

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY

**BOARD OF TRUSTEES MEETING
MINUTES**

February 23, 2023

Board Members Present:

Karen Beck
Marge Bjerregaard
Richard Brockett
Jeff Childers

Debbie Davison
Dave Gynn, President
Mike Lewis, Vice President
Jack Murphy

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:

Virginia Harris (3rd excused absence)
R. T. Mansfield (1st unexcused absence)

Frank Vitale (2nd excused absence)

Guest:

Matt Stewart, AMATS

CALL TO ORDER

President Dave Gynn called the February 23, 2023, PARTA Board of Trustees meeting to order at 7:01 p.m. and asked for a roll call. After roll call, it was determined that **a quorum was participating.**

Mr. Gynn noted that Ms. Virginia Harris's husband passed away and services were pending. He then asked for a motion to approve the minutes from the November 17, 2022, Board meeting. **Ms. Marge Bjerregaard** 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 asked the guest in attendance to introduce himself.

Mr. Matt Stewart said he was from AMATS and just observing.

Mr. Gynn welcomed Mr. Stewart and then moved on to the General Manager's report.

GENERAL MANAGER'S REPORT

Ms. Claudia Amrhein said it has been a few months since the Board met and it's good to see everybody. Staff were extremely busy kicking off this new year installing parts of the new software platform. It has been a big haul, but everyone has been doing a great job. The demand response portion has been in play for about three weeks. While that's going on, the State of Ohio is in budget mode. She was absent from the Finance Committee meeting on Tuesday because she was in Columbus testifying on the

transportation budget and will likely do that again in another week or two. It is a busy time but positive because the Governor's office released a \$70 million budget, which is the same as last year, and the House Finance Committee adopted a \$30 million economic development piece to help with transit and places like Intel in Licking County and developments that need to get employees to work. Public transit is in a much better place than two years ago when the budget was \$7 million.

Mr. Gynn thanked Ms. Amrhein for her representation in Columbus at the legislature. He asked if there were any comments or questions.

Ms. Karen Wise asked if there was any talk of Investment Recovery Act (IRA) or transportation money coming down to the states that would impact budgets at all.

Ms. Amrhein said she would have to investigate that because it's not ringing a bell. There was COVID and stimulus funding, with the last batch of COVID funding being drawn down.

Mr. Gynn thanked Ms. Amrhein and moved on to the committee reports.

ADMINISTRATION COMMITTEE REPORT

Mr. Gynn said the Administration Committee did not meet but will probably meet next month as the elections will be coming up.

BY-LAWS REVIEW COMMITTEE

Mr. Gynn said the By-Laws Review Committee did not meet.

FINANCE COMMITTEE REPORT

Mr. Gynn said the Finance Committee had two meetings since the last time the Board met and asked Mr. Mike Lewis to give his report.

Mr. Lewis said the Finance Committee met on Tuesday and had a very in-depth discussion on the unaudited year end. There might be some minor adjustments but nothing too severe at this point. Overall, it was a good year. KSU Revenues was over budget by \$322,724. Investment Income was above budget by \$207,218 for the year. Sales Tax Revenues was still strong at \$286,651 over budget. Expenses were all in line except for Other Fringe Benefits, which was \$207,758 above budget; however, a lot of that was due to payouts on vacations. Overall, salaries minus health insurance were at 91.3% of the budget, which was down even though the one category was slightly elevated. Many of the use items – Tires and Tubes, Fuel and Lubricants, etc. - were below budget for the year because there was less activity but were trending better and probably will catch up. YTD Actual was \$2,593,514, with a YTD Budget of \$1,646,220, for a Variance of \$947,294 above budget. That was including the little over \$1 million in ARPA money that was decided not to be drawn down in July but is still available.

Moving on to the Kent Central Gateway (KCG), Mr. Lewis said cars were up 17.2% from 2021 to 2022 and up 55.5% from 2020 to 2021. KCG had a very strong year financially. Ms. Rebecca Schrader did a very good job with her team in looking through the budget and most things were in line. Other Fringe Benefits was the same as for PARTA. Advertising/Promotions Media was up by \$4,000 because the promotion was done and paid differently. YTD Actual was \$139,262, with a YTD Budget of \$1,289, for a Variance of \$137,973 above budget. KCG is bouncing back after the last couple years coming out of COVID. It was expected but good to see. He asked if there were any questions.

Hearing none, Mr. Lewis said the Board packet included the updated Investment Policy. Although it will not show in the current reporting, as of the first business day of 2023, \$8 million was invested with Fifth Third and the Finance Committee will start seeing quarterly reports. If anyone is interested in knowing more about this, he asked that they call him.

Mr. Lewis concluded his report by saying the Finance Committee also reviewed and recommended Resolutions #2023-02-01 and #2023-02-02 to the Board.

OPERATIONS COMMITTEE REPORT

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

PERSONNEL COMMITTEE REPORT

Mr. Gynn said there was no need for the Personnel Committee to meet.

OLD BUSINESS

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

NEW BUSINESS

Mr. Gynn asked Ms. Kelly Jurisch and Mr. Brian Trautman to give their presentation.

Ms. Jurisch and Mr. Trautman presented their PowerPoint on *PARTA*'s guiding principles in 2023, which is attached.

Following the presentation, Mr. Gynn asked if there were any questions. Hearing none, he thanked Ms. Jurisch and Mr. Trautman and moved on to the resolutions.

RESOLUTIONS

Mr. Gynn presented the first 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.

Motion: Mike Lewis

Second: Debbie Davison

Ms. Amrhein said this is an annual resolution. When fuel goes out for bid with the other transit authorities, there is a very strict deadline for executing the lowest bid. It is received in the morning and must be executed by the afternoon, which doesn't align with the Board meeting. Fuel is necessary so the Board, some years ago, passed a resolution to allow her to sign the agreement and then come back to the Board for ratification.

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

Mr. Gynn asked if there were any other 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>
Jack Murphy	<u>X</u>	<u>---</u>		Karen Beck	<u>X</u>
Mike Lewis	<u>X</u>	<u>---</u>		R. T. Mansfield	<u>UNEXCUSED</u>
Virginia Harris	<u>EXCUSED</u>	<u>---</u>		Marvin Woods	<u>X</u>
Debbie Davison	<u>X</u>	<u>---</u>		Karen Wise	<u>X</u>
Jeff Childers	<u>X</u>	<u>---</u>		Frank Vitale	<u>EXCUSED</u>
Richard Brockett	<u>X</u>	<u>---</u>		Stacey Wilson	<u>X</u>
Marge Bjerregaard	<u>X</u>	<u>---</u>		David Gynn	<u>X</u>

Mr. Gynn said that resolution was approved.

EXECUTIVE SESSION

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

ADJOURNMENT

Hearing nothing further, Mr. Gynn entertained a motion to adjourn. **Ms. Karen Beck** made a motion to adjourn the meeting, which was seconded by **Ms. Stacey Wilson**. 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 7:38 p.m.

Respectfully submitted,

Marcia Fletcher
Executive Assistant



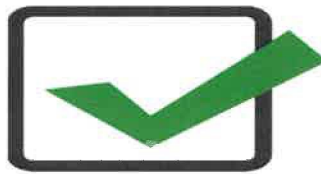
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Happening Now

- ▶ New Mission and Vision Statements
- ▶ Coming Soon Stickers
- ▶ Communicate Change
- ▶ Customer, Community and Employee Surveys
- ▶ New technology
 - ▶ CTS/Passio/Optibus
 - ▶ Radio



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Current Mission New Mission

- ▶ PARTA is committed to providing safe, dependable, courteous and affordable transportation services that help Portage County residents meet their travel needs.
- ▶ 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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Current Vision

- ▶ To be the provider of a multimodal alternative transportation network that sustains the region's economic vitality and air quality, provides mobility and accessibility to all constituencies of the population, and preserves and enhances the region's quality of life.

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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Feedback

- ▶ **Passenger Surveys**
 - ▶ 202 responses
- ▶ **Community Surveys**
 - ▶ 107 responses
- ▶ **Employee Surveys**
 - ▶ 43 responses

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What can we do in 2023?

- ▶ Hire more staff
 - ▶ Currently have 25 full-time drivers and 19 part-time drivers
 - ▶ Goal 30 FT; 30 PT
- ▶ Can work on frequencies and route efficiencies
- ▶ Changes to individual routes due to population/demands
- ▶ Communicate, communicate, communicate

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Coming soon...

- ▶ New App - Passio Go
 - ▶ Real-time, live bus tracking
 - ▶ Option to get a text message when your bus is "5" minutes away (or however long)
- ▶ TripPortal - Passenger scheduling tool for DR
- ▶ PARTA Ride - New bus stop signs
- ▶ Payment Methods
 - ▶ Manual vault for cash
 - ▶ EZFare Account-Based Ticketing
- ▶ Updated Schedules
 - ▶ Updated timetables for efficiency
 - ▶ User friendly
- ▶ Advertising Campaign
- ▶ T-shirts

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