

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY

BOARD OF TRUSTEES MEETING MINUTES

PARTA ADMINISTRATION BUILDING
2000 SUMMIT ROAD
KENT, OHIO 44240

December 20, 2018

Board Members Present:

Rick Bissler, President
Dominic Bellino, Vice President
Marge Bjerregaard
Richard Brockett**
Jeff Childers

Brian Gray
David Gynn, TPO*
Virginia Harris
Pete Kenworthy
Timothy Lissan

Jeremy Moldvay
Frank Vitale
Christina West
Karen Wise

*Arrived at 7:23 p.m.

**Arrived at 7:38 p.m.

Staff Present:

Claudia Amrhein
Marcia Fletcher

Kelly Jurisch
William Nome, Legal Counsel

Rebecca Schrader

Guests Present:

Terry Moldvay

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 noted one (1) of PARTA's Board members was mentioned in the newspaper the past couple days. He congratulated Ms. Karen Wise for being named Vice President of the Environmental Consulting Group for Davey. He was hopeful that the local paper would pick it up at some point in time.

Moving on, Mr. Bissler said the meeting minutes for the October 25, 2018 Board meeting have been 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

None.

GENERAL MANAGER'S REPORT

Ms. Claudia Amrhein thanked everyone for coming out tonight. She noted that the CNG Grand Opening was held last month and it went very well. She expressed thanks to everyone who was able to come out and said if only the gas and diesel prices would go back up, it would be easier to convince people to convert to CNG. The station is now operating publicly and there are some distinct users. Those users can be distinguished through credit card transactions. This coming year, work will continue to build that side of the business.

Mr. Bissler asked if there were any other questions. Hearing none, he apologized for not being at the last two (2) Board meetings. One was a scheduled vacation and the other was an award at the Chamber of Commerce last month. He thanked the Board for their indulgence and then moved on to the committee reports.

ADMINISTRATION COMMITTEE REPORT

Mr. Bissler said the Administration Committee met this evening and went over Resolutions 2018-12-07, 2018-12-08, and 2018-12-09, which were recommended by the committee for approval by the Board. He noted that the Administration Committee is a new facet and better aligns with the way management operates. He asked if there were any questions of the committee. Hearing none, he asked Mr. Dominic Bellino to present the Finance Committee report.

FINANCE COMMITTEE REPORT

Mr. Bellino said there are a lot of financial reports, but he would be concentrating mostly on getting the budgets passed for next year. He said he would be highlighting some of the important things in the 2019 budget. It was a two (2) hour meeting for the budget process. He encouraged Board members to come to those meetings because a lot of information is presented about what happens with PARTA, how money is spent wisely and where money comes from. The budget is prepared conservatively on the revenue side and a little bit more pragmatic on the expense side with the hope that it will come out better than budget. There are always wild cards that can't be controlled: economy, politics, weather. More details on the line items are in the minutes.

Mr. Bellino began with some highlights. Farebox was budgeted close to where it will end up this year in actual revenue. Agency Cash Grants & Reimb. revenues come from seven (7) agencies. A lot of those contracts were renegotiated this past year and the benefit is starting to show up. The increase in 2019 reflects those negotiated contracts. Federal Capital Maintenance grants is budgeted at \$1M for 2019, which includes a \$200,000 grant that is being pursued that does not require a match, which is good. KSU Revenue is based on a contract. Halfway through 2019, there will be a CPI increase. Sales Tax is flat. About \$300,000 was lost in sales tax revenue from the tax changes that were made. With the new development coming into Brimfield and a couple other things that are happening, that should raise some sales tax. CNG revenues are not reflected yet. That will be included once it is operating for a while. On the expense side, wages and fringe are always budgeted for a full staff and full operations. There was some increased staffing due to the CNG operations and some administrative needs will be coming up in the future. Employee Health Insurance was somewhat flat from 2018 but there is the wild card of the health of employees. If there are some major health issues, then it will cost more, but it was budgeted flat. Contract Maintenance Service includes the new CNG station. There is a little bit of an increase for operating that new division, along with the current cost of gas and diesel. One (1) of the resolutions today is for the fuel. The contract price is in line with the budget that was in place.

Moving on to the Kent Central Gateway budget, Mr. Bellino said there was not much different in this budget. Actual numbers from 2015, 2017, and 2018 were used to budget. A little bit more was budgeted for maintenance of the parking deck because it's getting a little bit old and has some upkeep.

Finally, Mr. Bellino said the Finance Committee did recommend the financial resolutions that are in the Board packet for approval.

Mr. Bissler thanked Mr. Bellino and asked if there were any questions.

Ms. Wise asked for clarification on the Annual Projected for 2018 Revenue compared to the Proposed 2019 budget for Total Revenue being lower.

Ms. Amrhein said the Medicaid Managed Care Organizations have been removed from the sales tax revenue. There were transitional aid payments made throughout 2018 that amounted to about 72% of what would have been received based on the state of Ohio's calculations. Roughly \$250,000 was received in transitional aid in 2018. That does not continue in 2019. If all things remain the same, there would be a loss of 6.3% of sales tax revenue. That's the portion that Medicaid Managed Care Organizations made up of overall sales tax revenue.

Mr. Bellino said the Annual Projected for 2018 includes the extra \$250,000 received this year that will not be received going forward. If that is taken out, the budget is a little bit ahead of where it would have been without that included. That's the bulk of the change.

Ms. Amrhein said she can provide the documents, but the State formula is convoluted.

Mr. Bissler asked if there were any other questions.

OPERATIONS COMMITTEE REPORT

This committee did not meet.

PERSONNEL COMMITTEE REPORT

This committee did not meet.

OLD BUSINESS

Hearing no further questions, Mr. Bissler said there is no old business.

NEW BUSINESS

Moving on to New Business, Mr. Bissler said Ms. Amrhein would like to provide some information about what's going to happen next month.

Ms. Amrhein asked Ms. Rebecca Schrader to talk a little bit about the designation of public depositories.

Ms. Schrader said under the Ohio Revised Code, every five (5) years the Board is required to approve the public depositories that *PARTA* could do business with for the next five (5) years. Banks have been requested to submit their depository agreements and prove that they have enough funds to collateralize *PARTA's* public funds. The agreements are due in January and a

resolution will be presented to the Board in January to approve those banks that have decided to participate by providing their depository agreements. Normally, this would be taken to the Finance Committee, but there will not be a regularly scheduled Finance Committee meeting in January.

Mr. Bissler thanked Ms. Schrader and asked her to present the service awards.

Ms. Schrader said there are four (4) service awards this year. The two (2) five-year awards go to Mr. Jeff Childers and Mr. Jeremy Moldvay. The one (1) 15-year award goes to Mr. Rick Bissler. The last one (1) is a 30-year service award that goes to Mr. Bill Nome. In honor of his service, as well as all the Board members' service, and the holidays, there are some refreshments available.

Ms. Amrhein said some of the treats are from Jerry and Julie Beach, who stopped by earlier this week to say hello. He is doing well.

Mr. Bissler congratulated everyone and moved on to the resolutions.

Resolutions

Mr. Bissler said the first resolution is #2018-12-01.

#2018-12-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO APPROVE EXPENDITURES FOR KASTNER, WESTMAN & WILKINS.

Mr. Bissler said Kastner, Westman & Wilkins are the labor attorneys. He entertained a motion to approve the resolution.

Motion: Frank Vitale

Second: Marge Bjerregaard

Mr. Bissler asked if there was any discussion or questions. Hearing none, he asked for a roll call vote.

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Dominic Bellino	<u>X</u>	___	Brian Gray	<u>X</u>	___
Virginia Harris	<u>X</u>	___	David Gynn	___	___
Christina West	<u>X</u>	___	Richard Brockett	___	___
Karen Wise	<u>X</u>	___	Jeff Childers	<u>X</u>	___
Pete Kenworthy	<u>X</u>	___	Frank Vitale	<u>X</u>	___
Jeremy Moldvay	<u>X</u>	___	Marge Bjerregaard	<u>X</u>	___
Timothy Lissan	<u>X</u>	___	Rick Bissler	<u>X</u>	___

Mr. Bissler said the next resolution is #2018-12-02.

#2018-12-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES TO APPROVE THE FISCAL YEAR 2019 PROPOSED BUDGET FOR PARTA.

Mr. Bissler entertained a motion to approve the resolution.

Motion: Brian Gray

Second: Virginia Harris

Ms. Amrhein said it's based on overall size within the pool: number of buses, number of miles driven. It's a calculated formula percent of contribution. Right now, PARTA is at about 6.3% of the pool.

Mr. Vitale asked how much it costs a year approximately and what did it cost last year.

Ms. Schrader said in 2018 it was approximately \$288,000, which included some deductible bills that were paid. The resolution for 2019 is for \$280,000 but does not include any deductibles.

Ms. West asked why it went down.

Ms. Amrhein said because the overall size of the pool now is growing by a certain amount, which changes PARTA's contribution factor from 6.3% to something less than that because the risk is spread out further. There is a \$1,000 deductible for chargeable events, which is calculated every year.

Mr. David Gynn arrived at the meeting at 7:23 p.m.

Mr. Bissler asked if there were any other questions.

Mr. Vitale asked if this risk pool meant that PARTA was self-insured.

Ms. Amrhein said yes, for property and casualty insurance. Back in the 90s, several transits got together to self-insure. PARTA was one of the founding members. There's no vehicle for public entities, like PARTA as transit authorities, to have commercial insurance.

Mr. Bissler asked if there were any other questions. Hearing none, he moved on to the roll call.

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Jeff Childers	<u>X</u>	___	Pete Kenworthy	<u>X</u>	___
Marge Bjerregaard	<u>X</u>	___	Timothy Lissan	<u>X</u>	___
Frank Vitale	<u>X</u>	___	Christina West	<u>X</u>	___
Dominic Bellino	<u>X</u>	___	David Gynn	<u>X</u>	___
Jeremy Moldvay	<u>X</u>	___	Virginia Harris	<u>X</u>	___
Karen Wise	<u>X</u>	___	Brian Gray	<u>X</u>	___
Richard Brockett	___	___	Rick Bissler	<u>X</u>	___

Mr. Bissler said the next resolution is #2018-12-05.

#2018-12-05: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE AWARD OF A CONTRACT TO PETROLEUM TRADERS CORPORATION TO PROVIDE DIESEL FUEL AND GASOLINE FOR 2019 AND AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO SIGN A FEDERAL EXCISE TAX EXEMPTION CERTIFICATE ON BEHALF OF PARTA. THIS IS A JOINT PURCHASING VENTURE WITH LAKETRAN, MEDINA COUNTY PUBLIC TRANSIT, METRO REGIONAL TRANSIT AUTHORITY, STARK AREA REGIONAL TRANSIT AUTHORITY, AND WESTERN RESERVE TRANSIT AUTHORITY.

Mr. Bissler entertained a motion to approve the resolution.

Motion: Marge Bjerregaard Second: Timothy Lissan

Mr. Bissler asked if there was any discussion or questions. Hearing none, he moved on to the roll call.

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Frank Vitale	<u>X</u>	<u> </u>	Richard Brockett	<u> </u>	<u> </u>
David Gynn	<u>X</u>	<u> </u>	Brian Gray	<u>X</u>	<u> </u>
Virginia Harris	<u>X</u>	<u> </u>	Jeremy Moldvay	<u>X</u>	<u> </u>
Marge Bjerregaard	<u>X</u>	<u> </u>	Dominic Bellino	<u>X</u>	<u> </u>
Pete Kenworthy	<u>X</u>	<u> </u>	Jeff Childers	<u>X</u>	<u> </u>
Karen Wise	<u>X</u>	<u> </u>	Christina West	<u>X</u>	<u> </u>
Timothy Lissan	<u>X</u>	<u> </u>	Rick Bissler	<u>X</u>	<u> </u>

Mr. Bissler said the next resolution is #2018-12-06.

#2018-12-06: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO NEGOTIATE, ENTER INTO, AND SIGN CONTRACTS WITH TRAPEZE SOFTWARE GROUP TO PROVIDE SOFTWARE MAINTENANCE.

Mr. Bissler entertained a motion to approve the resolution.

Motion: Brian Gray Second: Virginia Harris

Mr. Bissler asked if there was any discussion or questions.

Ms. Wise asked for a one (1) sentence explanation of what this software does.

Ms. Amrhein said it basically runs everything. Operations, scheduling software, drivers, scheduling the rides, and all fixed route service is tied into Trapeze, a suite of software. The reason certain resolutions are brought to the Board is if the contract is going to exceed \$50,000. The Board does not see things under \$50,000. This is an annual resolution because software license fees need to be paid.

Mr. Vitale asked if this was the company that was used previously and if competitive bids were received each year.

Ms. Amrhein said yes, Trapeze was previously used. There are only so many players in the transit field. As a single tiny little entity, it is very difficult to change and get a competitive bid.

Mr. Bissler asked if there were any other questions. Hearing none, he moved on to the roll call.

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Karen Wise	<u> X </u>	<u> </u>	Marge Bjerregaard	<u> X </u>	<u> </u>
Virginia Harris	<u> X </u>	<u> </u>	Brian Gray	<u> X </u>	<u> </u>
Jeremy Moldvay	<u> X </u>	<u> </u>	Richard Brockett	<u> </u>	<u> </u>
David Gynn	<u> X </u>	<u> </u>	Pete Kenworthy	<u> X </u>	<u> </u>
Frank Vitale	<u> X </u>	<u> </u>	Jeff Childers	<u> X </u>	<u> </u>
Dominic Bellino	<u> X </u>	<u> </u>	Christina West	<u> X </u>	<u> </u>
Timothy Lissan	<u> X </u>	<u> </u>	Rick Bissler	<u> X </u>	<u> </u>

Mr. Bissler said the next resolution is #2018-12-07.

#2018-12-07: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES CONSENTING TO THE APPOINTMENT OF A TRUSTEE AND ALTERNATE TRUSTEES TO THE BOARD OF TRUSTEES OF THE NEORIDE COUNCIL OF GOVERNMENTS (COG).

Mr. Bissler entertained a motion to approve the resolution.

Motion: Christina West Second: David Gynn

Mr. Bissler asked if there were any questions.

Mr. Vitale asked for an explanation of NEORide.

Ms. Amrhein said NEORide is a Council of Governments that PARTA, Akron Metro, and SARTA established in 2014 to explore transportation coordination opportunities within the tri-county region. Since that time, it's grown to seven (7) transit authorities, not all of which are contiguous. The current project that is being worked on is a mobile ticketing platform. Again, as a small entity, PARTA could not go out to bid and get competitive proposals for a mobile ticketing platform. A mobile ticketing platform is where a passenger would pay for their fare through an app and show their phone. The driver can visually validate it, or the transit agency can buy equipment that then actually does validate it with a beep. By doing it as NEORide, each member can do the level that they're comfortable with and have funding for. She noted that she is the trustee and has two (2) alternates: Brian Trautman and Katherine Manning. Ms. Manning left PARTA at the end of November, so she is asking to replace her with Clayton Popik, who is the Manager of Planning and Development. This would allow any or all three (3) of us to attend and ensure a vote at NEORide meetings.

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Dominic Bellino	<u> X </u>	<u> </u>	Brian Gray	<u> X </u>	<u> </u>
Virginia Harris	<u> X </u>	<u> </u>	David Gynn	<u> X </u>	<u> </u>
Christina West	<u> X </u>	<u> </u>	Richard Brockett	<u> </u>	<u> </u>
Karen Wise	<u> X </u>	<u> </u>	Jeff Childers	<u> X </u>	<u> </u>
Pete Kenworthy	<u> X </u>	<u> </u>	Frank Vitale	<u> X </u>	<u> </u>
Jeremy Moldvay	<u> X </u>	<u> </u>	Marge Bjerregaard	<u> X </u>	<u> </u>
Timothy Lissan	<u> X </u>	<u> </u>	Rick Bissler	<u> X </u>	<u> </u>

Mr. Bissler said the next resolution is #2018-12-08.

#2018-12-08: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES CONSENTING TO THE APPOINTMENT OF A TRUSTEE AND ALTERNATE TRUSTEES TO THE BOARD OF TRUSTEES OF THE HEALTH TRANSIT POOL OF OHIO.

Mr. Bissler entertained a motion to approve the resolution.

Motion: Marge Bjerregaard Second: Christina West

Mr. Bissler asked if there were any questions. Hearing none, he moved on to the roll call.

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Jeff Childers	<u>X</u>	_____	Richard Brockett	_____	_____
Frank Vitale	<u>X</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>X</u>	_____	Marge Bjerregaard	<u>X</u>	_____
Virginia Harris	<u>X</u>	_____	Christina West	<u>X</u>	_____
Pete Kenworthy	<u>X</u>	_____	Rick Bissler	<u>X</u>	_____

EXECUTIVE SESSION

Mr. Bissler entertained a motion to go into Executive Session.

Mr. Nome said the purpose of the Executive Session is to prepare for, conduct, or review a collective bargaining strategy.

Motion: Christina West Second: Marge Bjerregaard

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Jeff Childers	<u>X</u>	_____	Pete Kenworthy	<u>X</u>	_____
Marge Bjerregaard	<u>X</u>	_____	Timothy Lissan	<u>X</u>	_____
Frank Vitale	<u>X</u>	_____	Christina West	<u>X</u>	_____
Dominic Bellino	<u>X</u>	_____	David Gynn	<u>X</u>	_____
Jeremy Moldvay	<u>X</u>	_____	Virginia Harris	<u>X</u>	_____
Karen Wise	<u>X</u>	_____	Brian Gray	<u>X</u>	_____
Richard Brockett	_____	_____	Rick Bissler	<u>X</u>	_____

A vote was then taken to return to Public Session:

Motion: Christina West Second: Timothy Lissan

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Frank Vitale	<u>X</u>	_____	Richard Brockett	_____	_____
David Gynn	<u>X</u>	_____	Brian Gray	<u>X</u>	_____
Virginia Harris	<u>X</u>	_____	Jeremy Moldvay	<u>X</u>	_____
Marge Bjerregaard	<u>X</u>	_____	Dominic Bellino	<u>X</u>	_____
Pete Kenworthy	<u>X</u>	_____	Jeff Childers	<u>X</u>	_____
Karen Wise	<u>X</u>	_____	Christina West	<u>X</u>	_____
Timothy Lissan	<u>X</u>	_____	Rick Bissler	<u>X</u>	_____

Mr. Richard Brockett arrived at the meeting at 7:38 p.m.

#2018-12-09: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES TO AUTHORIZE THE GENERAL MANAGER, OR HER DESIGNEE, TO EXECUTE A SUCCESSOR COLLECTIVE BARGAINING AGREEMENT BETWEEN PARTA AND OAPSE/AFSCME LOCAL 4/AFL-CIO (UNION).

Mr. Bissler thanked everyone for coming out tonight. He apologized for all the resolutions but said that's what happens when meetings aren't held. He then entertained a motion to approve the resolution.

Motion: Christina West

Second: Marge Bjerregaard

Mr. Bissler asked if there was any discussion. Hearing none, he moved on to the roll call.

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Jeremy Moldvay	<u>X</u>	_____	David Gynn	<u>X</u>	_____
Pete Kenworthy	<u>X</u>	_____	Frank Vitale	<u>X</u>	_____
Jeff Childers	<u>X</u>	_____	Richard Brockett	<u>X</u>	_____
Karen Wise	<u>X</u>	_____	Virginia Harris	<u>X</u>	_____
Christina West	<u>X</u>	_____	Timothy Lassar	<u>X</u>	_____
Marge Bjerregaard	<u>X</u>	_____	Brian Gray	<u>X</u>	_____
Dominic Bellino	<u>X</u>	_____	Rick Bissler	<u>X</u>	_____

ADJOURNMENT

Mr. Bissler said the schedules for the 2019 Board and Finance Committee meetings were included in the Board packet. He asked that Board members please get those dates on their calendars. He said this was a tough year to have three (3) situations where there was no quorum. That really isn't acceptable. There needs to be better communication back and forth.

Mr. Bissler concluded by entertaining a motion to adjourn.

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

The meeting adjourned at 7:48 p.m.

Respectfully submitted,

Marcia Fletcher
Executive Assistant