

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY

BOARD OF TRUSTEES MEETING MINUTES

PARTA ADMINISTRATION BUILDING
2000 SUMMIT ROAD
KENT, OHIO 44240

July 25, 2019

Board Members Present:

Rick Bissler, President
Marge Bjerregaard
Richard Brockett
Jeff Childers

Debbie Davison
Brian Gray
Dave Gynn, TPO

Virginia Harris
Timothy Lissan
Karen Wise

Board Members Not Present:

Jeremy Moldvay (1st excused absence) Frank Vitale (1st excused absence)

Staff Present:

Claudia Amrhein
Denise Baba

Marcia Fletcher
Rebecca Schrader

William Nome, Legal Counsel
Clayton Popik

Guests Present:

Frank Hairston

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 June 27, 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. Timothy Lissan seconded the motion. **Motion to approve the minutes, as presented, passed unanimously.**

GUEST COMMUNICATIONS

Mr. Frank Hairston thanked the Board for his fantastic 17-1/2 years at PARTA and for the opportunity to serve and be a part of the team. He said over the years, there have been people who didn't understand what the PARTA Board was about. The Board members come from individual subdivisions but represent all people of Portage County. That's what's important and that has made him proud. What PARTA has done over the years is unbelievable, from two (2) trailers to the new Administration building, the Kent Central Gateway, and the CNG Fueling Station. He said he is proud to have worked with the administrative staff, drivers, road supervisors, schedulers, and the team at Kent Central Gateway. He thanked the Board again and concluded by saying God bless.

GENERAL MANAGER'S REPORT

Mr. Bissler said the General Manager's report was distributed. He asked if there were any questions. Hearing none, he asked Ms. Amrhein if she had anything she would like to highlight.

Ms. Amrhein said bids will be accepted for the storage facility project and opened the first part of August. As mentioned during Finance and Operations committee meetings earlier this week, committee meetings will need to take place to consider the recommendation that will be made once all the bids are evaluated.

Mr. Bissler asked if there were any questions from the Board.

Mr. Richard Brockett asked how many bids were expected and confirmed that it was a \$2 million project.

Ms. Amrhein said there were about a dozen interested parties early on, but she doesn't know how many have taken out the bid packet. The project was published as \$2.8 million for all the trades.

Mr. Brockett asked if it would be heated.

Ms. Amrhein said yes, it will be a storage garage for buses, and there will be a heating component.

Mr. Bissler asked if there was anything else. Hearing nothing further, he moved on to the committee reports.

ADMINISTRATION COMMITTEE REPORT

Mr. Bissler said the Administration Committee met this evening and he asked Ms. Karen Wise to give the report.

Ms. Wise said the Administration Committee convened and considered nominations for Board Officers. There are three (3) people being recommended to the Board: Mr. Rick Bissler as President, Mr. Dave Gynn as Vice President, and Mr. Jeremy Moldvay as Temporary Presiding Officer. The committee also discussed three (3) resolutions: 2019-07-02, -03, and -04. There was a good discussion and the committee made a motion to recommend all the resolutions to the Board.

Mr. Bissler asked if there were any questions for Ms. Wise. Hearing none, he moved on to the Finance Committee. He called on Mr. Gynn, who stepped up as Temporary Chair, to give that report.

FINANCE COMMITTEE REPORT

Mr. Gynn said the Finance Committee met on Tuesday and noted that Mr. Frank Vitale also attended. People who attend who aren't on the committee are appreciated. He said he has good news and bad news from the Finance Committee. The bad news is Mr. Dominic Bellino is no longer going to serve on the Finance Committee or the Board, which is a real blow to *PARTA*. On the other hand, the good news is that the audit has been completed and submitted to the state by Charles E. Harris & Associates. It will be available to all the Board members at the next meeting. The auditors praised Ms. Rebecca Schrader and her staff very highly. It was a very clean audit with no findings at all, which now completes 17 years in a row. The auditor's report is very thorough and provides some pretty heavy reading. Set aside a few hours to go through

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it. The Finance Committee report is available, and he appreciates Ms. Marcia Fletcher getting it finished in time. Looking at the income and expenses, the year is halfway over. The furthest column to the right tells what percentage of the budget each line item is at and in most of the income and expense lines, it's at 50%. The budget is pretty much on target. The Federal Capital Maintenance Grant was discussed at length. He said he doesn't want to add any more to that other than it's in the budget and it has been approved for \$1 million, but the funds are not available. The Kent Central Gateway is doing well, and Ms. Schrader did a comparison between 2018 and 2019. Some months were higher, and some months were lower; but there is a difference of two (2) cars between 2018 and 2019 so the average is very close. The revenue per car for the month was \$5.75 and the cost per car was \$5.03. There seems to be increased usage from the hotel too. Finally, Resolution 2019-07-01 authorizing the application for federal Congestion Mitigation/Air Quality funds was discussed and was recommended to the Board for approval. He said if there were any questions, Ms. Schrader could answer them.

Mr. Bissler asked if there were any questions. Hearing none, he said the Operations Committee also met on Tuesday and he asked Mr. Childers to provide the report.

OPERATIONS COMMITTEE REPORT

Mr. Childers said the only item on the agenda was the same resolution that the Finance Committee had and that was authorizing the General Manager to apply for grant funding to purchase some buses.

Ms. Amrhein said a resolution will come back to the Board to purchase those buses if the grant funding is awarded.

Mr. Bissler asked if there were any questions for Mr. Childers. Hearing none, he thanked the Board and all the committee members for being at those meetings.

PERSONNEL COMMITTEE REPORT

Mr. Bissler said the Personnel Committee did not meet though they will need to get ramped up in the next month or so to hammer out a contract.

OLD BUSINESS

Mr. Bissler said nominations and election of officers is under Old Business and he turned the meeting over to Mr. Nome, as Legal Counsel.

Mr. Nome thanked Mr. Bissler and said nominations are open until the actual vote. This is the final opportunity for any additional nominations for those officer positions. Someone can't be nominated for an office who isn't here unless their approval has already been obtained. He asked if there were any nominations from the floor. Hearing no nominations from the floor, he asked for a motion to close the nominations. Ms. Marge Bjerregaard made a motion to close the nominations, which was seconded by Ms. Karen Wise.

Mr. Nome asked if there was any discussion or questions. Hearing none, **the motion to close the nominations for officers passed unanimously.**

Mr. Nome asked for a motion to accept the slate as presented. Ms. Marge Bjerregaard made a motion to accept the slate of officers as presented, which was seconded by Ms. Virginia Harris.

Mr. Nome asked if there was any discussion or questions. Hearing none, **the motion to accept the slate of officers, as presented, passed unanimously.**

Mr. Bissler noted for new Board members that normally there would be a vote for President and then anybody who may have been running for President who didn't get President could put their name in the pool for the Vice President and on down. If there were more names in the pool, the process would be different.

Mr. Nome asked for a motion to elect the slate of officers:

President:	Mr. Rick Bissler
Vice President:	Mr. David Gynn
Temporary Presiding Officer:	Mr. Jeremy Moldvay

Ms. Debbie Davison made a motion to elect the slate of officers as presented, which was seconded by Ms. Karen Wise. **The motion to elect the slate of officers, as presented, passed unanimously.**

The meeting was then turned back over to Mr. Bissler, who thanked the Board members and said it is an honor to serve. He thanked the Board for the vote of confidence and said he's sure Mr. Gynn and Mr. Moldvay feel the same way.

Moving on, Mr. Bissler said an item was added to the agenda: Attendance Procedures. Last month, the Board passed the policy that states that a 24-hour notice is needed to cancel a meeting if there isn't a quorum. From a procedure standpoint, that doesn't make a lot of sense because 24 hours before the meeting would be 7 p.m. the night before the meeting. The 24-hour notice was part of the Bylaws. Procedures have been set up for the President to know two (2) days before a Board meeting who has responded and who hasn't. The President will then send out an additional email or phone call asking for a response from the Board members who have not responded. This allows for a decision to be made by the close of business Wednesday afternoon. It doesn't make a lot of sense for five (5) or six (6) people to show up the night of the meeting and not have a meeting because nobody called in. The same procedure will be followed for committee meetings. The chair of the committee will be notified two (2) days before the meeting of those committee members who have not yet responded. The chair will then make the contact with the members on their committee to make sure there is a quorum. He asked if there were any comments.

Mr. Brockett asked how the first month has worked out since the policy was adopted.

Mr. Bissler admitted he had not responded affirmatively to coming to the meeting tonight. With all the committee meetings this month, some Board members responded to the notice of the committee meeting, so it was unclear if that response also included the Board meeting. He said everyone is learning and next month will be better.

Mr. Gynn said it's important too if somebody responds that they are coming and something happens at the last minute, they also need to contact Ms. Fletcher so she can take them off the list because that will affect if there is a quorum.

Mr. Bissler said that's a very good point because even though they've passed the 24 hours ahead of time and it's no longer an excused absence, it's still nice to know if a Board member can't make it. He asked the Board members if they had an opportunity to read through the procedure in the packet and if they were comfortable with it.

Mr. Childers said the last paragraph talks about rescheduling the meeting at least two (2) days after the canceled Board meeting. He asked why the four (4) day guideline wasn't used because two (2) days seems a little quick.

Mr. Bissler said it depends on what needs to be voted on, like fuel, which is time sensitive.

Ms. Amrhein said she plans to bring the fuel authorization resolution next month to the Operations Committee, so it's done in advance. Where this emergency or rescheduled meeting might come in to play would be next month when a contract needs to be awarded for the vehicle storage building. If there isn't a quorum, a special meeting will have to be called.

Mr. Bissler said that paragraph says at least two (2) days, which is what is needed to notify the news media under the Sunshine Law. Mr. Childers is right that it's not the normal four (4) days before a meeting when Board members would be contacted. If there was a meeting that didn't have a quorum, the rescheduled meeting would be set up at a time when Board members could be present.

Mr. Childers said his other concern is in paragraph 1, where it talks about a valid reason for the absence. He asked what a valid reason would be and if that was something somebody's bound to ask particularly somebody who might be asked to leave the Board.

Mr. Bissler asked if there was any input from the rest of the Board.

Mr. Nome said he's in favor of an objective standard. Either call in and let them know or don't. Getting into submitting what's a valid reason is subjective and it's a judgment call. That is opening a can of worms that he's not comfortable with.

Mr. Childers asked if Mr. Nome was suggesting that the words "and a valid reason for the absence" be removed.

Mr. Gynn said it doesn't matter whether it's legitimate, valid, important, or not important. The fact is there won't be enough people to have the meeting.

Mr. Bissler asked if the Board was comfortable with removing that part of the sentence.

Ms. Amrhein said it helps to get the count if Board members respond affirmatively that they will be attending the meeting.

Mr. Bissler said the affirmative is as important as the negative. It comes down to responding either way. He asked if this procedure should be voted on.

Mr. Nome said if it is going to be adopted tonight, there should be a motion to amend it and then a vote to adopt it.

Mr. Gynn said there needs to be a motion to accept and then a motion to amend it. It can't be amended if it's not on the floor.

Mr. Bissler asked if there could just be a notation that the language was removed, or if there needs to be a vote.

Mr. Nome said he gets a sense that the Board would like to have it voted on to make it clear.

Mr. Bissler entertained a motion to remove that part of the sentence that says a valid reason for the absence. Mr. Timothy Lassar made a motion, which was seconded by Ms. Marge Bjerregaard. **The motion removing the language "and a valid reason for the absence" from the Attendance Procedures passed unanimously.**

Mr. Bissler then asked for a motion to accept the amended procedure as presented. Mr. Jeff Childers made a motion, which was seconded by Ms. Karen Wise. **The motion accepting the amended Attendance Procedures, as presented, passed unanimously.**

NEW BUSINESS

Resolutions

Mr. Bissler said there are four (4) resolutions tonight that have been discussed in three (3) different committees.

Mr. Bissler said the first resolution is #2019-07-01.

#2019-07-01: 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 2024 TO PURCHASE UP TO TWO (2) CLEAN DIESEL VEHICLES.

Mr. Bissler then entertained a motion to approve the resolution.

Motion: Dave Gynn Second: Karen Wise

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

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>EXCUSED</u>	<u> </u>	Richard Brockett	<u> X </u>	<u> </u>
David Gynn	<u> X </u>	<u> </u>	Jeff Childers	<u> X </u>	<u> </u>
Frank Vitale	<u>EXCUSED</u>	<u> </u>	Debbie Davison	<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 #2019-07-02.

#2019-07-02: 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 accept the resolution.

Motion: Virginia Harris Second: Brian Gray

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

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

Mr. Bissler moved on to Resolution #2019-07-03.

#2019-07-03: 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 2020 TRANSPORTATION ASSISTANCE GRANTS. THESE GRANTS MAY INCLUDE THE OHIO ELDERLY AND DISABLED TRANSIT FARE ASSISTANCE PROGRAM, THE URBAN TRANSIT PROGRAM, AND THE OHIO TRANSIT PARTNERSHIP PROGRAM.

Mr. Bissler entertained a motion to approve the resolution.

Motion: Virginia Harris Second: Debbie Davison

Mr. Bissler asked if there were any questions or comments. Hearing none, a roll call vote was taken.

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

Mr. Bissler moved on to Resolution #2019-07-04.

#2019-07-04: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING AMENDMENT OF THE NEORIDE REGIONAL COUNCIL OF GOVERNMENTS BYLAWS.

Mr. Bissler entertained a motion to approve the resolution.

Motion: Marge Bjerregaard Second: Brian Gray

Mr. Timothy Lissan asked for an explanation of this resolution.

Ms. Amrhein said this resolution was discussed at the Administration Committee meeting earlier tonight. *PARTA* is a member of the NEORide Council of Governments. NEORide has asked every member to vote to amend the Bylaws to allow entities outside of Ohio to join NEORide.

Mr. Lissan asked for clarification that the entities are from outside Ohio.

Mr. Bissler said there's a transit authority in Northern Kentucky that transports people into Cincinnati, and they would like to be a part of the program. As a member of NEORide, PARTA needs to vote to amend NEORide's Bylaws.

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

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

ADJOURNMENT

Mr. Bissler then called on Mr. Hairston for his final comments.

Mr. Hairston confirmed that he will be attending and volunteering at the fair. He said he hopes to see all the Board members there. This is an opportunity to come out and really see a lot of the Portage County people. The people come by the booth and say good things and ask questions. It is a time to get a feel for the people in the community, which is important.

Mr. Hairston then said he saw something Friday that he never thought he would and that was Mr. Bissler out of a suit. He has known Mr. Bissler for 25 years and he has never seen him out of a suit.

In conclusion, Mr. Hairston said his family, friends, and extended family who were here Friday were overwhelmed. Ms. Amrhein, Ms. Jurisch, and the rest of the staff did a fantastic job. He and his family really appreciated it.

Mr. Bissler thanked Mr. Hairston and asked if there was anything else for the good of the order. He noted that attendance is required at next month's Board meeting. Hearing nothing further, he entertained a motion to adjourn.

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

The meeting adjourned at 7:32 p.m.

Respectfully submitted,

Marcia Fletcher
Executive Assistant