

**PARTA**  
**PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY**  
**BOARD OF TRUSTEES MEETING**  
**MINUTES**  
**January 25, 2024**

**Board Members Present:**

Karen Beck  
 Jeff Childers  
 Debbie Davison  
 Dave Gynn, President

Virginia Harris  
 Mike Lewis, Vice President  
 R. T. Mansfield  
 Jack Murphy

Frank Vitale  
 Stacey Wilson  
 Karen Wise  
 Marvin Woods, TPO

**Staff Present:**

Claudia Amrhein  
 Denise Baba  
 Marcia Fletcher

Ashley Forbes  
 Kelly Jurisch  
 Justin Markey, Roetzel & Andress

Rebecca Schrader  
 Greg Springer  
 Brian Trautman

**CALL TO ORDER**

President Dave Gynn called the January 25, 2024, 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 November 16, 2023, Board meeting. **Mr. Marvin Woods** made a motion to approve the minutes as presented, which was seconded by **Ms. Debbie Davison**. The **motion to approve the minutes, as presented, passed unanimously**.

**GUEST COMMUNICATIONS**

Mr. Gynn noted 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 said it was great to see everyone. She hoped everyone enjoyed the holiday break. She said favorable fuel pricing was received again this year due to the process of bidding with other transit authorities. Another surprise was that on January 2 she received an email from FTA notifying us that PARTA was undergoing a Triennial Review. For those not familiar with the Triennial Review, it is a federal requirement every three years for transit authorities that receive urbanized area funding, as PARTA does. This is the funding that is used primarily for preventative maintenance. This year, the review covers 23 subject areas, and it takes everyone on staff to contribute to the process of compiling information. Everyone is busily putting together all the documentation required by the end of February and then there will probably be a two-day on-site visit in the coming months. The last review started in late 2019 but was postponed due to the Coronavirus. The materials were submitted during 2020 and 2021 and PARTA received no findings, which is rare.

Mr. Gynn pointed out that the Triennial Review manual isn't even available until the end of January.

Ms. Amrhein said the 2023 manual would be used in the meantime.

Moving on, Ms. Amrhein said Ms. Kelly Jurisch and Mr. Brian Trautman will give an overview later in the meeting of the new Gillig bus inspections last week. This is a new type of urban transit bus that will arrive in the next few months. Mr. Trautman will also talk about the Automatic Passenger Counters (APCs) that will be installed this year and how those will function.

Mr. Gynn asked if there were any questions for Ms. Amrhein. Hearing none, he moved on to the committee reports.

### **ADMINISTRATION COMMITTEE REPORT**

Mr. Gynn said the Administration Committee did not meet and moved on to the Finance Committee.

### **FINANCE COMMITTEE REPORT**

Mr. Gynn said the Finance Committee met this week.

Mr. Mike Lewis said the Finance Committee did meet and went over October and November finances. He thanked everybody who attended the meeting. Starting with PARTA, on the income side, he said KSU Revenues was \$87,487 above the monthly budget in October and at 90.9% of the overall budget. Federal Capital Maintenance Assistance was at \$163,321 for October and 100% drawn. All expenses were in line. Premium Public Liability/Property Damage had expenses of \$48,025 for October and it was at 95.6% of the budget. Moving on to the highlights for November, KSU Revenues continued to be strong at \$81,289 above the monthly budget and 103.7% of the overall budget. Investment Income for November was \$36,088 above budget. Sales Tax Revenues was right on pace at \$11,727 over budget but still strong at 93.6% compared to overall budget. The only thing that was a little higher was Capital Maintenance Service because of some software upgrades and HVAC maintenance and improvements. YTD Actual was \$3,232,290, and YTD Budget was \$719,915. He goes back and forth with Ms. Rebecca Schrader at the beginning of the year about some of the budget items but by the end of the year, she always proves him wrong. As with every business, there will be unforeseen things that require adjustments throughout the year, but Ms. Schrader and her staff do a good job of keeping everything up to date.

Moving on to the Kent Central Gateway (KCG), Mr. Lewis noted he would only be going through November because both months were consistent. He said all income items were above budget. The only expense item that was a little higher than expected was Contract Maintenance Service. The monthly budget was \$2,000 and the actual was \$7,711. He asked Ms. Schrader for an explanation.

Ms. Schrader said there were three expenses under Contract Maintenance Service: HVAC, a SKIDATA repair for the parking control equipment, and window washing.

Mr. Lewis said YTD Actual was \$149,906, and YTD Budget was \$36,065. He asked if there were any questions on the finances.

Mr. Frank Vitale asked how PARTA's budget could be over by \$2.5 million. He said he's happy about it but doesn't understand how the actual could be \$3.2 million and that the budget was only \$719,915.

Mr. Lewis said it's because of the timing of when the grants come through and expenses were lower. Employment expenses were at 76.1% in November and should have been 91.67%. Fuel came in lower, so those things add up. He always suggests looking at those things that can be counted on as being the same every year. Grants are nice to have but cannot always be counted on. He thanked Mr. Vitale for the good question and asked if there was anything else on the finances.

Hearing nothing further, Mr. Lewis said the only other thing that the Finance Committee covered was the resolution that will come up for a vote later, which the committee recommended be moved forward for approval by the Board.

Mr. Gynn asked if there were any other questions.



Mr. R. T. Mansfield asked if PARTA was done with Trapeze yet. He thought Trapeze was an overpriced vendor for many, many years.

Mr. Trautman said yes, Trapeze is done. The operations module had to be carried over for a couple months while transitioning into the Optibus operations module.

Mr. Gynn asked if there were any other questions. Hearing none, he urged everybody to attend the Finance Committee meeting to hear the whole report and get questions answered there. He said it's a good use of time and lunch is served. He then 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 would report after the Executive Session and then 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 asked Ms. Jurisch and Mr. Trautman to give their presentation.

Ms. Jurisch and Mr. Trautman then gave their presentation, which is attached.

Following the presentation, Mr. Gynn asked Ms. Schrader to present the Service Awards.

Ms. Schrader thanked everyone for their service and presented four three-year awards for 2023: Ms. Karen Beck, Mr. R. T. Mansfield, Mr. Jack Murphy, and Mr. Marvin Woods. She then presented a clock to Mr. Jeff Childers for his 10 years of service.

Mr. Gynn thanked them for their years of service and for everybody's dedication to PARTA. He then moved on to the resolution.

### **RESOLUTION**

Mr. Gynn introduced Resolution #2024-01-01.

**#2024-01-01: 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 2024 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.**

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

**Motion: R. T. Mansfield**

**Second: Jack Murphy**

Mr. Gynn said this was a follow-up to a resolution that was previously passed.

Ms. Amrhein said the previous resolution authorized her to sign the contract for the lowest bid because it must be signed within a few hours of the bid opening.

Mr. Gynn asked if there were any questions. Hearing none, he asked Ms. Marcia Fletcher 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> |
|-------------------|-------------------|------------------|-----------------|-------------------|------------------|
| Debbie Davison    | <u>X</u>          | ___              | Frank Vitale    | <u>X</u>          | ___              |
| Jeff Childers     | <u>X</u>          | ___              | Stacey Wilson   | <u>X</u>          | ___              |
| Karen Wise        | <u>X</u>          | ___              | Jack Murphy     | <u>X</u>          | ___              |
| R. T. Mansfield   | <u>X</u>          | ___              | Mike Lewis      | <u>X</u>          | ___              |
| Marvin Woods      | <u>X</u>          | ___              | Virginia Harris | <u>X</u>          | ___              |
| Karen Beck        | <u>X</u>          | ___              | Dave Gynn       | <u>X</u>          | ___              |

Mr. Gynn said the resolution passed unanimously.

**EXECUTIVE SESSION**

Moving on, Mr. Gynn asked for a motion to go into Executive Session for the purpose of discussing a personnel issue according to Ohio Revised Code Section 121.22.

**Motion: Frank Vitale**

**Second: Mike Lewis**

Mr. Gynn excused everyone at 7:36 p.m. except Board Members, Ms. Jurisch, Ms. Amrhein, and Mr. Markey.

At 7:50 p.m., the meeting returned to public session. Mr. Gynn asked Ms. Karen Beck, Chair of the Personnel Committee, to give her report.

Ms. Beck said the Personnel Committee met in October to evaluate the General Manager. As usual, Ms. Amrhein was excellent in all categories. The committee went over the goals that were set for her and how she met those goals, which was great. The committee asked Ms. Amrhein if there was anything she needed and she said some time might be good. So, it is the committee's recommendation to designate one day a month as flex time for Ms. Amrhein.

Mr. Gynn asked for a motion, based on the Personnel Committee's recommendation, that in addition to any vacation leave granted to the General Manager/CEO, the Board of Trustees hereby grants the General Manager/CEO one additional day of paid leave per month during the calendar year 2024 to be designated as "flex leave." He said no flex leave may be carried over to a subsequent calendar month and any unused flex leave will be forfeited. The General Manager/CEO shall note the day of the flex leave on the biweekly pay period in which the day was taken and designate the time as "flex."

**Motion: Frank Vitale**

**Second: Debbie Davison**

Mr. Gynn asked if there was any other discussion. Hearing none, he asked Ms. Fletcher 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> |
|-------------------|-------------------|------------------|-----------------|-------------------|------------------|
| Frank Vitale      | <u>X</u>          | ___              | Jeff Childers   | <u>X</u>          | ___              |
| Stacey Wilson     | <u>X</u>          | ___              | Karen Beck      | <u>X</u>          | ___              |
| Jack Murphy       | <u>X</u>          | ___              | R. T. Mansfield | <u>X</u>          | ___              |
| Mike Lewis        | <u>X</u>          | ___              | Marvin Woods    | <u>X</u>          | ___              |
| Virginia Harris   | <u>X</u>          | ___              | Karen Wise      | <u>X</u>          | ___              |
| Debbie Davison    | <u>X</u>          | ___              | Dave Gynn       | <u>X</u>          | ___              |



Mr. Gynn said that motion passed unanimously.

Mr. Vitale said he had a question about the resolution that was passed in November for information technology service for more than \$100,000. He asked if QualityIP oversaw the interface with the company providing the software.

Mr. Trautman said QualityIP is an IT management company that provides several things. Any time he has any type of IT project or makes a software upgrade, they are involved. They are involved with day-to-day IT issues throughout the facility, assessing any software being considered, and all the mobile routers on the buses. Fixed route buses have mobile routers in them called Cradlepoints, which are managed in the cloud. QualityIP is involved with all cloud-based services and assists him on dashboard evaluations on a regular basis. If he needs a virtual server spun up or needs to put something on a commercial server, they'll do that. PARTA has been with them for five years now. Probably towards the end of 2024, PARTA will go back out for an RFP for IT managed services. It's a good thing to do because it keeps everybody honest. He likes QualityIP because they're in Kent but that's not to say there aren't other companies around that are as good which would come in, look at the hardware, networking, and software systems and bid on providing this service moving forward. It may be that QualityIP gets it again or it might be somebody else but it's worth doing because enough changes have been made now. When QualityIP came on board, there were 17 servers. The SAN cluster was a little smaller then. There are now six servers on site. Everything else is cloud based. Bringing a couple of other companies in to bid might result in a better or lower bid from QualityIP.

Mr. Vitale asked if QualityIP provided the software.

Mr. Trautman said they provide some software through a Sophos Firewall that they monitor and manage and are certified in. He and Ms. Jurisch met with OTRP for a spa audit, which is basically a risk management self-audit. OTRP asked them to write down all the software that was being used and the list was tremendously long with the radio systems, Optibus, Passio, Accpac, and Dossier. QualityIP is familiar with all that software and knows who the contacts are with all those companies. It's a necessary service. The optimal choice would be to have someone in-house, but that would cost a pretty penny. They would have to have the skillset base through a variety of different people, phone systems, network systems, and hardware systems.

Mr. Lewis asked if QualityIP also handled system security.

Mr. Trautman said yes, and QualityIP sends out emails trying to phish the staff on a regular basis. He and Ms. Jurisch receive a dashboard from them that shows how employees are doing with the phishing attempts. They also send out teaching videos with quizzes to employees.

Mr. Gynn thanked Mr. Trautman and asked if there were any other questions.

## **ADJOURNMENT**

Hearing none, Mr. Gynn adjourned the meeting at 8 p.m.

Respectfully submitted,



Marcia Fletcher  
Executive Assistant

# Gillig Buses

Bus inspections on four new CNG transit buses



1



## The Inspectors

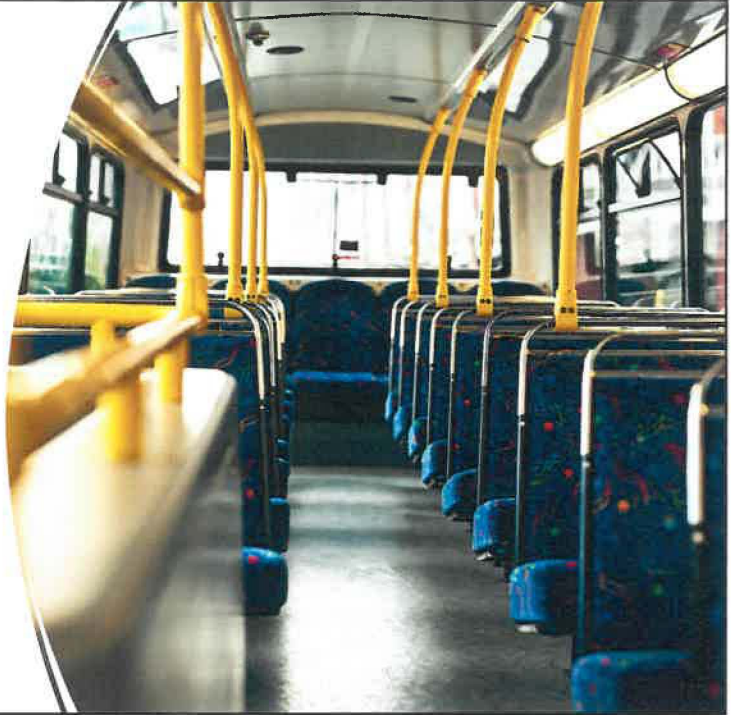
- Kelly Jurisch, Brian Trautman and Eric Waddell spent three days in Livermore, CA evaluating our new buses, in accordance with FTA standards.

2



# What do we look for?

- Visual inspections and road tests to verify that:
  - Buses are created to specs
    - Interiors
    - Exteriors
    - Engine
    - Brakes



3



## Exteriors

- Paint quality
- Graphic installation

4



- Verify all working components of the exterior, including:
  - Bus signs
  - Bike rack
  - Tires
  - Battery components
  - Windshield wipers
  - Turn signals
  - All lights
  - Mirrors

5



## Interiors

- No loose parts
- Window and door operations
- Driver's compartment – all switches and mechanical components
- Safety equipment
- Camera installation
- Interior HVAC

6





## The Engine

- Verify proper sealings, hoses, connections and safety switches
- No leaks

7



## Road Test

- Checking performance for:
  - Braking
  - Acceleration
  - Steering
  - Noises

8

# AUTOMATIC PASSENGER COUNTING

**Keep your drivers focused on the road with a fully automated passenger counting solution.**

- 98%-99% measured accuracy
- Sensors distinguish passengers from non-passenger objects and detect double backs and re-crossings
- Sensors compensate for passenger movement up and down stairways or on ramps in low floor buses
- Tested for extreme heat, cold, vibration, and EMC operating conditions (IP65)
- Fully configurable to vehicle dimensions
- Optical self diagnosis (OSD)  
lens blocked, too dark, reflections



Fig. 1: Example  
1: Floor area  
2: Counting line

