

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY

BOARD OF TRUSTEES MEETING

MINUTES

May 23, 2024

Board Members Present:

Karen Beck
 Dave Gynn, President
 Virginia Harris

Jack Murphy
 Janice Simmons-Mortimer
 Frank Vitale

Stacey Wilson
 Karen Wise
 Marvin Woods, TPO

Board Members Not Present:

Victor Baerman (2nd excused absence)
 Debbie Davison (1st unexcused absence)

Mike Lewis (2nd excused absence)
 R. T. Mansfield (2nd unexcused absence)

Staff Present:

Claudia Amrhein
 Denise Baba
 Marcia Fletcher

Ashley Forbes
 Kelly Jurisch
 Natalie Rothenbuecher, Roetzel & Andress

Greg Springer
 Brian Trautman

CALL TO ORDER

President Dave Gynn called the May 23, 2024, PARTA Board of Trustees meeting to order at 7 p.m. and asked for a moment of silence honoring Mr. Jeff Childers, who passed away last Friday and whose funeral was today. He said Mr. Childers was a valuable member of the Board for many years, and it was very important to him. Mrs. Mandy Childers, wife of Mr. Childers, expressed her appreciation for PARTA's support and said Mr. Childers talked about PARTA all the time. Mr. Gynn then asked for a roll call, after which it was determined that a **quorum was present**. He thanked everyone for coming and expressed his appreciation for the time that everybody takes to serve on this Board.

Moving on, Mr. Gynn asked for a motion to approve the minutes of the April 25, 2024, Board meeting. **Ms. Karen Beck** made a motion to approve the minutes as presented, which was seconded by **Mr. Marvin Woods**. He asked if there were any questions. Hearing none, he said the **motion to approve the minutes, as presented, passed unanimously.**

GUEST COMMUNICATIONS

Mr. Gynn said there were no guests and then 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. She noted that all Board members received a sling bag, which was given out at the FORE! Transit Foundation golf outing. She said it was a nice golf outing even though it rained almost all day, stopping once everyone was under the pavilion. She thanked everyone for their support.

Moving on, Ms. Amrhein informed everyone that there would not be a June Board meeting. She said a trip is planned to attend the RubberDucks game on June 20. The next regular Board meeting will be the fourth Thursday in July. She pointed out that her report included some different Operations reports this month. She said Operations and Planning have been working with the new technology platforms and have put together a first look at the Automated Passenger Counters (APCs), which shows usage at different stops with heat maps. She asked Mr. Brian Trautman to go over those reports.

Mr. Trautman said Operations and Planning have been working with two pieces of software for a little over a year now. One of the pieces is APCs, which are elaborate cameras that go above each doorway of the bus and show when a passenger is getting on or off the bus. The APCs are still in the process of being calibrated so the counting is being done by hand at the same time. The next step is National Transit Database (NTD) certification through the FTA. In years past, passenger counting was done manually by physically riding buses and counting riders. Once certification is complete, the APCs will enable direct reporting. The reports provided by Ms. Amrhein are indicative of the frequencies of getting on and off the bus at each stop. Overlaying the census data from Optibus can show a demographic of people in an area. Those two pieces of software will be used in conjunction with one another to show where most of the service is being used, where that service is being put, and that the service is fair across the board. The most used stops will get a shelter. Looking at future planning, transit amenities and working with city planners for sidewalks, access, and walkability will all come into play. A conversation took place today with Portage County Planning and this same information was shared with them. They were asked to start providing some of their plans so there can be earlier conversations about road and walkability development. He asked if there were any questions.

Mr. Frank Vitale asked if this would be used in the rural parts of the county or just in Ravenna and Kent.

Mr. Trautman said the census data can be used throughout the entire county. The APCs are currently only located on fixed route buses: Windham/Garrettsville, Akron, Cleveland, Kent, and Ravenna. Population types and densities are visible countywide. In the future, micro transit will be an option, which is transit's version of Uber or Lyft. PARTA is not set up for it yet, but the capability is there. An area like Streetsboro that lacks sidewalks and crosswalks along a six-lane highway running may be a good option for micro transit, but all aspects must be considered.

Ms. Karen Wise said it ties in well with PARTA's Mission.

Mr. Trautman agreed and said it is a good tool.

Moving on, Mr. Gynn encouraged Board members to make reservations for the RubberDucks game for an evening of good fellowship. He asked if there was anything else.

Ms. Wise asked if a quieter bus would be used for transportation to the game this year. She said the trolley was cool, but it was hard to talk.

Mr. Trautman suggested using one of the new buses.

Mr. Gynn then moved on to the committee reports.

ADMINISTRATION COMMITTEE REPORT

Mr. Gynn said the Administration Committee met tonight and he asked Ms. Wise to give her report.

Ms. Wise thanked Ms. Stacey Wilson and Mr. Jack Murphy, the committee members, for attending. She said New Business included the same discussion as last month, which was consideration of Board nominations for the positions of President, Vice President, and Temporary Presiding Officer. Mr. Dave

Gynn, Mr. Mike Lewis, and Mr. Marvin Woods, respectively, currently hold those posts. A new group of officers must be in place for the July 25 Board meeting. If anyone is interested in any of those positions, contact her, Mr. Gynn, Ms. Amrhein, or Ms. Fletcher. The other order of business was Resolution #2024-05-01, which was recommended by the committee for the Board's approval.

Mr. Gynn asked if there were any questions for the Administration Committee. Hearing none, he moved on to the Finance Committee report.

FINANCE COMMITTEE REPORT

Mr. Gynn said the Finance Committee did not meet 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

Mr. Gynn asked Ms. Amrhein to provide her PowerPoint presentation.

Ms. Amrhein presented her PowerPoint on the Board's role in serving on committees or participating, which is attached.

Following the presentation, Mr. Gynn asked Board members if it would be helpful to hold a committee meeting in the evening, like the Administration Committee meeting, and have it an hour before the Board meeting. He said no decisions needed to be made right now, but this is the time to have an open discussion and ask questions.

Mr. Jack Murphy said he has been interested in attending some of the Finance Committee meetings, but he is not available over lunchtime because he works a day job. It might be easier if it was in the evening or even at 5 p.m.

Ms. Stacey Wilson agreed and said it's the time of the meeting that doesn't work for her.

Mr. Gynn asked if the Finance Committee should meet every month or every other month. He said Ms. Rebecca Schrader is very thorough with her report and many times the meeting is turned over to her. He asked if there were any ideas or suggestions.

Mr. Marvin Woods said the Finance Committee should meet every month because things can change rapidly. Gas prices change daily.

Ms. Amrhein said fortunately, PARTA's fuel prices are locked in for a year at a time but there are other fluctuations.

Mr. Gynn said he liked the Board structure and the way the committees do most of the work. He asked how many people should be on a committee because the more people on a committee, the more people are needed for a quorum. He said three seems to work out because if at least two people attend, there

is a quorum. He thanked Ms. Simmons-Mortimer for attending the Administration Committee meeting. He said if people are interested enough to come to a committee meeting, they can always serve as an Alternate. Board members have been pretty good about letting Ms. Fletcher know whether they can attend a meeting or not. Prior to a Board meeting or committee meeting, there is usually a pretty good idea if there's going to be a quorum. If there's not going to be a quorum, the meeting can be canceled. Each committee has a staff member who is a liaison. The Board's job is not to micromanage but to set policy within the structure of PARTA. He asked Board members, if willing, to explain why they serve on the Board.

Mr. Woods said he likes to be involved in what's going on in the community. When there are changes to be made or needed, he likes to give his input.

Ms. Karen Beck said she wouldn't want to be on a committee that she didn't respect. She serves to support and advocate as well as understand.

Mr. Murphy said he feels rewarded for having an impact on the community.

Ms. Wilson said she feels big changes are coming as to how people live in the United States and buses and transit will be a huge part of that change. She serves to do her part to help move that in a direction that is good and equitable for everyone.

Ms. Virginia Harris said she serves to stay informed as well as to get together and talk.

Mr. Gynn said getting a sling bag or going to a ballgame are little benefits also. He thanked Ms. Denise Baba for her work on the PARTA Press. He said it's a wonderful employee communications tool and publication that he always enjoys reading. He asked if PARTA was a member of all the different chambers of commerce.

Ms. Amrhein said yes, PARTA hasn't been on the regular speaking rotation for a few years but is working to get on future agendas.

Mr. Gynn asked if there were any other comments.

Mr. Trautman said attending a Finance Committee meeting provides information about grants and where they come from, funding and how it's backed up with grants, what local match means, what AMATS does, what MPO means, etc. It starts to add color to the palate when daily operations are described. Board members should still come to the Operations Committee meetings, but the Finance Committee meetings provide a look into the heart and soul of what PARTA is doing, how it's doing it, where the money is coming from, and how that money is applied. That's one of the best places to learn about PARTA.

Ms. Kelly Jurisch thanked those members of the Board who contributed to the golf outing via volunteering or donations. She said it is great seeing Board members involved. On a committee level, if anyone is curious about chairing a committee, the staff try to make it painless. Ms. Fletcher puts out a great agenda every month. Mr. Trautman and herself pretty much lead the committee meetings and are available if a Board member needs anything. For the Administration Committee, she prepares an in-depth memo for Board members on that committee explaining all the changes.

Mr. Gynn thanked Ms. Fletcher for being present at every committee meeting and providing impeccable minutes. Hearing nothing further, he moved on to the resolution.

RESOLUTION

Mr. Gynn introduced Resolution #2024-05-01.

#2024-05-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES HONORING JEFF CHILDERS, BOARD MEMBER, IN APPRECIATION FOR HIS DEDICATION AND SERVICE.

Mr. Gynn said a President isn't supposed to make a motion, but he moved to adopt this resolution.

Motion: Dave Gynn

Second: Virginia Harris

Mr. Gynn asked if there was any discussion. Hearing none, he asked Ms. Fletcher for a roll call.

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Karen Beck	<u>X</u>	___	Jack Murphy	<u>X</u>	___
R. T. Mansfield	<u>UNEXCUSED</u>	___	Victor Baerman	<u>EXCUSED</u>	___
Marvin Woods	<u>X</u>	___	Mike Lewis	<u>EXCUSED</u>	___
Karen Wise	<u>X</u>	___	Virginia Harris	<u>X</u>	___
Frank Vitale	<u>X</u>	___	Debbie Davison	<u>UNEXCUSED</u>	___
Stacey Wilson	<u>X</u>	___	Dave Gynn	<u>X</u>	___
Janice Simmons-Mortimer	<u>X</u>	___			

Following roll call, Mr. Gynn said the resolution passed unanimously. He then moved on to the Executive Session.

EXECUTIVE SESSION

Mr. Gynn said there was no need for an Executive Session and asked if there were any other comments.

ADJOURNMENT

Hearing nothing further, Mr. Gynn entertained a motion to adjourn. **Mr. Marvin Woods** 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 no opposition, the **motion to adjourn passed unanimously.**

The meeting was adjourned at 7:46 p.m.

Respectfully submitted,

Marcia Fletcher
Executive Assistant



Strengthening Our Teams & Services

PARTA Board of Trustees
May 23, 2024

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Employee-Focused Initiatives

- **New Mission, Vision, Logo, Bus Stop Signage based on “*PARTA* Pride” Initiative**
- **New Technology**
- **Activities for Employees – lunches, health fair, holiday gathering**
- **Pay increases, updated pay structures, policies, recruiting efforts**
- **Leadership Institute**
- **Employment applications and interviews are increasing**

2

Community-Focused Initiatives

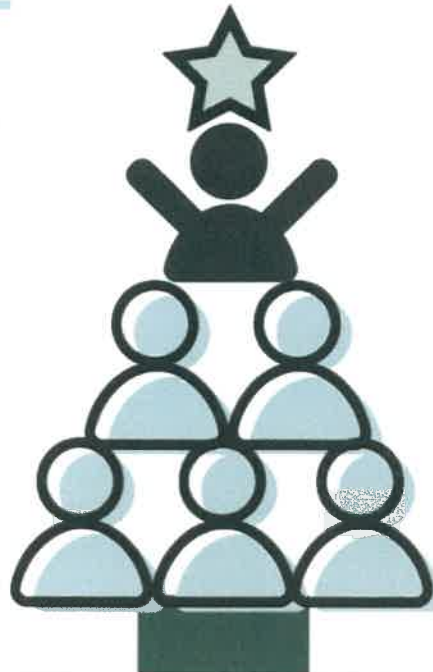
- Transit Development Plan – begin by end of year
- Using new technology in planning
- Partnering on Significant Projects
- Promoting RNG and benefits
- Reconnecting with chambers of commerce, non-profit boards, regional associations
- Trolleys & New Bus Design
- Citizens Advisory Council
- Future board prospects and team members



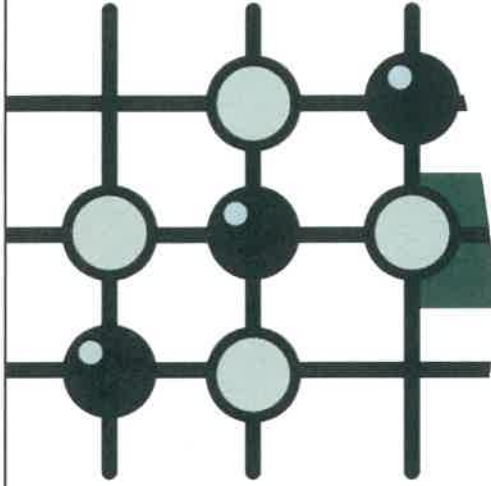
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Board-Focused Initiatives

- Roles
- Board Activities
- Committee Involvement



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Board Roles

- Trustees
- Officers
- Committee chair, member, alternate

5



Activities

- Convening Meetings
- Committees
- Preparing and Participating

6



Convening Board & Committee Meetings

- Public meetings
- Assemble a quorum of members
- In person

7

Why Committees?

- Help to fulfill the board's duties
- Review recommendations of management in public meetings
- Hear in more detail rationale and background information
- Ask questions to clarify purpose and intent



So Board Can:
Adopt Resolutions
Authorize Management Action
Award Large Contracts



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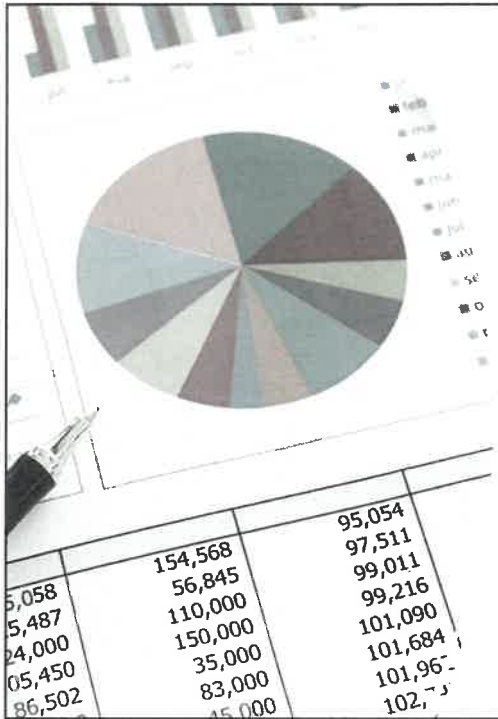
KEY QUESTION:
Is this recommendation consistent with PARTA's mission?

- **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.



Committee Structure



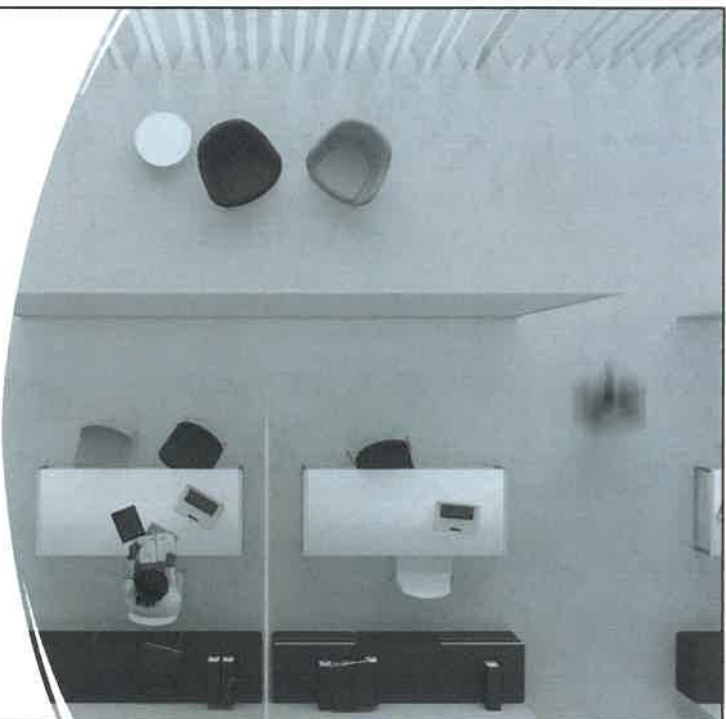


FINANCE

- Review /recommend budget, recommend fiscal policies, review monthly financial status
- Review annual operating resolutions
- Review capital contract recommendations

5,058	154,568	95,054
5,487	56,845	97,511
24,000	110,000	99,011
05,450	150,000	99,216
86,502	35,000	101,090
	83,000	101,684
	45,000	101,965
		102,750

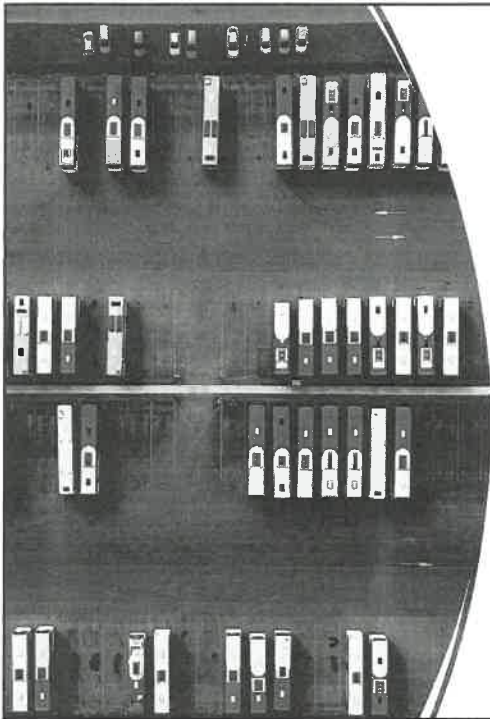
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ADMINISTRATION

- Review & recommend policies and salary structures
- Screen bids for program contracts
- Nominate candidates for offices of President, VP, and TPO

12



OPERATIONS

- Evaluate & recommend building needs, maintenance, safety, & space utilization
- Evaluate programs and service priorities for transit, parking, fuel station, and other operational activities

13

PERSONNEL

- Screen candidates for GM
- Review GM's performance annually
- Develop annual goals for GM
- Work to negotiate/update contracts for the GM



14



15

How Can I Help?

- **Bring your unique knowledge, skills, and experience to your board service**
- **Focus on the big picture**
- **Prepare for meetings by reviewing materials**
- **Attend committee meetings; ask questions**
- **Serve on a committee**
- **Be an advocate for *PARTA* in your community**



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Questions?

Thank You!

- Claudia Amrhein
- General Manager
- Amrhein.c16@PARTAonline.org