

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY
BOARD OF TRUSTEES MEETING
MINUTES
November 13, 2025, 2025

Board Members Present:

Victor Baerman	Karen Beck	Debbie Davison
Virginia Harris	Mike Lewis	R. T. Mansfield
Janice Simmons-Mortimer (<i>arrived at 7:10 p.m.</i>)		Frank Vitale
Stacey Wilson	Karen Wise	Marvin Woods

Board Members Not Present:

Julee Cariglio (2nd excused absence) Becky Lehman (2nd excused absence)
Jack Murphy (1st excused absence)

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

Claudia Amrhein	Denise Baba	Kylie Calcei
Kelly Jurisch	Justin Markey, Legal	Sony Richardson-Gilroy
Rebecca Schrader	Dan Spaulding	Brian Trautman
Lita Wiley		

Guests Present:

Sarah Goolsby

CALL TO ORDER

Mr. Marvin Woods called the PARTA Board of Trustees, November 13, 2025, meeting to order at 6:30 p.m. and asked for a roll call, after which it was determined that **a quorum was present.**

Mr. Woods asked for a motion to approve the minutes of the October 23, 2025, board meeting. **Ms. Debbie Davison** made a motion to approve the minutes as presented, which was seconded by **Mr. Victor Baerman**. Mr. Woods asked all those in favor say aye, those opposed say no, he said the **motion to approve the minutes, as presented, passed unanimously.**

GUEST COMMUNICATIONS

Mr. Woods said there were no Guest Communications and moved onto the General Manager's report.

GENERAL MANAGER'S REPORT

Ms. Claudia Amrhein thanked everyone for coming tonight and for adjusting their schedules so we could meet earlier this month, it is really appreciated and the reward is no meeting in December.

Ms. Amrhein introduced Ms. Sarah Goolsby saying she is with our consulting firm Benesch, and she will be presenting an overview of the TFS and TDP tonight.

Ms. Amrhein said if there were no questions we could move onto committees.

Mr. Woods said hearing no questions, he thanked Ms. Amrhein and moved on to the Committee Meeting/Reports.

COMMITTEE MEETINGS/REPORTS

Administration Committee

Mr. Woods said the Administration Committee did not meet so there is no report and moved on to the Finance Committee.

Finance Committee Report

Mr. Woods said the Finance Committee met on Wednesday, November 12, 2025, and asked for the Finance Committee report.

Mr. Mike Lewis, chair of the Finance Committee, said the committee met on November 12 for their annual budget meeting. The committee was very comfortable with the budgets, and the summary format of the budgets were sent out in the packet [Board & Committee Meeting/Report Packet], and the Finance Committee did vote to move those budgets forward to the Board for approval.

Mr. Lewis said if there were any questions about the packet of information that was distributed at tonight's meeting they could be directed to Ms. Rebecca Schrader or himself, and the committee did vote to move six resolutions on to the Board for consideration.

Mr. Lewis asked if there were any questions, hearing none Mr. Woods moved on to the Operations Committee.

Operations Committee Meeting

Mr. Woods said the Operations Committee will meet now and asked Ms. Debbie Davison, chair of the committee, to begin the Operations Committee meeting.

The Operation Committee was called to order at 6:36 p.m. and adjourned at 6:38 p.m.

The Operations Committee reviewed and recommended Resolution 2025-11-06 found on page 26 of the November Board & Committee Meeting/Report packet to the board for consideration.

Personnel Committee Report

Mr. Woods said the Personnel Committee met on October 30, 2025, and asked for the Personnel Committee report.

Ms. Karen Beck, chair of the Personnel Committee, reported that as requested by the board the Personnel Committee did meet at the end of last month to complete the general manager's 2025 annual review and compensation package.

Mr. Woods thanked Ms. Beck and the committee for their work and then moved onto Old Business.

OLD BUSINESS

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

NEW BUSINESS

Mr. Woods introduced Ms. Goolsby from Benesch, who presented their findings from the transit feasibility study (TFS) and transit development plan (TDP). See the attached TFS & TDP Executive Summary.

Mr. Woods thanked Ms. Goolsby for her presentation and moved on to Resolutions.

Mr. Woods introduced Resolution #2025-11-03.

#2025-11-03: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR THEIR DESIGNEE, TO PARTICIPATE IN AND CONTRIBUTE TO RISK POOLING WITH THE OHIO TRANSIT RISK POOL (OTRP).

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

Motion: Mr. Mike Lewis

Second: Ms. Virginia Harris

Mr. Woods said, hearing no questions, he asked for a roll call.

Roll Call:	Yes	No		Yes	No
Victor Baerman	<u>X</u>	<u> </u>	R. T. Mansfield	<u>X</u>	<u> </u>
Karen Beck	<u>X</u>	<u> </u>	Jack Murphy	<u>ABSENT</u>	<u> </u>
Julee Cariglio	<u>ABSENT</u>	<u> </u>	Janice Simmons-Mortimer	<u>X</u>	<u> </u>
Debbie Davison	<u>X</u>	<u> </u>	Frank Vitale	<u>X</u>	<u> </u>
Virginia Harris	<u>X</u>	<u> </u>	Stacey Wilson	<u>X</u>	<u> </u>
Becky Lehman	<u>ABSENT</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. Woods said the **resolution was approved unanimously**.

Mr. Woods introduced Resolution #2025-11-04.

#2025-11-04: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES APPROVING EXPENDITURES FOR INFORMATION TECHNOLOGY (IT) MANAGED SERVICES WITH QUALITYIP.

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

Motion: Ms. Debbie Davison

Second: Mr. Victor Baerman

Mr. Woods said, hearing no questions, he asked for a roll call.

Roll Call:	Yes	No		Yes	No
Victor Baerman	<u>X</u>	<u> </u>	R. T. Mansfield	<u>X</u>	<u> </u>
Karen Beck	<u>X</u>	<u> </u>	Jack Murphy	<u>ABSENT</u>	<u> </u>
Julee Cariglio	<u>ABSENT</u>	<u> </u>	Janice Simmons-Mortimer	<u>X</u>	<u> </u>
Debbie Davison	<u>X</u>	<u> </u>	Frank Vitale	<u>X</u>	<u> </u>
Virginia Harris	<u>X</u>	<u> </u>	Stacey Wilson	<u>X</u>	<u> </u>
Becky Lehman	<u>ABSENT</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. Woods said the **resolution was approved unanimously**.

Mr. Woods introduced Resolution #2025-11-05.

#2025-11-05: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES APPROVING EXPENDITURES FOR FOXSTER OPCO, LLC DBA CTS SOFTWARE (“CTS”) FOR SOFTWARE SYSTEM.

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

Motion: Mr. Victor Baerman

Second: Mr. Mike Lewis

Mr. Woods said, hearing no questions, he asked for a roll call.

Roll Call:	Yes	No		Yes	No
Victor Baerman	<u>X</u>	<u> </u>	R. T. Mansfield	<u>X</u>	<u> </u>
Karen Beck	<u>X</u>	<u> </u>	Jack Murphy	<u>ABSENT</u>	<u> </u>
Julee Cariglio	<u>ABSENT</u>	<u> </u>	Janice Simmons-Mortimer	<u>X</u>	<u> </u>
Debbie Davison	<u>X</u>	<u> </u>	Frank Vitale	<u>X</u>	<u> </u>
Virginia Harris	<u>X</u>	<u> </u>	Stacey Wilson	<u>X</u>	<u> </u>
Becky Lehman	<u>ABSENT</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. Woods said the **resolution was approved unanimously**.

Mr. Woods introduced Resolution #2025-11-06.

#2025-11-06: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR THEIR DESIGNEE, TO PURCHASE UP TO NINE (9) LOW-FLOOR WHEELCHAIR ACCESSIBLE LIGHT TRANSIT VEHICLES (LOW-FLOOR LTVs) IN 2026 FROM TRANSPORTATION EQUIPMENT SALES CORPORATION (TESCO).

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

Motion: Ms. Stacey Wilson

Second: Ms. Karen Beck

Mr. Woods said, hearing no questions, he asked for a roll call.

Roll Call:	Yes	No		Yes	No
Victor Baerman	<u>X</u>	<u> </u>	R. T. Mansfield	<u>X</u>	<u> </u>
Karen Beck	<u>X</u>	<u> </u>	Jack Murphy	<u>ABSENT</u>	<u> </u>
Julee Cariglio	<u>ABSENT</u>	<u> </u>	Janice Simmons-Mortimer	<u>X</u>	<u> </u>
Debbie Davison	<u>X</u>	<u> </u>	Frank Vitale	<u>X</u>	<u> </u>
Virginia Harris	<u>X</u>	<u> </u>	Stacey Wilson	<u>X</u>	<u> </u>
Becky Lehman	<u>ABSENT</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. Woods said the **resolution was approved unanimously**.

Mr. Woods said the Personnel Committee has requested an Executive Session.

EXECUTIVE SESSION

Ms. Beck said I would like to request a motion to enter into executive session to consider compensation of a public employee in accordance with ORC section 121.22.

Motion: Mr. Mike Lewis

Second: Mr. Frank Vitale

Mr. Woods asked for a roll call.

Roll Call:	Yes	No		Yes	No
Victor Baerman	<u>X</u>	<u> </u>	R. T. Mansfield	<u>X</u>	<u> </u>
Karen Beck	<u>X</u>	<u> </u>	Jack Murphy	<u>ABSENT</u>	<u> </u>
Julee Cariglio	<u>ABSENT</u>	<u> </u>	Janice Simmons-Mortimer	<u>X</u>	<u> </u>
Debbie Davison	<u>X</u>	<u> </u>	Frank Vitale	<u>X</u>	<u> </u>
Virginia Harris	<u>X</u>	<u> </u>	Stacey Wilson	<u>X</u>	<u> </u>
Becky Lehman	<u>ABSENT</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. Woods said the board entered into Executive Session at 7:15 p.m.

Mr. Woods said the board returned from Executive Session at 7:26 p.m.

Ms. Beck as the chair of the Personnel Committee asked for a motion to approve a 1% bonus for Ms. Amrhein for 2025 to be paid in November 2025, and a \$12,000 bonus representative of \$1,000 for every year of Ms. Amrhein’s employment as General Manager to be paid in January 2026.

Motion: Ms. Stacey Wilson

Second: Mr. Frank Vitale

Mr. Woods said, hearing no questions, he asked for a roll call.

Roll Call:	Yes	No		Yes	No
Victor Baerman	<u>X</u>	<u> </u>	R. T. Mansfield	<u>X</u>	<u> </u>
Karen Beck	<u>X</u>	<u> </u>	Jack Murphy	<u>ABSENT</u>	<u> </u>
Julee Cariglio	<u>ABSENT</u>	<u> </u>	Janice Simmons-Mortimer	<u>X</u>	<u> </u>
Debbie Davison	<u>X</u>	<u> </u>	Frank Vitale	<u>X</u>	<u> </u>
Virginia Harris	<u>X</u>	<u> </u>	Stacey Wilson	<u>X</u>	<u> </u>
Becky Lehman	<u>ABSENT</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. Woods said the **motion was approved unanimously.**

ADJOURNMENT

Mr. Woods asked for a motion to adjourn. **Mr. Mike Lewis** motion to adjourn, **Ms. Stacey Wilson** seconded.

Mr. Woods thanked everyone and said the board will meet next on Thursday, January 22, 2026, at 6:30 p.m.

The meeting was adjourned at 7:47 p.m.

Respectfully submitted,

Sony Richardson-Gilroy
Executive Assistant