

**Agenda**

1. Call to Order Oral  
Roll Call
2. Meeting Minutes Attachment 2a  
Minutes from November 17, 2022, Meeting (Motion Required)
3. Guest Communications (2-minute limit) Oral
4. General Manager's Report Attachment 4
5. Committee Reports Did Not Meet
  - a. Administration Did Not Meet
  - b. By-Laws Review Scheduled to Meet 2/21
  - c. Finance Did Not Meet
  - d. Operations Did Not Meet
  - e. Personnel Did Not Meet
6. Old Business
7. New Business
  - Presentation
8. Resolutions - Roll Call Approval Required

**#2023-02-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE AWARD OF A CONTRACT TO SUNOCO, LLC DBA GLADIEUX ENERGY, LLC TO PROVIDE DIESEL AND GASOLINE FUEL FOR 2023 AND AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO SIGN A FEDERAL EXCISE TAX EXEMPTION CERTIFICATE ON BEHALF OF *PARTA*. THIS IS A JOINT PURCHASING VENTURE WITH AKRON METRO RTA, WESTERN RESERVE RTA, AND STARK AREA RTA, ET AL.**

**#2023-02-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AMENDING THE INVESTMENT POLICY.**
9. Executive Session, as needed.
10. Adjournment

**Next Regular Meeting:**  
**March 23, 2023 @ 7 p.m.**

***PARTA***  
**PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY**

**BOARD OF TRUSTEES MEETING  
MINUTES**

**November 17, 2022**

**Board Members Present:**

Marge Bjerregaard  
Richard Brockett  
Jeff Childers  
Debbie Davison

Dave Gynn, President  
Virginia Harris  
R. T. Mansfield  
Jack Murphy

Frank Vitale  
Stacey Wilson  
Karen Wise, TPO  
Marvin Woods

**Staff Present:**

Claudia Amrhein  
Marcia Fletcher  
Kelly Jurisch

Justin Markey, Roetzel & Andress  
Rebecca Schrader

Greg Springer  
Brian Trautman

**Board Members Not Present:**

Karen Beck (1<sup>st</sup> excused absence)

Mike Lewis (4<sup>th</sup> excused absence)

**CALL TO ORDER**

President Dave Gynn called the November 17, 2022, *PARTA* Board of Trustees meeting to order at 6:59 p.m. and asked for a roll call. After roll call, it was determined that **a quorum was participating.**

Mr. Gynn thanked everyone for coming and asked for a motion to approve the minutes from the October 27, 2022, Board meeting. **Ms. Marge Bjerregaard** made a motion to accept the minutes as presented, which was seconded by **Mr. Richard Brockett**. 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 there was no need for a Board meeting in December at this point. She said November was a busy month and there was a lot to get through tonight. The Finance Committee met earlier this month and went through five of the six resolutions that were included in the Board packet. The sixth resolution is the Title VI program, which was presented at the Administration Committee meeting by Ms. Denise Baba. Ms. Baba had to go to another meeting so Ms. Kelly Jurisch will provide the presentation at this Board meeting. Additionally, Mr. Greg Springer, Director of Risk Management, will be conducting an active shooter training for the Board. She asked if there were any questions.

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

**ADMINISTRATION COMMITTEE REPORT**

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

Ms. Wise said the Administration Committee met tonight and went over the Title VI resolution. *PARTA* is required to submit its Title VI policy/program every three years. Ms. Baba gave a presentation on Title VI to the committee, and Ms. Jurisch will present it later in this meeting. The Administration Committee approved moving the resolution to the Board.

Mr. Gynn asked if there were any questions of Ms. Wise or the committee. Hearing none, he moved on to the Finance Committee report.

### **FINANCE COMMITTEE REPORT**

Mr. Gynn said the Finance Committee had a lengthy budget meeting last week and asked Mr. Frank Vitale to give the report.

Mr. Vitale said the minutes distributed provided a summary of the meeting. Ms. Rebecca Schrader did an outstanding job of explaining the methodology used to get the numbers. She went line by line and explained what and how she forecasted. She included numbers for 2021 and 2022. She was somewhat conservative on revenues and worst case on expenses. She forecasted an increase in expenses in 2023, which could change a lot in wages and labor. The Finance Committee felt the basis for this report and methodology used to come up with these numbers was excellent. The committee approved the budget for *PARTA* at \$12,117,369 in Revenues and \$11,251,434 in Expenses.

Moving on, Mr. Vitale said Kent Central Gateway (KCG) continued to improve and asked Ms. Rebecca Schrader what the Revenues budget was for 2022.

Ms. Schrader said \$568,509 was budgeted for Revenues for 2022.

Mr. Vitale said in this report, based on the information available and the trends in parking, Ms. Schrader forecasted for 2023 a proposed budget of \$655,386 for Revenues and \$622,461 for Expenses, for an operating surplus of \$32,925 at the end of the year. There's nothing that he could pick out that was different or unique. The charts showed how the numbers were tracking for next year, which were about the same as some of the stronger years. It certainly was going in the right direction. He asked if there were any questions.

Hearing none, Mr. Gynn noted that the budget for 2023 was prepared anticipating full employment.

Mr. Vitale asked Ms. Schrader if she felt good about the numbers and to briefly go over how she came up with the budget.

Ms. Schrader said she felt good about the numbers and the 12 pages of minutes explain the process. She didn't have anything else to add other than the methodology was the same as previous years, which typically works. The budget historically comes in at a surplus at the end of the year, which is expected again for 2023.

Mr. Gynn thanked Ms. Schrader and said the Finance Committee meetings are open to anybody, not just committee members. The budget meeting is well worth attending because an overview is provided on everything that's happening at *PARTA*. The Finance Committee approved recommending the five resolutions to the Board.

### **OPERATIONS COMMITTEE REPORT**

Mr. Gynn said the Operations Committee did not meet this month.

**PERSONNEL COMMITTEE REPORT**

Mr. Gynn said the Personnel Committee did not meet this month.

**OLD BUSINESS**

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

**NEW BUSINESS**

Mr. Gynn asked Mr. Springer to give his active shooter presentation.

Mr. Springer then presented his active shooter PowerPoint, which is attached.

Following his PowerPoint presentation, Mr. Springer shared a video on what to do during an active shooter event: Run, Hide, Fight.

Following the video, Mr. Springer discussed the plan of action for an active shooter. The Board members and *PARTA* staff then participated in a practice walk through. Following the walk through, Mr. Springer asked if there were any questions.

Mr. Vitale asked if there were similar plans for everybody else at *PARTA* and if the receptionist had a button that goes right to the police department.

Mr. Springer said *PARTA* had two mock sessions with the Kent Police Department, one with a detective posing as an active shooter. The second mock session included employees calling a number at the police department dispatch office, not the 911 number, as a simulation. Dispatch was inundated with calls from *PARTA*, which jammed the police department’s phones, but the police got the information and showed up here in time. There is a device that can be engaged to send a signal across this building. He asked if there were any other questions.

**RESOLUTIONS**

Hearing none, Mr. Gynn thanked Mr. Springer and presented the first resolution.

**#2022-11-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES APPROVING THE FISCAL YEAR 2023 PROPOSED BUDGET FOR *PARTA*.**

**Motion: Marvin Woods**

**Second: Jack Murphy**

Mr. Gynn noted the proposed budget was attached to the resolution. He said Ms. Schrader did a good job of budgeting revenues conservatively and expenses worst-case scenario. He asked if there were any questions. Hearing none, he asked for a roll call.

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

Mr. Gynn said that resolution was approved and moved on to Resolution #2022-11-02.

**#2022-11-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES APPROVING THE FISCAL YEAR 2023 PROPOSED BUDGET FOR THE KENT CENTRAL GATEWAY (KCG).**

**Motion: R. T. Mansfield**

**Second: Virginia Harris**

Mr. Gynn noted the proposed budget was attached to the 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>
Jeff Childers	<u>X</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>	___
<b>Karen Beck</b>	<b><u>EXCUSED</u></b>		<b>Mike Lewis</b>	<b><u>EXCUSED</u></b>	
R. T. Mansfield	<u>X</u>	___	Virginia Harris	<u>X</u>	___
Marvin Woods	<u>X</u>	___	Debbie Davison	<u>X</u>	___
Karen Wise	<u>X</u>	___	David Gynn	<u>X</u>	___

Mr. Gynn said that resolution was approved and then presented Resolution #2022-11-03.

**#2022-11-03: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PARTICIPATE IN AND CONTRIBUTE TO RISK POOLING WITH THE OHIO TRANSIT RISK POOL (OTRP).**

**Motion: Marge Bjerregaard**

**Second: Debbie Davison**

Mr. Gynn asked Ms. Amrhein if she had anything to add about this resolution.

Ms. Amrhein said this is for *PARTA*'s contribution to the risk pool for property and casualty coverage. Every year, *PARTA* is provided the figure for its share of the pool.

Mr. Gynn asked if there were any questions or comments. Hearing none, he asked for a roll call.

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
<b>Karen Beck</b>	<b><u>EXCUSED</u></b>		<b>Mike Lewis</b>	<b><u>EXCUSED</u></b>	
R. T. Mansfield	<u>X</u>	___	Virginia Harris	<u>X</u>	___
Marvin Woods	<u>X</u>	___	Debbie Davison	<u>X</u>	___
Karen Wise	<u>X</u>	___	Jeff Childers	<u>X</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>	___	David Gynn	<u>X</u>	___

Mr. Gynn said that resolution was approved and then moved on to Resolution #2022-11-04.

**#2022-11-04: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES APPROVING EXPENDITURES FOR INFORMATION TECHNOLOGY (IT) MANAGED SERVICES WITH QUALITY IP.**

**Motion: Jack Murphy**

**Second: Stacey Wilson**

Mr. Gynn said the reason for this resolution was that the Board must approve any expenditure over \$100,000. 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>
Marge Bjerregaard	<u>X</u>	___	Jack Murphy	<u>X</u>	___
<b>Karen Beck</b>	<b>EXCUSED</b>		<b>Mike Lewis</b>	<b>EXCUSED</b>	
R. T. Mansfield	<u>X</u>	___	Virginia Harris	<u>X</u>	___
Marvin Woods	<u>X</u>	___	Debbie Davison	<u>X</u>	___
Karen Wise	<u>X</u>	___	Jeff Childers	<u>X</u>	___
Frank Vitale	<u>X</u>	___	Richard Brockett	<u>X</u>	___
Stacey Wilson	<u>X</u>	___	David Gynn	<u>X</u>	___

Mr. Gynn said that resolution was approved and then presented Resolution #2022-11-05.

**#2022-11-05: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PURCHASE FOUR (4) CNG URBAN TRANSIT BUSES, OPTIONAL EQUIPMENT, AND SPARE PARTS FROM GILLIG.**

**Motion: Virginia Harris**

**Second: Marge Bjerregaard**

Mr. Gynn noted there was an attachment to the resolution from GILLIG. He asked if there were any questions.

Mr. Vitale asked about the other company that was used to purchase buses and if this purchase was just for big buses.

Mr. Brian Trautman said the other company is still used. PARTA has a five-year contract with TESCO for Hometown Trolley, a five-year contract with TESCO for turtle top cutaway LTVs, and a five-year contract with GILLIG for transit urban buses. This purchase is for the transit style 35' low floor buses. The trolleys were awarded to Hometown Trolley with three different types of propulsion units and the urban buses to GILLIG with three different types of propulsion units.

Mr. Gynn asked if there were any other questions. Hearing none, he asked for a roll call.

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Virginia Harris	<u>X</u>	___	Marvin Woods	<u>X</u>	___
Debbie Davison	<u>X</u>	___	Karen Wise	<u>X</u>	___
Jeff Childers	<u>X</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>	___
<b>Karen Beck</b>	<b>EXCUSED</b>		<b>Mike Lewis</b>	<b>EXCUSED</b>	
R. T. Mansfield	<u>X</u>	___	David Gynn	<u>X</u>	___

Mr. Gynn said that resolution was approved and then moved on to Resolution #2022-11-06.

**#2022-11-06: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AMENDING THE TITLE VI POLICY/PROGRAM.**

**Motion: Jack Murphy**

**Second: Debbie Davison**

Mr. Gynn asked Ms. Jurisch to give the presentation on Title VI.



Ms. Jurisch presented the PowerPoint on Title VI, which is attached. She asked if there were any questions.

Mr. Vitale asked if the percentages for on time compliance were *PARTA*'s figures and if they were good numbers.

Ms. Jurisch said yes, they were for *PARTA*. That data is provided every month based upon ridership and on time compliance performance.

Mr. Gynn said Ms. Amrhein usually provides on time compliance in her monthly report, which is included with the Board packet.

Ms. Amrhein said she reports on time compliance for ADA paratransit and demand response. The data in Title VI is fixed route on time compliance by each route. *PARTA* is small but large cities like Chicago or New York might have numerous routes that show areas of the city that are underserved or have longer headways or where equipment assignment or service levels are different in more prosperous areas. These are the kinds of things that Title VI is meant to prevent. Service should be provided equally as much as possible.

Mr. Gynn said the Administration Committee looked at this thoroughly and recommended it to the Board for approval. He asked if there was any other discussion. Hearing none, he asked for a roll call.

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

Mr. Gynn said that resolution was approved and asked if there was any other discussion. Hearing none, he hoped everybody was ready for Thanksgiving and said he was thankful for a lot of things, including a Board with very good people who are committed to helping guide and provide transportation and a wonderful administrative team.

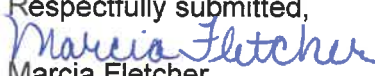
**EXECUTIVE SESSION**

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

**ADJOURNMENT**

Hearing nothing further, Mr. Gynn entertained a motion to adjourn. **Mr. Frank Vitale** made a motion to adjourn the meeting, which was seconded by **Ms. Virginia Harris**. Mr. Gynn asked all in favor to say aye. He asked any opposed to say no. Hearing no opposition, the **motion to adjourn passed unanimously**.

The meeting adjourned at 7:46 p.m.

Respectfully submitted,  
  
 Marcia Fletcher  
 Executive Assistant

**PARTA**  
**PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY**

**BOARD OF TRUSTEES**  
**FINANCE COMMITTEE MEETING MINUTES**

**December 13, 2022**

**Finance Committee Members Present:**

Mike Lewis, Chair                      Jeff Childers                      Virginia Harris, Alternate                      Frank Vitale

**Other Board Members Present:**

Dave Gynn

**Staff Present:**

Claudia Amrhein                                      Kelly Jurisch                                      Rebecca Schrader  
Marcia Fletcher                                      Justin Markey, Roetzel & Andress

**CALL TO ORDER**

Mr. Mike Lewis called the meeting of the Finance Committee to order at 11:30 a.m. on December 13, 2022. He then asked for a roll call, after which it was determined that a quorum was present.

**GUEST COMMUNICATION**

Mr. Lewis said there were no guests and moved on to Old Business.

**OLD BUSINESS**

Ms. Rebecca Schrader noted the October reports were sent out last month and if there were any questions, they could be emailed to her, or she could meet after this meeting.

**NEW BUSINESS**

Moving on to New Business, Ms. Schrader said today she would be focusing on the November reports. The reports were sent out last night, but she received some additional numbers this morning, so she reprinted the reports and distributed them.

Starting with the PARTA Finance Report, Ms. Schrader said Farebox & Ticket Sales was on budget for the month but lagging a little for the year. She believes this is just a timing issue depending on when tickets are purchased. She said Agency Cash Grants and Reimbursements was above budget for the month and the year.

Ms. Claudia Amrhein arrived at the meeting.

Ms. Schrader said KSU Revenues was trending above budget, as expected. State Reimbursement (Fuel). An arbitrary \$5,000 was budgeted for October and November. Sunoco bought out the fuel vendor Gladieux and there have been some issues with getting invoices. Thankfully there have not been any issues with getting fuel deliveries. The fuel bid will be brought to the Board for ratification in January since there's no Board meeting in December. Bids were much lower than what was budgeted. The winning lowest bidder was Sunoco dba Gladieux so they will be the supplier for another year.



Mr. Dave Gynn asked if the fuel bid for 2023 was about the same as 2022.

Ms. Schrader said it went up about 20%. Moving on, she said the rest of the State Capital Maintenance Assistance was drawn down for the year. In October, the rest of the Federal Capital Maintenance Assistance was drawn down so that line item is completed. As discussed earlier, the drawdowns for Federal Operating (ARPA) were put on hold for this year so this line item will be under budget. In November, \$3,857 was drawn down in the Federal Project Management grant, leaving about \$14,000. This 2018 grant is expected to close next year. Investment Income continued to be above budget at 1683%. Sales Tax Revenues increased for the month as anticipated for the fourth quarter. Other Revenues. A grant was received for massages through the wellness program, which were provided at an employee luncheon. That revenue was booked in October and this expense cancels out part of that revenue for the massages.

Moving on to Expenses, Ms. Schrader said all the wages and fringe, except for Students Salaries and Wages, were under budget. Wage and fringe expenses are at 80.9% of the budget and should be around 91.67% as of November. Other Materials and Supplies was over budget for November due to some additional purchases: salt, tablets for the new radio system and scheduling software, a new salt spreader, other miscellaneous items needed to get ready for the winter, and about \$10,000 for Cummins to fix engines. Premium Public Liability/Property Damage had a negative \$5,000 for November, which is the amount that Kent Central Gateway (KCG) reimburses PARTA for its portion of OTRP. For the month, there was a surplus of \$231,872. YTD Actual showed a surplus of \$2.7M. The Annual Projected was just under \$2.7M. She asked if there were any questions on this report.

Hearing none, Ms. Schrader moved on to the Capital Finance Report. She noted the \$231,872 surplus was carried over from the last report. She said \$446,742 was drawn down for the last trolley. A \$200,000 grant was received from the Ohio EPA a couple years ago for the additional cost of CNG vehicles and PARTA was able to get up to \$25,000 per bus for that upcharge. The last \$50,000 was drawn down in November and that grant has been closed out.

Moving on to Expenses, Ms. Schrader said \$614,443 was paid for the trolley that came in this month. The Restricted Balance was increased by \$18,200, which was the interest received in November. In the Restricted box, the local match was removed for the three CNG trolleys because that project is complete. There is about \$4.8M for Future Capital Projects and a total of \$6M in the Restricted account.

Mr. Frank Vitale asked for an explanation of how to read this report.

Ms. Schrader said the top half of the report is Grant Funding and the bottom half is Capital Project Costs. The columns represent each month across the top. The last column shows what is remaining in the grant. For example, there are four DERG buses coming next year that are reflected in the first four line items: \$722,876, \$481,918, \$920,000, and \$230,000. Under Capital Project Costs, the first two line items each show \$1.3M. The difference between the Grant Funding and the actual Capital Project Cost will be local match.

Mr. Vitale asked what the local match would be.

Ms. Schrader said the local match would be about \$270,382 as reflected in the Restricted box for 4 CNG Trolleys.

Mr. Lewis noted that amount has been set aside for when it is needed.

Ms. Schrader said that's correct and there were times when the buses were more than the grant and the local match was more than 20%, such as 60/40 and 70/30 grants. It may also be overmatched depending on the cost.

Mr. Vitale asked for an explanation of the \$4.8M for Future Capital Projects.

Ms. Schrader said that's for projects in 2024, 2025, and 2026. The "5 Year PARTA Capital Budget" will show what that is set aside for.

Mr. Vitale asked if those Future Capital Projects were funded yet.

Ms. Schrader said there are projects that have been awarded grant dollars through 2025. PARTA needs to be prepared in 2025 to pay its share for those buses that have already been awarded. She asked if there were any other questions on this report.

Hearing none, Ms. Schrader said she had nothing to report on the Statement of Net Position.

Moving on to KCG, Ms. Schrader said there were 8,840 cars in the deck in November, which was an average of 295 cars per day. That decreased 9% from October; however, it was 4% higher than November of 2021. Looking at the Annual Comparison chart, comparing January through November of 2021 to January through November of 2022, the number of cars was 17.9% higher in 2022. The Total Cars Per Month graph showed November was comparable to all but one of the previous years. The other graphs don't change very much from month to month because they are annualized but they are telling the same story.

Mr. Vitale asked what the breakeven point was for this business.

Ms. Schrader said it would be difficult to give a specific number because there are so many other variables than the cars, such as lease revenue, monthly passes, transients, hotel overnights, and electric car charging.

Mr. Vitale clarified by asking for the fixed cost per year for wages, utilities, and maintenance and how much revenue it takes to meet that cost.

Mr. Lewis said he looks at the Annual Revenue By Source graph on the Parking Summary. The four categories show stronger revenue, which indicates good growth. The KCG Finance Report tracks revenue against fixed budget costs. The cars alone don't tell the whole story because they could be paying many ways. The budget projection for the year gives the overall cost. The last report shows a breakdown per car, which should cover costs. Those are things to look at but it's good to know the fixed cost.

Ms. Schrader said during COVID, a lot of the expenses stayed consistent even though downtown was closed. There were still operating costs, like salaries and maintenance, but supplies and outside costs were reduced.

Mr. Lewis asked if there were any questions on the Parking Summary.

Hearing none, Ms. Schrader moved on to the KCG Finance Report. She said Hotel Overnight Parking was \$15,823, which was more than what was budgeted for November, and YTD Actual was more than the YTD Budget. Monthly Parking Passes was up, and Daily Parking Revenue was up for the month and the year. Lease Revenue is the net of rent revenue minus electric expenses and was above budget for the month and the year. For example, the individual units are metered for electricity. Those are pass through items which are deducted from revenues. Other Revenues. Most of this line item is interest and electric car charging.

Moving on to Expenses, Ms. Schrader said salaries for the month were a little over budget but for the year were right on budget. Fringe and salaries combined were on budget. The one item that was above budget for the month and the year was Other Materials and Supplies due to purchasing parts, repairing a faucet assembly, repairing a drinking fountain sensor, repairing a door assembly, and purchasing salt.

Mr. Lewis noted Ms. Schrader could provide a further breakdown if needed.

Moving on, Ms. Schrader said the \$5,000 for Premium Public Liability/Property Damage was booked in October, as shown in the YTD Actual column. There was a timing issue when the transfer occurred between KCG and PARTA. For the month, there was a surplus of \$8,858 and for the year, the YTD Actual surplus was \$145,039. She is projecting a surplus of \$144,227 at the end of the year.

Moving on to the A+ Finance Report, Ms. Schrader said the deck operated 720 hours in November for a Cost Per Hour of \$65.39. There were 8,840 cars, which matched the first report. The Cost Per Car to support the expenses for the month was \$5.33 and the Revenue Per Car, which is from Hotel Overnight Parking, Monthly Parking Passes, and Daily Parking Revenue, was \$5.43 for November. The average Cost Per Car to support expenses for January through November was \$5.28. The Revenue Per Car for January through November was \$5.95. Revenue Per Daily was more than Revenue Per Monthly for January through November.

Mr. Lewis said the tradeoff is the consistency of the monthlies. This is the report he suggested Mr. Vitale review. It may not give the number of cars, but it shows what is being done to cover expenses.

Mr. Vitale asked if a capital reserve was set aside for the maintenance of the property.

Ms. Schrader said yes, in two different ways. There is a four-year projected operating budget. Some of those repairs will be part of normal operations. The Statement of Net Position shows MMAX Restricted as \$222,826, which is what is set aside for any capital expenditures that may come up. Looking at the "5 Year PARTA Capital Budget," it is anticipated that the current year revenues will cover any normal expenses. Bowen's subcontractor will provide a structure analysis to determine future maintenance needs, such as deck repairs, elevator maintenance, and HVAC maintenance.

Mr. Vitale said that is a concern because of the cost of construction today, especially if there is concrete work.

Mr. Lewis said there is also a concrete shortage. There was a building downtown that had to be sealed so they could heat the inside to continue to work because they can't get the windows. There are a lot of supply issues.

Mr. Vitale asked how old the structure was now.

Ms. Schrader said it was constructed in 2013, so it's 10 years old.

Mr. Lewis said 10 years is relatively new in the lifespan of a parking deck with proper maintenance. He asked if there were any other questions. Hearing none, he thanked Ms. Schrader for her report and Mr. Vitale for the questions.

Moving on, Mr. Lewis said there have been discussions about talking to the Board about investing money into a more active structure. There is roughly between \$8M to \$10M that is not needed in the next couple years. Right now, it's sitting in an account and could be utilized in a better way with low-risk investments that yield a better return as allowed by Ohio Revised Code Section 135(c). He then asked Ms. Schrader to discuss the documents she distributed.

Ms. Schrader asked that the distributed working documents be returned at the end of the discussion. She said in October she attended the Ohio Government Officers Association conference. She is required to take six credit hours of continuing education and that conference allowed her to get those required hours. There are always representatives from many banks at

that conference and she got the opportunity to network and talk with different brokers. She passed out her business cards and made follow up appointments to talk to them. PARTA has an Investment Policy that was created in 2002. All investments have always been in STAR Ohio, which is run by the state, so there really hasn't been a need to look at this; however, she felt with the current balances that there was a need now. It turns out that it is going to be a good investment. She then asked Ms. Kelly Jurisch if she would like to comment.

Ms. Jurisch said a plan was prepared for review by the Finance Committee that was reviewed by Ms. Amrhein as the Secretary/Treasurer of the Board. The policy created in 2002 needs to be updated. In January, the policy will be brought back to the Board with some updates, mostly structure, to make sure that it follows current policies. The auditors look at the policies every year, but it has been a long time since this policy has been reviewed. Investment procedures have also been established as stated in the plan. The plan considered the working documents that Ms. Schrader provided, including the "5 Year PARTA Capital Budget" and "DRAFT Working" document, and the investment portfolio provided by Fifth Third. Fifth Third put together a three-year laddering plan, which will require at least a quarterly review by the Finance Committee. PARTA will get monthly reports, but based on how those monthly reports come in, it would be best to meet and discuss it quarterly. There will be day-to-day oversight in house between Ms. Amrhein, Ms. Jurisch, and Ms. Schrader.

Ms. Schrader said she met with Mr. Brian Carter, from Fifth Third, and then he met with Ms. Amrhein and Ms. Jurisch. He was very responsive and provided a lot of information. The money currently sitting in STAR Ohio is reported by PARTA and not part of KCG's restricted \$222,000. The "DRAFT Working" document included rough assumptions. She started with actual numbers of what she's projecting for 2022 followed by the actual budget approved last month, and then she projected out through 2027. In some cases, the increases were zero. The ARPA grant, which was highlighted, will spread out until 2028. Even though the budget was approved for 2023, the entire \$948,821 is not planned to be drawn down next year. Some of that money will be used in 2028. The bottom line is for the operating budget to keep a balanced budget of current revenues and expenses throughout the next four years. The budget for 2027 shows a surplus of \$142,649 and in 2026, it's \$100,216. The numbers change depending on the ARPA money. As these expenses continue to increase and the ARPA revenue stream is gone in 2029, there needs to be a plan to continue with a balanced budget. The "5 Year PARTA Capital Budget" showed the three trolleys were removed in the 2022 column because that is done. The Annual Projected for 2022 of \$2.6M from the operating report was carried over to the capital budget report for 2023 in the Prior Year Carryover line item.

Ms. Virginia Harris left the meeting.

Mr. Vitale asked for clarification on the \$2.6M.

Ms. Schrader said the surplus at the bottom of each column on the operating budget is carried over to the capital budget. This is a working document and changes all the time. The Restricted Balance is the carryover from the month-to-month Capital Finance Report. At the bottom of the "5 Year PARTA Capital Budget," the 2022 Capital Carryover of \$12,593,665 goes to the top of the 2023 column. After reflecting current projects for the next four or five years, \$8M to \$10M remains. As interest rates go up, STAR Ohio is a good place to have funds but as interest rates go down, banks are expected to have higher interest rates.

Mr. Vitale asked if the \$8M to \$10M was currently in accounts with the state of Ohio.

Ms. Schrader said there is currently almost \$14M in the STAR Ohio accounts.

Mr. Vitale asked what the interest rate was in STAR Ohio.

Mr. Lewis said today it is 4%.



Mr. Gynn noted it's a variable rate.

Mr. Lewis said Fifth Third suggested laddering because as each item comes due, decisions can be made on each item's need. It could be put back in at a different term or a different vehicle. Over time, that brings the risk down because investments are spread out over a longer period and the yield is kept more consistent. Eight months from now, if rates go down and STAR Ohio goes down to 2%, some of these items are locked in at 4.5% and won't be falling like STAR Ohio could. There is a chance that STAR Ohio could go up to 5%, which is fine because there will be items coming in on the ladder that can be reviewed for next steps. A judgment can be made on what to do at that time.

Mr. Vitale asked if there were opportunities for better yields with minimum risk in the bank market.

Ms. Schrader said Fifth Third suggested some money be invested in CDs and some in U.S. Treasuries. Those are the safest and allowable by the Ohio Revised Code. STAR Ohio's interest rate at the beginning of this year was less than 1%. She asked Mr. Lewis to explain the CUSIP Detail Report.

Mr. Lewis said the CUSIP Detail Report, on page 5 of Fifth Third Securities Bond Portfolio Analysis, shows the maturities for each item. This is the best place to see how the ladder works. Every three months something will come due, which amounts are shown in the Current Face column. The best rates right now are in that three year or short position. The treasuries will come due in 2023 at about \$800,000 each. That is a very fluid way to look at income, if needed, or reinvestment, if wanted. The treasury rates are a little lower but unlike CDs, treasuries almost always have a market and can be sold even prior to the date of maturity. The CDs can be cashed out, but there would be a penalty. The portfolio provides a lot of flexibility.

Ms. Amrhein said the CDs at \$750,000 each quarter would be divided up into at least three investments under the \$250,000 FDIC limit and wouldn't necessarily be with Fifth Third but would be purchased in the open market.

Mr. Vitale said if it's \$8M and something like this was done, the yield could be anywhere between 4.2% and 4.9% on these funds; and in a period of three years, if it was in STAR Ohio, it could be 4% or 1%.

Ms. Amrhein said that is correct.

Mr. Lewis said to an extent, that's a correct statement today. The yield will stay during that three-year duration. The projections are 18 months out, but it looks like things are going to balance. The Consumer Price Index (CPI) that came out today was about 3%.

Mr. Vitale asked if STAR Ohio was the state of Ohio's savings account.

Mr. Justin Markey said it's like a money market account.

Ms. Amrhein said page 4 shows the projections if nothing was reinvested in 2023 with what would be coming due.

Mr. Lewis said if STAR Ohio went down to 2%, PARTA could potentially lose \$13,000 in interest per month.

Ms. Amrhein said the proposed portfolio for 2023 is \$3.2M.

Mr. Vitale clarified that PARTA would be missing out on \$150,000 in interest income.

Mr. Lewis said correct. He always looks at what there is to work with today and the next three years can be figured out because these are set amounts that can be budgeted and controlled. As each one of these comes due, if rates do go up, it can be reinvested at a higher rate which means the overall book yield will go up because of that better rate. This provides more protection especially in the current market.

Mr. Vitale asked if some money would be kept in STAR Ohio.

Mr. Lewis said yes, there will be \$4M to \$5M in STAR Ohio for daily operating costs.

Mr. Vitale said one of the big advantages, from a budgeting standpoint, of having this money in fixed yield instruments is knowing the outcome as opposed to the STAR Ohio account that could be anywhere from 4% to 1%.

Mr. Lewis said part of financial planning is trying to limit potential losses and moving at the right times. The decisions aren't always right but this plan is not risky. If the cap of Ohio Revised Code 135(c) was removed, there would be a lot more money to invest in different ways but tomorrow it could all be gone. These are very secure and protected and provide the ability to earn a little more and budget a little better.

Ms. Amrhein said these are public funds. *PARTA* has never had the opportunity to invest money. As good stewards, this has been taken very seriously. She noted she also takes continuing education as the Secretary/Treasurer. She said she consulted with another investment advisor, sits on several boards in public and nonprofits that have investments, and knows there are risks but there's also a responsibility to use the public funds that are not being used today and maximize those funds that will be needed in the future.

Mr. Markey said there's a state law that limits federally guaranteed investments. Whether the federally guaranteed investments are worth something or not, at least they are available. Most of the governments that he represents have a mixture of STAR Ohio and their own separate investment policy. They'll have a broker who does some investing and then they'll have STAR Ohio for day-to-day liquid cash. STAR Ohio builds a security portfolio that's liquid. Other investments try to maximize gain within the policy. It is very common for governmental entities to split it up between investments long term and liquid cash on the short term.

Mr. Lewis said he could tell Fifth Third listened to what was needed because of the three-year term, and everything is liquid. There's a lot of flexibility to the plan, but it was good to have the discussion.

Ms. Amrhein noted there is no Board meeting this month. She said the plan is to run this past the Finance Committee and then make the investment in December. The policy and procedures are being compared to the Ohio Revised Code, which has been amended a few times over the years. This will all then be brought back for discussion at the January Board meeting. The current policy has nothing in it that's prohibitive. It's just making sure it's up to date and comprehensive and that this Board has a role in it.

Mr. Vitale asked how Fifth Third was selected and if there was more than one proposal.

Ms. Schrader said she met with Key Bank, Huntington Bank, and Fifth Third. Fifth Third was the most responsive. Huntington Bank talked mostly about CDs and didn't talk about the U.S. Treasury. They all talked about laddering and going to the open market. The percentages were very similar, so it was more about the relationship and being able to pick up the phone and have somebody available to answer questions.

Ms. Amrhein said the documents that were distributed would be collected until everything is finalized and then the procedures and policy will follow next month.



Mr. Gynn asked if Fifth Third charged any fees.

Ms. Schrader said the representative from Fifth Third gets a commission when he buys the U.S. Treasuries or CDs. As the money sits in there, Fifth Third would not be getting any payment.

Mr. Gynn said the percentage is net of fees and asked if STAR Ohio charged any fees.

Ms. Schrader said STAR Ohio does not charge fees.

Mr. Lewis said STAR Ohio makes their money by taking in money with no fees, investing it, and getting income from that investment. Speaking as a banker, it could be better served by keeping it in the communities instead of taking it to the state for them to do what they want, which can hurt communities.

### **Resolutions**

Moving on, Mr. Lewis said there were no resolutions.

### **Executive Session**

Mr. Lewis said he has heard nothing about an Executive Session.

### **ADJOURNMENT**

Hearing no further discussion, Mr. Lewis asked for a motion to adjourn. Mr. Frank Vitale made a motion to adjourn the meeting, which was seconded by Mr. Jeff Childers. The meeting adjourned at 12:32 p.m.

Respectfully submitted,




Marcia Fletcher  
Executive Assistant

**PARTA**  
**2000 Summit Road**  
**Kent, Ohio 44240**

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**GENERAL MANAGER'S REPORT**

**TO:** PARTA Board of Trustees 

**FROM:** Claudia B. Amrhein, General Manager

**DATE:** February 2023

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**Committee Meetings and Resolutions.** Since the January meeting was not held, the February meeting agenda includes Resolution #2023-02-01 to ratify the annual fuel purchase contract executed in December. In addition, Resolution #2023-02-02 proposes to update the investment policy.

**The finance committee** will meet on **Tuesday, February 21, at 11:30 a.m.** to review year-end financial reports and Resolutions #2023-02-01 and #2023-02-02. Lunch will be provided.

**Presentation.** During the February meeting, Chief of Staff Kelly Jurisch will present an overview of the major initiatives underway in 2023, including the planning and stages for implementing the new transit operations software products. Rebranding our services will accompany the staggered launch and we are working to update our public presence and communication strategies as well.

**#2023-02-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE AWARD OF A CONTRACT TO SUNOCO, LLC DBA GLADIEUX ENERGY, LLC TO PROVIDE DIESEL AND GASOLINE FUEL FOR 2023 AND AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO SIGN A FEDERAL EXCISE TAX EXEMPTION CERTIFICATE ON BEHALF OF PARTA. THIS IS A JOINT PURCHASING VENTURE WITH AKRON METRO RTA, WESTERN RESERVE RTA, AND STARK AREA RTA, ET AL.**

**Annual Fuel Contract Ratification.** The annual joint fuel procurement enabled us to lock in favorable pricing for diesel and gasoline fuel in 2023 with Sunoco, LLC dba Gladieux Energy, LLC. Gladieux presented the lowest bid at \$2.9187 per gallon for approximately 100,000 gallons of 47 cetane diesel fuel, \$2.3255 per gallon for approximately 90,000 gallons of 87 unleaded gasoline fuel when delivered with diesel, and \$2.4305 per gallon for gasoline fuel delivery only, representing increased cost per gallon as compared to 2022, but well within the increases included in the budget. Resolution #2023-02-01 will ratify the contract executed on December 7 with Sunoco, LLC dba Gladieux Energy, LLC.

**#2023-02-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AMENDING THE INVESTMENT POLICY.**

**Updating the Investment Policy.** Resolution #2023-02-02 proposes revisions to the investment policy in place since 2002. As noted in the January board packet, the finance committee reviewed a plan for investing a portion of PARTA's interim funds beginning in 2023 during its meeting in December 2022. Given current market conditions, making short-term, ladder investments of funds not needed to meet operational and capital expenses over the next few years will increase the rate of return earned on funds on deposit.

After reviewing with the finance committee, the funds were invested with Fifth Third Securities, and we drafted oversight procedures. The additions to the investment policy address a public body's responsibility to make investments that it reasonably believes will be held until maturity, and to address conditions for early withdrawal. Resolution #2023-02-02 will come to the full board for consideration following recommendation by the finance committee.

**Ohio Loves Transit Day Held February 7 in Columbus.** The Ohio Public Transit Association (OPTA) sponsored a successful "Ohio Loves Transit" day at the Statehouse on February 7. The timing allowed OPTA members to meet with state legislators on the first day of hearings convened by the House Finance Committee for the SFY 2024-25 general revenue and transportation budgets. Kelly, Denise, and I attended the testimony of ODOT Director Jack Marchbanks that is summarized in the enclosed article published by the Plain Dealer on February 8.

The Governor's office introduced a \$70 million budget for transit in each year of the biennium budget. Over the coming weeks, the House Finance Committee and the transportation subcommittee will accept testimony on the budget. State Rep. Gail Pavliga (R-Portage County) is a member of the House Finance Committee, and I am scheduled to testify on February 21.

**Service Reports. Ridership.** Total county fixed route and DART ridership increased by 41.68% through January, as compared to January 2022 with total county service performing 21,957 trips as compared to 15,498 trips performed through January 2022.

County fixed route service has increased by approximately 45.96% as compared to last year, with 18,177 trips completed through January as compared to 12,453 trips completed through January 2022.

DART service has increased by 24.14% through January as compared to January 2022, with 3,780 trips completed as compared to 3,045 trips completed through January 2022.

Overall ridership, including campus service, increased by 67.40%, with campus up by 87.47%. Total system ridership totaled 61,468 as compared to 36,719 through January 2022.

**On-Time Compliance. ADA Complementary Paratransit Service.** ADA on-time compliance was 95.96% in January as compared to 93.18% in December. Of 718 trips, 29 were performed late, with the latest running 61 minutes behind due to it being the second day with the new software.

**General Public (non-ADA) DART.** On-time performance for general public, non-ADA trips increased to 92.5% for January, as compared to 96.33% in December 2022.

**Vehicle Preventative Maintenance (PM).** On-time compliance with established PM inspection schedules was 96% in January as compared to 97% in December 2022.

**Parking Deck.** A total of 8,445 cars used the deck in January, a decrease of 3% as compared to December, when 8,694 cars used the deck. On a positive note, January totals reflect an increase of 15% when compared to January 2022.

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](mailto:Amrhein.c16@partaonline.org).



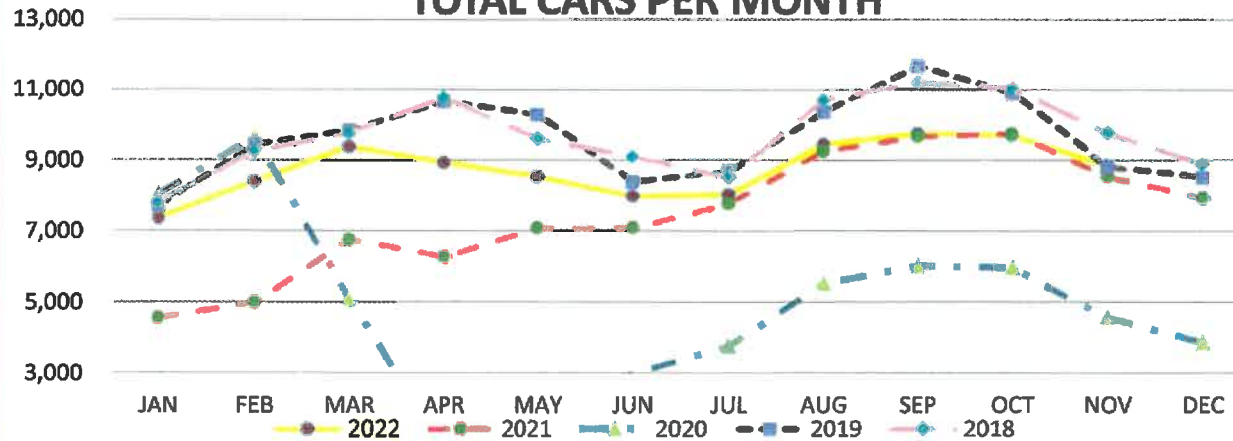
# KENT CENTRAL GATEWAY PARKING SUMMARY - November 2022

6 Month Lookback						
	Monthly	Transient	Total	Cars/Day	Last	Last Year
Jun-22	3,057	4,910	7,967	266	-7%	12%
Jul-22	2,921	5,088	8,009	258	1%	3%
Aug-22	3,993	5,444	9,437	304	18%	2%
Sep-22	4,733	5,016	9,749	325	3%	1%
Oct-22	4,552	5,141	9,693	313	-1%	-1%
Nov-22	4,347	4,493	8,840	295	-9%	4%

## Annual Comparison

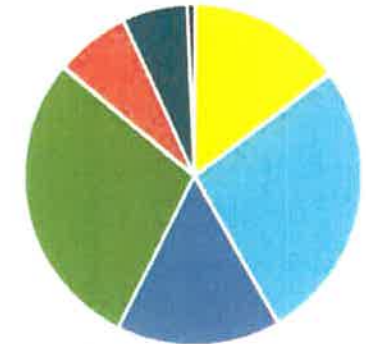
	2022	2021	2020
JAN	7,349	4,534	8,024
FEB	8,391	4,982	9,642
MAR	9,363	6,738	5,082
APR	8,923	6,249	785
MAY	8,529	7,067	1,535
JUN	7,967	7,084	2,961
JUL	8,009	7,762	3,730
AUG	9,437	9,248	5,502
SEP	9,749	9,665	5,996
OCT	9,693	9,749	5,938
NOV	8,840	8,538	4,538
DEC		7,919	3,828
<b>TOTAL</b>	<b>96,250</b>	<b>89,535</b>	<b>57,561</b>
	17.9%	55.5%	

## TOTAL CARS PER MONTH

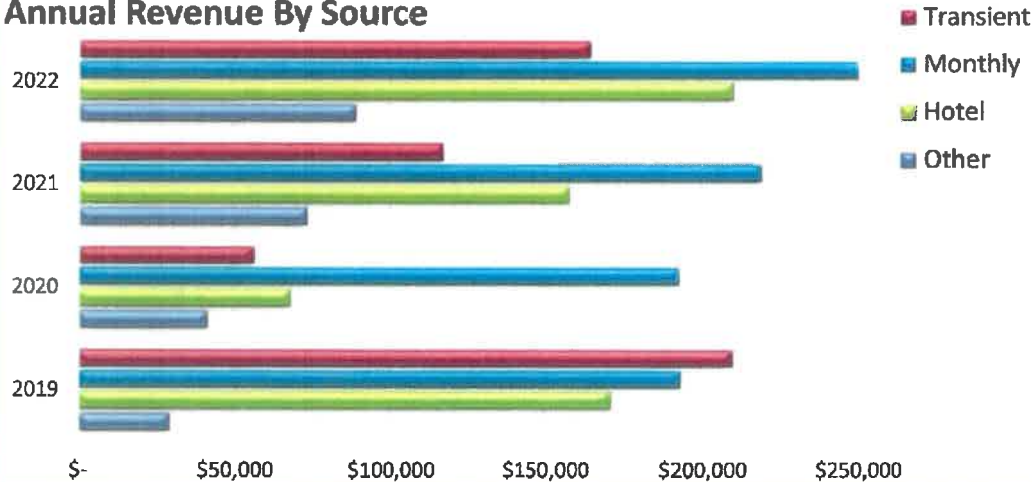


## # Rate Types Collected

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- \$2.00
- \$3.00
- \$4.00
- \$5.00
- \$6 - \$9
- \$10 - \$15
- >15

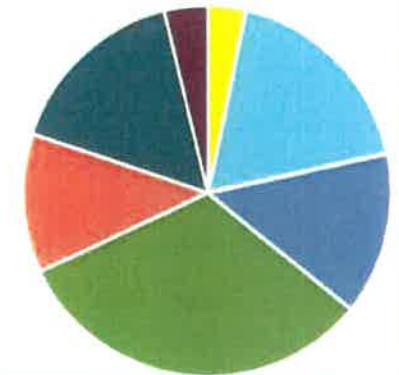


## Annual Revenue By Source



## \$ Rate Types Collected

- \$1.00
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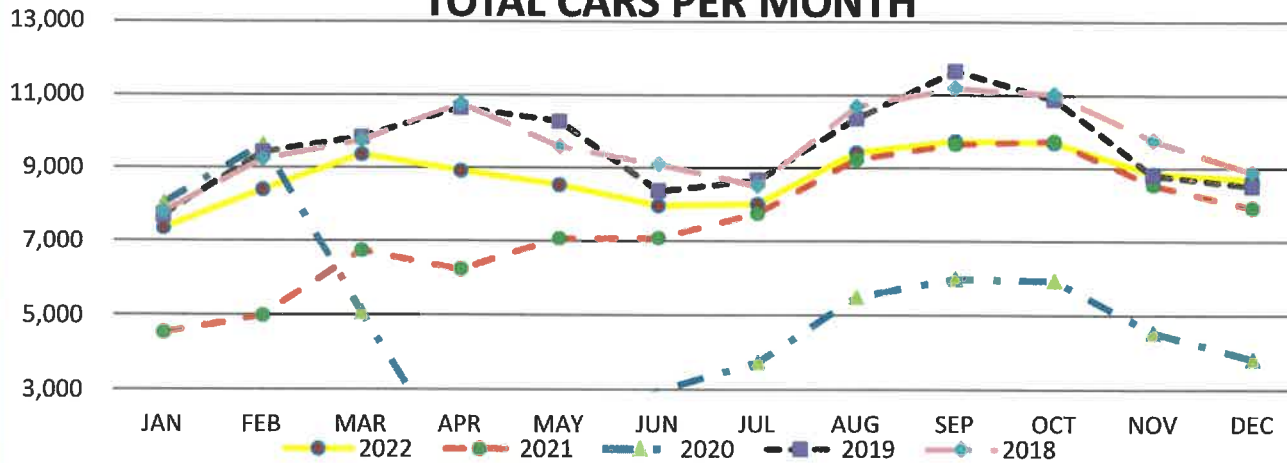
# KENT CENTRAL GATEWAY PARKING SUMMARY - December 2022

6 Month Lookback						
	Monthly	Transient	Total	Cars/Day	Last	Last Year
Jul-22	2,921	5,088	8,009	258	1%	3%
Aug-22	3,993	5,444	9,437	304	18%	2%
Sep-22	4,733	5,016	9,749	325	3%	1%
Oct-22	4,552	5,141	9,693	313	-1%	-1%
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Dec-22	3,637	5,057	8,694	280	-2%	10%

## Annual Comparison

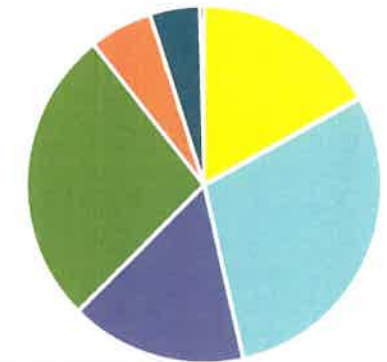
	2022	2021	2020
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MAR	9,363	6,738	5,082
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SEP	9,749	9,665	5,996
OCT	9,693	9,749	5,938
NOV	8,840	8,538	4,538
DEC	8,694	7,919	3,828
<b>TOTAL</b>	<b>104,944</b>	<b>89,535</b>	<b>57,561</b>
	17.2%	55.5%	

## TOTAL CARS PER MONTH

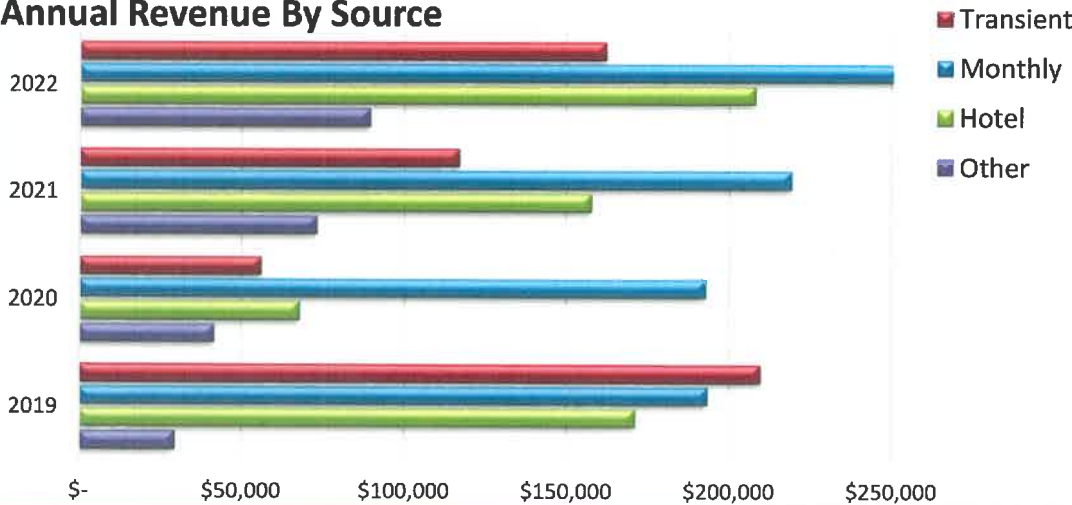


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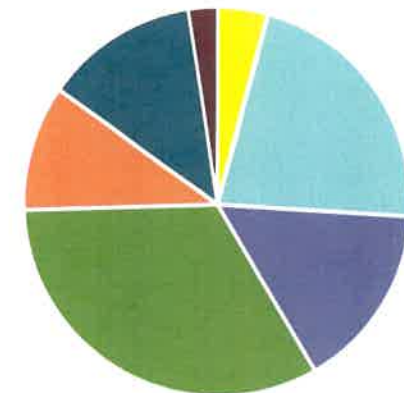


## Annual Revenue By Source



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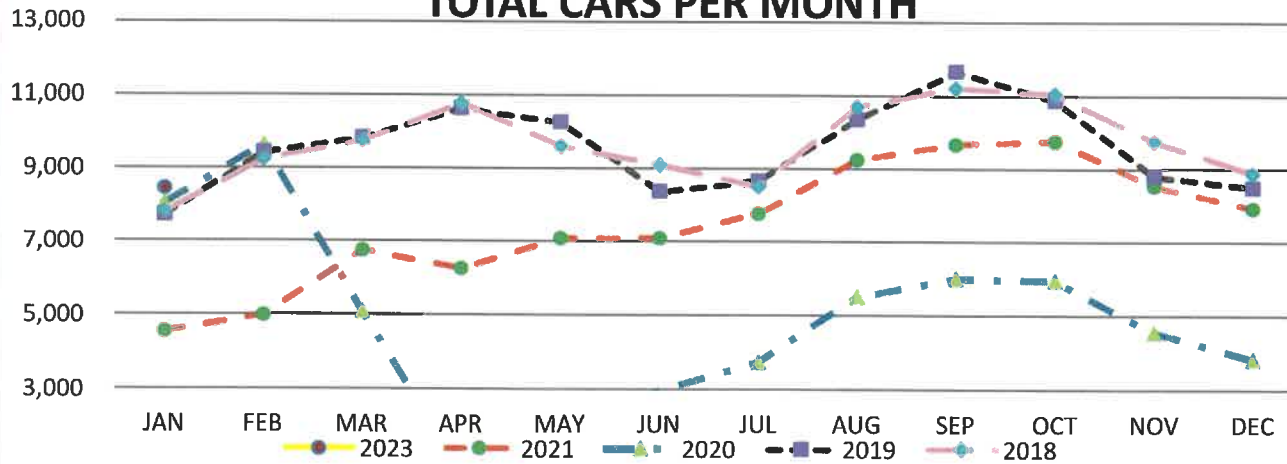
# KENT CENTRAL GATEWAY PARKING SUMMARY - January 2023

6 Month Lookback						
	Monthly	Transient	Total	Cars/Day	Last	Last Year
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Sep-22	4,733	5,016	9,749	325	3%	1%
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%

## Annual Comparison

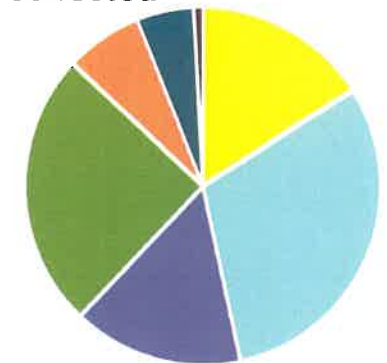
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<b>TOTAL</b>	<b>8,445</b>	<b>104,944</b>	<b>89,535</b>
	14.9%	17.2%	55.5%

## TOTAL CARS PER MONTH

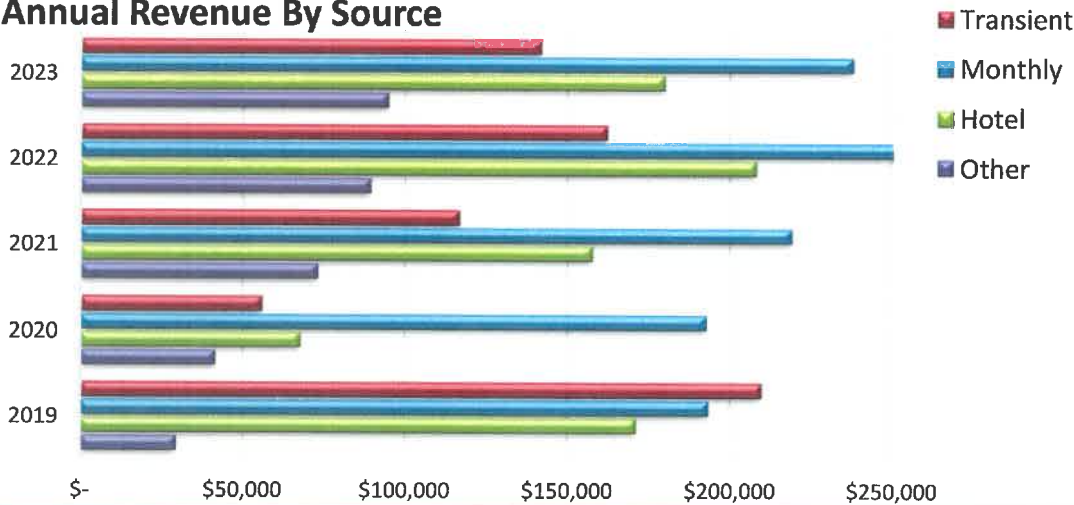


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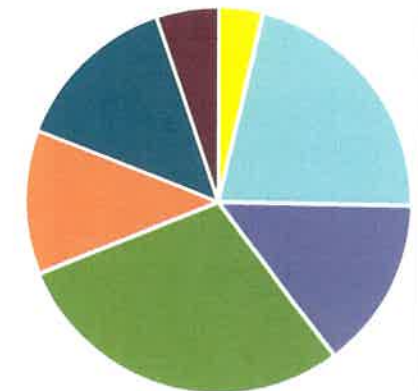


## Annual Revenue By Source



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- \$5.00
- \$6 - \$9
- \$10 - \$15
- >15





## RESOLUTION #2023-02-01

**A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE AWARD OF A CONTRACT TO SUNOCO, LLC DBA GLADIEUX ENERGY, LLC TO PROVIDE DIESEL AND GASOLINE FUEL FOR 2023 AND AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO SIGN A FEDERAL EXCISE TAX EXEMPTION CERTIFICATE ON BEHALF OF PARTA. THIS IS A JOINT PURCHASING VENTURE WITH AKRON METRO RTA, WESTERN RESERVE RTA, AND STARK AREA RTA, ET AL.**

**WHEREAS**, the Invitation to Bid was duly advertised once a week for two (2) weeks in the *Akron Beacon Journal*; and,

**WHEREAS**, bids were received on December 7, 2022, for the procurement of diesel and gasoline fuel and were provided to PARTA, et al.; and,

**WHEREAS**, Sunoco, LLC dba Gladieux Energy, LLC provided a bid for the procurement of diesel and gasoline fuel beginning January 1, 2023, and they were found to be the lowest priced supplier at \$2.9187 per gallon for 47 Cetane diesel fuel, \$2.3255 per gallon for gasoline fuel when delivered with diesel, and \$2.4305 per gallon for gasoline fuel delivery only; and,

**WHEREAS**, the Board authorized the General Manager, or her designee, to enter into a contract with the lowest, most responsive bidder for the purchase of diesel and gasoline fuel in 2023, via Resolution #2020-06-01; and,

**WHEREAS**, PARTA is a Regional Transportation Authority and a subdivision of the State of Ohio and is exempt from federal excise tax; and,

**WHEREAS**, the General Manager executed the contract for diesel and gasoline fuel with Sunoco, LLC dba Gladieux Energy, LLC to ensure that the delivery of diesel and gasoline fuel will continue into the 2023 year without interruption.

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

1. A contract be awarded to Sunoco, LLC dba Gladieux Energy, LLC for approximately 100,000 gallons of 47 Cetane diesel fuel and 90,000 gallons of 87 unleaded gasoline fuel.
2. The execution of this contract by the General Manager is ratified and adopted by the Board as if approved prior to the execution on December 7, 2022.
3. The General Manager, or her designee, is authorized to sign a federal excise tax exemption certificate on behalf of PARTA.

## 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 February 23, 2023.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dave Gynn, President  
Board of Trustees

\_\_\_\_\_  
Attested

**RESOLUTION #2023-02-02**

**A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AMENDING THE INVESTMENT POLICY.**

**WHEREAS, PARTA** is required by both federal and state regulations to have an Investment Policy in place; and,

**WHEREAS,** the Investment Policy was last updated and approved by the Board on December 19, 2002; and

**WHEREAS,** the Investment Policy is periodically reviewed for compliance and to assure the flexibility necessary to effectively manage interim funds and current cash requirements; and

**WHEREAS, PARTA** has identified a need to amend the Investment Policy and desires to revise the policy as attached.

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

The Investment Policy, as revised and attached, be accepted and adopted by the Board of Trustees effective February 23, 2023.

**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 February 23, 2023.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dave Gynn, President  
Board of Trustees

\_\_\_\_\_  
Attested

# PARTA

## INVESTMENT POLICY ISSUED (December 19, 2002)

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This ~~document~~ policy, in conjunction with the Ohio Revised Code, as amended, will govern the investment activities of PARTA. It will be reviewed periodically for compliance and to assure the flexibility necessary to effectively manage PARTA's interim funds and current cash requirements.

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### Policy Statement and Scope of Policy

It is PARTA's policy to be good stewards of local, state, and federal monies entrusted to it by the public. This policy establishes the goals of the Board of Trustees as they pertain to investing public funds in a manner which will guarantee the maximum security of those funds. Meeting the cash flow demands of PARTA and earning the highest investment return while conforming to the Ohio Revised Code, are also of primary importance.

This investment policy applies to all interim funds of PARTA. Interim funds are those moneys that exceed the amount of active funds needed to meet budgeted or planned financial obligations. Prior to investing interim funds, -PARTA will evaluate cash flow requirements for operating expenses and capital projects and endeavor to match investments with anticipated cash flow requirements.

### Investment Objectives

The primary objectives, in priority order, of PARTA's investment activities shall be:

#### Safety

Safety of principal is the foremost objective of the investment program. Investments of PARTA shall be undertaken in a manner that ensures the preservation of capital in the overall portfolio. At no time will the safety of the portfolio's principal be impaired or jeopardized. Safety is defined as the certainty of receiving full par value plus accrued interest, at the security's legal final maturity.

#### Liquidity

PARTA's investment portfolio will remain sufficiently liquid to enable the organization to meet all operating requirements. Portfolio liquidity is defined as the maturity or ability to see a security on a short notice near the purchase price of the security. To retain the desired liquidity, no issue shall be purchased that is likely to have few market makers or poor market bids. Additionally, liquidity shall be assured by keeping an adequate amount of short-term investments in the portfolio to accommodate the cash needs of PARTA.

#### Return on Investments

The *PARTA* investment portfolio shall be structured with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the state's investment risk constraints and the cash flow characteristics of the portfolio. To attain this objective, diversification is required.

### **Delegation of Authority**

Management responsibility for the investment program is hereby delegated to the Secretary/Treasurer, who shall be responsible for the implementation of the investment program and the establishment of investment procedures consistent with this policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Secretary/Treasurer. The Secretary/Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. The ~~Finance Director~~Controller and Chief of Staff shall perform periodic oversight functions to assure compliance with this policy.

### **Ethics and Conflicts of Interest**

Employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees shall disclose any material interests in financial institutions that conduct business with *PARTA*, and they shall further disclose any larger personal financial/investment positions that could be related to the performance of *PARTA*'s portfolio.

### **Authorized Financial Institutions and Broker/Dealers**

The Secretary/Treasurer will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved brokers/dealers who are authorized to provide investment services to *PARTA*. These may include "primary" dealers or regional dealers ~~that who~~ qualify under Securities & Exchange Commission Rule 15C3-1 (uniform net capital) and ~~that who~~ are registered with the Ohio Department of Commerce to do business in the ~~s~~State of Ohio. No public deposit shall be made except in qualified public depositories as established in Chapter 135 of the Ohio Revised Code. An annual review of this list will be conducted by the Secretary/Treasurer.

Additionally, all financial institutions and broker dealers must provide the following information:

1. Annual financial statement, as well as most recent quarterly statement.
2. Regulatory history, through either the Office of the Comptroller of the Currency for dealer banks, or the NASD for securities firms.
3. Statement of any pending lawsuits materially affecting the firm's business must be acknowledged.

Financial institutions and brokers/dealers will be required to comply with this policy and to pledge to offer for sale only appropriate securities.

### **Authorized Investments**

The Secretary/Treasurer is authorized to invest interim funds of *PARTA* as described in the Ohio Revised Code. Investments in eligible securities may be made in either coupon or discount instruments, and include obligations as described in Section 135.45 of the Ohio Revised Code.

### **Diversification**

The Secretary/Treasurer will diversify the portfolio by security and institution. Diversification will be achieved through investments in U.S. Treasury Securities and in obligations of Federal Government Agencies or Instrumentalities as described in section 135.143A(2) ORC. Further, no more than 30% of the total current portfolio shall be invested in collateralized repurchase agreements and certificates of deposit with any one eligible financial institution (public depository). No more than 10% will be invested in commercial paper.

Interim funds kept at STAR Ohio may equal 100% of the total portfolio if deemed desirable or necessary.

### **Maximum Maturities**

*PARTA will make investments it reasonably expects can be held until maturity, based on circumstances at the time of the investment decision.* The Secretary/Treasurer will not invest in securities exceeding 5 years in maturity; further, no investment shall be made that will cause the average duration of the portfolio to exceed 3.5 years. The Secretary/Treasurer may collateralize repurchase agreements using investments not to exceed 5 years to maturity.

*Investments may be redeemed or sold prior to maturity if, in the discretion of the Secretary/Treasurer, PARTA will realize an unforeseen and/or immediate cash need within 60 calendar days of the redemption. The Secretary/Treasurer will endeavor to limit the impact of early redemption on the investment portfolio market rate of return and report early redemptions to the finance committee.*

### **Authorized Investment Transactions**

All portfolio transactions will be performed on a competitive basis. The competitiveness of each bid or offer will be verified by putting eligible broker dealers in competition with one another to ensure that a market rate is provided.

Swapping (the simultaneous selling of one security and purchasing of another) is permitted. When selling at less than book value, this increment must be recovered by the increase in yield of the new security in no more than one-half of the current remaining time to maturity.

Gains on portfolio securities may be taken consistent with the current market outlook. Sale of securities at less than cost may also be made, but not in excess of the gains on sales already transacted for the quarter. Sales at less than cost must be specifically authorized by the Secretary/Treasurer.

### **Safekeeping of Securities**

Investments purchased for the portfolio will be delivered to *PARTA*'s custodial agent(s) using standard delivery versus payment procedures, with the accompanying trust receipts promptly forwarded to the Secretary/Treasurer. Securities shall be pledged at the Federal Reserve Bank to collateralize all repurchase agreements with eligible financial institutions. Pledged collateral will only be released from pledge by the Secretary/Treasurer after verification that principal and interest have been credited to *PARTA*'s account.

### **Internal Control and Compliance**

The Secretary/Treasurer shall establish an annual review process of investment policies and procedures. This review will include the annual audit conducted by the Auditor of State, or his/her designee, as well as an internal review for compliance with all investment policies and procedures.

**ISSUED (December 19, 2002; Resolution #2002-12-06)**

**REVISED (February 23, 2023; Resolution #2023-02-02)**





Riley Shuluga, a Kent State freshman, joins friends from the Kent State University chapter of CHAARG to skate at the rink on Erie Street. CHAARG is a nationwide health and wellness organization. PHOTOS BY LISA SCALFARO/RECORD-COURIER; PHOTO ILLUSTRATION BY SCOTT LANTER, GETTY IMAGES

# HAVE AN ICE DAY

## Kent Skates offers free skating, skate rental for winter season

Record-Courier | USA TODAY NETWORK

Kent Skates, an outdoor public skating rink on Erie Street, is open for the winter season.

The rink offers free skating, along with free skate rentals.

Kent Skates is open 11 a.m. to 11 p.m. Wednesday through Sunday. The rink is closed to the public on Monday and Tuesday but available for group reservations at a rate of \$25 per hour for up to four hours.

The rink will be open through Feb. 26.

The attraction was created through a partnership among the city of Kent, the Kent State Hotel and Conference Center, the Kent Area Chamber of Commerce, Main Street Kent and Kent State University.

The seasonal rink is located on a section of East Erie Street, in downtown Kent, between state Route 59 (Haymaker Parkway) and South Depewster Street, between the PARTA parking deck and the Kent State University Hotel and Conference Center. This section of East Erie Street will be closed until March 15.

The location features food and beverages at a snack bar, the Zamboni Café, and visits from food trucks.

For more information, visit <https://www.kent.edu/kentskates>



Abby Scibiur, of Ravenna, stops to skate in downtown Kent for about 15 minutes between running errands.

# Electric vehicles, transit, drones and, yes, highways: Ohio General Assembly weighs two-year, multibillion dollar transportation budget

- Updated: Feb. 07, 2023, 5:31 p.m. |
- Published: Feb. 07, 2023, 5:11 p.m.



Ohio Department of Transportation Director Jack Marchbanks laughing at a joke from a lawmaker during his presentation of the transportation budget proposal from Gov. Mike DeWine. (Ohio Channel)

By [Laura Hancock](#), [cleveland.com](#)

COLUMBUS, Ohio – The cost of materials to build and expand roads and bridges increased by 11.4% last year, Ohio Department of Transportation Director Jack Marchbanks told lawmakers Tuesday afternoon during a hearing in which he unveiled Gov. Mike DeWine’s transportation budget recommendations.

“This is a high number considering the long stretch of low inflation we benefitted from in the recent years,” he said.

During most years, such high inflation would have forced ODOT managers to hit the brakes on construction. But ODOT made no cuts to projects, thanks to [the four-year-old increase](#) to the state’s gas and diesel taxes, as well as new federal transportation dollars in the Bipartisan Infrastructure Investment and Jobs Act, he said.

Marchbanks presented details about DeWine’s budget proposal, which calls for spending \$3.7 billion in state and federal money in each of the next two fiscal years, which starts July 1. Each year’s spending is about 25% more than the current year’s budget, thanks to the funding from the Bipartisan Infrastructure law passed by Congress and the federal funding dedicated to the Brent Spence Bridge Corridor Project. That project, being completed by ODOT and the Kentucky Transportation Cabinet, aims to improve the double-decker bridge over the Ohio River carrying traffic on interstates 71 and 75 that was already over capacity when it opened in 1963.

While the vast majority of the transportation covers roads and bridges, it also includes smaller pots of funding for public transit, electric vehicle infrastructure and drone development, among others. Over the next two years, ODOT wants to spend \$2.3 billion on roads and \$717 million on bridges.

The legislature is expected to pass the two-year transportation budget separate from the two-year general government operations budget. The transportation budget usually passes first, in April. Lawmakers are expected to consider and make changes to DeWine's proposals.

Marchbanks highlighted several aspects of the budget.

## Public transit

While most of ODOT's funding goes toward road projects, Marchbanks said ODOT will offer local governments \$211 million to pay for transit: \$103 million in the first year and \$108 million in the second year. The money would be distributed to local transit agencies across Ohio.

The money cannot come from the Motor Vehicle Fuel Tax, which is dedicated to paying for roads, Marchbanks said. It comes from federal "flex" dollars, he said.

Rep. Dontavius Jarrells, a Columbus Democrat, asked if ODOT could help local transit agencies expand more routes and transit options. It takes many Ohioans 30 minutes or more on public transit to get to work, he said.

"In my district, we still have lot of families who are struggling to even have a bus route or bus stop close to home," he said. "So even getting to the bus stop may be 30 minutes in itself."

Using flex dollars on public transit is discretionary, Marchbanks said.

"We don't have to do that," he said.

## Electric vehicles

The number of miles driven on Ohio's roads is at an all-time high, but increased fuel efficiency means drivers use less gas. That includes an increasing number of electric vehicles on the roads.

The federal government expects the majority of civilian vehicles on the roads to be EVs by 2035, Marchbanks said.

When the legislature passed the gas and diesel tax increases, [it also created fees](#) for EVs, plugged-in hybrids and compressed natural gas vehicles. The legislature also created [a study committee](#) to consider new sources of revenue to address maintaining the roads as vehicles become more efficient. However, no legislation ever came from that effort.

DeWine's budget proposal calls for \$2 million for workforce training and credentialing programs related to the emerging field of EV charging, Marchbanks said.

The Bipartisan Infrastructure law is expected to provide Ohio \$100 million over the next five years to install, operate and maintain charging stations. The Governor's Office of Workforce Transformation and DriveOhio, an effort that looks at smart transportation and the future of travel, would work on the programs, he said.

## Drone radar

Marchbanks asked the legislature to provide \$11 million to begin deploying a low-altitude aircraft radar system that the state's Ohio Uncrewed Aircraft Systems Center developed with the Department of Defense and NASA.

The goal is help the aircraft operate safely and to secure the state as a hub for innovation in the field of drones, he said.

Drones are being developed to transport sensitive items, such as life-saving organs and medication, and other supplies. They're increasingly used in rural and urban settings.

Drone technology is rapidly advancing, Marchbanks said. A class of ultralight manned drone aircraft are being developed.

## Transportation study

Marchbanks asked lawmakers to fund a proposed \$10 million "transformative transportation study." It would examine statewide and regional demographics, economic development, freight rail and highways over 10-, 20- and 30-year timespans. The study would identify current and future transportation links and rank current and potential future risks of system congestion.

One of the areas that would be assessed are the links between Toledo and Columbus, he said.

In addition to Intel's decision to [build the \\$20 million chip](#) manufacturing facility outside Columbus, dozens of other businesses have announced plans to set up or expand in Ohio.

"We want to be ahead of the curve to make sure the people and businesses who move to and through the area are not caught in preventable congestion," Marchbanks said. "To that end, we are regularly meeting and working with local and industry experts to work through the myriad of potential options, prioritize, and fund needed infrastructure improvements."

*Laura Hancock covers state government and politics for [Cleveland.com](#) and *The Plain Dealer*. Read more of here coverage [here](#).*