

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

**BOARD OF TRUSTEES MEETING MINUTES**

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

**May 23, 2019**

**Board Members Present:**

Dominic Bellino, Vice President	Jeff Childers	Virginia Harris
Rick Bissler, President	Debbie Davison	Jeremy Moldvay
Marge Bjerregaard	Dave Gynn, TPO	Frank Vitale
Richard Brockett		

**Board Members Not Present:**

Brian Gray (3 <sup>rd</sup> excused absence)	Timothy Lassar (1 <sup>st</sup> unexcused absence)
Pete Kenworthy (7 <sup>th</sup> excused absence)	Karen Wise (5 <sup>th</sup> excused absence)

**Staff Present:**

Claudia Amrhein	William Nome, Legal Counsel	Rebecca Schrader
Marcia Fletcher	Clayton Popik	Brian Trautman
Kelly Jurisch		

**Guests Present:**

None.

**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 April 25, 2019 Board meeting were distributed. He entertained a motion to accept the minutes. Ms. Marge Bjerregaard made a motion to approve the minutes as presented. Mr. Jeremy Moldvay 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 and he asked Ms. Claudia Amrhein if she had any comments.

**BOARD APPROVED 6/27/2019**

Ms. Amrhein pointed out the new feature added to the Board report at Mr. Dominic Bellino's request to look at different ways to explain transit service each month. This month, the focus is on ADA complementary paratransit service. The dramatic rise in the number of those trips is highlighted, as well as the excellent on time compliance achieved by operations. She then congratulated the operations department. Continuing, she said this has been a critical part of the service redesign over the last several years because the FTA watches ADA trips very closely and the trips must be 90% or above on time. There are ways to better certify individuals who are ADA eligible, which is being explored. She concluded by saying there are four (4) resolutions and she'd be happy to answer any questions.

Mr. Bissler asked if there were any questions or comments. Hearing none, Mr. Bissler thanked Ms. Amrhein and moved on to the committee reports.

**ADMINISTRATION COMMITTEE REPORT**

Mr. Bissler said the Administration Committee met this evening, and he asked Mr. Jeremy Moldvay to comment.

Mr. Moldvay said the Administration Committee met and discussed Board meeting attendance guidelines. Last year there were three (3) meetings with no quorum. The committee is recommending a 24 hour call ahead. A draft of the guidelines will be prepared and discussed at a future meeting. Also, the committee considered nominations for Board officers. He said Mr. Dominic Bellino is stepping down as Vice President of the Board, and the committee will be taking recommendations. Lastly, he said resolutions 2019-05-03 and 2019-05-04 were discussed and the committee recommended both.

Mr. Bissler asked if there were any questions for Mr. Moldvay. Hearing none, he said the Finance Committee met on Tuesday; and he asked Mr. Bellino to comment.

**FINANCE AND OPERATIONS COMMITTEE REPORT**

Mr. Bellino said the Finance and Operations Committee met jointly. As far as the Finance Committee, there wasn't anything surprising or unusual. For the month, actual revenues under expenses were a little bit short but year to date was well ahead. The budgeted amounts per month and per year are still better than budget. The tough part with any company is trying to guess when revenues will be received and when expenses will hit. Because *PARTA* relies on grants, that can throw things off a bit. The bottom line is at the end of the year the goal is to be better than budget or at budget, which *PARTA* has been done for many years. The committees recommended resolutions 2019-05-01 and 2019-05-02. The first one was for the camera systems and the second one was for five (5) light transit vehicle (LTV) buses. This is in line with the normal long-term plan to replace equipment. The field work for the state audit is pretty much done. Hopefully by July there will be an exit meeting, at which time the auditors will go over the audit with the Board. He does not expect anything different than previous years. He concluded by saying there are six (6) pages of minutes from the meeting.

Mr. Bissler thanked Mr. Bellino and asked if there were any questions. Hearing none, he asked Mr. Jeff Childers if he had anything to report on the Operations Committee meeting.

Mr. Childers said he did not have anything to report.

**PERSONNEL COMMITTEE REPORT**

The Personnel Committee did not meet.

**OLD BUSINESS**

None.

**NEW BUSINESS**

**Resolutions**

Mr. Bissler then moved on to the resolutions. He said the first one is Resolution #2019-05-01.

**#2019-05-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO CONTRACT WITH RADIO ENGINEERING INDUSTRIES, INC. FOR THE PURCHASE OF MOBILE CAMERA SYSTEMS TO REPLACE EXISTING SYSTEMS THAT HAVE EXCEEDED USEFUL LIFE THRESHOLDS.**

Mr. Bissler entertained a motion to approve the resolution.

**Motion: Frank Vitale**

**Second: Jeremy Moldvay**

Mr. Bissler asked if there were any questions about the resolution, which was discussed at the last Board meeting.

Mr. Frank Vitale asked if there was a warranty on the camera systems and if it included parts and labor.

Mr. Brian Trautman said yes, there's a five (5) year warranty on all the equipment, which was part of the RFP. He said he is installing the cameras, so the warranty would be on the parts, not labor.

Mr. Bissler asked if there were any other questions. Hearing none, a roll call followed.

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

Mr. Bissler said the next resolution is #2019-05-02.

**#2019-05-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PURCHASE UP TO FIVE (5) LIGHT TRANSIT VEHICLES (LTVs), OPTIONAL EQUIPMENT AND SPARE PARTS FROM WHITWORTH BUS SALES, INC.**

Mr. Bissler entertained a motion to approve the resolution.

**Motion: Marge Bjerregaard**

**Second: Virginia Harris**

Mr. Bissler asked if there was any discussion.

Mr. Vitale asked if Whitworth Bus Sales was a local company.

Mr. Trautman said Whitworth Bus Sales is an Ohio company that partners with Myers Equipment. Whitworth is west of Columbus and Myers Equipment is about 35 minutes east on Route 224 towards Canfield. Myers Equipment is the acting agent on this contract. Although the procurement goes through Whitworth Bus Sales, Myers Equipment will be the dealership that PARTA will work with for delivery, warranty, and parts.

Mr. Richard Brockett said \$90,000 a bus seems reasonable. He asked if he read that right.

Ms. Amrhein said yes, that's about right. It's a total project cost of \$413,000 and is 100% funded through the Ohio Transit Preservation Partnership Program (OTP3) grant.

Mr. Bellino said that is for the smaller buses, and he asked how many people can ride the bus.

Mr. Trautman said three (3) of the buses will be 12 ambulatory and two (2) wheelchairs. Two (2) of the buses will be CDL buses, which will be 18 and/or 14 ambulatory and two (2) wheelchairs. All the buses are ADA equipped. When the seats are flipped for wheelchairs, ambulatory seats are lost. The number of people who can ride the bus at one time depends on the configuration and demand of the passengers. The two (2) CDL cutaways being replaced will be used most of the time for the Cleveland route and all the time on the Windham/Garrettsville route. No CDL cutaways or LTV type vehicles have been replaced in about three (3) years. A couple of them are creeping up into the 200,000+ miles so they need to be replaced.

Mr. Vitale asked about the warranty on the LTVs.

Mr. Trautman said the warranties are different. Thermo King would have a warranty on their AC units because a lot of that is after market. These LTVs have Ford chassis, which have a three (3) year/36,000-mile warranty, but mileage far and away exceeds the years. The Eldorado installed equipment and Ricon lifts all carry different warranties. The FTA requires PARTA to track warranties rigorously, which is done through the Dossier program. This program automatically flags the warranty on any item in a work order.

Mr. Bissler asked if there was anything else. Hearing nothing further, a roll call was taken.

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

Mr. Bissler said the next resolution is #2019-05-03.

**#2019-05-03: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES TO AMEND THREE (3) PERSONNEL POLICY MANUALS TO INCORPORATE VARIOUS POLICY CHANGES MADE OVER THE YEARS AND TO ADD NEW POLICIES RECOMMENDED BY LEGAL COUNSEL TO ADDRESS VARIOUS CURRENT EMPLOYMENT TRENDS.**

Mr. Bissler entertained a motion to approve the resolution.

**Motion: Dave Gynn                      Second: Jeremy Moldvay**

Mr. Bissler asked if there was any discussion. Hearing none, a roll call vote was taken.

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

Mr. Bissler said the last resolution is #2019-05-04.

**#2019-05-04: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES TO AMEND PAY STRUCTURES FOR EXEMPT AND NONEXEMPT EMPLOYEES TO UPDATE JOB CATEGORIES, PAY GRADE DESIGNATIONS, AND RANGES BASED ON RELEVANT AND CURRENT OCCUPATIONAL WAGE DATA.**

Mr. Bissler entertained a motion to approve the resolution.

**Motion: Debbie Davison                      Second: Marge Bjerregaard**

Mr. Bissler asked if there was any discussion.

Mr. Vitale asked why there were so many different job categories.

Ms. Kelly Jurisch said this covers all non-bargaining, exempt, and nonexempt employees. This would include hostlers, attendants, schedulers, dispatchers, road supervisors, all the way up to accounting, management, and senior staff.

Mr. Bissler asked if there was any further discussion. Hearing none, a roll call vote was taken.

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

**ADJOURNMENT**

Mr. Bissler noted that June 7 is the AMATS breakfast at PARTA. It's a good way for PARTA to make itself known by explaining what it does, what it faces, and what transit is all about. PARTA's funding funnels through AMATS. He commended Ms. Amrhein on her wonderful presentation at the AMATS Policy Committee meeting. He said the mayors who attend the AMATS meetings know what each one is facing but don't have any idea what's going on with transit. This is a good chance to inform them. He encouraged Board members to attend the breakfast. Mr. Curtis Baker, who oversees AMATS in Akron, will have a short presentation.

Ms. Amrhein noted that the breakfast is for the Portage County side of AMATS.

Moving on, Mr. Bissler asked if there was anything else for the good of the order. Hearing no further discussion, he entertained a motion to adjourn.

Ms. Virginia Harris made a motion to adjourn the meeting. Ms. Marge Bjerregaard seconded the motion. **Motion to adjourn passed unanimously.**

The meeting adjourned at 7:20 p.m.

Respectfully submitted,



Marcia Fletcher  
Executive Assistant