

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY

BOARD OF TRUSTEES MEETING MINUTES

PARTA ADMINISTRATION BUILDING
2000 SUMMIT ROAD
KENT, OHIO 44240

May 24, 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 Lassar
Karen Wise

Staff Present:

Claudia Amrhein
Marcia Fletcher

Frank Hairston
Kelly Jurisch

William Nome, Legal Counsel
Brian Trautman

Members Not Present:

Pete Kenworthy (unexcused)
Frank Vitale (excused)

R. T. Mansfield (unexcused) Jeremy Moldvay (unexcused)

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 meeting minutes from the April 26, 2018 Board meeting were distributed. He then entertained a motion to accept the minutes. Ms. Marge Bjerregaard 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. Bissler said the General Manager's report was distributed and asked Ms. Claudia Amrhein if she had anything to highlight.

Ms. Amrhein thanked everyone for coming and noted that the CNG Fueling Station is well under way and should be completed by mid-July. There's still a lot of work to do particularly on the back end of things, but it seems to be progressing construction wise nicely. Training for trainers and mechanics will occur next week. The fleet is expected to be launched by the mid-part of summer.

Mr. Bissler asked if there was a tie in date yet for hooking into the pipe.

Ms. Amrhein said Dominion will be pressure testing the line tomorrow and have completed their end of the work. They will install the meter when the station starts up. She asked Mr. Brian Trautman to provide more information.

Mr. Trautman said the compressor station piping is finishing up and most of the electrical work is done. Tapping into Dominion should occur within the next 1-1 ½ weeks. The pad was poured today. Most of the concrete should be done tomorrow. The drains are done, and they will be finishing up the retention basin. They'll start on the access drive probably the first of next week. Clean Energy has moved the projected date out to mid-July. He expects it to be done sooner, especially with the nicer weather next week. They have been working on weekends when the weather permits.

Ms. Amrhein said there may be some alignment needed when IT equipment, security cameras, etc. arrive and when they are tied in.

Mr. Trautman said Clean Energy changed their Project Manager mid-stream, which put things out of kilter. The new Project Manager is paddling hard to get caught up, and the timing is based on that move.

Mr. Dominic Bellino asked Mr. Trautman when he expects the buses to start rolling on the roads.

Mr. Trautman said fareboxes and radios have been installed, and the buses have been put on OTRP's roster. The buses will start running in about 1 – 1 ½ weeks before the station comes on line, so they have empty tanks for fueling. Buses should come on line the third to the last week of June.

Mr. Bellino asked if buses would be pulled off routes and replaced or if they were for other routes that have been established.

Mr. Trautman said the buses will be on any route that any other bus runs. He will monitor fuel usage, and when they get to a quarter of a tank to an eighth of a tank, he'll bring them back off to make sure that the timing of the commissioning of the station and having the buses available for fueling and testing coincide.

Mr. Bissler thanked Mr. Trautman and asked if there were any other questions for Ms. Amrhein.

Mr. David Gynn asked if there has been any follow up on DART, Dial-A-Ride, from the Township Trustees meeting last week.

Ms. Amrhein said there were a few questions from Township Trustees about getting more information. Resources were provided about cost of fuel and comparisons to diesel and gasoline.

Mr. Bissler asked about PARTA's attendance at the Township Trustees meetings.

Ms. Amrhein said the meetings are quarterly and typically are attended by PARTA.

Mr. Bissler said there were discussions at the AMATS meetings about PARTA and METRO doing a presentation to inform the attendees about transit.

Ms. Amrhein said an open invitation was extended to tour the facility, meet, and talk about the project. Once the station is up and running, that invitation will be pursued. Dial-A-Ride changes are moving forward and will be ready to go on July 1. A team of students has been assembled to make individual telephone calls to every registered passenger to make sure they are aware of the

changes starting July 1, understand whether or how it affects them, make sure they're registered under the right funding source and give them travel training if they are able to transfer to the fixed route or have any questions about that. That's been well received as well. A postcard will be going out to everybody who's registered next week. Every effort is being made to contact people.

Mr. Bissler then called on Mr. Bellino for the Finance Report.

FINANCE COMMITTEE REPORT

Mr. Bellino said the detailed minutes and reports from the Finance Committee have been distributed. There wasn't anything unusual or unexpected. For the month, there is a slight deficit. There is a surplus year-to-date and the figures are ahead of budget for year-to-date. A couple of line items on the revenue side continue to be skewed. The paperwork is still going through for the Federal Capital Grant monies that will be coming in, which should help to pay for the two (2) CNG buses. Also, the transitional aid money for the Sales Tax Revenue changed that line item. The bottom line is they cancel each other out. It was nice to see that the Agency Cash Grants and Reimbursements were a little bit different than prior months. That line item typically has declined, but this month was ahead of budget. Still a little behind year-to-date, but hopefully the new contracts that have been redone will start to kick in and stabilize that piece of the revenue and the long-term growth on that line item. No surprises for expenses. The capital report reflected that the two (2) CNG buses were paid for; however, it will probably take a couple months to get reimbursement.

Moving on to the Kent Central Gateway, the number of parked cars is down for the year compared to last year month to date. Luckily, revenue is up. As previously reported, there was a lot of construction downtown in 2016, which reflected negatively for the number of parked cars. Numbers should look more like 2015, which is normal, but 2017 and 2016 should start to look the same going into the second half of the year.

Mr. Bellino pointed out that a handout was distributed that describes what the Finance Committee is all about. The minutes from the April Finance Committee meeting also included a detailed discussion about what the committee does and how information is presented to the Board. The bottom line is that the Finance Committee wants to make sure that the right policies, processes, and people are in place to make sure PARTA is on stable financial footing now and in the future. He reiterated that all Board members are invited to the Finance Committee meetings every month. That's the best place to learn about what the Finance Committee does. Even better, attend the budget meetings that are usually in October.

Moving on, Mr. Bellino said the Finance Committee recommended the two (2) resolutions that are before the Board. There's another piece of business that was just handed out at the beginning of the meeting regarding the resolutions on the CNG buses that were purchased: the two (2) that have been received and the two (2) that are coming. The specs have typical paint jobs included. Changing the logo to include CNG incurred an additional expense, which was not caught. Rather than redo the resolutions, memos were prepared to 1) approve the \$7,500 already spent on the buses just received, and 2) approve another \$1,500 for the other buses that have been ordered and haven't been received. The Finance Committee is asking for two (2) approvals: one, to ratify the \$7,500 that was spent for the paint job on the two (2) buses already received, and then another one to authorize spending \$1,500 on the change in paint job on the buses that are coming. He asked Mr. Nome if there should be one (1) motion for both or one (1) motion for each.

Mr. Nome said there should be two (2) separate motions.

Mr. Bellino said that's how the Finance Committee handled it. He noted that the handout included a memo from Ms. Amrhein to him and a memo from Ms. Schrader to Ms. Amrhein that basically explains the details of the changes.

Mr. Bellino entertained a motion to approve the \$7,500 expenditure for the paint change. Mr. Jeff Childers recommended the \$7,500, which was seconded by Mr. Tim Lissan. Motion passed.

Mr. Bellino entertained a motion to authorize \$1,500 more, for the two (2) buses that are on order that haven't been received yet. Mr. Jeff Childers made the motion, which was seconded by Mr. Tim Lissan.

Mr. Bissler asked if the dollar amount should be increased to \$2,000 just in case.

Ms. Amrhein said the actual cost is \$600 each, but the figure was rounded up to \$750 per bus.

Mr. Nome said the first expenditure is \$7,000 and the Board just approved \$7,500. The motion could read "up to \$7,500."

Mr. Bissler asked Mr. Childers if he would amend his motion from \$7,000 to "up to \$7,500." Mr. Jeff Childers amended his motion to \$7,500, which was seconded by Tim Lissan. Motion passed.

Mr. Bellino noted that this was a more transparent way of approving the change in the dollar amounts.

Mr. Bissler thanked Mr. Bellino for the description of what the Finance Committee does. He acknowledged that the Board members appreciate all the work of the Finance Committee.

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

This committee did not meet.

OLD BUSINESS

None.

NEW BUSINESS

Mr. Bissler said the Nominating Committee is under New Business. Karen Wise and Jeremy Moldvay served last year, and he doesn't remember if there was a third person. He said if anybody would like to serve with the two (2) of them, it runs between now and the election at the June [sic] (according to Mr. Bissler, this should be July) meeting. This is also the point where if anybody wants to run for any of the three (3) positions or wants to nominate someone to run, they should notify Ms. Wise or Mr. Moldvay.

Moving on to the resolutions, Mr. Bissler said the first one is Resolution #2018-05-01.

Resolutions

#2018-05-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES TO ACCEPT AND APPROVE THE AGREEMENT FOR TRANSPORTATION SERVICES ESTABLISHED WITH THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES (PCDJFS).

Mr. Bissler asked for a motion.

Motion: Dave Gynn Second: Marge Bjerregaard

Mr. Bissler said this is a renewal of a prior contract but with a different payment plan.

Ms. Amrhein said there were two (2) separate contracts last year. One for non-emergency medical transportation and one for a pilot employment loop program. This year, they've rolled it all into one contract at a flat rate of \$20 per trip. This simplifies things on both ends.

Mr. Nome said this is ratification of a contract that's already been signed due to time pressures. It needed to be handled before the Board meeting came up. The resolution indicates that the Board is ratifying the execution of the contract.

Mr. Bissler thanked Mr. Nome for that clarification and asked if there were any other questions.

Hearing none, a roll call vote was taken.

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

Mr. Bissler said the second Resolution is #2018-05-02.

#2018-05-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES TO ADOPT THE AKRON METROPOLITAN AREA TRANSPORTATION STUDY (AMATS) AREA COORDINATED PUBLIC TRANSIT – HUMAN SERVICES TRANSPORTATION PLAN.

Mr. Bissler said the description of the resolution is in the packet. He asked if there were any questions or if Ms. Amrhein wanted to clarify anything about the plan.

Ms. Amrhein said this is a plan that's required to be prepared by AMATS, PARTA's MPO, so that there is a program under which PARTA can apply for 5310 funds, which helps to provide additional transportation to elderly, disabled, and low-income folks. It's a federal requirement. AMATS puts it together with participation by METRO and PARTA. There's a thorough description of their process and report, which shows that PARTA's Demand Response changes fit in well with some of the gaps identified in terms of service hours and availability. The plan is used to try to improve services.

Mr. Bissler asked if there were any other questions or comments. Hearing none, he asked for a motion.

Motion: Dominic Bellino Second: Virginia Harris

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

EXECUTIVE SESSION

No need for an executive session.

ADJOURNMENT

Mr. Bissler then called on Mr. Frank Hairston.

Mr. Hairston thanked Mr. Bissler and the Board members who attended the AMATS breakfast. He noted that Mr. Curtis Baker had a very good presentation. He noted that at the ground breaking for the CNG Fueling Station, little shovels were handed out to those who attended. If anyone would like one, he asked them to let him know. He concluded by thanking Board members who helped at the golf outing.

Mr. Bissler asked if there was anything else for the good of the order.

Ms. Amrhein said Mr. Trautman will lead a group to the CNG Fueling Station to view its progress for anyone who was interested.

Mr. Bissler wished everyone a safe holiday and entertained a motion to adjourn.

BOARD APPROVED 7/26/2018

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 7:28 p.m.

Respectfully submitted,



Marcia Fletcher
Executive Assistant