

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY
BOARD OF TRUSTEES MEETING
MINUTES
January 22, 2026

Board Members Present:

Victor Baerman (<i>arrived 6:50 p.m.</i>)	Karen Beck	Julee Cariglio
Debbie Davison	Virginia Harris	Mike Lewis
R. T. Mansfield	Janice Simmons-Mortimer	Frank Vitale
Stacey Wilson	Karen Wise	Marvin Woods

Board Members Not Present:

Becky Lehman (3rd excused absence) Jack Murphy (2nd excused absence)

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

Claudia Amrhein	Denise Baba	Kylie Calcei
Kelly Jurisch	Abigail Burke, Legal	Sony Richardson-Gilroy
Rebecca Schrader	Dan Spaulding	Lita Wiley

Guests Present:

CALL TO ORDER

Mr. Marvin Woods called the PARTA Board of Trustees, January 22, 2026, 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 November 13, 2025, board meeting. **Ms. Stacey Wilson** made a motion to approve the minutes as presented, which was seconded by **Ms. Janice Simmons-Mortimer**. 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 began her report by thanking everyone for coming out on such a cold evening and expressed how much she appreciated it. Ms. Amrhein continued saying one of the things we want to talk about tonight is potentially being able to implement our virtual meeting option if we have severe weather or if a board member is traveling. We have written out some guidelines, and we'll talk through those so we all feel comfortable with them, for when it's needed, we can be prepared. We have five resolutions tonight. We also have a lot of our team here tonight. Sitting in for Mr. Justin Markey is Ms. Abigail Burke. Mr. Dan Spaulding has been with us for several months now and is director of IT. Ms. Lita Wiley has been our HR manager since 2014 and was recently promoted to director of human

resources and Ms. Kylie Calcei has been our operations manager since 2014 and has been promoted to director of operations. We are well into our succession planning, you might recall over the last three or so years, we have updated our mission and image, put in new technology, and have been working on leadership training. We'll talk a bit more about that when we get to the Administration Committee meeting.

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

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

COMMITTEE MEETINGS/REPORTS

Administration Committee

Mr. Woods said the Administration Committee will meet now and asked Ms. Stacey Wilson or Ms. Karen Wise if one of them would chair the committee since Mr. Jack Murphy was unable to attend tonight's meeting.

Ms. Karen Wise, chair of the Administration Committee, called the meeting to order at 6:36 p.m. and the meeting adjourned at 6:43 p.m.

The Administration Committee reviewed and recommended resolutions 2026-01-01 and 2026-01-02 found on pages 40 and 48 of the January Board & Committee Meeting/Report packet, to the board for consideration.

Finance Committee Report

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

The Finance Committee was called to order at 6:44 p.m. and adjourned at 7:03 p.m.

The Finance Committee reviewed and recommended resolutions 2026-01-03, 2026-01-04, and 2026-01-05 found on pages 51, 52, and 53 of the January Board & Committee Meeting/Report packet, to the board for consideration.

Operations Committee Meeting

Mr. Woods said the Operations Committee did not meet.

Personnel Committee Report

Mr. Woods said the Personnel Committee did not meet 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 said there was no New Business and moved on to Resolutions

RESOLUTIONS

Mr. Woods introduced Resolution #2026-01-01.

#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.

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

Motion: Ms. Karen Wise

Second: Mr. Mike Lewis

Mr. Woods asked if there were any questions or comments. Hearing none he asked for a roll call.

Roll Call:	Yes	No		Yes	No
Victor Baerman	<u>X</u>	<u> </u>	R. T. Mansfield	<u>X</u>	<u> </u>
Karen Beck	<u>X</u>	<u> </u>	Jack Murphy	<u>ABSENT</u>	<u> </u>
Julee Cariglio	<u>X</u>	<u> </u>	Janice Simmons-Mortimer	<u>X</u>	<u> </u>
Debbie Davison	<u>X</u>	<u> </u>	Frank Vitale	<u>X</u>	<u> </u>
Virginia Harris	<u>X</u>	<u> </u>	Stacey Wilson	<u>X</u>	<u> </u>
Becky Lehman	<u>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 #2026-01-02.

#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.

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

Motion: Ms. Karen Wise

Second: Ms. Janice Simmons-Mortimer

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

Roll Call:	Yes	No		Yes	No
Victor Baerman	<u>X</u>	<u> </u>	R. T. Mansfield	<u>X</u>	<u> </u>
Karen Beck	<u>X</u>	<u> </u>	Jack Murphy	<u>ABSENT</u>	<u> </u>
Julee Cariglio	<u>X</u>	<u> </u>	Janice Simmons-Mortimer	<u>X</u>	<u> </u>
Debbie Davison	<u>X</u>	<u> </u>	Frank Vitale	<u>X</u>	<u> </u>
Virginia Harris	<u>X</u>	<u> </u>	Stacey Wilson	<u>X</u>	<u> </u>
Becky Lehman	<u>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 #2026-01-03.

#2026-01-03: 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.

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

Motion: Ms. Karen Wise

Second: Ms. Debbie Davison

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>X</u>	<u> </u>	Janice Simmons-Mortimer	<u>X</u>	<u> </u>
Debbie Davison	<u>X</u>	<u> </u>	Frank Vitale	<u>X</u>	<u> </u>
Virginia Harris	<u>X</u>	<u> </u>	Stacey Wilson	<u>X</u>	<u> </u>
Becky Lehman	<u>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 #2026-01-04.

#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.

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

Motion: Ms. Stacey Wilson

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>X</u>	<u> </u>	Janice Simmons-Mortimer	<u>X</u>	<u> </u>
Debbie Davison	<u>X</u>	<u> </u>	Frank Vitale	<u>X</u>	<u> </u>
Virginia Harris	<u>X</u>	<u> </u>	Stacey Wilson	<u>X</u>	<u> </u>
Becky Lehman	<u>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 #2026-01-05.

#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.

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

Motion: Mr. Victor Baerman

Second: Ms. Karen Wise

Mr. Vitale asked what the cost is.

Ms. Amrhein replied there is a not-to-exceed letter in the packet [page 54]. We have put in a 5% contingency, which we don't expect to have to use. The prices have increased, but we knew that over the last few years with the uncertainty in tariffs and production issues with COVID. GILLIG is a great company, they provide very good buses.

Ms. Jurisch commented that one of the big costs of these updated buses is the new engine. Cummins has a new engine, and that new cost is roughly an additional \$40,000.

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

Roll Call:	Yes	No		Yes	No
Victor Baerman	<u>X</u>	<u> </u>	R. T. Mansfield	<u>X</u>	<u> </u>
Karen Beck	<u>X</u>	<u> </u>	Jack Murphy	<u>ABSENT</u>	<u> </u>
Julee Cariglio	<u>X</u>	<u> </u>	Janice Simmons-Mortimer	<u>X</u>	<u> </u>
Debbie Davison	<u>X</u>	<u> </u>	Frank Vitale	<u>X</u>	<u> </u>
Virginia Harris	<u>X</u>	<u> </u>	Stacey Wilson	<u>X</u>	<u> </u>
Becky Lehman	<u>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**.

EXECUTIVE SESSION

Mr. Woods said there was no need for an Executive Session and asked if there were any other comments that anybody would like to make.

Ms. Schrader handed out trustee service awards saying I am happy to carry on the tradition of passing out services awards for 2025. Ms. Schrader explained that awards are given for one, three, five, and then every five years. Mr. Victor Baerman and Ms. Janice Simmons-Mortimer received one-year service awards, Ms. Stacey Wilson received a three-year service award, and Ms. Karen Beck, Mr. R. T. Mansfield, and Mr. Marvin Woods received five-year service awards. Ms. Karen Wise received her ten-year service award along with a clock for her ten years of service.

Ms. Amrhein asked the board to take a few minutes and review the virtual meeting guidelines. Ms. Amrhein continued saying a copy of the guidelines can be found on page 55 of the packet and explained that when the board meets it always has to be a public meeting. This means that we [PARTA staff] will be here in person unless we completely cancel the meeting for weather or other reasons. Should someone want to attend virtually because they are traveling, they would need to let us know a couple of days in advance. We would then set up a link and publicize the link. The person who would be joining virtually would have to have the technology at their disposal to use the link, to be seen on camera, to remain on camera, and to be heard. The public would still be welcome to come here [PARTA's Administrative Offices] or use the published link to watch the meeting virtually. If a board meeting is planned as a regular in-person meeting, but a board member has an emergency, like their car won't start, and they notify us, we can allow the board member to join the meeting virtually. This doesn't make

it a virtual meeting for the public, because we haven't publicly published the meeting as virtual and are meeting in-person, except for the member with the car emergency.

Ms. Amrhein continued, if we decide to make the whole meeting virtual because of weather concerns on the day of the meeting and we don't want people traveling, we will then notify the media, put in on *PARTA*'s social media and website, notify the trustees, and provide the link address. Then those who have a smartphone, tablet, or PC that will allow a trustee to be seen and heard could join the meeting allowing for roll call votes. This allows the meeting to be totally transparent. If someone does not have the technology, then they will not be able to vote. Ms. Amrhein asked if there were any questions.

Mr. Lewis asked if there is a not-to-exceed amount for major non-routine expenditure.

Ms. Amrhein explained that there is no specific dollar amount because some of the normal routine expenditures are quite expensive. Using the example of buses, that cost more than the GM's signing authority, of \$100,000, purchasing buses is considered routine. If we're going to build a new building, that would not be routine. Most of the things we do, unless it's an extraordinary grant, would not be of a major non-routine nature. A good example of a major non-routine item for consideration by the trustees would be hiring a general manager.

Ms. Amrhein reminded the trustees that it was previously discussed that she would come forward in January or February to discuss succession planning and in February we'll talk more at length about this. As you can see, we have put together a really great team. We have some additional hires, we have a relatively new chief accountant and a safety and security manager, who's in the position we have been trying to fill for the last couple of years.

Ms. Amrhein let the trustees know that June 30, 2026, will be her retirement date. That gives us a nice amount of time to transition with this new leadership team and Ms. Jurisch is taking the lead on that. We do have a position on our chart [*PARTA* Job Categories, Authorized Positions and Pay Grade Designation for Exempt Employees] of assistant GM. We have that spot specifically for this circumstance so that the GM can appoint and then evaluate and determine if that person is working out or not. My intention would be to transition Ms. Jurisch into that position. It is up to the board. The board has options which we will talk about. I can tell you with total confidence that this team is excellent. I am leaving it [*PARTA*] in a better place than it was. It is not easy to find good, honest, authentic people who are committed to the mission, which is transportation that builds community trust. Every decision that we make is focused on that mission.

ADJOURNMENT

Mr. Woods asked for a motion to adjourn after confirming there were no further discussions or questions. **Mr. Mike Lewis** motion to adjourn, **Ms. Stacey Wilson** seconded.

Mr. Woods thanked everyone and said the board will meet next on Thursday, February 26, 2026, at 6:30 p.m.

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

Respectfully submitted,

Sony Richardson-Gilroy
Executive Assistant