

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY

BOARD OF TRUSTEES MEETING MINUTES

PARTA ADMINISTRATION BUILDING
2000 SUMMIT ROAD
KENT, OHIO 44240

October 25, 2018

Board Members Present:

Dominic Bellino, Vice President
Richard Brockett
Jeff Childers
Brian Gray

David Gynn, TPO
Virginia Harris
Timothy Lissan

Jeremy Moldvay
Frank Vitale
Christina West

Staff Present:

Claudia Amrhein
Marcia Fletcher
Frank Hairston

Kelly Jurisch
William Nome, Legal Counsel

Rebecca Schrader
Brian Trautman

Members Not Present:

Rick Bissler (1st excused absence)

Pete Kenworthy (3rd excused absence)

Marge Bjerregaard (1st excused absence)

Karen Wise (2nd excused absence)

Guests Present:

Hoyle West

CALL TO ORDER

Vice President Dominic Bellino welcomed everyone and called the meeting to order at 7:07 p.m. An oral roll call followed, and **a quorum was present.**

Mr. Bellino officially welcomed Ms. Christina West, PARTA's new Board member, who was sworn in prior to the meeting.

Mr. Bellino said the first order of business is the meeting minutes for the September 27, 2018 Board meeting that were distributed, and he entertained a motion to accept. Mr. David Gynn 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

Ms. Claudia Amrhein welcomed everyone and pointed out the secondary access driveway is complete. The gate is operating, and the cameras are installed. The only piece left is the IRS and a meeting is scheduled with them tomorrow. She is confident that the IRS will accept PARTA's application to sell CNG to the public after talking to them. Clean Energy was on site Monday. Once all the asbuilts, red line drawings, and manuals are received, this project will close out. The Grand Opening is being planned for Wednesday, November 28, at 11 a.m. over the lunch period.

Mr. Bellino noted that the Board packet reflects that Mr. Rick Bissler appointed new committee members effective immediately. Mr. Gynn, the newest member of the Finance Committee, attended the committee meeting on Tuesday. If anyone has any questions regarding committee responsibilities, feel free to contact Ms. Amrhein for details.

Mr. Frank Vitale asked Ms. Amrhein to talk about the October 5 meeting with AMATS, as mentioned in her report.

Ms. Amrhein said AMATS is the Metropolitan Planning Organization where funding flows through. They have an annual luncheon meeting the first Friday of October, which includes a key note speaker and a panel discussion related to transportation. She noted that she was on the panel this year with three (3) people. The panel discussion was about the different challenges facing transit and technology changes. It was attended by about 150 people.

Mr. Vitale said Ms. Amrhein's report states that topics of the AMATS meeting included the challenges of getting workers to jobs located in remote areas and reaching people "aging in place" in largely rural areas who no longer drive. He asked if there were any other vehicles that could go out to these rural areas other than the large buses that may only have one (1) or two (2) passengers and are expensive.

Ms. Amrhein said there is a fleet of five (5) small Ford transit vehicles that were purchased exactly for that purpose.

Mr. Vitale asked if those were natural gas vehicles.

Ms. Amrhein said no.

Mr. Brian Trautman said the vehicles that Ms. Amrhein just mentioned were procured CNG ready and could be retrofitted. The goal of maintenance is to stay within the scope of skill set. When CNG was brought on, one of the challenges was to get maintenance staff up to speed on maintaining CNG vehicles. Trying to take on a host of CNG-type vehicles at once would have been much more challenging rather than to get Cummins certifications for transit vehicles and then move forward into other CNG-type vehicles as they became available. He noted that he and Ms. Amrhein have met on two (2) different occasions with a company out of Twinsburg called CNG One that specializes in CNG retrofitting. PARTA must be able to maintain what it buys, but also make sure that when ready, preparations are done to head in that direction.

Mr. Vitale asked how the cost can be justified to convert buses to CNG. Is there savings in fuel and does the bus last longer? How is that decision made?

Mr. Trautman said that is exactly how that decision is made. A vehicle will not be retrofitted if it's going to perform worse than a gasoline vehicle. At this point, all three (3) fuel sources are available on PARTA's campus.

Mr. Bellino asked if there were any other questions for Ms. Amrhein or her staff. Hearing none, he moved on to the committee reports.

ADMINISTRATION COMMITTEE REPORT

This committee did not meet.

FINANCE COMMITTEE REPORT

Mr. Bellino said the Finance Committee meets every month and met this past Tuesday. He noted that next month the Finance Committee will meet on Thursday, November 8, at 3 p.m. to go over proposed 2019 budgets. That will be the only Finance Committee meeting in November. Usually, a few hours are spent going over the budget for next year. That's a great place to learn a lot about PARTA, what it does, where money goes, and how efficiently the money is used. He encouraged any Board member to attend if they can, even if it is just for part of the meeting. He also noted that the State officially approved the annual audit. That is now official and public.

Moving on, Mr. Bellino said Mr. Vitale asked at the last meeting about Other Services. The minutes contain what that line item includes.

Mr. Bellino said the finance report showed that September was in the black. The year was also in the black, although it is a little skewed because it does reflect all the state and federal grant monies for operations. Agency Cash Grants and Reimbursements jumped up quite a bit because of the changes made this year. It's about \$50,000 more than it was last year at the same time, which is about a 40% increase over last year. He reminded the Board that the Sales Tax year-to-date includes the transitional aid this year. There will not be any transitional aid next year, which will need to be figured into the budget. Expenses are in line. No big surprises or changes. The minutes include a lot of the discussion regarding the large variances for all the expense line items. This time of the year, a final column is usually added where Ms. Schrader tries to project by the end of the year where the budget will end up, which helps to plan for next year. That, of course, will change toward the end of the year depending on expenses and revenues, but that projection is used to better plan for next year. There is a surplus of a little over a month's worth of operating expenses. Typically, one (1) or two (2) months of surplus is good. That surplus is rolled over to the capital budget to help with local matches on capital projects coming up. The new CNG operation was also discussed at the Finance Committee meeting. Ms. Schrader is going to set up different line items for some of those pieces of that operation, the revenues, fuel costs, taxes, and other items to keep track of how this new business is progressing.

Moving on, Mr. Bellino said September was a good month for KCG. Students are back in school and KSU is back in full swing. It was a positive financial month and year-to-date is tracking nicely. Daily parking will be watched since it is a little bit behind budget. Overall, doing well. In fact, ½ of the \$100,000 borrowed from PARTA for the parking equipment was paid back. There's another \$50,000 yet to pay. More will be paid on that bill depending on what bills come in by the end of the year.

Ms. Schrader said that changed since Tuesday. During the budget meetings this week, there was a discussion about the traffic coating that will be needed in 2019, which will cost about \$55,000. So, paying back the remainder of the loan will have to wait.

Mr. Bellino moved on by saying the Finance Committee recommended the resolutions in the packet. There is one resolution on the DERG application that has changed a bit, which Ms. Amrhein will discuss. He concluded by asking if there were any questions. Hearing none, he noted that no other committees met.

OPERATIONS COMMITTEE REPORT

This committee did not meet.

PERSONNEL COMMITTEE REPORT

This committee did not meet.

OLD BUSINESS

Mr. Bellino said the only item under old business was the question raised about Other Services, which has been answered.

NEW BUSINESS

Mr. Bellino said there's no new business other than the resolutions.

Resolutions

Mr. Bellino said the first resolution is #2018-10-01.

#2018-10-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE FILING OF AN APPLICATION WITH THE OHIO ENVIRONMENTAL PROTECTION AGENCY (OHIO EPA) FOR THE 2018 OHIO DIESEL EMISSIONS REDUCTION GRANT (DERG) PROGRAM.

Mr. Bellino asked for a motion to approve the resolution.

Motion: Brian Gray

Second: Virginia Harris

Ms. Amrhein said DERG is a grant to replace diesel buses with cleaner running buses. In this case, clean diesel. The resolution was written with the intent to apply for up to two (2) buses. Now that notice has been received from the Volkswagen Mitigation grant that PARTA did not get funding, the bus replacement schedule was reviewed, and the determination was made to request funding to support up to three (3) buses through the DERG program. These would be diesel buses that would be retired and replaced with clean diesel buses. The term "up to" was used because funding could be approved at an odd amount that would not necessarily cover a whole bus. This allows for some flexibility on whether it's for two (2) or three (3) buses. This resolution will accompany the grant application. If funds are awarded, another resolution will be brought forward requesting authority to purchase the buses. This is not an inflation of the fleet. Buses are being replaced that are being retired.

Mr. Vitale asked if diesel buses were more polluting than gas buses.

Mr. Bellino said diesel engines have been upgraded. The newer engines are cleaner than the older diesels. Again, it's just replacing that rotation.

ADJOURNMENT

Mr. Bellino said last month a discussion occurred about the December Board meeting. It is scheduled for December 13, which is early. He suggested moving the Board meeting to December 20. He asked if that change would be fine with everyone. Everyone concurred.

Mr. Bellino asked if there was anything else for the good of the cause. Hearing no further discussion, he called on Mr. Frank Hairston.

Mr. Hairston reminded everyone that Veterans Day is November 11. The Veterans Day Ceremony will be held on Monday, November 12. He invited everyone to attend.

Mr. Bellino thanked Mr. Hairston and entertained a motion to adjourn.

Ms. Virginia Harris made a motion to adjourn the meeting. Mr. Jeremy Moldvay seconded the motion. **Motion to adjourn passed unanimously.**

The meeting adjourned at 7:28 p.m.

Respectfully submitted,



Marcia Fletcher
Executive Assistant