

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY

BOARD OF TRUSTEES MEETING MINUTES

PARTA ADMINISTRATION BUILDING
2000 SUMMIT ROAD
KENT, OHIO 44240

July 26, 2018

Board Members Present:

Dominic Bellino, Vice President
Rick Bissler, President
Marge Bjerregaard
Richard Brockett

Brian Gray
Dave Gynn
Virginia Harris
Pete Kenworthy

Tim Lissan
Frank Vitale
Karen Wise

Staff Present:

Claudia Amrhein
Marcia Fletcher
Frank Hairston

Kelly Jurisch
William Nome, Legal Counsel

Rebecca Schrader
Brian Trautman

Members Not Present:

Jeremy Moldvay (1st excused absence)

Others Present:

Jerry Beach

Julie Beach

R. T. Mansfield

CALL TO ORDER

President Rick Bissler welcomed everyone and called the meeting to order at 7 p.m. An oral roll call followed, and a **quorum was present**.

GUEST COMMUNICATIONS

Mr. Bissler asked if there were any guest communications. Hearing none, he said the meeting minutes from the May 24, 2018 Board meeting were distributed and he entertained a motion to accept. Ms. Marge Bjerregaard made a motion to approve the minutes as presented. Ms. Virginia Harris seconded the motion. **Motion to approve the minutes, as presented, passed unanimously.**

GENERAL MANAGER'S REPORT

Ms. Claudia Amrhein thanked everyone for coming and noted that the Board packet included several resolutions. She said everyone will have an opportunity to watch a bus being fueled at the CNG Fueling Station after the meeting and refreshments are available honoring the service of Mr. R. T. Mansfield and Mr. Jerry Beach. She pointed out the new electronic sign and the landscaping that has been freshened up around the building and thanked Mr. Brian Trautman and his staff for their hard work on these outdoor projects. She concluded by asking if there were any questions.

Mr. Frank Vitale asked about the change in management in the middle of the CNG Fueling Station build that caused some consternation.

Ms. Amrhein said the change caused some hiccups in the progress in late May moving forward. Clean Energy has been playing catch up for quite some time. They have been on site to commission the station and have made a lot of ground in the last week and a half. The fire detection system, cameras, and all the IT connections are expected to be in place in the next two (2) weeks.

Mr. Vitale asked if there was a hold back for them for completion and if the shortcomings are keeping PARTA from using the station.

Ms. Amrhein said yes, there is a hold back and the station is not fully commissioned and tested yet.

Mr. Tim Lissan asked if SARTA has been using the facility.

Ms. Amrhein said PARTA only has two (2) buses to use for testing and fueling and upwards of 20 buses were needed. Mr. Trautman reached out to SARTA and Akron METRO, and they've been kind enough to send four (4) to five (5) buses two (2) or three (3) times a day. Initially, PARTA will only be fueling its own buses. The station is not quite ready to open to the public yet.

Mr. Bissler asked if there were any other questions for Ms. Amrhein. Hearing none, Mr. Bissler moved on to the committee reports.

FINANCE COMMITTEE REPORT

Mr. Bellino said the finance packet that was distributed includes the minutes and financial reports for both June and July. He thanked Mr. Dave Gynn for serving as an alternate since Mr. Jeff Childers hasn't been reappointed yet.

Moving on, Mr. Bellino said before the July committee meeting, the auditor from Charles E. Harris, who does the audit for the State, presented their report. Copies of the report were distributed. He noted that this is the 16th year in a row for a clean audit. The auditors were very complimentary about working with PARTA. He congratulated the team at PARTA. The audit basically confirms that the right systems, policies and procedures are in place to prepare good numbers. It's not meant to be a detailed paper-by-paper look at everything. They do random samplings of small transactions and test certain systems and procedures. They look at the bigger budget items more closely and make sure grant requirements are met. They basically give an opinion that everything is being done right and that PARTA is producing good financial reporting that can be relied on. They always put in a disclaimer that there could be something that they haven't found, i.e., fraud or misrepresentations, but their audit shows nothing on the sampling, and they confirm that PARTA has the right systems and procedures in place.

Mr. Bellino said the committee went through the financial reports after the audit report. July had a deficit for the month and year-to-date mostly because June is a slow month for Kent State University. The Federal Capital Maintenance Assistance grant should be able to be drawn down any day now. That should make the numbers look better once that is received to reimburse expenses that have already been paid. On the revenue side, a couple of contracts were renegotiated this year, which start in July. The rest of the expenses were below budget for the month and year-to-date. There was some discussion about health insurance costs and returning to being fully insured. There's a meeting in August with OTRP that will finalize the numbers. It's hard to look at just a couple of years. A four (4) or five (5) year trend is usually better. Of course,

PARTA will want to feel comfortable with the expense through the co-op and make sure it's in the right plan and type of program. The capital reports showed that monies were received from the two (2) CNG buses and four (4) replacement small buses, the STVs. For the Kent Central Gateway, the number of cars is lower in June compared to May and 2017 but in line with 2015, which is pretty much a normal year. The good thing is that PARTA is still ahead of budget on the revenue and income side. The \$100,000 that was borrowed from PARTA for the new parking equipment upgrades at the Kent Central Gateway will hopefully be paid back by the end of the year. He concluded by saying the committee recommended the approval of all the resolutions.

Mr. Bissler asked if there were any questions for Mr. Bellino.

Mr. Vitale asked who received the audit report.

Mr. Bellino said it goes straight to the State for review. At this point, the Board can see the report but it's not official from the State.

Mr. Vitale asked why the State doesn't require financial statements when PARTA gets all these federal funds.

Mr. Bellino said that's what the auditors are there for. Charles E. Harris works on behalf of the State to audit PARTA's books.

Mr. Nome said the State has, in the past, used their own auditors and also contracted with private enterprise to do the audits. Charles E. Harris is one of the private enterprises that the State has contracted with.

Mr. Bissler asked if there was anything else. Hearing nothing further, he thanked Mr. Bellino and asked Ms. Karen Wise to report on the Nominations Committee.

PERSONNEL COMMITTEE REPORT

This committee did not meet.

FACILITIES COMMITTEE REPORT

This committee did not meet.

OPERATIONS/PLANNING COMMITTEE REPORT

This committee did not meet.

PUBLIC RECORDS COMMISSION REPORT

This committee did not meet.

NOMINATIONS COMMITTEE REPORT

Ms. Wise said a meeting was held on June 15, and Mr. Jeremy Moldvay had some follow up, but she doesn't know the outcome. She noted that no one approached the committee expressing an interest in serving as an officer. A couple candidates have been identified to fill the Temporary Presiding Officer (TPO) position that's open.

Mr. Gynn said Mr. Moldvay emailed him about serving as the TPO and he emailed him back asking what the job would entail.

Mr. Bissler said according to the By-Laws, if the President's not here, the Vice President steps up. The problem arises if neither the President or the Vice President can attend. Historically, the group would vote, and somebody would oversee the meeting that day. That was changed, and the position of TPO was created so that somebody could come in prepared to run the meeting if both the President and Vice President were unavailable.

Mr. Gynn said he thought Mr. Moldvay was asking somebody else and if that person said no, then he would serve.

Mr. Bissler asked if anybody else was asked if they wanted to run for the TPO. Hearing no response, he finalized the report of the Nominations Committee.

Mr. Nome said the current holders of those offices, Mr. Bissler as President and Mr. Bellino as Vice President, have indicated a willingness to continue in those positions. Since they had not shown any reluctance to continue, the Nominations Committee was going to submit their names. Mr. Moldvay was going to check on the TPO position. Nominations are open through the voting tonight. If there is anybody else who is interested, that position is still open.

BY-LAWS COMMITTEE REPORT

Mr. Bissler thanked Mr. Mansfield, Mr. Childers, Ms. Amrhein, Ms. Jurisch and Mr. Nome for reviewing the By-Laws. He said Mr. Landes was also asked to provide input and he made some changes based on current laws, rules and regulations, which were incorporated. Mr. Bissler asked if there were any questions.

Mr. Lassar asked if the By-Laws distributed were brand new or a revision.

Mr. Bissler said most of the changes are wording. The committees were changed to be more in line with the management structure. A management person will serve as the liaison to each committee. He asked Ms. Jurisch if she had anything else to add.

Ms. Jurisch said she had nothing to add but noted that it's a great thing to go back and update as laws and regulations change. As PARTA has grown, some of the By-Laws were outdated.

Mr. Bissler concluded his report by saying the committee voted to present the By-Laws to the Board for a vote.

OLD BUSINESS

Mr. Bissler asked if anyone wanted to nominate someone or serve as an officer for the 2018-2019 year. Hearing no response, he entertained a motion to close the nominations. Ms. Marge Bjerregaard made a motion to close the nominations. Mr. Dave Gynn seconded the motion. The motion passed unanimously.

Mr. Bissler said the nominations are now closed.

Mr. Vitale said he doesn't have enough experience with the whole process to put his hat in the ring, but he is trying to understand how a person can move through the chairs if they can't move up slowly.

Mr. Bissler said it's not progressive where the TPO becomes Vice President and the Vice President becomes President.

Mr. Nome said there have been presidents before who served multiple terms.

Mr. Bellino encouraged anybody who's hesitant in taking these positions to join the committees to learn the workings of *PARTA* from the bottom up. That's the best opportunity to get some experience and knowledge. Nobody else has expressed an interest in serving as President or Vice President. It's always good to have fresh eyes and leadership if anyone is interested.

Mr. Bissler entertained a motion to approve the slate as presented: Rick Bissler, President; Dominic Bellino, Vice President; Dave Gynn, Temporary Presiding Officer. Mr. Frank Vitale made a motion to approve the slate as presented. Mr. Brian Gray seconded the motion. The motion passed unanimously.

Mr. Bissler said they are honored to have the trust of the Board and will do their best to serve them. He also thanked management for all they do.

Mr. Gynn concurred that a lot more is learned about the organization by attending the Finance Committee meetings.

NEW BUSINESS

Moving on, Mr. Bissler asked for a motion to accept the By-Laws as presented.

Motion: Dominic Bellino

Second: David Gynn

Mr. Bissler asked if there were any questions or comments.

Mr. Vitale asked if these were just the changes to the By-Laws or the entire By-Laws.

Mr. Bissler said these are the entire By-Laws.

Mr. Lassen noted that these By-Laws are nice and clear.

Mr. Bissler thanked Mr. Lassen and said there will be some changes as the committees align, but it will better reflect how things are operated. He asked if there was any further discussion. Hearing none, the motion passed unanimously.

Moving on to the resolutions, Mr. Bissler said the first one is Resolution #2018-07-01.

Resolutions

#2018-07-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION, 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.

Mr. Bissler entertained a motion.

Motion: Dominic Bellino

Second: Marge Bjerregaard

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

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Marge Bjerregaard	<u>X</u>	___	Pete Kenworthy	<u>X</u>	___
Frank Vitale	<u>X</u>	___	Timothy Lissan	<u>X</u>	___
Dominic Bellino	<u>X</u>	___	David Gynn	<u>X</u>	___
Jeremy Moldvay	<u>EXCUSED</u>	___	Virginia Harris	<u>X</u>	___
Karen Wise	<u>X</u>	___	Brian Gray	<u>X</u>	___
Richard Brockett	<u>X</u>	___	Rick Bissler	<u>X</u>	___

Mr. Bissler presented the second resolution.

#2018-07-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE FILING OF APPLICATIONS WITH THE OHIO DEPARTMENT OF TRANSPORTATION FOR FY 2019 TRANSPORTATION ASSISTANCE GRANTS. THESE GRANTS MAY INCLUDE THE OHIO ELDERLY AND DISABLED TRANSIT FARE ASSISTANCE PROGRAM, THE URBAN TRANSIT PROGRAM, AND THE OHIO TRANSIT PRESERVATION PARTNERSHIP PROGRAM.

Mr. Bissler entertained a motion.

Motion: Brian Gray

Second: Pete Kenworthy

Mr. Bissler asked if there was any discussion.

Mr. Vitale asked if this grant was applied for every year and if the amount varied.

Ms. Amrhein said yes, the grant is applied for every year and the amount varies. Elderly and disabled assistance helps offset the cost of providing transportation. Typically, the Ohio Transit Preservation funds are applied for, but this is a blanket resolution to allow PARTA to apply for a variety of grants administered through ODOT.

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

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Frank Vitale	<u>X</u>	___	Timothy Lissan	<u>X</u>	___
David Gynn	<u>X</u>	___	Richard Brockett	<u>X</u>	___
Virginia Harris	<u>X</u>	___	Brian Gray	<u>X</u>	___
Marge Bjerregaard	<u>X</u>	___	Jeremy Moldvay	<u>EXCUSED</u>	___
Pete Kenworthy	<u>X</u>	___	Dominic Bellino	<u>X</u>	___
Karen Wise	<u>X</u>	___	Rick Bissler	<u>X</u>	___

Mr. Bissler presented the next resolution.

#2018-07-03: 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.

Mr. Bissler entertained a motion.

Motion: Dave Gynn

Second: Timothy Lissan

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

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Karen Wise	<u>X</u>	_____	Timothy Lissan	<u>X</u>	_____
Virginia Harris	<u>X</u>	_____	Marge Bjerregaard	<u>X</u>	_____
Jeremy Moldvay	EXCUSED	_____	Brian Gray	<u>X</u>	_____
David Gynn	<u>X</u>	_____	Richard Brockett	<u>X</u>	_____
Frank Vitale	<u>X</u>	_____	Pete Kenworthy	<u>X</u>	_____
Dominic Bellino	<u>X</u>	_____	Rick Bissler	<u>X</u>	_____

Mr. Bellino noted that an explanation of the grants is included in the minutes of the Finance Committee.

Mr. Bissler presented the next resolution.

#2018-07-04: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PURCHASE TWO (2) TRANSIT BUSES, OPTIONAL EQUIPMENT, AND SPARE PARTS FROM TRANSPORTATION EQUIPMENT SALES CORPORATION (TESCO) AND RESCIND RESOLUTION #2018-04-03.

Mr. Bissler entertained a motion.

Motion: Pete Kenworthy

Second: Marge Bjerregaard

Mr. Bissler asked Ms. Amrhein to explain this resolution.

Ms. Amrhein said a resolution was passed in April to buy the next two (2) transit buses that were advanced on the production line and hopefully received by September 2018. In May, following that April resolution, it was determined that more money was needed to cover the paint job that was substituting for the bus wrap, which PARTA saved money on. The Board authorized the expenditure of up to \$750 more per bus for that painting. It wasn't certain at that time whether the buses would be able to be built with the 2017 engines that the first two (2) buses had. There's now an upgraded engine in 2018. Mr. Trautman was working with TESCO and Eldorado to use some of the remaining 2017 engines on the two (2) buses because the cost for the 2018 engines was almost \$13,500 more per bus. Unfortunately, the LA order of 450 buses, also represented by TESCO, took precedence; therefore, the 2018 engines will have to be used in these next two (2) buses. Rather than amend the original resolution again, it was determined that it would be best to rescind the original resolution and pass a new resolution.

Mr. Bissler asked if there were any questions.

Mr. Vitale asked why the price of the engines was raised and if they were new and improved.

Mr. Bissler said the information provided in the Board packet talked about the engine and the change.

Ms. Amrhein said they're near zero emission engines and will bring some environmental and reliability benefits at a cost of about \$13,500 per bus.

Mr. Nome said PARTA doesn't have a lot of choice because the 2017 engines aren't available.

Mr. Trautman said PARTA has no choice. He said he tried to get in under the wire for the 2017 engines and tried a couple different angles, but the 450 buses exceeded PARTA's pool when it came to two (2) buses.

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

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Dominic Bellino	<u>X</u>	___	Brian Gray	<u>X</u>	___
Virginia Harris	<u>X</u>	___	David Gynn	<u>X</u>	___
Karen Wise	<u>X</u>	___	Richard Brockett	<u>X</u>	___
Pete Kenworthy	<u>X</u>	___	Frank Vitale	<u>X</u>	___
Jeremy Moldvay	EXCUSED	___	Marge Bjerregaard	<u>X</u>	___
Timothy Lissan	<u>X</u>	___	Rick Bissler	<u>X</u>	___

Mr. Bissler presented the next resolution.

#2018-07-05: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES HONORING R. T. MANSFIELD, BOARD MEMBER, IN APPRECIATION FOR HIS DEDICATION AND SERVICE.

Mr. Bissler entertained a motion.

Motion: Dominic Bellino Second: Frank Vitale

Mr. Bissler then read the entire resolution. After the resolution was read, a roll call vote was taken.

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Frank Vitale	<u>X</u>	___	Richard Brockett	<u>X</u>	___
Karen Wise	<u>X</u>	___	Brian Gray	<u>X</u>	___
Timothy Lissan	<u>X</u>	___	Dominic Bellino	<u>X</u>	___
Jeremy Moldvay	EXCUSED	___	David Gynn	<u>X</u>	___
Virginia Harris	<u>X</u>	___	Marge Bjerregaard	<u>X</u>	___
Pete Kenworthy	<u>X</u>	___	Rick Bissler	<u>X</u>	___

Mr. Bissler presented Mr. Mansfield with a framed resolution.

Mr. Mansfield expressed his thanks.

Moving on, Mr. Bissler presented the next resolution.

#2018-07-06: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES HONORING JERRY BEACH, BOARD MEMBER, IN APPRECIATION FOR HIS DEDICATION AND SERVICE.

Mr. Bissler entertained a motion.

Motion: Marge Bjerregaard

Second: Virginia Harris

Mr. Bissler then read the resolution. After the resolution was read, a roll call vote was taken.

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Jeremy Moldvay	<u>EXCUSED</u>		Frank Vitale	<u>X</u>	<u> </u>
Pete Kenworthy	<u>X</u>	<u> </u>	Richard Brockett	<u>X</u>	<u> </u>
Karen Wise	<u>X</u>	<u> </u>	Virginia Harris	<u>X</u>	<u> </u>
Marge Bjerregaard	<u>X</u>	<u> </u>	Timothy Lissan	<u>X</u>	<u> </u>
Dominic Bellino	<u>X</u>	<u> </u>	Brian Gray	<u>X</u>	<u> </u>
David Gynn	<u>X</u>	<u> </u>	Rick Bissler	<u>X</u>	<u> </u>

Mr. Bissler presented Mr. Beach with a framed resolution.

EXECUTIVE SESSION

No reason for an executive session.

ADJOURNMENT

Moving on, Mr. Bissler called on Mr. Frank Hairston.

Mr. Hairston said August is a busy month. PARTA will have a booth at the Dog Days of Summer on August 18 in downtown Kent and information will be sent out about volunteering at the upcoming Portage County Fair.

Mr. Bissler thanked Mr. Hairston and everyone for coming out tonight. He noted that it's hard to do business when there isn't a quorum.

Mr. Bissler then entertained a motion to adjourn.

Ms. Marge Bjerregaard made a motion to adjourn the meeting. Ms. Virginia Harris seconded the motion. **Motion to adjourn passed unanimously.**

The meeting adjourned at 7:43 p.m.

Respectfully submitted,



Marcia Fletcher
Executive Assistant