PA <u>RTA</u>	
Board of Trustees	Meeting
April 27, 2023 @ 7	p.m.

PARTA Administration Building 2000 Summit Road Kent, Ohio 44240

Agenda

1. Call to Order Oral Roll Call

2. Meeting Minutes

Minutes from March 23, 2023, Meeting (Motion Required)

Attachment 2a

Guest Communications (2-minute limit)

Oral

4. General Manager's Report

Attachment 4

5. Committee Reports

a. Administration
b. Finance
c. Operations
c. Personnel

Scheduled to Meet 4/27
Scheduled to Meet 4/25
Did Not Meet
Did Not Meet

- 6. Old Business
- 7. New Business
 - Presentation
- 8. Resolution Roll Call Approval Required

#2023-04-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PURCHASE TWO (2) 2023 CHEVROLET SILVERADOS, OPTIONAL EQUIPMENT, AND SPARE PARTS FROM SARCHIONE CHEVROLET, INC.

- 9. Executive Session, as needed
- 10. Adjournment

Next Regular Meeting: May 25, 2023 @ 7 p.m.

PARTA PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY

BOARD OF TRUSTEES MEETING MINUTES

March 23, 2023

Board Members Present:

Karen Beck Dave Gynn, President Frank Vitale
Marge Bjerregaard Mike Lewis, Vice President Stacey Wilson
Richard Brockett R. T. Mansfield Karen Wise, TPO
Debbie Davison Jack Murphy Marvin Woods

Staff Present:

Claudia Amrhein Kelly Jurisch Greg Springer
Denise Baba Justin Markey, Roetzel & Andress Brian Trautman

Marcia Fletcher Rebecca Schrader

Board Members Not Present:

Jeff Childers (2nd excused absence) Virginia Harris (4th excused absence)

CALL TO ORDER

President Dave Gynn called the March 23, 2023, *PARTA* Board of Trustees meeting to order at 7 p.m. and asked for a roll call. After roll call, it was determined that a **quorum was participating**.

Mr. Gynn asked for a motion to approve the minutes from the February 23, 2023, Board meeting. Mr. Marvin Woods made a motion to accept the minutes as presented, which was seconded by Ms. Karen Beck. The motion to approve the minutes, as presented, passed unanimously.

GUEST COMMUNICATIONS

Mr. Gynn said there were no guests in attendance and moved on to the General Manager's report.

GENERAL MANAGER'S REPORT

Ms. Claudia Amrhein thanked everyone for coming and noted that she included an update in the Board packet about OPTA's activities. She said she hadn't heard yet whether the Senate passed the Transportation Bill but that is expected to come through anytime now. The assumption of the lease agreement with the tenant at the Kent Central Gateway (KCG) who vacated the premises was finalized. She thanked Mr. Justin Markey for his help and asked if there were any questions.

Hearing none, Mr. Gynn thanked Ms. Amrhein and noted that Mr. Richard Brockett arrived at the meeting at 7:03 p.m.

ADMINISTRATION COMMITTEE REPORT

Moving on, Mr. Gynn said the Administration Committee did not meet.

FINANCE COMMITTEE REPORT

Mr. Gynn said the Finance Committee met earlier this week and a copy of the minutes was distributed. He asked Mr. Mike Lewis to give his report.

Mr. Lewis thanked Mr. Gynn and said the Finance Committee met on Tuesday and went over the reports for both January and February. Starting with *PARTA*, in January there was a drawdown of \$99,765 in Federal Operating (ARPA). Everything else was pretty much in line. For Expenses, Other Fringe Benefits was a little up due to a payment to the Bureau of Workers' Compensation. The month finished with a surplus to budget of \$231,787. For February, Sales Tax Revenues continued to be strong. The month finished with a revenue Variance of \$182,620 below budget overall; however, there were three items in the budget that were not drawn down, which totaled a little over \$300,000. If those had been drawn down, it would have been a positive month. Expenses were under budget in total for February in the amount of \$128,204. Most of that savings was in personnel and Fuel and Lubricants. February finished with a slight variance deficit compared to budget of \$54,416; however, year to date was holding at a variance surplus of \$177,372 to budget. Both months played out well and had the grant money been drawn down, which still can be drawn down, that number would have changed.

Moving on to KCG, Mr. Lewis said because both months were very similar for KCG, he would just give a report on the overall year to date. He was glad to report that income was above budget in all areas. The strongest gain was in Hotel Overnight Parking both months, which totaled \$11,343 over budget for year-to-date numbers. Expenses were slightly over budget but only about \$2,000 and that was due, in part, to Professional/Tech Services for legal fees and some technology enhancements that were required. Year to date had a variance surplus of \$14,810 compared to budget.

Mr. Lewis said the Finance Committee also reviewed resolutions #2023-03-01 and #2023-03-02 and recommended both be moved forward to the Board for approval. He asked if there were any questions.

Hearing none, both Mr. Gynn and Mr. Lewis expressed their appreciation for Ms. Marge Bjerregaard's attendance at the Finance Committee meeting.

OPERATIONS COMMITTEE REPORT

Moving on, Mr. Gynn said the Operations Committee did not meet.

PERSONNEL COMMITTEE REPORT

Mr. Gynn said the Personnel Committee did not meet.

OLD BUSINESS

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

NEW BUSINESS

Mr. Gynn asked Ms. Amrhein to give her presentation on *PARTA*'s updates.

Ms. Amrhein presented her PowerPoint on PARTA's updates, which is attached.

Following her presentation, Ms. Amrhein asked if there were any questions.

Mr. Lewis said staffing is one of the biggest problems as services are added. Pretty much every industry is having the same problem, which means increased competition for jobs.

Speaking on behalf of the Board, Mr. Gynn said everyone is impressed with the advanced planning by $PA\underline{RTA}$. $PA\underline{RTA}$ is where it's at because of the advanced planning done many years ago. It's exciting to see where $PA\underline{RTA}$ will be in the next five or ten years. He thanked Ms. Amrhein and her staff for all the advanced planning. He asked if there was any other business that needed to come before the Board before moving on to the resolutions.

RESOLUTIONS

Hearing none, Mr. Gynn introduced Resolution #2023-03-01.

#2023-03-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE FILING OF APPLICATIONS WITH THE OHIO DEPARTMENT OF TRANSPORTATION (ODOT) FOR FY 2024 TRANSPORTATION ASSISTANCE GRANTS. THESE GRANTS MAY INCLUDE THE OHIO ELDERLY AND DISABLED TRANSIT FARE ASSISTANCE PROGRAM, THE URBAN TRANSIT PROGRAM, THE OHIO TRANSIT PARTNERSHIP PROGRAM (OTP2), AND THE SPECIALIZED TRANSPORTATION PROGRAM (SECTION 5310).

Motion: <u>Marge Bjerregaard</u> Second: <u>Mike Lewis</u>

Mr. Gynn said this was a routine annual resolution for Ohio grants, which was reviewed and recommended by the Finance Committee. He asked if there were any questions. Hearing none, he asked for a roll call.

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

Mr. Gynn said the resolution was approved and then introduced Resolution #2023-03-02. He said this was a very similar resolution to the previous one but was for federal.

#2023-03-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION (FTA), AN OPERATING ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR FEDERAL TRANSPORTATION ASSISTANCE AUTHORIZED BY 49 U.S.C. CHAPTER 53, TITLE 23, UNITED STATES CODE, AND OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION (FTA).

Motion: R. T. Mansfield Second: Karen Beck

Mr. Gynn said the Finance Committee reviewed this routine resolution and asked if there were any questions. Hearing none, he asked for a roll call.

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

Mr. Gynn said the resolution was approved.

EXECUTIVE SESSION

Moving on, Mr. Gynn said there was no need for an Executive Session.

<u>ADJOURNMENT</u>

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. Marvin Woods. Mr. Gynn asked all in favor to say aye. He asked any opposed the same sign. Hearing no opposition, the <u>motion to adjourn passed unanimously</u>.

The meeting adjourned at 7:34 p.m.

Respectfully submitted,

Marcia Fletcher Executive Assistant

PARTA 2000 Summit Road Kent, Ohio 44240

GENERAL MANAGER'S REPORT

Yearlis

TO: PARTA Board of Trustees

FROM: Claudia B. Amrhein, General Manager

DATE: April 2023

Committee Meetings and Resolutions. The finance committee will meet on Tuesday, April 25, at 11:30 a.m. to review March financial reports and Resolution #2023-04-01. Lunch will be provided.

<u>The administration committee will meet on Thursday, April 27, at 6:30 p.m.</u> to consider board officer nominations for president, vice president, and temporary presiding officer for one-year terms beginning in July.

Presentations. During the April meeting, we'll present an overview of two (2) current topics: 1) procedural changes we are making to address competitive purchasing challenges during current economic conditions; and 2) highlights of how funding that is raised through the FORE! Transit golf outing opens transportation options to people throughout the Portage County community.

Purchasing Support Vehicles. <u>Resolution #2023-04-01</u> authorizes the purchase of two (2) 2023 Chevrolet Silverado trucks equipped with snow removal apparatus for not to exceed \$150,000. "Service vehicles" include non-revenue vehicles and equipment with titles used to support transit services. The trucks will replace older service vehicles used at <u>PARTA</u> and KCG in daily operations.

Service vehicles are acquired after receiving quotes from dealers. In the past, such purchases have not exceeded the large purchase threshold of \$100,000 outlined in the procurement policy.

For this purchase, obtaining competitive quotes was more difficult given the current economic conditions. The impact of inflation on vehicle pricing and the shortage of vehicles available for purchase resulted in only one dealership quoting the trucks after several attempts to locate other dealers with inventory to sell. At just over \$70,000 each, the purchase exceeds the \$100,000 threshold for board approval. Grant funding awarded through the ODOT's Ohio Transit Partnership Program (OTP2) and local dollars will support the purchase of the new service vehicles.

Grant Application Submitted for East Main Street Project. In mid-April, we applied for funding through the FTA's Buses and Bus Facilities Program to support transit improvements along the city of Kent's East Main Street reconstruction project. The request of \$3,994,920 will support transit amenities, including seven (7) bus pull-offs with enhanced Americans with Disabilities Act (ADA) access, bus shelters, crosswalks, and shared-use paths.

E. Main St. is the highest use transit corridor in *PARTA*'s system with five (5) routes providing connection between Kent and Ravenna, as well as loops around the KSU campus. Due to traffic from the community, the university, and visitors, the area has become a congested and dangerous

highway designated by AMATS as the worst crash corridor in the region. Between 2019 and 2021, ODOT documented 167 crashes in the project area, including 26 injury crashes. Improved lighting will improve safety for all, especially riders using shelters at night or in inclement weather. Bus pull-offs will improve safety by creating designated space for riders to board and exit the bus out of the flow of traffic. If awarded, the City of Kent and KSU will contribute the \$443,880 required local match.

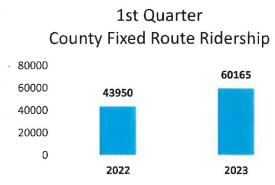
Covered Walkway Project is Out for Bid. You may recall that we had funding remaining from the bus storage garage and mezzanine projects and decided to add a covered walkway to connect the buildings. In April, we issued an invitation for bids to solicit competitive, sealed bids from single prime contractors to perform the work. At the May board meeting, we anticipate bringing forward a request to award a contract to the successful bidder for an estimated probable cost of \$214,000.

Service Reports. Ridership. County fixed route service increased by 36.89% as compared to first quarter ridership last year, with 60,165 trips completed through March as compared to 43,950 trips completed through March 2022. DART service increased by 10.62% through March as compared to March 2022, with 11,073 trips completed as compared to 10,010 trips completed through March 2022.

Overall ridership, including campus service, increased by 44.87%, with campus up by 52.41%. Total system ridership totaled 220,029 as compared to 151,883 through March 2022.

On-Time Compliance. <u>ADA Complementary</u> <u>Paratransit Service.</u> ADA on-time compliance was 95.67% in March as compared to 85.34% in February. Of 809 trips, 35 were performed late, with the latest running 21 minutes behind.

<u>General Public (non-ADA) DART.</u> On-time performance for general public, non-ADA trips increased to 94.85% for March, as compared to 91.35% in February 2023.



Vehicle Preventative Maintenance (PM). On-

time compliance with established PM inspection schedules was 100% in March as compared to 100% in February 2023.

Parking Deck. A total of 8,715 cars used the deck in March, a 3% increase as compared to February but 7% less than total usage in March 2022. Year-to-date totals are trending at 2% higher than year-to-date through March 2022.

Foundation Golf Outing is Friday, May 19. FORE! Transit will host the 18th annual golf outing fundraising event on Friday, May 19, at Paradise Lake Golf Course. Please consider supporting this worthwhile cause by volunteering, donating, and/or golfing, even if you are not a golfer! FORE! Transit is a 501(c)3 non-profit foundation established by *PARTA* in 2006. It provides businesses and individuals with the opportunity to make tax deductible charitable contributions. All proceeds are used to support unmet transportation needs in Portage County.

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.



Register Now!

18th Annual Golf Outing

May 19, 2023



Event Details

- 8am Sign-in Time
- 9am Shotgun Start
- 2pm Lunch & Prizes

Paradise Lake Country Club 1900 Randolph Rd Mogadore, OH 44260

Golf with a purpose. Support Portage County residents who can least afford public transportation. Golf outing proceeds help provide reduced fare bus passes to low-income clients of local social service organizations.





Register Online

To register online through a secure PayPal transaction, complete the form at the bottom of this page. You DO NOT need a PayPal account to make a purchase. After clicking "Submit," a new page will open. Click "PayPal Checkout." Next, click "Pay with Debit or Credit Card" to checkout as a guest.

Register by Mail

If you prefer to register by mail, please download, print, and mail the registration form found here.

If you have questions or need further assistance, please contact:

Rebecca Schrader, Finance Director

Portage Area Regional Transportation Authority (*PARTA*) by **email** or phone at 330.678.7745

Golf Options

Individual Golfer (General Public) \$125.00 Individual Golfer (PARTA Employee) \$75.00





Foursome (General Public) \$500.00 Foursome (PARTA Employee) \$300.00



Dinner ONLY (Does not include golf or lunch) \$50.00



Skins Game \$20.00 Mulligans 8 for \$40.00 Combo Package Skins & 8 Mulligans for \$60.00

Sponsor Opportunities



Platinum Sponsor \$2,500

- Welcome Gift
- Golf & Dinner for 4
- 2 Tee Signs
- Appreciation Plaque
- Recognition as PLATINUM Sponsor in Program
- Recognition as PLATINUM Sponsor on website



Gold Sponsor \$1,000

- Welcome Gift
- Golf & Dinner for 2
- 2 Tee Signs
- Recognition as GOLD Sponsor in Program
- Recognition as GOLD Sponsor on website



Silver Sponsor \$500

- Welcome Gift
- Golf & Dinner for 1
- 1 Tee Sign
- Recognition as SILVER Sponsor in Program
- Recognition as SILVER Sponsor on website



Bronze Sponsor \$100

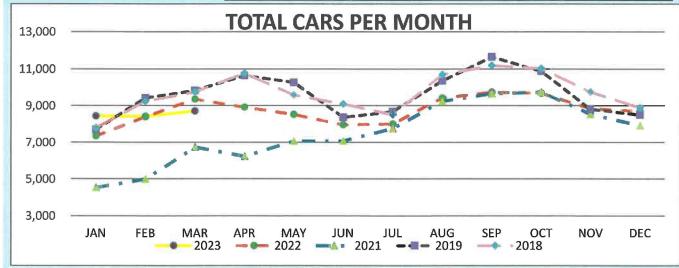
- Welcome Gift
- 1 Tee Sign
- Recognition as BRONZE Sponsor in Program
- Recognition as BRONZE Sponsor on website

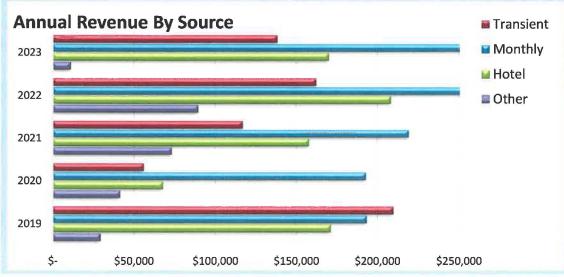


KENT CENTRAL GATEWAY PARKING SUMMARY -

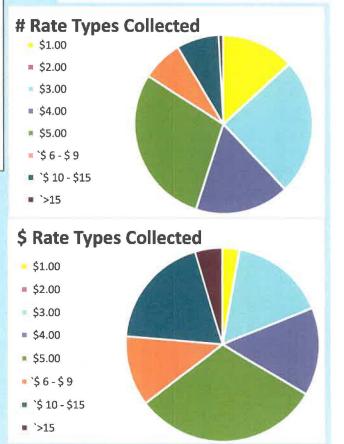
March 2023

	6 Month Lookback						
	Monthly	Transient	Total	Cars/Day	Last	Last Year	
Oct-22	4,552	5,141	9,693	313	-1%	-1%	
Nov-22	4,347	4,493	8,840	295	-9%	4%	
Dec-22	3,637	5,057	8,694	280	-2%	10%	
Jan-23	4,167	4,278	8,445	272	-3%	15%	
Feb-23	4,328	4,093	8,421	301	0%	0%	
Mar-23	4,309	4,406	8,715	281	3%	-7%	





Annual Comparison						
	2023	2022	<u>2021</u>			
JAN	8,445	7,349	4,534			
FEB	8,421	8,391	4,982			
MAR	8,715	9,363	6,738			
APR		8,923	6,249			
MAY		8,529	7,067			
JUN		7,967	7,084			
JUL		8,009	7,762			
AUG		9,437	9,248			
SEP		9,749	9,665			
OCT		9,693	9,749			
NOV		8,840	8,538			
DEC		8,694	7,919			
TOTAL	25,581	104,944	89,535			
	1.9%	17.2%	55.5%			



RESOLUTION #2023-04-01

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PURCHASE TWO (2) 2023 CHEVROLET SILVERADOS, OPTIONAL EQUIPMENT, AND SPARE PARTS FROM SARCHIONE CHEVROLET, INC.

WHEREAS, PARTA has identified the need to purchase two (2) 2023 Chevrolet Silverados to replace vehicles that have exceeded their useful life expectancy and are programmed for purchase in the approved AMATS Transportation Improvement Program (TIP); and

WHEREAS, PARTA will utilize Ohio Transit Partnership Program (OTP2) grant funding from the Ohio Department of Transportation (ODOT) and local sales tax revenue as local match to purchase two (2) 2023 Chevrolet Silverados, optional equipment, and spare parts from Sarchione Chevrolet, Inc.

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

The General Manager, or her designee, is hereby authorized to purchase two (2) 2023 Chevrolet Silverados, along with optional equipment and spare parts, from Sarchione Chevrolet, Inc. for a cost not to exceed \$150,000.

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 on April 27, 2023.

Date	
Dave Gynn, President	Attested
Board of Trustees	

Sarchione Chevrolet, Inc. 1572 State Rt 44 PO Box 217 - RANDOLPH, OH 44265

Phone: 330-325-9991

Purchase Date: 04/14/23 Salesperson: SEAN BYLAND

Cash Disclosure

Phone: 330-325-9991 Fax: 330-325-0175

Buyer:

Portage Area Regional Transportation Authority

2000 Summit Street Kent, OH 44240 Work: 330-678-1287

Co-	B	u	rer

Purchased Vehicle						
Stock#	<u>Vehicle</u>	Color	<u>Miles</u>	VIN		
27206	2023 CHEVROLET SILVERADO	SUMM WHITE	8	2GC4YME76P1728721		

Purchases & Fees

Selling Price	Selling Price	\$52,210.00
Front Adds	Boss Plow 8.2V DXT	\$8,482.50
	Salt Spreader VBX-8000	\$9,090.00
	Rubber Snow Flap	\$150.00
	Parts and Labor	\$970.00
Fees	Documentation	\$250.00
	Certificate of Title	\$20.50
	Temp Tag	\$20.00
Taxes	Tax 1	\$0.00
	Total Cash Price	\$71,193.00

Monies Received

Trades	Total Trade Allowance	\$0.00
	Total Trade Payoff	\$0.00
	Total Trade Net	\$0.00
Down Payment	Cash Deposit	\$0.00
	Cash Down Payment	\$0.00
	Deferred Cash	\$0.00
	Total Credits	\$0.00
	Total Cash Price	\$71,193.00
	Total Credits (-)	\$0.00
	Balance Due	\$71,193.00

Signature:

Sarchione Chevrolet, Inc.

1572 State Rt 44 PO Box 217 - RANDOLPH, OH 44265

Phone: 330-325-9991

Purchase Date: 04/01/23 Salesperson: vince mcneill

Cash Disclosure

Phone: 330-325-9991 Fax: 330-325-0175

Buyer:

Portage Area Regional Transportation Authority

2000 Summit Street Kent, OH 44240 Work: 330-678-1287 Co-Buyer:

Purchased V	ehicle			
Stock#	<u>Vehicle</u>	Color	Miles	VIN
27180	2023 CHEVROLET SILVERADO	SUMM WHITE	6	2GC4YME75P1728368

Purchases & Fees

Selling Price	Selling Price	\$51,135.00
Front Adds	Boss Plow 8.2V DXT	\$8,482.50
	Salt Spreader VBX-8000	\$9,090.00
	Rubber Snow Flap	\$150.00
	Parts and Labor	\$970.00
Fees	Documentation	\$250.00
	Certificate of Title	\$20.50
	Temp Tag	\$20.00
Taxes	Tax 1	\$0.00
	Total Cash Price	\$70,118.00

Monies Received

Trades	Total Trade Allowance	\$0.00
	Total Trade Payoff	\$0.00
	Total Trade Net	\$0.00
Down Payment	Cash Deposit	\$0.00
	Cash Down Payment	\$0.00
	Deferred Cash	\$0.00
	Total Credits	\$0.00
	Total Cash Price	\$70,118.00
	Total Credits (-)	\$0.00
	Balance Due	\$70,118.00

Signature:



Today is April 3, 2023.

Transportation

PARTA introduces a new way to ride

You can now buy a bus ticket the same way you use "tap to pay" on your phone.

Account Based Ticketing allows riders to use the EZFare app on their phones or the new Smartcard to pay fare on the bus. **Learn more** about the system.

And more updates are coming:

- You'll soon be able to track the status and location of fixed route buses through a new app.
- Online scheduling will soon be available for door-todoor riders.

Read more about these updates and more here.



Today is April 7, 2023. *Jobs*

Inclusive hiring event coming to Kent

Onsite interviews will be on tap at an inclusive hiring event, set for 10 a.m. to 2 p.m. April 13 at the Kent Free Library. Job candidates will be able to connect with Portage County businesses that are committed to diversity, equity and inclusion.

- Job candidates are encouraged to bring their resumes, and may take advantage of professional headshots, interviews, and resume evaluations available at the event.
- Participating companies include Portage DD,
 Opportunities for Ohioans with Disabilities, Ohio Means Jobs, Hattie Larlham, Giant Eagle, Step 2, J&S Packaging,
 PARTA, AVI Food Systems, Main Street Ravenna,
 Embassy Healthcare, Sheridan and Hometown Bank.
- The event is hosted by the Portage Employment
 Collaborative. Contact Tiffany Jones at Portage DD
 (TiffanyJ@Portagedd.org) for more information.