

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY
BOARD OF TRUSTEES MEETING
MINUTES

July 27, 2023

Board Members Present:

Karen Beck
 Jeff Childers
 Debbie Davison

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

Stacey Wilson
 Karen Wise, TPO
 Marvin Woods

Staff Present:

Claudia Amrhein
 Denise Baba
 Marcia Fletcher

Natalie Rothenbuecher, Roetzel & Address
 Rebecca Schrader

Greg Springer
 Brian Trautman

Board Members Not Present:

Marge Bjerregaard (1st excused absence)
 Virginia Harris (1st excused absence)

Jack Murphy (1st excused absence)
 Frank Vitale (1st excused absence)

Guests Present:

Richard Brockett

Mary Ann Brockett

Pat Gynn

CALL TO ORDER

President Dave Gynn called the July 27, 2023, PARTA Board of Trustees meeting to order at 7 p.m. He asked for a roll call, after which it was determined that **a quorum was participating**.

Mr. Gynn thanked everyone for coming and acknowledged the PARTA staff for making the arrangements for the RubberDucks game last month since there wasn't a Board meeting. He said it was nice that the trolley was available to provide transportation to and from the game.

Moving on, Mr. Gynn asked for a motion to approve the minutes from the May 25, 2023, Board meeting. **Mr. Mike Lewis** made a motion to accept the minutes as presented, which was seconded by **Mr. Marvin Woods**. The **motion to approve the minutes, as presented, passed unanimously**.

GUEST COMMUNICATIONS

Mr. Gynn asked the guests in attendance if they would like to comment.

Mr. Richard Brockett said in his former profession, there was a saying, "By your students, you'll be taught." He tweaked that a little and said, "By the staff of PARTA, I was taught." He said he learned about eminent domain and the audit process during his years on the Board. It was a new world for him, and he is happy to have been a part of it. He is sure that the public is getting a lot of bang for their buck.

Mr. Gynn thanked Mr. Brockett for his many years of service and then moved on to the committee reports.

ADMINISTRATION COMMITTEE REPORT

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

Ms. Wise said the Administration Committee met this evening. She thanked Ms. Karen Beck and Ms. Debbie Davison for rounding out the committee. She said the committee discussed Mr. Brockett's retirement from the Board and Resolution 2023-07-03 honoring him. The committee also discussed Resolution 2023-07-01 and unanimously passed that resolution on to the Board for consideration. The big item of business was the slate of Board officers for consideration: Mr. Dave Gynn for President, Mr. Mike Lewis for Vice President, and Mr. Marvin Woods for Temporary Presiding Officer.

Mr. Gynn thanked Ms. Wise and said voting would occur later in the meeting. He asked if anybody had any questions.

Hearing none, Mr. Gynn said the Finance Committee met on Tuesday and he asked Mr. Mike Lewis to give that report.

FINANCE COMMITTEE REPORT

Mr. Lewis thanked Mr. Gynn and said the Finance Committee met on Tuesday. He thanked Mr. Jeff Childers and Mr. Gynn for attending the meeting. Looking at the June Finance Report, he said KSU Revenues were down \$106,278, which was expected. There was a draw from State Capital Maintenance Assistance of \$115,661 and a draw from Federal Operating (ARPA) reimbursing driver wages of \$114,468. Investment Income was \$40,773 for June, which was \$36,607 above budget. On the expense side, wages were well below budget because of unfilled positions. There were two things that were a little out of line. Something hit at the end of the month that should have correctly been posted in July and there were additional monies that went to purchase new bus stops for \$21,363 above what was budgeted for the month. For June, there was an overall surplus of \$291,859 against budget; and year to date, there was a surplus of \$1,321,210 above budget. He asked if there were any questions.

Hearing none, Mr. Lewis moved on to the Kent Central Gateway (KCG). He said June was a good month with all revenues above budget and almost all expenses below budget. Employee wages were behind again for the same reason as with PARTA. Daily Parking Revenue was up \$13,012 for the month, which was \$4,012 above budget. The current period had an overall surplus of \$26,315 to budget and year to date had a surplus of \$80,814 to budget. He asked if there were any questions.

Mr. Gynn said it's interesting to look at the difference between the average revenue per car and the average expense per car on the KCG Finance Report, which has changed over the last year or two.

Mr. Lewis said June typically has been one of the higher months when it comes to the difference between the two.

Mr. Gynn thanked Mr. Lewis for the report and moved on to the Operations Committee Report.

OPERATIONS COMMITTEE REPORT

Mr. Gynn said the Operations Committee met tonight and he asked Mr. R. T. Mansfield to give the report.

Mr. Mansfield said the committee met and had one item to consider, which was a resolution authorizing the General Manager to negotiate a contract with Duo-Gard Industries for designing, producing, and delivering a 730 square foot polycarbonate canopy. This is an elaborate L-shaped structure, like a bus shelter, to go between the Administration building and the bus storage facility. The committee unanimously recommended referring this to the Board for positive consideration. He asked if there were any questions.

Mr. Gynn said there were details in the Board packet; and if anybody had any questions, now was the time to ask.

Hearing none, Mr. Gynn thanked Mr. Mansfield for the report and moved on to the Personnel Committee Report.

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 moved on to the resolutions.

RESOLUTIONS

Mr. Gynn introduced the first resolution.

#2023-07-01: 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 SFY 2024 AND 2025 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), THE SPECIALIZED TRANSPORTATION PROGRAM (SECTION 5310), AND THE OHIO WORKFORCE MOBILITY PARTNERSHIP PROGRAM.

Mr. Gynn asked for a motion and a second to pass this resolution.

Motion: Mike Lewis

Second: Karen Beck

Mr. Gynn said the Administration Committee discussed this resolution and forwarded it on to the Board for approval. He asked if anybody had any questions or comments.

Ms. Claudia Amrhein said this may look familiar because in March the Board passed a very similar resolution to authorize grant applications with ODOT for 2024. Since that time, the Governor signed a new biennium budget, which included a new source of funding availability that wasn't listed in the original authorizing resolution that was passed in March. Also, ODOT switched up its application schedule for the 2025 round of funding so this resolution will accompany the grant applications due by the end of August or early September 2023 for the new Ohio Workforce Mobility Partnership Program if pursued. To make it more confusing, 2024 isn't due until October 2023 so this resolution will blanket the remaining grant applications made in 2024 and 2025 through ODOT.

Mr. Gynn asked if there was any discussion. Hearing none, he asked Ms. Marcia Fletcher to call the roll.

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

Mr. Gynn said that resolution was approved. He then introduced Resolution 2023-07-02.

#2023-07-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO NEGOTIATE, ENTER INTO, AND SIGN AN AGREEMENT WITH DUO-GARD INDUSTRIES FOR DESIGNING, PRODUCING, AND DELIVERING A 730 SQUARE FOOT POLYCARBONATE CANOPY.

Mr. Gynn asked for a motion and a second to approve that resolution.

Motion: R. T. Mansfield

Second: Debbie Davison

Mr. Gynn asked if there were any other questions. Hearing none, he asked Ms. Fletcher to call the roll.

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

Mr. Gynn said that resolution was approved and then moved back up to the General Manager’s report.

GENERAL MANAGER’S REPORT

Ms. Amrhein thanked Mr. Gynn and everyone for coming out tonight. She thanked Board members for their participation on the committees and Ms. Wise for her guidance on the annual nomination process. She welcomed Mr. and Mrs. Brockett and thanked Mr. and Mrs. Gynn for bringing them tonight. She said there will be refreshments after the meeting, which include homemade ice cream made by Ms. Denise Baba. Mr. Brockett is cycling off the Board and the Portage County Commissioners have advertised that position but there is no appointment yet. She will keep the Board posted. She asked Mr. Brian Trautman to say a few words about the parking system upgrades at KCG, as mentioned in her Board report. Some Board members may recall the complications with the parking system technology that was installed in 2017.

Mr. Trautman said parking is currently paid for through pay on foot machines. A ticket is obtained upon entry to the parking garage, the ticket is paid through the pay on foot machine, the pay on foot machine validates the ticket, and the ticket is inserted into the machine upon exiting. The new system and software allow for payment with a cell phone. There is an app available for downloading where the parking space is entered into the app and payment processed through that app. The pay on foot machines cost about \$70,000 each to buy and there are two of them. They are 10 years old now so this new technology will eliminate that expenditure in the future. The other nice thing about it is that the vendors downtown, like Kent Stage, can buy validations for their customers to go along with event ticket purchases through that app. It provides for a lot more diversity in billing. It’s a big step forward and should be wrapped up very soon. There are a few things that are being taken care of with credit card companies, but it should be a lot easier and more user friendly across the board especially when someone leaves their ticket in their car and forgets to validate it. He asked if there were any questions.

Hearing none, Mr. Gynn asked Ms. Wise to introduce and read Resolution 2023-07-03.

Ms. Wise read the resolution in its entirety.

#2023-07-03: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES HONORING RICHARD BROCKETT, BOARD MEMBER, IN APPRECIATION FOR HIS DEDICATION AND SERVICE.

Mr. Gynn asked for a motion and a second.

Motion: Mike Lewis

Second: R. T. Mansfield

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

Mr. Gynn said the motion was approved. He thanked Mr. Brockett and encouraged everyone to stay after the meeting for refreshments.

ELECTION OF OFFICERS

Moving on, Mr. Gynn said the next item of business was the election of Board officers. The nominations, as Ms. Wise presented, were Mr. Dave Gynn for President, Mr. Mike Lewis for Vice President, and Mr. Marvin Woods for Temporary Presiding Officer. He asked if there were any other nominations from the floor. Hearing none, he said the officer elections would be conducted by a roll call vote rather than by written ballot as outlined in the Bylaws, Section III. He asked for a motion and a second to close the nominations.

Close Nominations

Motion: Debbie Davison

Second: Karen Beck

Mr. Gynn then asked for a roll call.

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

Mr. Gynn closed the nominations and then asked for a motion and a second to accept the elected slate of officers.

Accept and elect slate of officers:

President	<u>Dave Gynn</u>
Vice President	<u>Mike Lewis</u>
Temporary Presiding Officer	<u>Marvin Woods</u>

Motion: Stacey Wilson

Second: Karen Wise

Mr. Gynn asked for a roll call.

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

Mr. Gynn said the motion was approved. The officers will take office beginning immediately for one year. One of the duties of the President is to appoint Board members to committees. Last year, he sent Board members a description of all the committees, and they signed up for what they wanted. If any Board member wants to stay on the same committee as last year, they don't have to do anything. If any Board member would like to be put on a different committee, let him know and he will be happy to consider the request. There are four committees with three Board members on each committee. Also, the Board packet included schedules for Board meetings and Finance Committee meetings for 2024. Put them on your calendars. Board meetings almost always fall on the last Thursday of the month and Finance Committee meetings almost always fall on the Tuesday prior to the Board meeting unless there's a holiday or some other reason. Remember that every Board member is entitled and encouraged to attend every committee meeting whether they are on that committee or not.

EXECUTIVE SESSION

Moving on, Mr. Gynn said there was no reason for an Executive Session. He asked Ms. Baba if she would like to say anything about the fair.

Ms. Baba said the 165th Portage County Fair is coming up and *PARTA* will have a booth next to the merchant building again. If anyone would like to volunteer to staff that booth, it would be greatly appreciated. The Board meeting is on that Thursday of fair week, but the fair opens on Tuesday, goes all day Wednesday and Thursday, all day Friday for Senior Citizens Day, all day Saturday, and then it ends on Sunday at 8 p.m. The sign-up sheet is available tonight for anyone who would like to volunteer. Senior Citizens Day on Friday is free but if anyone signs up for another day, they will get a pass for that day.

Mr. Gynn encouraged everyone to sign up and reminded everybody that August 8 is an important election day. He asked if there was any other business to come before the Board.

ADJOURNMENT

Hearing nothing further, Mr. Gynn entertained a motion to adjourn. **Mr. Mike Lewis** made a motion to adjourn the meeting, which was seconded by **Mr. Marvin Woods**. Mr. Gynn asked all in favor to signify by aye. He asked any opposed the same sign. Hearing none, the **motion to adjourn passed unanimously.**

The meeting was adjourned at 7:25 p.m.

Respectfully submitted,

Marcia Fletcher
Executive Assistant