

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

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**Present were** Richard Schroeder, Board President; Alberta Lee, Board Vice-President; Brad Taylor, Dick Accountius, Michael Hayden, Holly Rex and Joan Davis, Board Members; Shelia Haney, Executive Director; Marlene Shumaker, LACRPC; Tim Sielschott, Sielschott Financial Services ; WLIO TV; and Teresa Brown, Administrative Assistant.

**First Item of Business – Roll Call:** Roll Call was taken and noted for the minutes. All members were present. Mr. Schroeder mentioned that Tim Sielschott was here from the Allen County Commissioners as a possible candidate for a new member as Alberta Lee will be stepping down in January. Shelia said this is the first we have heard of it, the Commissioners had not notified anyone at RTA about a candidate for the Board although we had asked them for a replacement.

**Second Item of Business – Approval of Previous Minutes:** Ms. Davis made a motion to approve the previous minutes and Mr. Accountius seconded the motion. Shelia mentioned that we had just noticed before the meeting that it had the incorrect date on it. They said October 3<sup>rd</sup>, but should have said November 14<sup>th</sup>. All members voted in favor of the motion to approve the previous minutes with the correction made for the date.

**Third Item of Business – Board President's Comments:** Mr. Schroeder had no comments.

**Fourth Item of Business – Operations Report – October:** Ridership has been solid with a slight increase, which is unfortunate as we are shutting down some services. This past Saturday was our first one without service. We also shut down the lobby for Greyhound passengers to reduce utilities and staffing. There are no uplift services and no fixed routes. Shelia came in to take phone calls and people were distraught over the service cut.

Wheelchair riders continue to number 1000 – 1300 a month. This was an indicator for us of the need for more sidewalks in the community, which some of the levy money would have funded. We could have used the money for anything transportation related the area needed.

On capital projects, it needs to be clarified that there is a difference between capital grants and operating grants. People did not understand the difference during the levy campaign. With capital grants, we don't apply for them unless we can get the projects paid for 100%. RPC helps us through CMAQ funds and TDC money to get 100% grants. We still have the two 35' buses we ordered with a 100% OTPPP grant that will be delivered in late February/early March.

The fare boxes were another 100% grant that is still ongoing. They are getting programmed with the software right now and they will be sending us one for training soon. The rest should be getting installed in February. We are getting Chuck E. Cheese tokens, Canadian coins, and torn bills in



our fare boxes. The new ones will allow us to monitor our revenue. We just had a counterfeit \$20 bill in our deposit last week. We were projecting a 10% increase in revenue with the new boxes, but since we are getting them while we are cutting services it will be hard to tell what the impact is. We had also already applied for some 2018 capital grants. Now is the time of year to apply for the next year's grants and since we operate solely on grant money we have to stay on top of them. We were awarded two 34' buses. They were in anticipation of Rhodes State College coming downtown and we were planning on expanding services to the college. They do not like for you to give grant money back once it has been awarded so the buses will be used to replace some of our buses that are past their useful life.

The other grants are shown in red on our report and are moving right now. We had applied for a grant for bus shelters. The current shelters in town are not RTA shelters and more than 50% of them are not even on our routes. With new RTA shelters, we would have made sure they were on the routes, had lighting in them, and maps of the routes with route information. We just found out last week we were awarded \$90,000 towards shelters. It is unfortunate that we are getting money to improve our routes when we are being forced to cut back services.

We had applied for a 2018 5339 capital grant. We received a bus and some maintenance equipment through that. We have been working on 5339 grants for 2 years now. We had planned on putting in a new fueling station, as selling fuel to the other non-profits, Sheriff's Department, etc. is our biggest source of revenue. We are not sure how we are moving forward with that at this time.

The 5339 grants were granted in phases. We had enough in the last one to purchase the old dry cleaners across from the garage and demolish it. We didn't have enough money to put asphalt down. We put gravel down on the lot and are using it for employee parking. It came at a perfect time since we were leasing the lot at the corner of High and Central and he just doubled the price of the lease. Now we won't have monthly lease charges for the employee parking.

Mr. Accountius asked how much money was in the bus shelter grant. It was \$90,000 and there is no flexibility in grants. When you write a grant you have to specify what the money is to be used for. One bus shelter costs \$10,000. There is also the cost of the concrete pad for a base, the lighting, possible purchase of property if it is not in an easement, license from the city, and the contractor cost. \$90,000 will pay for 5 – 6 shelters.

The building damages are in litigation. AAA3 turned it over to their attorney so we had to turn it over to our attorney as they refused to pay for the damages.

For the Triennial audit, Shelia is working on updating our policies. The State audit is ongoing; they are still asking for items and are usually very lengthy. Our Passport audit from AAA3 had some unjust findings on it. We responded to all of the findings but services from them have almost come to a halt. AAA3 has stopped recommending us to their clients but we have been short handed on drivers anyway so it has not affected us much.

October was when we had the fatality on a bus accident. The car pulled out in front of our bus but none of the five Marimor clients on our bus were injured. The driver sprained her ankle and never returned to work. We just recently sent her a letter of termination. She had only been here six



weeks at the time of the accident, she didn't do any of her trainings, and she has not returned or kept us updated with what is going on which she is supposed to do at least every 30 days. She has litigation pending against the driver of the other vehicle and has filed for Worker's Compensation, but they have said there is nothing wrong with her. We recently learned that the driver of the other car did not have insurance.

Shelia is still working on all of the plans they wanted us to update for the Triennial Review.

We have a litigation pending from an accident in 2015. One of our vans hit the back of a car. We thought it was past the statute of limitations but just received notice that the trial date has been set for next year. We have no concerns on the case; we have video from our vehicle so it should not result in anything major.

Mr. Accountius asked if we had reached out to Greyhound about covering the cost to keep the lobby open on weekends. We had a contract with Barons, Greyhound refuses to pay anything. The Baron's contract only covered our employee's salaries to be here, not the utilities and they deducted our commissions from the salary amount so we were not even breaking even on it.

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

Fifth Item of Business – Financial Report - October: The Board packet contained the year-to-year comparison through October. We were in the negative \$182,000 but it should have been worse than that. We had pulled down \$120,000 from the last of the 5339 grant but hadn't paid the contractor yet for the lot. It should show us an additional \$120,000 in the negative. We also had the revenue of \$115,000 from the insurance van that was totaled after someone T-boned it. We are supposed to use the money to buy a new van per FTA guidelines but cannot get a new van for that amount of money.

We are working on the 2018 budget. We were out of balance already by the 1.1 million from the JARC and New Freedom grants and when everything was transferred over it showed another deficit of 1.1 million. We don't get much money for Operational grants; they are only paid at 50%. We are deducting 11 staff and it is going to make a difference. QuickBooks generates the budget but it just ups everything by a certain percentage. We are going in and make manual changes on everything. Due to the cuts, everything such as utilities should be going down instead of up by 5%. Shelia will email the budget as soon as it is completed to all of the Board Members so they can discuss it at the January Board Meeting.

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

Shelia had included the 2018 Meeting Schedule in the Board Packets. The only change that had been made was moving the January meeting from the 2<sup>nd</sup> to the 9<sup>th</sup>.

Sixth Item of Business – Board Discussion/Motion-Nominations for Chair/Vice Chair 2018: There were a couple slates nominated last month and some folks had some questions on whether they wanted to accept the nomination and some potential conflicts of interest. Mr. Accountius made a



motion to nominate Brad Taylor as President for 2018. Mrs. Lee seconded the motion. Mr. Accountius made a motion to close the nominations for President and Mr. Hayden seconded the motion. All members voted Aye. All members voted to accept Mr. Taylor as president for 2018.

Mr. Accountius made a motion to nominate Michael Hayden as Vice-President. Ms. Rex seconded the motion. Ms. Rex nominated Joan Davis as Vice-President and Mr. Accountius seconded the motion. Mr. Accountius made a motion to close the nominations for Vice-President and Mr. Taylor seconded the motion. All members voted aye to close the nominations. A vote was taken by raised hand to determine whether Mr. Hayden or Ms. Davis would be the Vice-President for 2018.

Mr. Hayden –four votes

Ms. Davis – three votes

Mr. Hayden was elected Vice-President for 2018.

Seventh Item of Business – Board Discussion - Service Changes: We have already covered what the service changes will be in last month's Board Meeting and previously in the Public Hearings. Our 5307 Operating grants of 1.2 million will end up gradually getting reduced as they are based on passengers and mileage, which will all decrease with the service cuts. We don't have much revenue as we can only sell so many Honey Buns. If we would have had more campaign funds we might have been able to do a better job at getting the information out there. Shelia is trying to stay up to date on social media and answer back to incorrect information that is out there. If the cuts continue Shelia does not see RTA still being open three years from now. The Operating grant is 1.2 million and we have a 4 million budget. When Shelia first came here four years ago First Transit thought we would only be open for one year and saw the situation coming. The Board has discussed a designated tax since 2010.

The economy and economic growth will go backward. We are going to be exactly the same as we were back in 2010 except with two extra hours of service. Joe Patton sat here last month and stated he did not see how route cuts and time reductions would affect economic development or growth of the community and it really disheartened Shelia that he would say that. We had 386,000 riders last year so it will impact the community. People were calling last Saturday crying because they didn't know how they would get to work and others were talking about moving. Cutting services is not the answer. We will have to talk to businesses and the commissioners to get support. The commissioners have not helped us financial since 2008 so we plan to meet with them and ask for assistance again.

Shelia has sent an email to Joe Patton about meeting with the businesses he mentioned last month but has not heard back from him.

Eighth Item of Business – Board Discussion – 2018 Budget: Shelia had already covered this and the budget is not ready yet.

Ninth Item of Business – RPC update: Thom Mazur had attended the previous month and gotten a motion from the Board accepting the draft version of the Coordination Plan. For this month, they needed a signed Resolution from the Board to include in the document and a motion to accept the



final version of the Coordination Plan. Marlene asked if there were any questions on the Plan that had been passed out the previous month and there were none. RPC puts a lot of work into the document. We would not have gotten many of our grants without the document and the information contained in it as Federal and State require it.

Mrs. Lee made a motion to accept the final Coordination Plan and to sign the Resolution for the document. Mr. Taylor seconded the motion and all members voted in favor thereof.

For the Good of the Order: We are holding our Safety Banquet this Saturday to award the drivers for time with no accidents. OTRP is giving us money to assist with paying for it. It has been a really tough year and we need a boost for employee morale. The last couple of years we have held it here to save money. We are trying to get creative to convince the employees that it is a good place to work even though they aren't getting raises and they have no benefits. We have been losing employees and Shelia thinks the ones that are here now are the ones who really want to be here and believe in what we do.

We are having it on a Saturday, which we have not been able to do before. It will be at the Elks, which we can get at a discount since one of the Board Members (Mr. Accountius) is a member there. We will have a DJ who is a friend of one of the employees and he is bringing a karaoke machine. Some of the drivers have said they will sing if there is a machine. The Board Members are all welcome to come and have an opportunity to say thanks to the employees that have stuck around. It is a cost every time we have to train someone new and it has been a revolving door.

The presentations start at 6, the meal will be served at 7 and the DJ will be from 8 -11. Mr. Taylor said he thought it would be important for some of the Board to be there to show support for the employees. He would not be able to attend as he had to work. Ms. Davis said she would be there for sure.

Mrs. Lee commented that she had been on the Board long-term and she appreciated the people that worked so hard at RTA. She also appreciated Thom Mazur and RPC and said we would not be where we are without their support. The Director (Shelia) came in at a bad time but had worked very hard to get the levy to pass. Mrs. Lee does not personally use the bus but sees that it is necessary in the community. It is emotional for her to step down but she feels with her age and her husband's health it is time. She will be at January's meeting for her appreciation cake. Mr. Schroeder said he was sure he spoke for everyone when he said he appreciated her willingness to help.

Mr. Accountius asked if the financial situation that the ACRTA was in right now if the Board could forgo their compensation the next year. Shelia said the Resolution for the Transit Authority would need to be changed by the County Commissioners for that to happen. We had asked the Commissioners to reimburse us for that amount but they declined.

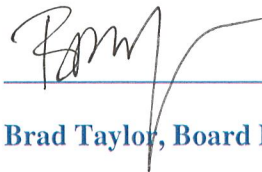
Shelia said they can always donate their money back to the Citizens for ACRTA. Mr. Sielschott asked if the Citizens for ACRTA was a non-profit whose purpose was to support the RTA. Shelia asked if Mr. Sielschott was a CPA. He replied that no, he was a Series 7 Financial Lender. He

asked again about the purpose of the Citizens for RTA. Shelia replied that yes, it supports RTA. He asked if it had a separate Board and Shelia said it had a Treasurer.

RTA sometimes receives its own donations. When people send us a donation, we set it aside for people that can't afford to pay for a bus pass. We get recommendations from Julie Ann Frankhouser for people that are looking for jobs and we provide them passes until the money runs out.

Tenth Item of Business – Adjourn: Mr. Accountius made a motion to adjourn. All agenda items had been covered so no vote was needed.

The next Board Meeting will be held January 9th, 2018 at 12:00 p.m.

A handwritten signature in blue ink, appearing to read 'Brad Taylor', written over a horizontal line.

Brad Taylor, Board President,

Or

Michael Hayden, Board Vice President

A handwritten signature in blue ink, appearing to read 'Patricia Stein', written over a horizontal line.

Patricia Stein, Board Secretary/Treasurer