

**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
November 6, 2018 @ 12:00 Noon (12:05 PM start)**

Present were Brad Taylor, President; Richard Schroeder, Holly Rex, Joshua Parker, and Scott Cockerell; Board Members; Shelia Haney, Executive Director; Patricia Sein, Finance Director/Board Secretary; Brian Wildermuth, Operations Supervisor; Karen Garland, General Manager; Elliot Rankin, Communications Coordinator; Marlene Shumaker, Lima/Allen County Regional Planning Commission; Josh Ellerbrock, Lima News representative; and Teresa Brown, Administrative Assistant.

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

Second item of Business – Approval of Previous Minutes: Mr. Schroeder made a motion to accept the previous minutes as presented and Ms. Rex seconded the motion. All members voted in favor thereof.

Third Item of Business – Board President Comments: We are going to be going out for a levy in the spring and with the media presence at the Board Meetings, it is well known who is on the Board. When the Board members are out in the community they frequently get questioned on things the RTA had going on, such as property purchases, new vehicles, etc. The Board is somewhat the managers of something they don't own. As we prepare for the levy, the public scrutiny will increase. Mr. Taylor feels the Board needs to be more involved with the day-to-day decisions of the RTA. If there is anything that is changing or something different going on, there should be a call or an email made to Brad as the President. It doesn't need to be an email to all the Board, everyone does not need to be involved in or take a vote on every decision. Shelia has always done this with Brad, he just feels that maybe a few more people should be involved here and there so they have knowledge also.

Fourth Item of Business – Operations Report – September (FTA Triennial 2017 closeout letter): Since we have had Elliot on board, our advertising revenue has picked up. He has really added a lot with the Facebook posts and put up posters in the buses to get riders to do the online surveys. The 24/7 Job Access for Nelsons is continuing. They have started buying bus passes for the times the bus is running.

We have compiled a one-page annual report that Shelia provided to the Board and will post to our Website.

Our ridership has suffered a big decline. We are trying to keep it stable for now, but it looks like we will lose a third of our ridership from last year.

The 5339 100% grant for the parking lot project is continuing. We have an application in with the city for the demolition and have three quotes for the work. We installed a temporary fence for the public parking at our lot. We plan to lease the spots on the other side of the fence to the Barr Hotel

Apartments once the parking lot is complete. We are trying to keep them away from parking on our side of the fence for the liability concerns for when the construction starts.

With our building maintenance, we are having to replace some things as the buildings are aging. The High Street door on the Transfer Station needs changed out and the one on the other side probably will also. Waible has given us some quotes for the heating and cooling units. The A/C units on the Transfer Station will need replaced before next summer and the boilers in the Administration Building are shutting down more often. They have given us the quotes as a heads up to start looking for the grant money to plan replacement.

The State Audit has issued the Management Letter and findings report. Because of the Executive Session Findings, Shelia is going to attend a training on Friday over the Ohio Revised Code to get more direction on reasons we can go into Executive Session and the language that must be used. Patty has already attended a recommended Finance Training for assist in the accounting issues and that is our current action from the audit. With the Audit two and half years in the past, it makes it difficult to correct issues for last year.

There were no accidents in September. The employees have voted to have food catered in and have the Safety Banquet at the Safety Meetings instead of having a banquet somewhere else. The employees that have earned their safe driver awards will be receiving their bonus that week that averages \$25. They also get a pin for the number of years they have driven with no accidents.

We will be closed for Thanksgiving but open normal hours that Friday.

In December we are looking to shut down for two Mondays. The Christmas and New Year's holidays fall on Tuesdays, so we would have to come in for one day, shut down for one, and then be open the rest of the week. It would be a cost savings to stay closed for a four-day weekend instead. The employees are okay with it, as most them have PTO or snow days they will use to cover them. This would be the fixed routes, uplift services, administration and the transfer center lobby. We would advertise it to the public well in advance, so they can prepare for it. The schools are all closed that week anyway and we usually use those two weeks to catch up on any driver training we need done. Many drivers take a week off that time of year.

Under policies and procedures, the union filed an extension on the contract since the employees filed a decertification petition. We were due to start negotiations for a new contract. The pace of the decertification is rather slow, the cards will be sent out to the drivers to vote on March 22nd. We will know after the cards are turned in whether the drivers are still union. Until then they are still union members and we will continue to follow the contract.

FTA has come out with a Safety Plan that everyone has to be certified in. We have been working on that, there are six categories you must be certified in and Shelia is already certified in two of them. FTA has also increased the random drug and alcohol testing we must do from 25% of the employee to 50% of the employees. This will be an increased cost to us.

We are working on the budget for next year. QuickBooks takes the current budget and adds 5% across the board to everything. Shelia then takes the results, goes through it line by line and adds changes before it is presented to the Board. It will be brought to the Board next month. There will be more changes next year if the levy passes. As of right now there are still no driver raises. There will be evaluations done on the ten staff members and Shelia will be asking for Board approval for the staff raises. We can't afford to lose the staff members as it is too costly to retrain them.

We have two Board Members with their terms up for renewal, Holly Rex on the 14th and Joan Davis on the 20th of this month. Shelia reached out to the Commissioners to make them aware of this but has not heard back from them. At the request of the Board, she also sent a letter to Mike Hayden regarding his term on the Board and his failure to appear for meetings or answer any form of communication. He did not send any response to the letter. Shelia will be making the recommendation to the Commissioners to continue Holly and Joan on the Board and to replace Mike Hayden at the December 4th meeting.

Mr. Cockerell made a motion to approve the Operations Report and Mr. Parker seconded the motion. We finally received the FTA Triennial closeout letter from last fall. The reason it took so long was they were not happy with the language on our suspension letter for ADA services. We went back and forth and finally got the verbiage the way they wanted it. The funny part is we have never suspended anyone.

Mr. Parker asked if any other factories have reached out about transportation services. PTC and Oreck are both conducting employee surveys to determine the need for it and have not got back with us yet. St. Rita's was waiting on the business plan, but Shelia did not want to provide it to them until the Board had a chance to look at it. There needs to be percentages of what the revenue and expenses would be for the transparency. The business plan includes the difference between a tenth of a cent vs a twentieth of a cent for the levy. The tenth is better explained and meets the community's needs. All members voted in favor of accepting the Operations Report.

Fifth Item of Business – Financial Report – September: Our revenue to date for the year are \$2,155,470.00 and our expenses are \$2,513,527.00. This leaves us with a deficit of \$358,057.00 for the year so far. If you back out the depreciation it leaves us \$137,160.00 in the black. The 5307 grant money is open, but the 5310 money is still not open, so we have not been able to draw down from it yet. They may be waiting until after the audit this month. Shelia had a conversation with them and all the money from the state is for elderly and disabled door-to-door services. We get 5307 ADA money from FTA which is also for disabled. The state thought we were double-dipping by getting E & D money from both places. The money we get from FTA is for the \$2.00 ADA service we provide that is a requirement from them within 2/3 mile of a Fixed Route and the door-to-door service for Elderly and Disabled is for Allen County Region. Once Shelia explained this to ODOT, they understood the difference and hope they release the grant operating money.

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

Sixth Item of Business – Business Plan Update: The Business Plan had been covered in the Operating Report. The Board agreed it was a well written report and suggested it be marked as a draft before sharing it with other entities.

Seventh Item of Business – Board Discussion/Motion - correct Ex Sessions language for 2017 & 2018: They cited us in the audit for Executive Session language. Shelia will wait until after she goes to the class on Friday and then correct the Minutes so the match reasons we are allowed to use in the Ohio Revised Code. Mr. Schroeder made a motion for the language in the reason the Board went into Executive Session to be corrected. Ms. Rex seconded the motion and all members voted in favor thereof.

Eighth Item of Business – Board Discussion/Motion – Levy Resolution – Spring 2019: We have a Levy Resolution worded by our Attorney putting .10 on the ballot, which is the smallest amount allowed by the Ohio Revised Code. The Business Plan the consulting agency did for us supports

going for the .10. The last time we were on the ballot people thought we were asking for too much money. This will allow us to add back the service we had when we had our nine routes with good coverage of the community. We are possibly going to add free service on Saturday. This will encourage people to do their shopping on Saturdays and free up bus space during the week for people going to work and medical appointments and the school kids. It may also encourage people who don't need the bus to try it out. We may offer free rides on working holidays such as Veteran's Day, Columbus Day, that we don't normally do. If we offered free fares all the time it would make us have to offer the \$2 ADA door to door service for free also according to FTA.

This is our best path for a successful levy. It would allow us to keep our doors open and keep us out of the next level of risk for service cuts. It would give us a guaranteed income for ten years. Mr. Parker brought up that the three routes we dropped had the least amount of ridership and Shelia replied that those routes did not run the full 17 hours the other routes were, nor were they ran on Saturdays. The Apollo route has had the highest level of complaints about it being dropped. We would do an examination of the routes before we brought anything back. Brian has already been looking at a way to combine two of them. We would do a comprehensive examination of what the community needs. Chief Kitchen from the Bath Fire Department is very supportive and said he has picked up people walking along the side of the road trying to get to work on routes that we have cut.

Mr. Schroeder made a motion that the Levy Resolution be adopted and presented to the Board of Elections requesting .10 for ten years. Ms. Rex seconded the motion and all members voted in favor thereof.

Ninth Item of Business – RPC Update: Marlene said she had nothing to report at this time.

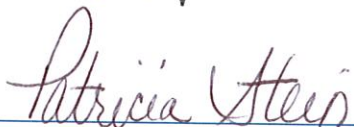
Tenth Item of Business – Adjourn: Mr. Cockerell made a motion to adjourn and Mr. Parker seconded the motion. All members voted in favor thereof. Meeting adjourned at 1:04pm.

The Annual Board Meeting will be held December 4th, 2018 at 12:00 p.m. for elections.

The monthly Board Meeting will be held December 4th, 2018 at 12:15 p.m.



Brad Taylor, Board President



Patricia Stein, Finance Director/Board Secretary

Patricia Stein, Finance Director/Board Secretary