

Agenda

1. Call to Order Oral
Roll Call
2. Meeting Minutes Attachment 2a
Minutes from November 18, 2021, Meeting (Motion Required)
3. Guest Communications (2-minute limit) Oral
4. General Manager's Report Attachment 4
5. Committee Reports Did Not Meet
 - a. Administration Scheduled to Meet 12/14
 - b. Finance Did Not Meet
 - c. Operations Did Not Meet
 - d. Personnel Did Not Meet
6. Old Business
7. New Business
 - Presentation by Karen Adinolfi, Roetzel & Andress, on the Ohio Sunshine Laws
 - Service Awards
8. Resolution - Roll Call Approval Required

#2021-12-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE AWARD OF A CONTRACT TO GLADIEUX TRADING AND MARKETING CO LP TO PROVIDE DIESEL AND GASOLINE FUEL FOR 2022 AND AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO SIGN A FEDERAL EXCISE TAX EXEMPTION CERTIFICATE ON BEHALF OF *PARTA*. THIS IS A JOINT PURCHASING VENTURE WITH AKRON METRO RTA, WESTERN RESERVE RTA, AND STARK AREA RTA, ET AL.
9. Executive Session, as needed.
10. Adjournment

Next Regular Meeting:
January 27, 2022 @ 7 p.m.

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY

**BOARD OF TRUSTEES MEETING
MINUTES**

November 18, 2021

Board Members Present:

Karen Beck
Marge Bjerregaard
Richard Brockett
Jeff Childers
Debbie Davison

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

Morgan Tipton
Frank Vitale
Karen Wise
Marvin Woods

Staff Present:

Claudia Amrhein
Cody Brookover
Marcia Fletcher

Kelly Jurisch
Justin Markey, Roetzel & Andress

Rebecca Schrader
Brian Trautman

Board Members Not Present:

Mike Lewis (2nd excused absence)

Guests Present:

David Swirsky, AMATS

CALL TO ORDER

President Dave Gynn called the November 18, 2021, *PARTA* Board of Trustees meeting to order at 7 p.m. and asked for a roll call. After roll call, it was determined that **a quorum was participating.**

Mr. Gynn asked for a motion to approve the minutes from the October 28, 2021, meeting. Ms. Karen Beck made a motion to accept the minutes as presented, which was seconded by Mr. Jack Murphy.

Mr. Gynn asked if there was any discussion. Hearing none, he asked all those in favor to say aye. He asked any opposed to say no. Hearing no opposition, he said the **motion to approve the minutes, as presented, passed unanimously.**

GUEST COMMUNICATIONS

Mr. Gynn asked Mr. David Swirsky if he would like to address the Board.

Mr. Swirsky said he did not have anything to address with the Board and was just observing.

Mr. Gynn thanked Mr. Swirsky for coming and said the Board is always glad when people are interested in what's happening at *PARTA*.

GENERAL MANAGER'S REPORT

Moving on, Mr. Gynn called on Ms. Claudia Amrhein to give the General Manager's report.

Ms. Amrhein thanked Mr. Gynn and everyone for coming out. She also thanked the Finance Committee for reviewing the budget that was prepared this month. She then re-introduced Mr. Cody Brookover for anyone who wasn't at last month's Board meeting. She said he is the newest team member as Director of Risk Management. He joined *PARTA* about a month ago and is doing great. She then pointed out, as noted in her Board report, that the RLB Phoenix contract matter has been resolved. She said they paid for the final quarter and the \$5,000 as requested. As new landlords, some tenant issues are being worked through. There is an ice rink downtown in the middle of Erie Street, which has also presented a few issues that are being worked through with the city and the university. She thanked Mr. Justin Markey for his assistance and said she would be happy to answer any questions.

Mr. Frank Vitale said the budget report noted that ridership was down 180,000 projecting through October from the previous year. He asked what ridership was estimated at for the coming year.

Ms. Amrhein said ridership is not estimated for the budget. Fare box revenue and other contractual payments are estimated but again that can be reviewed when the Finance Committee report is given. Minutes and budget documents were distributed from the lengthy Finance Committee meeting that can be reviewed. Once reviewed, anyone can call with additional questions.

Related to that, Mr. Gynn thanked Ms. Marcia Fletcher for getting the Finance Committee report finished. He said it's lengthy, accurate, and very detailed. He asked if there were any other questions for Ms. Amrhein. Hearing none, he moved on to the committee reports.

ADMINISTRATION COMMITTEE REPORT

The Administration Committee did not meet.

FINANCE COMMITTEE REPORT

Mr. Gynn said the only committee that met this month was the Finance Committee and they had a lengthy and important budget meeting.

Ms. Fletcher noted that Mr. Jeff Childers would be giving the report in the absence of Mr. Mike Lewis.

Mr. Childers said the annual Finance Committee budget meeting was held on November 10 and everyone received the minutes for that meeting, which are very thorough and well written. The reports for October came out today, and the committee has not had a chance to review those and won't until the next regular Finance Committee meeting. *PARTA* is doing very well. The budget for 2022 is \$10,414,490. The report that was provided shows what is included in each of the line items. There is a big profit this year most of which is thanks to the federal government sending lots of money. The projected profit for 2021 is \$5,558,319. On the Kent Central Gateway (KCG) side, the projected profit for 2021 is \$99,266. For 2022, the proposed profit goes down some but, then again, that's using Ms. Rebecca Schrader's budgeting philosophy of estimate low on income and high on expenses. If anyone has any specific questions, he recommended that they contact Ms. Schrader since she has all those numbers right at her fingertips. The Finance Committee also went over the five (5) resolutions, which were all basically year-end resolutions, and voted unanimously to recommend all of them for approval by the Board.

Mr. Gynn expressed his appreciation for the work of Ms. Schrader and the Finance Committee. He asked if there were any questions for Mr. Childers. Hearing none, he moved on to Old Business.

OPERATIONS COMMITTEE REPORT

The Operations Committee did not meet.

PERSONNEL COMMITTEE REPORT

The Personnel Committee did not meet.

OLD BUSINESS

Mr. Gynn asked if there was any Old Business. Hearing none, he moved on to New Business.

NEW BUSINESS

Mr. Gynn said Mr. Markey will be providing a presentation on the Ohio Sunshine Laws. The Board reviewed this a few years ago and there's a lot to remember.

Mr. Markey thanked Mr. Gynn and said he would not have a presentation tonight because he was traveling today and did not bring his flash drive. He apologized and said he would focus next month on the Open Meetings portion of the Ohio Sunshine Laws. Public records are also important, but the Open Meetings portion is the focus and what's required as a board to comply with state law as outlined in the Revised Code. The Attorney General puts out a very good booklet. It's conversational in tone and written by lawyers.

Mr. Gynn asked if anybody had any general questions or anything they would like Mr. Markey to address next month when the Ohio Sunshine Laws are discussed.

Ms. Morgan Tipton asked if there was a reason that they needed to study these laws besides just general knowledge.

Mr. Markey said no, there are no violations. It's good for the Board to understand what they can and can't discuss inside and outside of the Board, executive session, quorum, etc. It's a good refresher but there are no known issues.

Mr. Gynn then moved on to the resolutions.

Resolutions

Mr. Gynn introduced Resolution #2021-11-01.

#2021-11-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES APPROVING THE FISCAL YEAR 2022 PROPOSED BUDGET FOR *PARTA*.

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

Motion: Marge Bierregaard

Second: Karen Beck

Mr. Gynn asked if there was any discussion.

Ms. Amrhein noted the budget summary attached to the resolution that was discussed at the Finance Committee meeting. She said one side shows the projected totals for this year and the proposed budget for 2022. The other side shows what each line item included. If there are specific questions, please review the minutes. Ms. Schrader is here to answer general questions, but the minutes also provide a great source of information. She asked if there were any questions.

Ms. Karen Wise asked if the projected surplus/profit for 2021 of \$5.6 million could be re-invested.

Ms. Amrhein said that is on deposit and earning interest but wouldn't be included in this budget in terms of revenue.

Ms. Wise said Investment Income for 2022 in revenues was modest.

Ms. Amrhein said the rates have been low and there are a couple public entity vehicles that provide some interest. She turned the meeting over to Ms. Schrader to comment further.

Ms. Schrader said she attended a Government Finance Officers Association seminar in September and talked to a couple different bank representatives about investing in a CD or something more long term but there are very specific rules with the Ohio Revised Code. They both separately advised to keep the money in State Treasury Asset Reserve of Ohio (STAR Ohio) at this time because interest rates were relatively positive for now. She will keep her ears open for any changes. As far as what those funds will be used for, traditionally, when there is a surplus at the end of the year, they are used for future local match on capital projects.

Ms. Wise asked about the Advertising Fees jump from the Budget 2021 (\$10,000) to the 2021 Total Projected (\$437).

Ms. Schrader said Advertising Fees include using a campaign professional to design items and purchasing promotional items like bags and pens for the fair. In 2020, there was a grant to buy some travel training promotional items. As a result, there was a very large supply of giveaways, which were used at the fair this year instead of buying additional items.

Mr. Gynn asked if some of that will be used to promote the trolleys.

Ms. Amrhein said yes.

Mr. Jack Murphy asked if increased prices were reflected and accounted for in the Sales Tax revenue budget.

Ms. Schrader said she budgeted for a 3% increase in Sales Tax revenue, which is, in her opinion, very low. There is about a 14% increase for 2021. As mentioned, she budgets for revenues low and expenses high. She expects there to be additional revenues in Sales Tax.

Mr. Brian Trautman said he has been contacted already by one of PARTA's suppliers indicating that they will cancel their contract because they can't supply vehicles at the pricing in the five-year contract unless PARTA considers adding more than a PPI index. Keep that in mind moving forward through this year. The rest of the year can't be gauged by looking at today because the discussions about inflation are nothing compared to what will be experienced when it comes to suppliers staying in business and providing what is already under contract. PARTA could dig in its heels and say the contract states the supplier will provide these vehicles at this amount of money, at which point they could come back and cancel the contract anyway. There are going to be multiple examples of that through 2022 so this surplus is a good thing to have and puts PARTA in a unique position as these obstacles come along. PARTA will have to make a choice to either go back out for bid, hire lawyers, and take them to court or agree to a new negotiated priced based on what they can provide in a formal fashion showing the price increase. This number looks good right now, but it could just as quickly go the other direction. This will be discussed again as the year goes on.

Ms. Morgan Tipton asked if the 2022 budget for Operators Salaries and Wages reflected a scale back up to regular operations.

Ms. Kelly Jurisch said yes, and it reflects that every position will be filled in 2022.

Ms. Amrhein said everyone should remember what Mr. Trautman said about the cost increases on vehicles and supplies. The upside is that sales tax is the biggest jump ever seen but then the balancing side is that *PARTA* will need that sales tax. *PARTA*'s philosophy is to not make any sudden moves and budget accordingly, plan properly, keep putting funds away in the restricted account, and increase wages as needed. Another round of bonuses is being looked at for the end of the year to retain employees.

Mr. Gynn asked if there were any other questions. Hearing none, he asked Ms. Fletcher to call the roll.

| Roll Call: | <u>Yes</u> | <u>No</u> | | <u>Yes</u> | <u>No</u> |
|-------------------|-------------------|------------------|-------------------|-------------------|------------------|
| Debbie Davison | <u>X</u> | ___ | Karen Beck | <u>X</u> | ___ |
| Jeff Childers | <u>X</u> | ___ | Frank Vitale | <u>X</u> | ___ |
| Richard Brockett | <u>X</u> | ___ | Morgan Tipton | <u>X</u> | ___ |
| Marge Bjerregaard | <u>X</u> | ___ | Jack Murphy | <u>X</u> | ___ |
| Karen Wise | <u>X</u> | ___ | Mike Lewis | EXCUSED | ___ |
| R. T. Mansfield | <u>X</u> | ___ | Virginia Harris | <u>X</u> | ___ |
| Marvin Woods | <u>X</u> | ___ | David Gynn | <u>X</u> | ___ |

Mr. Gynn said the resolution passed unanimously and then introduced Resolution #2021-11-02.

#2021-11-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES APPROVING THE FISCAL YEAR 2022 PROPOSED BUDGET FOR THE KENT CENTRAL GATEWAY (KCG).

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

Motion: Debbie Davison

Second: Virginia Harris

Ms. Amrhein said more revenue was brought in this year than anticipated. Monthly parkers provide the safety net needed for regular, predictable monthly income and transient parkers have started to come back as well. It's great not to be in the hole this year. Last year, the budget was under about \$135,000. The budget is prepared projecting the activity and staffing needs. At the same time, problems are addressed as they come along.

Mr. Gynn asked if there were any questions about the budget for Ms. Amrhein or Ms. Schrader.

Mr. Frank Vitale asked why the expenses went up so significantly for wages and benefits for 2022 Proposed over 2021 Projected at \$115,087.

Ms. Amrhein said KCG was closed for a time last year and some additional bonuses and pay increases were provided to retain employees. The deck needs to be staffed 24/7 and working in a garage at night isn't the most appealing of jobs but someone needs to be there to ensure that hotel residents can get out of the deck if there's a problem. She doesn't know specifically what influenced the year to date, but she does know that 2020 was an odd year that can't be compared to any other year.

Mr. Trautman said a maintenance staff employee for KCG was moved to *PARTA* because there wasn't a lot going on at KCG. The wages for that individual got shifted to *PARTA* during a significant part of the year. That employee is now back at KCG for next year. He reminded the Board that about a year ago conversations were taking place about whether to hold on to KCG because it was in such bad shape. Now, he said, it's being projected at a surplus of \$99,266 for 2021, so it's moving in the right direction.

Ms. Amrhein said in 2020, when there were less parkers, capital improvements were made that would have been difficult to do, such as the traffic coating. The benefit of being closed for a time was having the ability to do a project that was on the books and having it come in at about half the cost that was projected.

Mr. Trautman said it's a struggle to get supplies for lighting and other items this year. KCG should get back to its normal operative state. A maintenance worker at KCG left, and the position was not filled right away because there was not a need for two (2) maintenance workers at the time. That position has now been filled.

Ms. Jurisch said attendant positions are the hardest to fill because they're low pay and required to walk around a cold, windy brick building all day long. The deck manager puts in a ton of time to make sure that shifts are covered. Her time is not reflected in wages and benefits because she's salary. She takes time off during the middle of the week, but she is overworked. Vacancies have been tough to fill; however, hiring efforts continue.

Mr. Jack Murphy asked if the increase of \$8,000 for 2022 for Retail Space Rent was the result of the RLB Phoenix matter.

Ms. Amrhein said yes, this represents what the contracts would generate for the four (4) different spaces that were turned over to PARTA if everything stayed the same and they paid the amounts shown for 2022. If anyone leaves, that might be affected. The line item for 2nd Floor Revenue was recategorized under 2nd Floor Rent, which includes Kent City Health Department (KCHD) revenue from the 2nd floor and the Cutler space. Retail Space Rent is for the retail spaces, which are the separate contracts.

Mr. Gynn asked if there were any other questions. Hearing none, he asked Ms. Fletcher to call the roll.

| Roll Call: | <u>Yes</u> | <u>No</u> | | <u>Yes</u> | <u>No</u> |
|-------------------|----------------|-----------|-------------------|------------|-----------|
| Frank Vitale | <u>X</u> | ___ | Richard Brockett | <u>X</u> | ___ |
| Morgan Tipton | <u>X</u> | ___ | Marge Bjerregaard | <u>X</u> | ___ |
| Jack Murphy | <u>X</u> | ___ | Karen Beck | <u>X</u> | ___ |
| Mike Lewis | EXCUSED | ___ | 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> | ___ | David Gynn | <u>X</u> | ___ |

Mr. Gynn said the resolution passed unanimously and the next three (3) resolutions were routine for this time of the year. He then introduced Resolution #2021-11-03.

#2021-11-03: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES APPROVING EXPENDITURES FOR LICENSING AND MAINTENANCE WITH TRAPEZE SOFTWARE GROUP.

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

Motion: Morgan Tipton

Second: Jack Murphy

Mr. Gynn asked if there was any discussion.

Ms. Amrhein said this is the annual resolution to secure the software licensing and maintenance for the primary software that runs virtually every part of operations. She asked Mr. Trautman to comment further.

Mr. Trautman said he will be looking at different suppliers in 2022. Trapeze is a legacy system that has been at PARTA for a very long time. There are new players that have entered the market and have been in the market long enough now that they probably could offer suites that could, and maybe should, be considered. This could potentially save PARTA substantial amounts of money and still accomplish the same things but it's a big move. South East Area Transit (SEAT), which is a sister transit property in Zanesville, operates in a multi-county area and is using software that PARTA will look at. Software has

been reviewed before and now is a good time to do it again specifically because in the next few weeks a new Transit Planner will come on board who has been hired to replace the Planner who left. She's coming from Raleigh, North Carolina, and has a familiarity with other software and types of platforms. This fits good with the idea of looking at other software but right now the resolution is to keep Trapeze secure and in place. Next year, other offerings will be considered, and some version of software will be discussed.

Mr. Gynn asked if the contract with Trapeze was annual from January through December.

Mr. Trautman said no, it's quarterly as outlined in the contract.

Mr. Vitale asked if the contract was renewed on a quarterly basis; and if not, was it for one (1), two (2), or three (3) years.

Ms. Amrhein said Trapeze is paid on a quarterly basis and funds are apportioned every year. To keep the system operating, Trapeze indicates what it's going to cost. In 2019, new providers were considered; however, then COVID-19 hit, and it was shelved. Trapeze has proprietary rights to the software.

Mr. Trautman said the contract is for licensing, service, and support.

Mr. Vitale asked if the cost went up.

Mr. Trautman said yes, and it's going up 5% again in 2022.

Mr. Murphy asked if Trapeze provided any new features.

Mr. Trautman said he likes to stay two (2) releases back because usually the bugs are still being worked out. There are a lot of things about Trapeze that he can get automatically with other software, like health checks where somebody comes out to look at the system and makes sure all the features are working properly and updated. Trapeze charges about \$8,000 for that service. Trapeze has been at PARTA for at least 20 years starting with the disk operating system (DOS) version all the way to what it is today. It is used for personnel management, runcutting, trip planning, and the Spot PARTA app. Each one of those are a module of Trapeze and the licensing for each module is expensive. Keep in mind that PARTA went from being a major supplier of transportation for the local Department of Developmental Disabilities at 700 to 800 trips a day to 350 to 400 trips a day. It's a good time to look at what caliber of software is needed. The players are more than competitive and other transits can be visited to see what they are using. It could translate to a significant savings over a four (4) to six (6) year period.

Mr. Vitale noted that making that change would be tricky.

Mr. Trautman said it would be very significant and would take a better part of a few months to do it properly. His goal would be to run a pilot and make sure it is functioning with a sub fleet maybe using Family & Community Services, Portage County Job & Family Services (PCJFS), or dialysis specifically. Once that is working, integration of the rest of the fleet could move forward.

Mr. Gynn said the reason this comes to the Board is that any expenditure over \$100,000 must be Board approved. Although the resolution states expenditures not to exceed \$150,000, it will probably be less than that but that gives plenty of opportunity to negotiate. He asked if there were any other questions. Hearing none, he asked Ms. Fletcher to call the roll.

| Roll Call: | <u>Yes</u> | <u>No</u> | | <u>Yes</u> | <u>No</u> |
|-------------------|-----------------------|------------------|-------------------|-------------------|------------------|
| Karen Wise | <u>X</u> | ___ | Jeff Childers | <u>X</u> | ___ |
| Frank Vitale | <u>X</u> | ___ | Richard Brockett | <u>X</u> | ___ |
| Morgan Tipton | <u>X</u> | ___ | Marge Bjerregaard | <u>X</u> | ___ |
| Jack Murphy | <u>X</u> | ___ | Karen Beck | <u>X</u> | ___ |
| Mike Lewis | <u>EXCUSED</u> | ___ | R. T. Mansfield | <u>X</u> | ___ |
| Virginia Harris | <u>X</u> | ___ | Marvin Woods | <u>X</u> | ___ |
| Debbie Davison | <u>X</u> | ___ | David Gynn | <u>X</u> | ___ |

Mr. Gynn said the resolution was approved unanimously and then introduced Resolution #2021-11-04.

#2021-11-04: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES APPROVING EXPENDITURES FOR INFORMATION TECHNOLOGY (IT) MANAGED SERVICES WITH QUALITY IP.

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

Motion: Marge Bjerregaard

Second: Debbie Davison

Ms. Amrhein said this is an annual large purchase for 24/7/365 managed IT services that keeps all the systems up and running including Trapeze. If Trapeze fails, wheels come grinding to a halt. QualityIP is the firm located in Kent that was awarded the contract after going out for bid in 2020. It was a similar situation where *PARTA* had been with the same managed services provider for about 12 years and wanted to see if there was a better fit. *PARTA* has been happy with their services thus far.

Mr. Vitale said Trapeze is being paid \$150,000 a year for their system. He asked if QualityIP oversees that system or provides some other service.

Ms. Amrhein said hardware and equipment must be maintained. Everything is software based. Trapeze is one software, but accounting, HR, and operations all have their own software. This is a support service to ensure that the phone is answered every time someone calls; there isn't an outage; and the security systems are up and running.

Mr. Trautman said the other piece is the server cluster, which is used to reduce downtime and outages by allowing another server to take over. Over the next 5 to 10 years, that will all be moved over into a cloud-based system. Banking has already started. Whoever handles those cloud-based systems will be responsible for upgrading the security and PCI compliance issues with credit cards, which will all be done externally. The Wi-Fi in the Board room and in the yard that downloads fare collection and ridership information is all done through an IT system that's at *PARTA*. Trapeze is only one piece of software on that system. Dossier System software keeps track of fuel, and FuelMaster software keeps track of CNG fuel. QualityIP has become very acclimated to *PARTA*'s system, understands it, and was invaluable during the IT breach. They secured everything very quickly. Moving through this year, he is transferring IT over to Mr. Brookover.

Mr. Brookover said another important part of the service they offer is on the back end. QualityIP reorganized their operations to provide a 24/7 security operation center. Everything that touches any network at *PARTA* is seen by them. If something gets flagged or dinged, *PARTA* gets a notification. It incredibly reduces *PARTA*'s risk in terms of a breach happening again.

Mr. Vitale asked if QualityIP would be a supportive group when searching for a new vendor to replace Trapeze.

Mr. Trautman said yes, especially when they start speaking in IT language.

Mr. Gynn asked if there were any other questions. Hearing none, he asked Ms. Fletcher to call the roll.

| Roll Call: | <u>Yes</u> | <u>No</u> | | <u>Yes</u> | <u>No</u> |
|----------------------|----------------|-------------|-----------------|------------|-------------|
| Michael Lewis | EXCUSED | | R. T. Mansfield | <u>X</u> | <u> </u> |
| Virginia Harris | <u>X</u> | <u> </u> | Marvin Woods | <u>X</u> | <u> </u> |
| Debbie Davison | <u>X</u> | <u> </u> | Karen Wise | <u>X</u> | <u> </u> |
| Jeff Childers | <u>X</u> | <u> </u> | Frank Vitale | <u>X</u> | <u> </u> |
| Richard Brockett | <u>X</u> | <u> </u> | Morgan Tipton | <u>X</u> | <u> </u> |
| Marge Bjerregaard | <u>X</u> | <u> </u> | Jack Murphy | <u>X</u> | <u> </u> |
| Karen Beck | <u>X</u> | <u> </u> | David Gynn | <u>X</u> | <u> </u> |

Mr. Gynn said the resolution passed unanimously and then introduced Resolution #2021-11-05.

#2021-11-05: 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: Karen Beck

Second: Jack Murphy

Ms. Amrhein said this is for the Ohio Transit Risk Pool (OTRP), which *PARTA* participates in with other regional transit authorities. Each year, OTRP evaluates several factors and comes up with a participation rate based on *PARTA*'s share of the pool, which is represented in this resolution.

Mr. Vitale asked if that figure was the premium for the year and how much the deductible was.

Ms. Amrhein said yes that figure is the premium and the deductible is \$1,000 per occurrence.

Hearing nothing further, Mr. Gynn asked Ms. Fletcher to call the roll.

| Roll Call: | <u>Yes</u> | <u>No</u> | | <u>Yes</u> | <u>No</u> |
|-------------------|------------|-------------|-------------------|----------------|-------------|
| Jeff Childers | <u>X</u> | <u> </u> | Frank Vitale | <u>X</u> | <u> </u> |
| Richard Brockett | <u>X</u> | <u> </u> | Morgan Tipton | <u>X</u> | <u> </u> |
| Marge Bjerregaard | <u>X</u> | <u> </u> | Jack Murphy | <u>X</u> | <u> </u> |
| Karen Beck | <u>X</u> | <u> </u> | Mike Lewis | EXCUSED | |
| R. T. Mansfield | <u>X</u> | <u> </u> | Virginia Harris | <u>X</u> | <u> </u> |
| Marvin Woods | <u>X</u> | <u> </u> | Debbie Davison | <u>X</u> | <u> </u> |
| Karen Wise | <u>X</u> | <u> </u> | David Gynn | <u>X</u> | <u> </u> |

Mr. Gynn said that resolution passed unanimously.

Moving on, Mr. Gynn said he does not think there is a need for an executive session. He asked if anyone else had any comments.

Ms. Jurisch said there is a contest for employees to name the trolley, which is due December 10. A committee will then pick the name, which will be included in a marketing slogan for next year. Also, everyone is very excited for the new Transit Planner coming on board.

Hearing no other items to come before the Board, Mr. Gynn entertained a motion to adjourn.

ADJOURNMENT

Ms. Marge Bjerregaard made a motion to adjourn the meeting, which was seconded by Ms. Virginia Harris. Mr. Gynn asked all in favor to say aye. He asked any opposed to say no. Hearing no opposition, the **motion to adjourn passed unanimously**.

The meeting adjourned at 7:51 p.m.

Respectfully submitted,



Marcia Fletcher
Executive Assistant

PARTA
2000 Summit Road
Kent, Ohio 44240

GENERAL MANAGER'S REPORT

TO: PARTA Board of Trustees *Claudia*
FROM: Claudia B. Amrhein, General Manager
DATE: December 2021

Committee Meetings and Resolutions. The December meeting agenda includes a resolution to ratify the contract executed with Gladieux Trading Co. for the purchase and delivery of gasoline and diesel fuel in calendar year 2022.

The finance committee will meet on **Tuesday December 14, at 11:30 a.m.** to review Resolution #2021-12-01 and November financial reports. Lunch will be provided.

Presentation. Board attorney Justin Markey will be out of town. In his place, attorney Karen Adinolfi will attend the meeting and present an overview of the Ohio Sunshine Laws and their application to board and committee meetings. Please bring your Sunshine Laws binder with you to the meeting.

#2021-12-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE AWARD OF A CONTRACT TO GLADIEUX TRADING AND MARKETING CO LP TO PROVIDE DIESEL AND GASOLINE FUEL FOR 2022 AND AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO SIGN A FEDERAL EXCISE TAX EXEMPTION CERTIFICATE ON BEHALF OF PARTA. THIS IS A JOINT PURCHASING VENTURE WITH AKRON METRO RTA, WESTERN RESERVE RTA, AND STARK AREA RTA, ET AL.

Annual Fuel Contract Ratification. Gladieux Trading Co. will continue to supply diesel and gasoline fuel in 2022 to PARTA and other RTAs involved in the annual joint fuel procurement. Purchasing fuel annually, in conjunction with other transit authorities, enables PARTA to secure a guaranteed and more favorable price per gallon.

Fuel prices rose during 2021, and we estimated a price of \$3.20 per gallon for both diesel and gasoline fuel in the 2022 operating budget. On December 8, Gladieux presented the low bid of \$2.2969 per gallon of diesel and \$2.1611 for gasoline fuel. The cost per gallon in 2021 was \$1.5637 for diesel and \$1.4377 for gasoline. Resolution #2021-12-01 will ratify the contract executed on December 8 with Gladieux Trading Co.

FY 2026 CMAQ Funding Award. I am pleased to report that the statewide Congestion Mitigation and Air Quality Improvement (CMAQ) program committee has awarded PARTA \$1,600,000 to replace three (3) large transit buses in federal fiscal year 2026. This award follows the grant application we submitted in July authorized via Resolution #2021-07-01 seeking funding for three (3) 35' clean diesel trolleys or buses using 80% federal CMAQ funds and 20% local matching funds.

The federal CMAQ program was established in 1991 to provide a flexible funding source to state and local governments for transportation projects and programs to help meet the requirements of the Clean Air Act, including improving air quality and relieving congestion.

The statewide CMAQ program committee approved 52 new projects worth over \$140.4 million from the eight (8) largest Metropolitan Planning Organizations (MPOs) in Ohio. The statewide committee reviews the projects after each MPO evaluates and ranks their own projects based on the approved program funding policy. AMATS, the MPO for the Akron Urbanized Area (UZA), will receive \$12.6 million for seven (7) projects, including PARTA's bus replacement award.

OPTA Thanks Key Lawmakers. In my role as the president of OPTA, I spent a day in Columbus recently visiting and thanking key lawmakers for their support for transit funding in the SFY 2022-23 budget. OPTA Executive Director Matt Carle and I met with Senator Stephanie Kunze (R-Hilliard), Senator Jerry Cirino (R-Kirtland), Senator Bill Reineke (R-Tiffin), Representative Gail Pavliga (R-Portage County), and Representative Brian Baldrige (R-Winchester). We stressed the continued need for state funding support, reinforcing transit's role as an economic catalyst and essential service in Ohio communities.

Service Reports. Ridership. (Coronavirus closures began March 2020). Total county fixed route and DART ridership decreased by 16.53% through November, as compared to November 2020 with total county service performing 179,351 trips as compared to 214,861 trips performed through November 2020.

County fixed route service has decreased by approximately 19.69% as compared to last year, with 143,008 trips completed through November as compared to 178,072 trips through November 2020. DART service has decreased slightly by 1.21% through November as compared to 2020 year-to-date, with 36,343 trips completed as compared to 36,789 trips completed through November 2020. Overall ridership, including campus service, decreased by 17.32%, with campus down by 18.76%. Total system ridership totaled 350,206 as compared to 423,592 through November 2020.

On-Time Compliance. ADA Complementary Paratransit Service. ADA on-time compliance was 95.15% in November as compared to 94.27% in October. Of 721 trips, 35 were performed late, with the latest running 21 minutes behind. **General Public (non-ADA) DART.** On-time performance for general public, non-ADA trips improved to 84% for November, as compared to 82.79% in October 2021. **Vehicle Preventative Maintenance (PM).** On-time compliance with established PM inspection schedules were 100% in November as compared to 100% in October 2021.

Parking Deck. A total of 8,538 cars used the deck in November, a decrease of 12% as compared to October, when 9,749 cars utilized the deck. This follows the typical trend we experience during the final quarter of the year.

I wish to extend my sincere thanks to each board member and to PARTA employees for your service throughout another very challenging year. Your trust, support, and dedication is especially appreciated. I am grateful for the opportunity to serve as PARTA's General Manager and look forward to working with each of you again next year.

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.



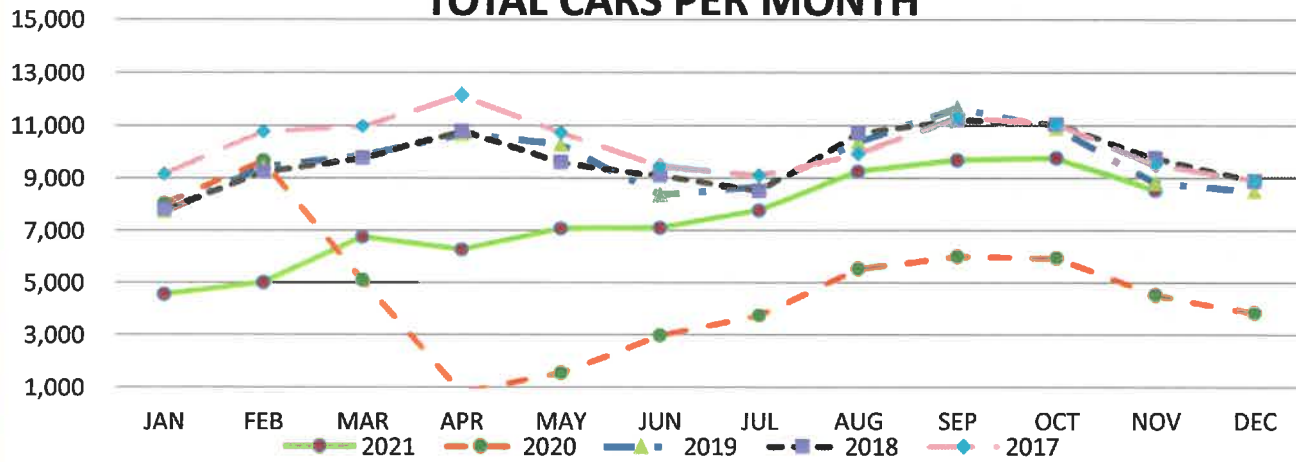
KENT CENTRAL GATEWAY PARKING SUMMARY - November 2021

| 6 Month Lookback | | | | | | |
|------------------|---------|-----------|-------|----------|------|-----------|
| | Monthly | Transient | Total | Cars/Day | Last | Last Year |
| Jun-21 | 3,474 | 3,610 | 7,084 | 236 | 0% | 139% |
| Jul-21 | 3,537 | 4,225 | 7,762 | 250 | 10% | 108% |
| Aug-21 | 4,082 | 5,166 | 9,248 | 298 | 19% | 68% |
| Sep-21 | 5,123 | 4,542 | 9,665 | 322 | 5% | 61% |
| Oct-21 | 4,922 | 4,827 | 9,749 | 314 | 1% | 64% |
| Nov-21 | 4,273 | 4,265 | 8,538 | 285 | -12% | 88% |

Annual Comparison

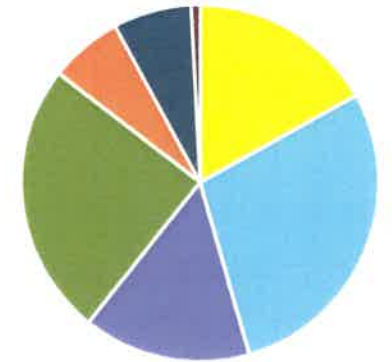
| | 2021 | 2020 | 2019 |
|--------------|---------------|---------------|----------------|
| JAN | 4,534 | 8,024 | 7,707 |
| FEB | 4,982 | 9,642 | 9,424 |
| MAR | 6,738 | 5,082 | 9,836 |
| APR | 6,249 | 785 | 10,639 |
| MAY | 7,067 | 1,535 | 10,268 |
| JUN | 7,084 | 2,961 | 8,371 |
| JUL | 7,762 | 3,730 | 8,672 |
| AUG | 9,248 | 5,502 | 10,352 |
| SEP | 9,665 | 5,996 | 11,657 |
| OCT | 9,749 | 5,938 | 10,888 |
| NOV | 8,538 | 4,538 | 8,812 |
| DEC | | 3,828 | 8,505 |
| TOTAL | 81,616 | 57,561 | 118,373 |
| | -23.5% | 51.9% | -50.0% |

TOTAL CARS PER MONTH

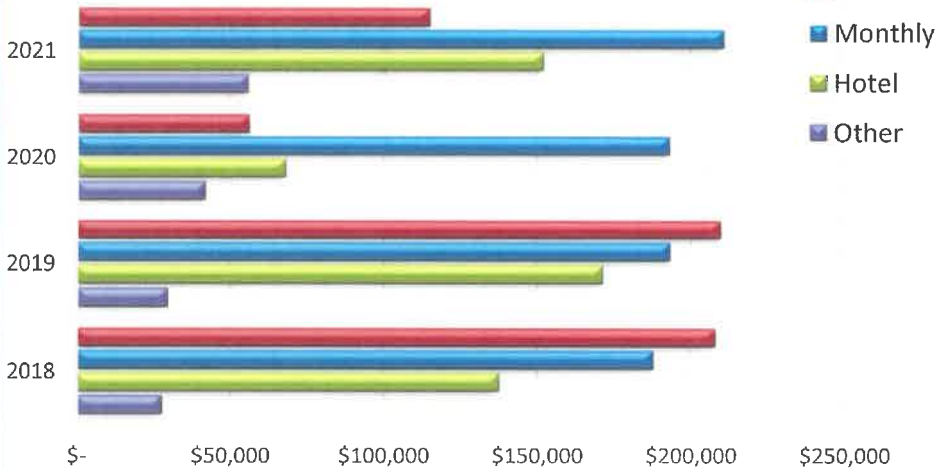


Rate Types Collected

- \$1.00
- \$2.00
- \$3.00
- \$4.00
- \$5.00
- \$6 - \$9
- \$10 - \$15
- >15

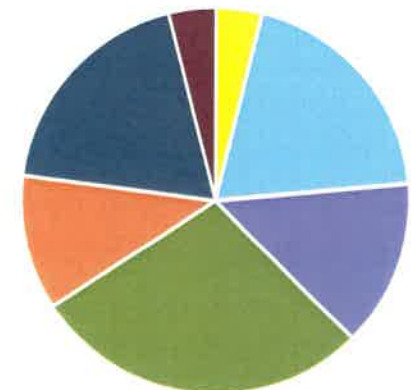


Annual Revenue By Source



\$ Rate Types Collected

- \$1.00
- \$2.00
- \$3.00
- \$4.00
- \$5.00
- \$6 - \$9
- \$10 - \$15
- >15



RESOLUTION #2021-12-01

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE AWARD OF A CONTRACT TO GLADIEUX TRADING AND MARKETING CO LP TO PROVIDE DIESEL AND GASOLINE FUEL FOR 2022 AND AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO SIGN A FEDERAL EXCISE TAX EXEMPTION CERTIFICATE ON BEHALF OF *PARTA*. THIS IS A JOINT PURCHASING VENTURE WITH AKRON METRO RTA, WESTERN RESERVE RTA, AND STARK AREA RTA, ET AL.

WHEREAS, the Invitation to Bid was duly advertised once a week for two (2) weeks in the *Akron Beacon Journal*; and,

WHEREAS, bids were received on December 8, 2021, for the procurement of diesel and gasoline fuel and were provided to *PARTA*, et al.; and,

WHEREAS, Gladieux Trading and Marketing Co LP provided a bid for the procurement of diesel and gasoline fuel beginning January 1, 2022, and they have been found to be the lowest priced supplier at \$2.2969 per gallon for 47 Cetane diesel fuel, \$2.1611 per gallon for gasoline fuel when delivered with diesel, and \$2.2661 per gallon for gasoline fuel delivery only; and,

WHEREAS, the Board authorized the General Manager, or her designee, to enter into a contract with the lowest, most responsive bidder for the purchase of diesel and gasoline fuel in 2022, via Resolution #2020-06-01; and,

WHEREAS, *PARTA* is a Regional Transportation Authority and a subdivision of the State of Ohio and is exempt from federal excise tax; and,

WHEREAS, the General Manager executed the contract for diesel and gasoline fuel with Gladieux Trading and Marketing Co LP to ensure that the delivery of diesel and gasoline fuel will continue into the 2022 year without interruption.

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

1. A contract be awarded to Gladieux Trading and Marketing Co LP for approximately 160,000 gallons of 47 Cetane diesel fuel and 75,000 gallons of 87 unleaded gasoline fuel.
2. The execution of this contract by the General Manager is ratified and adopted by the Board as if approved prior to the execution on December 8, 2021.
3. The General Manager, or her designee, is authorized to sign a federal excise tax exemption certificate on behalf of *PARTA*.

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 December 16, 2021.

Date

Dave Gynn, President
Board of Trustees

Attested

'Kent Skates' glides its way into downtown Kent this weekend

Ravenna Record-Courier
USA TODAY NETWORK

The Kent, Kent State University and surrounding communities can head to downtown Kent to go ice skating, courtesy of Kent Skates presented by AMETEK.

This special attraction has been created through a partnership between the city of Kent, the Kent State Hotel and Conference Center, the Kent Area Chamber of Commerce, Main Street Kent and Kent State.

Kent Skates is a new, outdoor public ice skating rink that will be open through Feb. 28, Wednesday through Sunday from 10 a.m. to 8 p.m.

Use of the rink is free, including free skate rental. This seasonal rink is located on a section of East Erie Street in downtown Kent between Route 59 (Haymaker Parkway) and South Depeyster Street, which is between the Portage Area Regional Transportation Authority (PARTA) parking deck and the Kent State University Hotel and Conference Center. This section of East Erie Street is closed from Oct. 15 until March 15 to allow for setup and takedown of the rink.

"The idea of an ice rink downtown to encourage visitors and business has been around for a number of years," said Doug Pearson, Ph.D., associate vice president for facilities planning and operations at Kent State. "Then, unfortunately the pandemic came, so we had to put it off for a year. So this year we got everybody's interest up, solicited a couple more partners and made it a reality."

"AMETEK has been part of the Kent community for over 100 years," shared Matthew French, senior vice president and general manager of AMETEK. "Kent is not only where we work, it's where many of us live, socialize and raise our families. A vibrant, diverse and growing community is vital for us all, and we are so excited about this inaugural season for Kent Skates, a place where the community will come together. We hope to see it grow into a tradition for many Northeast Ohio families to enjoy for years to come."

An event like this helps build up the community and serves the purpose of reaching multiple groups from the Kent community, including students and local families.



Construction is complete on an outdoor ice skating rink on East Erie Street, between the Kent State University Hotel and Conference Center and Kent Central Gateway. Kent Skates plans to open Nov. 20. LISA SCALFARO

"We're always looking as a community to have downtown events we can come in to support and help develop," said Lawrence Carter, asset manager at the Kent State University Hotel and Conference Center. "The ice rink is a perfect draw to bring people downtown – both from the university and from the community – to interact and build positive memories, which hopefully make Kent the place to be for work, play or stay."

The rink will add to the options that downtown has to offer, and the participating entities hope it will connect students to community members in a fun, inclusive environment.

"From the city standpoint on behalf of the mayor and city council, they are just very excited to give the residents an opportunity to be downtown and give them something else to do, but then also have the interaction with the university and the students there," said Melanie Baker, service director for the city of Kent.

"It will be an added destination and another reason to come downtown for our Kent State and Kent community, as well as for visitors to Kent," said Michelle Hartman, interim executive director of the Kent Area Chamber of Commerce. "We already have a lot of great reasons to come to Kent, but now the fact that we have an outdoor ice rink as part of our downtown mix for all ages to enjoy this winter makes it even more exciting, and the excitement is filtering out quickly."

The location will feature food and beverages at a snack bar, the Zamboni Café, and visits from food trucks. Plus, the restaurants and shops of downtown Kent are just steps away.

"The downtown restaurants and businesses will benefit from people traveling in for the rink and experiencing all that Kent has to offer," Carter said.

Also, skating expertise is not required for attendees to benefit from this event, which means just about anyone

can take part and find something for them.

"Even if you're not a skater, it's still going to be fun to be down here walking around with your friends and family to hang out," Carter said.

"We want students to attend not only individually but as groups as well," said Dana Lawless-Andric, Ph.D., associate vice president for university outreach and engagement at Kent State. "What they can expect is an extension of what they feel on campus, that this is their home and that Flashes take care of Flashes, which is felt in the entire city of Kent."

A celebration of the rink's opening will be held on Dec. 2 at 5:30 p.m. There will be free giveaways for those in attendance.

To learn more about Kent Skates, all the activities happening this holiday season or to schedule your private group activity, visit www.kent.edu/kent-skates for more details.

NEWS 5 CLEVELAND

Kent small businesses frustrated new ice rink negatively affects their business

By: Nadeen Abusada Posted at 5:35 PM, Dec 01, 2021 and last updated 6:43 PM, Dec 01, 2021

KENT, Ohio — As many are excited about the ice-skating rink in downtown Kent, some small businesses aren't happy about it.

At Waves Salon + Co on the inside, they're working hard cutting and styling hair while on the outside people are gliding on an ice skating rink that was put a few months ago

"We showed up one day in October and our entire street was closed down," owner of Waves Salon + Co Chelsea Szalay said.

People can easily walk up and skate on the rink but it sits in the place of parking spots and handicap accessibility that businesses would use in the area.

"We are being hit hard, though. Wintertime is our busiest season and we have already seen clients who are extremely mad about parking," said Szalay.

Some have even gone as far as canceling their appointments which ultimately hurts their business that is already stretched thin because of the pandemic.

"With the holiday season coming up and ladies wanting to get their hair done, we thought alright, this is our chance to kind of gain our feet. Then this happens and it's like another hit all over again," said Szalay.

Since the rink has been put up Chelsea says they lost nearly 30 clients per month. Each costing about \$100-\$200 totaling in a \$3,000 to \$6,000 dollar loss in profit per month.

News 5 reached out to Parta, the owner of the building and leader in discussion between the city and Kent State surrounding their complaints. They told News 5 they've made efforts to fix the problem.

"We're giving them basically free parking in the deck for their employees. We'll have a voucher system in place for their clients so they can validate their parking," said Claudia Amrhein General Manager and CEO of Parta area, Regional Transportation Authority.

They have also included, a free marketing deal to make up for lost business stating this was never their goal.

"There is no intent to do any harm or disservice to anyone. This was fully intended to be a community partnership that the university could bring a fun event to downtown, said Amrhein.

But Szalay says the marketing won't help them and the vouchers are 50 dollars a month which wouldn't even cover 10% of their clients' parking.

"So if we were like a storefront or somewhere where people off the street could come in and buy something or you know, get some food or anything that would be great. But with us, especially during the holiday season, we are an appointment-based only salon. So we booked through the holidays through the new year," said Szalay.

Parta says they plan to continue to work with them and the other frustrated businesses to see what they can do to fix the problem. News 5 reached out to the city and they did not get back to us

FOX 8 NEWS

Outdoor ice rink officially opens in downtown Kent, nearby businesses raise concerns

[NEWS](#)

by: [Dave Nethers](#)

Posted: Dec 2, 2021 / 06:31 PM EST / Updated: Dec 2, 2021 / 06:31 PM EST

KENT, Ohio (WJW) – [Kent's](#) newest seasonal outdoor attraction was officially opened on Thursday with a ceremony and a celebration, two years after it was first planned but delayed because of [COVID-19](#).

The 81 foot by 41 foot outdoor ice rink provides a free activity for families. City Service Director Melanie Baker says it is intended to bring people out of their homes and visit downtown Kent.

“We just felt that this was something that would be able to provide an outdoor venue coming off of COVID, giving people an outside recreational activity to do that would be able to be fun for all ages, young to old. You know, get some business down here for our restaurants our businesses,” said Baker.

The rink is a project involving a number of partners and sponsors, including the City of Kent, Kent State University and the Kent Chamber of Commerce.

Adjacent to the university and just outside of its hotel and conference center on Erie Street, the rink closes down the street, consuming most all of the curbside parking there.

While the intention of the rink is to encourage skaters to visit downtown businesses, two businesses say it has done just the opposite.

The rink is just outside the windows of the Wave Salon where its owner says customers have cancelled appointments and, since construction began in October, have stayed away thinking their business is closed.

“Just in the past month, that all this is going on. We have seen like five to six cancellations per girl and that equals out to about 30 clients in a month which is ridiculous,” said Chelsea Szalay.

Szalay tells FOX 8, at \$100 to \$200 a ticket, they are losing thousands.

Although the rink has been in the planning for more than two years, Szalay says she was surprised when the road was closed and construction began because she was never made aware of it.

Diane Hanning, who has a spray tan business next door, echoes the concerns.

“It’s affected us deeply in the fact that our customers, especially with COVID, they think we are closed,” Hanning said.

The building which houses their two businesses is owned by the Portage Area Regional Transportation Authority, which has a parking garage on the same property.

“This is meant to be a very positive thing. There is no ill will from anyone on this. We are trying to continue with open communication and make it the best we can,” said PARTA General Manager Claudia Amrhein.

Amrhein says she talked with the business owners on Tuesday and is trying to help find a resolution.

“We are working with the business owners to provide free parking for their employees. We are going to set up a voucher system for their clients. We started at a \$50 level and we will assess that as we move along as to whether that’s adequate,” said Amrhein.

Just before the Thanksgiving holiday, Kent State University offered a marketing plan to the businesses to also help.

The businesses there want people to know that they are open.

PARTA’s General Manager said she does sympathize with their concerns, and those involved in the planning of the rink notified the owners in a letter on Thursday of their intention to address their concerns and continue a dialogue with them.

“Of course, everyone likes to know what’s going on outside of their front door and there was some miscommunication I believe that we are trying to address right now in the best way we can,” said Amrhein