

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY
BOARD OF TRUSTEES MEETING
MINUTES
February 27, 2025

Board Members Present:

Victor Baerman	Karen Beck	Debbie Davison
Dave Gynn, President	Virginia Harris	Becky Lehman
R. T. Mansfield	Janice Simmons-Mortimer	Stacey Wilson
Marvin Woods, TPO		

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

Claudia Amrhein	Denise Baba	Kelly Jurisch
Sony Richardson-Gilroy	Rebecca Schrader	Natalie Schulte, Legal
Brian Trautman		

Guests Present:

Board Members Not Present:

Mike Lewis (2 nd excused absence)	Jack Murphy (1 st excused absence)
Frank Vitale (1 st excused absence)	Karen Wise (3 rd excused absence)

CALL TO ORDER

Mr. Dave Gynn called the February 27, 2025, PARTA Board of Trustees meeting to order at 7:00 p.m.

Mr. Gynn asked Ms. Natalie Schulte from Roetzel & Andress LPA to swear in, our newest board member, Ms. Becky Lehman, Southern Portage, appointed by the Portage County Board of Commissioners. Ms. Schulte provided the oath of office to Ms. Lehman.

Mr. Gynn welcomed Ms. Lehman and thanked Ms. Schulte before continuing on to the roll call.

GUEST COMMUNICATIONS

Mr. Gynn thanked everyone for coming out on a warm February evening and noted that there were no guests. He then asked Ms. Claudia Amrhein for her General Manager's report.

GENERAL MANAGER'S REPORT

Ms. Amrhein thanked Mr. Gynn and everyone for coming out.

Ms. Amrhein said, as I mentioned earlier [at the Finance Committee meeting], we're very excited about awarding the contract for our Transit Planning Studies. Ms. Kelly Jurisch will give a presentation, and we did get some grant funding to support the study.

Ms. Amrhein reported that the Ohio Transportation Budget is well underway, and Ms. Jurisch and I spent a day in Columbus on February 11, 2025, and I will be going back again on Tuesday, March 4, 2025. The Transportation Budget has moved from the House to the Senate, and we're working to maintain the Ohio Workforce Mobility Grant program that has been reinserted into the budget now. There has also been an increase from \$70 million to \$80 million in the regular transit funding. Hopefully there will be an increase in general revenue funding to help rural communities who don't have a local sales tax like we have to be able to draw down Federal grant dollars. We had a very good showing in February, this has changed a lot over the last few years. Some of you may remember during COVID that we were actually cut down to \$7 million and had to work our way back up to \$70 million. So, everyone was very receptive and seemed to understand the need for public transit.

Ms. Amrhein said, on a sad note, our former general manager, John Drew, passed away. He was a character. If you knew him, you know what I mean. We didn't hear immediately about his passing, and in the write-up that we did see, the family is going to plan something later in the spring and we have reached out to family. We're all very sad about his passing, he was an instrumental part of *PARTA's* growth, and again, just a wonderful person. He's also forever on our timeline, which if you have a chance to look at, we just replaced because we are celebrating our 50th anniversary this year, and so we've updated the timeline panels in the Board Room. We think they look pretty nice.

Ms. Amrhein said, on that note, we're also planning to have some kind of 50th anniversary celebration in June. We don't have a firm date yet, but we obviously want to have all of you there and get your input. Mr. Denise Baba, who is working on the anniversary celebration, has been sick, so, I have not gotten to chat with her about the celebration for a few days. We'll be working on the celebration and will get some details out to you. I'd be happy to answer any questions.

Mr. Gynn thanked Ms. Amrhein for her report and hearing no questions moved on to the committee's reports.

ADMINISTRATION COMMITTEE REPORT

Mr. Gynn said the Administration Committee was not scheduled to meet and moved on to the Finance Committee.

FINANCE COMMITTEE REPORT

Mr. Gynn said the Finance Committee also met this evening before the Board meeting. He also noted that almost everyone who is here for the Board meeting was here for the Finance Committee meeting.

Mr. Gynn thanked Ms. Rebecca Schrader for a very thorough report, especially this time of year when we're looking at year-end reports. It was very good.

Mr. Gynn asked, does anybody have any questions or anything you want added into the minutes about the Finance Reports.

Mr. R.T. Mansfield said, I have one question about our fuel station, the compressed natural gas fuel station, how is that doing vis-à-vis walk-in clients, do we have any fleets that we are servicing.

Mr. Brian Trautman said Kimble has started. They don't have their entire fleet of CNG trucks delivered yet, but recently they showed up here and said that they had no idea that we were available for fueling, and the truck came back several times that week. Kimble is having trouble pushing those trucks out into the world because they don't have places to fuel. So, now that they've found that we're a station, I anticipate seeing them here a lot more. We reached out to the Amazon up north, and we have seen, I would say, a fairly good rise in public usage of the station this year. Specifically, we're seeing more individuals with, I don't know if you would call them commercial, more small trucks, but I would say we're seeing a few people a week now versus what was once or twice a month. It also picks up in the summertime. It's a strange thing but yachts off of Lake Erie have fuel canisters which are CNG that they fuel here. Some individuals that I've talked to, out there are doing that, so it's picking up.

Mr. Mansfield said, I guess the reason for the question is, are we making any money off of it.

Mr. Trautman responded no, then said, we're not really making money off of it. Because if you're balancing against the cost of having it to whether or not we're making money off of it, I would say the answer is no. We make some money off of what we sell, but the station costs us to run too. So, there's no offsetting amount of money coming in, that's offsetting the cost of running the station if that's where you're going with your question.

Mr. Mansfield said, on the other hand, how well are we saving money on what we use.

Mr. Trautman said the savings are mostly in the actual fuel consumption usage. You'll see that in the diesel fuel reduction side of the Finance Reports that Ms. Schrader just showed at the Finance Committee. We have currently somewhere around sixteen (16) buses that are diesel right now in the fleet of sixty-four (64) vehicles. It's to the point where I have two (2) tanks out there and I'm going to switch one (1) of the tanks over to gasoline. So, unless there's a change, we've got to read the room with environmental's and what's coming down the pipe for availability. But if things continue to go the way they are right now for us, we're looking at CNG as being the main fuel for our big bus fleet for at least the next 10 years because when this next group of buses comes in and the 2026 buses come in, there may be ten (10) buses left in the entire fleet that are diesel at that point. We have a couple of small trucks, but no service trucks.

Mr. Mansfield said I was just curious; we hadn't talked about that for quite a while.

Mr. Trautman said the way we buy CNG is much cheaper than what everybody else is buying CNG. It's a whole thing that I have to sit down and do with MCUs and the way we buy it versus the way we break it down into gallons of gas equivalency. It's a process to figure out.

Ms. Schrader said, there's a quarterly publication that comes out and it breaks down what the average CNG price per GGE would be from the Midwest area. That's what we use to set our prices. As Mr. Trautman said, it's hard to quantify exactly how much money we're making. We built the CNG fuel station because of having buses, so some of the overhead we would have regardless of if we had the public fueling there or not. I take just the raw expenses and calculate how many gallons are being used versus how much and I try and use a percentage of the electricity and try and quantify what it costs so I can show that we are making a small profit.

Mr. Mansfield said, thank you and Ms. Schrader responded, you're welcome.

Mr. Trautman said, good question.

Ms. Amrhein said, there's still more, but we won't go too far into this. There is a small funding stream we have access to now when we began to get delivery of renewable natural gas, that happened last May. Honestly, it's hard to explain so I'm going to put together some kind of presentation to go over it. We receive 2% back from Clean Energy based on our sales, which have been monthly, a few hundred dollars to I think \$700 for using renewable natural gas. We are getting paid for using it because there are credits involved with that, so we'll talk about that more. Again, it's not as Mr. Trautman said making up all the cost of running the station but it is a funding stream that we didn't have a year ago.

Mr. Gynn asked if there were other questions. Hearing none, he thanked Mr. Trautman, Ms. Schrader, and Ms. Amrhein for their answers, they were appreciated very much and then continued with the committee reports.

OPERATIONS COMMITTEE REPORT

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

PERSONNEL COMMITTEE REPORT

Mr. Gynn said the Personnel Committee was also not scheduled to meet and moved on to Old Business.

OLD BUSINESS

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

NEW BUSINESS

Mr. Gynn said, under New Business Ms. Jurisch will give a presentation on the transportation development plan. To view the PowerPoint presentation, see Section A.3 attached.

Mr. Gynn thanked Ms. Jurisch and moved on to Resolutions.

RESOLUTIONS

Mr. Gynn introduced Resolution 2025.02.01.

#2025-02-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AWARDING A CONTRACT TO ALFRED BENESCH & COMPANY, THE MOST RESPONSIVE AND RESPONSIBLE PROPOSER FOR CONDUCTING A TRANSIT FEASIBILITY STUDY AND PREPARING A TRANSIT DEVELOPMENT PLAN FOR A TOTAL PROJECT COST NOT TO EXCEED \$250,000.

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

Motion: Stacey Wilson

Second: Victor Baerman

Mr. Gynn asked if there were any other questions or anything else to add, hearing none, he asked for a roll call.

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

Mr. Gynn said the **resolution was approved unanimously**.

EXECUTIVE SESSION

Mr. Gynn said there is no need for an Executive Session.

ADJOURNMENT

Mr. Gynn asked if there were any other comments. Hearing none, Mr. Gynn thanked everyone for coming and attending the Finance Committee and said we'll see you next month.

The meeting was adjourned at 7:34 p.m.

Respectfully submitted,

Sony Richardson-Gilroy
Executive Assistant

PARTA delivers reliable, environmentally sustainable solutions for reaching lifeline services and opportunities throughout our community.

- PARTA's Transit Feasibility Study (TFS) and Transit Development Plan (TDP)
 - RFP #2025 Planning



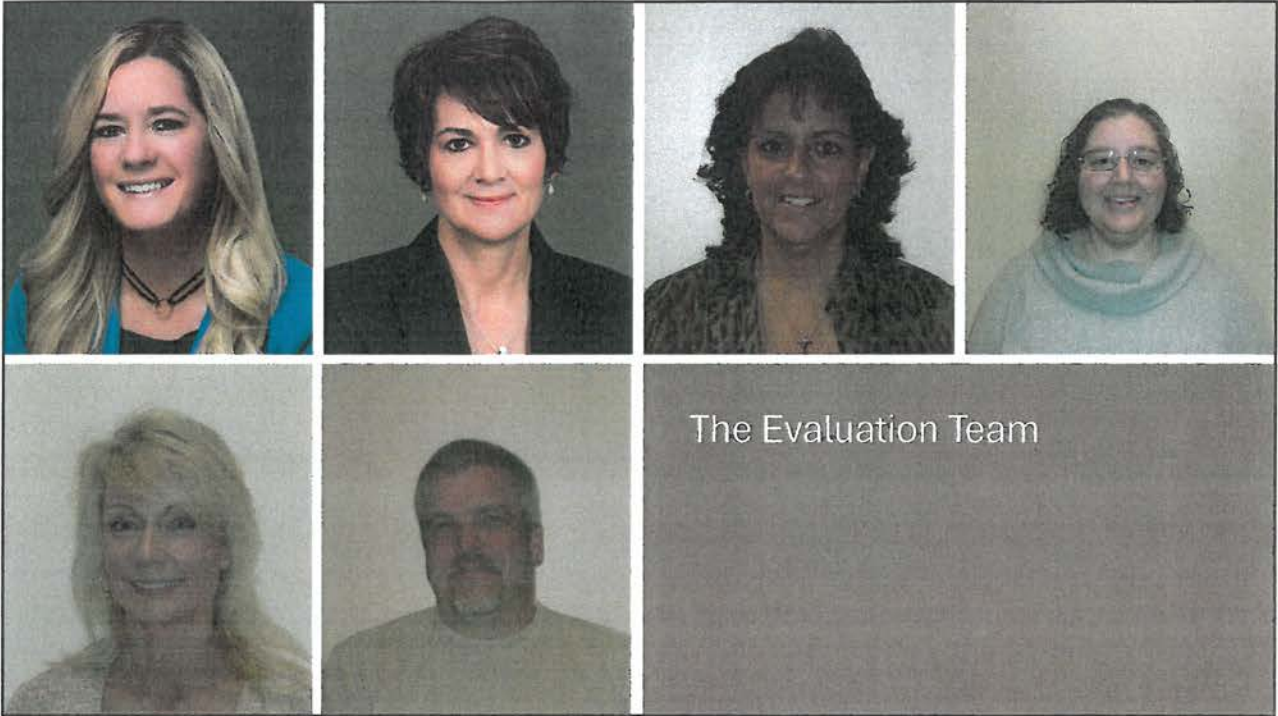
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We received 5 responses to our Request for Proposals:

1. Benesch
2. HDR
3. JWA
4. RLS and Associates
5. Toole Design



2



3



4

And the winner is...



5

VALUE FOCUSED.
COMMUNITY
MINDED. QUALITY
DRIVEN.

CORE VALUES

LEGACY

"Our company is focused on maintaining our legacy as a firm, to our people, and to our community."

PROFESSIONAL

"We are a company of professionals. We act in a professional manner, we strive for professional interactions and deliverables, and encourage professional development of the employee and the company."

INTEGRITY

"It takes many good deeds to build a good reputation and only one bad one to lose it."

QUALITY

"Our ultimate product is the result of our employees' time, intelligence and efforts."

COLLABORATIVE

"We are not merely a collection of individuals working on projects. We are a team of professionals working toward common goals."

INNOVATIVE

"Conventional solutions are simply well worn paths with a history of success."

"We seek out new possibilities and solutions to create success."

FAMILY

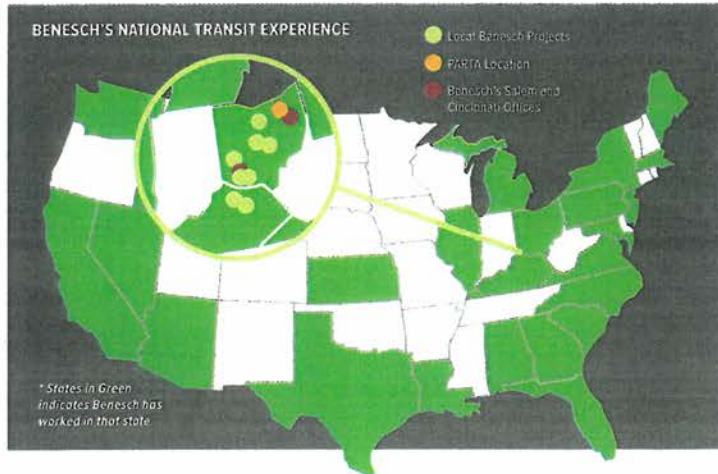
"We encourage employees to work hard while they are at work, and spend time with their families while away from work."

"We encourage offices and employees to act like families."

6

Experience

- Over 100 TDPs
- ODOT Contract
- Local presence
- National expert in Microtransit



3. EXPERIENCE AND QUALIFICATIONS OF KEY STAFF MEMBERS

FROM ODOT'S OWNERSHIP TO IMPLEMENTATION



PROJECT DIRECTOR
Elizabeth Struck, ACP, LEED GA



PROJECT MANAGER
Sarah Goodby, ACP, GSP

DEPUTY PROJECT MANAGER
Sofia Theodor, ACP, LEED GA

SENIOR ADVISOR / QA/QC
Joel Rey, PE, ACP

TASK 1
PROJECT INITIATION & MANAGEMENT
Sarah Goodby, ACP, GSP
Sofia Theodor, ACP, LEED GA
Elizabeth Struck, ACP, LEED GA
Karen Simon (SR)

TASK 2
STAKEHOLDER ENGAGEMENT
Andrea Savageoel
Sarah Goodby, ACP, GSP
Kayla Hurlbin, ACP
Sofia Theodor, ACP, LEED GA
Karen Simon (SR)
Amy Hubbard (SR)

TASK 3
DATA COLLECTION
Kayla Hurlbin, ACP
Jacob Buchanan
Sarah Goodby, ACP, GSP
Christopher Wark, ACP, LEED GA

TASK 4
NEEDS ASSESSMENT
Sofia Theodor, ACP, LEED GA
Jacob Buchanan
Kayla Hurlbin, ACP

Sarah Goodby, ACP, GSP
Christopher Wark, ACP, LEED GA
Karen Simon (SR)

TASK 5
IMPLEMENTATION PLAN AND FINANCIAL ANALYSIS
Sofia Theodor, ACP, LEED GA
Jacob Buchanan
Kayla Hurlbin, ACP
Elizabeth Struck, ACP, LEED GA

TASK 6
SERVICE PLANNING & RECOMMENDATIONS
Sarah Goodby, ACP, GSP
Jacob Buchanan
Kayla Hurlbin, ACP

Joel Rey, PE, ACP
Sofia Theodor, ACP, LEED GA

TASK 7
FINAL REPORT
Sarah Goodby, ACP, GSP
Jacob Buchanan
Joel Rey, PE, ACP
Sofia Theodor, ACP, LEED GA
Christopher Wark, ACP, LEED GA
Amy Hubbard (SR)

SUBCONSULTANTS
SP2, SP3 - Parsons & JACO

* bold indicates task lead

Local help - DBE

PROVEN STAKEHOLDER ENGAGEMENT PARTNER



Simon Resources, Inc. (SRI) is renowned for its expertise in public outreach and education, particularly in transportation and multi-modal planning projects. SRI excels in crafting comprehensive public involvement and communication strategies, including interactive sessions, workshops, charrettes, surveys, presentations, social media engagement, agency communication, and focus groups. SRI has managed project messaging, branding, public workshops, and surveys on several Benesch projects, significantly enhancing community engagement and feedback. SRI is recognized for its effective public involvement efforts, crucial to the success of transportation planning and development projects.

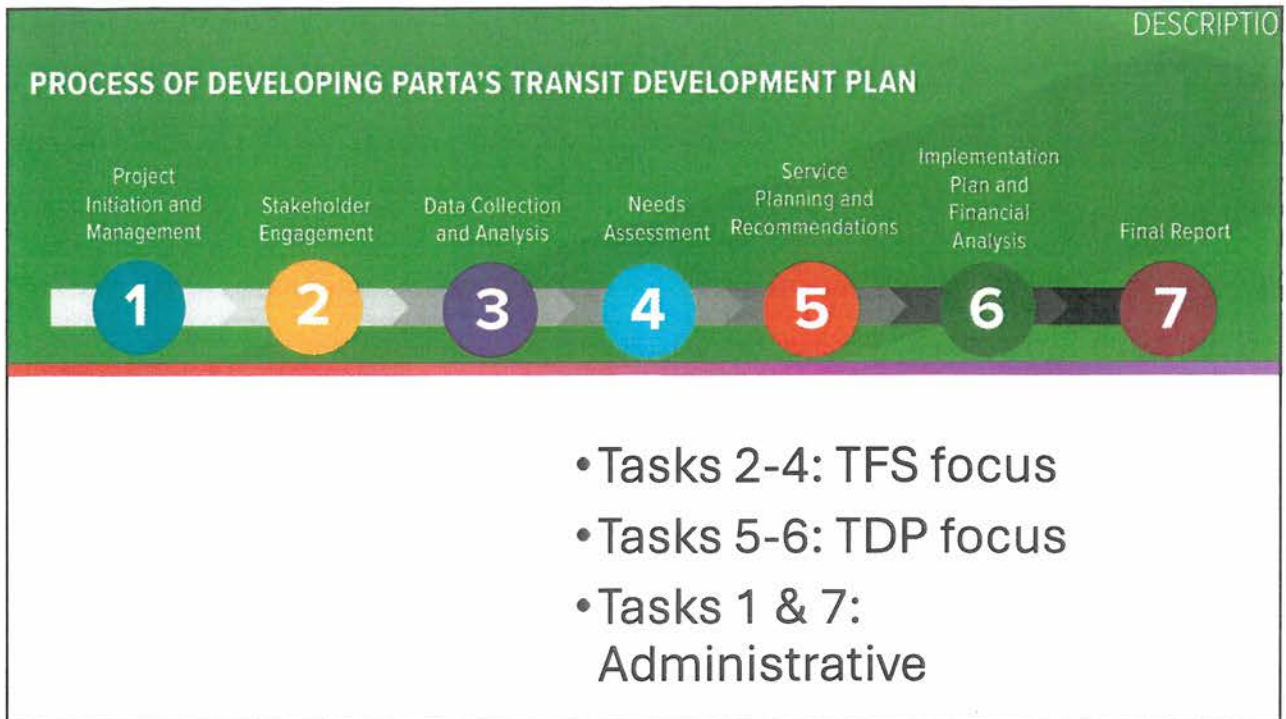
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THE THREE PHASES OF THE TDP • Short-Term (1-2 Years) •
Mid-Term (3-5 Years) • Long-Term (6-10 Years)

IMPLEMENTING OPTIMAL TRANSIT SYSTEMS

Our implementation plan process involves a comprehensive evaluation of potential transit solutions, focusing on optimizing efficiency and sustainability. By integrating community feedback and advanced modeling techniques, we ensure that the proposed transit systems are financially feasible and meet current and future transportation needs effectively.

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Balance priorities and funding

FINDING FUNDING THAT FITS YOUR NEEDS



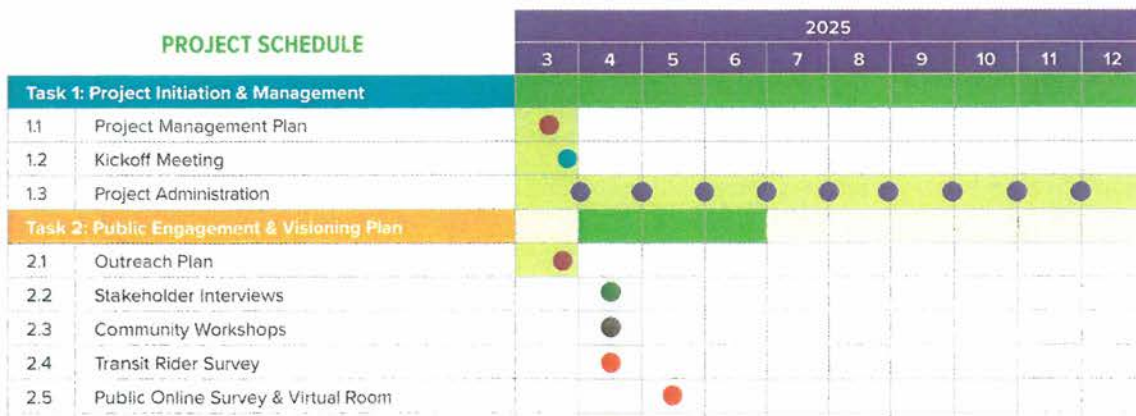
At Benesch, our funding source discovery process is a comprehensive approach designed to identify and leverage multiple funding opportunities specifically tailored to support transit project needs. We employ a layered funding strategy that maximizes available resources while minimizing costs for our clients. This involves exploring potential funding sources at local, state, and federal levels, including grants and partnership arrangements with relevant entities.

Our team conducts thorough research to identify suitable funding opportunities, such as transit-specific programs and other federal and state initiatives. We work closely with clients to develop tailored funding plans that align with their transit project goals and objectives. This process not only helps secure the necessary financial support but also ensures that transit projects are financially sustainable and aligned with broader planning initiatives.

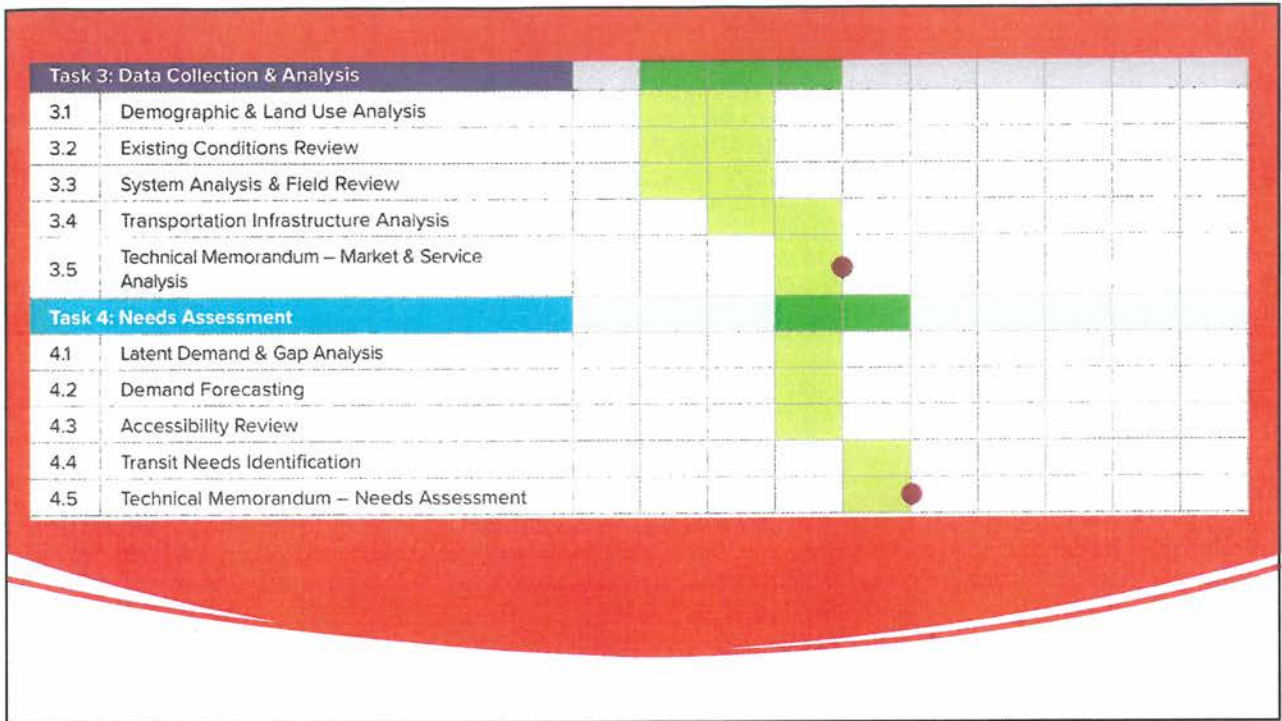
By integrating our expertise in grant writing and funding strategy development, we assist clients in navigating the complex landscape of funding opportunities, ultimately enabling them to achieve their transit project objectives efficiently and effectively.

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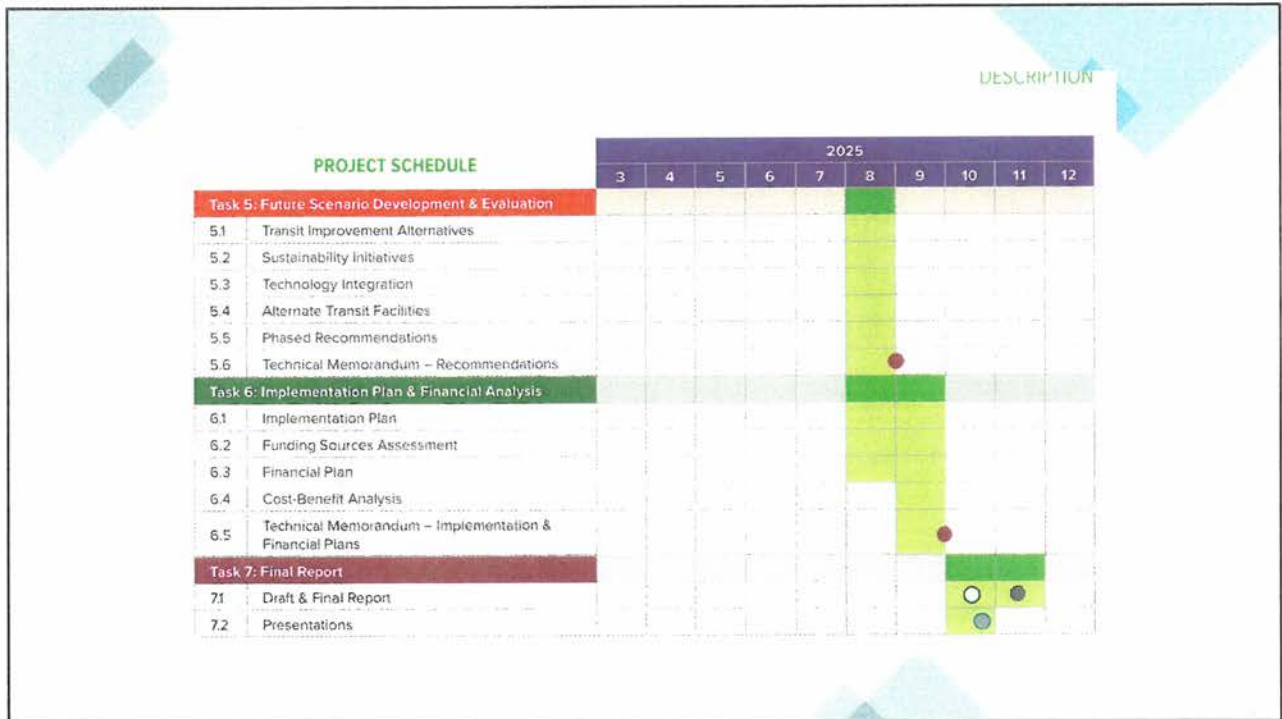
PROJECT SCHEDULE



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Total Project Cost

- \$237,897

17



- Questions?

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