

Agenda

1. Call to Order
Roll Call Oral
2. Meeting Minutes
Minutes from September 28, 2023, Meeting (Motion Required) Attachment 2a
3. Guest Communications (2-minute limit) Oral
4. General Manager's Report Attachment 4
5. Committee Reports
 - a. Administration Did Not Meet
 - b. Finance Met on 11/9
 - c. Operations Did Not Meet
 - d. Personnel Met on 10/16
6. Old Business
7. New Business
8. Resolutions - Roll Call Approval Required

#2023-11-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES DESIGNATING THE PUBLIC DEPOSITORIES FOR THE PUBLIC FUNDS OF PARTA FOR THE PERIOD BEGINNING DECEMBER 1, 2023, AND ENDING NOVEMBER 30, 2028.

#2023-11-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES APPROVING THE FISCAL YEAR 2024 PROPOSED BUDGET FOR PARTA.

#2023-11-03: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES APPROVING THE FISCAL YEAR 2024 PROPOSED BUDGET FOR THE KENT CENTRAL GATEWAY (KCG).

#2023-11-04: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PARTICIPATE IN AND CONTRIBUTE TO RISK POOLING WITH THE OHIO TRANSIT RISK POOL (OTRP).

#2023-11-05: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES APPROVING EXPENDITURES FOR INFORMATION TECHNOLOGY (IT) MANAGED SERVICES WITH QUALITY IP.

#2023-11-06: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES HONORING MARGARET BJERREGAARD, BOARD MEMBER, IN APPRECIATION FOR HER DEDICATION AND SERVICE.

9. Executive Session, as needed
10. Adjournment

Next Regular Meeting: January 25, 2024 @ 7 p.m.

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY

BOARD OF TRUSTEES MEETING

MINUTES

September 28, 2023

Board Members Present:

Karen Beck
Marge Bjerregaard
Jeff Childers
Debbie Davison

Dave Gynn, President
Mike Lewis, Vice President
R. T. Mansfield
Jack Murphy

Frank Vitale
Stacey Wilson
Marvin Woods, TPO

Staff Present:

Claudia Amrhein
Marcia Fletcher

Natalie Rothenbuecher, Roetzel & Andress
Rebecca Schrader

Greg Springer
Brian Trautman

Board Members Not Present:

Virginia Harris (2nd excused absence)

Karen Wise (1st excused absence)

CALL TO ORDER

President Dave Gynn called the September 28, 2023, PARTA Board of Trustees meeting to order at 7 p.m. He asked for a roll call, after which it was determined that **a quorum was participating.**

Moving on, Mr. Gynn asked for a motion to approve the minutes from the August 24, 2023, Board meeting. **Mr. Marvin Woods** made a motion to accept the minutes as presented, which was seconded by **Mr. Frank Vitale**. The **motion to approve the minutes, as presented, passed unanimously.**

GUEST COMMUNICATIONS

Mr. Gynn said there were no guests in attendance and asked Ms. Claudia Amrhein to give the General Manager's report.

GENERAL MANAGER'S REPORT

Ms. Amrhein thanked Mr. Gynn and said PARTA had a busy month traveling to the OPTA conference and the NEORide annual meeting. There were three resolutions tonight, all of which were partially funded through OTP2. Mr. Brian Trautman will provide a brief overview of the revised operations reports, which will show how ridership and different operational data points are reported using the new software. She asked if there were any questions.

Hearing none, Mr. Gynn thanked Ms. Amrhein and said the Board was proud of her leadership at the state level and all that she does for PARTA and for transportation in Ohio. He then moved on to the committee reports.

ADMINISTRATION COMMITTEE REPORT

Mr. Gynn said the Administration Committee did not meet but the Finance Committee met on Tuesday. He asked Mr. Mike Lewis to give that report.

FINANCE COMMITTEE REPORT

Mr. Lewis said the Finance Committee did meet on Tuesday and he thanked those who were in attendance. He said the committee went over the finances for PARTA and the Kent Central Gateway (KCG). Starting with PARTA, everything was in good condition two thirds of the way through the year. KSU Revenues was a little behind budget; however, it will catch up with school back in session and should balance out by the end of the year. There was a drawdown on Federal Capital Maintenance Assistance for \$301,646. One of the things on the income side that was way out of balance was Investment Income, which was 719.4% above budget; but that may have been due to the economy and interest rates. Other than that, all the income items were in line. On the expense side, the only thing that was out of line was Capital Maintenance Service, which included a small additional cost for the new scheduling software. However, for the month, there was a surplus to budget of \$509,670, which brought the year-to-date surplus to \$2,552,546.

Moving on to KCG, Mr. Lewis said the only thing that was behind on the income items was the Daily Parking Revenue; however, that was more than covered by the Monthly Parking Passes and Hotel Overnight Parking, which were both above budget. All expenses were in line or below budget, which gave a surplus for the month of \$26,433 and a year-to-date surplus against budget of \$133,748. He asked if there were any questions.

Mr. Frank Vitale said it's hard to read the PARTA budget when the year-to-date budget was forecast at \$628,690 and the year-to-date actual was \$2.5 million because that's going to change. He asked if there was some better way to report the budget.

Mr. Lewis said reporting is done differently in organizations. He comes from a banking background, which is a little different than this budget; however, he understands it. Ms. Rebecca Schrader does a really good job of looking at the budget for the year and has a good history of knowing where the budget will end up. She does a straight-line budget, which, at times, will throw things off a little bit, such as KSU Revenues when summer hits and those months aren't going to have the same activity. The best way to look at it is how consistent it is at year end and if all the different items are in line, which is what he tries to do.

Mr. Gynn asked if there were any other questions or comments.

Hearing none, Mr. Gynn thanked Mr. Lewis for the Finance Committee report and moved on to the Operations Committee report.

OPERATIONS COMMITTEE REPORT

Mr. Gynn said the Operations Committee met tonight and he asked Mr. R. T. Mansfield to give that report. He reminded everyone that any expenses over \$100,000 must be approved by the Board.

Mr. Mansfield said the committee met and recommended the Board adopt the three resolutions, which were provided in greater detail in the Board packet.

Mr. Gynn thanked Mr. Mansfield and moved on to the Personnel Committee report.

PERSONNEL COMMITTEE REPORT

Mr. Gynn said the Personnel Committee did not meet but would be scheduled to meet later this year. He then moved on to Old Business.

OLD BUSINESS

Mr. Gynn said there was no Old Business and moved on to New Business.

NEW BUSINESS

Mr. Gynn asked Mr. Trautman to provide an update on the new software.

Mr. Trautman provided a presentation on the new software. Afterwards, he asked if there were any questions.

Mr. Lewis asked what the trigger was when somebody got on the bus with this new technology.

Mr. Trautman said the Automatic Passenger Counter (APC) is mounted on the doorway of the bus. A policy or procedure must be put in place that the bus is entered in the front and exited in the rear. The APC will count who's getting off at the back of the bus and who is getting on at the front of the bus.

Mr. Vitale asked how fare is paid.

Mr. Trautman said one way is by using a phone. Another way is by using a smartcard. The rider would get on the bus, tap their phone, and pay. The phone would have a QR code that is tapped on the validator. The QR code is the account that holds whatever amount of money the rider puts into it.

Mr. Vitale asked how he would get the smartcard.

Mr. Trautman said he could purchase the smartcard for \$5 at PARTA. A rider could also still pay with cash. PARTA will never be completely cash free.

Mr. Vitale asked how the APCs and the Intelligent Transportation Systems (ITS) would increase ridership back to pre-pandemic levels as noted in Ms. Amrhein's report.

Mr. Trautman said the staff has been working on microtransit, which is where a polygon is built around a certain area to determine the demographics through the Optibus software. The information is shared with CTS to determine how many buses would be needed to operate inside that polygon to run an effective microtransit. Microtransit, in laymen's terms, is a transit version of Uber or Lyft. Transit will never be like it was before COVID. Portage County has a crazy population that is divided substantially by a giant arsenal with a low-income population living above it needing to get to areas that need workers. What's a priority for METRO is not the same priority in Portage County. This technology and these strategies are used to develop different techniques or applications that will work best.

Ms. Stacey Wilson asked if Mr. Trautman meant that transit would not be like it was pre-COVID because of microtransit or because ridership would never be what it was.

Mr. Trautman said there are people who used to be in the workforce who will never go back. Transit was a way people got to and from work. Ridership numbers are creeping their way back up, but pre-COVID there weren't scooters and electric bikes on every corner in the city of Kent. What worked in 2003 running fixed routes and demand response with 56 part time employees and 20 full time employees doesn't work now. Having enough employees isn't an option anymore. The hard part is figuring out how to do dialysis and trips to and from work with less people using smarter resources.

Mr. Lewis noted that he read that people are using microtransit as their second car.

Mr. Vitale asked what it meant in Ms. Amrhein's report where it says the latest ADA complementary paratransit was running 42 minutes behind.

Mr. Trautman said ADA service usually operates at about 90+% on time compliance. Occasionally, for one reason or another, it runs behind. An explanation is provided every month for why the trip was late. PARTA is above the national on-time compliance scores.

Hearing nothing further, Mr. Gynn thanked Mr. Trautman and moved on to the resolutions.

RESOLUTIONS

Mr. Gynn said there were three resolutions and he introduced Resolution #2023-09-01.

#2023-09-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PURCHASE AUTOMATIC PASSENGER COUNTERS (APCs).

Motion: Karen Beck

Second: Jack Murphy

Mr. Gynn said the Operations Committee discussed this resolution and recommended it to the Board. He asked if anybody had any questions. Hearing none, he asked for a roll call.

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

Mr. Gynn said the resolution was approved and moved on to Resolution #2023-09-02.

#2023-09-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PROCEED WITH PROCURING A REPLACEMENT EMERGENCY GENERATOR (“REPLACEMENT GENERATOR PROJECT”) FOR THE ADMINISTRATION BUILDING, MAINTENANCE GARAGE, AND SAFETY SYSTEMS.

Motion: Mike Lewis

Second: Marge Bierregaard

Mr. Gynn asked if there were any questions.

Mr. Vitale asked for the cost of the generator.

Mr. Gynn said the cost of the generator, as stated in the resolution, was not to exceed \$168,750.

Ms. Amrhein said the Board packet explained that ODOT awarded \$108,000 of the estimated project cost of \$135,000, which included a 25% contingency for unknown increases.

Mr. Gynn said this came to the Board because it’s over \$100,000. He asked if there were any other questions. Hearing none, he asked for a roll call.

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

Mr. Gynn said the resolution was approved and moved on to Resolution #2023-09-03.

#2023-09-03: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PROCEED WITH REPAVING THE SUPPORT VEHICLE PARKING AREA LOCATED OUTSIDE OF THE MAINTENANCE GARAGE.

Motion: Debbie Davison

Second: Marvin Woods

Mr. Gynn said this resolution states the cost would not exceed \$150,000. He asked if there were any questions or comments.

Ms. Amrhein noted that this resolution also included a 25% contingency.

Hearing nothing further, Mr. Gynn asked for a roll call.

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

Mr. Gynn said the resolution was approved and moved on to the Executive Session.


EXECUTIVE SESSION

Mr. Gynn said there was no reason for an Executive Session and asked if there was any other business to come before the Board.

ADJOURNMENT

Hearing nothing further, Mr. Gynn entertained a motion to adjourn. **Mr. R. T. Mansfield** made a motion to adjourn the meeting, which was seconded by **Ms. Stacey Wilson**. Mr. Gynn asked all in favor to signify by saying aye. He asked any opposed to signify with the same sign. Hearing none, the **motion to adjourn passed unanimously.**

The meeting was adjourned at 7:32 p.m.

Respectfully submitted,

 Marcia Fletcher
 Executive Assistant

PARTA
 2000 Summit Road
 Kent, Ohio 44240

GENERAL MANAGER'S REPORT

TO: PARTA Board of Trustees 

FROM: Claudia B. Amrhein, General Manager

DATE: November 2023

Committee Meetings and Resolutions. We have a full agenda for the November meeting with six resolutions for board consideration. **The finance committee** reviewed the resolutions during its meeting on Thursday, November 9, including proposed 2024 operating budgets for PARTA and the Kent Central Gateway. Other resolutions authorize large purchase contracts in 2024. In addition, the committee reviewed Resolution #2023-11-01 to designate the public depositories for PARTA's funds for the next five years.

No meetings in December. The November meetings are the final meetings for the 2023 calendar year. Board president Dave Gynn authorized cancelling the December finance committee meeting and board of trustees meeting. We have no resolutions to bring forward and can complete all necessary business during the November meetings. Regular meetings will resume in January, with the finance committee scheduled to meet on Tuesday, January 23, at 11:30 a.m. to review November finance reports. The board will meet on Thursday, January 25, at 7 p.m.

Fuel Bid Ratification on January Agenda. Securing diesel and gasoline fuel is an annual procurement process completed with other area regional transit authorities. Each year, we issue an Invitation for Bids to solicit the lowest bid for fuel purchase and delivery for the upcoming calendar year. By doing so, we secure stable, predictable fuel pricing for the next calendar year. This is a time-sensitive group procurement, with the bid opening occurring this year on December 6 and execution of a contract with the apparent low bidder required by 3 p.m. on that day. At the January board meeting, we will bring forward a resolution to ratify the execution of the contract with the vendor identified as the low bidder through the group procurement process.

Designating Public Depositories. As a public entity, PARTA acts in accordance with Ohio Revised Code Section 135.12 to designate the financial institutions eligible to act as public depositories for the next five (5) years. Resolution #2023-11-01 identifies the banks we may utilize until November 30, 2028.

#2023-11-01 A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES DESIGNATING THE PUBLIC DEPOSITORIES FOR THE PUBLIC FUNDS OF PARTA FOR THE PERIOD BEGINNING DECEMBER 1, 2023, AND ENDING NOVEMBER 30, 2028.

Annual Budget Resolutions. The finance committee discussed and will recommend board approval of the proposed 2024 operating budgets for PARTA and the Kent Central Gateway via Resolutions #2023-11-02 and -03, respectively.

#2023-11-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES APPROVING THE FISCAL YEAR 2024 PROPOSED BUDGET FOR PARTA.

#2023-11-03: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES APPROVING THE FISCAL YEAR 2024 PROPOSED BUDGET FOR THE KENT CENTRAL GATEWAY (KCG).

Annual Large Purchase Resolutions. The finance committee also reviewed Resolutions #2023-11-04 and -05 to authorize known large purchase expenditures in 2024 for goods and services utilized in day-to-day operations. A large purchase is one that will exceed \$100,000.

#2023-11-04: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PARTICIPATE IN AND CONTRIBUTE TO RISK POOLING WITH THE OHIO TRANSIT RISK POOL (OTRP).

#2023-11-05: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES APPROVING EXPENDITURES FOR INFORMATION TECHNOLOGY (IT) MANAGED SERVICES WITH QUALITY IP.

Thank you, Marge. We thank Marge Bjerregaard for 22 years of dedicated service to the PARTA board of trustees. Appointed in 2001 by the city of Aurora, Marge has served on various committees and attended and volunteered at numerous events and annual FORE! Transit golf outings. We will miss Marge's regular presence at our meetings and truly appreciate her support as PARTA has grown over the years. Best wishes, Marge.

#2023-11-06: RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES HONORING MARGARET BJERREGAARD, BOARD MEMBER, IN APPRECIATION FOR HER DEDICATION AND SERVICE.

Service Reports. The new and improved technology systems we installed this year offer greatly improved reporting features. As we discussed in September, we now have a reliable platform for generating key performance indicators (KPIs) for various aspects of transit service.

In this section of the board report, I'll continue to include a brief narrative about the performance measures featured in figures included in the packet. ADA on-time compliance will be reported every month, as FTA requires this information to be communicated with the governing body on a regular basis. In addition, the parking report will continue, but additional information about KCG performance likely will be included to provide a different perspective on parking deck operations.

ADA Complementary Paratransit Service. ADA on-time compliance was 94.88% in October as compared to 93.44% in September. Of the 860 trips, 44 were performed late. For 2023, ADA on-time compliance has averaged 94.68% for the 7,686 trips performed through October. See Figure 1.

Vehicle Road Calls. Fleet vehicles drove a total of 121,424 miles during October, with vehicle maintenance responding to two road calls. In September, no road calls were performed, and mileage totaled 114,757. See Figure 2.

Parking Deck. Parking deck usage remained stable in October, with 9,638 cars utilizing the deck in October as compared to 9,660 cars in September. See Figure 3. An additional report, Figure 4, provides more information about transient parking revenue and types of contract parking permits.

Thank you for your attention to these matters. If you have any questions prior to the Board meeting, please feel free to contact me by calling (330) 676-6315, or by e-mail at Amrhein.c16@partaonline.org

KPI for ADA Service

Figure 2.1: ADA On-Time Compliance

The figures below include both on-time compliance numbers as well as the late percentage.

ADA On Time Compliance				
Month	Scheduled Trips	Arrived Late	Late %	On-Time %
January	718	29	4.04%	95.96%
February	696	102	14.66%	85.34%
March	809	35	4.33%	95.67%
April	654	33	5.05%	94.95%
May	772	25	3.24%	96.76%
June	840	26	3.10%	96.90%
July	797	31	3.89%	96.11%
August	808	36	4.46%	95.54%
September	732	48	6.56%	93.44%
October	860	44	5.12%	94.88%
November				
December				
Totals	7686	409	5.32%	94.68%

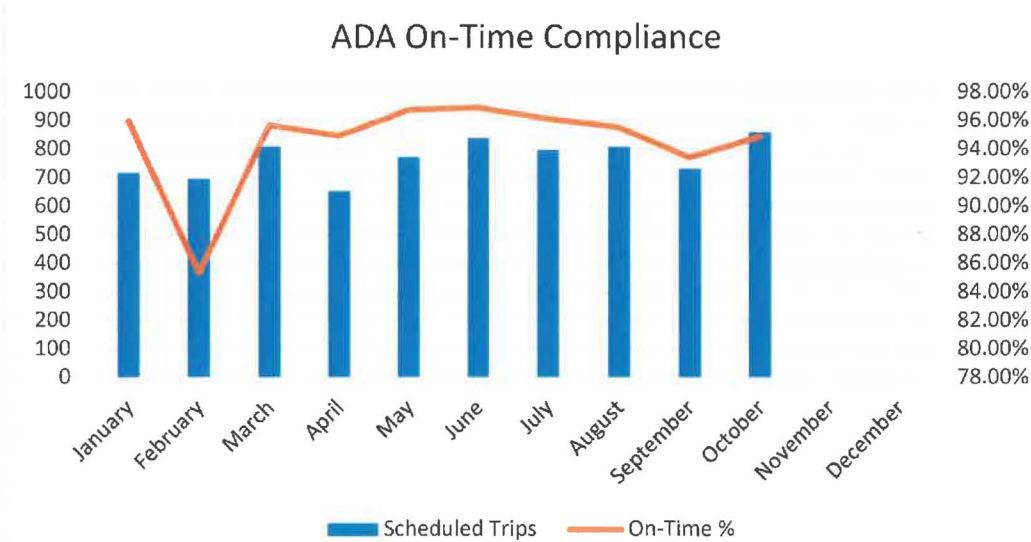


Figure 6.2: Total Road Calls

Month	Total Road Calls
January	3
February	2
March	0
April	2
May	2
June	2
July	2
August	2
September	0
October	2
November	
December	

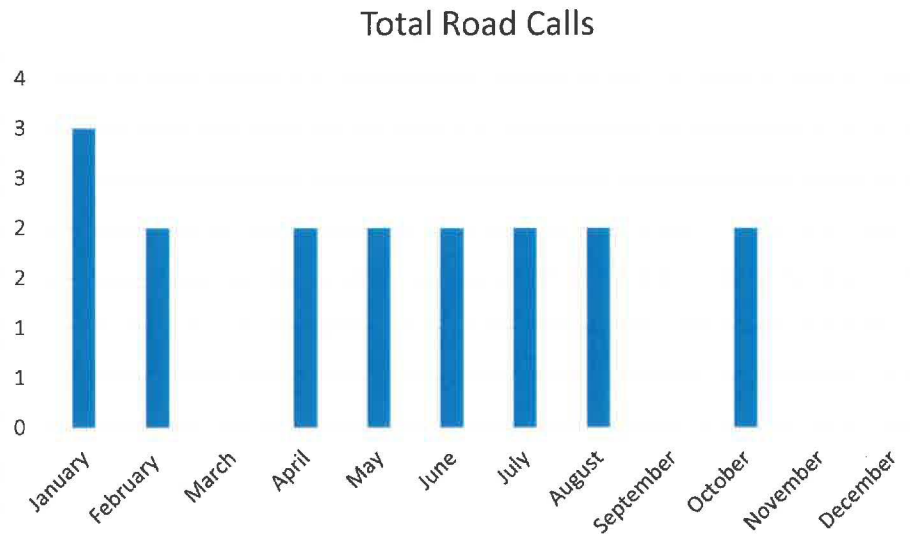


Figure 6.3: Total Miles

Month	Total Miles
January	104,912
February	112,965
March	122,567
April	110,154
May	106,502
June	100,170
July	93,351
August	115,032
September	114,757
October	121,424
November	
December	

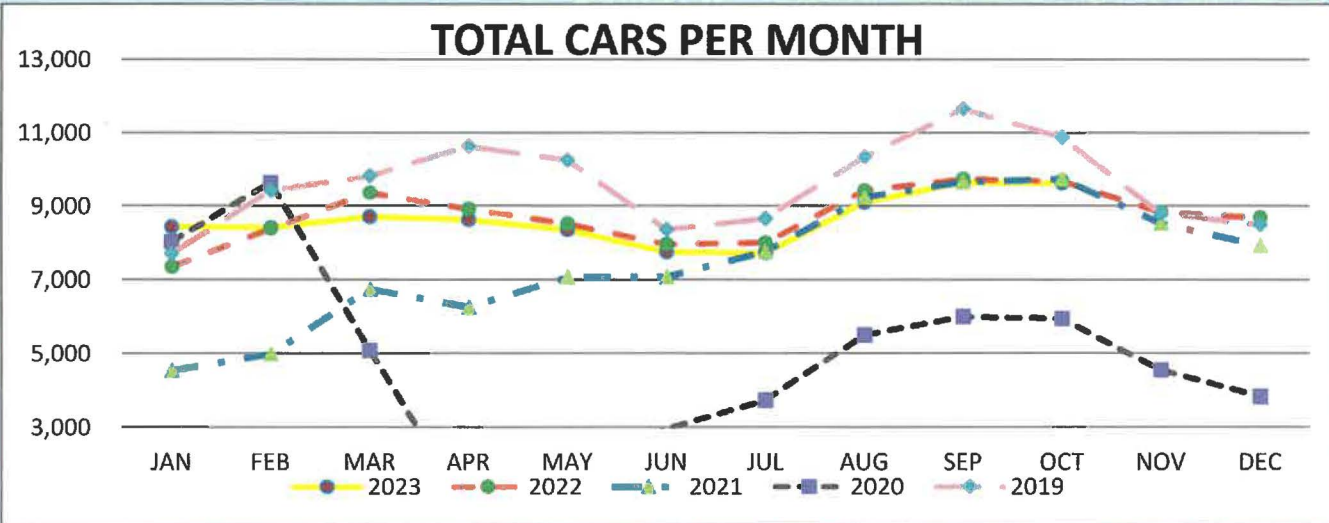




KENT CENTRAL GATEWAY PARKING SUMMARY - OCTOBER 2023

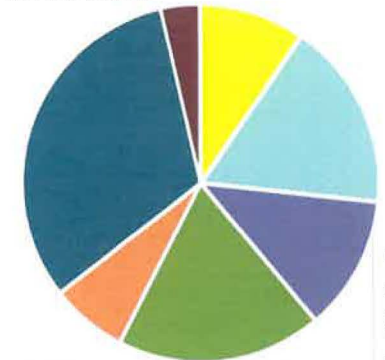
6 Month Lookback						
	Monthly	Transient	Total	Cars/Day	Last	Last Year
May-23	3,921	4,439	8,360	270	-3%	-2%
Jun-23	3,076	4,673	7,749	258	-7%	-3%
Jul-23	3,099	4,631	7,730	249	0%	-3%
Aug-23	4,312	4,794	9,106	294	18%	-4%
Sep-23	4,799	4,861	9,660	322	6%	-1%
Oct-23	5,082	4,556	9,638	311	0%	-1%

Annual Comparison			
	2023	2022	2021
JAN	8,445	7,349	4,534
FEB	8,421	8,391	4,982
MAR	8,715	9,363	6,738
APR	8,634	8,923	6,249
MAY	8,360	8,529	7,067
JUN	7,749	7,967	7,084
JUL	7,730	8,009	7,762
AUG	9,106	9,437	9,248
SEP	9,660	9,749	9,665
OCT	9,638	9,693	9,749
NOV		8,840	8,538
DEC		8,694	7,919
TOTAL	86,458	104,944	89,535
	-1.1%	17.2%	55.5%



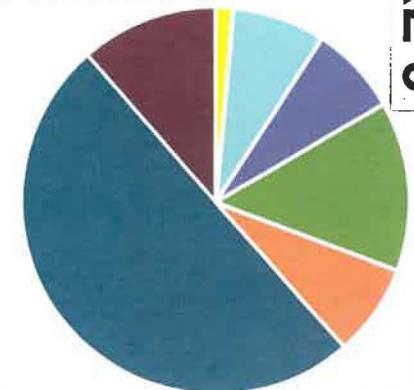
Rate Types Collected

- \$1.00
- \$2.00
- \$3.00
- \$4.00
- \$5.00
- \$6 - \$9
- \$10 - \$15
- >15



\$ Rate Types Collected

- \$1.00
- \$2.00
- \$3.00
- \$4.00
- \$5.00
- \$6 - \$9
- \$10 - \$15
- >15



Annual Revenue By Source

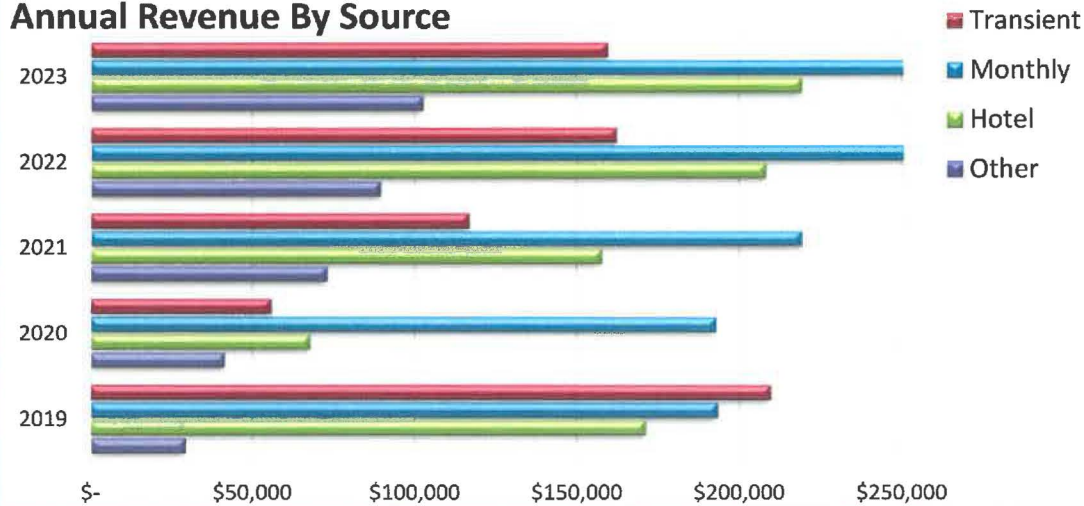
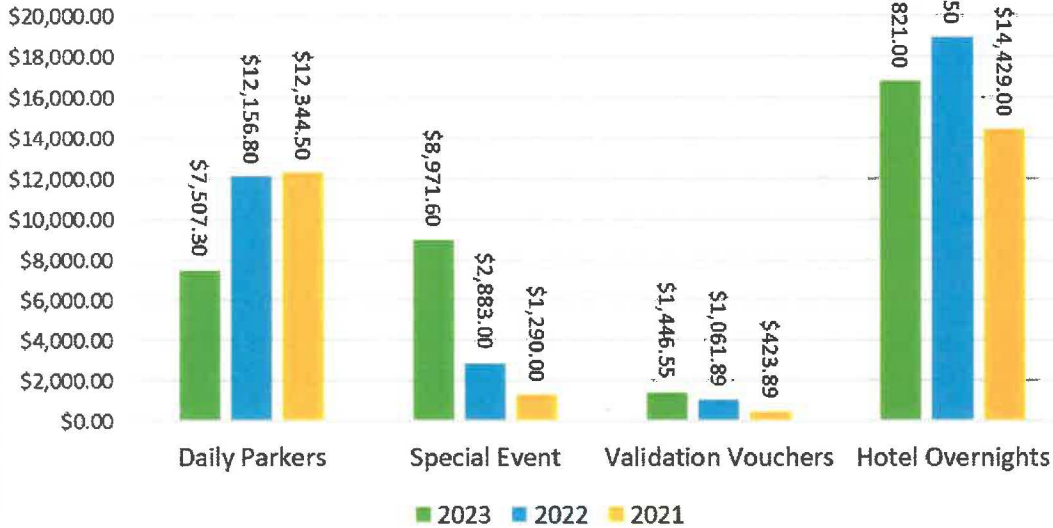


FIGURE 3

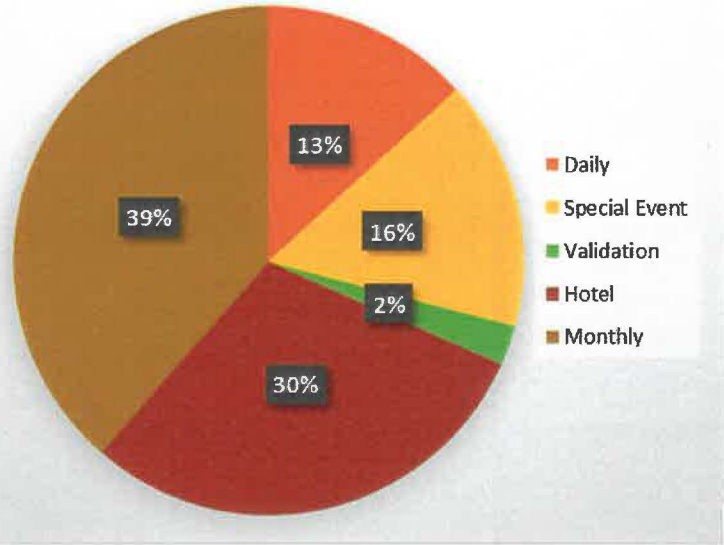


Kent Central Gateway Snapshot

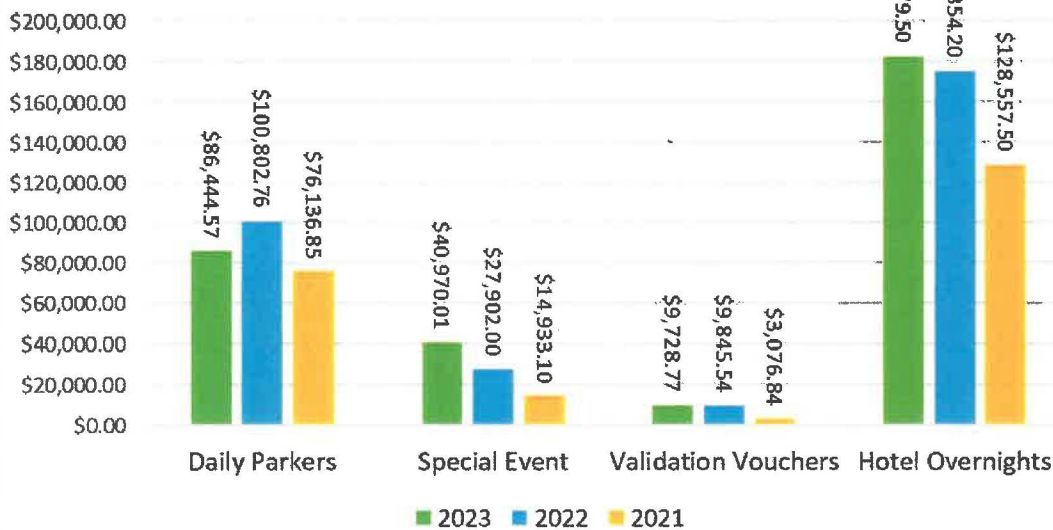
October Transient Parking Breakdown



October Parking Revenue By Source



YTD Transient Parking Breakdown



CONTRACT PARKERS

Contract Parkers	Quantity	Permit Type
KCHD Bulk	13	Shift/ Res Roof
Avant/ Landmark	50	Residential Roof
345 Flats	65	Residential Roof
Individuals-Overnight	53	Covered/Roof
Individuals-Day	141	Shift/Flex/ Student

FIGURE 4

RESOLUTION #2023-11-01

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES DESIGNATING THE PUBLIC DEPOSITORIES FOR THE PUBLIC FUNDS OF *PARTA* FOR THE PERIOD BEGINNING DECEMBER 1, 2023, AND ENDING NOVEMBER 30, 2028.

WHEREAS, Section 135.12 of the Ohio Revised Code requires political subdivisions of the state to meet and designate depositories every five (5) years; and

WHEREAS, the following eligible institutions have made applications as public depositories for active or interim public funds:

- Huntington National Bank
- PNC Bank, National Association
- U.S. Bank, N.A.
- Fifth Third Bank, National Association

NOW, THEREFORE, LET IT BE RESOLVED by the Portage Area Regional Transportation Authority (*PARTA*) Board of Trustees that:

1. Eligible institutions making applications as herein provided are offered depository agreements.
2. The General Manager, or her designee, is hereby authorized to execute such agreements.

CERTIFICATION:

The undersigned duly qualified Board President, acting on behalf of the Portage Area Regional Transportation Authority (*PARTA*), certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees held November 16, 2023.

Date

David Gynn, President
Board of Trustees

Attested

RESOLUTION #2023-11-02

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES APPROVING THE FISCAL YEAR 2024 PROPOSED BUDGET FOR PARTA.

WHEREAS, the PARTA Board of Trustees has authorized the spending of funds so appropriated in the budget as recommended by the Finance Committee; and,

WHEREAS, the FY2024 budget for PARTA is attached.

NOW, THEREFORE, LET IT BE RESOLVED by the Portage Area Regional Transportation Authority (PARTA) Board of Trustees that:

The FY2024 proposed budget for PARTA is approved as submitted.

CERTIFICATION:

The undersigned duly qualified Board President, acting on behalf of the Portage Area Regional Transportation Authority (PARTA), certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees held November 16, 2023.

Date

David Gynn, President
Board of Trustees

Attested

RESOLUTION #2023-11-03

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES APPROVING THE FISCAL YEAR 2024 PROPOSED BUDGET FOR THE KENT CENTRAL GATEWAY (KCG).

WHEREAS, the *PARTA* Board of Trustees has authorized the spending of funds so appropriated in the budget as recommended by the Finance Committee; and,

WHEREAS, the FY2024 budget for the Kent Central Gateway (KCG) is attached.

NOW, THEREFORE, LET IT BE RESOLVED by the Portage Area Regional Transportation Authority (*PARTA*) Board of Trustees that:

The FY2024 proposed budget for KCG is approved as submitted.

CERTIFICATION:

The undersigned duly qualified Board President, acting on behalf of the Portage Area Regional Transportation Authority (*PARTA*), certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees held November 16, 2023.

Date

David Gynn, President
Board of Trustees

Attested



KENT CENTRAL GATEWAY PROPOSED 2024 OPERATING BUDGET

	2023		2024												PROPOSED	
	Budget	Projected	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	2024 Budget	
348 Parking Spaces																
Hours of Operation = 24/7																
REVENUE																
HOTEL OVERNIGHT PARKING	\$ 180,000	\$ 219,335	\$ 14,000	\$ 13,600	\$ 17,000	\$ 18,000	\$ 18,000	\$ 22,000	\$ 19,000	\$ 22,000	\$ 17,000	\$ 17,000	\$ 9,000	\$ 8,400	\$ 195,000	
MONTHLY PARKING	\$ 238,390	\$ 253,721													\$ 253,218	
Shift = (105@\$48/mo)			\$ 5,040	\$ 5,040	\$ 5,040	\$ 5,040	\$ 5,040	\$ 5,040	\$ 5,040	\$ 5,040	\$ 5,040	\$ 5,040	\$ 5,040	\$ 5,040	\$ 60,480	
Flex = (15@\$65/mo)			\$ 975	\$ 975	\$ 975	\$ 975	\$ 975	\$ 975	\$ 975	\$ 975	\$ 975	\$ 975	\$ 975	\$ 975	\$ 11,700	
Residential = (40@\$114, 5@\$90/mo)			\$ 5,010	\$ 5,010	\$ 5,010	\$ 5,010	\$ 5,010	\$ 5,010	\$ 5,010	\$ 5,010	\$ 5,010	\$ 5,010	\$ 5,010	\$ 5,010	\$ 60,120	
Bulk = (115@\$79.50/mo, 12@\$57/mo)			\$ 9,827	\$ 9,827	\$ 9,827	\$ 9,827	\$ 9,827	\$ 9,827	\$ 9,827	\$ 9,827	\$ 9,827	\$ 9,827	\$ 9,827	\$ 9,827	\$ 117,918	
Student = 2 @ \$350/yr, 10 @ \$195/yr			\$ 100	\$ 125	\$ 125	\$ 125	\$ 125			\$ 300	\$ 600	\$ 600	\$ 600	\$ 300	\$ 3,000	
\$3,820			\$ 20,952	\$ 20,977	\$ 20,977	\$ 20,977	\$ 20,977	\$ 20,852	\$ 20,852	\$ 21,152	\$ 21,452	\$ 21,452	\$ 21,452	\$ 21,152		
DAILY TRANSIENT PARKING	\$ 142,000	\$ 159,583	\$ 9,500	\$ 12,000	\$ 11,000	\$ 12,000	\$ 13,500	\$ 13,000	\$ 17,000	\$ 10,000	\$ 16,000	\$ 12,000	\$ 8,000	\$ 8,000	\$ 142,000	
Lease Revenue	\$ 91,396	\$ 94,904	\$ 8,091	\$ 8,091	\$ 8,091	\$ 8,091	\$ 8,091	\$ 8,091	\$ 8,091	\$ 8,091	\$ 8,091	\$ 8,091	\$ 8,091	\$ 8,091	\$ 97,088	
Other Misc.	\$ 3,600	\$ 7,468	\$ 400	\$ 400	\$ 420	\$ 420	\$ 420	\$ 420	\$ 420	\$ 420	\$ 420	\$ 420	\$ 420	\$ 420	\$ 5,000	
TOTAL REVENUES	\$ 655,386	\$ 735,011	\$ 52,942	\$ 55,067	\$ 57,487	\$ 59,487	\$ 60,987	\$ 64,362	\$ 65,362	\$ 61,662	\$ 62,962	\$ 58,962	\$ 46,962	\$ 46,062	\$ 692,306	\$ 692,306
															-5.8%	
EXPENSES																
WAGES (from Staffing Schedule)	\$ 308,427	\$ 252,740	\$ 22,108	\$ 22,108	\$ 33,161	\$ 22,108	\$ 22,108	\$ 22,108	\$ 22,108	\$ 33,161	\$ 22,108	\$ 22,108	\$ 22,108	\$ 22,108	287,398	\$ -
Health Insurance	\$ 72,000	\$ 44,728	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	72,000	
Fringe & Taxes	\$ 81,204	\$ 82,812	\$ 6,629	\$ 6,629	\$ 9,944	\$ 6,629	\$ 6,629	\$ 6,629	\$ 6,629	\$ 9,944	\$ 6,629	\$ 6,629	\$ 6,629	\$ 6,629	86,180	
Professional / Tech Services	\$ 14,030	\$ 8,808	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 900	\$ 900	\$ 800	\$ 900	\$ 900	\$ 800	\$ 800	10,000	
Capitalized Maintenance Service	\$ 24,000	\$ 58,785	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	42,000	
Other Services	\$ 18,000	\$ 14,014	\$ 1,325	\$ 1,325	\$ 1,325	\$ 1,325	\$ 1,325	\$ 1,325	\$ 1,325	\$ 1,325	\$ 1,325	\$ 1,325	\$ 1,325	\$ 1,325	15,900	
Materials & Supplies	\$ 18,600	\$ 25,868	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	25,200	
Utilities	\$ 72,000	\$ 60,759	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	72,000	
Property Liability	\$ 6,200	\$ 6,200										\$ 6,500			6,500	
Advertising Media	\$ 6,000	\$ -								\$ 6,000					6,000	
Other Misc. Expenses (incl. Travel)	\$ 2,000	\$ 2,000											\$ 2,400		2,400	
TOTAL DIRECT EXPENSES	\$ 622,461	\$ 556,713	47,962	47,962	62,330	47,962	47,962	48,062	49,062	63,330	55,062	55,562	51,362	48,962	625,578	625,578
NET OPERATING INCOME															12.4%	
NET PROFIT/(LOSS)	\$ 32,925	\$ 178,298	4,980	7,105	(4,843)	11,525	13,025	16,300	16,300	(1,668)	7,900	3,400	(4,400)	(2,900)	66,729	
			4,980	12,086	7,243	18,768	31,794	48,094	64,395	62,727	70,627	74,028	69,628	66,729		

RESOLUTION #2023-11-04

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PARTICIPATE IN AND CONTRIBUTE TO RISK POOLING WITH THE OHIO TRANSIT RISK POOL (OTRP).

WHEREAS, PARTA has assets and operates a transit service; and, as a result, is exposed to liability and has a responsibility to protect the public investment; and,

WHEREAS, the Ohio Revised Code allows for the pooling of risk, and PARTA has determined that risk pooling is the most cost-effective way to manage that liability; and,

WHEREAS, PARTA is a member of the Ohio Transit Risk Pool (OTRP); and,

WHEREAS, PARTA's budgeted amount for participation for 2024 is \$310,383 (not including deductibles); and,

WHEREAS, the PARTA Board of Trustees must approve all expenditures over \$100,000.

NOW, THEREFORE, LET IT BE RESOLVED by the Portage Area Regional Transportation Authority Board of Trustees (PARTA) that:

1. The General Manager, or her designee, is authorized to contribute to OTRP for the pooling of risk in an amount not to exceed \$310,383 (not including deductibles) for 2024.
2. The General Manager, or her designee, is authorized to pay to OTRP all necessary additional deductibles for 2024.

CERTIFICATION:

The undersigned duly qualified Board President, acting on behalf of the Portage Area Regional Transportation Authority (PARTA), certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees held November 16, 2023.

Date

David Gynn, President
Board of Trustees

Attested

RESOLUTION #2023-11-05

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES APPROVING EXPENDITURES FOR INFORMATION TECHNOLOGY (IT) MANAGED SERVICES WITH QUALITY IP.

WHEREAS, QualityIP is providing Information Technology (IT) managed services; and

WHEREAS, the Portage Area Regional Transportation Authority (*PARTA*) has identified a need for IT managed services for 2024 in an amount not to exceed \$175,000, which includes any pass-through payments for licensing or equipment.

NOW, THEREFORE, LET IT BE RESOLVED by the Portage Area Regional Transportation Authority (*PARTA*) Board of Trustees that:

The General Manager, or her designee, be given authority to approve expenditures not to exceed \$175,000 with QualityIP for IT managed services for the period January 1, 2024, through December 31, 2024, which includes any pass-through payments for licensing or equipment.

CERTIFICATION:

The undersigned duly qualified Board President, acting on behalf of the Portage Area Regional Transportation Authority (*PARTA*), certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees held November 16, 2023.

Date

David Gynn, President
Board of Trustees

Attested

RESOLUTION #2023-11-06

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES HONORING MARGARET BJERREGAARD, BOARD MEMBER, IN APPRECIATION FOR HER DEDICATION AND SERVICE.

Whereas, Margaret Bjerregaard has been a member of the PARTA Board of Trustees appointed by the City of Aurora from 2001-2023; and

Whereas, Margaret Bjerregaard has been a faithful and valuable member serving as a Trustee, Chair of the Operations/Planning Committee, Chair of the Personnel Committee, Member of the Operations/Planning Committee, and Member of the Personnel Committee; and

Whereas, Margaret Bjerregaard is highly respected by her fellow Board members and the General Manager and staff of PARTA; and

Whereas, Margaret Bjerregaard has improved the quality of life for the citizens of Portage County through her dedication and service to PARTA.

NOW, THEREFORE, LET IT BE RESOLVED by the Portage Area Regional Transportation Authority (PARTA) Board of Trustees that they extend their grateful appreciation by this special resolution acknowledging Margaret Bjerregaard for her dedicated service and wish her continued success in all her future endeavors.

CERTIFICATION:

The undersigned duly qualified Board President, acting on behalf of the Portage Area Regional Transportation Authority (PARTA), certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees held November 16, 2023.

Date

David Gynn, President
Board of Trustees

Attested

The Portager

Today is Nov. 8, 2023.

- **SPONSORED: The 7th Annual Portage County Financial Wellness Fair** is Saturday, Nov. 18, 9 a.m. to noon at Ravenna High School. The event features free half-hour classes on a host of personal finance topics, including budgeting, teaching kids about money, credit and debt management and more. Attendees can also ask experts one-on-one questions at a community expo during the event. **The first 50 in attendance will receive a free \$10 gas card, and all who attend will be entered to win \$500 in our grand prize raffle (among other prizes).** On-site childcare and refreshments will be provided, and free transportation to and from the event is available via PARTA. For additional information, and to register for free, [visit this page](#).

Veterans Day

Honor and celebrate our veterans this weekend

The Portage County Board of

Commissioners will host the annual

Veterans Day event on the Portage County Courthouse lawn Nov. 11 at 11 a.m.

American Legion, VFW and Catholic War

Veterans Posts from around the county will participate in the ceremony.

The courthouse memorial site features memorial bricks that can be purchased to honor a service member or veteran. For more information, call 330-297-3545 and ask for Diane.

- **The Portage Area Regional Transportation Authority** is hosting a Veterans Day ceremony at 1 p.m. Friday, Nov. 10 at the Veterans Memorial adjacent to the Kent Central Gateway. All are welcome to attend.

MEMORIAL BRICKS

The following individuals have recently been recognized with the installation of engraved bricks at the Veterans Memorial

In Memory of...

Montford Point Marines 1942-1949

Frank Baba Sr., Air Corps WWII
Mark DeFrange, SGT HHC 1BN 69
Nick DeFrange, CPL HQCO 1AD
Robert Popham, U.S. Navy
Steve Robinson, GySgt WWII
Richard Wilson, U.S. Army

In Honor of...

Frank Baba Jr., CMSgt USAF
Robert T. Hyde, USCG 1952-1955
Jacob S. Michel, U.S. Army
Gary Richards, U.S. Army
Gary P. Robbins, 3AD U.S. Army



VETERANS DAY PROGRAM



HONORING THOSE WHO SERVED

AGENDA

**On this Veterans Day,
let us remember the service of
our veterans, and let us renew
our national promise to fulfill
our sacred obligations to our
veterans and their families
who have sacrificed so much
so that we can live free**

- Dan Lipinski

Welcome	Claudia Amrhein, PARTA General Manager
Presentation of Colors	Kent American Legion Post 496
National Anthem	Kent Roosevelt High School Band
Pledge of Allegiance	
Rifle Volley	Kent American Legion Post 496
Invocation	Pastor Wayne Enders
Taps & Musical Medley	Kent Roosevelt High School Band
Recognition of Elected Officials	Claudia Amrhein
Guest Speaker	Chad Gimmi, Veterans Outreach Rep., Office of Congressman David Joyce
Brick Dedication	Claudia Amrhein
Closing Comments	

LET'S GIVE BACK!

PARTA is hosting a canned food drive to help Portage County residents
SUNDAY, NOVEMBER 12TH, 10AM - 2PM, RAVENNA WALMART

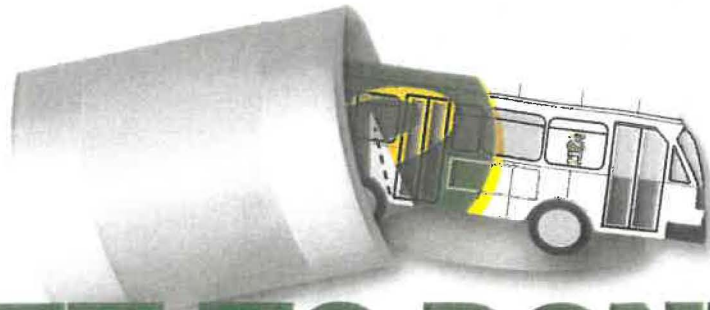


STUFF

THE

BUS

Support Kent Social Services and RSA Food Shelf



WHAT TO DONATE

NON-PERISHABLE FOOD ITEMS:

- Jello
- Stuffing
- Rice or pasta
- Ramen noodles
- Boxed potatoes
- Spaghetti sauce
- Apple sauce
- Soup
- Cranberry Sauce
- Cake/Muffin/Brownie Mix
- Frosting
- Canned vegetables
- Canned fruit
- Canned sweet potatoes
- Canned pumpkin
- Tuna
- Boxed Cereal

OTHER ITEMS:

- Toilet paper
- Shampoo
- Dish Soap
- Laundry Detergent

**STUFF
THE
BUS**

GIVE BACK BY DONATING CANNED GOODS

