



Board of Trustees

Board & Committee Meeting/Report Packet

Thursday, October 23, 2025

Beginning at 6:30 p.m.

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



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PARTA
Board of
Trustees

Agenda

1. Call to Order
2. Roll Call Oral
3. Meeting Minutes – Motion Required
Minutes from September 25, 2025, Meeting Pages 3-15
4. Guest Communications (2-minute limit) Oral
5. General Manager’s Report Pages 16-22
6. Committee Meetings/Reports
 - Administration Committee Meeting Page 24-25
Agenda (Pages 25)
 - Finance Committee Meeting Pages 26-35
Agenda (Page 27)
 - Operations Committee Meeting Pages 36-37
Agenda (Page 37)
 - Personnel Committee Report Met10/08/2025
7. Old Business
8. New Business
9. Resolutions - Roll Call Approval Required

#2025-10-01 (Page 39)

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AMENDING THE TITLE VI POLICY/PROGRAM.

Title VI of the Civil Rights Act of 1964 w/ revisions (Pages 40-79)

#2025-10-02 (Page 40)

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO CONTRACT WITH SAFETY VISION FOR THE PURCHASE OF MOBILE CAMERA SYSTEMS TO REPLACE EXISTING SYSTEMS THAT HAVE EXCEEDED USEFUL LIFE THRESHOLDS.

#2025-10-03 (Page 41)

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR THEIR DESIGNEE, TO NEGOTIATE, ENTER INTO, AND SIGN A FIVE-YEAR AGREEMENT WITH DUO-GARD INDUSTRIES FOR DESIGNING, PRODUCING, AND DELIVERING BUS SHELTERS FOR USE WITHIN PARTA’S SERVICE AREA.

10. Executive Session, as needed
11. Adjournment

Next Regular Board Meeting:
November 13, 2025 @ 6:30 p.m.

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY
BOARD OF TRUSTEES MEETING
MINUTES
September 25, 2025

Board Members Present:

Karen Beck	Virginia Harris (<i>arrived at 6:34pm</i>)	Mike Lewis
R.T. Mansfield	Jack Murphy	Frank Vitale
Stacey Wilson	Karen Wise	Marvin Woods

Board Members Not Present:

Victor Baerman (2 ND excused absence)	Julee Cariglio (1 st excused absence)
Debbie Davison (1 st excused absence)	Becky Lehman (1 st excused absence)
Janice Simmons-Mortimer (1 st excused absence)	

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

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

Guests Present:

CALL TO ORDER

Mr. Marvin Woods called the PARTA Board of Trustees, September 25, 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 August 25, 2025, board meeting. **Ms. Karen Wise** made a motion to approve the minutes as presented, which was seconded by **Mr. Jack Murphy**. 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 everybody for coming out tonight.

Ms. Amrhein began her report by saying first, I'd like to take a minute and introduce Mr. Dan Spaulding. We hired Mr. Spaulding not quite a month ago to be our director of IT.

Ms. Amrhein invited Mr. Brian Trautman to say a little bit about the duties that Mr. Spaulding will be doing.

Mr. Trautman said Mr. Spaulding is going to be taking care of all of our IT needs network-wise, on the buses, and all of our cloud-based systems. Everything IT related moving forward will fall under

Mr. Spaulding. This is part of my handoff and gradual exit from PARTA. Mr. Spaulding has a lot of experience and a lot of expertise in areas that I don't, which is great. He also is very familiar with our systems, because we captured Mr. Spaulding from Quality IP, who is our management service provider (MSP). It should be a good transition. We're really happy that Mr. Spaulding is here and it will be a good thing for PARTA moving forward.

The board welcomed Mr. Spaulding.

Ms. Amrhein continued her report saying thank you for bearing with us this year, as we experimented with how to hold our committee meetings right before the board meeting. We used to have our finance meeting regularly a couple days before the board meeting. We had issues getting a quorum, so we really appreciate your patience with us as we played around with it this year. Another iteration of that tonight that we're starting is to start the board meeting at 6:30 p.m., go through a portion of the agenda, and then we have the option to move into committee meetings or committee reports. Tonight, we're going to move into committee meetings. It still leaves the option open for committees to meet separately if there's a topic that has a lot of details to it, but if it is a more routine meeting that's easier to meet on the night of the board meeting, we can have that meeting within the board meeting. So, thank you for bearing with us on that. Again, it's been frustrating trying to get it right so that it feels like everything's flowing smoothly, so hopefully this will be the answer.

Ms. Amrhein said I noted in my board report that we did achieve the prestigious SOAR award again. This is given by our risk pool [OTRP], and we are in Division 2, which is 1 million to 3 million miles. There are three public regional transit authorities in Division 2, and we've been fortunate enough to have low loss. We're pleased about that, and it's because we all work together to ensure safe and reliable service.

Ms. Amrhein said I'd be happy to answer any questions.

Mr. Woods said there were no questions for Ms. Amrhein, so we'll go to committee reports and meetings. The first committee meeting is the Administration Committee.

COMMITTEE REPOTS/MEETINGS

Administration Committee

Mr. Woods said the Administration Committee will now meet and asked Mr. Jack Murphy, chair of the committee, to begin the Administration Committee meeting.

The Administration Committee was called to order at 6:35 p.m. and adjourned at 7:01 p.m.

The Administration Committee reviewed revisions to the by-laws and approved moving the revised by-laws as presented and discussed on to the board for consideration.

Mr. Woods thanked the committee for their work and moved on to the Finance Committee.

Finance Committee

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

The Finance Committee was called to order at 7:01 p.m. and adjourned at 7:25 p.m.

Mr. Woods thanked the committee and offered congratulations on the 23rd consecutive year of zero findings for the State Financial Audit before moving on to the Operations Committee.

Operations Committee

Mr. Woods said the Operations Committee was not scheduled to meet and moved on to the Personnel Committee.

Personnel Committee

Mr. Woods said the Personnel Committee was also not scheduled to meet and moved on to old business.

OLD BUSINESS

Mr. Woods said there was no old business and moved on to new business.

NEW BUSINESS

Mr. Woods said for new business we have the revised by-laws that were reviewed during the Administration Committee meeting and moved forward to the board for approval.

Mr. Woods asked for a motion to approve the revised by-laws. **Ms. Stacey Wilson** made the motion to approve the revised by-laws, which was seconded by **Mr. Jack Murphy**. Mr. Woods asked all those in favor say aye, those opposed say no, the **motion to approve the revised by-laws passed unanimously**.

Mr. Woods said hearing no additional new business he moved to the resolutions

RESOLUTIONS

Mr. Woods said there are no resolutions for tonight.

EXECUTIVE SESSION

Mr. Woods said there is no need for an executive session.

ADJOURNMENT

Mr. Woods asked for a motion to adjourn. **Mr. Mike Lewis** motion to adjourn, **Ms. Karen Beck** seconded.

Mr. Woods thanked everyone and noted that the next board meeting will be October 23, 2025, at 6:30 p.m.

The meeting was adjourned at 7:26 p.m.

Respectfully submitted,

Sony Richardson-Gilroy
Executive Assistant

**PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY
(PARTA)**

BY-LAWS

Board of Trustees

I) Location of the Main Office

The principal office of PARTA shall be located at 2000 Summit Road, Kent, Ohio.

II) Members

- A) **Appointment and Qualifications:** Members of the Board of Trustees shall be appointed by the political subdivisions creating the authority, pursuant to Ohio Revised Code §306.30, et seq. and the ordinances or resolutions of the participating political subdivisions, as amended from time to time, and shall serve in accordance therewith.
- B) **Terms:** Members shall serve staggered three (3) year terms beginning July 1 of the year appointed, except that any person appointed to fill a vacancy shall be appointed to only the unexpired term.
- C) **Oath:** As required by Ohio Revised Code §306.33, each member of the Board of Trustees, before entering upon the Trustee's official duties, shall take and subscribe to an oath or affirmation that the Trustee will honestly, faithfully, and impartially perform the duties of office and that the Trustee will not be personally interested, directly or indirectly, in any contract let by the regional transit authority. The oath will be administered by the Secretary/Treasurer of the Board or their designee. An oath is attached to these By-Laws as an Addendum.
- D) **Compensation:** Members shall serve without compensation but may receive reimbursement for actual necessary expenses incurred in the performance of their duties.
- E) **Resignation, Removal:** A Trustee may resign by submitting a written resignation to the appointing authority. The appointing authority may, at any time, remove a member for misfeasance, nonfeasance or malfeasance in office. The Board of PARTA may recommend removal of a Trustee for non-excused absences of three (3) meetings during a Board year. Cognizant of schedule conflicts, the Board shall require advanced notice of an absence and a valid reason for the absence. The President will notify the appointing authority if a Trustee has failed to meet the attendance requirements or has otherwise failed to fulfill the duties of a Trustee.
- F) **Ethics and Conflict of Interest:** A Trustee will neither solicit nor accept gifts, gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub agreements. Business meals of minimal value are excluded. Also excluded are unsolicited gifts of nominal intrinsic value.

No Trustee shall participate in the selection, award, or administration of a contract if a conflict of interest, real or apparent, would be involved. Each Trustee shall comply with all conflict-of-interest laws under Ohio law, including Ohio Revised Code §2921 and §102. Such a conflict may arise when any of the following has financial or other interest in the firm selected for award:

- (1) The Trustee;
- (2) Any member of their immediate family;

- (3) Their partner; or
- (4) An organization that employs, or is about to employ, any of the above.

G) **Voting:** A majority of the Board of Trustees constitutes a quorum, the affirmative vote of which is necessary for any action taken by the authority. No vacancy in the Board shall impair the rights of a quorum to exercise all rights and perform the duties of the authority.

III) Officers

A) **Officers:** The officers of PARTA shall be President, Vice President and Temporary Presiding Officer.

B) **Terms of Office:** The term of office for the President, Vice President and Temporary Presiding Officer shall be one (1) year and until the successor takes office.

C) **Nomination:** The administration committee will nominate candidates for the positions of President, Vice President and Temporary Presiding Officer in April to report back to the full Board in May. Nominations shall remain open up to the Annual Meeting. Nominations for President shall be closed and voted on prior to the closing of nominations for Vice President and Temporary Presiding Officer.

D) **Election:** Officers shall be elected annually at the Annual meeting of the Board and shall take office at the conclusion of the Annual Meeting to preside at the next meeting of the Board. Election of Officers shall take place by written ballot unless otherwise specified by the Board. A tie vote will be settled by a flip of a coin. All voting will be done in open session.

E) **Resignation:** Any Officer may resign as Officer by giving written notice of resignation to the President of the Board, or the President may resign by written notice to the Vice President. The resignation shall be effective as of the date stated in such resignation, or if there is no such date stated, then as of the date of its receipt by the proper Officer. Notice of the resignation shall be transmitted at the next meeting of the Board by the Officer receiving such resignation.

F) **Removal:** All Officers shall serve at the pleasure of the Board and shall be subject to removal by the Board at any time.

G) **Vacancies:** Vacancies in any Officer's position shall be filled by the Board for the remainder of the term, as soon as possible. Vacancies will be filled in the same manner as above in Section (III)(C) and (D), with the administration committee making a recommendation and a vote held in open session.

H) **Duties of Officers:** The Officers shall have the following duties and responsibilities:

1) **President:**

- (a) Convene Board meetings and preside over them.
- (b) Represent PARTA at various meetings.
- (c) Sign documents or take action on behalf of PARTA as directed by the Board or by law, unless another Officer or employee is directed to take such action.
- (d) Appoint Chairs and members of Standing Committees and appoint Ad Hoc Committees.
- (e) Serve as ex-officio member of all committees.

- 2) **Vice President:**
 - (a) Convene Board meetings and preside over them in the absence of the President, or at any time when the President may vacate the chair.
 - (b) Perform all duties of the President when the President is absent or unable to perform.
 - (c) Assist the President in all duties, as appropriate.
- 3) **Temporary Presiding Officer:** At any meeting at which both the President and the Vice President are absent or unavailable to preside, the Temporary Presiding Officer shall serve as Presiding Officer. Any meeting at which the President, the Vice President and the Temporary Presiding Officer are absent or unable to preside, the Board, by a majority of those present, may elect a member of the Board to serve as Presiding Officer for that meeting.

IV) Employees, Advisors

- A) **General Manager:** The Board shall appoint and fix the compensation of the General Manager, who shall not be a member of the Board. The duties of the General Manager shall include:
 - 1) Serve as Chief Executive Officer to carry out all policies of PARTA.
 - 2) Attend all meetings of the Board, keep the Board informed of the condition and activities of PARTA and recommend policies to the Board.
 - 3) Employ, supervise and discharge employees to such positions as may be authorized by the Board, under the terms and conditions authorized by the Board.
 - 4) Fill the duties of Secretary/Treasurer, as provided by Ohio Revised Code §306.33 and §306.42, either directly or by directing an employee(s) to assist in performing those duties.
 - 5) Coordinate transit development, maintain and develop facilities, maintain liaison with governmental units and with social service agencies, and develop and implement public relations program.
 - 6) Represent PARTA in contract negotiations and in other contexts as the Chief Executive Officer.
 - 7) Contract for goods and services necessary for the purposes of PARTA as subject to Ohio Revised Code §306.43.
 - 8) Exercise any other duties necessary for the day-to-day operations of PARTA.
- B) **Secretary/Treasurer:** The General Manager shall fill the statutory duties of Secretary/Treasurer and shall be the fiscal officer and custodian of PARTA's funds and records, as required under Ohio Revised Code §306.33 and §306.42, either directly or by directing an employee(s) to assist in the performance of those duties.
 - 1) Before receiving any monies, the General Manager and employee(s) designated by the General Manager shall each give a surety bond to PARTA, to be conditioned on the faithful performance of the duties of the office of Secretary/Treasurer, to be executed by sureties

satisfactory to PARTA. The amount of the bond shall be determined by the Board of Trustees. The cost of such bond shall be paid by PARTA.

- 2) The Board may also require any other employee to provide a surety bond, under conditions and amounts as determined by the Board. The cost of such bond, if any, shall be paid for by PARTA.
 - 3) The General Manager (Secretary/Treasurer), or employee(s) designated by the General Manager, will deposit funds to the account of PARTA in one or more such depositories as are qualified to receive deposits of PARTA; make disbursements in accordance with the rules and regulations of the Board, maintain accurate records of all transactions; and perform other fiscal duties.
 - 4) The General Manager (Secretary/Treasurer) shall designate an employee to serve as Secretary to the Board. Under the direction of the General Manager, the Secretary shall record and attest the minutes of the proceedings of the Board; maintain all minutes, resolutions, and records of the Board; and handle correspondence of the Board as requested by the President. If the Secretary is absent from any meeting, the presiding member may designate a person as Acting Secretary to record and attest the minutes of the meeting and attest any resolution(s) adopted at such meeting.
- C) **Other Employees:** The Board will authorize employment positions necessary to carry out the work of PARTA, and the terms and conditions of employment. Employees will be appointed and supervised by the General Manager, according to the policies approved by the Board.
- D) **Consultants and Contract Services:** The Board may contract for services necessary for the purposes of PARTA.

V) Meetings

- A) **Place of Meeting:** All meetings of the Board and its committees, held together as one meeting or separately, shall be held either at its principal office, ~~or at~~ virtually pursuant to subsection (E) such other place as designated by the President at a preceding meeting or designated in the notice of the meeting.
- B) **Regular Meetings:** Meetings of the Board shall be held at least once each quarter and may be held monthly, as scheduled by the Board President. The date and time of all regular meetings for the following fiscal year will be determined at the annual meeting.
- C) **Annual Meeting:** The Board shall hold an annual meeting in July of each year. At the annual meeting, the election of officers will occur, as stated in Section (III)(D).
- D) **Special Meetings:** Special meetings of the Board and its committees may be called at any time by the President, the Vice President, or any three (3) members of the Board, providing the notice required in Section (V)(E)(2). The Officer, or members calling the meeting, shall give notice to the other members of the Board of the date, time, place and purpose of the meeting. Such notice may be given in person or by telephone (or facsimile transmission or E-mail) at least 24 hours prior to the meeting. Notice to other Board members may also be given by letter mailed by first class mail at least 48 hours prior to the meeting. Notice of any meeting need not be given to any member of the Board if such notice is waived by the member in writing before, during or after such meeting. A special meeting will only consider business related to the purpose stated in the meeting notice.

E) **Virtual Meetings:** The Board and its committees may hold and attend meetings and may conduct and attend hearings by means of video conference or any other similar electronic technology that the Board has established is widely available to the general public, to converse with witnesses, receive documentary testimony and physical evidence, and permit public comment, if applicable, and all of the following apply:

- 1) Any resolution, rule, or formal action of any kind has the same effect as if it occurred during an open meeting or hearing.
- 2) Notwithstanding division (C) of section 121.22 of the Revised Code, members of this Board or any of its committees who attend meetings or hearings by means of video conference or any other similar electronic technology shall be considered present as if in person at the meeting or hearing, shall be permitted to vote, and shall be counted for purposes of determining whether a quorum is present at the meeting or hearing.
- 3) This Board hereby adopts the following policies related to hearings or meetings by the Board or any of its committees by means of video conference or any other similar electronic technology:
 - a. The Board and its committees shall provide notification of meetings and hearings held under section 121.221 to the public, to the media that have requested notification of a meeting, and to the parties required to be notified of a hearing at least seventy-two hours in advance of the meeting or hearing by reasonable methods by which any person may determine the time, location, agenda of the meeting or hearing, and the manner by which the meeting or hearing will be conducted, except in the event of an emergency requiring immediate official action, as defined in this policy. In the event of an emergency, the public body shall immediately notify the news media that have requested notification or the parties required to be notified of a hearing of the time, place, and purpose of the meeting or hearing.
 - i. "Emergency" means an unexpected accident or event which makes the commute impractical.
 - b. The Board and its committees shall provide the public access to a meeting held under this section, and to any hearing held under this section that the public would otherwise be entitled to attend, commensurate with the method in which the meeting or hearing is being conducted, including for example, livestreaming by means of the internet, television, cable, or public access channels, or by means of any other similar electronic technology. The public body shall ensure that the public can observe and hear the discussions and deliberations of all the members, whether the member is participating in person or electronically. The Board and its committees shall have a sufficient internet or other electronic connection to allow the member to be seen and heard clearly, and shall be visible at all times.
 - c. All votes taken in the meeting or hearing shall be taken by roll call vote unless there is a motion for unanimous consent, and the motion is not objected to by a member of the public body. If a vote is taken unanimously, the public body shall provide the public with information on how the Board and its committees voted, including any members who abstained from voting.
 - d. Any member of this Board or its committees who intends to attend a meeting by means of video conference or other similar electronic technology shall notify the Chair of that intent not less than forty-eight (48) hours before the meeting, except in the case of an emergency as defined in Section 3ai, above.

e. No member of the Board and its committees may hold, and no member of the Board and its committees may attend meetings or conduct and attend hearings by means of video conference or other similar electronic technology if any of the following apply:

i. The meeting or hearing involves a vote to approve a major nonroutine expenditure.

1. "Major nonroutine expenditure"

a. means one that includes but is not limited to the approval of draft annual budgets; or

b. means an expense that is not approved in annual budgets that exceeds the financial contracting authority of the General Manager and is not related to supporting uninterrupted service and continuation of operational activities.

ii. The meeting or hearing involves a vote to approve a significant hiring decision, defined as the hiring of the General Manager.

iii. The meeting or hearing involves a purpose to propose, approve, or vote on a tax issue or tax increase.

f. If, upon the notification of an upcoming meeting of the Board or its committees, and not later than forty-eight (48) hours before the meeting, the greater of at least ten (10%) per cent of the members of the Board or its committees, as applicable, or two members of the Board or its committees, as applicable, notifies the Chair of the board that an item in the agenda must be acted upon at a meeting conducted fully in person, upon the Chair's acknowledgment of receipt of the notification, the Board and its committees shall take action on the item of the agenda only at a meeting conducted fully in person.

4) Neither the Board nor its Committees shall hold a hearing, and members of a public body shall not attend a hearing, by means of video conference or other similar electronic technology without the consent of all parties to the hearing.

(E) Public Notice of Meetings:

1) **General Notice:** *PARTA* is a public body for purposes of the open meeting law. All meetings of the Board, and of any committee or subcommittee, except as provided in Section (V)(F)(2), shall be open to the public. Any person may determine the time and place of regularly scheduled meetings, and the time, place and purpose of special meetings, by consulting the meeting minutes of the Board, available on the *PARTA* website, or by inquiry to the administrative office of *PARTA*.

2) **Notice to News Media:** The time, place and purpose of all special meetings shall be posted on *PARTA*'s website and social media accounts as early as practicable. Additionally, *PARTA* shall provide at least 24 hours' notice of all special meetings to the news media that have requested notification, except in the event of an emergency requiring immediate official action, in accordance with Ohio Revised Code §121.22. In the event of an emergency, the member(s) calling the meeting shall notify the news media that have requested notification immediately of the time, place and purpose of the meeting.

3) **Special Notice:** Any person may obtain reasonable advance notification of all meetings, upon request and payment of a reasonable fee. Notice shall be provided by mailing the

agenda of meetings. The fee shall be designated by the General Manager and shall be sufficient to cover the cost of mailing and copies of such notices.

FG) Public Meetings:

- 1) **Open Meetings:** All meetings of the Board shall be open to the public in accordance with Ohio Revised Code §121.22. Any formal action must be adopted in an open meeting. Board members shall be present in person, or virtually pursuant to subsection E, at the meeting to be considered present or to vote at the meeting, and for purposes of determining whether a quorum is present, as defined in Section (V)(G)(1).
- 2) **Executive Sessions:** The Board may hold an executive session only at a regular or special meeting and only after a majority of a quorum determines by roll call vote to hold such a session and only for the purpose of consideration of matters permitted by law under Ohio Revised Code §121.22(G). The motion and vote to hold an executive session shall state which one or more of the permitted matters under Ohio Revised Code §121.22(G) are to be considered at the executive session.

GH) Action:

- 1) **Quorum:** A majority of the members of the Board of Trustees shall constitute a quorum.
- 2) **Method of Action:** Action of the Board shall be by resolution or motion. An affirmative vote of a majority of those Board members present shall be necessary for any action taken by the Board, unless a greater number is required by law or these By-Laws. Members must be present to vote in person or virtually as described in subsection E. A resolution, rule or formal action of any kind is invalid unless adopted in an open meeting of the Board in accordance with Ohio Revised Code §121.22.
- 3) **Resolutions:** Resolutions shall be in writing. They shall be numbered with the year, month and consecutive numbers for each month (such as "No. 1996-07-03"). They shall be signed by the member who presided at the meeting and attested by the Secretary.

HI) Minutes: The minutes of any meeting will be recorded, and approved minutes will be filed, maintained and open to public inspection. Minutes will include the date and place of the meeting, the names of the members and guests present, a summary of matters said and done, and a record of each vote taken. Minutes will only reflect the general subject matter of discussions in executive sessions.

IJ) Conduct of Meeting: Meetings of the Board shall be conducted in accordance with the following procedures:

- 1) **Rules of Procedure:** Unless otherwise provided, meetings of the Board shall be conducted under the general principles of Robert's Rules of Order.
- 2) **Order of Business:** The business of regular meetings of the Board of Trustees shall be transacted in the following order, unless otherwise necessary to conduct business:

Call to Order
Roll Call
Meeting Minutes (Approval of minutes of preceding meetings)
Guest Communications
General Manager's Report

Committee Meetings/Reports
Old Business
New Business
Resolutions
Executive Session, as needed
Adjournment

- 3) **Public Attendance and Participation:** The Board may, from time to time, issue or revise guidelines for public attendance, participation and conduct during meetings.

VI) Committees

- A) **Standing Committees:** The President shall appoint three members of the Board to each of the following Standing Committees as committee members or alternates and designate one of the members as Committee Chair. Any Board member can be appointed as an alternate. Board members shall be notified when they need to attend the committee meetings but are welcome to attend voluntarily. At the beginning of the meeting, the Chair of the committee will name the alternate that will be serving as a committee member, should other committee members not be present at the start of the meeting. Unless appointed as an alternate, board members not on the committee are ineligible to vote. The President shall be an ex-officio member of each committee.
 - 1) **Finance:** Review and recommend budget, recommend fiscal policies, and review monthly financial status.
 - 2) **Administration:** Review and recommend policies, review and recommend salary and benefit plans, screen bids for program contracts, and nominate candidates for the offices of President, Vice President and Temporary Presiding Officer.
 - 3) **Personnel:** Screen candidates for General Manager, review annual performance of General Manager, develop annual goals for the General Manager, and work to negotiate contracts for the General Manager.
 - 4) **Operations:** Evaluate and recommend building needs, maintenance, safety, space utilization, evaluate programs and service priorities for transit, parking, fuel station and other operational activities and plan new programs and services.
- B) **Quorum:** A majority of the members of a Standing Committee shall constitute a quorum. In order to form a quorum, the Chair of a Standing Committee may designate any other Board member to that Standing Committee for that particular meeting.
- C) **Other Committees:** The President may, from time to time, create additional Ad Hoc committees and appoint members and a Committee Chair for each committee.
- D) **Committee Meetings:** In the absence of a Committee Chair, a Temporary Chair shall be elected by majority vote of the members present.

VII) Execution of Instruments

- A) **Deeds, Leases, Contracts:** Deeds, leases, contracts, and all other documents, except those referred to below, shall be signed by the Officer specified in any pertinent statute under the Ohio Revised Code. If no statutory requirement exists, such instruments shall be signed by the President, but the Board may, from time to time, designate one or more of its members or any other employee or Officer to execute an instrument on behalf of PARTA.

- B) **Expenditures:** Checks, drafts, notes, bonds, and other instruments representing payment of money shall require two (2) signatures. The Board shall designate three (3) people as authorized signers.
- C) **Bidding:** All purchases will be conducted according to relevant provisions of State and Federal law and competitive bidding will be used as required.

VIII) Construction and Amendment

- A) **Construction and Severability:** These By-Laws shall be construed, if possible, in a manner consistent with the laws of the State of Ohio and the United States. If any provision shall be deemed in conflict with any law, such provision shall be void, but each provision shall be deemed separable from every other provision and its invalidity shall not affect any other.
- B) **Amendment:** These By-Laws may be amended or supplemented by majority vote of the Board of Trustees. The Board members shall be given prior written notice of any proposed amendment prior to the meeting at which it shall be considered.

Approved by Board, 06/27/96

Amended by Board, 06/24/97

Amended by Board, 06/28/07

Amended by Board, 06/24/10

Amended by Board, 07/26/18

Amended by Board, 03/24/22

Amended by Board,

ADDENDUM

OATH

I, _____, do hereby swear or affirm, that I will honestly, faithfully and impartially perform the duties of my office; and that I will not be interested, directly or indirectly, in any contract let by the Portage Area Regional Transportation Authority (PARTA).

Signature

State of Ohio :
: SS
County of Portage :

Sworn to and subscribed before me at Kent, Ohio, this ____ day of _____, 20____.

Notary Public



General Manager's Report

October 2025



General Manager's Report

Claudia B. Amrhein

A handwritten signature in blue ink that reads "Claudia".

Committee Meetings and Resolutions. The October meeting agenda includes three resolutions for board consideration.

The board of trustees meeting will begin at 6:30 p.m. on Thursday, October 23. Please note the new starting time for the board meeting. The meeting will begin as usual, with 1. the call to order; 2. roll call 3. approval of meeting minutes; 4. guest communications; and 5. general manager's report. The board meeting agenda may be viewed on page 2 of the Board & Committee Meeting/Report Packet.

During the board meeting, the administration committee, finance committee, and operations committee will conduct meetings.

- The administration committee will consider Resolution #2025-10-01.
- The finance committee will review monthly reports.
- The operations committee will consider Resolutions #2025-10-02 and -03.

#2025-10-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AMENDING THE TITLE VI POLICY/PROGRAM.

Amending the Title VI Program. Resolution #2025-10-01 accepts the updated Title VI program. Title VI is a federal civil rights statute that prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in programs or activities. FTA requires PARTA, as a federal assistance recipient, to maintain a Title VI program and update it every three (3) years. The updated program is due to FTA by December 1 and is included in this packet beginning on page 40 in this packet.

#2025-10-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR THEIR DESIGNEE, TO CONTRACT WITH SAFETY VISION FOR THE PURCHASE OF MOBILE CAMERA SYSTEMS TO REPLACE EXISTING SYSTEMS THAT HAVE EXCEEDED USEFUL LIFE THRESHOLDS.

Replacing and Upgrading Bus Camera Systems. Over the past year, we have evaluated bus camera systems to identify the best value and source for our operations. The current camera system was deployed in 2018 and offered a prohibitive cost to remain with their platform and upgrade current cameras. Other transit authorities shared their experience with various systems to help us identify Safety Vision as a vendor with an excellent reputation and dependable customer service support. Safety Vision agreed to run a pilot program on some of our buses to demonstrate the capabilities of its product, which includes a lower cost per year for annual licensing and a cloud-based system that will reduce our reliance on physical servers. Meanwhile, ODOT sought PARTA's help to spend some undesignated funds in jeopardy of lapsing from their Specialized Transportation (5310) program. In September, ODOT awarded PARTA funding to support upgrading the bus camera system and for replacing two light transit vehicles.

Thirteen newer buses already are equipped with Safety Vision cameras. Resolution #2025-10-02 requests authority to spend up to \$135,000 to upgrade the remainder of the fleet with Safety Vision camera systems.

#2025-10-03: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR THEIR DESIGNEE, TO NEGOTIATE, ENTER INTO, AND SIGN A FIVE-YEAR AGREEMENT WITH DUO-GARD INDUSTRIES FOR DESIGNING, PRODUCING, AND DELIVERING BUS SHELTERS FOR USE WITHIN PARTA'S SERVICE AREA.

Establishing a Five-Year Contract for Purchasing Bus Shelters. *Resolution #2025-10-03* seeks authority to enter into a five-year agreement with Duo-Gard for the production and delivery of bus shelters.

Transit bus shelters are an integral part of pedestrian infrastructure for fixed and express route services. Ideally, shelters are installed at bus stops to enhance passenger comfort, safety and accessibility. Over the next few years, bus shelters are planned amenities in both the East Main Street project and the State Route 59 Alternative Transportation Improvements project, corridors that experience the highest number of passengers boarding and alighting. We also anticipate placing additional shelters around the service area to accommodate new or revised fixed route and express route services, as guided by the Transit Feasibility Study (TFS) and Transit Development Plan (TDP).

After issuing a Request for Proposals (RFP) in early August, we received four (4) responsive proposals by the September 24 due date. The evaluation team identified Duo-Gard's proposal as offering the best value for providing shelters of various sizes and options to fit *PARTA's* needs and those of other community partners over the next five years.

Board of Trustees Revised By-Laws. A copy of the by-laws discussed and revised by the board during the September meeting may be found beginning on page 82 in this packet.

November Meetings and Events. Please note the revised November meeting schedule. In addition to annual budgets, the November meeting will include a presentation from Benesch on the TFS and TDP.

Date	Time	Event	Purpose
Sunday, 11/09	10:00 a.m. to 2:00 p.m.	Stuff the Bus	Food drive at Walmart in Ravenna to support local food pantries.
Tuesday, 11/11	1:00 p.m.	Veterans Day Ceremony	Annual ceremony at Kent Central Gateway.
Wednesday, 11/12	11:30 a.m.	Citizens Advisory Council Lunch Meeting	Join us for lunch and conversation with social service partners and passengers.
Wednesday, 11/12	1:00 p.m.	Finance Committee Meeting	Presentation of draft annual budgets & large purchase resolutions.
Thursday, 11/13	6:30 p.m.	Board Meeting	<ul style="list-style-type: none"> • 2026 Budgets & Annual Resolutions • Benesch TFS & TDP Presentation

Service Reports. *Ridership and Other Key Performance Indicators.* Please see performance reports beginning on page 19 that summarize ridership, ADA performance, and maintenance key performance indicators. Figure 1 on page 19 shows a ridership in September of 7% lower than September 2024. ADA on-time trip performance and preventative maintenance compliance remained excellent in September. On-time ADA trip performance was 86.51% in September as compared to 98.58% in August. On-time preventative maintenance compliance was 100% in September as compared to 98% in August.

Thank you for your attention to these matters. If you have any questions prior to meetings, 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			
November			
December			
Total	699714	905869	-23%

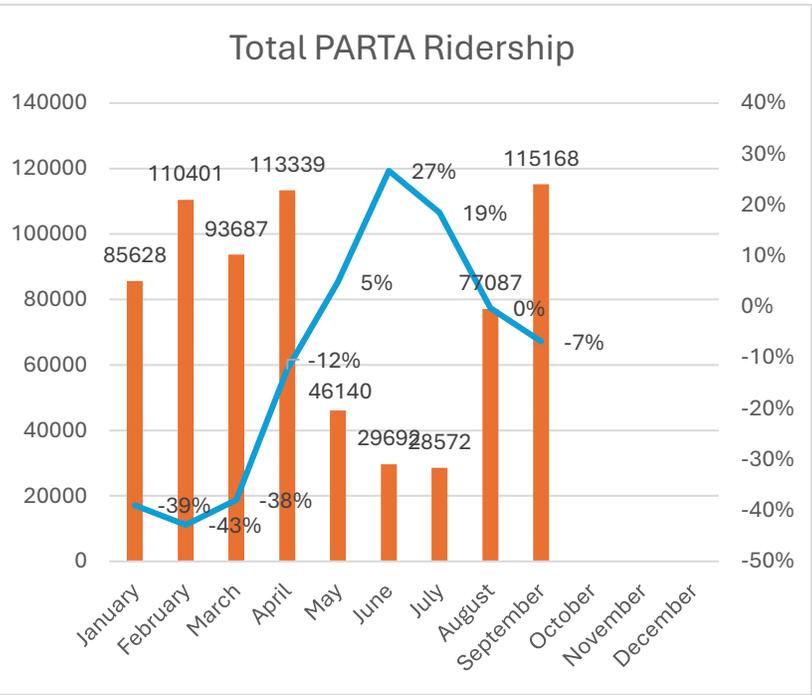


Figure 2. Total PARTA Ridership Year-to-Year

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				699714

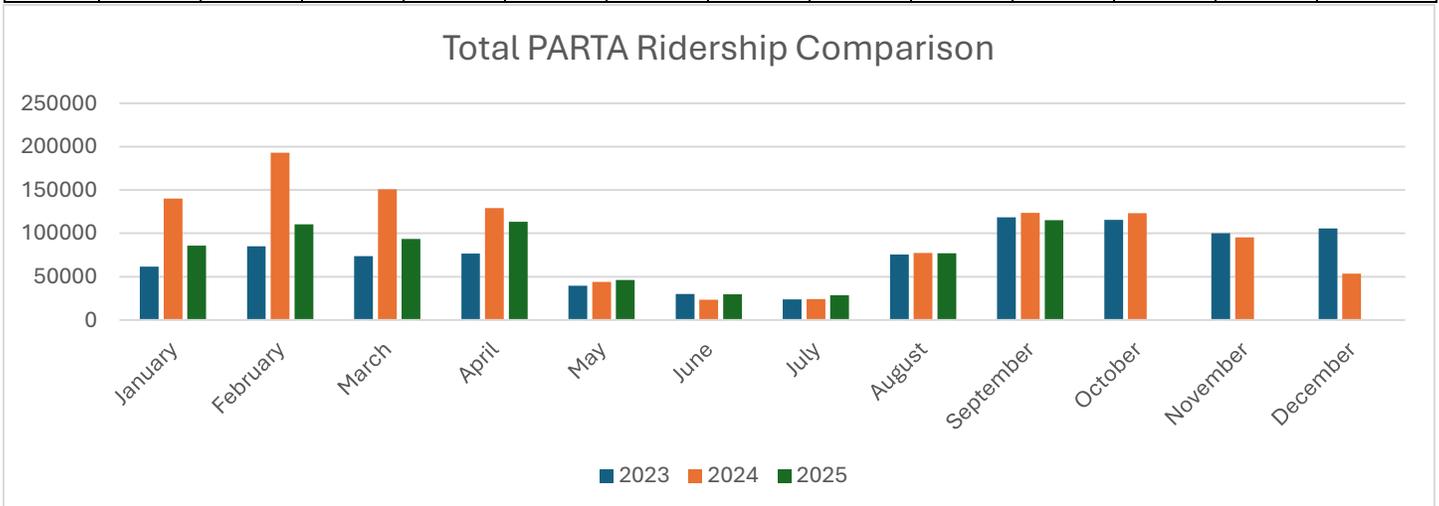


Figure 3. Total ADA Trips Year-to-Year Comparison

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

	Month												
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
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				7338

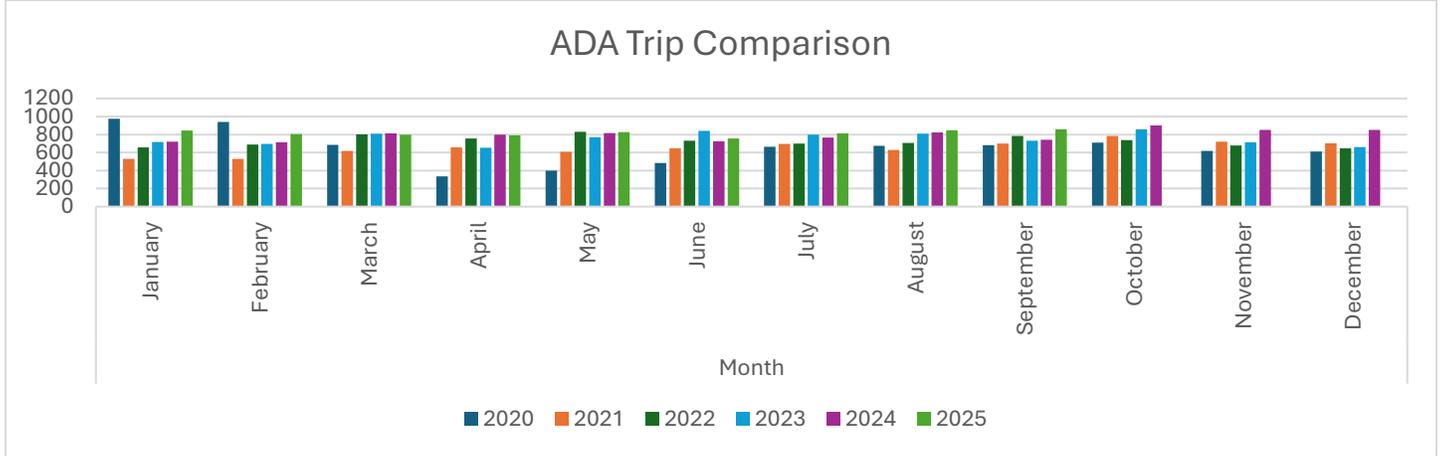


Figure 4. ADA On-Time Percentage Year-to-Year comparison

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

	Month												
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Average %
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%				97.07%

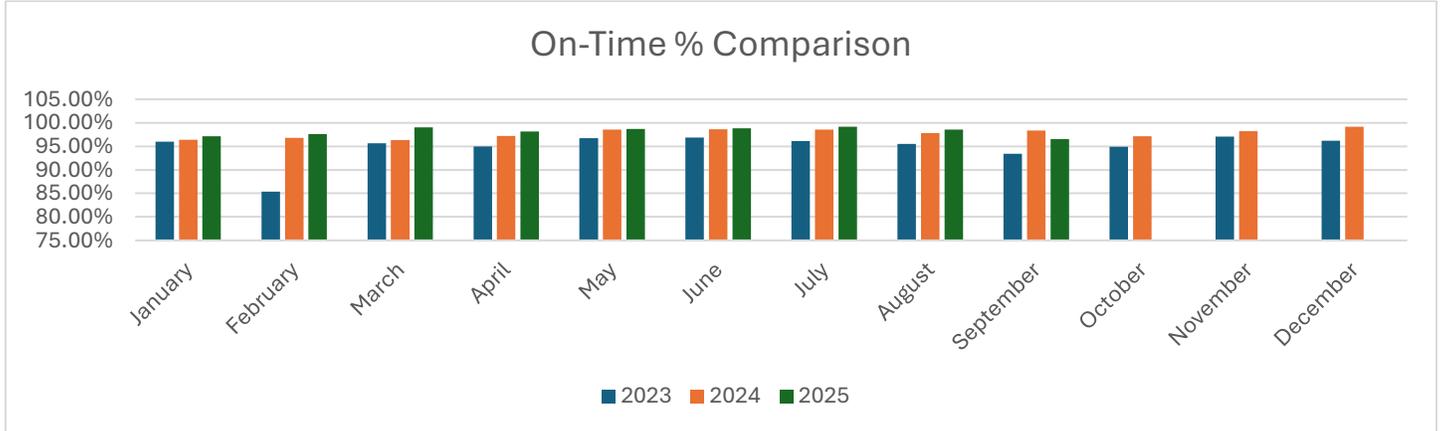


Figure 5. Preventive Maintenance On-Time Compliance Year-to-Year

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%				99%

PM Compliance Comparison

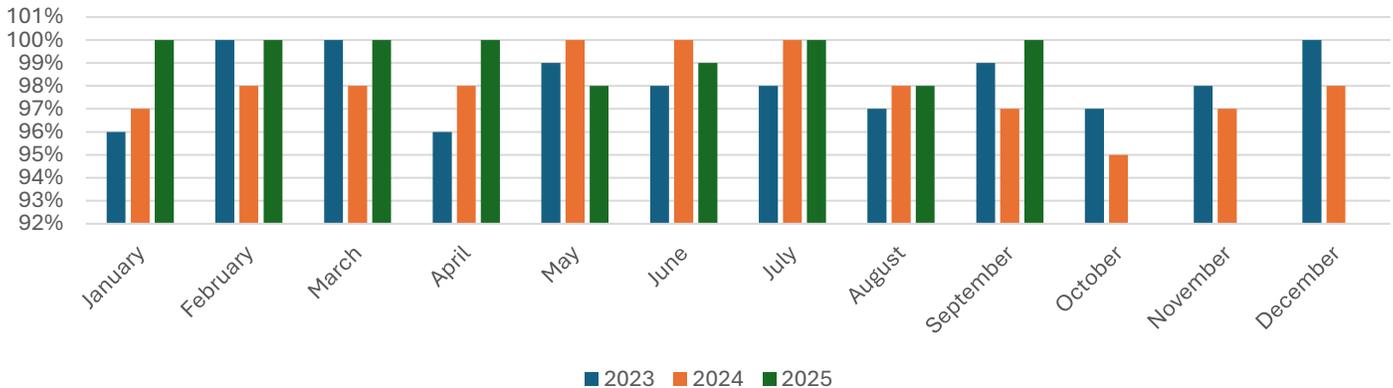


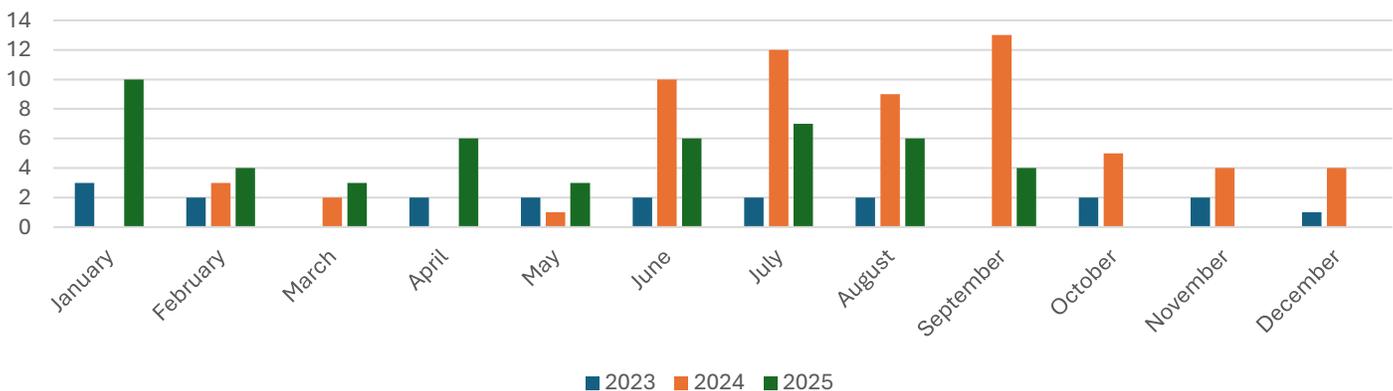
Figure 6. Road Calls Year-to-Year Comparison

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				49

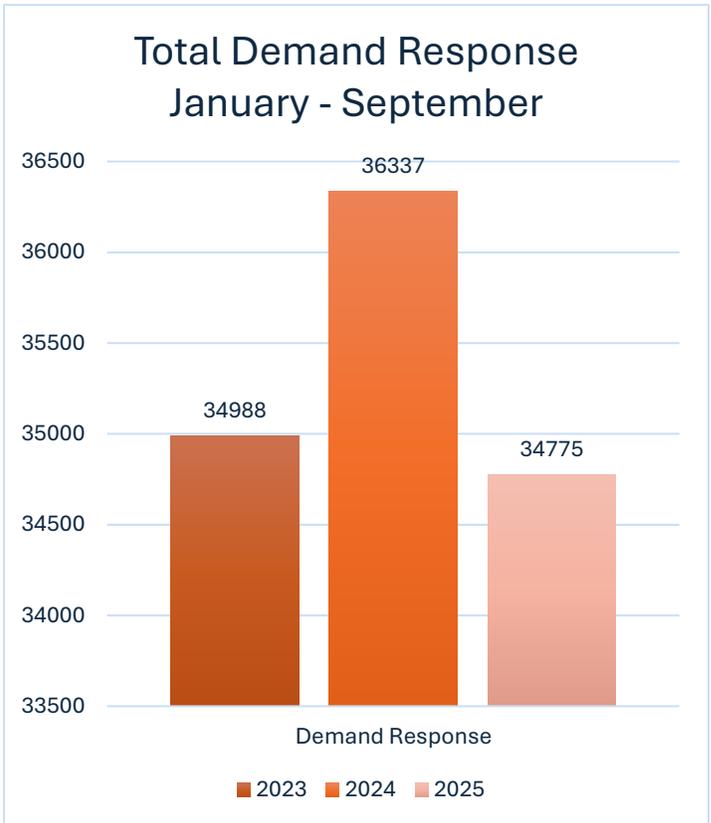
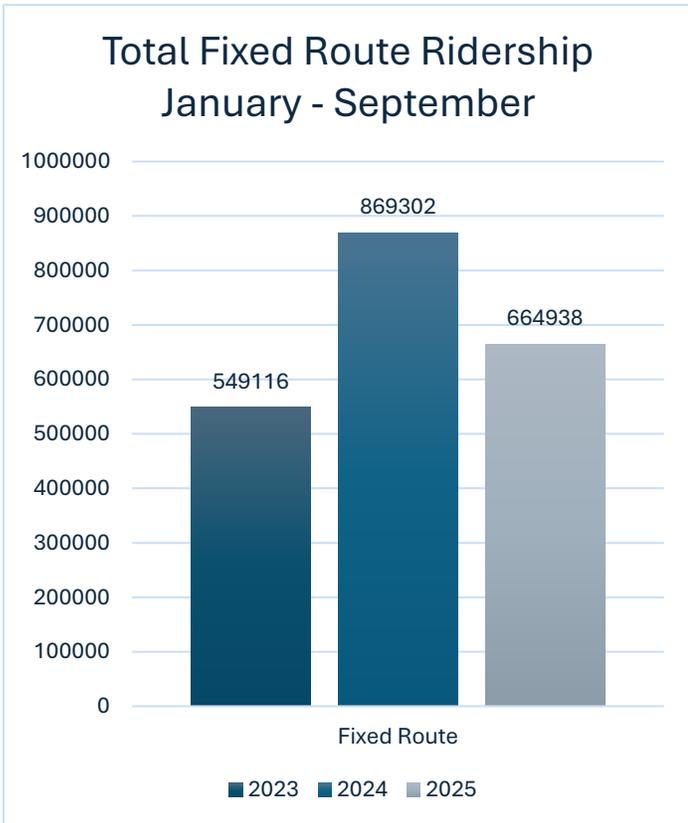
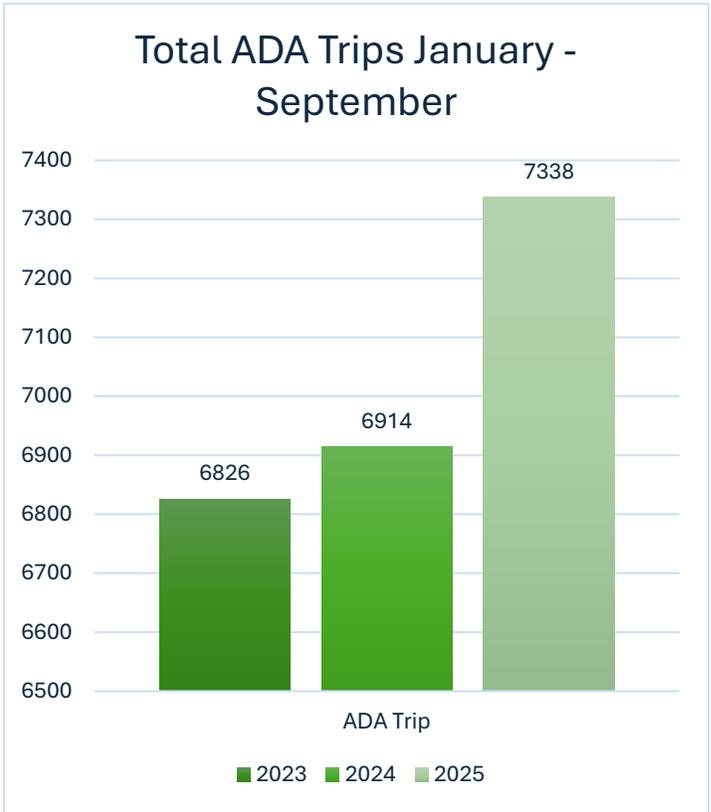
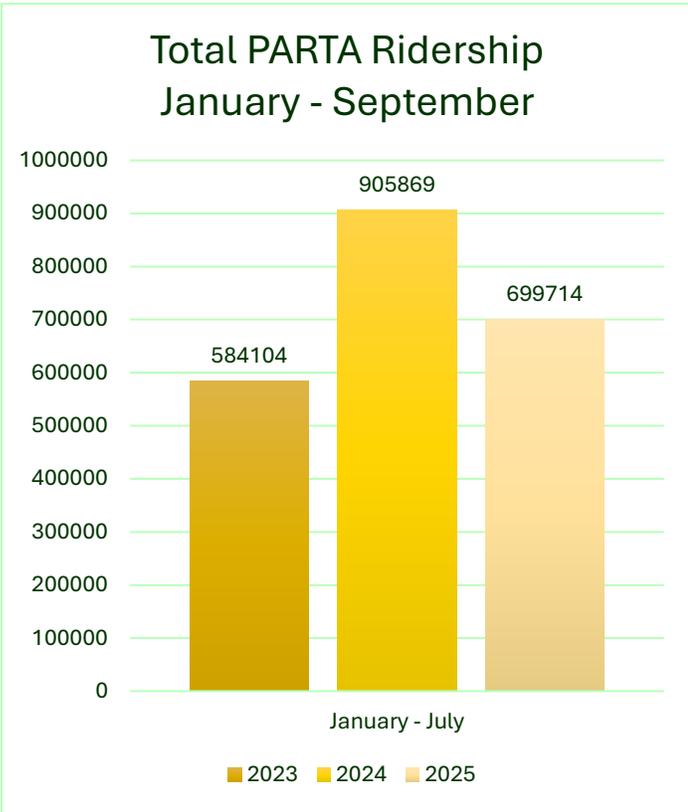
* Road calls were for fixed route with two (2) major mechanical and two (2) other mechanical.

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
 #2025-10-01 (Page 39)
 **A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION
 AUTHORITY (*PARTA*) BOARD OF TRUSTEES AMENDING THE TITLE VI
 POLICY/PROGRAM.**
 Title VI of the Civil rights Act of 1964 Policy/Program w/ revisions (Pages 40-79)

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 28-30
 Fifth Third Securities Portfolio Statement Pages 31-32
 KCG Finance Reports Pages 33-35

5. Old Business

6. New Business

7. Resolutions – Motion Required

8. Executive Session, as needed

9. Adjournment

Next Finance Committee Budget Meeting:

Wednesday, November 12, 2025 @ 1:00 p.m.

PARTA FINANCE REPORT

9/30/2025

Un-Audited

A

75%

As of Sept.

CURRENT PERIOD	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE	FY 2025 BUDGET	% BUDGET SPENT	Projected Annual
REVENUE									
\$ 19,348	\$ 20,833	\$ (1,485)	Farebox & Ticket Sales	\$ 174,909	\$ 187,500	\$ (12,591)	\$ 250,000	70.0%	\$ 233,213
\$ 32,136	\$ 28,802	\$ 3,334	Agency Cash Grants and Reir	\$ 287,656	\$ 259,217	\$ 28,439	\$ 345,623	83.2%	\$ 383,542
\$ 210,343	\$ 182,532	\$ 27,811	KSU Revenues	\$ 1,513,173	\$ 1,642,784	\$ (129,611)	\$ 2,190,379	69.1%	\$ 2,113,173
\$ 5,715	\$ 5,833	\$ (119)	State Reimbursement (Fuel)	\$ 50,196	\$ 52,500	\$ (2,304)	\$ 70,000	71.7%	\$ 66,928
\$ 28,854	\$ 22,917	\$ 5,937	State Capital Maintenance As:	\$ 237,301	\$ 206,250	\$ 31,051	\$ 275,000	86.3%	\$ 275,000
\$ 150,797	\$ 100,000	\$ 50,797	Federal Capital Maintenance /	\$ 1,100,000	\$ 1,000,000	\$ 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
\$ 11,513	\$ 4,333	\$ 7,180	Federal Project Mgmt. & Planr	\$ 52,000	\$ 39,000	\$ 13,000	\$ 52,000	100.0%	\$ 52,000
\$ 69,647	\$ 41,667	\$ 27,981	Investment Income	\$ 654,039	\$ 375,000	\$ 279,039	\$ 500,000	130.8%	\$ 872,052
\$ 687,400	\$ 617,760	\$ 69,640	Sales Tax Revenues	\$ 5,709,993	\$ 5,559,838	\$ 150,155	\$ 7,413,117	77.0%	\$ 7,489,993
\$ 32,361	\$ 7,167	\$ 25,195	Other Revenues	\$ 120,412	\$ 64,600	\$ 55,812	\$ 86,100	139.9%	\$ 135,412
\$ 1,248,114	\$ 1,031,843	\$ 216,271	TOTAL REVENUES	\$ 10,654,852	\$ 10,028,532	\$ 626,320	\$ 12,924,062	82.4%	\$ 13,476,485
EXPENSES									
\$ 135,091	\$ 154,784	\$ 19,693	Operators Salaries and Wage:	\$ 1,399,450	\$ 1,541,177	\$ 141,727	\$ 2,005,530	69.8%	\$ 1,804,723
\$ 48,210	\$ 39,893	\$ (8,316)	Students Salaries and Wages	\$ 288,080	\$ 359,040	\$ 70,960	\$ 478,720	60.2%	\$ 432,710
\$ 73,913	\$ 88,194	\$ 14,280	Maintenance Salaries and Wa	\$ 802,102	\$ 881,938	\$ 79,836	\$ 1,146,520	70.0%	\$ 1,042,733
\$ 65,497	\$ 66,252	\$ 754	Operations Staff Salaries and	\$ 578,395	\$ 662,517	\$ 84,122	\$ 861,272	67.2%	\$ 774,888
\$ 70,364	\$ 83,827	\$ 13,463	Admin Salaries and Wages	\$ 727,210	\$ 838,266	\$ 111,057	\$ 1,089,746	66.7%	\$ 945,373
\$ 112,345	\$ 117,551	\$ 5,206	Employee Health Insurance	\$ 1,037,049	\$ 1,057,959	\$ 20,909	\$ 1,410,612	73.5%	\$ 1,392,849
\$ 126,429	\$ 117,156	\$ (9,273)	Other Fringe Benefits	\$ 1,116,240	\$ 1,267,535	\$ 151,295	\$ 1,619,000	68.9%	\$ 1,495,526
\$ -	\$ 1,000	\$ 1,000	Advertising Fees	\$ 6,966	\$ 12,000	\$ 5,034	\$ 15,000	46.4%	\$ 7,966
\$ 16,585	\$ 19,208	\$ 2,623	Professional/Tech Services	\$ 169,377	\$ 207,875	\$ 38,498	\$ 265,500	63.8%	\$ 225,836
\$ 21,806	\$ 18,767	\$ (3,039)	Capital Maintenance Service	\$ 257,713	\$ 235,150	\$ (22,563)	\$ 313,400	82.2%	\$ 343,618
\$ 10,334	\$ 13,750	\$ 3,416	Other Services	\$ 130,519	\$ 140,750	\$ 10,231	\$ 183,000	71.3%	\$ 174,025
\$ 50,222	\$ 62,135	\$ 11,914	Fuel and Lubricants	\$ 441,937	\$ 559,219	\$ 117,282	\$ 745,625	59.3%	\$ 589,249
\$ 4,538	\$ 5,417	\$ 878	Tires and Tubes	\$ 43,615	\$ 48,750	\$ 5,135	\$ 65,000	67.1%	\$ 58,153
\$ 37,067	\$ 34,458	\$ (2,608)	Other Materials and Supplies	\$ 257,411	\$ 310,125	\$ 52,714	\$ 413,500	62.3%	\$ 343,215
\$ 14,158	\$ 15,000	\$ 842	Utilities	\$ 129,259	\$ 135,000	\$ 5,741	\$ 180,000	71.8%	\$ 172,345
\$ -	\$ -	\$ -	Premium Public Liab/Prop Dar	\$ 265,686	\$ 286,347	\$ 20,661	\$ 357,080	74.4%	\$ 325,628
\$ 180	\$ 100	\$ (80)	Dues and Subscriptions	\$ 35,177	\$ 36,250	\$ 1,073	\$ 36,250	97.0%	\$ 35,177
\$ 898	\$ 2,367	\$ 1,469	Travel and Meetings	\$ 20,160	\$ 18,000	\$ (2,160)	\$ 31,500	64.0%	\$ 31,160
\$ 2,771	\$ 3,208	\$ 437	Advertising/Promotions Media	\$ 17,774	\$ 29,875	\$ 12,101	\$ 39,500	45.0%	\$ 23,699
\$ 761	\$ 1,858	\$ 1,097	Other Misc. Expenses	\$ 14,130	\$ 16,825	\$ 2,694	\$ 22,400	63.1%	\$ 16,630
\$ 6,874	\$ 6,178	\$ (696)	Sales Tax Fees	\$ 57,100	\$ 55,598	\$ (1,502)	\$ 74,131	77.0%	\$ 76,133
\$ 798,042	\$ 851,103	\$ 53,061	TOTAL EXPENSES	\$ 7,795,351	\$ 8,700,196	\$ 904,845	\$ 11,353,286	68.7%	\$ 10,311,636
\$ 450,072	\$ 180,741	\$ 269,332	Gross Operating Surplus/(Def	\$ 2,859,501	\$ 1,328,336	\$ 1,531,165	\$ 1,570,776		\$ 3,164,849

PARTA CAPITAL FINANCE REPORT

Un-Audited

													YTD		B
	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	ACTUAL RECV'D / EXP	FY 2025 BUDGET	ACTUAL REMAINING
2025 Operating Surplus (From Finance Report)	\$ (233,238)	\$ 155,811	\$ 632,748	\$ 175,143	\$ 366,014	\$ 348,895	\$ 277	\$ 963,778	\$450,072				\$ 2,859,501	\$ 1,570,776	
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	\$ -
<i>ODOT GRF Match</i>						\$ 323,614							\$ 323,614	\$ 323,614	\$ -
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 (2026)													\$ -	\$ 3,201,270	\$ 3,201,270
APC (2024 OPT2 Flex)													\$ -	\$ 17,071	\$ 17,071
2025 Maint Equip. OPT2 Flex													\$ -	\$ 383,656	\$ 383,656
2025 Facility Rehab OPT2 Flex								\$ 155,252	\$ 51,252				\$ 206,504	\$ 258,905	\$ 52,401
Transit Improvement Bus Shelters													\$ -	\$ 90,000	\$ 90,000
Miscellaneous Equipment - CNG Fuel Pumps								\$ 34,284					\$ 34,284	\$ 156,000	\$ 121,716
ADP Hardware - Computers, Infotainment Systems								\$ 148,800					\$ 148,800	\$ 148,800	\$ -
Capital Planning - FTS/TDP								\$ 107,029					\$ 107,029	\$ 200,000	\$ 92,971
Rehab/Renovate Facilities - Admin. Restrooms & Floors													\$ -	\$ 80,000	\$ 80,000
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	\$ -	\$ -	\$ -	\$ 4,234,710	\$ 8,273,795	\$ 4,039,085
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)	\$ -
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)						\$ (42,854)	\$ (195,000)	\$ 152,146
ADP Hardware - Computers, Infotainment Systems			\$ (35,278)			\$ (78,863)	\$ (80,211)						\$ (194,352)	\$ (186,000)	\$ (8,352)
Capital Planning - FTS/TDP				\$ (27,456)	\$ (50,683)	\$ (23,054)	\$ (13,711)	\$ (18,883)	\$ (43,745)				\$ (177,532)	\$ (237,977)	\$ 60,445
Rehab/Renovate Facilities - Admin. Restrooms & Floors													\$ -	\$ (100,000)	\$ 100,000
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)					\$ (29,800)	\$ (100,000)	\$ 70,200
Facility Improvements			\$ (7,839)		\$ (22,500)				\$ (16,477)				\$ (46,816)	\$ (60,000)	\$ 13,184
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)	\$ -	\$ -	\$ -	\$ (5,662,211)	\$ (10,603,699)	\$ 4,941,488
BALANCE	\$ (243,778)	\$ 155,811	\$ 589,631	\$ (2,250,775)	\$ 1,434,436	\$ 512,738	\$ (1,439,537)	\$ 2,264,404	\$ 409,070	\$ -	\$ -	\$ -		\$ (759,128)	\$ (902,403)
Restricted Balance	\$ 13,068	\$ 11,745	\$ 12,964	\$ 12,628	\$ 13,048	\$ 12,653	\$ 13,148	\$ 13,185	\$ 12,638				\$ 115,077	\$ 3,395,778	\$ 3,510,855
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	\$ 396,432	\$ -	\$ -	\$ -	\$ 7,727,556		

Restricted: Local Match		
5 -5339© CNG Transits (2026)	\$ 800,318	
[APC (2024 OPT2 Flex)] + Scheduling Sof	\$ 4,268	
2025 Maint. Equip. (CNG Generator & HV.	\$ 95,915	
2025 Facility Rehab (Maint. Roof)	\$ -	
OWMP Capital Projects	\$ 73,672	
Future Capital Projects	\$ 2,536,682	\$ 3,510,855

PART A
STATEMENT OF NET POSITION
9/30/2025
Un-Audited

C

<u>ASSETS</u>	<u>9/30/2025</u>	<u>8/31/2025</u>	<u>Variance</u>
CURRENT ASSETS:			
Cash & Cash Equivalents	\$ 10,249,193	\$ 9,897,127	\$ 352,066
Receivables:			
RECEIVABLES-A/R Control (Oper)	\$ 323,113	\$ 255,497	\$ 67,615
Receivables Accrued Sales Tax	\$ 1,956,136	\$ 1,956,136	
Materials & Supply Inventory	\$ 279,009	\$ 279,009	
TOTAL UNRESTRICTED/CURRENT ASSETS	\$ 12,807,450	\$ 12,387,769	
RESTRICTED ASSETS:			
Special Deposits-Restricted	\$ 8,936,284	\$ 8,906,765	\$ 29,519
Star Ohio Restricted Capital	\$ 3,510,856	\$ 3,498,218	\$ 12,638
TOTAL RESTRICTED ASSETS	\$ 12,447,140	\$ 12,404,982	
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	\$ 15,962,238	\$ 15,913,728	\$ 48,510
Buildings - KCG	\$ 16,955,824	\$ 16,955,824	\$ -
Transportation Vehicles & Equip.	\$ 26,021,063	\$ 26,021,063	\$ -
Computer Hardware & Software	\$ 992,197	\$ 992,197	\$ -
Other	\$ 551,603	\$ 507,858	\$ 43,745
TOTAL	\$ 63,391,235	\$ 63,298,981	
Less Accumulated Depreciation/Amorization	\$ (32,272,304)	\$ (32,022,304)	
CAPITAL ASSETS (Net of Accum. Dep./Amor.)	\$ 31,118,932	\$ 31,276,677	
Deferred Outflow - Pension & OPEB	\$ 3,071,754	\$ 3,071,754	
TOTAL ASSETS & DEFERRED OUTFLOWS	\$ 59,445,275	\$ 59,141,182	
<u>LIABILITIES AND NET POSITION</u>			
CURRENT LIABILITIES:			
Accounts Payable	\$ 148,416	\$ 94,500	\$ 53,916
Advances Payable - KCG	\$ (119,601)	\$ (119,601)	\$ -
Accrued Sales Tax Fee Payable	\$ 20,222	\$ 19,985	\$ 238
Payroll Liability	\$ 498,075	\$ 500,455	\$ (2,380)
Unearned Revenue	\$ 10,743	\$ 9,748	\$ 995
TOTAL CURRENT LIABILITIES	\$ 557,856	\$ 505,087	
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	\$ 9,234,335	\$ 9,181,566	
NET POSITION:			
Invested in Capital Assets, Net of Related Debt	\$ 31,118,932	\$ 31,276,677	
Restricted for Capital Assets	\$ 12,447,140	\$ 12,404,982	
Unrestricted Funds Balance	\$ 6,644,869	\$ 6,277,957	
TOTAL NET POSITION	\$ 50,210,941	\$ 49,959,616	
TOTAL LIABILITIES & NET POSITION	\$ 59,445,275	\$ 59,141,182	



Monthly Portfolio Statement

53-PARTA (336542)

Month End (M9 Y2025)

09/01/2025 - 09/30/2025

Dated: 10/02/2025

Locked Down

Holdings Dashboard (Settle Date Accounting)

53-PARTA (336542)

09/01/2025 - 09/30/2025

[Return to Table of Contents](#)

Dated: 10/02/2025

Exposure - Security Type (Settle Date Accounting)

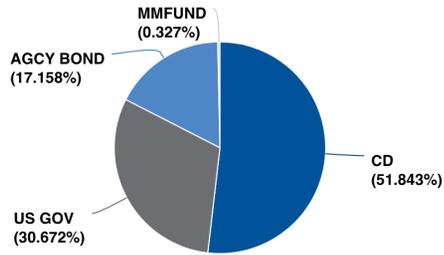


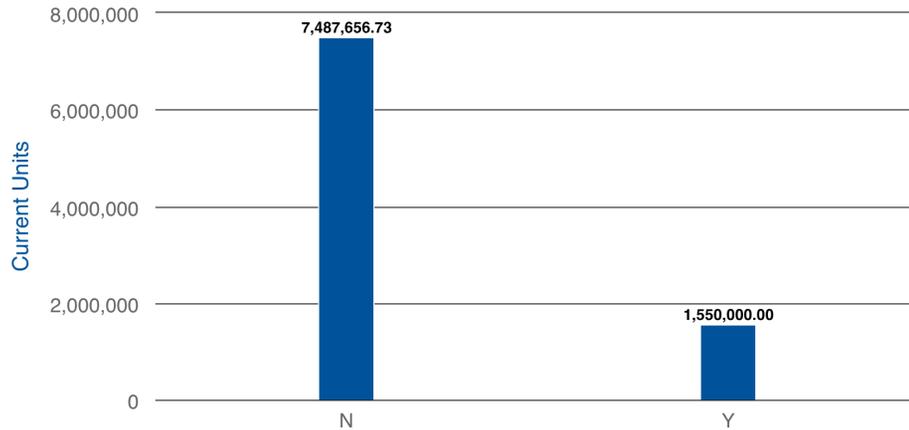
Chart calculated by: % of Market Value + Accrued

Holdings Report (Settle Date Accounting)

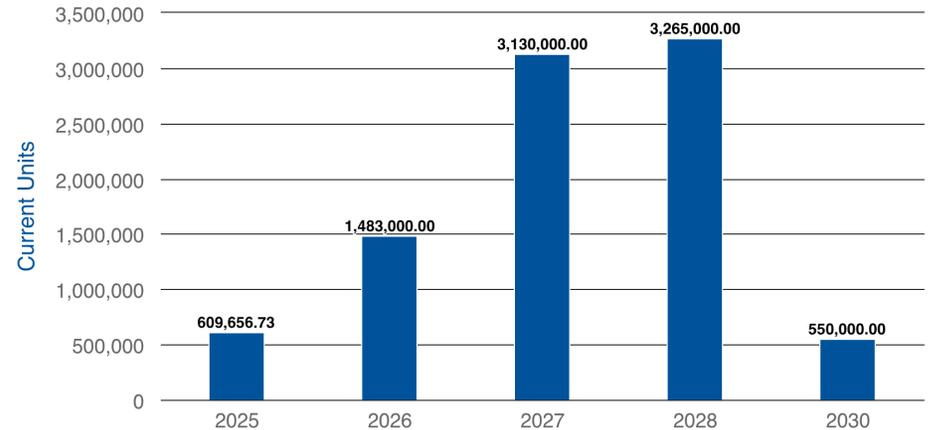
	Portfolio
Current Units	9,037,656.73
Duration	1.603
WAL	2.060
Current Book Yield	4.191
Simple Credit Rating	AA
Years to Final Maturity	2.059
Years to Effective Maturity	2.059

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 ≤ 09/30/2025) and Description ≠ "Payable". 2: * Weighted by: Market Value + Accrued.

KCG FINANCE REPORT

9/30/2025

Un-Audited

**A
75.00%**

As of Sept.

CURRENT PERIOD	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE	FY 2025 BUDGET		As of Sept. Projected Annual	
REVENUE										
\$ 19,735	\$ 16,000	\$ 3,735	Hotel Overnight Parking	\$ 177,224	\$ 161,500	\$ 15,724	\$ 199,000	89.1%	\$ 236,299	
\$ 17,364	\$ 22,190	\$ (4,826)	Monthly Parking Passes	\$ 182,331	\$ 195,810	\$ (13,479)	\$ 262,080	69.6%	\$ 243,108	
\$ 12,935	\$ 16,000	\$ (3,065)	Daily Parking Revenue	\$ 97,510	\$ 114,000	\$ (16,490)	\$ 142,000	68.7%	\$ 130,013	
\$ 9,298	\$ 8,294	\$ 1,004	Lease Revenue	\$ 77,220	\$ 74,646	\$ 2,574	\$ 99,528	77.6%	\$ 105,113	
\$ 1,241	\$ 420	\$ 821	Other Revenues	\$ 8,118	\$ 3,740	\$ 4,378	\$ 5,000	162.4%	\$ 10,218	
\$ 60,572	\$ 62,904	\$ (2,332)	TOTAL REVENUES	\$ 542,403	\$ 549,696	\$ (7,293)	\$ 707,608	76.7%	\$ 724,751	
EXPENSES										
\$ 24,063	\$ 22,965	\$ (1,098)	KCG Salaries and Wages	\$ 231,723	\$ 229,649	\$ (2,074)	\$ 298,543	77.6%	\$ 303,912	
\$ 4,678	\$ 5,000	\$ 322	Employee Health Insurance	\$ 41,839	\$ 45,000	\$ 3,161	\$ 60,000	69.7%	\$ 55,874	
\$ 6,844	\$ 6,820	\$ (24)	Other Fringe Benefits	\$ 72,257	\$ 68,199	\$ (4,058)	\$ 88,658	81.5%	\$ 93,934	
\$ -	\$ 300	\$ 300	Professional/Tech Services	\$ 1,466	\$ 2,700	\$ 1,234	\$ 3,600	40.7%	\$ 1,955	
\$ 8,147	\$ 6,250	\$ (1,897)	Contract Maintenance Service	\$ 57,243	\$ 56,250	\$ (993)	\$ 75,000	76.3%	\$ 76,324	
\$ 2,456	\$ 1,325	\$ (1,131)	Other Services	\$ 15,015	\$ 11,925	\$ (3,090)	\$ 15,900	94.4%	\$ 20,020	
\$ 5,024	\$ 2,500	\$ (2,524)	Other Materials and Supplies	\$ 21,515	\$ 22,500	\$ 985	\$ 30,000	71.7%	\$ 28,687	
\$ 5,164	\$ 6,000	\$ 836	Utilities	\$ 53,918	\$ 54,000	\$ 82	\$ 72,000	74.9%	\$ 71,890	
\$ -	\$ -	\$ -	Premium Public Liab/Prop Damage	\$ -	\$ -	\$ -	\$ 7,350	0.0%	\$ 7,350	
\$ -	\$ 6,000	\$ 6,000	Advertising/Promotions Media	\$ -	\$ 6,000	\$ 6,000	\$ 6,000	0.0%	\$ 6,000	
\$ -	\$ -	\$ -	Other Misc. Expenses	\$ -	\$ -	\$ -	\$ 2,400	0.0%	\$ 2,400	
\$ 56,377	\$ 57,160	\$ 783	TOTAL EXPENSES	\$ 494,976	\$ 496,223	\$ 1,246	\$ 659,451	75.1%	\$ 668,347	
\$ 4,195	\$ 5,744	\$ (1,549)	Gross Operating Surplus/(Deficit)	\$ 47,427	\$ 53,473	\$ (6,046)	\$ 48,157		\$ 56,405	

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	\$ -	\$ -	\$ -	\$ 177,224	\$ 199,000
Monthly Parking Passes	\$ 21,171	\$ 21,835	\$ 21,986	\$21,458	\$21,150	\$20,425	\$19,591	\$17,352	\$17,364	\$ -	\$ -	\$ -	\$ 182,331	\$ 262,080
Daily Parking Revenue	\$ 7,217	\$ 9,446	\$ 8,910	\$11,917	\$10,969	\$10,649	\$15,881	\$ 9,586	\$12,935	\$ -	\$ -	\$ -	\$ 97,510	\$ 142,000
Lease Revenue	\$ 7,796	\$ 7,460	\$ 7,591	\$ 7,860	\$ 7,855	\$10,765	\$ 9,298	\$ 9,298	\$ 9,298	\$ -	\$ -	\$ -	\$ 77,220	\$ 99,528
Other Revenue	\$ 724	\$ 611	\$ 748	\$ 802	\$ 1,100	\$ 1,022	\$ 1,239	\$ 631	\$ 1,241	\$ -	\$ -	\$ -	\$ 8,118	\$ 5,000
TOTAL REVENUES	\$ 48,987	\$ 53,427	\$ 56,534	\$60,539	\$62,665	\$66,438	\$71,833	\$61,408	\$60,572	\$ -	\$ -	\$ -	\$ 542,403	\$ 707,608
Parking Revenue	\$ 40,466	\$ 45,357	\$ 48,194	\$51,877	\$53,710	\$54,651	\$61,297	\$51,480	\$50,033	\$ -	\$ -	\$ -		
EXPENSES														
KCG Salaries and Wages	\$ 31,862	\$ 23,252	\$ 21,912	\$23,254	\$23,788	\$21,406	\$24,574	\$37,612	\$24,063	\$ -	\$ -	\$ -	\$ 231,723	\$ 298,543
Employee Health Insurance	\$ 4,545	\$ 4,678	\$ 4,678	\$ 4,678	\$ 4,678	\$ 4,678	\$ 4,678	\$ 4,545	\$ 4,678	\$ -	\$ -	\$ -	\$ 41,839	\$ 60,000
Other Fringe Benefits	\$ 16,417	\$ 5,691	\$ 6,122	\$ 4,941	\$ 6,287	\$ 9,164	\$ 7,359	\$ 9,434	\$ 6,844	\$ -	\$ -	\$ -	\$ 72,257	\$ 88,658
Professional/Tech Services	\$ 184	\$ 183	\$ 182	\$ 182	\$ 186	\$ 186	\$ 182	\$ 182	\$ -	\$ -	\$ -	\$ -	\$ 1,466	\$ 3,600
Contract Maintenance Serv	\$ 4,240	\$ 2,536	\$ 6,244	\$ 7,114	\$ 1,353	\$15,095	\$ 6,590	\$ 5,923	\$ 8,147	\$ -	\$ -	\$ -	\$ 57,243	\$ 75,000
Other Services	\$ 1,071	\$ 1,004	\$ 1,121	\$ 4,477	\$ 1,503	\$ 1,085	\$ 822	\$ 1,476	\$ 2,456	\$ -	\$ -	\$ -	\$ 15,015	\$ 15,900
Other Materials and Supplies	\$ 400	\$ 72	\$ 747	\$ 90	\$ 3,446	\$10,426	\$ 382	\$ 929	\$ 5,024	\$ -	\$ -	\$ -	\$ 21,515	\$ 30,000
Utilities	\$ 6,760	\$ 7,706	\$ 6,798	\$ 5,792	\$ 5,093	\$ 4,687	\$ 6,785	\$ 5,133	\$ 5,164	\$ -	\$ -	\$ -	\$ 53,918	\$ 72,000
Premium Public Liab/Prop D:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,350
Advertising/Promotions Med:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000
Other Misc. Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,400
TOTAL EXPENSES	\$ 65,478	\$ 45,121	\$ 47,806	\$50,527	\$46,333	\$66,728	\$51,372	\$65,235	\$56,377	\$ -	\$ -	\$ -	\$ 494,976	\$ 659,451
Gross Operating Surplus/(L	\$ (16,491)	\$ 8,306	\$ 8,728	\$10,012	\$16,332	\$ (289)	\$20,461	\$ (3,827)	\$ 4,195	\$ -	\$ -	\$ -	\$ 47,427	\$ 48,157
Cummulative Surplus	\$ (16,491)	\$ (8,185)	\$ 543	\$10,555	\$26,887	\$26,597	\$47,059	\$43,232	\$47,427	\$47,427	\$47,427	\$47,427		
HOURS														
	744	672	744	720	744	720	744	744	720	744	720	744	6,552	
Cost Per Hour	\$ 88.01	\$ 67.14	\$ 64.26	\$ 70.18	\$ 62.28	\$ 92.68	\$ 69.05	\$ 87.68	\$ 78.30	\$ -	\$ -	\$ -	\$ 75.55	
CAR EXITS	6,263	6,942	7,509	8,292	7,165	6,776	7,314	7,712	8,030				66,003	
Cost Per Exit	\$ 10.45	\$ 6.50	\$ 6.37	\$ 6.09	\$ 6.47	\$ 9.85	\$ 7.02	\$ 8.46	\$ 7.02	#DIV/0!	#DIV/0!	#DIV/0!	\$ 7.50	
Revenue Per Exit	\$ 6.46	\$ 6.53	\$ 6.42	\$ 6.26	\$ 7.50	\$ 8.07	\$ 8.38	\$ 6.68	\$ 6.23	#DIV/0!	#DIV/0!	#DIV/0!	\$ 6.92	
Revenue Per Monthly	\$ 4.50	\$ 4.39	\$ 4.14	\$ 3.80	\$ 4.33	\$ 4.27	\$ 3.96	\$ 3.30	\$ 3.29	\$ -	\$ -	\$ -	\$ 4.00	
Revenue Per Daily	\$ 12.38	\$ 11.95	\$ 11.93	\$ 11.50	\$ 14.31	\$ 17.16	\$ 17.60	\$ 13.93	\$ 11.84	\$ -	\$ -	\$ -	\$ 13.62	

Kent Central Gateway
STATEMENT OF NET POSITION
9/30/2025
Un-Audited

C

	9/30/2025	8/31/2025	Variance
<u>ASSETS</u>			
Current Assets:			
CHECKING ACCT - KCG	\$ 75,368	\$ 58,221	\$ 17,146
CHECKING ACCT - KCG VISA	\$ 15,055	\$ 17,919	\$ (2,864)
POF Change Fund	\$ 2,000	\$ 2,000	\$ -
RECEIVABLES-A/R Control (Oper)	\$ 15,247	\$ 24,758	\$ (9,511)
RECEIVABLES-Retail Leases	\$ 340,842	\$ 340,842	\$ -
Total Current Assets	\$ 448,511	\$ 443,740	
Restricted Assets:			
MMAX RESTRICTED	\$ 200,784.77	\$ 200,253.29	\$ 531
Total Restricted Assets	\$ 200,785	\$ 200,253	
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	\$ 716,511	\$ 711,208	
<u>LIABILITIES AND NET POSITION</u>			
Current Liabilities:			
ACCOUNTS PAYABLE	\$ 7,000	\$ 5,610	\$ 1,391
Deferred Income Student	\$ 1,330	\$ 1,730	
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	\$ 510,709	\$ 509,718	
Net Position:			
Invested in Capital Assets, Net of Related	\$ 67,215	\$ 67,215	
Restricted for Capital Assets	\$ 200,785	\$ 200,253	
Unrestricted Funds Balance	\$ (62,197)	\$ (65,978)	
Total Net Position	\$ 205,802	\$ 201,490	
Profit (Loss) For Period	47,427.01	43,114.73	
Total Liabilities & Net Position	\$ 716,511	\$ 711,208	



Operations Committee

Agenda

1. Call to Order
2. Roll Call of Attendees Oral
Committee Members present
3. Guest Communications (2-minute limit) Oral
4. Old Business
5. New Business
6. Resolutions - Motion Required
 #2025-10-02 (Page 80)
 A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO CONTRACT WITH SAFETY VISION FOR THE PURCHASE OF MOBILE CAMERA SYSTEMS TO REPLACE EXISTING SYSTEMS THAT HAVE EXCEEDED USEFUL LIFE THRESHOLDS.

 #2025-10-03 (Page 81)
 A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR THEIR DESIGNEE, TO NEGOTIATE, ENTER INTO, AND SIGN A FIVE-YEAR AGREEMENT WITH DUO-GARD INDUSTRIES FOR DESIGNING, PRODUCING, AND DELIVERING BUS SHELTERS FOR USE WITHIN PARTA'S SERVICE AREA.
7. Executive Session, as needed
8. Adjournment



**Resolutions
&
Additional
Materials**

RESOLUTION #2025-10-01

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AMENDING THE TITLE VI POLICY/PROGRAM.

WHEREAS, PARTA is a recipient of federal financial assistance, and all recipients are required to comply with various non-discrimination laws and regulations, including Title VI and related statutes; and

WHEREAS, Title VI prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in their programs or activities, and it obligates federal funding agencies to enforce compliance; and

WHEREAS, the purpose of this policy is to establish guidelines to effectively monitor and ensure that PARTA is in compliance, with all FTA Title VI requirements and regulations in order to carry out the provisions of the Department of Transportation's (DOT) Title VI Regulations at 49 CFR Part 21; and

WHEREAS, PARTA adopted this policy in November 2022, which is valid for three (3) years; and

WHEREAS, PARTA's updated policy must be resubmitted to the FTA no later than December 1, 2025

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

The Title VI Policy/Program, as set forth in the attached, has been accepted and adopted for use.

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 October 23, 2025.

Date

Marvin Woods, President
Board of Trustees

Attested



Title VI of the Civil Rights Act of 1964
Policy/Program

Adopted
November 17, 2022

Amendment Adopted
February 22, 2024

**Portage Area Regional Transportation Authority
Title VI Policy/Program
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I. INTRODUCTION

Purpose

Title VI of the Civil Rights Act of 1964 (Title VI) is a federal statute and provides that no person shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Title VI prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in their programs or activities, and it obligates federal funding agencies to enforce compliance.

Recipients of public transportation funding from FTA are required to develop policies, programs, and practices that ensure federal transit dollars are used in a manner that is nondiscriminatory as required under Title VI.

Overview of services

PARTA operates Demand Response, Fixed-Route, and ADA Complementary Paratransit service in Portage County, Ohio. PARTA's governing body is organized as a 14-member board of trustees. As of ~~November 2022~~ July 2025, PARTA's ~~133-146~~ employees operate ~~5559~~ revenue vehicles to provide public transportation services Monday through Saturday. PARTA's Demand Response (DART) service is provided to the residents of Portage County. ADA Complementary Paratransit Service is a service provided to individuals with a disability who are prevented from using Fixed-Route service and live or are travelling within 3/4 of a mile from a Fixed Route.

Nondiscrimination Assurance

PARTA is committed to ensuring that its transit programs and activities comply with Title VI and has established this program to accomplish the following:

- Ensure that the level and quality of public transportation service is provided in a nondiscriminatory manner;
- Promote full and fair participation in public transportation decision-making without regard to race, color, or national origin;
- Ensure meaningful access to transit-related programs and activities by persons with Limited English Proficiency (LEP).

II. TITLE VI POLICY STATEMENT & AUTHORITIES

Title VI Policy Statement

It is PARTA's policy to maintain its Title VI program in accordance with FTA and DOT guidelines. PARTA is committed to ensuring that no person shall, on the grounds of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, whether those programs and activities are federally funded or not.

PARTA has designated a member of senior staff, the Communications and Public Advocacy Advisor, as the Title VI administrator. The administrator maintains current knowledge of Title VI requirements and attends Title VI training seminars. PARTA's Title VI administrator is responsible for initiating and monitoring Title VI activities, preparing required reports, and other responsibilities as required by Title 49 CFR Part 21 and FTA C 4702.1B.

Authorities

STATUTORY AUTHORITY. Section 601 of the Civil Rights Act of 1964 states the following:

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The Civil Rights Restoration Act of 1987 clarified the broad, institution-wide application of Title VI. Title VI covers all the operations of covered entities without regard to whether specific portions of the covered program or activity are federally funded. The term "program or activity" means all the operations of a department, agency, special purpose district, or government; or the entity of such state or local government that distributes such assistance and each such department or agency to which the assistance is extended, in the case of assistance to a state or local government.

REGULATORY AUTHORITY. The U.S. Department of Justice ("DOJ") Title VI regulations can be found at 28 CFR § 42.401 et seq., and 28 CFR § 50.3. The U.S. Department of Transportation ("DOT") Title VI implementing regulations can be found at 49 CFR Part 21. All programs receiving financial assistance from FTA are subject to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and DOT's implementing regulations.

ADDITIONAL DOCUMENTS. In addition to the above-listed statute and regulations, Federal Circular FTA C 4702.1B details requirements necessary for compliance and administration of a Title VI program and Title VI principles are also incorporated in the Department's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient Persons ("DOT LEP Guidance"), 70 FR 74087 (December 14, 2005).



Claudia Amrhein
General Manager

11-17-2022 — 10-23-2025

Date

III. REQUIREMENT TO PREPARE & SUBMIT TITLE VI PROGRAM

PARTA prepares its Title VI program in accordance with requirements of Title 49 CFR Section 21 as outlined in FTA C 4702.1B. Once completed, *PARTA*'s Title VI program is submitted to the FTA regional civil rights officer every three (3) years, or as otherwise directed by the FTA. Prior to submission, the program is reviewed and approved by the *PARTA* Board of Trustees as required by federal regulation.

Attachment A: Board Resolutions

IV. ORGANIZATION & TITLE VI PROGRAM RESPONSIBILITIES

PARTA has designated the following individual as its Title VI administrator:

Denise Baba, Communications and Public Advocacy Advisor
PARTA
2000 Summit Rd.
Kent, OH 44240
Phone: 330.678.7745
FAX: 330.676.6310
Email: dbaba@partaonline.org

The duties and responsibilities of the Title VI administrator include:

- Prepare/update and submit Title VI reports required by the FTA
- Provide the General Manager with regular updates on *PARTA*'s Title VI program
- Monitor overall implementation of *PARTA*'s Title VI efforts
- Ensure that employees are aware of Title VI requirements
- Develop Title VI information for distribution to the general public
- Provide outreach concerning *PARTA*'s Title VI efforts
- Maintain current knowledge of Title VI requirements
- Attend Title VI training seminars

For the ~~2020-2022~~ 2023-2025 reporting period, *PARTA*'s services and activities:

- Did not meet the threshold for compliance requirements applicable to transit providers that operate 50 or more fixed route vehicles in peak service and are located in urbanized areas (UZA) of 200,000 or more people
- ~~In 2020, *PARTA* constructed a vehicle storage building on its existing property. *PARTA*'s Title VI Equity Analysis is included in this document as an attachment.~~

Attachment B: Title VI Determination of Site or Location of Facilities; Equity Analysis

V. GENERAL REPORTING REQUIREMENTS

1. Notice to the Public

PARTA displays a notice to the public to inform customers of their rights under Title VI. See below.



NOTICE

Your Rights Under Title VI of the Civil Rights Act of 1964

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

PARTA operates its programs and services without regard to race, color, and national origin, in accordance with Title VI of the Civil Rights Act.

Contact PARTA for more information on your Title VI rights or if you believe you have been discriminated against based on one or more of the characteristics noted above.

To file a complaint please contact us:
In person: 2000 Summit Rd., Kent
Online: www.partaonline.org
By phone: 1-877-RIDE-RTA



If assistance is needed in another language call 330.678.7745

PARTA posts its *Title VI Notice to the Public* in the following locations:

- on its website, at www.partaonline.org/civil-rights;
- in the lobby of its administration building;
- at its transit center;
- on all transit vehicles; and
- in its Passenger Information Manual.

2. Title VI Complaint Procedures

PARTA has established the following process for filing a Title VI discrimination complaint. Aggrieved persons may file a complaint:

- In-person at PARTA's administrative offices located at 2000 Summit Rd., in Kent, Ohio.
- By calling PARTA's Title VI administrator at 330-678-7745 or dialing PARTA's Customer Service line at 1-877-RIDE-RTA.
- By downloading and completing a complaint form available on PARTA's website www.partaonline.org. Complete forms may be returned by postal mail to the attention of the Title VI administrator, 2000 Summit Rd., Kent, OH 44240; by faxing the form to 330-676-6310; or scanned and emailed to custservice@partaonline.org.
- By completing a digital form at www.partaonline.org/civil-rights.
- By filing directly with the Department of Transportation by contacting:

U.S. Department of Transportation
 Federal Transit Administration
 1200 New Jersey Ave. S.E.
 Washington, D.C. 20590

Phone: 866-377-8642 / 800-877-8339 (TTY)

PARTA engages in the following procedures for investigating and tracking Title VI complaints:

- All complaints regarding PARTA service received by phone and through PARTA's customer service email address (CustService@PARTAonline.org), including those alleging Title VI violations, are initially forwarded to the operations manager.
- The operations manager forwards all complaints to the Title VI administrator. PARTA's Title VI administrator reviews and assesses all complaints for potential Title VI violations.
- Title VI complaints submitted through the Title VI complaint form on PARTA's website are forwarded directly to the Title VI administrator's email upon submission.
- After a complaint is received, PARTA contacts the complainant by phone or email.
- The administrator, or a designee, contacts the complainant and attempts to resolve any Title VI complaints within 30 business days.
- The Title VI administrator or a designee (usually the operations manager or assistant operations manager) investigates the complaint.
- Once the investigation is complete, the Title VI administrator reviews the results and makes a determination as to whether the complaint is substantiated or unsubstantiated. If substantiated, corrective action is taken.
- The complainant is informed of the outcome through the best available means of contact.
- Once the investigation has closed, the original complaint or a copy of the complaint and notes related to the complaint are maintained in a binder located in the office of the Title VI administrator. The binder is organized in chronological order by year and month.

Attachment-~~CB~~: Complaint Form

3. Title VI Investigations, Complaints & Lawsuits

PARTA's Title VI administrator reviews and assesses all complaints for potential Title VI violations. The administrator, or a designee, contacts the complainant and attempts to resolve any Title VI complaints within 30 business days. A person may also file a complaint directly with the FTA Office of Civil Rights. ~~PARTA had no Title VI complaints in 2020, one (1) Title VI complaint in 2021, and two (2) Title VI complaints in 2022. PARTA had two (2) complaints alleging Title VI discrimination in 2023, two (2) complaints alleging Title VI discrimination in 2024, and two (2) complaints alleging Title VI discrimination in 2025. Details are provided below.~~

<u>Complaint Date</u>	<u>Complaint Summary</u>	<u>Investigation</u>	<u>Outcome</u>
<u>3/7/2023</u>	<u>A complaint was received through PARTA's online Title VI complaint form. Complainant stated that he believed his son was being discriminated against (Door-to-Door trips denied) because of his reduced fare status due to disability.</u>	<u>Title VI Administrator called and spoke with complainant. Trips requested were not ADA trips, they were Door-to-Door trips. It was explained that D-to-D trips are sometimes denied due to capacity issues as this is a shared ride service. PARTA cannot always accommodate</u>	<u>Allegations of discrimination based on Title VI were found to be unsubstantiated.</u>

		everyone who requests a trip, especially during high demand days/times. Complainant said he understood but was still disappointed.	
<u>7/6/2023</u>	<u>A complaint was received through PARTA's online Title VI complaint form. The complainant indicated that PARTA's provided bad service but did not describe alleged discrimination or different treatment. One response on the complaint form did indicate the alleged discrimination was based on age.</u>	<u>Title VI Administrator called the phone number provided on the complaint form. There was no answer, so a message was left. An email was also sent to the email address provided on the form providing information on how to follow up with the Title VI administrator.</u>	<u>Since the complainant did not respond to outreach efforts and because the allege discrimination did not fall within a Title VI protected class (race, color, or national origin) the complaint was determined to be unsubstantiated.</u>
<u>6/10/2024</u>	<u>A passenger left a voicemail requesting a call back. In the voicemail he said he felt discriminated against by the driver of the route 100 bus. Complainant states that he has been on the bus twice with the same driver. Complainant doesn't understand the fare structure and indicates that driver is not helpful.</u>	<u>PARTA's Operations Manager placed a call and spoke with the complainant. During the call the complainant indicated that he appreciated the follow-up call and was pleased with PARTA's response.</u>	<u>Following contact with the complainant it was determined that he was not treated differently or denied service. The allegation of discrimination was found to be unsubstantiated.</u>
<u>11/23/2024</u>	<u>A complaint was received through PARTA's online Title VI complaint form. The complaint – a Kent State University student – alleged her companion, also a KSU student, was discriminated against based on race while attempting to ride an off-campus bus using a student ID required to obtain a free ride.</u>	<u>Video with sound of the incident was reviewed by the Title VI Administrator, Operations Manager, Chief of Staff, and Chief Operations Officer. Service was not denied to the person in question. However, the student was told that because her ID was faded and not legible, she would have to pay the \$1 fare to ride and could not ride for free using the ID presented. Additionally, video showed that at a previous stop black/African American KSU students showed their ID as required and were permitted to ride fare free because the IDs were legible.</u>	<u>The allegation of discrimination based on race was determined to be unsubstantiated.</u>
<u>2/5/2025</u>	<u>The complainant sent an email to PARTA's Operations Manager alleging discrimination based on age and disability. Complainant subsequently forwarded the email to the Title VI Administrator. The complainant's discrimination claim is based on a specific bus driver requiring him to show his reduced fare card each time he boards the bus even though he rides frequently and states the driver should be aware of his reduced fare status. The complaint went on to describe an encounter between the bus driver and the complainant which resulting in a road supervisor being dispatched to the bus.</u>	<u>The Title VI Administrator called the complainant and left a voicemail message. Additionally, an email was sent to the complainant as another method of follow-up. Additionally, the Title VI Administrator and the Operations Manager reviewed video with sound of the encounter referenced in the complaint. The video showed that the complainant did not in fact show his reduced fare card to the driver. Further no discrimination was observed based on race, color, or national origin. The driver followed policy in requiring a reduced fare card to be displayed on boarding.</u>	<u>The allegation of discrimination based on Title VI was found to be unsubstantiated.</u>
<u>7/30/2025</u>	<u>Complainant called PARTA and stated that he was discriminated against because of his race.</u>	<u>The transit center manager stated that the complainant was in the lobby of the transit center</u>	<u>The allegation of discrimination based on Title VI was found to be unsubstantiated.</u>

	<p>Complainant stated that he was asked to leave the Kent Central Gateway Transit Center by a PARTA employee. He states that he was the only black person in the lobby area and the only person asked to leave.</p>	<p>for nearly three hours and made no attempt to catch a bus. She approached the complainant and informed him that PARTA had a "No Loitering" policy and that he would have to board a bus or otherwise leave the transit center. PARTA's Operation's Manager phoned the complainant and discussed PARTA's loitering policy with him. The conversation ended with the complainant stating that he planned to sue. PARTA's Transit Property Visitor Policy states that, "Persons utilizing transit property or facilities with no obvious business purpose, or whose behavior is deemed inappropriate, unsafe, hostile or potentially illegal, will be asked to leave the premises."</p>	
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Complaint	Date	Summary	Status	Action Taken
1.	3/21/21	Acquaintance of rider sent email stating that rider believed she had been "racially profiled" while boarding PARTA's Route 30 bus.	Video, including sound, of the incident was reviewed and no grounds for racial profiling were found. However, it was determined that the driver had acted in a manner that was less than professional.	Corrective action was taken with the driver to address his performance and tolerance.
2.	4/7/22 & 4/20/22	A rider called to allege a PARTA driver discriminated against her because she is white. The incident was reported to have taken place on the Interurban West Route 30 bus	On 4/11/22, a PARTA rep. called the rider. The call went unanswered, and it was not possible to leave a message. Before PARTA could follow up a second time regarding the initial complaint, the same rider called PARTA on 4/20/22, at 12:25 pm to file another complaint. The second alleged incident again took place on the Route 30 bus with a different driver. The rider called again at 1:16 pm on 4/20/22 and stated she had contacted her attorney and said, "Do not call me back."	Video and audio of both incidents were reviewed (file numbers C220471656.9802 & C2204201222.8105). Allegations of discrimination and/or mistreatment by the bus operators were determined to be unsubstantiated.
3.	7/13/22	A rider called the PARTA customer service line and stated that the PARTA bus drove past her while she was standing at the bus stop. The rider said this driver has passed her by before and the rider stated she is "tired of [the driver's] racism."	Video of the incident was reviewed (file number C2207131451.8201). The rider was not standing at the bus stop. Instead, she was standing in the middle of the intersection between 2 restaurants. The bus operator would not have been permitted to pick her up in that location.	Allegations of discrimination and/or mistreatment by the bus operator was determined to be unsubstantiated.

There are no current investigations or lawsuits pending against PARTA which allege Title VI discrimination on the basis of race, color, or national origin with respect to service or other transit benefits from January 1, 2020 January 1, 2023, through the present.

4. Public Participation Plan

PARTA solicits public input through a variety of activities and outlets, including, but not limited to use of its website, attendance at community meetings and events, surveys, mailings, and other outreach methods. In addition to these activities, PARTA also hosts regularly scheduled meetings of its Citizens Advisory Council (CAC).

The CAC was established to provide a non-binding source of opinion and advice on a wide variety of issues faced by PARTA's Board of Trustees and management. Participation of minority and low-income individuals in CAC meetings is promoted by networking with social service and government agencies that service those populations. In addition to these networking activities, PARTA conducts outreach to minority and low-income populations through attendance at public meetings and events specifically targeted to these groups. By engaging in networking and outreach activities aimed at minority and low-income individuals, PARTA seeks to better understand the needs of these populations, listens to their concerns, and communicates to them how to access and use PARTA's services to promote growth in ridership among these demographics.

PARTA rarely encounters Limited English Proficient (LEP) individuals as this demographic in Portage County is exceedingly small. Should PARTA encounter LEP individuals, it looks to engage Kent State University's (KSU) English as a Second Language Center to receive guidance and feedback on how best to meet the needs of this population.

| **Attachment-DC: Summary of Outreach Efforts**

5. Limited English Proficiency Plan

As a recipient of federal funding, PARTA is required to take reasonable steps to ensure meaningful access to its programs and activities for individuals who may be Limited English Proficient (LEP) persons.

LEP refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak, and understand English. This includes those who have reported to the U.S. Census that they speak English less than very well, not well, or not at all.

PARTA has developed a Language Assistance Plan (LAP) detailing its responsibilities as a recipient of federal financial assistance related to the needs of LEP persons.

PARTA's LAP includes a *Four-Factor Analysis* consisting of an examination of 1.) LEP demographics, 2.) Contact Frequency, 3.) Importance of Service, and 4.) Resources and Costs to determine what specific services are appropriate.

Four-Factor Analysis

To prepare this plan, PARTA undertook the U.S. Department of Transportation (U.S.DOT) four-

factor LEP analysis, that considers the following factors:

Factor 1. The number and proportion of LEP persons eligible to be served or likely to be encountered in the service area.

PARTA's service area is Portage County, Ohio. According to the Census Bureau's 2020 Decennial Census the total population of the county is 161,791. The Census Bureau's 2020 American Community Survey (ACS) Languages Spoken at Home for the Population 5-years and Over Table shows the county population over the age of 5 years old is 155,065. The percentage of that population that speaks only English is 95.5%. The Census estimates that 4.5% of the population 5 years and over speak a language other than English at home. Of that population, 1.3% or 2,083 individuals are identified as speaking English "Less Than Very Well." The largest proportion of those who speak English less than very well are Chinese who comprise 26% of the population who speak English less than very well and Arabic speakers who comprise 20% of the population who speak English less than very well.

Portage County - Languages Spoken at Home			
	<i>Total Number</i>	<i>% of Population</i>	<i>Population Over Age 5</i>
Speak language other than English at home	6906	4.5%	155,065
Speak English Less than "Very Well"	2083	1.3%	155,065
Chinese	545	0.35%	155,065
Arabic	412	0.25%	155,065
Other Indo-European languages	367	0.24%	155,065

Source: ACS 2020: 5-year Estimates Detailed Tables (ACSDT5Y2020.C16001)

Factor 2. The frequency with which LEP persons come into contact with the program.

PARTA has surveyed key program areas and assessed major points of contact with the public and determined that contact with LEP persons is infrequent following this examination.. However, should an LEP individual come into contact with *PARTA* and use its services, the transit stands ready to assist them in accessing the system equitably.

Factor 3. The nature and importance of the program, activity, or service provided by the program to people's lives.

PARTA considers its transit service to be an essential service for the residents of Portage County. Every day that it operates, *PARTA* helps people get to work, school, medical appointments, grocery stores, and other essential activities. Therefore, *PARTA* is committed to providing meaningful access to all individuals including any LEP populations that may choose to use *PARTA*'s service.

Factor 4. The resources available to *PARTA* and overall cost to provide LEP assistance.

PARTA reviewed its available resources that could be used for providing LEP

assistance and has budgeted sufficient funds to address the needs of its LAP.

Results of the Four Factor Analysis

PARTA's four (4) factor analysis did not reveal a large enough population of LEP individuals in Portage County with a common language to warrant the translation of materials. Due to the very low number of LEP individuals in Portage County, PARTA has extremely limited to no interaction with this population. While there is a population of international students who attend Kent State University, they typically read, write, and understand English well even when their spoken English is difficult for native English speakers to understand. Further, it is a KSU requirement that students with LEP participate in English as a Second Language classes to enhance their communication skills. PARTA works with KSU's English as a Second Language Center to address any specific issues their international students may have.

Language Assistance Measures

PARTA has instituted various measures to assist those who may have limited English proficiency. These measures are deemed appropriate based on the low percentage of LEP individuals in PARTA's service area. Assistance includes:

- *Color-coded routes/schedules/signs* – Each route has a unique color that coordinates with a schedule, route, and sign; making it easier to identify which route a rider needs to get from point “A” to point “B.”
- *Simplified Route Numbering System* – Allows for easier use of our system.
- *Numbered Bus Bays at the KCG Transit Center* – Each route arrives and departs from an assigned numbered bay, which is identified on its corresponding schedule.
- *PASSIO GO* – A GPS AVL system activated in 2023 allows individuals to track the bus in real-time, and also plan a trip in a Google transit style trip planner.
- *EZFare* – Launched in the summer of 2019, this mobile ticketing application provides convenience and ease of use by allowing riders to purchase fare using a smartphone.
- *Interior Labeling of Buses* – English and Spanish are included on all interior signage of vehicles as new buses are acquired.

Notice to LEP Persons/Outreach Techniques

PARTA does not have a formal practice of outreach techniques due to the lack of an LEP population and resources available in the service area. However, since KSU has been identified as the most likely location where LEPs may be encountered, PARTA works cooperatively with the KSU English as a Second Language Center. Additionally, notice of the availability of LEP assistance is posted in the following locations:

- On buses
- PARTA website

Monitoring and Updating the LAP

At a minimum, PARTA will follow the Title VI Program update schedule for review and updating its LAP. This evaluation will consist of:

- Reexamining the Four Factor Analysis to determine if the composition and number of the LEP population have changed,
- Assessing the sufficiency of staff training and LEP assistance measures,

- Assessing the number of requests for language assistance since the implementation of the existing LAP, and
- Reviewing any complaints received from LEP persons since the implementation of the existing LAP.

Staff Training

All PARTA staff is provided with the LAP and educated on procedures to follow when an LEP person is encountered. This information is also part of the PARTA staff orientation process for new hires and reviewed annually with all relevant employees. Training topics are listed below:

- Understanding Title VI, PARTA's Title VI policy, and LEP responsibilities
- What language assistance services PARTA offers
- Procedures for providing LEP assistance

Vital Document Translation

PARTA does not translate documents as it does not encounter any LEP groups consistent with the Safe Harbor Provision.

6. Minority Representation on Planning and Advisory Bodies

PARTA has established a Citizens Advisory Council (CAC) to provide a non-binding source of opinion and advice on a variety of issues. Goals of PARTA's CAC include:

- Provide an avenue of outreach to the community where first-hand information about PARTA services, initiatives, and goals can be shared
- Allow community members to provide feedback concerning PARTA's services, initiatives, and goals
- Create an ongoing dialogue that strengthens PARTA's relationship with the community

<u>PARTA</u> Citizens Advisory Council		
Race	Count	Percentage
American Indian/Alaskan Native	0	0%
Asian	0	0%
Black/African American	2	14%
Hispanic/Latino	0	0%
Native Hawaiian/Pacific Islander	0	0%
White	12	86%
TOTAL MEMBERSHIP	14	100%

***PARTA* Citizens Advisory Council**

Race	Count	Percentage
American Indian/Alaskan Native	0	0%
Asian	0	0%
Black/African American	5	21%
Hispanic/Latin	0	0%
Native Hawaiian/Pacific Islander	0	0%
White	19	79%
TOTAL MEMBERSHIP	24	100%

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7. Effective Practices to Fulfill Subrecipient Monitoring

PARTA is a direct recipient of FTA funds. It has determined that any sub-recipient under *PARTA* receiving federal financial assistance in accordance with 49 USC Section 5310, must comply with Title VI of the Civil Rights Act of 1964 and U.S. DOT requirements.

One sub-recipient, Family & Community Services, receives federal financial assistance through *PARTA*. The following approach is applied to monitor *PARTA*'s sub-recipient:

- On-site Review: *PARTA* will complete an on-site review annually for compliance.
 - This review will require the sub-recipient to submit information regarding its Title VI program and demonstrate their compliance.

<u>Subrecipient On-Site Review Meetings</u>			
<u><i>Subrecipient</i></u>	<u><i>Meeting Date</i></u>	<u><i>Title VI Policy Received</i></u>	<u><i>Title VI Requirements Met</i></u>
<u>Family & Community Services</u>	<u>June 16, 2023</u>	<u>Yes</u>	<u>Yes</u>
<u>Family & Community Services</u>	<u>October 23, 2024</u>	<u>Yes</u>	<u>Yes</u>
<u>Family & Community Services</u>	<u>June 18, 2025</u>	<u>Yes</u>	<u>Yes</u>

~~Initial Assessment. Between June 2018 and May 2019, *PARTA* met with Family & Community Services to understand the sub-recipient's current knowledge of and compliance with Title VI requirements. The initial assessment was conducted with on-staff personnel through one-on-one meetings to discuss what *PARTA* would be monitoring and how *PARTA* would inspect the required documentation.~~

- ~~Information Exchange. After the information was gathered from the initial assessment, we received policies to comply with Title VI and other programs. Once we received the sub-recipient's policies, we followed up through a conference call to review compliance.~~

Schedule of Subrecipient Title VI Program Submissions

<i>Subrecipient</i>	<i>Policy</i>	<i>Date Received</i>
Family & Community Services	Title VI Plan	3/19/2019
Family & Community Services	Title VI Plan	11/18/2022

- ~~● On-site Review: PARTA will complete an on-site review annually for compliance. This review will require the sub-recipient to submit information regarding its Title VI program and demonstrate their compliance.

 - ~~○ Due to COVID-19 restrictions, on-site reviews were suspended in 2020 & 2021, a virtual compliance meeting was held via Zoom video conferencing on Dec. 3, 2020.~~
 - ~~○ An in-person on-site review was conducted on Nov. 2, 2022.~~~~
- Compliance: PARTA will certify that the sub-recipient does or does not meet the requirements under Title VI and provide appropriate documentation for its decision. If the sub-recipient is not in compliance, PARTA will work with the sub-recipient to bring them into compliance.
- PARTA provides assistance and support to its subrecipient when needed through email, virtual training, and on-site visits.

Attachment **FD**: Subrecipient Oversight Documentation

VI. REQUIREMENTS OF TRANSIT PROVIDERS

1. Service Standards

PARTA operates local and express Fixed Route bus services within the greater Portage County area. Local bus service operates within the immediate Portage County area, as well as contracted service provided to KSU's main campus. Express service runs to Akron in Summit County and to Cleveland in Cuyahoga County.

- a. **Vehicle load for each mode.** PARTA provides two (2) modes of Fixed Route bus service – local and express within the greater Portage County area. Local includes service within the immediate Portage County area, as well as contracted service provided to Kent State University's main campus. PARTA determines its service standard based on the average load per vehicle over a three (3) year period.

PARTA's fleet includes buses of varying seating capacity, with the lowest capacity being ~~18-14~~ seats and the highest seating capacity being 32 seats. The average vehicle load for local buses is ~~0-3-.75~~ for the years ~~2020-2022~~2023-2025. PARTA also provides service to Akron and Cleveland through Express bus service. Vehicle load for an Express bus is ~~0-11-.17~~ for years ~~2020-2022~~2023-2023. Attachment **GE**: Vehicle Load Calculations

- b. **Vehicle headway for each mode.** While PARTA does not track peak vs. non-peak service, we do monitor our headway and frequency. For the years ~~2020-2022~~2023-

2025, we averaged a local headway of ~~51.8~~47.2 minutes and a frequency of ~~1.19~~1.28 buses per hour. For the same time period, we averaged an Express headway of 105 minutes with a frequency of 0.57 buses per hour. An attached table shows the average headway across each of our local and Express routes. The one outlier is the Cleveland Express as it does two (2) trips per day – one (1) in the morning and one (1) in the evening. PARTA defines its standard vehicle headway based on averages for each mode.

MODE	GUIDELINE
Fixed Route	An average vehicle headway of 52 <u>47</u> minutes is expected
Express Route	An average vehicle headway of 105 minutes is expected

Attachment-~~GF~~: Vehicle Headway Calculations

- a. **On-time performance for each mode.** PARTA's on-time performance is calculated based on departures from each bus stop as tracked by our Automatic Vehicle Location (AVL) system. A report is then generated for a specific time. PARTA follows a general rule of one (1) minute early up to five (5) minutes late to determine if a route is on-time. Our AVL system analyzes the on-time performance based on this same principle. Routes surveyed in years ~~2020-2022~~2023-2025 include local Fixed Route service provided off KSU's main campus ~~and express service~~. KSU routes were excluded because they run at a frequency of 9-15 minutes and the general public schedule reflects this frequency during the day rather than a traditional timetable. Express routes were also excluded as these routes include a significant amount of highway travel time through unpredictable traffic. The average on-time compliance for the local service was ~~81.2972%~~81.2972% ~~and for express was 61.5% with an overall performance of 78%.~~ PARTA works to ensure that schedules are adjusted when necessary to ensure we are providing the most reliable service possible.

On-Time Compliance				
Route	2023 On-Time Compliance	2024 On-Time Compliance	2025 On-Time Compliance	Average by Route
30 - Interurban West	77%	80.34%	82.57%	80%
35 - Interurban East	78%	69.32%	69.50%	72%
40 - Suburban North	59%	74.92%	70.66%	68%
45 - Suburban South	83%	84.89%	67.54%	78%
46 - Downtowner	21%	52.23%	63.65%	46%
70 - Windham/Garresttsville	81%	78.43%	82.61%	81%
80 - Raven West	74%	77.76%	75.67%	76%
85 - Raven East	90%	79.96%	82.63%	84%
90 - Akron Express	73%	65.93%	62.70%	67%
100 - Cleveland Express	59%	68.66%	69.16%	66%
51 - Campus Loop	72%	57.41%	67.38%	66%
55 - Allerton	26%	59.15%	50.91%	45%
57 - Stadium Loop	81%	54.95%	60.69%	66%
58 - Summit East	64%	58.84%	55.87%	60%
Average On-Time Compliance	70%	73%	73%	72%

2. Service Policies

PARTA's service policies regarding service availability, distribution of service amenities, and vehicle assignment have been adopted by its board of trustees as part of its Title VI Program and are incorporated herein. These policies are as follows:

- a. **Service availability for each mode.** *PARTA* provides bus service to two (2) major cities in Portage County and several rural villages. Our goal is that no person should walk more than a quarter of a mile to a bus stop. There are stops at most intersections, as well as in front of major multi-family complexes.

PARTA determines stop locations utilizing AASHTO's standards as defined in the Guide for Geometric Design of Transit Facilities on Highways and Streets. These standards are as follows: 400 ft apart in a CBD; 660 ft in an urban area; and 660-1320 ft in suburban areas. Most of *PARTA's* local fixed route service area is considered urban based on population density. *PARTA* does have one local route that operates through more rural communities. Stops in certain areas of this route are spaced further apart as the bus is traveling from village to village with each village hosting three (3) to seven (7) stops.

KSU routes generally have closer spacing as a result of the layout being determined by KSU through their contracted service. *PARTA's* Express route service maintains stops spaced further apart regardless of distance to support timing of the route. To provide reliable Express service, it is not feasible for the bus to make frequent stops between points of origin and termination.

- b. **Distribution of transit amenities for each mode.** *PARTA* does not have autonomous authority to determine the placement of transit amenities throughout the various political

subdivisions in the greater Portage County service area. It is PARTA's policy that its staff work with local entities to place transit amenities in locations where transit services have been historically well utilized while being cognizant of and communicating to municipalities the requirement to distribute federally funded assets equitably. However, the final decision is made by the respective political subdivision.

~~In 2014, PARTA installed 10 new bus shelters by working cooperatively with the City of Ravenna, Ravenna Township, and Franklin Township at locations where transit service is well utilized along the Interurban and Suburban Fixed Route service corridors. During the previous reporting period, PARTA installed three (3) new bus shelters at locations where transit service is well utilized.~~

Vehicle assignment for each mode. PARTA operates its fleet from one maintenance and bus storage facility. Most Fixed Route buses are 35-feet long and are all within their useful life. It is PARTA's policy to rotate the assignment of buses in its fleet on a daily basis such that no bus is in service on the same route regularly from day to day.

VII. APPENDICES

RESOLUTION #2022-11-06

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AMENDING THE TITLE VI POLICY/PROGRAM.

WHEREAS, PARTA is a recipient of federal financial assistance and all recipients are required to comply with various non-discrimination laws and regulations, including Title VI and related statutes; and

WHEREAS, the purpose of this policy is to establish guidelines to effectively monitor and ensure that PARTA is in compliance with all FTA Title VI requirements and regulations in order to carry out the provisions of the Department of Transportation's (DOT) Title VI Regulations at 49 CFR Part 21; and

WHEREAS, the transit programs and activities compl

WHEREAS, P which is valid f

WHEREAS, P 2022. er than December 1,

NOW, THERE onal Transportation Authority (PAR

DELETE 2022 RESOLUTION
INSERT 2025 BOARD RESOLUTION
HERE

The Title VI Policy/Program, as set forth in the attached, has been accepted and adopted for use.

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 November 17, 2022.

11-17-2022
Date

Dave Gynn
Dave Gynn, President
Board of Trustees

Marciiah Fletcher
Attested

RESOLUTION #2024-02-03

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AMENDING THE TITLE VI POLICY/PROGRAM.

WHEREAS, PARTA is a recipient of federal financial assistance and all recipients are required to comply with various non-discrimination laws and regulations, including Title VI and related statutes; and

WHEREAS, Title VI prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in their programs or activities, and it obligates federal funding agencies to enforce compliance; and

WHEREAS, the purpose of this policy is to establish guidelines to effectively monitor and ensure that PARTA is in compliance with all FTA Title VI requirements and regulations in order to carry out the provisions of the Department of Transportation’s (DOT) Title VI Regulations at 49 CFR Part 21; and

WHEREAS, PARTA amended and timely submitted a Title VI Policy/Program in October 2019 and November 2022, as required by FTA; and

WHEREAS, FTA notified PARTA of deficiencies that were addressed in PARTA’s 2019 Title VI Policy/Program, some of which were reviewed by FTA; and

WHEREAS, this 2024 Title VI Policy/Program incorporates corrections identified for the 2019 program into an amended Title VI Policy/Program for the 2024 Triennial Review.

NOW, THEREFORE, LET IT BE THE RESOLUTION of the Portage Area Regional Transportation Authority (PARTA) Board of Trustees that

The 2024 Title VI Policy/Program be and adopted for use.

DELETE 2024
AMENDMENT RESOLUTION

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 February 22, 2024.

2-22-2024
Date

Dave Gynn
Dave Gynn, President
Board of Trustees

Marcia Fletcher
Attested



December 11, 2020

TO: Triennial Review File
FROM: Claudia B. Amrhein, GM
RE: Title VI Determination of Site or Location of Facilities; Equity Analysis

In 2020, PARTA constructed a vehicle storage building on its existing property located at 2000 Summit Road, Kent, OH 44240.

During 2019, PARTA staff and A&E consultants evaluated the planned location of the vehicle storage building during the early planning stages of building design. The location of the new facility was planned within our campus.

The documents reviewed include:

- FTA C 470
- PARTA Capital
- FTA Approval of Environmental
- Ohio Historical
- Ohio Historical
- PARTA's CNG
- FTA Approval of Natural Gas Fueling Facility, d

DELETE – NO LONGER RELEVANT

County, Ohio –

16, 2016;

2017;

Natural Gas Fueling

The vehicle storage building and other planned improvements

with several other planned improvements. PARTA NEPA

Categorical Exclusion approval for all planned improvements projects. This included construction of a new vehicle storage building.

Over several years, PARTA added asphalt surface parking areas, constructed an automated bus wash facility, and converted a portion of the existing garage area into training offices, renovated maintenance bays to CNG-compliant standards, and constructed a CNG fueling facility open for public use.

During the planning phases constructing the CNG fueling station, PARTA prepared extensive environmental review documents as defined in FTA's 2010 CE document, and in 2017, received environmental review approval for the CNG fueling facility.

The CNG fueling station is located at the front of our property and is open for public use. The environmental review work performed included areas of study consistent with Title VI equity analysis requirements, including environmental justice, land use and zoning, state historical preservation analysis, noise and vibration studies, and other required measures to ensure no adverse impact would result from the construction of the CNG station.

Having acquired full approval of the CNG fueling compound, we reviewed the documentation listed above and determined the following factors met Title VI equity analysis requirements:

- We did not purchase new land and siting of the building was consistent with the location that received FTA approval in 2010 and 2017. Alternative sites were not considered for this project because we already studied and approved for many other sites.
- The building is located on the back of the property and cannot be seen from the street.
- PARTA's 14-acre site is located across the street from the street frontage on Route 261, and is not visible from the street.
- The storage facility is located on the back of the property and cannot be seen from the street. The building site is not visible from the street, denying them the opportunity to be heard on the grounds of race or ethnicity. This will not have the effect of denying them the opportunity to be heard.
- Construction of the CNG fueling compound will not displace persons from their residences.
- Construction of the CNG fueling compound will not displace persons from their residences.

DELETE NO LONGER RELEVANT



Title VI Complaint Form

Title VI of the 1964 Civil Rights Act requires that “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

If you feel that you have been discriminated against based on one of the characteristics noted above, you have the right to file a complaint.

To submit a Title VI complaint, please fill out this form and return it to: PARTA, Attn: Title VI Administrator, 2000 Summit Rd., Kent, OH 44240. You may also fax the form to our fax line: 330-676-6310, Attn: Title VI Administrator or you may email the form to CustService@PARTAonline.org.

1. Full Name (Complainant): _____

2. Phone (with area code): _____

3. Home Address (Street #, City State, ZIP): _____

5. Which of the following best describes the reason you believe the discrimination took place?

- Race
- Color
- National origin

6. Date and location of the alleged incident (or date range if activity took place on more than one day). If applicable, name and title of person(s) who discriminated against you:

7. In your own words, describe the alleged discrimination. Be sure to include how you believe you were treated differently. Please use additional paper if more space is required.

Please complete information on back.

8. Please list any person(s) we may contact for additional information to support or clarify your complaint.

9. Have you filed this complaint with any other federal, state, or local agency: or with any federal or state court?

- YES NO

If yes, please place a mark next to each agency that applies

- Federal agency Federal court
 State agency State court

10. Please provide the name and phone number of the contact person at the agency or court where the complaint was filed:

10. Please sign below. You may attach any written material or other information that you think is relevant to your complaint.

Complainant's Signature

Date

FOR OFFICE USE ONLY:

Date complaint received: _____

Investigator: _____

Rev. Feb. 2024

PARTA 2023 Outreach Efforts Summary

DATE	EVENT
Monthly	PARTA Board of Trustee meetings – held the 4 th Thursday of each month and are open to the public with time set aside for public comment.
Monthly	PARTA Finance Committee meeting – held the 4 th Tuesday of each month and are open to the public with time set aside for public comment.
Ongoing	PARTA regularly posts information and updates to its social media accounts (Facebook, Instagram, & Twitter), the PARTA website, and passenger information displays (PIDs) to provide access to minority and low-income populations as well as the wider community.
1-14-23	MLK Prayer Breakfast hosted by Portage County NAACP
1-16-23	MLK Breakfast and Program hosted by Keels Mathews Community Center
2-8-23	PARTA Citizen Advisory Council Meeting
3-14-23	Maplewood Option 4 Advisory Committee
3-16-23	Ohio Means Jobs Citizen Circle meeting
3-9-23	Individual meeting w/Christina West, Service Support Admin. At Portage County DD
3-29-23	Individual meeting w/ Robert Young, Director of Clinical Services for Townhall II
3-30-30	Individual meeting w/Anne Marie Noble, Ex. Dir. Of The Haven homeless shelter
4-5-23	Individual meeting w/LaJoyce Harris, Program Manager at the Center of Hope hot meal site
4-6-23	Individual meeting w/Rick Squier, Ex. Dir. Of Portage County Catholic Charities
4-10-23	Individual meeting w/Rebecca Abbot, Portage Job & Family Services Public Assistance Administrator
4-12-23	Group meeting w/staff of the Portage County Board of Developmental Disabilities
4-18-23	Individual meeting w/Allison Westover, Program Director of Portage Area Recovery Center & current residents
4-21-23	Hosted information table at Skeels Community Center Health Fair
4-24-23	Met with Family & Community Services staff members that oversee various program to explain new fare system
4-28-23	Participated in transportation panel discussion for the Akron Canton Area Agency on Aging & Disabilities
5-4-23	Represented PARTA at Maplewood Option 4 Recognition program for DD students that use PARTA services
5-10-23	PARTA Citizen Advisory Council meeting
5-12-23	Met with staff at Portage County Adult Probation to discuss PARTA's new fare system
5-17-23	PARTA began conducting outreach with a link from the PARTA website to an online survey and a phone survey of riders in cooperation with AMATS and Akron KETRO as part of the process to develop a revised regional Coordinated Public Transit – Human Services Transportation Plan
5-18-23	Hosted information table at the Ohio Means Jobs Re-Entry Resource Fair for formerly incarcerated individuals
5-25-23	Hosted information table at grand opening for Brightview, a drug rehabilitation & recovery center
6-1-23	Met with case workers at Portage Metropolitan Housing Authority
6-15-23	Ohio Means Jobs Citizen Circle meeting
June 2023	Through the month of June, PARTA held 14 outreach sessions at its transit center in Kent and hub in Ravenna to inform riders about the launch of its new account-based ticketing system
6-20-23	Portage 50 Plus Support Committee meeting
7-18-23	Portage 50 Plus Support Committee meeting
8-3-23	Hosted information table at Ohio Means Jobs Back-to-School resource fair
8-9-23	PARTA collaborated with the Portage County Health District and Job & Family Services to offer a workshop to provide information to agencies to learn what they could do to help low-income and minority families and clients access healthcare and other important resources in Portage County
8-17-23	Ohio Means Jobs Citizen Circle meeting
8/22 to 8/27	Hosted booth at Portage County Randolph Fair
10-10-23	Presentation to AmeriCorps Seniors
10-14-23	Attended NAACP Freedom Fund scholarship event
10-17-23	Portage 50 Plus Support Committee meeting

PARTA 2024 Outreach Efforts Summary

DATE	EVENT
Monthly	PARTA Board of Trustee meetings – held the 4 th Thursday of each month and are open to the public with time set aside for public comment.
Monthly	PARTA Finance Committee meeting – held the 4 th Tuesday of each month and are open to the public with time set aside for public comment.
Ongoing	PARTA regularly makes posts and provides updates to its social media accounts (Facebook, Instagram, & Twitter), the PARTA website, and passenger information displays (PIDs) to provide access to relevant information for minority and low-income populations as well as the wider community.
1-18-24	Ohio Means Jobs Citizens Circle
2-14-24	PARTA Citizen Advisory Council meeting
2-15-24	Ohio Means Jobs Citizens Circle
2-20-24	J&FS 50 Plus Support Team meeting
3-19-24	Hosted information table at Portage Metropolitan Housing Authority (PMHA) Resource Fair (Eastown Apartments)
3-21-24	Ohio Means Jobs Citizen Circle meeting
3-26-24	Hosted information table at PMHA Resources Fair (Etna House)
4-3-24	Hosted information table at Portage County Health District Health Fair & Open House
4-11-24	Met with staff at Center of Hope (Deb Stewart) to train on EZfare
4-16-24	J&FS 50 Plus Support Team meeting
4-18-24	Hosted information table at Re-Entry Resource Fair for formerly incarcerated individuals
4-19-24	Hosted information table at Skeels Mathews Community Center Health Fair
5-2-24	Represented PARTA at Maplewood Option 4 Recognition program for DD students that use PARTA services
5-16-24	Ohio Means Jobs Citizen Circle meeting
7-9-24	Presentation to AmeriCorps Seniors group
7-16-24	Portage 50 Plus Support Team meeting
7-18-24	Ohio Means Jobs Citizen Circle meeting
8-14-24	PARTA Citizens Advisory Council meeting
8-20-24	Portage 50 Plus Support Team meeting
8/20-8/24	PARTA hosts information booth at the Portage County Randolph Fair
9-19-24	Ohio Means Jobs Citizen Circle meeting
9-26-24	PARTA community resource fair hosted at the Kent Central Gateway Transit Center
12-17-24	Portage 50 Plus Support Team meeting

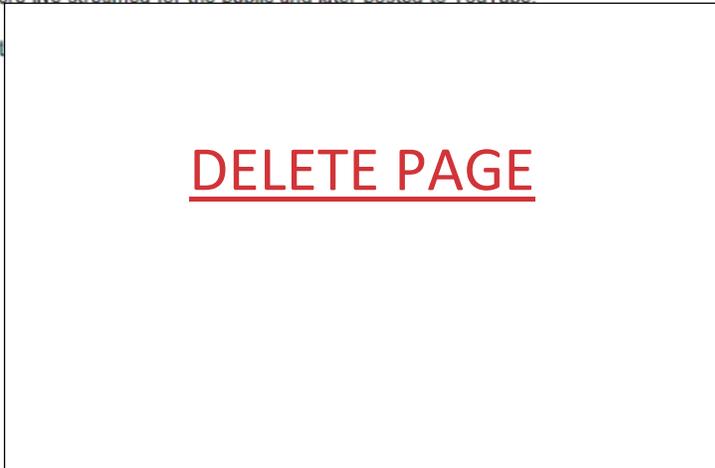
PARTA 2025 Outreach Efforts Summary

DATE	EVENT
Monthly	PARTA Board of Trustee meetings – held the 4 th Thursday of each month and are open to the public with time set aside for public comment.
Monthly	PARTA Finance Committee meeting – held the 4 th Tuesday of each month and are open to the public with time set aside for public comment.
Ongoing	PARTA regularly makes posts and provides updates to its social media accounts (Facebook, Instagram, & Twitter), the PARTA website, and passenger information displays (PIDs) to provide access to relevant information for minority and low-income populations as well as the wider community.
1-16-25	Ohio Means Jobs Citizens Circle meeting
1-20-25	Attended MLK Breakfast and program at Skeels Mathews Community Center
2-4-25	JFS 50 Plus Support Team meeting
2-12-25	PARTA Citizen Advisory Council meeting
2-20-25	Ohio Means Jobs Citizen Circle meeting
3-18-25	JFS 50 Plus Support Team meeting
4-8-25	AmeriCorps Seniors presentation
4-9-25	Hosted information table at Portage County Health District Community Health Fair
4-17-25	Hosted information table at Ohio Means Jobs Re-Entry Resource Fair
4-25-25	Hosted information table at Skeels Mathews Community Center Health Fair
4/28-5/2	Multiple public engagement/outreach sessions conducted for Transit Feasibility Study
5/14/25	PARTA Citizen Advisory Council meeting
5-15-25	Ohio Means Jobs Citizen Circle meeting
5-31-25	Hosted information table at PMHA Resource Fair
6-4-25	PARTA 50 th Anniversary Celebration and Open House event
6-21-25	Hosted information table at Kent City Health Department Resource Fair
6-24-25	JFS 50 Plus Support Team meeting
7-15-25	JFS 50 Plus Support Team meeting
7-16-25	Presentation to visitors to the Center of Hope hot meal site
7-17-25	Ohio Means Jobs Citizen Circle meeting
8-11-25	Hosted information table at J&FS Back to School Resource Fair
8-13-25	PARTA Citizen Advisory Council meeting
8/19-8/24	PARTA hosts information booth at the Portage County Randolph Fair
9-4-25	Hosted information table at Portage County Health District Pop-Up Food Pantry event
9-11-25	Hosted information table at JFS Senior Forum at UH Portage Medical Center
9-18-25	PARTA hosts community resource fair at Kent Central Gateway Transit Center
10-8-25	Presentation to visitors/clients of Shepards House homeless shelter

2020 Outreach Efforts Summary

DATE	EVENT
Monthly	<i>PARTA</i> Board of Trustee meetings – held the 4 th Thursday of each month and are open to the public with time set aside for public comment. In 2020, some meetings were held virtually. In these instances, the meetings were live streamed for the public and later posted to YouTube.
Monthly	<i>PARTA</i> Finance Committee meeting – held the 4 th Tuesday of each month and are open to the public with time set aside for public comment. In 2020, some meetings were held virtually. In these instances, the meetings were live streamed for the public and later posted to YouTube.

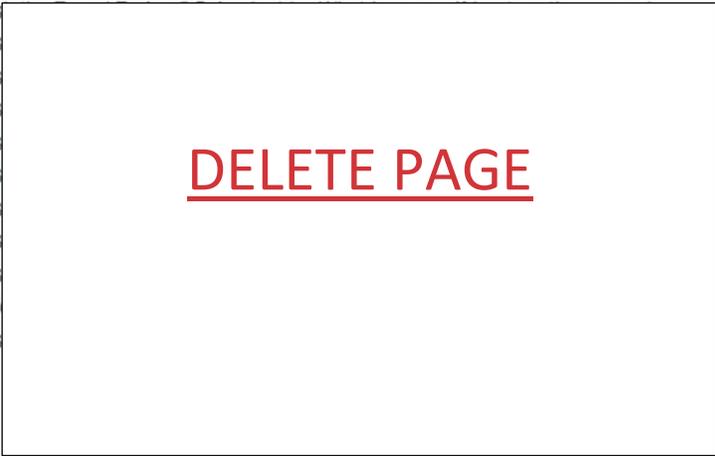
1-2-2020 Tit



- Miller Community House
- NAACP
- Neighborhood Development Services (NDS)
- PASSAGES
- Portage Area Recovery Center
- Portage County Job & Family Services
- Portage Metropolitan Housing
- Ravenna City Schools
- Reed Memorial Library
- Safer Futures
- Salvation Army
- Skeels Mathews Community Center
- Townhall2
- Veteran Services Commission

1-14-2020	Travel Trainer on-site 'Q & A' at transit center
1-23-2020	Travel Trainer on-site 'Q & A' at transit center
1-26-2020	PARTA on-site Info table at Stow High School Fundraiser
2-6-2020	Travel Trainer on-site 'Q & A' at transit center
3-24-2020	"Ask the Travel Trainer" virtual info series introduced via Facebook (video)
4-22-2020	"Ask the Travel Trainer" Episode 1 – Fixed Route Service during Covid-19 (posted to Facebook & YouTube)
4-29-2020	"Ask the Travel Trainer" Episode 2 – Essential places PARTA passes (posted to Facebook & YouTube)
5-6-2020	"Ask the Travel Trainer" Episode 3 – How do I learn about PARTA during COVID-19 (posted to Facebook & YouTube)
5-13-2020	"Ask the Travel Trainer" Episode 4 – Which fixed route bus passes Ravenna Walmart (posted to Facebook & YouTube)

- 5-20-2020 "Ask the Travel Trainer" Episode 5 – What days are PARTA services closed (posted to Facebook & YouTube)
- 5-26-2020 "Ask the Travel Trainer" Episode 6 – How to use SPOT PARTA (posted to Facebook & YouTube)
- 5-27-2020 "Ask the Travel Trainer" Episode 7 – How to use EZfare (posted to Facebook & YouTube)
- 6-10-2020 "Ask the Travel Trainer" Episode 8 – KSU Students: How to use PARTA (posted to Facebook & YouTube)
- 6-17-2020 "Ask the Travel Trainer" Episode 9 – How to use SPOT PARTA texting feature (posted to Facebook & YouTube)
- 6-24-2020 "Ask the Travel Trainer" Episode 10 – How to use SPOT PARTA plan a trip feature (posted to Facebook & YouTube)
- 7-1-2020 "As (posted to Facebook & YouTube)
- 7-8-2020 "As (posted to Facebook & YouTube)
- 7-15-2020 "As & YouTube)
- 7-29-2020 "As (posted to Facebook & YouTube)
- 8-12-2020 "As k & YouTube)
- 8-19-2020 "As k YouTube)
- 8-26-2020 "As DS (posted to Facebook & YouTube)
- 12-9-2020 "As YouTube)
- 12-16-2020 "As be)
- 12-17-2020 Tilt
- 12-23-2020 "As ebook & YouTube)



PARTA 2021 Outreach Efforts Summary

DATE	EVENT
Monthly	PARTA Board of Trustee meetings – held the 4 th Thursday of each month and are open to the public with time set aside for public comment. In 2021, some meetings were held virtually. In these instances, the meetings were live streamed for the public and later posted to YouTube.
Monthly	PARTA Finance Committee meeting – held the 4 th Tuesday of each month and are open to the public with time set aside for public comment. In 2021, some meetings were held virtually. In these instances, the meetings were live streamed for the public and later posted to YouTube.
1-29-2021	Title VI Program distributed to area agencies <ul style="list-style-type: none"> • Catholic Charities • Freedom House • The Haven • Miller Community House • Neighborhood Development Services (NDS) • PASSAGES • Ravenna City Schools • • • • • •
1-13-21	"Ask the Travel Trainer" Episode 24 – The Kent Central Gateway (posted to FB & YouTube)
1-20-21	"Ask the Travel Trainer" Episode 25 – 5 Tips for new PARTA riders (posted to FB & YouTube)
1-27-21	"Ask the Travel Trainer" Episode 26 – The Ravenna service hub (posted to FB & YouTube)
2-3-21	"Ask the Travel Trainer" Episode 27 – KSU Summer '21 (posted to FB & YouTube)
2-15-21	Virtual refresher on how to ride with PARTA (posted to FB & YouTube)
2-24-21	Understanding PARTA service reductions (video posted to Facebook & YouTube)
4-9-21	Outreach at Senior Forum @ Ravenna High School
5-20-21	Outreach at Portage Metropolitan Housing HUD Strong Family Initiative event
6-9-21	Community outreach at Kent Central Gateway transit center
6-24-21	Outreach at Portage County Job & Family Services Health & Wellness Fair
7-9-21	Outreach at Portage County Housing Services Council Community Resource Connect
7-21-21	"Ask the Travel Trainer" Episode 28 – KSU Fall '21 (posted to FB & YouTube)
7-28-21	Outreach at 2021 Portage County Randolph Fair
7-30-21	
8-12-21	
8-24 to 8-29	



PARTA 2022 Outreach Efforts Summary

DATE	EVENT
Monthly	<u>PARTA</u> Board of Trustee meetings – held the 4 th Thursday of each month unless otherwise noted. Notice of upcoming meetings are posted at the <u>PARTA</u> administration building and on the <u>PARTA</u> website. Meetings are open to the public with time set aside for public comment.
Monthly	<u>PART</u> upcor otherwise noted. Notice of open <u>A</u> website. Meetings are
2-4-2022	Comm
3-29-2022	Hoste
4-5-2022	<u>PART</u>
4-7-2022	Hoste
5-15-2022	Hoste 9 in Franklin Twp.
6-22-2022	Hoste TA event
8-23-2022	Hoste
9-8-2022	Attended open house/dedication of new facility at King Kennedy Community Center
9-22-2022	Hosted information table at Ravenna job fair hosted by Job & Family Services targeting low-income transit riders
10-26-2022	Hosted information table at Kent job fair hosted by Job & Family Services targeting low-income transit riders
11-3-2022	<u>PARTA</u> Citizen Advisory Council meeting held
11-12-2022	Hosted information table at Financial Wellness Fair sponsored by Portage County Treasurer

DELETE PAGE

Denise Baba

From: Denise Baba
Sent: Tuesday, June 20, 2023 11:26 AM
To: Ron Hawkins; Ashley Forbes; Heather Laliberte; Krista Foy; Phil Miller
Cc: Heather Burkholder; Sandy Allen
Subject: RE: PARTA & F&CS Meeting for 5310 Funded Vehicle #20

Hello Ron,

I also want to thank you and Krista for meeting with me on Friday as part of the 5310 oversight review with PARTA for vehicle #20.

Regarding Title VI compliance, thank you for the opportunity to visit bus #20 and see the Title VI Notice posting. As I indicated during our meeting, I have also reviewed the Emerald & FCS Transportation Title VI Plan and have the following recommendations:

- In addition to posting your Title VI notice to the public in bus #20, post a copy of the notice in a visible location in the transportation office.
- Include a copy of your Title VI Notice to the Public in your Title VI Plan/Policy document.
- The Title VI Complaint Form is a vital document. The FTA requires that, "A recipient's Title VI Complaint Form *shall specify the three classes protected by Title VI—race, color, and national origin*—and allow the complainant to select one or more of those protected classes as the basis/bases for discrimination." Please update your complaint form to reflect this requirement. A sample complaint form can be found in Appendix D of the FTA 4702.1B Circular (https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA_Title_VI_FINAL.pdf).

Finally, as we discussed, the Emerald & FCS Title VI policy must be submitted to PARTA every three (3) years. Your last submission was in 2022. You will need to re-submit your Title VI Plan/Policy to PARTA in 2025. Please make any necessary revisions to the plan/policy, then have your governing board review and approve the updated document before submission. Be sure to incorporate documentation of board approval within the plan/policy.

If you have any questions or need clarification, please feel free to contact me.

Thank you,

Denise

Denise Baba, M.Ed.
Communications & Public Advocacy Advisor, DBELO & Title VI
Portage Area Regional Transportation Authority (PARTA)
p 330.678.7745 x113
e dbaba@partaonline.org
w PARTAonline.org
2000 Summit Rd.
Kent, OH 44240

Denise Baba

From: Denise Baba
Sent: Monday, October 28, 2024 11:13 AM
To: Heather Laliberte (hlaliberte@fcsohio.org)
Cc: Ashley Forbes; Kathryn Billings; Jennifer Weaver; Tara Reed
Subject: Emerald Transportation Subrecipient Oversight - Title VI Program

Hello Heather,

This email is a follow up to our subrecipient oversight meeting on Wednesday, October 23 held at Family and Community Services (F&CS) offices located at 705 Oakwood in Ravenna. My colleague Ashley Forbes and I appreciate the opportunity to discuss oversight requirements for Emerald Transportation bus #20 with you, Grant Specialist Kathryn (Billings) Dalessandro, Emerald Transportation Manager Jennifer Weaver, and Emerald Scheduler Tara Reed.

Thank you for providing me with a copy of Emerald Transportation's current Title VI Program approved by the F&CS board in July of this year. I have reviewed the program you shared with me during our meeting. It appears to meet Federal Transit Administration (FTA) requirements and addresses those concerns I shared with you prior to receiving the current program. As a reminder, please update the Emerald website by posting the current program to the site as we discussed.

Regarding Emerald's Title VI Notice to the Public, it was good to see it prominently displayed in the transportation office and on bus #20 for which PARTA is providing oversight.

In closing, if you have any questions or concerns regarding PARTA's oversight responsibilities related to Emerald's Title VI Program, please feel free to reach out to me by phone or email. My contact information is listed below.

Sincerely,

Denise

Denise Baba, M.Ed.
Communications & Public Advocacy Advisor, DBELO & Title VI
Portage Area Regional Transportation Authority (PARTA)
p 330.678.7745 x113
e dbaba@partaonline.org
w PARTAonline.org
2000 Summit Rd.
Kent, OH 44240



Facebook | X (formerly Twitter) | YouTube

Attachment [FD](#): Subrecipient Oversight [Documentation](#)

 Outlook

Re: 5310 Oversight Meeting

From Denise Baba <dbaba@partaonline.org>
Date Thu 6/19/2025 5:31 PM
To Jennifer Weaver <jlweaver@fcsohio.org>; Kathryn Dalessandro <kdalessandro@fcsserves.org>
Cc Ashley Forbes <aforbes@partaonline.org>

Hello Jennifer/Kathryn,

Thank you for meeting with me Wednesday afternoon regarding subrecipient oversight for bus #20. I appreciate the opportunity talk to you in person and once again view the bus. You appear to be taking appropriate action related to Title VI responsibilities. Your cooperation in this matter is greatly appreciated.

If you should have any questions or concerns going forward, please feel free to reach out. My contact information is provided below.

All the best,

Denise

Denise Baba, M.Ed.
Communications & Public Advocacy Advisor, [DBELO](#) & [Title VI](#)
Portage Area Regional Transportation Authority (PARTA)
p 330.678.7745 x113
e dbaba@partaonline.org
w PARTAonline.org
[2000 Summit Rd.](#)
[Kent, OH 44240](#)



From: Denise Baba <dbaba@partaonline.org>
Sent: Monday, June 16, 2025 10:24 AM
To: Jennifer Weaver <jlweaver@fcsohio.org>; Kathryn Dalessandro <kdalessandro@fcsserves.org>; Ashley Forbes <aforbes@partaonline.org>
Cc: Heather Burkholder <hburkholder@partaonline.org>; Heather Laliberte <hlaliberte@fcsohio.org>; Rebecca Schrader <schrader.r38@partaonline.org>; Tara Reed <treed@fcsohio.org>
Subject: Re: 5310 Oversight Meeting

Good to hear. I have to ask.

Thanks,

Denise

From: Jennifer Weaver <jlweaver@fcsohio.org>
Sent: Monday, June 16, 2025 10:22 AM
To: Denise Baba <dbaba@partaonline.org>; Kathryn Dalessandro <kdalessandro@fcsserves.org>; Ashley Forbes <aforbes@partaonline.org>
Cc: Heather Burkholder <hburkholder@partaonline.org>; Heather Laliberte <hlaliberte@fcsohio.org>; Rebecca Schrader <schrader.r38@partaonline.org>; Tara Reed <treed@fcsohio.org>
Subject: Re: 5310 Oversight Meeting

We have never received any complaints to this point 😊 😊

Get [Outlook for iOS](#)

From: Denise Baba <dbaba@partaonline.org>
Sent: Monday, June 16, 2025 10:21:29 AM
To: Jennifer Weaver <jlweaver@fcsohio.org>; Kathryn Dalessandro <kdalessandro@fcsserves.org>; Ashley Forbes <aforbes@partaonline.org>
Cc: Heather Burkholder <hburkholder@partaonline.org>; Heather Laliberte <hlaliberte@fcsohio.org>; Rebecca Schrader <schrader.r38@partaonline.org>; Tara Reed <treed@fcsohio.org>
Subject: Re: 5310 Oversight Meeting

Denise Baba

From: Denise Baba
Sent: Wednesday, November 9, 2022 12:40 PM
To: Leanna Berry
Cc: Heather Laliberte (hlaliberte@fcsOhio.org); Claudia Amrhein
Subject: 2022 Title VI On-Site Review
Attachments: Emerald Transportation Notice to the Public.docx; Emerald Transportation Notice to the

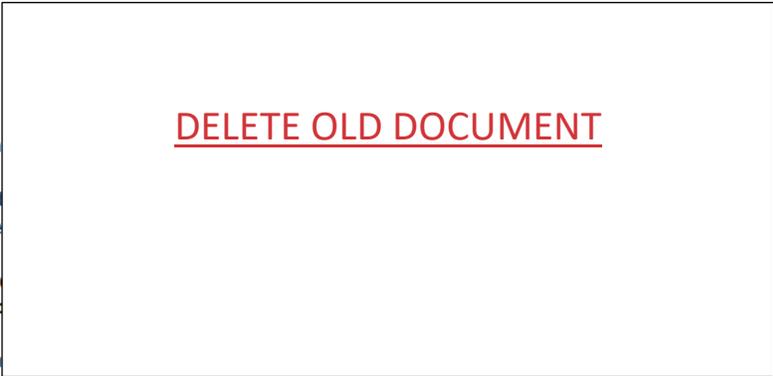
Leanne,

This email is a

As indicated d
Title VI Notice

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November 2, 2022.

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Thank you,

Denise

Denise Baba, M.Ed.
Communications & Public Advocacy Advisor, DBELO & Title VI
Portage Area Regional Transportation Authority (PARTA)
p 330.678.7745 x113
e dbaba@partaonline.org
w PARTAonline.org
2000 Summit Rd.
Kent, OH 44240



Attachment E: Vehicle Load Calculations

	Ridership 2023	Revenue Hours 2023	Passengers per Revenue Hour 2023	Ridership 2024	Revenue Hours 2024	Passengers per Revenue Hour 2024	Ridership 2025*	Revenue Hours 2025*	Passengers per Revenue Hour 2025*
County Fixed	273606	27873.31	9.82	318630	25557.49	12.47	218278	22480.17	9.71
Campus Fixed	567857	17061.66	33.28	787920	17004.39	46.34	431789	12412.05	34.79
Total Local	841463	44934.97	18.73	1106550	42561.88	26.00	650067	34892.22	18.63
Expresses	17332	3980.06	4.35	23837	4380.9	5.44	13435	3298.56	4.07
Total Expresses	17332	3980.06	4.35	23837	4380.9	5.44	13435	3298.56	4.07
							<i>*Numbers through September 2025</i>		
Bus Local	2023 Seats	2024 Seats	2025 Seats						
Tesco	30	30	30						
Orion	33	33	33						
Gillig LF 35'	32	32	32						
Gillig Ph	32	32	32						
LTV	14	14	14						
Average Seats	28	28	28						
BusExpress									
Tesco	30	30	30						
Orion	33	33	33						
Gillig LF 35'	32	32	32						
Gillig Ph	32	32	32						
LTV	14	14	14						
Average Seats	28	28	28						
					Average Vehicle Load				
Vehicle Load - Local	0.67	0.93	0.67		0.75				
Vehicle Load - Express	0.16	0.19	0.15		0.17				

Attachment F: Vehicle Headway Calculations

Local Bus	2023 Local Headway	2023 Local Frequency	2024 Local Headway	2024 Local Frequency	2025 Local Headway	2025 Local Frequency
30 - Interurban West	30	2.00	30	2.00	30	2.00
35 - Interurban East	30	2.00	30	2.00	30	2.00
40 - Suburban North	45	1.33	45	1.33	40	1.50
45 - Suburban South	45	1.33	45	1.33	35	1.71
46 - Downtowner	40	1.5	40	1.5	40	1.50
60 - Black Squirrel	40	1.5	40	1.5	40	1.5
70 - Windham/Garrettsville	105	0.57	105	0.57	105	0.57
80 - Raven West	60	1.00	180	0.33	180	0.33
85 - Raven East	60	1.00	60	1.00	60	1.00
51 - Campus Loop	30	2.00	30	2.00	30	2.00
55 - Allerton	15	4.00	15	4	15	4.00
57 - Stadium Loop	35	1.71	30	2.00	30	2.00
58 - Frnt Campus/Sum. East	36	1.67	40	1.50	40	1.50
59 - Stadium Night Loop	15	4.00	15	4.00	15	4.00
Average Headway	41.9	1.43	50.4	1.19	49.3	1.22
Express Bus	2023 Express Headway	2023 Express Frequency	2024 Express Headway	2024 Express Frequency	2025 Express Headway	2025 Express Frequency
90 - Akron Express	105	0.57	105	0.57	105	0.57
100 - Cleveland Express	2 Trips per day 6am and 4pm					
Average Headway	105	0.57	105	0.57	105	0.57
		Local				
		<u>Average Headway</u>		<u>Average Frequency</u>		
		<u>47.2</u>		<u>1.28</u>		
		Express				
		<u>Average Headway</u>		<u>Average Frequency</u>		
		<u>105</u>		<u>0.57</u>		

Attachment G – Vehicle load calculations

	Ridership 2020	Revenue Hours 2020	Passengers per Revenue Hour 2020	Ridership 2021	Revenue Hours 2021	Passengers per Revenue Hour 2021	Ridership 2022	Revenue Hours 2022	Passengers per Revenue Hour 2022
County Fixed	172591	32099	5.38	155265	33477	4.64	130088	22579	5.76
Campus Fixed	202393	15216	13.30	177057	12734	13.90	224271	10364	21.64
Total Local	374984	47315	7.9	332322	46211	7.19	354359	32943	10.76
Express	659							2246	4.06
Total Express	659							2246	4.06
Bus Local									
Tesco	30								
Orion	33								
Gillig LF 30'	26								
Gillig LF 35'	32								
Hometown Trolley	NA								
LTV	18								
Average Seats	28								
Bus Express									
Tesco	30								
Orion	33								
Gillig LF 30'	26	26	26						
Gillig LF 35'	32	32	32						
Hometown Trolley	NA	NA	32						
LTV	18	18	18						
Average Seats	28	28	29						
						Average Vehicle Load			
Vehicle Load - Local	0.28	0.25	0.37			0.3			
Vehicle Load - Express	0.11	0.09	0.14			0.11			

DELETE OLD DOCUMENT

RESOLUTION #2025-10-02

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR THEIR DESIGNEE, TO CONTRACT WITH SAFETY VISION FOR THE PURCHASE OF MOBILE CAMERA SYSTEMS TO REPLACE EXISTING SYSTEMS THAT HAVE EXCEEDED USEFUL LIFE THRESHOLDS.

WHEREAS, equipping buses with video camera systems is a best practice that enhances the safety and security of bus operators, passengers, and transit authorities across the nation; and

WHEREAS, all PARTA revenue service vehicles are equipped with mobile camera systems that record activity both inside and outside of the bus. Large transit buses are equipped with nine (9) cameras per bus, while smaller vehicles used in DART service each utilize five (5) cameras per bus; and

WHEREAS, bus cameras promote safety and security by providing a way to verify or refute reports or claims regarding service performance, passenger or bus operator incidents or conduct, and accidents. Whenever a collision occurs or a complaint is received, video footage from the bus becomes part of the investigation and reporting process; and

WHEREAS, PARTA conducted a pilot demonstration program to test out the Safety Vision camera system against the current system, after receiving prohibitive costs to upgrade an aged system. Safety Vision offers the best value for PARTA by bringing a cloud-based program that improves system performance with direct savings; and

WHEREAS, federal funding of \$100,462 awarded through ODOT’s Office of Transit 5310 Specialized Transportation Program for SFY2026 will support 80% of the estimated total project cost of \$125,578.

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 authorized to contract with Safety Vision for an amount not to exceed \$135,000 total project cost to purchase mobile camera systems to replace existing systems in service.

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 October 23, 2025

Date

Marvin Woods, President
Board of Trustees

Attested

RESOLUTION #2025-10-03

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR THEIR DESIGNEE, TO NEGOTIATE, ENTER INTO, AND SIGN A FIVE-YEAR AGREEMENT WITH DUO-GARD INDUSTRIES FOR DESIGNING, PRODUCING, AND DELIVERING BUS SHELTERS FOR USE WITHIN PARTA'S SERVICE AREA.

WHEREAS, Transit bus shelters are an integral part of PARTA's infrastructure for fixed and express routes, and are installed in various locations to enhance passenger comfort, safety and accessibility; and

WHEREAS, bus shelters are included in the transit and pedestrian amenities planned for the East Main Street roadway rehabilitation project and the State Route 59 Alternative Transportation Improvement project; and

WHEREAS, PARTA desires to place additional shelters around the service area to accommodate new or revised fixed route and express route services, as guided by the Transit Feasibility Study (TFS) and Transit Development Plan (TDP); and,

WHEREAS, PARTA issued a Request for Proposals on August 5, 2025, for the production on bus shelters of varying sizes and accommodations to fit the needs of PARTA and other community partners; and

WHEREAS, PARTA received four (4) responsive proposals by the September 24, 2025, due date, and reviewed the proposals and conducted interviews with the top proposing entities; and

WHEREAS, PARTA's evaluation team identified Duo-Gard as the proposal offering the best value to PARTA; and

WHEREAS, PARTA desires to enter into a five-year agreement with Duo-Gard **INDUSTRIES FOR DESIGNING, PRODUCING, AND DELIVERING BUS SHELTERS FOR USE WITHIN PARTA'S SERVICE AREA; AND**

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

The General Manager, or their designee, is hereby authorized to **NEGOTIATE, ENTER INTO, AND SIGN A FIVE-YEAR AGREEMENT WITH DUO-GARD INDUSTRIES FOR DESIGNING, PRODUCING, AND DELIVERING BUS SHELTERS FOR USE WITHIN PARTA'S SERVICE AREA.**

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 October 23, 2025.

Date

Marvin Woods, President
Board of Trustees

Attested

**PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY
(PARTA)**

BY-LAWS

Board of Trustees

I) Location of the Main Office

The principal office of PARTA shall be located at 2000 Summit Road, Kent, Ohio.

II) Members

- A) **Appointment and Qualifications:** Members of the Board of Trustees shall be appointed by the political subdivisions creating the authority, pursuant to Ohio Revised Code §306.30, et seq. and the ordinances or resolutions of the participating political subdivisions, as amended from time to time, and shall serve in accordance therewith.
- B) **Terms:** Members shall serve staggered three (3) year terms beginning July 1 of the year appointed, except that any person appointed to fill a vacancy shall be appointed to only the unexpired term.
- C) **Oath:** As required by Ohio Revised Code §306.33, each member of the Board of Trustees, before entering upon the Trustee's official duties, shall take and subscribe to an oath or affirmation that the Trustee will honestly, faithfully, and impartially perform the duties of office and that the Trustee will not be personally interested, directly or indirectly, in any contract let by the regional transit authority. The oath will be administered by the Secretary/Treasurer of the Board or their designee. An oath is attached to these By-Laws as an Addendum.
- D) **Compensation:** Members shall serve without compensation but may receive reimbursement for actual necessary expenses incurred in the performance of their duties.
- E) **Resignation, Removal:** A Trustee may resign by submitting a written resignation to the appointing authority. The appointing authority may, at any time, remove a member for misfeasance, nonfeasance or malfeasance in office. The Board of PARTA may recommend removal of a Trustee for non-excused absences of three (3) meetings during a Board year. Cognizant of schedule conflicts, the Board shall require advanced notice of an absence and a valid reason for the absence. The President will notify the appointing authority if a Trustee has failed to meet the attendance requirements or has otherwise failed to fulfill the duties of a Trustee.
- F) **Ethics and Conflict of Interest:** A Trustee will neither solicit nor accept gifts, gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub agreements. Business meals of minimal value are excluded. Also excluded are unsolicited gifts of nominal intrinsic value.

No Trustee shall participate in the selection, award, or administration of a contract if a conflict of interest, real or apparent, would be involved. Each Trustee shall comply with all conflict-of-interest laws under Ohio law, including Ohio Revised Code §2921 and §102. Such a conflict may arise when any of the following has financial or other interest in the firm selected for award:

- (1) The Trustee;
- (2) Any member of their immediate family;

- (3) Their partner; or
- (4) An organization that employs, or is about to employ, any of the above.

G) **Voting:** A majority of the Board of Trustees constitutes a quorum, the affirmative vote of which is necessary for any action taken by the authority. No vacancy in the Board shall impair the rights of a quorum to exercise all rights and perform the duties of the authority.

III) Officers

A) **Officers:** The officers of PARTA shall be President, Vice President and Temporary Presiding Officer.

B) **Terms of Office:** The term of office for the President, Vice President and Temporary Presiding Officer shall be one (1) year and until the successor takes office.

C) **Nomination:** The administration committee will nominate candidates for the positions of President, Vice President and Temporary Presiding Officer in April to report back to the full Board in May. Nominations shall remain open up to the Annual Meeting. Nominations for President shall be closed and voted on prior to the closing of nominations for Vice President and Temporary Presiding Officer.

D) **Election:** Officers shall be elected annually at the Annual meeting of the Board and shall take office at the conclusion of the Annual Meeting to preside at the next meeting of the Board. Election of Officers shall take place by written ballot unless otherwise specified by the Board. A tie vote will be settled by a flip of a coin. All voting will be done in open session.

E) **Resignation:** Any Officer may resign as Officer by giving written notice of resignation to the President of the Board, or the President may resign by written notice to the Vice President. The resignation shall be effective as of the date stated in such resignation, or if there is no such date stated, then as of the date of its receipt by the proper Officer. Notice of the resignation shall be transmitted at the next meeting of the Board by the Officer receiving such resignation.

F) **Removal:** All Officers shall serve at the pleasure of the Board and shall be subject to removal by the Board at any time.

G) **Vacancies:** Vacancies in any Officer's position shall be filled by the Board for the remainder of the term, as soon as possible. Vacancies will be filled in the same manner as above in Section (III)(C) and (D), with the administration committee making a recommendation and a vote held in open session.

H) **Duties of Officers:** The Officers shall have the following duties and responsibilities:

1) **President:**

- (a) Convene Board meetings and preside over them.
- (b) Represent PARTA at various meetings.
- (c) Sign documents or take action on behalf of PARTA as directed by the Board or by law, unless another Officer or employee is directed to take such action.
- (d) Appoint Chairs and members of Standing Committees and appoint Ad Hoc Committees.
- (e) Serve as ex-officio member of all committees.

- 2) **Vice President:**
 - (a) Convene Board meetings and preside over them in the absence of the President, or at any time when the President may vacate the chair.
 - (b) Perform all duties of the President when the President is absent or unable to perform.
 - (c) Assist the President in all duties, as appropriate.
- 3) **Temporary Presiding Officer:** At any meeting at which both the President and the Vice President are absent or unavailable to preside, the Temporary Presiding Officer shall serve as Presiding Officer. Any meeting at which the President, the Vice President and the Temporary Presiding Officer are absent or unable to preside, the Board, by a majority of those present, may elect a member of the Board to serve as Presiding Officer for that meeting.

IV) Employees, Advisors

- A) **General Manager:** The Board shall appoint and fix the compensation of the General Manager, who shall not be a member of the Board. The duties of the General Manager shall include:
 - 1) Serve as Chief Executive Officer to carry out all policies of PARTA.
 - 2) Attend all meetings of the Board, keep the Board informed of the condition and activities of PARTA and recommend policies to the Board.
 - 3) Employ, supervise and discharge employees to such positions as may be authorized by the Board, under the terms and conditions authorized by the Board.
 - 4) Fill the duties of Secretary/Treasurer, as provided by Ohio Revised Code §306.33 and §306.42, either directly or by directing an employee(s) to assist in performing those duties.
 - 5) Coordinate transit development, maintain and develop facilities, maintain liaison with governmental units and with social service agencies, and develop and implement public relations program.
 - 6) Represent PARTA in contract negotiations and in other contexts as the Chief Executive Officer.
 - 7) Contract for goods and services necessary for the purposes of PARTA as subject to Ohio Revised Code §306.43.
 - 8) Exercise any other duties necessary for the day-to-day operations of PARTA.
- B) **Secretary/Treasurer:** The General Manager shall fill the statutory duties of Secretary/Treasurer and shall be the fiscal officer and custodian of PARTA's funds and records, as required under Ohio Revised Code §306.33 and §306.42, either directly or by directing an employee(s) to assist in the performance of those duties.
 - 1) Before receiving any monies, the General Manager and employee(s) designated by the General Manager shall each give a surety bond to PARTA, to be conditioned on the faithful performance of the duties of the office of Secretary/Treasurer, to be executed by sureties

satisfactory to PARTA. The amount of the bond shall be determined by the Board of Trustees. The cost of such bond shall be paid by PARTA.

- 2) The Board may also require any other employee to provide a surety bond, under conditions and amounts as determined by the Board. The cost of such bond, if any, shall be paid for by PARTA.
 - 3) The General Manager (Secretary/Treasurer), or employee(s) designated by the General Manager, will deposit funds to the account of PARTA in one or more such depositories as are qualified to receive deposits of PARTA; make disbursements in accordance with the rules and regulations of the Board, maintain accurate records of all transactions; and perform other fiscal duties.
 - 4) The General Manager (Secretary/Treasurer) shall designate an employee to serve as Secretary to the Board. Under the direction of the General Manager, the Secretary shall record and attest the minutes of the proceedings of the Board; maintain all minutes, resolutions, and records of the Board; and handle correspondence of the Board as requested by the President. If the Secretary is absent from any meeting, the presiding member may designate a person as Acting Secretary to record and attest the minutes of the meeting and attest any resolution(s) adopted at such meeting.
- C) **Other Employees:** The Board will authorize employment positions necessary to carry out the work of PARTA, and the terms and conditions of employment. Employees will be appointed and supervised by the General Manager, according to the policies approved by the Board.
- D) **Consultants and Contract Services:** The Board may contract for services necessary for the purposes of PARTA.

V) Meetings

- A) **Place of Meeting:** All meetings of the Board and its committees, held together as one meeting or separately, shall be held either at its principal office, virtually pursuant to subsection (E), or such other place as designated by the President at a preceding meeting or designated in the notice of the meeting.
- B) **Regular Meetings:** Meetings of the Board shall be held at least once each quarter and may be held monthly, as scheduled by the Board President. The date and time of all regular meetings for the following fiscal year will be determined at the annual meeting.
- C) **Annual Meeting:** The Board shall hold an annual meeting in July of each year. At the annual meeting, the election of officers will occur, as stated in Section (III)(D).
- D) **Special Meetings:** Special meetings of the Board and its committees may be called at any time by the President, the Vice President, or any three (3) members of the Board, providing the notice required in Section (V)(E)(2). The Officer, or members calling the meeting, shall give notice to the other members of the Board of the date, time, place and purpose of the meeting. Such notice may be given in person or by telephone (or facsimile transmission or E-mail) at least 24 hours prior to the meeting. Notice to other Board members may also be given by letter mailed by first class mail at least 48 hours prior to the meeting. Notice of any meeting need not be given to any member of the Board if such notice is waived by the member in writing before, during or after such meeting. A special meeting will only consider business related to the purpose stated in the meeting notice.

- E) **Virtual Meetings:** The Board and its committees may hold and attend meetings and may conduct and attend hearings by means of video conference or any other similar electronic technology that the Board has established is widely available to the general public, to converse with witnesses, receive documentary testimony and physical evidence, and permit public comment, if applicable, and all of the following apply:
- 1) Any resolution, rule, or formal action of any kind has the same effect as if it occurred during an open meeting or hearing.
 - 2) Notwithstanding division (C) of section 121.22 of the Revised Code, members of this Board or any of its committees who attend meetings or hearings by means of video conference or any other similar electronic technology shall be considered present as if in person at the meeting or hearing, shall be permitted to vote, and shall be counted for purposes of determining whether a quorum is present at the meeting or hearing.
 - 3) This Board hereby adopts the following policies related to hearings or meetings by the Board or any of its committees by means of video conference or any other similar electronic technology:
 - a. The Board and its committees shall provide notification of meetings and hearings held under section 121.221 to the public, to the media that have requested notification of a meeting, and to the parties required to be notified of a hearing at least seventy-two hours in advance of the meeting or hearing by reasonable methods by which any person may determine the time, location, agenda of the meeting or hearing, and the manner by which the meeting or hearing will be conducted, except in the event of an emergency requiring immediate official action, as defined in this policy. In the event of an emergency, the public body shall immediately notify the news media that have requested notification or the parties required to be notified of a hearing of the time, place, and purpose of the meeting or hearing.
 - i. "Emergency" means an unexpected accident or event which makes the commute impractical.
 - b. The Board and its committees shall provide the public access to a meeting held under this section, and to any hearing held under this section that the public would otherwise be entitled to attend, commensurate with the method in which the meeting or hearing is being conducted, including for example, livestreaming by means of the internet, television, cable, or public access channels, or by means of any other similar electronic technology. The public body shall ensure that the public can observe and hear the discussions and deliberations of all the members, whether the member is participating in person or electronically. The Board and its committees shall have a sufficient internet or other electronic connection to allow the member to be seen and heard clearly, and shall be visible at all times.
 - c. All votes taken in the meeting or hearing shall be taken by roll call vote unless there is a motion for unanimous consent, and the motion is not objected to by a member of the public body. If a vote is taken unanimously, the public body shall provide the public with information on how the Board and its committees voted, including any members who abstained from voting.
 - d. Any member of this Board or its committees who intends to attend a meeting by means of video conference or other similar electronic technology shall notify the Chair of that intent not less than forty-eight (48) hours before the meeting, except in the case of an

emergency as defined in Section 3ai, above..

- e. No member of the Board and its committees may hold, and no member of the Board and its committees may attend meetings or conduct and attend hearings by means of video conference or other similar electronic technology if any of the following apply:
 - i. The meeting or hearing involves a vote to approve a major nonroutine expenditure.
 - 1. "Major nonroutine expenditure"
 - a. means one that includes but is not limited to the approval of draft annual budgets; or
 - b. means an expense that is not approved in annual budgets that exceeds the financial contracting authority of the General Manager and is not related to supporting uninterrupted service and continuation of operational activities.
 - ii. The meeting or hearing involves a vote to approve a significant hiring decision, defined as the hiring of the General Manager.
 - iii. The meeting or hearing involves a purpose to propose, approve, or vote on a tax issue or tax increase.
 - f. If, upon the notification of an upcoming meeting of the Board or its committees, and not later than forty-eight (48) hours before the meeting, the greater of at least ten (10%) per cent of the members of the Board or its committees, as applicable, or two members of the Board or its committees, as applicable, notifies the Chair of the board that an item in the agenda must be acted upon at a meeting conducted fully in person, upon the Chair's acknowledgment of receipt of the notification, the Board and its committees shall take action on the item of the agenda only at a meeting conducted fully in person.
- 4) Neither the Board nor its Committees shall hold a hearing, and members of a public body shall not attend a hearing, by means of video conference or other similar electronic technology without the consent of all parties to the hearing.

(F) **Public Notice of Meetings:**

- 1) **General Notice:** PARTA is a public body for purposes of the open meeting law. All meetings of the Board, and of any committee or subcommittee, except as provided in Section (V)(F)(2), shall be open to the public. Any person may determine the time and place of regularly scheduled meetings, and the time, place and purpose of special meetings, by consulting the meeting minutes of the Board, available on the PARTA website, or by inquiry to the administrative office of PARTA.
- 2) **Notice to News Media:** The time, place and purpose of all special meetings shall be posted on PARTA's website and social media accounts as early as practicable. Additionally, PARTA shall provide at least 24 hours' notice of all special meetings to the news media that have requested notification, except in the event of an emergency requiring immediate official action, in accordance with Ohio Revised Code §121.22. In the event of an emergency, the member(s) calling the meeting shall notify the news media that have requested notification immediately of the time, place and purpose of the meeting.
- 3) **Special Notice:** Any person may obtain reasonable advance notification of all meetings, upon request and payment of a reasonable fee. Notice shall be provided by mailing the

agenda of meetings. The fee shall be designated by the General Manager and shall be sufficient to cover the cost of mailing and copies of such notices.

G) **Public Meetings:**

- 1) **Open Meetings:** All meetings of the Board shall be open to the public in accordance with Ohio Revised Code §121.22. Any formal action must be adopted in an open meeting. Board members shall be present in person, or virtually pursuant to subsection E, at the meeting to be considered present or to vote at the meeting, and for purposes of determining whether a quorum is present, as defined in Section (V)(G)(1).
- 2) **Executive Sessions:** The Board may hold an executive session only at a regular or special meeting and only after a majority of a quorum determines by roll call vote to hold such a session and only for the purpose of consideration of matters permitted by law under Ohio Revised Code §121.22(G). The motion and vote to hold an executive session shall state which one or more of the permitted matters under Ohio Revised Code §121.22(G) are to be considered at the executive session.

H) **Action:**

- 1) **Quorum:** A majority of the members of the Board of Trustees shall constitute a quorum.
- 2) **Method of Action:** Action of the Board shall be by resolution or motion. An affirmative vote of a majority of those Board members present shall be necessary for any action taken by the Board, unless a greater number is required by law or these By-Laws. Members must be present to vote in person or virtually as described in subsection E. A resolution, rule or formal action of any kind is invalid unless adopted in an open meeting of the Board in accordance with Ohio Revised Code §121.22.
- 3) **Resolutions:** Resolutions shall be in writing. They shall be numbered with the year, month and consecutive numbers for each month (such as "No. 1996-07-03"). They shall be signed by the member who presided at the meeting and attested by the Secretary.

- I) **Minutes:** The minutes of any meeting will be recorded, and approved minutes will be filed, maintained and open to public inspection. Minutes will include the date and place of the meeting, the names of the members and guests present, a summary of matters said and done, and a record of each vote taken. Minutes will only reflect the general subject matter of discussions in executive sessions.

J) **Conduct of Meeting:** Meetings of the Board shall be conducted in accordance with the following procedures:

- 1) **Rules of Procedure:** Unless otherwise provided, meetings of the Board shall be conducted under the general principles of Robert's Rules of Order.
- 2) **Order of Business:** The business of regular meetings of the Board of Trustees shall be transacted in the following order, unless otherwise necessary to conduct business:

Call to Order
Roll Call
Meeting Minutes (Approval of minutes of preceding meetings)
Guest Communications
General Manager's Report

Committee Meetings/Reports
Old Business
New Business
Resolutions
Executive Session, as needed
Adjournment

- 3) **Public Attendance and Participation:** The Board may, from time to time, issue or revise guidelines for public attendance, participation and conduct during meetings.

VI) Committees

- A) **Standing Committees:** The President shall appoint three members of the Board to each of the following Standing Committees as committee members or alternates and designate one of the members as Committee Chair. Any Board member can be appointed as an alternate. Board members shall be notified when they need to attend the committee meetings but are welcome to attend voluntarily. At the beginning of the meeting, the Chair of the committee will name the alternate that will be serving as a committee member, should other committee members not be present at the start of the meeting. Unless appointed as an alternate, board members not on the committee are ineligible to vote. The President shall be an ex-officio member of each committee.
 - 1) **Finance:** Review and recommend budget, recommend fiscal policies, and review monthly financial status.
 - 2) **Administration:** Review and recommend policies, review and recommend salary and benefit plans, screen bids for program contracts, and nominate candidates for the offices of President, Vice President and Temporary Presiding Officer.
 - 3) **Personnel:** Screen candidates for General Manager, review annual performance of General Manager, develop annual goals for the General Manager, and work to negotiate contracts for the General Manager.
 - 4) **Operations:** Evaluate and recommend building needs, maintenance, safety, space utilization, evaluate programs and service priorities for transit, parking, fuel station and other operational activities and plan new programs and services.
- B) **Quorum:** A majority of the members of a Standing Committee shall constitute a quorum. In order to form a quorum, the Chair of a Standing Committee may designate any other Board member to that Standing Committee for that particular meeting.
- C) **Other Committees:** The President may, from time to time, create additional Ad Hoc committees and appoint members and a Committee Chair for each committee.
- D) **Committee Meetings:** In the absence of a Committee Chair, a Temporary Chair shall be elected by majority vote of the members present.

VII) Execution of Instruments

- A) **Deeds, Leases, Contracts:** Deeds, leases, contracts, and all other documents, except those referred to below, shall be signed by the Officer specified in any pertinent statute under the Ohio Revised Code. If no statutory requirement exists, such instruments shall be signed by the President, but the Board may, from time to time, designate one or more of its members or any other employee or Officer to execute an instrument on behalf of PARTA.

- B) **Expenditures:** Checks, drafts, notes, bonds, and other instruments representing payment of money shall require two (2) signatures. The Board shall designate three (3) people as authorized signers.
- C) **Bidding:** All purchases will be conducted according to relevant provisions of State and Federal law and competitive bidding will be used as required.

VIII) Construction and Amendment

- A) **Construction and Severability:** These By-Laws shall be construed, if possible, in a manner consistent with the laws of the State of Ohio and the United States. If any provision shall be deemed in conflict with any law, such provision shall be void, but each provision shall be deemed separable from every other provision and its invalidity shall not affect any other.
- B) **Amendment:** These By-Laws may be amended or supplemented by majority vote of the Board of Trustees. The Board members shall be given prior written notice of any proposed amendment prior to the meeting at which it shall be considered.

Approved by Board, 06/27/1996
Amended by Board, 06/24/1997
Amended by Board, 06/28/2007
Amended by Board, 06/24/2010
Amended by Board, 07/26/2018
Amended by Board, 03/24/2022
Amended by Board, 09/25/2025

