

**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
August 1, 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; 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 – 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.

Third Item of Business – Operations Report: Our ridership has had a slight decrease, which we are attributing to school being out. Our wheelchair usage is up, with 1100 per month on the fixed routes. This number shows the need for sidewalks and curb cuts.

On Capital projects, we are working on the OTPPP grant that provided the funding for the automated fare boxes and the two 35' buses. Shelia is going through the process of the RFP for the fare boxes. There is only one vendor as far as we know and we have already reached out to him but we are still doing the formality of the RFP on the web page. We have ordered the buses and it is a 20 month process. We have already ordered them and the design is in the board packet. We ran into a hiccup with the grant due to the change in the FAST Act, as they changed the percentage of Buy America. We had to scrap all of our documentation we had done before that. We had been piggy-backing off of CTAA with as our contract with Lexington had expired. It went all the way to D.C. and they decided we can't piggy-back off of that contract since the date was before the date the FAST Act changed. Now we are redoing it and will piggy-back off of Dayton. To prevent this in the future, we are going to jointly join into a contract with Evansville Indiana. This contract will then be good for 5 years and maybe we can illuminate issues with FTA.

Mr. Accountius asked about possibly incorporating the Chamber of Commerce logo (Real American Strength, gears logo) on the new buses. There would be a cost to change the design so if possible, we could just add the slogan and/or logo to the buses after we receive them.

Mr. Taylor mentioned he had some contacts that do decals and such named the Decal Brothers. They had just done a large rebranding project at his church. Mr. Taylor will send Shelia the contact information. We will follow up on purchasing the logo to add to the bus once they arrive.

Under training, we have a CPR class coming up for some of our new hire employees.

We signed the lease with Tony Geiger and the City Law Department for the second and third floors and it was approved by City Council. But before they can move in, we are working on the repairs and damages left by the previous tenants, AAA3. There were several holes in the walls where they took off bulletin boards, they removed the air unit in the Computer Server Room, they removed the projector from the ceiling on the 3rd floor training room and the carpet was beyond dirty. They also left their AAA3 signage on the windows and on the outside of the building. Due to the amount of repairs and replacements needed, we pushed back the lease from July to September to give us enough time to make the repairs before the new tenants can move in. I have attempted to make contact with Jacqi the Director with AAA3 and received no response. I will have the total costs for repairs at the next Board Meeting for you to decide the form of action. The costs has well exceeded their deposit.

We have the Triennial Audit coming up on August 22nd and 23rd. The State Financial Audit for 2016 should be starting soon but they have not contacted Patty yet.

We only had one reportable accident in June, where a driver talking on her phone rear-ended our bus at a railroad crossing. There was no damage to our bus and her vehicle appeared to be totaled. It was only reportable because there was a gentleman on the bus who claimed to have been hurt and is filing suit against the other driver. We have pulled the camera views of the accident.

The ridership looks okay and the 4192 added in July is from the Star Spangled Spectacular. We used six buses including the trolley and the drivers all did a great job. We had no issue with people trying to do anything to the buses or being in the way. Shelia rode the trolley most of the day and it was always full and the passengers seemed to enjoy riding the Trolley.

This past weekend the Allen County Bike and Pedestrian Task Force held a Bike Rodeo. We had a bus there to demonstrate how to properly load a bike on/off the bus bike rack. Activate Allen County is sponsoring a Healthy Families Expo at the Civic Center on Saturday August 12th. They will have a zip-line, bike safety, prizes and lots of other activities there. We will set up the bus again for loading a bike demonstration and also have a couple of tables set up with information about what RTA does in the community. We are also donating a kid's bike for the raffle along with bike helmets that will be sitting at our table.

We would like to also have a table at the AC Fair and will follow up on that. Last year we shared a booth with RPC and we may end up doing that again, we need to follow up with RPC. Our Eastgate Route 2 goes right past the fairgrounds every hour. We would use the trolley at the event but they have their own shuttle transportation for parking and never asked for our assistance.

We have been providing transportation for the Lima Locos away games and are wrapping up for the year. Their last regular season away game was this past Sunday and they are in play-offs now. We are wrapping up with the Liam Warriors as well. Community event requests have grown this summer and hoping if the Levy passes we will be in a position to continue to provide services for nonprofits and community events.

We had a meeting with Job and Family Services about their no-shows. Our transportation requests from them have gone down drastically, from around 900 a month to under 300. We have issues with them with not accepting the signatures on the tablets from Ecolane, saying they don't match the signatures they have on file. When this happens they decline payment. We have tried to have meetings with them to show them we can prove with GPS records that we were there and performed the trip but this is not acceptable with their policy. We have discussed with them about all the services we provide that we are not getting paid for with the large number of no shows and unacceptable signatures. We just had a situation with a woman we had been transporting and we did not get her fax authorization for the month but she needed to get to work so we took her. JFS declined payment for this one also and when we asked them about it they said they had started doing their own transportation and the client had gotten moved to them but it seems she didn't know about the change so we will not be paid for her transportation. We have tried to meet all their needs with changing routes and offering discounted tickets and still having difficulty with the process and payments. During our last meeting, we told them we would be enforcing our no-show policy to their clients and will provide them with the reports of who the clients are that abuse our service. Two no-shows is a 2 week suspension, three is a 30 days suspension. Our cost to provide service to JFS clients continue to increase and we cannot continue to provide this service with so many issues of non-payments and no shows. We are going to try to start this policy and see if it gets better with the no show cost and then will meet with them again in a few months.

Passengers that get half price ridership cards have to show proof of disability or age to get the picture ID. FTA requires us to have a program where we offer half price ridership. We offer this during all of our open hours, but FTA's recommendation is to only offer it during the off-peak hours of 10 – 2. If we lose our \$38,000 E & D grant we will have to cut the half-price ridership time to the off-peak hours. Again hoping the Levy passes so we will not need to cut this valuable service. Currently we have over 43% of our ridership is Elderly and Disabled.

Mr. Schroeder requested we sit down with the County Commissioners, JFS and ACCOA after the first of the year when their new leadership is in to discuss the money they get for transportation.

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

Fourth Item of Business - Financial Report: The report was presented in a year to date format. Mr. Taylor had looked over the financials and said everything looked to be in order. Ms. Davis made a motion to accept the financial report. Ms. Rex seconded the motion and all members voted in favor thereof.

Fifth Item of Business – Free Fares on August 12th: We will be participating in the Activate Allen County event. It will also be our Customer Appreciation day, with free rides all day. This is on a Saturday and we are hoping we get first time users that will try out the bus.

Sixth Item of Business – Board Motion: No motions were needed this month.

Seventh Item of Business – RPC Update: There was no representative from RPC at the meeting.

Eighth Item of Business – Adjourn:

Mr. Accountius made a motion to adjourn. Mr. Taylor seconded the motion and all members voted in favor thereof.

The next Board Meeting will be held September 5th, 2017 at 12:00 p.m.

Richard Schroeder, Board President,

Or

Alberta Lee, Board Vice President

Patricia Stein, Board Secretary/Treasurer