BOARD APPROVED 1/28/2021

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY

BOARD OF TRUSTEES MEETING MINUTES

Held Remotely Via Zoom

December 17, 2020

Board Members Participating:
Karen Beck         Debbie Davison         Jack Murphy
Marge Bjerregaard  David Gynn, President  Morgan Tipton
Richard Brockett   Michael Lewis, Vice President  Karen Wise, TPO
Jeff Childers      R. T. Mansfield      Marvin Woods

Staff Participating:
Claudia Amrhein    Kelly Jurisch        Clayton Popik
Denise Baba        Justin Markey, Legal Counsel  Rebecca Schrader
Marcia Fletcher

Board Members Not Participating:
Virginia Harris (3rd excused absence)  Frank Vitale (2nd excused absence)

Guests Participating:
None.

CALL TO ORDER
Vice President Michael Lewis welcomed everyone to the December 17, 2020, Board of Trustees meeting and called the meeting to order at 7 p.m. He asked Ms. Marcia Fletcher to call the roll.

Ms. Fletcher then called the roll, and a quorum was participating.

Mr. Lewis entertained a motion to adopt the minutes from the November 19, 2020, Board meeting. Mr. R. T. Mansfield made a motion to accept the minutes as presented, which was seconded by Ms. Karen Beck. Mr. Lewis asked if there was any further discussion. Hearing none, he asked all those in favor to respond by saying aye. He asked if anyone opposed. Hearing none, he said the motion to approve the minutes, as presented, passed unanimously.

GUEST COMMUNICATIONS
Mr. Lewis said Guest Communications is not required due to COVID-19 and moved on to the General Manager’s report.
GENERAL MANAGER’S REPORT

Ms. Claudia Amrhein thanked everyone for joining the meeting tonight. She said she doesn’t have anything to report other than what’s in her Board report. One new item is that PARTA learned today that it received a Connecting Communities grant through AMATS to study transit, pedestrian, and safety improvements along the portion of S. R. 59 between Horning Road and S. R. 261. Those Board members who were on the Board a year ago will remember that PARTA applied for this grant and then it got delayed due to COVID-19. AMATS has since picked that process back up.

Ms. Marge Bjerregaard asked how long that study will take.

Ms. Amrhein said the study will be done in 2021, which will then position PARTA to be able to work with Franklin Township to apply for funds for those improvements, which will take years to complete. She asked if there were any questions.

Ms. Karen Beck said Ms. Amrhein’s report is always so well done that it’s hard to come up with questions.

Ms. Amrhein thanked Ms. Beck and said she tries to be clear and keep it to the high points.

Mr. Lewis thanked Ms. Amrhein and agreed with Ms. Beck. He said Ms. Amrhein always puts a lot of time into her report and conveys well what’s going on within PARTA, which is appreciated. He then moved on to the committee reports.

ADMINISTRATION COMMITTEE REPORT

Mr. Lewis said the Administration Committee did not meet.

FINANCE COMMITTEE REPORT

Mr. Lewis said the Finance Committee met via Zoom. Last month, the budget was discussed; this month, October and November were discussed, focusing on November. There weren’t many changes between October and November. Some of the highlights, looking at Finance Report A, KSU Revenues exceeded budget this month; however, year-to-date it’s $520,522 short of budget. The future will depend on how the new year rolls out. The last part of the CARES Act money was used in the amount of $465,353, which brought the total for the year to $4,097,737. Federal Capital Maintenance. A discussion occurred about what’s going to happen next year and if any of that money will be available. There are no answers at this point. Revenues did well against budget. Expenses. The only thing that’s a little bit high is Employee Health Insurance, which can’t be controlled. PARTA did a great job with expenses on salaries and maintenance. The total operating for the current period is $721,726 against the Monthly Budget of $66,587. Year-to-date Actual is about $5.6 million. It has been a strong month. There were not a lot of adjustments on the Capital Finance Report. There was a drawdown of $363,840 to cover expenses on the Bus Storage Facility (5339) from the previous month. Restricted showed there were Four (4) Diesel Transit Buses scheduled for 2020, but those have been delayed until May 2021. However, five (5) LTV buses arrived last week. Restricted funds will help replace some buses that are coming up in the future because those will be big expenses. PARTA is continuing strong considering everything that’s going on.

Moving on to the Kent Central Gateway (KCG), Mr. Lewis said there have been some difficulties. Year-to-date is 49% below when looking back at parking numbers. The parking deck isn’t being used. The hotel has not been open, and Kent State University (KSU) students are not using the deck as much. There was a small profit this month but it’s still behind for the year, which is a direct correlation to what’s going on with the numbers. Year-to-date Actual is down $127,066. Ms. Schrader projected out a deficit of $139,640 for the year even though adjustments have been made. There are some expenses that PARTA is not able to recover or revenue that it is not able to replace. The Finance Committee did talk about the three (3) resolutions, which were all recommended for advancing to the Board for approval.

PARTA Board Meeting Minutes
December 17, 2020
Ms. Wise asked what caused the uptick or positive margin.

Mr. Lewis said there was an increase in traffic that stabilized at least for those months, although that may or may not continue, and an adjustment was made.

Ms. Schrader said there was a $10,769 invoice in August for a software upgrade. After a review and an audit, it was determined that it should have been booked as a fixed asset and not an operating expense. As a result, $10,769 was deducted from operating expenses and booked on the Statement of Net Position.

Mr. Lewis noted that it’s listed under Parking Control Equipment under Variance on the Statement of Net Position, which is report C. He said that was reversed and shows as income now in a better category. He asked if there were any other questions on finance. Hearing none, he thanked Ms. Schrader and her team for all their time.

**OPERATIONS COMMITTEE REPORT**

Mr. Lewis said the Operations Committee did not meet.

**PERSONNEL COMMITTEE REPORT**

Mr. Lewis said the Personnel Committee did not meet.

**OLD BUSINESS**

Mr. Lewis asked if there was any Old Business that needed to be brought to the Board. Hearing none, he moved on to New Business.

**NEW BUSINESS**

Mr. Lewis said there is a presentation on the Americans with Disabilities Act (ADA).

Ms. Denise Baba provided a PowerPoint presentation on ADA, which is attached. She then asked if there were any questions.

Ms. Wise asked if services were currently being provided to the 184 individuals who have evaluations pending and if testing was still available.

Ms. Baba said they’re still receiving services until they get a letter from **PARTA** telling them that they need to have that evaluation. Testing is still available and is done through Western Reserve Hospital in Cuyahoga Falls.

Ms. Jurisch said there have been around 14 assessments a month.

Ms. Baba said the assessments are continuing. A letter goes out that indicates the individual needs to schedule the appointment themselves at Western Reserve Hospital. If they need a ride to Western Reserve Hospital, **PARTA** will provide them with that ride to ensure they’re able to get to the hospital and back home again. **PARTA** pays the fees for the assessment. The only thing that the person applying for eligibility needs to do is make an appointment that fits into their schedule.

Mr. Lewis asked if there were any other questions for Ms. Baba. He said it has been a big effort to try to get everybody through the process. He thanked everyone for their continued work on this. He asked if there was anything else to add under New Business. Hearing none, he said the last thing on the agenda was the three (3) resolutions.
Resolutions

Mr. Lewis started with Resolution #2020-12-01.

#2020-12-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PARTICIPATE IN AND CONTRIBUTE TO RISK POOLING WITH THE OHIO TRANSIT RISK POOL.

Ms. Amrhein said this is an annual resolution authorizing participation in the Ohio Transit Risk Pool (OTRP). This is where PARTA pools its risk with other transit authorities to cover all liability, accidents, collisions, etc. Because it is more than $100,000, a Board Resolution is needed to authorize that expenditure.

Mr. Lewis thanked Ms. Amrhein and asked for a motion.

Motion: Marge Bjerregaard  Second: R. T. Mansfield

Mr. Lewis asked if there was any further discussion on the resolution. Hearing none, he asked all those in favor to signify by saying aye; any opposed, say no. He asked if there were any abstentions. Hearing none, he asked Ms. Fletcher for a roll call.

Roll Call:

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Mr. Lewis said the resolution passed and the next item is Resolution #2020-12-02.

#2020-12-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES APPROVING EXPENDITURES FOR LICENSING AND MAINTENANCE WITH TRAPEZE SOFTWARE GROUP.

Mr. Lewis asked Ms. Amrhein if she had anything she would like to add.

Ms. Amrhein said this is another large purchase. Trapeze Software Group is the backbone of all the systems that run PARTA. Every electronic device is somehow tied to Trapeze Software Group for all PARTA’s transit services. This annual resolution authorizes PARTA to pay the fees to keep all of that running.

Mr. Lewis thanked Ms. Amrhein and asked for a motion to approve.

Motion: Karen Beck  Second: Debbie Davison

Mr. Lewis asked for a roll call, and Ms. Fletcher called the roll.
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Mike Lewis  
Virginia Harris **EXCUSED**  
Debbie Davison  
Jeff Childers  
Richard Brockett  
Marge Bjerrengaard  
David Gynn

Mr. Lewis said Resolution #2020-12-02 is approved and the last one is #2020-12-03.

#2020-12-03: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE AWARD OF A CONTRACT TO GLADIEUX TRADING AND MARKETING CO LP TO PROVIDE DIESEL AND GASOLINE FUEL FOR 2021 AND AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO SIGN A FEDERAL EXCISE TAX EXEMPTION CERTIFICATE ON BEHALF OF PARTA. THIS IS A JOINT PURCHASING VENTURE WITH AKRON METRO RTA, WESTERN RESERVE RTA AND STARK AREA RTA, ET AL.

Mr. Lewis then called on Ms. Amrhein.

Ms. Amrhein thanked Mr. Lewis and said this is another large purchase but slightly different from the others. Because PARTA is doing a joint procurement for fuel and it is a low bid process, those bids are opened on a specific day and time and the contract must be awarded sometime that afternoon. The Board preauthorized PARTA to execute that contract in June and now this resolution will ratify the award of that contract. The great news is PARTA will be saving some money next year.

Mr. Lewis thanked Ms. Amrhein and asked for a motion to approve Resolution #2020-12-03.

**Motion:** Morgan Tipton  
**Second:** Marvin Woods

Mr. Lewis then asked for a roll call, and Ms. Fletcher called the roll.

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Mr. Lewis thanked Ms. Fletcher and said Resolution #2020-12-03 is approved.

Mr. Lewis said there’s no need for an Executive Session and asked for a motion to adjourn.

**ADJOURNMENT**

Ms. Marge Bjerrengaard made a motion to adjourn the meeting, which was seconded by Ms. Debbie Davison. Mr. Lewis asked all those in favor to say aye and opposed the same sign. The motion to adjourn passed unanimously.
The meeting adjourned at 7:36 p.m.

Respectfully submitted,

Marcia Fletcher
Executive Assistant
PARTA
Transportation Assessment for ADA Applicants

The Americans with Disabilities Act (ADA)

Civil rights act for the disabled
- Prohibits discrimination
- Guarantees opportunities
The Americans with Disabilities Act

- Four main titles
  - Title I - Employment
  - Title II - State and local government agencies & public transportation
  - Title III - Public Accommodations
  - Title IV - Telecommunication

Title II – Public Transportation

"No entity shall discriminate against an individual with a disability in connection with the provision of transportation service."

- Code of Federal Regulations
Fixed Route Service

- Accessible to disabled and nondisabled individuals
  - Lifts and ramps on buses
  - Priority seating and securement area
  - No obstructions at bus stops
  - Adequate time for passenger boarding and alighting
  - Stop announcements

Complementary Paratransit

- Required by ADA
- "Safety net" for those unable to use fixed route system
- Prioritized & integrated on small buses
Complementary Paratransit

- Must be comparable to fixed route service
- ADA corridor = within 3/4 of a mile on each side of a fixed route
- Next-day service; same hours and days fixed route operates
- Fare cannot be more than 2x that charged for regular fixed route service

ADA vs Dial-a-Ride

**ADA**
- Aligned with fixed route service area
- Same hours as fixed route service
- Must meet eligibility requirements
- Next day service
- Fare $2 (2 x $1 fixed route fare)
- Service prioritized over Dial-a-Ride

**Dial-a-Ride**
- County-wide (no service within 3/10th mile of fixed route)
- Service hours mirror fixed route service
- Anyone can book a ride
- Request trip up to 3 days in advance
- Fare
  - $6 single ride
  - $3 single ride reduced fare
Who can use paratransit service

Defining *DISABILITY*
- Physical or mental impairment
- Substantially limits major life activities
- A history or record of impairment
- Perceived by others as having impairment
- Specific impairments not named in Act

PARTA’s Eligibility Process

Prior to 2020
- Passenger completes **PARTA** form
- Medical professional authorization
- No independent functional evaluation
What changed?

- Modification of Dial-A-Ride service
  - 3/10th mile zone
  - Fare increase from $4 to $6 (reduced fare from $2 to $3)
2020 Eligibility Process Update

Physical assessment now part of application process
- Accurately and thoroughly identify conditions under which use of fixed-route transit is appropriate and reasonable
- Identify specific trips that can be made by fixed-route transit
- Emphasis placed on functionality

Western Reserve Hospital

- Located in Cuyahoga Falls
- Highly-trained therapists
- **PARTA** to transport free of charge
- **PARTA** to pay for each assessment
What's Evaluated

- Mobility
- Balance
- Functional tolerance
- Functional reach
- Functional awareness
- Cognitive Functionality

PARTA's Initial numbers

- There were 411 individuals registered users of paratransit service as of December 31, 2019
- PARTA averaged more than 1,000 paratransit trips per month in 2019
The New Process

Initiated January 2020
- ADA registrants contacted on rolling basis
- Mailings sent every 2 weeks
- 12 - 14 letters per mailing

Current numbers

- 296 remain on PARTA's ADA list as of December 2020
  - 112 individuals have completed functional assessments
  - 184 individuals have evaluations pending
More current numbers

- 115 individuals opted out by failing to respond
- No one assessed denied paratransit service

Questions ???