

**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 14, 2019 @ 12:00 PM**

Present were Brad Taylor, President; Joan Davis, Vice-President; Joshua Parker, David Stratton, Holly Rex, Richard Schroeder, and Scott Cockerell, Board Members; Shelia Haney, Executive Director; Robert Ruzinsky, CPA; Marlene Shumaker, Lima/Allen County Regional Planning Commission; Karen Garland, Operations Director; Brian Wildermuth, Superintendent; Lori McGuire, Uplift Coordinator; Josh Ellerbrock, The Lima News; Representatives from Hometown Stations; and Teresa Brown, Board Secretary/Treasurer.

First Item of Business – Roll Call: Roll Call was taken and noted for the minutes. All members were present.

Second Item of Business – Guest – Leslie Rigali to report results of Levy: Ms. Rigali was not present, so this item was skipped.

Third Item of Business – Approval of Previous Board Minutes: Ms. Davis made a motion to approve the previous minutes as presented. Mr. Cockerell seconded the motion and all members voted in favor thereof.

Fourth Item of Business – Board President Comments: Mr. Taylor said he had written a letter to the editor stating how grateful he was for the community's support in passing the levy. It had passed by a wide margin. The voters have placed a great deal of trust in the Board to manage the money. He was also appreciative of the effort of the staff and Leslie Rigali. To the outside world the hard work was done but to us the hard work has just begun.

Fifth Item of Business – Operations Report – March: We are doing a week-long training on the Genfare boxes. There is a gentleman here from Chicago doing the training and we have all the supervisors and the mechanics in here to learn more about troubleshooting and repairing the automated fareboxes. Our ridership for March went up a little bit from March of last year. The wheelchair and bike ridership have stayed about the same. Our social media accounts, especially the Facebook, have been very active. Shelia encouraged the Board Members to "like" our page if they haven't already. Elliot has put together and posted a Thank You video to the public, featuring most of our employees, some riders and the Mayor. We ordered a Thank You banner to carry in the Memorial Day Parade. The grants are still the same, we have no new ones this year. We still have the operational grant and the Capital grant. There will probably be some movement soon on the Parking Project as they are done removing the asbestos from the buildings and are done with the Environmental testing. Shelia met with the team that morning about getting more training done with the drivers. We had lost so many drivers last year that we were constantly doing training. The accidents are staying down so that tells her the training is working, but she wants more training even with the part-time drivers.

We have an NTD report that is due, this is the Federal Report that is used for the 5307 Operating Grant Amount each year. The accidents in March were just a couple of scrapes, so there was nothing major.

We received our letter in the mail letting us know the employees did decertify the union. It has been certified through SERB, so they will not have union dues taken out this month.

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

Sixth Item of Business – Financial Report – First Quarter Update form CPA (Bob Ruzinsky): We broke even for the quarter. We are still doing a lot of adjustments and corrections for 2018 and are waiting on the State for 2017. Mr. Parker said it was obvious he had done a significant amount of clean up and fixed the Chart of Accounts structure. The numbers rolled up into the reports, and the additional calculations of trips per passenger, etc. were helpful. Bob said he has worked and does work for quite a few transit agencies and looked at reports to see what would be good for our RTA.

Shelia said if any of the Board Members wanted to see any other type of reports to let her know and we would get those for them. Mr. Parker said they used to get the Reconciliations and haven't recently, they were very helpful. Shelia responded that we would resume getting those out to the Board Members. Bob had provided three different Profit and Loss Statements with varying levels of detail since he wasn't sure what the Board wanted to see.

Bob said FTA tells us how they want the accounts set up. If someone wants to see some different numbers, rather than adding something to the Chart of Accounts like has been done in the past, the information can be provided through a supplemental report. QuickBooks software will be perfectly okay for us to keep using. Most transit agencies use either QuickBooks or Sage, which used to be Peachtree. If they are set up properly they work for us.

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

Seventh Item of Business – Board Discussion – Sales Tax Levy:

We won by a three-to-one margin. The committee has been working on this for three months; but myself and the staff has been working on it for five years. We kept working on building our campaign fund for a year and a half. We had a 68 % turn-over of our employees during that time as people felt they didn't have a career here. We are going to have a Training Schedule, a Driver Committee, and we already have a Business Plan to follow and build from.

The RTA won't see any money from the sales tax until January of 2020. The Board of Elections will issue their Certification of the Election results 10 days after the elections and once Shelia has that she will forward it to the State of Ohio Sales and Use Tax department. She looked up the numbers and we should receive between 1.2 – 1.6 million per year so we will be in a position to be able to make the 50% match for the federal operating grant each year. Breaking even is still a concern as we have half a year to go. We want to make sure we are very good stewards of the money. We have promised throughout the campaign to bring back the services that were cut in 2017 and that's what we are going to focus on first.

Mr. Taylor asked what we were telling people when they asked about when the routes/weekends/Saturdays were returning. We are telling them we will not see the money for six months or more. We will be putting planning committees together, training the drivers, etc. The cheapest thing was the routes we shut down. Then the nights, then the Saturdays. We will be putting together the costs. We will probably have surveys for the public to see what they would like

to see return first. Ms. Davis asked if we will be adding Sundays. It was not in the plans to add Sundays, as we did not have them before. After we have all the services returned from the shut down in 2017 then we can survey and see what the community needs are in addition to what we already had provided.

Tenth Item of Business – RPC Update: (Items 8 and 9 to be in E. S.) Marlene congratulated the RTA on the passing of the levy. They have nothing they are working on for the RTA currently. They have an analysis of impediments for the County and the Community Assessment for WOCAP. The documents are needed for those agencies but are beneficial for RTA also as they show the demographics of the areas we are working in. Shelia added the reports are needed by RTA as they are used in the LEP plan and the Environmental Justice Plan

Eleventh Item of Business – Executive Session: Mr. Schroeder made a motion to move to Executive Session for discussion of a confidential State Audit report and for a personnel matter of the compensation of a public employee. Ms. Rex seconded the motion.

Roll Call: Scott – yes, Josh – yes, Holly-yes, Brad – yes, Joan – yes, Dick – yes, David – yes.

Mr. Schroeder made a motion to exit Executive Session and Ms. Davis seconded the motion.

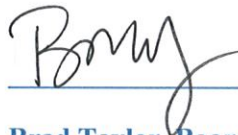
Roll Call: Scott – yes, Josh – yes, Holly – yes, Brad – yes, Joan – yes, Dick – yes, David – yes.

Mr. Taylor made a closing comment that no action is being made on the 2017 State Audit at this time as they are still waiting on the State Auditors to finish the audit.

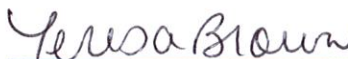
He also stated the Board was moving towards making the Executive Director position an employee. Between now and the end of May, he will work with a select group of Board Members to negotiate with the Executive Director what the compensation package is. The goal is by June 1st it will be an employee position instead of a contract position.

Mr. Taylor made a motion to adjourn. Ms. Rex seconded the motion and all members voted in favor thereof.

The next monthly Board Meeting will be held June 4th, 2019 at 12:00 Noon.



Brad Taylor, Board President



Teresa Brown, Board Secretary/Treasurer