



NEORide

Minutes of the Executive Board Meeting

February 3, 2023@ 11:00am – Isaac Wiles Offices
2 Miranova Place #700, Columbus, OH

I. Attendance

NEORide President Mr. Ben Capelle asked for the Roll Call and determined that a quorum was present. The meeting was called to order at 11:02 a.m.

Board Members, Alternates and Other Interested Parties present are listed below.

Board Members and Alternates:

Ben Capelle, President	Laketran
Chasilyn Carter	LFPT
Matt Dutkevicz	BCRTA
Delene Weidner	BCRTA
Kirt Conrad	SARTA
Mark Finnicum	SARTA
Dean Harris	WRTA
Mike Salamone	Trumbull County
Brian Trautman	PARTA
Kelly Jurisch	PARTA
Lucas Boehm	TARTA
Jarrold Hampshire	Akron METRO RTA
Joshua Miranda (phone)	GCRTA
Jose Feliciano (phone)	GCRTA
Justin Avery (phone)	Rock Region Metro
Becca Green (phone)	Rock Region Metro
Gina Douthat (phone)	TANK
Shannon Rine (phone)	MCPT
Sharon Pearson (phone)	LCPT

Other Interested Parties:

Katherine Conrad	OTRP
Barbara Rhoades	OTRP
Cristian Kornea	OTRP
Ryan Spitzer	Isaac Wiles
Brian	Isaac Wiles
Sarish Kasat (phone)	Via
Katie Knapp de Orvananos (phone)	Via
Angad Oberoi (phone)	IBI
Heidi Guenin, Arcadis (phone)	IBI

II. Summary of Board Actions

- 1. Approved Board Meeting Agenda of 2-3-23**
- 2. Approved NEORide Executive Committee Meeting Minutes 11/18/22**
- 3. Approved the resolution passed by the Delaware County Transit Board to become a voting member of NEORide.**
- 4. Approved establishment of a NEORide records commission to be comprised of all NEORide executive board members.**
- 5. Approved updated NEORide credit card policy.**
- 6. Approved NEORide procurement policy.**
- 7. Approved privacy policy for EZConnect.**
- 8. Approved digital sign budget approved by subcommittee on 1.23.**
- 9. Approved Board Chair to subcontract with ARCADIS/IBI Group in the amount of \$250,200 to complete work on the FTA EMI Grant awarded to NEORide.**
- 10. Approved NEORide Board Chair to subcontract with Regional Mobility Group in the amount of \$45,800 to complete work on the FTA EMI Grant awarded to NEORide**
- 11. Approved IBI amendment for EZConnect work funded by OTP2 Award in 2022.**
- 12. Accepted Message Point Media contract including MSA, Appendix B, C, and D.**
- 13. Accepted Motion to release RFP for mobile ticketing provider/EZfare.**
- 14. Accepted Motion to disband Cleveland Coordination Committee.**

III. Discussion/Action Items/Reports

1. Consent Docket

Motion: Mr. Conrad 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.

Approve, Accept and Affirm all items on the Consent Docket

- a. Approve Board Meeting Agenda of 2-3-23.
- b. Approve NEORide Executive Committee Minutes 11/18/2022

Discussion/ Action Items /Reports

- 2. ACTION: Motion to Accept the resolution passed by the Delaware County Transit Board to become a voting member of NEORide. Motion is contingent on required revisions to resolution be made by the Delaware Transit Board during their February 2023 Board Meeting.**

Motion: Mr. Dutkevicz made a motion to accept the resolution passed by Delaware County Transit Board to become a voting member of NEORide. With the contingency of the required revisions to resolution be made by Delaware County Transit Board during their February 2023 board meeting. Mr. Finnicum seconded the motion.

No discussion was heard.

Vote: All voted in favor of the motion.

- 3. ACTION: Motion to establish a NEORide records commission to be comprised of all NEORide executive board members.**

Motion: Mr. Harris made a motion to establish a NEORide records commission to be comprised of all NEORide executive board members. Mr. Hampshire seconded the motion.

Mr. Dutkevicz questions if the records commission needs to have a fiscal officer and a legal representative.

Mr. Spitzer states legal counsel will investigate the requirements of who is required to be on the records commission.

The board agrees to vote on an amendment to the motion to include an assigned fiscal agent and legal counsel in addition to all NEORide executive board members on the NEORide records commission.

ACTION: Amended motion to establish a NEORide records commission to be comprised of an assigned fiscal agent, legal counsel and all NEORide executive board members.

Motion: Mr. Harris made a motion to amend motion to establish a NEORide records commission to be comprised of an assigned fiscal agent, legal counsel and all NEORide executive board members. Mr. Hampshire seconded the motion.

No further discussion was heard.

Vote: All voted in favor of the motion.

4. DISCUSSION: Discussion and review of internal control and policy evaluation completed by REA.

Ms. Conrad states that OTRP Board members passed a motion to hire REA to do an internal control and policy evaluation for NEORide. As we bring on additional state and federal funding, we want to be proactive, so our policies align with federal policies. REA put together a scope of all the policies NEORide should have including a credit card policy and a procurement policy.

Ms. Rhoades states REA brought in auditors that are experts in both federal and state grants to review last year statement and to ensure everything is in compliance.

5. ACTION: Motion to approve updated NEORide credit card policy.

Motion: Mr. Harris made a motion to approve updated NEORide credit card policy. Mr. Dutkevicz seconded the motion.

Ms. Conrad states this policy was recommended by REA to replace old credit card policy that was substantially smaller and more limited. Ms. Conrad gives an overview of the new credit card policy.

Mr. Conrad inquires information about receipts.

Ms. Rhoades states each transaction must have a receipt. If a receipt is missing employee who utilized the card must fill out a missing receipt form and have it approved by the fiscal agent.

Ms. Conrad states the new policy has more checks and balances and more extensive than the previous one. If an employee needs to make a purchase, they will speak directly to Elaine Kilker who will only grant someone the card for approved purchases and will oversee all charges.

Vote: All voted in favor of the motion.

6. ACTION: Motion to approve NEORide procurement policy.

Motion: Mr. Conrad made a motion to approve NEORide procurement policy. Mr. Harris seconded the motion.

Ms. Conrad states this policy was recommended by REA to replace old procurement policy. Ms. Conrad gives an overview of the proposed policy.

Mr. Harris asks if the \$250,000 limit without board approval is the federal level. He states his transits' policy has a \$100,000 limit.

Legal Counsel clarifies that the federal limit was followed in this policy.

Mr. Conrad proposes NEORide follow the minimums required by the state instead of the federal minimums. An amendment to the policy will be made to reflect this.

ACTION: Motion to approve NEORide procurement policy with amendment of limits to follow state instead of federal limits.

Motion: Mr. Conrad made a motion to approve NEORide procurement policy with amendment of limits to follow state instead of federal limits. Mr. Harris seconded the motion.

No further discussion was heard.

Vote: All voted in favor of the motion.

7. ACTION: Motion to approve privacy policy for EZConnect.

Motion: Mr. Finnicum made a motion to approve privacy policy for EZConnect. Mr. Harris seconded the motion.

Ms. Conrad gives an overview of the proposed privacy policy for EZConnect.

No further discussion was heard.

Vote: All voted in favor of the motion.

8. DISCUSSION: Annual conflict of interest statements.

Ms. Conrad states Mr. Kornea has sent out the annual conflict of interest statements virtually to be signed by all board members and alternates.

No further discussion was heard.

9. ACTION: Motion to approve digital sign budget approved by subcommittee on 1.23.

Motion: Mr. Conrad made a motion to approve digital sign budget approved by subcommittee on 1.23. Mr. Harris seconded the motion.

Ms. Conrad gives an overview of the digital sign budget. The budget includes project management, legal services, and RFP costs. This is split between the three participating members. In addition the contract allows other members to join at a later date.

Mr. Hampshire asks if a resolution is needed from each participating transit authority.

Ms. Conrad states that in the contract there is an appendix A that each transit board will vote on and approve that will outline the needs and costs specific to each participating member.

No further discussion was heard.

Vote: All voted in favor of the motion.

10. ACTION: Motion to approve NEORide Board Chair to subcontract with ARCADIS/IBI Group in the amount of \$250,200 to complete work on the FTA EMI Grant awarded to NEORide. This contract is contingent on final execution of the FTA's award to NEORide for the EMI Grant Funding.

Motion: Mr. Conrad made a motion to approve NEORide Board Chair to subcontract with ARCADIS/IBI Group the amount of \$250,200 to complete work on the FTA EMI Grant awarded to NEORide. Contingent on final execution of the FTA's award to NEORide for the EMI Grant funding. Ms. Carter seconded the motion.

Ms. Conrad states the contract is awaiting final FTA approval in the meantime to not delay the project further a subcontract was developed to allow us once the contract is approved to execute these sub agreements.

Mr. Dutkevicz asks for an overview on the scope of EMI.

Ms. Conrad explains the scope of EMI as middle wear that allows for different paratransit software to communicate with each other. This is a component of the EZConnect project.

Mr. Conrad asks legal counsel if the contract states whether the data created within the software would be propriety to EMI or if we retain the exclusive rights to the data.

Motion: Mr. Hampshire made a motion to table further discussion until legal counsel reviews the contract. Mr. Boehm seconded the motion.

Motion: Mr. Boehm made a motion to open discussion again. Mr. Conrad seconded the motion.

Ms. Rhoades states that the board would pass the motion with the contingency that data would not be proprietary to EMI and NEORide will not be charged for the any of our data created within the app and survive after termination of the contract.

Mr. Conrad and Ms. Carter withdrew original motion.

ACTION: Motion to approve NEORide Board Chair to subcontract with ARCADIS/IBI Group in the amount of \$250,200 to complete work on the FTA EMI Grant awarded to NEORide and ensuring intellectual data rights are protected. This contract is contingent on final execution of the FTA's award to NEORide for the EMI Grant Funding.

Motion: Mr. Conrad made a motion to approve NEORide Board Chair to subcontract with ARCADIS/IBI Group the amount of \$250,200 to complete work on

the FTA EMI Grant awarded to NEORide and ensuring intellectual data rights are protected. Contingent on final execution of the FTA's award to NEORide for the EMI Grant funding. Mr. Hampshire seconded the motion.

No further discussion was heard.

Vote: All voted in favor of the motion.

11. ACTION: Motion to approve NEORide Board Chair to subcontract with Regional Mobility Group in the amount of \$45,800 to complete work on the FTA EMI Grant awarded to NEORide ensuring intellectual data rights are protected. This contract is contingent on final execution of the FTA's award to NEORide for the EMI Grant funding.

Motion: Mr. Conrad made a motion to approve NEORide Board Chair to subcontract with Regional Mobility Group in the amount of \$45,800 to complete work on the FTA EMI Grant awarded to NEORide and ensuring intellectual data rights are protected. Contingent on final execution of the FTA's award to NEORide for the EMI Grant funding. Ms. Carter seconded the motion.

Mr. Capelle states we will use the same language about protecting intellectual data in this motion.

Ms. Conrad gives an overview of Regional Mobility Group's scope of work.

No further discussion was heard.

Vote: All voted in favor of the motion.

12. ACTION: Motion to approve IBI amendment for EZConnect work funded by OTP2 Award in 2022.

Motion: Mr. Finnicum made a motion to approve IBI amendment for EZConnect work funded by OTP2 Award in 2022. Mr. Harris seconded the motion.

Ms. Conrad states that this amendment would allow the IBI group to start work on the EZConnect and Via projects.

No further discussion was heard.

Vote: All voted in favor of the motion.

13. ACTION: Motion to approve Message Point Media contract including MSA, Appendix B, C, and D.

Motion: Mr. Finnicum made a motion to approve Message Point Media contract

including MSA, Appendix B, C, and D. Mr. Harris seconded the motion.

Mr. Spitzer explains that Appendix A will be approved by individual agencies that are involve in the project.

No further discussion was heard.

- i. Message Point Media MSA
- ii. Message Point Media Appendix A (to be approved by individual transit agencies)
- iii. Message Point Media SLA Appendix B.
- iv. Message Point Media Pricing Tool Appendix C
- v. Message Point Media RFP Response Appendix D

Vote: All voted in favor of the motion.

14. ACTION: Motion to release RFP for mobile ticketing provider/EZfare.

Motion: Mr. Dutkevicz made a motion to release RFP for mobile ticketing provider/EZfare. Mr. Conrad seconded the motion.

Mr. Capelle asks the board to consider if EZfare should release an RFP for mobile ticketing provider or become a sole source. Mr. Capelle requests direction for the EZfare committee clarification on the board's intentions will prepare the committee accordingly.

Mr. Trautman raises concerns the deliverable we did not receive that were included in the original contract.

Mr. Conrad will not support sole source due to concerns of legal trouble. He also states that going sole source would not solve the issue with deliverables not being received yet.

Ms. Conrad states the RFP includes all the deliverable we are still waiting on.

Mr. Hampshire states his support for submitting an RFP.

Mr. Dutkevicz supports the release of an RFP.

Mr. Miranda states support for issuing an RFP.

Ms. Rhoades states her support for an RFP from a finance perspective on changing the way finances are processed and reported.

No further discussion was heard.

- i. EZfare RFP Document
- ii. EZfare Technical Requirements Form
- iii. EZfare Price Sheet

Vote: All voted in favor of the motion.

15. DISSCUSSION: NEORide Annual Meeting Review and Planning for 2023.

Ms. Conrad discusses the potential of having the NEORide annual meeting in conjunction with the OTRP annual retreat. This would help reduce overall costs. Ms. Conrad recommends a Dues and Strategic planning meeting after the NEORide annual meeting to focus on strategic planning.

No further discussion was heard.

16. REPORT: Fiscal Agent (Ms. Rhoades)

Ms. Rhoades thanks everyone for paying their initial dues this year. REA is looking at last year's fiscal statement. Every two years we do a desk audit and write a simple statement to submit to the state. Will do a restatement on 2021's statement to change stored value funds, to custodial funds.

We changed our bank account from Huntington to Chase Bank.

Mr. Harris states there were some questions about a few transactions that Ms. Conrad addressed. Nothing significant to report.

- i. Balance Sheet
- ii. Profit and Loss
- iii. Budget to Actual for NEORide
- iv. A/R Report
- v. Reminder: Update Bank Account Change (from Huntington to Chase)
- vi. Treasurers Report (Dean Harris)
- vii. Administrators Contract Usage Report – Provided as a long-term management tool (Barbara Rhoades)

17. REPORT: EZfare Committee (Mr. Dutkevicz)

Mr. Dutkevicz states there are several open issues that we are trying to resolve with Masabi.

Ms. Conrad gives an overview of items we are still waiting on including ABT, UAT and Smart Cards. Ms. Conrad states Masabi hired an employee to work on EZfare who is based out of Columbus to help fulfill the items we are waiting on.

Mr. Dutkevicz reminds the board that if you want something or have concerns to send a representative from your agency to the working group to have those things addressed.

Ms. Conrad stated the current estimated unused SVA balance is \$30,000. Ms. Rhoades states fees have not yet been applied to this amount.

- a. Budget to Actual EZfare
- b. SVA Balance 12/31/22: \$30,000
- c. EZfare Sales

18. REPORT: IMI Grant Committee (Mr. Conrad)

Ms. Conrad states that the IMI grant is wrapping up in July of this year. Everything has been reconciled between the two participating agencies.

- a. Budget to actual IMI

19. REPORT: EZConnect Committee (Mr. Conrad)

Ms. Conrad several grants have been awarded ATF CTD and the appropriations we received from Sherrod Brown. We are waiting for these funds to be released to us.

- a. Budget to actual EZConnect (OTP2 Grant/NEO)
- b. Via Quarterly Report

20. REPORT: Dues & Strategic Planning Committee (Mr. Capelle)

Mr. Capelle states a meeting will be held immediately after this board meeting to discuss dues and strategic planning.

21. REPORT: Cleveland Coordination Committee (Mr. Feliciano)

Mr. Capelle discusses disbanding the committee. A motion is made to disband the Cleveland Coordination Committee.

ACTION: Motion to disband Cleveland Coordination Committee.

Motion: Mr. Hampshire made a motion to disband Cleveland Coordination Committee. Mr. Trautman seconded the motion.

No further discussion was heard.

22. REPORT: Obsolete Parts Committee (Mr. Hampshire)

Mr. Hampshire states the obsolete parts committee has been collecting data with the goal is to utilize software and procure grant funding through the SMART Grant.

23. REPORT: Grants (Mr. Harris)

Mr. Harris, we submitted to receive the SMART grant. The grant is still pending no updates have been heard.

Ms. Conrad states we were not awarded the Michigan Mobility Grant. Michigan was looking for something separate and Michigan based.

OTP2 is on a 2-year cycle we should be seeing activity soon Ms. Conrad will be contacting members with more information when it is released.

- a. SMART Grant Applications: Transit-Based Advanced Driver Assistance and Predictive Maintenance/Cloud-Based Database (pending)

24. REPORT: Active Procurements: Digital Signs, Collision Avoidance and TVM's
(Ms. Conrad)

Ms. Conrad states the digital signs procurement has completed. There is an open collision avoidance system procurement for SORTA. BCRTA wants to procure one bus and SARTA wants a pilot of 6 buses. We are working with Cleveland and KRT on a TVM procurement which is in its final stages. There was discussion of a contract change with Masabi but due to a high dollar amount we decided against it. We received a request from WRTA for procurement software through OpenGov. We received a proposal from OpenGov to lowering our costs due to addition of BCRTA.

- a. Discussion: OpenGov NEORide Proposal

25. REPORT: Chairman's Report (Mr. Capelle)

Mr. Capelle states there is nothing significant to report.

- a. SPO's 2023

26. Guest Communications: (Limit 5 Minutes)

No discussion was heard.

27. Motion: Mr. Harris made a motion to adjourn. Mr. Conrad seconded the motion.

- i. Next Board Meeting is March 23, 2023 – At Nationwide Hotel & Conference Center 1:00 p.m.

Vote: All voted in favor of the motion