

**PARTA**  
**PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY**

**BOARD OF TRUSTEES MEETING MINUTES**

**PARTA ADMINISTRATION BUILDING**  
**2000 SUMMIT ROAD**  
**KENT, OHIO 44240**

**July 27, 2017**

**Board Members Present:**

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

Jeff Childers  
Brian Gray  
David Gynn  
Virginia Harris

Timothy Lissan  
R. T. Mansfield, TPO  
Frank Vitale

**Staff Present:**

Claudia Amrhein  
Marcia Fletcher  
Frank Hairston

Katherine Manning  
William Nome, Legal Counsel

Rebecca Schrader  
Brian Trautman

**Members Not Present:**

Jerry Beach (excused)  
Pete Kenworthy (excused)

Jeremy Moldvay (unexcused)

Karen Wise (excused)

**CALL TO ORDER**

President Rick Bissler welcomed everyone to the July 27, 2017, PARTA Board of Trustees meeting and called the meeting to order at 7:03 p.m. An oral roll call followed and a quorum was present.

Mr. Bissler said the meeting minutes from the June 22, 2017, Board meeting were distributed and he entertained a motion to approve the minutes. Mr. R. T. Mansfield made a motion to accept the minutes as presented. Ms. Marge Bjerregaard 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. He asked if there were any questions or comments.

Ms. Amrhein thanked everybody for coming and said July has been a very busy month. One resolution was added to the agenda as of Monday and Resolution 2017-07-01 was updated following more work with the CNG Fueling Station project. At the same time, the parking equipment project is wrapping up downtown, which has been underway all week. It's going very well and is expected to go live tomorrow morning. She asked if there were any questions.

Hearing none, Mr. Bissler moved on to committee reports.

### **COMBINED FACILITIES AND OPERATIONS/PLANNING COMMITTEES JOINTLY WITH FINANCE COMMITTEE REPORT**

Mr. Bellino said the 13 pages of minutes will indicate that the Facilities, Operations/Planning, and Finance committees were combined into one (1) super committee. He thanked Frank Vitale and Dave Gynn for attending the meeting as non-committee members. He said it is always nice to have other members, besides the committee members, show up. The first part of the meeting was a public meeting, which was led by Katherine Manning. It's the second public meeting to discuss the Cleveland route changes. No one from the public was present. The committee recommends the changes. He pointed out the final state audit report that was distributed. He was happy to say that this is the 13<sup>th</sup> year of a clean audit. He congratulated the entire staff, especially Ms. Rebecca Schrader and her staff.

Moving on, Mr. Bellino said the committee then reviewed the financials. There was nothing unusual or unexpected to report. State and federal grant money for capital maintenance should be available in a month or two, which will help reimburse expenses and the money spent on the refurbished buses. The committee then reviewed and recommended all the resolutions, except one. Most of them are annual requests for grant funding. A lengthy discussion occurred on Resolution 2017-07-01. The committee was divided on Tuesday due to the timing of the resolution, but the committee was confident that everything would be available tonight to pass the resolution, which was printed out for everyone. If there are any questions, he suggested contacting Ms. Schrader either by email or phone.

Mr. Bissler asked if there were any questions.

Mr. R. T. Mansfield commended Mr. Bellino for doing a fine job on the combined monster committee.

### **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**

Mr. Bissler said a committee list was distributed with the Board packet. He said if any Board member would like to serve on a committee, it would be appreciated because there are a couple that need some faces. The biggest problem is that some of the committees meet during the day.

Mr. Bissler asked if there was any other Old Business that needed to be addressed.

**NEW BUSINESS**

Hearing none, Mr. Bissler called on Ms. Katherine Manning.

Ms. Manning said the Twinsburg stop on the Cleveland Route has had low usage over the years. Only two (2) comments were received from the public regarding this change. Both agreed that the Twinsburg stop should be eliminated to speed up the Cleveland route, which will be able to move 20 minutes faster on that route. Therefore, the new schedule has been prepared and as of the end of August, that stop will no longer be used as part of the Cleveland route any more.

Mr. Bissler said the drivers are also providing input, which is nice. He then asked if there were any questions.

**RESOLUTIONS:**

Hearing none, Mr. Bissler began with Resolution 2017-07-01.

**#2017-07-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AWARDDING THE CONTRACT TO FINALIZE DESIGN PLANS AND BUILD THE PUBLIC-PRIVATE COMPRESSED NATURAL GAS (CNG) FUELING STATION TO CLEAN ENERGY, A CALIFORNIA CORPORATION.**

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

Mr. Bissler asked if there was any discussion.

Ms. Amrhein said the vetting process was completed today in a scope review with Clean Energy. Four (4) representatives from Clean Energy attended in person and two (2) more participated by phone. The scope review was performed to discuss specific parts of their proposal to be sure that it did represent the most responsible, responsive and best value proposal to PARTA. Two (2) of the gentlemen who attended in person flew in on very short notice, one (1) from California and one (1) from New Mexico. Our CNG expert, who resides in Canada, was also on the phone. The team from Bowen, our A&E firm, conducted a lengthy review of their proposal and best and final offer. The details were finalized and she is comfortable with this proposal to build the CNG station and two (2) alternates that are necessary for improved functionality of the station. All of that is described in the resolution.

Mr. Lassar asked how the contract was going with Dominion.

Ms. Amrhein said discussions are still occurring with Dominion. A conference call took place about a month ago with five (5) representatives from Dominion, who indicated that it was a high visibility project that had been brought to their attention. They have confirmed numerous times and have already ordered all the necessary equipment. They have already begun building the manifold that will be used. They need 20 to 30 days' notice once PARTA is ready to hook up. They will not install it until the station is ready, about a month out from being activated. They've made assurances that they had some internal changes in leadership, but everything will be back on track.

Mr. Gynn asked if there was a dollar amount attached to this resolution.

Ms. Amrhein said it's \$3 million and is in the resolution.

Mr. Bissler said part of the issue at the committee meeting was that the contractor had not been selected yet and the "not to exceed" figure had not been finalized, which is why it wasn't passed.

Mr. Bellino said it was more academic than anything else. As far as recommending the resolution, they were confident that it would be ready to go on Thursday. As a committee, it was tough to recommend that resolution with those two (2) pieces missing. The committee was divided and didn't know which way to go with it. It was a tied vote, so it was neither a pass or a fail. The committee decided to present the resolution to the Board as it stands.

Mr. Brockett asked if the three (3) bids were received that PARTA was looking for.

Ms. Amrhein said six (6) bids were received.

Mr. Bissler said this project started on the Board's wish list about 11 or 12 years ago. So, these people have been working on it diligently for a long time. Here is a resolution that says it is going to be done and they've done everything that has been asked of them. It has been designed, negotiated, and funded. He asked Board members to not walk out without congratulating them. They've hired good people, and they've done their job.

Mr. Mansfield said this is a marvelous project, and he looks forward to seeing it come on line. He asked how many others were involved in this public-private partnership.

Mr. Bissler said it's a public-private partnership because anyone from the public can pull in and fuel.

Mr. Mansfield clarified by saying it will be public-private in terms of customers.

Mr. Bissler said other larger entities have been approached about converting to CNG. PARTA has an extensive facility to service CNG vehicles. The Board hired Ms. Amrhein as the General Manager, who in turn hired a great staff. They keep coming up with ways to make money.

Mr. Mansfield said he would like to be able to answer that question should someone ask it. He said any fleet operator who's dealing with today's diesel rules is going to be a fool not to want to use CNG.

Ms. Amrhein said one advantage to working with Clean Energy is that they do have a presence in this area, not only with transit, but they are a well-known CNG company. By working with them, PARTA will essentially get their sales staff, as well, and become a location, which will help grow the public side.

Mr. Hairston reiterated that this will be the first CNG fueling station in Portage County.

Mr. Bissler asked if there were any other questions or comments.

Mr. Vitale asked for clarification that this company is active in Ohio, has done projects like this in Ohio, and is located in California; the figure is \$3 million including alternate 5 and 6; and the 5% contingency is enough.

Ms. Amrhein clarified that Mr. Vitale was correct and the CNG and construction experts confirmed that the 5% contingency is enough.

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

Virginia Harris - Yes	Timothy Lissan - Yes	Jeff Childers - Yes
David Gynn - Yes	Marge Bjerregaard - Yes	R. T. Mansfield – Yes
Frank Vitale - Yes	Brian Gray - Yes	Rick Bissler - Yes
Dominic Bellino - Yes	Richard Brockett - Yes	

Mr. Bissler presented the next resolution.

**#2017-07-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO APPLY FOR FEDERAL CONGESTION MITIGATION/AIR QUALITY FUNDS PROGRAMMED BY THE AKRON METROPOLITAN AREA TRANSPORTATION STUDY (AMATS) FOR FEDERAL FISCAL YEAR 2022 TO PURCHASE UP TO TWO (2) CNG TRANSIT BUSES.**

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

Mr. Bissler asked if there were any questions. Hearing no further discussion, a roll call vote was taken as follows:

Dominic Bellino - Yes	Brian Gray - Yes	Frank Vitale - Yes
Virginia Harris - Yes	David Gynn - Yes	Marge Bjerregaard – Yes
R. T. Mansfield - Yes	Richard Brockett - Yes	Rick Bissler - Yes
Timothy Lissan - Yes	Jeff Childers - Yes	

Mr. Bissler presented the next resolution.

**#2017-07-03: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION, AN OPERATING ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR FEDERAL TRANSPORTATION ASSISTANCE AUTHORIZED BY 49 U.S.C. CHAPTER 53, TITLE 23 UNITED STATES CODE AND OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION.**

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

Mr. Bissler asked if there were any questions.

Mr. Lassar asked for an explanation, in general terms, about this resolution.

Ms. Amrhein said these are the federal funds that are received annually that amount to about \$1 million of assistance.

Mr. Nome said sometimes that money is referred to as 5307 money. Chapter 53 is where that comes from.

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

Jeff Childers - Yes	Richard Brockett - Yes	Marge Bjerregaard - Yes
Frank Vitale - Yes	Brian Gray - Yes	R. T. Mansfield – Yes
Timothy Lassar - Yes	Dominic Bellino - Yes	Rick Bissler - Yes
Virginia Harris - Yes	David Gynn - Yes	

Mr. Bissler presented the next resolution.

**#2017-07-04: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE FILING OF APPLICATIONS WITH THE OHIO DEPARTMENT OF TRANSPORTATION FOR FY 2018 TRANSPORTATION ASSISTANCE GRANTS. THESE GRANTS MAY INCLUDE THE OHIO ELDERLY AND DISABLED TRANSIT FARE ASSISTANCE PROGRAM, THE URBAN TRANSIT PROGRAM, AND THE OHIO TRANSIT PRESERVATION PARTNERSHIP PROGRAM.**

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

Mr. Bissler asked if there was any discussion.

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

Jeff Childers - Yes	David Gynn - Yes	Timothy Lassar - Yes
R. T. Mansfield - Yes	Frank Vitale - Yes	Brian Gray – Yes
Marge Bjerregaard - Yes	Richard Brockett - Yes	Rick Bissler - Yes
Dominic Bellino - Yes	Virginia Harris - Yes	

Mr. Bissler said the next resolution includes a "not to exceed" figure of \$250,000.

**#2017-07-05: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PURCHASE UP TO THREE (3) LIGHT TRANSIT VEHICLES (LTVs), OPTIONAL EQUIPMENT AND SPARE PARTS FROM WHITWORTH BUS SALES, INC.**

Mr. Bissler entertained a motion to approve the resolution. Mr. Frank Vitale made a motion, which was seconded by Mr. Brian Gray.

Mr. Bissler asked if there were any questions.

Mr. Mansfield asked if there were any plans for getting CNG LTVs. All the Dominion light service vehicles and pickup trucks have been CNG for a few years.

Mr. Trautman said not right now, but probably eventually. He said his plan is to let the mechanics get their feet wet first.

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

Jeff Childers - Yes	Richard Brockett - Yes	Virginia Harris - Yes
Marge Bjerregaard - Yes	Timothy Lissan - Yes	Brian Gray - Yes
Frank Vitale - Yes	R. T. Mansfield - Yes	Rick Bissler - Yes
Dominic Bellino - Yes	David Gynn - Yes	

**#2017-07-06: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING PARTICIPATION IN THE OHIO DEPARTMENT OF TRANSPORTATION (ODOT) COOPERATIVE PURCHASING PROGRAM.**

Mr. Bissler entertained a motion to approve the resolution. Mr. David Gynn made a motion, which was seconded by Mr. R. T. Mansfield.

Mr. Bissler asked if there were any questions.

Hearing none, a roll call vote was taken as follows:

Frank Vitale - Yes	Timothy Lissan - Yes	Jeff Childers - Yes
David Gynn - Yes	Richard Brockett - Yes	R. T. Mansfield - Yes
Virginia Harris - Yes	Brian Gray - Yes	Rick Bissler - Yes
Marge Bjerregaard - Yes	Dominic Bellino - Yes	

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

Mr. Hairston thanked Mr. Bissler and said August is going to be busy. First, the Dog Days of Summer is coming up in downtown Kent. Second, on August 4, 11, and 18, PARTA will be selling hot dog lunches, which will include a hot dog, chips, and a drink for \$5. The proceeds will go to the Dog Days committee. Third, the Portage County Fair will be held from August 22-27. This is

a good time to hear what the folks in the community have to say about PARTA. Lastly, for the record, he expressed how proud he was of PARTA. He said he has been here for 15 years. He commended the staff on getting through the Triennial Review. The letter from the FTA said how well PARTA has done, not only for this Triennial Review but the previous one, as well.

Mr. Bissler said the letter from Marisol Simon, Region 5 Administrator, was distributed. Ms. Simon came for the opening of the parking deck. He said it's nice to get a letter from her. It's a special tribute. He also pointed out the various newspaper articles and press releases in the Board packet. He asked Board members to let Mr. Hairston know if they can volunteer at the Portage County Fair.

Mr. Lassar asked how the ridership has been on the Fare Free Fridays.

Ms. Amrhein asked Ms. Manning if she had a count on the ridership for Fare Free Fridays.

Ms. Manning said the numbers have been growing each week and there's been a lot of great feedback. In August, the Ride Patrol will be going out on the buses to promote the Fare Free Fridays. The Ride Patrol will include SPOT, the new Travel Trainer Carlell Howard, Clayton Popik, Frank Hairston, and herself. T-shirts will be given out, along with \$5 gift cards, widgets, and free bus passes. On Facebook, there is a Winner Wednesday free give-a-way, which includes a free t-shirt and bus pass. This is also a way to promote NEORide. The marketing team for NEORide works well together and it has proven to be a good collaboration between the three (3) counties. She said she will be meeting with a woman tomorrow morning who posted a video with her seeing eye dog with #summerinthecities and #freefarefriday. She won the Free Fare prize package. SPOT will also be meeting her at KCG and some pictures will be taken, which will be posted on Facebook tomorrow. Also, everybody at PARTA is wearing their t-shirt on Fridays. Different activities available in Portage County are also being promoted to encourage riders to experience new things.

Mr. Bellino said he and his wife rode the bus for the Blues Fest. They picked up the bus in Ravenna at the courthouse, rode it to Kent, enjoyed the Blues Fest for a couple of hours, picked the bus up at 9:45 p.m., and were dropped off half an hour later at the courthouse. He said they enjoyed the ride and were impressed with how the driver knew just about everybody who was riding the bus. He said there were about a dozen people on the bus at 9:45 p.m. He said they were going to try doing it again.

Mr. Hairston encouraged Board members to ride the bus on a Friday and listen to the passengers.

Moving on, Mr. Mansfield asked how PARTA could let Anna Roosa retire.

Ms. Amrhein said unfortunately, Ms. Roosa did retire on June 30. She had a real run of bad fortune. She broke her leg in April and required surgery. While she was recovering from that, her neighbor's dog bumped into her and she broke her other leg. She was in bad shape. So, her retirement did not go the way she had hoped. She was not able to work the last several months. She is doing quite a bit better. It was a tough road for her.

Mr. Mansfield expressed his appreciation for Ms. Roosa's efforts. Back in the early days of the training program, she got it off the ground in fine shape. He said a friend of his was one of the CDL examiners at TDDS and he told him that every time he sees PARTA trainees coming in for their test, he knows he's going to have a good day. They're always well prepared and always pass.

Ms. Amrhein said Ms. Roosa was a very good trainer. She did get the training program off the ground. A few years back she was migrated into the travel training program, which was a new venture to work with passengers and potential passengers to learn how to ride the bus. PARTA was very fortunate to have her. A new travel trainer has been hired. His name is Carlell Howard. Mr. Howard was a student driver and supervisor with PARTA for years. He left for a couple years and is now back.

Ms. Manning said Ms. Roosa has been asked to come back and serve on the advisory committee, which she has agreed to be a part of. So, she hasn't left completely.

### ADJOURNMENT

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

Mr. R. T. Mansfield made a motion to adjourn the meeting. Ms. Marge Bjerregaard seconded the motion. **Motion to adjourn passed unanimously.**

The meeting adjourned at 7:40 p.m.

Respectfully submitted,



Marcia Fletcher  
Executive Assistant