Agenda

1. Call to Order
   Roll Call

2. Meeting Minutes
   Minutes from September 24, 2020, Meeting (Motion Required)

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

4. General Manager’s Report

5. Committee Reports
   a. Administration
   b. Finance
   c. Operations
   d. Personnel

6. Old Business

7. New Business
   - Presentation by Clayton Popik, Planning Director

8. Resolution - Roll Call Approval Required

   #2020-10-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION
   AUTHORITY (PARTA) BOARD OF TRUSTEES HONORING TIMOTHY J. LASSAN,
   BOARD MEMBER, IN APPRECIATION FOR HIS DEDICATION AND SERVICE.

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

10. Adjournment.

Next Regular Meeting:
November 19, 2020 @ 7 p.m.
PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY

BOARD OF TRUSTEES MEETING MINUTES

Held Remotely Via Zoom

September 24, 2020

Board Members Participating:

Karen Beck  Debbie Davison  Morgan Tipton
Marge Bjerregaard  David Gynn, President  Karen Wise, TPO
Richard Brockett  Michael Lewis, Vice President  Marvin Woods
Jeff Childers  Jack Murphy

Board Members Not Participating:

Virginia Harris (2nd excused absence)  Frank Vitale (1st excused absence)

Staff Participating:

Claudia Amrhein  Kelly Jurisch  Rebecca Schrader
Denise Baba  Justin Markey, Legal Counsel  Brian Trautman
Marcia Fletcher

Guests Participating:

None.

CALL TO ORDER

President David Gynn called the September 24, 2020, PARTA Board of Trustees meeting to order at 7:01 p.m. He thanked everyone for coming and participating in the Zoom meeting. He asked Ms. Marcia Fletcher to call the roll.

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

Mr. Gynn then entertained a motion to approve the minutes from the August 27, 2020, Board meeting. Ms. Marge Bjerregaard made a motion to approve the minutes as presented. Ms. Karen Beck seconded the motion. Mr. Gynn asked if there was any discussion. Hearing none, he asked all those in favor to say aye. He then asked those opposed to say no. The motion to approve the minutes, as presented, passed unanimously.

GUEST COMMUNICATIONS

Mr. Gynn said there is no Guest Communications because of COVID-19 and moved on to the General Manager’s report.

GENERAL MANAGER’S REPORT

Ms. Claudia Amrhein thanked Mr. Gynn and said everyone from PARTA will be addressing the Board tonight by speaking from the podium so everyone can hear better through this virtual meeting platform. She welcomed Mr. Justin Markey to the Board and said he will be giving a presentation tonight. PARTA learned yesterday that Franklin Township appointed Mr. R.T. Mansfield to replace Mr. Tim Lassan on the
Board. Mr. Lassan resigned a few months back due to health issues. Mr. Mansfield previously was on the Board as the appointment from Brady Lake; and when Brady Lake dissolved itself as a village, that seat went away. Mr. Mansfield was interested in being reappointed through the township and will be welcomed back next month. There is one additional resolution being brought forward tonight that was not included in the Board packet. It was discussed with the Finance Committee. After all the work, discussion, and focus last month on getting the resolution passed to order three (3) buses in September, there was a roadblock due to the ramping down of production by Eldorado National related to COVID-19, workforce issues, and the suspension of a large bus order. All the options were discussed, and the decision was made that the best course of action would be to issue a new RFP for a five (5) year contract. These would have been the last three (3) buses ordered off a 2016 contract. The rest of the year will be used to rewrite and update the specs to include enhancements that are now needed for COVID-19 with a target date of January 2021. The four (4) clean diesel buses that were expected to be delivered yet this year will be delayed until at least March. Mr. Brian Trautman and his team will manage the buses that were to be replaced, keeping those on for a longer period before retiring them. Ms. Karen Beck asked a very good question ahead of the meeting, which is worth noting. In the middle of the first page of her Board report under OTP2 funding, she noted that PARTA had been awarded $485,600, $400,000 of which will support the construction of a Commercial Driver License (CDL) Training Pad on PARTA’s property. This pad will be large enough for all the maneuvers required for operating a bus safely and getting a class B CDL with passenger endorsement. Right now, that is done across the street at the Kent State University (KSU) Stadium, which is not PARTA’s property. If KSU would decide to do something different with that area, PARTA would be in a vulnerable position. The other $85,800, which is noted as going toward five (5) Light Transit Vehicles (LTVs), doesn’t make a lot of sense because the buses cost more than $85,800. That figure represents the 20% local match that PARTA anticipated having to pay for the five (5) LTVs that were ordered this past May. Ms. Amrhein reminded the Board that the RFP was pushed back because of COVID-19. The contract was awarded in May, the five (5) buses were ordered, and PARTA would have had to pay $85,800 local match but for the OTP2 funding that the state awarded. She concluded by saying she would be happy to answer any questions.

Mr. Gynn asked Ms. Amrhein to mention the two (2) awards that PARTA received from the Auditor’s office: The Auditor of State Award for a clean audit and the highest achievement award.

Ms. Amrhein said every year, Ms. Rebecca Schrader and her team in finance coordinate the annual state audit, which involves all the departments. Keeping the numbers straight is within Ms. Schrader’s oversight and she and her team do a very good job. The auditors always commend the department for how they keep track of public funds. This year, there was a new initiative to rate public agencies on their transparency and compliance with Sunshine Laws. PARTA received the highest four (4) star rating in the Star Rating System (StaRS) for open government and Sunshine Law compliance. That means that PARTA goes beyond what is required to make sure that the appropriate records are kept, that they are retained for the required amount of time, and that the public has access to them in a reasonable amount of time.

Mr. Gynn thanked Ms. Amrhein and asked if there were any other questions regarding her report. Hearing none, he moved on to the committee reports.

ADMINISTRATION COMMITTEE REPORT

Mr. Gynn said the Administration Committee did not meet.

FINANCE COMMITTEE REPORT

Mr. Gynn called on Mr. Mike Lewis for the Finance Committee meeting report.

Mr. Lewis thanked Mr. Gynn and said the Finance Committee met on Tuesday and went through all the documents that were sent out ahead of the meeting. Some of the highlights on the financial report for PARTA include a drawdown of $553,735 in CARES Act money. August was a strong month overall. Sales
Tax Revenues are still very strong, bringing Total Revenues for the month to $1.1 million. Expenses were lower due to salaries and wages and changes with the routes. Overall, expenses were under budget, which brought a monthly surplus of $559,535, well above budget mostly because of the CARES Act. On the Capital Finance Report, the money that was drawn down included $33,627 for 5339 Support Vehicles, $59,679 for 5339 Maintenance Equip., $156,973 for OTP2 Bus Storage Facility, and $78,793 for OTPP - AVL Validators. Overall, Receivables were up. Moving on to the Statement of Net Position, Accounts Payables were up $258,562 primarily due to bus storage invoices. There is a surplus of a little bit over $3 million year-to-date. Moving on to the Kent Central Gateway (KCG), parking increased 48% from July. Although there is still a decent deficit for the year, it does show improvement and is moving in the right direction. The committee also discussed Resolution 2020-09-02, which Ms. Amrhein touched on earlier. The committee recommended the resolution to the Board after some technical difficulties.

Mr. Gynn asked if there were any questions or comments for the Finance Committee.

Mr. Jack Murphy asked if there was any effect on parking deck usage during the street shutdowns where the picnic tables were set up downtown.

Mr. Trautman said there was no ill effect from the streets being shut down. The hotel and its revenue source are pivotal. As the hotel ramps up, so does parking. The hotel is scheduling weddings and getting vouchers on a regular basis again.

Mr. Lewis said one other thing on KCG that he forgot to mention is a new line item called 2nd Floor Revenue, which shows $1,500 collected in a deposit for the second-floor lease with the Kent City Health Department (KCHD). That will sit there until it goes back to KCHD in the future.

Mr. Gynn asked if there were other questions or comments. Hearing none, he thanked Mr. Lewis and expressed appreciation for the time that he and the other Board members put into that committee.

**OPERATIONS COMMITTEE REPORT**

Mr. Gynn said the Operations Committee did not meet.

**PERSONNEL COMMITTEE REPORT**

Mr. Gynn said the Personnel Committee met twice during the past month and he thanked Ms. Marge Bjerringaard and Mr. Richard Brockett for serving on that committee, as well as Ms. Kelly Jurisch for meeting with them. He said at the first meeting on September 8, the committee started the annual review process. The committee’s primary job is to review the performance of the General Manager and compare her accomplishments this year with her goals for the year. The committee met again on September 15 to complete the review and gave Ms. Amrhein a five (5) star rating. There are five (5) areas to be evaluated, and she came out at the top in all five (5) areas. He thanked Ms. Amrhein and expressed the committee’s appreciation for her dedication, commitment, and most of all her leadership. He said she would be the first one to say she doesn’t do it alone. She has assembled a wonderful team and works well with them to perform all the activities at PARTA. Because she’s in the middle of a multi-year contract and there weren’t any changes, it was not necessary to review her contract.

**OLD BUSINESS**

Mr. Gynn asked if there was any Old Business. Hearing none, he moved on to New Business.

**NEW BUSINESS**

Mr. Gynn introduced Mr. Markey from Roetzel & Andress and said he will be talking about his role and the important role of Board members.
Mr. Markey thanked Mr. Gynn and said he has been an attorney at Roetzel & Andress since 2006. He grew up in Poland, Ohio, which is in Mahoning County, and lived there through high school where he met his wife. They were high school sweethearts, and both graduated from Poland Seminary High School. In 1999, he went to Ohio State University (OSU) and she went to The University of Akron. In 2003, he graduated from OSU and came back to Akron where his wife got a job as an elementary education teacher in Streetsboro. He went to law school at The University of Akron and graduated in 2006. They eventually settled in Stow and lived there until a few years ago when they moved to Hudson. They have two (2) boys - ages 10 and 12. He worked with PARTA in 2009 for what eventually became the NEORide Council of Governments to spend an FTA grant on a software program for people to buy combined rates and fares among the different transit authorities to travel outside of their jurisdictions. That eventually morphed into NEORide, which PARTA is still a part of. He works primarily with local governments, which include transit authorities, port authorities, cities, villages, townships, counties, and school districts on governmental issues. Aside from this role, he currently is law director in the city of Norton, Summit County, and General Counsel for the Summit/Akron Solid Waste Management Authority. He appreciates the opportunity to work with the PARTA Board. He is a big fan of efficient well working governments. His job is primarily to make sure the Board complies with state law, Sunshine Law requirements, and Board By-Laws. His philosophy is that most issues that come up in meetings can be addressed if someone just raises the issue ahead of time. If anyone has issues at any time, they should put them through Mr. Gynn or reach out to him directly. His hope is that issues can be addressed by the time the meeting happens to help things move smoothly. To that end, he'll work with Mr. Gynn and any committee chairperson to help identify those issues. In his experience, there's nothing more frustrating than raising an issue during the meeting, not having it addressed, and then someone feels like they got run over because the vote happened anyway. He wants to make sure no one feels that way.

Mr. Gynn asked Mr. Markey to comment on the role of each Board member and how important their role is on PARTA's Board.

Mr. Markey said in a transit authority, and in a number of local boards that are organized similarly around the state of Ohio, the general manager does the day-to-day operations but all the powers of the authority are executed through the Board, whether that's passing a budget, authorizing contracts, hiring, or personnel decisions. There are things that can be delegated. There is a lot of discussion in today's world about checks and balances. The Board acts as that legislative power and is vested with the power by state law and delegates it down to the staff to make sure they're achieving the functions and goals of the transit authority.

Mr. Gynn said as the Board goes through month-by-month, they will get to know Mr. Markey a little bit better. He is glad everyone knows about his background and sincere interest in helping the Board continue to operate smoothly as a transit authority.

Ms. Amrhein asked Mr. Markey to talk a little bit about facilitating a meeting in terms of making a motion and what to do if someone needs to be added to the roster in a meeting to make a quorum.

Mr. Markey said that issue is probably better to be dealt with on a case-by-case basis. Starting back on the conduct of a meeting, this Board is governed by three (3) things: Revised Code set by the General Assembly, By-Laws adopted by the Board, and Robert's Rules of Order within the By-Laws. Anything that's not covered, the authority is delegated to Robert's Rules of Order. There is a set agenda within the By-Laws making sure the order of operation is followed within that meeting and that the chairperson or president is following the process and agenda closely. He asked if the quorum is addressed at the meeting or ahead of time.

Ms. Amrhein said it usually happens when the meeting starts, someone doesn't show up, and another Board member is asked to serve in that person's absence.

Mr. Markey asked if Mr. Gynn attends most of the committee meetings.
Mr. Gynn said he usually does, and he encourages any Board member to attend any committee meeting. It’s a good learning experience and also provides the opportunity for somebody else to fill in if an appointed committee member is not present.

Mr. Markey said under PARTA’s By-Laws, the President sets the committee and is also a standing member of each committee. If the situation arises where somebody must be appointed, that will come from the Board President. Before a committee meeting gets started, or at the beginning of the meeting, the Board President or committee chair should name a person either as a temporary member or a standing member of that committee. Another way is to designate any Board member as an alternate for any of the committees. That way, whoever shows up is already appointed ahead of time. That’s something to think about as a way to cover that quorum issue. He asked if he should talk more about the process of the meeting.

Ms. Amrhein said yes, a little bit more about the process and then just a reminder about the public nature of the meeting; what that means in terms of how to run a meeting, record it, and broadcast it; and keeping to the agenda while conducting that meeting.

Mr. Markey said he likes to make sure that meetings run smoothly. The committee meeting should be used for most of the discussion. That’s not to say things can’t be discussed at the Board level, but the Board should be run like a tight business meeting. There’s a reason why the agenda for the Board meetings is set in the By-Laws. All the meetings are open to the public, televised (during COVID), and published. As a trustee of PARTA, each Board member acts in a fiduciary capacity. Comments should stay to the business and not become personal. The reason that the By-Laws defer to Robert’s Rules of Order is Robert’s Rules of Order is designed as parliamentary procedures to keep the meetings running efficiently and tight to the matter at hand. The major principles of Robert’s Rules of Order, from a policy standpoint, are protecting the rights of the majority to decide an issue, the rights to be heard on the board, and then the rights of individual members. By following these rules and procedures, it’s an enjoyable experience for the other Board members, everyone gets heard, and then ultimately a decision is made. Under Robert’s Rules of Order, everything is operated by a motion, second, and a civil discussion relating to that motion only. Technically, someone is out of order if not relating to the motion at the time.

Mr. Gynn asked if there was anything else under New Business. Hearing nothing further, he moved on to the resolutions.

**Resolutions**

Mr. Gynn said the first resolution is #2020-09-01.

#2020-09-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES HONORING BRIAN GRAY, BOARD MEMBER, IN APPRECIATION FOR HIS DEDICATION AND SERVICE.

Mr. Gynn asked for a motion to accept.

**Motion:** Mike Lewis  
**Second:** Marge Bjerregaard

Mr. Gynn expressed appreciation for the work that Mr. Brian Gray has given to the PARTA Board. He then asked Ms. Fletcher to call the roll.

Ms. Fletcher called the roll.
Mr. Gynn said the motion passes.

#2020-09-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES RESCINDING RESOLUTION #2020-08-01 AUTHORIZING THE PURCHASE OF THREE (3) CNG 35’ TRANSIT BUSES FROM TRANSPORTATION EQUIPMENT SALES CORPORATION (TESCO).

Mr. Gynn asked for a motion to approve this resolution.

Motion: Debbie Davison Second: Morgan Tipton

Mr. Gynn said Ms. Amrhein discussed this in her report. He asked if there were any other questions. Hearing none, he asked Ms. Fletcher to call the roll.

Ms. Fletcher then called the roll.

Mr. Gynn said the motion is approved. Moving on, he said there is no need for an Executive Session and asked if there was any other business to come before the Board.

ADJOURNMENT

Hearing nothing further, Mr. Gynn entertained a motion to adjourn the meeting.

Ms. Karen Beck made a motion to adjourn the meeting. Ms. Debbie Davison seconded the motion. Mr. Gynn asked all those in favor to say aye and opposed no. The motion to adjourn passed unanimously.

The meeting adjourned at 7:36 p.m.

Respectfully submitted,

Marcia Fletcher
Executive Assistant
TO: PARTA Board of Trustees
FROM: Claudia B. Amrhein, General Manager
DATE: October 2020

Committee Meetings and Resolutions. The October meeting agenda includes a resolution to express appreciation to Tim Lassan for his years of service as a board trustee. In addition, Director of Planning Clayton Popik will give a presentation overviewing PARTA's fixed route bus service. The board will meet remotely via Zoom on Thursday, October 22, at 7:00 p.m.

The finance committee will meet remotely via Zoom on Tuesday, October 20, at 11:30 a.m. to review September financial reports.

#2020-10-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES HONORING TIMOTHY J. LASSAN, BOARD MEMBER, IN APPRECIATION FOR HIS DEDICATION AND SERVICE.

Thank you, Tim and Welcome Back, R.T. Resolution #2020-10-01 extends PARTA's grateful appreciation to Tim Lassan for his years of service on the PARTA Board of Trustees. Appointed by Franklin Township in 2005, Tim recently resigned for health-related reasons. We welcome back R.T. Mansfield, who previously served on the board as the appointee from Brady Lake Village. R.T.'s term on the board ended on June 30, 2018 after voters dissolved the village. Franklin Township recently appointed R.T. to serve the remainder of Tim's term which runs through June 30, 2022.

Overview of Fixed Route Service. During the October board meeting, Director of Planning Clayton Popik will present an overview of fixed route bus service. We plan to highlight a different aspect of service over the coming months as we prepare to review and update our Transit Development Plan (TDP). Transportation planning is an ongoing and collaborative, regional process designed to identify short and long-term priorities and to guide project funding applications.

COVID-19 Update. I regret to report that two (2) of our coworkers tested positive for the virus this week. We have operated for seven (7) months without a confirmed positive case, but the ongoing spread across Ohio and throughout Portage County, especially in Kent, greatly increased the chances for the virus to enter our workforce.

Due to privacy regulations, we cannot disclose the identities of affected employees or provide any information that may identify them. We are working with local health departments to handle each case appropriately, are staying in contact with the employees while they remain at home and will welcome them back when it is safe to do so. We continue doing everything within our ability to operate every day, protect our employees and passengers, and contain the spread of this virus.

November Meeting Schedules Adjusted for Thanksgiving Holiday. The finance committee will meet remotely via Zoom on Thursday, November 12 at 3:00 p.m. to review the proposed 2021 budgets for PARTA and the Gateway. Director of Finance Rebecca Schrader will provide an overview of each budget and answer questions. We encourage board members who are not members of the finance committee to attend if able. Please let Marcia know if you intend to join the meeting so that we can provide materials in advance of the meeting and send the Zoom meeting information. The November board meeting will meet remotely via Zoom on Thursday, November 19 at 7:00 p.m., one week earlier than usual.
Public Transportation Agency Safety Plan (PTASP). In addition, *I am requesting that the administration committee convene in November to review PARTA’s Public Transportation Agency Safety Plan (PTASP).* The Federal Transit Administration (FTA) issued a rule in 2018 requiring recipients of Urbanized Area Formula Grants (5307 funds) to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS). Chief of Staff Kelly Jurisch will present an overview of the new compliance requirements PARTA must meet to remain eligible to receive this vital federal funding.

In sum, the PTASP seeks to establish and enforce a comprehensive framework to oversee the safety of public transportation. This plan measures PARTA’s safety performance, strategies, and training. The guiding principle for the PTASP is to increase safety of the transit system by identifying, assessing, and controlling safety risks. It includes evaluating “near misses,” as well as examining each event. FTA requires adoption by the Board of Trustees and the plan is due to the FTA by the end of December 2020. Compliance will be reviewed as part of the Triennial Review process.

The plan requires us to enhance our data, looking at related factors in a new way and thinking about the “what-ifs.” PARTA already completes new hire and annual safety training with our staff, in addition to running a Safety Committee and undergoing Ohio Transit Risk Pool’s (OTRP) annual risk management assessment. This new plan seeks to assess and mitigate any risk transit operations may encounter and prioritize safety risks.

PARTA operates on a core mission of safety first. Our management is committed to safe operations and reducing safety concerns and/or incidents. In 2020, PARTA is trending down with safety incidents, which includes collisions and passenger falls. Through September 2020, we had 32 collisions, which range in severity from bumping a mailbox to hitting a car. Nine (9) of the 32 collisions resulted from other drivers hitting us. We also had 14 passenger falls through September 2020. We currently track all collisions, falls, and incidents, which will be useful for the new safety plan.

**Service Reports.** *(Coronavirus closures began March 2020.)* **Ridership.** Total county fixed route and DART ridership decreased by 43.63% through September, as compared to September 2019, with total county service performing 180,817 trips as compared to 320,794 trips performed through September 2019.

County fixed route service has decreased by approximately 43.40% as compared to last year, with 150,515 trips completed through September as compared to 265,950 trips completed through September 2019.

DART service has decreased by 44.75% through September as compared to September 2019, with 30,302 trips completed as compared to 54,844 trips completed through September 2019.

Overall ridership, including campus service, decreased by 53.6%, with campus down by 59.72%. Total system ridership totaled 375,752 as compared to 809,766 through September 2019.

**On-Time Compliance.** ADA Complementary Paratransit Service. ADA on-time compliance was 94.73% in September as compared to 96% in August. Of 683 trips, 36 were performed late, with the latest running 29 minutes behind. General Public (non-ADA) DART. On-time performance for general public, non-ADA trips remained flat at 86.86% for September, as compared to 86.88% in August 2020.

**Vehicle Preventative Maintenance (PM).** On-time compliance with established PM inspection schedules remained excellent at 100% in September, the same as August 2020.

**Parking.** Parking deck usage is climbing slowly as COVID-19 continues to cause disruption to downtown business activity and events. September usage rose by 9% as compared to August, with just under 6,000 cars entering the deck in September as compared to 5,502 cars in August. Year-to-date usage is 49% less than last September.

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.
OPTA is the primary advocate for public transportation in Ohio. My term as President of OPTA began in April 2020, unlucky coinciding with the loss of the full-time Executive Director and while navigating the early stages of the COVID-19 global pandemic.

As reported in the September *Transit Trends*, early reports about virus spread blamed public transportation, causing fear amongst the riding public.

More recent studies have refuted these assumptions and transit authorities around the globe have instituted enhanced safety initiatives, such as extensive cleaning and disinfecting of buses and buildings, and proper wearing of facial coverings by operators and passengers.

To address the many concerns and questions raised during this time, OPTA released practical guidance for public transit and human service transportation agencies for transporting passengers during COVID-19. The guidance was accepted by the Ohio Department of Health and Governor’s Office, opening the door for all state-funded human service providers to utilize this guidance as the basis for reinstating service. The document can be viewed by clicking here: 
https://8eeebf4f-0da3-4cc7-b8fc-39b8cc20c1ae.filesusr.com/ugd/d6a064_f8076ad79a224d19981abb0af254111.pdf.

Following acceptance of the written transportation guidelines, OPTA’s marketing committee developed media materials for use by all transportation providers in Ohio, to communicate the message, “Safe Travel is Our Priority,” as communities began to reopen following months of shutdowns under the state’s stay at home order. A press release and promotional material are included in this packet.

Safety is Our Top Priority

- We wear facial coverings and personal protective equipment (PPE).
- We practice social distancing.
- We clean and sanitize.
- We practice safe hygiene.
- We self-monitor.
- We work closely with local and state health agencies.

Ohio Public Transit Association
605 N. High St., #175
Columbus, OH 43215
ohioneedstransit.org/ride-easy-ohio
Safe Travel is Our Priority.

Safety has always been a top priority for public transportation providers. While our dedication to safety has always been impressive, times have changed and with it, our safety standards have too.

Throughout the state of Ohio, transit systems are taking significant steps to help prevent the spread of COVID-19.

While every person plays a role in protecting others during the pandemic, we recognize our responsibility to keep transit workers and passengers safe. In the era of COVID-19, there's much to worry about, but riding safely shouldn't be one of them.

Grab your face covering, get on board, and RIDE EASY Ohio!

Need More?
For more information about your local transit system's COVID-19 safety policies and protocols, visit your local transit system website or contact them via phone.

Visit www.ohioneedstransit.org/ride-easy-ohio

Resources
Are buses and subways to blame for the spread of COVID-19? A growing body of research suggests otherwise: Fear of Public Transit Got Ahead of the Evidence.

COVID-19 Guidance for Ohio Public Transit and Human Service Transportation Agencies.
We wear facial coverings and personal protection equipment (PPE).
Transit operators and employees wear facial coverings at all times and, during direct interaction with passengers, operators wear additional forms of PPE such as face shields and gloves.

Per the Ohio Department of Public Health, facial coverings are to be worn by passengers while waiting for and riding public transportation or a ride sharing vehicle.

We practice social distancing.
Transit systems monitor passenger loads and capacities, post reminders for employees and passengers to maintain a six-foot distance when feasible, and establish and follow maximum capacities at facilities including transit centers, bus shelters, offices and vehicles.

Some seats on vehicles and in facilities may be closed to encourage social distancing.

Barriers are being installed or considered in vehicle operator cabin areas as well as workstations, help desks, etc.

We clean and sanitize.
Vehicle types, manufacturers, and capacities vary across the state of Ohio. At a minimum, it is mandatory to sanitize vehicles nightly when the vehicle is out of service; however, most transit systems are sanitizing vehicles throughout the day, focusing on high-touch areas.

We’ve also enhanced cleaning efforts throughout facilities including bus shelters, transit centers, offices, and work areas.

In an effort to maintain a high standard of cleanliness, transit organizations have switched to stronger cleaning solvents in accordance with the EPA.

We practice safe hygiene.
Vehicle operators and employees are washing and sanitizing hands regularly, avoiding facial touch, and properly disposing of single-use PPE.

Hand sanitizer is widely available on vehicles and in facilities.

We self-monitor.
Per the CDC, transit employees are self-monitoring for COVID-19 symptoms, including regular temperature checks.

Transit employees are also required to follow CDC, state, and local guidance regarding self-quarantining after known exposure to COVID-19.

We work closely with local and state health agencies.
Transit systems are working with health agencies to develop cleaning and disinfecting protocols if a person with confirmed COVID-19 was known to have been in a vehicle or enclosed space. We continue to communicate with local health agencies to develop and maintain best practices in our cities and counties.

Ohio Public Transit Association
605 N. High St., #175
Columbus, OH 43215

ohioneedstransit.org/ride-easy-ohio

#RideEasyOhio

Ride Easy
PARTA PRESENTS

Fall Into Fitness

We are launching a fall fitness program to help engage our employees in participating in a healthy and active fall season.

OCTOBER 5TH THROUGH NOVEMBER 30TH

PARTA will be giving away prize incentives for participation in this 8 week fitness program!

Everyone can win!
How do I win?

Levels: By keeping track of your minutes active, you are able to win different types of prizes based on how many days and how long you stay active in a two week period.

Level 1: Staying active and working out for at least 6 times in 2 weeks, at least 3 hours total. This would average 30 minutes a workout. This could earn your a $10 Dick's Sporting Goods gift card!

Level 2: Staying active and working out for at least 8 times in 2 weeks, at least 5.3 hours total. This would average 40 minutes a workout. This could earn you a $20 Dick's Sporting Goods gift card!

Level 3: Staying active and working out for at least 10 times in 2 weeks, at least 8.3 hours total. This would average 50 minutes a workout. This could earn you a $40 Dicks Sporting Goods gift card.

questions? email kmoore@partaonline.org
RESOLUTION #2020-10-01

RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES HONORING TIMOTHY J. LASSAN, BOARD MEMBER, IN APPRECIATION FOR HIS DEDICATION AND SERVICE.

Whereas, Timothy J. Lassan has been a PARTA Board Trustee appointed by Franklin Township from 2005-2020; and

Whereas, Timothy J. Lassan has been a faithful and valuable member serving as a Trustee for 15 years, which included serving as a Member of the Facilities Committee, Member of the Finance Committee, Member of the Operations Committee, and Member of the Operations/Planning Committee; and

Whereas, Timothy J. Lassan is highly respected by both his fellow Board members and the General Manager and Staff of PARTA; and

Whereas, Timothy J. Lassan has improved the quality of life for the citizens of Portage County through his dedication and service to PARTA.

NOW, THEREFORE, LET IT BE RESOLVED by the Portage Area Regional Transportation Authority (PARTA) Board of Trustees that they extend their grateful appreciation by this special resolution acknowledging Timothy J. Lassan for his dedicated service and wish him continued success in all his future endeavors.

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 October 22, 2020.

________________________________________
Date

David Gynn, President
Board of Trustees

Attested
Media Release

FOR IMMEDIATE RELEASE

Kent City Health Department moves to Gateway

Kent, Ohio – Tuesday, September 29, 2020 – The Kent City Health Department has moved to new offices located on the 2nd floor of the Kent Central Gateway Transit Center in downtown Kent. Free 30-minute parking is available for health department visitors in designated spots in the KCG parking deck. Access to the KCHD offices is available through the stairwell or elevator at the southwest corner of the building located at 201 E. Erie Street.

“This is an excellent location right in the hub of Kent’s downtown area with easy access to our office by car or public transit,” said Kent City Health Commissioner Joan Seidel. “We’re also within walking distance of other government offices including the future site of the proposed new city hall.”

PARTA owns and operates the Kent Central Gateway and has been looking for a tenant for the facility’s 2nd floor office space since 2017. Details of a 10-year lease agreement between PARTA and the City of Kent were finalized earlier this year, however, COVID-19 delayed KCHD’s move to its new office space until the beginning of September.

PARTA General Manager Claudia Amrheim noted that the health department’s move to the Gateway facility is a good fit. Not only will KCHD provide stable and predictable revenue to support transit services and KCG operations, it does so in a manner consistent with PARTA’s mission, by enhancing access to public health programs and services the department offers in a location where multimodal mobility opportunities converge.

“Our transit services run through the Gateway at regular intervals, parking is available in the deck and on-street, and the facility is fully accessible to disabled individuals as well as anyone traveling on foot or bicycle,” said Amrheim.

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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Media Release

FOR IMMEDIATE RELEASE

PARTA receives 18th consecutive clean audit

Kent, Ohio – Tuesday, September 29, 2020 – Ohio Auditor of State Keith Faber has recognized the Portage Area Regional Transportation Authority (PARTA) with an award for excellence in financial reporting. This is the 18th consecutive year PARTA has received a clean audit and the 6th time PARTA has received the Auditor of State Award. The transit agency also achieved a four-star rating – the highest possible – from Faber for best practices associated with open and transparent government.

“These awards highlight the tremendous effort put forward year after year to ensure the accuracy of PARTA’s financial reporting,” said PARTA General Manager Claudia Amrhein. “It’s a testament to the diligence of the entire PARTA team, particularly our Finance Department and the regular monthly oversight provided by the PARTA Finance Committee and Board of Trustees.”

To receive an Auditor of State Award, an organization’s financial statements must fairly and accurately represent its financial position based on generally accepted accounting principles. This includes the design, implementation, and maintenance of internal controls relevant to the preparation and fair presentation of financial statements free of misstatements due to fraud or error.

The award for transparency in government was introduced by Faber’s office last year to encourage adoption of best practices that exceed minimum standards outlined by the state’s open records Sunshine Law. One star is awarded if a public office meets basic Sunshine Law requirements. Additional stars are bestowed for meeting progressively higher standards.

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New neighbors

Kent City Health Department has a new home at PARTA
Earlier this month, the health department moved a stone's throw from their old offices to a second-floor location at PARTA's Kent Central Gateway building. The move comes with the benefit of a 10-year leasing agreement. "This is an excellent location right in the hub of Kent's downtown area with easy access to our office by car or public transit," Kent City Health Commissioner Joan Seidel said in a PARTA news release yesterday. "We're also within walking distance of other government offices, including the future site of the proposed new city hall."

Here's what you need to know:
- Office hours are not changing because of the move. They're still open 7:30 a.m. to 4 p.m., Monday through Friday.
- The parking garage is offering four parking spaces reserved for Health Department visitors. The spaces are free for the first 30 minutes.

More news:
- PARTA has received its 6th award for excellence in financial reporting from the Ohio Auditor of State. This also marks their 18th consecutive year receiving a clean audit, according to a news release.
PARTA highlights safety initiatives through statewide Ride Easy Ohio campaign

Kent, Ohio – Thursday, October 1, 2020 – Safety remains a top priority for public transportation providers. As such, PARTA has joined with the Ohio Public Transit Association (OPTA) in launching Ride Easy Ohio. The campaign highlights safety initiatives aiming to maintain public transportation as a safe and viable option during the COVID-19 pandemic.

Throughout the state of Ohio, transit systems are taking significant steps to help prevent the spread of COVID-19. PARTA has adopted best practices such as wearing facial coverings, practicing social distancing when possible, cleaning and sanitizing vehicles and facilities, practicing safe hygiene, and employee self-monitoring. In addition, transit systems are working closely with local and state health agencies to develop policies and procedures in conjunction with guidelines issued by governing municipalities.

“PARTA is pleased to be a part of Ride Easy Ohio to bring awareness to safety initiatives that keep public transit as a viable option during these unprecedented times. The health and safety of our riders, along with the ability to maintain our critical public transit services, is job one for us each day. This campaign will support the message of how important safety is to us, so PARTA riders can stay connected,” said PARTA General Manager and OPTA President Claudia Amrhein.

OPTA recognizes the vital role public transit has played during the pandemic. Ohioans can ride easy knowing public transit systems will continue prioritizing the safety and well-being of passengers and employees. For more information about Ride Easy Ohio, visit https://www.ohionedstransit.org/ride-easy-ohio.

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Lewis named Volunteer of Year for Heritage Ohio

Bob Gaetjens
Ravenna Record-Courier
USA TODAY NETWORK

Hometown Bank President Mike Lewis was recently honored by Heritage Ohio, Main Street Kent's parent organization, as Volunteer of the Year.

Nominated by Main Street Kent Executive Director Heather Malarck, Lewis has been doing it all for the organization for the past several years.

"This year, we submitted for a couple awards, and were super excited Mike won Volunteer of the Year," said Malarck. "He's done some great work for us."

Lewis said he was "caught off-guard completely" by the honor, which is open to 26 Main Street organizations statewide.

"I had no idea I was nominated, and we were out of town, and my email started blowing up and I didn't know...

See LEWIS, Page 5A
Lewis

Continued from Page 1A

"Why?" he said.

"Joyce Kozlowski, executive director of the Main Street Kent, said Lewis' contributions to the organization have been substantial and significant. "He's a dedicated volunteer who has been involved for many years, and his work has been instrumental in the success of the organization," she said. "He's always been a driving force behind our initiatives and has provided a steady hand during times of uncertainty."

"He's a true leader in the community, and his dedication to Main Street Kent is a testament to his commitment to the well-being of our town," Kozlowski added. "His leadership and guidance have been invaluable, and I am grateful for all that he has done for Main Street Kent."