

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY
BOARD OF TRUSTEES MEETING
MINUTES
March 27, 2025

Board Members Present:

Victor Baerman	Karen Beck	Debbie Davison
Dave Gynn, President	Virginia Harris	Becky Lehman
Mike Lewis, Vice President	Jack Murphy	Janice Simmons-Mortimer
Frank Vitale	Stacey Wilson	Marvin Woods, TPO

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

Claudia Amrhein	Denise Baba	Kelly Jurisch
Sony Richardson-Gilroy	Rebecca Schrader	Brian Trautman
Lauren Zidones, Legal		

Guests Present:

Henrique Soares

Board Members Not Present:

R. T. Mansfield (2nd excused absence) Karen Wise (4th excused absence)

CALL TO ORDER

Mr. Dave Gynn addressed the Board saying since everybody is here, and if nobody objects, we'll start early. Also, the suggestion that we move the Finance Committee to 6:30 p.m. has been made. Hearing no objections, Mr. Gynn called the PARTA Board of Trustees March 27, 2025, meeting to order at 6:51 p.m.

Mr. Gynn asked for a roll call, after which it was determined that **a quorum was present.**

Mr. Gynn thanked everyone for coming out on this beautiful spring day. He noted that there are two sets of minutes to be approved.

Mr. Gynn asked for a motion to approve the minutes of January 23, 2025, Board meeting. **Ms. Virginia Harris** made a motion to approve the minutes as presented, which was seconded by **Ms. Debbie Davison**. Mr. Gynn asked if there were any questions. Hearing none, he said the **motion to approve the minutes, as presented, passed unanimously.**

Mr. Gynn asked for a motion to approve the minutes of February 27, 2025, Board meeting. **Ms. Karen Beck** made a motion to approve the minutes as presented, which was seconded by **Ms. Janice Simons-Mortimer**. Mr. Gynn asked if there were any questions or discussions. Hearing none, he said the **motion to approve the minutes, as presented, passed unanimously.**

GUEST COMMUNICATIONS

Mr. Gynn asked Mr. Victor Baerman if he would introduce his guest.

Mr. Baerman said I brought Mr. Henrique Soares here tonight. He's an exchange student at Aurora, and his host family is out at a remote cabin that Mr. Soares decided not to go to, so he's staying with several different friends and myself, as well, and so I thought he would find this [board meeting] to be interesting. Mr. Berman asked Mr. Soares if he wanted to say anything to the Board.

Mr. Soares said I am from Brazil, and the city I live in has a very active public transportation system, and when Mr. Baerman told me about the meeting that they're having, I was like, I love the public transportation where I live, and I wanted to learn more about it here.

Mr. Baerman asked what do you love about PARTA adding think about the colors.

Mr. Soares replied yeah, so you guys' colors are the same as Brazil's colors. When I first saw your buses, I was like, oh, that's amazing.

Mr. Gynn said we're glad you're here, and we hope that when you go back, you tell them about our buses and if you haven't seen the trollies, you'll need to look for them. So, thank you and welcome Mr. Soares.

Mr. Gynn noted there were no other Guest Communications and moved on to the General Manager's Report.

GENERAL MANAGER'S REPORT

Ms. Claudia Amrhein thanked Mr. Gynn and everybody for coming out tonight.

Ms. Amrhein reported that we have one resolution tonight which we talked about briefly in the Finance Committee meeting to procure a CNG backup generator. We have a presentation to cover our upcoming and ongoing projects that will keep us pretty busy this year. We wanted to do a presentation to tell you about some of the projects, as well as some events that are coming up. We will be renovating our administrative facilities, including the board room, so we may have to look at holding meetings somewhere else, depending on the state of the building. But that won't be until later in the year.

Ms. Amrhein said the State Transportation Budget is still going through the process. We're hopeful, but they are doing things a little differently this year in terms of how they handle general revenue funds in the transportation budget. It looks like after the State Transportation Budget passes; the governor should sign that by April 1st. We'll still have more work to do to get general revenue funding that had been in the transportation budget in recent years into the general operating budget.

Ms. Amrhein said she would be happy to answer any questions.

Mr. Gynn asked if there was any progress on the retail space that's available.

Ms. Amrhein responded nothing new. We have one person who's expressed interest. We got the KCG space cleaned out in January after the chamber moved out, and so the space is ready to go. It's a relatively small space, but it's in a good location. The city of Kent and Portage Development Board have helped to advertise and promote the space.

Mr. Gynn asked if there were any other questions on Ms. Amrhein's report. Hearing no questions he moved on to the committee reports.

ADMINISTRATION COMMITTEE REPORT

Mr. Gynn said the Administration Committee did not meet but they will meet next month and moved on to the Finance Committee.

FINANCE COMMITTEE REPORT

Mr. Gynn said the Finance Committee did meet before the board meeting and asked Mr. Mike Lewis for the Finance Committee report.

Mr. Lewis said I want to thank everybody that came early. Most of the people had the luck of hearing Ms. Rebecca Schrader speak about the numbers, she does much better than I, but I will hit some of the highlights.

Mr. Lewis reported that we did cover both January and February, and in January, we were a little behind due to not having any state or federal grants coming through. Those won't start until May. January was a three-pay month, so that threw some of the expenses off a bit. In February, the capital maintenance was a little over, but that was a combination of January and February together for one expense. The KSU revenues were very good. The investment income was very good against budget as well. Year-to-date for PARTA, we have a surplus to budget of \$155,000 and a small deficit year-to-date to budget at least of \$77,427. We'll see some of the numbers start to balance out in the next couple of months.

Mr. Lewis asked if there were any questions on PARATA's finances, hearing none he moved on to the KCG finance report.

Mr. Lewis reported that the Kent Central Gateway was similar to PARTA's finances. We looked at January and February, and again, the three-pay periods, caused some extra expenses. The other thing, as Ms. Schrader explained, January 3rd was the end of the pay days and that meant some holiday pay was in there for fringe benefits for both PARTA and Kent Central Gateway, which caused some additional expenses along with some contract maintenance on the parking equipment. We do have a surplus to budget of \$8,306 for the month of February, and a slight deficit for the year to budget of \$8,185.

Mr. Lewis asked if there were any questions about KCG finances. Hearing none, Mr. Lewis continued his report.

Mr. Lewis said the Finance Committee reviewed resolution number 2025-03-01, a resolution of the Portage Area Regional Transportation Authority for the CNG and bus wash generator, which everybody has a copy of in front of them. The committee did take a vote on that resolution and recommend moving the resolution forward to the board for approval.

Mr. Gynn asked if there were any questions for the Finance Committee and stated that he likes this new format [finance meeting before the board meeting]. It allows more people to have a lot more information about the Finance Committee than before.

OPERATIONS COMMITTEE REPORT

Mr. Gynn said the Operations Committee was not scheduled to meet and moved on to the Personnel Committee.

PERSONNEL COMMITTEE REPORT

Mr. Gynn said the Personnel Committee was also not scheduled to 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 said, under New Business we have a presentation giving an overview of *PARTA*'s 2025 projects presented by Ms. Amrhein, Ms. Kelly Jurisch, and Mr. Brian Trautman. To view the PowerPoint presentation, see Section A.2 attached.

Following the presentation Mr. Gynn moved on to Resolutions.

RESOLUTIONS

Mr. Gynn introduced Resolution 2025.03.01.

#2025-03-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR THEIR DESIGNEE, TO PROCEED WITH PROCURING AN EMERGENCY GENERATOR FROM ECB SOLUTIONS, LLC TO SUPPORT THE CNG FUELING FACILITY AND BUS WASH/SERVICE BUILDING DURING POWER OUTAGES.

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

Motion: Marvin Woods

Second: Jack Murphy

Mr. Gynn asked if there were any questions or discussion.

Mr. Gynn said I feel really good that we're discussing moving forward with this. I never thought about emergency management and if something goes on in the county how *PARTA* is part of the transportation needs.

Mr. Frank Vitale asked what kind of warranty the generator has. Mr. Trautman answered that the Kohler comes with a three-year/36-month warranty.

Mr. Trautman said one of the things worth noting is when we built the CNG station, we built it knowing we would eventually put a CNG emergency generator in, so it's already prepped. The installation of this is going to be much simpler than if we hadn't thought about that when we built the CNG station.

Mr. Jack Murphy asked if the diesel that this generator runs on is also out of our annual diesel procurement contracts. Mr. Trautman responded, it will be.

Mr. Trautman said right now the way this is bid to us it sits on its own tank. I don't like that because one thing about diesel fuel is it will start growing bacteria and it creates problems. So, it has to be treated, monitored, and tested. I would prefer it if there was a way to put a tank in that had some kind of transfer pump between our main tanks and that tank. I'm trying to have ECB Solutions give me some alternate solutions to being able to keep that tank full.

Ms. Karen Beck asked what happens if the power goes out before we get the generator.

Mr. Trautman said we have it set up right now, that if we had to go get an emergency generator from EMA, we could bring one here and set it up. The problem is it would take a long time, and if we had that kind of power outage, others, like hospitals, would get first dibs on those types of equipment. In

a major disaster we're better off to be self-sufficient, especially since we've got people that would still need to go to work or life-sustaining treatments.

Mr. Gynn asked if there were other questions, saying you make us feel important as a board to our community, thank you. Hearing no further questions, he asked for a roll call.

Roll Call:	Yes	No		Yes	No
Victor Baerman	<u>X</u>	<u> </u>	R. T. Mansfield	EXCUSED	<u> </u>
Karen Beck	<u>X</u>	<u> </u>	Jack Murphy	<u>X</u>	<u> </u>
Debbie Davison	<u>X</u>	<u> </u>	Janice Semmons-Mortimer	<u>X</u>	<u> </u>
Dave Gynn	<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	EXCUSED	<u> </u>
Mike Lewis	<u>X</u>	<u> </u>	Marvin Woods	<u>X</u>	<u> </u>

Mr. Gynn said the **resolution was approved unanimously**.

EXECUTIVE SESSION

Mr. Gynn said there is no need for an Executive Session.

ADJOURNMENT

Mr. Gynn said there is no other business, he asked for a motion to adjourn. **Ms. Virginia Harris motion to adjourn.** Mr. Gynn thanked everyone for coming.

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

Respectfully submitted,

Sony Richardson-Gilroy
Executive Assistant

Facility Camera Upgrade



- Update cameras @ KCG
- Adding to stairwells

13

Facility Renovations

- Replacing interior and exterior doors & frames
- Upgrading flooring from lobby through board room and back hall
- Remodeling bathrooms
- New lobby lights and furniture
- Amenities in lobby for passengers

14



Fore! Transit Golf Outing

- Friday, May 16, 2025
- Paradise Lakes Country Club
- Registration OPEN

15

50th Anniversary Celebration

- Kickoff event for employees on Tuesday, June 3rd
- Public open house on June 4th
- Passenger Appreciation Day on June 5th
- Free Fare Friday (FR only) on June 6th



16



Wrap Up

13 Funded Projects

Multiple Layers

2 Big Forward-Facing Events

Plus...

Employee Health Fair

Community Resource Fair

Job Fairs and Recruiting Events

The Portage County Fair

Just to name a few...

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