

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY

**BOARD OF TRUSTEES MEETING
MINUTES**

May 25, 2023

Board Members Present:

Karen Beck
Marge Bjerregaard
Richard Brockett

Debbie Davison
Dave Gynn, President
Virginia Harris

R. T. Mansfield
Frank Vitale
Stacey Wilson

Staff Present:

Claudia Amrhein
Denise Baba
Marcia Fletcher

Kelly Jurisch
Rebecca Schrader

Greg Springer
Brian Trautman

Board Members Not Present:

Jeff Childers (1st unexcused absence)
Mike Lewis (5th excused absence)
Jack Murphy (2nd excused absence)

Karen Wise (2nd excused absence)
Marvin Woods (1st excused absence)

CALL TO ORDER

President Dave Gynn called the May 25, 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**. He thanked everyone for coming and expressed his appreciation to Board members for notifying Ms. Marcia Fletcher about their attendance at the meeting to ensure a quorum. He apologized for missing last month's meeting and thanked Mr. Mike Lewis for handling the meeting in his absence.

Mr. Gynn asked for a motion to approve the minutes from the April 27, 2023, Board meeting. **Ms. Karen Beck** made a motion to accept the minutes as presented, which was seconded by **Ms. Virginia Harris**. The **motion to approve the minutes, as presented, passed unanimously.**

GUEST COMMUNICATIONS

Mr. Gynn said there were no guests in attendance and moved on to the General Manager's report.

GENERAL MANAGER'S REPORT

Ms. Claudia Amrhein said it was good to see everyone and noted that Mr. Justin Markey was not attending tonight because his son's lacrosse team made the finals, which were being held at Saint Ignatius High School in Cleveland. She said the Administration Committee couldn't meet tonight; however, they met last month to start the process of accepting nominations for officer positions. If anyone is interested, they should contact Ms. Karen Wise or Ms. Fletcher. The current officers are Mr. Dave Gynn, as President; Mr. Mike Lewis, as Vice President; and Ms. Karen Wise, as Temporary Presiding Officer. There will be two presentations tonight. First, Ms. Kelly Jurisch will share some information about the FORE! Transit Golf Outing, which occurred last Friday. It was a great event and it turned out to be a beautiful day. Second, she and Mr. Brian Trautman will talk a little bit about the soft launch in June of the new service roll out with the new software platforms. She concluded by saying she would be happy to answer any questions.

Hearing none, Mr. Gynn thanked Ms. Amrhein for her very thorough report and moved on to the committee reports.

ADMINISTRATION COMMITTEE REPORT

Mr. Gynn said the Administration Committee did not meet. He said the only committee that met was the Finance Committee and he asked Mr. Frank Vitale to give that report.

FINANCE COMMITTEE REPORT

Mr. Vitale started with PARTA and said total revenue as of April 30 was \$1,164,306. Because government financing and funds come in at different rates, it's hard to look at one month. Looking at the year to date, actual revenue against budget was over by \$78,059, which was good. Expenses were good too as far as actual versus budget through the period. The Kent Central Gateway (KCG) was also tracking very well against the total revenue and only down slightly since last month. There was also a kick in income from the leasing of some of the commercial space. The balance sheet showed that KCG paid a loan back to PARTA and he asked Ms. Rebecca Schrader for an explanation.

Ms. Schrader said KCG paid PARTA \$166,000. These funds were loaned to KCG. The first two years, 2013 and 2014, when KCG was running at a loss, it was a shared expense per the contract between PARTA and the City of Kent. They decided to pay those outstanding payables back from the proceeds from last year into what's called the Waterfall Account.

Mr. Vitale asked how much more was owed.

Ms. Schrader said the whole amount is \$146,000 that KCG needs to pay back. A small portion of that goes to the City of Kent and then the remainder comes back to PARTA.

Mr. Vitale concluded his report by clarifying that \$146,000 was still due.

Ms. Schrader said that is what is still due from the more recent COVID deficit year. The long payables that had been sitting on the books were paid.

Mr. Gynn asked if there were any questions for the Finance Committee. Hearing none, he urged anybody who is interested to attend the open Finance Committee meeting the Tuesday before the Board meeting each month.

OPERATIONS COMMITTEE REPORT

Moving on, Mr. Gynn said the Operations Committee did not meet.

PERSONNEL COMMITTEE REPORT

Mr. Gynn said the Personnel Committee did not meet.

OLD BUSINESS

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

NEW BUSINESS

Mr. Gynn asked Ms. Jurisch for her presentation on the golf outing.

Ms. Jurisch provided her PowerPoint on the golf outing, which is attached.

Following the presentation, Mr. Gynn thanked Ms. Jurisch and said the golf outing is a lot of fun and provides a lot of camaraderie, which is appreciated; but the real benefit is the money that goes to the agencies that provide free transportation for people who can't afford it. It's not too late if anyone on the Board would like to contribute. He then asked Ms. Amrhein and Mr. Trautman for their presentation.

Ms. Amrhein and Mr. Trautman presented a PowerPoint on the soft launch of the new software that has been installed, which is attached.

Following the presentation, Ms. Jurisch asked if there were any questions.

Ms. Karen Beck asked how many students ride buses to the high schools.

Mr. Trautman said he doesn't know what that count would be for Kent and Ravenna schools, which are both serviced by PARTA, because youth passes are sold to both schools and to any youth.

Ms. Jurisch said Passio GO! will provide that data because it will log when a rider gets on and off the bus.

Mr. Trautman said there are a lot of cool things about Passio GO! that will be further discussed going forward. Ms. Schrader does a lot of NTD reporting and must figure out the difference between revenue miles and deadhead miles. This program does all that. The driver doesn't hit start until they get to the beginning of the route. From the time the bus starts to the time it gets to that point, it's logging the deadhead miles, which must be reported. There was a lot of NTD reporting and other things that were labor intensive before that will now be available in a reporting function. The available technology will be used in a more economical way. CTS has been handling demand response, even though they're the project lead. Passio GO! is handling AVL and the trip planning function for the buses. They have a device that goes in all the buses, which have all been installed by PARTA, that's called the Vehicle Location Unit (VLU). That VLU works separately from the tablet that's running in the bus. Both are products of Passio GO!, which are shown on the dispatch screen, and provide the ability to see what's going on and where there's trouble. If the signal is lost on both, they're probably in KCG underneath about 20 feet of concrete. There are a couple spots that have some issues that are being worked on. The plus sides are the account-based ticketing platform; not as much responsibility for money counting; and NTD reporting and tracking of information, like alighting. Overlaying that with the census data coming in and identifying low income or single parents without cars, it turns out that's where there are a lot of people getting on and off the bus. So, maybe service needs to be beefed up in that area. There is the ability to be a lot more analytical now with this new technology and it provides a better understanding of where the needs are and how that's going to be different moving forward because some of these routes are legacy routes that have been in place since the early 80s/late 70s.

Mr. Vitale asked how he would buy a smart pass for his aunt who lives in Detroit.

Mr. Trautman said he would get on the EZfare app and open an account for his aunt in Detroit. He would put his credit card number in and put however much money he wanted in her account. If he had her cell phone ID, like what's used when turning on a hot spot, he could enter her cell phone in there as the device ID and then she could use that account with her cell phone to travel to Akron, from Akron to Cleveland, from Cleveland to Laketran, all the way across. These transits are using the same system and validators so the same account can be used to travel around Cleveland. Anyone can ride on their buses, and it will deficit their account based on their fare structure. When the rider hits PARTA's system, PARTA's fare structure will start. Fare capping has yet to be combined so universally the transits haven't determined what the maximum fare would be if someone rode through all seven systems in a day. Currently, the maximum fare will be whatever the maximum fare is for each transit combined.

Mr. Vitale asked if his aunt would get a pass like a gift card if she didn't have a smartphone and how she would use it.

Mr. Trautman said smart cards do the same thing as a cell phone. She would just tap it like any other chipped card. The smart card is the only thing that he has not personally tested. The only floating piece right now on the supplier's part is a CSV file that they're trying to put together that needs to be put in the system.

Ms. Jurisch said the smart cards say EZfare on the front.

Ms. Beck asked if the new fare box had a slot on top to take coins and bills.

Mr. Trautman said it will take currency. No more tokens will be given out. There is a printable QR code on the EZfare site that can be used to purchase a \$1 regular fare, or 50 cents reduced fare, that is good for one way.

Hearing no further discussion, Mr. Gynn moved on to the resolutions.

RESOLUTIONS

Mr. Gynn said Ms. Amrhein's report stated there was potentially one resolution for the construction bids for the entrance to the bus garage, but they came in high, and another avenue was being considered. So, there were no resolutions.

Moving on, Mr. Gynn said the next meeting is scheduled for June 22. Instead of having a meeting, Board and staff members, and their families, are invited to attend the RubberDucks game. Transportation will be provided from PARTA to the game, or anyone can provide their own transportation and meet there. He asked if a trolley would be used for transportation.

Mr. Trautman said a trolley could be used if the Board wanted.

Ms. Jurisch said the trolley would leave around 5:30 p.m. from PARTA and dinner is open for two hours.

Mr. Gynn said Ms. Fletcher will send an email with the details. He asked everyone to make sure to respond.

EXECUTIVE SESSION

Moving on, Mr. Gynn said there was no need for an Executive Session. He asked if anybody else had any other comments.

ADJOURNMENT

Hearing nothing further, Mr. Gynn entertained a motion to adjourn. **Ms. Marge Bjerregaard** made a motion to adjourn the meeting, which was seconded by **Ms. Stacey Wilson**. Mr. Gynn asked all in favor to signify by aye. He asked any opposed the same sign. Hearing none, the motion to adjourn passed unanimously.

The meeting adjourned at 7:37 p.m.

Respectfully submitted,



Marcia Fletcher
Executive Assistant



FORE! Transit (Friends of Riders) foundation works in conjunction with PARTA to help the most vulnerable in our community by supporting non-profit agencies whose mission aligns with that of FORE! Transit.

1

What is FORE! Transit?

FORE! Transit, formerly known as Portage Public Transportation Assistance Foundation, Inc. (PPTAFI), is a 501(c)3 non-profit foundation established by PARTA to:

- **Assist people in Portage County who have difficulty affording public transportation**
- **Provide an avenue to work collaboratively with area agencies that serve low-income individuals who need public transportation**
- **Give businesses and individuals an opportunity to make tax deductible charitable contributions, which help people in need of public transportation**

2

Who do we serve?



Through our subsidized fare program, PARTA awards, half the cost of full fare passes to area agencies whose clients need our service and wouldn't be eligible for discounted fares otherwise.



Such agencies include:

- Catholic Charities
- Center of Hope
- Coleman Professional Services
- Freedom House
- Haven of Portage County
- Housing and Emergency Support
- Kent Social Services
- Miller House
- Passages
- PCJFS
- Portage Area Recovery
- PMHA
- Safer Futures
- Townhall II

3

The Center of Hope "The hand that feeds"



4



Freedom House

- Providing hope and shelter for our Veterans

5



Providing shelter for families

The Haven and the Miller House

6

May 19, 2023

- FORE! Transit hosts an annual fundraising golf event to support unmet transportation needs in Portage County and to assist other local non-profit agencies whose mission aligns with ours.
- Held at Paradise Lakes County Club in Suffield



7

A stylized illustration of a green golf green with a red flag on a black hole, set against a light blue sky. The green is a vibrant green color, and the flag is a bright red. The hole is a simple black circle with a black flagstick. The background is a light blue sky with a white horizon line.

How can you help?

- Donate
- Participate
- Volunteer
- Spread the word


8



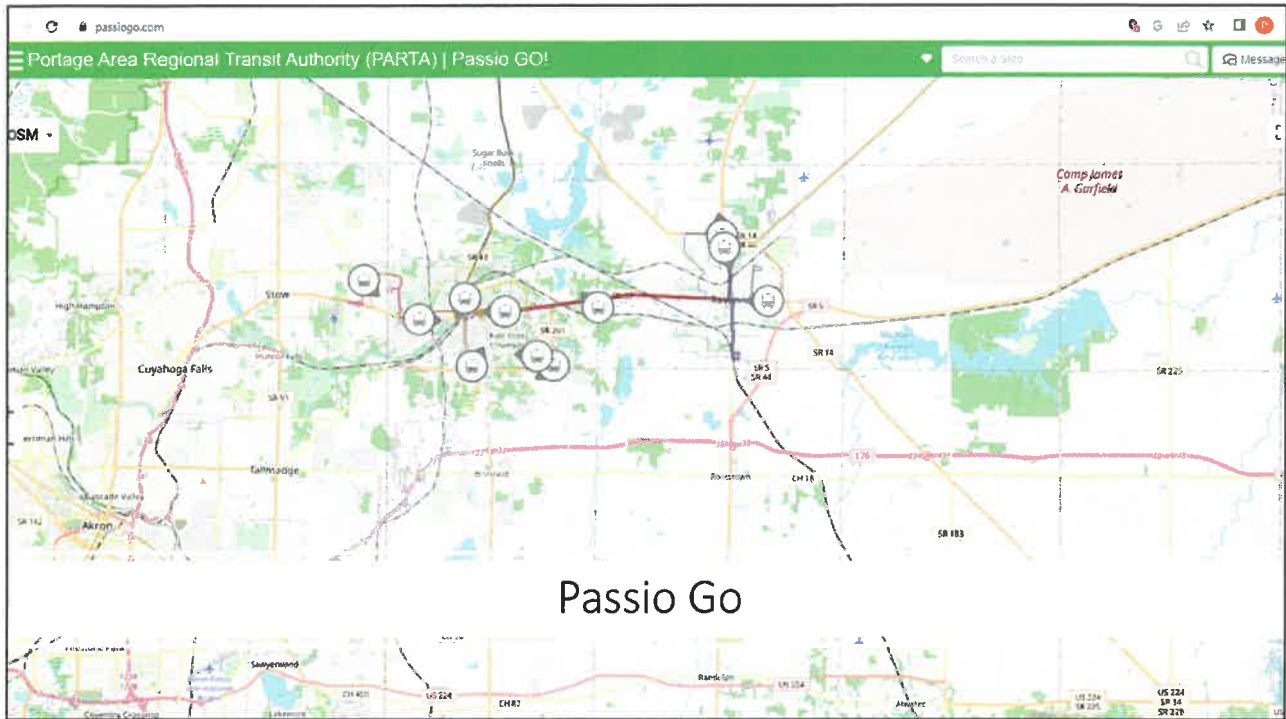
1

Coming soon...

- New App – Passio Go
- TripPortal – Passenger scheduling tool for DR
- PARTA Ride – New bus stop signs
- Payment Methods
- Updated Schedules
- Advertising Campaign
- T-shirts



2



3



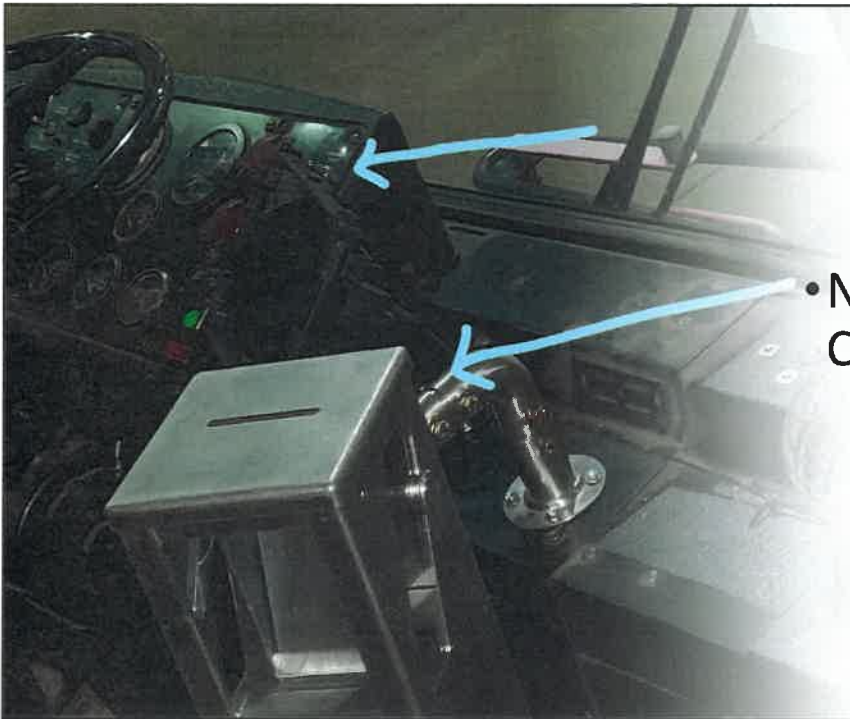
4



Old Set-up

- Radio above the driver
- AVL on the dash
- Trapeze Farebox

5



- New Configuration
- Radio on the dash
- Money Vault

6



7

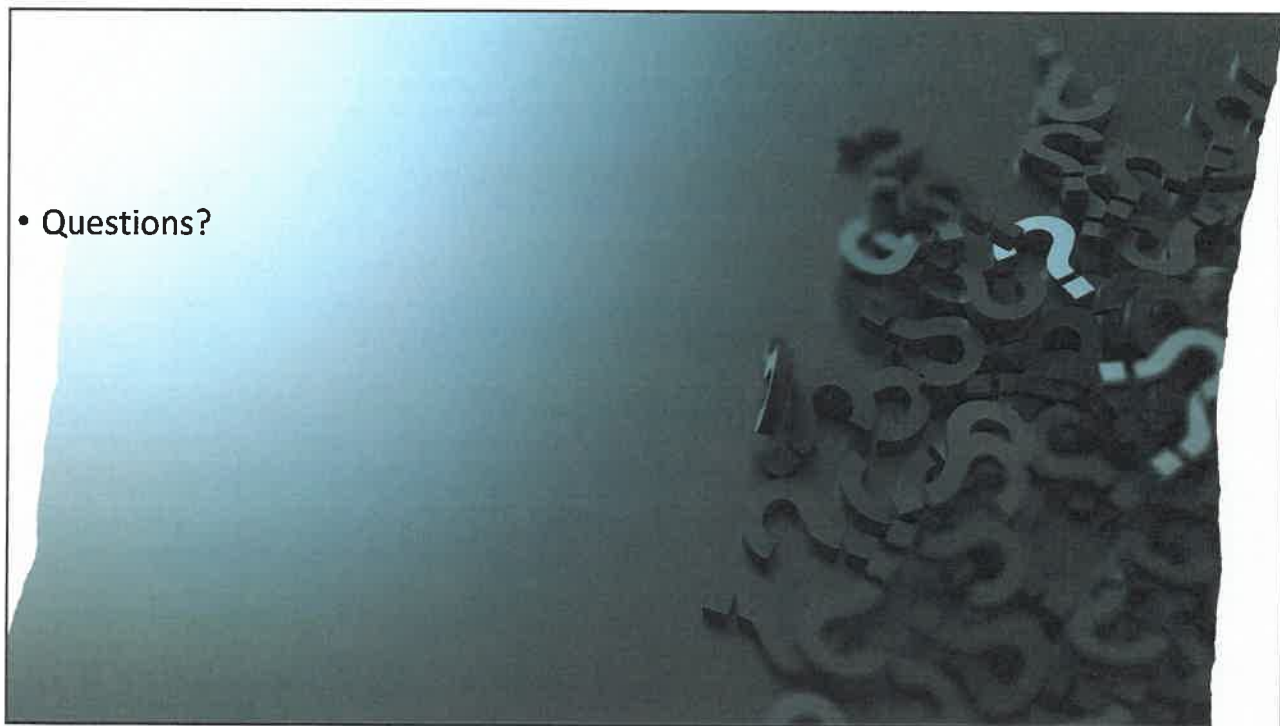
Getting the word out:

- Free Fares, June 5 – July 8
- Working with Agencies, one-on-one
- Community conversations
- KCG tables to talk with clients directly
- Employee meetings and trainings
- Website (QR Code) and Social Media
- Passio Go Messaging

8



9



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