildings while such protection is impaired.

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1910.252(a)(2)(vi)(C)

In the presence of explosive atmospheres (mixtures of flammable gases, vapors, liquids, or dusts with air), or explosive atmospheres that may develop inside uncleaned or improperly prepared tanks or equipment which have previously contained such materials, or that may develop in areas with an accumulation of combustible dusts.

1910.252(a)(2)(vi)(D)

In areas near the storage of large quantities of exposed, readily ignitable materials such as bulk sulfur, baled paper, or cotton.

1910.252(a)(2)(vii)

Relocation of combustibles. Where practicable, all combustibles shall be relocated at least 35 feet (10.7 m) from the work site. Where relocation is impracticable, combustibles shall be protected with flameproofed covers or otherwise shielded with metal or asbestos guards or curtains.

1910.252(a)(2)(viii)

Ducts. Ducts and conveyor systems that might carry sparks to distant combustibles shall be suitably protected or shut down.

1910.252(a)(2)(ix)

Combustible walls. Where cutting or welding is done near walls, partitions, ceiling or roof of combustible construction, fire-resistant shields or guards shall be provided to prevent ignition.

1910.252(a)(2)(x)

Noncombustible walls. If welding is to be done on a metal wall, partition, ceiling or roof, precautions shall be taken to prevent ignition of combustibles on the other side, due to conduction or radiation, preferably by relocating combustibles. Where combustibles are not relocated, a fire watch on the opposite side from the work shall be provided.

1910.252(a)(2)(xi)

Combustible cover. Welding shall not be attempted on a metal partition, wall, ceiling or roof having a combustible covering nor on walls or partitions of combustible sandwich-type panel construction.

1910.252(a)(2)(xii)

Pipes. Cutting or welding on pipes or other metal in contact with combustible walls, partitions, ceilings or roofs shall not be undertaken if the work is close enough to cause ignition by conduction.

1910.252(a)(2)(xiii)

Management. Management shall recognize its responsibility for the safe usage of cutting and welding equipment on its property and:

1910.252(a)(2)(xiii)(A)

Based on fire potentials of plant facilities, establish areas for cutting and welding, and establish procedures for cutting and welding, in other areas.

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1910.252(a)(2)(xiii)(B)

Designate an individual responsible for authorizing cutting and welding operations in areas not specifically designed for such processes.

1910.252(a)(2)(xiii)(C)

Insist that cutters or welders and their supervisors are suitably trained in the safe operation of their equipment and the safe use of the process.

1910.252(a)(2)(xiii)(D)

Advise all contractors about flammable materials or hazardous conditions of which they may not be aware.

1910.252(a)(2)(xiv)

Supervisor. The Supervisor:

1910.252(a)(2)(xiv)(A)

Shall be responsible for the safe handling of the cutting or welding equipment and the safe use of the cutting or welding process.

1910.252(a)(2)(xiv)(B)

Shall determine the combustible materials and hazardous areas present or likely to be present in the work location.

1910.252(a)(2)(xiv)(C)

Shall protect combustibles from ignition by the following:

1910.252(a)(2)(xiv)(C)(1)

Have the work moved to a location free from dangerous combustibles.

1910.252(a)(2)(xiv)(C)(2)

If the work cannot be moved, have the combustibles moved to a safe distance from the work or have the combustibles properly shielded against ignition.

1910.252(a)(2)(xiv)(C)(3)

See that cutting and welding are so scheduled that plant operations that might expose combustibles to ignition are not started during cutting or welding.

1910.252(a)(2)(xiv)(D)

Shall secure authorization for the cutting or welding operations from the designated management representative.

1910.252(a)(2)(xiv)(E)

Shall determine that the cutter or welder secures his approval that conditions are safe before going ahead.

1910.252(a)(2)(xiv)(F)

Shall determine that fire protection and extinguishing equipment are properly located at the site.

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1910.252(a)(2)(xiv)(G)

Where fire watches are required, he shall see that they are available at the site.

1910.252(a)(2)(xv)

Fire prevention precautions. Cutting or welding shall be permitted only in areas that are or have been made fire safe. When work cannot be moved practically, as in most construction work, the area shall be made safe by removing combustibles or protecting combustibles from ignition sources.

1910.252(a)(3)

Welding or cutting containers -

1910.252(a)(3)(i)

Used containers. No welding, cutting, or other hot work shall be performed on used drums, barrels, tanks or other containers until they have been cleaned so thoroughly as to make absolutely certain that there are no flammable materials present or any substances such as greases, tars, acids, or other materials which when subjected to heat, might produce flammable or toxic vapors. Any pipe lines or connections to the drum or vessel shall be disconnected or blanked.

1910.252(a)(3)(ii)

Venting and purging. All hollow spaces, cavities or containers shall be vented to permit the escape of air or gases before preheating, cutting or welding. Purging with inert gas is recommended.

1910.252(a)(4)

Confined spaces -

1910.252(a)(4)(i)

Accidental contact. When arc welding is to be suspended for any substantial period of time, such as during lunch or overnight, all electrodes shall be removed from the holders and the holders carefully located so that accidental contact cannot occur and the machine be disconnected from the power source.

1910.252(a)(4)(ii)

Torch valve. In order to eliminate the possibility of gas escaping through leaks or improperly closed valves, when gas welding or cutting, the torch valves shall be closed and the gas supply to the torch positively shut off at some point outside the confined area whenever the torch is not to be used for a substantial period of time, such as during lunch hour or overnight. Where practicable, the torch and hose shall also be removed from the confined space.

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Attachment 7 – Emergency Action Plan – 1910.119(n)

SARTA’s Process Safety Management has the required Emergency Action Plan as outlined below per code 1910.119(n) with requirements described in code 29 CFR 1910.38.

- 1910.38(a): Application. An employer must have an emergency action plan whenever an OSHA standard of this part requires one.
 - Attachment 7 will address SARTA’s Emergency Action Plan.
- 1910.38(b): Written & Oral Emergency Action Plans. An emergency action plan must be in writing, kept in the workplace, and available to employees for review. However, an employer with 10 or fewer employees may communicate the plan orally to employees.
 - Due to SARTA having greater than 10 employees, this action plan will be in writing and made available to all employees per this section.
- 1910.38(c): Minimum Elements of an Emergency Action Plan. An emergency action plan must include at minimum:
 - 1910.38(c)(1): Procedures for reporting a fire or other emergency.
 - To report a fire or emergency, SARTA employees shall:
 - Assess the emergency need based on physical observation or automated alarm.
 - Activate emergency stops located at the hydrogen station, lobby of the Operations Building, and dispatch.
 - Activate building alarms should the emergency not trigger an automated alarm or in the event of an automated alarm failure.
 - Dial 911 to notify appropriate authorities.
 - 1910.38(c)(2): Procedures for emergency evacuation, including type of evacuation and exit route assignments.
 - Evacuation Route Assignments will be as follows:
 - Administration Building – Building Sweep = Director of Development & Special Projects or Director of Human Resources
 - Exit nearest lighted exit per evacuation maps posted throughout the building.
 - Congregate at the Robin Court gate where gate can be opened by Director of Development & Special Projects after building sweep.
 - Director of Development & Special Projects to sweep building and meet with Administration Building employees at Robin Court gate.

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- Director of Development & Special Projects to open Robin Court gate if needed.
- Garage – Building Sweep = Maintenance Supervisor on duty at time of evacuation
 - Exit nearest lighted exit per evacuation maps posted throughout the building.
 - Congregate at the Gateway Boulevard shelter.
 - Should the emergency be at the hydrogen station or fuel dispenser, make way around the building to meet at the Robin Court gate.
 - Maintenance Supervisor to sweep building and meet with Administration Building employees at Gateway Boulevard shelter unless the Robin Court gate is the safer location.
 - Maintenance Supervisor to open west garage gate for full flow of traffic around building upon exit.
- Operations Building – Building Sweep = Chief Operations Officer or Director of Customer Relations
 - Exit nearest lighted exit per evacuation maps posted throughout the building.
 - Congregate at the Gateway Boulevard shelter.
 - Should the emergency be at the Hydrogen station or fuel dispenser, make way around the building to meet at the Robin Court gate.
 - Chief Operations Officer to sweep building and meet with Operations Building employees at Gateway Boulevard shelter unless Robin Court gate is the safer location.
- 1910.38(c)(3): Procedures to be followed by employees who remain to operate critical plant operations before they evacuate.
 - SARTA Dispatch personnel are the only personnel with critical function should the facility need evacuated as vehicles could potentially be on the road where an Operator may need to get a hold of someone in a supervisory capacity. In this case, each Dispatcher shall:
 - Take a handheld radio and laptop to remain in contact with the Operators.
 - Have the CSR Supervisor notify transit centers that the Gateway facility is being evacuated.

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STARK AREA REGIONAL TRANSIT AUTHORITY



SARTA

PROCESS SAFETY MANAGEMENT - HYDROGEN

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- Digital Media Coordinator Ebony Fontes
 - Director of Finance Vacant
 - Director of Dev. & Special Projects Clayton Popik
- 1910.38(d): Employee Alarm System. An employer must have and maintain an employee alarm system. The employee alarm system must use a distinctive signal for each purpose and comply with the requirements in § 1910.165.
 - The SARTA Gateway Facility where the process occurs is equipped with fire and smoke alarms, H2 heat and gas detection alarms, a Public Address (PA) system, and strobes for making all employees aware in the event of an emergency.
- 1910.38(e): Training. An employer must designate and train employees to assist in safe and orderly evacuation of other employees.
 - The requirements of this section shall be met through Attachment 3b – Process Training Procedures for SARTA Personnel.
- 1910.38(f): Review of Emergency Action Plan. An employer must review the emergency action plan with each employee covered by the plan. *The requirements of this section shall be met through Attachment 3b – Employee Training Procedures for SARTA Personnel.*
 - 1910.38(f)(1): When the plan is developed, or the employee is assigned initially to the job.
 - 1910.38(f)(2): When the employee’s responsibilities under the plan change.
 - 1910.38(f)(3): When the plan is changed.

Under Board Approval

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Attachment 8 – Triennial Compliance Audit – 1910.119(o)(3)

Process Compliance Checklist:

1. Were any revisions made to the PSM in the last three years?
2. Were any changes made to the hazardous material used in the process?
3. Were any changes made to the Operating Procedures?
4. Were any changes made to the Emergency Action Plan?
5. If changes were made in items 1-4, was appropriate retraining held and signed-off on?
6. Were new hires appropriately trained in the process if they are one of the named job titles?
7. Has Air Products notified SARTA of any changes to their process?
8. Have there been any incidents filed regarding the process in the last three years?
 - a. Have the appropriate incident reports been filed?
 - b. Have past incident reports been retained for up to five (5) years?

I, _____, certify that I have reviewed the above items for SARTA's Process Safety Management for hydrogen storage and found the process to still be in compliance with all applicable parts of 29 CFR 1910.119.

Maintenance Manager Signature: _____

Date: _____

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Attachment 9 – Incident Report – 1910.119(m)(4)

Date of Incident: _____ Date of Investigation: _____

Name of Investigator: _____

Description of Incident: _____

Factors Contributing to the Incident:

- Weather
- Level of Familiarity with Equipment
- Level of Familiarity with Vehicle
- Lighting
- Visibility
- Unknown
- Other: _____

Recommendations Resulting from Incident: _____

Notification (initial): Air Products SARTA Personnel

Maintenance Supervisor Signature: _____

Maintenance Manager Signature: _____

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Attachment 10 – SARTA Board of Trustees Resolution #___2025

Stark Area Regional Transit

Authority Resolution #____, 2025

A Resolution of Approval for the filing of a Process Safety Management (PSM) with the Occupational Safety & Health Administration (OSHA) for the Increased Amount of Hydrogen Stored at SARTA.

Whereas, SARTA will be increasing the amount of hydrogen stored at the Gateway Facility once the new storage tank is put in place, and

Whereas, this PSM will make SARTA compliant with 29 CFR 1910.119 for facilities storing greater than 10,000 pounds of a hazardous substance, and

Whereas, the PSM will be distributed to those employees who work closely with hydrogen, and

Whereas, the PSM will be reviewed and updated as needed due to any changes in the process as required by 29 CFR 1910.119

Now be it resolved by the Stark Area Regional Transit Authority Board of Trustees, that the Process Safety Management (PSM) is approved for filing with the Occupational Safety & Health Administration (OSHA) for the increased amount of hydrogen stored at SARTA.

Date

Board President

Secretary-Treasurer

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Stark Area Regional Transit Authority

Resolution # _____, 2025

A Resolution To Dispose Of Obsolete And Unusable Assets

WHEREAS, this resolution authorizes the Executive Director/CEO to dispose of Obsolete and unusable assets; and

WHEREAS, there are a total of two (2) obsolete or unusable assets to be disposed of including the following;

Asset ID	Asset Description	Purchase Date	Purchase Price	Fully Depreciated?
2394	Diesel Floor Scrubber	2/24/2006	\$45,134.02	Yes
5395	Ranger Parts Washer	11/15/2010	\$2,965.00	Yes

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 assets.

Date

Board President

Secretary-Treasurer

Stark Area Regional Transit Authority

Resolution # _____, 2025

A Resolution To Dispose Of Obsolete And Unusable Vehicles

WHEREAS, this resolution authorizes the Executive Director/CEO to dispose of Obsolete and unusable transit vehicles; and

WHEREAS, there are a total of two (2) obsolete or unusable transit vehicles to be disposed of including the following;

Bus Number	Make	Reason for Disposal	VIN
1188	Gillig	Exceeded Useful Life	15GGB271XB1178598
1188 Engine	Cummins	Fully depreciated	Disposed with bus
1189	Gillig	Exceeded Useful Life	15GGB2711B1178599

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 vehicles.

Date

Board President

Secretary-Treasurer

Stark Area Regional Transit Authority
1600 Gateway Blvd SE
Canton, Ohio 44707
(330) 477-2782



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