

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY

BOARD OF TRUSTEES MEETING MINUTES

PARTA ADMINISTRATION BUILDING
2000 SUMMIT ROAD
KENT, OHIO 44240

November 16, 2017

Board Members Present:

Jerry Beach
Dominic Bellino, Vice President
Richard Brockett
Jeff Childers

Brian Gray
David Gynn
Virginia Harris
Pete Kenworthy

Tim Lassar
R. T. Mansfield, TPO
Jeremy Moldvay

Staff Present:

Claudia Amrhein
Marcia Fletcher

Kelly Jurisch
William Nome, Legal Counsel

Rebecca Schrader
Brian Trautman

Members Not Present:

Rick Bissler (excused)
Marge Bjerregaard (excused)

Frank Vitale (excused)

Karen Wise (excused)

CALL TO ORDER

Vice President Dominic Bellino welcomed everyone to the November 16, 2017, PARTA Board of Trustees meeting and called the meeting to order at 7 p.m. An oral roll call followed, and a quorum was present.

Mr. Bellino said President Rick Bissler is receiving a well-deserved award tonight at the Kent Chamber. He thanked those Trustees who attended the Veterans Day celebration on Friday. As a side note, he said veterans' bricks are continually being sold. There are some high school classes that are buying them in honor of veterans in their class. The word is getting around and there is more interest from high school classes in buying bricks.

Mr. Bellino noted that the meeting minutes from the October 26, 2017, Board meeting were included with the Board packet. He entertained a motion to accept the minutes. Mr. R. T. Mansfield made a motion to approve the minutes as presented. Ms. Virginia Harris seconded the motion. **Motion to approve the minutes, as presented, passed unanimously.**

GUEST COMMUNICATIONS

None.

GENERAL MANAGER'S REPORT

Mr. Bellino said the General Manager's report was in the Board packet and asked if there were any questions. Hearing none, he asked Ms. Amrhein if she would like to add anything more.

Ms. Amrhein said there wasn't a lot this month because there were so many resolutions and a lot of time was spent discussing the budget. She did mention that the *Record Courier* published an article about a dispute that PARTA is in with the Maplewood Career Center. It revolves around the extension of the fixed route service to their campus last January. Maplewood notified PARTA about a month ago that they didn't know PARTA had extended the fixed route service to their campus and they didn't want that stop there. PARTA has been trying to work through that issue. The fixed route stop was removed, but in doing so, PARTA got a letter from Maplewood Career Center's legal counsel stating that PARTA was considered an unauthorized third party and was not authorized to use their property. That called into question PARTA's ability to drive on that property. Mr. Nome has been working with PARTA trying to iron that out because the effect is that PARTA stopped the door-to-door service, as well, when the notice from their attorney was received.

Mr. Lissan asked what precipitated this dispute.

Ms. Amrhein said last year, when PARTA did the fixed route study and held public hearings about the changes, it received comments from at least three (3) staff members from Maplewood Career Center who spoke up in favor of extending service to their campus, particularly for the adult education programs at night. Other people, not affiliated with Maplewood Career Center, also said that would be helpful. Therefore, a change was made to extend that route to their campus, which has been running since January. The administration said they didn't know about the service and the people that spoke in favor of it were not authorized to speak on behalf of Maplewood Career Center. PARTA drives to Maplewood Career Center and is on their property 16 times a day. Ms. Amrhein said she responded to Maplewood Career Center by saying she could not just stop a publicly initiated fixed route. She needs something in writing first because there are implications with the FTA. Maplewood then put it in writing (in a letter dated November 7), but also stated in the letter that PARTA was considered a third party and not authorized to use Maplewood's property, which has implications for demand response service as well.

Mr. Bellino said PARTA can still stop on State Route 88 or Freedom Street.

Ms. Amrhein said PARTA has not set up a stop there at this point.

Mr. Bellino clarified that PARTA doesn't go there at all.

Ms. Amrhein said that is correct. That's a temporary suspension of service for the fixed route side. Public hearings will be held to gain public input before the deletion of that stop is finalized, which is to protect PARTA from FTA inquiries about why that service was stopped, particularly in an area that may have Title VI implications regarding race, color, and national origin discrimination.

Mr. Lissan said he doesn't understand why anyone would want to stop service, especially when it's oriented more towards the senior user or the nontraditional student.

Ms. Amrhein said Maplewood claims that there is a safety concern for their students. Mr. Nome has had conversations with Maplewood's attorney. The superintendent and other staff members also told us there are large groups of adults congregating on their property. Maplewood believes that taking the fixed route stop off the property will solve that issue. However, the numbers don't support large numbers of adults boarding the bus on their property.

Mr. Trautman said the short version is that there was one passenger who rides the demand response bus back and forth to Sirna & Sons, which is down the road from Maplewood. He works at Sirna & Sons and occasionally works overtime. He was using the Maplewood stop to walk across the street to get on the Windham/Garrettsville bus, which transfers at UH. Maplewood

changed the route because of this one passenger, who has ridden that bus nine (9) times since January 2017. Maplewood described this passenger as being scruffy. The bus was going there 16 times a day, five (5) times a week, since January. To say that Maplewood didn't know PARTA was there is a bit of a stretch. Maplewood is open to the general public for cosmetology, dog grooming, adult education, and dining. There have never been large groups of people congregating at the bus stop at Maplewood. However, it is Maplewood's property. They can take exception with that, but what needs to be said to this Board is anywhere there is a duplicate service, PARTA is looking to see if it can be removed and put in areas that don't have service. Maplewood is a good example of that. PARTA will probably look at not offering as much demand response service to Maplewood as it currently does. That service will be put in other places to get the service to people who don't have it. What will happen down the road, as the demand response services are redeveloped, is that service will be more streamlined going out to different areas. Maplewood will be one of the areas that probably won't see as much service as they currently do today. By removing this fixed route stop, Maplewood has tied their own hands for the future because PARTA won't be allowed to stop there. If demand response isn't going to be used in that area, fixed route will be used as an alternative method of providing transportation. If PARTA isn't allowed to stop there, that's going to create another problem down the road. This is a problem Maplewood has created, not PARTA. It is important that the Board understands the logistics that went into this. Most of the school systems in Portage County are begging PARTA for increased amounts of transportation. Maplewood is the first school system that has asked PARTA to remove transportation from their campus, which is very unusual. Maplewood is not saddled with the transportation requirements to get the students to their campus, so that's not a barrier or a burden for them.

Mr. Bellino asked if there is any indication that Maplewood or their board will revisit this issue.

Mr. Trautman said he's not sure Maplewood's board has the whole picture. The information is being presented to them in a biased fashion because safety and children are being used in the same sentence, which is always a concern.

Ms. Amrhein said Mr. Nome has had the most direct contact with their attorney.

Mr. Nome said the demand response service is a shared ride. It's not a taxi service. Passengers are not riding the bus by themselves. There are people who are on probation for drug offenses and lost their drivers' license, but they need to take the PARTA bus to report to their probation officer in downtown Ravenna. Anybody that wants a ride, gets a ride, unless they cause trouble on the bus and are banished. At various times, Maplewood has asked PARTA to run demand response, but just for their students. That would be considered a charter, and PARTA can't do that. Anybody has the right to govern who goes on their property. It's not legal to screen passengers to find out where they're going, why they're going there, are they allowed to go there, or anything else. Once Maplewood says PARTA is an unauthorized user and not allowed on their premises, that must be honored. Ms. Amrhein has done that as a temporary measure and there will be public hearings coming up for input. Maplewood has asked PARTA to just run demand response. Before that can happen, Maplewood would have to rescind their statement that PARTA is unauthorized on their property; however, the problem still exists that it's a shared ride service.

Mr. Bellino asked if their attorney has left the door open for them to possibly revisit this.

Mr. Nome said their board meeting is tonight. He spoke with their attorney yesterday and he wanted to arrange a meeting for this week. A couple available times were provided for today and tomorrow, but then late this afternoon their attorney advised that it's not going to work out and

something may have to be done in the future. They seemed to be in such a hurry to meet this week and then suddenly come back late in the day and say they're not available. PARTA is doing the best it can in a difficult situation. Maplewood is looking for guarantees that PARTA can't give them.

Mr. Mansfield asked how many riders this would affect.

Mr. Trautman said about 11 students and three (3) seniors are using it right now. More than 800 trips have occurred to and from Maplewood on the demand response system since January 1, 2017. Keep in mind that those 800 trips probably involve an additional one (1) to four (4) passengers on each one of those buses, which equates to about 2,500 people who have been taken to or from Maplewood at any given time versus the nine (9) occurrences that created this problem in the first place.

Mr. Bellino asked if there were any questions for the General Manager. Hearing none, he then moved on to committee reports.

FACILITIES COMMITTEE REPORT

This committee did not meet.

FINANCE COMMITTEE REPORT

Mr. Bellino said the Finance Committee had an important meeting to go through the budget process. He thanked Mr. Dave Gynn for attending the committee meeting. The budget process is a time consuming and elaborate process. There is a lot of input from other departments and a lot of work that goes on behind the scenes in getting these numbers crunched out. At the end of the day, it's the best educated guess. This type of budget has a lot of fluidity to it, which is affected by political circumstances, the economy, and the different boards and agencies that PARTA services. It was too early to review the October reports, but they were distributed tonight and will be discussed next month. There are 14 pages of minutes and the committee spent three (3) hours going through the budget.

For PARTA revenues, through the year there were different changes in the KSU contract, door-to-door fare, and agency reimbursements. Nothing surprising. A lot of the grants are already set in place, so the revenue side was easy, explainable, and understood. PARTA's expenses were reviewed in detail. There's a slight increase in wages, due to adding a couple staff positions and the annual increases that are typically budgeted for. Again, there was a discussion about health insurance and trying to get a handle around a better budget number for next year. A thin surplus is showing in 2018 compared to 2017.

The Kent Central Gateway budget was a quick review, and nothing surprising there. It's a tight surplus. A little bit more is being added to staffing and there is an annual licensing renewal for the new parking equipment. Ms. Schrader went back to the actual numbers from 2015, which are a better indication of what the budget should be, to budget down the road. The numbers in 2016 may have been an anomaly because of the construction going on downtown. There will be some capital maintenance expenses that will need to be covered, so the rates are continuously being reviewed to prepare for other expenses. All the questions were answered and there were actual explanations for everything.

Mr. Bellino said the committee recommends both budgets, along with the resolutions. He asked if there were any questions. Hearing none, he moved on to New Business.

NOMINATIONS COMMITTEE REPORT

This committee did not meet.

OPERATIONS/PLANNING COMMITTEE REPORT

This committee did not meet.

PERSONNEL COMMITTEE REPORT

This committee did not meet.

PUBLIC RECORDS COMMISSION REPORT

This committee did not meet.

OLD BUSINESS

None.

NEW BUSINESS

RESOLUTIONS

Mr. Bellino said the first resolution under New Business is #2017-11-01.

#2017-11-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO APPROVE EXPENDITURES FOR KASTNER, WESTMAN & WILKINS.

Mr. Bellino said Kastner, Westman & Wilkins are the labor management attorneys that PARTA has been using. It's a lower budget number than last year. He entertained a motion to approve the resolution. Mr. Dave Gynn made a motion, which was seconded by Mr. Tim Lissan.

Mr. Bellino asked if there was any discussion. Hearing none, a roll call vote was taken as follows:

Jeremy Moldvay – Yes	Dominic Bellino – Yes	Virginia Harris – Yes
Pete Kenworthy – Yes	Jerry Beach – Yes	Timothy Lissan - Yes
Jeff Childers – Yes	David Gynn – Yes	Brian Gray - Yes
R. T. Mansfield – Yes	Richard Brockett – Yes	

Mr. Bellino said the next resolution is #2017-11-02.

#2017-11-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES TO APPROVE THE FISCAL YEAR 2018 PROPOSED BUDGET FOR PARTA.

Mr. Bellino entertained a motion to approve the resolution. Mr. R. T. Mansfield made a motion, which was seconded by Mr. Jeremy Moldvay.

Mr. Bellino asked if there was any discussion. Hearing none, a roll call vote was taken as follows:

Jeff Childers – Yes	Richard Brockett – Yes	David Gynn – Yes
Dominic Bellino – Yes	Pete Kenworthy - Yes	Virginia Harris - Yes
Jeremy Moldvay – Yes	Timothy Lissan – Yes	Brian Gray - Yes
Jerry Beach – Yes	R. T. Mansfield – Yes	

Mr. Bellino said the next resolution is #2017-11-03.

#2017-11-03: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES TO APPROVE THE FISCAL YEAR 2018 PROPOSED BUDGET FOR KENT CENTRAL GATEWAY (KCG).

Mr. Bellino entertained a motion to approve the resolution. Mr. R. T. Mansfield made a motion, which was seconded by Ms. Virginia Harris.

Mr. Bellino asked if there were any questions. Hearing none, a roll call vote was taken as follows:

David Gynn – Yes	Timothy Lissan – Yes	Dominic Bellino – Yes
Virginia Harris – Yes	Richard Brockett – Yes	Jeff Childers - Yes
Pete Kenworthy – Yes	Brian Gray – Yes	R. T. Mansfield - Yes
Jerry Beach – Yes	Jeremy Moldvay – Yes	

Mr. Bellino said the next resolution is #2017-11-04.

#2017-11-04: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PARTICIPATE IN AND CONTRIBUTE TO RISK POOLING WITH THE OHIO TRANSIT RISK POOL.

Mr. Bellino said this resolution is for the annual insurance pool. He entertained a motion to approve the resolution. Mr. Jerry Beach made a motion, which was seconded by Mr. Dave Gynn.

Mr. Bellino asked if there were any questions. Hearing none, a roll call vote was taken as follows:

Virginia Harris – Yes	Timothy Lissan – Yes	Pete Kenworthy – Yes
Jeremy Moldvay – Yes	Brian Gray – Yes	Jeff Childers - Yes
David Gynn – Yes	Jerry Beach – Yes	R. T. Mansfield - Yes
Dominic Bellino – Yes	Richard Brockett – Yes	

Mr. Bellino said the next resolution is #2017-11-05.

#2017-11-05: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO ENTER INTO A CONTRACT WITH THE LOWEST, MOST RESPONSIVE BIDDER FOR THE PURCHASE OF DIESEL FUEL AND GASOLINE. THIS IS A JOINT PURCHASING VENTURE WITH AKRON METRO RTA, WESTERN RESERVE RTA, AND STARK AREA RTA, ET AL.

Mr. Bellino said this is an annual pre-bid resolution. The final numbers won't be available until the bid goes out on December 9. This resolution authorizes Ms. Amrhein to sign the contract and then a resolution will be brought back in December to ratify it. He entertained a motion to approve the resolution. Mr. Pete Kenworthy made a motion, which was seconded by Mr. Jeremy Moldvay.

Mr. Bellino asked if there were any questions. Hearing none, a roll call vote was taken as follows:

Jerry Beach – Yes	Pete Kenworthy – Yes	David Gynn – Yes
Dominic Bellino – Yes	Jeremy Moldvay – Yes	Richard Brockett - Yes
Virginia Harris – Yes	Timothy Lissan – Yes	Jeff Childers - Yes
R. T. Mansfield – Yes	Brian Gray – Yes	

Mr. Bellino said the next resolution is #2017-11-06.

#2017-11-06: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PURCHASE UP TO FOUR (4) MODIFIED HIGH ROOF VANS, OPTIONAL EQUIPMENT AND SPARE PARTS FROM BUS SERVICE INC. (BSI).

Mr. Bellino said these are the smaller van type buses. He entertained a motion to approve the resolution. Mr. Jeff Childers made a motion, which was seconded by Mr. Jerry Beach.

Mr. Bellino asked if there were any questions. Hearing none, a roll call vote was taken as follows:

Jeff Childers – Yes	Pete Kenworthy – Yes	Dominic Bellino – Yes
Timothy Lissan – Yes	Jerry Beach – Yes	David Gynn - Yes
Jeremy Moldvay – Yes	Richard Brockett – Yes	R. T. Mansfield - Yes
Virginia Harris – Yes	Brian Gray – Yes	

Mr. Bellino said the next resolution is #2017-11-07.

#2017-11-07: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO NEGOTIATE, ENTER INTO, AND SIGN CONTRACTS WITH TRAPEZE SOFTWARE GROUP TO PROVIDE SOFTWARE MAINTENANCE.

Mr. Bellino said this is an annual resolution. He entertained a motion to approve the resolution. Mr. Dave Gynn made a motion, which was seconded by Mr. Jerry Beach.

Mr. Bellino asked if there were any questions. Hearing none, a roll call vote was taken as follows:

Jeremy Moldvay – Yes	Dominic Bellino – Yes	Virginia Harris – Yes
Pete Kenworthy – Yes	Jerry Beach – Yes	Timothy Lissan - Yes
Jeff Childers – Yes	David Gynn – Yes	Brian Gray - Yes
R. T. Mansfield – Yes	Richard Brockett – Yes	

Mr. Bellino said the last resolution is #2017-11-08.

#2017-11-08: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO CREATE A MEDICAID LOCAL SALES TAX TRANSITION FUND FOR THE RECEIPT OF STATE TRANSITIONAL AID UNDER HB 49 (STATE BUDGET).

Mr. Bellino asked if there were any questions.

Mr. Mansfield asked why this fund was being created.

Ms. Amrhein said many conversations have occurred about the Medicaid Managed Care Organization and the change in the sales tax base, which took effect July 1. The state budgeting process provided some transitional aid to counties and transit authorities to help offset some of the loss of those funds in 2018. That has now been activated; and part of the requirement for receiving the funds is to pass a resolution, but also to set up a fund for receipt of those monies. Half of the funds have been received already even though the account is just now being created. It seems more like a form over function type of requirement. PARTA generally doesn't have funds, counties tend to have funds. This resolution is to comply with the requirement and basically state that PARTA acknowledges receiving transitional aid. The next payment will be received by February. PARTA will be receiving about \$235,000 in two (2) equal payments of about \$117,000 from this transitional aid, which is about 72% of what would have been received had PARTA not lost this Medicaid portion of the sales tax. There is no fix yet for 2019.

Mr. Gynn asked if all transits get this transitional aid.

Ms. Amrhein said all eight (8) transit authorities, which have sales tax, are getting a formula calculation from the state based on how much the state can absorb.

Mr. Bellino asked if there were any other questions. Hearing none, he entertained a motion to approve the final resolution. Mr. R. T. Mansfield made a motion, which was seconded by Mr. Brian Gray.

A roll call vote was taken as follows:

Jeff Childers – Yes	Richard Brockett – Yes	David Gynn – Yes
Dominic Bellino – Yes	Pete Kenworthy - Yes	Virginia Harris - Yes
Jeremy Moldvay – Yes	Timothy Lissan – Yes	Brian Gray - Yes
Jerry Beach – Yes	R. T. Mansfield – Yes	

Moving forward, Mr. Bellino said there is no reason for an Executive Session. He reminded everyone that the next Board meeting will be held on December 14.

Ms. Jurisch said there will be a special presentation by Mark Landes, who is an attorney from Isaac Wiles & Associates out of Columbus, on December 14 at 6 p.m. – one (1) hour earlier than the normal start time of 7 p.m. Mr. Landes also sits on the OTRP board. Dinner will be provided immediately following the presentation.

Mr. Bellino said the discussion will generally be about the Board's responsibilities and duties.

ADJOURNMENT

Hearing no further discussion, Mr. Bellino asked for a motion to adjourn.

Ms. Virginia Harris made a motion to adjourn the meeting. Mr. Jeremy Moldvay seconded the motion. **Motion to adjourn passed unanimously.**

The meeting adjourned at 7:36 p.m.

Respectfully submitted,



Marcia Fletcher
Executive Assistant