



Allen County Regional Transit Authority
Board of Trustees Meeting
March 10, 2026

The Allen County Regional Transit Authority Board of Trustees met on **March 10, 2026 @ 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. Kimmet, ACRTA Board President, conducted the meeting.

PRESENT: Daniel Kimmet, Board President STAFF: Brian Wildermuth, Executive Director - Operations
Jacob Rigali Teresa Brown, Secretary/Treasurer
Madelyn Downing
Brad Taylor
Jack DeWitt

CONTRACTORS: None

ABSENT: Richard Schroeder LACRPC: Rebecca Phillips, Executive Director
Precious Payne

CITIZENS: Leann Unverferth, AAA3

Minutes:

1. Roll Call

Mr. Kimmet 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. DeWitt made a motion to approve the agenda. Mr. Rigali seconded the motion. The motion carried unanimously.

3. Approval of Previous Minutes

Mr. Rigali made a motion to approve the February 10, 2026, Board Meeting Minutes. Ms. Downing seconded the motion. The motion carried unanimously.

Mr. Kimmet questioned in the February meeting if the new members were allowed to make or second motions before they were sworn in. Ms. Downing had seconded the motion to accept the Secretary/Treasurer's report. Ms. Brown is to check into the issue.

4. Citizens Comments

None.

5. RPC Updates

Megan Kinnear, the Public Outreach Planner, has been working with Cricket Rodriguez, the Executive Director of Downtown Lima, Inc. and ACRTA on door-to-door services and trolley use ideas. The Baby on Board program is starting to pick up, and additional partner agencies have joined. Marketing efforts for ACRTA continue.

6. Secretary/Treasurer's Report

Ms. Brown presented January's financials, including a summary of profit and loss, year to date comparison to budget, detailed profit and loss prior year comparison, 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 year to date.

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

7. Action Items and ED Report

February's ridership was 17,790. This was up 2,472 from the month before and up 1,143 from that time the previous year. Van Wert's Microtransit accounted for 262 of the 340 total trips, along with 11 Demand Response trips.

The #3 Lima Mall route started going to Elida Schools on a will call basis. Once the school kids and parents realize they can get on the bus at the three bus stops in the Edgewood/Brower Rd./Cole St. area and go to school the ridership should increase significantly on the route.

There are several job fairs coming up that ACRTA will be set up at. One is in Van Wert on April 1st and the one at UNOH is coming up at the end of the month March or early April, plus Job & Family Services holds one at the UNOH event center around April or May. Open positions include drivers, mechanics, and a Human Resource Manager.

There have been several requests around Lima and Van Wert to meet about transportation. In the coming weeks there will be meetings with Van Wert Schools, their County Board of Developmental Disabilities, one of the Assisted Living Manors and some others.

Ken Reed from Ohio Transit Risk Pool (OTRP) was here on February 27th for our annual Risk Assessment Audit. It goes over policies, the grounds, etc. There were no findings, but a couple suggestions were offered. The main one involves the property in between North and Wayne ACRTA owns. The lot is used for CDL training and some vehicles are stored in the buildings, but the buildings are not in great shape.

The garage is up and running. The only items waiting completion are the dryer on the bus wash needs electric ran to it and the concrete will be finished the first of April. It will be done in two sections, the back will be done first along with the center of the island. It will take 3 - 4 weeks for that to cure, then they will pour where the tower will go and the outside of the island. This way there will be no downtime for the fuel pumps. Other agencies have started fueling here again.

The Board Bylaws Article II Section 2 spells out that in the case of negotiation the Board of Trustees tells the Executive Director (ED) what they want to happen, and the ED makes it happen within the confines of what can be done according to Federal Transit Administration and State guidelines. An outside entity might give the Board advice based on what they need, which might not line up with ACRTA needs to justify actions through documentation. The Board has their own policies they have set in place that say how business is conducted.

An updated version of the STAR account Certified Signers was sent out with the Board packet. Mr. Taylor made a motion to approve the new Certified Signers form. Ms. Downing seconded the motion. The motion carried unanimously.

Job descriptions for an HR Manager role and an Executive Director were also sent out with the Board packet. Mr. DeWitt made a motion to approve the job descriptions as presented. Mr. Rigali seconded the motion. The motion carried unanimously.

8. Discussion Items

The OTRP agreement doesn't appear to match up for what the deductible should be. There are two different deductible levels and there is a large difference between the two. ACRTA needs to make sure they have sufficient documentation to justify the higher deductible.

Mr. Taylor mentioned that the Special Olympics team (The Sharks) made it to State for basketball and ACRTA provided the transportation. It is great achievement for them.

Ms. Downing brought up UNOH is holding a job fair on April 9th. Upcoming graduates that have mechanic and HR degrees will be in attendance, the fee to set up is \$100.

9. Executive Session

Mr. Taylor made a motion to move to Executive Session for the purpose of the potential purchase of property. Mr. DeWitt seconded the motion.

Roll Call: Ms. Downing - yes, Mr. Taylor- yes, Mr. Kimmet - yes, Mr. DeWitt - yes, Mr. Rigali - yes.

Ms. Phillips and Ms. Unverferth left the meeting at 12:50 p.m.

Roll Call to return: Ms. Downing - yes, Mr. Taylor- yes, Mr. Kimmet - yes, Mr. DeWitt - yes, Mr. Rigali - yes.

The meeting was back on record at approximately 1:17 p.m.

Mr. Rigali made a motion to allow Mr. Wildermuth to continue to look into the potential purchase of properties. Ms. Downing seconded the motion. The motion carried unanimously.

10. Adjourn

Mr. Taylor made a motion to adjourn. Ms. Downing seconded the motion. The motion carried unanimously. The meeting was adjourned at approximately 1:20 p.m.

Submitted: Teresa Brown
Teresa Brown, Secretary/Treasurer

Approved: Daniel Kimmet
Daniel Kimmet, ACRTA Board President