

**Agenda**

1. Call to Order Oral  
Roll Call
2. Meeting Minutes Attachment 2a  
Minutes from November 16, 2023, 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 Scheduled to Meet 1/23  
b. Finance Did Not Meet  
c. Operations Met 10/16  
d. Personnel
6. Old Business
7. New Business
  - Presentation
  - Service Awards
8. Resolution - Roll Call Approval Required  
  
**#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.**
9. Executive Session, as needed.
10. Adjournment

**Next Regular Meeting:**  
**February 22, 2024 @ 7 p.m.**

**PARTA**  
**PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY**  
**BOARD OF TRUSTEES MEETING**  
**MINUTES**

**November 16, 2023**

**Board Members Present:**

|                   |                      |                   |
|-------------------|----------------------|-------------------|
| Karen Beck        | Dave Gynn, President | Stacey Wilson     |
| Marge Bjerregaard | Virginia Harris      | Karen Wise        |
| Jeff Childers     | R. T. Mansfield      | Marvin Woods, TPO |
| Debbie Davison    | Jack Murphy          |                   |

**Staff Present:**

|                 |  |                  |
|-----------------|--|------------------|
| Claudia Amrhein | Kelly Jurisch                            | Rebecca Schrader |
| Denise Baba     | Natalie Rothenbuecher, Roetzel & Andress | Greg Springer    |
| Marcia Fletcher |  |                  |

**Board Members Not Present:**

Mike Lewis (1<sup>st</sup> excused absence)                      Frank Vitale (2<sup>nd</sup> excused absence)

**CALL TO ORDER**

President Dave Gynn called the November 16, 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 September 28, 2023, 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 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 everyone for coming out tonight for the last meeting of the year. She said everything was crammed into November to keep December open and eliminate the need to have a meeting. She noted that the Veterans Day Ceremony was held on Friday and the “Stuff the Bus” event was held on Sunday. She thanked Ms. Stacey Wilson and her scout troops for their help with the “Stuff the Bus” event. She asked if they received badges for helping.

Ms. Wilson said they receive service hours to go toward their ranks and merit badges.

Ms. Amrhein then turned the meeting over to Ms. Kelly Jurisch for a quick overview of those events and to talk about the Safe Operator Award (SOAR) that PARTA received. She said this year PARTA was recognized through the Ohio Transit Risk Pool (OTRP) in its size category with this award, which has to do with the number of miles traveled and how much losses are leveraged against those miles.

Ms. Jurisch then presented her PowerPoint, which is attached.

Following Ms. Jurisch's PowerPoint presentation, Mr. Gynn asked if there were any questions.

Hearing none, Mr. Gynn moved on to the committee reports.

### **ADMINISTRATION COMMITTEE REPORT**

Mr. Gynn had nothing to report on the Administration Committee and moved on to the Finance Committee.

### **FINANCE COMMITTEE REPORT**

Mr. Gynn said the Finance Committee met on November 9 and Mr. Mike Lewis, as Chair, ran the meeting. Also present at the meeting were Mr. Jeff Childers, Ms. Virginia Harris, and Mr. Marvin Woods. He then gave the committee report in the absence of Mr. Lewis.

Mr. Gynn said Ms. Rebecca Schrader did her usual very thorough line-by-line presentation of the budget. He was glad she brought some of her staff to the meeting who work behind the scenes and who the Board doesn't usually see, which included Ms. Melissa Hanus and Ms. Maria Sidoti. Ms. Ashley Forbes is also part of her staff, but she was not at the meeting that night. Ms. Schrader talked about the methodology she used, which was not unlike every other year, where she has a meeting with each of the departments to determine how much money is needed for expenses, what the anticipated income will be, and then she comes up with the budget. It's important to know that the income and expenses are extended to one of the columns for each line item: Administration, Accounting, IT, Operations, Maintenance, Training, and Marketing. Every income and expense item is allocated to one of those columns. In addition to having all the totals, the columns show where the income or expense is coming from and where it's going. He asked if there were any questions about the Finance Committee report.

Hearing none, Mr. Gynn moved on to the Operations Committee report.

### **OPERATIONS COMMITTEE REPORT**

Mr. Gynn had nothing to report on the Operations Committee and moved on to the Personnel Committee report.

### **PERSONNEL COMMITTEE REPORT**

Mr. Gynn had nothing to report on the Personnel Committee 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 there were six resolutions tonight, some of which were routine and done yearly. He then moved on to the resolutions.

### **RESOLUTIONS**

Mr. Gynn introduced Resolution #2023-11-01.

**#2023-11-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES DESIGNATING THE PUBLIC DEPOSITORIES FOR THE PUBLIC FUNDS OF PARTA FOR THE PERIOD BEGINNING DECEMBER 1, 2023, AND ENDING NOVEMBER 30, 2028.**

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

**Motion: Stacey Wilson**

**Second: Marvin Woods**

Mr. Gynn asked if Ms. Amrhein had anything she would like to add.

Ms. Amrhein said this banking resolution is done every five years. Ms. Schrader makes a request to banks that are willing to do banking for PARTA in compliance with the Ohio Revised Code for collateralizing the funds on deposit. The banks that responded were listed in the resolution. She asked Ms. Schrader if she had anything to add.

Ms. Schrader noted that Key Bank was an additional bank added to the resolution since the Finance Committee met.

Mr. Gynn clarified that just because a bank was on the list did not mean they automatically would be a depository, but they are qualified if the circumstances arise.

Ms. Schrader concurred.

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> |
|---------------------|-------------------|------------------|-------------------|-------------------|------------------|
| Marge Bjerregaard   | <u>X</u>          | ___              | Jack Murphy       | <u>X</u>          | ___              |
| Karen Beck          | <u>X</u>          | ___              | <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>          | ___              |
| <b>Frank Vitale</b> | <b>EXCUSED</b>    |                  | Dave Gynn         | <u>X</u>          | ___              |
| Stacey Wilson       | <u>X</u>          | ___              |                   |                   |                  |

Mr. Gynn said the resolution was approved and moved on to Resolution #2023-11-02.

**#2023-11-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES APPROVING THE FISCAL YEAR 2024 PROPOSED BUDGET FOR PARTA.**

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

**Motion: Debbie Davison**

**Second: Jack Murphy**

Mr. Gynn noted the budget was attached to the resolution.

Ms. Schrader said the budget that was attached to the resolution in the Board packet looked slightly different than the one attached to the resolution tonight. The one attached to the resolution tonight was a condensed version and did not include all the columns listing the departments.

Mr. Gynn asked if that was the only change.

Ms. Schrader said the Other Fringe Benefits change that was discussed at the Finance Committee meeting and included in the Board packet was different from the one distributed tonight.

Mr. Gynn noted that Ms. Schrader took the Finance Committee through the budget line by line on every item. He said income increased from \$12,117,369 in 2023 to \$12,883,782 in 2024. Total expenses of \$11,251,434 in 2023 increased to \$11,539,329 in 2024.

Ms. Karen Wise asked if the change in KSU Revenue was because of a fare increase.

Ms. Schrader said there has been an increase in service hours since COVID. Each year more and more service has been brought back. Those service hours are multiplied by a service rate, which will go up in July.

Mr. Gynn asked if there were any other questions. Hearing none, he asked Ms. Fletcher to call the roll.

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

Mr. Gynn said the resolution was approved and moved on to Resolution #2023-11-03.

**#2023-11-03: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES APPROVING THE FISCAL YEAR 2024 PROPOSED BUDGET FOR THE KENT CENTRAL GATEWAY (KCG).**

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

**Motion: Karen Beck**

**Second: Marge Bjerregaard**

Mr. Gynn said this resolution is like the previous one. Since the beginning of KCG, there have always been two separate budgets. It's like running two separate organizations. The 2023 budget for revenues was \$655,386 and the 2024 budget is \$692,306. The expenses went from \$622,461 in 2023 to \$625,578 in 2024. Not huge increases but enough to keep the operation going.

Mr. Gynn asked if there were any questions. 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> |
|-------------------|-----------------------|------------------|---------------------|-----------------------|------------------|
| Jack Murphy       | <u>X</u>              | ___              | R. T. Mansfield     | <u>X</u>              | ___              |
| <b>Mike Lewis</b> | <b><u>EXCUSED</u></b> |                  | Marvin Woods        | <u>X</u>              | ___              |
| Virginia Harris   | <u>X</u>              | ___              | Karen Wise          | <u>X</u>              | ___              |
| Debbie Davison    | <u>X</u>              | ___              | <b>Frank Vitale</b> | <b><u>EXCUSED</u></b> |                  |
| Jeff Childers     | <u>X</u>              | ___              | Stacey Wilson       | <u>X</u>              | ___              |
| Marge Bjerregaard | <u>X</u>              | ___              | Dave Gynn           | <u>X</u>              | ___              |
| Karen Beck        | <u>X</u>              | ___              |                     |                       |                  |

Mr. Gynn said the resolution was approved and moved on to Resolution #2023-11-04.

**#2023-11-04: 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).**

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

**Motion: Marge Bjerregaard**

**Second: Virginia Harris**

Mr. Gynn said this is routine and he asked Ms. Amrhein to comment.

Ms. Amrhein said this is brought forward every year when PARTA learns of its share in the OTRP pool. Several transit authorities share the risk for property and liability coverage. PARTA's participation in 2024 is \$310,383. PARTA also pays for deductibles.

Mr. Gynn asked if there were any questions or comments. 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> |
|---------------------|-----------------------|------------------|-------------------|-------------------|------------------|
| 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>          | ___              |
| <b>Frank Vitale</b> | <b><u>EXCUSED</u></b> |                  | Marge Bjerregaard | <u>X</u>          | ___              |
| Stacey Wilson       | <u>X</u>              | ___              | Karen Beck        | <u>X</u>          | ___              |
| Jack Murphy         | <u>X</u>              | ___              | Dave Gynn         | <u>X</u>          | ___              |
| <b>Mike Lewis</b>   | <b><u>EXCUSED</u></b> |                  |                   |                   |                  |

Mr. Gynn said the resolution was approved and moved on to Resolution #2023-11-05.

**#2023-11-05: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES APPROVING EXPENDITURES FOR INFORMATION TECHNOLOGY (IT) MANAGED SERVICES WITH QUALITY IP.**

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

**Motion: Karen Beck**

**Second: Karen Wise**

Mr. Gynn said any expense more than \$100,000 needs Board approval and this expense fits into that category.

Ms. Amrhein said QualityIP provides managed services for all PARTA's technology. Everything is basically run by computer and multiple systems interact to support daily operations. QualityIP is in the background always monitoring for cybercrime issues and making sure that everything is up and running with updates. They are on site once every week but are also on call. They are a local company and PARTA has been with them for about three years now.

Mr. Gynn asked if there were any questions.

Hearing none, Mr. Gynn asked Ms. Fletcher for a roll call approving this resolution.

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

Mr. Gynn said the resolution was approved and moved on to Resolution #2023-11-06.

**#2023-11-06: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES HONORING MARGARET BJERREGAARD, BOARD MEMBER, IN APPRECIATION FOR HER DEDICATION AND SERVICE.**

Mr. Gynn read the entire resolution after which he asked for a motion for approval.

**Motion: Marvin Woods**

**Second: Jeff Childers**

Mr. Gynn expressed appreciation for Ms. Bjerregaard’s leadership, sense of humor, and insight for the past 20+ years. He said Ms. Bjerregaard has been a great addition to the Board and will be missed.

Ms. Bjerregaard expressed her thanks.

Mr. Gynn then asked for a roll call.

| <b>Roll Call:</b>   | <u>Yes</u>            | <u>No</u>   |                   | <u>Yes</u> | <u>No</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> |
| <b>Frank Vitale</b> | <b><u>EXCUSED</u></b> |             | Marge Bjerregaard | <u>X</u>   | <u>    </u> |
| Stacey Wilson       | <u>X</u>              | <u>    </u> | Karen Beck        | <u>X</u>   | <u>    </u> |
| Jack Murphy         | <u>X</u>              | <u>    </u> | R. T. Mansfield   | <u>X</u>   | <u>    </u> |
| <b>Mike Lewis</b>   | <b><u>EXCUSED</u></b> |             | Dave Gynn         | <u>X</u>   | <u>    </u> |
| Virginia Harris     | <u>X</u>              | <u>    </u> |                   |            |             |

Mr. Gynn said the resolution was approved and noted that there would be a reception for Ms. Bjerregaard immediately following the meeting.

**EXECUTIVE SESSION**

Moving on, Mr. Gynn said there was no reason for an Executive Session. He expressed his appreciation for everyone coming and wished everyone a joyous holiday season.

**ADJOURNMENT**

Hearing nothing further, Mr. Gynn entertained a motion to adjourn. **Ms. Marge Bjerregaard** made a motion to adjourn the meeting, which was seconded by **Ms. Virginia Harris**. 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 7:24 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 *Claudia*  
**FROM:** Claudia B. Amrhein, General Manager  
**DATE:** January 2024

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**Committee Meetings and Resolutions.** Happy New Year and thank you for your willingness to serve on the PARTA Board of Trustees again this year. The January meeting agenda includes a resolution to ratify the contract executed in December for the purchase and delivery of gasoline and diesel fuel in 2024. **The finance committee** will meet on **Tuesday, January 23, at 11:30 a.m.** to review the October and November financial reports. Lunch will be provided.

**Presentation.** During the January meeting, we'll present an overview of the new trolley buses, urban transit buses, and automated passenger counting technology described below.

**#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.**

**Annual Fuel Contract Ratification.** The annual joint fuel procurement enabled us to lock in favorable pricing again in 2024. Sunoco, LLC dba Gladieux Energy, LLC presented the lowest bid for diesel and gasoline fuel. The price for 47 Cetane diesel fuel is \$2.6705 per gallon, and \$2.6705 per gallon for gasoline fuel when delivered with diesel. Gasoline only fuel delivery is priced at \$2.3877 per gallon. The pricing is based on delivery of approximately 100,000 gallons of 47 Cetane diesel fuel and 90,000 gallons of 87 unleaded gasoline fuel. Resolution #2024-01-01 will ratify the contract executed on December 6 with Gladieux.

**On the Horizon in 2024.** FTA Initiates 2024 Triennial Review of PARTA. As a designated recipient of urbanized area formula funds (Section 5307 funding), PARTA is subject to review by the Federal Transit Administration (FTA) every three years. FTA notified us of the upcoming triennial review via a letter dated January 2, 2024, which is included in this packet.

The Triennial Review examines performance and adherence to FTA requirements and policies and currently includes 23 program areas. The two-part process involves submitting information and documentation relating to programs and projects to the FTA consulting team by February 29, 2024. An in-person site visit will follow a few months later.

Acquiring Renewable Natural Gas (RNG). A significant aspect of the Zero-Emission Fleet Transition Plan is acquiring RNG by 2025. RNG is a transportation fuel made from organic waste that drastically reduces carbon emissions. It is not a fossil fuel and does not involve drilling. We are working with

Clean Energy to develop a contract for supplying RNG to bring this clean fuel source to our fleet and other CNG-powered fleets that refuel at our station.

Transit Development Plan (TDP) Update. During 2024, we anticipate identifying a qualified transportation planning consultant to assist us in developing a transit development plan to help guide strategic decisions and investments over the next seven to ten years. In 2017, we conducted a route study to complement a 2014 plan that focused on upgrading technology to improve ease of use for passengers. We introduced real-time bus tracking technology, call reminder technology, a new website design, new bus schedules, and made other important upgrades to our service. Last year, we upgraded and replaced those systems with better, more reliable systems. The new plan will provide a roadmap for strategic operational and capital planning and prioritization.

Acquiring Automated Passenger Counting Technology (APC). Adding APC technology to our system will enhance transit service and planning. In addition to counting passenger boardings, APCs provide valuable route data to support comprehensive system-wide route analysis. Having this data will help to improve route planning and identify gaps in service areas or service hours using up-to-date demographic data. Currently, we count passengers manually and every three years, conduct passenger counting surveys to satisfy FTA requirements. As authorized by Resolution #2023-09-01, we are purchasing the APC system through the contract established with CTS Software via Resolution #2022-10-01.

New Trolleys and Transit Buses on the Way. We recently accepted delivery of three new CNG-powered trolley buses and are preparing to release them into regular transit service. Two additional trolley buses are expected to arrive during the first quarter of 2024. We then will have eight trolley buses in the fleet.

In addition, Brian Kelly, and maintenance manager Eric Waddell are currently in California inspecting the first order of GILLIG CNG-powered urban transit buses. The four buses sport a new design scheme that includes the PARTA Pride logo that aligns with our revamped mission and vision statements.

**Service Reports. Ridership and Other Key Performance Indicators.** Please see the enclosed reports that summarize 2023 year-end and year-over-year key performance indicators for ridership, service miles, and service hours. In sum, the indicators demonstrate an upward trend since the decline in service beginning in 2020 due to the coronavirus pandemic.

On-Time Compliance. ADA Complementary Paratransit Service. ADA on-time compliance was 96.22% in December as compared to 97.05% in November. Of 662 trips, 25 were performed late, with the latest running 71 minutes behind. Year-end totals show on-time compliance remaining excellent at 94.98% for a total of 9,061 scheduled trips. Vehicle Preventative Maintenance (PM). On-time compliance with established PM inspection schedules was 100% in December, as compared to 98% in November 2023. Year-end totals show on-time compliance remaining excellent at 98% for a total of 2,587 repairs. Please see the enclosed reports showing full-year on-time compliance summaries.

Parking Deck. Overall parking deck usage decreased by 3% in 2023 as compared to 2022. A total of 101,755 cars used the deck in 2023, as compared to 104,944 in 2022. Factors that likely contributed to the decrease are inclement weather that impacted planned events and fewer or smaller group events at the hotel.

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).



U.S. Department  
of Transportation  
**Federal Transit  
Administration**

REGION V  
Illinois, Indiana,  
Michigan, Minnesota,  
Ohio, Wisconsin

200 West Adams Street  
Suite 320  
Chicago, IL 60606-5253  
312-353-2789  
312-886-0351 (fax)

January 2, 2024

Claudia B. Amrhein  
General Manager  
Portage Area Regional Transportation Authority  
2000 Summit Rd.  
Kent, OH 44240

**Re: Fiscal Year 2024 Federal Transit Administration (FTA) Triennial Review**

Dear Claudia B. Amrhein:

The FTA is conducting a Triennial Review of your agency. This review helps FTA determine whether its recipients are administering FTA-funded programs in accordance with United States Code, Chapter 53 of Title 49, Federal transit law provisions. The review assesses management practices and program implementation to ensure that the FTA programs are administered in accordance with FTA requirements and are meeting program objectives. For detailed information about what to expect during your review, please visit FTA's website at <https://www.transit.dot.gov/regulations-and-guidance/program-oversight/program-oversight>. The fiscal year 2023 version of the manual is still available at <https://www.transit.dot.gov/regulations-and-programs/program-oversight/fy23-comprehensive-review-contractors-manual>. The fiscal year 2024 version of the manual should be made available by the end of January 2024.

This year's Triennial Review will be coordinated with the Regional office for scheduling an in-person review. In addition, the review is expanded to address Portage Area Regional Transportation Authority's compliance with the administrative relief, flexibilities FTA granted, and requirements associated with the COVID-19 Relief funds received through the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) of 2021, and the American Rescue Plan (ARP) Act of 2021. Portage Area Regional Transportation Authority is also requested to share if and/or how it suspended, deviated from, or significantly updated or altered its transit program due to the public health emergency.

This year, Milligan Consulting, LLC, will assist FTA with the review. FTA staff will participate in the review. Milligan Consulting, LLC, will contact you shortly to schedule your review.

The enclosed RIR includes the list of requested documents, questions to be answered in the following review areas: Financial, Technical Capacity- Award Management, Satisfactory Continuing Control, Maintenance, Americans with Disabilities Act – General, Americans with

Claudia B. Amrhein

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Disabilities Act – Complementary Paratransit, School Bus, and a sample site visit schedule. Please send the requested information to your reviewer, Matthew Sanchez of Milligan Consulting, LLC, no later than **Thursday, February 29, 2024**.

If you have any questions about the review, the discussion items or the documentation required, please contact Elimar Alvarado Miranda, General Engineer, by phone at 312-353-3882 or e.alvaradomiranda@dot.gov, or Matthew Sanchez of Milligan Consulting by phone at 973-805-6884 or msanchez@miconsult.net. We look forward to a meaningful and successful review season. Thank you.

Sincerely,



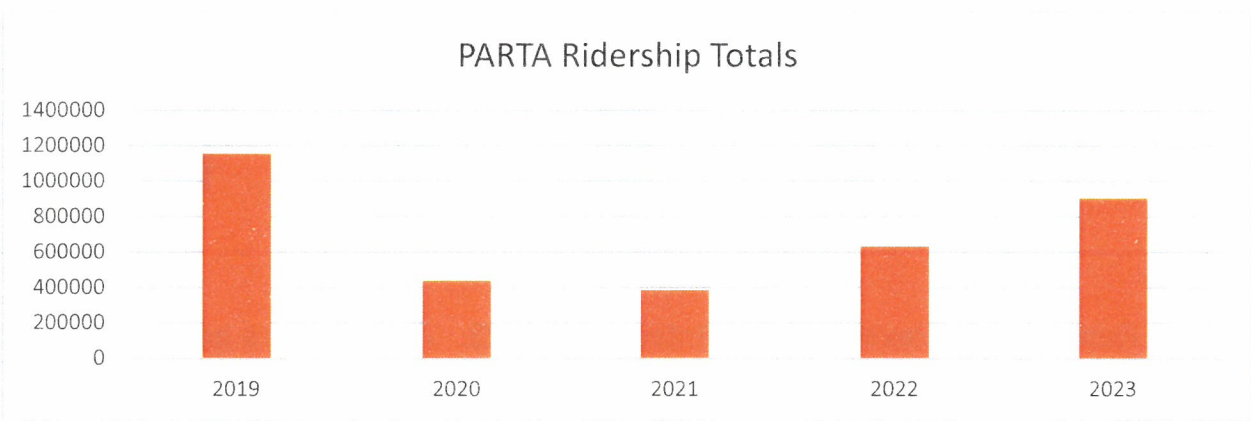
Kelley Brookins  
Regional Administrator

cc: Rebecca Schrader, Portage Area Regional Transportation Authority  
Elimar Alvarado Miranda, FTA  
Matthew Sanchez, Milligan Consulting, LLC

Enclosure

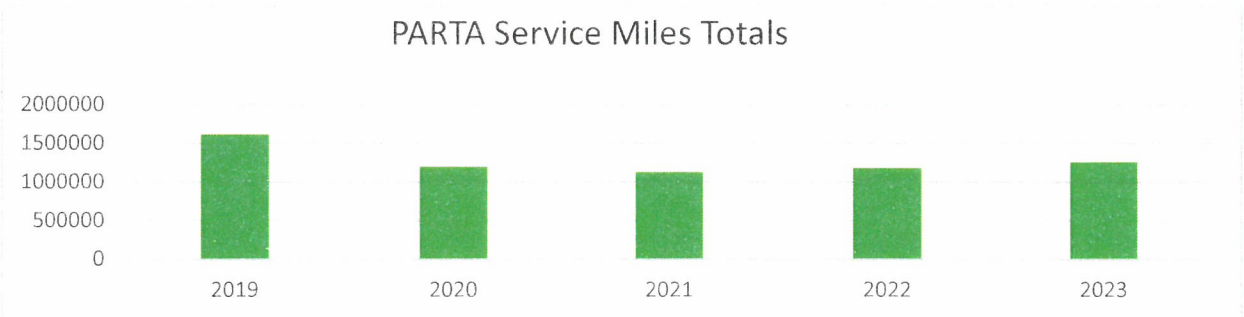
**Figure 1: Ridership. Motorbus (fixed route) totals include Kent State University ridership. Totals of Kent State University are also listed below the PARTA totals for viewing. Demand Response includes SATS (Student Accessibility Transportation Service).**

| Ridership              |                |               |               |               |               |
|------------------------|----------------|---------------|---------------|---------------|---------------|
|                        | 2019           | 2020          | 2021          | 2022          | 2023          |
| <b>Motorbus</b>        | 1080782        | 397309        | 344367        | 588962        | 858795        |
| <b>Demand Response</b> | 75211          | 40619         | 40181         | 43554         | 46685         |
| <b>PARTA Totals</b>    | <b>1155993</b> | <b>437928</b> | <b>384548</b> | <b>632516</b> | <b>905480</b> |
| <b>KSU</b>             | 700031         | 203204        | 182627        | 380400        | 567857        |



**Figure 2: Service Miles. Motorbus totals include Kent State University. Demand Response includes SATS.**

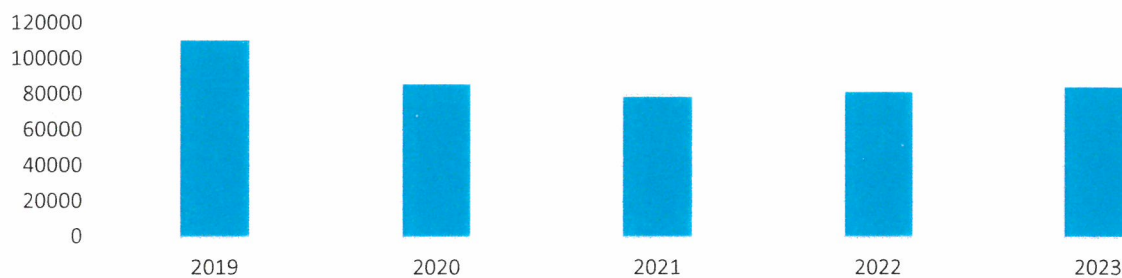
| Service Miles          |                |                |                |                |                |
|------------------------|----------------|----------------|----------------|----------------|----------------|
|                        | 2019           | 2020           | 2021           | 2022           | 2023           |
| <b>Motorbus</b>        | 877220         | 720475         | 705203         | 713773         | 760273         |
| <b>Demand Response</b> | 739009         | 477292         | 422201         | 465595         | 493887         |
| <b>Parta Totals</b>    | <b>1616229</b> | <b>1197767</b> | <b>1127404</b> | <b>1179368</b> | <b>1254160</b> |



**Figure 3: Service Hours. Motorbus totals include Kent State University. Demand Response includes SATS.**

| Service Hours          |               |              |              |              |                 |
|------------------------|---------------|--------------|--------------|--------------|-----------------|
|                        | 2019          | 2020         | 2021         | 2022         | 2023            |
| <b>Motorbus</b>        | 70212         | 57149        | 55414        | 54898        | 57537           |
| <b>Demand Response</b> | 40182         | 28722        | 23282        | 26622        | 26880           |
| <b>Parta Totals</b>    | <b>110394</b> | <b>85871</b> | <b>78696</b> | <b>81520</b> | <b>84417.43</b> |

**PARTA Service Hours Totals**

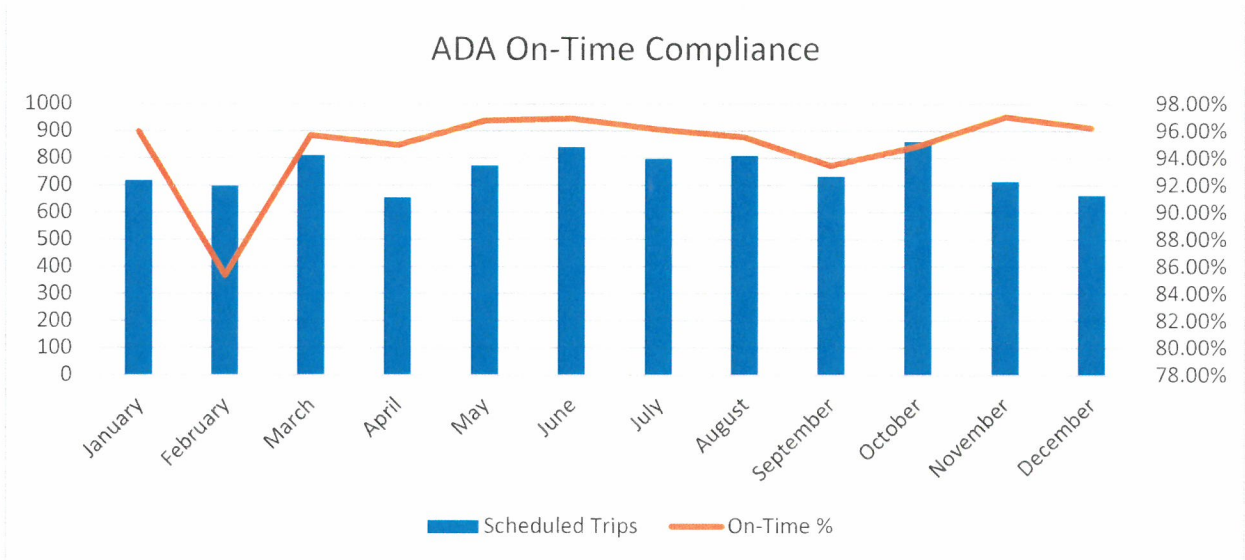


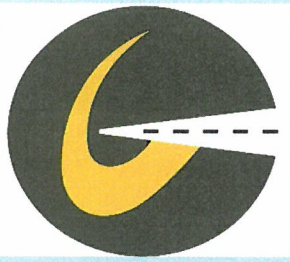
**Figure 4: Repairs and Preventative Maintenance, 2023. The numbers below are repair totals and average cost per inspection. Also included is the PM compliance percentage.**

| Month        | Total Repairs | PM Repairs | Avg Cost Per Inspection | PM Compliance |
|--------------|---------------|------------|-------------------------|---------------|
| January      | 230           | 26         | \$282.94                | 96%           |
| February     | 197           | 36         | \$297.31                | 100%          |
| March        | 248           | 44         | \$225.90                | 100%          |
| April        | 218           | 55         | \$142.45                | 96%           |
| May          | 199           | 37         | \$264.80                | 99%           |
| June         | 205           | 31         | \$155.60                | 98%           |
| July         | 209           | 39         | \$207.69                | 98%           |
| August       | 244           | 36         | \$275.85                | 97%           |
| September    | 204           | 40         | \$170.75                | 99%           |
| October      | 221           | 40         | \$305.33                | 97%           |
| November     | 238           | 38         | \$263.65                | 98%           |
| December     | 174           | 32         | \$318.26                | 100%          |
| <b>Total</b> | <b>2,587</b>  | <b>454</b> | <b>\$242.54</b>         | <b>98%</b>    |

**Figure 5: ADA On-Time Compliance, 2023.** The figures below include both on-time compliance numbers as well as the late percentage.

| ADA On Time Compliance |                 |              |              |               |
|------------------------|-----------------|--------------|--------------|---------------|
| Month                  | Scheduled Trips | Arrived Late | Late %       | On-Time %     |
| January                | 718             | 29           | 4.04%        | 95.96%        |
| February               | 696             | 102          | 14.66%       | 85.34%        |
| March                  | 809             | 35           | 4.33%        | 95.67%        |
| April                  | 654             | 33           | 5.05%        | 94.95%        |
| May                    | 772             | 25           | 3.24%        | 96.76%        |
| June                   | 840             | 26           | 3.10%        | 96.90%        |
| July                   | 797             | 31           | 3.89%        | 96.11%        |
| August                 | 808             | 36           | 4.46%        | 95.54%        |
| September              | 732             | 48           | 6.56%        | 93.44%        |
| October                | 860             | 44           | 5.12%        | 94.88%        |
| November               | 713             | 21           | 2.95%        | 97.05%        |
| December               | 662             | 25           | 3.78%        | 96.22%        |
| <b>Totals</b>          | <b>9061</b>     | <b>455</b>   | <b>5.02%</b> | <b>94.98%</b> |





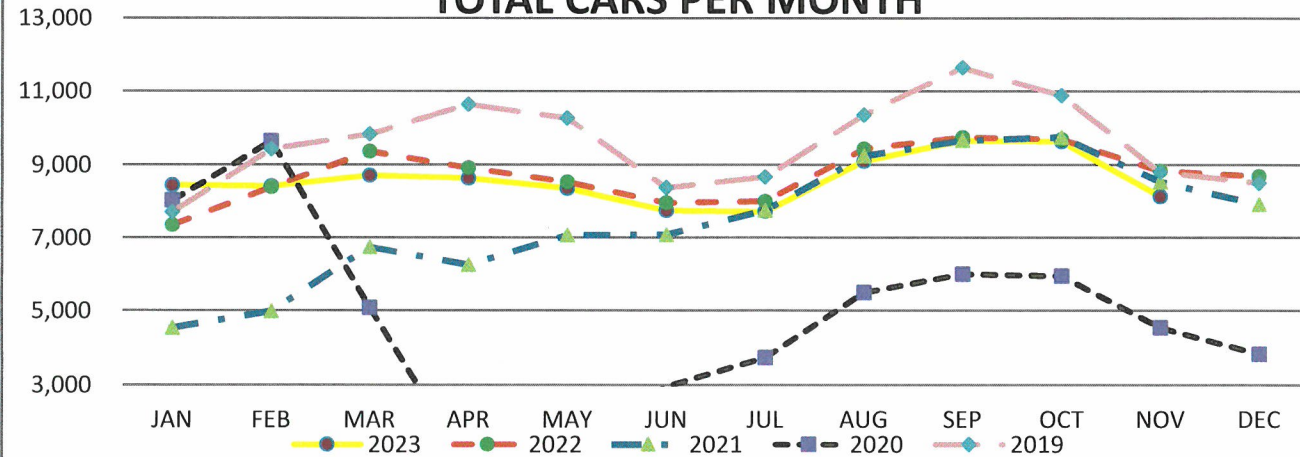
# KENT CENTRAL GATEWAY PARKING SUMMARY - NOVEMBER 2023

| 6 Month Lookback |         |           |       |          |      |           |
|------------------|---------|-----------|-------|----------|------|-----------|
|                  | Monthly | Transient | Total | Cars/Day | Last | Last Year |
| Jun-23           | 3,076   | 4,673     | 7,749 | 258      | -7%  | -3%       |
| Jul-23           | 3,099   | 4,631     | 7,730 | 249      | 0%   | -3%       |
| Aug-23           | 4,312   | 4,794     | 9,106 | 294      | 18%  | -4%       |
| Sep-23           | 4,799   | 4,861     | 9,660 | 322      | 6%   | -1%       |
| Oct-23           | 5,082   | 4,556     | 9,638 | 311      | 0%   | -1%       |
| Nov-23           | 4,520   | 3,618     | 8,138 | 271      | -16% | -8%       |

## Annual Comparison

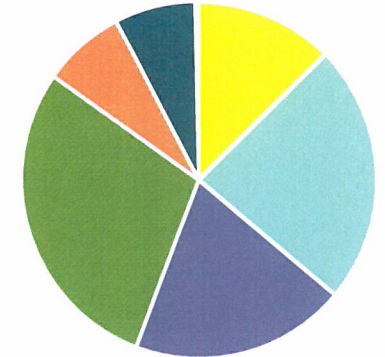
|              | 2023          | 2022           | 2021          |
|--------------|---------------|----------------|---------------|
| JAN          | 8,445         | 7,349          | 4,534         |
| FEB          | 8,421         | 8,391          | 4,982         |
| MAR          | 8,715         | 9,363          | 6,738         |
| APR          | 8,634         | 8,923          | 6,249         |
| MAY          | 8,360         | 8,529          | 7,067         |
| JUN          | 7,749         | 7,967          | 7,084         |
| JUL          | 7,730         | 8,009          | 7,762         |
| AUG          | 9,106         | 9,437          | 9,248         |
| SEP          | 9,660         | 9,749          | 9,665         |
| OCT          | 9,638         | 9,693          | 9,749         |
| NOV          | 8,138         | 8,840          | 8,538         |
| DEC          |               | 8,694          | 7,919         |
| <b>TOTAL</b> | <b>94,596</b> | <b>104,944</b> | <b>89,535</b> |
|              | -1.7%         | 17.2%          | 55.5%         |

## TOTAL CARS PER MONTH

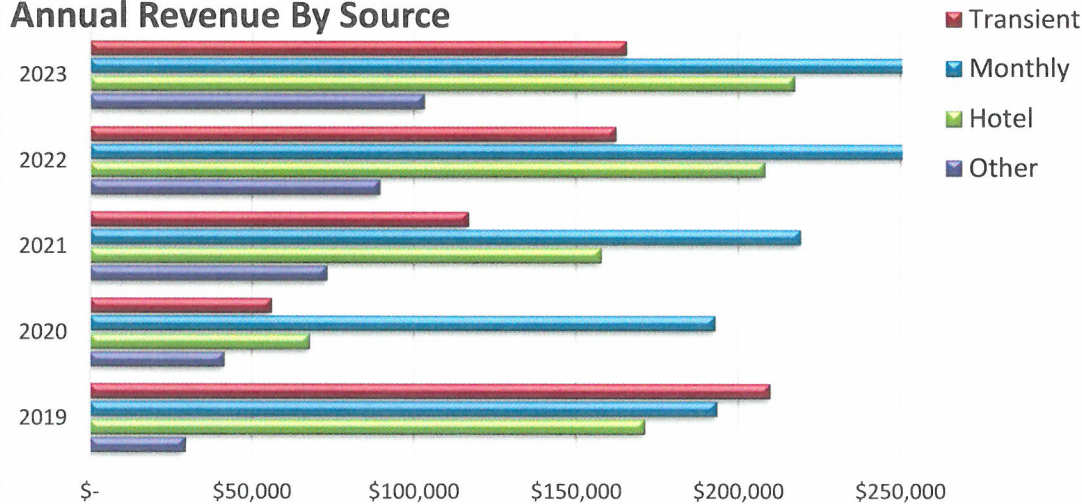


## # Rate Types Collected

- \$1.00
- \$2.00
- \$3.00
- \$4.00
- \$5.00
- \$6 - \$9
- \$10 - \$15
- >15

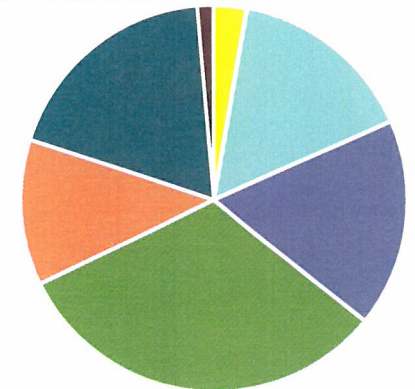


## Annual Revenue By Source



## \$ Rate Types Collected

- \$1.00
- \$2.00
- \$3.00
- \$4.00
- \$5.00
- \$6 - \$9
- \$10 - \$15
- >15







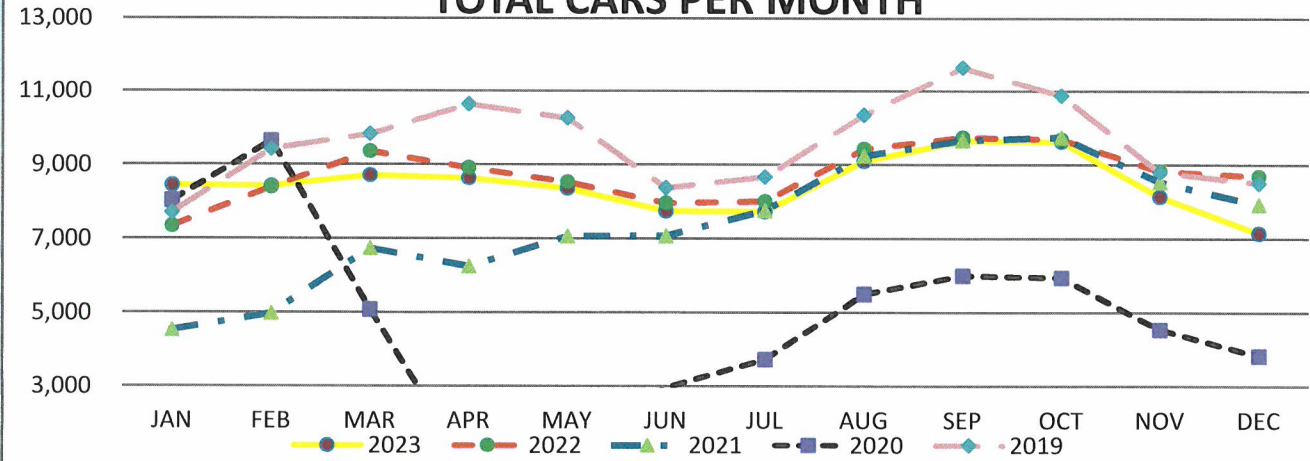
# KENT CENTRAL GATEWAY PARKING SUMMARY - DECEMBER 2023

|        | 6 Month Lookback |           |       |          |      |           |
|--------|------------------|-----------|-------|----------|------|-----------|
|        | Monthly          | Transient | Total | Cars/Day | Last | Last Year |
| Jul-23 | 3,099            | 4,631     | 7,730 | 249      | 0%   | -3%       |
| Aug-23 | 4,312            | 4,794     | 9,106 | 294      | 18%  | -4%       |
| Sep-23 | 4,799            | 4,861     | 9,660 | 322      | 6%   | -1%       |
| Oct-23 | 5,082            | 4,556     | 9,638 | 311      | 0%   | -1%       |
| Nov-23 | 4,520            | 3,618     | 8,138 | 271      | -16% | -8%       |
| Dec-23 | 3,417            | 3,742     | 7,159 | 231      | -12% | -18%      |

## Annual Comparison

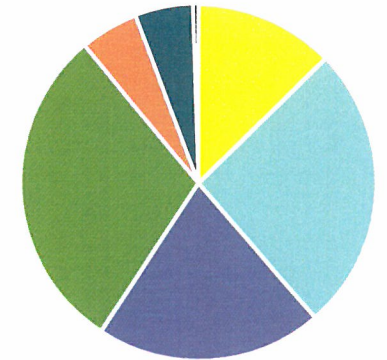
|              | 2023           | 2022           | 2021          |
|--------------|----------------|----------------|---------------|
| JAN          | 8,445          | 7,349          | 4,534         |
| FEB          | 8,421          | 8,391          | 4,982         |
| MAR          | 8,715          | 9,363          | 6,738         |
| APR          | 8,634          | 8,923          | 6,249         |
| MAY          | 8,360          | 8,529          | 7,067         |
| JUN          | 7,749          | 7,967          | 7,084         |
| JUL          | 7,730          | 8,009          | 7,762         |
| AUG          | 9,106          | 9,437          | 9,248         |
| SEP          | 9,660          | 9,749          | 9,665         |
| OCT          | 9,638          | 9,693          | 9,749         |
| NOV          | 8,138          | 8,840          | 8,538         |
| DEC          | 7,159          | 8,694          | 7,919         |
| <b>TOTAL</b> | <b>101,755</b> | <b>104,944</b> | <b>89,535</b> |
|              | -3.0%          | 17.2%          | 55.5%         |

## TOTAL CARS PER MONTH

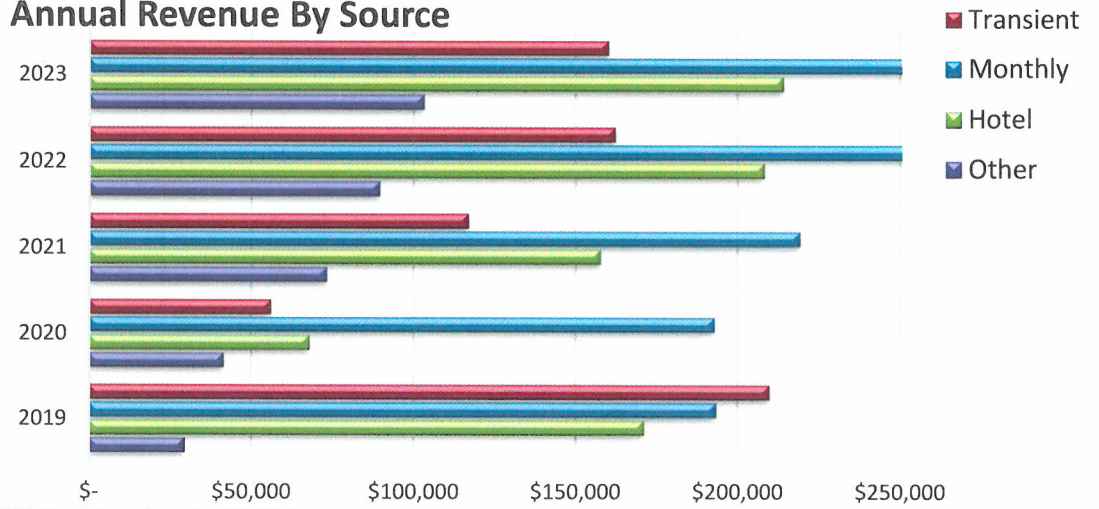


## # Rate Types Collected

- \$1.00
- \$2.00
- \$3.00
- \$4.00
- \$5.00
- \$6 - \$9
- \$10 - \$15
- >15

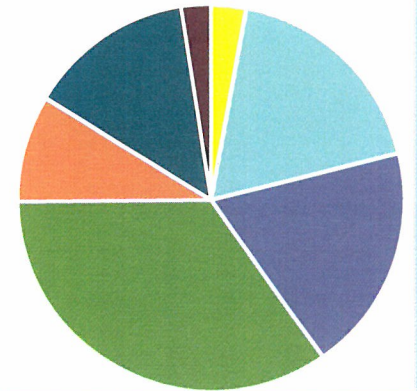


## Annual Revenue By Source



## \$ Rate Types Collected

- \$1.00
- \$2.00
- \$3.00
- \$4.00
- \$5.00
- \$6 - \$9
- \$10 - \$15
- >15



## RESOLUTION #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.**

**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 6, 2023, 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, 2024, and they were found to be the lowest priced supplier at \$2.6705 per gallon for 47 Cetane diesel fuel, \$2.6705 per gallon for gasoline fuel when delivered with diesel, and \$2.3877 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 2024, 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 2024 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 6, 2023.
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 January 25, 2024.

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Attested