

PARTA  
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY

BOARD OF TRUSTEES MEETING MINUTES

PARTA ADMINISTRATION BUILDING  
2000 SUMMIT ROAD  
KENT, OHIO 44240

February 22, 2018

Board Members Present:

Jerry Beach  
Dominic Bellino, Vice President  
Rick Bissler, President  
Marge Bjerregaard  
Richard Brockett

Jeff Childers  
Brian Gray  
David Gynn  
Virginia Harris  
Tim Lassen

R. T. Mansfield, TPO  
Jeremy Moldvay  
Frank Vitale  
Karen Wise

Staff Present:

Claudia Amrhein  
Marcia Fletcher  
Frank Hairston

Kelly Jurisch  
William Nome, Legal Counsel

Rebecca Schrader  
Brian Trautman

Members Not Present:

Pete Kenworthy (excused)

CALL TO ORDER

President Rick Bissler welcomed everyone to the February 22, 2018, PARTA Board of Trustees meeting and called the meeting to order at 7:02 p.m. An oral roll call followed, and a quorum was present.

Mr. Bissler noted that the meeting minutes from the January 25, 2018, Board meeting were distributed; and he entertained a motion. Ms. Marge Bjerregaard made a motion to approve the minutes as presented. Mr. Jerry Beach seconded the motion. Motion to approve the minutes, as presented, passed unanimously.

GUEST COMMUNICATIONS

None.

GENERAL MANAGER'S REPORT

Mr. Bissler said the General Manager's report was distributed and he asked Ms. Amrhein if she would like to comment.

Ms. Amrhein thanked everyone for coming and invited everyone to the groundbreaking for the CNG fueling station on March 8. She pointed out that ridership is showing an increase this past month, which is a great sign. Hopefully, the adjustments with the fixed routes are bringing ridership back up. Summit Street is going to be open by summer, which should put operations back into their normal cycle.

Mr. Bissler asked if there was anything else. Hearing no further discussion, he moved on to committee reports. He asked Mr. Bellino to report on the Finance Committee.

### **FINANCE COMMITTEE REPORT**

Mr. Bellino said the Finance Committee met to review the year-end numbers. There's a lot of work involved in closing the books at the end of the year and there's always year-end adjustments. He noted that the committee recommends the resolution that's before the Board tonight. There was some discussion about the declining trends in revenue outside of the grants and sales tax. The General Manager's report alludes to the fact that contracts are always being reviewed for revamping. Demand response is constantly reviewed for ways to make sources of revenue more sustainable and consistent and not so much dependent on politics or economy, per se. There are a couple of little surprises that were in the numbers. One of them was the health insurance expense, which is continually being reviewed to determine if it was a good move and for a better understanding of the billing and expense process. Another surprise was the supplemental income from the Kent State revenues that is usually received from shuttles. There was a lot of discussion about the bottom line surplus of close to \$1 million that was projected over the last couple months. There's a memo attached from Ms. Schrader highlighting the line items that changed. The change in the Federal Capital Maintenance grant was brought to the Board in May in terms of how that accounting would be handled on the refurbished buses. Grant money came in and buses were refurbished, but because of the extent of the refurbishing, it's not an operating expense. It shouldn't be reflected on the operating report every month. It should be a capital item and accounted for in the capital budget report. When the grants came in, they were put on the revenue side of the operating report so that \$1 million was always overstated by that amount. The end of the year is when adjustments are caught and accurate reporting for auditing is reflected. Ms. Schrader caught that change and made the adjustment entries. The projections went from \$1 million to a little less than half a million dollars. The good news is, it's not a financial impact, it's just internal accounting and how it's reflected in reports.

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

### **PERSONNEL COMMITTEE REPORT**

This committee did not meet.

### **FACILITIES COMMITTEE REPORT**

This committee did not meet.

### **OPERATIONS/PLANNING COMMITTEE REPORT**

This committee did not meet.

### **PUBLIC RECORDS COMMISSION REPORT**

This committee did not meet.

**NOMINATIONS COMMITTEE REPORT**

This committee did not meet.

**BY-LAWS COMMITTEE REPORT**

Mr. Bissler said the other committee that met was the By-Laws Committee. He thanked Mr. Childers, Mr. Mansfield, Mr. Nome, Ms. Amrhein, Ms. Jurisch, and Ms. Fletcher for their time. There have been two (2) meetings already and the OTRP attorney is reviewing the By-Laws for accuracy. Minutes have been distributed for one of the meetings. He asked for input or questions. Hearing none, he moved on to the resolution.

**OLD BUSINESS**

None.

**NEW BUSINESS**

**Resolution**

**#2018-02-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES TO ACCEPT AND APPROVE THE COLEMAN PROFESSIONAL SERVICES – COLEMAN ADULT DAY CARE (CADS) TRANSPORTATION SERVICES AGREEMENT.**

**Motion: David Gynn                      Second: Marge Bjerregaard**

Mr. Bissler asked if there were any questions.

Mr. Vitale asked how much revenue was received on an annual basis from this contract.

Ms. Amrhein said this past year it was about \$40,000; however, it is expected to increase due to the shift in drawing down the \$2.12 per mile for eligible PASSPORT clients. If there were the exact same number of trips under the new contract as in the past year, it would increase by about twice. The numbers could change and impact the total.

Mr. Vitale asked for an explanation of what Coleman was.

Ms. Amrhein said Coleman Professional Services is a large nonprofit entity that runs many different organizations. One of them is Coleman Adult Day Care, which is day services for older adults. PARTA has provided their transportation for many years.

Mr. Vitale asked if there were other associations like this that PARTA can provide services for in the county.

Ms. Amrhein said PARTA has a contract with the Board of DD and has been working on other contracts trying to nail down as many as possible to help bolster the demand response service.

Mr. Vitale asked who pays the \$2.12 per mile.

Ms. Amrhein said it's a source of funding and eligibility is determined based on criteria for that funding source.

Mr. Vitale asked if Medicaid was the funding source.

Ms. Amrhein said she thought it was.

Mr. Nome said Coleman will be invoiced by PARTA and will pay the invoice directly. Individual clients are not billed. Coleman is active and has operations in about nine (9) different counties in Ohio. The Adult Day Care is located on North Chestnut Street right before you get to the hospital. Part of their mission is to arrange transportation. This is a new contract and would essentially be an increase in revenue.

Mr. Gynn said he has been involved with Coleman for some time and the Adult Day Care could not exist if they didn't have public transportation. Most of the people do not have other means of getting there and it's truly a service serving the people who need it the most. It's high on the list of people who need it.

Ms. Amrhein said restructuring demand response has been explored over the past few years. As part of that restructuring, individuals calling in for a \$2 trip may not be getting the transportation they need. Ensuring that Coleman has a contract and understanding that this would help to guarantee that service for their clients was PARTA's goal. This way, the individuals from Coleman are in the system and general public can be built around it, which works best for everybody.

Mr. Bissler asked if there were any other questions. Hearing none, roll call was taken as follows:

<u>Roll Call:</u>	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Frank Vitale	<u>X</u>	___	Richard Brockett	<u>X</u>	___
David Gynn	<u>X</u>	___	Brian Gray	<u>X</u>	___
Virginia Harris	<u>X</u>	___	Jeremy Moldvay	<u>X</u>	___
Marge Bjerregaard	<u>X</u>	___	Dominic Bellino	<u>X</u>	___
Pete Kenworthy	<b>EXCUSED</b>	___	Jeff Childers	<u>X</u>	___
Karen Wise	<u>X</u>	___	Rick Bissler	<u>X</u>	___
Jerry Beach	<u>X</u>	___	R. T. Mansfield	<u>X</u>	___
Timothy Lissan	<u>X</u>	___			

Mr. Bissler was pleased that just about all Board members were present, except for Mr. Kenworthy, who is teaching a class this semester. He then asked Mr. Hairston if he had anything for the good of the order.

Mr. Hairston thanked Mr. Bissler and invited everyone to the groundbreaking on March 8 at 10 a.m. He noted that there haven't been a lot of pictures of Board members at recent events and would like to share some from the groundbreaking and ribbon cutting. March 16 is National Transit Drivers Appreciation Day. Some staff members will be here at 5 a.m. providing breakfast for the first drivers who come in and then Mr. Trautman came up with an idea last year to serve pizza to those drivers who come in later. He invited Board members to stop in and tell the drivers how much they are appreciated. He said Ms. Manning wanted him to let the Board know that the Valentine's Day free ride program resulted in transportation for 6,191 individuals. To show the increase in ridership, he noted that on January 31, 5,462 individuals were transported; and on February 7, 5,331 individuals were transported. He concluded by saying the golf outing is May 19 and more information will be forthcoming.

Mr. Gynn asked if PARTA would be notifying the public about the drivers appreciation day.

Mr. Hairston said something will be put in the paper.

**EXECUTIVE SESSION**

No need for an executive session.

**ADJOURNMENT**

Mr. Bissler thanked Mr. Hairston and asked if there was anything else for the good of the order. Hearing nothing further, he asked for a motion to adjourn.

Ms. Marge Bjerregaard made a motion to adjourn the meeting. Ms. Virginia Harris seconded the motion. **Motion to adjourn passed unanimously.**

The meeting adjourned at 7:19 p.m.

Respectfully submitted,



Marcia Fletcher  
Executive Assistant