PARTA
Board of Trustees Meeting via Zoom **June 25, 2020 @ 7 p.m.**

Agenda

1. Call to Order — Oral
   Roll Call

2. Meeting Minutes
   Minutes from May 28, 2020, Meeting (Motion Required) — Attachment 2a

3. Guest Communications (Due to COVID-19, not required) — Oral

4. General Manager's Report — Attachment 4

5. Committee Reports
   a. Administration — Scheduled Zoom Meeting 6/25/2020
   b. Finance — Scheduled Zoom Meeting 6/23/2020
   c. Operations — Did Not Meet
   d. Personnel — Did Not Meet

6. Old Business

7. New Business

8. Resolutions - Roll Call Approval Required

#2020-06-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO ENTER INTO A CONTRACT WITH THE LOWEST, MOST RESPONSIVE BIDDER FOR THE PURCHASE OF DIESEL AND GASOLINE FUEL. THIS IS A JOINT PURCHASING VENTURE WITH AKRON METRO RTA, WESTERN RESERVE RTA, AND STARK AREA RTA, ET AL.

#2020-06-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AWARDING A CONTRACT TO _____, THE MOST RESPONSIVE AND RESPONSIBLE PROPOSER FOR INFORMATION TECHNOLOGY (IT) MANAGED SERVICES.

#2020-06-03: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE FILING OF A PROPOSAL WITH THE AKRON METROPOLITAN AREA TRANSPORTATION STUDY FOR GRANTS THROUGH THE U.S. D.O.T. FEDERAL TRANSIT ADMINISTRATION (FTA), AS AUTHORIZED UNDER FEDERAL TRANSIT LAWS, AS CODIFIED, 49 USC SECTION 5310 AS THE ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM AND EXECUTING A CONTRACT WITH AMATS AND THE LOCAL DESIGNATED RECIPIENT UPON PROJECT APPROVAL.

9. Executive Session (if needed) – Roll Call Approval Required

10. Adjournment

Next Regular Meeting: **July 23, 2020 @ 7 p.m.**

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY

BOARD OF TRUSTEES MEETING MINUTES

Held Remotely Via Zoom

May 28, 2020

Board Members Participating:

Rick Bissler, President	Dave Gynn, Vice President	Morgan Tipton
Marge Bjerregaard	Virginia Harris	Frank Vitale
Richard Brockett	Michael Lewis	Karen Wise
Debbie Davison	Jeremy Moldvay, TPO	

Board Members Not Participating:

Jeff Childers (1st excused absence)
Brian Gray (1st unexcused absence)
Tim Lassan (3rd excused absence)

Staff Participating:

Claudia Amrhein	Kelly Jurisch	Rebecca Schrader
Denise Baba	William Nome, Legal Counsel	Brian Trautman
Marcia Fletcher	Clayton Popik	

Guests Participating:

None.

CALL TO ORDER

President Rick Bissler welcomed everybody to the May 28, 2020, *PARTA* Board of Trustees meeting and called the meeting to order at 7:09 p.m. An oral roll call followed, and **a quorum was participating.**

Moving on, Mr. Bissler said the meeting minutes for the February 27, 2020, Board meeting were distributed, and he entertained a motion to accept. Mr. Dave Gynn made a motion to approve the minutes as presented. Mr. Jeremy Moldvay seconded the motion. **Motion to approve the minutes, as presented, passed unanimously.**

GUEST COMMUNICATIONS

None.

GENERAL MANAGER'S REPORT

Mr. Bissler said the General Manager's report was distributed and he asked Ms. Claudia Amrhein to provide details.

Ms. Amrhein thanked everybody for making the changes necessary due to the current times. She said *PARTA* has continued operating during COVID-19 with updates to Board members throughout these last couple months. She appreciates the Board's trust. Service will be ramped up again on June 1 with a whole array of safety protocols in place for drivers and passengers. She concluded by saying she would be happy to answer any questions.

Mr. Dave Gynn asked if any employees from *PARTA* have been affected by or come down with COVID-19.

Ms. Amrhein said no.

Mr. Bissler asked if there was anything else for Ms. Amrhein. Hearing nothing further, he moved on to the committee reports starting with the Administration Committee. He asked Ms. Karen Wise to give an overview.

ADMINISTRATION COMMITTEE REPORT

Ms. Wise said the Administration Committee met this evening prior to the Board meeting. The members include herself, Mr. Richard Brockett, and Mr. Jeremy Moldvay. Terms are ending at the end of June for the President, which currently is Mr. Bissler; Vice President, which currently is Mr. Gynn; and Temporary Presiding Officer, which currently is Mr. Moldvay. The committee is looking for interested Board members for those positions; specifically, the Temporary Presiding Officer, which will be open. She asked any Board members who were interested in any of those positions to contact her outside of this meeting. She said there will also be another opportunity at the June meeting to speak up.

Mr. William Nome said nominations can be taken from the floor right up until the election. Having a slate of candidates ahead of time would be nice. If there was somebody who was disinclined to run because they didn't want to compete with someone else, there will definitely be one (1) open seat. A decision does not have to be made tonight. Ms. Wise will bring this up again and she will be open to suggestions from anybody who wants to email or talk to her personally.

Ms. Wise said she will email all the Board members, so they have her contact information. Moving on, she said three (3) resolutions were discussed: 05-02, 05-03, and 05-04. Ms. Amrhein presented the three (3) resolutions and the Administration Committee approved recommending them to the Board for consideration tonight. That concluded the meeting.

Mr. Bissler asked if there were any questions. Hearing none, he said the Finance Committee met on Tuesday and he asked Mr. Mike Lewis to provide a report.

FINANCE COMMITTEE REPORT

Mr. Lewis said the Finance Committee met on Tuesday, with Mr. Gynn participating, along with staff. *PARTA* is amid the state audit right now, which is going well. Sales tax on April revenues is OK but will be impacted moving forward with the stay at home order. *PARTA* did receive $4 million in CARES Act money for operations, which will help. Professional Services is still a little higher than normal due to IT related matters. This has been discussed in the last couple meetings and is moving forward. Capital projects have not been affected, so that's moving forward. The *PARTA* side looks good considering everything. Expenses are a little higher but still in line with what was projected. Kent Central Gateway (KCG) is a little different. Nothing is coming in and expenses are still going out because some staff are still working, which has resulted in a loss of about $16,000 in this last period. People aren't coming downtown, they're not using the parking, and they're not going to the local businesses, which definitely affects KCG. People aren't going to the hotel, so

those funds are down also. With businesses starting to open back up, hopefully there will be a turnaround within the next couple months and that number will start rising to what was expected. There is a little bit of a negative there due to everything going on. The committee also voted to recommend Resolution #2020-05-01 to the Board for a vote tonight.

Mr. Bissler thanked Mr. Lewis and asked if there were any questions for him or Ms. Rebecca Schrader. Hearing none, he moved on to Old Business.

OPERATIONS COMMITTEE REPORT

This committee did not meet.

PERSONNEL COMMITTEE REPORT

This committee did not meet.

OLD BUSINESS

Mr. Bissler said there is nothing under Old Business.

NEW BUSINESS

Mr. Bissler said there is nothing under New Business, so he moved on to the resolutions.

Resolutions

Mr. Bissler said the first resolution is 2020-05-01.

#2020-05-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PURCHASE UP TO FIVE (5) LIGHT TRANSIT VEHICLES (LTVs) OF WIDE BODY CONSTRUCTION, OPTIONAL EQUIPMENT AND SPARE PARTS FROM TRANSPORTATION EQUIPMENT SALES CORPORATION (TESCO).

Mr. Bissler entertained a motion.

Motion: Marge Bjerregaard **Second: Debbie Davison**

Mr. Bissler asked if there were any questions or discussion. Hearing none, a roll call vote was taken.

Roll Call:	**Yes**	**No**		**Yes**	**No**
Karen Wise	_X_	____	Marge Bjerregaard	_X__	____
Virginia Harris (no response as she was still trying to connect to audio)			Brian Gray	**UNEXCUSED**	
Jeremy Moldvay	_X__	____	Richard Brockett	_X__	____
David Gynn	_X__	____	Morgan Tipton	_X__	____
Frank Vitale	_X__	____	Jeff Childers	**EXCUSED**	
Michael Lewis	_X__	____	Debbie Davison	_X__	____
Timothy Lassan	**EXCUSED**		Rick Bissler	_X__	____

Mr. Bissler then moved on to Resolution #2020-05-02.

#2020-05-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION (FTA), AN OPERATING ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR FEDERAL TRANSPORTATION ASSISTANCE AUTHORIZED BY 49 U.S.C. CHAPTER 53, TITLE 23, UNITED STATES CODE, AND OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION (FTA).

Mr. Bissler entertained a motion.

Motion: Debbie Davison **Second: Mike Lewis**

Mr. Bissler asked if there were any questions. Hearing none, he asked Ms. Amrhein to comment.

Ms. Amrhein said this is a standard annual template resolution for FTA grant applications. It is passed every year so grant applications can be prepared.

A roll call vote was then taken.

Roll Call:	**Yes**	**No**		**Yes**	**No**
Michael Lewis	_X__	____	Brian Gray	**UNEXCUSED**	
Virginia Harris (no response as she was still trying to connect to audio)			David Gynn	_X__	____
Debbie Davison	_X__	____	Richard Brockett	_X__	____
Karen Wise	_X__	____	Jeff Childers	**EXCUSED**	
Morgan Tipton	_X__	____	Frank Vitale	_X__	____
Jeremy Moldvay	_X__	____	Marge Bjerregaard	_X__	____
Timothy Lassan	**EXCUSED**		Rick Bissler	_X__	____

Mr. Bissler then moved on to Resolution #2020-05-03.

#2020-05-03: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE FILING OF APPLICATIONS WITH THE OHIO DEPARTMENT OF TRANSPORTATION (ODOT) FOR FY 2021 TRANSPORTATION ASSISTANCE GRANTS. THESE GRANTS MAY INCLUDE THE OHIO ELDERLY AND DISABLED TRANSIT FARE ASSISTANCE PROGRAM, THE URBAN TRANSIT PROGRAM, AND THE OHIO TRANSIT PARTNERSHIP PROGRAM.

Mr. Bissler entertained a motion.

Motion: Marge Bjerregaard **Second: Jeremy Moldvay**

Mr. Bissler asked if there were any questions. Hearing none, he asked Ms. Amrhein to fill in some of the details.

Ms. Amrhein said this is a similar resolution. It's an annual template that needs to be put in place every year so funding can be applied for through the Ohio Department of Transportation (ODOT). These are standard formula grants received and discretionary competitive grants that are submitted each year.

Roll Call:	Yes	No		Yes	No
Jeff Childers	EXCUSED		Richard Brockett	_X__	____
Marge Bjerregaard	_X__	____	Brian Gray	UNEXCUSED	
Frank Vitale	_X__	____	Morgan Tipton	_X__	____
Timothy Lassan	EXCUSED		David Gynn	_X__	____
Karen Wise	_X__	____	Debbie Davison	_X__	____
Jeremy Moldvay	_X__	____	Rick Bissler	_X__	____
Mike Lewis	_X__	____	Virginia Harris	_X__	____

Mr. Bissler then moved on to Resolution #2020-05-04.

#2020-05-04: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES TO AMEND THE PROCUREMENT POLICY, SPECIFICALLY THE POLICY REGARDING CREDIT CARD USE.

Mr. Bissler said this has been discussed before, but asked Ms. Amrhein to talk about it again.

Ms. Amrhein said the Procurement Policy has been amended in compliance with a state auditor's recommendation, particularly regarding the handling of credit cards to prevent fraud. Procedures were already in place, but they weren't formally accepted by the Board into a policy document. This was discussed with the Administration Committee in February and a draft was provided. Due to the suspension of the meetings the last two (2) months, this wasn't able to be brought forward until now. The committee is recommending the Board pass this resolution.

Mr. Bissler asked if there were any questions for Ms. Amrhein.

Mr. Brockett asked how many people on the staff were entitled to have a credit card.

Ms. Amrhein said there are four (4) credit cards but they're on a sign-out basis so for the most part cards aren't distributed. There are some gas cards that are used by maintenance but credit cards such as MasterCard are not.

Mr. Frank Vitale said he thought the policy was well written and comprehensive.

Mr. Bissler asked if there were any other questions. Hearing none, he entertained a motion.

Motion: Marge Bjerregaard **Second:** Virginia Harris

Roll Call:	Yes	No		Yes	No
Jeremy Moldvay	_X__	____	David Gynn	_X__	____
Michael Lewis	_X__	____	Frank Vitale	_X__	____
Jeff Childers	EXCUSED		Richard Brockett	_X__	____
Karen Wise	_X__	____	Virginia Harris	_X__	____
Debbie Davison	_X__	____	Timothy Lassan	EXCUSED	
Marge Bjerregaard	_X__	____	Brian Gray	UNEXCUSED	
Morgan Tipton	_X__	____	Rick Bissler	_X__	____

Moving on, Mr. Bissler asked if there were any announcements.

Ms. Kelly Jurisch said there still is no word about whether the Portage County Fair will go on this year. As everyone knows, the golf outing for this year was cancelled.

ADJOURNMENT

Mr. Bissler asked Ms. Jurisch to let Board members know when she hears about the fair.

Mr. Brian Trautman then used his phone to show Board members the building out back, which is only about a week behind schedule.

Mr. Bissler said it's amazing with all that's going on to only be a week behind. He hoped everybody had a great Memorial Day weekend and asked if anyone else would like to comment.

Mr. Gynn said on behalf of everybody in Portage County, he wanted to thank Ms. Amrhein and the staff for providing an essential service at a time when it was necessary for some people who would not have been able to make it to their doctors' appointments. It has been tough and he's glad that *PARTA* was there serving them in a wonderful way.

Mr. Vitale congratulated Ms. Amrhein on her promotion to president of the state association for transit companies. He asked Ms. Amrhein for a description of the organization and if the association was a political action group.

Ms. Amrhein said OPTA is the trade organization for transit in Ohio. It's an elective process and she was elected president this year. It's a matter of getting people to volunteer and it was her turn. The organization works with lobbyists who are at the General Assembly working on behalf of promoting transit in Ohio. The organization also provides education and resources.

Mr. Vitale asked if a lobbyist was hired to represent the organization in various issues.

Ms. Amrhein said yes, the association does hire the lobbyist, and it's a non-profit association.

Mr. Vitale asked if the first bill that the federal government passed for $3 trillion had a positive impact that trickled down to *PARTA* and if the second bill they're proposing will provide any benefit to the smaller transit companies.

Ms. Amrhein said *PARTA* did receive funding through the CARES Act, which has begun to be drawn down. The FTA did a tremendous job of processing that in a short period of time. They came up with an allocation formula for each transit authority; and once we submitted the application, it was received within a week. Expenses for COVID related work time and materials and products can be submitted through that grant, which will be done monthly now. That has been very helpful to stabilize revenue until the impact becomes clear because the sales tax lags three (3) months behind. March and April's impact won't be known until mid to late summer. To answer Mr. Vitale's second question, she said legislation is being followed and lobbying for additional funding is underway. She's not sure where that's at or whether anything will be received. It's not finalized.

Mr. Bissler asked if there was anything else.

Ms. Wise said she's learning new Zoom tricks every day, such as how to applaud. She proposed that all Board members snap their support for Ms. Amrhein and the team at *PARTA*.

Mr. Bissler concurred and said it's remarkable how the maintenance department was able to put the plexiglass up to separate the drivers. He thanked Ms. Amrhein for the emails that kept the Board up to date with all that was going on.

Mr. Vitale suggested that future meetings be held in the conference room. He said the back part of the conference room where the chairs are could be expanded and everyone could sit apart from each other. The room is a pretty good size, and everyone could wear a mask.

Ms. Amrhein said that will certainly be entertained moving forward. Right now, different facets of operations are still slowly re-opening. The recommendations of Governor DeWine and Dr. Acton are being considered. *PARTA* doesn't want to re-open too soon but still wants to keep services going. She is glad Zoom was launched tonight even with a little bit of difficulty. It would be preferable to meet in person and she would love to have that happen sooner rather than later, but *PARTA* will be very cautious and mindful of everyone's health and safety moving forward.

Mr. Vitale agreed that *PARTA* must be cautious. He asked if it could be mandatory for passengers to wear masks.

Ms. Amrhein said yes, it's going to be mandatory.

Mr. Vitale asked what would happen if a passenger came on the bus and didn't have a mask.

Ms. Amrhein said the first week or so will be used for transitioning. Drivers have been telling passengers that fare will be resumed next week and that facial coverings will be required. It has been posted and there will be a press release out shortly. It's a matter of health, safety and courtesy towards everyone. The bus is a public setting so social distancing is not always possible.. Drivers are wearing masks or facial coverings. They are enclosed with the plexiglass shield and they're going to be given face shields for when they are in close contact with assisting a passenger with tying down their wheelchair and applying their safety belt. All passengers have been asked to wear masks particularly if they're in a more compromised state. A lot of time is spent researching this. With the CDC guidance that has continued to come out, the feeling is that this can be mandated. Some masks will be provided to passengers in the first week. Some free masks are on order from ODOT that can be passed out. If there is a problem with a passenger, a road supervisor will be called, and it will be resolved like any other behavior issue that is encountered. If someone can't wear a mask for a medical reason, that will be handled separately.

Mr. Bissler said this has been a major time-consumer for Ms. Amrhein and her management team. They have done their homework, but there's an awful lot to it. They've done a wonderful job and a lot of it is stuff that the Board doesn't see. It seems like they've done all they need to do to keep the drivers and passengers safe.

Mr. Lewis said the same type thing has been done at the bank and he was surprised at how willing everyone was to go along with it. Many people understand and it isn't something that's going to catch them off guard. There have only been a couple who have said they don't think they should have to do that. For the most part, the vast majority are going to be fine with what is being done.

Mr. Bissler then entertained a motion to adjourn.

Ms. Marge Bjerregaard made a motion to adjourn the meeting. Ms. Virginia Harris seconded the motion.

Mr. Bissler thanked everyone for joining the Board meeting through Zoom. He said he knows there are a lot of people who are not into this technology and this has been a major step. He appreciates Board members taking the opportunity, stepping up and giving it a try.

REVIEWED BY SENIOR STAFF

Motion to adjourn passed unanimously.

The meeting adjourned at 7:45 p.m.

Respectfully submitted,

Marcia Fletcher

Marcia Fletcher
Executive Assistant

PARTA
2000 Summit Road
Kent, Ohio 44240

GENERAL MANAGER'S REPORT

TO: ***PARTA*** **Board of Trustees**

FROM: **Claudia B. Amrhein, General Manager**

DATE: **June 2020**

Committee Meetings and Resolutions. The June meeting agenda includes a resolution to authorize execution of the annual fuel contract at year-end; a resolution to award a contract for managed IT support services; and a resolution to authorize a grant application for 5310 funding through AMATS.

The finance committee will meet remotely via Zoom on Tuesday, June 23, at 11:30 a.m. to review recent financial reports. The committee also will consider *Resolution #2020-06-01* to award a contract for managed IT support services and *Resolution #2020-06-02* to authorize execution of the annual diesel and gasoline fuel purchase contract in December.

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Annual Fuel Contract Authorization. State law and *PARTA's* procurement policy require the board to award contracts for amounts over $100,000. *Resolution #2020-06-01* provides board preauthorization to execute the time-sensitive diesel and gasoline joint fuel purchase contract in early December.

Establishing a contract for the purchase and delivery of fuel is critical to preventing transit service disruption. I am recommending early passage of this vital authority to avoid the possibility of not achieving a quorum later in the year due to inclement weather or disruptions from COVID-19, thereby requiring a special board meeting to be convened in early December. Following the bid opening and execution of the contract, we will prepare a ratifying resolution for the December board meeting.

#2020-06-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AWARDING A CONTRACT TO _____, THE, MOST RESPONSIVE AND RESPONSIBLE PROPOSER FOR INFORMATION TECHNOLOGY (IT) MANAGED SERVICES.

Awarding Contract for Managed IT Services and Support. Since 2014, *PARTA's* transportation services have grown to include two (2) additional public operations - a 24/7/365 public parking deck and a CNG fueling station open for public use. Concurrently, *PARTA* has acquired and relies upon information technology programs, hardware, software and associated communication infrastructure to support these transportation services. During 2019, we focused on developing a strategic and prioritized multi-year capital replacement and budgeting plan for information technology systems working with The Jaekle Group, Inc., our IT service and support partner since 2006.

In March 2020, we issued an RFP for IT managed services to solicit competitive proposals. Following delays due to COVID-19, we received six (6) responsive proposals and this week, we are interviewing the firms ranked highest in the evaluation scoring. We expect to complete the evaluation process and include

the name of the firm identified as the most responsive and responsible bidder offering the best overall value for *PARTA* for consideration by the finance committee on Tuesday.

The administration committee will meet remotely via Zoom on Thursday, June 25, at 6:30 p.m. to review *Resolution #2020-06-03* to authorize grant application submissions for Enhanced Elderly and Disabled (5310) funding through AMATS.

In addition, the administration committee will consider the board officer nominations for President, Vice President, and Temporary Presiding Officer (TPO) for one-year terms beginning in July.

#2020-06-03: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE FILING OF A PROPOSAL WITH THE AKRON METROPOLITAN AREA TRANSPORTATION STUDY FOR GRANTS THROUGH THE U.S. D.O.T. FEDERAL TRANSIT ADMINISTRATION (FTA), AS AUTHORIZED UNDER FEDERAL TRANSIT LAWS, AS CODIFIED, 49 USC SECTION 5310 AS THE ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM AND EXECUTING A CONTRACT WITH AMATS AND THE LOCAL DESIGNATED RECIPIENT UPON PROJECT APPROVAL.

AMATS 5310 Funds Support Enhanced Mobility of Seniors & Individuals with Disabilities. *Resolution #2020-06-03* requests authorization to apply for Section 5310 funds through AMATS to support enhanced mobility for seniors and persons with disabilities. Eligible recipients include local non-profit organizations, local governments, *PARTA*, and Akron METRO. We intend to request funding to replace three (3) Light Transit Vehicles (LTVs) that have exhausted their useful life expectancy for a total project cost of $270,000 at 80% federal 20% local funding split.

Service Reports. ***Ridership.*** Total county fixed route and DART ridership decreased by 36.02% through May, as compared to May 2019 with total county service performing 117,535 trips as compared to 183,699 trips performed through May 2019.

Overall ridership, including campus service, decreased by 41.65%, with campus down by 44.50%. Total system ridership totaled 301,887 as compared to 517,405 through May 2019.

On-Time Compliance. ADA Complementary Paratransit Service. ADA on-time compliance was 93.98% in May as compared to 96.13% in April. Of 399 trips, 24 were performed late, with the latest running 18 minutes behind.

General Public (non-ADA) DART. On-time performance for general public, non-ADA trips remained flat at 84.26% for May, as compared to 87.37% in April 2020.

Vehicle Preventative Maintenance (PM). On-time compliance with established PM inspection schedules was 100% in May as compared to 100% in April 2020.

Parking. Parking deck usage increased in May in alignment with the gradual reopening of restaurants and businesses due to COVID -19. A total of 25,068 cars parked in the deck through May, representing a decrease of 48% as compared to 2020.

Thank you for your attention to these matters. If you have any questions prior to the board meeting, please feel free to contact me by calling (330) 676-6315, or by e-mail at Amrhein.c16@partaonline.org.

Transit Trends

Update on 2020 Priorities

In the February board packet, I included a list of 2020 short term priorities set to pave the way for planning longer-term goals and objectives.

In March, as the COVID-19 global pandemic caused closures and changes to nearly everything in our society, our priorities shifted to keeping transit running every day while prioritizing the safety and health of our workforce and community. Here's a revised 2020 priority list with a brief status update:

A. COVID-19 global pandemic

- First countywide meeting held March 2; constant focus since March 10

B. Determining ADA paratransit eligibility via "Easy Street" functional assessment process

- Completed several assessments; suspended evaluations April and May; resumed in June

C. Leasing the Gateway second floor to Kent City Health Department effective April 1

- KCHD unable to move during pandemic
- Currently working to install necessary IT and communication infrastructure to enable move in during July

D. Completing FTA Triennial Review on-site visit May 14-15 and deficiencies if any

- On-site review in May cancelled and not yet rescheduled

E. Developing messaging around *PARTA's* 45th Anniversary and continuing staff and board development, community engagement and recruitment strategies

- New messaging through videos, press releases, and signage reference 45th anniversary as appropriate; most messaging related to COVID-19
- Board development and engagement shifted to acquiring and learning new technology and training members to attend "virtual" board meetings via Zoom or conference calling

F. Supporting Portage County's efforts to promote 2020 Census participation

- Continued sharing information through virtual platforms

G. Launching hotel parking software program upon purchase by KSU Hotel

- Hotel closed in March and is gradually reopening
- Software purchased by hotel but not yet installed

H. Issuing and awarding RFPs: 1) LTVs 2) IT Managed Services; 3) Transit Buses

- LTV RFP completed; board awarded contract in May
- IT Managed Services RFP board award on June meeting agenda
- Transit Bus Contract
    - Transit bus orders now require 24-month lead time
    - Current contract expires November 2021
    - Board resolution needed in August 2020 to purchase CNG transit buses #7 and #8
    - Issue RFP in Fall 2020 to solicit proposals for multiyear contract beginning 2022

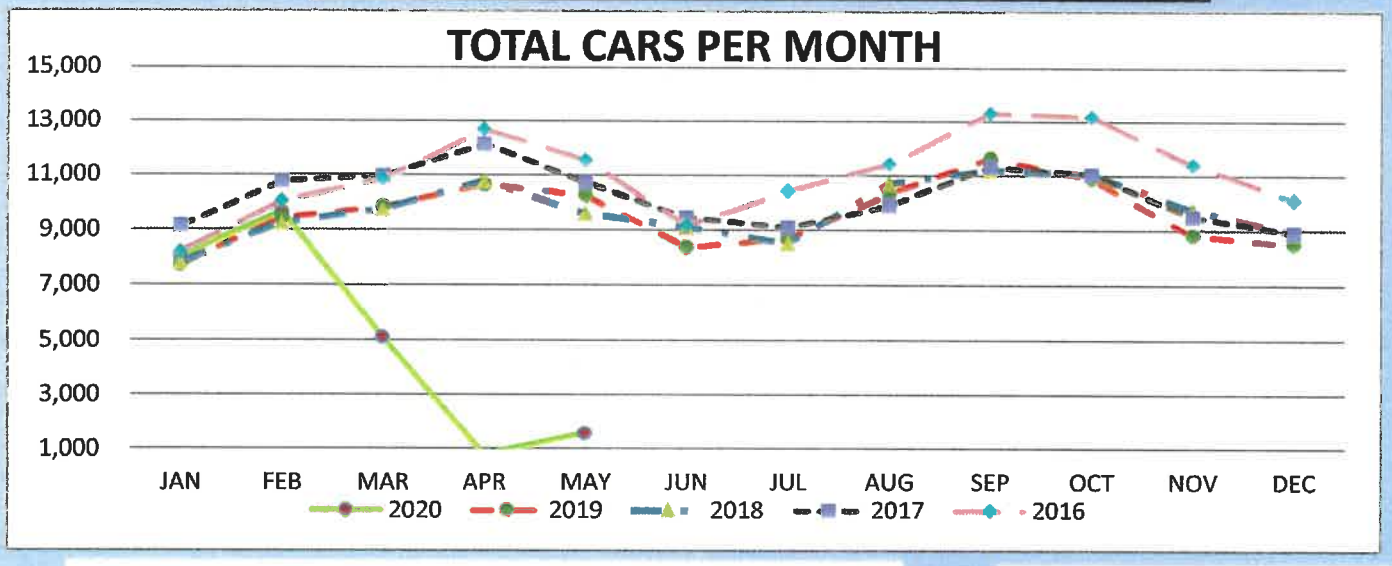
KENT CENTRAL GATEWAY
PARKING SUMMARY - May 2020

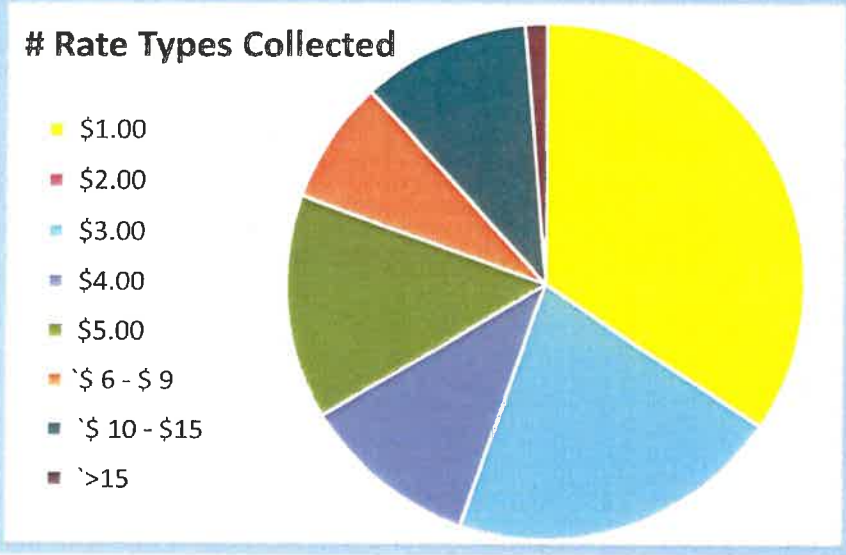
6 Month Lookback

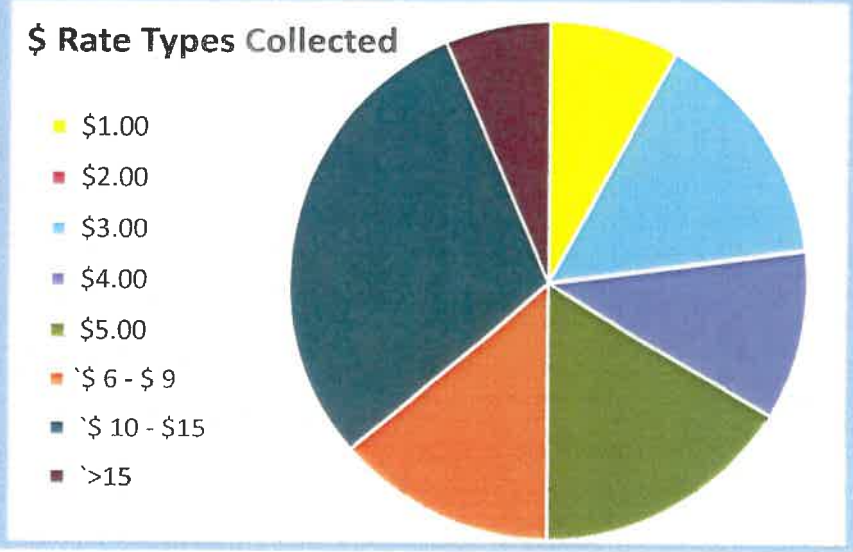
	Monthly	Transient	Total	Cars/Day	Last	Last Year
Dec-19	3,410	5,095	8,505	274	-3%	-4%
Jan-20	4,297	3,727	8,024	259	-6%	4%
Feb-20	4,512	5,130	9,642	332	20%	2%
Mar-20	2,929	2,153	5,082	164	-47%	-48%
Apr-20	708	77	785	26	-85%	-93%
May-20	476	1,059	1,535	50	96%	-85%

Annual Comparison

	2020	2019	2018
JAN	8,024	7,707	7,790
FEB	9,642	9,424	9,236
MAR	5,082	9,836	9,753
APR	785	10,639	10,775
MAY	1,535	10,268	9,592
JUN		8,371	9,098
JUL		8,672	8,510
AUG		10,352	10,702
SEP		11,657	11,197
OCT		10,888	11,039
NOV		8,812	9,759
DEC		8,505	8,886
	25,068	115,131	118,373
YTD TOTAL	-47.6%	-1.0%	







RESOLUTION #2020-06-01

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO ENTER INTO A CONTRACT WITH THE LOWEST, MOST RESPONSIVE BIDDER FOR THE PURCHASE OF DIESEL AND GASOLINE FUEL. THIS IS A JOINT PURCHASING VENTURE WITH AKRON METRO RTA, WESTERN RESERVE RTA, AND STARK AREA RTA, ET AL.

WHEREAS, the current diesel fuel contract will expire each year on December 31; and,

WHEREAS, the Invitation to Bid for diesel fuel and gasoline will be duly advertised each year once a week for two (2) weeks in the *Akron Beacon Journal*; and,

WHEREAS, a contract will have to be executed within a narrow timeframe to prevent a lapse in diesel and gasoline fuel deliveries and this timeframe may not allow for Board approval prior to execution; and,

WHEREAS, bids will be received each year in December, and publicly opened and read; and

WHEREAS, this pre-award resolution will give ongoing authority to the General Manager as long as this method of procurement continues.

NOW, THEREFORE, LET IT BE RESOLVED by the Portage Area Regional Transportation Authority (*PARTA*) Board of Trustees that:

1. A contract be awarded TO THE LOWEST, MOST RESPONSIVE BIDDER as to be determined.
2. The General Manager, or her designee, be authorized to execute a contract for same.

CERTIFICATION:
The undersigned duly qualified Board President, acting on behalf of the Portage Area Regional Transportation Authority (*PARTA*), certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees held June 25, 2020.

_____
Date

_____
Rick Bissler, President
Board of Trustees

_____
Attested

RESOLUTION #2020-06-02

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AWARDING A CONTRACT TO _____, THE MOST RESPONSIVE AND RESPONSIBLE PROPOSER FOR INFORMATION TECHNOLOGY (IT) MANAGED SERVICES.

WHEREAS, *PARTA*'s Transit Development Plan (TDP) is a long-range planning exercise designed to guide *PARTA* during future years and is consistent with *PARTA*'s mission; and

WHEREAS, the TDP developed in 2014 and updated in 2016 identified goals and strategies to enhance passenger mobility opportunities by building tools and programs to improve communication about transit services and improve ease of use for passengers, via the development of essential administrative, technology, and functional transit elements; and

WHEREAS, *PARTA* has acquired information technology systems and programs consistent with TDP goals and relies upon a complex network of technology in the deployment of daily transit, parking, and CNG fueling services; and

WHEREAS, in 2019, *PARTA* engaged The Jaekle Group, Inc, the provider of professional and technical IT support services to the previous IT Director, to develop a strategic multi-year plan for assessing and replacing information technology systems and components; and

WHEREAS, beginning in 2020, the contract with The Jaekle Group, Inc. continued on a month-to-month basis to enable *PARTA* to prepare and issue a formal request for proposals (RFP) to solicit competitive proposals for the performance of IT Managed Services; and

WHEREAS, *PARTA* issued the RFP for IT Managed Services on March 2, 2020, and shortly thereafter, postponed previously established timelines for proposal inquiries, on-site visits, and submission of proposals due to the COVID-19 global pandemic; and

WHEREAS, *PARTA* received and evaluated six (6) proposals submitted by June 1, 2020, in accordance with the formal RFP and has determined that the proposal submitted by and negotiated with _____ represents the proposal that is most responsive, responsible and the best value for *PARTA*; and

WHEREAS, *PARTA* now desires to enter into a contract for an initial two (2) years, with three (3) one-year optional extensions for IT Managed Services for a total annual project cost up to $120,000, inclusive of managed services and any additional IT projects; and

WHEREAS, *PARTA* will utilize local dollars consistent with *PARTA*'s operating budget for the purchase of IT Managed Services.

NOW, THEREFORE, LET IT BE RESOLVED by the Portage Area Regional Transportation Authority (*PARTA*) Board of Trustees that:

1. A contract be awarded to _____, THE MOST RESPONSIVE AND RESPONSIBLE PROPOSER for Information Technology (IT) Managed Services.
2. The General Manager, or her designee, be authorized to execute a contract for same.

CERTIFICATION:
The undersigned duly qualified Board President, acting on behalf of the Portage Area Regional Transportation Authority (*PARTA*), certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees held June 25, 2020.

_____
Date

_____ _____
Rick Bissler, President Attested
Board of Trustees

RESOLUTION #2020-06-03

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE FILING OF A PROPOSAL WITH THE AKRON METROPOLITAN AREA TRANSPORTATION STUDY FOR GRANTS THROUGH THE U.S. D.O.T. FEDERAL TRANSIT ADMINISTRATION (FTA), AS AUTHORIZED UNDER FEDERAL TRANSIT LAWS, AS CODIFIED, 49 USC SECTION 5310 AS THE ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM AND EXECUTING A CONTRACT WITH AMATS AND THE LOCAL DESIGNATED RECIPIENT UPON PROJECT APPROVAL.

WHEREAS, the Akron Metropolitan Area Transportation Study is authorized to award and administer grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program; and

WHEREAS, METRO RTA of Summit County and *PARTA* of Portage County are the direct recipients of FTA funds in the Akron metropolitan area; and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of the project costs in the program; and

WHEREAS, it is required by the U.S. Department of Transportation, in accordance with the provisions of Title VI of the Civil Rights Act of 1964, that, in connection with the filing of an application for assistance under 49 USC Section 5310, the applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder.

NOW, THEREFORE, LET IT BE RESOLVED by the Board of Trustees of the Portage Area Regional Transportation Authority (*PARTA*) that:

1. The General Manager, or her designee, is authorized, on behalf of the Portage Area Regional Transportation Authority (*PARTA*), to:

    a. Execute and file proposals to aid in the financing of capital assistance projects; and
    b. Execute and file grant agreements with the Akron Metropolitan Area Transportation Study for aid in the financing of capital assistance projects; and
    c. Execute and file an assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964; and
    d. Set forth affirmative disadvantage business policies in connection with any procurement made as part of the project.

2. The General Manager, or her designee, is authorized to furnish such additional information as the Akron Metropolitan Area Transportation Study or any locally designated funding recipient may require in connection with the proposal for the program of projects submitted to the Federal Transit Administration.

CERTIFICATION:
The undersigned duly qualified Board President, acting on behalf of the Portage Area Regional Transportation Authority (*PARTA*), certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees held on June 25, 2020.

_____
Date

_____
Rick Bissler, President
Board of Trustees

_____
Attested

WKYC

CORONAVIRUS

Companies spending big bucks to make their businesses COVID safe

This comes as costs of PPE, food and sanitizing procedures rise.

Credit: Getty Images/iStockphoto

Close up of female hand using wet wipe and hand sanitizer spray to clean the door handle before touch and open the door.Antiseptic,disinfection ,cleanliness and heathcare, anti virus concept. anti Corona virus (COVID-19).

Author: **Danielle Serino**
Published: **6:12 PM EDT June 15, 2020**
Updated: **11:21 AM EDT June 16, 2020**

CLEVELAND — Many businesses have been implementing surcharges to offset the rising costs of PPE supplies and food, plus increased sanitizing procedures.

But some of these companies have spent tens of thousands of dollars just to keep customers and employees safe.

For example, Fitness Together, a personal training facility with several locations in Northeast Ohio, has had their carpets disinfected at 220 degrees to kill viruses, and has bought mountains of sanitizing products at a cost of more than $10,000 a year.

Hospitality Restaurants, which owns Salmon Dave's and Blue Point Grille among others, is using a hi-tech germ repellent system called MicroShield 360 to protect all of their surfaces. It comes at a cost of $5,000 per every 10,000 square feet.

And at Revital Med Spa in Westlake, they've spent $30,000 to get their facility ready.

Medical Director, Dr. Jakleen Labbad, said they've purchased several hi-tech devices like "The Molecule," an air sanitizer which clears particles smaller than COVID-19, as well as UV lamps which they use to radiate all of the rooms after they're used.

Employees check every customer's temperature with a no-touch infrared thermometer before they enter, and they check them out wirelessly behind a newly installed plastic barrier. There is no cash or credit cards exchanged. And, they've nearly doubled the staff to handle all these safety measures

Dr. Labbad told us, "We have to assume that all of us have it (the virus) in order to be part of the solution."

And she pointed out that they are spending an exorbitant amount of money on PPE. "We used to get a box of surgical masks for maybe $10, and it's tripled and quadrupled in price because of the lack of equipment availability," she explained.

It's been the same for the Portage Area Regional Transit Authority, which spent more than $14,000 through May to protect passengers and riders.

Kelly Jurisch, PARTA Chief of Staff said the company has provided all employees with PPE kits that contain gloves and masks; both the washable and N95 surgical types.

They've equipped buses with atomizers to disinfect high touch surfaces after each passenger. And staffing shifts are now one week on, one week off to keep employees healthy.

And these are employees who come in contact with a lot of high-risk people according to Claudia Amrhein, PARTA General Manager. "We serve those who need lifeline services, dialysis, and those essential workers who are going to the grocery stores, to the hospitals, to the nursing homes, making sure that the goods and services and food that everyone relies on is there for them," she said.

And like other companies which have gone to these lengths, that money is also a lifeline for the economy, which needs to get back to business as well.

PARTA to resume fare collection on June 1

KENT — Fare collection will resume on June 1 for PARTA fixed-route and Dial-A-Ride service. Regular fixed route fare is $1 per trip or $2 for an all-day pass on local routes. Dial-A-Ride fare is $6 per trip. Express service to Akron and Cleveland remains suspended until further notice.

PARTA suspended fare collection March 18, due to concerns about possible transmission of the coronavirus through handling currency and other fare media. Since then, the transit system has implemented numerous strategies to protect its employees and passengers during the pandemic. These include regular sanitation of buses, installing shields for drivers, providing drivers with personal protective equipment and requesting riders wear a facial covering, maintain social distancing when possible and use hand sanitizer.

PARTA encourages riders to use the transit's mobile ticketing app, EZFare, to avoid the need to handle cash or fare media. EZfare allows fixed route riders to purchase fares using a smartphone. All PARTA fixed-route tickets are available on the app, including full and reduced one-way fares, day passes, and full and reduced monthly passes.

Detailed information about the app and download links can be found at www.EZfare.us. Individuals who need assistance with the app may contact PARTA Travel Trainer Carlell Howard by phone at 330-678-7745, ext. 119 or by email at chowar22@partaonline.org.

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May 28, 2020 9:44 am (GMT -4:00)

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FOR IMMEDIATE RELEASE

Contact: Denise Baba
Phone: 330.678.7745, EXT. 113
Email: dbaba@partaonline.org

PARTA ENACTS ADDITIONAL SAFETY INITIATIVES, INCLUDING PASSENGER FACIAL COVERINGS

Kent, Ohio – Friday, May 29, 2020 – Beginning June 1, *PARTA* is launching several safety initiatives as it restores transit service on local fixed routes and countywide Dial-A-Ride (DART) services to preCovid-19 levels. The safety measures are rooted in protecting the safety and health of drivers and passengers while riding public transit buses.

Key safety initiatives include installing plexiglass shields in all buses to provide a barrier between drivers and passengers entering the bus and paying fare. Drivers will wear facial coverings and face shields when directly assisting passengers and six (6) feet social distancing is not possible, such as when securing a wheelchair or walking an individual to and from the door.

The Centers for Disease Control (CDC) recommends wearing cloth face coverings in public settings to prevent the spread of the coronavirus (COVID-19). As a result, the new safety initiatives also include requiring passengers to wear facial coverings while utilizing bus shelters and riding the bus, in addition to sitting at a distance from other passengers whenever possible. "Buses are public settings that present certain environmental realities," said *PARTA* General Manager Claudia Amrhein." As our service ramps up and we see an increase in ridership, it's imperative that steps are taken to protect the health and welfare of our employees and passengers."

The requirement for passengers to wear facial coverings is effective Monday, June 1, for individuals over the age of 2 years old. Road supervisors will be available to assist passengers during the first week of this transition back to full service, collecting fares upon boarding, and requiring facial coverings to be worn while riding public transit.

PARTA riders must provide their own facial coverings, which can made of fabric of many varieties. "We are not requiring surgical masks," said Amrhein. "Any cloth covering that is secured over a passenger's nose and mouth and fits snugly against the sides of your face will do."

PARTA introduced an enhanced sanitizing protocol for its fleet in March using a hospital grade disinfectant. The transit system also provides hand sanitizing stations on every bus and no touch waste receptacles to accommodate passengers. Additionally, drivers now have spray atomizers on hand to provide spot disinfection while on route.

On top of the changes noted above, facial coverings will also be required to gain entry beyond the front door of the *PARTA* administrative offices located at 2000 Summit Road in Kent. Notices about the new requirements have been posted at the administrative office, on *PARTA* buses, online at www.partaonline.org, and to the transit authority's social media accounts.

Organized in 1975 under Section 306.32 of the Ohio Revised Code, *PARTA* provides fixed-route, ADA Complementary Paratransit and Demand Response service throughout Portage County. *PARTA* also operates the Kent Central Gateway Transit Center and parking deck in downtown Kent. In 2018, *PARTA* constructed the first Compressed Natural Gas (CNG) fueling station in Portage County.

For more information contact *PARTA* Communications and Public Advocacy Advisor Denise Baba at 330.678.7745 or email dbaba@partaonline.org.

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PARTA Protects Drivers As It Begins to Restore Bus Service

wksu 89.7 Feed your curiosity

By SARAH TAYLOR (/PEOPLE/SARAH-TAYLOR) • MAY 12, 2020

PARTA maintenance foreman Daryl Frazier developed a safety shield to protect the agency's drivers.

DENISE BABA / PARTA

When the state issued orders for people to stay home, public transit had to adjust. The Portage Area Regional Transit Authority (PARTA) cut routes, stopped collecting fares, and since April first has been rotating its workforce a week on, a week off so it could keep them employed.

This week PARTA is working to bring services back as the economy starts to reopen. And its general manager Claudia Amrhein is taking on a new statewide role to advocate for public transit around Ohio.

PARTA General Manager Claudia Amrhein talks about ramping up service and advocating for public transit on the statewide level as the new president of the Ohio Public Transit Association.

CLAUDIA AMRHEIN: We're at about 50% right now. So the rotating work groups allowed us to work only about half of our workforce one week and the other half the next and again, remain on paid furlough on those off weeks. We're going to ramp up to about two thirds service. So it's not an exact number, but we're ramping up service on our inner urban route, which will be the most heavily used that runs between Ravenna and Stow, the Target Plaza. Because we anticipate the need, as people return to work and start going out again to some of the businesses that are reopening, that would be the most likely line they would take. Ultimately, we're looking at June 1, to get back to what would be close to 100%. But that's going to be dependent on any unknowns that might occur between now and then.

SARAH TAYLOR: What do your ridership numbers look like right now as compared to pre-pandemic days?

CLAUDIA AMRHEIN: If we break it down into county service versus Kent State University campus service, campus is down 99%. So there's only about 60 students left on campus. We're still running one bus around in a loop so that those students can get off campus and line up with our services going around Portage County and into Summit County. Countywide we're about 50% down I would say on fixed route and our demand response, or our door to door service, is also down quite a bit although it is starting to pick up a little.

The other thing that I think people might not realize is that we're transporting so many of those essential workers to those jobs that everyone relies on now: the grocery workers, the nursing home workers, the hospital, those who are cleaning, those who are caring for people. Many of those folks are riding public transit. So we literally are providing lifeline services while we continue to provide dialysis transportation, all throughout Portage County. There are some medical appointments you just can't do remotely.

(https://mediad.publicbroadcasting.net/p/wksu/files/styles/x_large/public/202005/parta_safet

PARTA buses now have a safety shield protecting drivers. The transit agency's maintenance foreman, Daryl Frazier,

SARAH TAYLOR: How are you keeping both drivers and riders safe? And have you had any infections amongst your driving staff?

CLAUDIA AMRHEIN: We, since 2009, with H1N1 have been using a hospital grade disinfectant to clean all of our buses. And so we were in a good position to ramp that up in response to COVID. Also, all PARTA's buses and buildings already had hand sanitation dispensers installed when COVID-19 broke.

worked with a local glass company to design them. "It's a good feeling to know that the work you're doing is helping to protect someone," Frazier said. He has worked for PARTA for 20 years.

CREDIT DENISE BABA / PARTA

What we're doing now is we are doing a full deep cleaning of every bus every night. This means going in and spraying and allowing that disinfectant to dry and then spraying the driver's area again. And then we cycle that bus out for another two days, so it's not used.

Our buildings also are being disinfected in that same manner. A group of our maintenance employees have shifted to third shift so that they can go through every office and every surface in both of our buildings and do that heavy, deep cleaning and spraying so that our inside workforce is safe and healthy. And to answer your question, no to this point, thank God we do not have a case.

SARAH TAYLOR: Are you testing drivers? Are you able to test them?

CLAUDIA AMRHEIN: We have no access to testing. We do have PPE and we have distributed N95 masks and gloves, and we've distributed the surgical facial masks as well and just this week made that mandatory for drivers to wear.Buses sometimes are equipped with plexiglass shields that kind of enclose the driver in that driver cabin. Typically you'll see that in large urban areas. The buses need to be constructed with that in mind, and PARTA's and many other buses around Ohio and the systems that we have simply aren't constructed that way. But our maintenance team put their heads together and designed plexiglass shields for both our large buses and our smaller buses and worked with a local glass company to manufacture those all during the month of April. Every bus now is equipped where the driver has a plexiglass shield between him or herself and the passengers.

And also we discontinued fare collection as a way to stem the spread of germs and the virus through the use of cash and farebox interaction, touching.

SARAH TAYLOR: Financially, what impact does that have on your bottom line, to not be charging any fares?

CLAUDIA AMRHEIN: Sure. So fare is, it is a revenue source, but it's not one of the largest revenue sources. What we're really watching closely is our sales tax revenue. And that lags three months behind. So March receipts reflect December sales. So we had a good March, but April and May are in a race every year to be the worst month for our sales tax collection, because they reflect January and February. So we won't really know until summer, how the sales tax will be affected by the shutdowns that we're experiencing right now.

As we learn more about how Ohio is going to gradually reopen, we want to be ready to do the transportation for those seniors and for all the folks who have always relied on us in this new and different way.

I actually see a lot of opportunity right now, rather than gloom and doom. I think this is a really great opportunity for transit to reimagine the role we're going to play in shared mobility solutions and in reinvigorating all of our local economies.

SARAH TAYLOR: You've just been elected president of the Ohio Public Transit Association (https://www.ohioneedstransit.org/). Congratulations. You do have a wider voice now to play a leading role in this reinvigoration, so what will be your plan as you take on this role?

(https://mediad.publicbroadcasting.net/p/wksu

PARTA General Manager Claudia Amrhein has been elected president of the Ohio Public Transit Association. Another local transit leader, Dawn Distler, executive director of Akron Metro RTA has been elected secretary treasurer of OPTA.

CREDIT PARTA

CLAUDIA AMRHEIN: Well, right now I'm listening a lot. I'm listening to the governor and to [Ohio Department of Health Director] Dr. Acton. I'm listening to transit leaders around the state trying to get a good foothold as we transition. We also transitioned our executive director, she took a different position a few weeks ago, so we really are trying to keep all the plates in the air. But the message is going to be very clear. Transit is an economic force and a lifeline not only for our riders, but for the general public, because our bus drivers are heroically going out there every day and getting people to their jobs. We rely on the folks at the hospitals and the grocery stores and the other fundamental service providers. How can we do this without public transit in the future? I think of transit as it's a civil right. It's a human right. And it's something that we have to preserve for everyone.