



NEORide

Minutes of the NEORide Executive Committee

March 14, 2025 @ 1:00 pm – Versa

1201 Dublin Rd., Columbus, OH (Room Studio 2)

I. Attendance

NEORide President Mr. Dean Harris asked for a Call to Order. The meeting was called to order at 1:00 p.m.

Attendees and Other Interested Parties present are listed below.

Mike Blackston	Ann Arbor
Delene Weidner	BCRTA
Luke Morgan	BCRTA
Shari Chick	CARTS
Bryan Smith	CityBus
Joshua Miranda	GCRTA
Andy Volenik	Delaware County
Sally Brown	GDRTA
Jarrold Hampshire	METRO RTA (Akron)
Aaron Kennedy	Fairfield County
Matthew Allison	Licking County
Brian Trautman	PARTA
Kelly Jurisch	PARTA
Kirt Conrad	SARTA
Heather Dinger	Steel Valley
Tim Turner	Steel Valley
Andy Aiello	SORTA
Rick Bailey	TARTA
Mike Salamone	Trumbull County
Dean Harris	WRTA
Mark Finnicum	SARTA
Kelly Jurisch	PARTA
Jarrold Hampshire	METRO RTA
Matthew Allison	Licking County Transit
Dean Harris	WRTA
Judy Rodriguez (remote)	WRTA
Gina Douthat (remote)	TANK
Bryan Smith (remote)	CityBus
Jacob Pitman (remote)	KRT

Other Interested Parties:

Katherine Conrad	NEORide
Barbara Rhoades	OTRP
Ken Reed	OTRP
Cristian Kornea	OTRP
Naomi Wells	NEORide
Kayla Kinkead	NEORide
Ryan Spitzer	Isaac Wiles

II. Summary of Actions

Consent Docket

The Board unanimously approved the following items:

- 1. Board Meeting Agenda of 3/14/25.**
- 2. NEORide Executive Committee (Contracts Only) Minutes from 02/11/2025.**
- 3. Revised Financial Management Policy.**
- 4. Yearly Conflict of Interest Forms and Disclosures.**
- 5. Resolution for Michiana Area Council of Governments (MACOG) to become a NEORide member.**

Contracts

- 1. Oracle Master Services Agreement**
Approved subject to final legal review to provide ERP services.
- 2. Flexlynqs Contract Amendment #2**
Approved in an amount not to exceed \$60,200 for EZConnect Program Management Services, pending legal review.
- 3. CapTech Statement of Work**
Approved a budget not to exceed \$50,000 for EZConnect project services through March 16, 2026, subject to legal review.
- 4. Revised OTRP/NEORide Administrative Services Contract**
Approved updates to contract exhibits to reflect current NEORide projects.

Governance

- **Remote Meeting Policy**
Approved policy allowing for remote meetings.

Meeting Adjournment

- **Motion to adjourn was passed. Meeting concluded at 3:00 PM.**

III. Consent Docket

1. Consent Docket

Motion: Mr. Conrad made a motion to approve the consent docket. Mr. Hampshire seconded the motion.

No discussion was heard.

Vote: All voted in favor of the motion. Motion carried.

Approve, Accept and Affirm all items on the Consent Docket

- a. Board Meeting Agenda of 3/14/25.
- b. NEORide Executive Committee (contracts only) Minutes 02/11/2025.
- c. Approve revised Financial Management Policy.
- d. Yearly Conflict of Interest Forms and Disclosure.
- e. Approve the resolution by the Michiana Area Council of Governments (MACOG) to become a member of NEORide.

IV. Contracts

2. Motion: Mr. Kirt Conrad made a motion to approve a Master Services Agreement with Oracle to provide ERP services subject to final legal review. Mr. Matt Allison seconded the motion.

Ms. Conrad provided an overview of the proposed Oracle ERP Master Services Agreement, emphasizing its scalability and ability to centralize financial and operational data across NEORide member agencies. Board members asked clarifying questions regarding pricing and legal council's review of the agreement.

No further discussion was heard.

Vote: All voted in favor of the motion. Motion carried.

3. Motion: Mr. Matt Allison made a motion to approve contract amendment number 2 with Flexlynqs in an amount not to exceed \$60,200 to provide EZConnect Program Management Services subject to final legal review. Mr. Kirt Conrad seconded the motion.

Ms. Conrad stated the amendment increases the contract amount for EZConnect Project Management Services and will be funded by existing grant dollars.

No further discussion was heard.

Vote: All voted in favor of the motion. Motion carried.

4. Motion: Mr. Kirt Conrad made a motion to approve a statement of work for the EZConnect project with CapTech with a budget not to exceed \$50,000 through March 16, 2026 subject to final legal review. Mr. Josh Miranda seconded the motion.

Ms. Conrad stated the statement of work with CapTech covers additional items identified during the Salesforce integration for the EZConnect project.

No further discussion was heard.

Vote: All voted in favor of the motion. Motion carried.

- 5. Motion: Mr. Brian Trautman made a motion to approve revisions to OTRP/NEORide Contract for Administrative Services (exhibits updated to reflect current NEORide projects). Ms. Dee Weidner seconded the motion.**

Ms. Conrad explained that NEORide has a contract with OTRP for fiscal agent and project administration services. All NEORide staff are employed by OTRP. The agreement includes exhibits outlining each project, associated grant funds, FTE allocations, physical assets, and a compensation summary. Exhibits detail start/end dates, project management allocations, legal fees, and other costs. The agreement is updated annually for board approval.

No further discussion was heard.

Vote: All voted in favor of the motion. Motion carried.

V. Governance

- 6. Motion: Mr. Josh Miranda made a motion to approve a remote meeting policy. Mr. Brian Trautman seconded the motion.**

Ms. Conrad provided a brief overview of the new Remote Meeting Policy.

No further discussion was heard.

Vote: All voted in favor of the motion. Motion carried.

VI. Reports

- 7. REPORT - Fiscal Agent (Barbara Rhoades)**

Ms. Rhoades - Presented unaudited financial reports as of 12/31/24 and 1/31/25, including balance sheets, profit & loss statements, budget to actuals, and check transactions as required by CC policy.

Treasurers report provided by Dean Harris.

No further discussion was heard.

8. REPORT – EZfare Committee (Matthew Dutkevicz)

Mr. Dutkevicz - Provided budget to actual update for EZfare.

No further discussion was heard.

9. REPORT – EZConnect Committee (Kirt Conrad)

Mr. Conrad provided budget to actual updates, call volume statistics, and an update on the One Seat Ride Pilot Invitation and website updates.

No further discussion was heard.

10. REPORT – Governance Committee (Ben Capelle)

Ms. Conrad stated she will schedule a Governance Committee meeting to review draft administrative dues and budget, noting the new Remote Meeting Policy will facilitate broader participation.

No further discussion was heard.

11. REPORT – Grants (Dean Harris)

Mr. Conrad provided an update on SMART Grant Round 2 (Summer 2025).

No further discussion was heard.

12. REPORT – Active Procurements (Katherine Conrad)

Ms. Conrad provided an update on CAD/AVL procurement, fixed route bus purchase (due May 12, 2025), and pre & post bus inspections (due March 14, 2025).

No further discussion was heard.

13. REPORT – Small Urban Coordinator (Kayla Kinkead)

Ms. Conrad introduced Kayla Kinkead as the new Small Urban Transit Coordinator. Ms. Kinkead shared her background and stated she will use a monthly template to track her work and progress.

No further discussion was heard.

14. REPORT – Executive Director (Katherine Conrad)

Ms. Conrad provided an update on open projects: SMART Grant, ATTAIN Grant, Low No Project Management, and Lo-No Workforce Development.

- NEORide Attending APTA Mobility
- NEORide Annual Meeting scheduled for September 10, 2025.

No further discussion was heard.

2. REPORT – Chairmans Report (Ben Capelle)

Mr. Capelle provided updates and closing remarks.

No further discussion was heard.

VIII. Guest Communications

Guests were invited to speak. Comments limited to 5 minutes per guest

VII. Adjournment

15. Motion: Mr. Kirt Conrad made a motion to adjourn the meeting. Mr. Matt Allison seconded the motion. Meeting adjourned at 3:00pm.

Next meeting scheduled for June 13, 2025 at 1:00 PM (remote).

Vote: All voted in favor of the motion. Motion carried.

Approved by NEORide Executive Committee on June 13,2025