

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

**BOARD OF TRUSTEES MEETING**

**MINUTES**

**July 25, 2024**

**Board Members Present:**

Victor Baerman  
Karen Beck  
Debbie Davison  
Dave Gynn, President

R. T. Mansfield  
Jack Murphy  
Janice Simmons-Mortimer  
Frank Vitale

Stacey Wilson  
Karen Wise  
Marvin Woods, TPO

**Board Members Not Present:**

Virginia Harris (1<sup>st</sup> excused absence)

Mike Lewis (1<sup>st</sup> excused absence)

**Staff Present:**

Claudia Amrhein  
Denise Baba  
Marcia Fletcher

Ashley Forbes  
Kelly Jurisch  
Natalie Rothenbuecher, Roetzel & Andress

Rebecca Schrader  
Brian Trautman

**CALL TO ORDER**

President Dave Gynn called the July 25, 2024, *PARTA* Board of Trustees meeting to order at 6:55 p.m. and asked for a roll call, after which it was determined that **a quorum was present.**

Moving on, Mr. Gynn asked for a motion to approve the minutes of the May 23, 2024, Board meeting. **Ms. Karen Beck** made a motion to approve the minutes as presented, which was seconded by **Mr. Jack Murphy**. 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 said she appreciated everyone coming out tonight. In the last few months, everyone has been very busy preparing for the Triennial Review, which occurs onsite next week. There was a call with review members earlier this week and *PARTA* is in good shape. She thanked Mr. Brian Trautman and his folks who have been doing their part to clean everything and make it look great. She drew everyone’s attention to the first half of the year ridership reports in her Board report, which showed some of the ridership numbers in a different way than in the past. She said ridership and employment applications were going up, which were good signs. She asked if there were any questions.

Hearing none, Mr. Gynn moved on to the committee reports.

## ADMINISTRATION COMMITTEE REPORT

Mr. Gynn asked Ms. Karen Wise to give the Administration Committee meeting report.

Ms. Wise said the Administration Committee met this evening and Ms. Stacey Wilson and Mr. Jack Murphy were present. Old Business consisted of presenting the slate of officers: President, Vice President, and the Temporary Presiding Officer (TPO). At this moment, unless others want to put their hat in the ring, the officers moving forward would be Mr. Dave Gynn as President, Mr. Mike Lewis as Vice President, and Mr. Marvin Woods as TPO. This is the last call for nominations or for Board members to express interest in one of those positions. The second order of business was reviewing two resolutions, which were the Substance Abuse Policy and Drug-Free Workplace Policy. Ms. Kelly Jurisch summarized the policies, which are coordinated policies that currently exist and are being amended with minor edits. The committee approved moving those resolutions to the Board.

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 he chaired the Finance Committee meeting in the absence of Mr. Mike Lewis. He noted that the minutes from that meeting were distributed. He said Ms. Rebecca Schrader always does a really good job of reporting on the finances. KSU Revenues. The revenues were down slightly in June and slightly under for the year but are expected to pick back up in September when Kent State University (KSU) is back in full session. Everything else was right on target. The last column showed what percentage of the budget each line item was at for the year. June is halfway through the year, which means the percentage should be at 50%. Income items were above 50% and the expense items were below 50% in most cases. The committee also looked at the Capital Finance Report, which listed all the budget amounts needed for local matches as well as capital expenses for future projects. An additional report that was reviewed at this meeting was the Fifth Third Security Portfolio, which is reviewed quarterly. The investments are very secure and include CDs, US Government Treasury Notes, T-Bills, and Money Market Funds. The laddering approach is used so the instruments come due at different times to maximize potential.

Moving on to the Kent Central Gateway (KCG), Mr. Gynn said the finances showed the Cost Per Car in June was \$6.55, and the Revenue Per Car was \$7.41. For the year, it was the other way around. The average Cost Per Car from January through June was \$6.58, and the average Revenue Per Car was \$6.30. He thanked Ms. Janice Simmons-Mortimer and Mr. Marvin Woods for attending this meeting as none of the committee members were available. He asked if there were any questions.

Mr. Frank Vitale asked Mr. Brian Trautman what the ridership was for the first half before COVID comparing it to the ridership for the first half of this year at 680,678.

Mr. Trautman said he couldn't say exactly what those numbers were comparatively speaking but that information is available, and he would get that to Mr. Vitale.

Mr. Vitale said he saw on television that Lorain County Transit bought 14 or 15 minivans. He asked Mr. Trautman what they would be doing with them.

Mr. Trautman said there are several different ways to run transit. He doesn't know what Lorain is doing right now but if they are buying minivans, they are probably operating a microtransit. PARTA is looking at and considering options for microtransit in the Streetsboro area in the upcoming year(s). Microtransit would be akin to an Uber or a Lyft service, but it is transit operated. A polygon is drawn around a certain area with computer-based software. Vehicles operate only within that area and the only time they would leave that area is if they were feeding the main transit body or network of transit. Microtransits are a

microcosm of what is done inside a highly urbanized or populated area where fixed route and/or demand response applications don't work because of traffic, congestion, or demographics. Microtransit can address a transit need in a micro or condensed area. It's a smaller transit operation that operates within a larger transit network.

Mr. Vitale said it looked like the minivans weren't handicapped accessible.

Mr. Trautman said if they're bought with federal money, they're handicapped accessible. It's tough to tell if they are handicapped accessible because of the way minivans are built. PARTA has smaller vans that are used for NET type service and are used by road supervisors as backup vehicles. Getting vehicles below that size is a waste of money if it's not a dedicated piece of equipment for a dedicated type of service. Small vehicles aren't good for mass transit.

Mr. Gynn said each transit authority operates differently and for different purposes and goals. The focus here should be on what Portage County needs. He noted that any Board member can call any staff member for an intense discussion about anything at any time. He asked if there were any questions or comments. Hearing none, he 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 then moved on to the resolutions.

### **RESOLUTIONS**

Mr. Gynn introduced Resolution #2024-07-01.

#### **#2024-07-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES TO AMEND THE SUBSTANCE ABUSE POLICY.**

**Motion: Stacey Wilson**

**Second: Victor Baerman**

Mr. Gynn said the Administration Committee discussed this policy in detail. Each Board member received a copy of the whole policy with the changes noted. He asked if there was any discussion or if anybody had any questions.

Mr. Vitale asked if there was a big change.

Ms. Jurisch said the changes were very minor. They were just for clarification for the FTA more than anything else.

Mr. Gynn said there were no major changes in the implementation on *PARTA*'s part. Most of the changes were to comply with the FTA. He asked if there were any other questions. 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>X</u>   | ___       | Victor Baerman  | <u>X</u>       | ___       |
| Marvin Woods            | <u>X</u>   | ___       | Mike Lewis      | <b>EXCUSED</b> | ___       |
| Karen Wise              | <u>X</u>   | ___       | Virginia Harris | <b>EXCUSED</b> | ___       |
| Frank Vitale            | <u>X</u>   | ___       | Debbie Davison  | <u>X</u>       | ___       |
| Stacey Wilson           | <u>X</u>   | ___       | Dave Gynn       | <u>X</u>       | ___       |
| Janice Simmons-Mortimer | <u>X</u>   | ___       |                 |                |           |

Following roll call, Mr. Gynn introduced Resolution #2024-07-02.

**#2024-07-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES TO AMEND THE DRUG-FREE WORKPLACE POLICY.**

Mr. Gynn said the Administration Committee looked at, discussed, and recommended this resolution for approval. The Drug-Free Workplace Policy was last brought to the Board on June 27, 2019. These are amendments to bring the policy current. He asked if there were any questions. Hearing none, he asked for a motion.

**Motion: Debbie Davison                      Second: Karen Beck**

Mr. Gynn then asked Ms. Fletcher for a roll call.

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

Following roll call, Mr. Gynn said that resolution was approved and moved on to the third resolution.

**#2024-07-03: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE FILING OF APPLICATIONS WITH THE OHIO DEPARTMENT OF TRANSPORTATION (ODOT) FOR SFY 2026 TRANSPORTATION ASSISTANCE GRANTS. THESE GRANTS MAY INCLUDE THE OHIO ELDERLY AND DISABLED (E&D) TRANSIT FARE ASSISTANCE PROGRAM, THE URBAN TRANSIT PROGRAM (UTP), THE OHIO TRANSIT PARTNERSHIP PROGRAM (OTP2), THE SPECIALIZED TRANSPORTATION PROGRAM (SECTION 5310), AND THE OHIO WORKFORCE MOBILITY PARTNERSHIP (OWMP) PROGRAM.**

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

**Motion: R. T. Mansfield                      Second: Jack Murphy**

Mr. Gynn said this is a routine resolution that needs approval to start working on grant applications for the state fiscal year 2026.

Ms. Amrhein noted that the Finance Committee reviewed both authorizing resolutions for the state and federal grants and approved them for forwarding to the Board.

Mr. Gynn then asked Ms. 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> |
|-------------------------|-----------------------|------------------|----------------|-------------------|------------------|
| Jack Murphy             | <u>X</u>              | ___              | Marvin Woods   | <u>X</u>          | ___              |
| Mike Lewis              | <b><u>EXCUSED</u></b> | ___              | Karen Wise     | <u>X</u>          | ___              |
| Virginia Harris         | <b><u>EXCUSED</u></b> | ___              | Frank Vitale   | <u>X</u>          | ___              |
| Debbie Davison          | <u>X</u>              | ___              | Victor Baerman | <u>X</u>          | ___              |
| Janice Simmons-Mortimer | <u>X</u>              | ___              | Stacey Wilson  | <u>X</u>          | ___              |
| Karen Beck              | <u>X</u>              | ___              | Dave Gynn      | <u>X</u>          | ___              |
| R. T. Mansfield         | <u>X</u>              | ___              |                |                   |                  |

Following roll call, Mr. Gynn said that resolution was approved and then introduced Resolution #2024-07-04.

**#2024-07-04: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION (FTA), AN OPERATING ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR FFY 2025 FEDERAL TRANSPORTATION ASSISTANCE AUTHORIZED BY 49 U.S.C. CHAPTER 53, TITLE 23, UNITED STATES CODE, AND OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION (FTA).**

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

**Motion: Jack Murphy**

**Second: Stacey Wilson**

Mr. Gynn said this was discussed at the Finance Committee meeting. He asked if there were any questions or comments. Hearing none, he asked Ms. 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> |
|-------------------------|-------------------|------------------|-----------------|-----------------------|------------------|
| R. T. Mansfield         | <u>X</u>          | ___              | Mike Lewis      | <b><u>EXCUSED</u></b> | ___              |
| Marvin Woods            | <u>X</u>          | ___              | Virginia Harris | <b><u>EXCUSED</u></b> | ___              |
| Karen Wise              | <u>X</u>          | ___              | Victor Baerman  | <u>X</u>              | ___              |
| Janice Simmons-Mortimer | <u>X</u>          | ___              | Debbie Davison  | <u>X</u>              | ___              |
| Frank Vitale            | <u>X</u>          | ___              | Karen Beck      | <u>X</u>              | ___              |
| Stacey Wilson           | <u>X</u>          | ___              | Dave Gynn       | <u>X</u>              | ___              |
| Jack Murphy             | <u>X</u>          | ___              |                 |                       |                  |

Following roll call, Mr. Gynn said the resolution was approved. He then went back up to the presentation under New Business, which he skipped to get to the resolutions. He asked Ms. Kelly Jurisch to give her PowerPoint presentation.

Ms. Jurisch presented her PowerPoint about the Portage County Fair, which is attached.

Following the presentation, Mr. Gynn thanked Ms. Jurisch and asked if there were any questions about the fair. Hearing none, he moved on to the Election of Officers.



**ELECTION OF OFFICERS**

Mr. Gynn noted the results from the Administration Committee and presented the nominations: Mr. Dave Gynn for President, Mr. Mike Lewis for Vice President, and Mr. Marvin Woods for TPO. He asked if there were any other nominations from the floor. Hearing none, he said the elections would be conducted by a roll call voice vote rather than a written ballot as outlined in the Bylaws. He asked for a motion and a second to close the nominations and accept and elect the slate of officers.

**Close Nominations and Accept and Elect Slate of Officers**

|                                    |                            |
|------------------------------------|----------------------------|
| <b>President</b>                   | <b><u>Dave Gynn</u></b>    |
| <b>Vice President</b>              | <b><u>Mike Lewis</u></b>   |
| <b>Temporary Presiding Officer</b> | <b><u>Marvin Woods</u></b> |

|                                  |                                     |
|----------------------------------|-------------------------------------|
| <b>Motion: <u>Karen Beck</u></b> | <b>Second: <u>Stacey Wilson</u></b> |
|----------------------------------|-------------------------------------|

Mr. Gynn asked if there were any questions. 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> |
|-------------------|-----------------------|------------------|-------------------------|-----------------------|------------------|
| Marvin Woods      | <u>X</u>              | ___              | <b>Virginia Harris</b>  | <b><u>EXCUSED</u></b> | ___              |
| Karen Wise        | <u>X</u>              | ___              | Debbie Davison          | <u>X</u>              | ___              |
| Frank Vitale      | <u>X</u>              | ___              | Karen Beck              | <u>X</u>              | ___              |
| Stacey Wilson     | <u>X</u>              | ___              | R. T. Mansfield         | <u>X</u>              | ___              |
| Jack Murphy       | <u>X</u>              | ___              | Janice Simmons-Mortimer | <u>X</u>              | ___              |
| <b>Mike Lewis</b> | <b><u>EXCUSED</u></b> | ___              | Dave Gynn               | <u>X</u>              | ___              |
| Victor Baerman    | <u>X</u>              | ___              |                         |                       |                  |

Following roll call, Mr. Gynn said the slate of officers was approved. He thanked everyone for their confidence in him. He said the officers will serve now through June 2025. Proposed schedules of the Board meetings and the Finance Committee meetings for 2025 were sent with the Board packet. The Board usually meets the fourth Thursday of every month unless there is a holiday, which would move it to a week earlier. He then moved on to the Committee Discussion.

**COMMITTEE DISCUSSION**

Mr. Gynn said he asked at the last Board and Finance Committee meetings if anyone had any thoughts about changing the Finance Committee meetings to Thursday night, a half hour before the Board meeting. He asked if more people would be interested in coming at that time or if it would make any difference. The staff indicated it didn't matter to them.

Ms. Simmons-Mortimer said she would be able to come more often if it was prior to the Board meeting.

Mr. Victor Baerman agreed and said that would be helpful.

Mr. Gynn said with the Administration Committee or other committee meetings starting at 6:30 p.m., there would still be time if the Finance Committee started at 6 p.m. There may be a little bit of an overlap.

Ms. Wise suggested having the Finance Committee meeting at 6:30 p.m. and then, if needed, have the Administration Committee or other committee start at 6 p.m. since there is always a Finance Committee meeting.

Mr. Gynn agreed and said that would make sense.

Ms. Amrhein said looking back, most of the Finance Committee meetings were about 35 minutes long but it wouldn't be a problem if the meeting ran a little longer and the Board meeting started at 7:05 p.m. or later. She suggested starting the Finance Committee meeting at 6:15 p.m. and then having the Administration Committee or other committee start at 6 p.m. She said it's up to the Board.

Mr. Gynn said 6:15 p.m. would provide plenty of time. Usually, the Administration Committee does not run for more than 15 minutes. If it does go longer, everyone is present anyway.

Ms. Amrhein said Ms. Fletcher will prepare and distribute a new meeting schedule for the Finance Committee meetings.

Mr. Gynn asked if there were any other questions or comments that needed to come before the Board. Hearing none, he said all Board members will serve on a committee. Committees generally have three people on them. He asked everyone to indicate their first and second choice for serving on the committees and their interest in serving as the chair of a committee on the handout he distributed.

Hearing nothing further, Mr. Gynn 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 **Mr. Jack Murphy**. 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 7:25 p.m.

Respectfully submitted,



Marcia Fletcher  
Executive Assistant