



Allen County Regional Transit Authority  
Board of Trustees Meeting  
August 13, 2024

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The Allen County Regional Transit Authority Board of Trustees met on **August 13, 2024 @ 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. Mr. Moening, ACRTA Board President, conducted the meeting.

PRESENT: Robert Moening, President  
Scott Cockerell, Vice-President  
Richard Schroeder  
Brad Taylor  
Joan Davis  
Richard Bales

STAFF: Brian Wildermuth, Co-Executive Director  
Karen Garland, Co-Executive Director  
Teresa Brown, Secretary/Treasurer

ABSENT: None

CONTRACTORS: None

CITIZENS: Leann Unverferth, AAA3

LACRPC: Rebecca Phillips, Finance Director

**Minutes:**

**1. Roll Call**

Mr. Moening called the meeting to order at approximately 12:02 p.m. Ms. Brown took roll call. A quorum of the Board was present.

**2. Approval of Agenda**

Mr. Bales made a motion to approve the agenda. Mr. Cockerell seconded the motion. The motion carried unanimously.

**3. Approval of Previous Minutes**

Mr. Cockerell made a motion to approve the July 11th Board Meeting Minutes. Ms. Davis seconded the motion. The motion carried unanimously.

**4. Citizens Comments**

None

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

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

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

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

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

Ridership was up 1,810 from last month and down 509 from the same time last year. The daycares didn't do as many trips this year and August will probably be around the same since there are not any large special services scheduled. Lima City Schools will start August 14<sup>th</sup> and other area schools start next week.

On September 30<sup>th</sup> the West North will start going through the UNOH campus instead of going into where Harry's was. The route will run a section in reverse to pick up this area. A meeting is scheduled with UNOH for next week to finalize plans and they have a nice area with a curb cut to pull up to. South Main will have the train detour become permanent since it has to run the detour so often anyway. The Lima Mall route used to take a country road just to get on the right side of the road in front of BioLife. The route will now go up Elida Rd. and go by Range Kleen, etc. and still come out by BioLife on the correct side of the road.

The latest construction timeline was sent out with the Board packet. Hume had been looking at tearing out the concrete the week of the 16<sup>th</sup> now it looks like it will be the week of the 24<sup>th</sup>. This will help with JF Petroleum being able to get in to do the tank and pumps at the same time. A generator project will be able to be tied in and done at the same time now also. The current concrete was not the right kind of heavy-duty concrete needed for the weight of the buses and does not appear to have rebar in the whole area. The updated quote for JF Petroleum was only due to the date, the original was only good for ten days.

There are two solid mechanics right now at the garage and one tech is returning from school leave. There is one interview today and one tomorrow for the last spot. W.W. Williams has not been used as much in the last few weeks. There are some orders for quite a few parts out and if the parts all come in around the same time W.W. may be utilized to get the repairs done in a timely manner as vehicles will need to be moved soon for the construction.

Brion Rhodes at the Allen County Engineers office has okayed us dropping our diesel fuel out there and fueling the buses there while our pump is down. Unleaded is not lined up yet but Marimor should be willing to accommodate us also.

There were four findings on the Triennial Review, three in Procurement and one in Finance. Everything has been fixed and sent back in for review. There were no major findings, and FTA said it was close to a prefect review. There were 12 findings on the 2017 Review and 11 on the 2020/2021 so there is definite improvement.

The only changes to the new job descriptions was to add the positions supervised to the Uplift Manger position, everything else remained the same.

Mr. Taylor made a motion to approve the new employee job descriptions. Mr. Cockerell seconded the motion. The motion carried unanimously.

The JF Petroleum proposal is to add a new diesel tank, a new card system for tracking, replace the diesel dispenser and add a new diesel dispenser and another unleaded dispenser. The current timeline says all the construction will be done by late November or early December. The drivers will fuel their vehicle, drive through the bus wash, and park the vehicle. The garage staff will then only need to sweep out the vehicles and wipe down all the "touch" areas. Having additional dispensers will also allow the agencies RTA sells fuel to get through the line faster and not have to worry about not being able to fuel if a pump is down.

There is \$387,600 in existing grants that can have budget revisions done to go towards the concrete and/or fuel pump/tank proposals. There are three options for the fuel tanks. (1) Fix the lines that will need done when they tear up the concrete. This would be around \$200,000. (2) Fix the lines and add two more dispensers. This was around \$270,000. (3) Fix the lines, add the new dispensers, and replace the aging diesel fuel tank that is at or near its end of life. The third option was around \$371,530.

Mr. Cockerell made a motion to approve the third option, to replace the fuel tank, add additional dispensers, and replace lines that will be disrupted from the concrete being torn up. Mr. Schroeder seconded the motion. The motion carried unanimously.

The concrete proposal is for replacing the area that will be torn up for the pipes for the bus wash and the rest is around the fuel tanks. There is only a small section that is left that it would be better to replace so everything is level. There is a current issue with the drains underground since the water lays on the concrete instead of draining off. It eats away at the concrete and is probably contributing to needing to get water pumped out of the diesel tank several times a year. The quote is for \$307,800 but will go down. The city is redoing the concrete next year when they make changes to Central Ave. so that section will not be fully filled in. Hume will also need to do some sloping on the concrete so the pour won't be as thick.

Mr. Bales made a motion to approve the quote for concrete replacement. Mr. Taylor seconded the motion. The motion carried unanimously.

#### 7. Discussion Items

Precious Grundy from the Lima News is going through the County Commissioners to see about getting appointed to the Board.

AAA3 will be holding the FACTS Coalition meeting on Wednesday, August 28<sup>th</sup> at 10:30 at their agency.

#### 8. RPC Updates

The TIP (Transportation Improvement Program) sent out solicitation letters to MPO members for projects for the 2026 – 2029 cycle.

#### 9. Adjourn

Mr. Cockerell made a motion to adjourn. Mr. Taylor seconded the motion. The motion carried unanimously. The meeting was adjourned at approximately 12:39 p.m.

Submitted: Teresa Brown  
Teresa Brown, Secretary/Treasurer

Approved: Robert Moening  
Robert Moening, ACRTA Board President