

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY

BOARD OF TRUSTEES MEETING

MINUTES

October 24, 2024

Board Members Present:

Victor Baerman	Mike Lewis, Vice President	Frank Vitale
Karen Beck	R. T. Mansfield	Stacey Wilson
Debbie Davison	Jack Murphy	Karen Wise
Virginia Harris	Janice Simmons-Mortimer	Marvin Woods, TPO

Board Members Not Present:

Dave Gynn (1st excused absence)

Staff Present:

Claudia Amrhein	Sony Richardson-Gilroy	Natalie Schulte, Legal Counsel
Denise Baba	Rebeca Schrader	Brian Trautman

Guests Present:

Celia King Barbara Rhodes

CALL TO ORDER

Mr. Mike Lewis called the October 24, 2024, PARTA Board of Trustees meeting to order at 6:58 p.m. Mr. Lewis said he was filling in for Mr. Dave Gynn who is listening to the meeting by phone and asked for an oral roll call, after which it was determined that **a quorum was present.**

Moving on, Mr. Lewis asked for a motion to approve the minutes of the September 26, 2024, Board meeting. **Mr. Jack Murphy** made a motion to approve the minutes as presented, which was seconded by **Ms. Virginia Harris**. Mr. Lewis asked if there were any questions. Hearing none, he said the **motion to approve the minutes, as presented, passed unanimously.**

GUEST COMMUNICATIONS

Mr. Lewis said we have a couple of guests, but we will be calling on them a little bit later in the agenda. We are going to start with the General Manager's report.

GENERAL MANAGER'S REPORT

Ms. Claudia Amrhein thanked Mr. Lewis. Ms. Amrhein said it is great to see everyone here tonight and to have Mr. Gynn with us by phone as he gets better. She said that she would like to get started since we have a few things to get through and she would be happy to answer any questions that anyone had from her board report.

Mr. Lewis said as always it was a very good report and expressed his appreciation for the report. Hearing nothing on the General Managers Report, Mr. Lewis moved on to the committee reports.

ADMINISTRATION COMMITTEE REPORT

Mr. Lewis said the Administration Committee did not meet and moved on to Finance.

FINANCE COMMITTEE REPORT

Mr. Lewis said the Finance Committee met right before this meeting. We had a very good turnout. Thank you to everyone who came.

Mr. Lewis said we talked about the overall finances for PARTA, and everything does look good and looks pretty strong. Some of the highlights of this would have been from the revenue side. KSU Revenues has caught up as we expected with the students at full tilt, and it is on pace to catch up in the next month or two with the YTD Budget. Also, the Sales Tax Revenues were strong for the month, about \$24,000 above budget.

On the expense side many of them are below, due to mainly having less employees and fewer running routes. We can expect to see some of a pickup as we move closer to full employment across the board, not only drivers but mechanics, and every other thing that supports our routes. The only thing I have marked here to bring up is Fuel and Lubricants and Tires and Tubes, are out for bid currently, so we will have something on those soon. We had Other Misc. Expenses, for a new walking path that people may have walked by as they came in tonight.

For the month we have a surplus of \$442,652 and the surplus to budget for the year \$2,723,302. Mr. Lewis asked Ms. Rebecca Schrader if there was anything that she would like to point out.

Ms. Schrader said the only other thing was the walking track. We are getting reimbursed for the walking track, through a wellness grant from our health insurance company. We will see a credit in Other Misc. Expenses in the next month or so.

Mr. Lewis said I have nothing else in the actual report, but I will bring up one other thing about the investment income. We have investment income coming from many different sources, one of which is Fifth Third, which is our newer account for a little over a year, and we had a little over \$29,000 in interest on that and about \$14,500 in interest on our Star Ohio account. Those are the two we have set aside for that purpose, and they are working as we thought they would.

Mr. Lewis asked if there were any questions about the PARTA part of finance.

Mr. R. T. Mansfield said your new format of meeting right before this meeting leaves us with no report to review. Will we be getting that report as we have in the past.

Mr. Lewis said we talked about getting out the report to the board, so everyone had a chance to review it. Mr. Lewis asked if the finance report was received the finance report. The board responded with both yes and no. Mr. Lewis assured the board that unless he heard something different the finance report would go out ahead of time. Ms. Schrader noted that the finance report was emailed to the board, and we do have extra copies that can be passed out.

Mr. Lewis asked if there were any other questions about the PARTA finance reports.

Hearing none, Mr. Lewis said moving on to the Kent Central Gateway. We are in a good position financially, and if you have been with us long enough, you know that I haven't always been able to say

that because we have had some lean years. The overall month was a little behind on the Hotel Overnight Parking and Monthly Parking Passes, however, year-to-date we are on schedule for both of those. Revenues are pretty much on schedule with budget, and we had a surplus to budget of \$14,272 for the month and about \$78,444 for the year. The only thing that was above was Contract Maintenance Service for repair on elevators. As the building is getting older things are going to need to be kept up and repaired. We are doing a good job but it's hard to budget for what is going to break, so there is some allowance, but we have had a good year for replacing things, let's put it that way. Year to date everything looks pretty good on the Kent Gateway. Mr. Lewis asked Ms. Schrader if she wanted to talk about the payable back to PARTA or if she wanted to wait until next month. Ms. Schrader indicated that she would wait. Mr. Lewis asked if there were any questions on the Kent Central Gateway.

Hearing none, Mr. Lewis then moved on to the Operations Committee report.

OPERATIONS COMMITTEE REPORT

Mr. Lewis said the Operations Committee did not meet and moved on to the Personnel Committee report.

PERSONNEL COMMITTEE REPORT

Mr. Lewis said the Personnel Committee did meet and asked Ms. Beck for her report from the October 8, 2024, meeting.

Ms. Beck reported that the committee met, and we are in process of finishing Ms. Amrhein's annual review. There will be more to report next month.

Mr. Lewis thanked Ms. Beck for her report.

OLD BUSINESS

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

NEW BUSINESS

Mr. Lewis said we have a visitor with us asked Ms. Amrhein if she would you like to take the introduction for that. Ms. Amrhein introduced Ms. Barbara Rhoades. Ms. Rhodes is the CEO of Ohio Transit Risk Pool (OTRP). She is the woman behind the curtain of OTRP. We pool our property and casualty risks with other transit authorities and so Ms. Rhoades oversees that function, which is an important part of how we operate. It feeds into our safety procedures and all different aspects of transit service, so welcome Ms. Rhoades.

Ms. Rhoades thanked the board and those present. We [OTRP] are here tonight too present PARTA with our SOAR (Safe Operations Award/Recognition) award. As Ms. Amrhein said, OTRP is the public entity risk pool that does the property casualty insurance. We insure fifteen public transits in Ohio, and at this point the only two we don't insure are Cleveland and Columbus. We've had a lot of growth in the last five to seven years, which has been very exciting. We are currently running as a pool about fifty million miles a year. PARTA fits into Division III and the other two people in your division are currently WRTA (Western Reserve Transit Authority) and Butler County Reginal Transit Authority. So, I think you all know who WRTA is, they are right next door, but Butler County is a lovely transit just north of Cincinnati, south of Dayton. They sit nicely in that region between the two and they are a very similar size, with all three of you running between a million and three million miles on a yearly basis. PARTA is getting this award not just because you have low cost of risk or that you beat the other people in your category, but because you have a really, really, great operation here. Every year you go through an extensive risk management inventory that everyone at PARTA is part of. Last year in your audit PARTA scored a perfect score. The

PARTA drives undergo a training program that was developed with the assistance of Mr. Brian Trautman and many of the other PARTA trainers. It is now a nationally acclaimed training program; it is literally the go to driver program in the United States. Your drivers all use the program, and it is a very comprehensive program. PARTA does a great job of bringing all your employees all the way through that program. You had excellent hiring practices; you are top notch on your operational controls. All those things together really lead to that reduction in risk. You would think it's just the drivers on the road. It's not. It's, are the buses in good repair, are they getting the training, are your routes developed, safety is at the forefront of all those things. When you buy buses, it sounds like a simple thing, but even as you design what you are going to be purchasing at PARTA safety goes into that thought process. I'm proud to say that PARTA's name has been on here for the last two years. You have the lowest cost-of-loss in your division with a \$3.89 per hundred miles. That also beat out the overall pool average of \$7.43. PARTA should truly be commended on your collaborations that you have around the State that also feed into the knowledge that you have and that you share with everyone else. Whether it is at the risk pool, if it's at the Ohio Department of Transit, with OPTA (Ohio Public Transit Authority) partners, and with NEORide (Transportation Services in Wadsworth). In all those places PARTA comes to the table, collaborates, shares their experiences, and gains from everyone else's. That is why, with very great pleasure, I am here again to announce that PARTA is the SOAR award winner. This is a traveling plaque and every year I think I'm going to get it back, but it seems like it's here to stay. Thank you so much.

Mr. Lewis said we will move on to what is next on the agenda, which is a presentation from Ms. Celia King.

Ms. King then presented her PowerPoint, which is attached. Additional handouts were provided for those present and are attached. Following Ms. King's presentation, Mr. Lewis moved on to the resolutions.

RESOLUTIONS

Mr. Lewis said there were no resolutions and moved on to the Executive Session.

EXECUTIVE SESSION

Mr. Lewis said there was no need for an Executive Session and asked if there were any other comments.

Mr. Trautman said Sunday, November 17, 2024, we will be doing a Stuff the Bus canned food drive from 10:00 a.m. to 2:00 p.m. at the Ravenna Walmart (St. Rt. 59) if anyone would like to come out and help. We did really well last year, and we have flyers that will be sent out in an email blast so make sure you let people know we are doing the Stuff the Bus. We will be collecting for the RSA Food Shelf, which I'm a little biased here because my 86-year-old mom runs it, and Kent Socials Services overhear with Mr. Mark Frisone.

Ms. Denise Baba said I want to remind everyone to come out on Monday, November 11, 2024, for our Veterans Day Ceremony down at the Gateway. You heard last month about the ruck. Our featured speaker will be talking about the Kent legion's Pets for Vets and how important it is to alleviate PTSD. If you are available, please join us at 1:00 p.m. on Monday, November 11, 2024, for our Veteran's Day Ceremony.

Mr. Lewis said since we are doing reminders before the adjournment, just a reminder everyone is invited November 6, 2024, for the Finance and Budget meeting at 3:00 p.m. We will get reports out to everyone ahead of time so we can have very precise discussions on the budget. November 21, 2024, is the next board meeting at 7:00 p.m. and I believe in the report it said we would not have a December meeting so this would be the last meeting of the year. Ms. Amrhein added that it is the last meeting of the year, and we put every resolution we need for the large expenditures for next year and the budget.

ADJOURNMENT

Hearing nothing further, Mr. Lewis entertained a motion to adjourn. **Ms. Debbie Davison** made a motion to adjourn the meeting, which was seconded by **Ms. Karen Beck**. Mr. Lewis asked all in favor to signify by saying aye. He asked any opposed to signify with the same sign. Hearing no opposition, the **motion to adjourn passed unanimously.**

The meeting was adjourned at 8:05 p.m.

Respectfully submitted,

Sony Richardson-Gilroy
Executive Assistant