



Allen County Regional Transit Authority  
Board of Trustees Meeting  
December 13, 2022

The Allen County Regional Transit Authority Board of Trustees met on December 13, 2022 @ **12:00 p.m.** in the Allen County Regional Transit Conference Room, 200 East High Street, Suite 1-B, Lima, Ohio. Proper public notice was given in advance of the meeting. Ms. Rex, ACRTA Board President, conducted the meeting.

**PRESENT:** Holly Rex, President  
Doug Olsson  
Joan Davis  
Richard Schroeder  
Rob Moening

**STAFF:** Brian Wildermuth, Co-Executive Director  
Karen Garland, Co-Executive Director  
Teresa Brown, Secretary/Treasurer  
Lori McGuire, Transportation Manager

**CONTRACTORS:** None

**LACRPC:** Brandon Casler, Finance Administrator

**ABSENT:** Scott Cockerell  
Joshua Parker, Vice-President

**CITIZENS:** Stephanie Motter, AAA3  
Beth Ulrick, WLIO

**Minutes:**

**1. Roll Call**

Ms. Rex called the meeting to order at approximately 12:00 p.m. Ms. Brown took roll call. A quorum of the Board was present.

**2. Approval of Agenda**

Mr. Moening made a motion to approve the agenda. Ms. Davis seconded the motion. The motion carried unanimously.

**3. Approval of Previous Minutes**

Mr. Olsson made a motion to approve the November 15, 2022, Board meeting minutes. Mr. Moening seconded the motion. The motion carried unanimously.

**4. Secretary/Treasurer's Report**

Ms. Brown presented October's financials, including a summary profit and loss YTD actual versus prior year, income statement YTD actual versus budget, detailed profit & loss, and balance sheet for October

2022. A Cash Receipts Journal and a Cash Disbursements Journal were also included. Revenue is up and expenses remain under budget, with a net gain for the YTD.

We went out to bid for the fuel contract and locked in with Petroleum Traders. The 2021 draft Finance Audit was released with one finding and one comment. Sales tax revenues are up from last month and last year at this time.

Ms. Davis made a motion to accept the Secretary/Treasurer's report. Mr. Olsson seconded the motion. The motion carried unanimously.

#### **5. Action Items and ED Report**

There are changes to the ACRTA Policy and Procedures Manual that need approved. A list of the changes was provided with the Board Packet.

Mr. Olsson made a motion to approve the changes to the Manual. Ms. Davis seconded the motion. The motion carried unanimously.

There was a call with ODOT on Friday for vehicle replacement funding and they told us there will be federal money available that entities have been unable to use. The money will be distributed to agencies that can use the funds. ODOT is changing their grant cycle to two years and will be on the state fiscal year of July 1- June 30.

Ridership was up from last month and from this time last year. There is still a projected growth of 8,000 - 10,000 rides over 2021. Microtransit went up to 95 rides.

Mr. Beam will be here next Wednesday to discuss the garage expansion project. They have sent a couple rough sketches and hope to have something for us to bring to the Board for approval by January or February. They plan to go out to bid in March.

There are two quotes for the fencing on the 311 property, between \$45,000 - \$47,000 for chain link fencing or \$49,000 - \$64,000 for the more decorative fencing like there is around the rest of downtown. There are also two quotes for blacktopping. One was much higher than the other. The lower quote was broken into two parts, \$66,000 for the parking lot and \$27,900 for the alleys. If we do not vacate the alleys the city will split that portion with us. If we are vacating the alleys, it would make more sense to put up the fencing.

RTA's recommendation is to fence in the property and vacate the alleys. Mr. Kohli with the city is going to check if there is any design code in downtown Lima that dictates which type of fence we can use.

Mr. Olsson made a motion to fence the property with the cheaper option (if allowed) and have the alleys vacated. Mr. Schroeder seconded the motion. The motion carried unanimously.

Ms. McGuire did a presentation with videos of the Ecolane mobility app we are looking to get designed and purchase. The app will allow passengers to book their own trips, pay for the trip, and track their ride on the demand response side. The fixed route passengers will be able to track their buses. We can involve other agencies and share the ongoing yearly costs, and have grant money for the design and purchase of the app.

Mr. Olsson made a motion to approve the contract with Ecolane. Mr. Moening seconded the motion. The motion carried unanimously.

The STIP amendment to repurpose \$80,000 from Misc. Support Equipment to a Maintenance Support Vehicle was sent out with the Board packets.

Mr. Schroeder made a motion to approve the STIP amendment. Mr. Olsson seconded the motion. The motion carried unanimously.

The 2023 Board Meeting Schedule was included in the Board packet.

Mr. Schroeder made a motion to approve the 2023 Board Meeting Schedule. Mr. Moening seconded the motion. The motion carried unanimously.

**6. Discussion Items**

None.

**7. RPC Updates**

Mr. Casler said they are actively hiring for several positions including the Executive Director. They recently tore the awning off the front of their building, and it revealed the original Cadillac logo. They will be getting new brick and windows. They are still working on the Long-Range Plan and the TIP.

**8. Citizens Comments**

None

**9. Executive Session**

Mr. Schroeder made a motion to move to Executive Session for the purpose of discussing the wages of public employees. Mr. Olsson seconded the motion.

Roll Call: Richard – yes, Holly – yes, Joan – yes, Doug – yes, Rob – yes.

Mr. Wildermuth, Mrs. Garland, Ms. Brown, Ms. McGuire, Ms. Motter and Mr. Casler left the meeting at approximately 12:48 p.m.

Mr. Schroeder made a motion to return from Executive Session. Mr. Olsson seconded the motion.

Roll Call: Richard – yes, Holly – yes, Joan – yes, Doug – yes, Rob – yes.

The meeting resumed at approximately 1:03 p.m. Ms. Brown, Mrs. Garland, Ms. McGuire and Mr. Wildermuth rejoined the meeting.

The Board approved the 2022 Appreciation Bonus as proposed.

Mr. Olsson made a motion for a 4% increase to the existing salary for Brian Wildermuth and Karen Garland. Ms. Davis seconded the motion. The motion was approved unanimously.

**10. Adjourn**

Mr. Olsson made a motion to adjourn. Schroeder seconded the motion. The motion carried unanimously. The meeting was adjourned at approximately 1:06 p.m.

The next board meeting will be February 14th, 2023, at 12:00 p.m. in the ACRTA Conference Room.

Submitted: Teresa Brown  
Teresa Brown, Secretary/Treasurer

Approved: Holly Rex  
Holly Rex, ACRTA Board President