

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY
BOARD OF TRUSTEES MEETING
MINUTES
January 23, 2025

Board Members Present:

Karen Beck	Debbie Davison	Dave Gynn, President
Mike Lewis, Vice President	R. T. Mansfield	Jack Murphy
Janice Simmons-Mortimer	Frank Vitale	Stacey Wilson
Karen Wise	Marvin Woods, TPO	

PARTA Staff & Legal Counsel (Roetzel & Andress) Present:

Claudia Amrhein	Denise Baba	Kelly Jurisch
Sony Richardson-Gilroy	Rebecca Schrader	Natalie Schulte, Legal
Brian Trautman		

Guests Present:

Pat Gynn

Board Members Not Present:

Victor Baerman (2 nd excused absence)	Virginia Harris (4 th excused absence)
Becky Lehman (1 st excused absence)	

CALL TO ORDER

Mr. Dave Gynn called for a motion to begin the PARTA Board of Trustees meeting early, after determining **a quorum was present**. **Mr. Mike Lewis** made the motion to begin the meeting early and to make adjustments as needed. **Mr. Frank Vitale** seconded the motion. **The motion to begin the meeting early passed.**

Mr. Gynn called the, January 23, 2025, PARTA Board of Trustees meeting to order at 6:51 p.m. He asked for a roll call, after which it was determined that **a quorum was present**.

Mr. Gynn thanked everybody for coming out tonight and stated that he was glad the weather cooperated a little bit.

Mr. Gynn asked for a motion to approve the minutes of November 21, 2025, Board meeting. **Ms. Karen Beck** made a motion to approve the minutes as presented, which were seconded by **Mr. Jack Murphy**. Mr. Gynn asked if there were any questions. Hearing none, he said the **motion to approve the minutes, as presented, passed unanimously.**

GUEST COMMUNICATIONS

Mr. Gynn noted that we have a guest in attendance, but they would not be addressing the board. He then asked Ms. Claudia Amrhein to give the General Manager's report.

GENERAL MANAGER'S REPORT

Ms. Amrhein thanked Mr. Gynn and everyone for coming and coming out early. It is appreciated and it is nice to see everyone after a few months' break.

Ms. Amrhein said the only thing I really want to point out is that we did receive a grant award in November for the Ohio Workforce Mobility Partnership Program, and the amount we were awarded in the packet. A few small projects, but projects that will have impact at PARTA, and what I'm particularly looking forward to are the two studies that we are going to be doing, the Transit Feasibility Study and the Transit Development Plan following that. I feel like I've been talking about this for two years and now it is finally getting off the ground, and we did get grant support for that as well. We hope to bring forward in February a contract award recommendation and that RFP is out on the street right now.

Ms. Amrhein continues with her report saying we will have a busy year, as I've talked about over the past several months. 2025 is a big year. This will be the study year, our 50th anniversary, and really looking forward to our service planning for the next five (5) to ten (10) years. Also noted in the board report that our ridership did exceed 2019 numbers, which was just a huge, huge hill to climb over the last several years. Everything has come together nicely with the new software, with the vehicle procurements, with the driving staff and the operations staff that we have been able to slowly, gradually build back up, increasing service last October, and now we'll be able to do those studies to look at the demographics in our service area and how we can best deploy the resources that we have. It is an exciting time, so we will be bringing that hopefully next month for discussion.

Ms. Amrhein said I'd be happy to answer any questions. She also thanked Mr. R. T. Mansfield for joining the meeting and stated that we started a few minutes early, given the weather.

Mr. Gynn thanked Mr. Mansfield for coming and let him know the only business items he missed was the reading of the minutes and Ms. Amrhein's report, which both were in the packet that you received.

Mr. Marvin Woods said I have one question. Are any of the cities contributing to the feasibility of the transit study?

Ms. Amrhein said we will bring on a vendor, a transit consulting firm that will help to do intake surveys of different community leaders, riders, and staff. That will include getting input from all different areas of the county.

Mr. Gynn asked if there were any other questions. Hearing none he thanked Ms. Amrhein for her report and moved on to committee reports.

ADMINISTRATION COMMITTEE REPORT

Mr. Gynn said the Administration Committee met earlier tonight before the Finance Committee meeting.

Mr. Murphy reported that the Administration Committee met earlier today. The committee had one resolution that was recommended to bring forward to the Board. This resolution is to amend the pay structures for exempt and non-exempt employees and to update their job categories and pay grade designations. This is based on the current occupational data.

Mr. Gynn commented that the committee discussed it quite a bit, and the Chief of Staff [Ms. Kelly Jurisch] had some input into it. He asked if there were any questions. Hearing none he moved on to the Finance Committee report.

FINANCE COMMITTEE REPORT

Mr. Gynn said the Finance Committee also met this evening before the Board meeting. He also noted that almost everybody was here for the Finance Committee meeting making Mr. Lewis's job much easier.

Mr. Lewis said it does, and I will state again, it is nice to have everybody here because we do talk about a lot of things that carry into the other parts of the Board meeting, so it at least puts numbers to the discussion.

Mr. Lewis reported that PARTA is doing really well. I always look at the budget and what is spent year-to-date and look at things that are out of line, and almost everything's in line. Ms. Rebecca Schrader does a great job with budgeting.

Some of the good things, the investment income is going to continue. That is probably going to level out, but it looks like it might stay for a while, and when you're up \$59,000 because of investment income, that is a good thing. The overall surplus for the month was \$202,000, and overall surplus for the year was \$3,289,000. I would mention the expenses, but we talked a little bit earlier about the biggest thing that's under and why that's under, which are the employees and all the related expenses, and everything else is either below or really close by the end of the year to budget.

Mr. Lewis asked if there were any questions specific to the PARTA part of the report.

Mr. Lewis reported that the Kent Central Gateway is pretty simple also. Nothing out of line. The only thing actually that was a little bit above budget is the maintenance, which was a hard time really knowing what's going to break. The surplus for the month was \$5,856, and the surplus for the year is \$80,000, and those that have been around for a while, that was a number that if it was zero, we were happy at that period of time. So, the fact that we have a surplus to budget of \$80,000 is a good thing.

Mr. Lewis asked if there were any questions about the Kent Central Gateway report.

Mr. Lewis reported that the Finance Committee had two resolutions that came before the committee, that we will be talking about in a moment for vote. Both were approved to be moved forward for the full approval of the Board.

Mr. Gynn thanked Mr. Lewis and asked if there were any questions. Hearing none, Mr. Gynn continued with the committee reports.

OPERATIONS COMMITTEE REPORT

Mr. Gynn said the Operations Committee was not scheduled to meet and moved on to the Personnel Committee.

PERSONNEL COMMITTEE REPORT

Mr. Gynn said the Personnel Committee was also not scheduled to meet and moved on to Old Business.

OLD BUSINESS

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

NEW BUSINESS

Mr. Gynn said under New Business he is going to call on Ms. Schrader for the service awards.

Mr. Schrader said here at PARTA, we have a tradition that we pass out service awards for anybody who has worked or served on the board for one-year, three-year, five-year, and then every five years after that. So, for 2024, we have two awards. Both awards are five-year awards, one of them is for Ms. Debbie Davison and the other is for Mr. Lewis.

Mr. Gynn offered congratulations and thanks from the Board and moved on to Resolutions.

RESOLUTIONS

Mr. Gynn said he would like to introduce Resolution #2025.01.01.

#2025-01-01: 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 2025 AND AUTHORIZING THE GENERAL MANAGER, OR THEIR 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, STARK AREA RTA, AND GEAUGA TRANSIT, ET AL.

Mr. Gynn asked for a motion to approve this resolution.

Motion: R. T. Mansfield

Second: Debbie Davison

Mr. Gynn asked if there was any other discussion or anything to add.

Mr. Gynn asked, does this provide all the gas and fuel that we [PARTA] need? Ms. Amrhein responded yes, far as she knows. Mr. Gynn said so, you never have to go elsewhere to get fuel, unlimited whatever you [PARTA] needs. Ms. Amrhein responded unless there is a break or the pumps go down for some reason, then yes.

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

Roll Call:	Yes	No		Yes	No
Victor Baerman	EXCUSED	_____	R. T. Mansfield	X	_____
Karen Beck	X	_____	Jack Murphy	X	_____
Debbie Davison	X	_____	Janice Semmons-Mortimer	X	_____
Dave Gynn	X	_____	Frank Vitale	X	_____
Virginia Harris	EXCUSED	_____	Stacey Wilson	X	_____
Becky Lehman	EXCUSED	_____	Karen Wise	X	_____
Mike Lewis	X	_____	Marvin Woods	X	_____

Mr. Gynn said the **resolution was approved unanimously** and moved on to the next resolution.

Mr. Gynn introduced Resolution #2025-01-02.

#2025-01-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER,

OR THEIR DESIGNEE, TO ENTER INTO A FIVE-YEAR AGREEMENT FOR THE PURCHASE OF LOW-FLOOR WHEELCHAIR ACCESSIBLE LIGHT TRANSIT VEHICLES (LOW-FLOOR LTVs) WITH TRANSPORTATION EQUIPMENT SALES CORPORATION (TESCO), AND TO PURCHASE UP TO FIVE (5) LOW-FLOOR LTVs IN 2025.

Mr. Gynn asked for a motion to approve this resolution.

Motion: Karen Beck

Second: Jack Murphy

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

Roll Call:	Yes	No		Yes	No
Victor Baerman	<u>EXCUSED</u>	<u> </u>	R. T. Mansfield	<u>X</u>	<u> </u>
Karen Beck	<u>X</u>	<u> </u>	Jack Murphy	<u>X</u>	<u> </u>
Debbie Davison	<u>X</u>	<u> </u>	Janice Semmons-Mortimer	<u>X</u>	<u> </u>
Dave Gynn	<u>X</u>	<u> </u>	Frank Vitale	<u>X</u>	<u> </u>
Virginia Harris	<u>EXCUSED</u>	<u> </u>	Stacey Wilson	<u>X</u>	<u> </u>
Becky Lehman	<u>EXCUSED</u>	<u> </u>	Karen Wise	<u>X</u>	<u> </u>
Mike Lewis	<u>X</u>	<u> </u>	Marvin Woods	<u>X</u>	<u> </u>

Mr. Gynn said the **resolution was approved unanimously** and moved on to the next resolution.

Mr. Gynn introduced Resolution #2025-01-03.

#2025-01-03: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AMENDING PAY STRUCTURES FOR EXEMPT AND NONEXEMPT EMPLOYEES TO UPDATE JOB CATEGORIES, PAY GRADE DESIGNATIONS AND RANGES BASED ON RELEVANT AND CURRENT OCCUPATIONAL WAGE DATA.

Mr. Gynn asked for a motion to approve this resolution.

Motion: Mike Lewis

Second: Janice Simons-Mortimer

Mr. Gynn asked if there were any questions or comments. The Administration Committee discussed this resolution and recommended it to the Board. Hearing no questions, he asked for a roll call.

Roll Call:	Yes	No		Yes	No
Victor Baerman	<u>EXCUSED</u>	<u> </u>	R. T. Mansfield	<u>X</u>	<u> </u>
Karen Beck	<u>X</u>	<u> </u>	Jack Murphy	<u>X</u>	<u> </u>
Debbie Davison	<u>X</u>	<u> </u>	Janice Semmons-Mortimer	<u>X</u>	<u> </u>
Dave Gynn	<u>X</u>	<u> </u>	Frank Vitale	<u>X</u>	<u> </u>
Virginia Harris	<u>EXCUSED</u>	<u> </u>	Stacey Wilson	<u>X</u>	<u> </u>
Becky Lehman	<u>EXCUSED</u>	<u> </u>	Karen Wise	<u>X</u>	<u> </u>
Mike Lewis	<u>X</u>	<u> </u>	Marvin Woods	<u>X</u>	<u> </u>

Mr. Gynn said the **resolution was approved unanimously**.

EXECUTIVE SESSION

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

ADJOURNMENT

Mr. Gynn asked does anybody have anything else to add, any comments. Hearing none, Mr. Gynn asked for a motion to adjourn. **Ms. Karen Beck** made a motion to adjourn the meeting, which was seconded by **Mr. Jack Murphy**. Mr. Gynn asked all in favor to signify by saying aye. He asked any opposed to signify with the same sign. Hearing no opposition, the **motion to adjourn passed unanimously**.

The meeting was adjourned at 7:05 p.m.

Respectfully submitted,

Sony Richardson-Gilroy
Executive Assistant