

**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  
September 5, 2017 @ 12:00 Noon**

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**Present were Richard Schroeder, Board Chairman; Alberta Lee, Board Vice-President; Brad Taylor, Dick Accountius, Michael Hayden, Holly Rex and Joan Davis, Board Members; Patricia Stein, Finance Director/Secretary of the Board; Brian Wildermuth, Operations Supervisor; Teresa Brown, Administrative Assistant and Shelia Haney on conference call.**

**First Item of Business – Roll Call: Roll Call was taken and noted for the minutes. All members were present.**

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

**Third Item of Business – Operations Report: The new web page is now live. Mr. Taylor had viewed it and liked the look of it, including the scrolling video. Teresa pulled it up on the big screen so everyone could view it. It still needs some policies and language checked. It has online applications and surveys and we have started to receive those back already. If any Board Members notice anything that needs changed they are to let Shelia know.**

**Our ridership and revenue still look good. Our wheelchairs are going up still. On capital projects, we still have the two buses from the grant moving forward. We had a hiccup with the contract but have it resolved now and now piggybacking from Dayton on the existing contract with Lexington, we just ran out of options. We are going to partner with Evansville, IN on a new contract so we do not have this issue going forward. The fare box contract has started so hopefully that will be rolling out soon and confident it will help with ridership reporting and accuracy. We just completed the application for Grant 5339 to start Phase II of the long-term Garage/parking and fueling station plans.**

**We just completed CPR training for our drivers and scheduling a Defensive Drive and ADA training class. We have had a driver who is getting a lot of positive publicity on social media for stopping his bus and administering CPR to someone on the side of the road. He noticed the unconscious person (who had not been a passenger on our bus), called it into the dispatch office for them to call 911, stopped his bus, and disembarked to provide CPR to the person. RTA and the driver have gotten good comments because of his actions, but if something had gone wrong we would have gotten the blame and our name would be getting smeared all over the media right now. Generally, our employees are supposed to call dispatch and 911 and not offer assistance. Discussion followed on what the proper procedures should be going forward if this should happen again. We**

may contact 911 to get a copy of the call transcript, to see if the driver was instructed to perform CPR. An incident report has not been filed yet for review.

Our tenants (AAA3) that moved out left a lot of damages to the walls, doors, carpet, water fountains and missing fixtures; pictures of all the damages are included in the Board Packets. We are not in a position to make these types of repairs ourselves so we had to hire them out. The cost of around \$10,000 has far exceeded their deposit of \$2,900. Shelia has reached out to Jacqi Bradley a couple of times now regarding the issue and has been ignored. The new tenants have not moved in yet due to repairs needed, but have possession of the second floor as of August 15<sup>th</sup>. It is my recommendation to send the pictures of the damages and an invoice of the cost minus their deposit to Jacqi and their Board President and give them 30 days to pay it. If there is no response it will be forwarded to our attorney for legal actions.

We just completed our FTA audit and it was a different auditor than we had three years ago. He gave us a letter of his findings and we had no findings that were the same as the last audit and no findings that jeopardizes our funding. The findings involved updating older policies. Some of the policies mentioned were the Maintenance and Facility, Procurement, ADA, and the Drug & Alcohol. The Auditor will send out a letter in 30 days and Shelia will have two weeks to respond, then it will be closed out in October and FTA will give us a deadline of when the corrections need to be made. They did not give us an opportunity to correct any of the findings before he filed the report as past practice. The State Audit has also started; so far they have been doing preliminary actions and planning. They sent two auditors this year since they started so late.

There were no accidents in July and none in the past two weeks. We do have a pending lawsuit from a man named Paul Black. He was rear-ended by a driver that no longer works here, Chad Clemons, in November of 2015. There was no ambulance called and no vehicles towed away but we do have video and files on the accident. We have turned it over to OTRP and they have assigned an attorney from Dayton on the case.

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

**Fourth Item of Business, Financial Report:** The net income looks a little better but everything is still pretty much the same as last year. We received an insurance check from the van that was totaled and have not replaced the van yet, so that contributed to the net income increase. Mr. Taylor questioned why there was such a big decrease from last year to this year on the JARC line item on the top of page 2. Shelia explained that JARC and the New Freedom grants are the two grants lost at the end of 2016 which supported the weekend and evening service and the reason we have turned to a Levy for support. If the Levy does not pass in November then we will immediately need to shut down Saturday service along with service after 5:45pm Monday through Friday. Mrs. Lee made a motion to accept the Financial Report and Ms. Davis seconded the motion. Mr. Taylor had looked over the Financials and everything appeared to be in order. All members voted in favor thereof.

**Fifth Item of Business – Board Discussion & Motion – AAA3 lease building damages: Mr.**

Accountius made a motion to send an invoice for the building damages minus the security deposit to the previous tenants, giving them 30 days to respond. If they do not pay, we will start legal actions. All of the information can be put on the invoice. Ms. Davis seconded the motion. It was suggested to send the invoice by registered mail or some other way so we are certain they have received it. All members voted in favor of the motion.

**Sixth Item of Business – Board Motion for Resolution for OTRP Board voting rights: Barbara at OTRP had requested we get an updated version of this Resolution as the previous one was from 2014 and still had Dee Drexler listed as one of the alternates to the OTRP Board. The new Resolution, 17-4, has Shelia Haney as the Trustee to the OTRP Board and Patricia Stein as the alternate. Ms. Davis made a motion to accept the Resolution as stated. Mr. Taylor seconded the motion and all members voted in favor thereof.**

**Seventh Item of Business – RPC update: RTA has had just under a million dollars allocated to us for 2018. It is in the TIP and should be available soon for Operating, Capital Maintenance and ADA. Stuart from FTA said we know how money we will be getting and we do not have to wait until the apportionment is approved to run it through the TIP. We can start the process based on the approximate numbers and then when the exact amount is apportioned we will be ready. We have had issues in the past where the money was not ready even though we knew we were getting it.**

Shelia pointed out that RTA was supposed to be getting \$60,000 for a van that was taken away and Stuart (FTA) asked for an explanation as it was already in the Resolution and the TIP. There was no PID (Project Identification Number) requested for the van until after ODOT had already reallocated the money. RTA was supposed to have \$60,000 in 2018 for a van and \$400,000 in 2019 for a bus. RTA asked to increase the amount to \$450,000; as that is the cost of current bus prices. There was no PID # requested from ODOT for the van until later. The city requested money for an underpass. RPC was supposed to give the City \$3 million in 2020 and they would have had the money by then. The project was moved forward to 2018 so Regional Planning was going to have to get a SIP loan for the \$3 million. Central Office said it wasn't going to cost \$3 million, it would be \$2.4 million. They could instead borrow the money from another MPO. This would save the origination fee and the interest on a SIP loan, explained Marlene. \$728,000 would be at 100% and the rest would be at 80/20 with no interest and no origination fee for a loan. Marlene told this to Dave Moore at Central Office and told him this was what they would probably do and they needed to go through the Board process. He jumped right on it and went out and got the loan. He did not take into account the \$60,000 for RTA that did not have a PID, and an additional \$50,000 for RPC to pay wages. Both agencies lost the money, but the City gets the loan at a much more reasonable rate. Nothing could be done to stop it at that point unless they told the City they were not getting their money. RTA also did not get the additional \$50,000 for the bus in 2019. The total loss to RTA was \$110,000.

There was \$25,000 added for a bus in 2020. RTA is applying for two buses through the OTPPP but has not heard back yet. If there had been a PID number in place the money would have been included in the TIP. Usually the # is requested before the final Resolution but this time the TIP had been put together so recently. Getting the number either fell through the cracks or Marlene forgot

to tell RTA they needed to get one. Patricia said she has never gotten one before and Marlene said usually we would send an email to Juana at FTA and she would get us the number so it's unclear who is responsible. Sometimes Juana would see the items in the TIP and get the numbers. We were going to use the \$60,000 to purchase a non-CDL van stated Shelia, as we are always hiring drivers who do not have their CDLs yet and having to train them. It can take quite a while for them to get their CDL. Shelia asked if since there is now a PID if there was any way we would get the money allocated back to us and Marlene replied that if someone else drops then we could but if no one does then we will not get it.

Stuart from FTA was not happy with us losing this money. If we would have had the PID the money could not be taken away. RPC will probably have to let an employee go due to losing their funds. Hopefully Bluffton will come in under bid on their sidewalk and bikeway project, as that would be CMAQ money that could be given back to the RTA. If the State Route 65 project comes in under bid RPC could maybe get the money. The city will save close to \$500,000 due to the type of loan that was received. Mr. Accountius suggested the City could give us the \$60,000 since they are saving so much. The funding for the overpass is coming from nine different sources and the project has been ongoing for 19 years. RTA will continue to monitor the project and will ask for the money to be allocated back to RTA if they foresee any savings from the project.

The Mobility Manager Erica has put in her notice. Shelia has requested if they were not going to replace her that we would like to have the position at the RTA as the transit authority. There was the appearance of favoritism with the grant money when the position was at AAA3 since RTA received very small percentage of the assigned transportation, most was given to for profit companies and RTA seemed to receive mostly the out of town service where not many other companies offer this service. Mr. Schroeder questioned if we talked to AAA3 about the money for damages, as it would impact us getting the Mobility Manger job. Shelia said RTA could use 5310 operational funds, which is a 50/50 grant and the same that AAA3 is currently using. AAA3 has said they want to keep the position and applying for 5310 funds to support the position in-house.

**Eighth Item of Business – Executive Session:** Mr. Taylor made a motion to move to Executive Session for the purposes of discussing a union notice served and administrative staff issues. Ms. Davis seconded the motion. Roll Call:

Holly Rex: Yes

Alberta Lee: Yes

Richard Schroeder: Yes

Joan Davis: Yes

Dick Accountius: Yes

Michael Hayden: Yes

Brad Taylor: Yes

**Mr. Accountius made a motion to return from Executive Session and Ms. Davis seconded the motion. Roll Call:**

**Holly Rex: Yes**

**Alberta Lee: Yes**

**Richard Schroeder: Yes**

**Joan Davis: Yes**

**Dick Accountius: Yes**

**Michael Hayden: Yes**

**Brad Taylor: Yes**

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

**The next Board Meeting will be held October 3th, 2017 at 12:00 p.m.**

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**Richard Schroeder, Board President,**

**Or**

**Alberta Lee, Board Vice President**

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**Patricia Stein, Board Secretary/Treasurer**