

**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  
July 11, 2017 @ 12:00 Noon**

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Present were Richard Schroeder, Board Chairman; Mike Hayden, Dick Accountius, Holly Rex and Joan Davis, Board Members; Shelia Haney, Executive Director; Brian Wildermuth, Operations Supervisor; Teresa Brown, Administrative Assistant; Chris Caventer, Burges & Burges, Jason Aldrich, iHeartRadio.

**First Item of Business – Roll Call:** Roll Call was taken and noted for the minutes. Mr. Taylor and Mrs. Lee were not present.

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

**Third Item of Business – Guest Speaker, Chris Caventer, Levy Consultant from Burges & Burges:** Mr. Caventer was at the Board Meeting to answer any questions the Board might have regarding the levy efforts. Ms. Davis asked if there had been any change in the survey results and Mr. Caventer replied that the surveys were done so the results from last month were final. Mr. Schroeder thanked Mr. Caventer for coming to the meeting.

**Fourth Item of Business – Operations Report:** We did the transportation for the Star Spangled Spectacular on the 4<sup>th</sup> of July. In May we offered our free rides for seniors 60 and over again. AAA3 reimburses us for the cost of this through a grant they receive. Last year our May senior ridership was 13,000 and this year it was only 8,500. Last year there many presentations done at senior living facilities to spread the word about the free rides and this year there were none. We did have signs up on the buses and in the Transfer Station. This shows that the presentations do make a difference and we will make sure to do them next year.

Our overall ridership was slightly down for May. There was one day fewer than last year and the schools let out a little earlier in the month. Our wheelchair count is way up, as it was over 1,000 wheelchairs transported in May. If our time points were tighter the buses would always be running behind as it takes a few minutes to secure them on the bus. This also shows the need for sidewalks and curb cuts in the city.

Under capital projects, we have the OTPPP grant we ordered two 35' Gillig buses through. They should be delivered in February. This is a 100 % grant and we also have the money for the fare boxes so we will be moving on those soon. With our 5310 grant we requested operating money only

but are limited to \$50,000. Our 5307 grant is being used to put the fixed bus stops in. It is taking a little bit of time to get the new website going due to needing the longitude and latitude of each of the bus stop signs. The web designers are using that information with the Google maps so riders can plan their trips and there will also be links to other websites such as Find-A-Ride and ACCOA if they need them to help with their trip.

The 5339 property project is ongoing. We are moving towards having a better fueling station as reselling fuel to other non-profits is one of our largest revenue sources. Shelia and Brian went to view the propane fueling station in Cleveland. It was very interesting and looked like a regular gas pump.

In training, we are getting ready to set up a CPR course for our newest employees. All except one of our drivers have passed their CDL tests, and we have two that have a CDL but are still working on getting the passenger endorsement. They make you do everything over again to get the passenger endorsement. All of our new drivers have their DRIVE and Defensive Driving completed, which we are doing in-house.

We had six Maintenance calls for May. They were all considered major since they had to pull the bus off the route. Our mechanics are still learning so rather than trying to fix a bus on the road they swap them out so they have time to diagnose and fix the problem correctly. It is good for them to do it if it means they are getting the bus fixed right but it has to be reported as a major call out.

AAA3 moved out of the building at the end of June. City Council had a meeting last night and did pass the motion to allow Tony Geiger and the law offices to lease out the second and third floors. We have made some wall repairs and painted up there but they may want to repaint their offices.

We have our Triennial Audit in August. We are going through our procurements now so we have everything together and don't have to search for them. We have a State Audit every year. We just received the close letter for the NTD report so it is closed now. This is the one where Shelia goes in and does a paper audit of all of the totals for the year and inputs the ridership, revenue, and mileage information. Once that is approved the numbers are used for the formula for our 5307, which is our largest Federal grant. We would assume our apportionment would go up since the mileage and ridership has gone up, but it doesn't always work that way. We just finished up with the Risk Management reports for OTRP.

We did not have any accidents in May. We did have one in June that is considered reportable, on the last day of June. Our bus was stopped at a railroad crossing and a car rear-ended the bus. It was the other person's fault, she admitted she looked away. The bus is fine but her car is totaled. We did have one passenger on the bus get transported to the hospital in an ambulance but it is all on film.

Shelia has gone to a couple of seminars on Transit Asset Management Plans. It is pretty intense. Rural transit agencies get to be added on to the State Plan but since we receive 5307 money we have to have our own.

We will be offering free rides all day on Saturday, August 12<sup>th</sup> for the Activate Allen County event they are having.

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

**Fifth Item of Business - Financial Report:** The May Financial Report was sent out in the Board Packets. It is a January – May report and when you go to the back page it shows a negative of \$254,000, but you have to take into account the depreciation is \$257,000. We draw down more grant money at the end of the quarter so the number will look better next month. We just drew down the 5307 money and Patty sent out all the billing before she went on vacation.

We had an accident in February where our driver was T-boned by a truck. It was the 2011 van that we had the nice graphic on with the names of all the cities we go to. We had it towed out of state because no one around here wanted to work on it. The people we took it to said it is totaled. The frame was bent in addition to other issues. We brought it back and have stripped it of everything useful, such as the radio, cameras, overhead sign, first aid kit, etc. We turned it into the Risk Pool and were reimbursed for it. It was past its useful life so we don't have to return the money to federal. It was always a problem vehicle anyway so the mechanics were happy to see it gone.

Mr. Schroeder said he had looked over the financials for May Patty had sent to him and everything appeared to be in order. Ms. Davis made a motion to approve the Financial Report and Ms. Rex seconded the motion. All members voted in favor thereof.

**Sixth Item of Business – Board Discussion - Levy:** On the Levy resolution there was some confusion on the wording. It is for 10 years. Mr. Schroeder had emailed Shelia and thought we should have Patty sign it instead of Shelia in order to have it be more compliant, since the auditors wanted her to sign the minutes. We back through all the old Resolutions and found that the Secretary had not been signing all of the Resolutions, but had signed all of the minutes. Shelia went ahead and added a line for the Secretary to sign on this Resolution. This has not been run by the attorney. We do need to stay consistent and from now on will have the Finance Director/Secretary/Treasurer sign all of the Resolutions.

Ms. Rex made a motion to approve the Levy resolution and Ms. Davis seconded the motion.

Roll Call vote: Michael Hayden – yes, Richard Schroeder – yes, Holly Rex – yes, Joan Davis – yes, Dick Accountius – yes.

**Eighth Item of Business – Board Motions – Contract Resolution:** As there was no representative from RPC present at the Board Meeting, the agenda was amended to include this Resolution. It is the same Resolution we have had in the past allowing the Director to execute official documents on behalf of Allen County RTA for projects, contracts, proposals, policies, and grant agreements. The verbiage is the same; it is just so we have one for this year so it is on file for the Triennial. Mr.

Hayden made a motion to pass the Resolution and Mr. Accountius seconded the motion. All members voted in favor thereof.

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

The next Board Meeting will be held August 1st, 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**