

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 Lissan

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.

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Michael Lewis	<u>X</u>	_____	Brian Gray	<u>X</u>	_____
Virginia Harris	<u>X</u>	_____	David Gynn	<u>EXCUSED</u>	_____
Debbie Davison	<u>EXCUSED</u>	_____	Richard Brockett	<u>EXCUSED</u>	_____
Karen Wise	<u>X</u>	_____	Jeff Childers	<u>X</u>	_____
Morgan Tipton	<u>X</u>	_____	Frank Vitale	<u>EXCUSED</u>	_____
Jeremy Moldvay	<u>EXCUSED</u>	_____	Marge Bjerregaard	<u>X</u>	_____
Timothy Lissan	<u>X</u>	_____	Rick Bissler	<u>X</u>	_____

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.

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Jeff Childers	<u>X</u>	_____	Richard Brockett	<u>EXCUSED</u>	
Frank Vitale	<u>EXCUSED</u>		Brian Gray	<u>X</u>	_____
Karen Wise	<u>X</u>	_____	Morgan Tipton	<u>X</u>	_____
Timothy Lassan	<u>X</u>	_____	David Gynn	<u>EXCUSED</u>	
Jeremy Moldvay	<u>EXCUSED</u>		Marge Bjerregaard	<u>X</u>	_____
Virginia Harris	<u>X</u>	_____	Debbie Davison	<u>EXCUSED</u>	
Michael Lewis	<u>X</u>	_____	Rick Bissler	<u>X</u>	_____

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.

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

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:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Jeff Childers	<u>X</u>	___	Morgan Tipton	<u>X</u>	___
Marge Bjerregaard	<u>X</u>	___	Timothy Lissan	<u>X</u>	___
Frank Vitale	<u>EXCUSED</u>	___	Debbie Davison	<u>EXCUSED</u>	___
Michael Lewis	<u>X</u>	___	David Gynn	<u>EXCUSED</u>	___
Jeremy Moldvay	<u>EXCUSED</u>	___	Virginia Harris	<u>X</u>	___
Karen Wise	<u>X</u>	___	Brian Gray	<u>X</u>	___
Richard Brockett	<u>EXCUSED</u>	___	Rick Bissler	<u>X</u>	___

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