

**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
October 3, 2017 @ 12:00 Noon**

Present were Richard Schroeder, Board Chairman; Alberta Lee, Board Vice-President; Brad Taylor, Dick Accountius, Holly Rex and Joan Davis, Board Members; Shelia Haney, Executive Director; Patricia Stein, Finance Director/Secretary of the Board; Brian Wildermuth, Operations Supervisor; Ken Reed, OTRP; Marlene Shoemaker, LACRPC; Stacy from WLIO TV; and Teresa Brown, Administrative Assistant.

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

Second Item of Business – SOAR Award from OTRP: Ken Reed from OTRP (Ohio Transit Risk Pool) was here to present the award. He brought greetings from Barbara Rhodes, the CEO of OTRP. He then showed a brief power point presentation explaining the significance of the award. ACRTA won for Division III for the 2016 Loss Year. The SOAR Award represents the dollar amount paid out and in case reserves per 100 miles we operate. This is the first time since they have been doing this award that all members are below \$6. Mr. Reed then presented the award to Shelia Haney, Executive Director; and Richard Schroeder, Board President. Health Insurance through the Coverage Pool was discussed briefly.

Third Item of Business – Approval of Previous Minutes: Ms. Davis made a motion to approve the previous Meeting Minutes and Mr. Taylor seconded the motion. All members voted in favor thereof.

Fourth Item of Business – Operations Report – August: We are mailing out the Board Packets now as they are too large to send in an email. The web site is still being critiqued and updated. Shelia is still doing many presentations in the community about the bus system and we are in the process of having some large maps made up to show service areas.

If the Levy does not pass, we need to have a plan of action on how to proceed with shutting down services. The first cuts would be the routes that were started with the grant money that has gone away. This would be Saturday service first and this would give us six weeks of planning and scheduling for the next phase. We would then shut down evening service come January 1st. We will be holding public hearings on the route cuts in October and November.

Our ridership has been steady. The school routes are back up and running, and some of the routes have increased such as Elida and the hearing impaired school in Findlay. We currently have six different contracts with area schools. Our wheelchair ridership is staying around 1200 – 1300 a month, which is why we are always discussing the need for sidewalks and curb cuts in the community.

In Capital projects, we have the two 35' buses on order and they should be here in February of 2018. Our new fare boxes have the PO out for them now. Both of these projects are paid for 100% with capital grant money. With the same grant we have applied for two 30' buses for 2018. Some of our routes have areas where it is difficult to get the larger buses through so we go back and forth with ordering 35' and 30' buses.

The 5339 grant from 2016 for employee parking is underway. The property is purchased and the zoning is approved to tear the building down. We will just put gravel on the lot for now. On the next grant we will move forward with the next phase of the five phases originally outlined. The next round of the 5339 grant has been applied for but we haven't heard what has been awarded.

We just finished a DRIVE class and a Defensive Driving class last week.

In Maintenance, we had seven call outs in August. These were incidents where we had to take the bus completely off of route. We have a mechanic opening still, as Austin will be graduating and going back home to Michigan in November. We have been conducting interviews so hopefully we will have a good candidate soon.

The damages on the second floor of the Administrative Building have been repaired and painted and the City Of Lima Prosecutor's office has moved into the second floor. They have not moved into the third floor yet as we are still repairing and painting the walls on the third floor and cleaning the floors. The invoice of the damages has been sent to AAA3 but no word has been received on their intentions.

Our State Audit is currently going on, with the Auditor here today. She should be done with the onsite auditing either today or tomorrow. The annual PSA3 Passport audit is this month. The Triennial audit has been completed. There were a few deficiencies but nothing that could jeopardize our funding. We will be updating our policies to be in compliance with the audit and will bring a new one to the Board every month for approval. Some of the items were small, such as needing "no shows" presented as a percentage instead of a number.

There were no accidents in August or September. With Policies and Procedures, the Drug and Alcohol Policy was attached to the Board Packet. It is one of the five that need updated. The State Auditor was looking for when the current fare structure was approved. It was so long ago, 2002 was the last time it was raised, that we don't have documentation of it. It was also included in the Board Packet so there will be a date attached to it to provide to the Auditor. You will find in your packet a Fare Policy for your approval today to present to the Auditor.

We have one lawsuit pending. It was an accident in 2015 where our driver hit the back of a car. At the time the car driver got out of the car and was fine, and the damage to the bumper was so minor we were going to repair it ourselves. The person has now filed a lawsuit.

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

Fifth Item of Business – Financial Report: The financial report will show a large difference in the JARC/New Freedom income in the Year to Date, as those were the grants that expired at the end of 2016. The State Audit will probably not be done any time soon as it has to go into review. Mr. Taylor had looked over the Financial Reports and said everything looked good. Mr. Accountius made a motion to accept the Financial Report and Ms. Davis seconded the motion. All members voted in favor thereof.

Sixth Item of Business – Board Discussion and Motion – AAA3 lease building damages status: The Board had approved the previous month for RTA to send an invoice to AAA3 for the building damages left when they moved out. It repairs amounted to over \$10,000. The invoice and the packet of pictures was sent to AAA3 and their Board President by certified mail and we have had not had a response or payment. Shelia's recommendation is to turn the matter over to OTRP legal and let them review it and assign an attorney to move forward. Ms. Davis made a motion that the matter of the Area Agency on Aging occupancy damages be moved to OTRP for assistance in seeking legal remedy and payment of the invoice we sent them. Mr. Taylor seconded the motion.

Mr. Reed said we are initiating a claim with OTRP. It will be first party property claim, with a deductible. The staff will try to identify another source such as AAA3's insurance company that may be responsive. It may come back to us as far as what coverage is available.

All members voted in favor of the motion.

Seventh Item of Business – Board Discussion and Motion – D & A updated Policy: The Drug and Alcohol Policy was distributed in the Board Packets. It is the recommended version from the FTA website. We had a deficiency in the Triennial Audit because we did not have copies of St. Rita's Occupational Health certifications. Occupational Health is not sure what kind of certifications we need. Mrs. Lee made a motion to accept the updated Drug & Alcohol Policy and Mr. Accountius seconded the motion. Mr. Taylor had a question on the way the policy was worded as far as criminal drug convictions in the workplace, but that portion covered random drug tests. All members voted in favor of the motion.

Eighth Item of Business – Board Discussion and Motion- Bus Fares Policy from 2003: The bus fares have not changed from 2003, there was a news article back then showing the new fares. We put the fares on a form and dated it for today and need it in the minutes that the Board has approved it so we can present it for the State Audit. Ms. Davis made a motion to reaffirm the Bus Fares Policy and Mr. Taylor seconded the motion. All members voted in favor thereof.

Ninth Item of Business – Board Discussion – Possible Route Reduction after Levy: We lost the JARC and New Freedom grants at the end of 2016. When the grants were awarded in 2011 they were used to start the night and weekend services. The Saturday service will be the first thing cut if the levy does not go in our favor. We would then have to regroup and redo all of our routes and the run picks and meet with the union. That would give us until the first of the year and then we would change the schedules and lay off the part time employees first per the union contract. This would give us steps to follow. Step one would be to shut down Saturday service and cut everyone's hours.

Step two would be shutting the routes down at 5:45, and cutting everyone's hours. If that did not give us enough financial improvement, we would look at shutting down the routes we created in the last three years. We had created three new routes to help get people to jobs and we did it without hiring additional employees, we just tightened schedules. That would be what we look at once we do away with what was created with the JARC and New Freedom funds.

The 5307 grant that is our largest operating grant is formulated by the number of passengers and number of miles we do. There will be a domino effect. When we turn in our federal report after the reductions in service, they will reduce our funding. We would then have to look at more cuts. We would shut down the three routes we have added, we will lose riders and mileage, then lose more funding and this will continue until RTA will be forced to shut the complete service down.

Any time you make a change of 20 % or more you have to have public hearings. We have started this process already with including what will happen if the levy doesn't pass in our literature, but we will have to have official ones also. Shelia has had people sign in every time she talks about it and asks for comments so she can use those as public hearings also.

Mr. Taylor asked if it was a foregone conclusion that we would shut down Saturdays and evenings since they were the least profitable. Shelia replied that no, we would shut them down first since they were what were created with the expired grants five years ago. It is easier to explain to people that is why we were shutting them down. He asked if maybe we should shut down an older, less profitable route vs. automatically shutting down the routes created with JARC/NF funds. None of our routes are profitable, but Saturday has the least ridership. When we cut down our times, it is not just fixed routes. Our Demand Response, elderly & disables services, would be cut during those times also. Those services run parallel with the days and times of our fixed routes and the DR is the most costly of the service.

The other three routes that have been started in the last three years would be the next cuts as they have the lowest ridership. As new routes, they haven't had a chance to build up ridership yet. If the levy doesn't pass we would cut Saturdays that same week. The election is the 7th so it would be cut the 11th. We are already running in the red. We have a bank loan that we have used to keep afloat this year that we have to pay back. The sooner we take action if the levy doesn't pass the better. The public hearing will take place between now and the election so we can let people know what the cuts will be if the levy doesn't pass and give them a chance to ask questions. We have 13 part-time drivers who will be cut first.

Mr. Accountius made a motion to adopt the plans as outlined in the event the levy does not pass and that Shelia be authorized to share the information with the public in whatever forms and opportunities she has available to her between now and the election. Mr. Taylor seconded the motion. Ms. Rex asked if the public hearings would help or hinder us with the success of the levy. FTA regulations require us to have public hearings in the event of a reduction in service and notify FTA of the upcoming reductions. It is also to the benefit of the people that use the service to know ahead of time of the changes.

It was asked if there was any flexibility to how we proceed with the cut backs. We could have a thirty day delay to reducing services, or at the end of the year or January. We could let them know

these would be the employees being displaced. If we delayed the finances would keep going into the red even more. It would get to a point where our drivers start looking for other jobs. We are already short-handed as people know we may have reductions. We have two supervisors driving every day as we try to hang on until after the levy. We don't want to hire people when we may have to turn around and lay them off.

A vote was taken on the motion at hand and all members voted in favor thereof.

Tenth Item of Business – RPC Update: There was no update from RPC at this time.

For the good of the order: The RFP with Job and Family Services was opened for the transportation bid. Black & White always underbids us. Thom had a map at his last meeting showing the comparable services and it was obvious this past year that Black & White received the majority of the business through them. We tried to underbid Black & White and see how that goes. JFS has said they will be utilizing all of the bidders. JFS is also doing their own transportation now. So far they are only doing about ten rides a month, and they only have one car and one driver.

We would like to move the next Board Meeting from November 7th to November 14th due to the Election. Ms. Davis made a motion to move the Board Meeting and Mr. Taylor seconded the motion. All members voted in favor thereof.

Eleventh Item of Business – Adjourn: Mr. Accountius made a motion to adjourn. Ms. Davis seconded the motion and all members voted in favor thereof.

The next Board Meeting will be held November 14th, 2017 at 12:00 p.m.

Richard Schroeder, Board President,

Or

Alberta Lee, Board Vice President

Patricia Stein, Board Secretary/Treasurer