

**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  
September 11, 2018 @ 12:00 Noon**

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**Present were Brad Taylor, President; Joan Davis, Richard Schroeder, Holly Rex, Joshua Parker, and Scott Cockerell; Board Members; Shelia Haney, Executive Director; Thom Mazur, Regional Planning Commission; 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 Board 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 said he appreciated the email Mr. Schroeder had sent out to the Board Members. He said it was very thoughtful. Mr. Taylor added he was glad the Board Members were going out to ride the bus today and encouraged everyone to try to talk to someone who rides the bus regularly. All the riders have a personal story of what public transportation means for them.

**Fourth Item of Business - Operations Report – July:** The ridership is decreasing as it has done all year so far. We have lost two more employees since the last Board Meeting, a driver and a dispatcher. We just received our grant from ODOT for the Urban Transit Program and are already getting hit. Last year it was \$103,000, this year it is \$79,000. No other changes to report. Mr. Schroeder made a motion to accept the Operations Report. Ms. Davis seconded the motion and all members voted in favor thereof.

**Fifth Item of Business – Financial Report – July:** The revenue for July was \$227,000 while the expenses were \$277,000. The Federal 2018 Operating grant is open, so we can draw down from that and pay our bills, but the ODOT 2018 grant is not open yet. Thom said the email referred to the TIP/STIP process. It is a 4-year listing of capital projects, a living document that gets updated every two years. Projects must get on the document from the Comprehensive Operations Analysis or the Long-Range Plan. If they aren’t on the TIP, they don’t get funding. RPC submitted the TAM and can now submit for money from the TIP. They have pushed back the TIP/STIP process which should have been in this coming March. .

Ms. Davis mad a motion to accept the Financial Report and Mr. Schroeder seconded the motion. All members voted in favor thereof.

**Sixth Item of Business – Board Discussion – Job Shuttles/Nelsons:** We are still doing the 24/7 employee shuttles to and from Nelsons for job access service. We are charging \$6 per person which is the same as the E & D service offered. Nelsons reported the system has assisted in their production and retaining employees.

**Seventh Item of Business – Board Discussion/Motion – State Audit Report/Executive Director**

**Position:** The State Audit for 2016 is still ongoing. Most of the findings such as things posted incorrectly, posted to wrong accounts have been resolved.

They cited findings as RTA was a county transit instead of Regional Transit which is different on the ORC. They also had issues with some of the Executive Sessions, but that is an ongoing issue every year where we must go back and fix them when the audits are 2 ½ years past. The last recommendation was the Executive Director should be an RTA employee instead of a contract and should discuss that change upon their final recommendation.

**Eighth Item of Business – Board Discussion/Motion – past 90 days A/R write off:**

We recently found out we had over \$220,000 in past due receivables that need corrections. Teresa went through and pulled old invoices dating back to 2013. We sent out letters and received some payments. We have highlighted about \$3800 in outstanding bills we don't think we will see the money on and the rest we are still working on. \$39,000 is the current balance and \$30,000 of that is ODOT, which we are hoping to see soon.

Mr. Parker made a motion to write off the uncollectible receivables. Mr. Cockerell seconded the motion and all members voted in favor thereof.

**Ninth Item of Business – RPC update:** There were no updates at this time.

**Tenth Item of Business – Executive Session:** No Executive Session was needed this month.

**Eleventh Item of Business – Other – Ride South Main Bus @12:20 pm:** Before the Board left to ride the bus, Mr. Schroeder mentioned he would not be able to attend the October 2<sup>nd</sup> Board Meeting, so he requested a Study Session. Teresa is to reach out to the Board Members to see what date and time will work for the most Board Members.

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

The next Board Meeting will be held October 2nd, 2018 at 12:00 p.m.

  
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Brad Taylor, Board President,

  
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Patricia Stein, Finance Director/Board Secretary