

Laketran  
October 2023 Board of Trustees Meeting  
October 23, 2023  
4:00 pm-7:00 pm Eastern Time

1. **Meeting Notice**

2. **Meeting Called to Order**

President Brian J. Falkowski called the Laketran Board of Trustees meeting to order at 4:03 p.m.

3. **Roll Call**

Brian J. Falkowski  
Donna McNamee  
Daniella Nunnally  
Lane H. Sheets  
Gary L. Swanson  
Charles J. Zibbel

Benjamin S. Capelle  
Brandon D.R. Dynes

4. **Pledge of Allegiance**

All

5. **Mission Statement**

Mr. Zibbel

6. **Public Comments**

None

7. **Approval of Minutes**

- a. Motion to approve the Laketran Board of Trustees Strategic Planning Retreat minutes of September 25, 2023 was made by Mr. Zibbel - Seconded by Mr. Swanson

"AYES": Messrs. and Mmes. McNamee, Nunnally, Sheets, Swanson and Zibbel

"NAYS": None

- b. Motion to approve the Laketran Board of Trustees Board Meeting minutes of September 25, 2023 was made by Mr. Zibbel - Seconded by Mr. Swanson

"AYES": Messrs. and Mmes. McNamee, Sheets, Swanson and Zibbel

"NAYS": None

"Abstain": Messrs. and Mmes. Ms. Nunnally

8. **Executive Session**

- a. Motion to enter into executive session to consider the employment, promotion, or compensation of a public employee or official pursuant to Section 121.22(G)(1) of the Ohio Revised Code was made by Mr. Swanson - Seconded by Ms. Nunnally at 4:06 p.m.

"AYES": Messrs. and Mmes. McNamee, Nunnally, Sheets, Swanson and Zibbel

"NAYS": None

The Board entered executive session and discussed employment and compensation of employees. Further discussion was had as to additional employment positions and compensation for the same.

Motion was made by Ms. Nunnally to come out of executive session at 5:03 p.m. - Seconded by Mr. Zibbel

"AYES": Messrs. and Mmes. McNamee, Nunnally, Sheets, Swanson and Zibbel

"NAYS": None

## 9. Presentation/Discussion

### a. Same Day Dial-a-Ride Service

As requested at the September Strategic Board Retreat, Mr. Capelle presented the Board with a detailed over view of the Same Day Dial-a-Ride service with the hours of operation, the amount of drivers needed and the cost of the app from TripSpark. He also reviewed a three phase time line to have the service up and running by September 2024. Phase I. Research and Implementation, beginning with a Dial-a-Ride survey and including the new service in the 2024 budget in November of 2023 after budget approval implementation of the Rides On Demand TripSpark app will begin in April of 2024 followed by the hiring and training of drivers in June of 2024. Phase II. Launch of Service, this phase includes testing the app with a select user base with a full launch by September 2024. Phase III. Analysis & Impact, this will be ongoing to review monthly data for Same Day ridership and to monitor the impact of traditional Dial-a-Ride

## 10. Agenda Items

- a. Motion to approve the August 2023 Laketrans, STS & Geauga Operating Financial Statements, subject to audit and Capital Plan Review was made by Mr. Zibbel - Seconded by Ms. McNamee

"AYES": Messrs. and Mmes. McNamee, Nunnally, Sheets, Swanson and Zibbel

"NAYS": None

- b. Motion to approve resolution 2023-025 authorizing the CEO or his designee to update the Laketrans Policy Manual was made by Mr. Zibbel - Seconded by Ms. McNamee

"AYES": Messrs. and Mmes. McNamee, Nunnally, Sheets, Swanson and Zibbel

"NAYS": None

- c. Motion to approve resolution 2023-026 authorizing the CEO or his designee, to purchase six (6) replacement Dial-a-Ride vehicles from Laketrans's existing agreement with TESCO for Geauga Transit at a cost not to exceed one million one hundred fifty thousand dollars and 100/00 (\$1,150,000.00) of Geauga Transit funds was made by Mr. Swanson - Seconded by Mr. Zibbel

"AYES": Messrs. and Mmes. McNamee, Nunnally, Sheets, Swanson and Zibbel

"NAYS": None

- d. Motion to approve resolution 2023-027 authorizing the CEO or his designee, to enter into a contract with TripSpark Technologies for the migration of scheduling software at a cost not to exceed one hundred nineteen thousand seven hundred twenty-six dollars and 00/100 (\$119,726.00) was made by Ms. Nunnally - Seconded by Mr. Swanson

"AYES": Messrs. and Mmes. McNamee, Nunnally, Sheets, Swanson and Zibbel

"NAYS": None

- e. Motion to approve resolution 2023-028 by the Board of trustees of Laketrans modifying and

amending the rules and regulations for Laketrans and thereafter adopting the rules and regulations for Laketrans as modified and amended was made by Mr. Swanson - Seconded by Ms. Nunnally  
"AYES": Messrs. and Mmes. McNamee, Nunnally, Sheets, Swanson and Zibbel  
"NAYS": None

11. **Operations Report**

12. **Six Month Look Ahead**

13. **CEO Report**

14. **Old Business**

a. Legal Counsel Update

Mr. Falkowski has obtained an attorney to present the Board with a written opinion on the process needed to acquire legal counsel and they will answer any questions at the November Laketrans Board of Trustees meeting.

b. Sales Tax Update/Discussion

Mr. Dynes states he is still researching one last opinion and will have a full update at the November Laketrans Board of Trustees meeting

c. Motion to approve the Proclamation Honoring the Dedicated Service of Laketrans Trustees  
Laura Pizmoht was made by Mr. Zibbel - Seconded by Ms. Nunnally

"AYES": Messrs. . and Mmes. McNamee, Nunnally, Sheets, Swanson, and Zibbel

"NAYS": None

15. **New Business**

None

16. **Adjournment**

Motion to adjourn the Laketrans Board of Trustees meeting was made by Ms. Nunnally - Seconded by Ms. McNamee at 6:23 p.m.

"AYES": Messrs. and Mmes. McNamee, Nunnally, Sheets, Swanson and Zibbel

"NAYS": None

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Benjamin S. Capelle

Secretary/Treasurer

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Brian J. Falkowski, President

Laketrans Board of Trustees