

**Minutes of the Regular Meeting  
Of the Lima/Allen County Regional Transit Authority Board of Trustees  
Held at the RTA Administration Building  
200 East High St., Lima, Ohio  
May 1st, 2018 @ 12:00 Noon**

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**Present were Brad Taylor, President; Richard Schroeder, Holly Rex, Scott Cockerell and Joan Davis, Board Members; Shelia Haney, Executive Director; Patricia Stein, Finance Director/Board Secretary, Brian Wildermuth, Operations Supervisor; Marlene Shumaker, RPC; Josh Parker, Allen County Department of Job and Family Services; and Teresa Brown, Administrative Assistant.**

**First Item of Business – Roll Call:** Roll Call was taken and noted for the minutes. Mr. Hayden was not present.

**Second Item of Business – Approval of Previous Minutes:** Ms. Davis made a motion to approve the previous minutes and Mr. Schroeder seconded the motion. All members voted in favor thereof.

**Third Item of Business – Board President’s Comments:** Mr. Taylor apologized for missing last month’s meeting and welcomed Mr. Cockerell and Mr. Parker to the Board.

**Fourth Item of Business – Operations Report - March:** We are continuing with being on other organization’s emergency plans. The Autism school requested inclusion on our emergency list. They have about 150 people so we would have to send quite few buses; as most of them hold about 30 people. They are going to send a copy of their Emergency Plan and it will be included in the Board packet when we get it. We have continued to work on marketing to better inform the public about RTA in the community in hopes to assist if we place the sales tax levy as planned on the November ballot.

We had previously been awarded a grant for bus shelters of \$90,000. The existing shelters in town are not RTA shelters and over 50% are not even on the bus routes. We also had an issue a few years ago with the shelters not being ADA accessible. We would have been able to put up five or six shelters with the \$90,000. When we received the requirements for the shelters; it was almost like filling out a NEPA report. It would have held up our 5307 main operating grant so we asked them to take it off the current grant and move to another so it won’t delay our operating funds. We have to go through the County and the City with the permits and the zoning. We also have to go through FTA where they have environmental requirements, historical, contract, easements, etc; a very long list of requirements. All we had done so far was get a list of about 10 locations where we would like to have a shelter. We will continue to work on the project, it’s just going to take a little longer than anticipated.

We were actually down 13, 587 riders on the Fixed Route buses for the month of March. Our ADA ridership, the door-to-door service, we are up 566 rides. Many of the riders are getting off of the

fixed route and returning to the door-to-door service with the service reductions we had to do. The door-to-door service only costs them \$2 but is a higher cost to us. We have lost the majority of the rides we provided for JFS and AAA3 mainly because there is just more competition for transportation now since we compete with for profit transportation companies and we are not the lowest cost. The school contracts for their special needs students going to the Center for Autism, the school for the hearing impaired, etc. have increased and those are what have saved us this year. Included in the Board Packets was a list of all the checks we had deposited for the month of March, with the largest ones highlighted. They were fuel bills and the schools supplying most of our income. Schools will be out in a couple of months so Shelia wanted to give the Board a heads up that our cash flow would go down. We also have to worry about having enough work for the drivers as we do not want to lose any more.

The Star Spangled Spectacular is paying our costs this year instead of the \$2500 they have paid in past years. Shelia also reached out to The Lima Locos and they are also covering the cost of our services this year. The City is also having some issues with the Locos parking this year so they have to move the parking further away from the ball park. They want to hire the trolley to take people from the parking to the ball park. That part is not official yet, Shelia had just sent an email to Ric Stolly this morning and he is pretty sure they will accept it. The City will pay 50% of the cost and the rest can be drawn down from the operating grant as match money. This all helps to keep our drivers busy so we don't lose them.

On Capital grants, we were awarded three buses through the OTPPP grant. We originally applied for them because of Rhodes State moving downtown and thought we would need routes for that. We won't be able to afford to do the routes now but the grants are so delayed we haven't even ordered the buses yet. Once they are ordered it takes two years for them to come in and by then we will have some buses that are past their useful life. The buses are at 100% capital funding so we won't have to pay anything for them.

On our 5310 grant, we have added on five more LTVs for 2019 as we have some of those that are past their useful life already.

The concrete around the fuel tanks and maintenance facility entrance is collapsing and we are getting quotes for repairing it. We received an emergency grant to cover the costs

Our status on audits, we are waiting on the FTA Triennial close-out letter. We had training with all of the employees on the updated Drug & Alcohol Policy so that closed out the last thing from the audit. Shelia had turned in the NTD reports that our Operating grant is based off of last month. We still have some IT issues on the Risk Management audit that we are currently looking into. The 2016 State Financial audit is still in review. It will probably not be done until after the elections, and then they will start on 2017.

We had zero accidents in April.

The Union contract is up this year. Shelia had already talked to Steve, the Union rep, and they are willing to put on a one year extension until after the levy. We can't promise them any raises or

benefits until we see where we are financially so they are willing to wait. This will save us money on negotiations for this year.

One of the sheets in the Board Packet shows the Shock Loss Fund with our Risk Pool. It shows where we are at and the rest of the members of the pool. They ask us to have the minimum year's payment in the account. Our yearly minimum is \$116,000 and we have \$161,000 in the fund.

There is still one accident lawsuit pending from 2015 where we ran into the back of a car. It is still in litigation and we are waiting on their insurance company to respond.

Mr. Schroeder made a motion to approve the Operations Report and Ms. Davis seconded the motion. All members voted in favor thereof.

Fifth item of Business – Financial Report – March: We had income of \$291,324.04 for the month of March and expenses of \$259,562.38. This leaves us with a \$31,761 profit for March. We did have some unusual checks come in that month, such as the fuel tax refund for \$14,178 and the quarterly support from the City of Lima. The State Operating assistance of over \$100,000 is what they were working on so hard to get from the State. We did get some additional operating money from the State this year. The federal grants have gone down. We have exhausted our federal grant right now. We are still showing a negative balance of \$128,000 for the year to date. Our expenditures for payroll are less this year but they should be since we have cut services.

Ms. Rex made a motion to accept the Financial Report. Ms. Davis seconded the motion and all members voted in favor thereof.

Sixth Item of Business - New Appointed Board Member Oath – Scott Cockerell: Shelia mentioned that Mr. Cockerell was replacing Alberta Lee. He has an extensive business background and is VP at Wannamacher Total Logistics. Shelia asked him to express what he can bring to the table at RTA. Mr. Cockerell said he feels we are in the same sector with transportation. They are having trouble getting employees and getting them to work. He is VP of a company with 150 employees and they have to invoke different strategies. They face many challenges with employees, finance and the direction of the company and he hopes to assist the RTA to the best of his ability.

Teresa administered the Oath of Office to Mr. Cockerell.

Seventh Item of Business – Board Discussion/Motion – Mobility on Demand Partnership with WOCAP: There was no update on this project.

Eighth Item of Business – Board Discussion/Motion – Parking Project: This item will be discussed in Executive Session then voted on in open session if needed.

Ninth Item of Business – Board Discussion – Service Reductions Update: Shelia had included in the Board packets a sheet showing where we monitor where we went to certain businesses with our previous routes and where we had deviated existing routes to try to still provide coverage to them. The numbers show we are losing ridership. At JFS, we had 271 trip sin March of 2017 and 137 this year. This also reflects having a route that went past 30 times per day, vs. one that goes by seven times. P&G went from 149 riders to 54. This may be partially due to not going by in the evenings

so we are missing a shift. OSU went from 270 down to 84. This is probably also due to the evening reductions, as there were passengers going out there for adult education classes in the evenings.

The fixed route ridership dropped 13,000 this month; it was 10,000 the previous two months. Our grants next year will be based off the 2017 numbers but the year after it will be on this year and we don't know what we will do when our only Operating grant is reduced from this reduction, meaning if our ridership is reduced by one third then our operating grant will be reduced by one third.

Tenth item of Business – RPC Update: Marlene said RPC backs RTA 100% with the Transit Asset Management Plan. RPC did not originally put it in their work plan because they did not think it was something that would affect this agency but it is in their now so we are ready to go. Thom and Marlene are meeting with AAA3 on Monday to discuss the Coordination Plan.

Eleventh Item of Business – Executive Session: Mr. Schroeder made a motion to move to Executive Session for the purpose of discussing a real estate acquisition. Ms. Rex seconded the motion. Roll: Holly – yes, Brad – yes, Joan – yes, Dick – yes, Scott – yes, Josh – yes.

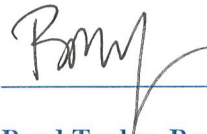
Ms. Rex made a motion to return from Executive Session and Ms. Davis seconded it. Roll: Roll: Holly – yes, Brad – yes, Joan – yes, Dick – yes, Scott – yes, Josh – yes.

Mr. Schroeder made a motion to approve the expenditure of up to \$175,000 to purchase the property located at 235 N. Central and 232 N. Union; subject to confirmation of environmental issues. Ms. Rex seconded the motion and all members voted in favor thereof.

Shelia will be out of the office next week to attend the FTA Drug & Alcohol Training.

Twelfth Item of Business – Adjourn: Mr. Cockerell made a motion to adjourn. Ms. Davis seconded the motion and all members voted in favor thereof.

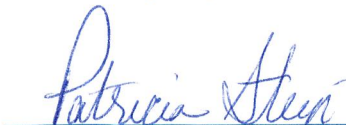
The next Board Meeting will be held June 5th, 2018 at 12:00 p.m.



Brad Taylor, Board President,

Or

Michael Hayden, Board Vice President



Patricia Stein, Finance Director/Board Secretary