

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY

BOARD OF TRUSTEES MEETING

MINUTES

August 24, 2023

Board Members Present:

Karen Beck
Marge Bjerregaard
Jeff Childers
Debbie Davison

Dave Gynn, President
Virginia Harris
Mike Lewis, Vice President
Jack Murphy

Frank Vitale
Stacey Wilson
Karen Wise
Marvin Woods, TPO

Staff Present:

Claudia Amrhein
Kelly Jurisch

Natalie Rothenbuecher, Roetzel & Andress
Rebecca Schrader

Greg Springer
Brian Trautman

Board Members Not Present:

R. T. Mansfield (1st unexcused absence)

CALL TO ORDER

President Dave Gynn called the August 24, 2023, PARTA Board of Trustees meeting to order at 7 p.m. He asked for a roll call, after which it was determined that **a quorum was participating.**

Moving on, Mr. Gynn asked for a motion to approve the minutes from the July 27, 2023, Board meeting. **Mr. Mike Lewis** made a motion to accept the minutes as presented, which was seconded by **Mr. Marvin Woods**. The **motion to approve the minutes, as presented, passed unanimously.**

GUEST COMMUNICATIONS

Mr. Gynn said there were no guests in attendance and asked Ms. Claudia Amrhein to give the General Manager's report.

GENERAL MANAGER'S REPORT

Ms. Amrhein thanked Mr. Gynn and noted that Mr. Justin Markey was under the weather and not attending the meeting tonight, but Ms. Natalie Rothenbuecher was taking his place. She said there were no resolutions, but it still has been busy with Kent State University starting classes and the Portage County Fair this week, which is where some of the staff members were working tonight. She concluded by saying more trolleys were coming and transit buses planned with a new design included. She asked if there were any questions.

Mr. Brian Trautman noted that five additional trolleys would be arriving by the end of the year.

Mr. Gynn asked how many trolleys were now in the fleet.

Ms. Amrhein said there were eight trolleys now and to celebrate the one-year anniversary of the first trolley, she rode the trolley through the city of Ravenna last week.

Mr. Gynn thanked Ms. Amrhein for her thorough report and then moved on to the committee reports.

ADMINISTRATION COMMITTEE REPORT

Mr. Gynn said the Administration Committee did not meet but the Finance Committee met on Tuesday. He asked Mr. Mike Lewis to give that report.

FINANCE COMMITTEE REPORT

Mr. Lewis thanked Mr. Gynn and said the Finance Committee met on Tuesday. Ms. Rebecca Schrader handed out the 21st clean audit, which was very complimentary. It's unusual to have a clean audit for so many years. Moving on to the financials for PARTA, KSU Revenues was down due to the summer but would catch up. Grants were heavy with \$535,033 in Federal Capital Maintenance Assistance, \$114,934 in Federal Operating (ARPA), and \$35,767 in Federal Project Management & Planning. On the expense side, services were still not at full capacity due to staffing issues. The surplus for the current period was \$737,174 with a surplus of \$680,703 to budget. Year to date actuals were at \$2 million. The grant was executed for 3 Support Vehicles (OTP2 Flex), which was reimbursed at \$138,465 in July and a prior expense for Scheduling Software was reimbursed at \$90,000. Admin Roof Replacement was a new expense for July of \$74,169. Overall, PARTA had a good month and was in a good position. He asked if there were any questions.

Hearing none, Mr. Lewis moved on to the Kent Central Gateway (KCG), which looked good for the month. He said revenues were at \$65,209 for the current period, compared to the monthly budget of \$67,561. Expenses for the current period were \$38,708 with a monthly budget of \$47,352. For the month, there was a surplus of \$26,501 with a Variance of \$6,291 to the budget. Year to Date Actual was at a surplus of \$107,315. He asked if there were any questions.

Hearing none, Mr. Gynn reiterated that any Board member is eligible to attend Finance Committee meetings. He thanked Mr. Lewis for the Finance Committee report and moved on to the Operations Committee Report.

OPERATIONS COMMITTEE REPORT

Mr. Gynn said the Operations Committee did not meet and moved on to the Personnel Committee Report.

PERSONNEL COMMITTEE REPORT

Mr. Gynn said the Personnel Committee did not 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

RESOLUTIONS

Mr. Gynn said there were no resolutions, but Ms. Amrhein would be providing a PowerPoint presentation on 2023-24 initiatives.

Ms. Amrhein then presented her PowerPoint, which is attached, after which she asked if there were any questions.

Mr. Frank Vitale asked if the goals were met for selling CNG to vendors.

Ms. Amrhein said there were no goals. PARTA worked with various businesses to promote the CNG fueling station, but it was not a priority at the time. Over the next couple of months, discussions will take place about the Regional Coordinated Public Transit-Human Services Transportation Plan.

Mr. Gynn expressed his appreciation to Ms. Amrhein and her staff for thinking ahead and said the residents of Portage County appreciated it also.

EXECUTIVE SESSION

Moving on, Mr. Gynn said there was no reason for an Executive Session and asked if there was any other business to come before the Board.

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 **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 none, the **motion to adjourn passed unanimously.**

The meeting was adjourned at 7:37 p.m.

Respectfully submitted,



Marcia Fletcher
Executive Assistant