

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY

BOARD OF TRUSTEES MEETING

MINUTES

September 28, 2023

Board Members Present:

Karen Beck
Marge Bjerregaard
Jeff Childers
Debbie Davison

Dave Gynn, President
Mike Lewis, Vice President
R. T. Mansfield
Jack Murphy

Frank Vitale
Stacey Wilson
Marvin Woods, TPO

Staff Present:

Claudia Amrhein
Marcia Fletcher

Natalie Rothenbuecher, Roetzel & Andress
Rebecca Schrader

Greg Springer
Brian Trautman

Board Members Not Present:

Virginia Harris (2nd excused absence)

Karen Wise (1st excused absence)

CALL TO ORDER

President Dave Gynn called the September 28, 2023, PARTA Board of Trustees meeting to order at 7 p.m. He asked for a roll call, after which it was determined that **a quorum was participating.**

Moving on, Mr. Gynn asked for a motion to approve the minutes from the August 24, 2023, Board meeting. **Mr. Marvin Woods** made a motion to accept the minutes as presented, which was seconded by **Mr. Frank Vitale**. The **motion to approve the minutes, as presented, passed unanimously.**

GUEST COMMUNICATIONS

Mr. Gynn said 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. Gynn and said PARTA had a busy month traveling to the OPTA conference and the NEORide annual meeting. There were three resolutions tonight, all of which were partially funded through OTP2. Mr. Brian Trautman will provide a brief overview of the revised operations reports, which will show how ridership and different operational data points are reported using the new software. She asked if there were any questions.

Hearing none, Mr. Gynn thanked Ms. Amrhein and said the Board was proud of her leadership at the state level and all that she does for PARTA and for transportation in Ohio. He then moved on to the committee reports.

ADMINISTRATION COMMITTEE REPORT

Mr. Gynn said the Administration Committee did not meet but the Finance Committee met on Tuesday. He asked Mr. Mike Lewis to give that report.

FINANCE COMMITTEE REPORT

Mr. Lewis said the Finance Committee did meet on Tuesday and he thanked those who were in attendance. He said the committee went over the finances for PARTA and the Kent Central Gateway (KCG). Starting with PARTA, everything was in good condition two thirds of the way through the year. KSU Revenues was a little behind budget; however, it will catch up with school back in session and should balance out by the end of the year. There was a drawdown on Federal Capital Maintenance Assistance for \$301,646. One of the things on the income side that was way out of balance was Investment Income, which was 719.4% above budget; but that may have been due to the economy and interest rates. Other than that, all the income items were in line. On the expense side, the only thing that was out of line was Capital Maintenance Service, which included a small additional cost for the new scheduling software. However, for the month, there was a surplus to budget of \$509,670, which brought the year-to-date surplus to \$2,552,546.

Moving on to KCG, Mr. Lewis said the only thing that was behind on the income items was the Daily Parking Revenue; however, that was more than covered by the Monthly Parking Passes and Hotel Overnight Parking, which were both above budget. All expenses were in line or below budget, which gave a surplus for the month of \$26,433 and a year-to-date surplus against budget of \$133,748. He asked if there were any questions.

Mr. Frank Vitale said it's hard to read the PARTA budget when the year-to-date budget was forecast at \$628,690 and the year-to-date actual was \$2.5 million because that's going to change. He asked if there was some better way to report the budget.

Mr. Lewis said reporting is done differently in organizations. He comes from a banking background, which is a little different than this budget; however, he understands it. Ms. Rebecca Schrader does a really good job of looking at the budget for the year and has a good history of knowing where the budget will end up. She does a straight-line budget, which, at times, will throw things off a little bit, such as KSU Revenues when summer hits and those months aren't going to have the same activity. The best way to look at it is how consistent it is at year end and if all the different items are in line, which is what he tries to do.

Mr. Gynn asked if there were any other questions or comments.

Hearing none, Mr. Gynn thanked Mr. Lewis for the Finance Committee report and moved on to the Operations Committee report.

OPERATIONS COMMITTEE REPORT

Mr. Gynn said the Operations Committee met tonight and he asked Mr. R. T. Mansfield to give that report. He reminded everyone that any expenses over \$100,000 must be approved by the Board.

Mr. Mansfield said the committee met and recommended the Board adopt the three resolutions, which were provided in greater detail in the Board packet.

Mr. Gynn thanked Mr. Mansfield and moved on to the Personnel Committee report.

PERSONNEL COMMITTEE REPORT

Mr. Gynn said the Personnel Committee did not meet but would be scheduled to meet later this year. He then 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 asked Mr. Trautman to provide an update on the new software.

Mr. Trautman provided a presentation on the new software. Afterwards, he asked if there were any questions.

Mr. Lewis asked what the trigger was when somebody got on the bus with this new technology.

Mr. Trautman said the Automatic Passenger Counter (APC) is mounted on the doorway of the bus. A policy or procedure must be put in place that the bus is entered in the front and exited in the rear. The APC will count who's getting off at the back of the bus and who is getting on at the front of the bus.

Mr. Vitale asked how fare is paid.

Mr. Trautman said one way is by using a phone. Another way is by using a smartcard. The rider would get on the bus, tap their phone, and pay. The phone would have a QR code that is tapped on the validator. The QR code is the account that holds whatever amount of money the rider puts into it.

Mr. Vitale asked how he would get the smartcard.

Mr. Trautman said he could purchase the smartcard for \$5 at PARTA. A rider could also still pay with cash. PARTA will never be completely cash free.

Mr. Vitale asked how the APCs and the Intelligent Transportation Systems (ITS) would increase ridership back to pre-pandemic levels as noted in Ms. Amrhein's report.

Mr. Trautman said the staff has been working on microtransit, which is where a polygon is built around a certain area to determine the demographics through the Optibus software. The information is shared with CTS to determine how many buses would be needed to operate inside that polygon to run an effective microtransit. Microtransit, in laymen's terms, is a transit version of Uber or Lyft. Transit will never be like it was before COVID. Portage County has a crazy population that is divided substantially by a giant arsenal with a low-income population living above it needing to get to areas that need workers. What's a priority for METRO is not the same priority in Portage County. This technology and these strategies are used to develop different techniques or applications that will work best.

Ms. Stacey Wilson asked if Mr. Trautman meant that transit would not be like it was pre-COVID because of microtransit or because ridership would never be what it was.

Mr. Trautman said there are people who used to be in the workforce who will never go back. Transit was a way people got to and from work. Ridership numbers are creeping their way back up, but pre-COVID there weren't scooters and electric bikes on every corner in the city of Kent. What worked in 2003 running fixed routes and demand response with 56 part time employees and 20 full time employees doesn't work now. Having enough employees isn't an option anymore. The hard part is figuring out how to do dialysis and trips to and from work with less people using smarter resources.

Mr. Lewis noted that he read that people are using microtransit as their second car.

Mr. Vitale asked what it meant in Ms. Amrhein's report where it says the latest ADA complementary paratransit was running 42 minutes behind.

Mr. Trautman said ADA service usually operates at about 90+% on time compliance. Occasionally, for one reason or another, it runs behind. An explanation is provided every month for why the trip was late. PARTA is above the national on-time compliance scores.

Hearing nothing further, Mr. Gynn thanked Mr. Trautman and moved on to the resolutions.

RESOLUTIONS

Mr. Gynn said there were three resolutions and he introduced Resolution #2023-09-01.

#2023-09-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PURCHASE AUTOMATIC PASSENGER COUNTERS (APCs).

Motion: Karen Beck

Second: Jack Murphy

Mr. Gynn said the Operations Committee discussed this resolution and recommended it to the Board. He asked if anybody had any questions. Hearing none, he asked for a roll call.

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

Mr. Gynn said the resolution was approved and moved on to Resolution #2023-09-02.

#2023-09-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PROCEED WITH PROCURING A REPLACEMENT EMERGENCY GENERATOR (“REPLACEMENT GENERATOR PROJECT”) FOR THE ADMINISTRATION BUILDING, MAINTENANCE GARAGE, AND SAFETY SYSTEMS.

Motion: Mike Lewis

Second: Marge Bjerregaard

Mr. Gynn asked if there were any questions.

Mr. Vitale asked for the cost of the generator.

Mr. Gynn said the cost of the generator, as stated in the resolution, was not to exceed \$168,750.

Ms. Amrhein said the Board packet explained that ODOT awarded \$108,000 of the estimated project cost of \$135,000, which included a 25% contingency for unknown increases.

Mr. Gynn said this came to the Board because it’s over \$100,000. He asked if there were any other questions. Hearing none, he asked for a roll call.

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

Mr. Gynn said the resolution was approved and moved on to Resolution #2023-09-03.

#2023-09-03: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PROCEED WITH REPAVING THE SUPPORT VEHICLE PARKING AREA LOCATED OUTSIDE OF THE MAINTENANCE GARAGE.

Motion: Debbie Davison

Second: Marvin Woods

Mr. Gynn said this resolution states the cost would not exceed \$150,000. He asked if there were any questions or comments.

Ms. Amrhein noted that this resolution also included a 25% contingency.

Hearing nothing further, Mr. Gynn asked for a roll call.

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

Mr. Gynn said the resolution was approved and moved on to the Executive Session.

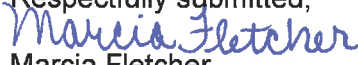
EXECUTIVE SESSION

Mr. Gynn said there was no reason for an Executive Session and asked if there was any other business to come before the Board.

ADJOURNMENT

Hearing nothing further, Mr. Gynn entertained a motion to adjourn. **Mr. R. T. Mansfield** made a motion to adjourn the meeting, which was seconded by **Ms. Stacey Wilson**. Mr. Gynn 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 7:32 p.m.

Respectfully submitted,

 Marcia Fletcher
 Executive Assistant