

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  
July 2, 2019 @ 12:00 PM

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Present were Brad Taylor, President; Joan Davis, Vice-President; Joshua Parker, Holly Rex, Richard Schroeder, and Scott Cockerell, Board Members; Shelia Haney, Executive Director; Karen Garland, Operations Director; Brian Wildermuth, Superintendent; and Teresa Brown, Board Secretary/Treasurer.

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

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

Third Item of Business – Board President’s Comments: Mr. Taylor had no comments at this time.

Fourth Item of Business – Operations Report – May: We will be doing the transportation for the Star Spangled Spectacular on the 4th again this year. We will be using six buses, including the trolley and the handicapped van. This year they are adding a second parking spot at LCC, but we will be covering it with the same number of vehicles.

We received a donation in John Bowker’s name from AAA3. He was on their Board of Directors. He was an RTA Uplift rider and on the Levy Committee, did one of the commercials and was a very passionate supporter of the RTA. They decided rather than donate something to his estate, he would have preferred for them to make a donation to us in his name of \$370.00. We will take it to the Finance Committee at the end of the month to see how they want us to use it.

The last Community thing in the Board packet is a compliment letter someone had sent in thanking us and they were glad we passed the levy. We keep track of all our compliments and complaints.

The fixed route ridership is going up a little still. The Uplift and ADA services continue to go up. This has been an issue with the National Transit Database report as FTA keeps questioning why it has gone up 20% from the prior year. A lot of elderly and disabled people that rode the fixed route went back to door-to-door service when we cut the services in 2018.

On Capital projects, we have the bus build that will start production on the three buses in September. We used up the 5307 Operating money for 2018 and are now using the 2019 funds. We are still moving forward on the Parking project. Elliot did a nice graphic showing how it looks now that the buildings are down overlaid with a drawing of how it may look when completed. We received the Preventative Maintenance TDC money at 100% so we are trying to get some projects completed. Shelia met with our representative from Waibel this morning and he said our boilers in this building are on their last legs. Our service calls have increased. He said it will cost around



\$40,000 to replace them and is going to get us an actual quote. When that comes in Shelia will talk to Bob to see the best way to draw it down. We will probably use some of the capital money from the garage to replace them.

On Training, we have four staff members now who are certified to train the drivers in DRIVE, which is a required ADA training every three years. Elliot is the most recent certified trainer, and he is going to come up with a standardized training program, so it will get taught the same way every time.

Under Audits, the 2017 State audit is finally wrapping up. We will hopefully hear something in the next week or two. The Annual NTD audit has been turned in with finalized numbers and has gone back and forth with some questions in emails.

There were no accidents in June. The five in May were all clipped mirrors and hitting trees. July 1<sup>st</sup> we had someone hit our bus at an intersection. There is some question as to who had the green light; so, the police have not cited anyone. Our bus was already in the intersection when the truck came through and hit it. It did do some damage to the back side of the bus.

The Board Committees that we have formed last month needs to be policy. It will be included in our Triennial packet. Later in the agenda is a motion for the Board to approve the Committee Policy I emailed everyone last month.

Mike O'Connor owns the building next to our parking lot that is under construction. He wishes to lease some of the spaces that will be designated public parking for now. When we leased parking in the past it was the same as we had been charged, which was \$10/month/space. When the lot is done there will be 15 – 20 spaces for a possible lease and will continue to discuss with the Steering Committee as the parking project progresses.

Mr. O'Connor had originally wanted to purchase the strip of land from us and vacate the alley; but we cannot sell the land since we don't really own it, FTA does. He is also talking to the security company about leasing the lot behind them. The Board decided to let them keep using the spots until the project is completed and look at it again then.

ODOT is still doing surveys on how they will use the gas tax money. They doubled our funding from \$79k to \$189k, but the rest of the money is going to go for Capital projects and it will be competitive.

Mr. Schroeder mentioned that Bob had said it was unlikely we would get the Capital grants ODOT would be giving out. Bob thought most of the money will go for rolling stock. Mr. Parker thought Bob also conveyed that ODOT would not be looking to give us some of the money as we now had a designated funding source with the levy. They would be looking to give the money to counties that do not have other funding.

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

Eighth Item of Business – Motion – Board Committee Policy: (Agenda conducted out of order)

Shelia listed people on the committees who may be invited to some meetings as needs arise. If a project is occurring, the designer or Mr. O'Conner from next door may be invited. Kirk Niemeyer has been involved with the parking project. The policy just breaks down the Committees and what they stand for. Ms. Davis made a motion to accept the Policy and Ms. Rex seconded the motion. Mr. Schroeder asked how Shelia envisioned the relationship between the Board Members and the Community Members or Public Officials. The Committee descriptions all begin with RTA Board,



but there would be others consulted. He didn't know if the language should be clarified that while we consult with the other people, they don't have a vote or any decision-making abilities. Shelia said if there were any decisions to be made, the committee would bring it back to the Board. Mr. Schroeder said he just didn't want the committee to make a suggestion and others than the Board Members be pushing their ideas forward. Shelia said she would amend the verbiage. All members voted in favor of the motion.

Fifth Item of Business – Finance Committee (Finance Report and Reconciliations): Bob was here for the meeting with the Finance Committee. The meeting was very productive. The depreciation is in the reports now and Bob has requested a mid-year inventory be done. From January to May we showed a positive amount of \$23,000 once the depreciation was backed out. Mr. Schroeder and Mr. Parker mentioned that in the meeting Bob brought up that there were a couple special items that we can't always count on such as the sale of a van and money from an accident from ODOT. Without those checks we would still be struggling. Shelia said; We still have the rest of the year to get through and must watch the spending since we won't receive the levy money until 2020.

Mr. Schroder said Bob is definitely an asset. Mr. Parker brought up the bank loan that will need looked at. Shelia has met with the bank already and the gentleman there is taking it to his committee to see if it can be modified from a loan back to line of credit now that we have the designated funding source from the Levy.

Mr. Parker made a motion to accept the Finance Report and Mr. Schroeder seconded the motion. All members voted in favor thereof.

Sixth Item of Business – Steering Committee (Survey and Staffing): Mr. Stratton and Ms. Rex met for the Steering Committee and Mr. Cockerell stopped by for part of the meeting. We are getting ready to start a survey to ask the community what services are needed the most. With our staffing, we had one termination and one resignation, so we were down two drivers but we hired three, so we are still up one.

Seventh Item of Business – Project Committee (Fuel Contract and Parking Project): The fuel contract was discussed at the Steering Committee. We recently met with the City about it. They have fuel delivered to two locations and have two different prices. They wanted to have the same price on both locations. Shelia reached out to Petroleum Traders who we have our fuel contract with and they said it can't be done right now but they can combine them on the next contract.

We also recently met with the architect on the parking lot project. The quotes he gave us a couple of years ago were just guesstimates, so he is getting actual quotes on the different aspects of the project now. When Shelia has the quotes and the site plan she will forward them to the Project Committee. Mr. Schroder asked if we were going to continue with the fuel contracts as they currently are. Bob had pointed out that we don't make much money on it. We do contract for 600,000 gallons and we only use 85,000 gallons. If we didn't have the consortium our fuel would cost a lot more. We may look at adding an administration cost to it but it would be my recommendation to continue the joint contract for the reduced fuel cost for RTA.

Mr. Parker asked what the plan was with the surveys. If we ask everyone what routes they want in Lima, some people may get upset if their area does not get a route. Shelia replied the surveys are not about starting new routes, it is to survey the public to see what services we cut they would like to see come back first. FTA requires public participation, so this will count for that also. We have already put out our plan of action of what services we were bringing back each quarter, so this will let the public give their opinion on which services they value the most.



Ms. Rex commented she thought the committees were very helpful and a step in the right direction. The Driver Committee has also been a good idea.

Ninth Item of Business – RPC Update: RPC was not present had no update at this time.

Tenth Item of Business – Executive Session: Mr. Taylor made a motion to enter Executive Session to discuss the employment of a public employee.

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

Mr. Schroeder made a motion to return from Executive Session.

Roll Call: Holly – yes, Brad - yes, Joan – yes, Dick – yes, Josh – yes. Mr. Cockerell had left during the Executive Session.

Mr. Schroeder made a motion that the RTA make a written offer for the position of Executive Director of RTA as an employee of RTA and that effective with the delivery of that offer that concurrently the existing contractual relationship be given sixty (60) days' notice of termination and that there be a response to the offer of permanent employment provided to the Board no later than our next Board Meeting on August 6th. Mr. Parker seconded the motion and all members voted in favor thereof.

Eleventh Item of Business – Adjourn: Mr. Schroeder made a motion to adjourn and Mr. Taylor seconded the motion. All members voted in favor thereof.

The next monthly Board Meeting will be held August 6<sup>th</sup>, 2019 at 12:00 Noon.

  
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Brad Taylor, Board President

  
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Teresa Brown, Board Secretary/Treasurer