

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 7th, 2018 @ 12:00 Noon

Present were Brad Taylor, President; Richard Schroeder, Holly Rex, Joan Davis, and Josh Parker, Scott Cockerell; Board Members; Shelia Haney, Executive Director; Patricia Stein, Finance Director/Board Secretary, Brian Wildermuth, Operations Supervisor; Lori McGuire, Uplift Coordinator; Thom Mazur, Regional Planning Commission; Media Representatives; 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 minutes and Mr. Parker seconded the motion. All members voted in favor thereof.

Third Item of Business – Board President's Comments: Mr. Taylor invited the other Board Members to attend a breakfast put on by Activate Allen County

Fourth Item of Business – Operations Report – June: We are on the Emergency Plan for other agencies and just had the Bath Fire Department call us one night this week around 9:00 p.m. A Greyhound bus had caught on fire on I-75 and they asked if we can send a bus out to pick up the passengers. We had two of our staff members go out and pick up the people and their luggage and bring them to the Transfer Station. Greyhound had to send another bus from Cincinnati so our employees were here with them until after midnight.

We lost 12,000 in ridership for June, which is pretty typical on how it has been going since the service cuts.

Shelia has presented a cost comparison from Knoxville Area Transit comparing the overall costs of a large, heavy duty bus vs. a smaller, light or medium duty van for Fixed Routes. The report shows the fuel cost may be a small percentage lower, but the cost of the mechanic time, the parts, and the breakdowns are much higher therefore justifying using Heavy Duty buses verses Light Duty Vans. The safety is not in this report but should be considered also. Shelia has talked to Cincinnati about an RFP they have out for a heavy duty smaller bus. We have asked to be included on the contract, so maybe in the future we can look at getting one of them. They have not been through Altoona testing yet and we have to make sure they follow all of the federal guidelines. There is a BusCon convention coming up in October in Indianapolis and the heavy duty vans will be there. Shelia is making arrangements for herself and the lead mechanic to go and check them out and obtain more information.

The 5339 grant for the Fueling Station was due yesterday and Shelia submitted it on Sunday. We had applied for it two years ago and didn't get it so Shelia added a lot more detail this time. We asked for 2.5 million for the fueling station. This will increase our revenue as fuel sales are our biggest source of revenue to assist with the match for the operating grant.

We had ODOT come in and do an audit last month, they said some of the door-to-door service we do with AAA3 might be considered double dipping according to FTA. We receive 5310 funding and compete with them for the funds, and they are paying us for some of the trips we provide with 5310 funds. They are investigating whether we are allowed to do any door-to-door service for AAA3. If we lose the 5310 money we will not be able to operate, with all the other grant money we have lost. Shelia recommended they move the Mobility Manager position to RTA. If the Mobility Manager position is moved to RTA we would be able to purchase the transportation we were unable to provide from the other agencies and we would be able to write that off through our operating grant. That will be a lot more work and more staff for us but it would be necessary to prevent from losing more grant funds.

Mr. Mazur added there would be cost savings on a number of different fronts. We could farm out the door-to-door much cheaper than we could do ourselves. When the Coordination Plan was written it wasn't a big deal since AAA3 was upstairs. It was assumed when they hired someone the person would be mostly working downstairs with Lori and the rest of the RTA and it did not turn out like that. RTA needs to apply for a grant for the Mobility Manager position. Shelia was going to apply last year and found out that would take it away from AAA3 and she did not want to take away from the program they have built.

There were no accidents in June.

On Policies and Procedures, we have the Transit Asset Management Plan due in October that Shelia has been working on. They have now added a Safety Plan requirement so Shelia has been taking classes and getting certified to get that one ready for next year. We were just notified that our Title VI Plan had expired so Shelia updated it. Everything is the same except the Census Data was updated from 2000 to 2010 but all the verbiage is the same. We have to post that we don't discriminate and the Board is aware of it. They now want it updated every three years. The Fare Policy is the same also; they just want it approved by the Board.

Motion to accept the Operations Report was made by Ms. Davis and seconded by Ms. Rex. All members voted in favor thereof.

Fifth Item of Business – Financial Report – June: The Board Packet had included the Finance Report for the month of June and also the January through June report. We were \$6800 in the positive for the month of June, which put us \$21,000 in the positive for the year-to-date.

Ms. Rex made a motion to accept the Financial Report and Mr. Cockerell seconded the motion. Mr. Schroeder questioned what the Marimor and Job & Family Services charges on the Accounts Payable statement were for. The Marimor one is for cleaning services and the JFS one is an unemployment charge. All members voted in favor of the motion at hand.

Sixth Item of Business – Board Discussion – Purchase of Smaller Buses Report: The Study from Knoxville TN. showed the difference in the operating costs of a big bus vs. a smaller van. Shelia will continue to look for other reports, this is the first one she came across. The fuel is cheaper on the vans but that was it. The fuel was listed under fluid, meaning fuel and oil. The other problem with using smaller vehicles is they only hold 17 passengers while the big buses hold 30. At the first of the month and at certain times of day the buses do get full.

Seventh Item of Business – Board Discussion – Job Shuttles: We have had staffing companies, Nelsons and a few other companies reaching out to us to provide job shuttles for their employees. They are willing to pay to get their employees to work as they are having trouble getting workers because of transportation. PTC is doing a survey with their employees to see how many have an issue with transportation. There is a meeting at Orick Tool and Die in Elida this afternoon; they have been asking us to bring our bus out to them for over a year now. We want to see how many employees are having problems getting to work. We did cut the route that went to PTC and they have called saying it is affecting them. They are going to do a survey with their employees to see how many of them could use transportation to work also.

Eighth Item of Business – Board Discussion/Motion – State Audit Report/cost amendment: The cost for the 2016 State Audit is up to \$17,000 and includes a cost amendment since they have run over. We are required through the Ohio Revised Code to have the State Audit every year. Mr. Schroeder made a motion to pay the amended billing for the State Financial Audit and Mr. Parker seconded the motion. All members voted in favor thereof.

Ninth Item of Business – Board Discussion/Motion – Long Range Plan: Thom reported The federal government has integrated the Long Range Plan with a lot of stuff for Transit. There are many performance measures such as safety, performance, conditions, etc. There is the 23 UFC, the Congressional Federal Register, they are specifying all these rules and regulations and they just don't every match up. This is why we have policies and circulars. RPC is not getting much direction, they just refer them to the Federal Register or to different parts of the UFC. Mr. Mazur said he may need to come back to the Board in the next two weeks. The Transit Asset Management Plan that the Board approved back in January will need put in RPC's Plan and his Board will have to approve it. They want four year reevaluations and Thom is recommending they be looked at on an annual basis. There will be a large appendix to the Plan including our Security Plan, which is not even due yet. RPC still has to reference it in their plan. All of the Federal Regulations are coming together and we are not sure what they want yet. RPC can't approve anything on the TIP if it isn't in the Long Range Plan or if they don't have all of their performance measures. We will also need our performance measures. RPC is going to adopt the same thing we do for our performance measure.

The Long Range Plan is a 20-year plan but it gets updated every five years. The TIP is a four-year plan but gets updated every two years. One of the sticklers in the TAM is the vehicles beyond their useful life. If we have too many of the 5 and 7 year vehicles we will be replacing them more often. We talk about the life cycle and the reliability of the fleet in the TAM, and with the small vans our life cycle costs will go up. The Long Range Plan is a multi-modal plan. It talks about cars, freight, highways, bridges, public transit, pedestrians, bikes, the airport and rail traffic. The rail cars

starting and stopping in town all the time affect on time performance and so we have the Ohio Railroad Development Commission. The Plan looks at a 20 year window and the different funding streams. It is laid out in different packets. There is \$622 million dollars total available but this is for buses, bridges, maintenance of I-75, 117 and 65; plowing and salting and potholes, so it isn't really a lot of money. The three years they are looking at reflect what is in the TIP. As long as a project is in the recommended plan it is eligible for federal funding. There is money programmed in the accounts for RTA vehicles. Shelia has been exceptional at finding 100% money for vehicles, but in case we need money to get a Gillig Bus or something RPC has CMAQ funds that can be used. They have tried to accommodate all of the community stakeholders. The recommended list has 137 projects that are fiscally constrained. RPC has the TIP to draw from. Mr. Mazur considers it to be not viable to have a transit system without sidewalks, because how else do people get to the bus stops? The fixed route buses are the most efficient system, as the costs are the lowest. People don't want it because they always want more than they can afford. RPC will need to come back with the Transit Asset Management Plan, the security plan piece; and it will be added as an Administrative Modification. The Long Range Plan is essentially a fiscally constrained wish list of eligible projects.

Mr. Schroeder made a motion to accept the Draft Long Range Plan. Ms. Davis seconded the motion and all members voted in favor thereof.

Tenth Item of Business – Board Discussion/Motion – Update Title IV Plan: Shelia had provided the Board Members with the updated 2018 Title VI Plan. Mr. Taylor had already read through it and signed it. Ms. Davis made a motion to accept the 2018 Title VI Plan and Mr. Schroeder seconded the motion. All members voted in favor thereof.

Eleventh Item of Business – Board Discussion/Motion – 2018 Fare Policy: The only change to the Fare Plan is the addition of the \$3, one day pass. The price chart for the door-to-door service has been updated for contracts for the schools; it went up by 50 cents in town due to needing more aides on the buses. Ms. Davis made a motion to approve the 2018 Fare Policy. Mr. Schroeder seconded the motion and all members voted in favor thereof.

Twelfth Item of Business – RPC Update: Thom handed out a draft of the 2017 Operational Update. It shows the cost efficiencies, the safety measures, etc. RPC has not gotten the new numbers from ODOT yet this year for 2017. The Public Transit Index used to be used but people thought there was too much information in it. As Public Transit has to defend their costs, the data helps. RLS and Associates pulled together the data and they can be kind of a harsh critic on the efficiency and the level of service. All of the data is from 2017 but the map is from 2018.

Shelia had something under "other" she wanted to discuss before the Board went into Executive Session. We have lost four more very valuable employees in the past week. Some of the employees feel as though the Board has given up on us since we are not going out for the levy in November. They are aware they are not going to get a raise or benefits and they are out looking for other jobs. Any of them can go out with their CDLs, their training and their qualifications and get a better job. One of the recent losses was our Street Supervisor. It is a big cost to us as we invest so much time and energy in training and we have to start all over. It is difficult to even find qualified employees. I am sure this cycle is going to continue when no raises or benefits are on the agenda.

Mr. Schroeder stated he felt it was unfair to say the Board has given up on the operational staff. He hoped the management was reflecting the positive outlook to the employees. Shelia has told everyone in presentations and meetings that the Board does not feel we have enough support for a levy right now and they don't want to set us up for failure. The employees are not getting this idea from management. They also know we are getting ready to go into another union contract and they will not be getting a raise again.

Thirteenth Item of Business – Executive Session – State Audit Draft Report: Ms. Davis made a motion to move to Executive Session to discuss the confidential State Audit Draft Report. Mr. Schroeder seconded the motion. Roll Call: Josh – yes, Scott – yes, Holly – yes, Brad – yes, Joan – yes, Richard – yes.

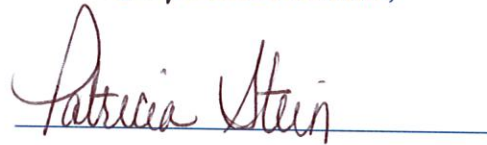
Mr. Schroeder made a motion to return from Executive Session and Mr. Parker seconded the motion. Roll Call: Josh – yes, Scott – yes, Holly – yes, Bras – yes, Joan – yes, Richard – yes.

Fourteenth Item of Business – Adjourn: Ms. Davis made a motion to adjourn. All agenda items had been covered so the motion was carried.

The next Board Meeting will be held September 11th, 2018 at 12:00 p.m.

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

Brad Taylor, Board President,

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

Patricia Stein, Finance Director/Board Secretary