

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY
BOARD OF TRUSTEES MEETING
MINUTES

July 28, 2022

Board Members Present:

Karen Beck
Marge Bjerregaard
Richard Brockett
Jeff Childers

Debbie Davison
Virginia Harris
R. T. Mansfield
Jack Murphy

Frank Vitale
Stacey Wilson
Karen Wise
Marvin Woods

Staff Present:

Claudia Amrhein
Denise Baba

Marcia Fletcher
Justin Markey, Roetzel & Andress

Rebecca Schrader

Board Members Not Present:

Dave Gynn (1st excused absence) Mike Lewis (1st excused absence)

Guests Present:

Lorrain McCarty, Kent

Judy Nelson, Kent

Morgan Tipton

CALL TO ORDER

Temporary Presiding Officer Karen Wise called the July 28, 2022, PARTA Board of Trustees meeting to order at 7 p.m. and indicated this was also the Annual Meeting. She noted that she was filling in tonight in the absence of Mr. Dave Gynn and Mr. Mike Lewis. She then asked Ms. Marcia Fletcher to call the roll. After roll call, it was determined that a **quorum was participating**.

Ms. Claudia Amrhein thanked Ms. Lorrain McCarty and Ms. Judy Nelson for coming. She said they are part of the city of Kent’s Sustainability Commission that conducted the greenhouse gas emission study in the Zero Emission Fleet Transition (ZEFT) Plan that was included in the Board packet. They met about a month or so ago, compared notes, talked about how the project was going, and discussed next steps.

Moving on, Ms. Wise welcomed new Board member Ms. Stacey Wilson and said the first order of business was for Ms. Amrhein to introduce her. Afterwards, Ms. Wilson would be sworn into service.

Ms. Amrhein said she was thrilled to have Ms. Wilson join the Board as a member from the city of Kent. Sadly, Ms. Morgan Tipton, who served for the previous three years, decided that it was best to not reup again. Ms. Tipton knew Ms. Wilson and recruited her. She’s very interesting, has a great background, and has ridden public transit regularly to get to work in systems far larger than PARTA.

Ms. Wise asked Ms. Wilson if she had anything to say before she was sworn in.

Ms. Wilson thanked everyone and said she was happy to be here.

Ms. Fletcher then gave the oath of office to Ms. Wilson.

Following the oath of office, Ms. Wise thanked Ms. Tipton for her service. She said Ms. Tipton was on the Board for three tough years as some of the meetings were remote and she still managed to always bring a smile and good questions. She will be missed.

Moving on, Ms. Wise said Mr. Gynn asked her to thank Ms. Karen Beck for presiding over the May meeting and the PARTA staff for coordinating attendance at the RubberDucks game in lieu of the June Board meeting. It was a fun night and in the top five highlights for her so far this summer.

Moving on, Ms. Wise asked for a motion to accept the minutes from the May 26, 2022, meeting. **Mr. Marvin Woods** made a motion to accept the minutes as presented, which was seconded by **Ms. Virginia Harris**. The motion to approve the minutes, as presented, passed unanimously.

GUEST COMMUNICATIONS

Ms. Wise asked the guests attending the meeting if they had any comments. Hearing none, she asked Ms. Amrhein to give the General Manager's report.

GENERAL MANAGER'S REPORT

Ms. Amrhein thanked Ms. Wise and said it's good to see everyone since the Board hasn't met since May. There were no resolutions, but she would have a presentation later in the meeting. Ms. McCarty and Ms. Nelson have actively been working on the city of Kent's greenhouse gas emissions status and PARTA is a part of that. Ms. Rebecca Schrader earlier passed out copies of the state financial audit, which once again was clean with no findings for the 20th year. Unfortunately, the three trolley buses haven't arrived yet and will not all arrive at the same time. They have been caught in the glut of parts and supply chain problems. One is very near completion though. A launch is tentatively planned for Friday, August 19, but hasn't been publicized yet. The Board will be notified if something comes together before the next meeting. Next month, the Board will be hearing about the Request for Proposal (RFP) that was issued this month for transit operations software. This is a very large undertaking. PARTA has been with Trapeze for its primary software for about 20 years. Over the years a lot has changed and PARTA is committed to finding a better solution for the next 10 years or so. Now there are newer systems that are probably a better fit for PARTA. Trapeze is a large package used by large systems like Cleveland and New York. Once all the proposals have been vetted and scored and the best proposal selected, it will be brought to the Board in October. She concluded by saying she would be happy to answer any questions.

Hearing none, Ms. Wise thanked Ms. Amrhein and moved on to the committee reports.

ADMINISTRATION COMMITTEE REPORT

Ms. Wise said the Administration Committee did not meet but the business in front of it is to seat the next slate of officers. For the last couple months, the committee has been calling for nominations or interest in serving as officers. The slate for consideration, and eventually roll call later in the meeting, is Mr. Dave Gynn for President, Mr. Mike Lewis for Vice President, and Ms. Karen Wise for Temporary Presiding Officer. For the record, she asked Ms. Fletcher if anyone else had expressed interest.

Ms. Fletcher said no one else expressed interest to her.

Ms. Wise said if anyone would like to be considered or would like to make an additional nomination, they can still do that during the election portion of the meeting.

FINANCE COMMITTEE REPORT

Moving on, Ms. Wise asked Mr. Jeff Childers to give the report of the Finance Committee.

Mr. Childers said the Finance Committee met on Tuesday, and Ms. Schrader reported that *PARTA* was in good shape financially. KSU Revenues and Farebox & Ticket Sales were down yet there was still a surplus of \$102,996 for the month and a surplus of \$702,936 for the year. Senior staff and the General Manager continue to keep *PARTA* in good shape. The Kent Central Gateway (KCG) report was unremarkable. He congratulated Ms. Schrader on the 20 years of clean audits. There was some concern expressed about the reduction in federal funds over the next couple years. In the last three years, *PARTA* managed to collect about \$13 million in additional operating federal funds to keep the operation going. Restricted funds were doing well with almost \$6 million. There were no resolutions to consider. He referred any technical questions to Ms. Schrader.

Ms. Wise asked if there were any questions for Mr. Childers or Ms. Schrader. Hearing none, she thanked Mr. Childers for filling in and giving the report.

OPERATIONS COMMITTEE REPORT

Moving on, Ms. Wise said the Operations Committee did not meet.

PERSONNEL COMMITTEE REPORT

Ms. Wise said the Personnel Committee did not meet.

OLD BUSINESS

Ms. Wise said there was no Old Business and moved on to New Business.

NEW BUSINESS

Ms. Wise asked Ms. Amrhein to give her presentation on the ZEFT Plan.

Ms. Amrhein presented her PowerPoint, which is attached. Following her presentation, she asked if there were any comments.

Ms. Judy Nelson thanked Ms. Amrhein for reaching out and sharing the ZEFT Plan. She said since 2017 when the nation was taken out of the Paris Accord Agreement, the city of Kent Sustainability Commission worked with City Council on a resolution to create a Climate Action Plan. The commission completed the greenhouse gas inventory and is now ready to move forward. They are excited to have partners like *PARTA*, which is critical because transportation is one of the larger greenhouse gas producers. She was excited when she read through the plan that one of the components was using Renewable Natural Gas (RNG) instead of Compressed Natural Gas (CNG). RNG still makes emissions, but they are accounted for at point of production instead of at point of usage, which enables it to be a zero-emission procedure.

Ms. Amrhein asked if there were any questions.

Mr. Jack Murphy said the plan noted that RNG was almost three times cleaner than Electric Vehicles (EVs). He asked if that considered any carbon that's produced in mining and in producing batteries.

Ms. Amrhein said she believes that is included in the analysis. It's cradle to grave analysis; Clean Energy knows what regions are using coal and at what percentage. In a different part of the country, that analysis would look different because more electricity is being generated from renewable sources. This was for Ohio, which is a region where approximately 80% of electricity is produced from coal.

Mr. Richard Brockett asked if RNG would be as attractive as an EV when applying for this grant.

Ms. Amrhein said she hoped so. Federal Transit Administration (FTA) guidelines consider battery electric to be zero emission, but they've carved out low emission vehicles for 25% of the full funding so they know that not everyone can go to electric. It's a long-term process. Buses can't be replaced until they are 12 years old so the earliest PARTA could even begin to think about it would be in 2038 because some buses will be purchased in 2026.

Mr. Frank Vitale asked where the country stood with RNG.

Ms. Amrhein said according to Clean Energy, the reason they can't promise RNG until 2025 is that they are still developing methane capture sites. They must acquire contracts with cow farms, wastewater plants, and other places that produce the necessary emissions and then put the infrastructure in place. Having the letter of intent from Clean Energy, which was submitted with the grant application, is awesome. If awarded, buses will be running on RNG in 2025. To apply for a no emission vehicle, the ZEFT Plan is required. To apply for low emission vehicles, it's not required but it's a good thing to have. As buses come in, the plan will be updated.

Ms. Wise said it's good to be a part of an organization that is proactive, voluntarily looking ahead, positioning the fleet for the future, and being good environmental stewards. She pointed out the Environmental Conservation Award in the room on the back wall from the Portage Park District Foundation and said if PARTA isn't careful, it will get nominated for another one.

RESOLUTION

Moving on, Ms. Wise said there were no resolutions.

ELECTION OF OFFICERS

Ms. Wise then moved on to the election of Board officers. Hearing no additional nominations, she asked for a motion to close the nominations.

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

Ms. Wise noted that the term for officers is one year effective immediately. She then asked for a motion to accept and elect the following slate of officers:

- Dave Gynn President
- Mike Lewis Vice President
- Karen Wise Temporary Presiding Officer

Motion: **Jack Murphy** **Second:** **Karen Beck**

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

Ms. Wise said this is also the time of year for committee assignments. The four committees are Administration, Finance, Operations, and Personnel. Each committee has three members.

Mr. Childers said Mr. Gynn already approached Board members about serving on committees.

Ms. Amrhein said Mr. Gynn asked that this be brought up today. She suggested emailing or calling Mr. Gynn if anyone was interested in serving on a committee.

Ms. Wise asked if committee assignments would be finalized at the next Board meeting.

Ms. Amrhein said she can't answer that because Mr. Gynn does the appointing. The Finance Committee meets every month, and she doesn't think there's any change in that committee. The other committees may change especially since Ms. Tipton served on the Administration Committee and will have to be replaced.

Moving on, Ms. Wise said the Board packet included a listing of the 2023 Board and Finance Committee meetings. Unless there is any objection, those will be published and formally adopted.

EXECUTIVE SESSION, as needed

Hearing no objections, Ms. Wise said there was no need for an Executive Session.

Lastly, Ms. Wise asked Ms. Denise Baba to talk about the Randolph Fair.

Ms. Baba said the fair starts August 23 and runs through August 28. PARTA has been a fixture at the fair for nearly two decades and will be there again this year. Hopefully a trolley will be there but if not, one of the big buses will be there. One of the requirements of having a booth at the fair is it must be manned all day from opening day through the end of the fair. Volunteers are needed to staff the booth, particularly for the evenings and weekends. There's a sign-up sheet available and she asked Board members to check their calendars and sign up this evening for at least one shift. She said volunteers get free admission to the fair for the day they volunteer. It's a great opportunity to meet the public and talk about PARTA. No special knowledge is required - just be friendly, hand out tchotchkes, welcome people to the fair, and show the trolley/bus if anyone is interested. If someone can't make a commitment this evening, she asked them to give her a call. The shifts are two hours, and they fly by. She thanked everyone in advance for signing up.

ADJOURNMENT

Hearing nothing further, Ms. Wise entertained a motion to adjourn. **Ms. Karen Beck** made a motion to adjourn the meeting, which was seconded by **Ms. Debbie Davison**. Ms. Wise asked all in favor to say aye. She asked any opposed to say no. Hearing no opposition, the **motion to adjourn passed unanimously**.

The meeting adjourned at 7:50 p.m.

Respectfully submitted,



Marcia Fletcher
Executive Assistant