

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY

BOARD OF TRUSTEES MEETING

MINUTES

February 22, 2024

Board Members Present:

Victor Baerman
 Karen Beck
 Jeff Childers
 Debbie Davison

Dave Gynn, President
 Virginia Harris
 Mike Lewis, Vice President
 Jack Murphy

Frank Vitale
 Stacey Wilson
 Karen Wise
 Marvin Woods, TPO

Board Members Not Present:

R. T. Mansfield (1st excused absence)

Staff Present:

Claudia Amrhein
 Denise Baba
 Marcia Fletcher

Ashley Forbes
 Kelly Jurisch
 Natalie Rothenbuecher, Roetzel & Andress

Rebecca Schrader
 Greg Springer
 Brian Trautman

CALL TO ORDER

Vice President Mike Lewis called the February 22, 2024, PARTA Board of Trustees meeting to order at 6:58 p.m. and thanked everyone for coming. He asked Ms. Marcia Fletcher for a roll call, after which it was determined that **a quorum was participating**.

Moving on, Mr. Lewis asked for a motion to approve the minutes from the January 25, 2024, Board meeting. **Mr. Jeff Childers** made a motion to approve the minutes as presented, which was seconded by **Mr. Frank Vitale**. The **motion to approve the minutes, as presented, passed unanimously**.

GUEST COMMUNICATIONS

Mr. Lewis noted there were no guests in attendance and asked Ms. Claudia Amrhein to give the General Manager's report.

GENERAL MANAGER'S REPORT

Ms. Amrhein thanked Mr. Lewis for running the meeting for President Dave Gynn. She then introduced Mr. Vic Baerman, the newest Board member from the City of Aurora. She said a few weeks ago she had a great conversation with Mr. Baerman and met with him before the meeting tonight, along with Mr. Gynn and Mr. Lewis, to go over the role and priorities of the Board and how it operates. She was excited to welcome him and thinks he will be a great fit. She included a little bit about him in her Board packet and asked everyone to introduce themselves after the meeting. She reiterated to Mr. Baerman to feel free to call if he had any questions. She then asked Ms. Natalie Rothenbuecher to swear him in so that he could officially vote.

Ms. Rothenbuecher provided the Oath of Office to Mr. Baerman.

Following the Oath of Office, Ms. Amrhein noted that the Board packet was very paper heavy, which was abnormal. She said it's the time of year to revisit a few plans particularly because of the Triennial Review coming up. There were some deadlines relating to regular plan updates, but she also wanted to make any changes in regulations that occurred during the three-year period. There are three administrative policies or plans to go over and a brief presentation about the Public Transit Agency Safety Plan (PTASP). This plan was chosen because it was a new requirement and the parameters for the safety management system were newly set up when it was first presented in 2020. At that time, there was no data to present. Now it has been in place for a few years and the highlights of the safety data will be shared with the Board. She was also pleased to announce that PARTA finally got the grant award announcement from ODOT for 2025 and received some needed funding for a CNG emergency generator, six replacement HVAC systems, and replacing the maintenance roof. She concluded by saying she would be happy to answer any questions.

Mr. Frank Vitale said he was glad to see that trips went up so significantly over last year but asked why there was such a big difference.

Ms. Amrhein said the amount of service being put on the road for both county and campus service increased gradually after COVID due to the difficulty in finding new employees and increasing that workforce. Service is not quite back to where it was in 2019 but it's making good headway.

Mr. Lewis thanked Ms. Amrhein and moved on to the committee reports. He said the Administration Committee met before this meeting at 6:30 p.m. and asked Ms. Karen Wise to give that report.

ADMINISTRATION COMMITTEE REPORT

Ms. Wise said Mr. Jeff Childers agreed to serve as an Alternate on the Administration Committee to have a quorum. The committee reviewed the three resolutions. Ms. Kelly Jurisch and Ms. Denise Baba provided commentary and answered some questions. All three resolutions were recommended to go to the Board for discussion.

Mr. Lewis thanked Ms. Wise for her report and Mr. Childers for serving as an Alternate. He said the Finance Committee met yesterday and he thanked everyone who changed their schedule to meet Wednesday since he was not available Tuesday.

FINANCE COMMITTEE REPORT

Mr. Lewis said he prefers an end of the year recap instead of covering just December. He thanked Ms. Rebecca Schrader for the great job of providing information on questions that had previously been asked. He said overall, for the year, almost all revenues outpaced budget numbers. Specifically, it was nice to see KSU Revenues up by \$236,525. Federal Operating (ARPA) was the only item under budget and that was by design. A grant for \$217,984 was delayed because it was not currently needed. The grant will be available until 2029. Sales Tax Revenues was again very strong overall. To what Mr. Vitale said earlier, expenses were under budget. Even though rides were up, employment is still under full capacity. Fuel and Lubricants was lower than budget. He expects that to continue to go up and be stronger year after year now that the pandemic is over. Capital Maintenance Service was over budget \$20,316 due to some unforeseen maintenance items that popped up throughout the year. Unforeseen expenses will occur because PARTA is doing more and things are aging, which will require updating and upkeep. It is hard to determine when something might need maintenance. Overall, for the year, there was a surplus above the budget of \$2,332,443, which was good. Everything was in line and it's easier to give the report when all revenues are pretty much above budget and all expenses are pretty much below budget. That's the current situation and is due to the good management and forward thinking of the group here today.

Moving on, Mr. Lewis said Ms. Schrader also provided a year-over-year comparison. Briefly, comparing the end of year 2022 to the end of year 2023, revenues were 9.1% above budget, which outpaced the 5.1% above budget on expenses. The biggest offset on expenses was Fuel and Lubricants comparing

year to year. The Finance Committee also spent some time looking at the investment portfolio, which started last year with \$8 million and now has a balance of \$8,364,269. It's a laddered approach with a book yield of 4.593% and a duration of a little over a year. Something comes due on a regular basis and that was the original plan to have more stability. It's working as planned, and it's good to see. He asked if there were any questions on the PARTA side before moving on to the Kent Central Gateway (KCG).

Hearing none, Mr. Lewis said KCG would be quick and easy because all revenues outpaced the budget. There were increases in Hotel Overnight Parking, Monthly Parking Passes, and Daily Parking Revenue. The only thing on expenses that was a little bit out of line was Other Fringe Benefits, which was due to a payroll issue from the end of the year to the first part of January. The Fiscal Year 2023 Budget was \$32,925. Year-to-date Actual was \$145,948 with a variance above budget of \$113,023. Some of the unforeseen expenses were the sprinklers and repairs as discussed earlier. He asked if there were any questions.

Mr. Vitale asked if the parking rates as outlined in Ms. Amrhein's report were a bargain.

Ms. Amrhein said it depends on the user. Those rates reflect someone pulling in, parking, having dinner, shopping, and leaving. It doesn't reflect monthly passholders who live downtown, employees and employers who purchase passes for shift work, or overnights for the Kent State Hotel. She thinks the rates are fair but there's nothing to compare them to in Portage County because this is the only parking deck in Portage County. To compare it with Columbus, Akron, Cincinnati, or Cleveland would not be comparing apples to apples.

Mr. Vitale asked if the rates could be higher and still be reasonable.

Ms. Amrhein said the rates are analyzed every year or so by the number of tickets sold for each dollar amount. Adjustments are made to areas where more revenue can be brought in fairly. There needs to be a balance between what the hotel guests are paying and someone who might stay eight hours. At the same time, users need to be discouraged from coming in and thinking they can park their car overnight and have a sweet deal in the morning. She asked Mr. Brian Trautman to elaborate.

Mr. Trautman said a key issue is that the city of Kent has parking meters that have a certain amount of value during the day and are shut off at night. There's a balancing act between the transient parking availability and supply and demand. There will be more opportunities as more development occurs to analyze turnover. Right now, the deck is improving every year. There are some maintenance issues that will have to be dealt with in the next couple of years, but overall, the deck is performing and holding up quite well.

Mr. Lewis asked if there were any other questions. Hearing none, he moved on to the Operations Committee report.

OPERATIONS COMMITTEE REPORT

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

PERSONNEL COMMITTEE REPORT

Mr. Lewis said the Personnel Committee did not meet and then moved on to Old Business.

OLD BUSINESS

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

NEW BUSINESS

Mr. Lewis asked Ms. Jurisch and Mr. Greg Springer to present their PowerPoint.

Ms. Jurisch and Mr. Springer presented their PowerPoint on PTASP, which is attached.

Following the presentation, Mr. Lewis thanked Ms. Jurisch and Mr. Springer. He then moved on to the three resolutions.

RESOLUTIONS

Mr. Lewis introduced Resolution #2024-02-01.

#2024-02-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES ADOPTING THE AKRON METROPOLITAN AREA TRANSPORTATION STUDY (AMATS) COORDINATED PUBLIC TRANSIT – HUMAN SERVICES TRANSPORTATION PLAN.

Ms. Amrhein said the Coordinated Plan is a requirement in the area and throughout the state that transit authorities and other nonprofit transportation providers coordinate through AMATS, the Metropolitan Planning Organization, for the Summit, Portage, and part of Wayne County areas. This plan documents the human services transportation that is available, any gaps, areas that could be improved, and ways to reach folks who may not be able to use the system or who may be slipping through the cracks. This plan looks at a variety of different types of transportation and social service applications. Once this plan is put in place, it is adopted through AMATS, and it then goes through this Board, the Akron METRO Board, and the state. It's part of a statewide look at how the 5310 funds could be best applied for enhanced transportation for the elderly and disabled beyond ADA service. Usually, *PARTA* gets funding for a couple of small vehicles. Those funds are used to provide a service beyond what is currently being provided. Lots of folks had input into this through several meetings and public hearings. Ms. Baba and Ms. Ashley Forbes were point people for *PARTA*. They would bring back information and everyone would sit down and try to go through it and update the plan to best describe *PARTA*'s service area. She asked if there were any questions.

Hearing none, Mr. Lewis asked for a motion to approve this resolution.

Motion: Karen Beck

Second: Virginia Harris

Mr. Lewis then asked Ms. Fletcher for a roll call.

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Frank Vitale	<u>X</u>	___	Karen Beck	<u>X</u>	___
Stacey Wilson	<u>X</u>	___	Victor Baerman	<u>X</u>	___
Jack Murphy	<u>X</u>	___	R. T. Mansfield	EXCUSED	
Mike Lewis	<u>X</u>	___	Marvin Woods	<u>X</u>	___
Virginia Harris	<u>X</u>	___	Karen Wise	<u>X</u>	___
Debbie Davison	<u>X</u>	___	Dave Gynn	<u>X</u>	___
Jeff Childers	<u>X</u>	___			

Following roll call, Mr. Lewis said the resolution passed unanimously. He then introduced Resolution #2024-02-02.

#2024-02-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES ADOPTING THE PUBLIC TRANSIT AGENCY SAFETY PLAN (PTASP) AS REQUIRED BY THE FEDERAL TRANSIT ADMINISTRATION (FTA).

Ms. Amrhein said this is a required program that was first introduced in 2020 as Ms. Jurisch and Mr. Springer just described. It has been updated to include some data that was gathered about PARTA's safety status and the mitigation efforts that are in place. She asked if there were any additional questions.

Hearing none, Mr. Lewis asked for a motion to approve this resolution.

Motion: Marvin Woods

Second: Dave Gynn

Mr. Lewis then asked Ms. Fletcher for a roll call.

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Karen Wise	<u>X</u>	___	Jeff Childers	<u>X</u>	___
Frank Vitale	<u>X</u>	___	Karen Beck	<u>X</u>	___
Stacey Wilson	<u>X</u>	___	R. T. Mansfield	EXCUSED	___
Jack Murphy	<u>X</u>	___	Victor Baerman	<u>X</u>	___
Mike Lewis	<u>X</u>	___	Marvin Woods	<u>X</u>	___
Virginia Harris	<u>X</u>	___	Dave Gynn	<u>X</u>	___
Debbie Davison	<u>X</u>	___			

Following roll call, Mr. Lewis said the resolution was approved. He then moved on to the last resolution.

#2024-02-03: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AMENDING THE TITLE VI POLICY/PROGRAM.

Ms. Amrhein said the Title VI program is a little confusing to describe on paper and asked Ms. Baba to provide more details.

Ms. Baba said the Title VI plan was approved in 2019 and submitted to the FTA. In 2020, PARTA went through the Triennial Review process. In 2022, as required by the FTA, an updated Title VI plan was submitted. In 2023, the FTA dropped a letter into PARTA's TrAMS account referring to the 2019 plan and corrections that needed to be made to that 2019 plan. While updating the 2022 plan, she made some of those corrections just by going through the process, but there were some things that the FTA wanted to be more explicit. One of the biggest changes was they wanted PARTA to outline the internal process more explicitly for investigating Title VI complaints, but the conundrum was they dropped the letter in 2023 for a plan that was approved in 2019 and then updated again in 2022. She reached out to the FTA, and they provided information on what needed to be done to make those corrections, which was essentially to have the Board approve the corrections that were made and then resubmit it to them. Everything should be good for the current Triennial Review, which will be taking place this year. She noted that she attached appendices to the Title VI plan in the Board packet for the 2022 plan. Comparing the document on the website to the hard copy, she realized she had to make some edits. She said the old exhibit was included with the Board packet. The changes were not substantial, but the two documents must be the same because that's one of the things they will look for during the Triennial Review.

Mr. Lewis thanked Ms. Baba and asked if there were any questions. Hearing none, he asked for a motion to approve this resolution.

Motion: Debbie Davison

Second: Jack Murphy

Mr. Lewis asked Ms. Fletcher for a roll call.

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Mike Lewis	<u>X</u>	___		<u>X</u>	___
Virginia Harris	<u>X</u>	___		<u>X</u>	___
Debbie Davison	<u>X</u>	___		<u>X</u>	___
Jeff Childers	<u>X</u>	___		<u>X</u>	___
Karen Beck	<u>X</u>	___		<u>X</u>	___
R. T. Mansfield	<u>EXCUSED</u>			<u>X</u>	___
Marvin Woods	<u>X</u>	___		<u>X</u>	___
			Victor Baerman	<u>X</u>	___
			Karen Wise	<u>X</u>	___
			Frank Vitale	<u>X</u>	___
			Stacey Wilson	<u>X</u>	___
			Jack Murphy	<u>X</u>	___
			Dave Gynn	<u>X</u>	___

Following roll call, Mr. Lewis said the resolution was approved. He then moved on to the Executive Session.

EXECUTIVE SESSION

Mr. Lewis said there was no need for an Executive Session and asked if there was anything else for the Board.

Ms. Amrhein noted that next month there would be a bus out front for Board members to tour.

Ms. Karen Beck added that after reading the thick packet, she had an increased respect and appreciation for the entire staff.

ADJOURNMENT

Mr. Lewis concurred and then entertained a motion to adjourn. **Ms. Karen Beck** made a motion to adjourn the meeting, which was seconded by **Ms. Virginia Harris**. Mr. Lewis asked all in favor to signify by saying aye. He asked any opposed to signify with the same sign. Hearing none, the **motion to adjourn passed unanimously**.

The meeting was adjourned at 7:41 p.m.

Respectfully submitted,

Marcia Fletcher
Executive Assistant

PARTA's Public Transportation Agency Safety Plan

February 22, 2024

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Safety is everyone's responsibility!

- Board of Trustees
- General Manager
- Safety Committee
- Every Employee

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Appendix D
Risk Assessment Matrix (RAM)

RAM will be completed by the Director of Risk Management DATE: 10-31-2023

Identified Hazard: See page 2

Severity	Consequences				Likelihood				
	People	Assets	Environment	Reputation	1 Practically impossible (never heard of in the industry)	2 Remote, not likely to occur	3 Could occur, or heard of it happening	4 Likely, known to occur or has happened before	5 Common, or occurs frequently
1	First aid or no injury	No/Slight damage	No/Slight effect	No/Slight impact	Low	Low	Low	Low	Medium
2	Slight injury, medical treatment	Minor damage	Minor effect	Limited impact	Low	Low	Medium	Medium	High
3	Serious injury, hospitalization more than 7 days	Moderate damage	Moderate effect	Local area impact	Low	Low	Medium	High	High
4	Permanent total disability, or one fatality	Major damage, unit level	Major effect	Major statewide impact	Low	Medium	High	High	High
5	Multiple fatalities	Major damage, multiple units	Massive effect	Major national impact	Medium	Medium	High	High	High

Risk Value: **Assessed Risk Level: 70**

Low Risk, continuous improvement
Medium Risk, monitor and control
High Risk, unacceptable/intolerable, immediately introduce further control measures

Precursors to Safety

- Accidents and serious incidents are preventable and do not occur out of the blue; they are preceded by precursors (events, behaviors, and conditions) that can be identified, assessed, and mitigated through physical, administrative, and behavioral defense strategies.
- Hazard Identification

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Our Risks

PART A Identified Risks		
Department	Hazard	Score
Operations	Bus/Bike Collision	9
	Bus/Pedestrian Collision	9
	Bus/Vehicle Collision	8
	Bus/Object Collision	5
	Passenger Fall	5
	Assault on Driver	3
Maintenance	Exposure to Hazmat	2
	Heat Exhaustion	2
	Equipment Malfunctions	3
	Hypothermia	2
	Improper Lifting	8
Administration	Building Fire	4
	Chemical/Gas Leak	4
	Hostile Event	6
		70

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Culture of Communication



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Tools

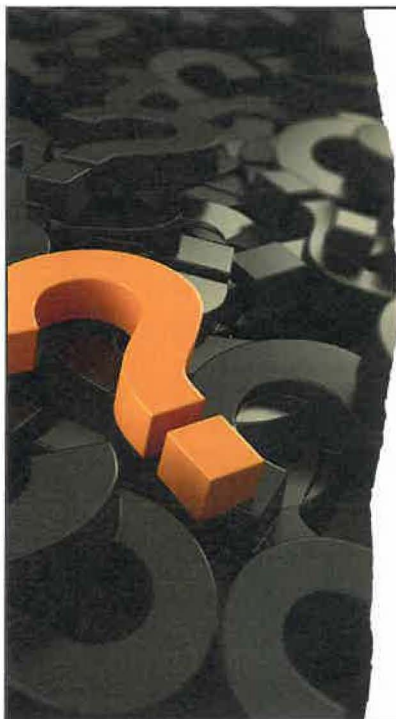
- Ohio Transit Risk Pool (OTRP) Annual Risk Management Audit (Oversight).
- Safety assessments.
- Toolbox talks/safety meetings.
- Trend monitoring.
- Hazard and incident reporting.
- Safety surveys.
- Safety audits.
- Review of video cameras.
- Evaluating customer suggestions and complaints.
- Standard Operating Procedures (Appendix F).

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Results (Appendix H)

SPT Category	2021	2022	2023
Fixed Route Fatalities	0	0	0
Demand Response Fatalities	0	0	0
Total Number of Fatalities	0	0	0
Fatality Rate per 100,000 VRM – Fixed Route	0.00	0.00	0.00
Fatality Rate per 100,000 VRM – Demand Response	0.00	0.00	0.00
Total Fatality Rate per 100,000 VRM	0.00	0.00	0.00
Fixed Route Injuries	2	0	1
Demand Response Injuries	2	2	1
Total Number of Injuries	4	2	2
Injury Rate per 100,000 VRM – Fixed Route	0.30	0.00	0.14
Injury Rate per 100,000 VRM – Demand Response	0.51	0.49	0.24
Total Injury Rate per 100,000 VRM	0.38	0.18	0.18
Fixed Route Safety Events	51	57	62
Demand Response Safety Events	29	25	35
Total Number of Safety Events	80	82	97
Safety Event Rate per 100,000 VRM – Fixed Route	7.62	8.48	8.61
Safety Event Rate per 100,000 VRM – Demand Response	7.46	6.17	8.39
Safety Event Rate per 100,000 VRM	7.56	7.61	8.53
Total Number of Major Mechanical System Failures	0	0	0
Annual DR VRM	388,889	404,823	417,277
Annual FR VRM	669,016	672,463	719,702
Annual VRM	1,057,905	1,077,286	1,136,979

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•Questions?

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