

**Agenda**

1. Call to Order  
Roll Call Oral
2. Meeting Minutes  
Minutes from October 25, 2018 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 on 12/20
  - b. Finance Met on 11/8 and Scheduled to Meet on 12/18
  - c. Operations Did Not Meet
  - d. Personnel Did Not Meet
6. Old Business
7. New Business
8. Resolutions - Roll Call Approval Required

**#2018-12-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO APPROVE EXPENDITURES FOR KASTNER, WESTMAN & WILKINS.**

**#2018-12-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES TO APPROVE THE FISCAL YEAR 2019 PROPOSED BUDGET FOR PARTA.**

**#2018-12-03: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES TO APPROVE THE FISCAL YEAR 2019 PROPOSED BUDGET FOR KENT CENTRAL GATEWAY (KCG).**

**#2018-12-04: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PARTICIPATE IN AND CONTRIBUTE TO RISK POOLING WITH THE OHIO TRANSIT RISK POOL.**

**#2018-12-05:** A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE AWARD OF A CONTRACT TO PETROLEUM TRADERS CORPORATION TO PROVIDE DIESEL FUEL AND GASOLINE FOR 2019 AND AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO SIGN A FEDERAL EXCISE TAX EXEMPTION CERTIFICATE ON BEHALF OF PARTA. THIS IS A JOINT PURCHASING VENTURE WITH LAKETRAN, MEDINA COUNTY PUBLIC TRANSIT, METRO REGIONAL TRANSIT AUTHORITY, STARK AREA REGIONAL TRANSIT AUTHORITY, AND WESTERN RESERVE TRANSIT AUTHORITY.

**#2018-12-06:** A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO NEGOTIATE, ENTER INTO, AND SIGN CONTRACTS WITH TRAPEZE SOFTWARE GROUP TO PROVIDE SOFTWARE MAINTENANCE.

**#2018-12-07:** A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES CONSENTING TO THE APPOINTMENT OF A TRUSTEE AND ALTERNATE TRUSTEES TO THE BOARD OF TRUSTEES OF THE NEORIDE COUNCIL OF GOVERNMENTS (COG).

**#2018-12-08:** A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES CONSENTING TO THE APPOINTMENT OF A TRUSTEE AND ALTERNATE TRUSTEES TO THE BOARD OF TRUSTEES OF THE HEALTH TRANSIT POOL OF OHIO.

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

**#2018-12-09:** A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO EXECUTE A SUCCESSOR COLLECTIVE BARGAINING AGREEMENT BETWEEN PARTA AND OAPSE/AFSCME LOCAL 4/AFL-CIO (UNION).

10. Adjournment

**Next Regular Meeting:**

**January 24, 2019 @ 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**

**October 25, 2018**

**Board Members Present:**

Dominic Bellino, Vice President  
Richard Brockett  
Jeff Childers  
Brian Gray

David Gynn, TPO  
Virginia Harris  
Timothy Lissan

Jeremy Moldvay  
Frank Vitale  
Christina West

**Staff Present:**

Claudia Amrhein  
Marcia Fletcher  
Frank Hairston

Kelly Jurisch  
William Nome, Legal Counsel

Rebecca Schrader  
Brian Trautman

**Members Not Present:**

Rick Bissler (1<sup>st</sup> excused absence)      Pete Kenworthy (3<sup>rd</sup> excused absence)  
Marge Bjerregaard (1<sup>st</sup> excused absence)      Karen Wise (2<sup>nd</sup> excused absence)

**Guests Present:**

Hoyle West

**CALL TO ORDER**

Vice President Dominic Bellino welcomed everyone and called the meeting to order at 7:07 p.m. An oral roll call followed, and **a quorum was present.**

Mr. Bellino officially welcomed Ms. Christina West, PARTA's new Board member, who was sworn in prior to the meeting.

Mr. Bellino said the first order of business is the meeting minutes for the September 27, 2018 Board meeting that were distributed, and he entertained a motion to accept. Mr. David Gynn 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

Ms. Claudia Amrhein welcomed everyone and pointed out the secondary access driveway is complete. The gate is operating, and the cameras are installed. The only piece left is the IRS and a meeting is scheduled with them tomorrow. She is confident that the IRS will accept PARTA's application to sell CNG to the public after talking to them. Clean Energy was on site Monday. Once all the asbuilts, red line drawings, and manuals are received, this project will close out. The Grand Opening is being planned for Wednesday, November 28, at 11 a.m. over the lunch period.

Mr. Bellino noted that the Board packet reflects that Mr. Rick Bissler appointed new committee members effective immediately. Mr. Gynn, the newest member of the Finance Committee, attended the committee meeting on Tuesday. If anyone has any questions regarding committee responsibilities, feel free to contact Ms. Amrhein for details.

Mr. Frank Vitale asked Ms. Amrhein to talk about the October 5 meeting with AMATS, as mentioned in her report.

Ms. Amrhein said AMATS is the Metropolitan Planning Organization where funding flows through. They have an annual luncheon meeting the first Friday of October, which includes a key note speaker and a panel discussion related to transportation. She noted that she was on the panel this year with three (3) people. The panel discussion was about the different challenges facing transit and technology changes. It was attended by about 150 people.

Mr. Vitale said Ms. Amrhein's report states that topics of the AMATS meeting included the challenges of getting workers to jobs located in remote areas and reaching people "aging in place" in largely rural areas who no longer drive. He asked if there were any other vehicles that could go out to these rural areas other than the large buses that may only have one (1) or two (2) passengers and are expensive.

Ms. Amrhein said there is a fleet of five (5) small Ford transit vehicles that were purchased exactly for that purpose.

Mr. Vitale asked if those were natural gas vehicles.

Ms. Amrhein said no.

Mr. Brian Trautman said the vehicles that Ms. Amrhein just mentioned were procured CNG ready and could be retrofitted. The goal of maintenance is to stay within the scope of skill set. When CNG was brought on, one of the challenges was to get maintenance staff up to speed on maintaining CNG vehicles. Trying to take on a host of CNG-type vehicles at once would have been much more challenging rather than to get Cummins certifications for transit vehicles and then move forward into other CNG-type vehicles as they became available. He noted that he and Ms. Amrhein have met on two (2) different occasions with a company out of Twinsburg called CNG One that specializes in CNG retrofitting. PARTA must be able to maintain what it buys, but also make sure that when ready, preparations are done to head in that direction.

Mr. Vitale asked how the cost can be justified to convert buses to CNG. Is there savings in fuel and does the bus last longer? How is that decision made?

Mr. Trautman said that is exactly how that decision is made. A vehicle will not be retrofitted if it's going to perform worse than a gasoline vehicle. At this point, all three (3) fuel sources are available on PARTA's campus.

Mr. Bellino asked if there were any other questions for Ms. Amrhein or her staff. Hearing none, he moved on to the committee reports.

### ADMINISTRATION COMMITTEE REPORT

This committee did not meet.

### FINANCE COMMITTEE REPORT

Mr. Bellino said the Finance Committee meets every month and met this past Tuesday. He noted that next month the Finance Committee will meet on Thursday, November 8, at 3 p.m. to go over proposed 2019 budgets. That will be the only Finance Committee meeting in November. Usually, a few hours are spent going over the budget for next year. That's a great place to learn a lot about PARTA, what it does, where money goes, and how efficiently the money is used. He encouraged any Board member to attend if they can, even if it is just for part of the meeting. He also noted that the State officially approved the annual audit. That is now official and public.

Moving on, Mr. Bellino said Mr. Vitale asked at the last meeting about Other Services. The minutes contain what that line item includes.

Mr. Bellino said the finance report showed that September was in the black. The year was also in the black, although it is a little skewed because it does reflect all the state and federal grant monies for operations. Agency Cash Grants and Reimbursements jumped up quite a bit because of the changes made this year. It's about \$50,000 more than it was last year at the same time, which is about a 40% increase over last year. He reminded the Board that the Sales Tax year-to-date includes the transitional aid this year. There will not be any transitional aid next year, which will need to be figured into the budget. Expenses are in line. No big surprises or changes. The minutes include a lot of the discussion regarding the large variances for all the expense line items. This time of the year, a final column is usually added where Ms. Schrader tries to project by the end of the year where the budget will end up, which helps to plan for next year. That, of course, will change toward the end of the year depending on expenses and revenues, but that projection is used to better plan for next year. There is a surplus of a little over a month's worth of operating expenses. Typically, one (1) or two (2) months of surplus is good. That surplus is rolled over to the capital budget to help with local matches on capital projects coming up. The new CNG operation was also discussed at the Finance Committee meeting. Ms. Schrader is going to set up different line items for some of those pieces of that operation, the revenues, fuel costs, taxes, and other items to keep track of how this new business is progressing.

Moving on, Mr. Bellino said September was a good month for KCG. Students are back in school and KSU is back in full swing. It was a positive financial month and year-to-date is tracking nicely. Daily parking will be watched since it is a little bit behind budget. Overall, doing well. In fact, ½ of the \$100,000 borrowed from PARTA for the parking equipment was paid back. There's another \$50,000 yet to pay. More will be paid on that bill depending on what bills come in by the end of the year.

Ms. Schrader said that changed since Tuesday. During the budget meetings this week, there was a discussion about the traffic coating that will be needed in 2019, which will cost about \$55,000. So, paying back the remainder of the loan will have to wait.

Mr. Bellino moved on by saying the Finance Committee recommended the resolutions in the packet. There is one resolution on the DERG application that has changed a bit, which Ms. Amrhein will discuss. He concluded by asking if there were any questions. Hearing none, he noted that no other committees met.

## OPERATIONS COMMITTEE REPORT

This committee did not meet.

## PERSONNEL COMMITTEE REPORT

This committee did not meet.

## OLD BUSINESS

Mr. Bellino said the only item under old business was the question raised about Other Services, which has been answered.

## NEW BUSINESS

Mr. Bellino said there's no new business other than the resolutions.

### Resolutions

Mr. Bellino said the first resolution is #2018-10-01.

**#2018-10-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE FILING OF AN APPLICATION WITH THE OHIO ENVIRONMENTAL PROTECTION AGENCY (OHIO EPA) FOR THE 2018 OHIO DIESEL EMISSIONS REDUCTION GRANT (DERG) PROGRAM.**

Mr. Bellino asked for a motion to approve the resolution.

**Motion: Brian Gray**

**Second: Virginia Harris**

Ms. Amrhein said DERG is a grant to replace diesel buses with cleaner running buses. In this case, clean diesel. The resolution was written with the intent to apply for up to two (2) buses. Now that notice has been received from the Volkswagen Mitigation grant that PARTA did not get funding, the bus replacement schedule was reviewed, and the determination was made to request funding to support up to three (3) buses through the DERG program. These would be diesel buses that would be retired and replaced with clean diesel buses. The term "up to" was used because funding could be approved at an odd amount that would not necessarily cover a whole bus. This allows for some flexibility on whether it's for two (2) or three (3) buses. This resolution will accompany the grant application. If funds are awarded, another resolution will be brought forward requesting authority to purchase the buses. This is not an inflation of the fleet. Buses are being replaced that are being retired.

Mr. Vitale asked if diesel buses were more polluting than gas buses.

Mr. Bellino said diesel engines have been upgraded. The newer engines are cleaner than the older diesels. Again, it's just replacing that rotation.



Mr. Bellino asked if there were any additional questions or comments. Hearing none, he asked for a roll call vote.

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

Mr. Bellino said the next resolution is #2018-10-02.

**#2018-10-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PURCHASE TWO (2) TRANSIT BUSES, OPTIONAL EQUIPMENT, AND SPARE PARTS FROM TRANSPORTATION EQUIPMENT SALES CORPORATION (TESCO).**

Mr. Bellino then entertained a motion to approve the resolution.

**Motion:** Frank Vitale

**Second:** Christina West

Ms. Amrhein said this resolution is requesting authority to purchase the next two (2) CNG transit buses under the TESCO contract that was awarded in 2016. It is a 5-year contract that lays out the pricing. The second pair of CNG buses were received a week ago. There are now four (4) 35' CNG-powered transit buses on site. This resolution requests authority to order nos. 5 and 6, which needs about a year's lead time to get that order in to coincide with the funding availability through the FTA.

Mr. Vitale asked how many of those buses PARTA would be getting.

Ms. Amrhein said programmed funding is available for 10 buses through 2023.

Mr. Bellino asked if there were any other questions. Hearing none, he moved on to the roll call.

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

## EXECUTIVE SESSION

Mr. Bellino said there was no reason for an executive session.

**ADJOURNMENT**

Mr. Bellino said last month a discussion occurred about the December Board meeting. It is scheduled for December 13, which is early. He suggested moving the Board meeting to December 20. He asked if that change would be fine with everyone. Everyone concurred.

Mr. Bellino asked if there was anything else for the good of the cause. Hearing no further discussion, he called on Mr. Frank Hairston.

Mr. Hairston reminded everyone that Veterans Day is November 11. The Veterans Day Ceremony will be held on Monday, November 12. He invited everyone to attend.

Mr. Bellino thanked Mr. Hairston and entertained a motion to adjourn.

Ms. Virginia Harris made a motion to adjourn the meeting. Mr. Jeremy Moldvay seconded the motion. **Motion to adjourn passed unanimously.**

The meeting adjourned at 7:28 p.m.

Respectfully submitted,



Marcia Fletcher  
Executive Assistant



**PARTA**  
**PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY**

**FINANCE COMMITTEE MEETING MINUTES**

**PARTA ADMINISTRATION BUILDING  
2000 SUMMIT ROAD  
KENT, OHIO 44240**

**November 8, 2018**

**Finance Committee Members Present:**

Dominic Bellino, Chair

Jeff Childers

Virginia Harris

**Finance Committee Members Not Present:**

David Gynn (excused)

**Staff Present:**

Claudia Amrhein  
Ashley Boyd  
Marcia Fletcher

Kelly Jurisch  
William Nome, Legal Counsel

Rebecca Schrader  
Brian Trautman

**CALL TO ORDER**

Mr. Dominic Bellino called the Finance Committee meeting to order at 3:02 p.m. and began with a roll call. A quorum was present.

**GUESTS**

None.

**OLD BUSINESS**

None.

**NEW BUSINESS**

Mr. Bellino said the meeting today is to review the budget and numerous resolutions.

Ms. Rebecca Schrader started with the PARTA budget. She noted that the 8-1/2 x 11 document that was distributed provides a description of the different line items. She said the first column of the 2019 budget shows the budget for 2018. As of the end of September, she projected how she believes the year will end up. This may change slightly as October's books are finished. The third column is the variance between what was budgeted versus what's being projected. The numbers in parenthesis, both in revenues and expenses, are either underbudgeted or overspent items. Before going over the proposed budget in detail, she wanted to note a couple things. The 2018 budget showed a surplus of \$6,650. She is projecting 2018 to have a surplus of \$493,049. That number omits the transitional sales tax revenue, which is the extra money received this year because of the Medicare Managed Care changes. That's why the Sales Tax line item is blue; the \$5.1M is subtracting out the \$251,000 in transitional aid. Although there was a zero percent

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increase in the budget for 2018, the projected still came in \$200,403 under budget. In the Variance column and in the % of 2018 Projected column, there are some numbers that are peach in color. Those numbers are the significant variances that have contributed to where the revenues and expenses will end up for 2018.

Mr. Bellino asked if the \$5.3M for Sales Tax in the Budget 2018 column includes transitional aid.

Ms. Schrader said when the budget was prepared for 2018, the \$5.3M was a zero percent increase in sales tax. It essentially was the same budget as 2017. It did not consider the changes in sales tax or the transitional aid because there was not enough information available at that time.

Mr. Bellino asked if the 2018 Total Projected of \$5.1M includes what was received this year.

Ms. Schrader said no, it does not include the \$251,000 received as transitional aid. Last month's finance report was projecting around \$700,000. That's why this number looks different than it did the last time the committee met.

Moving on, Ms. Schrader said in October, all the monthly departmental budget reports were completed for the end of September and a meeting was held with each department head to talk about individual budgets and projects and changes that would occur in 2019. There are still a lot of unknowns and a lot of changes happening in 2019. She noted that she is not budgeting for any CNG public revenue. After the grand opening, the focus will be on working with agencies to set up potential accounts. As this gets more and more popular, the hope is that more and more companies, long term, will start looking at converting over their fleets and this will be a good revenue generator. The cost to run the compressors is unknown, but electric costs will go up. How much CNG gasoline to purchase to run PARTA's vehicles and have enough inventory for others to fuel is also somewhat unknown. Lastly, driver union negotiations are starting, which is another unknown. This year she is providing all the departmental budgets to give a sense of how those numbers, especially on the expense side, feed into the proposed overall budget. The same thing happened for each department: what they've spent so far, how much they will spend projected for the end of the year, and what's going to happen for next year. Everything that was talked about in those meetings is reflected in these departmental numbers.

Ms. Schrader starting at the top of the report with Farebox revenue. The amount budgeted for 2018 was \$310,000 and she is projecting that it will come in at about \$317,709. There were some changes in July of this year that resulted in more revenue. The amount of \$320,000 was considered a reasonable budget for 2019. Agency Cash Grants & Reimb. There are seven (7) different agencies that fall into this category. Each individual agency was looked at to determine how much has been received so far 2018 and how much would be projected out for 2019. A lot of those changes happen toward the end of the year or halfway through the year and some of the funding is still uncertain for next year. Portage County Board of DD continued to drop this year as it has been trending. After speaking with them this week, it was agreed that the not to exceed amount of \$36,000 revenue is appropriate for that agency. There are three (3) sections for Portage County Department of Job and Family Services: NET (Non-Emergency Transportation), OMJ (Ohio Means Jobs), and SET, which is a loop program where people are taken to work. The funding for OMJ and SET is up in the air. The SET contract is a pilot and goes until April 30, so at least some of it is still going to be available in 2019. They have agreed to amend the current contract for an additional \$60,000, because they have used up all the money. OMJ and SET have beginning and ending periods where that funding is not available. Whether the NET funding would be available depends on the current administration. PCDJFS seemed confident that would be available. There's potential for about \$100,000 for 2019, but because of those uncertainties, \$85,000 is being budgeted for those three (3) line items. Person Centered Services is the new Medicaid transportation. They're doing the Medicaid billing and PARTA is providing the transportation. This agreement started in July. With only about 2-1/2 months of history, this is

**REVIEWED BY SENIOR STAFF**

being budgeted for very conservatively at \$42,000. The proposed budget for Agency Cash Grants & Reimb. is \$282,635, which then flows over to the overall budget. The potential is to bring in \$50,000 more this year than budgeted, which is a testament to the hard work of Ms. Amrhein, Ms. Jurisch, and Mr. Trautman. KSU Revenue. The Variance is \$33,462 under budget because the number of supplemental services has decreased. It is mainly football shuttles now. It used to also include football camps, basketball shuttles, and graduation shuttles. A significant amount of graduation shuttles was done last May, but at this time it doesn't appear they will be done at the same level this coming May. This contract has several components and will increase based on the Consumer Price Index which Ms. Amrhein is anticipating being 1.5%, but that doesn't start until July because it's on the state fiscal year. Kent State will be billed at the current rate for half of the year, which is \$76.25, and then starting in July, they will be billed \$77.39. The different components to this contract include the community-based service, which is a fixed amount divided by 12 months. The first six (6) months will be \$131,000 and then the Consumer Price Index is applied for the second half of the year, which will be \$133,000, for a total of \$264,000. The service is based on 25,000 hours. Dividing up the year for the two (2) different rates and multiplying that out totals \$1.9M.

Mr. Bellino asked whose choice it was to decrease the supplemental service.

Ms. Amrhein said at the last contract, a lot of discussion took place about charter service and what PARTA is and is not allowed to do. It was beginning to bleed into the "not allowed to do" areas. The description in the contract was intentionally rewritten to include what is eligible for supplemental services. That, by definition, would decrease the service somewhat.

Mr. Bellino asked what it was last year.

Mr. Trautman said it has been walked down from the last Triennial Review, where guidance was given that some of that service could lend itself to a charter violation because it was not necessarily open-door service to the public. Rather than cutting Kent State off cleanly, the situation was explained to them when the contract was renegotiated. The only service that is provided now is based on a current route that is in service. Buses are ramped up and down based on the demand.

Ms. Schrader said to answer Mr. Bellino's question, a little under \$50,000 was budgeted for 2018, which was not reached. The year before was between \$60,000 and \$70,000. It was determined that a little under \$31,000 would be appropriate to budget for 2019. Work Study is for Kent State students who drive for PARTA. PARTA is the only off-campus eligible place to work for Work Study and is being budgeted at about \$70,000. Those items total \$2.3M, which then flows over to the overall budget. State Reimb. (Fuel Tax Refund). Because of CNG, there has been less diesel and gasoline gallons that have been purchased and used in revenue service, which has resulted in less revenues being able to apply the rebate to which is 27 cents per revenue gallon used. The proposed budget for 2019 was decreased to \$72,000 from \$75,000, which is still a doable number.

Mr. Bellino said he never thought that using more CNG would result in not getting rebates.

Ms. Schrader said it's the tax. Every gallon purchased costs 28 cents, and 27 cents of that is returned as a tax refund for each gallon used in revenue service. In the past, there has been the potential for rebates on CNG gas but currently there's not. It could happen again. State Capital Maint. Assist. The % of 2018 Projected is negative 18.8%. PARTA has no control over this number. The Ohio Department of Transportation provided the allocation for 2019 at \$194,962 and for 2018 it was \$240,218. Moving on to Elderly & Disabled Fare Assist., she said this is an allocation based on the difference between the price of reduced fare and general public multiplied by the number of trips. There's an equation that is used to calculate the amount, which looks back two (2) years. In 2018, that spread was widened. For door-to-door trips, it used to be \$4 general public and \$2 reduced fare. Now, it's \$6 general public and \$3 reduced fare. It is anticipated that



**REVIEWED BY SENIOR STAFF**

in 2020 this again will increase. It will depend on whether the state funding level is available. Federal Capital Maintenance. The proposed budget is \$1M instead of the \$800,000 that was previously discussed because PARTA has applied for the OPT3 grant and there is no local match associated with that grant.

Mr. Bellino asked what was different with this grant other than no matching and if this was a new grant.

Ms. Schrader said normally 5307 funds would be used, which is the normal urbanized allocation. That is shared between capitalized maintenance and purchasing buses. The 5307 funds always must have the 20% local match. The OPT3 grant is awarded at 100%. There is a match but it's being reimbursed by credits through ODOT. PARTA got OPT3 money for the first time in 2017.

Ms. Amrhein said OPT3 is a funding source that became available beginning in 2012.

Moving on, Ms. Schrader said the next line item is Travel Training Grant, which is going down to \$6,000. The travel training program keeps growing and growing and is very well received in the community. This amount is from an old grant that will be used up. The 2018 budget was \$24,000, which at that time was the amount left in that grant. The plan was to use it this year. One of the expenses anticipated was creating a video for travel training, but this expense was split with other transit agencies. The next line item was titled New Freedom, but it is used for Mobility Management. The proposed budget is \$30,000, which is what is left in the grant. Typically, about \$60,000 is used to coordinate busing with other agencies. It's part of why PARTA participates in NEORide. Other grant sources will be looked at for more mobility management funding. Along that same line, travel training is a subcategory of Mobility Management. Investment Income. More was brought in than expected. Cash was kept in the bank for a longer period as the CNG station was being built. More money was put back into restricted to fund the CNG buses coming next year. If that restricted account balance can be kept up while looking ahead to future capital projects, investment income will continue to come in. The proposed budget of \$20,000 is a safe projection for 2019. Sales Tax. The proposed budget is about \$5.2M. There is a zero percent increase in sales tax revenue for next year. Again, there is not going to be any additional transitional aid. There is the potential for sales tax to grow with the development in Brimfield. The concerning part is that about 2.3% less was received in 2018 than 2017. Advertising Revenue is from bus advertising, which increased this year. That is anticipated to continue into 2019. The proposed budget is \$34,000. Other Revenues includes the sale of buses. As replacement buses are purchased, old buses that are outside of their useful life are scrapped or sold. Scrap metal and used oil is also sold and reflected in this line item. This is also where the revenue from Head Start is reported, which was a smaller number this year because they have fewer buses to maintain now. They sold a few of their buses. This is also a testament to the Maintenance Department for maintaining them so well that there is less maintenance to do on them.

Mr. Bellino asked if other agencies were being explored to expand this to.

Ms. Amrhein said that was her goal. She has approached that a little differently with the FTA. She requested blanket permission to develop contracts and they said to bring each contract to them individually for their approval. The first thing to do is work on incidental use permission for selling CNG fuel and then slowly try to grow some interest with a small fleet that can be taken to the FTA with a contract.

Moving on to Expenses, Ms. Schrader said Other Misc. Expenses has been taken down to \$8,600. This category includes things like the holiday award banquet in December, retreats, and GM lunches.

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Mr. Bellino said the hand out that was distributed on line item descriptions would be nice to provide to all the Board members. This is something they can keep with them. It's a good source of information.

Ms. Schrader said what the Board usually sees is the current budget, the proposed budget, and then the descriptions.

Moving on, Ms. Schrader said Advertising Promotions Media includes newspaper and radio advertising. Some radio spots are currently being worked on promoting the CNG ground breaking and then in the future promoting public fueling at the CNG station. Advertising is changing a little bit. More and more advertising is being done through social media and electronically. Travel & Meetings. This line item is the same as this year. This is for FTA professional conferences. This year not all the travel meetings were used primarily because of the other projects that were going on. Mr. Trautman is planning on sending some of the mechanics to CNG training. Dues & Subscriptions. These membership groups have remained the same. Prices stay relatively flat. Being a member of APTA is a significant cost but it is important. Prem. Public Liab/Prop Damage is for property and bus liability through OTRP. There is an additional \$10,000 budgeted for deductibles.

Ms. Amrhein said the OTRP resolution does not include deductibles because there is no way of knowing how much will be needed. This is for budgeting purposes and hopefully won't exceed that. If it did, it would have to be covered.

Mr. Childers asked how much was used last year.

Ms. Schrader said it wasn't \$10,000. There were at least two (2) invoices.

Ms. Schrader moved on to Utilities. She said there will be increased electricity costs for running the compressors for the CNG station. There was a little bit of an increase in the electric bill over the last two (2) months with the running of the compressors, but it hasn't been too much. That was considered and budgeted for.

Mr. Bellino asked if the difference in the invoices was used to calculate that figure and if it would be seasonal.

Ms. Schrader said yes, she has a spreadsheet that lists all the utilities (phone, gas, water, trash) every month. She said it can be seasonal, but if she's comparing the same season from last year to the same season this year, she should be able to see the difference. That's how she was able to determine the money saved switching to LED lights.

Mr. Nome asked if that included CNG for the buses since Dominion was included in the description for this line item.

Ms. Schrader said no.

Mr. Childers asked if CNG for the buses next year will be lumped into the Fuel and Lubricants category.

Ms. Schrader said it is a part of Fuel and Lubricants in this report, but she will be keeping track of CNG fuel in a separate account. There are already two (2) different accounts – diesel and gasoline. Now there will be a third one for CNG.

Mr. Bellino said Ms. Schrader will be providing a report every now and then on how CNG is tracking.

Mr. Childers asked what the difference was in price between diesel and CNG.

Ms. Schrader said the current cost per Gasoline Gallon Equivalent (GGE) is 79 cents per gallon and diesel and gasoline are \$2.14 per gallon. That doesn't take into consideration the new inventory and that a CNG vehicle gets three (3) miles to a gallon as opposed to six (6) miles to a gallon.

Mr. Childers said it's going to be a significant amount of money between the savings and the actual fuel.

Ms. Schrader said the fuel price for diesel and gasoline won't be known until December when the bids come in. For Fuel & Lubricants, the budget was for 250,000 gallons of diesel in 2018; and in 2019, it was 230,000 gallons. For gasoline, 35,000 gallons was budgeted, and more was used because of more gasoline vehicles. For 2019, 47,000 gallons will be the budget. The hope is that both of those will come in at a gross price of \$2.35 per gallon. It was determined that about \$24,000 worth of CNG fuel would be needed for 2019 for the four (4) buses. At the end of next year, there will be six (6) buses.

Mr. Childers believes PARTA will hit it just right on the fuel. Prices are coming down and the projections are down to \$40 a barrel. Gas is \$1.64 today.

Mr. Bellino asked if CNG would be locked in at the same time as diesel and gas.

Ms. Schrader said it's a little bit different. There is a contract wherein PARTA would purchase within 2% of a certain number of gallons but it's a variable rate. The last two (2) months that were looked at were about the same amount. It's the same as PARTA's building gas where there are gas charges and transportation charges, but it is billed in a different way. One bill shows MBTUs and the Dominion bill shows MCFs. Between the two (2) bills, \$1,200 is paid each month.

Mr. Bellino asked if the rate could change every month since it is a variable rate.

Ms. Amrhein said it isn't known how much will be used. There will be an economy of scale to purchasing more. She spent some time talking with someone who does this all day long for Kent State University. He buys natural gas to supply the entire campus. She got some high-level advice, which is to not lock in a rate. Right now, that's the philosophy PARTA plans to follow but will need to determine its purchasing power. An RFP will eventually be done for a provider. Until the end of the year, the provider is Direct Energy.

Ms. Schrader said there is a component where the rate is set at a certain point.

Ms. Amrhein said there's a regulatory part of this that can't be controlled but by volume may be able to control some of the other costs. That's the best way it can be answered today.

Mr. Trautman said the reason it must be answered that way is because it's in flux all the time because the gas lines are always pressurized. Each day, there's a transfer center in West Virginia that sets the price for the day for all the suppliers and then the suppliers have margins that they work from. The pressure is the same pressure that was in the lines yesterday and the same pressure that is in the lines today. When they set that price for the day, the margins are based off that pricing. PARTA isn't attractive right now but eventually will be in with a supplier on their margin.

Mr. Bellino said PARTA would have negotiating power later as more is used.

Ms. Amrhein said it's nice when diesel and gas are cheap. On the other side, it doesn't incentivize anyone to come over to CNG.



Moving on, Ms. Schrader said the 2018 budget for Other Materials & Supplies was \$128,000 and the proposed budget is \$129,000 for 2019. Tires & Tubes. PARTA is part of a 5-year contract so it will be left at the same amount as last year, which was \$60,000. Fuel & Lubricants. Fuel has already been discussed. Lubricants is staying the same at \$50,000. Travel Training Expenses. As mentioned at the top in Revenues, that grant is being finished and the related expenses will be going away. Other Services includes the license bureau for reimbursing student drivers for their drivers' license, armored car service, drug testing, physicals, and copier maintenance. There were no significant changes in that category. Contract Maintenance Service increased because of the additional maintenance with the new CNG fueling station. There is a monthly fee for coming out and doing the recommended checks.

Mr. Trautman said all the daily checks are done in house. Monthly, all the calibrations are checked to make sure the pressure is right for fueling and other higher-level checks are completed. Any compressor repairs would be covered under warranty right now.

Mr. Bellino asked if this would be a separate line item or all lumped in together.

Ms. Schrader said a CNG Contract Maintenance line item was created because that is an ongoing monthly payment. She will also be tracking revenues and fuel. Lubricants were purchased for the new station, but it is not clear how often or how much will need to be purchased. Mr. Trautman can track that very easily in Dossier and tell how much it is costing to maintain the CNG facility. It is unclear if Accounting will be able to identify all CNG expenses by looking at an invoice, especially if there are many different parts on an invoice. A different item that has increased this year is maintenance on the Trapeze Software, which is the scheduling software in Operations. Of the proposed budget for 2019 of \$599,000, \$138,000 is going to the Operations Department.

Mr. Bellino asked what the numbers in red were.

Ms. Schrader said that is for her reference and for no alarming red reason. She then moved on to Professional/Tech Services, which has been increased a little bit as mentioned earlier due to negotiations. Some of the follow up will happen in January. In addition, staff development, Board development, and professionals coming in to train are being considered. That was increased \$5,000 compared to last year's budget. Advertising Fees was increased \$5,000 from last year's budget and includes design fees for different campaigns pursuing public CNG fueling. Literature will be designed to reach out to the public. The cost to design those pieces will come out of this line item as well as the promotional items for the Fair. Other Fringe Benefits includes employer taxes such as OPERS, unemployment, and Bureau of Workers' Compensation. About 18.6% of all gross wages goes to employer taxes. In addition to employer taxes, there are fringe benefits, which includes accrued vacation, sick or personal time, and then once a year on the employee's anniversary date, full time employees have the option to sell back up to a week of vacation. Tuition reimbursement of \$5,000 is added, which then totals the proposed budget for 2019 of \$1.14M. Employee Health Insurance has been a hot topic all year. The same amount is paid every month to Health TP and is made up of administration expenses and SIR claims. The budget for 2018 was \$1.3M and it's currently coming in at a little under \$1.2M. Due to some high claims in October, it looks like about \$20,000 might have to be put in there at the end of the year depending on how November and December come out. She noted that last year she didn't subtract out the employee contributions. They pay a contribution towards their premium every month, which gets reimbursed to PARTA. Employee contributions was budgeted at \$70,000. The monthly pre-payment amount did not change. The pool consists of PARTA, Metro, SARTA, TARTA, WRTA, and Laketrans. Last year, PARTA was 7.57% of the pool. In 2019, PARTA is 7.97% of the pool. Out of the Administrative expenses, 7.97% is paid (\$19,800) plus SIR claims (estimated at \$86,000). Every month, a total of \$106,665 is being paid. In 2018, \$106,640 was paid. Multiplying that by 12 equals the annual amount subtracting \$70,000 for employee contributions. Looking at the budget versus the projected, \$1.2M is a comfortable number for 2019.

Mr. Bellino asked if PARTA was feeling more comfortable with this program.

Ms. Schrader said PARTA will always do its due diligence. Next year, quotes will be requested starting earlier in the year and a broker will be hired to make sure what is being paid for health insurance is comparable. There are differences between being self-insured versus fully-insured. Whereas being self-insured, more might be paid on the health side depending on claims; however, more rebates are received on the drug side. Being fully insured, all those rebates stay with Medical Mutual. She said she is getting more and more comfortable. She has asked a lot of questions this year and has received answers to all of them.

Mr. Bellino said because insurance is constantly changing by the month it seems like, it's good to look at that every year. On the other side, premiums are constantly changing all over the board. A few years ago, there was talk about 20% or 30% increases. Now, they're talking 5% to 10%, which is more reasonable but that could change. That's why it's good every year to hire a broker and see what's out there. He asked if the pool was adding more members.

Ms. Schrader said they have a strategic goal and are always looking at adding more Health TP members, even outside the state. They were looking at trying to go south towards Cincinnati, but they use United Health Care as their provider, where coverage is much better down there than in this area. There are some regional hurdles that must be met to do more of a statewide or larger group. That's one of the Health TP's strategic goals is to continually look for smart members that would help the pool. It is also recommended, when self-insured, to look at 3-5 years of history because there are such swings. That's the risk in being self-insured as opposed to fully insured.

Ms. Jurisch said Health TP does require a 6-month notice to get out of the group, so to go out every year with a broker is a lot of work. To have the insurance companies hold those rates for six (6) months is going to be a struggle.

Ms. Amrhein said it also may not be the best strategy to do it every year because the insurance companies get reluctant to spend the time if you're not going to go with them.

Ms. Schrader said the next three (3) line items are Maintenance Wages, Operations Salaries and Wages, and Admin Salaries and Wages. It's significant to note that there are still open positions. The overall structure is constantly being looked at to make sure that PARTA is competitive in the industry. She has allowed for areas of adjustment with personnel, positions, and structure. In each of the departments, she highlighted some of the positions that aren't currently open but potentially could be filled, are being filled, or will be filled. Once she does that, it sums up the totals of those wages and then takes that over to the budget. She mentioned that under Maintenance there is summer help, which is a retention strategy to keep the students during the summer, so they will stay for the next semester. Overtime for some of the hourly employees is included. Student Wages. Even though Kent State's contract calls to reimburse for 25,000 hours, it costs about 32,000 hours to run that service. That is figured out by taking those 32,000 hours, multiplying it by an average rate, and calculating in potential raises. Retention raises are set up in the personnel policy whereas if they come back the next semester and they're working so many hours they get a longevity raise. There's the potential of two (2) longevity raises every year if they work a whole year. That gives an average rate of \$12.69. Students who are in training comes out of the HR budget. Under the Operations budget, student wages are \$405,990 and under the HR budget it's \$25,000. Those two (2) numbers add up to \$430,990, which is the proposed budget for 2019. Operators Salaries and Wages. She said she looked at how many hours annual equivalent that PARTA operated in 2018, which totaled about 90,000 hours. A lot of changes were made in Operations this year, so she went back and plotted all the hours. There's no county service on Sundays. Monday through Thursday service starts at 4 a.m. and goes until about 11:30 p.m. She accounted for how many payroll hours there are each hour of the day. Depending on certain circumstances, there may not be full service on the road any given day. Friday, the routes are a

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little bit different. Saturday has both fixed and door-to-door routes. She then took the totals for each hour of every day and plotted it for each month. There are six (6) major holidays where there is absolutely no service and then there are four (4) minor holidays, a week in January, and July where there is reduced service on door-to-door. These add up to 90,315 hours, which then are multiplied by either a full-time average rate or a part-time average rate. An overtime multiplier is included in the rates. This adds up to \$1,409,586 and is carried over to the budget.

Ms. Schrader said considering these categories and assumptions, the proposed budget is projecting a surplus in 2019 in the amount of \$2,703.

Moving on to the Kent Central Gateway, Ms. Schrader said she budgeted conservatively on revenues and worst-case scenario on expenses. She met with Mr. Yensel and Mr. Trautman about this budget and discussed in depth the fact that the garage is now five (5) years old and things are out of warranty and will need to be fixed and replaced. The Finance Committee talked about doing the traffic coating on the third floor and part of the ramp in 2019. As mentioned at the last Board meeting, the money that was going to be used to pay back the entire loan to PARTA for the parking control equipment, should now be used for the traffic coating.

Mr. Bellino asked for clarification on the \$50,000 loan that was paid back.

Ms. Schrader said \$50,000 was paid from KCG to PARTA leaving a balance of \$50,000. There's still the advance payable from the waterfall from the first two (2) years that eventually will also have to be paid back to both PARTA and the City of Kent.

Ms. Schrader then moved on to parking. As discussed throughout the year, 2016 was an outlier, so 2015 and 2017 actual numbers were also used. To give a more historical view, she showed the monthly budget for 2019 and what is being projected for the end of 2018. Some of them are straight across divided by 12 and some of them fluctuate from month to month. Starting with Hotel Overnight Parking, the budget for 2018 was \$128,400 and it's coming in at about \$137,060. To be conservative, \$135,000 is the proposed budget for 2019, keeping the monthly average at about \$11,250. Monthly Parking includes different types of parking passes. This is current as of two (2) weeks ago. She noted that 125 shift passes were sold at \$40/month and one (1) pass at \$62.50/month. Under the flex passes, 19 were sold at \$55/month plus Cardinal Valet Parking pays \$250/month. Individual residential, 26 were sold at \$96.90 and five (5) of them, which are rooftop only, were sold at \$76.50. Bulk parking is currently at 52 sold at \$57 and 50 sold at \$59.67. For student passes, 47 were sold totaling approximately \$300 a year. It depends because there is a discount if the pass is paid for the whole year. Several students wouldn't commit to the year and a couple of them did two (2) individual semesters. This doesn't consider the price inflation planned for January and there are still some passes available to sell. Certain maximums have been set to create the balance between monthly and transient parkers. Monthly parking revenue is on the low side. For the students, it's seasonal. June, July, and August won't have any student monthly income. The projection is about \$182,000, which is lower than what was budgeted for this year. That proposed 2019 budget is \$185,409. Daily Transient Parking. This was another area that came in under budget for 2018. The budget was \$235,000. Some of the transient parking went to monthly parking. She is projecting \$213,025 for the end 2018. The proposed 2019 budget is \$233,000.

Mr. Bellino asked what the assumption was behind that.

Ms. Amrhein said this doesn't include any rate adjustments that will be implemented in January.

Mr. Bellino asked about the transient parking.



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Ms. Amrhein said the commitment with the City of Kent is that the deck remains available for the people who want to come downtown, have dinner, have parking spaces available, and pay a reasonable fee to park. There is always that balance of how many monthlies can be committed to 24/7/365 and make sure there is still enough transient. Mr. Yensel has spent quite a bit of time looking at the amount of time that cars stay in the deck and what is earned from them. The top daily rate right now is \$5, which could cover overnight. Increasing that top up to eight (8) hours is being considered.

Mr. Bellino clarified that a little price increase was being considered at the top tier.

Ms. Amrhein confirmed.

Moving on, Ms. Schrader said for Retail Space, the contract with Mr. Burbick for 2019 states \$28,000 will be received. Conference Room. She is projecting zero revenue for 2019. That space is in flux. Leasing it out to Kent State didn't work out but some other revenue generating ideas will be worked through in 2019.

Ms. Amrhein said that's a priority for 2019. With CNG, there wasn't any time to focus on that this year.

Ms. Schrader said the last revenue is Other Misc., which includes interest, revenue from the electric charging stations, and brick revenue. She is projecting 2018 will be \$2,000 and feels that's a safe bet for next year. Under Expenses, wages include the hours that the deck is staffed Monday through Sunday. It's about 6,500 hours a year, but due to shift overlaps the payout is about 6,700 hours for the attendants. There is also a parking assistant manager, a maintenance foreman, a maintenance hostler, and then half of the accounting manager's time is allocated to the staff at the Gateway. The proposed 2019 budget is \$232,341. Fringe & Taxes. Again, 18.6% of gross wages are for employer taxes and then there is accrued sick and vacation benefits that are paid out for a proposed 2019 budget of \$56,015. Health Insurance. There are four (4) full time employees at the Gateway. The current figure was multiplied by 5%, which is the monthly amount of \$2,960. That's what she budgeted for 2019 to come up with \$35,520, which is a slight increase. Advertising Promotions is the same budget as 2018, which is \$2,000. This wasn't used at all in 2018. She can't remember what it was used for in 2017, but it's a small number so it was left in there. Professional/Technical Services is primarily IT services. There are several servers and there is monitoring of equipment as well as maintenance and remote monitoring. Contract Maintenance Service is for other contractors coming in to do work at the Gateway. It's mostly maintenance and would include things like coming in and maintaining the elevators. This year, there was a maintenance provider that came in to do work on the HVAC system. There still may be a little bit more for that, which is why the budget is staying close to what is being projected for 2018. As previously mentioned, as the building gets older, more and more maintenance is necessary. Other Services is primarily security. The 2018 budget was \$80,000 and \$54,297 is projected will be used. Mr. Trautman had a list of things that needed to be done in 2019 so enough money had to be budgeted to make sure those things could be done. Unfortunately, she didn't have specifics. If there were more questions on this, she said she would have to consult her notes. The decision was made to budget \$70,000 for that line item for 2019 (note: see later explanation). Materials & Supplies includes paper, parts for things that are being fixed in-house, and small equipment that's under \$5,000. One of the things that will hit this year's budget is replacing one of the heat pumps.

Mr. Bellino said that's quite a bit more than was spent this past year.

Ms. Schrader said yes, some of the items for 2019 include \$15,000 in parts for the HVAC system, paint striping, and replacing seven (7) ADA doors with the correct ones.

Mr. Bellino asked about the traffic coating.

Ms. Schrader said traffic coating will be on the capital budget because it's going to be approximately \$57,000.

Mr. Bellino asked if it was going to come out of the capital budget for PARTA.

Ms. Schrader said no, it'll come out of the MMAX account, which currently has a balance of \$28,000, \$8,000 of which is for deck cracking. That was part of the agreement during the construction. For traffic coating, \$20,000 is set aside. Before the end of the year, any surplus money will be moved to the MMAX account.

Mr. Bellino clarified that it would be taken out of the money that's set aside in the MMAX account.

Ms. Schrader said yes, it's like a restricted box. It will not show up on this report. It will appear on the balance sheet. Utilities has stayed consistent. In 2015, it was \$95,996. Switching out the LED lighting in 2017 saved about \$15,000. The 2018 budget was \$72,000 and is projected to come in at \$60,100. The proposed 2019 budget has been lowered to \$68,000. Property Liability was increased by \$1,000. The contribution will still be \$8,000 and \$1,000 will be set aside for any deductibles. As deductible bills come in, they will be reviewed and anything that's related to the Gateway will be charged to the Gateway, which is a little bit different for next year. Dues & Subscriptions. No changes. Advertising Media. No changes. Other Misc. Expenses. Only \$500 was used so far this year and \$1,000 will probably be used by the end of the year. She is projecting low on that because there is a bill for the Veterans Memorial Ceremony next week for about \$800. That gives a projected surplus at the end of 2019 of \$3,132. Again, these are not to exceed expenses. Worst case scenario on revenues.

Mr. Bellino asked if this budget goes to the City of Kent too and if PARTA could approve it before they approve it.

Ms. Schrader said yes, it will go to the City of Kent, but they have no executive power on this

Mr. Bellino asked if there were any questions.

Ms. Schrader went back to Other Services. As mentioned, most of it is security. The other variable on the 2018 budget was \$12,000 for maintenance renewal of the parking control equipment. A bill still hasn't been received; it was expected in August. Mr. Yensel has emailed them and asked them to send a bill. At some point, that will have to be paid. She doesn't know what the bill will be. The normal monthly cost is \$4,600. An additional \$15,000 is being budgeted for 2019. If it doesn't happen, that's great. That's why comparing the projected to next year's budget looks higher.

Mr. Bellino said if they don't send a bill until next year and they double up, the budget will be in a deficit next year.

Ms. Schrader said yes.

Hearing no further discussion, Mr. Bellino moved on to the resolutions.

### Resolutions

Mr. Bellino said most of the resolutions are standard and done every year about this time. The first one is for the attorneys for employment matters. He asked if there was an amount in there.

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Ms. Amrhein said this is brought forward every year for the authority to spend up to \$50,000. The last several years have not even come close to \$50,000. This year some money will be spent because negotiations are going to start. The contract isn't over when it's negotiated. It must be finalized and there's some work associated with that. In the eventuality that there are issues that need to be worked out through employment attorneys, this provides the ability to do that.

Mr. Bellino asked for a motion to recommend the resolution to the Board.

**#2018-11-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO APPROVE EXPENDITURES FOR KASTNER, WESTMAN & WILKINS.**

Mr. Jeff Childers made a motion to recommend approval of Resolution #2018-11-01. Ms. Virginia Harris seconded the motion.

Mr. Bellino said the next one is the budget for PARTA and he asked for a motion to recommend it to the Board.

**#2018-11-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES TO APPROVE THE FISCAL YEAR 2019 PROPOSED BUDGET FOR PARTA.**

Mr. Jeff Childers made a motion to recommend to the Board that the resolution be passed. Ms. Virginia Harris seconded the motion.

Mr. Bellino said the next one is the Kent Central Gateway budget. He asked for a motion to recommend the next resolution to the Board.

**#2018-11-03: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES TO APPROVE THE FISCAL YEAR 2019 PROPOSED BUDGET FOR KENT CENTRAL GATEWAY (KCG).**

Ms. Virginia Harris made a motion to recommend approval of Resolution #2018-11-03. Mr. Jeff Childers seconded the motion.

Mr. Bellino said the next one is the risk transit pool.

Ms. Schrader said this is for the premium and doesn't include any deductibles.

Mr. Bellino asked for a motion to recommend the next resolution to the Board.

**#2018-11-04: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PARTICIPATE IN AND CONTRIBUTE TO RISK POOLING WITH THE OHIO TRANSIT RISK POOL.**

Mr. Jeff Childers made a motion to recommend approval of Resolution #2018-11-04. Ms. Virginia Harris seconded the motion.

Mr. Bellino said the next one is the contract for diesel fuel and gasoline together in one resolution.

Ms. Schrader said this is to give authority to enter into the contract(s). There could potentially be one (1) bidder for both fuels or one (1) bidder for each. A resolution will be forthcoming in December for ratification.



Mr. Bellino asked for a motion to recommend the next resolution to the Board.

**#2018-11-05: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO ENTER INTO A CONTRACT WITH THE LOWEST, MOST RESPONSIVE BIDDER FOR THE PURCHASE OF DIESEL FUEL AND GASOLINE. THIS IS A JOINT PURCHASING VENTURE WITH AKRON METRO RTA, WESTERN RESERVE RTA, AND STARK AREA RTA, ET AL.**

Mr. Jeff Childers made a motion to recommend approval of Resolution #2018-11-05. Ms. Virginia Harris seconded the motion.

Ms. Schrader asked if the resolution should state contract(s) instead of contract.

Mr. Nome said it could be changed to contracts, but it is not necessary because one (1) contract is being awarded. It could be one (1) contract that covers gas and diesel, or it could be one (1) gas contract and one (1) diesel contract. It wouldn't be wrong to put the "s" in there. It is still talking about one (1) contract for gas and one (1) contract for diesel. It was decided to leave it as it is.

Mr. Bellino said the next resolution is for the Trapeze software maintenance contract, which has been done in prior years. He asked for a motion to recommend the resolution to the Board.

**#2018-11-06: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO NEGOTIATE, ENTER INTO, AND SIGN CONTRACTS WITH TRAPEZE SOFTWARE GROUP TO PROVIDE SOFTWARE MAINTENANCE.**

Ms. Virginia Harris made a motion to recommend approval of Resolution #2018-11-06. Mr. Jeff Childers seconded the motion.

### **EXECUTIVE SESSION**

Mr. Bellino said there is no reason for an executive session.

### **ADJOURNMENT**

Mr. Bellino reminded everyone that the next regular Finance Committee meeting is a week earlier, on December 18.

Ms. Schrader said both October and November reports will be presented at that meeting.

Mr. Bellino asked if there were any other questions on the budgets or resolutions. Hearing nothing further, he entertained a motion to adjourn the meeting.

Mr. Childers asked if a copy of what was distributed today should be forwarded to Mr. Gynn so he has this information.

Ms. Amrhein said she will contact Mrs. Gynn to see how he is doing and if he would like to see it. If so, it will certainly be provided to him.

Mr. Jeff Childers made a motion to adjourn the meeting, which was seconded by Ms. Virginia Harris.

REVIEWED BY SENIOR STAFF

The meeting was adjourned at 5:09 p.m.


Respectfully submitted,

A handwritten signature in blue ink that reads "Marcia Fletcher". The signature is written in a cursive, flowing style.

Marcia Fletcher  
Executive Assistant

**PARTA**  
**2000 Summit Road**  
**Kent, Ohio 44240**

**GENERAL MANAGER'S REPORT**

**TO:** PARTA Board of Trustees   
**FROM:** Claudia B. Amrhein, General Manager  
**DATE:** December 2018

***Committee Meetings and Resolutions.*** The resolutions prepared for the November meeting remain on the agenda for consideration in December, following cancellation of the November meeting for lacking a confirmed quorum. The Finance Committee previously met and recommended adoption of the first six (6) resolutions, with Resolution #2018-12-05 now updated to identify the successful bidder and per gallon cost for diesel fuel and gasoline next year. Other resolutions already recommended by the committee include adoption of the proposed 2019 operating budgets for PARTA and the Kent Central Gateway, as well as to authorize annual contracts and anticipated large expenditures for various goods and services in 2019.

- #2018-12-01:** A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO APPROVE EXPENDITURES FOR KASTNER, WESTMAN & WILKINS.
- #2018-12-02:** A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES TO APPROVE THE FISCAL YEAR 2019 PROPOSED BUDGET FOR PARTA.
- #2018-12-03:** A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES TO APPROVE THE FISCAL YEAR 2019 PROPOSED BUDGET FOR KENT CENTRAL GATEWAY (KCG).
- #2018-12-04:** A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PARTICIPATE IN AND CONTRIBUTE TO RISK POOLING WITH THE OHIO TRANSIT RISK POOL.
- #2018-12-05:** A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE AWARD OF A CONTRACT TO PETROLEUM TRADERS CORPORATION TO PROVIDE DIESEL FUEL AND GASOLINE FOR 2019 AND AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO SIGN A FEDERAL EXCISE TAX EXEMPTION CERTIFICATE ON BEHALF OF PARTA. THIS IS A JOINT PURCHASING VENTURE WITH LAKETRAN, MEDINA COUNTY PUBLIC TRANSIT, METRO REGIONAL TRANSIT AUTHORITY, STARK AREA REGIONAL TRANSIT AUTHORITY, AND WESTERN RESERVE TRANSIT AUTHORITY.
- #2018-12-06:** A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO NEGOTIATE, ENTER INTO, AND SIGN CONTRACTS WITH TRAPEZE SOFTWARE GROUP TO PROVIDE SOFTWARE MAINTENANCE.

***Appointing Alternate Trustees to NEORide and Health Transit Pool Boards.*** NEORide originated in 2014 as a partnership with Akron Metro RTA and SARTA to explore transportation coordination options between Summit, Stark, and Portage counties. It has grown to seven (7) transit members who currently are working to design and launch a mobile ticketing system to enable passengers to pay fares in any member county using a single mobile app.

- #2018-12-07:** A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES CONSENTING TO THE APPOINTMENT OF A TRUSTEE AND ALTERNATE TRUSTEES TO THE BOARD OF TRUSTEES OF THE NEORIDE COUNCIL OF GOVERNMENTS (COG).

Resolution #2018-12-07 is necessary to identify individuals designated as eligible to vote on PARTA's behalf on matters that come before NEORide. Naming the trustee (me) and two (2) alternate trustees (Brian Trautman and Clayton Popik)

helps to ensure PARTA is present at every meeting and able to vote. Katherine Manning, the previous second alternate, resigned in late November to accept another position, and I am requesting and recommending that Clayton be named as my second alternate.

**#2018-12-08: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES CONSENTING TO THE APPOINTMENT OF A TRUSTEE AND ALTERNATE TRUSTEES TO THE BOARD OF TRUSTEES OF THE HEALTH TRANSIT POOL OF OHIO.**

Likewise, Resolution #2018-12-08 identifies a second alternate trustee to ensure PARTA is able to attend and vote at every Health Transit Pool meeting. The board previously named the trustee (me) and one (1) alternate (Kelly Jurisch). I am requesting and recommending the addition of Rebecca Schrader as my second alternate trustee.

***Tentative Agreement Reached on Labor Agreement.*** On December 13, PARTA and OAPSE Local 037 reached tentative agreement on the terms of a new three-year labor agreement that defines wages, hours, and working conditions for our full- and part-time county drivers.

**#2018-12-09: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO EXECUTE A SUCCESSOR COLLECTIVE BARGAINING AGREEMENT BETWEEN PARTA AND OAPSE/AFSCME LOCAL 4/AFL-CIO (UNION).**

The current contract expired December 6. Once tentative agreement is reached, the Union and PARTA are required to take specific action to achieve ratification by members and the governing board, respectively. A union ratification vote is scheduled for December 23. Once ratified, it will be necessary to execute certain financial terms of the agreement on December 24, leaving just one (1) day to accomplish agreed-upon terms and to ensure pay and benefits continue uninterrupted for our drivers without having to convene a special board meeting in early January. Through Resolution #2018-12-09, I am requesting authority to execute the terms of the agreement following union ratification, then to bring the agreement forward for board ratification at the regularly scheduled meeting on January 24, 2019.

**Service Reports. Ridership.** Total county fixed route and DART ridership increased by .72% through November as compared to November 2017, with total county service performing 429,148 trips as compared to 426,061 trips performed through November 2017. County fixed route service has increased by approximately 2.44% as compared to last year, with 353,616 trips completed through November as compared to 345,194 trips completed through November 2017. DART service has decreased 6.6% through November as compared to November 2017, with 75,532 trips completed as compared to 80,867 trips completed through November 2017. Overall ridership, including campus service, decreased by 2.1%, with campus down by 3.67%. Total system ridership totaled 1,155,645, as compared to 1,180,485 through November 2017.

**On-Time Compliance. ADA Complementary Paratransit Service.** ADA on-time compliance was 96.38% in November as compared to 98.02% in October. Of 966 trips, 35 were performed late with the latest trip running 54 minutes behind due to overscheduling on the route. **General Public (non-ADA) DART.** On-time performance for non-ADA trips remained flat at 77.83% in November, as compared to 77.77% in October. **Vehicle Preventative Maintenance (PM).** On-time compliance with established PM inspection schedules was 90% in November as compared to 92% in October.

**Parking.** Parking deck usage decreased in November, with 9,759 total cars entering the deck, as compared to 11,039 cars in October. This represents a 12% decrease, but when compared to November 2017, represents a 3% increase in total cars. The rolling 12-month average through November is 9,696 per month, and 319 cars per day.

Thank you for your attention to these matters. I would like to take a moment to extend my sincere thanks to each board member and to PARTA employees for your support and service to PARTA throughout this year. I am grateful for the opportunity to serve as PARTA's General Manager and look forward to working with each of you again next year. 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](mailto:Amrhein.c16@partaonline.org).





Portage Area Regional Transportation Authority  
2000 Summit Road • Kent, Ohio 44240

**Administrative Offices**

(330) 678-7745

Fax (330) 676-6310

**Customer Service**

(330) 676-6701

**TTY (Hearing Impaired)**

(330) 676-5100

**Scheduling & Operations**

(330) 678-1287 or 1-877- RIDE RTA

Fax (330) 678-7751

November 20, 2018

To: Rick Bissler, President, Board of Trustees

From: Claudia B. Amrhein, General Manager 

Re: Cancellation of November Board Meeting and Necessity for December Meeting

I am writing to advise you of the rationale for proactively cancelling the scheduled November 15 board meeting and to explain the importance of ensuring that the Board of Trustees convenes during December.

**Lack of Confirmed Quorum.** By early afternoon on November 15, six (6) board members had notified us that they were unable to attend the meeting. Of the remaining eight (8) members, all of whom would be required to attend in order to reach quorum, seven (7) members had confirmed their intention to attend. Poor weather conditions, including mixed snow and rain, were ongoing throughout the day and were expected to worsen moving into the evening. Because we were unable to confirm that all eight (8) members were able to attend, and given poor weather conditions, we proactively cancelled the meeting to avoid having seven (7) board members show up for a meeting that we ultimately may not be able to hold, due to lack of a quorum.

**Necessity for December Meeting.** Several items require affirmative action by the board during December. The finance committee reviewed and recommended adoption of both 2019 operating budgets, the PARTA budget and the Kent Central Gateway budget, during its November meeting. Board adoption of our operating budgets is necessary prior to expending funds.

Likewise, it will be necessary for the board to ratify the annual award of a contract for purchasing diesel and gasoline that I will execute on December 6 following the opening of bids, part of the joint procurement process utilized every year to secure fuel to run the majority of our vehicles. The board typically authorizes execution of an agreement in November (due to the time-sensitive nature of the bid opening process) and ratifies the contract in December, including the name of the vendor(s) and total contract amount, because board policy requires the board to award contracts that exceed \$50,000.

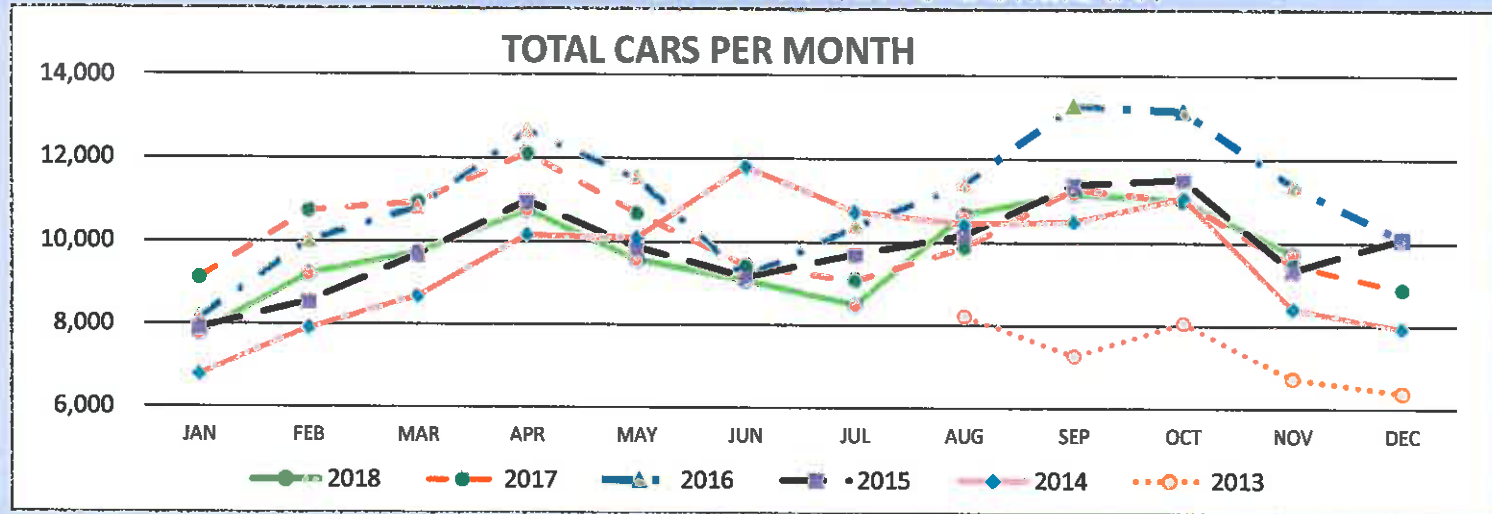
Other annual resolutions described in my November board report and already discussed and recommended by the finance committee are necessary to authorize contracts and anticipated large expenditures for various goods and services in 2019. It is also possible that tentative agreement will be reached with OAPSE Local 037 on the terms of a successor agreement covering full- and part-time drivers. Consideration and ratification by the board is time-sensitive and required.

**Scheduled December Meeting; Special Meeting.** The December meeting is scheduled to be held on Thursday, December 20 at 7 p.m. If a quorum is not present, a special meeting will have to be scheduled and attended by a quorum of the board sometime between December 21 and December 31. Given holiday activities and schedules, I sincerely hope this is not necessary; however, we will make any arrangements necessary to ensure that PARTA is able to honor its obligations and continue uninterrupted delivery of all services beginning in 2019.

Thank you for your consideration of this request. If you have any questions, please feel free to contact me by calling (330) 676-6315, or by e-mail at [Amrhein.c16@partaonline.org](mailto:Amrhein.c16@partaonline.org).

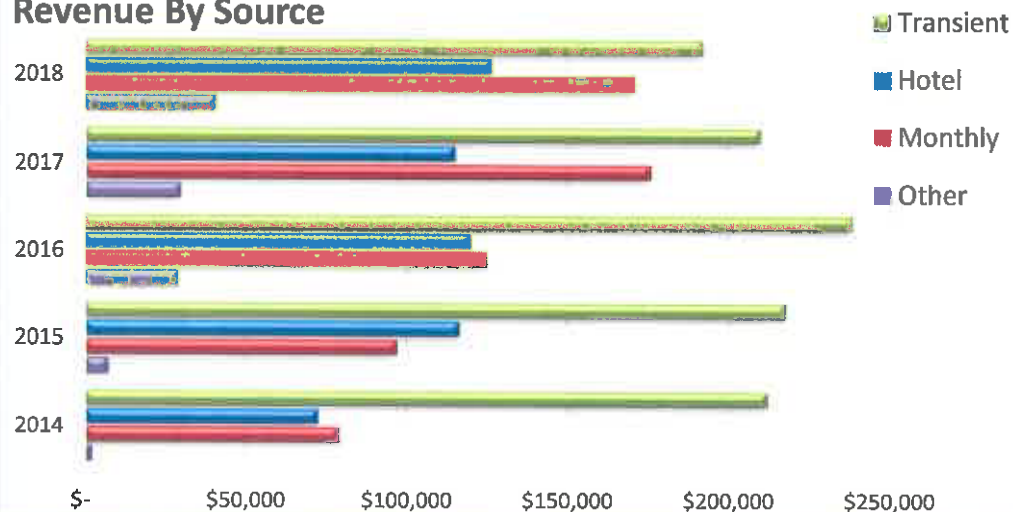


# KENT CENTRAL GATEWAY NOVEMBER 2018 PARKING SUMMARY



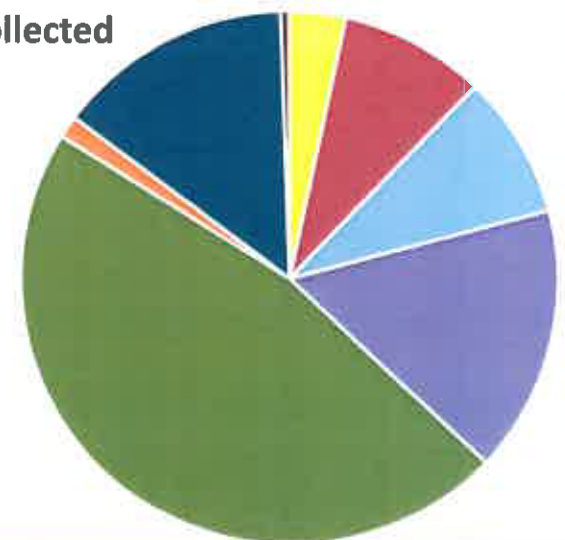
| 6 Month Lookback |         |           |         |        | Cars/Day | Month | Last Year |
|------------------|---------|-----------|---------|--------|----------|-------|-----------|
|                  | Monthly | Transient | Illegal | Total  |          |       |           |
| Jun-18           | 2,814   | 6,284     | -       | 9,098  | 303      | -5%   | -4%       |
| Jul-18           | 2,954   | 5,556     | -       | 8,510  | 275      | -6%   | -7%       |
| Aug-18           | 3,892   | 6,810     | -       | 10,702 | 345      | 26%   | 8%        |
| Sep-18           | 4,594   | 6,603     | -       | 11,197 | 373      | 5%    | -1%       |
| Oct-18           | 5,081   | 5,958     | -       | 11,039 | 356      | -1%   | 0%        |
| Nov-18           | 4,314   | 5,445     | -       | 9,759  | 325      | -12%  | 3%        |

## Revenue By Source



## Rate Types Collected

- \$1.00
- \$2.00
- \$3.00
- \$4.00
- \$5.00
- \$6 - \$9
- \$10 - \$15
- >15





**PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY**  
**(PARTA)**

**2019 BOARD OF TRUSTEES**  
**Meeting Schedule**

**JANUARY 24, 2019**

**FEBRUARY 28, 2019**

**MARCH 28, 2019**

**APRIL 25, 2019**

**MAY 23, 2019**

**JUNE 27, 2019**

**JULY 25, 2019**

**AUGUST 22, 2019**

**SEPTEMBER 26, 2019**

**OCTOBER 24, 2019**

**NOVEMBER 21, 2019**

**DECEMBER 19, 2019**

The regular Board meetings of **PARTA** are held on the 4<sup>th</sup> Thursday of each month, except as noted in **red**. The dates in **red** reflect those meetings that have been changed from the normal 4<sup>th</sup> Thursday due to the holidays.

All Board meetings are held at 7 p.m. in the Board Room of **PARTA** at 2000 Summit Road, Kent, OH 44240.

**PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY**  
**(PARTA)**

**BOARD OF TRUSTEES**  
**2019 Finance Committee Meeting Schedule**

**No January Meeting**

**February 26, 2019**

**March 26, 2019**

**April 23, 2019**

**May 21, 2019**

**June 25, 2019**

**July 23, 2019**

**August 20, 2019**

**September 24, 2019**

**October 22, 2019**

**Thursday, November 14, 2019 @ 3 p.m.**

**December 17, 2019**

The Board of Trustees Finance Committee meetings of **PARTA** are held on the 4th Tuesday of each month, except as noted in **red**. The dates in **red** reflect those meetings that have been changed from the normal 4th Tuesday.

All Finance Committee meetings are held at 11:30 a.m. in the Board Room of **PARTA** at 2000 Summit Road, Kent, OH 44240, except as noted in **red**.

**RESOLUTION #2018-12-01**

**A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO APPROVE EXPENDITURES FOR KASTNER, WESTMAN & WILKINS.**

**WHEREAS**, Kastner, Westman & Wilkins is providing legal counsel for labor and employment issues, employee benefits, workers' compensation, and other employment-related matters.

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

1. The General Manager, or her designee, be given authority to approve expenditures to Kastner, Westman & Wilkins not to exceed \$50,000 for legal counsel for 2019.

**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 December 20, 2018.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rick Bissler, President  
Board of Trustees

\_\_\_\_\_  
Attested

**RESOLUTION #2018-12-02**

**A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES TO APPROVE THE FISCAL YEAR 2019 PROPOSED BUDGET FOR PARTA.**

**WHEREAS**, the PARTA Board of Trustees has authorized the spending of funds so appropriated in the budget as recommended by the Finance Committee; and,

**WHEREAS**, the FY2019 budget for PARTA is attached.

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

1. The FY2019 proposed budget for PARTA is approved as submitted.

**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 December 20, 2018.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rick Bissler, President  
Board of Trustees

\_\_\_\_\_  
Attested



## 2019 PROPOSED PARTA OPERATING BUDGET

### REVENUE

|                                 |           |                  |  |
|---------------------------------|-----------|------------------|--|
| Farebox                         | \$        | 320,000          | Cash form Ticket Sales & Bus Fare Boxes                      |
| Agency Cash Grants & Reimb.     | \$        | 282,635          | AAA, PCBDD, Coleman Adult Day Care, JFS                      |
| KSU Revenue                     | \$        | 2,326,660        | Contract Service, Supplemental Shuttles, and Work Study      |
| State Reimb. (Fuel Tax Refund)  | \$        | 72,000           | Revenue diesel used and reimb. @ \$.27 /gal.                 |
| State Capital Maint. Assist.    | \$        | 194,962          | ODOT UPT Grant   |
| Elderly & Disabled Fare Assist. | \$        | 101,628          | ODOT E&D Grant   |
| Federal Capital Maintenance     | \$        | 1,000,000        | FTA Grant OTP3   |
| *Travel Training Grant          | \$        | 6,000            | Grant 5317 + TT Wages  |
| Federal Operating Grant (NF)    | \$        | 30,000           | New Freedom - Mobility Mgmt. Wages                           |
| Investment Income               | \$        | 20,000           | Star Ohio  |
| Sales Tax                       | \$        | 5,249,650        | +0% Increase, No Transitional Aid                            |
| Advertising Revenue             | \$        | 34,000           | Advertising on/in Buses (METRO Agreement)                    |
| Other Revenues                  | \$        | 34,025           | Sale of Buses /metal, used oil, Head Start, & Misc. revenues |
| <b>TOTAL REVENUES</b>           | <b>\$</b> | <b>9,671,560</b> |  |

### EXPENSE

|                               |           |                  |  |
|-------------------------------|-----------|------------------|--|
| Operators Salaries and Wages  | \$        | 1,409,586        | County Bus Operators   |
| Student Wages                 | \$        | 430,990          | KSU Bus Operators  |
| Maintenance Wages             | \$        | 995,392          | Mechanics & Hostlers -Apprentice                                   |
| Operations Salaries and Wages | \$        | 785,246          | Dispatchers, Schedulers, Operations Staff                          |
| Admin Salaries and Wages      | \$        | 1,195,437        | Admin, HR (including Trainers), Mktg, Plan., & IT                  |
| Employee Health Insurance *** | \$        | 1,209,975        | Ohio Health Tip Pool (less Employee Contribution)                  |
| Other Fringe Benefits         | \$        | 1,148,000        | ER Taxes, Vacation & Sick accruals, Tuition reimb.                 |
| Advertising Fees              | \$        | 35,000           | Logo giveaways and campaign consulting                             |
| Professional/ Tech Services   | \$        | 195,000          | State Audit, Legal Fees, Computer Consulting, CDL Testing          |
| Contract Maintenance Service  | \$        | 599,000          | Preventative Maintenance (parts,HS, bldg., computer maint.)        |
| Other Services                | \$        | 105,700          | Lic.Bureau, Garde, Drug Tests, Physicals, Copier Maint.            |
| *Travel Training Expenses     | \$        | 3,000            | Travel Training Expenses   |
| Fuel & Lubricants             | \$        | 724,950          | 230,000 gallons + 47,000 @ \$2.35 (gross) plus \$24,000 CNG & lube |
| Tires & Tubes                 | \$        | 60,000           | Tire Contract w/ Bridgestone                                       |
| Other Materials & Supplies    | \$        | 129,000          | office supplies, uniforms  |
| Utilities                     | \$        | 140,000          | Dominion, electric, AT&T, Verizon, trash, water, sewer             |
| Prem. Public Liab/Prop Damage | \$        | 290,884          | Plus \$10K Deductibles   |
| Dues & Subscriptions          | \$        | 30,100           | same groups as 2018  |
| Travel & Meetings             | \$        | 39,500           | FTA & Professional Conferences                                     |
| Advertising/Promotions Media  | \$        | 81,000           | Newspaper & radio advertising                                      |
| Other Misc. Expenses          | \$        | 8,600            | GM Cookouts,Board/Staff Retreats,Serv.Award Banquet                |
| Sales Tax Admin. 1% Fee       | \$        | 52,496           |  |
| <b>TOTAL EXPENSES</b>         | <b>\$</b> | <b>9,668,857</b> |  |

**OPERATING SURPLUS/(LOSS) \$ 2,703**

| PARTA BUDGET 2019               | DESCRIPTION / NOTES  |  |
|---------------------------------|--|--|
| <b>REVENUE</b>                  |  |  |
| Farebox                         | Cash form Ticket Sales & Bus Fare Boxes                            |  |
| Agency Cash Grants & Reimb.     | AAA, PCBDD, Coleman Adult Day Care, JFS                            |  |
| KSU Revenue                     | Contract Service, Supplemental Shuttles, and Work Study            |  |
| State Reimb. (Fuel Tax Refund)  | Revenue diesel used and reimb. @ \$.27 /gal.                       |  |
| State Capital Maint. Assist.    | ODOT UPT Grant   |  |
| Elderly & Disabled Fare Assist. | ODOT E&D Grant   |  |
| Federal Capital Maintenance     | FTA Grant OTP3   |  |
| *Travel Training Grant          | Grant 5317 + TT Wages  |  |
| Mobility Management             | New Freedom - Mobility Mgmt. Wages                                 |  |
| Investment Income               | Star Ohio  |  |
| Sales Tax                       | +0% Increase, No Transitional Aid                                  |  |
| Advertising Revenue             | Advertising on/in Buses (METRO Agreement)                          |  |
| Other Revenues                  | Sale of Buses /metal, used oil, Head Start, & Misc. revenues       |  |
|                                 |  |  |
| <b>EXPENSE</b>                  |  |  |
| Operators Salaries and Wages    | County Bus Operators   |  |
| Student Wages                   | KSU Bus Operators  |  |
| Maintenance Wages               | Mechanics & Hostlers -Apprentice                                   |  |
| Operations Salaries and Wages   | Dispatchers, Schedulers, Operations Staff                          |  |
| Admin Salaries and Wages        | Admin, HR (including Trainers), Mktg, Plan., & IT                  |  |
| Employee Health Insurance ***   | Ohio Health Tip Pool (less Employee Contribution)                  |  |
| Other Fringe Benefits           | ER Taxes, Vacation & Sick accruals, Tuition reimb.                 |  |
| Advertising Fees                | Logo giveaways and campaign consulting                             |  |
| Professional/ Tech Services     | State Audit, Legal Fees, Computer Consulting, CDL Testing          |  |
| Contract Maintenance Service    | Preventative Maintenance (parts,HS, bldg., computer maint.)        |  |
| Other Services                  | Lic.Bureau, Garde, Drug Tests, Physicals, Copier Maint.            |  |
| *Travel Training Expenses       | Travel Training Expenses   |  |
| Fuel & Lubricants               | 230,000 gallons + 47,000 @ \$2.35 (gross) plus \$24,000 CNG & lube |  |
| Tires & Tubes                   | Tire Contract w/ Bridgestone                                       |  |
| Other Materials & Supplies      | office supplies, uniforms  |  |
| Utilities                       | Dominion, electric, AT&T, Verizon, trash, water, sewer             |  |
| Prem. Public Liab/Prop Damage   | Plus \$10K Deductibles   |  |
| Dues & Subscriptions            | same groups as 2018  |  |
| Travel & Meetings               | FTA & Professional Conferences                                     |  |
| Advertising/Promotions Media    | Newspaper & radio advertising                                      |  |
| Other Misc. Expenses            | GM Cookouts,Board/Staff Retreats,Serv.Award Banquet                |  |
| Sales Tax Admin. 1% Fee         |  |  |

**RESOLUTION #2018-12-03**

**A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES TO APPROVE THE FISCAL YEAR 2019 PROPOSED BUDGET FOR KENT CENTRAL GATEWAY (KCG).**

**WHEREAS**, the PARTA Board of Trustees has authorized the spending of funds so appropriated in the budget as recommended by the Finance Committee; and,

**WHEREAS**, the FY2019 budget for KCG is attached.

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

1. The FY2019 proposed budget for KCG is approved as submitted.

**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 December 20, 2018.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rick Bissler, President  
Board of Trustees

\_\_\_\_\_  
Attested

## KENT CENTRAL GATEWAY PROPOSED OPERATING BUDGET 2019

### 348 Parking Spaces

#### REVENUES

|  |           |                |
|--|-----------|----------------|
| HOTEL OVERNIGHT PARKING  | \$        | 135,000        |
| MONTHLY PARKING  | \$        | 185,409        |
| DAILY TRANSIENT PARKING<br>(Including Special Events and E-Net Validation) | \$        | 233,000        |
| RETAIL SPACE REVENUE   | \$        | 28,000         |
| CONFERENCE ROOM RENT   | \$        | -              |
| OTHER MISC.  | \$        | 2,000          |
| <b>TOTAL REVENUES</b>  | <b>\$</b> | <b>583,409</b> |

#### EXPENSES

|                                 |           |                |
|---------------------------------|-----------|----------------|
| WAGES                           | \$        | 232,341        |
| HEALTH INSURANCE                | \$        | 35,520         |
| FRINGE & ER TAXES               | \$        | 56,015         |
| ADVERTISING PROMOTIONS          | \$        | 2,000          |
| PROFESSIONAL / TECH. SERVICES   | \$        | 4,800          |
| CONTRACT MAINTENANCE SERVICE    | \$        | 28,800         |
| OTHER SERVICES                  | \$        | 70,000         |
| MATERIALS & SUPPLIES            | \$        | 60,000         |
| UTILITIES                       | \$        | 68,000         |
| PROPERTY LIABILITY              | \$        | 9,000          |
| DUES & SUBSCRIPTIONS            | \$        | 800            |
| ADVERTISING MEDIA               | \$        | 12,000         |
| MISCELLANEOUS                   | \$        | 1,000          |
| <b>TOTAL EXPENSES</b>           | <b>\$</b> | <b>580,276</b> |
| <b>OPERATING SURPLUS/(LOSS)</b> | <b>\$</b> | <b>3,132</b>   |



## KENT CENTRAL GATEWAY BUDGET 2019

|                               | DESCRIPTION / NOTES                                  |
|-------------------------------|--|
| <b>REVENUES</b>               |  |
| HOTEL OVERNIGHT PARKING       |  |
| MONTHLY PARKING               | Shift, Residential, Flex, Bulk, Student              |
| DAILY TRANSIENT PARKING       | Includes Special Events and E-Net Validation         |
| RETAIL SPACE REVENUE          | Long-Term w/ RLBurbick                               |
| CONFERENCE ROOM RENT          | No planned Revenue for 2019                          |
| OTHER MISC.                   | Interest, Electric Car Charging, Memorial Brick Rev. |
| <b>EXPENSES</b>               |  |
| WAGES                         | 5 Attendants, Managers, Foreman, Hostler             |
| HEALTH INSURANCE              | Ohio Health Tip Pool (Less Employee Contributions    |
| FRINGE & ER TAXES             | ER Taxes, Vacation, Sick, & Personal Accruals        |
| ADVERTISING PROMOTIONS        | Logo Giveaways & Campaign Consulting                 |
| PROFESSIONAL / TECH. SERVICES | IT Consulting  |
| CONTRACT MAINTENANCE SERVICE  | Preventive Bldg. Maintenance (Elevator Contract)     |
| OTHER SERVICES                | Security   |
| MATERIALS & SUPPLIES          | Bldg. & Office Supplies                              |
| UTILITIES                     | Gas, Electric, Cable                                 |
| PROPERTY LIABILITY            | OTRP + \$1K Deductibles                              |
| DUES & SUBSCRIPTIONS          | Same Groups as 2018                                  |
| ADVERTISING MEDIA             | Newspaper, Programs, & Radio Advertising             |
| MISCELLANEOUS                 | Veterans' Memorial Ceremony                          |

**RESOLUTION #2018-12-04**

**A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PARTICIPATE IN AND CONTRIBUTE TO RISK POOLING WITH THE OHIO TRANSIT RISK POOL.**

**WHEREAS, PARTA has assets and operates a transit service; and, as a result, is exposed to liability and has a responsibility to protect the public investment; and,**

**WHEREAS, Ohio Revised Code allows for the pooling of risk, and PARTA has determined that risk pooling is the most cost-effective way to manage that liability; and,**

**WHEREAS, PARTA is a member of the Ohio Transit Risk Pool (OTRP); and,**

**WHEREAS, PARTA's budgeted amount for participation for 2019 is \$280,884 (not including deductibles); and,**

**WHEREAS, the PARTA Board of Trustees must approve all expenditures over \$50,000.**

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

1. The General Manager, or her designee, is authorized to contribute to OTRP for the pooling of risk in an amount not to exceed \$280,884 (not including deductibles) for 2019.
2. The General Manager, or her designee, is authorized to pay to OTRP all necessary additional deductibles for 2019.

**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 December 20, 2018.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rick Bissler, President  
Board of Trustees

\_\_\_\_\_  
Attested

## RESOLUTION #2018-12-05

**A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE AWARD OF A CONTRACT TO PETROLEUM TRADERS CORPORATION TO PROVIDE DIESEL FUEL AND GASOLINE FOR 2019 AND AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO SIGN A FEDERAL EXCISE TAX EXEMPTION CERTIFICATE ON BEHALF OF PARTA. THIS IS A JOINT PURCHASING VENTURE WITH LAKETRAN, MEDINA COUNTY PUBLIC TRANSIT, METRO REGIONAL TRANSIT AUTHORITY, STARK AREA REGIONAL TRANSIT AUTHORITY, AND WESTERN RESERVE TRANSIT AUTHORITY.**

**WHEREAS**, quotes were received on December 6, 2018, for the procurement of diesel fuel and gasoline and were provided to PARTA, Laketrans, Medina County Public Transit, Metro Regional Transit Authority, Stark Area Regional Transit Authority, and Western Reserve Transit Authority; and

**WHEREAS**, Petroleum Traders Corporation provided quotes for the procurement of diesel fuel and gasoline beginning January 1, 2019, and they have been found to be the lowest priced supplier at \$2.0222 per gallon for 47 Cetane diesel fuel and \$1.7429 per gallon for gasoline; and

**WHEREAS**, PARTA is a Regional Transit Authority and a subdivision of the State of Ohio and is exempt from federal excise tax; and

**WHEREAS**, the General Manager executed the contract for diesel fuel and gasoline with Petroleum Traders Corporation to ensure that the delivery of diesel fuel and gasoline will continue into the 2019 year without interruption.

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

1. A contract be awarded to Petroleum Traders Corporation for approximately 230,000 gallons of 47 Cetane diesel fuel and approximately 47,000 gallons of gasoline.
2. The execution of this contract by the General Manager is ratified and adopted by the Board as if approved prior to the execution on December 6, 2018.
3. The General Manager, or her designee, is authorized to sign a federal excise tax exemption certificate on behalf of PARTA.

**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 December 20, 2018.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rick Bissler, President  
Board of Trustees

\_\_\_\_\_  
Attested

**RESOLUTION #2018-12-06**

**A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO NEGOTIATE, ENTER INTO, AND SIGN CONTRACTS WITH TRAPEZE SOFTWARE GROUP TO PROVIDE SOFTWARE MAINTENANCE.**

**WHEREAS**, the Portage Area Regional Transportation Authority (PARTA) has previously purchased Trapeze software; and

**WHEREAS**, the Trapeze Software Group provides software maintenance for said software; and

**WHEREAS**, the Portage Area Regional Transportation Authority (PARTA) has identified a need for said software maintenance.

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

1. The General Manager, or her designee, be hereby authorized to negotiate, enter into, and sign contracts not to exceed \$125,000 with Trapeze Software Group for software maintenance to cover the period of January 1 through December 31, 2019.

**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 December 20, 2018.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rick Bissler, President  
Board of Trustees

\_\_\_\_\_  
Attested



**RESOLUTION #2018-12-07****A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES CONSENTING TO THE APPOINTMENT OF A TRUSTEE AND ALTERNATE TRUSTEES TO THE BOARD OF TRUSTEES OF THE NEORIDE COUNCIL OF GOVERNMENTS (COG).**

**WHEREAS**, the Board of Trustees of the Portage Area Regional Transportation Authority (PARTA) authorized the General Manager via Resolution #2014-06-01 to execute the membership agreement and bylaws of a council of governments for the purpose of exploring transportation coordination options within and between member jurisdictions in the state of Ohio; and

**WHEREAS**, on November 19, 2014, the General Manager executed the membership agreement and bylaws of the aforementioned council of governments, now known as the NEORide COG; and

**WHEREAS**, PARTA, as a member of the NEORide COG, is entitled to representation on the board of trustees of the NEORide COG and last appointed a trustee and alternate trustees via Resolution #2016-02-01; and

**WHEREAS**, the Board desires to affirm its appointment of General Manager Claudia Amrhein as trustee of the NEORide COG and Brian Trautman as alternate trustee and appoint Clayton Popik as an additional alternate trustee of the NEORide COG to serve and vote in the absence of Ms. Amrhein.

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

1. This Board hereby affirms the appointment of Claudia Amrhein to the board of trustees of the NEORide Council of Governments and the appointment of Brian Trautman and Clayton Popik as alternates to the board of trustees of the NEORide Council of Governments to serve and vote in the absence of Ms. Amrhein.

**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 December 20, 2018.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rick Bissler, President  
Board of Trustees

\_\_\_\_\_  
Attested

**RESOLUTION #2018-12-08****A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES CONSENTING TO THE APPOINTMENT OF A TRUSTEE AND ALTERNATE TRUSTEES TO THE BOARD OF TRUSTEES OF THE HEALTH TRANSIT POOL OF OHIO.**

**WHEREAS**, the Board of Trustees of the Portage Area Regional Transportation Authority (*PARTA*) authorized the General Manager via Resolution #2015-10-01 to execute the membership agreement and bylaws of the Health Transit Pool of Ohio for purposes of providing health insurance coverage for employees of political subdivisions; and

**WHEREAS**, the General Manager executed the membership agreement and bylaws of the aforementioned Health Transit Pool of Ohio effective January 1, 2016; and

**WHEREAS**, *PARTA*, as a member of the Health Transit Pool of Ohio, is entitled to representation on the board of trustees of the Health Transit Pool of Ohio and last appointed a trustee and alternate trustees via Resolution #2015-10-01; and

**WHEREAS**, the Board desires to affirm its appointment of General Manager Claudia Amrhein as trustee of the Health Transit Pool of Ohio and Kelly Jurisch as alternate trustee and appoint Rebecca Schrader as an additional alternate trustee of the Health Transit Pool of Ohio to serve and vote in the absence of Ms. Amrhein.

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

1. This Board hereby affirms the appointment of Claudia Amrhein to the board of trustees of the Health Transit Pool of Ohio and the appointment of Kelly Jurisch and Rebecca Schrader as alternates to the board of trustees of the Health Transit Pool of Ohio to serve and vote in the absence of Ms. Amrhein.

**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 December 20, 2018.

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Date

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Rick Bissler, President  
Board of Trustees

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Attested

**RESOLUTION #2018-12-09**

**A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO EXECUTE A SUCCESSOR COLLECTIVE BARGAINING AGREEMENT BETWEEN PARTA AND OAPSE/AFSCME LOCAL 4/AFL-CIO (UNION).**

**WHEREAS**, the General Manager is responsible for negotiations in the collective bargaining process; and

**WHEREAS**, a Collective Bargaining Agreement between the parties was in effect from December 6, 2015 to December 6, 2018; and

**WHEREAS**, on December 13, 2018, the parties reached a tentative agreement on the terms of a successor agreement effective for three (3) years, until December 6, 2021; and

**WHEREAS**, the contract requires the Union to submit the tentative agreement to union membership for approval within 14 days of reaching tentative agreement; and

**WHEREAS**, as required by the contract, the Union will convene a meeting on December 23, 2018, to urge and recommend approval of the tentative agreement by union members; and

**WHEREAS**, certain financial terms of the tentative agreement must be executed by December 24, 2018, in order to accomplish the parties' purpose and intent to bargain expeditiously and in good faith to reach terms agreeable and mutually beneficial to both parties; and

**WHEREAS**, on December 20, 2018, the Administration Committee of the PARTA Board of Trustees convened and recommended that the Board of Trustees authorize the General Manager, or her designee, to execute the agreement following ratification by the Union, to ensure timely execution of certain financial terms of the agreement are accomplished by December 24, 2018; and

**WHEREAS**, the General Manager will present the terms of the agreement to the Administration Committee and urge and recommend acceptance and ratification by the Board of Trustees at the January 24, 2019 meeting.

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

1. This Board desires to ensure certain financial terms of the tentative agreement negotiated in good faith by and between PARTA and OAPSE/AFSCME Local 4/AFL-CIO are executed by December 24, 2018 following ratification by the Union.

2. The General Manager, or her designee is authorized to execute such agreement between PARTA and OAPSE/AFSCME Local 4/AFL-CIO, following ratification by the Union, including all wages, hours, terms and other conditions of employment set forth in the agreement.
3. The execution of this contract by the General Manager shall be brought back to the Board for ratification and adoption at its January 24, 2019 meeting.

**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 December 20, 2018.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rick Bissler, President  
Board of Trustees

\_\_\_\_\_  
Attested



## VETERANS DAY

# World War I heroes remembered



Kevin Graff, Record-Courier

**Roger Di Paolo, of the Kent Historical Society, presents a copy of the brick honoring Colonel Smith to family members, Jan Monaco, Sharon Monaco-Neff, Kammie Allison, Troy Allison Sr, Lian Wahl, 14, and Lisa Neff-Wahl, at the PARTA Veterans Day event on Monday, at the Kent Central Gateway building.**

## PARTA hosts sixth Veterans Memorial ceremony

By **STEVE WIANDT**  
Reporter

**KENT** — Veterans were honored on Monday in an outdoor ceremony that focused on 12 lives lost in World War I and attracted the family of one of the 12.

Approximately 70 people attended the

Portage Area Regional Transportation Authority's sixth annual Veterans Day memorial service at Kent Central Gateway.

"We gather today to thank our veterans, to remember their service, to honor their sacrifices and to grow our community's appreciation for the freedoms we enjoy," said PARTA general manager

Claudia Amrhein.

Roger DiPaolo, historian in residence for the Kent Historical Society, read the names of the 12 sons of Kent who did not return from World War I which ended 100 years ago. Among those casualties

**See Page A2 | Heroes**

# Heroes

From Page A1

was Colonel Smith, a corporal in the U.S. Army. Sitting in the audience were descendants of Smith.

Colonel (his name, not rank) Smith was the maternal great-grandfather of Sharon Monaco Neff. Neff said she learned her great-grandfather was going to be honored through social media. "I saw his picture on Facebook," she said, adding the photo was attached to an article the historical society had posted on Facebook.

"I commented on that and then Roger [DiPaolo] commented back and then he told me about this program, and I knew I had to come," Neff, who grew up in Kent, now lives in Zanesville with her husband.

"We are so eternally thankful to the historical society and PARTA for putting this together," she said. "It touches our hearts. It connected us with our roots, and it's just been an amazing experience."

Neff said she was glad her

daughter and grandson, Lisa and Liam Wahl of Zanesville, were able to come with her to the ceremony. They were joined Jan Monaco of Ravenna. The family was presented with a memorial brick with Cpl. Colonel Smith's name on it which is a duplicate of a brick placed at Central Gateway.

Remarks during the service were made by Kent City Council President Pro Tem Jack Amrhein and Portage County commissioners Mike Kerrigan and Vicki Kline.

Kerrigan pointed out World War I saw the mobilization of more than 4.7 million Americans. "While the last surviving veteran of that war passed away in 2011, the memory and appreciation for those who served in World War I is not nor will ever be forgotten," Kerrigan said.

"This is a very solemn occasion," Kline said, adding she can't imagine the sense of loss returning servicemen must feel when they've had friends killed in action. "They're never the same," she said. "When they come back, they have a lot of problems. Not ev-

eryone; but they do."

The program included the presentation of colors by members of the Kent American Legion. The Kent Roosevelt High School Band performed the National Anthem and residents and staff of Freedom House raised the flag. Frank Hairston, PARTA's marketing director, led the Pledge of Allegiance.

"Let us be reminded that we live in the land of the free because of the brave," the Rev. Dennis Richey, pastor of Winfield Church of God in Christ in Ravenna, said in his invocation. "Thank you for the men and women of our armed forces who have seen combat or worked in support ... We thank you for their loyalty to our nation, their ongoing contribution to her values and their compassion for her youth."

Richey led the crowd in prayer for veterans scarred physically, mentally and emotionally from battle, and those that are homeless. "Give them comfort, protect them from hunger, from cold and from cruelty," he said. He also said a prayer for those on active duty and

those in the reserves.

"Keep them safe, give them hope, let them know they are loved," Richey prayed, adding a special prayer for military families, that marriages be strengthened and children be comforted during the holiday season.

Further moments in the ceremonies included a rifle volley by the Kent American Legion and the playing of taps and "America the Beautiful" by the Kent Roosevelt High School Band.

"I have no idea what war is like," said Jack Amrhein. "I have no idea what any of you have experienced ... so I remove my designation as president pro tem today and represent all grateful Americans in Kent who don't have the honor of speaking to their heroes on Veterans Day and thanking each one of you personally."

Amrhein, who is also president of the Kent Historical Society, invited everyone to visit the historical society's museum located at 237 E. Main St. and view its exhibit on World War I which will be on display until the end of the year.



## **Generations of Bisslers' service honored by Kent Chamber**

**By BOB GAETJENS Reporter**

Posted Nov 15, 2018 at 10:33 PM

Updated Nov 15, 2018 at 10:58 PM

Fourth-generation owner of Bissler and Sons Funeral Home and Crematory Rick Bissler was the recipient of the Kent Area Chamber of Commerce's highest honor, the W.W. Reed Kent Medal for Public Service.

The award was presented by Hometown Bank CEO Howard Boyle at the chamber's Tree City Awards, which took place Thursday evening at the Kent State University Hotel and Conference Center. More than 200 attended the dinner and awards ceremony.

"I am so honored and so humbled to be standing here tonight, you just cannot know," said Bissler upon receiving the honor.

Bissler and Sons Funeral Home and Crematory merged earlier this year with Billow Funeral Homes and Crematory, a partnership Bissler said he was pleased to establish after many years of being friends with Chip Billow, Billow Funeral Home's owner.

Boyle said Rick Bissler is the latest in a long line of family members who've been not only business owners but pillars of the community.

"It's really an honor to be here tonight to help honor Rick Bissler and his family for 105 years service to this community," said Boyle, who outlined the family's history dating to around the turn of the 20th century.

Boyle said Rick Bissler has been president of PARTA and the library board, been a member of Rotary Club and has participated in many other community activities.

"From 1921 until last Tuesday, there's been a Bissler in the Rotary Club that whole time," he said. "These guys were in the Jaycees for generations."

Sam Bissler, founder of the funeral home in 1913, and his son, Ira, also both served on City Council, added Boyle. The history of the family is one of community service, not just during Rick's lifetime but for about a century.

"When you look at the service clubs, I think they've been president of every service club," said Boyle. "I don't know of any family that has been able to contribute as much in 105 years."

Rick Bissler said much of his own community involvement would not have been possible without the support of his wife, Jane, and co-workers at the funeral home.

"I've been in charge of the company now for 30 years," he said. "I've been honored to work with such great people for 30 years. I'm also thankful for my family."

He said his family and co-workers kept the household and funeral home running smoothly while he was busy serving the community in various capacities.

"All the time I was doing things, a lot of it was taking time from family," said Bissler. "I've been blessed to have staff that covers when I'm off doing other things."

Reporter Bob Gaetjens can be reached at 330-541-9440, [bgaetjens@recordpub.com](mailto:bgaetjens@recordpub.com)  
[@bobgaetjens\\_rpc](mailto:@bobgaetjens_rpc)



## Kent Brunch Bunch fundraiser marks 50 years on Thursday

By Bob Gaetjens / Reporter

Posted Nov 21, 2018 at 11:46 AM

What started in 1968 as a gathering of Kent businessmen trying to stay out of the way while family members prepared for the Thanksgiving holiday has become a community tradition of giving that has made a big difference for many in need.

Brunch Bunch will once again gather in downtown Kent at the KSU Hotel and Conference Center, 215 S. DePeyster St., on Thanksgiving morning. Free parking will be available at the PARTA-Kent Central Gateway parking deck located across the street from the hotel. Doors will open at 8 a.m., and the auction will run from about 8:30 a.m. to noon.

"In honor of the 50th year of making a positive difference in our community, our goal is to raise at least \$50,000," said Brunch Bunch Chairwoman Michelle Hartman.

On Thanksgiving morning in 1968, the founders, the late Richard "Moose" Paskert, Jack Urcheck, and Larry Sisson, made their way to Hahn's Fine Foods. Instead of simply sharing a cup of coffee and conversation, the three men engaged the others in the restaurant in some "fun-raising" activities, auctioning off simple items on hand and raising \$235, all of which was donated to charity.

The Thanksgiving morning festivities were eventually opened to the community, and attendance grew from a few dozen to a few hundred.

According to Hartman, this year's event will be dedicated to Urcheck, Sisson and Paskert, as well as to all the event volunteers and community for its support over the past 50 years.



“This event takes a team effort of volunteers and community support to be successful each year, and we are so grateful for the generosity and community spirit of giving,” said Hartman.

Brunch Bunch has raised about \$700,000 since its inception, and 100 percent of the proceeds have gone to charity, she added.

Charities to benefit from the auction and raffle are Kent Social Services and Center of Hope, which serve hot meals and operate food pantry programs; Coleman Adult Day Food Program; and Ben Curtis Family Foundation’s Birdie Bag program.

Commemorative coffee mugs for its 50th year will be given to the first 400 guests, and “The Big Turkey” award, which gave bragging rights to whoever bids the most during the auction, will be coming out of retirement for the event. The fundraiser will also feature door prizes, guest auctioneers and one-of-a-kind specialty items unique to Brunch Bunch.

Admission is a suggested \$3 donation at the door, and guests will enjoy coffee, cider and doughnuts while they bid on their favorite auction items.

Raffle tickets are available for cash prizes and gift cards.

For event information, contact Hartman at 330-815-4315.

Reporter Bob Gaetjens can be reached at 330-541-9440, [bgaetjens@recordpub.com](mailto:bgaetjens@recordpub.com) or [@bobgaetjens\\_rpc](https://www.facebook.com/bobgaetjens_rpc).

# PARTA celebrates new natural gas station

## Bus fleet's switch should save money, help environment

By **BOB GAETJENS**  
Reporter

With Ohio's status as "the Saudi Arabia of natural gas," it only makes sense for some expansion of infrastructure to make it available to area motorists, said CNG-One's Michael Battaglia.

About 60 people were on hand Wednesday as PARTA celebrated just that — the opening of its compressed natural gas filling station, which it uses in some of its buses and makes available to the public. The station is located at 2000 Summit Road just east of Kent State University.

With the addition of CNG on the site, PARTA General Manager Claudia Amrhein said the agency

now has two compressed natural gas buses and plans to buy eight more during the next several years. She encourages other fleet managers to consider converting as well.

"The station is now open to the public, which makes it really possible for local fleet owners to consider converting to natural gas-powered vehicles," she said.

According to Battaglia, several area fleet managers are weighing whether to make the transition, which one should not do lightly. CNG-One converts vehicles running on regular gas to compressed natural gas vehicles.

See Page A2 | Opening



Bob Gaetjens, Record-Courier

**PARTA Maintenance Supervisor Mick Pennington prepares to gas up one of the agency's buses that runs on compressed natural gas during a celebration Wednesday of the opening of the CNG pumps.**

## Opening

From Page A1

"Typically, it can cost \$6,000-\$9,000 to convert," he said. "It's not for a low-volume user."

Between the reduction in fuel costs — CNG is \$1 per gallon — and less wear and tear on an engine, Battaglia said people who drive 100 miles or more a day may find the conversion worthwhile. Others should just stick to routine maintenance for savings.

"You're better off inflating your tires regularly and keeping your car well-tuned," he said.

However, for fleet operators and others who put a lot of miles on their vehicles, the change may be

worthwhile, he said.

"I brought my own vehicle today which we brought to demonstrate to you; it has 175,000 well-earned miles," said Battaglia. "It will have another 175,000 on it before it retires, and the reason for that is, because of the lack of carbon in the engine, the carbon deposits to do not build up and cause a degeneration of the metallurgic parts of the car."

In addition to making good financial sense for fleets, compressed natural gas is cleaner and produced locally, according to Amrhein.

"The benefits of natural gas are many," she said. "It's clean; it's cost-efficient; it's stably priced; it's abundant; it's domestically produced. It's a smart way to power our fleets and pro-

tect the environment all at the same time."

According to literature distributed by PARTA, compressed natural gas can reduce carbon dioxide by 30 percent and greenhouse gas emissions by more than 70 percent. Also, in the compressed natural gas era, 98 percent of PARTA's fuel will be produced in the U.S.

A variety of guests offered their congratulations to PARTA on opening the first compressed natural gas station in Portage County, including Jordan Pennell of Sen. Sherrod Brown's office, who presented a certificate of thanks to PARTA.

"We helped fund the garage, as well as the station, through our grant through CMAQ," said Curtis Baker, executive director

of the Akron Metropolitan Area Transportation Study. "It being a public station is just a fantastic amenity for Portage County."

A Congestion Mitigation and Air Quality (CMAQ) grant can be used on projects that help decrease traffic congestion and improve air quality.

Others who spoke included Justin Ostry of Quasar Energy Group, Jenny Loveland of Valley Truck Centers, Charlie Ramer of NOPEC and Ken Nicholson of Clean Energy Fuels.

The hours of operation for PARTA's compressed natural gas station are 5 a.m.-11 p.m. Monday through Saturday.

For more information, visit PARTA at [www.partaonline.org](http://www.partaonline.org).

# Life Times

## *Skeels Seniors host annual* **Thanksgiving Luncheon**

**T**he Skeels Senior Citizens annual Thanksgiving Luncheon recently was held at the Vernon L. Mathews-Skeels Community Center in Ravenna with 126 people in attendance. Welcome was given by Marilyn Maxwell (Skeels Senior), a reading was given by Deseree Liddell (Skeels Senior) and prayer was offered by Eric Halverson (Kent Presbyterian Church). Special guest was from the Kent United Presbyterian Church.



Lunch items included green beans, chicken and turkey.



Marilyn Maxwell speaks before the lunch begins.



Sandra Allen, Louise Ottrix, Mother Wainington and Ida Clark.



Olivia Roberts and Rhonda Johnston chat with Sandy Nelson.



Margaret Williams chats with Roger Di Paolo.



Brittany Williams and Paiton, 4.

Virginia Harris at the Skeels Senior Citizens Thanksgiving Luncheon.



Deseree Liddell gives a reading.



Louise Ottrix selects her food.

# CANINE COMPANIONSHIP



Kevin Graff, Record-Courier  
**Iris, owned by Rebecca Schrader, top center, is the center of attention Tuesday as therapy dogs helped with stress relief during finals this week at Kent State University. The university had therapy dogs on campus as well as snacks and a Fortnite event, as ways for students to de-stress.**



**Oliver looks at Breece Rohr of Delphos at Kent State University as students looked for stress relief during finals on Tuesday.**



**Morgan Hirsh of Pittsburgh, Rachael Fox of Lakewood, and Abbey Miller of Lakewood, pet Zlaty owned by Pam Chervanek Cyphers as they look to relieve stress during finals on Tuesday.**