

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY
BOARD OF TRUSTEES MEETING MINUTES

PARTA ADMINISTRATION BUILDING
2000 SUMMIT ROAD
KENT, OHIO 44240

March 23, 2017

Board Members Present:

Dominic Bellino, Vice President
Rick Bissler, President
Marge Bjerregaard

Richard Brockett
Jeff Childers
Virginia Harris

Timothy Lassar
Jeremy Moldvay
Frank Vitale

Staff Present:

Claudia Amrhein
Marcia Fletcher
Frank Hairston

Kelly Jurisch
Katherine Manning
William Nome, Legal Counsel

Clayton Popik
Brian Trautman

Members Not Present:

Jerry Beach (excused)
Brian Gray (excused)

David Gynn (excused)
Pete Kenworthy (excused)

R. T. Mansfield (excused)
Karen Wise (excused)

CALL TO ORDER

President Rick Bissler welcomed everyone and called the meeting to order at 7 p.m. An oral roll call followed and a quorum was present.

Mr. Bissler said the minutes from the February 23, 2017, Board meeting were distributed and he entertained a motion to accept the minutes. Ms. Marge Bjerregaard made a motion to accept 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. Bissler said the General Manager's report was distributed, and he asked if there were any questions or if there was anything Ms. Amrhein would like to clarify.

Ms. Amrhein said everything was spelled out in the report, and she thanked everyone for coming.

Mr. Bissler then moved on to committee reports.

FINANCE COMMITTEE REPORT

Mr. Bissler said the Finance Committee did meet and he asked Mr. Bellino to comment.

Mr. Bellino said a report was distributed to the Board members. January and February financial statements were reviewed, mostly focusing on February. At this time of the year, looking at actual compared to budget is difficult. A lot of the revenue and expenses have to do with timing. The February budget called for a deficit for year-to-date; however, it will break even. For PARTA operations, the downward trends for farebox and agency grant reimbursement revenue are being monitored. KCG (Kent Central Gateway) activity is on an upward trend for cars, activity, and profitability. The budget is behind year-to-date, but should catch up as the year goes on. Capital expenses for February included a refurbished bus for about \$138,000. The committee also reviewed the 3-5-year long term plan for PARTA operations, which is tough to do with funding relying mostly on grants and contracts. A lot of that changes, but planning for the next three (3) to five (5) years will be conservative with a modest increase. On the expense side, the wild cards are health insurance and fuel. The first two (2) years of long term planning are easy, but further out it gets more difficult to plan. He concluded by saying the Finance Committee recommended all three (3) resolutions for approval.

Mr. Bissler asked if there were any questions.

Mr. Vitale asked how many buses were refurbished.

Mr. Bellino said one (1) bus was refurbished out of three (3) that are planned.

Mr. Vitale asked how old the bus was.

Mr. Trautman said the one (1) bus that was refurbished was bought new in 2003.

Mr. Bellino asked how much new buses cost.

Mr. Trautman said a new bus with CNG is \$500,000.

Mr. Bissler asked if new buses have the same life schedule as refurbished buses.

Mr. Trautman said federal money on a refurbished bus goes seven (7) years, and a new bus is 12 years. He continued by saying stainless steel chassis vehicles are procured. There is a refurbishment program in place that is supplemental to the replacement plan. A total of five (5) buses were previously refurbished. This refurb is for three (3) buses that were bought new in 2003. The first of those three (3) has been delivered, the second is due to be delivered, and the third is being done now. This keeps a newer fleet on the road and maintenance costs down on a newer vehicle, at the same time procuring newer vehicles for replacement.

Mr. Vitale asked if the refurbis were put out to bid; and if so, is the same contractor used all the time.

Mr. Trautman said they were put out to bid and the closest contractor is Midwest Bus out of Michigan. They usually win the procurements because they are usually the lowest. There's another company called Classic Coach out of California. Refurbishing buses is not as popular as

it was in the 1980s and 1990s simply because when federal dollars are available for new buses, new buses are purchased. *PARTA* doesn't have the budget that a lot of bigger transits have so it will go with five (5) refurbished buses that will provide seven (7) more years down the road versus one (1) or two (2) new buses that will provide 12 more years.

FACILITIES AND OPERATIONS/PLANNING COMMITTEE REPORT

Mr. Bissler thanked Mr. Trautman and said Facilities and Operations/Planning met tonight. The committee consisted of himself and Mr. Vitale. A discussion occurred regarding some tweaks to scheduling. He asked Mr. Popik to provide a synopsis.

Mr. Popik said after the big adjustment in January, through some feedback mostly from the drivers, the decision was made to make some changes in April. The drivers provided a lot of good feedback on what was going well and what needed to be worked on. Time adjustments will be made to the 40, which is the Suburban North, and the 45, which is the Suburban South. Increasing travel time will allow the driver a comfort break and some recovery time. One suggestion was to eliminate the 45N, which provides transportation for Bio-Med students. Kent City Schools now provides transportation for Bio-Med students to Rootstown. The hours that it takes for a few trips to and from Rootstown will be better allocated back where the route spends most of its day. Pulsing and lining up at the Gateway will continue, but will happen about every 1 ½ hours. The 40 and 45 will meet up every time at the Gateway. All four (4) buses will meet up about every 90 minutes. Saturday service was running tight, based on driver feedback, so those schedules were adjusted. Going into the next sign up in April, service will be adjusted for Dial-A-Ride, which will mirror the fixed routes better. Current service for Dial-A-Ride is from 7 a.m. to 5 p.m. It will be adjusted to start earlier and run later.

Mr. Bissler asked if there were any questions for Mr. Popik. Hearing none, he said it's nice to get driver input. This adjustment does not require a resolution by the Board, but he entertained a motion to affirm those changes. Mr. Dominic Bellino made a motion, which was seconded by Ms. Marge Bjerregaard. A roll call vote was taken by voice and all were in favor.

NOMINATIONS COMMITTEE REPORT

Mr. Bissler noted that it was time to appoint a Nominations Committee. He asked anyone who was interested in serving on the Nominations Committee or running for a position to contact him.

PERSONNEL COMMITTEE REPORT

This committee did not meet.

PUBLIC RECORDS COMMISSION REPORT

This committee did not meet.

OLD BUSINESS

None heard.

NEW BUSINESS

Mr. Bissler said there are three (3) resolutions before the Board and he began with Resolution 2017-03-01.

RESOLUTIONS:

#2017-03-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO EXECUTE A CONTRACT WITH THE EAST OHIO GAS COMPANY DBA DOMINION EAST OHIO TO SECURE TRANSPORTATION OF NATURAL GAS IN SPECIFIED QUANTITIES ONTO PARTA'S PROPERTY AS REQUISITE FOR CONSTRUCTING THE COMPRESSED NATURAL GAS (CNG) FUELING STATION PROJECT.

Mr. Bissler entertained a motion to approve the resolution. Ms. Virginia Harris made a motion, which was seconded by Ms. Marge Bjerregaard.

Ms. Amrhein said approval is needed for a source of natural gas to fuel the fueling station. Dominion East Ohio is the owner of the high-pressure line that runs along Summit Street. There's no bidding or RFP process since it's a utility. A tap-in fee needs to be paid upfront to get on Dominion's timetable for construction to run a line that will connect their line to PARTA's property. The cost is estimated at \$192,000, so the resolution gives authority for up to \$200,000. The check will need to be cut as soon as an agreement has been reached on the contract terms, which are currently being discussed between the attorneys because there is federal clause language that must be included.

Mr. Vitale asked who the supplier of the gas will be; and if two (2) separate entities would be paid.

Ms. Amrhein said Dominion isn't going to sell PARTA the natural gas. Dominion owns the line and is constructing the method for transporting it on to PARTA's property.

Mr. Bellino said there is a difference between the transportation costs and the actual fuel cost.

Mr. Vitale asked if PARTA would go out for bids on the fuel purchase.

Mr. Trautman said there is a commitment regarding the amount of money that Dominion charges to tap into the high-pressure line for use in a year. There are some basic algorithms that go along with Dominion's fee as far as transmission costs and amounts used. Who PARTA enters a contract with for the actual purchase of the CFMs has yet to be determined, but there is an obligation on PARTA's part to buy a certain amount of gas from that line from whoever is awarded the RFP.

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

Frank Vitale - Yes	Timothy Lissan – Yes	Dominic Bellino - Yes
Virginia Harris – Yes	Richard Brockett – Yes	Jeff Childers - Yes
Marge Bjerregaard - Yes	Jeremy Moldvay – Yes	Rick Bissler - Yes

Mr. Bissler moved on to Resolution 2017-03-02.

#2017-03-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES TO ADOPT PARTA'S CREDIT CARD POLICY.

Mr. Bissler entertained a motion to approve the resolution. Ms. Virginia Harris made a motion, which was seconded by Ms. Marge Bjerregaard.

Ms. Amrhein said the advice of the Auditor of State has been to formalize procedures for using credit cards, establishing authorized employees to use the cards, and adding those procedures into the procurement policy terms. Employees who use the credit card will sign off on the policy. There are already good controls and mechanisms in place to track the usage and maintain a running audit trail. This policy formalizes those procedures in accordance with what the State Auditor has recommended.

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

Virginia Harris – Yes	Dominic Bellino – Yes	Richard Brockett - Yes
Jeremy Moldvay – Yes	Timothy Lissan – Yes	Jeff Childers - Yes
Frank Vitale – Yes	Marge Bjerregaard – Yes	Rick Bissler - Yes

Mr. Bissler moved on to Resolution 2017-03-03.

#2017-03-03: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES TO ACCEPT AND APPROVE THE AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES (PCDJFS) FOR SUPPLEMENTAL TRANSPORTATION SERVICES.

Mr. Bissler entertained a motion to approve the resolution. Mr. Timothy Lissan made a motion, which was seconded by Ms. Virginia Harris.

Ms. Amrhein said this is the service that has been discussed for a few months to provide supplemental transportation services for some JFS programs. This is a good way for PARTA to get its foot in the door. It's similar to how the transportation is scheduled for the Board of DD passengers as a subscription service. It's small to start, but should grow. General public passengers will be booked along with those rides, which will help to tack down demand response service with a contract. Another contract proposal has been submitted to JFS for some work trips in a pilot program.

Mr. Brockett asked if the cost of \$50,000 was a plus or minus from the bottom line.

Ms. Amrhein said it will cover the cost for transportation at \$4.50 a mile at a specified number of miles. PARTA will not go beyond what JFS has authorized it will pay. If JFS wishes to continue the service, the contract will be renegotiated. There's a lot of funding available through different human service agencies for transportation. PARTA is trying to coordinate with these agencies and be the solution for them, providing general public service at the same time.

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

Dominic Bellino – Yes
Virginia Harris – Yes
Jeremy Moldvay – Yes

Timothy Lassen – Yes
Richard Brockett – Yes
Jeff Childers – Yes

Frank Vitale - Yes
Marge Bjerregaard - Yes
Rick Bissler – Yes

Mr. Bissler said there is no need for an executive session. He then called on Mr. Hairston.

Mr. Hairston said the PPTAFI golf outing will be held on May 19. He invited Board members to attend the golf outing as a golfer, sponsor a hole, and/or volunteer. He noted that PPTAFI has done a lot of good things in the community to help those who use PARTA.

Mr. Lassen said there was an ad in the *Record Courier* about AMATS discussing their projected plans for the next four (4) or five (5) years and it said the plans would be available for review at various locations. He asked if PARTA was one of those locations.

Mr. Bissler said the plans are more than likely available on AMAT’s website.

Mr. Brockett thanked the Board for the sympathy card and said it was appreciated.

ADJOURNMENT

Mr. Bissler asked if there were any further questions. Hearing none, he entertained a motion to adjourn.

Mr. Dominic Bellino made a motion to adjourn the meeting. Ms. Marge Bjerregaard seconded the motion. **Motion to adjourn passed unanimously.**

The meeting adjourned at 7:26 p.m.

Respectfully submitted,



Marcia Fletcher
Executive Assistant