

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
June 5th, 2018 @ 12:00 Noon

Present were Brad Taylor, President; Richard Schroeder, Holly Rex, Scott Cockerell, Joan Davis, and Josh Parker, Board Members; Shelia Haney, Executive Director; Patricia Stein, Finance Director/Board Secretary, Brian Wildermuth, Operations Supervisor; Thom Mazur, RPC; Lori McGuire, Uplift Coordinator; 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: Mr. Schroeder made a motion to approve the previous minutes and Ms. Davis seconded the motion. All members voted in favor thereof.

Third Item of Business – Board President’s Comments: Mr. Taylor had no comments this month.

Fourth Item of Business – Operations Report – April: We are going to continue the Student passes for the upcoming school year for August as we had gotten a lot of complaints since we discontinued this year. It is a \$10 monthly pass for students during school hours only. We had about an average of 100 students a month that got the passes.

We had shown our videos to the Board last month, they are part of the process for the levy with marketing and awareness. NOW marketing has done two videos and will be completing two more for public awareness.

It was brought to Shelia’s attention yesterday that we had information on our webpage that said we were going out for the levy in November. This was incorrect information since the Board has not voted for the resolution at this time. NOW Marketing has been working on a new website for ACRTA for several months but was not aware of anything about the Levy on the New Webpage. After some investigation was done and it was found on a drop down on one of the pages under Community, it had a spot for Citizens for ACRTA. The page had a screenshot of one our old yard signs with the November 7th date on it. The verbiage in the first paragraph was directly from one of the old flyers and after that a paragraph saying we were on the ballot on November 6th of this year, and to support RTA. There was also a link to fill out a form if you wanted to volunteer to help with the campaign. Shelia called and immediately had the “citizens for ACRTA” link removed from the ACRTA webpage. Sheila has an appointment with an attorney this afternoon to talk about the issue, but from everything we have found in Ohio Revised Code no laws were specifically broken. It was not on the face of the webpage, it was a separate link on the page and ACRTA did not pay Now Marketing to place this information on the page.

Our ridership is still experiencing a decline. We are losing 10,000 or more riders per month. Our Capital Projects are at a standstill for now since we are still in some closeouts on our audits.

The FTA Triennial Audit is not closed out yet, the State is still working on the 2016 Financial Audit, and so Patty can't do the 2017 Accounting Reports as she doesn't have the corrections for 2016 yet. The NTD Annual Report is completed and waiting on final close out for that also. ODOT was here and did a site audit and financial audit and scheduled for a procurement audit.

~~There were no accidents in April. In May we had no accidents but had an incident where a child threw a rock at one of our new buses and broke out a window. We filed a police report and the LPD put it on their Facebook and we put it on ours also. Hopefully they will find out who did it as it will be a couple of thousand dollars to replace the window.~~

Under Policies and Procedures, Shelia used ODOT's template for the new Transit Asset Management Plan. It was sent into ODOT last week. They have changed the requirements for random drug & alcohol employee testing. The Board already approved our updated Drug & Alcohol Policy and we have done the required one hour training for the employees. It has been submitted to FTA.

Ms. Davis made a motion to accept the Operations Report and Mr. Cockerell seconded it.

All members voted in favor of the motion to accept the Operations Report.

Fifth Item of Business – Financial Report – April: Our income for April was \$190,504; while our expenses were \$247,377 for a loss of \$56,872. Once depreciation is backed out, we almost broke even with negative \$8732. We have exhausted our Operating Grant from FTA for 2017 and still waiting on the final approval for the 2018 operating grant funds.

We negotiated with the Star Spangled Spectacular to get them to cover our costs. We also negotiated with the Locos to cover our costs for their away games. We are going to do their home games this year because of their parking issues and they are also paying RTA for that cost. We take the Honor Flight Veterans to Toledo and this year they are also paying for the cost. These events help our revenue source and continued hours for the drivers so we don't lose any additional employees due to lack of work.

Ms. Davis made a motion to approve the Finance report and Mr. Schroeder seconded the motion. All members voted in favor thereof.

Sixth Item of Business – New Board Member Oath – Joshua Parker: Teresa swore in Mr. Parker as a Board Member for the Board of Trustees of Allen County Regional Transit Authority. Shelia said she knew Josh had a background in business and finance and asked what he thought his experience would bring to the RTA table. Mr. Parker replied he had a decade in accounting and finance and he had public and private knowledge. He has the best interest of the community at heart and serves as the treasurer at his church. He hopes his guidance and knowledge and a new voice will help the RTA.

Seventh Item of Business – Board Discussion/Motion – Mobility on Demand Partnership with WOCAP: Shelia presented the proposal and the contract that was presented to WOCAP in a possible partnership for 24/7 “uber” like service to assist for low income and job transportation. ACRTA would use the funding WOCAP received from CSVG and ODSA to cover the startup costs.

We have most of the means for the startup right here at RTA just lack the funding. We do the same service already; we just need to fill the void of 24/7 service. RTA would be the administrator of the service, with this app, people could log in and see what drivers are available to pick them up. If they needed a wheelchair they could look for a vehicle that is able to accommodate them. This is where our MV1s would come in as they are wheelchair equipped. This system would provide transit needs in a broader area in Allen County, Mercer and Auglaize and possibly others also in the future. This would also create additional driver positions throughout Allen County and surrounding communities. We wish to partner with WOCAP, where they would be our priority. We would agree to provide this service for them for five years. WOCAP is taking the proposal and contract to their Board at the end of the month. There is a timeline on the proposal with the marketing, discussion, website design all mapped out. Mr. Taylor asked what the nature of the partnership between RTA and WOCAP would be. We would contract with them to go through them for needed services. They are providing us the allocated money to make them the priority for five years.

Ms. Rex said from WOCAP’s standpoint it won’t be about making money, it is about the clients in all three counties that need service. They might have transportation provided up to a certain amount of money or for a certain number of days, and after that they may lose the job. We need to fill that gap so they can afford to continue their current job. Shelia said that is one of the reasons we started the three fixed routes a couple of years ago to help get people to work. The cost was too overwhelming for RTA so maybe this way we can still help get people to their jobs until the RTA can get back on its feet. Fixed route service is the most efficient way to get passengers to their destinations. It has more accessibility and is affordable. We have that in Allen County but not Mercer or Auglaize. We are a Regional Transit Authority, not a County Authority so it is not against Ohio Revised Code for us to go outside of Allen County.

Eighth Item of Business – Board Motion/Discussion – Parking Project: Shelia is in the process of getting quotes for continuing the parking lot construction. There is no motion needed as we are not ready to spend any capital funded money on the project yet.

Ninth Item of Business – Board Discussion/Motion – Sales Tax Levy: This item stays on the agenda so we have a record that we are still discussing it and moving forward. The Board is not in a position to vote on it yet. The attorney still has to write up the verbiage for a Resolution. The question is if we should try to partner with someone such as Roads & Bridges. The verbiage last year had been for any transportation which this included sidewalks and curb cuts, as we get a lot of complaints about those due to our wheelchair ridership. It can also be for roads and bridges and highways as well without a partnership since this is also in the definition of transportation.

We could partner with the City and County roads and bridges for the levy. The County has more area to cover but the City of Lima has a density of streets. There are also 20 different townships that could benefit from this partnership. More discussion would need to be arranged.

In 2019 we will lose half of our operating grant and will then have to pull all the routes within City limits. This will cut off both Walmart's and anything beyond them. This will cause further decline in ridership and then further cuts in operating funds.

Mr. Parker asked if we can push our advertising revenue on the buses. Shelia replied that since we have cut the routes and are down three buses all the buses out on routes already have window advertising on them. He then asked about the fare box revenue. For April it amounted to a little over \$10,000.00. If we reduced the pass cost to \$0 we would see ridership increase so our grant money would eventually increase. We would lose the \$10,000 and we don't know what that would do to the ADA fares. If they are double the fixed route, double of zero is still zero. Shelia said anytime there is a change to the fare structure you have to have three public hearings and take it through FTA. It is not a quick fix but we should probably look at that option.

We always want to see our transportation numbers go up. We don't want them to go down or stay stagnant. The whole purpose of the RTA is to provide transportation to the community.

Tenth Item of Business – Board Discussion – Service Reductions Update: The Board has the information so there is nothing to add.

Eleventh Item of Business – RPC Update: Mr. Mazur had no update at this time.

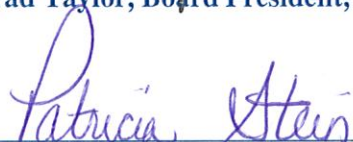
Twelfth Item of Business – Executive Session: The Executive Session was not needed at this time.

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

The next Board Meeting will be held July 10th, 2018 at 12:00 p.m.



Brad Taylor, Board President,



Patricia Stein, Finance Director/Board Secretary

Patricia Stein, Finance Director/Board Secretary