



Board of Trustees

Board & Committee Meeting/Report Packet

Thursday, November 13, 2025

Beginning at 6:30 p.m.

PARTA Administrative Offices, 2000 Summit Road, Kent, OH 44240



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ARTA
Board of
Trustees

Agenda

1. Call to Order
2. Roll Call Oral
3. Meeting Minutes – Motion Required
Minutes from October 23, 2025, Meeting Pages 4-8
4. Guest Communications (2-minute limit) Oral
5. General Manager’s Report Pages 10-11
Service Reports Distributed at Meeting
6. Committee Meetings/Reports
 - Administration Committee
 - Finance Committee Report Met 11/12/2025
Draft - PARTA Proposed 2026 Budget (Page 17)
Draft - KCG Proposed 2026 Budget (Page 19)
PARTA / KCG Finance Reports Distributed at Meeting
 - Operations Committee Meeting Pages 13-14
Agenda (Page 14)
 - Personnel Committee Report Met 10/30/2025
7. Old Business
8. New Business
TFS/TDP Presentation
2026 Board (Page 24) and Finance Committee (Page 25) meeting schedules
9. Resolutions - Roll Call Approval Required
 - #2025-11-01: (Page 16)**
A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES APPROVING THE FISCAL YEAR 2026 PROPOSED BUDGET FOR PARTA.
 - #2025-11-02: (Page 18)**
A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES APPROVING THE FISCAL YEAR 2026 PROPOSED BUDGET FOR THE KENT CENTRAL GATEWAY (KCG).

#2025-11-03: (Page 20)

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).

#2025-11-04: (Page 21)

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

#2025-11-05: (Page 22)

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.

#2025-11-06 (Page 23)

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).

10. Executive Session (as needed)

11. Adjournment

**Next Regular Board Meeting:
January 22, 2026 @ 6:30 p.m.**

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY
BOARD OF TRUSTEES MEETING
MINUTES
October 23, 2025, 2025

Board Members Present:

| | | |
|---|-----------------|----------------|
| Victor Baerman | Karen Beck | Julee Cariglio |
| Debbie Davison | Virginia Harris | Becky Lehman |
| Mike Lewis | R. T. Mansfield | Jack Murphy |
| Janice Simmons-Mortimer | Frank Vitale | Stacey Wilson |
| Karen Wise (<i>arrived at 6:36pm</i>) | Marvin Woods | |

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

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

Guests Present:

CALL TO ORDER

Mr. Marvin Woods called the *PARTA* Board of Trustees, October 23, 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 September 25, 2025, board meeting. **Ms. Karen Beck** made a motion to approve the minutes as presented, which was seconded by **Mr. Jack Murphy**. 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 to the meeting before beginning her report. Ms. Amrhein reviewed her report as presented in the board packet beginning on page 17 highlighting the upcoming November community events and meetings. Ms. Amrhein said the Stuff the Bus will be Sunday, November 9, from 10:00 a.m. to 2:00 p.m. at the Ravenna, Walmart. She invited any board member who wanted to volunteer that day to let her or Ms. Kelly Jurisch know.

Ms. Stacey Wilson asked if for the Stuff the Bus they would like some scout volunteers. Ms. Amrhein said they would be very welcomed, and Ms. Wilson said that she would ask for scout volunteers.

Ms. Amrhein continued her report saying we have our annual Veterans Day Ceremony coming up on Tuesday, November 11, starting at 1:00 p.m. downtown at the Kent Central Gateway and encouraged any board members who were available to attend the ceremony.

Ms. Amrhein said the Finance Committee will be meeting on Wednesday, November 12 at 1:00 p.m. following the Citizens Advisory Council (CAC) lunch meeting which begins at 11:30 a.m. Ms. Amrhein encouraged everyone to join us for the CAC meeting and then stay for the finance budget meeting.

Mr. Mike Lewis commented that he has attended a CAC meeting and found it to be very informative and well worth attending.

Ms. Amrhein asked if there were any questions.

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

COMMITTEE MEETINGS/REPORTS

Administration Committee Meeting

Mr. Woods said the Administration Committee will now meet and asked Mr. Jack Murphy, chair of the committee, to begin the Administration Committee meeting.

The Administration Committee was called to order at 6:35 p.m. and adjourned at 6:40 p.m.

The Administration Committee reviewed Resolution 2025-10-01, found on page 39 of the board packet, and approved recommending the resolution to the board for consideration. An amended version of the Title VI Policy/Program can be found beginning on page 40 of the board packet.

Mr. Woods thanked the committee for their work and moved on to the Finance Committee.

Finance Committee Meeting

Mr. Woods said the Finance Committee will now meet and asked Mr. Mike Lewis, chair of the committee, to begin the Finance Committee meeting.

The Finance Committee was called to order at 6:40 p.m. and adjourned at 6:59p.m.

Ms. Rebecca Schrader reviewed the finance reports and investment portfolio. The reports and portfolio statement can be found beginning on page 28 of the board packet.

Mr. Woods thanked the committee and moved on to the Operations Committee.

Operations Committee Meeting

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

The Operations Committee was called to order at 7:00 p.m. and adjourned at 7:15 p.m.

The Operations Committee reviewed Resolution 2025-10-02 and 2025-10-03 found on pages 80 and 81 respectively of the board packet. After discussing the resolutions, the committee motioned to recommend the resolutions for mobile camera systems and bus shelters to the board for consideration.

Mr. Woods thanked the committee and moved on to the Personnel Committee.

Personnel Committee Report

Mr. Woods said the Personnel Committee met on October 8, 2025.

Ms. Karen Beck and Ms. Janice Simmons-Mortimer reported for the committee reviewing the General Managers annual review saying Ms. Amrhein had an excellent year and showed excellent leadership.

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. **Ms. Janice Simmons-Mortimer** motioned to enter into an executive session and **Mr. Marvin Woods** seconded the motion.

The PARTA Board of Trustees entered into Executive Session at 7:19 p.m. and returned at 7:42 p.m.

Ms. Beck said the Personnel Committee would be scheduling a meeting to discuss further items brought forward in the executive session.

OLD BUSINESS

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

NEW BUSINESS

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

RESOLUTIONS

Mr. Woods introduced Resolution #2025-10-01.

#2025-10-01:

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AMENDING THE TITLE VI POLICY/PROGRAM.

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

Motion: Ms. Stacey Wilson

Second: Mr. Jack Murphy

Mr. Woods asked if there were any questions or comments. Hearing none 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>X</u> | <u> </u> |
| Julee Cariglio | <u>X</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>X</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 #2025-10-02.

#2025-10-02:

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL

MANAGER, OR THEIR DESIGNEE, TO CONTRACT WITH SAFETY VISION FOR THE PURCHASE OF MOBILE CAMERA SYSTEMS TO REPLACE EXISTING SYSTEMS THAT HAVE EXCEEDED USEFUL LIFE THRESHOLDS.

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

Motion: Mr. R. T. Mansfield

Second: Ms. Julee Cariglio

Mr. Woods said, hearing no question, 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>X</u> | <u> </u> |
| Julee Cariglio | <u>X</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>X</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 #2025-10-03.

#2025-10-03:

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR THEIR DESIGNEE, TO NEGOTIATE, ENTER INTO, AND SIGN A FIVE-YEAR AGREEMENT WITH DUO-GARD INDUSTRIES FOR DESIGNING, PRODUCING, AND DELIVERING BUS SHELTERS FOR USE WITHIN PARTA’S SERVICE AREA.

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

Motion: Mr. Jack Murphy

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>X</u> | <u> </u> |
| Julee Cariglio | <u>X</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>X</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.**

EXECUTIVE SESSION

Mr. Woods said there was no need for an Executive Session.

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, November 13, 2025, at 6:30 p.m.

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

Respectfully submitted,

Sony Richardson-Gilroy
Executive Assistant



General Manager's Report

November 2025



General Manager's Report

Claudia B. Amrhein

A handwritten signature in blue ink that reads "Claudia".

Thank you for your willingness to adjust your schedules to fit board and committee meetings into the first two weeks of November. Because we're meeting earlier this month, finance and operations monthly reports are not yet available for distribution. We intend to distribute monthly reports during the meeting on November 13.

Like last year, the November meetings are the final meetings for the 2025 calendar year. We can complete all necessary business during November and resume regular meetings in January 2026.

Presentation: Overview of Transit Feasibility Study (TFS) & Transit Development Plan (TDP). During the board meeting, Sarah Goolsby from Benesch will present an overview of the findings and recommendations included in the draft plan the team is working to finalize by the end of the year. Benesch is the consulting firm selected to prepare the TFS and TDP, planning studies that will serve as a strategic roadmap for enhancing public transit mobility over the next 10 years.

The TFS assessed the local operating context for service area conditions and transit services, including the needs and desires of riders, stakeholders, and the public. It helps us to understand what we're doing well and to generate options for improving service. Solutions to meet the identified needs are being developed and prioritized in the TDP. It will recommend areas for improvements, capital projections, accessible and supportive infrastructure, and technology/sustainability initiatives with guidance for phased implementation and funding.

Committee Meetings and Resolutions. The November meeting agenda includes six (6) resolutions for board consideration, including approval of 2026 annual operating budgets, annual planned expenditures exceeding \$100,000, and purchasing low-floor light transit vehicles (LTVs).

The finance committee will meet on Wednesday, November 12, at 1:00 p.m. immediately following the 11:30 a.m. Citizens Advisory Council luncheon. If you wish to attend the luncheon, please RSVP to Sony by Friday, November 7.

The **finance committee** agenda may be viewed on page 29 of the Board & Committee Meeting/Report Packet. The agenda includes reviewing all six (6) resolutions, including the proposed 2026 operating budgets for *PARTA* and the Kent Central Gateway, and resolutions to authorize known expenditures over \$100,000. In addition, the committee will consider Resolution #2025-11-06 to authorize purchasing up to nine (9) low-floor LTVs from TESCO in 2026.

The board of trustees meeting will begin at 6:30 p.m. on Thursday, November 13. The board meeting agenda may be viewed on pages 2-3 of the Board & Committee Meeting/Report Packet. During the meeting, we anticipate the following committee activity:

- **Finance Committee:** summarize the committee's November 12 meeting and its recommendations for each of the six (6) resolutions.
- **Operations Committee:** discuss the four (4) expansion low-floor LTV buses included in Resolution #2025-11-06. The expansion buses will support future mobility on demand service.
- **Personnel Committee:** report on the committee's October 30 meeting.

Annual Budget Resolutions. The finance committee will review the proposed 2026 operating budgets for PARTA and the Kent Central Gateway via Resolutions #2025-11-01 and -02, respectively.

#2025-11-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES APPROVING THE FISCAL YEAR 2026 PROPOSED BUDGET FOR PARTA.

#2025-11-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES APPROVING THE FISCAL YEAR 2026 PROPOSED BUDGET FOR THE KENT CENTRAL GATEWAY (KCG).

Annual Purchases Over \$100,000. The finance committee will review Resolutions #2025-11-03, -04, and -05, to authorize planned expenditures over \$100,000 in 2026 for goods and services utilized in day-to-day operations.

Resolution #2025-11-03 authorizes the pooling of property and casualty risk in 2026 through the Ohio Transit Risk Pool (OTRP), for \$340,194, plus deductibles.

#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).

Resolution #2025-11-04 authorizes expenditures for IT managed services in 2026 with Quality IP, for not to exceed \$120,000, including pass-through payments for licensing and equipment.

#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 QUALITY IP.

Resolution #2025-11-05 authorizes expenditures for CTS transit software system maintenance and support in 2026, for not to exceed \$135,000.

#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.

Purchasing Low-Floor Light Transit Vehicles in 2026. Resolution #2025-11-06 authorizes purchasing up to nine (9) low-floor LTVs in 2026 for not to exceed \$2,070,000. Five (5) LTVs will replace vehicles that have exceeded their useful life. Four (4) LTVs are service expansion vehicles for use in future mobility-on-demand service.

#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).

November Events. Please join us our for the annual "Stuff the Bus" food drive on November 9 and Veterans' Day Ceremony on November 11. Information about both events is enclosed in this packet on pages 30 and 31.

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



Committees



Operations Committee

Agenda

1. Call to Order
2. Roll Call of Attendees Oral
Committee Members present
3. Guest Communications (2-minute limit) Oral
4. Old Business
5. New Business
6. Resolutions - Motion Required
 #2025-11-06 (Page 23)
 **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).**
7. Executive Session (as needed)
8. Adjournment



Resolutions & Additional Materials

RESOLUTION #2025-11-01

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES APPROVING THE FISCAL YEAR 2026 PROPOSED BUDGET FOR PARTA.

WHEREAS, the PARTA Board of Trustees has authorized the spending of funds so appropriated in the budget as recommended by the Finance Committee; and,

WHEREAS, the FY2026 budget for PARTA is attached.

NOW, THEREFORE, LET IT BE RESOLVED by the Portage Area Regional Transportation Authority (PARTA) Board of Trustees that:

The FY2026 proposed budget for PARTA is approved as submitted.

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 November 13, 2025

Date

Marvin Woods, President
Board of Trustees

Attested

| 2026 PARTA PROPOSED OPERATING BUDGET | | | | |
|---|------------------------|--|---------------------|----------------------|
| | 2025 BUDGET | 2025 TOTAL PROJECTED (Sept) | Variance | 2026 BUDGET |
| REVENUE | | | (Over Budgeted) | |
| Farebox | \$ 250,000 | \$ 233,213 | \$ (16,787) | \$ 250,000 |
| Agency Cash Grants & Reimb. | \$ 345,623 | \$ 383,542 | \$ 37,919 | \$ 341,123 |
| KSU Revenue | \$ 2,190,379 | \$ 2,113,173 | \$ (77,206) | \$ 2,374,817 |
| State Reimb. (Fuel Tax Refund) | \$ 70,000 | \$ 66,928 | \$ (3,072) | \$ 70,000 |
| State Capital Maint. Assist. | \$ 275,000 | \$ 275,000 | \$ - | \$ 313,000 |
| Federal Capital Maintenance | \$ 1,100,000 | \$ 1,100,000 | \$ - | \$ 1,252,000 |
| Federal Op ARPA | \$ 641,843 | \$ 755,173 | \$ 113,330 | \$ 674,647 |
| Federal Planning | \$ 52,000 | \$ 52,000 | \$ - | \$ 52,000 |
| Investment Income | \$ 500,000 | \$ 872,052 | \$ 372,052 | \$ 675,000 |
| Sales Tax | \$ 7,413,117 | \$ 7,489,993 | \$ 76,876 | \$ 7,590,523 |
| Advertising Revenue | \$ 40,000 | \$ 56,347 | \$ 16,347 | \$ 40,000 |
| Other Revenues | \$ 46,100 | \$ 79,065 | \$ 32,965 | \$ 58,000 |
| TOTAL REVENUES | \$ 12,924,062 | \$ 13,476,485 | \$ 552,423 | \$ 13,691,110 |
| EXPENSE | | | (Over Spent) | |
| Operators Salaries and Wages | \$ 2,005,530 | \$ 1,804,723 | \$ 200,808 | \$ 2,103,940 |
| Student Wages | \$ 478,720 | \$ 432,710 | \$ 46,010 | \$ 457,070 |
| Maintenance Wages | \$ 1,146,520 | \$ 1,042,733 | \$ 103,787 | \$ 1,216,143 |
| Operations Salaries and Wages | \$ 861,272 | \$ 774,888 | \$ 86,385 | \$ 1,047,860 |
| Admin Salaries and Wages | \$ 1,089,746 | \$ 945,373 | \$ 144,374 | \$ 1,257,539 |
| Employee Health Insurance | \$ 1,410,612 | \$ 1,392,849 | \$ 17,763 | \$ 1,400,612 |
| Other Fringe Benefits | \$ 1,619,000 | \$ 1,535,526 | \$ 83,474 | \$ 1,782,000 |
| Advertising Fees | \$ 15,000 | \$ 7,966 | \$ 7,034 | \$ 8,000 |
| Professional/ Tech Services | \$ 265,500 | \$ 219,133 | \$ 46,367 | \$ 224,000 |
| Contract Maintenance Service | \$ 313,400 | \$ 343,618 | \$ (30,218) | \$ 424,000 |
| Other Services | \$ 183,000 | \$ 174,025 | \$ 8,975 | \$ 182,000 |
| Fuel & Lubricants | \$ 745,625 | \$ 589,249 | \$ 156,376 | \$ 601,000 |
| Tires & Tubes | \$ 65,000 | \$ 58,153 | \$ 6,847 | \$ 65,000 |
| Other Materials & Supplies | \$ 413,500 | \$ 343,215 | \$ 70,285 | \$ 376,500 |
| Utilities | \$ 180,000 | \$ 172,345 | \$ 7,655 | \$ 180,000 |
| Prem. Public Liab/Prop Damage | \$ 357,080 | \$ 325,628 | \$ 31,452 | \$ 348,194 |
| Dues & Subscriptions | \$ 36,250 | \$ 35,177 | \$ 1,073 | \$ 38,300 |
| Travel & Meetings | \$ 31,500 | \$ 31,160 | \$ 340 | \$ 34,500 |
| Advertising/Promotions Media | \$ 39,500 | \$ 23,699 | \$ 15,801 | \$ 36,000 |
| Other Misc. Expenses | \$ 22,400 | \$ 16,630 | \$ 5,770 | \$ 15,900 |
| Sales Tax Admin. 1% Fee | \$ 74,131 | \$ 76,133 | \$ (2,002) | \$ 75,905 |
| TOTAL EXPENSES | \$ 11,353,286 | \$ 10,344,933 | \$ 1,008,354 | \$ 11,874,463 |
| Gross Profit/(loss) | \$ 1,570,776 | \$ 3,131,552 | | \$ 1,816,647 |

| PARTA BUDGET DESCRIPTION / NOTES 2026 | METHODOLOGY: Close September, project actual revenues and expenses for the end of the year, meet with each department, input all figures using developed assumptions. All the money in the budget gets divided up into the different departments or the money from the different departments gets summed into the overall budget. |
|---|---|
| REVENUES | |
| Farebox & Ticket Sales | Ticket presale, EZFare payments from Masabi when rides taken, & cash from fareboxes. |
| Agency Cash Grants & Reimb. | AAA, PCBDD, Coleman Adult Day Care, JFS, UH |
| KSU Revenue | Contract Service, Supplemental Shuttles, and Community. No Work Study in 2025 |
| State Reimb. (Fuel Tax Refund) | Revenue Service Diesel & Gasoline used and reimb. Amount decreasing as CNG bus usage increases. |
| State Capital Maint. Assist. | ODOT UTP Grant (GRF Funds to match Federal Grant) |
| Federal Capital Maintenance | FTA Section 5307 Formula Grant |
| Federal Op /ARPA | American Rescue Plan Act Funding (ARPA) |
| Federal Planning Mgmt. | Planning Wage Reimbursment |
| Investment Income | Star Ohio, Huntington, Fifth Third Portfolio |
| Sales Tax | 0% Increase |
| Advertising Revenue | Advertising on/in Buses. PARTA chooses not to advertise on the outside of the Trolleys. |
| Other Revenues | Sale of Buses /scrap metal, CNG Public Sales, Head Start Maint., & Other Misc. Revenues. |
| | |
| EXPENSES | |
| | SUCCESSION PLANNING |
| Operators Salaries and Wages | County bus operators 3% (sales tax clause 0%), 85,000 service hrs. * FT/PT ave. rates + county training |
| Student Wages | KSU bus operators + student training. Includes non-student drivers due to shortage. Same service hours as 2025. |
| Maintenance Wages | Mechanics, Hostlers & Laborers + summer student help |
| Operations Salaries and Wages | Dispatchers, Schedulers, Operations Staff, Planner, & IT |
| Admin Salaries and Wages | Admin, HR (including Trainers), Accounting, Compliance Mgr. |
| Employee Health Insurance *** | Ohio Health Tip Pool Prefunding Same minus EE Contribution |
| Other Fringe Benefits | ER Taxes (18.17%); Vacation, Personal & Sick Accruals; Cash-outs; Holidays; & Tuition Reimb. |
| Advertising Fees | Logo giveaways and campaign consulting. 2025 was PARTA's 50th Anniversary |
| Professional/ Tech Services | State Financial Audit, Legal Fees, Computer & Professional Consulting, CDL Testing |
| Contract Maintenance Service | Third Party Maintenance & Support (Head Start Maint., vehicle, bldg., CNG, CTS) (80% Federal PM Reimburse) |
| Other Services | Payroll Processing, SW Licenses, Lic.Bureau, Loomis, Drug Tests, Physicals, Copier Maint. CC Fees |
| Fuel & Lubricants | Diesel = $(\$2.20+.50=\$2.70)*85,000 \text{ gal} = \$229,500$ Plus Gas = $(\$2.00+.40=\$2.40)*100,000 \text{ gal} = \$240,000$ Plus CNG = \$96,500 Plus Lube = \$35,000 |
| Tires & Tubes | 2nd year of onging 5-year Contract with Goodyear |

| | |
|-------------------------------|---|
| Other Materials & Supplies | Maintenance parts (80% of \$280K PM Reimburse), computer replacements, office supplies, driver uniforms |
| Utilities | Natural Gas, electric, phone, internet, data plans, trash, water, sewer (no expected changes) |
| Prem. Public Liab/Prop Damage | 3.38% of OTRP Pool - Plus Policy Rider, plus \$8K Deductibles |
| Dues & Subscriptions | Professional Memberships & Community Partners. Largest is APTA |
| Travel & Meetings | FTA & Professional Conferences, local meetings |
| Advertising/Promotions Media | Newspaper, Facebook & radio advertising |
| Other Misc. Expenses | GM Cookouts, Board/Staff Retreats, Serv. Award Banquet, Fair Volunteers |
| Sales Tax Admin. 1% Fee | 1% of Sales Tax Revenues |

RESOLUTION #2025-11-02

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES APPROVING THE FISCAL YEAR 2026 PROPOSED BUDGET FOR THE KENT CENTRAL GATEWAY (KCG).

WHEREAS, the *PARTA* Board of Trustees has authorized the spending of funds so appropriated in the budget as recommended by the Finance Committee; and,

WHEREAS, the FY2026 budget for the Kent Central Gateway (KCG) is attached.

NOW, THEREFORE, LET IT BE RESOLVED by the Portage Area Regional Transportation Authority (*PARTA*) Board of Trustees that:

The FY2026 proposed budget for KCG is approved as submitted.

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 November 13, 2025.

Date

Marvin Woods, President
Board of Trustees

Attested

2026 KENT CENTRAL GATEWAY PROPOSED OPERATING BUDGET
348 Parking Spaces

| | 2025 Budget | 2025 Projected | 2026 BUDGET |
|--|------------------------|---------------------------|------------------------|
| REVENUES | | | |
| HOTEL OVERNIGHT PARKING | \$ 199,000 | \$ 223,724 | \$ 226,000 |
| MONTHLY PARKING | \$ 262,080 | \$ 234,422 | \$ 211,308 |
| DAILY TRANSIENT PARKING (Including Special Events and Groups) | \$ 142,000 | \$ 130,013 | \$ 127,300 |
| LEASE REVENUE | \$ 99,528 | \$ 105,113 | \$ 105,102 |
| OTHER MISC. | \$ 5,000 | \$ 10,218 | \$ 9,400 |
| TOTAL REVENUES | \$ 707,608 | \$ 703,490 | \$ 679,110 |
| EXPENSES | | | |
| WAGES | \$ 298,543 | \$ 303,912 | \$ 310,870 |
| HEALTH INSURANCE | \$ 60,000 | \$ 55,874 | \$ 60,000 |
| FRINGE & ER TAXES | \$ 88,658 | \$ 93,934 | \$ 99,644 |
| PROFESSIONAL / TECH. SERVICES | \$ 3,600 | \$ 1,955 | \$ 1,800 |
| CONTRACT MAINTENANCE SERVICE | \$ 75,000 | \$ 76,324 | \$ 74,400 |
| OTHER SERVICES | \$ 15,900 | \$ 18,615 | \$ 16,800 |
| MATERIALS & SUPPLIES | \$ 30,000 | \$ 28,687 | \$ 27,600 |
| UTILITIES | \$ 72,000 | \$ 71,890 | \$ 72,000 |
| PROPERTY LIABILITY | \$ 7,350 | \$ 7,350 | \$ 7,350 |
| ADVERTISING MEDIA | \$ 6,000 | \$ 5,000 | \$ 5,000 |
| MISCELLANEOUS | \$ 2,400 | \$ 2,000 | \$ 2,000 |
| TOTAL EXPENSES | \$ 659,451 | \$ 665,542 | \$ 677,464 |
| OPERATING SURPLUS/(LOSS) | \$ 48,157 | \$ 37,948 | \$ 1,646 |

**KENT CENTRAL GATEWAY
BUDGET DESCRIPTION / NOTES
2026**

METHODOLOGY: Close September, project actual revenues and expenses for the end of the year, meet with each department, input all figures using developed assumptions. All the money in the budget gets divided up into the different departments or the money from the different departments gets summed into the overall budget.

REVENUES

| | |
|-------------------------|---|
| HOTEL OVERNIGHT PARKING | Contract Rate Increase \$.50 per Overnight, Budgeted each month from prior experience |
| MONTHLY PARKING | 2% Increase - Shift, Flex, Residential, Bulk, Student |
| DAILY TRANSIENT PARKING | Daily parking- Includes Special Events |
| LEASE REVENUE | 5 Leases (1 Space Vacant?) |
| OTHER MISC. | Interest, Electric Car Charging, Memorial Brick Rev. & damage repair |

EXPENSES

| | |
|-------------------------------|--|
| WAGES | 3% Increase - 5.5 FT & 3 PT Attendants, Managers, Foreman |
| HEALTH INSURANCE | Ohio Health Tip Pool (Less Employee Contributions) |
| FRINGE & ER TAXES | ER Taxes (18.17%); 6 Holidays, Vacation, Personal & Sick Accruals; Cash-outs |
| PROFESSIONAL / TECH. SERVICES | IT Consulting -2% of Managed Care |
| CONTRACT MAINTENANCE SERVICE | Preventive Bldg. Maintenance (Elevator & HVAC Contract) |
| OTHER SERVICES | Uniforms, Rugs, Credit Card Expenses |
| MATERIALS & SUPPLIES | Bldg. & Office Supplies |
| UTILITIES | Gas, Electric, Water, Cable (no expected changes) |
| PROPERTY LIABILITY | OTRP -No increase |
| ADVERTISING MEDIA | Advertising relevant to downtown Kent |
| MISCELLANEOUS | Veterans' Memorial Ceremony & Travel |

RESOLUTION #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).

WHEREAS, PARTA has assets and operates a transit service; and, as a result, is exposed to liability and has a responsibility to protect the public investment; and,

WHEREAS, the Ohio Revised Code allows for the pooling of risk, and PARTA has determined that risk pooling is the most cost-effective way to manage that liability; and,

WHEREAS, PARTA is a member of the Ohio Transit Risk Pool (OTRP); and,

WHEREAS, PARTA's budgeted amount for participation for 2026 is \$340,194 (not including deductibles); and,

WHEREAS, the PARTA Board of Trustees must approve all expenditures over \$100,000.

NOW, THEREFORE, LET IT BE RESOLVED by the Portage Area Regional Transportation Authority Board of Trustees (PARTA) that:

1. The General Manager, or their designee, is authorized to contribute to OTRP for the pooling of risk in an amount not to exceed \$340,194 (not including deductibles) for 2026.
2. The General Manager, or their designee, is authorized to pay to OTRP all necessary additional deductibles for 2026.

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 November 13, 2025.

Date

Marvin Woods, President
Board of Trustees

Attested

RESOLUTION #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.

WHEREAS, QualityIP is providing Information Technology (IT) managed services; and

WHEREAS, the Portage Area Regional Transportation Authority (PARTA) has identified a need for IT managed services for 2026 in an amount not to exceed \$120,000, which includes any pass-through payments for licensing or equipment.

NOW, THEREFORE, LET IT BE RESOLVED by the Portage Area Regional Transportation Authority (PARTA) Board of Trustees that:

The General Manager, or their designee, be given authority to approve expenditures not to exceed \$120,000 with QualityIP for IT managed services for the period January 1, 2026, through December 31, 2026, which includes any pass-through payments for licensing or equipment.

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 November 13, 2025.

Date

Marvin Woods, President
Board of Trustees

Attested

RESOLUTION #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.

WHEREAS, Foxster OPCO, LLC dba CTS Software (CTS) for web-based demand response and fixed route scheduling/dispatching software is providing annual maintenance and support; and

WHEREAS, the Portage Area Regional Transportation Authority (PARTA) has identified a need for Managed Care and other pass-through services for 2026 in an amount not to exceed \$135,000.

NOW, THEREFORE, LET IT BE RESOLVED by the Portage Area Regional Transportation Authority (PARTA) Board of Trustees that:

The General Manager, or their designee, is authorized to approve expenditures not to exceed \$135,000 with Foxster OPCO, LLC dba CTS Software (CTS) for the period January 1, 2026, through December 31, 2026, for annual maintenance and support of the software and software system.

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 November 13, 2025.

Date

Marvin Woods, President
Board of Trustees

Attested

RESOLUTION #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).

WHEREAS, *PARTA* has identified the need to purchase low-floor, wheelchair accessible Light Transit Vehicles (Low-Floor LTVs) to replace LTVs that are beyond their useful life and are included in the AMATS approved Transportation Improvement Program (TIP); and

WHEREAS, *PARTA* issued a formal procurement through RFP #Low-Floor LTV 2025 for low-floor LTVs on December 6, 2024, and authorized the General Manager to execute a contract with TESCO via Resolution #2025-01-02 for the production and delivery of low-floor LTVs from 2025 through 2029; and

WHEREAS, *PARTA* plans to order five (5) low-floor LTVs, optional equipment, and spare parts from TESCO in 2026 in accordance with AMATS approved Transportation Improvement Program (TIP), to replace five (5) LTVs that have exceeded their useful life; and

WHEREAS, *PARTA* plans to order an additional four (4) low-floor LTVs, optional equipment, and spare parts from TESCO in 2026 to prepare for future expansion service, in accordance with the recommendations from the Transit Development Plan (TDP); and

WHEREAS, *PARTA* will use a mixture of funding from the Federal Transit Administration (FTA) 5307 formula programs, and from the Ohio Department of Transportation (ODOT) through the 5310 Specialized Transportation grant award program, and local sales tax revenue to cover the cost of the vehicles; and

NOW, THEREFORE, LET IT BE RESOLVED by the Portage Area Regional Transportation Authority (*PARTA*) Board of Trustees that:

The General Manager, or their designee, is hereby authorized to purchase up to nine (9) low-floor LTVs, optional equipment and spare parts in 2026 from Transportation Equipment Sales Corporation (TESCO), for a cost not to exceed \$2,070,000.

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 on November 13, 2025.

Date

Marvin Woods, President
Board of Trustees

Attested



2026 Board of Trustees Meeting Schedule

PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY

Board of Trustees Meeting Schedule Dates

JANUARY 22, 2026

FEBRUARY 26, 2026

MARCH 26, 2026

APRIL 23, 2026

MAY 28, 2026

JUNE 25, 2026

JULY 23, 2026

AUGUST 27, 2026

SEPTEMBER 24, 2026

OCTOBER 22, 2026

NOVEMBER 19, 2026

DECEMBER 17, 2026

Regularly scheduled Board meetings of PARTA are held on the 4th Thursday of each month, except as noted in red. The dates in red reflect those meetings that have been changed from the regularly scheduled 4th Thursday.

All PARTA Board of Trustees meetings are held at 6:30 p.m. in the Board Room at PARTA's Administrative Offices, located at 2000 Summit Road, Kent, OH 44240.



2026 Board of Trustees Finance Committee Meeting Schedule

PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY

Finance Committee Meeting Schedule Dates

JANUARY 22, 2026

FEBRUARY 26, 2026

MARCH 26, 2026

APRIL 23, 2026

MAY 28, 2026

JUNE 25, 2026

JULY 23, 2026

AUGUST 27, 2026

SEPTEMBER 24, 2026

OCTOBER 22, 2026

NOVEMBER 19, 2026

DECEMBER 17, 2026

Regularly scheduled Board of Trustees Finance Committee meetings of PARTA are held on the 4th Thursday of each month, except as noted in red. The dates in red reflect those meetings that have been changed from the regularly scheduled 4th Thursday.

All PARTA Board of Trustees Finance Committee meetings operate within the Board of Trustees meetings held at 6:30 p.m. in the Board Room at PARTA's Administrative Offices, located at 2000 Summit Road, Kent, OH 44240.

Agenda

- 1. Call to Order
- 2. Roll Call – Committee Members present Oral
- 3. Guest Communications (2-minute limit) Oral
- 4. Finance Reports
 - PARTA Proposed 2026 Budget
 - KCG Proposed 2026 Budget
- 5. Old Business
- 6. New Business
- 7. Resolutions – Motion Required
 - #2025-11-01:**
A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES APPROVING THE FISCAL YEAR 2026 PROPOSED BUDGET FOR PARTA.
 - #2025-11-02:**
A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES APPROVING THE FISCAL YEAR 2026 PROPOSED BUDGET FOR THE KENT CENTRAL GATEWAY (KCG).
 - #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).
 - #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.
 - #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.
 - #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).
- 8. Executive Session (as needed)
- 9. Adjournment

Next Finance Committee Meeting: Thursday, January 22, 2026 @ 6:30 p.m.



STUFF THE BUS

SUPPORT KENT SOCIAL SERVICES & RSA FOOD SHELF

10AM - 2PM
SUNDAY, NOVEMBER 9TH
RAVENNA WALMART

LET'S GIVE BACK!

PARTA is hosting a canned food drive to help Portage County residents!

What to donate listed below:

NON-PERISHABLE FOOD ITEMS:

- Jello
- Stuffing
- Rice or pasta
- Ramen noodles
- Boxed potatoes
- Spaghetti sauce
- Apple sauce
- Soup
- Cranberry Sauce
- Cake/Muffin/Brownie Mix
- Frosting
- Canned vegetables
- Canned fruit
- Canned sweet potatoes
- Canned pumpkin
- Tuna
- Boxed Cereal

OTHER ITEMS:

- Toilet paper
- Shampoo
- Dish Soap
- Laundry Detergent



★
HOSTED BY PARTA
HONORING ALL WHO SERVED

Veterans Day Ceremony



Kent Central Gateway
201 E. Erie St., Kent
All are welcome

TUESDAY
NOVEMBER 11TH • 1PM - 2PM

