



PARTA Board of Trustees Meeting Packet – October 24, 2024

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Board of Trustees Meeting Minutes – September 26, 2024

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Agenda

1. Call to Order Oral
 Roll Call
2. Meeting Minutes Attachment A
 Minutes from September 26, 2024, Meeting (Motion Required) Presentations Attached
3. Guest Communications (2-minute limit) Oral
4. General Manager's Report Attachment B
5. Committee Reports Did Not Meet
 - a. Administration Scheduled to Meet 10/24/2024
 - b. Finance Did Not Meet
 - c. Operations Met 10/08/2024
 - d. Personnel
6. Old Business
7. New Business
 - SOAR Award Presentation
 - Congruence Presentation
8. Resolutions - Roll Call Approval Required
9. Executive Session, as needed
10. Adjournment

Next Regular Meeting:
November 21, 2024 @ 7:00 p.m.

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY

BOARD OF TRUSTEES MEETING

MINUTES

September 26, 2024

Board Members Present:

Karen Beck
Debbie Davison
Dave Gynn, President

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

Frank Vitale
Stacey Wilson
Marvin Woods, TPO

Board Members Not Present:

Victor Baerman (1st excused absence)
Virginia Harris (2nd excused absence)

Janice Simmons-Mortimer (1st excused absence)
Karen Wise (1st excused absence)

Staff Present:

Claudia Amrhein
Denise Baba
Kylie Calcei

Marcia Fletcher
Ashley Forbes
Kelly Jurisch

Amy Proseus
Natalie Rothenbuecher, Roetzel & Andress
Brian Trautman

Guests Present:

Celia King

CALL TO ORDER

President Dave Gynn called the September 26, 2024, *PARTA* Board of Trustees meeting to order at 7:01 p.m. and asked for a roll call, after which it was determined that **a quorum was present**.

Mr. Gynn thanked everyone for coming tonight and for attending the ballgame and county fair. He thanked Ms. Denise Baba for her work on the Community Resource Fair today.

Moving on, Mr. Gynn asked for a motion to approve the minutes of the July 25, 2024, Board meeting. **Mr. Marvin Woods** made a motion to approve the minutes as presented, which was seconded by **Ms. Karen Beck**. He asked if there were any questions. Hearing none, he said the **motion to approve the minutes, as presented, passed unanimously.**

GUEST COMMUNICATIONS

Mr. Gynn asked Ms. Claudia Amrhein to give the General Manager’s report.

GENERAL MANAGER’S REPORT

Ms. Amrhein thanked Mr. Gynn and everyone for coming out. She expressed her excitement about rolling out the great work that the planning and operations teams have been doing using the new software tools that were installed last year. She said they’ve been able to look at some of the routes and find ways within the budget and current staffing to restore some service hours based on the data driven demographics and layers of information pulled from this software. Ms. Amy Proseus, Transit Planner, and Ms. Kylie Calcei, Operations Manager, along with Mr. Brian Trautman, will be talking a little bit about the route adjustments to be launched in October. Hopefully that will be very well received because those

hours were cut during COVID and have not been able to be brought back yet. Also, Ms. Celia King from Arrants McSwain is a leadership coach and team building trainer who has been working with PARTA for years in a variety of different capacities. She's become a popular speaker at the OPTA conferences and will be presenting tonight about building the Board's capacity for stepping up into leadership and committee roles. Over the next couple years, she will be partnering with PARTA to put into place succession plans. Also, as mentioned in the Board report, this is Ms. Marcia Fletcher's last meeting. Refreshments will be shared at the end of the meeting. She expressed appreciation for Ms. Fletcher's almost nine years of service, which is a well-earned second retirement because she already retired from The University of Akron. She said a new person is getting up to speed for the October meeting. As Mr. Gynn mentioned, the first Community Resource Fair was held today at the Kent Central Gateway (KCG). Ms. Baba pulled that together, and it was very well attended. There were 22 tables of resources from throughout the community for people who attended. She asked if there were any questions.

Hearing none, Mr. Gynn wished Ms. Fletcher the very best and happiness in her retirement. He said she will be missed and thanked her for everything she has done. He then moved on to the committee reports.

ADMINISTRATION COMMITTEE REPORT

Mr. Gynn said the Administration Committee did not meet and moved on to the Finance Committee report.

FINANCE COMMITTEE REPORT

Mr. Gynn said the Finance Committee met prior to this meeting and asked Mr. Lewis to give that report.

Mr. Lewis said the Finance Committee is now meeting at a new time of 6:15 p.m. on the same day as the Board meeting. He thanked Ms. Karen Beck for serving as an Alternate, Mr. Jack Murphy for attending the committee meeting, and Mr. Frank Vitale for attending as a member of the Finance Committee. He said Ms. Virginia Harris is the other member of the Finance Committee, but she was unable to attend tonight. He encouraged everyone to attend the Finance Committee meetings. He said the 2023 Financial Audit has been completed and for the 22nd time in a row, there were no findings, which is amazing. Everybody was provided a copy of the audit. It was an unmodified opinion, which means there were no changes made and everything went well. He asked if there were any questions on the audit before going into the finances.

Hearing none, Mr. Lewis said overall, the PARTA financials looked pretty good. Revenues were a little behind budget, mostly due to KSU Revenues. Kent State University (KSU) is back in session, so those revenues will increase. Investment Income had a surplus and the interest rates right now are still pretty good. The portfolio and STAR Ohio are both looking pretty good. The expenses were all underspent. There were only a couple categories YTD that were above where they should be this time of year. For the month, there was a surplus of \$62,145, and YTD has a \$2,280,649 surplus. He asked if there were any questions on the finances for PARTA.

Hearing none, Mr. Lewis moved on to KCG and said revenues were a little behind due to Hotel Overnight Parking and Monthly Parking Passes; however, Daily Parking Revenue and Lease Revenue helped. Expenses were pretty much in line other than Contract Maintenance Service. He asked Mr. Trautman for an explanation of that expense.

Mr. Trautman said the two big expenses were for a heat pump compressor replacement and a floor machine.

Moving on, Mr. Lewis said YTD Actual was the only category that was a little out of whack to budget due to those expenses. For the month, there was a deficit of \$1,479 but YTD Actual has a surplus of \$64,170. He asked if there were any questions.

Hearing none, Mr. Gynn thanked Mr. Lewis, the committee, and the others who attended. He said hopefully now that the meeting is a little bit earlier than the Board meeting, more people will come. He then moved on to the Operations Committee report.

OPERATIONS COMMITTEE REPORT

Mr. Gynn said the Operations Committee did not meet and moved on to the Personnel Committee report.

PERSONNEL COMMITTEE REPORT

Mr. Gynn said the Personnel Committee did not meet but is scheduled to meet soon. 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 said the first item under New Business was a presentation on route adjustments, which is attached. He asked Mr. Trautman and Ms. Proseus to provide their PowerPoint.

Following their PowerPoint, Mr. Gynn moved on to the Facilitated Discussion and asked Ms. Amrhein to introduce Ms. King.

Ms. Amrhein said Ms. King is the lead consultant for Arrants McSwain located in Canton. *PARTA* has been working with Ms. King since 2019 on coaching and team building skills. The first Leadership Academy was completed last year with some managers. The goal is to prepare people to move up into different roles over the next months and years. Part of that is working with the Board moving forward to understand their supporting role as changes are made.

Ms. King then presented her PowerPoint, which is attached. Following her presentation, Mr. Gynn moved on to the resolutions.

RESOLUTIONS

Mr. Gynn said there were no resolutions and moved on to the Executive Session.

EXECUTIVE SESSION

Mr. Gynn said there was no need for an Executive Session and asked if there were any other comments.

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 **Mr. Jack Murphy**. Mr. Gynn asked all in favor to signify by saying aye. He asked any opposed to signify with the same sign. Hearing no opposition, the **motion to adjourn passed unanimously**.

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

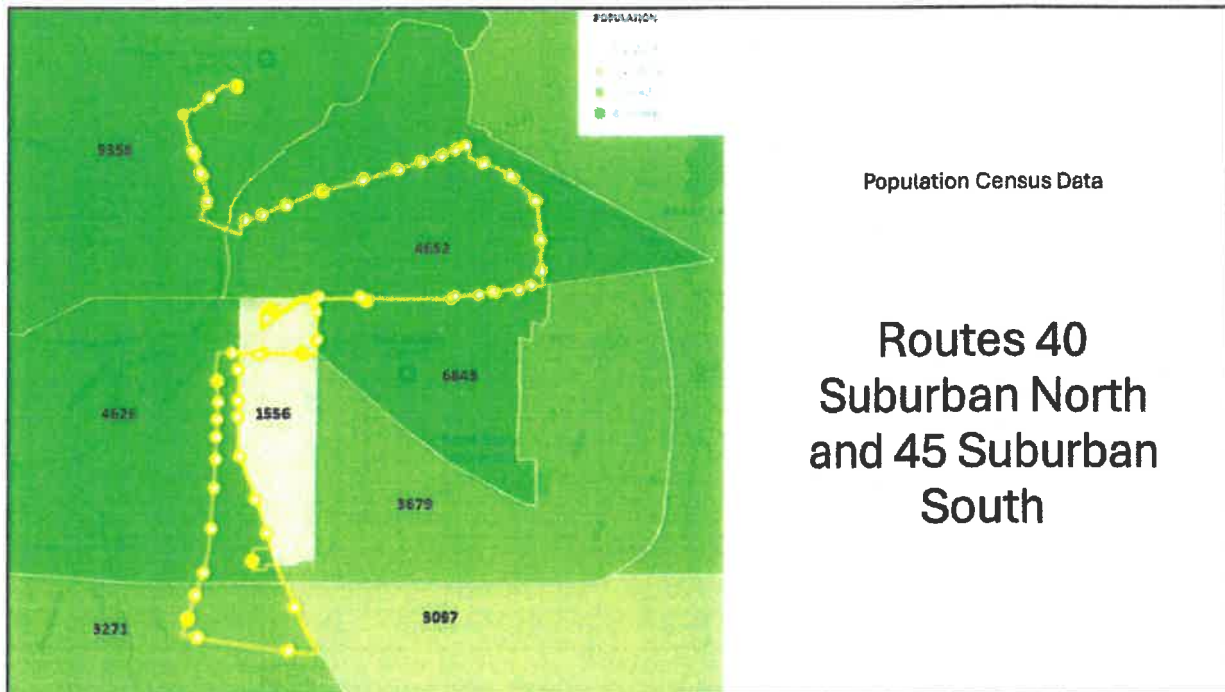
Marcia Fletcher
Executive Assistant

Route Optimization Plan

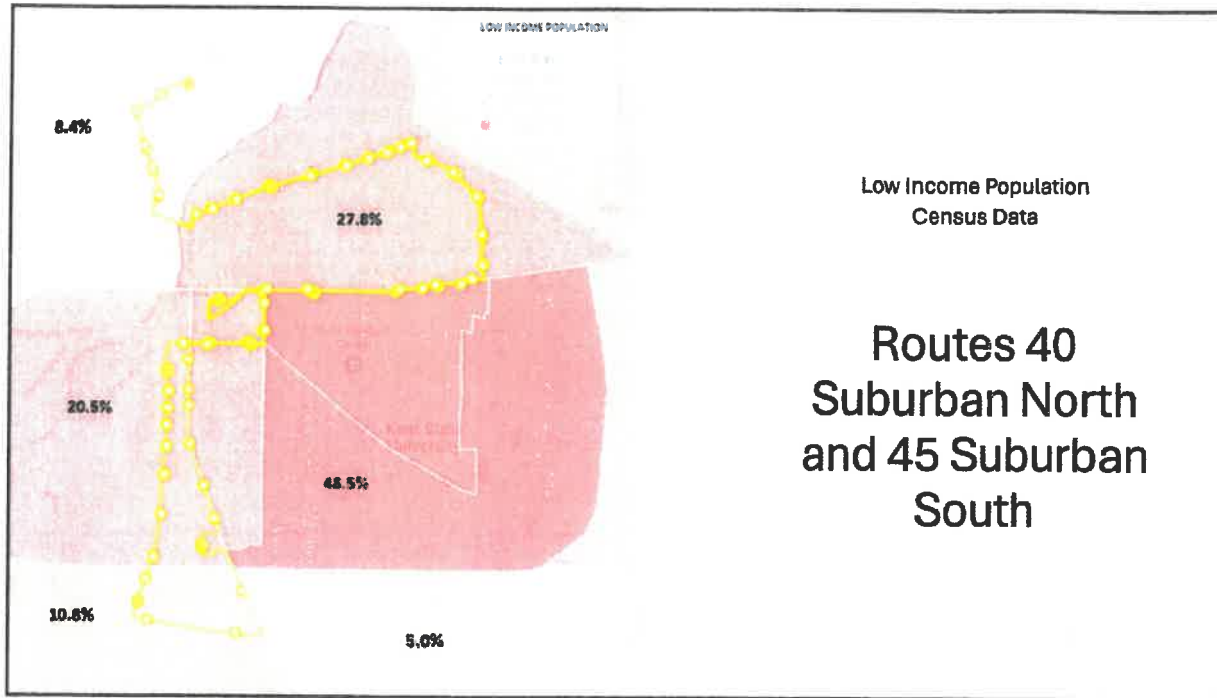


- Strategy for restoring service to pre-pandemic levels
- Balancing ridership demand, workforce levels, and financial impact
- Using data-driven approach to service decisions

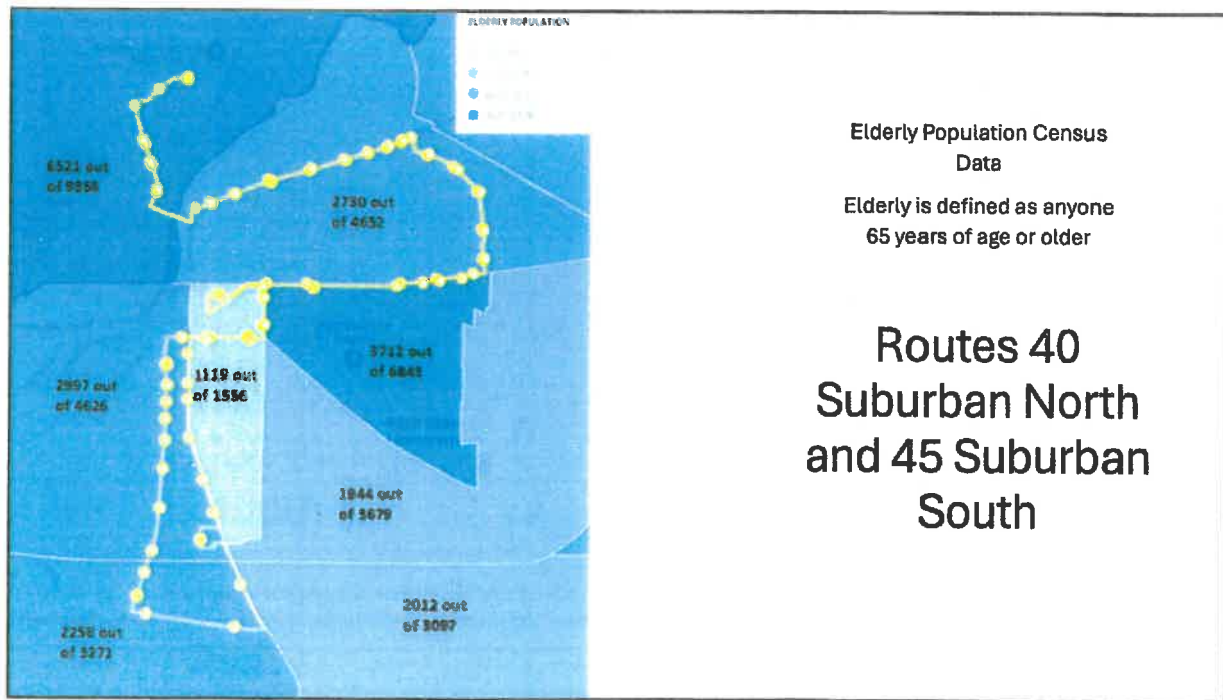
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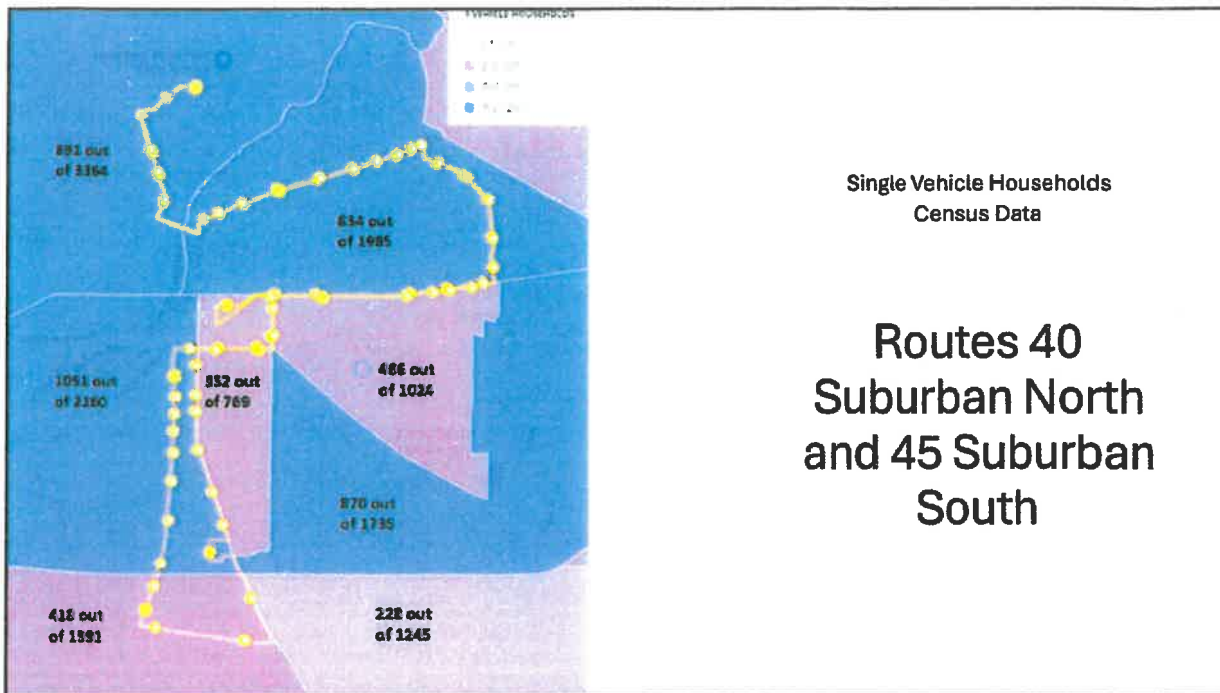
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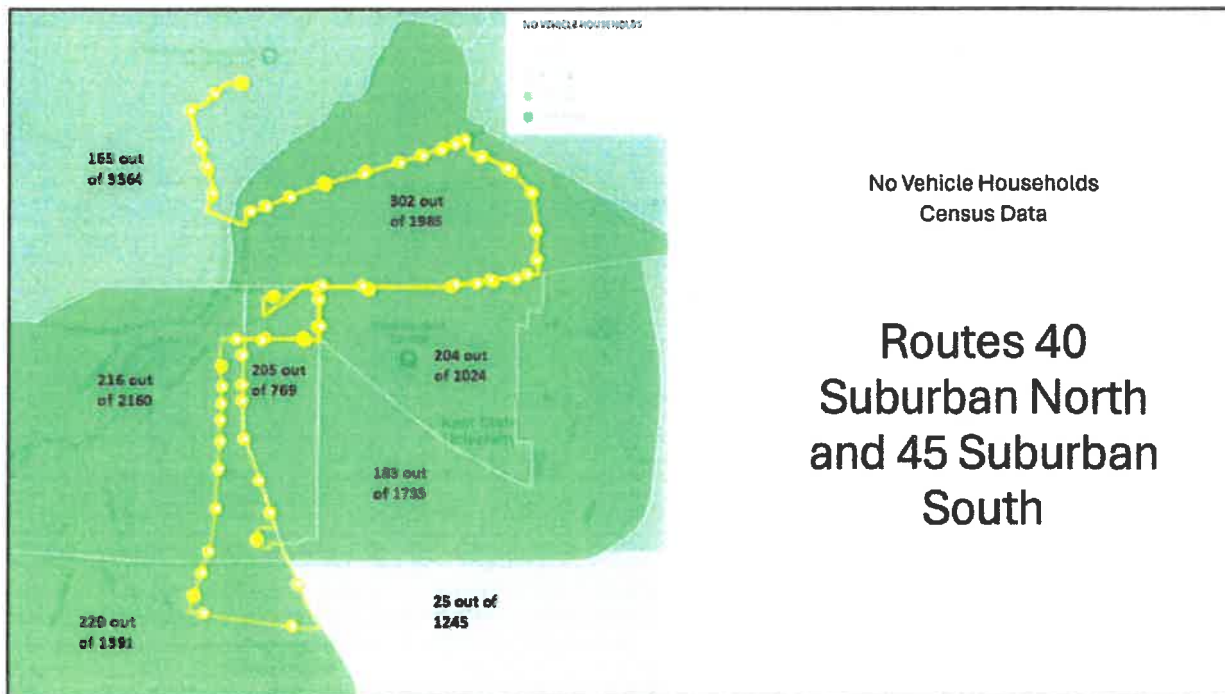
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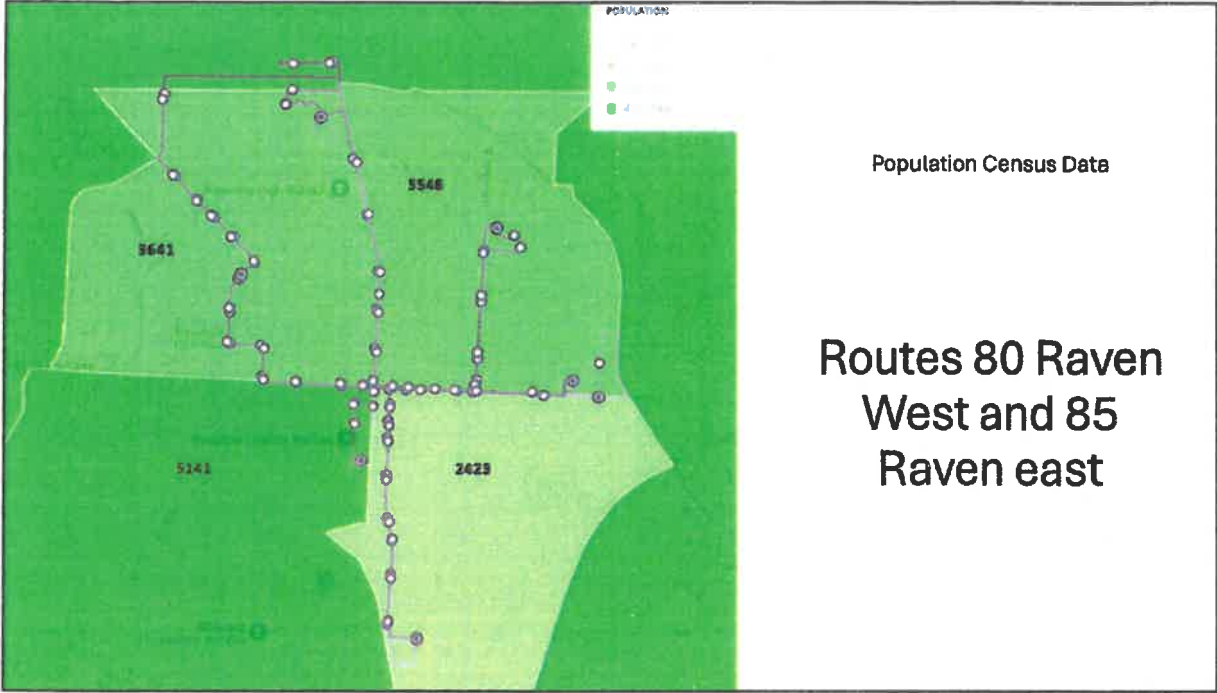
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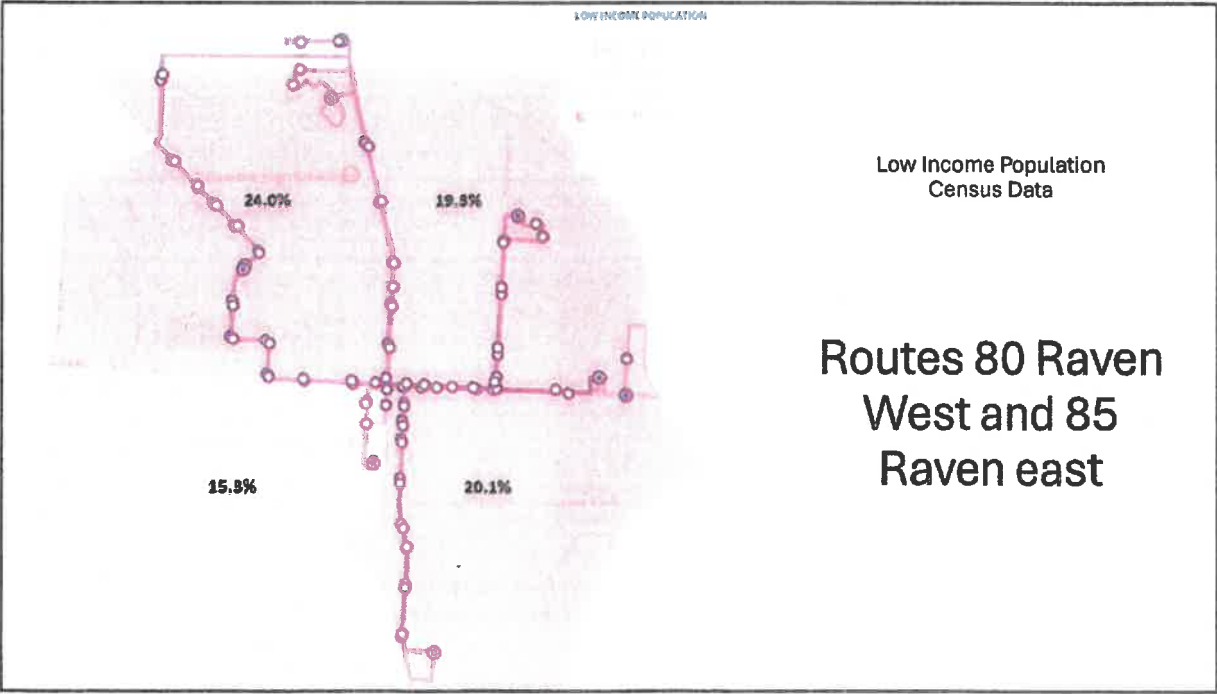
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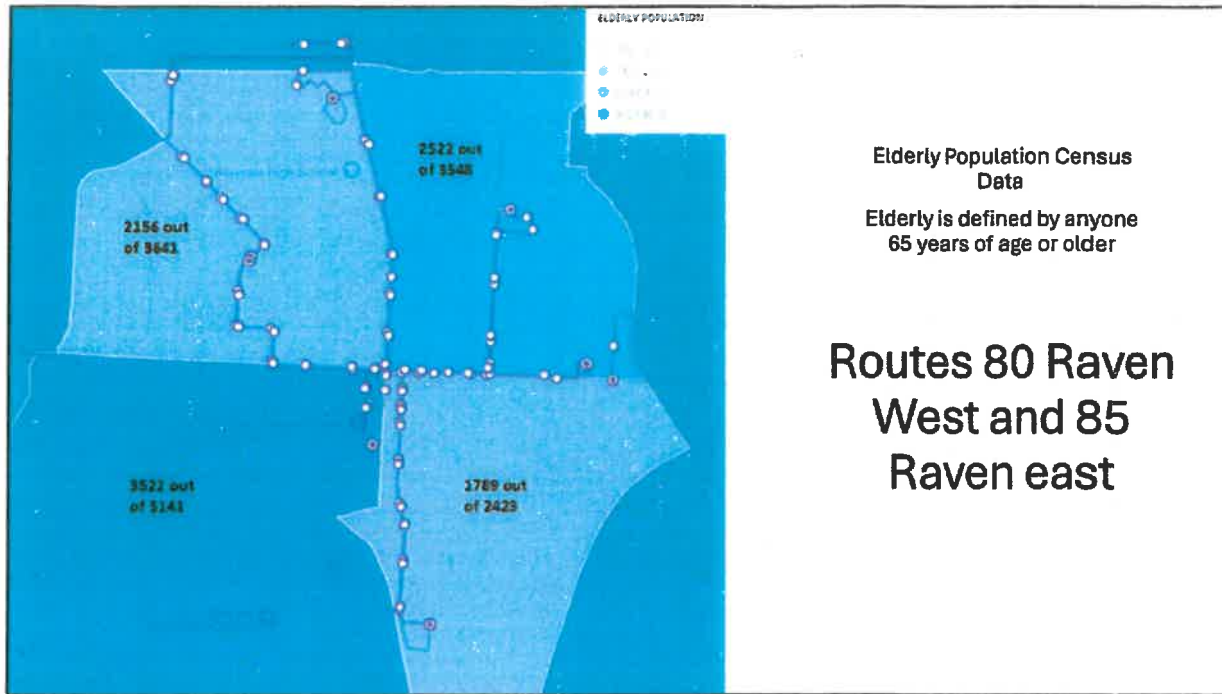
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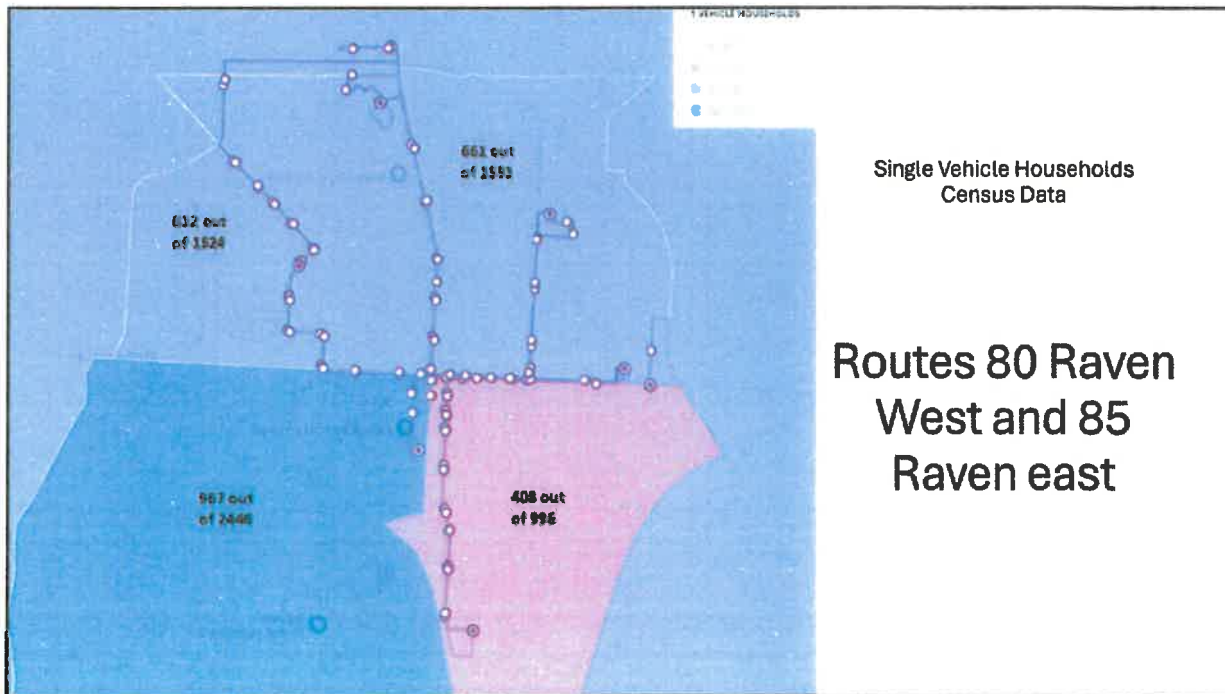
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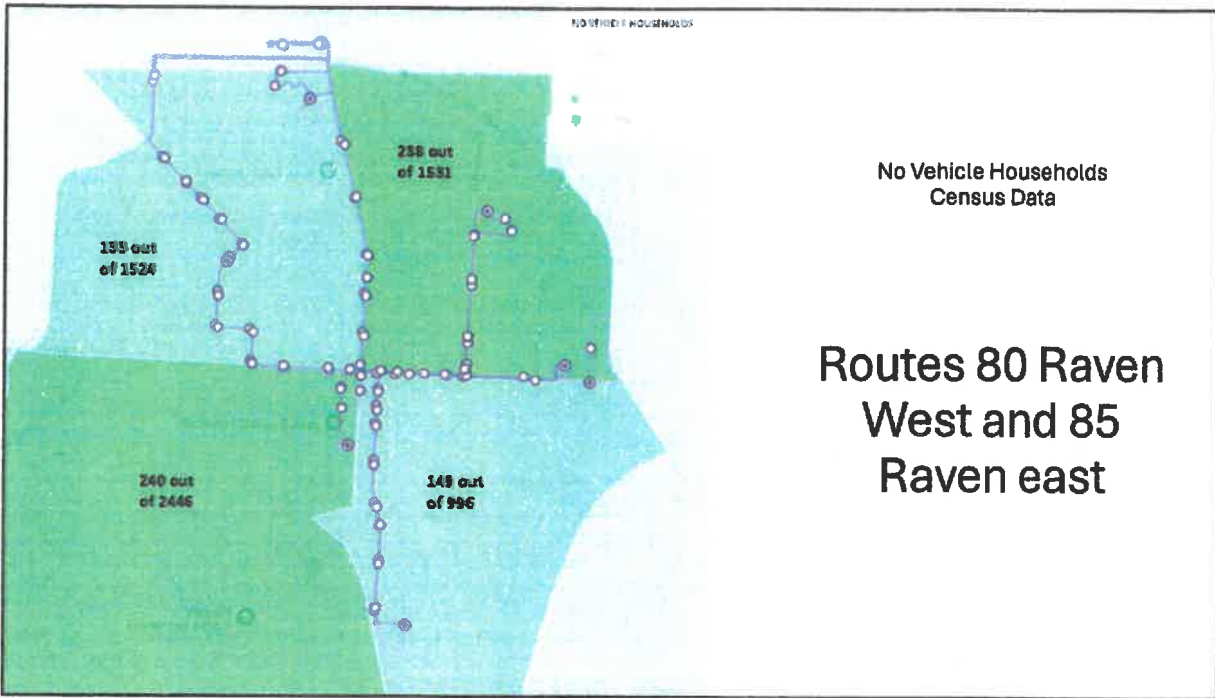
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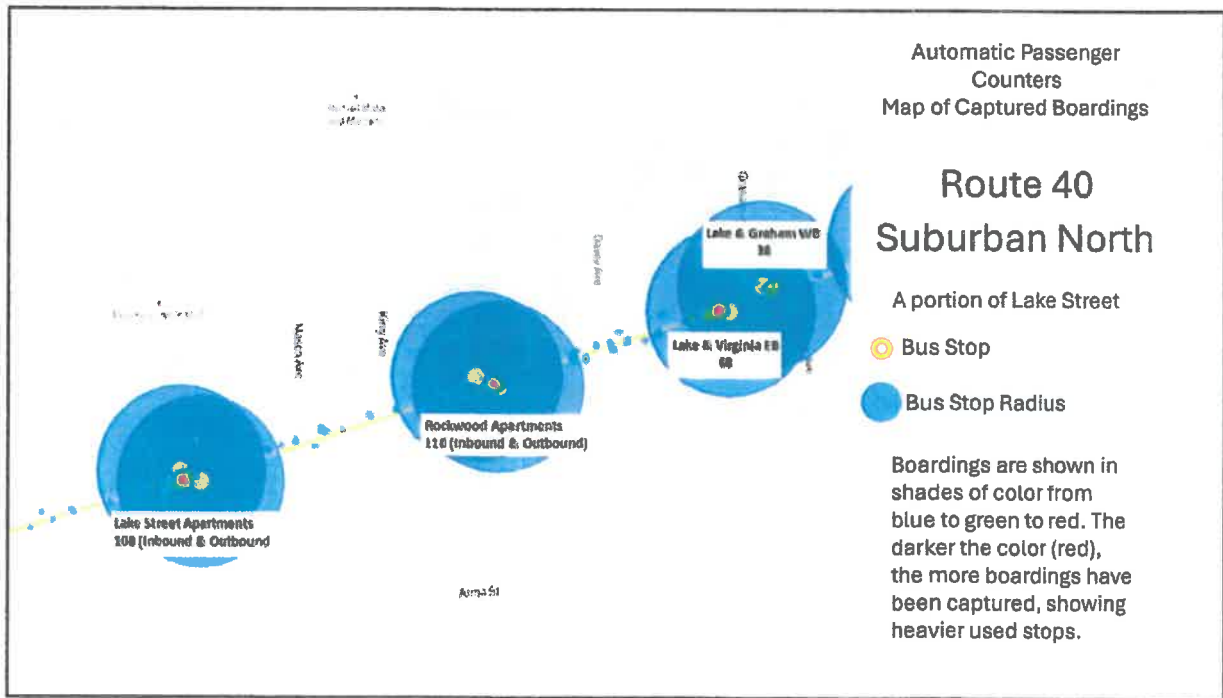
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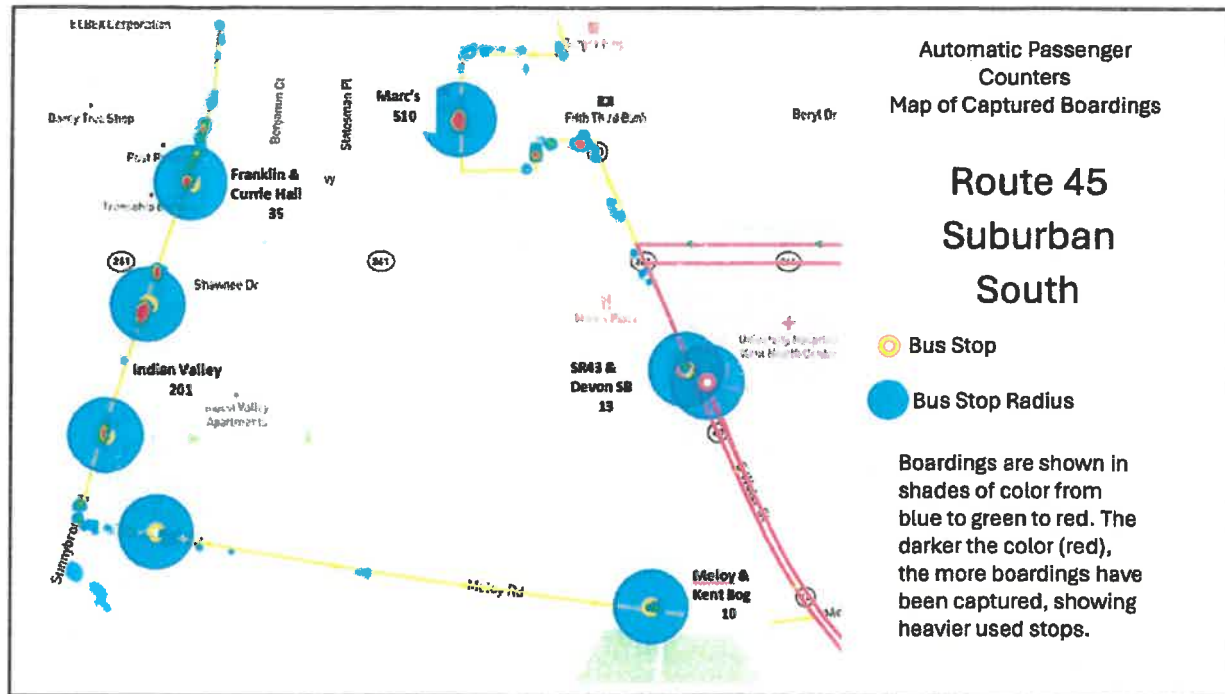
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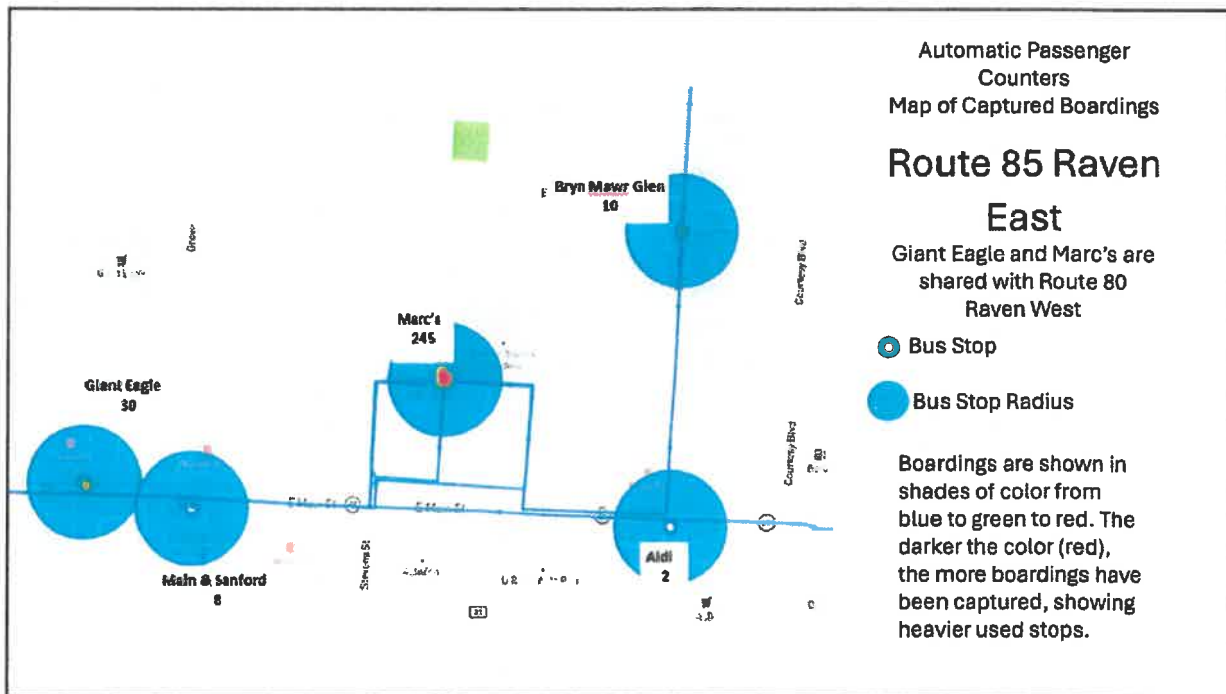
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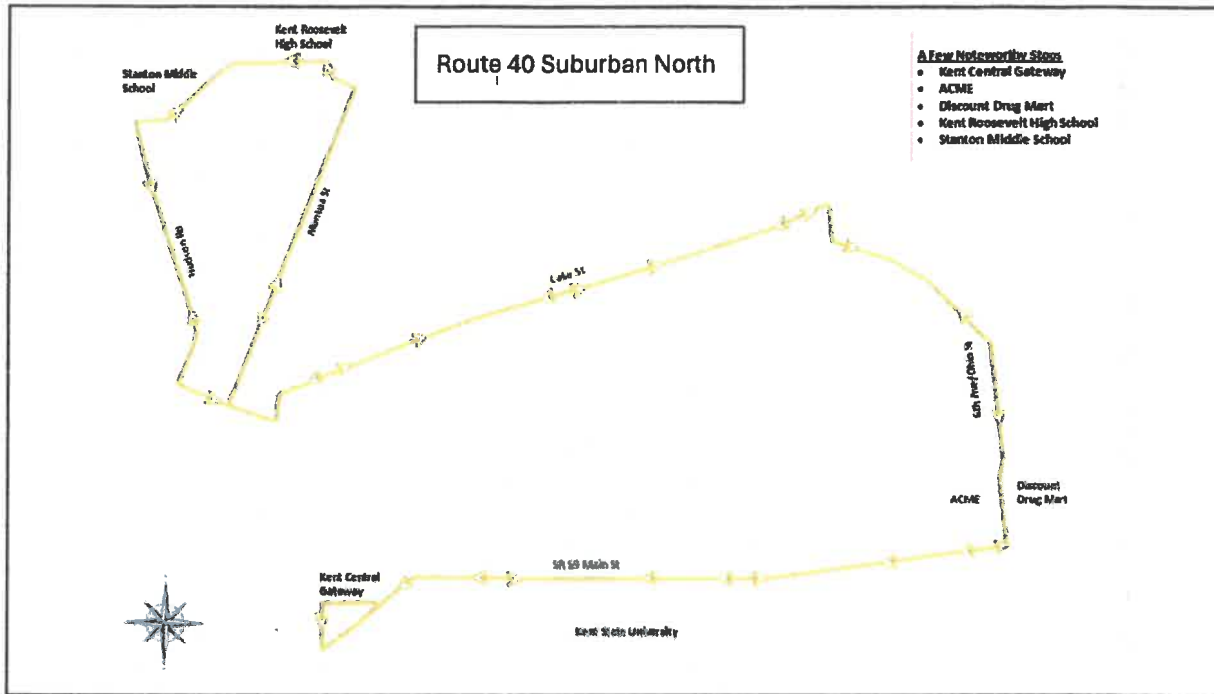
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15

Route 40 Suburban North Current

Timepoint	KCG	Moulton Hall	6th & Drugmart	Lake & Woodside WB	Roosevelt HS WB	Roosevelt HS EB	Roosevelt HS EB	Roosevelt HS WB	Lake & Woodside EB	6th & ACME SB	KCG
Stop ID	962	502	755	762	123	314	314	123	785	788	962
AM						5:55	-	6:00	6:07	6:10	
AM	6:45	6:50	6:55	7:01	-	7:06	7:08	-	7:12	7:19	7:24
AM	7:30	7:35	7:40	7:46	-	7:51	7:51	-	7:57	8:04	8:09
AM	8:15	8:20	8:25	8:31	-	8:36	8:36	-	8:42	8:49	8:54
AM	9:00	9:05	9:10	9:16	-	9:21	9:21	-	9:27	9:34	9:39
AM	9:45	9:50	9:55	10:01	-	10:06	10:06	-	10:12	10:19	10:24
AM	10:30	10:35	10:40	10:46	-	10:51	10:51	-	10:57	11:04	11:09
AM	11:15	11:20	11:25	11:31	-	11:36	11:36	-	11:42	11:49	11:54
PM	12:00	12:05	12:10	12:16	12:21	-	-	12:21	12:27	12:34	12:39
PM	12:45	12:50	12:55	13:01	13:06	-	-	13:06	13:12	13:19	13:24
PM	13:30	13:35	13:40	13:46	13:51	-	-	13:51	13:57	14:04	14:09
PM	14:15	14:20	14:25	14:31	14:36	-	-	14:36	14:42	14:49	14:54
PM	15:00	15:05	15:10	15:16	15:21	-	-	15:21	15:27	15:34	15:39
PM	16:30	16:35	16:40	16:46	16:51	-	-	16:51	16:57	17:04	17:09
PM	18:00	18:05	18:10	18:16	18:21	-	-	18:21	18:27	18:34	18:39
PM	18:45	18:50	18:55	19:01	19:06	-	-	19:06	19:12	19:19	19:24

Route 40 operates Monday through Saturday

This route currently is covered by 2 full-time positions. There will not be any need to add addition positions.

Service Hours
 2019 = 16.00
 Current = 12.07
 New = 16.00

Cost Daily
 Current=\$432
 New=\$565
 Increase=\$133

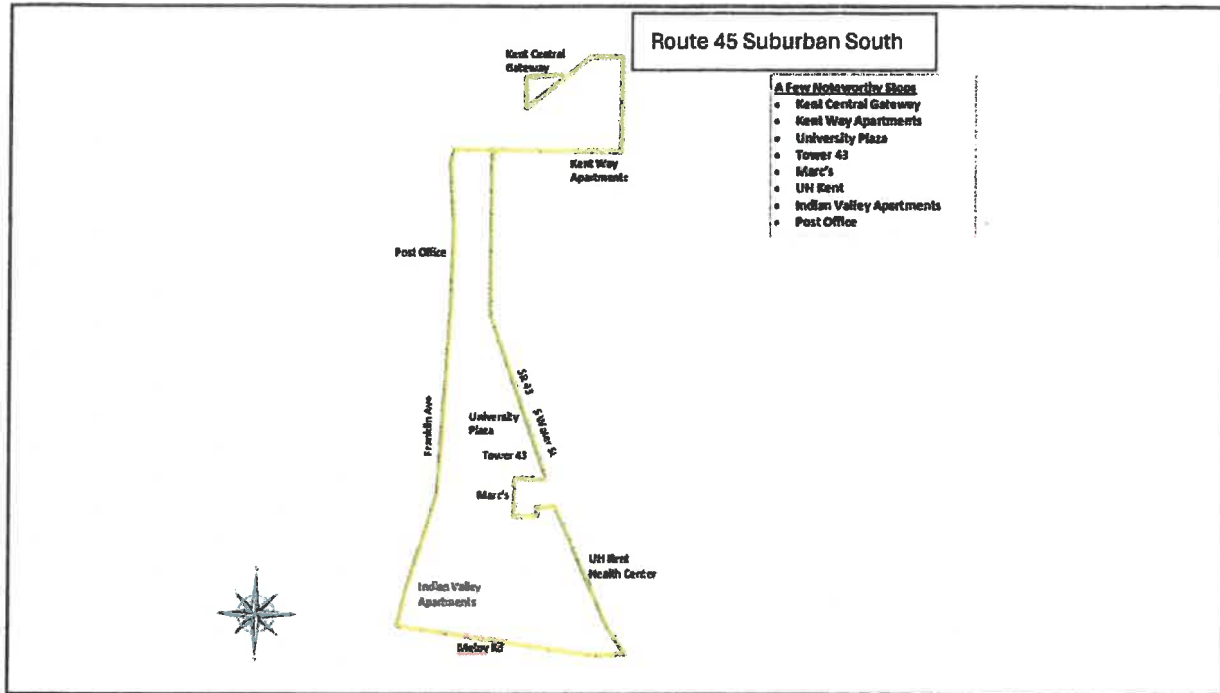
Highlighted trips alternate with Route 45. This causes gaps in service.

Current = 15 trips
 New = 22 trips
 7 additional trips a day

Timepoint	KCG	Moulton Hall	Lake & Woodside WB	Roosevelt HS WB	Roosevelt HS EB	Roosevelt HS EB	Roosevelt HS WB	Lake & Woodside EB	KCG
Stop ID	962	502	762	314	123	123	314	788	962
AM	6:05	6:08	6:17	6:22	-	-	5:50	5:55	6:05
AM	6:45	6:48	6:57	7:02	-	-	6:22	6:27	6:39
AM	7:25	7:28	7:37	7:42	-	-	7:42	7:47	7:59
AM	8:05	8:08	8:17	8:22	-	-	8:22	8:27	8:39
AM	8:45	8:48	8:57	9:02	-	-	9:02	9:07	9:19
AM	9:30	9:33	9:42	9:47	-	-	9:47	9:52	10:04
AM	10:10	10:13	10:22	10:27	-	-	10:27	10:32	10:44
AM	10:50	10:53	11:02	11:07	-	-	11:07	11:12	11:24
AM	11:30	11:33	11:42	11:47	-	-	11:47	11:52	12:04
PM	12:10	12:14	12:22	-	12:26	12:26	-	12:34	12:44
PM	12:50	12:54	13:02	-	13:06	13:06	-	13:14	13:24
PM	13:30	13:34	13:42	-	13:46	13:46	-	13:54	14:04
PM	14:10	14:14	14:22	-	14:26	14:26	-	14:34	14:44
PM	14:50	14:54	15:02	-	15:06	15:06	-	15:14	15:24
PM	15:30	15:34	15:42	-	15:46	15:46	-	15:54	16:04
PM	16:10	16:14	16:22	-	16:26	16:26	-	16:34	16:44
PM	16:55	16:59	17:07	-	17:11	17:11	-	17:19	17:29
PM	17:35	17:39	17:47	-	17:51	17:51	-	17:59	18:09
PM	18:15	18:19	18:27	-	18:31	18:31	-	18:39	18:49
PM	18:55	18:59	19:07	-	19:11	19:11	-	19:19	19:29
PM	19:35	19:39	19:47	-	19:51	19:51	-	19:59	20:09
PM	20:15	20:19	20:27	-	20:31	20:31	-	20:39	20:49
PM	20:55	20:59	21:07	-	-	-	-	-	-

Route 40 Suburban North New

16



17

Route 45 Suburban South Current

Timepoint	KCG	Summit & Willow Wb	Kent Mar's	Kent Mar's	Sunnybrook & Ind Val 2 NB	Franklin & Williams	Summit and Willow EB	KCG
Step ID	962	1050	898	898	899	1029	736	962
	8:15	6:19	6:25	6:27	6:31	6:35	6:37	6:40
	8:15	8:19	8:25	8:30	8:35	8:39	8:44	8:49
	9:00	9:04	9:10	9:15	9:20	9:24	9:29	9:34
	9:45	9:49	9:55	10:00	10:05	10:09	10:14	10:19
	10:30	10:34	10:40	10:45	10:50	10:54	10:59	11:04
	11:15	11:19	11:25	11:30	11:35	11:39	11:44	11:49
	12:00	12:04	12:10	12:15	12:20	12:24	12:29	12:34
	12:45	12:49	12:55	13:00	13:05	13:09	13:14	13:19
	13:30	13:34	13:40	13:45	13:50	13:54	13:59	14:04
	14:15	14:19	14:25	14:30	14:35	14:39	14:44	14:49
	15:00	15:04	15:10	15:15	15:20	15:24	15:29	15:34
	15:45	15:49	15:55	16:00	16:05	16:09	16:14	16:19
	17:15	17:19	17:25	17:30	17:35	17:39	17:44	17:49
	18:30	18:34	18:40	18:45	18:50	18:54	18:59	20:04
	20:15	20:19	20:25	20:30	20:35	20:39	20:44	20:49

Route 45 operates Monday through Saturday

Service Hours
 2019 = 16.00
 Current = 11.50
 New = 16.00

Cost Daily
 Current=\$376
 New=\$512
 Increase=\$136

Route 45 Suburban South New

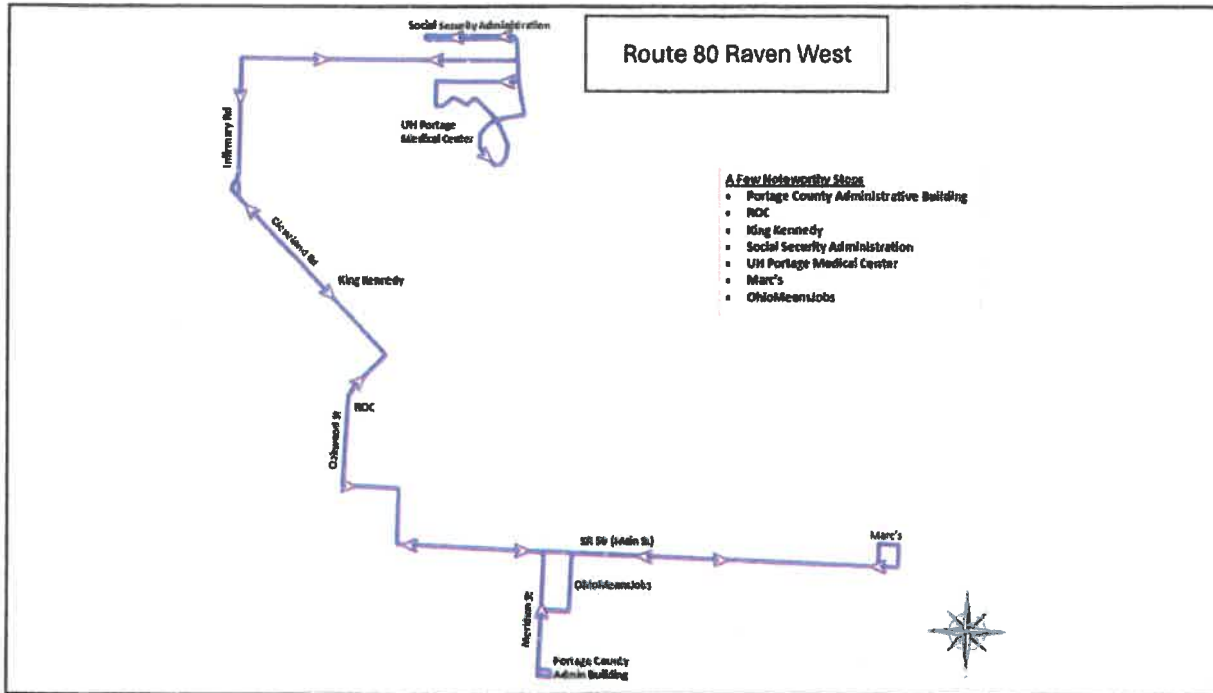
Timepoint	KCG	Summit & Willow Wb	Kent Mar's	Kent Mar's	Sunnybrook & Ind Val 2 NB	Franklin & Williams	Summit and Willow EB	KCG
Step ID	962	1060	898	898	899	1029	736	962
	6:15	6:19	6:26	6:28	6:34	6:38	6:41	6:45
	6:50	6:54	7:01	7:03	7:09	7:13	7:16	7:20
	7:25	7:29	7:36	7:38	7:44	7:48	7:51	7:55
	8:00	8:04	8:11	8:13	8:19	8:23	8:26	8:30
	8:35	8:39	8:46	8:48	8:54	8:58	9:01	9:05
	9:10	9:14	9:21	9:23	9:29	9:33	9:36	9:40
	9:50	9:54	10:01	10:03	10:09	10:13	10:16	10:20
	10:25	10:29	10:36	10:38	10:44	10:48	10:51	10:55
	11:00	11:04	11:11	11:13	11:19	11:23	11:26	11:30
	11:35	11:39	11:46	11:48	11:54	11:58	12:01	12:05
	12:10	12:14	12:21	12:23	12:29	12:33	12:36	12:40
	12:45	12:49	12:56	12:58	13:04	13:08	13:11	13:15
	13:20	13:24	13:31	13:33	13:39	13:43	13:46	13:50
	13:55	13:59	14:06	14:08	14:14	14:18	14:21	14:25
	14:30	14:34	14:41	14:43	14:49	14:53	14:56	15:00
	15:05	15:09	15:16	15:18	15:24	15:28	15:31	15:35
	15:40	15:44	15:51	15:53	15:59	16:03	16:06	16:10
	16:15	16:19	16:26	16:28	16:34	16:38	16:41	16:45
	16:50	16:54	17:01	17:03	17:09	17:13	17:16	17:20
	17:30	17:34	17:41	17:43	17:49	17:53	17:56	18:00
	18:05	18:09	18:16	18:18	18:24	18:28	18:31	18:35
	18:40	18:44	18:51	18:53	18:59	19:03	19:06	19:10
	19:15	19:19	19:26	19:28	19:34	19:38	19:41	19:45
	19:50	19:54	20:01	20:03	20:09	20:13	20:16	20:20
	20:25	20:29	20:36	20:38	20:44	20:48	20:51	20:55
	20:55	20:59	21:06	-	-	-	-	-

Highlighted trips alternate with Route 40. This causes gaps in service.

**Current = 15 trips
 New = 25 trips
 10 additional trips a day**

**This route currently is covered by 1 full-time position.
 The new will be covered by 2 full time positions, adding 1 full-time position.**

18



19

Route 80 Raven West Current

Timepoint	UH	Enterprise & Soc Sec WB	Oakwood & Roc SB	Portage County Admin Bldg	Ravenna Marc's	Ravenna Marc's	Oakwood & Roc NB	Enterprise & Soc Sec WB	UH
Step ID	190	980	993	827	825	825	828	980	190
	7:00	7:03	7:07	7:13	7:19	7:30	7:38	7:45	7:50
	10:00	10:03	10:07	10:13	10:19	10:30	10:38	10:45	10:50
	13:00	13:03	13:07	13:13	13:19	13:30	13:38	13:45	13:50
	17:00	17:03	17:07	17:13	17:19	17:30	17:38	17:45	17:50
	19:00	19:03	19:07	19:13	19:19	19:30	19:38	19:45	19:50

Currently Route 80 is combined with Route 85. After each trip of Route 80, the driver switches to Route 85. This causes gaps in service.

Service Hours
2019 = 11.65
Current = 4.85
New = 16.00

Cost Daily
Current=\$231
New=\$562
Increase=\$331

Current = 5 trips
New = 18 trips
13 additional trips a day

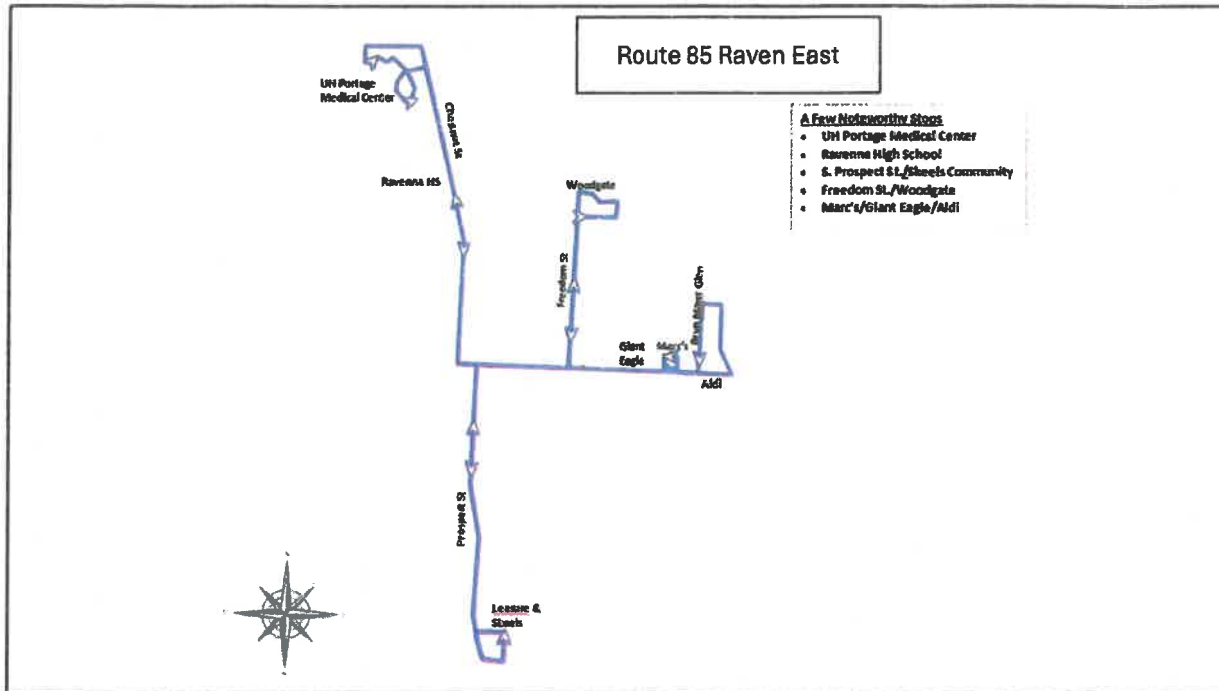
Route 80 operates Monday through Friday

This route currently combined with Route 85 Raven West and is not covered by separate drivers. The new will be covered by 2 separate drivers creating 2 new full-time positions.

Timepoint	UH	Enterprise & Soc Sec WB	Oakwood & Roc SB	Portage County Admin Bldg	Ravenna Marc's	Ravenna Marc's	Oakwood & Roc NB	Enterprise & Soc Sec WB	UH
Step ID	190	980	993	827	825	825	828	980	190
	6:00	6:03	6:09	6:16	6:23	6:27	6:34	6:39	6:43
	6:48	6:51	6:57	7:04	7:11	7:15	7:22	7:27	7:31
	7:36	7:39	7:45	7:52	7:59	8:03	8:10	8:15	8:19
	8:24	8:27	8:33	8:40	8:47	8:51	8:58	9:03	9:07
	9:17	9:20	9:26	9:33	9:40	9:44	9:51	9:56	10:00
	10:05	10:08	10:14	10:21	10:28	10:32	10:39	10:44	10:48
	10:53	10:56	11:02	11:09	11:16	11:20	11:27	11:32	11:36
	11:41	11:44	11:50	11:57	12:04	12:08	12:15	12:20	12:24
	12:29	12:32	12:38	12:45	12:52	12:56	13:03	13:08	13:12
	13:17	13:20	13:26	13:33	13:40	13:44	13:51	13:56	14:00
	14:05	14:08	14:14	14:21	14:28	14:32	14:39	14:44	14:48
	14:53	14:56	15:02	15:09	15:16	15:20	15:27	15:32	15:36
	15:41	15:44	15:50	15:57	16:04	16:08	16:15	16:20	16:24
	16:34	16:37	16:43	16:50	16:57	17:01	17:08	17:13	17:17
	17:22	17:25	17:31	17:38	17:45	17:49	17:56	18:01	18:05
	18:10	18:13	18:19	18:26	18:33	18:37	18:44	18:49	18:53
	18:58	19:01	19:07	19:14	19:21	19:25	19:32	19:37	19:41
	19:46	19:49	19:55	20:02	20:09	20:13	20:20	20:25	20:29

Route 80 Raven West New

20



21

Route 85 Raven East Current

Timepoint	UH	Leisure & Sheets NB	Woodgate & Elks WB	Main & Aldi EB	Ravenna Marc's	Ravenna Marc's	Woodgate & Elks WB	Leisure & Sheets NB	UH
Stop ID	190	930	862	1044	825	825	862	930	190
6:00		8:11	8:17		8:23	8:30	8:36	8:42	6:53
8:00		8:11	8:17	8:22	8:27	8:30	8:36	8:42	8:53
9:00		9:11	9:17		9:23	9:27	9:33	9:39	9:50
11:00		11:11	11:17	11:22	11:27	11:30	11:36	11:42	11:53
12:00		12:11	12:17	12:22	12:27	12:30	12:36	12:42	12:53
14:00		14:11	14:17	14:22	14:27	14:30	14:36	14:42	14:53
15:00		15:11	15:17	15:22	15:27	15:30	15:36	15:42	15:53
16:00		16:11	16:17		16:23	16:27	16:33	16:39	16:50
18:00		18:11	18:17	18:22	18:27	18:30	18:36	18:42	18:53
20:00		20:11							

Route 85 operates Monday through Friday

This route is currently covered by 2 full-time positions. There will be no need to add any additional positions.

Highlighted trips alternate with Route 80. This causes gaps in service.

Service Hours
2019 = 16.22
Current = 10.25
New = 16.00

Cost Daily
Current=\$395
New=\$579
Increase=\$184

Current = 9 trips
New = 14 trips
5 additional trips a day

Timepoint	UH	Leisure & Sheets NB	Woodgate & Elks WB	Ravenna Marc's	Main & Aldi EB	Ravenna Marc's Arrival	Ravenna Marc's Departure	Woodgate & Elks WB	Leisure & Sheets NB	UH
Stop ID	190	930	862	825	1044	825	825	862	930	190
6:00		8:09	8:16	8:23	8:25	8:30	8:31	8:36	8:43	6:53
7:00		7:09	7:18	7:23	7:25	7:30	7:31	7:36	7:43	7:53
8:00		8:09	8:18	8:23	8:25	8:30	8:31	8:36	8:43	8:53
9:00		9:09	9:18			9:24	9:28	9:33	9:40	9:50
10:00		10:09	10:18	10:23	10:25	10:30	10:31	10:36	10:43	10:53
11:00		11:09	11:18	11:23	11:25	11:30	11:31	11:36	11:43	11:53
12:00		12:09	12:18	12:23	12:25	12:30	12:31	12:36	12:43	12:53
13:00		13:09	13:18	13:23	13:25	13:30	13:31	13:36	13:43	13:53
14:00		14:09	14:18	14:23	14:25	14:30	14:31	14:36	14:43	14:53
15:00		15:09	15:18	15:23	15:25	15:30	15:31	15:36	15:43	15:53
16:00		16:09	16:18			16:24	16:28	16:33	16:40	16:50
17:00		17:09	17:18	17:23	17:25	17:30	17:31	17:36	17:43	17:53
18:00		18:09	18:18	18:23	18:25	18:30	18:31	18:36	18:43	18:53
19:00		19:09	19:18	19:23	19:25	19:30	19:31	19:36	19:43	19:53
20:00		20:09								

Route 85 Raven East New

22

INTUITIVE SKILLS

CONGRUENT LEADERS

CONGRUENCE IS THAT INNER CERTAINTY ABOUT WHERE TO PUT YOUR ENERGY AND ATTENTION.

IT IS THE CONFIDENCE TO WALK IN THE ROOM AND KNOW EXACTLY WHAT TO DO. SOME THINK YOU HAVE TO BE BORN WITH IT. BUT IN REALITY, CONGRUENCE IS A LEARNED SKILL.

CONNECTION

THE RELATIONSHIPS THAT MATTER

WHEN YOU'RE THINKING AND WORKING IN SYNC WITH THE HORSE, YOU CAN ACCOMPLISH YOUR OBJECTIVES TOGETHER BECAUSE THEY ARE COMPLETELY TUNED IN AND RESPONSIVE TO YOUR ENERGY AND COMMUNICATION.

YOU'VE SEEN THIS KIND OF CONNECTION BETWEEN A QUARTERBACK AND RECEIVER OR IN A SURGICAL TEAM OR CONSTRUCTION CREW WHERE PEOPLE JUST SEEM TO KNOW WHAT TO DO NEXT AND HOW TO RESPOND TO EACH OTHER.

"HUMAN CONNECTION IS THE FIRST AND MOST IMPORTANT ELEMENT FOR CONGRUENCE. PRIORITIZE RELATIONSHIP BUILDING OPPORTUNITIES ABOVE EVERY OTHER TASK.

INTENTION

CLARITY TO KNOW WHERE YOU'RE HEADED

SETTING INTENTION IS WHEN YOU ARE ABSOLUTELY CLEAR ABOUT WHERE YOU'RE TAKING THE HORSE AND HOW YOU'LL GET THERE. IT INVOLVES BOTH HAVING A LOGICAL PLAN AND AN INNER CERTAINTY AS YOU EXECUTE IT.

WHEN LEADERS MOVE ALONG WITH CLARITY AND CONFIDENCE, PEOPLE KNOW WHAT'S EXPECTED OF THEM AND ARE EMPOWERED TO TAKE RESPONSIBILITY FOR THEIR ROLE IN ACCOMPLISHING THE TASK.

"RESET YOUR INTENTION. WHAT WITHIN YOUR CONTROL IS MOST NEEDED AT THIS TIME?"

PRESSURE

BALANCE OF APPLYING & RELEASING

DIRECTING YOUR ENERGY TO DIFFERENT AREAS OF THE HORSE TO GET HIM TO ACCOMPLISH THE GOAL YOU'RE AFTER. IT INVOLVES LEARNING HOW TO MANAGE AND FOCUS YOUR ENERGY SO THE HORSE CAN UNDERSTAND WHAT YOU'RE ASKING HIM TO DO. WHEN YOU'RE LEARNING TO USE APPROPRIATE PRESSURE, IT'S JUST AS IMPORTANT TO LEARN WHEN TO RELEASE IT AS WHEN TO APPLY IT.

YOU USE COMMUNICATION TO APPLY AND RELEASE PRESSURE WITH PEOPLE. VERBALLY YOU SELECT PARTICULAR WORDS FOR PEOPLE TO BOTH UNDERSTAND AND FEEL WHAT YOU'RE ASKING OF THEM. NONVERBALLY, YOU USE ALL SORTS OF CUES - YOU MAY STAND AT A PARTICULAR DISTANCE, CHOOSE WHETHER TO TOUCH SOMEONE'S SHOULDER, OR DECIDE WHETHER TO SUSTAIN EYE CONTACT.

"TAKE PRESSURE OFF YOUR YOURSELF AND YOUR TEAM EVERY CHANCE YOU GET.

ENERGY

ALLOCATING RELEVANT AND AVAILABLE RESERVES

THE WAY YOUR PRESENCE AFFECTS HOW THE HORSE RESPONDS TO YOU. IT MIGHT SEEM LIKE EMOTION WHEN YOU FIRST BECOME AWARE OF IT, BUT IT'S REALLY A SENSATION THAT'S DEEPER THAN EMOTION.


RECOGNIZING AND MANAGING YOUR OWN ENERGY WILL HELP YOU IN CONVERSATIONS WHERE PEOPLE TYPICALLY REPORT INCREASED ANXIETY - LIKE ATTENDING NETWORKING EVENTS, CONFRONTING UNMET EXPECTATIONS WITH A COLLEAGUE, OR DELIVERING PERFORMANCE REVIEWS.

"CONSERVE AND REPLENISH YOUR ENERGY. WE'RE IN THIS FOR A LONG HAUL.

PARTA
2000 Summit Road
Kent, Ohio 44240

GENERAL MANAGER'S REPORT

TO: PARTA Board of Trustees

FROM: Claudia B. Amrhein, General Manager 

DATE: October 2024

October Meetings. The finance committee will meet on Thursday, October 24, at 6:15 p.m., to review September financial reports. The board of trustees will meet at 7 p.m., immediately following the finance committee.

Welcome, Sony Richardson-Gilroy. I am pleased to welcome our new executive assistant, Sony Richardson-Gilroy, to the October board meeting. Sony joined PARTA in early October and is getting up to speed on the various responsibilities of the executive assistant role.

Sony's professional experience includes a variety of administrative support and office management roles. She most recently worked for 20 years for the Northeastern Ohio Synod, ELCA, a non-profit governing body for congregations associated with the Evangelical Lutheran Church in America. Please join me in welcoming Sony to our team.

Presentation. OTRP SOAR Award. Each year, Ohio Transit Risk Pool presents the Safe Operators Award Recognition, or "SOAR" award, to the transit authorities in the risk pool that experience the lowest incurred losses. PARTA falls into division II, operating between 1 million and 3 million miles annually.

OTRP will present a brief overview of the recognition during the board meeting. PARTA earned this designation for 2022 and 2023 operating years. A 5-year risk performance snapshot is included in this packet. Congratulations to our operations team for achieving this designation two years in a row.

Building a Congruent Board, Session 2. Celia King will continue a facilitated discussion about building our board's capacity for stepping into committee roles and supporting transition and succession planning over the next few years. The Arrants McSwain handout describing the intuitive skills of congruent leaders - connection, intent, energy, and pressure - is attached to the September board meeting minutes.

In addition to working on short and long-term service and succession planning, 2025 marks PARTA's 50th anniversary as a regional transit authority. We will be planning ways to commemorate this milestone and look forward to input and participation from the board of trustees.

Service Hour Restoration. Restoring service hours on fixed routes that operate in Kent and Ravenna will begin on October 20. As discussed last month during the presentation, increasing hours on the 80 Raven West and 85 Raven East, and 40 Suburban North and 45 Suburban South are first steps toward gradually restoring service to pre-pandemic levels based on patterns

and trends identified via our new technology capabilities. The "Route Optimization" presentation slides are attached to the September board meeting minutes.

FY2024 Triennial Review Final Report. I am enclosing the final report issued by FTA Region V closing out the successful, no findings, 2024 Triennial Review. As noted previously, this is the second review cycle during which we achieved zero findings. The full report is enclosed in this packet and includes an "Achievement of Excellence" designation from Region V.

State Urban Transit Funding Awards Announced. On October 11, Governor DeWine and ODOT announced the Urban Transit Program (UTP) awards for SFY 2025. UTP awards encompass funding for transit service in Ohio's urbanized areas (UZAs) with populations of 50,000 or greater. PARTA is one of 26 eligible transit agencies in Ohio. We will receive a proportional award of \$218,712 and a small urban bonus award of \$379,902, for a total of \$598,614.

Ridership and Key Performance Indicators. Please see the enclosed charts that show total fixed route ridership through September 2024 as compared to 2023, and as compared to September 2019.

The largest ridership losses occurred on our fixed route services beginning in March 2020, when pandemic closures disrupted business as usual. Based on current trends, we believe 2024 ridership will surpass 2019 ridership, a significant benchmark for determining how to best address service demands in the coming years.

On-Time Compliance. ADA Complementary Paratransit Service. ADA on-time compliance remained excellent at 98.38% in September. Of 742 trips, 730 were performed on time, and 12 trips, or 1.62%, were performed late.

November Meetings & Events. The proposed holiday meeting schedule and planned agenda items for the remaining meetings in 2024 is enclosed in this packet. Please note the date changes for November meetings. We do not foresee the need to hold a board meeting in December.

In addition to the finance and board meetings, two special events will be held during November.

- Veterans Day Ceremony – Monday, November 11, 1 p.m. at Kent Central Gateway
- Stuff the Bus Food Drive – Sunday, November 17, 10 a.m. to 2 p.m. at Walmart in Ravenna Twp.

Please consider joining us for these special events.

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.

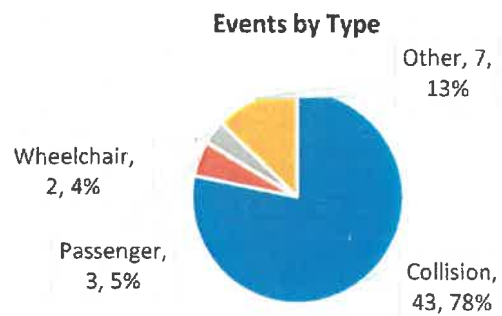
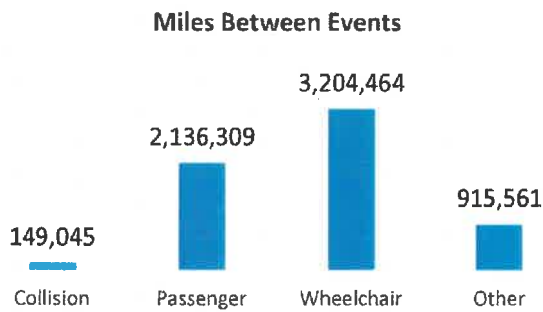
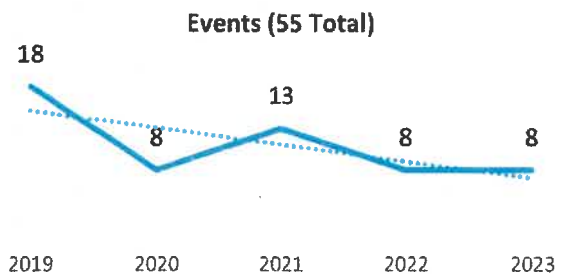
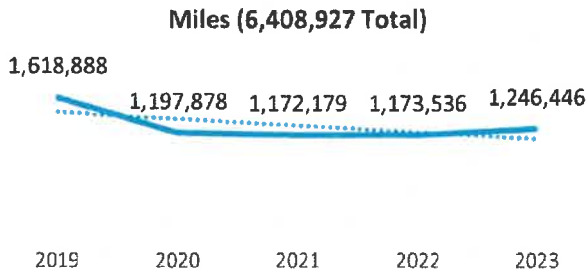


RISK snapshot

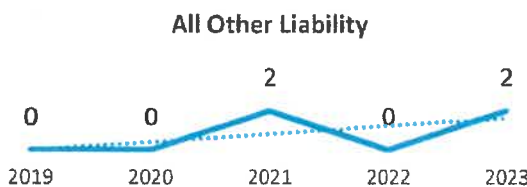
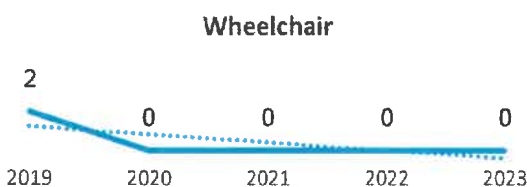
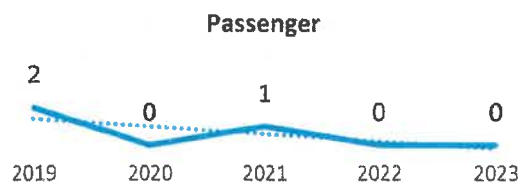
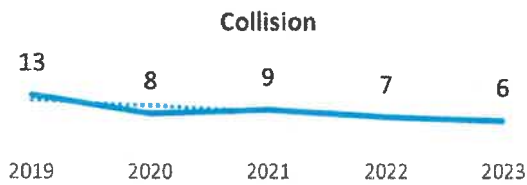
PARTA

OTRP member since 1994

5 Year Totals



Yearly Trends



OTRP Loss Control Delivered 2024: RMSI review conducted 1/24/2024 – in compliance.



**U.S. Department
of Transportation
Federal Transit
Administration**

**REGION V
Illinois, Indiana,
Michigan, Minnesota,
Ohio, Wisconsin**

**200 West Adams Street
Suite 320
Chicago, IL 60606-5253
312-353-2789
312-886-0351 (fax)**

October 3, 2024

David Gynn
President, Board of Trustees
Portage Area Regional Transportation Authority (PARTA)
2000 Summit Road
Kent, OH, 44240

Re: Fiscal Year FY2024 Triennial Review – Final Report and Closeout Letter

Dear Mr. Gynn:

I am pleased to provide you with a copy of this Federal Transit Administration (FTA) report as required by 49 U.S.C. Chapter 53. The enclosed final report documents the results of the FTA's FY2024 Triennial Review of PARTA in Kent, OH. Although not an audit, the Triennial Review is the FTA's assessment of PARTA's compliance with Federal requirements, determined by examining a sample of award management and program implementation practices. As such, the Triennial Review is not intended as, nor does it constitute, a comprehensive and final review of compliance with program funding requirements.

Due to the Coronavirus 2019 (COVID-19) Public Health Emergency, the review was expanded to address PARTA's compliance with the administrative relief and flexibilities FTA granted and the requirements of the COVID-19 relief funds received through the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) of 2021, and the American Rescue Plan (ARP) Act of 2021.

The Triennial Review focused on PARTA's compliance in 23 areas. No deficiencies were found with the FTA requirements in any of these areas.

Thank you for your cooperation and assistance during this Triennial Review. Please consider your Triennial Review to be closed.

If you need any technical assistance or have any questions, please do not hesitate to contact Ms. Deidre Wesley at 312-353-3879 or by email at deidre.wesley@dot.gov.

Sincerely,

A handwritten signature in black ink that reads "Kelley Brookins". The signature is written in a cursive, flowing style.

Kelley Brookins
Regional Administrator

Enclosure

cc: Elimar Alvarado Miranda, FTA
Claudia B. Amrhein, PARTA
Kelly Jurisch, PARTA
Ayomide Komolafe, Milligan Consulting, LLC

Achievement of Excellence

presented to

Portage Area Regional Transportation Authority

Kent, OH



Federal Transit Administration
Region V

**Certificate for exemplary completion of a U.S. DOT FTA
Triennial Review during Fiscal Year 2024 presented to
federal-funded public transportation providers and agencies who had
no open final report findings in the areas examined.**

A handwritten signature in blue ink that reads "Kelley Brookins".

Kelley Brookins, Regional Administrator

FINAL REPORT

**FISCAL YEAR 2024
TRIENNIAL REVIEW**

of

**Portage Area Regional Transportation Authority
PARTA
Kent, OH
ID: 2113**

Performed for:

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION
REGION 5**

Prepared By:

Milligan Consulting, LLC

**Desk Review Date: February 6, 2024
Scoping Meeting Date: March 19, 2024
Site Visit Entrance Conference Date: July 30, 2024
Site Visit Exit Conference Date: July 31, 2024
Draft Report Date: October 3, 2024**

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I. Executive Summary

This report documents the Federal Transit Administration's (FTA) Triennial Review of the Portage Area Regional Transportation Authority (PARTA) in Kent, OH. The FTA wants to ensure that awards are administered in accordance with the requirements of Federal public transportation law 49 U.S.C. Chapter 53. The review was performed by Milligan Consulting, LLC. During the site visit, the reviewers discussed the administrative and statutory requirements and reviewed recipient documents.

Due to the Coronavirus 2019 (COVID-19) Public Health Emergency, the FTA expanded the review to address PARTA's compliance with the administrative relief and flexibilities that the FTA granted, and the requirements of the COVID-19 Relief funds received through the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) of 2021, and the American Rescue Plan (ARP) Act of 2021. The FTA also requested the PARTA share if and/or how it suspended, deviated from, or significantly updated or altered its transit program due to the public health emergency.

The Fiscal Year (FY) 2024 Triennial Review focused on PARTA's compliance in 23 areas. Deficiencies related to the COVID-19 Relief funds have been clearly identified as part of the deficiency description in the respective review area. There were no repeat deficiencies from the FY 2021 Triennial Review.

No deficiencies were found with the FTA requirement in any of these areas.

II. Review Background and Process

1. Background

The United States Code, Chapter 53 of Title 49 (49 U.S.C. 5307(f)(2)) requires that “At least once every 3 years, the Secretary shall review and evaluate completely the performance of a recipient in carrying out the recipient’s program, specifically referring to compliance with statutory and administrative requirements...” The FTA performs this Triennial Review in accordance with its procedures (published in FTA Order 9010.1B, April 5, 1993).

The Triennial Review includes a review of the recipient’s compliance in 23 areas. The basic requirements for each of these areas are summarized in Section IV. The FTA contracts with experienced reviewers to lead and conduct the Triennial reviews, in partnership with the staff of the regional office.

This report presents the findings from the Triennial Review of the recipient. The review concentrated on procedures and practices employed since the recipient’s previous Triennial Review in 2021; however, coverage was extended to earlier periods as needed to assess the policies in place and the management of award funds. The specific documents reviewed and referenced in this report are available at the FTA’s Region 5 office or the recipient’s location.

2. Process

The Triennial Review includes a pre-review assessment, a desk review and scoping meeting with the FTA regional office, and a site visit to the recipient’s location. The FTA expanded this review to address the recipient’s compliance with the administrative relief and flexibilities that the FTA granted, and the requirements of the COVID-19 relief funds received through the CARES, CRRSAA, and ARP. The FTA also requested that the recipient share if and/or how it suspended, deviated from, or significantly updated or altered its transit program due to the public health emergency.

The FY 2024 process began with the regional office transmitting a notification of the review and a Recipient Information Request (RIR) to the recipient on January 2, 2024, indicating a review would be conducted. While the recipient prepared its response to the RIR, the regional office and review team conducted a desk review and scoping meeting on February 6, 2024, and March 19, 2024, respectively. Regional office staff provided electronic files as necessary to the reviewers who also accessed recipient information in the FTA electronic award management systems: Transit Award Management System (TrAMS) and Oversight Tracking System (OTrak). Following the desk review and scoping meeting, the reviewers and the recipient corresponded and exchanged information and documentation in preparation for the site visit. Prior to the site visit, the Reviewer sent to the recipient on July 16, 2024, an agenda package indicating the issues that would be discussed, records to be reviewed, and interviews to be conducted. The site visit to PARTA occurred from July 30, 2024 (entrance conference) to July 31, 2024 (exit conference).

The site visit began with an entrance conference, at which the reviewers and regional staff

discussed the purpose of the Triennial Review and the review process. The reviewers conducted additional interviews and reviewed documentation to evidence the recipient's compliance with FTA requirements.

Upon completion of the site visit, the reviewers and the FTA regional office staff provided a summary of preliminary findings to the recipient at the exit conference on July 31, 2024. Section VI of this report lists the individuals participating in the site visit.

3. Metrics

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are:

- **Not Deficient (ND)**: An area is considered not deficient if, during the review, nothing came to light that would indicate the requirements within the area reviewed were not met.
- **Deficient (D)**: An area is considered deficient if any of the requirements within the area reviewed were not met.
- **Not Applicable (NA)**: An area can be deemed not applicable if, after an initial assessment, the recipient does not conduct activities for which the requirements of the respective area would be applicable.

III. Recipient Description

1. Organization

The Portage Area Regional Transportation Authority (PARTA) was established in 1975. PARTA was organized to consist of a 15-member Board of Trustees appointed by the political subdivisions that created the Authority: the cities of Aurora (2), Kent (3), Streetsboro (2), and Ravenna (2); Portage County (3 – northern, middle, and southern); the townships of Ravenna (1) and Franklin (1) and the village of Brady Lake (1). However, residents of Brady Lake voted to dissolve the village on May 2, 2017, and the area was made part of Franklin Township. As a result, the Board now consists of 14 members appointed by seven political subdivisions. Trustees serve in a voluntary capacity for staggered three-year terms beginning July 1 of the year appointed. PARTA operates within the Akron urbanized area and serves a population of approximately 161,791. PARTA is funded locally in large part by a 1/4 percent sales and use tax originally approved in 2001 and made permanent in 2006.

PARTA operates 15 fixed routes that service Akron (Express Service), Brimfield, Cleveland (Express Service), Franklin Township, Garrettsville, Hiram, Kent, Ravenna, Ravenna Township, Stow, Streetsboro, Windham, and Kent State University. PARTA also operates an ADA complementary paratransit service called Dial-A-Ride and a general public demand-response service. Fixed-route and Dial-A-Ride service is available weekdays from 5:00 a.m. to 3:00 a.m., Saturday from 7:30 a.m. to 7:30 p.m., and Sunday from 4:00 p.m. to 3:00 a.m. PARTA's general public demand-response service operates on weekdays from 5:00 a.m. to 11:00 p.m. and Saturdays from 7:30 a.m. to 7:30 p.m., with no service on Sundays. The basic adult fare is \$1.00 for regular fixed-route service, \$5.00 for Cleveland Express service, and \$6.00 for general public demand-response service. Half-fare discounts are available on all services during all service hours for senior citizens, persons with disabilities, and Medicare cardholders. The ADA complementary paratransit fare is \$2.00 per trip. Kent State University students ride for free by showing their student ID.

PARTA has one Section 5310 subrecipient, Family & Community Services (FCS). FCS is a nonprofit corporation that provides closed-door, client-based transportation for disabled and elderly clients. PARTA provides one accessible vehicle to FCS and maintains the vehicle on behalf of FCS in accordance with PARTA's own maintenance procedures.

PARTA operates a fleet of 35 buses in its fixed-route service, all of which are either low-floor or wheelchair lift-equipped. PARTA also operates a fleet of 26 accessible small buses and vans in its demand-response service. PARTA directly operates all services from a single FTA-funded operations center located at 2000 Summit Road in Kent, Ohio, and operates and maintains the Kent Central Gateway Transit Center and Parking Garage located at 201 E. Erie St. in Kent, Ohio, which is also FTA funded.

2. Award and Project Activity

Below is a list of PARTA's open awards at the time of the review.

Award Number	Award Amount	Year Executed	Description
OH-2024-010	\$4,319,065	2024	Portage Area Regional Transportation Authority Section 5307/Section 5339/CMAQ/OTP2 Vehicles, Facility Rehabilitation, Equipment, PM, and Planning
OH-2023-028	\$2,686,778	2023	Portage Area Regional Transportation Authority Section 5307/Section 5339/Congestion Mitigation and Air Quality/Ohio Transportation Partnership Program Vehicles, Software, Preventive Maintenance, Facility Rehabilitation, and Planning
OH-2021-029	\$5,140,782	2021	Portage Area Regional Transportation Authority Section 5307 ARPA 2021 – Operating Assistance Grant

PARTA received Supplemental Funds for operating assistance in award numbers OH-2021-029. This is not the first Triennial Review during which PARTA received operating assistance from the FTA.

Projects Completed

In the past few years, PARTA completed the following noteworthy projects:

- Transition of scheduling and fixed route software
- Completion of bus storage facility
- Purchase of Light Transit Vehicles (LTVs) and six (6) Trolley Buses
- Updated parking access control software
- Electronic validators and manual fareboxes
- New mission and vision statements
- Zero-Emissions Fleet Transition Plan
- Training Pad
- Coordinated Plan

- IT infrastructure – downsized physical storage and transitioned to cloud-based, where applicable
- Administration building roof
- 10-year engineering analysis for Kent Central Gateway
- Repaving support vehicle parking area

Ongoing Projects

PARTA is currently implementing the following noteworthy projects:

- Completion of a covered walkway to the new bus storage facility
- Strategic master plan, Transit Development Plan, Route Feasibility Study. Develop and issue RFPs and select supporting consultants
- Acquisition and promotion of Renewable Natural Gas flowing to PARTA’s public CNG fueling facility beginning in May 2024. RNG reduces lifecycle carbon emissions for transportation fleets by up to 300%, making it the only fuel capable of achieving negative carbon intensity
- Automatic passenger counters – acquired, installed and currently testing for use in NTD reporting

Future Projects

PARTA plans to pursue the following noteworthy projects in the next three to five years:

- Increased transit amenities through the FY2025 E. Main Street project with the city of Kent and Kent State University, a RAISE award recipient
- Increased transit amenities through the FY 2027 Route 59 corridor improvement project with the city of Kent, Franklin Twp., ODOT, and Portage County
- Issue bus shelter RFP
- Issue 5-year new-low floor LTV procurement RFP

IV. Results of the Review

1. Legal

Basic Requirement: The recipient must promptly notify the FTA of legal matters and additionally notify the USDOT Office of Inspector General (OIG) of any instances relating to false claims under the False Claims Act or fraud. Recipients must comply with restrictions on lobbying requirements.

Finding: During this Triennial Review of PARTA, no deficiencies were found with the FTA requirements for Legal.

2. Financial Management and Capacity

Basic Requirement: The recipient must have financial policies and procedures; an organizational structure that defines, assigns and delegates fiduciary authority; and financial management systems in place to manage, match, and charge only allowable costs to the award. The recipient must conduct required Single Audits, as required by 2 CFR part 200, and provide financial oversight of subrecipients.

Finding: During this Triennial Review of PARTA, no deficiencies were found with the FTA requirements for Financial Management and Capacity.

3. Technical Capacity – Award Management

Basic Requirement: The recipient must report progress of projects in awards to the FTA and close awards timely.

Finding: During this Triennial Review of PARTA, no deficiencies were found with the FTA requirements for Technical Capacity – Award Management.

4. Technical Capacity – Program Management & Subrecipient Oversight

Basic Requirement: States must document and follow a public involvement process for the development of the long-range statewide transportation plan and State Transportation Improvement Program (STIP). Designated recipients of Sections 5310, 5311, and 5339 funds must develop and submit a State Management/Program Management Plan to the FTA for approval. Recipients must enter into an agreement with each subrecipient, obtain required certifications from subrecipients, report in the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) on subawards, and ensure subrecipients comply with the terms of the award.

Finding: During this Triennial Review of PARTA, no deficiencies were found with the FTA requirements for Technical Capacity – Program Management & Subrecipient Oversight.

5. Technical Capacity – Project Management

Basic Requirement: The recipient must implement the FTA-funded projects in accordance with the award application, the FTA Master Agreement, and applicable laws and regulations using sound management practices.

Finding: During this Triennial Review of PARTA, no deficiencies were found with the FTA requirements for Technical Capacity – Project Management.

6. Transit Asset Management

Basic Requirement: Recipients must comply with 49 CFR part 625 to ensure public transportation providers develop and implement transit asset management (TAM) plans.

Finding: During this Triennial Review of PARTA, no deficiencies were found with the FTA requirements for TAM.

7. Satisfactory Continuing Control

Basic Requirement: The recipient must ensure that FTA-funded property will remain available and used for its originally authorized purpose throughout its useful life until disposition.

Finding: During this Triennial Review of PARTA, no deficiencies were found with the FTA requirements for Satisfactory and Continuing Control.

8. Maintenance

Basic Requirement: Recipients must keep federally-funded vehicles, equipment, and facilities in good operating condition. Recipients must keep Americans with Disabilities Act (ADA) accessibility features on all vehicles, equipment, and facilities in good operating order.

Finding: During this Triennial Review of Triennial Review of PARTA, no deficiencies were found with the FTA requirements for Maintenance.

9. Procurement

Basic Requirement: The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, and conform to applicable Federal law and the standards identified in 2 CFR Part 200. With regard to the procurement standards in 2 CFR Part 200, state recipients can use the state's overall policies and

procedures, except that the state must comply with 2 CFR 200.321 (contracting with small and minority businesses (superseded by DOT's DBE regulation)), 200.322 (domestic preferences), 200.323 (procurement of recovered materials), and 200.327 (contract provisions). States also must comply with any requirement applicable to FTA recipients by reason other than a 2 CFR Part 200 procurement standard; for example, 49 U.S.C. 5325(a) requires recipients to conduct all procurement transactions in a manner that provides full and open competition, regardless of Part 200's allowance for states to use state procedures.

Finding: During this Triennial Review of PARTA, no deficiencies were found with the FTA requirements for Procurement.

10. Disadvantaged Business Enterprise (DBE)

Basic Requirement: Recipients must comply with 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts. Recipients also must create a level playing field on which DBEs can compete fairly for USDOT-assisted contracts.

Finding: During this Triennial Review of PARTA, no deficiencies were found with the USDOT requirements for DBE.

11. Title VI

Basic Requirement: The recipient must ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participating in, or be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance without regard to whether specific projects or services are federally funded. The recipient must ensure that all transit services and related benefits are distributed in an equitable manner.

Finding: During this Triennial Review of PARTA, no deficiencies were found with the FTA requirements for Title VI.

12. Americans with Disabilities Act (ADA) - General

Basic Requirement: Titles II and III of the Americans with Disabilities Act of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

Finding: During this Triennial Review of PARTA, no deficiencies were found with the USDOT requirements for ADA – General.

13. ADA – Complementary Paratransit

Basic Requirement: Under 49 CFR 37.121(a), each public entity operating a fixed-route system shall provide paratransit or other special service to individuals with disabilities that is comparable to the level of service provided to individuals without disabilities who use the fixed-route system. “Comparability” is determined by 49 CFR 37.123-37.133. Requirements for complementary paratransit do not apply to commuter bus, commuter rail, or intercity rail systems.

Finding: During this Triennial Review of PARTA, no deficiencies were found with USDOT requirements for ADA – Complementary Paratransit.

14. Equal Employment Opportunity (EEO)

Basic Requirement: The recipient must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age or disability be excluded from participating in, or denied the benefits of, or be subject to discrimination in employment under any project, program or activity receiving Federal financial assistance under the Federal transit laws.

Finding: During this Triennial Review of PARTA, no deficiencies were found with the FTA requirements for EEO.

15. School Bus

Basic Requirement: Recipients are prohibited from providing school bus service in competition with private school bus operators unless the service qualifies and is approved by the FTA Administrator under an allowable exemption. Federally-funded equipment or facilities cannot be used to provide exclusive school bus service.

Finding: During this Triennial Review of PARTA, no deficiencies were found with the FTA requirements for School Bus.

16. Charter Bus

Basic Requirement: Recipients are prohibited from using the FTA-funded equipment and facilities to provide charter service that unfairly competes with private charter operators. Recipients may operate charter only when the service meets a specified exception defined in rule.

Finding: During this Triennial Review of PARTA, no deficiencies were found with the FTA requirements for Charter Bus.

17. Drug Free Workplace Act

Basic Requirement: Recipients are required to maintain a drug free workplace for all award-related employees; report any convictions occurring in the workplace timely; and have an ongoing drug free awareness program.

Finding: During this Triennial Review of PARTA, no deficiencies were found with the FTA requirements for Drug-Free Workplace Act.

18. Drug and Alcohol Program

Basic Requirement: Recipients receiving Section 5307, 5309, 5311, or 5339 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

Finding: During this Triennial Review of Triennial Review of PARTA, no deficiencies were found with the FTA requirements for Drug and Alcohol Program.

19. Section 5307 Program Requirements

Basic Requirement: The recipient must participate in the transportation planning process in accordance with Federal Transit Administration (FTA) requirements and the metropolitan and statewide planning regulations.

Recipients shall develop, publish, afford an opportunity for a public hearing on, and submit for approval, a program of projects (POP).

Recipients are expected to have a written, locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction.

For fixed-route service supported with Section 5307 assistance, fares charged seniors, persons with disabilities or an individual presenting a Medicare card during off peak hours will not be more than one half the peak hour fares.

Finding: During this Triennial Review of PARTA, no deficiencies were found with the FTA requirements for Section 5307 Program Requirements.

20. Section 5310 Program Requirements

Basic Requirement: Recipients must expend Section 5310 funds on eligible projects that meet the specific needs of seniors and individuals with disabilities. Projects selected for funding must be included in a locally developed, coordinated public transit-human services transportation plan. Recipients must approve all subrecipient leases of Section 5310-funded vehicles. Leases of

Section 5310-funded vehicles must include required terms and conditions. Either the recipient or subrecipient must hold the title to the leased vehicles.

Finding: During this Triennial Review of PARTA, no deficiencies were found with the FTA requirements for Section 5310 Program Requirements.

21. Section 5311 Program Requirements

Basic Requirement: States must expend Section 5311 funds on eligible projects to support rural public transportation services and intercity bus transportation.

Finding: This section only applies to recipients that receive Section 5311 funds directly from FTA; therefore, the related requirements are not applicable to the Triennial Review of PARTA.

22. Public Transportation Agency Safety Plan (PTASP)

Basic Requirement: Recipients must comply with the Public Transportation Agency Safety Plan (PTASP) regulation (49 CFR Part 673) to ensure public transportation providers develop and implement an Agency Safety Plan (ASP).

Finding: During this Triennial Review of PARTA, no deficiencies were found with the FTA requirements for PTASP Requirements.

23. Cybersecurity

Basic Requirement: Recipients that operate rail fixed guideway public transportation systems must certify compliance with the requirements for establishing a cybersecurity process under 49 U.S.C. § 5323(v), a new subsection added by the National Defense Authorization Act for Fiscal Year 2020, Pub. L. 116-92, § 7613 (Dec. 20, 2019).

Finding: This section only applies to recipients that operate rail fixed guideway public transportation systems; therefore, the related requirements are not applicable to the Triennial Review of PARTA.

V. Summary of Findings

Review Area	Finding	Deficiency Code		Corrective Action	Response Due Date	Date Closed
		Code	Description			
1. Legal	ND					
2. Financial Management and Capacity	ND					
3. Technical Capacity – Award Management	ND					
4. Technical Capacity – Program Management and Subrecipient Oversight	ND					
5. Technical Capacity – Project Management	ND					
6. Transit Asset Management	ND					
7. Satisfactory Continuing Control	ND					
8. Maintenance	ND					
9. Procurement	ND					
10. Disadvantaged Business Enterprise	ND					
11. Title VI	ND					
12. Americans with Disabilities Act (ADA) – General	ND					
13. ADA – Complementary Paratransit	ND					
14. Equal Employment Opportunity	ND					
15. School Bus	ND					
16. Charter Bus	ND					

Review Area	Finding	Deficiency Code		Corrective Action	Response Due Date	Date Closed
		Code	Description			
17. Drug-Free Workplace	ND					
18. Drug and Alcohol Program	ND					
19. Section 5307 Program Requirements	ND					
20. Section 5310 Program Requirements	ND					
21. Section 5311 Program Requirements	This section only applies to recipients that receive Section 5311 funds directly from FTA; therefore, the related requirements are not applicable to the Triennial Review of PARTA.					
22. Public Transportation Agency Safety Plan	ND					
23. Cybersecurity	This section only applies to recipients that operate rail fixed guideway public transportation systems; therefore, the related requirements are not applicable to the Triennial Review of PARTA.					

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are: Deficient (D)/Not Deficient (ND)/Not Applicable (NA)

VI. Attendees

Name	Title	Phone Number	E-mail Address
Portage Area Regional Transportation Authority			
Kelly Jurisch	Chief of Staff	330-352-9942	jurisch.k88@partaonline.org
Claudia Amrhein	General Manager	330-352-1064	amrhein.cl6@partaonline.org
Brian Trautman	Chief Operations Officer	330-352-9941	btrautman@partaonline.org
Rebecca Schrader	Director of Finance	330-676-6316	schrader.r38@partaonline.org
Denise Baba	Public Advocacy Advisor /Civil Rights	330-678-7745 x. 113	dbaba@partaonline.org
Kylie Calcei	Operations Manager	330-678-1287 x.107	kcalcei@partaonline.org
Lita Wiley	HR Manager	330-678-7745 x. 120	lwiley@partaonline.org
Eric Waddell	Maintenance Manager	330-678-7055 x.144	ewaddell@partaonline.org
Ashley Forbes	Grants & Procurement Manager	330-678-7745 x. 110	aforbes@partaonline.org
AMATS			
Jeff Gardner	Transportation Planner	330-375-2436	jjgardner@akronohio.gov
Matt Mullen	Transportation Planner	330-375-2436	mmullen@akronohio.gov
FTA			
Elimar Alvarado Miranda	General Engineer	312-353-3882	e.alvaradomiranda@dot.gov
Melody Hopson	Director, Office of Program Management & Program Oversight	312-886-1611	melody.hopson@dot.gov
Milligan Consulting, LLC			
Ayomide Komolafe	Reviewer	267-817-9127	akomolafe@miconsult.net
Michael Southard	Reviewer	267-817-9104	msouthard@miconsult.net

Figure 1. Year-to-Date fixed route ridership has increased 58% through September 2024, as compared to September 2023.

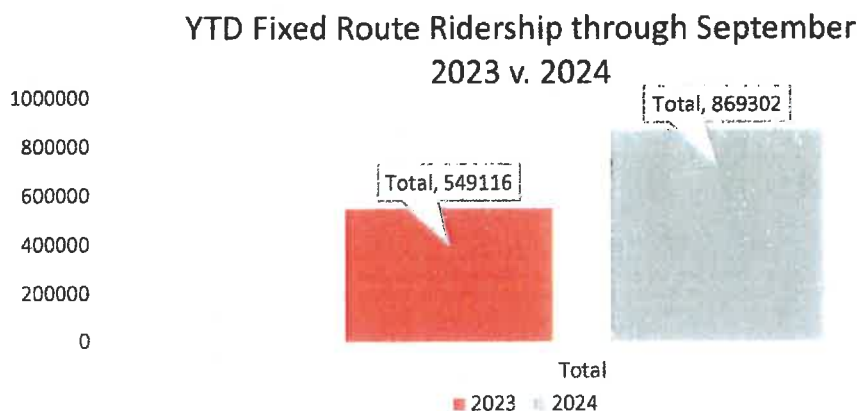


Figure 2. Year-to-Date fixed route ridership has increased by 15% through September 2024, as compared to September 2019.

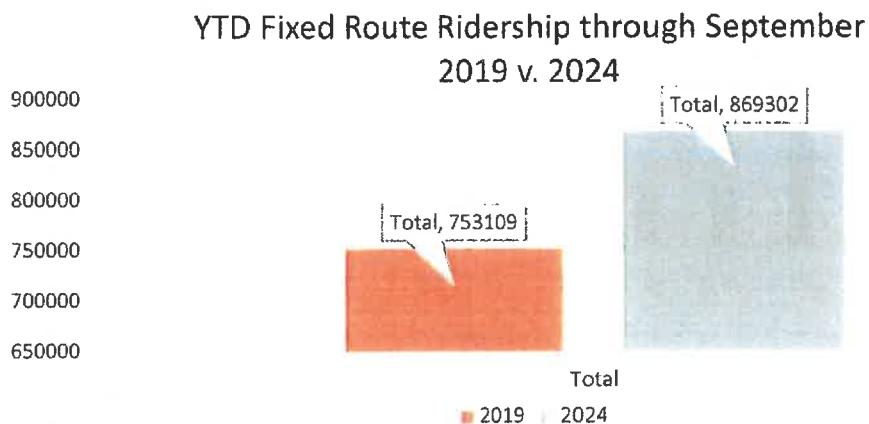


Figure 3. ADA on-time compliance remained excellent in September 2024, with 742 trips completed and 98.38% on-time.

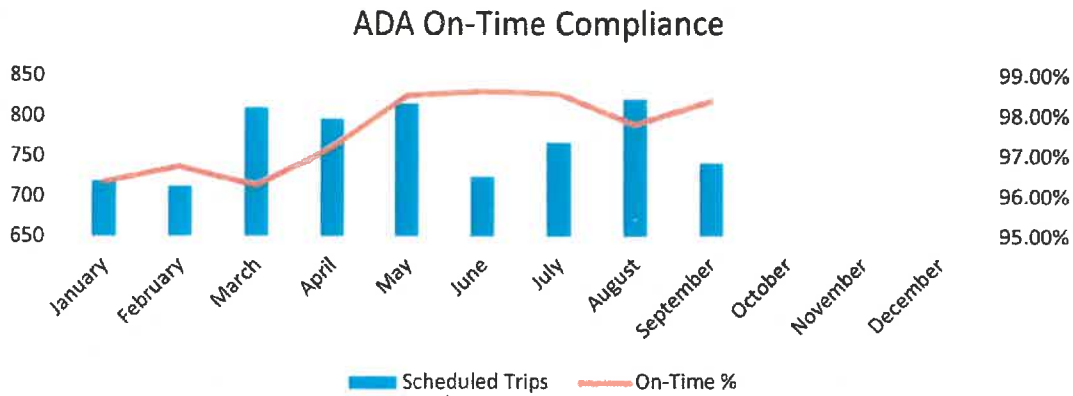
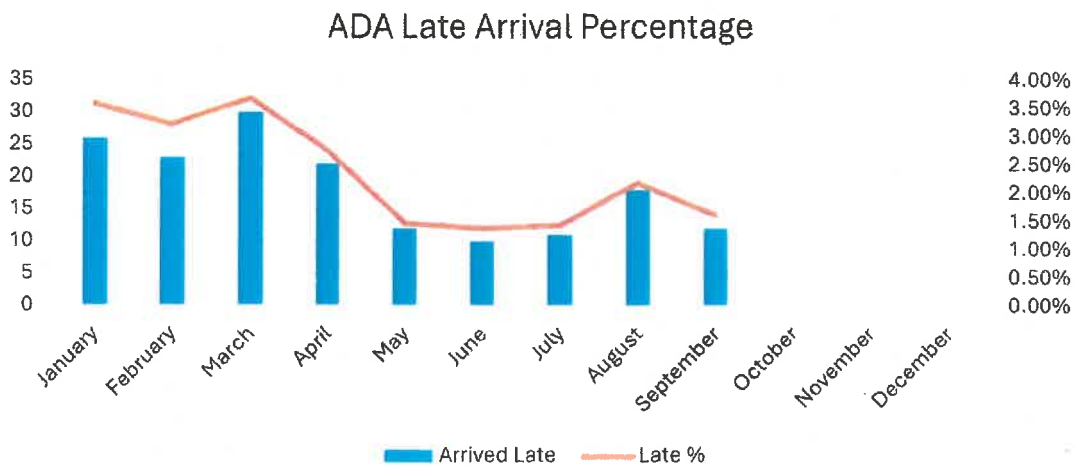


Figure 4. Of 742 ADA trips, 12 trips were performed late, for a 1.62% late arrival rate.





2024 November Meeting & Event Schedule

The November schedule for finance committee and the board meeting adjusts for the holidays. Please note the changes below.

November Schedule

- Finance Committee
 - Wednesday, November 6, at 3 p.m. – Draft 2025 Budget Presentation for PARTA and Kent Central Gateway

- Veterans Day Ceremony
 - Monday, November 11, at 1 p.m. – Kent Central Gateway

- Stuff the Bus Food Drive
 - Sunday, November 17, from 10 a.m. to 2 p.m. – Walmart Ravenna Twp.

- Board of Trustees Meeting
 - Thursday, November 21, at 7 p.m.

Planned Agenda Items

We expect to bring forward the following items during November:

- 2025 Budget Resolutions for PARTA and the Kent Central Gateway
- Annual resolutions to authorize known, large purchase items in 2025
- 5-Year resolution for leasing tires

Please note: Unless circumstances change, we do not plan to hold meetings in December. Thank you for your service to PARTA!