

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY
BOARD OF TRUSTEES MEETING
MINUTES

March 23, 2023

Board Members Present:

Karen Beck
Marge Bjerregaard
Richard Brockett
Debbie Davison

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

Frank Vitale
Stacey Wilson
Karen Wise, TPO
Marvin Woods

Staff Present:

Claudia Amrhein
Denise Baba
Marcia Fletcher

Kelly Jurisch
Justin Markey, Roetzel & Address
Rebecca Schrader

Greg Springer
Brian Trautman

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 PARTA. PARTA is where it's at because of the advanced planning done many years ago. It's exciting to see where PARTA 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: Marge Bjerregaard Second: Mike Lewis

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

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

Mr. Gynn said the resolution was approved.

EXECUTIVE SESSION

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

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

The meeting adjourned at 7:34 p.m.

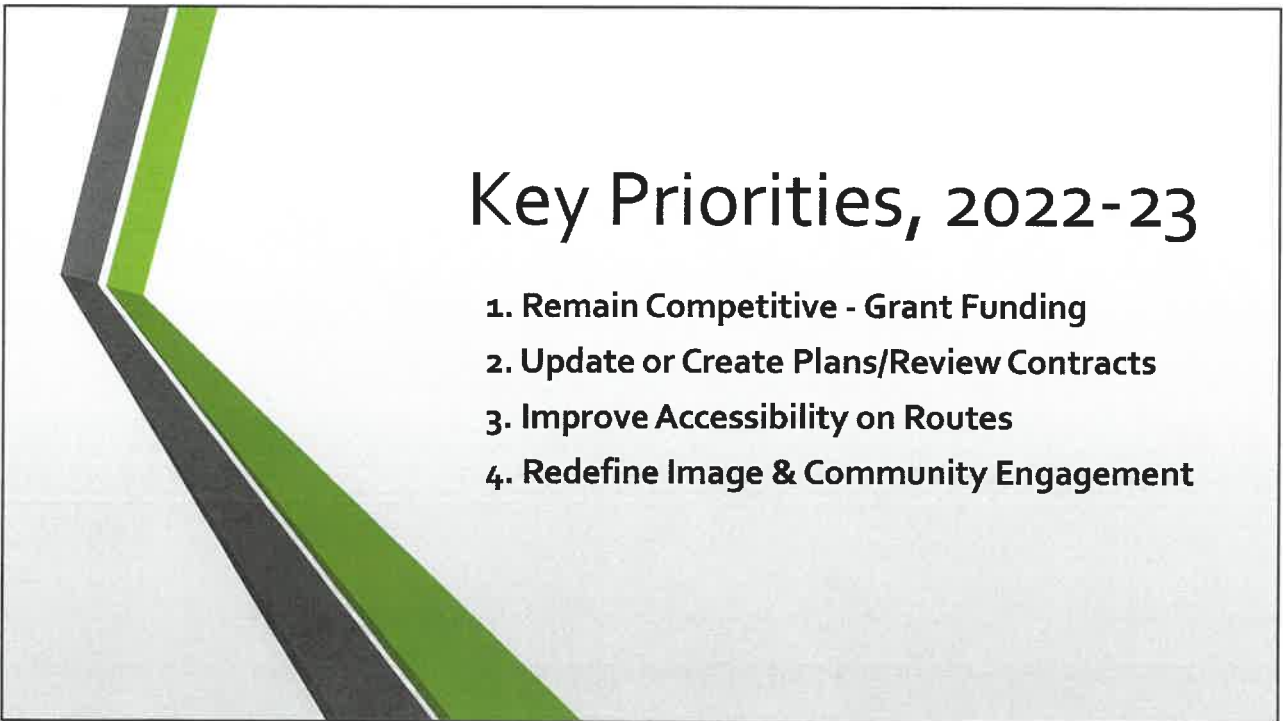
Respectfully submitted,



Marcia Fletcher
Executive Assistant



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1. Remain Competitive – Grant Funding

- **Bipartisan Infrastructure Law-new funding opportunities, 2022-26**
- **BIG WIN: Awarded funding in first round of 5339(b) applications**
- **\$3.2 million FY2022 Bus & Buses Facilities funding to replace 5 diesel buses with RNG buses in 2025-26**
- **Fleet replacement funding secured**

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2. Update or Create Plans / Review Contracts

- **Zero Emission Fleet Transition Plan, 2022**
- **Electric infrastructure study**
- **Technology Upgrade, 2022-23**
 - **New Transit Software: CTS, PassioGo, Optibus**

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3. Improve Accessibility on Routes

- 2 Projects
 - East Main St., Willow to Horning Rd
 - SR 59, Horning Rd to SR 261

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Improve Accessibility

- ADA paratransit is more highly used when major roadways used for fixed route service are not accessible to non-vehicular travelers
- Lack of sidewalks, bus pull-offs, crosswalks, signalization, wheelchair access make any non-vehicle travel dangerous and difficult
- Pedestrians, transit users, bicycles, strollers, wheelchairs

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East Main Street

- Willow to Horning Rd.
- 2025 construction
- Inflation increase \$4-5 million
 - City + KSU funding applications
 - 2022 RAISE Grant – not awarded
 - 2023 RAISE Grant – pending
 - PARTA Funding Application
 - 2023 Buses & Bus Facilities 5339(b)
 - Due 4/13/2023
 - Associated Transit Improvements



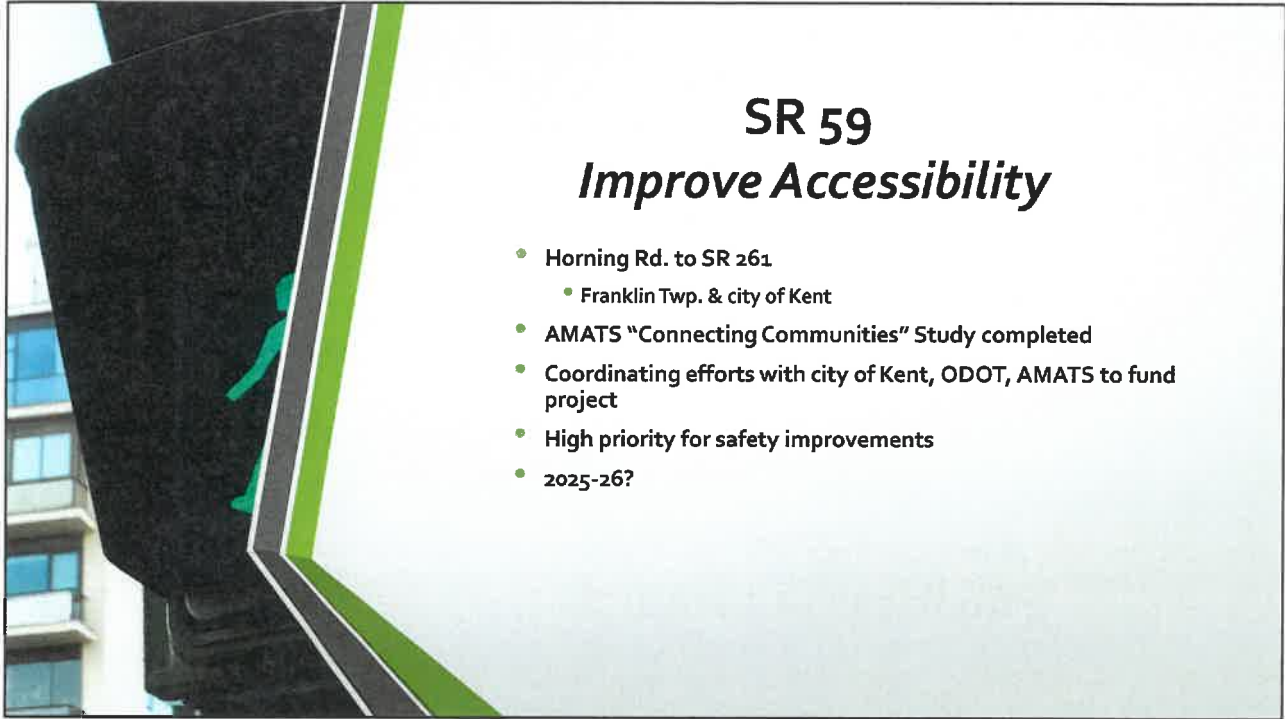
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Associated Transit Improvements

- Wider sidewalks and tree lawn on north side of the street*
- Enhanced and higher visibility crosswalks for pedestrians and bikes*
- Decorative streetlights added along the length of the roadway*
- Shared path for bikes and pedestrians created on the south side of street*
- New bus pull-offs and shelters installed along the corridor*



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SR 59 *Improve Accessibility*

- Horning Rd. to SR 261
 - Franklin Twp. & city of Kent
- AMATS "Connecting Communities" Study completed
- Coordinating efforts with city of Kent, ODOT, AMATS to fund project
- High priority for safety improvements
- 2025-26?

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SR 59 Improvements – Identified Problems

Sidewalk Gaps



Poor/No Crosswalks



No Bike Facilities



No/Poor Bus Stop Amenities







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4. Redefine Image & Community Engagement

- Mission
- Vision
- Guiding Principles

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New Mission

- ***PARTA*** enriches lives by providing eco-friendly transportation that builds community trust.
- We use technology to support mobility options that are flexible, safe and reliable.



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New Vision

- ***PARTA*** is driven to create a better tomorrow and community growth by enhancing public mobility opportunities.
- Our transportation services support the dignity of each person, and we serve with pride, striving to provide excellent customer service.
- Using modern technology, we deliver reliable, environmentally sustainable solutions for reaching lifeline services and opportunities throughout our community.

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Guiding Principles

- We serve with Pride
- We use technology to improve mobility opportunities
- We build community trust through our services



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Next Steps

- Implement new software and communicate to community
- New Transit Development Plan
 - Route and service area reviews
 - Employment centers
 - METRO service to Kent
 - New services to explore – microtransit, same day service
- Relaunch Trolleys
- Increase staffing to meet planned services
- New Capital Master Plan

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Questions?

Thank You!

Claudia Amrhein
General Manager

Amrhein.c16@PARTAonline.org