



Board & Committee Meeting/Report Packet

Thursday, January 22, 2026

Beginning at 6:30 p.m.

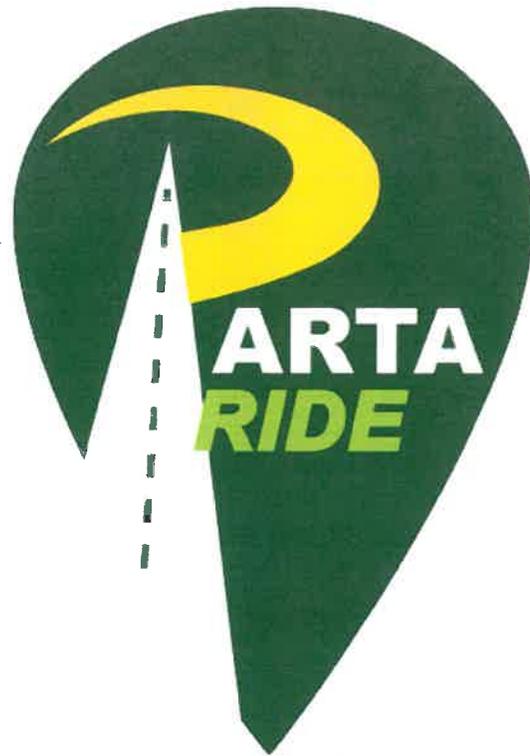
PARTA Administrative Offices, 2000 Summit Road, Kent, OH 44240



Table of Contents

January 22, 2026 – Board & Committee/Report Packet

PARTA Board of Trustees	1-18
Board Agenda	2
Board Minutes 11/13/2025	4
TFS TDP Executive Summary	10
General Manager’s Report	19-25
GM’s Report	20
Service Reports: <i>Ridership Reports & Key Performance Indicators</i>	22
Committee Meetings/Reports	26-14
Administration	27-28
Administration Agenda	28
Finance	29-38
Finance Agenda	30
Finance Reports	31
Resolutions & Additional Materials	39-55
Resolution #2026-01-01 (Personnel Policy Revisions)	40
<i>(copies of the three personnel policy manuals with revisions will be available for review at the board meeting)</i>	
Summary of Revisions - Personnel Policy Manual for Exempt Employees	41
Summary of Revisions - Personnel Policy Manual for Nonexempt Employees	43
Summary of Revisions - Personnel Policy Manual for Students	47
Resolution #2026-01-02 (Pay Structure Revisions)	48
Pay Structures & Job Categories for Exempt Employees	49
Resolution #2026-01-03 (Fuel Bid - Gasoline)	51
Resolution #2026-01-04 (Fuel Bid - Diesel)	52
Resolution #2026-01-05 (GILLIG Buses)	53
GILLIG not to exceed letter	54
Virtual Meeting Guidelines	55



PARTA
**Board of
Trustees**

Agenda

1. Call to Order
2. Roll Call Oral
3. Meeting Minutes – Motion Required
Minutes from November 13, 2025, Meeting Pages 4
4. Guest Communications (2-minute limit) Oral
5. General Manager's Report Pages 20
Service Reports Pages 22
6. Committee Meetings/Reports
 - Administration Committee Meeting Pages 27
 - Finance Committee Meeting Pages 29
 - Operations Committee No meeting/report
 - Personnel Committee No meeting/report
7. Old Business
8. New Business
9. Resolutions - Roll Call Approval Required
 - #2026-01-01 (Page 40)**
A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AMENDING THE PERSONNEL POLICY MANUALS TO INCORPORATE VARIOUS POLICY CHANGES MADE OVER THE YEARS AND TO UPDATE THE LANGUAGE TO REFLECT CURRENT OPERATIONS AND EMPLOYMENT TRENDS.
Personnel Policy Manual for Exempt Employees w/ revisions (Pages 41)
Personnel Policy Manual for Nonexempt Employees w/ revisions (Pages 43)
Personnel Policy Manual for Student Employees w/ revisions (Pages 47)
 - #2026-01-02 (Page 48)**
A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AMENDING PAY STRUCTURE FOR EXEMPT EMPLOYEES TO UPDATE JOB CATEGORIES BASED ON *PARTA*'s EMPLOYMENT NEEDS.
Positions and Pay Grade for Exempt Employees w/ revisions (Pages 49)

#2026-01-03 (Page 51)

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE AWARD OF A CONTRACT TO SUNOCO, LLC TO PROVIDE GASOLINE FUEL FOR 2026 AND AUTHORIZING THE GENERAL MANAGER, OR THEIR DESIGNEE, TO SIGN A FEDERAL EXCISE TAX EXEMPTION CERTIFICATE ON BEHALF OF PARTA. THIS IS A JOINT PURCHASING VENTURE WITH AKRON METRO RTA, GEAUGA TRANSIT, LAKETRAN, WESTERN RESERVE RTA, TOLEDO AREA RTA, AND, ET AL.

#2026-01-04 (Page 52)

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE AWARD OF A CONTRACT TO GRESHAM PETROLEUM COMPANY TO PROVIDE DIESEL FUEL FOR 2026 AND AUTHORIZING THE GENERAL MANAGER, OR THEIR DESIGNEE, TO SIGN A FEDERAL EXCISE TAX EXEMPTION CERTIFICATE ON BEHALF OF PARTA. THIS IS A JOINT PURCHASING VENTURE WITH AKRON METRO RTA, GEAUGA TRANSIT, LAKETRAN, WESTERN RESERVE RTA, TOLEDO AREA RTA, ET AL.

#2026-01-05 (Page 53)

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR THEIR DESIGNEE, TO PURCHASE UP TO THREE (3) COMPRESSED NATURAL GAS (CNG) URBAN TRANSIT BUSES, OPTIONAL EQUIPMENT, AND SPARE PARTS FROM GILLIG.

GILLIG not to exceed letter (Pages 54)

10. Executive Session (as needed)

11. Adjournment

Next Regular Board Meeting:
February 26, 2026 @ 6:30 p.m.

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY
BOARD OF TRUSTEES MEETING
MINUTES
November 13, 2025, 2025

Board Members Present:

Victor Baerman	Karen Beck	Debbie Davison
Virginia Harris	Mike Lewis	R. T. Mansfield
Janice Simmons-Mortimer <i>(arrived at 7:10 p.m.)</i>		Frank Vitale
Stacey Wilson	Karen Wise	Marvin Woods

Board Members Not Present:

Julee Cariglio (2 nd excused absence)	Becky Lehman (2 nd excused absence)
Jack Murphy (1 st excused absence)	

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

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

Guests Present:

Sarah Goolsby

CALL TO ORDER

Mr. Marvin Woods called the PARTA Board of Trustees, November 13, 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 October 23, 2025, board meeting. **Ms. Debbie Davison** made a motion to approve the minutes as presented, which was seconded by **Mr. Victor Baerman**. 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 tonight and for adjusting their schedules so we could meet earlier this month, it is really appreciated and the reward is no meeting in December.

Ms. Amrhein introduced Ms. Sarah Goolsby saying she is with our consulting firm Benesch, and she will be presenting an overview of the TFS and TDP tonight.

Ms. Amrhein said if there were no questions we could move onto committees.

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

COMMITTEE MEETINGS/REPORTS

Administration Committee

Mr. Woods said the Administration Committee did not meet so there is no report and moved on to the Finance Committee.

Finance Committee Report

Mr. Woods said the Finance Committee met on Wednesday, November 12, 2025, and asked for the Finance Committee report.

Mr. Mike Lewis, chair of the Finance Committee, said the committee met on November 12 for their annual budget meeting. The committee was very comfortable with the budgets, and the summary format of the budgets were sent out in the packet [Board & Committee Meeting/Report Packet], and the Finance Committee did vote to move those budgets forward to the Board for approval.

Mr. Lewis said if there were any questions about the packet of information that was distributed at tonight's meeting they could be directed to Ms. Rebecca Schrader or himself, and the committee did vote to move six resolutions on to the Board for consideration.

Mr. Lewis asked if there were any questions, hearing none Mr. Woods moved on to the Operations Committee.

Operations Committee Meeting

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

The Operation Committee was called to order at 6:36 p.m. and adjourned at 6:38 p.m.

The Operations Committee reviewed and recommended Resolution 2025-11-06 found on page 26 of the November Board & Committee Meeting/Report packet to the board for consideration.

Personnel Committee Report

Mr. Woods said the Personnel Committee met on October 30, 2025, and asked for the Personnel Committee report.

Ms. Karen Beck, chair of the Personnel Committee, reported that as requested by the board the Personnel Committee did meet at the end of last month to complete the general manager's 2025 annual review and compensation package.

Mr. Woods thanked Ms. Beck and the committee for their work and then moved onto Old Business.

OLD BUSINESS

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

NEW BUSINESS

Mr. Woods introduced Ms. Goolsby from Benesch, who presented their findings from the transit feasibility study (TFS) and transit development plan (TDP). See the attached TFS & TDP Executive Summary.

Mr. Woods thanked Ms. Goolsby for her presentation and moved on to Resolutions.

RESOLUTIONS

Mr. Woods introduced Resolution #2025-11-01.

#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.

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

Motion: Ms. Stacey Wilson

Second: Ms. Virginia Harris

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	X	_____	R. T. Mansfield	X	_____
Karen Beck	X	_____	Jack Murphy	ABSENT	_____
Julee Cariglio	ABSENT	_____	Janice Simmons-Mortimer	ABSENT	_____
Debbie Davison	X	_____	Frank Vitale	X	_____
Virginia Harris	X	_____	Stacey Wilson	X	_____
Becky Lehman	ABSENT	_____	Karen Wise	X	_____
Mike Lewis	X	_____	Marvin Woods	X	_____

Mr. Woods said the resolution was approved unanimously.

Mr. Woods introduced Resolution #2025-11-02.

#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).

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

Motion: Ms. Karen Beck

Second: Ms. Debbie Davison

Mr. Woods said, hearing no question, he asked for a roll call.

Roll Call:	Yes	No		Yes	No
Victor Baerman	X	_____	R. T. Mansfield	X	_____
Karen Beck	X	_____	Jack Murphy	ABSENT	_____
Julee Cariglio	ABSENT	_____	Janice Simmons-Mortimer	ABSENT	_____
Debbie Davison	X	_____	Frank Vitale	X	_____
Virginia Harris	X	_____	Stacey Wilson	X	_____
Becky Lehman	ABSENT	_____	Karen Wise	X	_____
Mike Lewis	X	_____	Marvin Woods	X	_____

Mr. Woods said the resolution was approved unanimously.

Motion: Mr. Victor Baerman

Second: Mr. Mike Lewis

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>ABSENT</u>	<u> </u>
Julee Cariglio	<u>ABSENT</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>ABSENT</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 #2025-11-06.

#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).

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

Motion: Ms. Stacey Wilson

Second: Ms. Karen Beck

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>ABSENT</u>	<u> </u>
Julee Cariglio	<u>ABSENT</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>ABSENT</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 said the Personnel Committee has requested an Executive Session.

EXECUTIVE SESSION

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.

Motion: Mr. Mike Lewis

Second: Mr. Frank Vitale

Mr. Woods 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>ABSENT</u>	<u> </u>
Julee Cariglio	<u>ABSENT</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>ABSENT</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 board entered into Executive Session at 7:15 p.m.

Mr. Woods said the board returned from Executive Session at 7:26 p.m.

Ms. Beck as the chair of the Personnel Committee asked for a motion to approve a 1% bonus for Ms. Amrhein for 2025 to be paid in November 2025, and a \$12,000 bonus representative of \$1,000 for every year of Ms. Amrhein’s employment as General Manager to be paid in January 2026.

Motion: Ms. Stacey Wilson

Second: Mr. Frank Vitale

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>ABSENT</u>	<u> </u>
Julee Cariglio	<u>ABSENT</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>ABSENT</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 motion was approved unanimously.

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, January 22, 2026, at 6:30 p.m.

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

Respectfully submitted,

Sony Richardson-Gilroy
Executive Assistant

Transit Feasibility Study & Transit Development Plan

Executive Summary

November 2025





TABLE OF CONTENTS

1 INTRODUCTION 1

2 SYSTEM PROFILE 2

3 PUBLIC OUTREACH 3

4 NEEDS DEVELOPMENT 4

5 FUTURE IMPROVEMENTS 5

6 MOBILITY ON DEMAND 6

7 FINANCIAL PLAN 7



1 INTRODUCTION

The Portage Area Regional Transportation Authority (PARTA) Transportation Feasibility Study (TFS) and Transit Development Plan (TDP) incorporated innovative planning techniques and evaluated a range of transit modes and emerging transportation technologies. Transit service functions most effectively when it responds to the unique regulatory, geographic, environmental, land use, developmental, political, and socio-economic conditions of its service area. The TFS gave context to PARTA’s operating environment, the performance of its services and the mobility needs and desires of the community. The TDP developed, prioritized, and phased alternative improvements into a logical set of recommendations and 10-year implementation plan.

1.1 Elements of the Report

- **Study Area:** A review socioeconomic conditions of Portage County to assess transit needs.
- **Existing Services and Infrastructure:** Examines efficiency and effectiveness of current transit services.
- **Plans Review:** Relevant local plans and studies that may influence PARTA’s services were collected and reviewed.
- **Public and Stakeholder Outreach:** Implements a robust public outreach program to gather input from customers, stakeholders, and the public.
- **Latent Demand & Gap Analysis:** Identifies any existing geographic/temporal gaps between transit needs and services.
- **Transit Needs Identification:** Transit needs within Portage County were identified by synthesizing findings from demographic and land use evaluations, fixed route and demand response service reviews, latent demand analyses, and results of the public outreach effort.
- **Demand Forecasting:** Ridership projection scenarios for the years 2030 and 2035 for the PARTA route network.
- **Recommendations:** Transit alternatives including current service optimization, proposed new services, and new technology integration.
- **Implementation & Financial Plan:** Prioritized alternative solutions over 10-year timeframe and costs of improvements.



**Transit Needs
Identification**



**Demand Forecasting/
Recommendations**



**Implementation
& Financial Plan**



**Document
& Financial Plan**

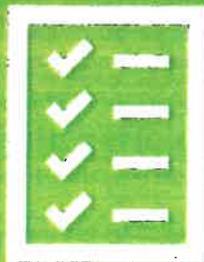


3 PUBLIC OUTREACH

Public involvement provides valuable guidance and direction for identifying transit needs in the community and public perceptions on and expectations for local and regional transit services. To engage a full range of community stakeholders and facilitate active participation during the PARTA TFS & TDP process, direct and indirect outreach techniques were used. Efforts employed outreach techniques such as stakeholder interviews, community workshops, and survey efforts to obtain input and raise awareness about transit services and to assess public perception of transit services in the community.



Rider Survey | 188 responses



Public Online Surveys | 185 responses



Public Meetings | 100 participants



Community Workshops | 75 participants



40
Transit Staff
Interviews

Discussion
Group
Workshop | 17
participants

9
Stakeholder
Interviews



4 NEEDS DEVELOPMENT

When developing transit needs, an unconstrained outlook on the community's transit service and capital requirements was used. The following were also considered:

- **Community Outreach** - Findings from public outreach efforts and input from stakeholders were reviewed to gauge public interest.
- **Demand Assessment** - Includes the use of various geospatial analyses, software tools, and methodologies to assess demographic data and travel patterns conducive to transit. These technical analyses were used to identify areas with transit-supportive characteristics when developing the list of transit alternatives.
- **Existing Services Review** - The existing transit services were reviewed to understand the influence of how transit may function.
- **Transit Gap Analysis** - The transit gap analysis included the use of various geospatial analyses. These technical analyses, together with the baseline conditions and existing services assessments previously conducted, were used to identify areas with transit-supportive characteristics but lacking adequate transit service.



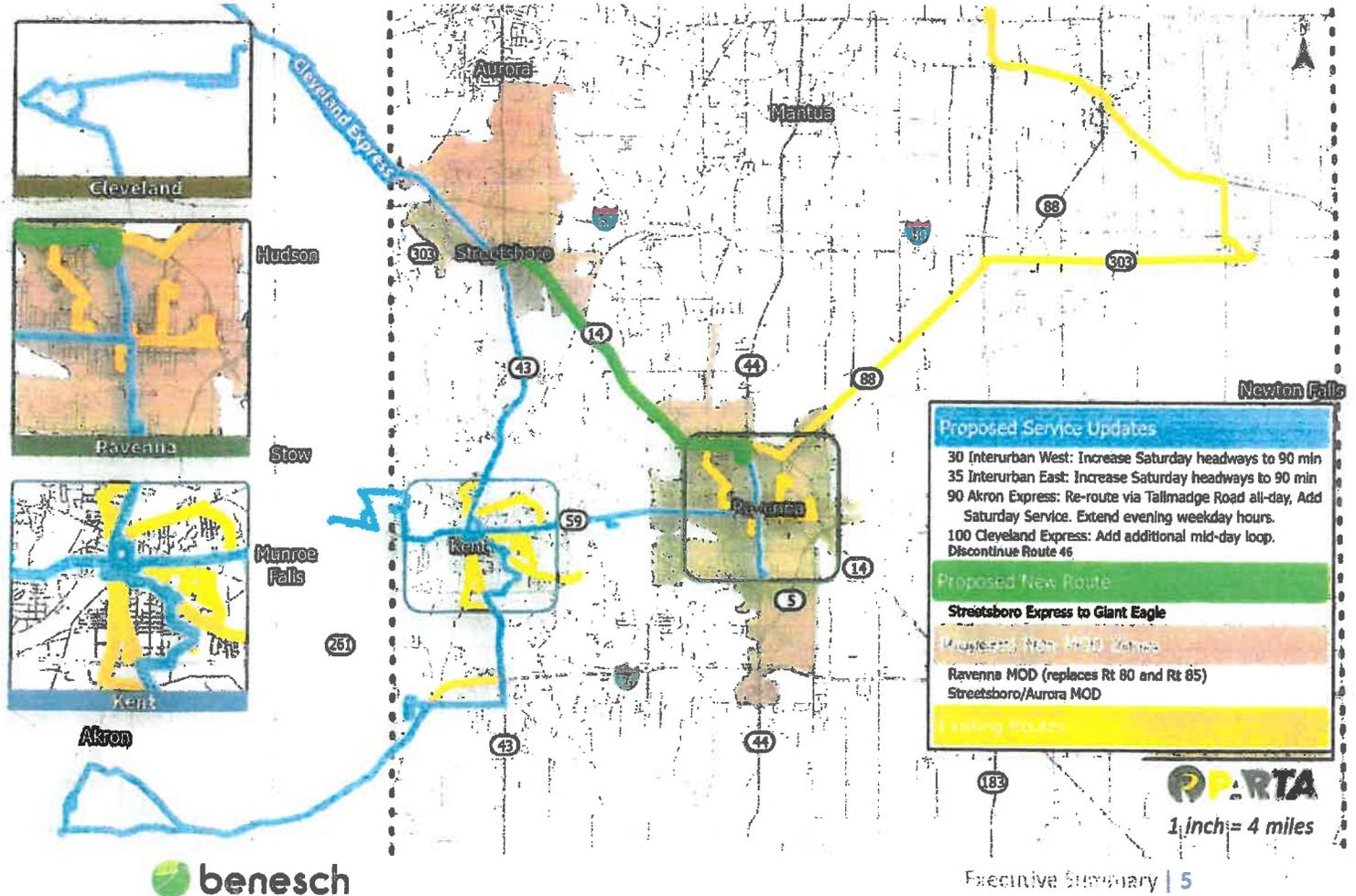


5 FUTURE IMPROVEMENTS

A phased approach was developed for transit services in Portage County to expand its transit options in a practical way. The prioritization framework includes three different phases of implementation. The higher priority alternatives are presented as near-term recommendations (1-2 years), while the lower priority alternatives are presented in the longer-term as they are better suited for a timeframe later in the 10-year horizon. It should be noted that the recommendations may be accelerated, delayed, or removed from the implementation plan depending on shifting priorities and funding availability.

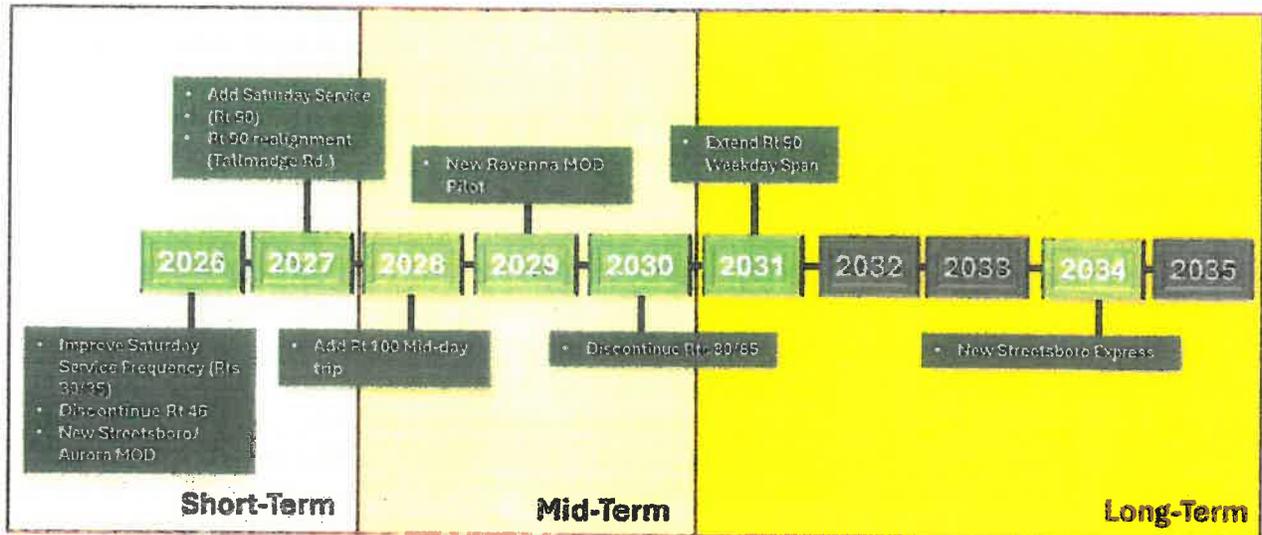
- **Short-Term Recommendations (1-2 Years)** include enhancements for existing transit services, a new MOD pilot service, and any necessary capital/infrastructure improvements and other recommended items that are higher priority, easier to implement, and/or lower-cost in nature.
- **Mid-Term Recommendations (3-5 Years)** are not as much of a high priority or need and/or may require some level of additional planning and time to implement.
- **Long-Term Recommendations (6-10 Years)** may necessitate coordination with other entities, improvements to transit infrastructure, and/or identifying other funding opportunities and may take a greater period of time to implement.

PROPOSED SERVICE ALTERNATIVES





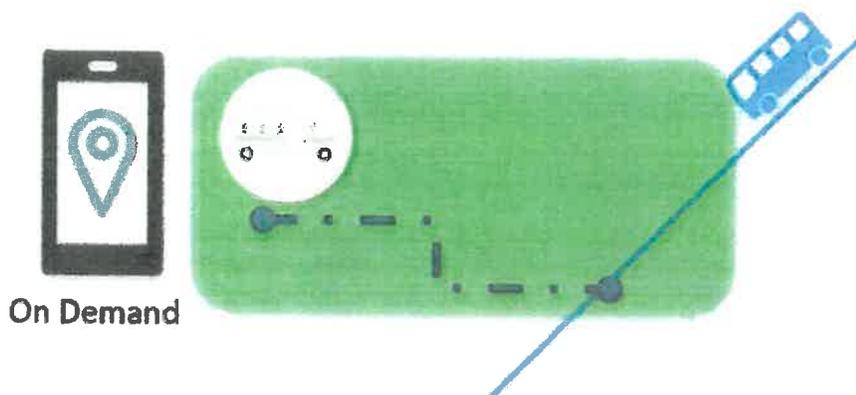
10-YEAR IMPLEMENTATION PLAN



6 MOBILITY ON DEMAND

Optimizing existing routes allows PARTA to focus resources where demand is highest, while shifting underperforming services to more flexible, cost-effective options like Mobility on Demand Zones (MOD). MOD can be an effective alternative to fixed routes for less densely populated areas that have low ridership. The following describes MOD and its function:

- Flexible, on-demand transportation using smaller vehicles
- Convenience of Uber or Lyft, with the affordability of public transit
- Riders can request trips in real-time
- No pre-scheduling necessary
- Effective for areas with lower density or times with less transit demand
- Provides transit access to larger area than fixed route can
- Zone-based geography for improved efficiency

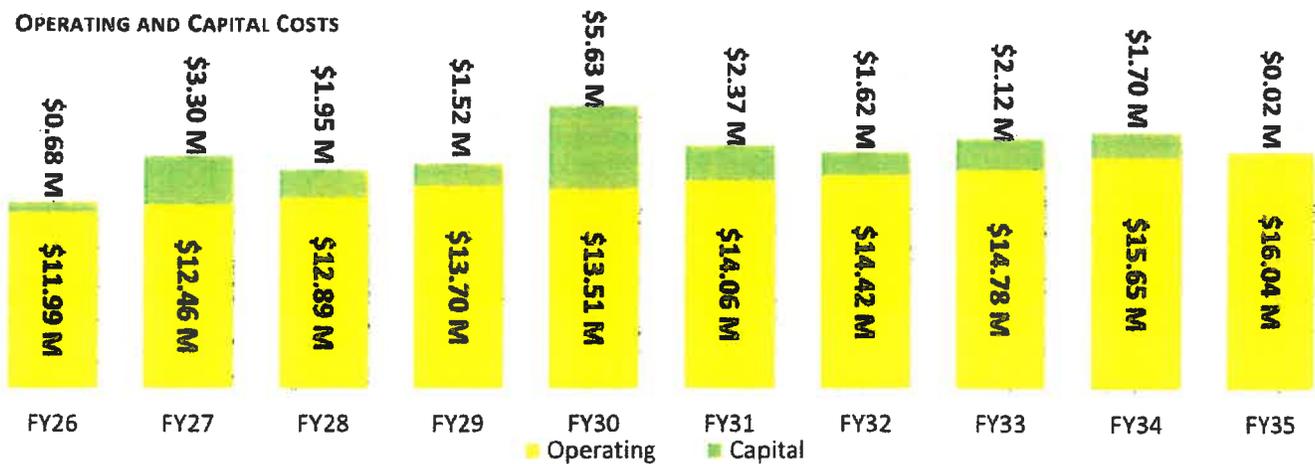




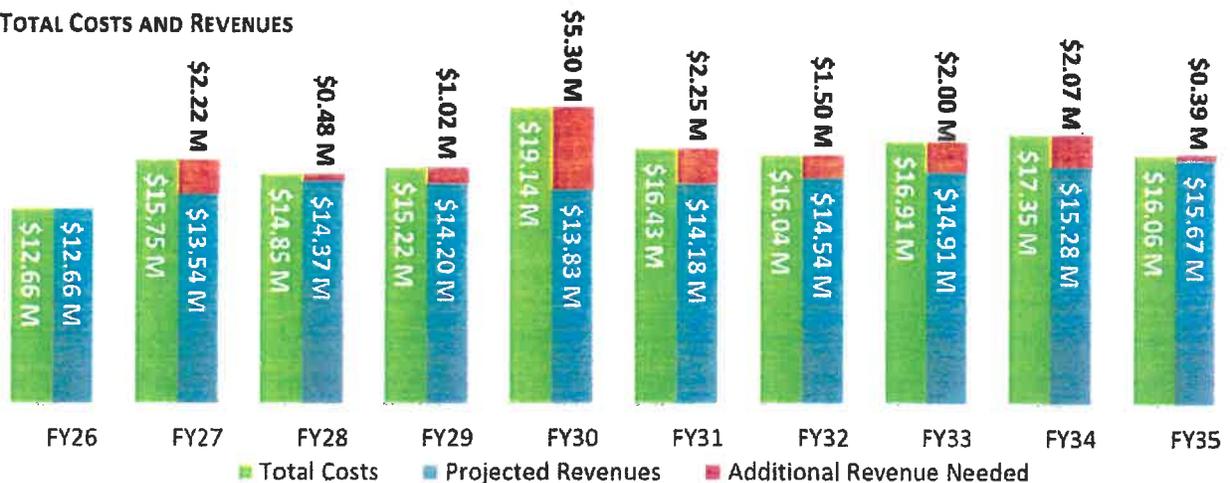
7 FINANCIAL PLAN

With the proposed implementation of improvements, the following capital and operating finance plans were prepared. The capital plan includes costs for new and replacement vehicles, new bus stop infrastructure, marketing, and technology upgrades. Due to the nature of capital investments, expenditures vary from year to year. Over the 10-year period, PARTA is projected to expend over \$20.9 million on capital items. The operating plan includes expenditure for daily operations of the system. Expenditures for operations increase due to inflation and the addition of new services over time. Over the 10-year period, PARTA is projected to spend approximately \$139.5 million on operating expenses. It is important to note that a finance plan is not a budget. The operating costs would continue to be funded mainly with a mix of local, state, and federal sources and fare revenues generated by existing and new transit services. An estimated \$17.2 million was identified in to-be-determined funding needed to help support the implementation of projects over the 10-year period. This funding may stem from federal/state/local grant funds, contracts, or other miscellaneous sources.

OPERATING AND CAPITAL COSTS



TOTAL COSTS AND REVENUES





General Manager's Report

January 2026



Claudia
General Manager's Report
Claudia B. Amrhein

Committee Meetings and Resolutions. Happy New Year and thank you for your willingness to serve on the *PARTA* Board of Trustees again this year. The January meeting agenda includes five (5) resolutions for board consideration.

The board of trustees meeting will begin at 6:30 p.m. on Thursday, January 22. The board meeting agenda may be viewed on page 2 of the Board & Committee Meeting/Report Packet.

During the meeting, the administration and finance committees will meet.

- **The administration committee** agenda (page 28) includes making minor adjustments to the personnel policy manuals via Resolutions #2026-01-01 and to the exempt pay structure via Resolution #2026-01-02.
- **The finance committee** agenda (page 30) includes reviewing November finance reports, ratifying the diesel fuel and gasoline contracts for 2026 via Resolution #2026-01-03 and -04, and authorizing ordering three (3) transit buses via Resolution #2026-01-05.

#2026-01-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AMENDING THE PERSONNEL POLICY MANUALS TO INCORPORATE VARIOUS POLICY CHANGES MADE OVER THE YEARS AND TO UPDATE THE LANGUAGE TO REFLECT CURRENT OPERATIONS AND EMPLOYMENT TRENDS.

#2026-01-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AMENDING PAY STRUCTURE FOR EXEMPT EMPLOYEES TO UPDATE JOB CATEGORIES BASED ON *PARTA*'s EMPLOYMENT NEEDS.

Updating Personnel Policy Manuals and Pay Structures. Resolutions #2026-01-01 and -02 request minor modifications to the exempt, nonexempt, and student personnel policy manuals and the exempt pay structure. The policy manual revisions update titles and administrative practices and shortens the waiting period for new hires to use their accrued vacation time from one (1) year to six (6) months. For the pay structure, we are adding a position title to accommodate a department restructuring. Both changes support succession planning and transit development plan objectives for organizational resilience and stability. The revisions do not alter the approved budget or established pay ranges.

#2025-01-03: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE AWARD OF A CONTRACT TO SUNOCO, LLC TO PROVIDE GASOLINE FUEL FOR 2026 AND AUTHORIZING THE GENERAL MANAGER, OR THEIR DESIGNEE, TO SIGN A FEDERAL EXCISE TAX EXEMPTION CERTIFICATE ON BEHALF OF *PARTA*. THIS IS A JOINT PURCHASING VENTURE WITH AKRON METRO RTA, GEAUGA TRANSIT, LAKETRAN, WESTERN RESERVE RTA, TOLEDO AREA RTA, AND, ET AL.

#2025-01-04: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE AWARD OF A CONTRACT TO GRESHAM PETROLEUM COMPANY TO PROVIDE DIESEL FUEL FOR 2026 AND AUTHORIZING THE GENERAL MANAGER, OR THEIR DESIGNEE, TO SIGN A FEDERAL EXCISE TAX EXEMPTION CERTIFICATE ON BEHALF OF *PARTA*. THIS IS A JOINT PURCHASING VENTURE WITH AKRON METRO RTA, GEAUGA TRANSIT, LAKETRAN, WESTERN RESERVE RTA, TOLEDO AREA RTA, ET AL.

Annual Fuel Contract Ratification. Resolutions #2026-01-03 and -04 ratify the award of two (2) separate contracts for procuring vehicle fuel in 2026.

The annual joint fuel procurement resulted in excellent pricing for gasoline and diesel fuel again in 2026. Sunoco, LLC will deliver gasoline for a cost of \$1.9749 per gallon and Gresham Petroleum will deliver 47 Cetane diesel fuel for a cost of \$2.2647 per gallon. Diesel fuel will cost 2.8% less and gasoline fuel will cost 9.44% less than 2025.

Like previous years, the contracts must be awarded on the advertised bid opening day following tabulation. The pricing is based on delivery of approximately 100,000 gallons of 87 unleaded gasoline fuel and 85,000 gallons of 47 Cetane diesel fuel. Resolution #2026-01-03 will ratify the contract executed on December 10 with Sunoco for gasoline, and Resolution #2026-01-04 will ratify the contract executed with Gresham Petroleum for diesel fuel.

#2026-01-05 A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR THEIR DESIGNEE, TO PURCHASE UP TO THREE (3) CLEAN DIESEL URBAN TRANSIT BUSES, OPTIONAL EQUIPMENT, AND SPARE PARTS FROM GILLIG.

Ordering Urban Transit Buses for Delivery in 2027. Resolution #2026-01-05 authorizes the fourth order of 35-foot urban transit buses from the GILLIG contract. This order will secure the purchase of three (3) clean diesel-powered urban transit buses for delivery in 2027 to replace buses that have exhausted their useful life.

GILLIG provided a not-to-exceed cost of \$695,922.00 per bus as noted in the January 15 letter enclosed in this packet. The purchase is supported by \$1,600,000 Congestion Mitigation and Air Quality (CMAQ) competitive funding. Resolution #2026-01-05 requests authority to establish a purchase agreement with GILLIG for not to exceed \$2,192,154.00, which includes 5% for unknown contingent expenses.

2030 CMAQ Funding Award. I am pleased to report that AMATS awarded PARTA \$2,310,931 in federal CMAQ funding in 2030 to purchase four (4) clean diesel-powered buses to replace buses that have exceeded their useful life.

Virtual Meeting Guidelines. We've drafted summary guidelines for conducting virtual meetings and enabling board members to attend an in-person meeting virtually. The board amended the bylaws in September 2025 to add provisions to allow virtual meetings and attendance under certain conditions. Please review the guidelines on page 56 and come with any questions or comments you may have.

Service Reports. Ridership and Other Key Performance Indicators. Please see the enclosed reports that summarize key performance indicators for fixed route ridership, ADA trips and on-time compliance, and preventative maintenance and road calls, beginning at page 22.

Ridership. On-Time Compliance. ADA Complementary Paratransit Service. ADA on-time compliance for the 2025 calendar year averaged 97.60%. Of 10,027 trips, 239 trips were performed late. *Vehicle Preventative Maintenance (PM).* On-time compliance with established PM inspection schedules averaged 99% in 2025.

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.

Figure 1. Total Ridership for all PARTA Services

Total ridership for demand response, SATS, county fixed routes, express routes, and KSU fixed routes.

Total PARTA Ridership			
Month	2025	2024	% Change from 2024
January	85628	140280	-39%
February	110401	193118	-43%
March	93687	150905	-38%
April	113339	129175	-12%
May	46140	43996	5%
June	29692	23434	27%
July	28572	24106	19%
August	77087	77269	0%
September	115168	123586	-7%
October	121240	123182	-2%
November	87988	85339	-8%
December	52649	53379	-1%
Total	961591	1167769	-18%

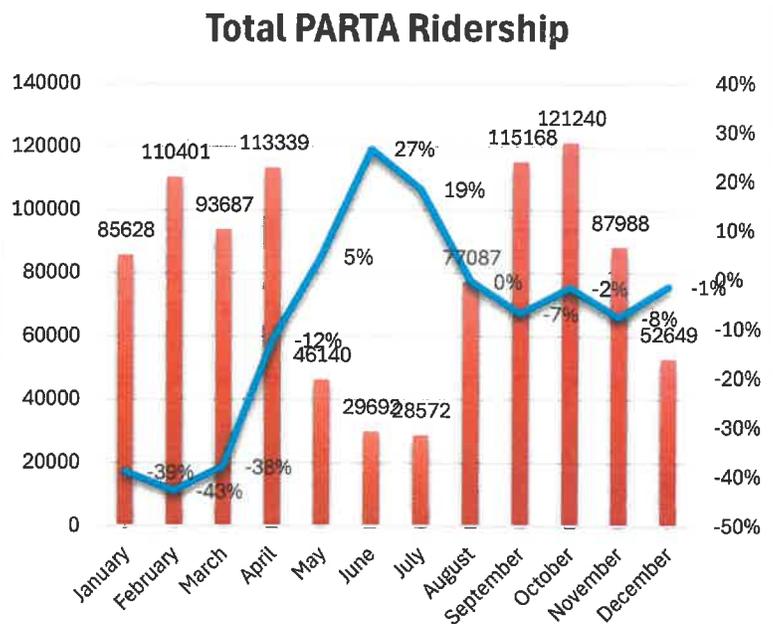


Figure 2. Total PARTA Ridership Year-to-Year

Total Ridership Comparison in 2023, 2024, and 2025

Year	Month												Totals
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
2023	61468	85027	73713	76598	39369	30135	23861	75372	118561	115548	100196	105632	905480
2024	140280	193118	150905	129175	43996	23434	24106	77269	123586	123182	95339	53379	1177769
2025	85628	110401	93687	113339	46140	29692	28572	77087	115168	121240	87988	52649	961591

Total PARTA Ridership Comparison

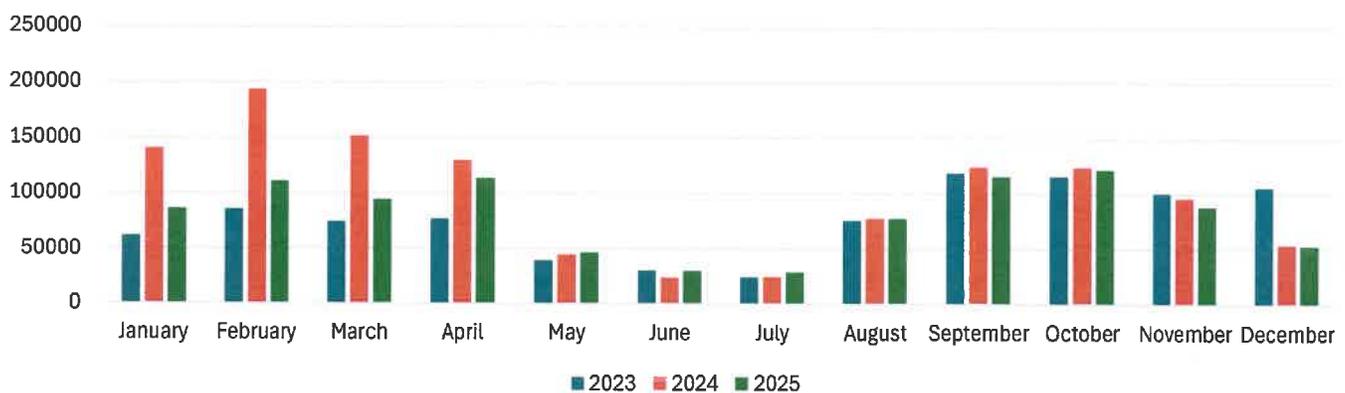


Figure 3. Total ADA Trips Year-to-Year Comparison

Total ADA trips in 2020, 2021, 2022, 2023, 2024, and 2025

Year	Month												Totals
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
2020	974	939	687	336	399	485	665	675	683	710	617	613	7783
2021	530	530	620	656	609	648	697	628	700	786	721	704	7829
2022	656	688	802	755	830	733	698	708	783	740	679	645	8717
2023	718	696	809	654	772	840	797	808	732	860	713	662	9061
2024	720	713	811	797	816	725	768	822	742	900	852	851	9517
2025	843	806	797	793	827	755	811	847	859	1001	774	914	10027

ADA Trip Comparison

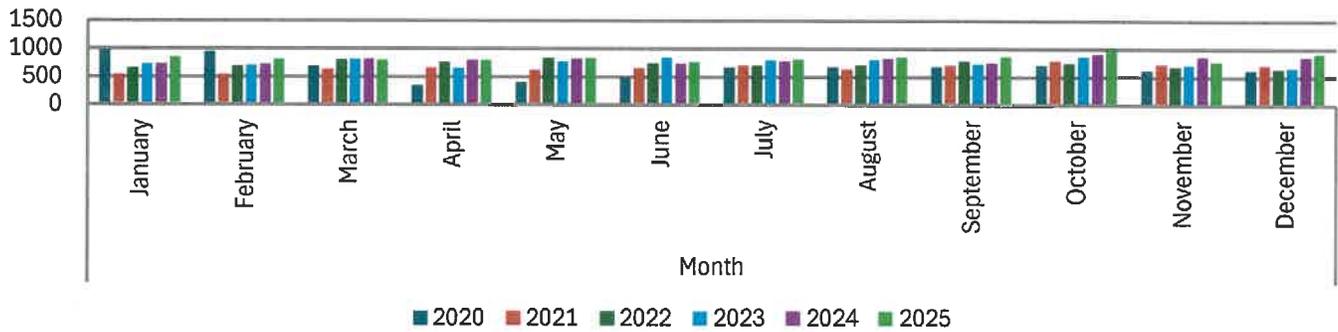


Figure 4. ADA On-Time Percentage Year-to-Year comparison

Total ADA On-Time % Comparison in 2023, 2024, and 2025

Year	Month												Average %
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
2023	95.96%	85.34%	95.67%	94.95%	96.76%	96.90%	96.11%	95.54%	93.44%	94.88%	97.05%	96.22%	94.90%
2024	96.39%	96.77%	96.30%	97.24%	98.53%	98.62%	98.57%	97.81%	98.38%	97.11%	98.24%	99.18%	97.76%
2025	97.15%	97.64%	99.00%	98.14%	98.67%	98.81%	99.14%	98.58%	86.51%	96.10%	97.67%	93.76%	97.60%

On-Time % Comparison

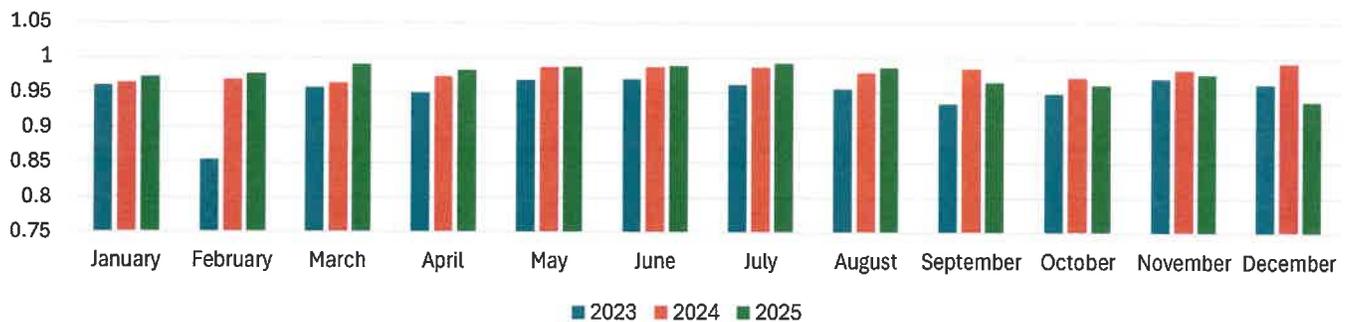


Figure 5. Preventive Maintenance On-Time Compliance Year-to-Year

Total Preventive Maintenance On-Time % Comparison in 2023, 2024, and 2025

Year	Month												Average %
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
2023	96%	100%	100%	96%	99%	98%	98%	97%	99%	97%	98%	100%	98%
2024	97%	98%	98%	98%	100%	100%	100%	98%	97%	95%	97%	98%	98%
2025	100%	100%	100%	100%	98%	99%	100%	98%	100%	100%	97%	95%	99%

PM Compliance Comparison

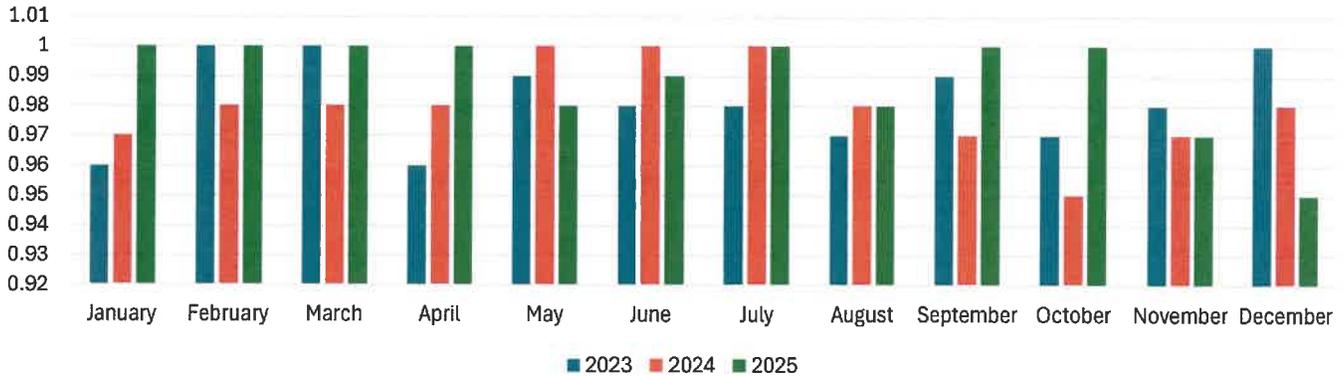


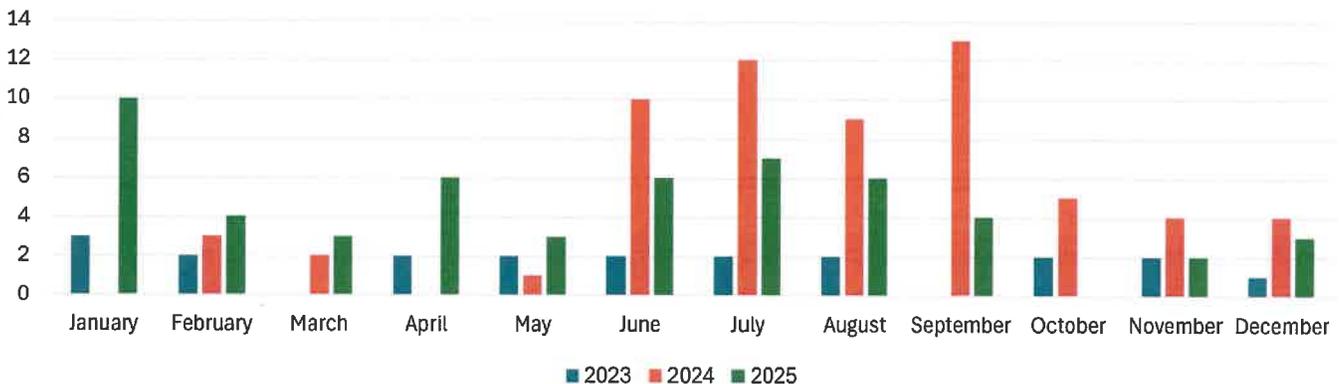
Figure 6. Road Calls Year-to-Year Comparison

Total Road Calls Comparison in 2023, 2024, and 2025. New reporting compliance standards began mid-2024.

Year	Month												Totals
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
2023	3	2	0	2	2	2	2	2	0	2	2	1	20
2024	0	3	2	0	1	10	12	9	13	5	4	4	63
2025	10	4*	3	6	3	6	7	6	4	0	2	2	54

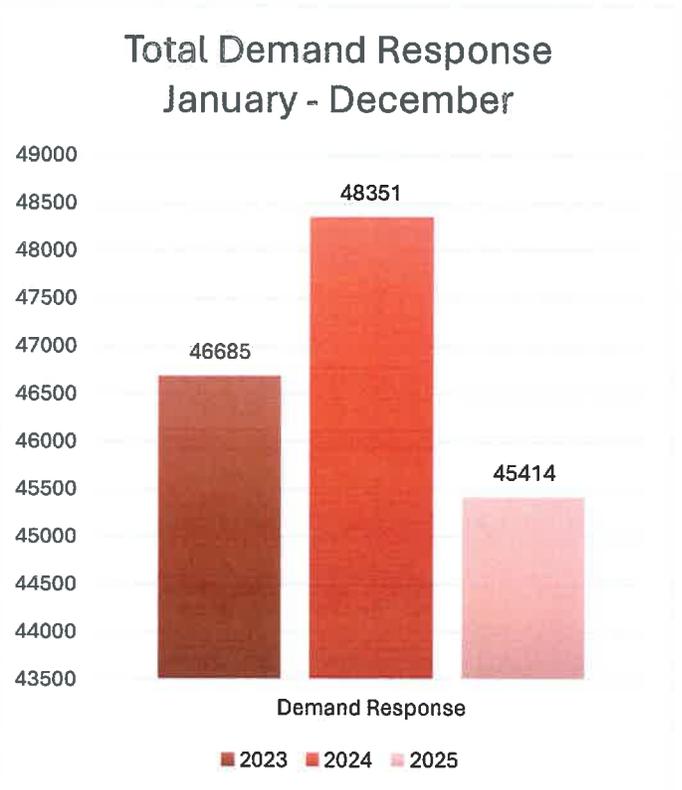
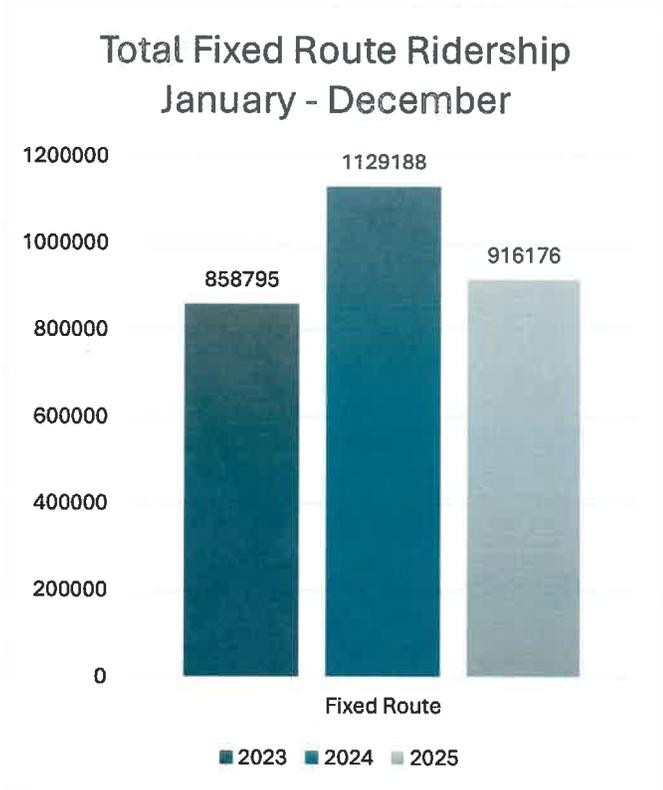
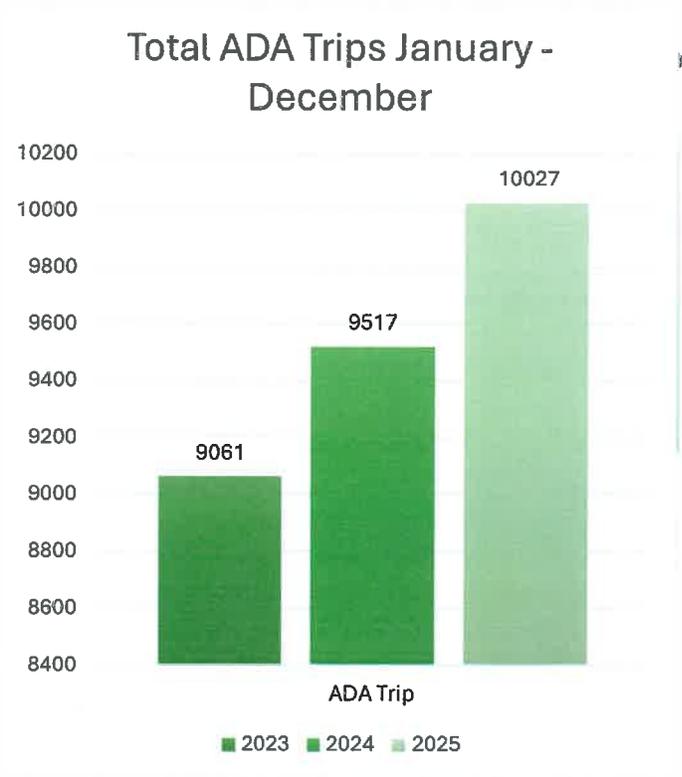
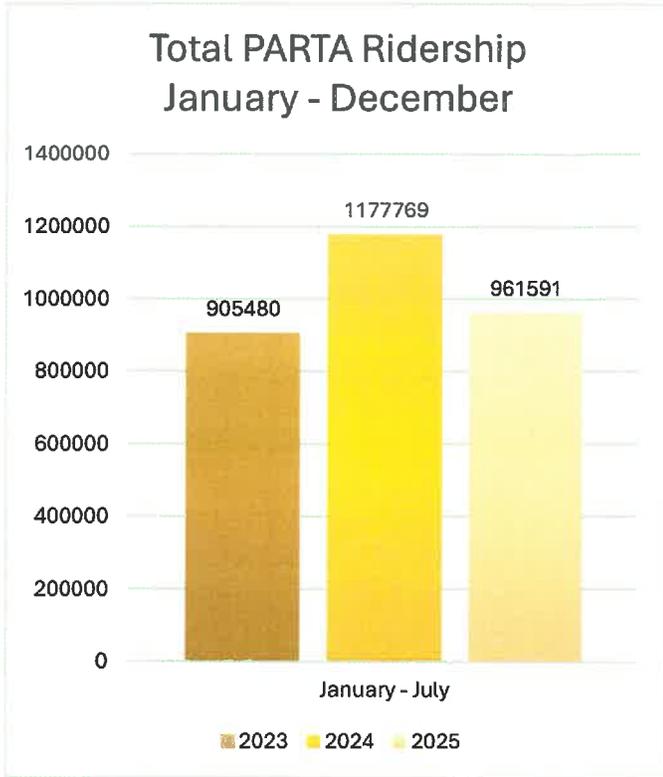
* Road calls were for fixed route with two (2) major mechanical and two (2) other mechanical.

Total Road Calls Comparison



2023-2025 Totals Comparisons

Total Ridership, Total ADA, Total Fixed Route, and Total Demand Response





Committees

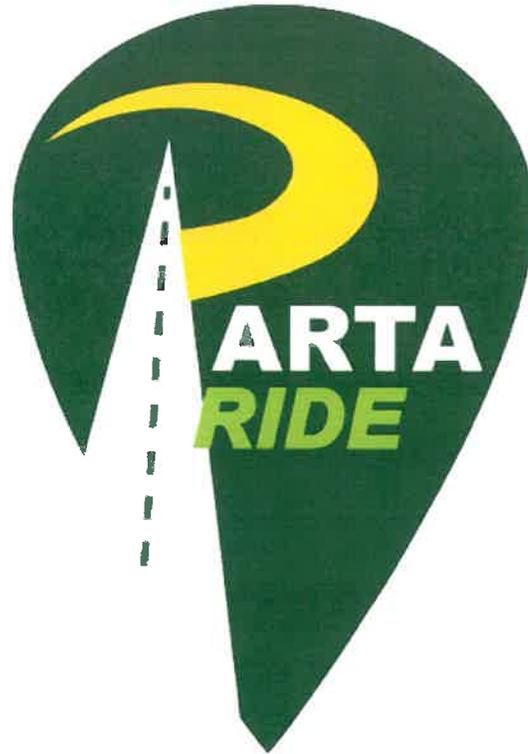


Administration Committee

Agenda

1. Call to Order
2. Roll Call Oral
 Committee Members present
3. Guest Communications (2-minute limit) Oral
4. Old Business
5. New Business
6. Resolutions - Motion Required
 #2026-01-01 (Page 40)
 A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AMENDING THE PERSONNEL POLICY MANUALS TO INCORPORATE VARIOUS POLICY CHANGES MADE OVER THE YEARS AND TO UPDATE THE LANGUAGE TO REFLECT CURRENT OPERATIONS AND EMPLOYMENT TRENDS.
 Personnel Policy Manual for Exempt Employees w/ revisions (Pages 41)
 Personnel Policy Manual for Nonexempt Employees w/ revisions (Pages 43)
 Personnel Policy Manual for Student Employees w/ revisions (Pages 47)

 #2026-01-02 (Page 48)
 A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AMENDING PAY STRUCTURE FOR EXEMPT EMPLOYEES TO UPDATE JOB CATEGORIES BASED ON PARTA's EMPLOYMENT NEEDS.
 Positions and Pay Grade for Exempt Employees w/ revisions (Pages 49)
7. Executive Session, as needed
8. Adjournment



Finance Committee

Agenda

1. Call to Order
2. Roll Call Oral
Committee Members present
3. Guest Communications (2-minute limit) Oral
4. Finance Reports
PARTA Finance Reports Pages 31
Fifth Third Securities Portfolio Statement Pages 34
KCG Finance Reports Pages 36
5. Old Business
6. New Business
7. Resolutions – Motion Required
 #2026-01-03 (Page 52)
 A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE AWARD OF A CONTRACT TO SUNOCO, LLC TO PROVIDE GASOLINE FUEL FOR 2026 AND AUTHORIZING THE GENERAL MANAGER, OR THEIR DESIGNEE, TO SIGN A FEDERAL EXCISE TAX EXEMPTION CERTIFICATE ON BEHALF OF PARTA. THIS IS A JOINT PURCHASING VENTURE WITH AKRON METRO RTA, GEauga TRANSIT, LAKETRAN, WESTERN RESERVE RTA, TOLEDO AREA RTA, AND, ET AL.
 #2026-01-04 (Page 53)
 A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE AWARD OF A CONTRACT TO GRESHAM PETROLEUM COMPANY TO PROVIDE DIESEL FUEL FOR 2026 AND AUTHORIZING THE GENERAL MANAGER, OR THEIR DESIGNEE, TO SIGN A FEDERAL EXCISE TAX EXEMPTION CERTIFICATE ON BEHALF OF PARTA. THIS IS A JOINT PURCHASING VENTURE WITH AKRON METRO RTA, GEauga TRANSIT, LAKETRAN, WESTERN RESERVE RTA, TOLEDO AREA RTA, ET AL.
 #2026-01-05 (Page 54)
 A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR THEIR DESIGNEE, TO PURCHASE UP TO THREE (3) COMPRESSED NATURAL GAS (CNG) URBAN TRANSIT BUSES, OPTIONAL EQUIPMENT, AND SPARE PARTS FROM GILLIG.
8. Executive Session, as needed
9. Adjournment

Next Finance Committee Meeting:

February 26, 2026 @ 6:30 p.m.

PARTA FINANCE REPORT

11/30/2025

Un-Audited

A

91.67%

CURRENT PERIOD	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE	FY 2025 BUDGET	% BUDGET SPENT	Annual Proj'd (Nov)
REVENUE									
\$ 27,811	\$ 20,833	\$ 6,978	Farebox & Ticket Sales	\$ 275,455	\$ 229,167	\$ 46,289	\$ 250,000	110.2%	\$ 294,455
\$ 29,511	\$ 28,802	\$ 709	Agency Cash Grants and Reimb	\$ 360,378	\$ 316,821	\$ 43,557	\$ 345,623	104.3%	\$ 393,139
\$ 218,039	\$ 182,532	\$ 35,507	KSU Revenues	\$ 2,073,213	\$ 2,007,847	\$ 65,366	\$ 2,190,379	94.7%	\$ 2,223,213
\$ 4,811	\$ 5,833	\$ (1,023)	State Reimbursement (Fuel)	\$ 61,017	\$ 64,167	\$ (3,149)	\$ 70,000	87.2%	\$ 66,564
\$ -	\$ -	\$ -	State Capital Maintenance Assis	\$ 275,000	\$ 275,000	\$ -	\$ 275,000	100.0%	\$ 275,000
\$ -	\$ -	\$ -	Federal Capital Maintenance As	\$ 1,100,000	\$ 1,100,000	\$ -	\$ 1,100,000	100.0%	\$ 1,100,000
\$ -	\$ -	\$ -	Federal Operating (ARPA)	\$ 755,173	\$ 641,843	\$ 113,330	\$ 641,843	117.7%	\$ 755,173
\$ -	\$ -	\$ -	Federal Project Mgmt. & Plannin	\$ 52,000	\$ 52,000	\$ -	\$ 52,000	100.0%	\$ 52,000
\$ 78,135	\$ 41,667	\$ 36,468	Investment Income	\$ 782,958	\$ 458,333	\$ 324,624	\$ 500,000	156.6%	\$ 854,136
\$ 524,462	\$ 617,760	\$ (93,298)	Sales Tax Revenues	\$ 6,924,977	\$ 6,795,357	\$ 129,620	\$ 7,413,117	93.4%	\$ 7,504,977
\$ 6,783	\$ 7,167	\$ (383)	Other Revenues	\$ 127,240	\$ 78,933	\$ 48,306	\$ 86,100	147.8%	\$ 127,240
\$ 889,552	\$ 904,593	\$ (15,041)	TOTAL REVENUES	\$ 12,787,411	\$ 12,019,469	\$ 767,942	\$ 12,924,062	98.9%	\$13,645,898
EXPENSES									
\$ 142,102	\$ 154,784	\$ 12,682	Operators Salaries and Wages	\$ 1,685,976	\$ 1,850,746	\$ 164,770	\$ 2,005,530	84.1%	\$ 1,828,078
\$ 46,605	\$ 39,893	\$ (6,712)	Students Salaries and Wages	\$ 377,861	\$ 438,827	\$ 60,965	\$ 478,720	78.9%	\$ 424,466
\$ 83,263	\$ 88,194	\$ 4,931	Maintenance Salaries and Wage	\$ 961,071	\$ 1,058,326	\$ 97,255	\$ 1,146,520	83.8%	\$ 1,041,160
\$ 72,410	\$ 66,252	\$ (6,158)	Operations Staff Salaries and W	\$ 720,282	\$ 795,020	\$ 74,739	\$ 861,272	83.6%	\$ 792,691
\$ 82,793	\$ 83,827	\$ 1,033	Admin Salaries and Wages	\$ 885,662	\$ 1,005,920	\$ 120,258	\$ 1,089,746	81.3%	\$ 960,662
\$ 116,713	\$ 117,551	\$ 838	Employee Health Insurance	\$ 1,270,136	\$ 1,293,061	\$ 22,925	\$ 1,410,612	90.0%	\$ 1,386,849
\$ 108,545	\$ 117,155	\$ 8,610	Other Fringe Benefits	\$ 1,333,217	\$ 1,501,845	\$ 168,628	\$ 1,619,000	82.3%	\$ 1,494,318
\$ -	\$ 1,000	\$ 1,000	Advertising Fees	\$ 9,062	\$ 14,000	\$ 4,938	\$ 15,000	60.4%	\$ 9,886
\$ 18,012	\$ 19,208	\$ 1,197	Professional/Tech Services	\$ 204,919	\$ 246,292	\$ 41,373	\$ 265,500	77.2%	\$ 223,548
\$ 41,383	\$ 40,717	\$ (666)	Capital Maintenance Service	\$ 310,119	\$ 294,633	\$ (15,486)	\$ 313,400	99.0%	\$ 338,312
\$ 10,090	\$ 13,750	\$ 3,660	Other Services	\$ 155,209	\$ 168,250	\$ 13,041	\$ 183,000	84.8%	\$ 169,319
\$ 54,126	\$ 62,135	\$ 8,010	Fuel and Lubricants	\$ 535,186	\$ 683,490	\$ 148,303	\$ 745,625	71.8%	\$ 583,840
\$ 6,094	\$ 5,417	\$ (677)	Tires and Tubes	\$ 54,297	\$ 59,583	\$ 5,286	\$ 65,000	83.5%	\$ 59,233
\$ 35,795	\$ 34,458	\$ (1,337)	Other Materials and Supplies	\$ 329,936	\$ 379,042	\$ 49,105	\$ 413,500	79.8%	\$ 359,931
\$ 20,998	\$ 15,000	\$ (5,998)	Utilities	\$ 160,342	\$ 165,000	\$ 4,658	\$ 180,000	89.1%	\$ 174,918
\$ (7,350)	\$ -	\$ 7,350	Premium Public Liab/Prop Damz	\$ 363,580	\$ 353,080	\$ (10,500)	\$ 357,080	101.8%	\$ 363,580
\$ -	\$ -	\$ -	Dues and Subscriptions	\$ 34,997	\$ 36,250	\$ 1,253	\$ 36,250	96.5%	\$ 35,497
\$ 243	\$ 6,067	\$ 5,824	Travel and Meetings	\$ 21,661	\$ 29,733	\$ 8,072	\$ 31,500	68.8%	\$ 36,661
\$ 1,289	\$ 3,208	\$ 1,920	Advertising/Promotions Media	\$ 20,328	\$ 36,292	\$ 15,964	\$ 39,500	51.5%	\$ 22,176
\$ 320	\$ 1,858	\$ 1,538	Other Misc. Expenses	\$ 14,589	\$ 20,542	\$ 5,952	\$ 22,400	65.1%	\$ 15,589
\$ 5,245	\$ 6,178	\$ 933	Sales Tax Fees	\$ 69,250	\$ 67,953	\$ (1,296)	\$ 74,131	93.4%	\$ 75,545
\$ 838,675	\$ 876,652	\$ 37,977	TOTAL EXPENSES	\$ 9,517,679	\$ 10,497,884	\$ 980,204	\$ 11,353,286	83.8%	\$10,396,259
\$ 50,877	\$ 27,941	\$ 22,936	Gross Operating Surplus/(Defici	\$ 3,269,732	\$ 1,521,585	\$ 1,748,147	\$ 1,570,776		\$ 3,249,638

PARTA CAPITAL FINANCE REPORT

Un-Audited

	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	YTD		B
													ACTUAL	FY 2025	ACTUAL
	REC'D / EXP												BUDGET	REMAINING	
2025 Operating Surplus (From Finance Report)	\$ (233,238)	\$ 155,811	\$ 632,748	\$ 175,143	\$ 366,014	\$ 348,895	\$ 277	\$ 963,778	\$ 450,072	\$359,353	\$50,877		\$ 3,269,731	\$ 1,670,776	
Grant Funding															
2025- 2 CNG <i>Transit</i> (2021 DERG)					\$ 737,164								\$ 737,164	\$ 737,164	\$ -
2024 OTP2 Escalation FLEX (for 2-DERG)					\$ 213,287								\$ 213,287	\$ 213,287	\$ -
2025 4- Diesel Transit (5339(b))					\$ 1,514,888								\$ 1,514,888	\$ 1,514,888	\$ -
ODOT GRF Match						\$ 323,614							\$ 323,614	\$ 323,614	\$ -
Bus Cameras (5310)													\$ -	\$ 100,462	\$ 100,462
2025-3 1/2 Small LTV (5310)								\$ 380,370					\$ 380,370	\$ 380,370	\$ -
2025-1 1/2 Small LTV (5339)								\$ 514,770					\$ 514,770	\$ 514,770	\$ -
5 -5339@ CNG Transits (2025)													\$ -	\$ 3,201,270	\$ 3,201,270
APC (2024 OPT2 Flex)												\$ 3,439	\$ 3,439	\$ 17,071	\$ 13,632
2025 Maint Equip. OPT2 Flex												\$ 4,320	\$ 4,320	\$ 436,067	\$ 431,737
2025 Facility Rehab OPT2 Flex							\$ 155,252	\$ 51,252					\$ 206,504	\$ 206,504	\$ -
Transit Improvement Bus Shelters													\$ -	\$ 90,000	\$ 90,000
Miscellaneous Equipment - CNG Fuel Pumps								\$ 34,284			\$ 73,635	\$ 12,037	\$ 119,956	\$ 156,000	\$ 36,044
ADP Hardware - Computers, Infotainment Systems								\$ 148,800					\$ 148,800	\$ 148,800	\$ -
Capital Planning - FTS/TDP								\$ 107,029			\$ 52,078	\$ 20,611	\$ 179,718	\$ 200,000	\$ 20,282
Rehab/Renovate Facilities - Admin. Restrooms & Floors											\$ 8,600	\$ 1,858	\$ 10,458	\$ 80,000	\$ 69,542
Security Equipment - Cameras at KCG & PARTA								\$ 54,000					\$ 54,000	\$ 54,000	\$ -
TOTAL GRANT FUNDING	\$ -	\$ -	\$ -	\$ -	\$ 2,465,339	\$ 323,614	\$ -	\$ 1,394,505	\$ 51,252	\$ -	\$ 134,313	\$ 42,265	\$ 4,411,288	\$ 8,374,257	\$ 3,962,969
Capital Project Costs (Fixed Assets)															
2 CNG <i>Transit</i> (2021 DERG)					\$ (1,317,462)								\$ (1,317,462)	\$ (1,309,000)	\$ (8,462)
2025 4- Diesel Transit (5339(b))				\$ (2,393,168)									\$ (2,393,168)	\$ (2,393,168)	\$ -
Bus Cameras (5310)											\$ (121,477)		\$ (121,477)	\$ (121,477)	\$ -
2025-5 Small LTV (5310&5339)							\$ (1,123,425)						\$ (1,123,425)	\$ (1,118,925)	\$ (4,500)
5 -5339@ CNG Transits (2026)													\$ -	\$ (4,001,588)	\$ 4,001,588
[APC (2024 OPT2 Flex)] + Scheduling Software													\$ -	\$ (21,339)	\$ 21,339
2025 Maint Equip. OPT2 Flex													\$ -	\$ (479,571)	\$ 479,571
2024 & 2025 Facility Rehab OPT2 Flex						\$ (15,000)	\$ (147,033)	\$ (64,065)	\$ (32,033)				\$ (258,130)	\$ (323,631)	\$ 65,501
Miscellaneous Equipment - CNG Fuel Pumps						\$ (42,854)				\$ (92,044)			\$ (134,898)	\$ (195,000)	\$ 60,102
ADP Hardware - Computers, Infotainment Systems			\$ (35,278)			\$ (78,863)	\$ (80,211)				\$ (8,000)		\$ (202,352)	\$ (186,000)	\$ (16,352)
Capital Planning - FTS/TDP			\$ (27,456)	\$ (50,683)	\$ (23,054)	\$ (13,711)	\$ (18,883)	\$ (43,745)			\$ (47,116)		\$ (224,648)	\$ (237,977)	\$ 13,329
Rehab/Renovate Facilities - Admin. Restrooms & Floors										\$ (10,750)	\$ (2,323)		\$ (13,073)	\$ (100,000)	\$ 86,927
Security Equipment - Cameras at KCG & PARTA							\$ (68,133)						\$ (68,133)	\$ (67,500)	\$ (633)
LOCAL PROJECTS															
Component Rebuilds				\$ (5,294)	\$ (6,273)		\$ (7,302)	\$ (10,931)		\$ (6,981)			\$ (36,781)	\$ (100,000)	\$ 63,219
Facility Improvements			\$ (7,839)		\$ (22,500)				\$ (16,477)	\$ (37,439)			\$ (84,255)	\$ (60,000)	\$ (24,255)
Misc. Equip.	\$ (10,539)												\$ (10,539)	\$ (10,000)	\$ (539)
TOTAL CAPITAL PROJECT	\$ (10,539)	\$ -	\$ (43,117)	\$ (2,425,918)	\$ (1,396,918)	\$ (159,771)	\$ (1,439,814)	\$ (93,879)	\$ (92,255)	\$ (147,214)	\$ (178,916)	\$ -	\$ (5,988,341)	\$ (10,725,176)	\$ 4,736,835
BALANCE	\$ (243,778)	\$ 155,811	\$ 589,631	\$ (2,260,775)	\$ 1,434,436	\$ 512,738	\$ (1,439,537)	\$ 2,264,404	\$ 409,070	\$ 212,139	\$ 6,274	\$ 42,265	\$ -	\$ (780,142)	\$ (773,866)
Restricted Balance	\$ 13,068	\$ 11,745	\$ 12,964	\$ 12,628	\$ 13,048	\$ 12,653	\$ 13,148	\$ 13,185	\$ 12,639	\$ 12,776	\$ 11,961		\$ 139,815	\$ 3,395,778	\$ 3,535,593
Carry Forward Balance 23/24	\$ (256,846)	\$ 144,066	\$ 576,666	\$ (2,263,403)	\$ 1,421,388	\$ 500,085	\$ (1,452,685)	\$ 2,251,219	\$ 396,431	\$ 199,363	\$ (5,687)	\$ 42,265	\$ 7,963,498		

Restricted: Local Match

5 -5339@ CNG Transits (2026)	\$ 800,318	
[APC (2024 OPT2 Flex)] + Scheduling Sof	\$ 3,408	
2025 Maint. Equip. (CNG Generator)	\$ 107,935	
OWMP Capital Projects	\$ 73,672	
Future Capital Projects	\$ 2,550,260	\$ 3,535,593

PARTA
STATEMENT OF NET POSITION
11/30/2025
Un-Audited

C

<u>ASSETS</u>	<u>11/30/2025</u>	<u>10/31/2025</u>	<u>Variance</u>
CURRENT ASSETS:			
Cash & Cash Equivalents	\$ 10,416,234	\$ 10,366,402	\$ 49,832
Receivables:			
RECEIVABLES-A/R Control (Oper)	\$ 348,523	\$ 411,959	\$ (63,435)
Receivables Accrued Sales Tax	\$ 1,956,136	\$ 1,956,136	
Materials & Supply Inventory	\$ 279,009	\$ 279,009	
TOTAL UNRESTRICTED/CURRENT ASSETS	\$ 12,999,902	\$ 13,013,505	
RESTRICTED ASSETS:			
Special Deposits-Restricted	\$ 8,982,155	\$ 8,944,301	\$ 37,853
Star Ohio Restricted Capital	\$ 3,535,592	\$ 3,523,632	\$ 11,961
TOTAL RESTRICTED ASSETS	\$ 12,517,747	\$ 12,467,933	
PROPERTY FACILITIES, & EQUIP.:			
Land	\$ 160,000	\$ 160,000	\$ -
Land - KCG	\$ 2,027,675	\$ 2,027,675	\$ -
Subscription-Based Intangible Asset	\$ 720,635	\$ 720,635	\$ -
Buildings & Improvements	\$ 16,067,354	\$ 16,102,470	\$ (35,116)
Buildings - KCG	\$ 16,993,263	\$ 16,955,824	\$ 37,439
Transportation Vehicles & Equip.	\$ 26,149,522	\$ 26,028,045	\$ 121,477
Computer Hardware & Software	\$ 1,007,945	\$ 992,197	\$ 15,748
Other	\$ 598,720	\$ 551,603	\$ 47,116
TOTAL	\$ 63,725,113	\$ 63,538,449	
Less Accumulated Depreciation/Amorization	\$ (32,772,304)	\$ (32,522,304)	
CAPITAL ASSETS (Net of Accum. Dep./Amor.)	\$ 30,952,810	\$ 31,016,145	
Deferred Outflow - Pension & OPEB	\$ 3,071,754	\$ 3,071,754	
TOTAL ASSETS & DEFERRED OUTFLOWS	\$ 59,542,213	\$ 59,569,337	
LIABILITIES AND NET POSITION			
CURRENT LIABILITIES:			
Accounts Payable	\$ 268,432	\$ 49,832	\$ 218,600
Advances Payable - KCG	\$ (119,601)	\$ (119,601)	\$ -
Accrued Sales Tax Fee Payable	\$ 20,292	\$ 20,165	\$ 128
Payroll Liability	\$ 438,242	\$ 612,950	
Unearned Revenue	\$ 2,884	\$ 1,874	\$ 1,010
TOTAL CURRENT LIABILITIES	\$ 610,249	\$ 565,219	
NONCURRENT LIABILITIES:			
Net Pension, OPEB, Sub.-Based Liability	\$ 8,383,633	\$ 8,383,633	
TOTAL NONCURRENT LIABILITIES	\$ 8,383,633	\$ 8,383,633	
Deferred Inflow - Pension & OPEB	\$ 292,846	\$ 292,846	
TOTAL LIABILITIES & DEFERRED INFLOWS	\$ 9,286,728	\$ 9,241,698	
NET POSITION:			
Invested in Capital Assets, Net of Related Debt	\$ 30,952,810	\$ 31,016,145	
Restricted for Capital Assets	\$ 12,517,747	\$ 12,467,933	
Unrestricted Funds Balance	\$ 6,784,927	\$ 6,843,561	
TOTAL NET POSITION	\$ 50,255,484	\$ 50,327,639	
TOTAL LIABILITIES & NET POSITION	\$ 59,542,213	\$ 59,569,337	



Monthly Portfolio Statement

53-PARTA (336542)

Month End (M12 Y2025)

12/01/2025 - 12/31/2025

Dated: 01/02/2026

Locked Down

Holdings Dashboard (Settle Date Accounting)

53-PARTA (336542)

12/01/2025 - 12/31/2025

[Return to Table of Contents](#)

Dated: 01/02/2026

Exposure - Security Type (Settle Date Accounting)

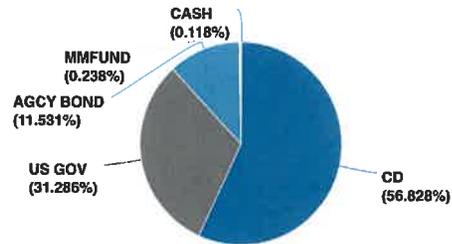


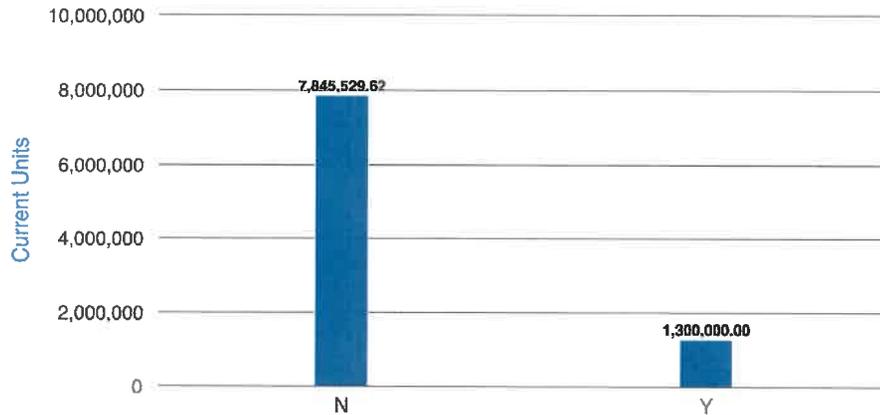
Chart calculated by: % of Market Value + Accrued

Holdings Report (Settle Date Accounting)

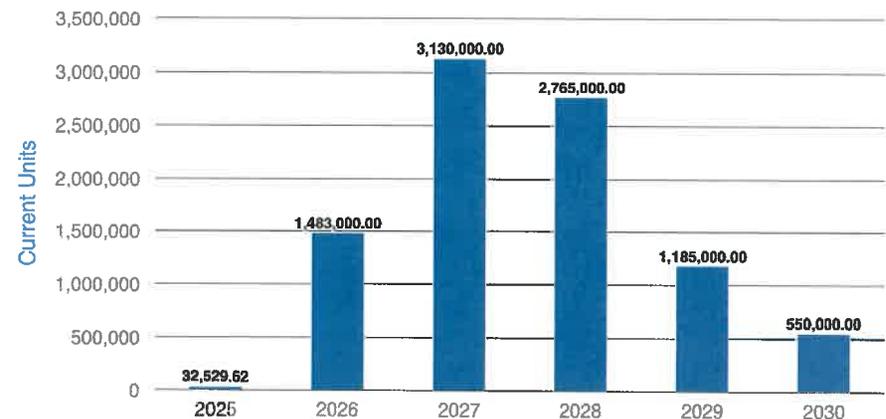
	<i>Portfolio</i>
Current Units	9,145,529.62
Duration	1.656
WAL	2.005
Current Book Yield	4.067
Simple Credit Rating	AA
Years to Final Maturity	2.100
Years to Effective Maturity	2.005

Footnotes: 1,2

Callable vs. Noncallable (Settle Date Accounting)



Final Maturity Group (Settle Date Accounting)



1: * Filtered By: Description ≠ "Receivable" and (Settle Date is empty or Settle Date ≤ 12/31/2025) and Description ≠ "Payable". 2: * Weighted by: Market Value + Accrued.

KCG FINANCE REPORT

11/30/2025

Un-Audited

A
91.67%

Projected
YE 2025
As of Nov.

CURRENT PERIOD	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE	FY 2025 BUDGET			
REVENUE										
\$ 18,433	\$ 10,000	\$ 8,433	Hotel Overnight Parking	\$ 217,886	\$ 189,000	\$ 28,886	\$ 199,000	109.5%	\$ 226,886	
\$ 16,198	\$ 22,190	\$ (5,992)	Monthly Parking Passes	\$ 215,768	\$ 240,190	\$ (24,422)	\$ 262,080	82.3%	\$ 231,966	
\$ 11,194	\$ 8,000	\$ 3,194	Daily Parking Revenue	\$ 126,890	\$ 134,000	\$ (7,110)	\$ 142,000	89.4%	\$ 134,890	
\$ 9,398	\$ 8,294	\$ 1,104	Lease Revenue	\$ 95,900	\$ 91,234	\$ 4,666	\$ 99,528	96.4%	\$ 103,900	
\$ 990	\$ 420	\$ 570	Other Revenues	\$ 10,750	\$ 4,580	\$ 6,170	\$ 5,000	215.0%	\$ 11,450	
\$ 56,213	\$ 48,904	\$ 7,309	TOTAL REVENUES	\$ 667,193	\$ 659,004	\$ 8,189	\$ 707,608	94.3%	\$ 709,091	
EXPENSES										
\$ 21,062	\$ 22,965	\$ 1,903	KCG Salaries and Wages	\$ 275,441	\$ 275,579	\$ 138	\$ 298,543	92.3%	\$ 298,395	
\$ 4,678	\$ 5,000	\$ 322	Employee Health Insurance	\$ 51,196	\$ 55,000	\$ 3,804	\$ 60,000	85.3%	\$ 55,874	
\$ 10,094	\$ 6,820	\$ (3,275)	Other Fringe Benefits	\$ 91,673	\$ 81,838	\$ (9,834)	\$ 88,658	103.4%	\$ 99,312	
\$ 124	\$ 300	\$ 176	Professional/Tech Services	\$ 1,813	\$ 3,300	\$ 1,487	\$ 3,600	50.4%	\$ 1,978	
\$ 8,876	\$ 6,250	\$ (2,626)	Contract Maintenance Service	\$ 70,072	\$ 68,750	\$ (1,322)	\$ 75,000	93.4%	\$ 76,442	
\$ 1,306	\$ 1,325	\$ 19	Other Services	\$ 17,518	\$ 14,575	\$ (2,943)	\$ 15,900	110.2%	\$ 19,111	
\$ 157	\$ 2,500	\$ 2,343	Other Materials and Supplies	\$ 25,662	\$ 27,500	\$ 1,838	\$ 30,000	85.5%	\$ 27,995	
\$ 5,229	\$ 6,000	\$ 771	Utilities	\$ 64,302	\$ 66,000	\$ 1,698	\$ 72,000	89.3%	\$ 70,147	
\$ -	\$ -	\$ -	Premium Public Liab/Prop Damage	\$ 7,350	\$ 7,350	\$ -	\$ 7,350	100.0%	\$ 7,350	
\$ -	\$ -	\$ -	Advertising/Promotions Media	\$ -	\$ 6,000	\$ 6,000	\$ 6,000	0.0%	\$ 4,000	
\$ 1,755	\$ 2,400	\$ 645	Other Misc. Expenses	\$ 1,755	\$ 2,400	\$ 645	\$ 2,400	73.1%	\$ 2,255	
\$ 53,283	\$ 53,560	\$ 277	TOTAL EXPENSES	\$ 606,782	\$ 608,292	\$ 1,510	\$ 659,451	92.0%	\$ 662,859	
\$ 2,930	\$ (4,656)	\$ 7,586	Gross Operating Surplus/(Deficit)	\$ 60,411	\$ 50,712	\$ 9,699	\$ 48,157		\$ 46,232	

KCG FINANCE REPORT
2025 Summary

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	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	FY 2025 BUDGET
REVENUE														
Hotel Overnight Parking	\$ 12,079	\$ 14,077	\$ 17,299	\$18,502	\$21,591	\$23,577	\$25,825	\$24,542	\$19,735	\$22,229	\$18,433	\$ -	\$ 217,886	\$ 199,000
Monthly Parking Passes	\$ 21,171	\$ 21,835	\$ 21,986	\$21,458	\$21,150	\$20,425	\$19,591	\$17,352	\$17,364	\$17,239	\$16,198	\$ -	\$ 215,768	\$ 262,080
Daily Parking Revenue	\$ 7,217	\$ 9,446	\$ 8,910	\$11,917	\$10,969	\$10,649	\$15,881	\$ 9,586	\$12,935	\$18,186	\$11,194	\$ -	\$ 126,890	\$ 142,000
Lease Revenue	\$ 7,796	\$ 7,460	\$ 7,591	\$ 7,860	\$ 7,855	\$10,765	\$ 9,298	\$ 9,298	\$ 9,298	\$ 9,281	\$ 9,398	\$ -	\$ 95,900	\$ 99,528
Other Revenue	\$ 724	\$ 611	\$ 748	\$ 802	\$ 1,100	\$ 1,022	\$ 1,239	\$ 631	\$ 1,241	\$ 1,642	\$ 990	\$ -	\$ 10,750	\$ 5,000
TOTAL REVENUES	\$ 48,987	\$ 53,427	\$ 56,534	\$60,539	\$62,665	\$66,438	\$71,833	\$61,408	\$60,572	\$68,577	\$56,213	\$ -	\$ 667,193	\$ 707,608
Parking Revenue	\$ 40,466	\$ 45,357	\$ 48,194	\$51,877	\$53,710	\$54,651	\$61,297	\$51,480	\$50,033	\$57,654	\$45,825	\$ -		
EXPENSES														
KCG Salaries and Wages	\$ 31,862	\$ 23,252	\$ 21,912	\$23,254	\$23,788	\$21,406	\$24,574	\$37,612	\$24,063	\$22,656	\$21,062	\$ -	\$ 275,441	\$ 298,543
Employee Health Insurance	\$ 4,545	\$ 4,678	\$ 4,678	\$ 4,678	\$ 4,678	\$ 4,678	\$ 4,678	\$ 4,545	\$ 4,678	\$ 4,678	\$ 4,678	\$ -	\$ 51,196	\$ 60,000
Other Fringe Benefits	\$ 16,417	\$ 5,691	\$ 6,122	\$ 4,941	\$ 6,287	\$ 9,164	\$ 7,359	\$ 9,434	\$ 6,844	\$ 9,321	\$10,094	\$ -	\$ 91,673	\$ 88,658
Professional/Tech Services	\$ 184	\$ 183	\$ 182	\$ 182	\$ 186	\$ 186	\$ 182	\$ 182	\$ -	\$ 223	\$ 124	\$ -	\$ 1,813	\$ 3,600
Contract Maintenance Serv	\$ 4,240	\$ 2,536	\$ 6,244	\$ 7,114	\$ 1,353	\$15,095	\$ 6,590	\$ 5,923	\$ 8,147	\$ 3,953	\$ 8,876	\$ -	\$ 70,072	\$ 75,000
Other Services	\$ 1,071	\$ 1,004	\$ 1,121	\$ 4,477	\$ 1,503	\$ 1,085	\$ 822	\$ 1,476	\$ 2,456	\$ 1,197	\$ 1,306	\$ -	\$ 17,518	\$ 15,900
Other Materials and Supplies	\$ 400	\$ 72	\$ 747	\$ 90	\$ 3,446	\$10,426	\$ 382	\$ 929	\$ 5,024	\$ 3,989	\$ 157	\$ -	\$ 25,662	\$ 30,000
Utilities	\$ 6,760	\$ 7,706	\$ 6,798	\$ 5,792	\$ 5,093	\$ 4,687	\$ 6,785	\$ 5,133	\$ 5,164	\$ 5,155	\$ 5,229	\$ -	\$ 64,302	\$ 72,000
Premium Public Liab/Prop D	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,350	\$ -	\$ -	\$ 7,350	\$ 7,350
Advertising/Promotions Med	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000
Other Misc. Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,755	\$ -	\$ 1,755	\$ 2,400
TOTAL EXPENSES	\$ 65,478	\$ 45,121	\$ 47,806	\$50,527	\$46,333	\$66,728	\$51,372	\$65,235	\$56,377	\$58,523	\$53,283	\$ -	\$ 606,782	\$ 659,451
Gross Operating Surplus/(L	\$ (16,491)	\$ 8,306	\$ 8,728	\$10,012	\$16,332	\$ (289)	\$20,461	\$(3,827)	\$ 4,195	\$10,054	\$ 2,930	\$ -	\$ 60,411	\$ 48,157
Cummulative Surplus	\$ (16,491)	\$ (8,185)	\$ 543	\$10,555	\$26,887	\$26,597	\$47,059	\$43,232	\$47,427	\$57,481	\$60,411	\$60,411		
HOURS	744	672	744	720	744	720	744	744	720	744	720	744	8,016	
Cost Per Hour	\$ 88.01	\$ 67.14	\$ 64.26	\$ 70.18	\$ 62.28	\$ 92.68	\$ 69.05	\$ 87.68	\$ 78.30	\$ 78.66	\$ 74.00	\$ -	\$ 75.70	
CAR EXITS	6,263	6,942	7,509	8,292	7,165	6,776	7,314	7,712	8,030	8,514	6,942		81,459	
Cost Per Exit	\$ 10.45	\$ 6.50	\$ 6.37	\$ 6.09	\$ 6.47	\$ 9.85	\$ 7.02	\$ 8.46	\$ 7.02	\$ 6.87	\$ 7.68	#DIV/0!	\$ 7.45	
Revenue Per Exit	\$ 6.46	\$ 6.53	\$ 6.42	\$ 6.26	\$ 7.50	\$ 8.07	\$ 8.38	\$ 6.68	\$ 6.23	\$ 6.77	\$ 6.60	#DIV/0!	\$ 6.88	
Revenue Per Monthly	\$ 4.50	\$ 4.39	\$ 4.14	\$ 3.80	\$ 4.33	\$ 4.27	\$ 3.96	\$ 3.30	\$ 3.29	\$ 3.10	\$ 3.46	\$ -	\$ 3.87	
Revenue Per Daily	\$ 12.38	\$ 11.95	\$ 11.93	\$ 11.50	\$ 14.31	\$ 17.16	\$ 17.60	\$ 13.93	\$ 11.84	\$ 13.68	\$ 13.12	\$ -	\$ 13.58	

Kent Central Gateway
STATEMENT OF NET POSITION
11/30/2025
Un-Audited

C

	<u>11/30/2025</u>	<u>10/31/2025</u>	Variance
<u>ASSETS</u>			
Current Assets:			
CHECKING ACCT - KCG	\$ 88,274.88	\$ 86,657	\$ 1,618
CHECKING ACCT - KCG VISA	\$ 13,119.41	\$ 16,110	\$ (2,990)
POF Change Fund	\$ 2,000.00	\$ 2,000	\$ -
RECEIVABLES-A/R Control (Oper)	\$ 15,594.15	\$ 14,752	\$ 842
RECEIVABLES-Retail Leases	\$ 340,842.00	\$ 340,842	\$ -
Other Assets - Pre-Paid Expenses	\$ 720.00	\$ -	
Total Current Assets	\$ 460,550	\$ 460,361	
Restricted Assets:			
MMAX RESTRICTED	\$ 201,767.93	\$ 201,304.15	\$ 464
Total Restricted Assets	\$ 201,768	\$ 201,304	
Fixed Assets:			
Capital Building	\$ 34,200	\$ 34,200	\$ -
Purchase Garage Equipment-KCG	\$ 114,761	\$ 114,761	\$ -
Purchase Computer Hardware	\$ 29,914	\$ 29,914	\$ -
Capital Repair Cost	\$ 9,998	\$ 9,998	\$ -
Parking Control Equipment	\$ 361,995	\$ 361,995	\$ -
Purchase Misc. Office Equip.	\$ 21,221	\$ 21,221	\$ -
Less Accumulated Depreciation	\$ (504,874)	\$ (504,874)	\$ -
Total Fixed Assets	\$ 67,215	\$ 67,215	
Total Assets	\$ 729,533	\$ 728,879	
<u>LIABILITIES AND NET POSITION</u>			
Current Liabilities:			
ACCOUNTS PAYABLE	\$ 7,929	\$ 9,830	\$ (1,901)
Deferred Income Student	\$ 440	\$ 815	
Accrued Net Payroll	\$ 37,035	\$ 37,035	
Advanced Payable - KCG	\$ 119,601	\$ 119,601	
Refundable Security Deposit	\$ 4,900	\$ 4,900	
Deferred Infolw - Leases	\$ 340,842	\$ 340,842	
Total Liabilities	\$ 510,747	\$ 513,023	
Net Position:			
Invested in Capital Assets, Net of Related	\$ 67,215	\$ 67,215	
Restricted for Capital Assets	\$ 201,768	\$ 201,304	
Unrestricted Funds Balance	\$ (50,196)	\$ (52,662)	
Total Net Position	\$ 218,786	\$ 215,856	
Profit (Loss) For Period	60,410.98	57,481.15	
Total Liabilities & Net Position	\$ 729,533	\$ 728,879	



**Resolutions
&
Additional
Materials**

RESOLUTION #2026-01-01

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AMENDING THE PERSONNEL POLICY MANUALS TO INCORPORATE VARIOUS POLICY CHANGES MADE OVER THE YEARS AND TO UPDATE THE LANGUAGE TO REFLECT CURRENT OPERATIONS AND EMPLOYMENT TRENDS.

WHEREAS, *PARTA* maintains the following three (3) personnel policy manuals (“the manuals”) to communicate policies and important information about employment with *PARTA* to employees, as adopted:

1. Personnel Policy Manual for Exempt Employees;
2. Personnel Policy Manual for Nonexempt Employees;
3. Personnel Policy Manual for Student Employees;

WHEREAS, since last adopting the manuals in full via Resolution #2012-01-03, the *PARTA* Board of Trustees has approved recommendations to add or revise policies and/or to amend certain sections of the manuals; and

WHEREAS, the Chief of Staff requests and the General Manager recommends updating the manuals to incorporate various policy changes to address various current employment trends.

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

As set forth in the attached, the Personnel Policy Manual for Exempt Employees, the Personnel Policy Manual for Nonexempt Employees and the Personnel Policy for Student Employees have been accepted and adopted by the Board of Trustees effective January 22, 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 January 22, 2026.

Date

Marvin Woods, President
Board of Trustees

Attested

Revision Summary - Personnel Policy Manual for Exempt Employees

5.6 Employee Identification and Transit Property Visitor Policy

PARTA issues picture identification badges to every employee. *PARTA* requires employees to wear their ID badges at all times while on duty. In addition to identifying an employee, the ID badge provides access to *PARTA* buildings. Employees are required to report a lost badge to the Director of **Human Resources Risk Management**. Employees must access the building using his or her own ID badge. Entering the building using another employee's badge or providing a badge to another person to use to access the building is prohibited conduct and is cause for disciplinary action, up to and including termination of employment.

6.1 Payroll Administration for Exempt Employees

Wage and salary ranges are established by the *PARTA* Board of Trustees ...

PARTA issues pay checks every other Friday for the 14-day pay period ending the previous Saturday. Employees may elect to receive **their a bi-weekly paycheck or to have their** net pay directly deposited into the financial institution of their choice **or onto a pre-paid card account**. For payroll purposes, the work week begins each week on Sunday at 3:00 a.m. and ends each week on Sunday at 2:59 a.m.

6.10 Vacation Benefit for Exempt Employees

Full-time exempt employees will accrue paid vacation based upon continuous full-time service with *PARTA* at the following rates per hour in active status and subject to the following maximum annual accruals:

Up 4 to 5 years of service	0.0385 (80 hours/year maximum)
6 to 10 years of service	0.0577 (120 hours/year maximum)
11 to 15 years of service	0.0769 (160 hours/year maximum)
16 to 20 years of service	0.0865 (180 hours/year maximum)
21 to 25 years of service	0.0962 (200 hours/year maximum)
26 or more years of service	0.11538 (240 hours/year maximum)

In conjunction with Ohio Revised Code section 9.44(C), an employee with verifiable prior full-time public service in Ohio may petition *PARTA* to include such service toward his or her vacation accrual rate by submitting a written request, along with proof of the prior full-time public service in Ohio, to the General Manager. If an employee has retired under any retirement plan offered by the State of Ohio, those years worked towards retirement will not be used to compute the vacation leave and service credit. An employee is entitled to use accrued vacation hours upon completion of **their probationary period. ~~One full year of full-time employment.~~** An employee will not accrue more than the proportionate number of hours in any one pay period.

Paid vacation shall be taken only at times approved ...

Vacation Sell-Back. Paid vacation cannot be redeemed for a payment of money except upon: (1) separation of employment, unless the employee is discharged for cause, (2) transfer from full-time to part-time employee status, and (3) the anniversary of the employee's full-time date of hire, but only up to 40 hours.

~~PARTA will provide a form for use by employees to initiate vacation sell-back requests.~~

Vacation Carry-Over. On the anniversary of an employee's full-time date of hire, up to 40 hours of unused paid vacation will automatically be carried over to the next anniversary year. Furthermore, an employee may request ~~the General Manager's permission~~ to carry over additional hours of paid vacation into the next anniversary year. Employees may not carry over more hours than they are eligible to accrue in a year. ~~PARTA will provide a form for use by employees to initiate vacation sell-back request and a request~~ to carry-over additional unused vacation hours into the next anniversary year.

Any unused vacation time beyond those hours redeemed for a payment of money, the 40 hours automatically carried over into the next anniversary year, and the additional hours carried over within the employee's annual accrual eligibility with the General Manager's permission, shall be deemed forfeited. Similarly, if an employee is discharged for cause, any unused vacation shall be forfeited.

6.11 Sick Leave Benefit for Exempt Employees

Full-time exempt employees shall earn sick leave at the rate of ...

Sick leave will be paid at the employee's current rate of pay and may be scheduled in increments of greater than thirty minutes one hour.

Header and Footer Changes

Header – Effective ~~May 1, 2024~~ January 23, 2026

Footer – Resolution #~~2024-04-01~~ 2026-01-01

Revision Summary - Personnel Policy Manual for Nonexempt Employees

Pg i - 4.9 No Solicitation Rule	65
Pg ii – 5.76 Firearm Policy	6
5.87 Concealed Weapon Policy	6
5.98 Property Security and Searches	7
5.109 Ohio Bureau of Workers’ Compensation (Ohio BWC)	7
5.1110 Safety Shoes an Boots	8
6.7 Group Health Insurance for Nonexempt Employees	32
6.13 Tuition Reimbursement Program for Nonexempt Employees	76

5.2 Drug Free Workplace and Drug and Alcohol Testing

PARTA is a drug and alcohol-free ...

PARTA requires all safety sensitive personnel to comply with and be tested for drugs and alcohol in compliance with all applicable federal regulations governing workplace anti-drug programs in the transit industry (49 CFR Part 32, Part 40, and Part 655) as defined in the *PARTA* Substance Abuse Policy and Drug Free Workplace Policy.

5.3 Driver License and Record; Insurability

Employees who drive *PARTA* vehicles as part of their ...

In addition to maintaining a valid driver license, or ...

It is *PARTA*'s policy to comply with all regulations issued by the U.S. Department of Transportation, Federal Motor Carrier Safety Administration (FMCSA), and/or the State of Ohio regarding employment of commercial drivers. *PARTA* will not knowingly use a driver who has more than one license or whose license is suspended, revoked or canceled, or is disqualified from driving. Therefore, employees are required to report to the HR department conviction of any traffic violation, except parking, as soon as possible, but no later than 24 hours following conviction, regardless of the nature of the violation or the type of vehicle which was driven at the time. In addition, employees are required to notify *PARTA*, through the Human Resources Department, if a driver's license is suspended, revoked, cancelled, or if he/she is disqualified from driving. The notification must be made by the end of the next business day following receipt of the notice of the suspension, revocation, cancellation, lost privilege, or disqualification. Furthermore, employees must comply with all regulations issued pursuant to federal and/or state authority regarding the issuance, transfer, renewal, maintenance, or upgrade of a commercial driver license.

5.6 Employee Identification and Transit Property Visitor Policy

PARTA issues picture identification badges to every employee. *PARTA* requires employees to wear their ID badges at all times while on duty. In addition to identifying an employee, the ID badge provides access to *PARTA* buildings. Employees are required to report a lost badge to the Director of **Human Resources Risk Management**. Employees must access the building using his or her own ID badge. Entering the building using another employee's badge or providing a badge to another person to use to access the building is prohibited conduct, and is cause for disciplinary action, up to and including termination of employment.

5-6 5.7 Firearm Policy

5-7 5.8 Concealed Weapon Policy

5-8 5.9 Property Security and Searches

5-9 5.10 Ohio Bureau of Workers' Compensation (Ohio BWC)

5-10 5.11 Safety Shoes and Boots

6.1 Payroll Administration for Nonexempt Employees

Except for employees subject to a collective bargaining ...

PARTA issues pay checks every other Friday for the 14-day pay period ending the previous Saturday. Employees may elect to receive **their a bi-weekly paycheck or to have their** net pay directly deposited into the financial institution of their choice **or onto a pre-paid card account**. For payroll purposes, the work week begins each week on Sunday at 3:00 a.m. and ends each week on Sunday at 2:59 a.m.

6.10 Vacation Benefit for Nonexempt Employees

All nonexempt employees covered by a collective ...

Full-time nonexempt employees will accrue paid vacation based upon continuous full-time service with *PARTA* at the following rates per hour in active status and subject to the following maximum annual accruals:

Up 4 to 7 years of service	0.0385 (80 hours/year maximum)
8 to 14 years of service	0.0577 (120 hours/year maximum)
15 to 25 years of service	0.0769 (160 hours/year maximum)
26 or more years of service	0.0962 (200 hours/year maximum)

Unless otherwise defined by collective bargaining agreement, and in conjunction with Ohio Revised Code section 9.44(C), an employee with verifiable prior full-time public service in Ohio may petition *PARTA* to include such service toward his or her vacation accrual rate by submitting a written request, along with proof of the prior full-time public service in Ohio, to the General Manager. If an employee has retired under any retirement plan offered by the State of Ohio, those years worked towards retirement will not be used to compute the vacation leave and service credit. An employee is entitled to use accrued vacation hours upon completion of their **probationary period one full year of full-time employment**. An

employee will not accrue more than the proportionate number of hours in any one pay period.

Paid vacation shall be taken only at times approved by ...

Vacation Sell-Back. Paid vacation cannot be redeemed for a payment of money except upon: (1) separation of employment, unless the employee is discharged for cause, (2) transfer from full-time to part-time employee status, and (3) the anniversary of the employee's full-time date of hire, but only up to 40 hours. ~~PARTA will provide a form for use by employees to initiate a vacation sell back request.~~

Vacation Carry-Over. On the anniversary of an employee's full-time date of hire, up to 40 hours of unused paid vacation will automatically be carried over to the next anniversary year. Furthermore, unless otherwise defined by collective bargaining agreement, an employee may request ~~the General Manager's permission~~ to carry over additional hours of paid vacation into the next anniversary year. Employees may not carry over more hours than they are eligible to accrue in a year. ~~PARTA will provide a form for use by employees to initiate vacation sell-back requests and a request~~ to carry-over additional unused vacation hours into the next anniversary year.

Any unused vacation time beyond any hours redeemed for a payment of money, the 40 hours automatically carried over into the employee's next anniversary year, and the additional hours carried over within the employee's annual accrual eligibility ~~with the General Manager's permission~~, shall be deemed forfeited. Similarly, if an employee is discharged for cause, any unused vacation shall be forfeited.

6.11 Sick Leave Benefit for Nonexempt Employees

Unless otherwise defined by collective bargaining agreement, ...

Sick leave shall be used solely for absences caused by: (1) an employee's ...

Sick leave will be paid at the employee's current rate of pay and may be scheduled in increments of greater than ~~one (1) hour~~ thirty minutes.

7 Leaves of Absence Policies

7.1 Family and Medical Leave of Absence (FMLA) and FMLA Military Family Leave Entitlements

Procedures.

7. Leave Conditions.

- **Birth of a child, adoption, to care for foster child.**
- **Leave to care for a child, spouse, parent, or for the employee's own serious health condition.**

If an employee requests an intermittent or a reduced-leave schedule ...

Employees requesting leave ~~leaves~~ for these purposes must make a reasonable effort to schedule the treatment, either for themselves or for their child, spouse, or parent, so as not to unduly disrupt operations. In this regard, the employee should endeavor to secure the cooperation of his or her own or the covered family member's health care provider to reasonably schedule the treatment to avoid such disruption. ~~PARTA~~ reserves the right to request the

reason why an intermittent or reduced-leave schedule is necessary and to request the schedule established for treatment.

7.2 Unpaid Medical Leave of Absence (Non-FMLA)

Policy Statement. In situations not covered by the FMLA, *PARTA*, ...

Procedure.

1. **Approval.** All requests for unpaid medical leave leaves will be reviewed by the Chief of Staff.

Header and Footer Changes

Header – Effective ~~May 1, 2024~~ January 23, 2026

Footer – Resolution # ~~2024-04-01~~ 2026-01-01

Revision Summary - Personnel Policy Manual for *PARTA* Student Employees

5.3 Driver License and Record; Insurability

Employees who drive *PARTA* vehicles as part of their ...

In addition to maintaining a valid driver license, or ...

It is *PARTA*'s policy to comply with all regulations issued by the U.S. Department of Transportation, Federal Motor Carrier Safety Administration (FMCSA), and/or the State of Ohio regarding employment of commercial drivers. *PARTA* will not knowingly use a driver who has more than one license or whose license is suspended, revoked or canceled, or is disqualified from driving. Therefore, employees are required to report to the HR department conviction of any traffic violation, except parking, as soon as possible, but no later than 24 hours following conviction, regardless of the nature of the violation or the type of vehicle which was driven at the time. In addition, employees are required to notify *PARTA*, through the Human Resources Department, if a driver's license is suspended, revoked, cancelled, or if he/she is disqualified from driving. The notification must be made by the end of the next business day following receipt of the notice of the suspension, revocation, cancellation, lost privilege, or disqualification. Furthermore, employees must comply with all regulations issued pursuant to federal and/or state authority regarding the issuance, transfer, renewal, maintenance, or upgrade of a commercial driver license.

5.6 Employee Identification and Transit Property Visitor Policy

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6.1 Payroll Administration for Nonexempt Employees

Student wage rates and pay schedules are established by the ...

PARTA issues pay checks every other Friday for the 14-day pay period ending the previous Saturday. Employees may elect to receive **their a bi-weekly paycheck or to have their** net pay directly deposited into the financial institution of their choice **or onto a pre-paid card account**. For payroll purposes, the work week begins each week on Sunday at 3:00 a.m. and ends each week on Sunday at 2:59 a.m.

Header and Footer Changes

Header – Effective ~~May 1, 2024~~ **January 23, 2026**

Footer – Resolution #~~2024-04-01~~ **2026-01-01**

RESOLUTION #2026-01-02

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AMENDING PAY STRUCTURE FOR EXEMPT EMPLOYEES TO UPDATE JOB CATEGORIES BASED ON PARTA's EMPLOYMENT NEEDS.

WHEREAS, the PARTA Board of Trustees adopted an initial pay structure for employees in 2001 and thereafter, approved further amendments in July 2002, October 2003, April 2005, March 2008, July 2011, June 2014, March 2015, May 2019, August 2021, April 2024, and January 2025; and

WHEREAS, updating job categories is integral for employee recruitment and retention efforts, as well as for succession planning purposes; and

WHEREAS, the Chief of Staff requests and the General Manager recommends updating the job category in the exempt pay structure as set forth to reflect relevant and current occupational needs.

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

1. As set forth in the attached, the PARTA Pay Structure for Exempt Employees is accepted and approved.

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 January 22, 2026.

Date

Marvin Woods, President
Board of Trustees

Attested

PARTA PAY STRUCTURE for EXEMPT EMPLOYEES

A. Executive/Senior Level Officials & Managers

Grade 1	Minimum	Midpoint	Maximum
Annual	98,066	132,389	166,712
Biweekly	3,771.77	5,091.88	6,412.00

Grade 2	Minimum	Midpoint	Maximum
Annual	81,722	110,325	138,927
Biweekly	3,143.15	4,243.27	5,343.35

B. First/Mid Level Officials & Managers

Grade 3	Minimum	Midpoint	Maximum
Annual	68,102	91,938	115,773
Biweekly	2,619.31	3,536.08	4,452.81

Grade 4	Minimum	Midpoint	Maximum
Annual	59,219	76,985	94,750
Biweekly	2,277.65	2,960.96	3,644.23

Grade 5	Minimum	Midpoint	Maximum
Annual	51,495	66,943	82,392
Biweekly	1,980.58	2,574.73	3,168.92

C. Lead/Supervisory Level, Operatives & Administrative Support

Grade 6	Minimum	Midpoint	Maximum
Annual	44,778	58,211	71,645
Biweekly	1,722.23	2,238.88	2,755.58

PARTA JOB CATEGORIES, AUTHORIZED POSITIONS and PAY GRADE DESIGNATION for EXEMPT EMPLOYEES

A. Executive/Senior Level Officials & Managers

Grade 1 Assistant General Manager; Chief of Staff; Chief Operations Officer

Grade 2 Director of: Operations; Maintenance; Human Resources; Finance; Planning, Marketing, Information Technology; Risk Management

B. First/Mid Level Officials & Managers

Grade 3 Manager of: Operations; Maintenance; Human Resources; Mobility; Deck; Systems Administration; Controller; Advocacy Advisor; Safety and Security; Training

Grade 4 Assistant Operations Manager, Chief Accountant, Procurement and Grants Manager

Grade 5

C. Lead/Supervisory Level, Operatives & Administrative Support

Grade 6 Lead Scheduler, Executive Assistant, Administrative Assistant

RESOLUTION #2026-01-03

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE AWARD OF A CONTRACT TO SUNOCO, LLC TO PROVIDE GASOLINE FUEL FOR 2026 AND AUTHORIZING THE GENERAL MANAGER, OR THEIR DESIGNEE, TO SIGN A FEDERAL EXCISE TAX EXEMPTION CERTIFICATE ON BEHALF OF PARTA. THIS IS A JOINT PURCHASING VENTURE WITH AKRON METRO RTA, GAUGA TRANSIT, LAKETRAN, WESTERN RESERVE RTA, TOLEDO AREA RTA, AND, ET AL.

WHEREAS, the Invitation to Bid was duly advertised once a week for two (2) weeks in the *Kent Record Courier*; and,

WHEREAS, bids were received on December 10, 2025, for the procurement of gasoline fuel and were provided to PARTA, et al.; and,

WHEREAS, Sunoco, LLC provided a bid for the procurement of gasoline fuel beginning January 1, 2026, and they were found to be the lowest priced supplier at \$1.9749 per gallon for gasoline fuel delivery only; and,

WHEREAS, the Board authorized the General Manager, or their designee, to enter into a contract with the lowest, most responsive bidder for the purchase of gasoline fuel in 2026, 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 gasoline fuel with Sunoco, LLC to ensure that the delivery of gasoline fuel will continue into the 2026 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 Sunoco, LLC for approximately 100,000 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 10, 2025.
3. The General Manager, or their 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 January 22, 2026.

Date

Marvin Woods, President
Board of Trustees

Attested

RESOLUTION #2026-01-04

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE AWARD OF A CONTRACT TO GRESHAM PETROLEUM COMPANY TO PROVIDE DIESEL FUEL FOR 2026 AND AUTHORIZING THE GENERAL MANAGER, OR THEIR DESIGNEE, TO SIGN A FEDERAL EXCISE TAX EXEMPTION CERTIFICATE ON BEHALF OF *PARTA*. THIS IS A JOINT PURCHASING VENTURE WITH AKRON METRO RTA, GEAUGA TRANSIT, LAKETRAN, WESTERN RESERVE RTA, TOLEDO AREA RTA, ET AL.

WHEREAS, the Invitation to Bid was duly advertised once a week for two (2) weeks in the *Kent Record Courier*; and,

WHEREAS, bids were received on December 10, 2025, for the procurement of diesel and gasoline fuel and were provided to *PARTA*, et al.; and,

WHEREAS, Gresham Petroleum Company provided a bid for the procurement of diesel fuel beginning January 1, 2026, and they were found to be the lowest priced supplier at \$2.2647 per gallon for 47 Cetane diesel fuel; and,

WHEREAS, the Board authorized the General Manager, or their designee, to enter into a contract with the lowest, most responsive bidder for the purchase of diesel fuel in 2026, 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 fuel with Gresham Petroleum Company to ensure that the delivery of diesel fuel will continue into the 2026 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 Gresham Petroleum Company for approximately 85,000 gallons of 47 Cetane diesel 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 10, 2025.
3. The General Manager, or their 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 January 22, 2026.

Date

Marvin Woods, President
Board of Trustees

Attested

RESOLUTION #2026-01-05

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR THEIR DESIGNEE, TO PURCHASE UP TO THREE (3) CLEAN DIESEL URBAN TRANSIT BUSES, OPTIONAL EQUIPMENT, AND SPARE PARTS FROM GILLIG.

WHEREAS, *PARTA* identified a need to purchase urban transit buses to replace buses that were beyond their useful life and included in the Akron Metropolitan Area Transportation Study (AMATS) approved Transportation Improvement Program (TIP); and

WHEREAS, *PARTA* conducted a formal procurement (RFP #Low Floor 2021-01), in accordance with the procurement procedures, and found that GILLIG provided the best overall product and base price for *PARTA* for urban transit buses via its Best and Final Offer (May 2021 BAFO); and

WHEREAS, the Board of Trustees authorized the General Manager, or their designee, to negotiate, enter into, and sign a contract for the production and purchase of urban transit buses, optional equipment, and spare parts with GILLIG for five (5) years beginning in 2021 through 2026 (Resolution #2021-05-01); and

WHEREAS, the base price for production and purchase of urban transit buses is subject to adjustment based on the Producer Price Index (PPI) adjustment 1413, capped at a maximum total of 10% per year; and

WHEREAS, *PARTA* desires to purchase up to three (3) Clean Diesel urban transit buses, optional equipment, and spare parts from GILLIG for delivery in 2027; and

WHEREAS, the final price per bus will be calculated from the adjusted base price, plus or minus PPI 1413, determined ten (10) months prior to the on-line production date of the initial urban transit bus from this order, plus then-current prices for optional equipment and spare parts as finalized during the pre-production meeting; and

WHEREAS, *PARTA* will utilize Congestion Mitigation and Air Quality (CMAQ) funds, for the three (3) Clean Diesel urban transit buses and local dollars, consistent with *PARTA*'s bus replacement schedule.

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 execute said contract with GILLIG for the purchase of up to three (3) Clean Diesel urban transit buses, optional equipment, and spare parts for the total cost not to exceed \$2,192,154.00, plus or minus PPI 1413, to be delivered in 2027.

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 January 22, 2026.

Date

Marvin Woods, President
Board of Trustees

Attested



January 15, 2026

Mr. Brian Troutman
Chief Operations Officer
PARTA
200 Summit Street
Kent Ohio 44240

Thank you for the interest in purchasing Three (3) 35' GILLIG Low Floor transit diesel buses, using Kent RFP 2021-01. The price summary is outlined below. Worksheets calculating the price, including application of the applicable producer price index (PPI) 1413, are attached.

GILLIG is pleased to quote the following:

<u>Three (3)</u>	<u>35' GILLIG Low Floor Diesel Buses</u>	<u>\$695,922.00 each</u>
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The pricing is valid for ninety (90) days. Prices exclude any applicable taxes, transaction fees of any kind, and/or license fees. Per your contract, the production of your buses can be scheduled within 22 months from receipt of purchase order.

The current Administration has recently placed substantial tariffs on goods imported into the United States, and there have been indications that additional or different tariffs may be imposed. Although we are actively working with our suppliers to determine the financial impact these tariffs may ultimately have on our material and production costs, we believe in some cases (bus configuration) it will add a significant cost to the bus price which GILLIG is unable to absorb. As a valued partner, you have our commitment and assurance that we will do everything possible to minimize the impact as we navigate this developing situation. However, contract modifications and price adjustments will likely be necessary to offset any cost increases due to these tariffs.

We appreciate the opportunity to support PARTA Transit. Should you have any questions, please do not hesitate to contact me.

Sincerely,

Kevin Hardesty | Regional Sales Manager

510-334-7806 | Kevin.Hardesty@Gillig.com

cc: Javier Hernandez Jr., Gillig
Holly Piper, Gillig
Steven Ng, Gillig
Corinna Edwards, Gillig

Guidelines for Conducting a Virtual Meeting for the PARTA Board of Trustees and its Committees

The board and its committees may hold a virtual meeting to conduct business as long as the following requirements have been or will be applied.

Notification is given at least **72 hours in advance** to news media, except in the event of an emergency. In the event of an emergency notice must be given immediately.

The **public must be given access** to the public portion of any board or committee meetings.

Public notice of virtual meetings with **meeting links will be posted** on PARTA's website and social media sites for both scheduled and emergency virtual meetings.

All votes will be taken by roll call unless there is a motion for unanimous consent.

Board of trustees and PARTA staff **will receive virtual meeting links** by email or text.

Specific requirements and consideration for individual trustees.

Any trustee may request to attend an in person scheduled board or committee meeting virtually. Those individuals who plan to virtually attend must give notice at **least 48 hours in advance**, except in an emergency.

Trustees **must have the accessibility and equipment needed to properly join and participate virtually**. This means a trustee must be able to log in using the link provided, have the ability to be seen by other attendees, and be able to hear and address the attendees.

Trustees **must remain on camera and be visible** for the duration of the meeting

The board and its committees may NOT attend or conduct a virtual meeting if any of the following are applicable.

A vote to approve a **major nonroutine expenditure**.

A vote to approve a **significant hiring decision** (i.e. General Manager).

To propose, approve, or vote on a **tax issue or increase**.

With at least **48 hours** of advanced notice, at least 10% of the Board (2 members) or its committees **request an in-person meeting**.

When a **hearing** is scheduled, except with the consent of all parties.

Emergencies and/or Cancellations: Emergency as defined in the PARTA Board of Trustees By-Laws, is an unexpected accident or event which makes the commute impractical. Should an emergency prohibit the in-person requirement of the virtual meeting, the meeting would be cancelled and rescheduled with at least 48 hours of advanced notice.