

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY

BOARD OF TRUSTEES MEETING MINUTES

PARTA ADMINISTRATION BUILDING
2000 SUMMIT ROAD
KENT, OHIO 44240

June 22, 2017

Board Members Present:

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

Richard Brockett
Jeff Childers
Brian Gray
Virginia Harris

Pete Kenworthy
Timothy Lissan
Frank Vitale
Karen Wise

Staff Present:

Claudia Amrhein
Marcia Fletcher

Frank Hairston
William Nome, Legal Counsel

Brian Trautman

Members Not Present:

David Gynn (excused)

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

CALL TO ORDER

President Rick Bissler welcomed everyone to the June 22 Board meeting 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 May 25, 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. Mr. Dominic Bellino seconded the motion. **Motion to approve the minutes, as presented, passed unanimously.**

GUEST COMMUNICATIONS

None.

GENERAL MANAGER'S REPORT

Mr. Bissler said the next item on the agenda is the General Manager's report.

Ms. Amrhein thanked everybody for coming and said this summer is shaping up to have a lot of activity, particularly with the CNG fueling station. July will be an important Board month with a recommendation coming forward to award a contract to the most responsive and responsible bidder. The bids are due July 10, with the following week or two (2) spent on reviewing and negotiating with the top one (1) or two (2) firms. There was quite a lot of interest in the site visits and pre-bid meetings.

Mr. Trautman said there were about 18 companies between the two (2) site visits.

Moving on, Ms. Amrhein said the work with Dominion is painful, but is being finalized. An agreement was signed last month after the Board meeting and the attorneys agreed to it. Two (2) weeks later, Dominion changed the wording in the contract. The project is still on track to be completed next summer and the goal is to accept the buses at the same time.

Mr. Bissler asked if there were any questions for Ms. Amrhein.

Mr. Vitale asked if this was the bid for the gas pumps; and, if so, how many RFPs were sent out and how many bids were received.

Ms. Amrhein said this is for the CNG fueling station. Bids aren't due until July 10, so the number of bids that will be received is unknown. A distribution service is used through the A & E firm that was hired and they manage that process. It's a public request for proposals and the legal requirement is to have it open for so long, advertise it, have time to receive the proposals, and go through a negotiated process to determine the most qualified bidder. That process will not start until after July 10.

Mr. Trautman said it would be nice to have a minimum of three (3) bidders. With the number of companies that attended the pre-bid meetings, there should be a good turnout.

Mr. Vitale asked if the companies are bidding for the design build and would be similar to a general contractor, where they would do the whole project.

Ms. Amrhein said they would design the final plans and build the facility.

Mr. Vitale asked who would help with evaluating the bids.

Ms. Amrhein said the architectural and engineering firm of Richard L. Bowen & Associates has been retained. They've followed along through the entire project from beginning the renovation of the garage two (2) years ago, preparing the RFP for this Phase 2 portion, overseeing everything, helping with the RFP, to assisting with evaluating the RFPs.

Ms. Wise asked if it was a mandatory pre-bid.

Ms. Amrhein said no.

Mr. Vitale said he didn't understand why Dominion was holding the check and not cashing it.

Ms. Amrhein said a tentative agreement was reached on a contract. It was signed and the check sent. Someone new then got involved and wanted to change words. It's bad faith and unprofessional on their part, but at least they haven't cashed the check.

Mr. Vitale asked if it was correct that Dominion did promise that this project was in the queue.

Ms. Amrhein said Dominion keeps promising that it's in the queue and they've ordered the materials. They have some internal strife amongst them over words.

Ms. Amrhein invited everyone to stay after the meeting and view the new lift in the renovated bays.

Mr. Bissler then moved on to committee reports.

FINANCE COMMITTEE REPORT

Mr. Childers said the Finance Committee met on Tuesday and everything is tracking well. There is a \$50,000 grant that was originally set up to buy a new bus. Plans were changed and that \$50,000 has been put towards the five (5) refurbished buses. There is about \$535,000 in extra funds being set aside for matching grants in years 2020, 2021, and 2022. There was a discussion about the due date of July 10 for the bids for the CNG fueling station.

Moving on to the parking deck, Mr. Childers said the number of parkers decreased 12%; however, the amount of transient and monthly revenue did not decrease. The parking deck stands to make about \$141,000 profit this year and Ms. Schrader thought that was a good number. During the process of looking at the new parking deck equipment, Linkology gave a rather nice statement that the parking deck was exceptionally clean and well maintained, which is a great compliment for PARTA. Otherwise, everything seems to be going in the right direction.

Mr. Bissler asked if there were any questions or comments. Hearing none, he moved on to New Business.

FACILITIES AND OPERATIONS/PLANNING COMMITTEE REPORT

This committee did not meet.

NOMINATIONS 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 heard.

NEW BUSINESS

Mr. Bissler said the first item under New Business is the election of officers and he turned the meeting over to Mr. Nome.

Mr. Nome said a copy of the minutes from the Nominations Committee meeting held immediately prior to last month's Board meeting was distributed. At that meeting, no nominations were received and the current officers had not contacted Ms. Amrhein to indicate they would not serve again. Anyone who wanted to be considered for nomination should have contacted Jeremy Moldvay or Karen Wise. He asked Ms. Wise if she has heard from anyone.

Ms. Wise said no, she has not.

Mr. Nome then presented the slate of officers willing to serve again: Rick Bissler as President, Dominic Bellino as Vice President, and R. T. Mansfield as Temporary Presiding Officer (TPO). Since Ms. Wise hasn't heard anything further, there are no other nominations. In the past, the slate of officers was voted on by paper ballots or a motion was made to close the nominations, accept the slate, and vote by acclamation. It's the Board's preference as to how it wishes to proceed. If the Board decides to proceed with a motion, there could be an individual motion for each officer or there could be a motion to approve the slate by acclamation, which would be one (1) motion, one (1) voice vote.

Mr. Richard Brockett made a motion to select the officers by acclamation, which was seconded by Ms. Marge Bjerregaard. Motion passed unanimously.

Mr. Bissler thanked the Board and said he was honored. He said he enjoys being on the Board and the City of Kent has reappointed him for another three (3) years.

Regarding Mr. Mansfield's position on the Board, Mr. Nome advised that Mr. Mansfield's appointment from the Village of Brady Lake was for a three-year term. There's been nothing done to rescind that appointment. Even though the Village of Brady Lake may not officially be a legal entity at this point, Mr. Mansfield's appointment was done when they were. Therefore, the balance of his three-year term would remain in effect. When his term expires, there's no Village of Brady Lake to either nominate him or somebody else in his place.

Mr. Lassar said the City of Kent and Ravenna have several representatives on the Board. He asked if the representation was based on population.

Mr. Nome said that was not based on population. Originally, there were several communities involved: Kent, Ravenna, Ravenna Township, and Brady Lake. Since then, there have been other entities that wanted to be part of PARTA and they have been joined in along the way. Once the sales tax passed in 2004-2005, the County Commissioners became entitled to three (3) appointments to the Board. If there are any changes in the way the Board is made up, that's not this Board's decision to make. This Board can make recommendations, but the member communities must vote to change the makeup. At this point, if Brady Lake does not reincorporate, this Board would be down by one (1). When the member communities vote, it's a black ball system. One (1) no vote torpedoes the whole thing. It's not a majority vote. If they don't get a unanimous decision to change the makeup of the Board, it doesn't happen.

Mr. Bissler said the initial governmental entities involved in PARTA were those that put money into the pool. His understanding is that when Aurora and Streetsboro joined, it was like pulling teeth to get everybody else to sign into that even though Aurora and Streetsboro were going to contribute to the pool. It is hard enough getting these entities to appoint a Board member.

Mr. Childers said there will come a time when Mr. Mansfield's term is up and there is nobody there to reappoint him. He asked if the Board would go down to 14 people or if somebody else would be given a seat.

Mr. Bissler said to get a 15th position again, all the appointing governmental entities would have to agree.

Mr. Nome said as a practical matter, that group is not going to get together and devise a new membership roster on who should be on the PARTA Board. They're not going to take that initiative themselves. If there is to be a change, generally that would be initiated by the PARTA Board. The County Commissioners, even though they didn't directly contribute money, did approve the sales tax language to go on the ballot.

Mr. Bissler said the original sales tax was voted on in November 2002 and was to go countywide the summer of 2003.

Ms. Amrhein said she will contact Mr. Mansfield regarding his position and term on the Board.

Mr. Nome said this process would speed up if Mr. Mansfield would decide to resign. However, he's not sure who he would resign to or even if that is a possibility. Generally, since the appointment is made by the appointing authority, the resignation would go through the appointing authority. Since there is no longer an appointing authority, there is no one to resign to or accept the resignation.

Mr. Lissan asked if the state or county made any final decisions on the Village of Brady Lake. Until that happens, he said, there is no appointing authority.

Mr. Nome said once the Village of Brady Lake is dissolved, no official action can be taken on behalf of the Village. In the past, depending on how a village is dissolved, they've already been in financial distress. Technically, the Village of Brady Lake was not in financial distress because they had enough money to get a bond issue. This is new ground for everybody because it hasn't happened before.

Mr. Bellino asked if it was official that the Village of Brady Lake was dissolved.

Mr. Bissler said he hasn't seen anything about the election as far as the ballot count.

Mr. Childers said Mr. Mansfield's term is up next year.

Mr. Nome said state law provides that if a Board member misses four (4) meetings a year, they're removed. However, this Board does not remove them, the appointing authority must remove them. If four (4) meetings are missed, the appointing authority is notified and they can decide to act or not. Quite frankly, there are other issues involving the Village of Brady Lake that, in the grand scheme of things, are more critical than who their appointee is.

Moving on, Mr. Bissler said there is one (1) resolution before the Board.

RESOLUTION:

#2017-06-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER TO EXECUTE A TRANSIT SERVICES AGREEMENT BETWEEN PARTA AND KENT STATE UNIVERSITY.

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 she is pleased with the new agreement with Kent State University (KSU). Negotiations started last December. Both parties wanted to create a new agreement, as the last agreement had been amended several times. The language was cleaned up and terms were put together so both parties would know what the future holds in terms of the cost per service hour and service level. Service hours had increased over a few years without being regulated well by both sides. We reduced the number of service hours in the last amendment and established a firm base number of service hours in the new agreement that won't fluctuate significantly going forward. The per service hour rate and Community Transit Service fee is defined for the first two (2) years. A five-year rolling look-back, using the CPI for years beyond the first two (2) years, was determined. The contract can then be extended for up to five (5) two-year periods making it a 20-year contract.

Mr. Bissler said the nice part about the contract is the length of time because the last amendment was only for two (2) years.

Ms. Amrhein said PARTA can't plan for capital with that kind of a short notice. The 18-month provision for termination remained in the new contract because significant money is put into buses that remain in service for at least 12 years. KSU expressed that they love the service and it's a significant commitment on their part to be willing to do this again.

Ms. Wise asked who was involved in the negotiations.

Ms. Amrhein said for PARTA, it was herself, Brian Trautman, and Rebecca Schrader. For KSU, it was Jeannie Reifsnyder, who works for the Senior Vice President for Finance and Administration; Dean Tondiglia, Chief of Police; and Larry Emling, Manager of Parking Services.

Mr. Nome said KSU Legal Counsel reviewed the contract and he reviewed the contract for PARTA.

Mr. Bellino said conversations took place about having KSU help support the capital expenses and investments. He asked if that was built into the service fee.

Ms. Amrhein said it was. These are solid numbers for PARTA's service hour rates that consider not just what it costs for payroll time, but also a formula for replacement. The CPI five-year roll back looking back 20 years tends to be stable. It should be 1% or 1 ½%. If it goes below zero, it doesn't change. Predictable service hours and stable costs allows for replacing the equipment at the rate needed to fulfill the requirements of the agreement.

Mr. Vitale said the Per Service Hour rate for 2017-2018 is \$74.85. He asked what the previous rate was.

Ms. Amrhein said the rate right now is \$73.75.

Mr. Vitale asked what the Community Transit Service number means.

Ms. Amrhein said Community Transit Service changed for this contract. Traditionally, it has covered the student, faculty, and staff ridership on the local fixed routes, where they show their ID and ride for free. The trips are tracked on the county side fixed routes. The current fee of \$218,000 just about covers KSU trips at \$1 a ride. This year, they did not want to continue supporting the Akron and Cleveland routes because that was a carryover from the Campus Bus Service. They paid for about 1/3 of the service, which amount was calculated into the Community

Transit Service. Now, KSU will not be billed for any portion of Akron and Cleveland. The additional money will be used to support capital investments, value added services, and systemwide amenities that they benefit from. It was a way to retain those funds without KSU continuing support for the Akron and Cleveland routes.

Mr. Vitale asked if this was the first time PARTA was contracting with KSU.

Ms. Amrhein said no, the first contract started in July 2004; and it was a 10-year contract with options for extensions. However, there wasn't a solid way of renegotiating the fee structure in the agreement or amendments.

Hearing no further discussion, a roll call vote was taken as follows:

Frank Vitale - Yes	Karen Wise – Yes	Brian Gray - Yes
Virginia Harris – Yes	Jerry Beach – Yes	Dominic Bellino - Yes
Marge Bjerregaard – Yes	Timothy Lissan – Yes	Jeff Childers - Yes
Pete Kenworthy - Yes	Richard Brockett - Yes	Rick Bissler - Yes

Mr. Bissler said there is no reason for an executive session and called on Mr. Hairston.

Mr. Hairston invited Board members to attend the General Manager's luncheon tomorrow starting at 11 a.m. A lot of things are going on in Downtown Kent, the Portage County Fair is coming up, and KSU students will be coming back soon. Additionally, Free Fare Fridays, working with Akron METRO and SARTA, start July 7 and go through August.

ADJOURNMENT

Mr. Bissler asked if there was anything else for the good of the order. Hearing nothing further, he entertained a motion to adjourn and wished everyone a safe holiday.

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

The meeting adjourned at 7:35 p.m.

Respectfully submitted,

Marcia Fletcher
Executive Assistant