



NEO Ride

Board Meeting Minutes

Thursday, April 27, 2017 at 10:30 a.m.
One Park Centre Drive, Ste 300, Wadsworth, OH 44281

I. Attendance

On Thursday, April 27, 2017, the meeting was called to order by Ms. Amrhein at 10:37a.m. The roll was called with all members present.

Board Members and Alternates:

➤ Claudia Amrhein, Chairman	PARTA
➤ Kirt Conrad, Vice Chairman	SARTA
➤ Richard Enty, Secretary/Treasurer	METRO (Not Present)
➤ Barbara Rhoades, Fiscal Officer	OTRP
➤ Valerie Shea	METRO
➤ Katherine Manning	PARTA
➤ Brian Trautman	PARTA (Not Present)
➤ Mark Finnicum	SARTA

Other Interested Parties:

➤ Michael Salamone	Medina County Public Transit
➤ Angie Neeley	METRO
➤ Bambi Miller	METRO
➤ Andy Hodovan	OTRP
➤ Dean Harris	OTRP
➤ Ben Capelle	Laketrans

II. Summary of Board Actions

1. Approved the April 27, 2017 Agenda for the Board Meeting
2. Approved the March 23, 2017 Board Minutes
3. Accepted the resolution from the Laketrans Board accepting the NEORide By-laws and approved Laketrans for NEORide Membership with an initial year one membership dues of \$2,500. Ratification of this action is to be performed as required by the NEORide By-laws.
4. Approved an independent fee of \$500 for any non-member entity wishing to participate in the procurement program
5. Approved an amendment to the 2017 strategic planning objectives (SPO's) to obtain a quote from legal to perform a comprehensive by-laws review based upon the strategic objective of the COG.

6. Approved an amendment to the 2017 SPO's to include paratransit coordination
7. Approved an amendment to the 2017 SPO's to allow the fiscal agent to explore an RFI for mobile ticketing.

II. Action Items

Subject: Consent Agenda

Ms. Amrhein asked for a motion to approve the Consent Agenda which included the Board Meeting Agenda for April 23, 2017 and the Board Meeting Minutes from March 23, 2017.

Motion: **Mr. Conrad made a motion to approve the Consent Agenda. Ms. Shea seconded the motion.**

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

Subject: Addition of Laketrans as a new NEORide Member

Mr. Capelle from Laketrans advised the Board that the Laketrans Board has passed a resolution to join NEORide and accept the NEORide By-laws. Mr. Capelle will be the voting member for Laketrans. Mr. Harris discussed the issue that it appears from the By-laws the underlying NEORide members will need to ratify this action. Ms. Rhoades stated that she would communicate with the Corporate Legal Counsel for NEORide to be sure that all steps to the process are met and that an e-mail would be sent to each NEORide Board Member with specific instructions to finalize the membership process.

Motion: **Mr. Conrad made a motion to accept the resolution from the Laketrans Board accepting the NEORide By-laws and approving Laketrans for NEORide Membership with initial membership dues of \$2,500. Ratification of this action is to be performed as required by the NEORide By-laws. Ms. Shea seconded the motion.**

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

Subject: Guest Communications

Ms. Amrhein asked for introductions of all interested parties/guests. No guest requested the opportunity to speak.

Subject: Finance Report

Mr. Harris presented the Balance Sheet, P&L, and Budget to Actual as of March 31, 2017. He stated that NEORide is on budget and does not have any outstanding invoices at this time. Mr. Harris explained that NEORide is waiting for the report marked "Final" from Parsons Brinkerhoff to submit for the final LGIF grant payment. Ms. Rhoades reported that the fiscal audit is on track to be completed in a timely manner.

Subject: 2017 Strategic Planning Initiatives (SPO's) Updates

Ms. Amrhein asked for an updated from the working group for all of the 2017 SPO's.

2017 SPO – #1 Fare Reciprocity

Ms. Neeley from METRO reported that a working group from each of the members had met to discuss issues regarding agreements with other entities, how many passengers would be included, fare medium issues, and problems that could arise with abuse of the system.

2017 SPO – #2 Region Wide Free Fare Fridays

Ms. Manning from PARTA reported that a working group from each of the members had met to begin the process of marketing the summer program. She distributed a new logo (#Summer in the Cities) that had been created. It was agreed by each of the members that they would create shirts for their drivers with the new logo and that they would purchase a few give-aways and fund radio spots and other media coverage for the event. The kick-off for the program will be June 15th (dump the pump day) at the METRO Robert K. Pfaff transfer station. It was requested that the NEORide Board Members attend. The working group is also inviting local dignitaries as well.

2017 SPO – #3 NEORide Website Update

Ms. Manning from PARTA reported that Cromwell & Company has been retained to create a new website for NEORide. It will include features such as google transit, AVL Systems, descriptions of the concept and links to the websites for the members. The Summer in the Cities program will be strongly featured. It was discussed that since Laketrans as a new member is not participating in SPO#2 NEORide would wait to feature them on the site to avoid potential confusion. Ms. Rhoades requested that the contract pricing agreement be sent the NEORide office for budgeting and records purpose.

2017 SPO – #4 Multi-Agency Procurement Project

Mr. Harris from OTRP reported that Roetzel & Andress has advised that NEORide can develop a fee to charge for the procurement project and that everyone participating does not have to be a full member of NEORide.

Mr. Harris recommended to the Board a \$500 fee be assessed to any non-member wishing to participate in the Procurement Project.

Motion: **Mr. Conrad made a motion to approve charging a \$500 yearly fee to any non-NEORide member participating in the NEORide Procurement Project. Ms. Shea seconded the motion.**

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

2017 SPO – #5 Time Table Alignment

Ms. Shea from METRO reported that a working group from each of the members had met to discuss issues regarding the adjustments required to the time tables and that the group was proceeding forward with future plans to achieve better alignment between the NEORide members.

Subject: Discussion Items

Ms. Amrhein addressed the group regarding the potential to review the NEORide By-laws. She requested that the Fiscal Agent contact Corporate Legal Counsel in conjunction with the Laketrans membership addition to determine the cost and feasibility of reviewing our by-laws during 2017 to be sure they are meeting the needs of the organization as now NEORide has a definite direction and objectives.

Motion: **Ms. Amrhein made a motion to approve an amendment to the 2017 strategic planning objectives (SPO's) to obtain a quote from legal to perform a comprehensive by-laws review based upon the strategic objective of the COG. Mr. Conrad seconded the motion.**

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

Mr. Conrad stated his concern that the paratransit coordination issue which is in process is not stated on the 2017 SPO's as an official objective. Mr. Finnicum gave a short update as to the progress of the paratransit coordination issue.

Motion: **Ms. Conrad made a motion to approve an amendment to the 2017 strategic planning objectives (SPO's) to include paratransit coordination. Ms. Shea seconded the motion.**

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

Mr. Capelle question the groups status of Mobile Ticketing as it appears many of the working groups are dealing with this issue. It was determined that Mr. Harris would issue an RFI for exploration purposes to determine if NEORide Members would be able to share in the implementation of this system. As this is not a standard commodity, it was determined this RFI would be an initiative for full NEORide members only.

Motion: **Ms. Conrad made a motion to approve an amendment to the 2017 strategic planning objectives (SPO's) to include exploration of mobile ticketing for the NEORide group. Ms. Shea seconded the motion.**

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

Adjournment

It was agreed that the next meeting for NEORide would be July 20, 2017.

At 11:45a.m., having concluded the business for the day, Ms. Amrhein requested a motion to adjourn the meeting.

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

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

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