

PARTA  
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY  
BOARD OF TRUSTEES MEETING MINUTES

PARTA ADMINISTRATION BUILDING  
2000 SUMMIT ROAD  
KENT, OHIO 44240

August 23, 2018

**Board Members Present:**

Dominic Bellino, Vice President  
Rick Bissler, President  
Marge Bjerregaard

Richard Brockett  
Jeff Childers  
Brian Gray

Dave Gynn, TPO  
Virginia Harris  
Frank Vitale

**Staff Present:**

Claudia Amrhein  
Marcia Fletcher

William Nome, Legal Counsel  
Rebecca Schrader

Brian Trautman

**Members Not Present:**

Pete Kenworthy (1<sup>st</sup> excused absence)  
Tim Lassan (1<sup>st</sup> excused absence)

Jeremy Moldvay (2<sup>nd</sup> excused absence)  
Karen Wise (1<sup>st</sup> excused absence)

**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 for the July 26, 2018 Board meeting were distributed and he entertained a motion to accept. 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**

Mr. Bissler said there were no guest communications.

**GENERAL MANAGER'S REPORT**

Mr. Bissler said the General Manager's report was distributed, and he asked Ms. Claudia Amrhein if she had anything she would like to highlight.

Ms. Amrhein thanked everyone for coming and noted that a letter was received this week from Mayor Seman appointing Ravenna resident Christina West to the Board. Ms. Fletcher is reaching out to Ms. West to set up an orientation. Once that happens, she will be asked to join the Board.

Moving on, Ms. Amrhein said progress is being made on the CNG project. The second driveway is expected to break ground next week. Clean Energy is scheduled to complete credit card system connectivity and security camera installation. On the back-office end of things, a vendor's license was applied for through the State of Ohio, which has been received. That will allow for the

collection and remittance of sales tax on the sale of fuel. About a month ago, a letter was submitted requesting registration through the IRS to allow for the collection and remittance of excise tax. Once all that comes together, the sale of fuel to the public will begin. It's Portage County Fair week, so staff members have been there this week. She thanked the Board members who volunteered. She concluded by saying Kent State University also started classes this week, so staff have been busy.

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

Mr. Vitale asked if the construction of the driveway was part of the total cost of the new fueling station or if it was separate.

Ms. Amrhein said it is part of the total cost.

Mr. Vitale asked if the \$4M estimated for the new storage facility and conversion of the washing facility was based on architectural review.

Ms. Amrhein said the \$4M is an estimate based on preliminary architectural review but there's a lot of room to work within that number.

Mr. Brockett asked what else was needed to upgrade the bus wash facility because of the new CNG buses.

Mr. Trautman said most of the upgrades are going to be less expensive than initially predicted. When the new storage facility is built to store CNG buses, there are certain suggestions that come from the building department as to how CNG detection is monitored. So, there is some added cost or infrastructure required when CNG vehicles are stored inside.

Mr. Bissler asked if it was as comprehensive as the service area.

Mr. Trautman said no. A storage area is rated as an S1 or S2 facility. There are certain requirements under each rating. An S1 rating is a maintenance area that vehicles can be parked in and worked on. It really has no restrictions, but the fire coverage and detection are at a higher level. An S2 rated facility doesn't have all the same requirements but that space can't be used for maintenance. It comes down to code and what is required when building. Keeping it as an S2 would be the least expensive way to go and there isn't any reason not to keep it an S2.

Mr. Bellino asked how the new facilities would affect insurance premiums for fire hazards.

Mr. Trautman said there is only one difference and it wouldn't matter if it was CNG or not. Any new structures that are built now, OTRP, which is the risk pool, is requesting that PARTA have Travelers Insurance, which is the secondary reinsurance company, look at plans before building so they can make suggestions about the fire detection and prevention system. Their suggestions aren't mandates but could potentially lead to less cost to insure in the long haul.

Ms. Schrader said PARTA is such a small piece of the whole OTRP pool that when the Kent Central Gateway was built, premiums went up about \$6,000 so she anticipates premiums not going up much based on this new structure.

Moving on, Mr. Bissler said Ms. Amrhein's report talks about the By-Laws and Standing Committees. He said he will be reviewing the old committees to see where they fit into the new committees. He gave those in attendance first dibs and asked that Board members let him know which committee(s) they are interested in.

Mr. Bissler said it will be interesting to see in a couple months the impact of the redesigned DART service as noted in Ms. Amrhein's report.

Ms. Amrhein said reports are being compiled differently, so data can be reviewed more easily. The contracts now have all kicked in with Portage County Jobs and Family Services, Person Centered Services, Coleman Adult Day Services, and University Hospitals. Over the next few months, more data will be available.

Mr. Vitale asked about the funding that will be coming from a couple sources for the storage facility and bus wash.

Ms. Amrhein said PARTA was awarded a competitive grant for bus and bus facilities of \$2.668M. Funds have not been set aside for the bus wash upgrade, but it is being designed along with the storage facility so that it will be a shovel ready project when applying for grant funds. It's more likely to be awarded if it's ready to go. That influenced the time line of this fall to start unearthing the bus wash design plans from 2011, determine what needs to be done, and have it designed. In January, the architect will design the storage facility and it will go out to bid in the spring of 2019. Construction will then start by the end of the summer, which will align with federal funds being drawn down.

Mr. Vitale asked if the storage facility and bus wash upgrade would be financed or another capital fund utilized if the estimated \$4M wasn't available.

Ms. Amrhein said the storage facility would not be built at this time if the \$2.6M award hadn't been received. Overmatching and 5307 funds would be used to help fill that gap.

Hearing no further discussion, Mr. Bissler moved on to the committee reports.

#### ADMINISTRATION COMMITTEE REPORT

This committee did not meet.

#### FINANCE COMMITTEE REPORT

Mr. Bellino said the detailed minutes and reports were distributed and he thanked Mr. Gynn and Mr. Vitale for attending the Finance Committee meeting as nonvoting Board members. He said he likes to see other Board members attend the committee meetings to hear how PARTA finances its operations and projects. Looking at PARTA's Finance Report, the current period is in the red but behind budget for the year, which has to do with the Federal Capital Maintenance grant and Kent State University. He was happy to report that the grant money has now come in and is in the bank. August numbers should look better and year-to-date should be in the black also. That will help build some surplus funds next year for upcoming projects. Also, the effect of the contracts that were renegotiated and the door-to-door restructuring that was done is starting to show. With KSU students coming back to school, there should be a healthy report going forward. Expenses were in line with what was expected. The large variances are explained in the minutes. He concluded by saying there were more drawdowns in August.

Ms. Schrader said the rest of the preventative maintenance was drawn down today and two (2) more buses will be drawn down in October.

Moving on to the Kent Central Gateway, Mr. Bellino said the number of cars in July is down from June, but the dollars are healthy. There is a healthy year-to-date number and hopefully at least half of the \$100,000 KCG borrowed from PARTA for the parking equipment will be paid back soon. Hopefully by the end of the year it will be completely paid off. There was a discussion about the long-term commitments with the parking deck as far as maintenance, repairs, and replacements. Money is being set aside now to support those expenses going forward.

Mr. Bissler asked if there were any questions for Mr. Bellino or the committee. Hearing none, he thanked Mr. Bellino and the Finance Committee for all they do and for the additional Board members who showed up to be a part of it.

Mr. Bissler said no other committees met.

#### **OPERATIONS COMMITTEE REPORT**

This committee did not meet.

#### **PERSONNEL COMMITTEE REPORT**

This committee did not meet.

#### **OLD BUSINESS**

None.

#### **NEW BUSINESS**

None

#### **Resolution**

None.

#### **EXECUTIVE SESSION**

No reason for an executive session.

#### **ADJOURNMENT**

Moving on, Mr. Bissler said Mr. Hairston isn't here to tell everybody, but it is Portage County Fair week. He asked Board members to volunteer at the PARTA booth if they were free any evening or afternoon.

Ms. Schrader said Mr. Hairston is currently at the fair.

Mr. Bissler said he figured that was where he was and why he wasn't at the Board meeting. He thanked the Trustees who have already volunteered at the fair and asked if there were any other comments for the good of the order. Hearing none, he entertained a motion to adjourn.

**BOARD APPROVED 9/27/2018**

Mr. David Gynn made a motion to adjourn the meeting. Mr. Brian Gray seconded the motion.  
**Motion to adjourn passed unanimously.**

The meeting adjourned at 7:17 p.m.

Respectfully submitted,



Marcia Fletcher  
Executive Assistant