



NEO Ride

Board Meeting Minutes

Tuesday March 12, 2019 at 1:00 p.m.
One Park Centre Drive, Ste 300, Wadsworth, OH 44281

I. Attendance

On Tuesday March 12, 2019, the meeting was called to order by Mr. Capelle at 1:05 p.m. The roll was called with all members present.

Board Members and Alternates:

➤ Ben Capelle, Chairman	Laketran
➤ Dean Harris, Sec/Treasurer	WRTA
➤ Valerie Shea	METRO
➤ Claudia Amrhein	PARTA
➤ Clayton Popik	PARTA
➤ Brian Trautman	PARTA
➤ Kirt Conrad	SARTA
➤ Mark Finnicum	SARTA
➤ Jim Gee	TARTA
➤ Dean Harris	WRTA
➤ Judy Rodriguez	WRTA

Other Interested Parties:

➤ Barbara Rhoades, Fiscal Officer	OTRP
➤ Ken Reed	OTRP
➤ Andy Hodovan	OTRP
➤ Katherine Manning	OTRP
➤ Lisa Lamb	OTRP

II. Summary of Board Actions

1. Approved the Consent Docket (Agenda, Minutes 02/06/19, ratified D&O coverage binding, ratified Chair's signature of Masabi contract)
2. Approved purchase of Transit App through Masabi
3. Accepted changes to the proposed Mobile Ticketing Budget to add the Transit App and remove administrative expenses for a final total of \$25,750

II. Action Items

Subject: Consent Docket

Mr. Capelle asked for a motion to approve the Consent Docket which included the Agenda, the Board Meeting Minutes from 02/06/19, ratification of the D&O coverage purchase for 2019 and ratification of the Masabi contract for Mobile Ticketing.

Motion: **Mr. Gee made a motion to approve the Consent Docket. Mr. Harris seconded the motion. No discussion was heard.**

Vote: **All voted in favor of the motion.**

Subject: Finance Report

Mr. Capelle asked for the finance report. Ms. Rhoades announce that there were no changes in the financials since the last Board meeting and that she is waiting to issue invoices until this meeting is completed. It was stated that the fiscal audit has been drafted and is in the process of being finalized and filed.

Subject: Transit App

Ms. Manning provided an update from the sub-committee on the Transit App for OHIORide. The sub-committee met and received a presentation from Transit App and how it would interact with OHIORide. The subcommittee debated whether to integrate into the Transit App or have a standalone OHIORide app.

Mr. Capelle reminded the group that an advantage to having both the Transit App and OHIORide dealt with the ability to give a third-party control (such as a University) to upload their agreed upon clients, stored value and the ability to operate independently without Transit App. Meanwhile NEORide will still get the benefit of those users who may find an OHIORide member just from using Transit App, allowing them to make ticket purchases through the app.

Mr. Capelle lead an open discussion. The cost of adding Transit App is a total cost of \$6,000 which is then allocated over the membership. Mobile Ticketing and the additional cost per member were explained in detail.

All were heard and all questions answered.

Mr. Capelle asked for a motion to approve the purchase of Transit App through Masabi.

Motion: **Mr. Conrad made a motion to approve the purchase of Transit App through Masabi. Mr. Gee seconded the motion.**

Vote: **All voted in favor of the motion.**

Subject: Workplan Mobile Ticketing Budget

Mr. Troutman raised awareness of a discrepancy between the proposed budget document and the minutes. After discussion Mr. Capelle asked the Board to make a final and binding decision on the budget as no invoices have been issued. Mr. Harris stated he preferred the administrative costs to be tracked through the regular budget as all members are participating. No further changes to the project budget were contemplated at this time.

Mr. Capelle asked for a motion to accept the following changes to the Mobile Ticketing Proposed Budget. The changes are to remove from the budget \$500 office supplies, \$1,000 travel, \$500 contingency which totals \$2,000 and to add the Transit App fee of \$6,000. The new approved project budget total will be \$25,750.

***Motion:* Mr. Gee made a motion to accept the changes to the Mobile Ticketing Proposed Budget. The changes are to remove \$500 office supplies, \$1,000 travel, \$500 contingency which totals \$2,000 and add the Transit App fee of \$6,000. The new budget total will be \$25,750. Mr. Harris seconded the motion.**

***Vote:* All voted in favor of the motion.**

Subject: Workplan Mobile Ticketing Strategic Objectives

Ms. Manning updated the Board on the Strategic Objectives by providing the currently approved workplan charts. It was announced that progress has been made on several action items.

The Mobile Ticketing marketing update was provided by Ms. Manning. She was able to show the Board the draft of the OHIORide website and illustrated how it will be updated to include step by step instructions to use the product.

Mr. Capelle stated that the Masabi contract has been signed and thanked Ms. Amrhein, Roetzel and Andress, Mr. Harris and Ms. Distler along with many others to ensure accuracy in the process.

It was stated that NEORide and Masabi will be presenting the OHIORide App together in a session at the OPTA conference in April and a sample of the OHIORide App will be available for attendees to trial.

Subject: Workplan Joint Grant/Funding

No new opportunities for joint grant funding were identified and no current grant proposal is outstanding.

Subject: Workplan Multiagency Procurement

The new list of suggested procurement items was reviewed and discussed. It was agreed that staff will begin work on options to procure shelters, salt/calcium chloride, Remix software, and fuel. An update will be provided to the Board at the next regular meeting.

Subject: Board Initiatives - Legal Counsel

Ms. Rhoades announced that the time-line for issuance of an RFP is June of 2019.

Subject: Board Initiatives – Long-Term Strategic Objectives

No new long-term strategic objectives were proposed and the Governing Board will continue to focus on the 2019 approved strategic objectives.

Subject: Guest Communications

There were no guests present.

Adjournment

It was agreed that the next meeting for NEORide would be April 11, 2019.

At 1:55 p.m., having concluded the business for the day, Mr. Capelle requested a motion to adjourn the meeting.

Motion: **Ms. Shea made a motion to adjourn the meeting. Mr. Gee seconded the motion.**

Vote: **All voted in favor of the motion.**