Agenda

1. Call to Order
   Roll Call  Oral

2. Meeting Minutes
   Minutes from January 23, 2020, Meeting (Motion Required)  Attachment 2a

3. Guest Communications (limit 2 minutes)  Oral

4. General Manager's Report  Attachment 4

5. Committee Reports
   a. Administration  Scheduled to Meet 2/27/2020
   b. Finance  Scheduled to Meet 2/25/2020
   c. Operations
   d. Personnel  Did Not Meet  Did Not Meet

6. Old Business

7. New Business
   • 2020 Census Overview

8. Resolution - Roll Call Approval Required

#2020-02-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO ENTER INTO AN AGREEMENT WITH KENT STATE UNIVERSITY (KSU) AND THE CITY OF KENT, OHIO, TO CONTINUE JOINT EFFORTS FOR THE IMPROVEMENT OF EAST MAIN STREET GENERALLY LOCATED FROM WILLOW STREET TO HORNING ROAD.

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

10. Adjournment

Next Regular Meeting:

March 26, 2020 @ 7 p.m.
PARTA Administration Building
2000 Summit Road
Kent, Ohio 44240
PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY

BOARD OF TRUSTEES MEETING MINUTES

PARTA ADMINISTRATION BUILDING
2000 SUMMIT ROAD
KENT, OHIO 44240

January 23, 2020

Board Members Present:
Rick Bissler, President
Marge Bjerregaard
Jeff Childers
Brian Gray
Virginia Harris
Timothy Lassan
Michael Lewis
Morgan Tipton
Karen Wise

Board Members Not Present:
Richard Brockett (1st excused absence)
Debbie Davison (1st excused absence)
David Gynn (2nd excused absence)
Jeremy Moldvay (5th excused absence)
Frank Vitale (2nd excused absence)

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

Guests Present:
None.

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.

Moving on, Mr. Bissler said the meeting minutes for the December 19, 2019, 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.

GUEST COMMUNICATIONS

None.

GENERAL MANAGER'S REPORT

Mr. Bissler said the General Manager's report was distributed and asked if there were any questions or highlights.
Ms. Claudia Amrhein thanked Mr. Bissler and wished everyone a Happy New Year. She thanked everyone for coming out tonight and the Operations Committee for meeting prior to the Board meeting. She said the pre-site visit requirements have been completed for the FTA Triennial Review. She thanked the staff for pulling the documents together and submitting them by January 10 under Ms. Kelly Jurisch’s guidance. She said the FTA site visit will be May 14 and 15. PARTA always does very well but it is a lot of work. She asked if there were any questions.

Ms. Marge Bjerregaard asked if there is a price ceiling on the renovations being made by the City of Kent Health Department for its lease of office space at the Kent Central Gateway (KCG).

Ms. Amrhein said the renovations are at their cost. The quotes were provided to them; and as of tonight, they’re only going to accept one for a very nominal amount to add the fire-safe window.

Ms. Bjerregaard asked what PARTA has to do with the connecting communities grant and future transportation safety because we’re not involved in road improvements.

Ms. Amrhein said it would be a grant to study the conditions of the roadways on State Route 59 east of Horning Road in Franklin Township for an area just a little under a mile for future transportation planning. Mr. Clayton Popik can provide more detail about what will be studied but ultimately it provides for a way to plan for future road improvements so it’s safer for everyone who’s traveling. PARTA has transit stops along that corridor without amenities and might be able to apply for funds for better transit access along State Route 59, which might include striping or curb cuts to improve accessibility.

Mr. Popik said the idea behind taking the lead on this is to improve the roadway for PARTA’s purposes and needs, which would be better stops and better access for pedestrians. There are a lot of areas along that roadway where the bus drops off passengers in the middle of a puddle. It would be nice to see some extended sidewalks, better crosswalks, better passenger amenities, and better pedestrian amenities. This study would help lay the groundwork for these improvements. One thing that AMATS likes to see is PARTA and Metro getting more involved with community planning. Something they’ve pointed out in a couple of their different studies is that the planning communities should partner with transit to make sure that they’re incorporated in their road improvements, land use development, etc. The fact that PARTA is taking the lead on this grant gets them excited and it puts the money to good use for everybody.

Mr. Bissler noted that over the next two (2) years, the corridor from Willow Street to Horning Road will be improved. He said the mile stretch involved in the Horning Road and State Route 261 study is not pedestrian friendly in any way, shape, or form. There’s only one (1) crosswalk now and it’s at Horning Road.

Mr. Popik said this study area marries in perfectly with the City of Kent’s design phase between Willow Street and Horning Road. This study is between Horning Road and State Route 261. The City of Kent has already studied State Route 261 about four (4) years ago so they’re going to get to the point where they can start gathering some funding to continue to make that study come to life. They’re already making East Main Street come to life. This study can identify some markers in this area. Horning Road has a nice intersection. Sixth Avenue and State Route 59 has one (1) pedestrian signal and no painted crosswalks. State Route 59 and Rhodes Road has one (1) painted crosswalk and one (1) pedestrian signal. State Route 261, which is a busy area for PARTA with the medical buildings, has no crossing facilities so passengers are literally dropped off on the road. Once passengers get off the bus, they’re not PARTA’s liability anymore; however, PARTA wants to see them get to where they need to go safely even beyond the bus.
Ms. Amrhein said the development along State Route 59 over the years has included retail, food, and medical on the north side and lots of apartment buildings on the south side. People getting across to Acme or Drug Mart are running for their lives. Situations change, places develop, and it's a good time to look at that.

Mr. Bissler reiterated what Mr. Popik said that it's nice to be in on it from the ground floor. He asked if there were any other questions. Hearing none, he moved on to the committee reports.

**ADMINISTRATION COMMITTEE REPORT**

This committee did not meet.

**FINANCE COMMITTEE REPORT**

This committee did not meet.

**OPERATIONS COMMITTEE REPORT**

Mr. Bissler asked Mr. Jeff Childers to report on the Operations Committee, which met earlier this evening.

Mr. Childers said the Operations Committee reviewed the four (4) resolutions that will be discussed this evening and recommended that all four (4) of them be approved by the Board of Trustees. The first resolution deals with renting out the second floor of KCG, which the committee felt was a good thing for PARTA. It does bring in a steady income for up to 10 years and the committee recommended its approval. The second resolution authorizes the General Manager to apply for a grant to study State Route 59, and the committee thought that was a good idea for all the reasons already stated. The third resolution was for the purchase of 38 mobile ticket validators. Ms. Rebecca Schrader pointed out that this is going to be paid for by grants. While PARTA will pay for it upfront, the grant will reimburse PARTA for the $102,000 cost. The committee recommended that the Board approve that resolution this evening. The fourth resolution dealt with buying buses. Three (3) buses were already ordered and now the opportunity arose for one (1) additional clean diesel bus. The committee recommended approval of that resolution also. That was the substance of the meeting.

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

**PERSONNEL COMMITTEE REPORT**

This committee did not meet.

**OLD BUSINESS**

Hearing none, Mr. Bissler said there is no old business.

**NEW BUSINESS**

**Resolutions**

Mr. Bissler then moved on to the resolutions starting with Resolution #2020-01-01.
#2020-01-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO NEGOTIATE THE FINAL TERMS OF AN AGREEMENT WITH THE CITY OF KENT HEALTH DEPARTMENT TO LEASE THE SECOND FLOOR OF THE KENT CENTRAL GATEWAY (KCG) AT 201 EAST ERIE STREET, KENT, OHIO.

Mr. Bissler entertained a motion.

Motion: Marge Bjerregaard    Second: Mike Lewis

Mr. Bissler asked if there was any discussion or questions.

Ms. Amrhein said the second-floor spaces in KCG have been used for the last several years as daily conference room rental space. That didn’t generate a whole lot of usage or revenue and it was difficult to manage. Since late 2017, PARTA has been trying to identify a long-term use for those spaces. Time was spent on a few possibilities that did not come to fruition with different local companies and Kent State University. Earlier this year, discussions took place with the City of Kent about their Health Department, which has been looking for a permanent home for quite some time since they vacated the City Hall that was torn down to make room for apartment buildings. Terms have been reached and City Council has approved those terms. For the first year, $1,500 a month has been determined to be a fair amount for leasing those spaces plus the Health Department will be purchasing some parking passes for fleet vehicles and employee parking in the deck. As Ms. Bjerregaard mentioned, the Health Department did request some make ready improvements that Mr. Brian Trautman got quotes on. Those were listed in the memo that was provided to the Operations Committee. All those quotes were received back this week and submitted to the Health Department. As of yesterday, they were only going to accept adding the fire safe window to the west door. This is the solid door on the second floor after going through the main door. The other projects came in higher than the Health Department had hoped and those would be paid for at their expense. Down the road, once they get settled, they may want to do some of these improvements and then the quotes will be updated, and the work will get done. The Health Department looked at several properties that just didn’t meet their needs. In KCG, they’re centrally located, in an accessible building with elevators and transit access, and people can get there in any mode of transportation. It’s a great use and they are excited. Requesting FTA to change incidental use permission for the space will be submitted. This new use will continue to meet all FTA requirements, so she doesn’t anticipate any issues. She asked if there were any questions.

Hearing none, a roll call vote was taken.

<table>
<thead>
<tr>
<th>Roll Call</th>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Lewis</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virginia Harris</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debbie Davison</td>
<td></td>
<td>EXCUSED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Karen Wise</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Morgan Tipton</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jeremy Moldvay</td>
<td></td>
<td>EXCUSED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Timothy Lassan</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mr. Bissler said the next resolution is #2020-01-02.
#2020-01-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO SUBMIT AN APPLICATION FOR THE AKRON METROPOLITAN AREA TRANSPORTATION STUDY (AMATS) CONNECTING COMMUNITIES PLANNING GRANT TO CONDUCT A COMPLETE STREETS ANALYSIS AND/OR TRAFFIC SAFETY STUDY ALONG THE CORRIDOR OF STATE ROUTE 59 EAST OF HORNING ROAD IN FRANKLIN TOWNSHIP.

Mr. Bissler entertained a motion.

Motion: Morgan Tipton                    Second: Virginia Harris

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

<table>
<thead>
<tr>
<th>Roll Call</th>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeff Childers</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frank Vitale</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Karen Wise</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Timothy Lassan</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jeremy Moldvay</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virginia Harris</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michael Lewis</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Richard Brockett</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brian Gray</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Morgan Tipton</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>David Gynn</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marge Bjerregaard</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debbie Davison</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rick Bissler</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mr. Bissler said the next resolution is #2020-01-03.

#2020-01-03: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO ENTER INTO AN AGREEMENT WITH MASABI LLC FOR THE PURCHASE OF MOBILE TICKET VALIDATORS WITH EMV, WARRANTIES, AND TRAINING.

Mr. Bissler entertained a motion.

Motion: Virginia Harris                    Second: Brian Gray

Mr. Bissler asked what EMV was.

Ms. Amrhein said it's Europay, Mastercard, and Visa, which is the international standard for credit card security. This resolution is requesting authority to purchase mobile ticket validators for a cost not to exceed $102,000. A joint application was submitted last year through NEOride. Ten (10) transit authorities applied for funding to support these mobile ticket validators, which provide a mechanism that works in conjunction with the mobile ticketing app. Earlier this year, PARTA launched the app where the drivers could visually validate that the fare had been paid. This provides an electronic way to validate that the fare has been prepaid using a person's phone. This is 100% money through the NEOride grant obtained through the state of Ohio.

Mr. Trautman said this is the same concept when people use their phones to do mobile ticketing at the airline terminal. The validator is the item on the counter that the person walks up to and puts their phone on that verifies that it's a valid ticket. That same type of technology will be available on the buses.
Ms. Amrhein said long term it should provide a potential pathway to get out of the farebox purchasing business and using mobile ticketing as a much less expensive way as people move away from cash. She doesn’t know that it will ever be completely cashless but the fareboxes cost a lot more money. The fareboxes were last purchased in the fall of 2013 and they are aging.

Mr. Bissler said the fareboxes cost about $18,000 each.

Hearing no other questions, a roll call vote was taken.

<table>
<thead>
<tr>
<th>Roll Call</th>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeremy Moldvay</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michael Lewis</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jeff Childers</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Karen Wise</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debbie Davison</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marge Bjerregaard</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Morgan Tipton</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>David Gynn</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frank Vitale</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Richard Brockett</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virginia Harris</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Timothy Lassan</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brian Gray</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rick Bissler</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mr. Bissler said the next resolution is #2020-01-04.

#2020-01-04: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PURCHASE ONE (1) ADDITIONAL CLEAN DIESEL BUS, OPTIONAL EQUIPMENT, AND SPARE PARTS FROM TRANSPORTATION EQUIPMENT SALES CORPORATION (TESCO).

Mr. Bissler entertained a motion.

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

Ms. Amrhein said this resolution was not on the original agenda that was sent out last week in the Board packet. Over the past few days, PARTA learned that it received 2019 Diesel Emissions Reduction Grant (DERG) funding to support two (2) buses. PARTA also learned that it didn’t get funding through 5339(b). In November, an order was placed for three (3) buses thinking that 2018 DERG money would be used and then 5307 funds as a last resort if no other funding was received. This is the end of a five (5) year contract with TESCO. Once PARTA found out that it did get some DERG funding, Mr. Trautman reached out to the TESCO rep to see if one (1) more bus could be added on the order before a new RFP would have to be written for the next bus order. Confirmation was received last night to add a fourth bus to the order. This is a big deal because PARTA is little and only orders a few buses at a time. Places like Los Angeles or New York order 450 buses at a time so once they’re on the line, it’s difficult to change an order. She appreciates that the Operations Committee added this to their agenda tonight. She said the resolution is requesting authority to add one (1) more bus to the order of three (3) that has already been submitted. One (1) bus would be paid at 80% using 2018 DERG funding, the 2019 DERG funding will support two (2) buses at 70% each, and then 5307 funds, which are formula funds, would pay for the fourth bus at 80% funding.

Mr. Bissler asked if this resolution was just for spending the 5307 funds on the one (1) additional bus.

Ms. Amrhein said yes, the other three (3) buses have already been authorized.
Mr. Nome said this had a short deadline too.

Ms. Amrhein said yes, the notice from the TESCO rep indicated that the purchase order must be provided by Monday.

Mr. Trautman said it's a big deal to get buses slotted. Los Angeles has a 450-bus order with Eldorado National Corporation, which is who PARTA has its contract with, so to slip in a single bus sounds like a minimal thing but it's a pretty big deal. One of the things that allows these bus builders to survive in different economies is to be able to pay attention to the little people. PARTA is little compared to the 450-bus order from Los Angeles. One of the things he wanted to bring to light is that buses are a 12-year procurement. The hard part is how to plan for replacing them in 12 years. About 13 buses are going to come up at the end of their useful life all at the same time and thought is already being given to how those will be replaced. When the grants become available, they must be applied for quickly.

Mr. Bissler said it's a two-edged sword. Even though the money might be available, the bus still must get into the build cycle.

Mr. Trautman said on top of that, it's planning for the match on the backside which is the local share. It's very precarious at times determining how to budget and plan for that.

Mr. Mike Lewis said since 5307 funding is involved, it's kind of like the one (1) additional bus is being bought at an 80% discount. The other 20%, on the finance side, would have had to be found. That's why the trigger is being pulled now and everything has been adjusted for that difference of $102,000. He noted that since there was not a Finance Committee meeting in January, this was not discussed.

Ms. Schrader agreed and said because the OTP2 funds could be used for local match on the storage facility out back, some of those local funds got freed up and were moved around to be used for buses.

Ms. Amrhein asked when the buses are scheduled to be delivered.

Mr. Trautman said the buses are scheduled to be delivered in 2020.

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

Roll Call:

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeff Childers</td>
<td>X</td>
<td>Morgan Tipton</td>
<td>X</td>
</tr>
<tr>
<td>Marge Bjergaard</td>
<td>X</td>
<td>Timothy Lassan</td>
<td>X</td>
</tr>
<tr>
<td>Frank Vitale</td>
<td>EXCUSED</td>
<td>Debbie Davison</td>
<td>EXCUSED</td>
</tr>
<tr>
<td>Michael Lewis</td>
<td></td>
<td>David Gynn</td>
<td>EXCUSED</td>
</tr>
<tr>
<td>Jeremy Moldvay</td>
<td>EXCUSED</td>
<td>Virginia Harris</td>
<td>X</td>
</tr>
<tr>
<td>Karen Wise</td>
<td>X</td>
<td>Brian Gray</td>
<td>X</td>
</tr>
<tr>
<td>Richard Brockett</td>
<td>EXCUSED</td>
<td>Rick Bissler</td>
<td></td>
</tr>
</tbody>
</table>

Moving on, Mr. Bissler said between now and the next Board meeting is Valentine's Day. He wished everyone a Happy Valentine's Day and thanked everyone for coming out tonight. He said with the additional bus order needing to be submitted by Monday, if there hadn't been a quorum tonight, there would have been a problem.
Ms. Amrhein said she forgot to mention that the storage facility is well underway and can be seen by peeking out back if anyone is interested.

Ms. Jurisch said Ohio Loves Transit week is coming up the same week as Valentine’s Day. Ms. Denise Baba will be sending out something for Ohio Loves Transit. Last year, Mr. Bissler came out and rode the bus, as well as State Representative Randi Clites.

Ms. Amrhein said after this month, little segments of interesting information will be planned for the Board meetings.

Ms. Morgan Tipton said she was curious as to how the motion that was approved in October about the ADA compliance was going.

Mr. Trautman said he, Ms. Jurisch, and Operations staff had a conference call with Western Reserve Hospital to finalize the process and make sure there was a systematic version in place. All the passengers involved were called and notified that this was coming. Five (5) notices were sent out and PARTA is waiting for those people to contact Western Reserve Hospital. ADA law states that a 21-day conditional eligibility must be provided. From the day the letter is mailed, PARTA will be providing 30 days for them to contact Western Reserve Hospital, schedule the assessment, and schedule transportation with PARTA for the trip there and back. There’s a process that has been put in place for determining whether that person is eligible for ADA transportation or not. If they get denied that certification, there’s an eligibility appeals process already established. If they don’t contact Western Reserve Hospital and/or PARTA and indicate where they are in the process, then PARTA will, at that point, remove their ADA eligibility. It will be documented as to when the letter was sent to them and the timeline that they were working under in order to be able to get that eligibility. A determination will also be made as to what the consequences will be since they didn’t follow through with the process. They still will be eligible for demand response DART services, but if they don’t follow through with the process, they will not have ADA eligibility. Some pushback is expected. Some people have already said they’re not doing it, which is fine. If they don’t want to do it, they can use DART services. The difference is what the federal government requires PARTA to do under ADA versus what it does with its DART service, which is a self-imposed rule. Discussions have already taken place about how this is going to affect the elderly. That will be an area that will be addressed internally. Age is not a disability. If there was a situation where somebody who is elderly would say that this is a problem for them because they are older and they just can’t get there, that will be dealt with on an individual basis and documented that way.

Ms. Tipton asked if Board Members should be engaged by community members to discuss this, who can they direct them to speak to should they have questions that they can’t answer.

Mr. Trautman said Andrea Stevens is the lead scheduler but anybody in Operations can field a phone call when it comes to ADA and how that program is being managed.

Mr. Bissler said they should always be directed to the office where they’ll be transferred to the appropriate staff member. His pat answer is the Board does policy and long-range planning.

ADJOURNMENT

Hearing no further discussion, Mr. Bissler concluded by entertaining a motion to adjourn.
Ms. Marge Bjerregaard made a motion to adjourn the meeting. Mr. Mike Lewis seconded the motion. **Motion to adjourn passed unanimously.**

The meeting adjourned at 7:32 p.m.

Respectfully submitted,

Marcia Fletcher
Executive Assistant
Committee Meetings and Resolution. The finance committee will meet on Tuesday, February 25 at 11:30 a.m. to review 2019 year-end financial reports. Lunch will be provided. The administration committee will meet on Thursday, February 27, at 6:30 p.m. to review Resolution #2020-02-01 and to discuss revising the credit card section of the procurement policy to meet current Auditor of State requirements, with a resolution to follow for consideration at the March board meeting. As always, all board members are welcome to attend committee meetings.

#2020-02-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO ENTER INTO AN AGREEMENT WITH KENT STATE UNIVERSITY (KSU) AND THE CITY OF KENT, OHIO, TO CONTINUE JOINT EFFORTS FOR THE IMPROVEMENT OF EAST MAIN STREET GENERALLY LOCATED FROM WILLOW STREET TO HORNING ROAD.

City of Kent East Main Street Improvement Project. The city of Kent is planning major improvements to East Main Street (State Route 59) from Willow Street to Horning Road. Concurrently, Kent State University is planning redevelopment of campus facilities along East Main, including constructing a parking deck to replace existing surface lots and building a new College of Business Administration. And as authorized at last month’s meeting, we are finalizing an application for a $40,000 AMATS Connecting Communities Grant to study potential options for improving safety infrastructure from Horning Road east to State Route 261 in Franklin Township. Resolution #2020-02-01 requests authorization to enter into the attached agreement with the city and KSU to ensure all aspects of project planning and implementation are done cooperatively and with input from all interested parties during all phases of each project.

Auditor of State Requirements for Credit Card Policies. In 2017, the board approved revisions to the procurement policy to address Auditor of State requirements for use of credit cards by political subdivisions. We then updated our procurement procedures to define how management will carry out and monitor compliance. In 2018, the state issued additional requirements that expand the scope of matters which must be addressed in the board-approved policy. The procurement policy and auditor of state bulletin are enclosed for discussion during the administration committee meeting.

February Board Presentation Topics. 2020 Marks PARTA’s 45th Anniversary. During the board meeting, we will provide an overview of a few initiatives we’re working on to mark PARTA’s 45th year as an RTA. A second brief presentation will provide an overview of the upcoming 2020 Census. PARTA is one of numerous “census partners” on Portage County’s “Complete Count Committee” helping to raise awareness about the importance of participating in the 2020 Census. Census representatives staffed a table in the lobby of the Gateway on Tuesday and Wednesday, February 11 & 12, to recruit census field workers. Our website will be updated to include information about the census and a link to the census web page. An accurate tally of Portage County residents is important to ensuring the county receives its fair share of federal funds to support schools, hospitals, roads, and public works, as well as public transit.

First “Easy Street” Functional Assessments Completed. Several individuals completed functional assessments this month at Western Reserve Hospital’s “Easy Street” center in Cuyahoga Falls. After notifying currently certified passengers, staff focused in January on working out the logistical details of coordinating appointment and transportation scheduling. To recap, establishing an eligibility determination
process that is consistent and objective for all individuals seeking to use PARTA’s ADA paratransit service was a key strategic objective in 2019. With ADA trip requests increasing substantially, making this transition is critical to ensure paratransit service is properly reserved for trips whose origins and destinations occur within ¾ of a mile of a fixed route to transport individuals who are prevented from using fixed route service due to a defined barrier.

Overview of 2020 Priorities. In the coming year, we will focus on completing 2020 short term priorities and begin planning for longer term, future year initiatives. Key 2020 priorities include:

- Determining ADA paratransit eligibility through the “Easy Street” functional assessment process;
- Leasing the Gateway second floor to Kent City Health Department effective April 1;
- Completing the FTA Triennial Review on-site visit May 14-15 and correcting deficiencies, if any;
- Developing messaging around PARTA’s 45th Anniversary and continuing staff and board development, community engagement and recruitment strategies;
- Supporting Portage County’s efforts to promote 2020 Census participation;
- Launching hotel parking software program upon purchase by KSU Hotel;
- Issuing and awarding RFPs: 1) IT Managed Services; 2) Transit Buses; 3) Light Transit Vehicles.

OPTA Lobby Day. Transit officials from across Ohio gathered in Columbus on February 12 to meet with legislators and highlight the impact of a $70 million investment the General Assembly made in public transit in 2019. I met with Senator John Eklund in the morning and Denise joined me for meetings with Representatives Diane Grendell and Randi Clites in the afternoon. Of the $70 million allotted statewide in 2019, PARTA received $640,000 for preventative maintenance, nearly $37,000 for equipment, approximately $354,000 to defray the cost of our new bus storage facility and $190,000 through a joint application with NEORide to fund electronic validators and mobile routers. Thanking and keeping legislators informed about the impact the funding is making on local communities is important to support continued funding for public transit in future state budgets.

Ohio Loves Transit Day. Many thanks to PARTA Board Members Marge Bjerregaard, Debbie Davison, David Gynn, Virginia Harris and Board attorney William Nome for joining members of the administrative team for a ride-along on Friday, February 14 to celebrate Ohio Loves Transit Day. Other individuals who boarded PARTA buses to observe the day included Kent State University President Todd Diacon and KSU mascot Flash, State Representative Randi Clites, County Commissioner Kathleen Clyde, Kent Mayor Jerry Fiala and Kent City Manager Dave Ruller. Ohio Loves Transit Day is promoted by the Ohio Public Transit Association in cooperation with the state’s 61 transit agencies to highlight the significance of public transit to Ohio’s citizens and the state’s economy.

Service Reports. Ridership. On-Time Compliance. ADA Complimentary Paratransit Service. ADA on-time compliance was 92.40% in January as compared to 89.74% in December. Of 974 trips, 74 were performed late due to a trip to Palmyra on the route that made it difficult for the driver to stay on time. The ADA trip was the last of the day and the driver was not able to get back on time. General Public (non-ADA) DART. On-time performance for general public, non-ADA trips remained flat at 78.37% for January, as compared to 78.15% in December 2019. Vehicle Preventative Maintenance (PM). On-time compliance with established PM inspection schedules was 100% in January as compared to 97% in December 2019.

Parking. Parking deck usage in January increased by 4% as compared to January 2019, with 8,024 total cars entering the deck, as compared to 7,707 last January. Total 2019 parking decreased by 1% as compared to total parking in 2018; with 115,131 entries in 2019 as compared to 116,337 in 2018.

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.
PROCUREMENT POLICY

# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>SECTION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 Purpose/Scope</td>
<td>2</td>
</tr>
<tr>
<td>2.0 Legal Authority</td>
<td>2</td>
</tr>
<tr>
<td>3.0 General</td>
<td>2</td>
</tr>
<tr>
<td>4.0 Delegation of Authority</td>
<td>3</td>
</tr>
<tr>
<td>5.0 Ethical Conduct</td>
<td>3</td>
</tr>
<tr>
<td>6.0 Protests</td>
<td>4</td>
</tr>
<tr>
<td>7.0 Credit Card Use</td>
<td>7</td>
</tr>
<tr>
<td>8.0 Attachments</td>
<td>8</td>
</tr>
</tbody>
</table>
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY
PROCUREMENT POLICY

1.0 Purpose/Scope
It is PARTA's policy to be good stewards of local, state, and federal monies entrusted to it by the public. This policy establishes the goals of the Board of Trustees as they pertain to procurement of goods and services and use of credit cards, when necessary, to carry out the operations of PARTA. This policy identifies the laws that form the basis of PARTA's procurement policy and procedures; designates persons responsible for the duties under those laws; establishes the ethical standards that participants in the process are expected to maintain; and sets forth the manner in which protests to procurement decisions may be made.

2.0 Legal Authority

2.1 PARTA shall follow the procurement procedures for Regional Transit Authorities as put forth in the Ohio Revised Code and the FTA Circular on Third Party Contracting (Currently 4220.1F).

2.2 In the event Ohio state law is less restrictive or not as limiting as federal procurement standards, the procurement requirements put forth by the FTA Circular shall be followed. The above citations are attached hereto and made part of this policy.

3.0 General

3.1 The following guidelines shall establish how all procurement funds of PARTA will be expended as directed by the Board of Trustees and General Manager.

3.2 These guidelines apply to the procurement of any and all supplies, materials, equipment, and services. The references cited and included in this policy are provided to give additional guidance in PARTA's procurement function, as this policy, in and of itself, is not all inclusive.
4.0  Delegation of Authority
Authority to carry out the procurement functions is allocated between the Board of Trustees and General Manager as follows:

4.1  Board of Trustees
4.1.1  Approve Procurement Policy.
4.1.2  Approve Credit Card Use Policy.
4.1.3  Award contracts whose cost is $100,000 or more.

4.2  General Manager/Secretary Treasurer
4.2.1  Establish and update, as needed, procurement procedures, internal controls, and credit card use procedures consistent with federal and state laws deemed necessary to carry out this policy.
4.2.2  Approve and Execute contracts over $100,000 that have been awarded by the Board of Trustees.
4.2.3  Approve and execute change orders for contracts over $100,000 that are within the dollar amount awarded by the Board.
4.2.4  Award and execute contracts under $100,000.
4.2.5  Approve and execute change orders to contracts under $100,000 so long as the total contract amount does not exceed $100,000.

5.0  Ethical Conduct
5.1  No employee of PARTA or trustee or agent shall participate in the solicitation or in the award or administration of a contract awarded by PARTA, if a conflict of interest, real or apparent, exists.
5.1.1  Such conflict exists when any of the following has a financial or other interest in the firm or organization selected for the award:
5.1.1.1  the employee, trustee, or agent
5.1.1.2  any member of their immediate family
5.1.1.3  any business partner, or
5.1.1.4  an organization that employs or is about to employ any of the above.
5.2 No employee of *PARTA* or trustee or agent shall solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors or parties to sub-agreements.

5.3 Business lunches or dinners of minimal value are excluded from this section.

5.4 Annually, all trustees and agents shall be solicited regarding certification of conflict of interest.

5.5 Violation of Section 5.0 Ethical Conduct shall result in discipline of employee, trustee, or agent involved, up to and including discharge from employment, or termination of consulting services.

6.0 Protests

6.1 It is the policy of *PARTA* to prepare specifications for invitations to bid or for requests for proposals that are not discriminatory in nature. All solicitations are to be open and free to all competing vendors whereby all have a reasonable chance to be successful and be awarded a contract.

6.2 If a vendor feels that a particular solicitation is unfair for whatever reason, the following procedure must be followed to register a proper protest, and said procedure shall be a part of all solicitations:

Step 1: The protest must be made in writing and addressed to the Secretary Treasurer no later than three (3) days before the scheduled bid opening or RFP due date.

Such protest must cite what the solicitation was for and for what reason the protest is lodged.

Step 2: The Secretary Treasurer shall make all reasonable attempts to resolve the protest prior to the award of a contract and may reschedule the bid opening solely at their discretion if deemed necessary. The Secretary Treasurer must make a decision no later than 10 working days from the date the protest was filed.
Step 3: If the protest is not satisfactorily resolved at Step 2, the person or firm making the protest may request a hearing with their legal counsel and PARTA, with PARTA’s legal counsel serving as arbitrator on the matter. Request for such a hearing must be made within 15 working days of the original date the protest was filed.

Step 4: If the protest is not satisfactorily resolved at Step 3, the person or firm making the protest may appeal, within 30 working days of the original protest date, the matter to the Board of Trustees of PARTA, who shall assign the matter to the appropriate standing committee of the Board who shall hold a hearing within 15 working days on the matter and make recommendations to the full Board to be considered at its next regularly scheduled meeting.

The decision of the Board shall be final and binding on all parties.

Further appeal would be via courts of competent jurisdiction.

6.3 If a vendor feels that a particular award is unfair for whatever reason, the following procedure must be followed to register a proper protest, and said procedure shall be a part of all solicitations:

Step 1: The protest must be made in writing and addressed to the Secretary Treasurer no later than three (3) days after the protested action of PARTA becomes known or reasonably should have been known by the protesting party.

Such protest must cite what the solicitation was for and for what reason the protest is lodged.

Step 2: The Secretary Treasurer shall make all reasonable attempts to resolve the protest prior to the award of a contract and may reschedule the bid opening solely at their discretion if deemed necessary. The
Secretary Treasurer must make a decision no later than 10 working days from the date the protest was filed.

Step 3: If the protest is not satisfactorily resolved at Step 2, the person or firm making the protest may request a hearing with their legal counsel and PARTA, with PARTA's legal counsel serving as arbitrator on the matter. Request for such a hearing must be made within 15 working days of the original date the protest was filed.

Step 4: If the protest is not satisfactorily resolved at Step 3, the person or firm making the protest may appeal, within 30 working days of the original protest date, the matter to the Board of Trustees of PARTA, who shall assign the matter to the appropriate standing committee of the Board who shall hold a hearing within 15 working days on the matter and make recommendations to the full Board to be considered at its next regularly scheduled meeting.

The decision of the Board shall be final and binding on all parties.

An adversely affected party may also submit a complaint in writing directly to the Federal Transit Administration (FTA), U.S. Department of Transportation, Office of 3rd Party Contracting. The FTA will only consider whether the local procedure was followed.

7.0 Credit Card Use

7.1 It is the policy of PARTA to authorize use of credit cards for the efficient acquisition of goods or services, solely for the benefit of PARTA's business operations.

7.2 Cash withdrawals, purchases with cash back, and purchases for personal use are strictly prohibited, including purchases of entertainment or alcoholic beverages.
7.3 Credit cards may be used for expenses incurred while conducting approved business on behalf of PARTA, as defined in PARTA's Personnel Policy Manuals (Exempt, Nonexempt, and Student), Section 3.11, Business Expenses.

7.4 The General Manager shall authorize credit accounts and limits, designate persons authorized to use credit cards, and monitor use.

7.5 The General Manager shall establish and update, as needed, a system of internal controls and procedures deemed necessary to carry out this policy.

7.6 Internal controls and procedures so established shall be designed to deter credit card misuse, provide adequate tracking of credit card use, and create and preserve an appropriate audit trail. Persons authorized to use credit cards shall sign a statement indicating he/she has read the credit card policy and procedures, understands them, and agrees to abide by them.

7.7 Utilization of PARTA's credit cards for any purpose other than official business shall be promptly investigated and may result in disciplinary action up to, and including, termination.

8.0 Attachments

8.1 ORC Section 306.43
8.2 ORC Sections 9 and 153
8.3 FTA Circular 4220.1F
8.4 Buy America Regulations, 49 CFR 661
8.5 Auditor of State Bulletin 2016-004
DATE ISSUED: November 30, 2018

TO: All Political Subdivisions
    All Independent Public Accountants

FROM: Dave Yost, Auditor of State

SUBJECT: House Bill 312 Amendments to Regulate the Usage of Credit and Debit Cards

Background

House Bill 312 amends Ohio Revised Code sections 505.64, 511.234, 940.11, 940.12, 1545.072, 1711.131, 2913.21, 3313.291, and 3375.392 and enacts sections 9.21, 9.22, 717.13, 3313.311, 3314.52, 3326.52, 3328.52, and 6119.60 of the Revised Code to regulate the use of credit and debit cards. The credit card requirements apply to all political subdivisions, except colleges and universities and counties. The debit card requirements apply to all political subdivisions, except law enforcement.

Written Policy Requirements

House Bill 312 establishes two separate internal control models for credit card usage by political subdivisions: the custody and control model and the compliance officer model. The bulletin describes these models below.

Not later than February 2, 2019, the legislative authority of a political subdivision that holds a credit card account must adopt a written policy for the use of credit card accounts. Otherwise, a legislative authority must adopt a written policy before the use of a card account. The policy must include provisions addressing all the following:

- The appointment of a compliance officer, where applicable;
- The officers or positions authorized to use a credit card account;
- The types of expenses for which a credit card account may be used;
The procedures for acquisition, use, and management of a credit card account and presentation instruments related to the account including cards and checks;

- The procedure for submitting itemized receipts to the fiscal officer or the fiscal officer’s designee;

- The procedure for credit card issuance, credit card reissuance, credit card cancellation and the process for reporting lost or stolen credit cards;

- The political subdivision’s credit card account’s maximum credit limit or limits; and

- The actions or omissions by an officer or employee that qualify as misuse of a credit card account.

These policy points are a minimum. Policies should be tailored to the specific needs of your entity.

Definitions

“Political subdivision” means a body corporate and politic that is responsible for government activities in a geographic area smaller than that of the state. Counties are excluded under Ohio Rev. Code §9.21 pertaining to credit card accounts, but are included under Ohio Rev. Code §9.22 pertaining to debit cards.

“Credit card account” means any bank issued credit card account, store issued credit card account, financial institution-issued credit card account, financial depository-issued credit card account, or any other card or credit account allowing the holder to purchase goods or services on credit or to transact with the account, and any debit or gift card account related to the receipt of grant moneys.

We interpret credit card accounts to include online purchasing accounts (e.g., Amazon Business which include the ability for local governments to set internal controls over employee spending) and store gift cards (not related to the receipt of grant monies). Store gift cards are credit cards which are preloaded with a set dollar amount and may be used only at a specific retailer.

“Credit card account” does not include the following:

- Procurement card account – a card issued to designated users by a political subdivision to make purchases at selected businesses. Procurement cards can be tied to either a credit card or bank account. Security measures for procurement cards include setting per-purchase and per-month dollar limits. Procurement cards may also feature spending restrictions for the types of purchases allowed and merchant category codes which define where purchases can and cannot be made. A bank that manages a procurement card will issue payments to payees within days, while providing monthly invoicing to the local government. The appropriate local government supervisor or fiscal staff must review and approve these invoices prior to payment. This differs from a credit card
because use can be limited to specific businesses and dollar amounts. These accounts generate merchant invoices to local governments.

- Gasoline card — card utilized strictly for fuel and automotive parts or repairs purchases.
- Telephone credit card account — account utilized to enable users to make long distance phone calls.
- Any other card account, similar to a gasoline or telephone card, where a merchant category code limiting the type of good that may be purchased is in place as a system of control for use of the card account.

"Presentation instruments" means any card, check, or account number which can be used to purchase goods or services, including online purchasing accounts.

"Debit card account" means a card account issued by a financial institution which allows the holder to transfer money electronically to another bank account when making a transaction. For the purposes of this bulletin, a debit card account includes the following:

- A single-use cash gift card (not related to the receipt of grant monies). A cash gift card is a debit card account with a set dollar amount and may be accepted by any retailer, similar to a debit card. The cash gift card is void upon spending the balance or expiration.
- A prepaid gift card (not related to the receipt of grant monies). A prepaid gift card is a debit card account that is reloadable, unlike the cash gift card.

In both examples above, the gift cards act like cash or debit cards and do not have built-in restrictions over employee spending.

**Custody and Control Model**

The custody and control model is a system in which the treasurer or fiscal officer maintains physical control over all credit cards of the entity and may use a system requiring the cards to be "signed out" by authorized, designated users. Entities utilizing the custody and control model should specify the following items in their written policies, approved by the governing board:

- Who the authorized, designated users are,
- A reasonable length of time the card is allowed to be out of the control of the treasurer or fiscal officer for the transaction(s) to be completed,\(^1\) and
- The procedures that should be followed to submit itemized receipts, as well as any other entity specific requirements that would fit the needs of a political subdivision.
- An officer or employee is liable in person and upon any official bond the officer or employee has given to the political subdivision to reimburse the treasury for the amount

\(^1\) Auditors will evaluate the length of time a card is out of the control of the treasurer or fiscal officer for reasonableness on a case-by-case basis as part of the upcoming audits of political subdivisions.
for which the officer or employee does not provide itemized receipts in accordance with
the credit card policy.

Compliance Officer Model

The compliance officer model is a system in which the treasurer or fiscal officer does not
maintain physical control of the credit cards. In this instance, a political subdivision must appoint
a compliance officer. The compliance officer should not be the treasurer or fiscal officer and
should not be an authorized user of the card or authorize use of the credit card by an individual.
In certain instances in which the compliance officer is authorized to use a credit card, the
compliance officer must have their credit card statement reviewed by the executive or legislative
body of the entity.

A quarterly review process should take place where the compliance officer reviews the number
of cards the entity has, the number of active cards the entity has, and the credit limit for each
card. *(See the entity specific sections below for specific requirements of the compliance officer
model.)*

Additional General Requirements

The name of the political subdivision must appear on each presentation instrument related to the
account including cards and checks.

The use of a credit card account for expenses beyond those authorized by the legislative
authority constitutes misuse of a credit card account. An officer or employee of the political
subdivision or a public servant as defined under section 2921.01 of the Revised Code who
knowingly misuses a credit card account held by the legislative authority violates section
2913.21 of the Revised Code, which is a misdemeanor of the first degree.

The fiscal officer or the fiscal officer’s designee annually must file a report with the legislative
authority detailing all rewards received based on the use of the political subdivision’s credit card
account.

No political subdivision may hold or utilize a debit card account, except for law enforcement
purposes. Possession or use of a debit card account by a political subdivision, except law
enforcement, is a violation of section 2913.21 of the Revised Code.

The requirements set forth in House Bill 312 do not apply to debit card accounts related to the
receipt of grant moneys.
Entity Specific Requirements:

Township Specific Requirements

If a township fiscal officer does not retain general possession and control of the credit card and the entity must utilize the compliance officer model, the following applies:

In a township that has adopted a limited home rule government under Chapter 504 of the Revised Code, the board must appoint a compliance officer to perform the duties as outlined under the policy requirements. The compliance officer may not use a credit card account and may not authorize an officer, employee, or appointee to use a credit card account, with the exception of a board of township trustees serving in the role of compliance officer, then they may use a credit card if so authorized under the policy adopted by the township and may authorize an officer, employee, or appointee to use a credit card account as provided in the policy requirements. The fiscal officer is not eligible for appointment as compliance officer.

In a township that has not adopted a limited home rule government under Chapter 504 of the Ohio Revised Code, the fiscal officer must present credit card account transaction detail from the month previous, monthly to the board. The board must review the credit card transaction detail and the chairperson of the board must sign an attestation stating the board reviewed the credit card account transaction detail.

The compliance officer, if applicable, and the board, at least once every six months, must review the number of cards and accounts issued, the number of active cards, and accounts issued the cards’ and accounts’ expiration dates, and the cards’ and accounts’ credit limits.

The fiscal officer or the fiscal officer’s designee annually must file a report with the board detailing all rewards received based on the use of the township’s credit card account.

Municipal Corporations (Cities and Villages) Requirements

If a city auditor or village fiscal officer does not retain general possession and control of the credit card and the entity must utilize the compliance officer model, the following applies:

In a municipal corporation that has the authority to operate a mayor’s court pursuant to Chapter 1905, of the Revised Code, the chief executive officer of the municipal corporation must appoint a compliance officer to perform the duties enumerated under the policy established. The compliance officer may not use a credit card account and may not authorize an officer or employee to use a credit card account. The village clerk or city auditor is not eligible for appointment as compliance officer.

In a municipal corporation that does not have the authority to operate a mayor’s court pursuant to Chapter 1905 of the Revised Code, the village clerk or city auditor must present monthly the
legislative authority credit card account transaction detail from the previous month. The
legislative authority must review the credit card account transaction detail and the presiding
officer of the legislative authority must sign an attestation stating the legislative authority
reviewed the credit card transaction detail.

The compliance officer, if applicable and the legislative authority at least quarterly must review
the number of cards and accounts issued, the number of active cards and accounts issued, the
cards' and accounts’ expiration dates, and the cards’ and accounts’ credit limits.

The village clerk or city auditor, as applicable, or the designee of that applicable officer annually
must file a report with the legislative authority detailing all rewards received based on the use of
the municipal corporation’s credit card account.

**School District, Educational Service Center, or Information Technology Center Requirements**

If a School District, Educational Service Center (ESC), or Information Technology Center (ITC)
treasurer does not retain general possession and control of the credit card the governing authority
must appoint a compliance officer.

Unless the compliance officer is a superintendent of a school district or chief administrator of an
ITC, the compliance officer may not use the credit card account. The compliance officer may not
authorize an officer or employee to use a credit card account. If a school district superintendent
acting as compliance officer has authority to use a credit card account, the treasurer or the
treasurer's designee, who must not be the school district superintendent, must review monthly the
credit card account transaction detail and must sign an attestation stating the treasurer or
designee reviewed the credit card account transaction detail. If the chief administrator of an ITC
acting as compliance officer has authority to use a credit card account, the governing authority
must review monthly the credit card account transaction detail and must sign an attestation
stating the governing authority reviewed the credit card account transaction detail. The treasurer
of the board of education, treasurer of the ESC, and chief fiscal officer of the ITC are not eligible
for appointment as compliance officer. The superintendent of a school district or chief
administrator of an ITC is eligible for appointment as compliance officer.

The compliance officer at least once every six months must review the number of cards and
accounts issued, the number of active cards and accounts issued, the cards’ and accounts’
expiration dates, and the cards’ and accounts’ credit limits.

The treasurer or chief fiscal officer, as applicable, or the designee of that applicable officer
annually must file a report with the board or authority detailing all rewards received based on the
use of the credit card account.
Community School and STEM School Requirements

If a community or STEM school treasurer does not retain general possession and control of the credit card, the governing authority must appoint a compliance officer.

Except for a chief administrator of a community or STEM school serving as compliance officer, the compliance officer may not use a credit card account. The compliance officer may not authorize an officer or employee to use a credit card account. If a chief administrator acting as compliance officer has authority to use a credit card account, the governing authority must review the credit card account transaction detail monthly, and must sign an attestation stating the governing authority reviewed the credit card account transaction detail. The designated treasurer is not eligible for appointment as compliance officer. The chief administrator is eligible for appointment as compliance officer.

The compliance officer and the governing authority at least quarterly must review the number of cards and accounts issued, the number of active cards and accounts issued, the cards’ and accounts’ expiration dates, and the cards’ and accounts credit limits.

The designated treasurer or the designated treasurer’s designee annually must file a report with the governing authority detailing all rewards received based on the use of the community or STEM school’s credit card account.

College Preparatory Boarding School Requirements

If the treasurer of the college-preparatory boarding school does not retain general possession and control of the cards, the board should appoint a compliance officer.

Except for a chief administrator of college-preparatory boarding school serving as compliance officer, the compliance officer may not use a credit card. If the chief administrator acting as compliance officer has authority to use a credit card account, the board must review the credit card account transaction detail monthly, and must sign an attestation stating the board reviewed the credit card account transaction detail. The treasurer is not eligible for appointment as compliance officer. The chief administrator is eligible for appointment as compliance officer.

The compliance officer and the governing body at least quarterly must review the number of cards and accounts issued, the number of active cards and accounts issued, the cards’ and accounts’ expiration dates, and the cards’ and accounts’ credit limits.

The treasurer or the treasurer’s designee annually must file a report with the board detailing all rewards received based on the use of the college-preparatory boarding school’s credit card account.

Library Requirements

If the fiscal officer of a free public library or library district does not retain general possession
and control of the credit card account, and presentation instruments related to the account include cards and checks, the board must appoint a compliance officer.

The compliance officer may use a credit card account only upon authority from the fiscal officer of the free public library or library district, except the director of a free public library or library district serving in the role of compliance officer may use a credit card if so authorized under the policy. If the compliance officer has authority to use a credit card account, the fiscal officer or the fiscal officer’s designee, who must not be the compliance officer, monthly must review the credit card account transaction detail and must sign an attestation stating the fiscal officer or designee review the credit card account transaction detail. The compliance officer may not authorize an officer, employee, or appointee to use a credit card account, except a director serving in the role of compliance officer may authorize an officer, employee, or appointee to use a credit card account. The fiscal officer of the free public library or library district is not eligible for appointment as compliance officer. The director is eligible for appointment as compliance officer.

The compliance officer must review the number of cards and accounts issued at least once every six months, the number of active cards and accounts issued, the cards’ and accounts’ expiration dates, and the cards’ and accounts’ credit limits.

The fiscal officer or the fiscal officer’s designee annually must file a report with the board detailing all rewards received based on the use of the free public library’s or library district’s credit card account.

**Summary**

Political subdivisions, except colleges and universities, are required to implement a credit card policy by February 2, 2019, if they already hold a credit card account. All other entities subject to this legislation must adopt a credit card policy before obtaining a credit card account. The policy should address each point as outlined in the legislation, at a minimum, with additional specific policy points to fit the needs of the entity. No political subdivision may hold or utilize a debit card account, except for law enforcement purposes. Possession or use of a debit card account by a political subdivision, except law enforcement, is a violation of section 2913.21 of the Revised Code.
Bulletin 2018-003
House Bill 312 Amendments to Regulate the Usage of Credit and Debit Cards
Page 9

Questions

If you have any questions regarding this bulletin, please contact the AOS Center for Audit Excellence at (800) 282-0370.

Dave Yost
Auditor of State
OPTA Lobby Day photos

(L to R) LakeTran General Manager Ben Capelle, Ohio Senator John Eklund, PARTA General Manager Claudia Amrhein, LakeTran Director of Communications and Marketing Julia Schick.

(L to R) Denise Baba, State Representative Diane Grendell, PARTA General Manager Claudia Amrhein, OPTA Executive Director Laura Koprowski.

(L to R) State Representative Randi Clites, PARTA General Manager Claudia Amrhein.
Ohio Loves Transit photos

State Representative Randi Clites and PARTA General Manager Claudia Amrhein on the Summit East Campus Bus.

County Commissioner Kathleen Clyde speaks with PARTA General Manager Claudia Amrhein on the Route 45 Suburban South bus.

Kent State University President Todd Diacon on the Summit East Campus Bus.

Kent Mayor Jerry Fiala (foreground) with city manager Dave Ruller and PARTA General Manager Claudia Amrhein on the Route 30 Interurban West bus.

Kent State University Mascot Flash checks out the PARTA passenger information display at the KSU Student Center.

Kent Mayor Jerry Fiala talks to PARTA bus driver Matt Kline.
City Manager Dave Ruller steps off the Route 30 Interurban West bus.

*PARTA* Board members Debbie Davison, David Gynn, *PARTA* Board attorney Bill Nome, *PARTA* Board member Virginia Harris and *PARTA* General Manager Claudia Amrhein prepare to get on the Route 35 Interurban East bus at the Kent Central Gateway facility.
RESOLUTION #2020-02-01

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO ENTER INTO AN AGREEMENT WITH KENT STATE UNIVERSITY (KSU) AND THE CITY OF KENT, OHIO, TO CONTINUE JOINT EFFORTS FOR THE IMPROVEMENT OF EAST MAIN STREET GENERALLY LOCATED FROM WILLOW STREET TO HORNING ROAD.

WHEREAS, the PARTA Board of Trustees authorized the General Manager, or her designee, to apply for a $40,000 AMATS Connecting Communities planning grant to conduct a complete streets analysis and/or traffic study along the corridor of State Route 59 east of Horning Road in Franklin Township via Resolution #2020-01-02; and

WHEREAS, Kent State University (KSU) and the City of Kent, Ohio, desire to continue their joint efforts by entering into an agreement with PARTA for the improvement of East Main Street, generally located from Willow Street to Horning Road; and

WHEREAS, PARTA maintains numerous routes through the East Main Street area and desires to improve transportation services to the traveling public, including, at a minimum, bus pull-offs, shelters, and lighting at planned service locations along the corridor; and

WHEREAS, the City of Kent, Ohio, will enter into an agreement with the Ohio Department of Transportation (ODOT) to administer the East Main Street project; and

WHEREAS, KSU and the City of Kent, Ohio, agree to pay for the local share of the design and construction of the East Main Street project, as well as the professional engineering services; and

WHEREAS, KSU and PARTA, as major stakeholders of the East Main Street project, shall be active in the development and review of the preliminary alternatives, the selection of the preferred alternative, review of the detailed design plans and attendance and participation at regular project meetings.

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

The General Manager, or her designee, is authorized by the PARTA Board of Trustees to enter into an agreement with Kent State University (KSU) and the City of Kent, Ohio, to continue joint efforts for the improvement of East Main Street.

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 February 27, 2020.

Date

Rick Bissler, President
Board of Trustees

Attested
EAST MAIN STREET IMPROVEMENTS

AGREEMENT

PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY
KENT STATE UNIVERSITY
THE CITY OF KENT

ALL PARTIES BEING IN THE STATE OF OHIO

This Agreement, dated __________________________ 2020, is an agreement made and entered into between the Portage Area Regional Transportation Authority ("PARTA"), Kent State University ("KSU") and the City of Kent, Ohio, duly formed under the laws of the State of Ohio (the "City").

WITNESSETH:

WHEREAS, KSU and the City desire to continue their joint efforts for the improvement of East Main Street generally located from Willow Street to Horning Road; known as the East Main Street Improvements ("Project"), and;

WHEREAS, PARTA maintains numerous routes through the Project area and desires to improve transportation services to the traveling public, and;

WHEREAS, KSU and the City have previously shared resources to complete a planning and safety study to obtain Federal Highway Safety Funds (HSP), and;

WHEREAS, the City has applied for and received Federal funding through the Congestion Mitigation/Air Quality (CM/AQ) program, Surface Transportation Block Grant (STBG) program and the HSP program to finance a majority of the design, right of way acquisition, construction and construction inspection costs for this Project, and;

WHEREAS, PARTA agrees to pursue and apply for federal and state funding sources to assist in the completion of the transit fundable portions of the project;

WHEREAS, the Ohio Department of Transportation (ODOT) has agreed that the City serve as the responsible lead agency to administer the Project, and;

WHEREAS, the City will enter into a Local Public Agency (LPA) Local-Let Federal agreement with ODOT to administer the Project, and;

WHEREAS, KSU and the City have agreed to use a design consultant to provide professional surveying and engineering services for the preliminary and final design of the proposed Project and that the City will be the lead agency in the management of the Project, and;
WHEREAS, KSU does hereby give permission to the City of Kent, its agents, employees, consultants and contractors to enter upon KSU lands for the purpose of surveying, utility investigations, subsurface investigations, traffic counting, environmental studies and any other work necessary to complete the preliminary and final design of the Project, and;

WHEREAS, KSU and the City agree to pay for the local share of the design, estimated to be $250,000, in equal amounts (50/50 split) up to a maximum amount of $125,000 per entity, and;

WHEREAS, KSU and the City further agree to pay for the local share of the construction of the Project, with the amount to be determined after completion of the design phase, and to be included by Amendment to this document, and;

WHEREAS, the Kent State University Board of Trustees has authorized the Vice President for Finance and Administration to enter into a contractual agreement with the City of Kent to share the required local match for federal and state funded improvements to East Main Street. The authorization is for 50% of the local share, with the amount presently estimated at $2.2 million, and;

NOW, THEREFORE, in consideration of the promises and covenants contained in this Agreement, the parties hereto agree as follows:

Section 1. Incorporation of Recitals

The preceding recitals are hereby incorporated by reference into this Agreement.

Section 2. Design of the Project

A. The City and KSU shall undertake the design of the Project in a workmanlike manner.

B. All parties agree that the design of the improvement shall include improvements to transit services along the corridor, including at a minimum, bus pull-offs, shelters and lighting at planned service locations along the corridor.

C. The City hereby agrees that all contracts for the design of the Project shall be entered into in compliance with the applicable provisions of State and Local laws including Federal requirement for the procurement of professional services.

D. KSU and PARTA, as major stakeholders of the Project, shall be active in the development and review of the preliminary alternatives, the selection of the
preferred alternative, review of the detailed design plans and attendance and participation at regular project meetings.

E. The cost of the professional engineering services will be split 50% KSU, 50% City. The City will be invoiced and pay for the professional services and KSU will reimburse the City its share of the total cost when the City invoices KSU for said professional services that are KSU’s portion.

F. The parties to this Agreement covenant that all design with respect to the Project is made in reliance on this Agreement.

Section 3. Construction of the Project

A. This Agreement will be amended prior to construction to further detail the terms.

B. KSU’s participation in the local match is limited to the $2.2 million authorized by the Kent State University Board of Trustees. Any additional funds needed for the local match must be authorized by the Board of Trustees prior to entering into contracts or change orders requiring the additional funds.

IN WITNESS WHEREOF, the parties hereto have offered their hands and seals.

CITY OF KENT, OHIO

WITNESS: Reviewed and Recommended by:

James S. Bowling, P.E.
Deputy Service Director/Superintendent of Engineering

Date

WITNESS: Approved and Accepted by:

Dave Ruller
City Manager

Date

Approved as to form:
Hope Jones, Law Director
City of Kent

Certificate of Director of Budget and Finance

It is hereby certified that the amount ONE HUNDRED TWENTY FIVE thousand dollars ($125,000) required to meet the contract, agreement, obligation, payment or expenditure, for the above, has been lawfully appropriated or authorized or directed for such purpose and is in the City Treasury or in the process of collection to the credit of the Capital Funds free from any obligation or certificates now outstanding.

David Coffee, Director of Budget and Finance

Date
IN WITNESS WHEREOF, the parties hereto have offered their hands and seals.

KENT STATE UNIVERSITY

WITNESS:

Reviewed and Recommended by:

__________________________
Mark Polatajko
Vice President for Finance and Administration
Kent State University

__________________________
Date

PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY

WITNESS:

Reviewed and Recommended by:

__________________________
Claudia Amrhein
General Manager
Portage Area Regional Transportation Authority

__________________________
Date

Approved as to form:

__________________________
Legal Counsel
Portage Area Regional Transportation Authority
CLAUDETTE COLVIN

(born September 5, 1939) is a retired American nurse aide who was a pioneer of the 1950s civil rights movement. On March 2, 1955, she was arrested at the age of 15 in Montgomery, Alabama, for refusing to give up her seat to a white woman on a crowded, segregated bus. This occurred some nine months before the more widely known incident in which Rosa Parks, secretary of the local chapter of the NAACP, helped spark the 1955 Montgomery bus boycott.

Colvin was one of five plaintiffs in the first federal court case filed by civil rights attorney Fred Gray on February 1, 1956, as Browder v. Gayle, to challenge bus segregation in the city. She testified before the three-judge panel that heard the case in a United States district court. On June 13, 1956, the judges determined that the state and local laws requiring bus segregation in Alabama were unconstitutional. The case went to the United States Supreme Court on appeal by the state, and it upheld the district court's ruling on December 17, 1956. Three days later, the Supreme Court affirmed the order to Montgomery and the state of Alabama to end bus segregation – the Montgomery bus boycott was then called off.

For many years, Montgomery's black leaders did not publicize Colvin's pioneering effort. She was an unmarried teenager at the time, and was reportedly raped by a married man soon after the incident, from which she became pregnant. Colvin has said, “Young people think Rosa Parks just sat down on a bus and ended segregation, but that wasn't the case at all.” It is widely accepted that Colvin was not accredited by the civil rights campaigners at the time due to her pregnancy shortly after the incident, with even Rosa Parks saying “If the white press got a hold of that information, they would have [had] a field day. They'd call her a bad girl, and her case wouldn't have a chance.”
Elected officials to ride PARTA buses today

The Portage Area Regional Transportation Authority will celebrate Ohio Loves Transit Day. Local elected leaders and PARTA board members will be riding fixed route buses along with PARTA administrative team members who will greet passengers and hand out Valentine's Day candy. The annual event is sponsored by the Ohio Public Transit Association in cooperation with Ohio's 61 transit systems.

"Ohio Loves Transit Day gives us an opportunity to thank PARTA riders for their loyalty," said PARTA General Manager Claudia Amrhein. "It also allows us to welcome new riders who may not have ridden PARTA previously."

For more information, contact PARTA Communications and Public Advocacy Advisor Denise Baba at 330-678-7745 ext. 113 or email dbaba@partaonline.org.
Elected officials ride PARTA buses

Posted Feb 17, 2020 at 10:50 AM

The Portage Area Regional Transportation Authority celebrated Ohio Loves Transit Day on Feb. 14.

Local elected officials joined PARTA General Manager Claudia Amrhein on various bus routes throughout the day. Those helping PARTA recognize the special day included Kent State University President Todd Diacon along with KSU mascot Flash, State Rep. Randi Clites, Portage County Commissioner Kathleen Clyde, Kent Mayor Jerry Fiala, Kent City Manager Dave Ruller, and PARTA Board members Debbie Davison, David Gynn, Virginia Harris, Marge Bjerregard along with PARTA board attorney Bill Nome.

Ohio Loves Transit Day is an annual event sponsored by the Ohio Public Transit Association in cooperation with Ohio's 61 transit systems. The goal is to highlight the benefits of public transportation