

**PARTA**  
**PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY**

**BOARD OF TRUSTEES MEETING**

**MINUTES**

**November 16, 2023**

**Board Members Present:**

Karen Beck  
Marge Bjerregaard  
Jeff Childers  
Debbie Davison

Dave Gynn, President  
Virginia Harris  
R. T. Mansfield  
Jack Murphy

Stacey Wilson  
Karen Wise  
Marvin Woods, TPO

**Staff Present:**

Claudia Amrhein  
Denise Baba  
Marcia Fletcher

Kelly Jurisch  
Natalie Rothenbuecher, Roetzel & Andress

Rebecca Schrader  
Greg Springer

**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><u>EXCUSED</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>	___	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.



**#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.

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

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Marvin Woods	<u>X</u>	___		Debbie Davison	<u>X</u> ___
Karen Wise	<u>X</u>	___		Jeff Childers	<u>X</u> ___
Frank Vitale	<b>EXCUSED</b>	___		Marge Bjerregaard	<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	<b>EXCUSED</b>	___		Dave Gynn	<u>X</u> ___
Virginia Harris	<u>X</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.**

BOARD APPROVED 1/25/2024

The meeting was adjourned at 7:24 p.m.

Respectfully submitted,



Marcia Fletcher  
Executive Assistant