

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
December 4, 2018 @ 12:15 PM (12:10 PM start)

Present were Brad Taylor, President; Richard Schroeder, Holly Rex, Joan Davis, Joshua Parker, and Scott Cockerell; Board Members; Shelia Haney, Executive Director; 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 was not present.

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

Third Item of Business – Board President’s Comments: Mr. Taylor said Shelia and himself had just come from their quarterly meeting with the County Commissioners. They approved both Joan and Holly’s reappointment to the Board. The Commissioners continue to bring up us forming more partnerships with businesses to do their transportation. Cory Noonan feels it is a home run for the RTA and Nelsons and hopes we can add more. We need to continue to look for ways we can continue to serve the business community and ways to stand on firmer ground with the Commissioners.

Fourth Item of Business – Operations Report – October: Nelsons has it in their ads now that RTA provides transportation and we have it on our Facebook. Other companies have expressed interest in transportation, but they want to charge their employees through payroll deduction instead of paying for it themselves.

ODOT was here for the Technical Assistance Review. It was offered to us and we accepted it thinking they would help us. It turned out to not be a pleasant experience and more of an audit than assistance. Shelia said because of the pending audit (TAR) we have not received the 5310 monies for 2018 or 2019 and just got the last of the 2017 money in November. The most recent grant we applied for (UTPPP) through ODOT for capital assistance was denied.

Shelia has reached out to Bob Ruzinsky from Dayton about coming here to look at our finances, our books, our draw downs, and our Grant separations. He has been obtained for consulting from ACRTA in the past and highly recommended. Shelia also found out that other Transit facilities also use Quick Books for their software so this is not the area of issues.

There was one accident in October. Due to this accident and some others this employee was terminated for violations of the Union contract. Another driver was moved down to the garage as a fueler/washer due to some issues and accidents. He signed a last chance agreement and was okay with moving to the garage.

Shelia passed out the Board Meeting Schedule for next year. Everyone should look it over and let us know if there are any conflicts.

We talked last month about possibly shutting down on Christmas Eve and New Year's Eve. Shelia had Teresa do a cost analysis on a random Monday and it costs us around \$4000 just for payroll and the farebox revenue is about \$300. We are conducting a FaceBook survey on if it would affect riders if we were closed those days. So far there have been 60 votes, with 66% saying it would not affect them and 34% saying it would. The survey is ongoing, so we will see what the results are. We will run a shuttle service on that day for people needing to get to work or medical appointments. Shelia asked if the Board was okay with us shutting down those days and the Board said they were fine with it. They liked the shuttle idea.

Mr. Cockerell made a motion to approve the Operations Report and Ms. Rex seconded the motion.

Mr. Taylor asked if we had heard anything else about the decertification of the Union. All we know is they filed for the decertification, it is going through the process with SERB and they will mail out ballots in March to the employees to vote.

All members voted in favor of the motion.

Fifth Item of Business – Finance Report: Shelia had provided the Board with the QuickBooks generated 2019 budget for the next year. She had made some manual adjustments to areas she knew had changed such as Uplift payroll being higher. It is hard to plan when we don't know how much our grants will be from one year to the next. Our UTP grant is \$80,000 for 2019 and it was \$103,000 in 2018. We won't be having the storage income from Council on Aging anymore. We are getting more revenue from the lease of the second and third floors, but their movers broke the elevator twice and we had to pay for repairs. Teresa has been searching for a new maintenance agreement with a different Elevator company because of a delayed response time. Our budget is never set in stone since it is based on the previous year's expenses and our grants are always fluctuating.

Ms. Davis made a motion to accept the Finance Report and Mr. Cockerell seconded the motion. All members voted in favor thereof.

Sixth Item of Business – Business Plan Update: Shelia sent the Board the Business Plan. Mike Chivero with Clear Vision was still working on a PowerPoint and some surveys that will be presented at the next meeting.

Seventh Item of Business – Board Discussion/Motion – President & Vice-President Nominations: This item was already covered in the Annual Meeting. That Brad Taylor continue as President and Joan Davis to be the Vice President.

Eighth Item of Business – Board Discussion/Motion – 2019 Budget & Staff Pay: The Budget had already been discussed and the Staff Pay would be discussed in Executive Session.

Ninth Item of Business – Board Discussion/Motion – Executive Director ACRTA employee: This item would be discussed in Executive Session.

Tenth Item of Business - RPC Update: Marlene said she had no update at this time.

Eleventh Item of Business – Executive Session – Staff Compensation: Mr. Schroeder made a motion to move to Executive Session for the purpose of considering the appointment of the Executive Director and for consideration of salaries of all non-bargaining unit personnel. Ms. Rex seconded the motion. Roll Call: Richard – yes, Holly – yes, Brad – yes, Joan – yes, Josh – yes, Scott – yes.

Mr. Schroeder made a motion to return from Executive Session. Ms. Rex seconded the motion. Richard – yes, Holly – yes, Brad – yes, Joan – yes, Josh – yes, Scott – yes.

Mr. Schroeder made a motion that the proposed increases to non-bargaining unit employees with PERS liability in the amount of \$65,354.33 for the year be approved. Mr. Parker seconded the motion and all members voted in favor thereof.

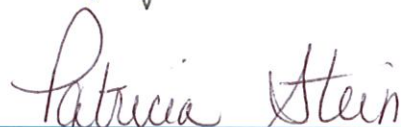
Mr. Schroeder added that no action will be taken today with respect to consideration of the Executive Director position.

Twelfth Item of Business – Adjourn: Mr. Parker made a motion to adjourn and Mr. Cockerell seconded the motion. All members voted in favor thereof. Meeting adjourned at 1:30 pm.

The monthly Board Meeting will be held January 8, 2019 at 12:00 Noon.



Brad Taylor, Board President



Patricia Stein, Finance Director/Board Secretary

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