

**PARTA**  
**PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY**  
**BOARD OF TRUSTEES MEETING**  
**MINUTES**

**October 27, 2022**

**Board Members Present:**

Karen Beck  
Marge Bjerregaard  
Richard Brockett  
Debbie Davison

Dave Gynn  
Virginia Harris  
R. T. Mansfield  
Jack Murphy

Frank Vitale  
Stacey Wilson  
Karen Wise  
Marvin Woods

**Staff Present:**

Claudia Amrhein  
Marcia Fletcher  
Kelly Jurisch

Justin Markey, Roetzel & Andress  
Rebecca Schrader

Greg Springer  
Brian Trautman

**Board Members Not Present:**

Jeff Childers (1<sup>st</sup> excused absence)

Mike Lewis (3<sup>rd</sup> excused absence)

**CALL TO ORDER**

President Dave Gynn called the October 27, 2022, PARTA Board of Trustees meeting to order at 6:59 p.m. and asked for a roll call. After roll call, it was determined that **a quorum was participating.**

Mr. Gynn then asked for a motion to approve the minutes from the September 22, 2022, Board meeting. **Mr. Marvin Woods** made a motion to accept the minutes as presented, which was seconded by **Mr. Jack Murphy**. The **motion to approve the minutes, as presented, passed unanimously.**

**GUEST COMMUNICATIONS**

Mr. Gynn said there were no guests in attendance tonight and moved on to the committee reports.

**ADMINISTRATION COMMITTEE REPORT**

Mr. Gynn asked Ms. Karen Wise to give the report of the Administration Committee.

Ms. Wise said the Administration Committee met tonight and heard a presentation on the web-based demand response and fixed route scheduling/dispatching software. The software resolution was approved for forwarding to the Board.

Mr. Gynn thanked Ms. Wise and moved on to the Finance Committee report.

**FINANCE COMMITTEE REPORT**

Mr. Gynn said the Finance Committee met this week and he asked Mr. Frank Vitale, who was the acting chair, to give the report.

Mr. Vitale said Ms. Rebecca Schrader did a great job. Revenues were above budget. Nothing was significantly out of line, which was good. The balance sheet continued to be very strong. There was nothing unusual. He learned that a lot of time it's timing with different funds or government grants. Sometimes a number looks out of whack but it's because of a timing issue not so much that there is a problem.

Moving on to the Kent Central Gateway (KCG), Mr. Vitale said the parking garage did very well. The bottom line is the parking garage was up from the previous period. There were a lot of numbers, but they were all positive.

Mr. Vitale said the resolution presented to the Finance Committee was approved for forwarding to the Board.

Mr. Gynn thanked Mr. Vitale for his report and Ms. Marcia Fletcher for getting the minutes out quickly. He asked if anybody had any questions.

### **OPERATIONS COMMITTEE REPORT**

Hearing none, Mr. Gynn said the Operations Committee did not have a need to meet this month.

### **PERSONNEL COMMITTEE REPORT**

Mr. Gynn said the Personnel Committee met and he turned the meeting over to Ms. Karen Beck for the report.

Ms. Beck said the Personnel Committee met for the annual review of the General Manager. Ms. Amrhein experienced a lot of challenges this year. There were unexpected challenges like being the landlord of KCG. There were expected challenges like trying to keep people hired. Her calm style of communication and effective resolutions are respected. The committee's evaluation was excellent in leadership, board relations, community relations, and fiscal management. Ms. Amrhein's forward thinking going after grants has really helped this organization. She concluded her report by noting that there will be an Executive Session at the end of this meeting and asked if there were any questions.

### **OLD BUSINESS**

Hearing none, Mr. Gynn said there was no Old Business and moved on to New Business.

### **NEW BUSINESS**

Mr. Gynn then asked Ms. Kelly Jurisch and Mr. Brian Trautman to give the presentation on the web-based demand-response and fixed route scheduling/dispatching software that will replace the current Trapeze system that has been in place for at least 10 years.

Ms. Amrhein said it has been in place 20 plus years.

Ms. Jurisch and Mr. Trautman then presented their PowerPoint on the software award, which is attached.

Following the presentation, Mr. Trautman asked if there were any questions.

Mr. Vitale asked about the \$300,000 for Samsung.

Ms. Jurisch said \$300,000 was the total project cost, which includes hardware, software, tablets, mounts, and bringing in CTS, Passio, and Optibus.

Mr. Trautman said the Samsung A7 tablets are \$200 apiece. Right now, it costs about \$6,000 to replace an MDT when it goes out.

Mr. Vitale asked if CTS supported Passio and Optibus.

Mr. Trautman said CTS and Passio are owned by the same company. Optibus is the partner in the middle. When Trapeze was asked to write an API, there would be a minimum guaranteed cost of \$25,000, which did not include the yearly maintenance cost. API is a way for one software to talk to another software. CTS is already writing APIs. There are a lot of specialty companies out there that limit themselves. If a company is not writing APIs that everybody can talk to or work with, they are out of the mainstream game today.

Mr. Vitale asked if Mr. Trautman would call it turn key or single source responsibility.

Mr. Trautman said CTS is signed on as a single source responsibility. He wanted to deal with one person and have one company oversee the project, which is what CTS provided.

Ms. Wise asked how long that trio has been working jointly.

Mr. Trautman said he couldn't say how long they've been working together. One of the criteria in the procurement was to provide the names of people who were using this configuration. CTS provided a couple places. Those places were contacted and did not give any bad reviews on any of this when it came to CTS. There were some bad reviews on others that were working with each other but not with this group. SEAT in Zanesville, which uses CTS, runs a four-county operation for all their Medicaid and demand response trips. They're also brokering trips for shared ride transportation, which eventually PARTA will have to do. They are doing about 1,800 trips a day, which are long, single trips to dialysis and things like that. Those are tough trips. To be able to pull off 1,800 trips a day is incredibly good. Demand response has scaled back over the years when the Portage County Board of Developmental Disabilities split up their transportation. He's optimistic that CTS will fit better, and it will be a good move.

Ms. Wise asked if this would be the first go around with FirstNet.

Mr. Trautman said it's his first go around with FirstNet. Nextel was successful years ago but then got bought out and faded away. One of the reasons FirstNet was selected was because PARTA will be a priority to them and a first responder by category. They move everybody else off radio communication if PARTA needs it. This is a big deal especially when getting into EMA situations, football games at the stadium, or things like that, and it will work all the way to California. FirstNet has a great support team. He's been working with them on trying to set the table so that when the software comes in, everything will be ready to go. The cost is the same or less than what is currently being paid for radios. Costs will be cut on a shared data plan of 50 to 75 gigabytes to be on a trunk system, have better connections, and be able to use the same thing for data on MDTs. None of that will be visible until it's done because servers will be cut out and IT contracts will be renegotiated. An almost unanimous complaint of the drivers is that the radios are problematic.

Mr. Gynn asked if there was a cap on cost increases each of the five years.

Mr. Trautman said he didn't think so. The contract language hasn't been reviewed yet. Ms. Amrhein is the contract person and really delves into the contracts. If there's no CPI clause, one will probably be suggested. On most of the long-term vehicle rolling stock contracts, a PPI index is used, which percentage increase is applied to the contract moving forward.

Ms. Jurisch said there was a cost proposal included, but it's also based on the number of vehicles. If the fleet grows or shrinks, then costs do the same. It's also based on the number of software users for licensing.

Mr. Trautman said CTS negotiated well on a Best and Final Offer by knocking \$10,000 off their initial proposal.

Mr. Richard Brockett asked what the price range was of the seven bidders.

Ms. Jurisch said \$700,000 was the highest.

Mr. Trautman said there were some bidders who had never done it before, so they were eliminated because PARTA doesn't want to be anybody's first. He didn't know if CTS was the lowest, but they were among the lowest two or three.

Ms. Schrader said CTS was the lowest.

Mr. Gynn said there are exciting times ahead for PARTA and then moved on to the resolutions.

## **RESOLUTIONS**

Mr. Gynn presented the first resolution.

**#2022-10-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AWARDED A CONTRACT TO FOXSTER OPCO, LLC DBA CTS SOFTWARE ("CTS"), THE MOST RESPONSIVE AND RESPONSIBLE PROPOSER FOR WEB BASED DEMAND-RESPONSE AND FIXED ROUTE SCHEDULING/DISPATCHING SOFTWARE FOR A TOTAL ONE-TIME PROJECT COST NOT TO EXCEED \$300,000, INCLUSIVE OF ONE YEAR OF MAINTENANCE AND SUPPORT.**

**Motion: Karen Beck**

**Second: Frank Vitale**

Mr. Gynn said this resolution was recommended by the Administration Committee and asked if there was any discussion. Hearing none, he asked for a roll call.

<b>Roll Call:</b>	<b><u>Yes</u></b>	<b><u>No</u></b>		<b><u>Yes</u></b>	<b><u>No</u></b>
Debbie Davison	<u>X</u>		Karen Beck	<u>X</u>	
<b>Jeff Childers</b>	<b><u>EXCUSED</u></b>		Frank Vitale	<u>X</u>	
Richard Brockett	<u>X</u>		Stacey Wilson	<u>X</u>	
Marge Bjerregaard	<u>X</u>		Jack Murphy	<u>X</u>	
Karen Wise	<u>X</u>		<b>Mike Lewis</b>	<b><u>EXCUSED</u></b>	
R. T. Mansfield	<u>X</u>		Virginia Harris	<u>X</u>	
Marvin Woods	<u>X</u>		David Gynn	<u>X</u>	

Mr. Gynn then presented the second resolution.

**#2022-10-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PURCHASE ONE (1) ADDITIONAL CNG TROLLEY BUS, OPTIONAL EQUIPMENT, AND SPARE PARTS FROM TRANSPORTATION EQUIPMENT SALES CORPORATION (TESCO).**

**Motion: Marvin Woods**

**Second: Debbie Davison**

Mr. Gynn said this was discussed at the Finance Committee meeting and approved for referral to the Board. He asked if there were any questions or if Ms. Amrhein had anything to add.

Ms. Amrhein said this has to do with the replacement schedule and locking in the price for the trolley. As noted in her Board report, the price has gone up since the four trolleys were first ordered. The original resolution was passed in January of 2022 and the order was placed. This is the second order. The third trolley from the first order should arrive next week. Ms. Jurisch, Mr. Trautman, and Ms. Schrader determined it would be better to add a trolley on the 2023 order and then a transit bus will be reduced on the 2024 bus order that will be coming to the Board next month as an additional resolution. It gets confusing when talking about buses, years, and delays.

Mr. Gynn said it's part of the long-term plan for bus replacement.

Ms. Amrhein said yes, but it doesn't increase the fleet.

Mr. Gynn then asked for a roll call.

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Frank Vitale	<u>X</u>	___	Richard Brockett	<u>X</u>	___
Stacey Wilson	<u>X</u>	___	Marge Bjerregaard	<u>X</u>	___
Jack Murphy	<u>X</u>	___	Karen Beck	<u>X</u>	___
Mike Lewis	<b>EXCUSED</b>	___	R. T. Mansfield	<u>X</u>	___
Virginia Harris	<u>X</u>	___	Marvin Woods	<u>X</u>	___
Debbie Davison	<u>X</u>	___	Karen Wise	<u>X</u>	___
Jeff Childers	<b>EXCUSED</b>	___	David Gynn	<u>X</u>	___

### **GENERAL MANAGER'S REPORT**

Mr. Gynn noted that he skipped the General Manager's report. He said the General Manager's report this time was chock full of information. He asked if there were any questions or if Ms. Amrhein wanted to expand on anything.

Ms. Amrhein said she wanted to expand on the insert about November and December. November is an important month and includes the annual budgets for 2023 and resolutions for known large purchases. The updated Title VI program must be submitted to FTA by December 1, which is 60 days before the expiration date. The GILLIG contract for transit buses still needs to be prepared. The November Finance Committee and Board meetings were moved up because of the holiday but it was determined yesterday that Thursday, November 10, at 3 p.m., may not work now for the Finance Committee meeting. Ms. Fletcher will be reaching out to committee members to try to move that meeting. If anyone is planning on attending, let Ms. Fletcher know. The meeting may be changed to Wednesday, November 9, at 3 p.m. If there is a change, an email will go out to the entire Board. On November 11, the Veterans Day ceremony will take place at 2 p.m. at the Veterans Memorial at KCG. Everyone is welcome. Barring unforeseen circumstances, there is no need to have a meeting in December. All the resolutions will be presented in November.

Mr. Gynn thanked Ms. Amrhein and asked if there was any other business that should come before the Board at this time.

### **EXECUTIVE SESSION**

Hearing none, Mr. Gynn asked for a motion to enter Executive Session to consider the compensation of a public employee in accordance with ORC Section 121.22(G)(1).

**Motion: Jack Murphy**

**Second: Marge Bjerregaard**

Mr. Gynn then asked for a roll call.

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Karen Wise	<u>X</u>	___	Jeff Childers	<b>EXCUSED</b>	
Frank Vitale	<u>X</u>	___	Richard Brockett	<u>X</u>	___
Stacey Wilson	<u>X</u>	___	Marge Bjerregaard	<u>X</u>	___
Jack Murphy	<u>X</u>	___	Karen Beck	<u>X</u>	___
<b>Mike Lewis</b>	<b>EXCUSED</b>		R. T. Mansfield	<u>X</u>	___
Virginia Harris	<u>X</u>	___	Marvin Woods	<u>X</u>	___
Debbie Davison	<u>X</u>	___	David Gynn	<u>X</u>	___

Mr. Gynn excused everybody except Ms. Jurisch and Mr. Justin Markey.

Entered executive session at 7:34 p.m.

Returned to public session at 7:51 p.m.

Mr. Gynn said there are not enough superlative adjectives to express how thrilled the Board is with Ms. Amrhein's work at PARTA and throughout Ohio. She has changed transportation in Portage County and Ohio. He then turned the meeting over to Ms. Beck, chair of the Personnel Committee.

Ms. Beck said the Board recommends a bonus of \$10,000 for Ms. Amrhein in appreciation for all her duties this year, as well as the team she has put together.

**Motion: Karen Beck**

**Second: Frank Vitale**

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Debbie Davison	<u>X</u>	___	Karen Beck	<u>X</u>	___
<b>Jeff Childers</b>	<b>EXCUSED</b>		Frank Vitale	<u>X</u>	___
Richard Brockett	<u>X</u>	___	Stacey Wilson	<u>X</u>	___
Marge Bjerregaard	<u>X</u>	___	Jack Murphy	<u>X</u>	___
Karen Wise	<u>X</u>	___	<b>Mike Lewis</b>	<b>EXCUSED</b>	
R. T. Mansfield	<u>X</u>	___	Virginia Harris	<u>X</u>	___
Marvin Woods	<u>X</u>	___	David Gynn	<u>X</u>	___

Ms. Amrhein said she was speechless, and it is truly a team effort. She thanked the Board and said there is nothing that she does that isn't supported by everybody else.

**ADJOURNMENT**

Hearing nothing further, Mr. Gynn entertained a motion to adjourn. **Ms. Marge Bjerregaard** made a motion to adjourn the meeting, which was seconded by **Ms. Debbie Davison**. Mr. Gynn asked all in favor to say aye. He asked any opposed to say no. Hearing no opposition, the **motion to adjourn passed unanimously**.

The meeting adjourned at 7:54 p.m.

Respectfully submitted,



Marcia Fletcher  
Executive Assistant





1



2

## WHAT CTS HAS TO OFFER?



Web based



Demand  
Response  
Scheduling



Dispatch



Fixed route  
scheduling



Planning



AVL/CAD

- ▶ 5-year contract
- ▶ With options to renew for five one-year terms

3



4



## Partners

- PassioGo

- Fixed Route
- App

- Optibus

- Planning
- Scheduling
- Rostering

5

**ParaScope** Mobile Data Terminals and AVL  
with Trip Master's mobile application

12:30 Pickup Wilma Rudolph in 22 minutes

Home - 38 Turner St  
Portland ME 04103  
810/862-1541

Call for details

12:45 Pickup Maria Vieira Da Silva in 37 minutes

Home - 674 Walnut Hill Rd  
North Yarmouth, ME 04097

Call for details

13:00 Dropoff Wilma Rudolph in 20 minutes

Maine Heart Center - 121  
Chester  
Portland, ME 04102



“ From 13 % no-shows to 1% ”

WVA CTS Passenger Reminder system, use alert from 13 servers no-shows to 1 percent

- Big Bend Transit, Inc.

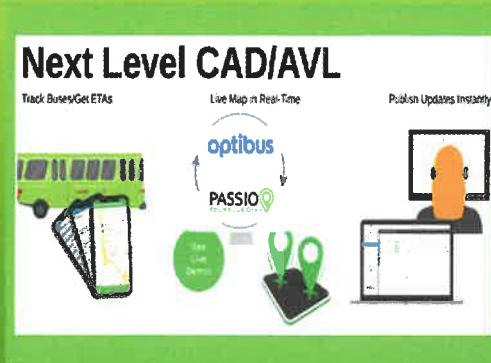
Technician: [Name]  
Profile Name: [Name]  
Playbook Name: [Name]  
Call Queue Number: [Number]

On The Way Good Willness Information: [Text]  
Notify Before Call Start Time: [Text]

Next Step: [Text]  
Use Multiple Templates: [Text]  
Call Configuration: [Text]

TRIP MASTER

6



## PASSIOGO AND OPTIBUS

7

- ▶ Current Costs (annual): \$160,000+
  - ▶ Tripspark
  - ▶ Enghouse
  - ▶ Server/IT Maintenance
  - ▶ Fareboxes (\$18,000/box additional fees)
  - ▶ No planning solution

- ▶ New Costs: \$99,144
    - ▶ CTS
      - ▶ One-time for software and hardware \$144,127
      - ▶ Annual Maintenance and Support \$99,144
- Other hardware needed:  
Samsung tablets

## SHOW ME THE \$\$

8

## FUNDING

OTP2 Grant for \$112,000

Local dollars