

**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
January 8, 2019 @ 12:00 PM**

Present were Brad Taylor, President; Joan Davis, Vice-President; Joshua Parker and Holly Rex, Board Members; Shelia Haney, Executive Director; Marlene Shumaker, Lima/Allen County Regional Planning Commission; Patricia Stein, Finance Director; Karen Garland, Operations Director; and Teresa Brown, Administrative Assistant.

First Item of Business – Roll Call: Roll Call was taken and noted for the minutes. Mr. Hayden, Mr. Cockerell and Mr. Schroeder were not present.

Second item of Business – Approval of Previous Minutes: Ms. Davis made a motion to accept both sets of previous minutes as presented (Annual Meeting and Regular Meeting) and Mr. Parker seconded the motion. All members voted in favor thereof.

Third Item of Business – Board President’s Comments: Mr. Taylor mentioned that the levy was coming up right around the corner, so we should stay the course and not make any major service changes in the meantime.

Fourth Item of Business – Operations Report – November: We have had a decline in fixed route passengers and miles and an increase in demand response passengers and miles.

On Capital Projects, we have three buses on order that are being purchased with ODOT grants. They are due to be delivered in September and we have a production meeting scheduled for the end of this month. In December the 2016 Financial Audit was closed and now working on the 2017. The yearly NTD Report will be due in April. We will have our annual Risk Management Assessment through OTRP next month. ODOT was onsite in November for an audit review and we have not heard anything at this time. We had no accidents in November but did have two in December that are still under investigation. Training Documents were requested per the Ohio Sunshine Law on the Firearms Policy and have been sent.

We requested for Bob Ruzinsky, a financial consultant, to come meet with us and he was here on the fourth. He had no concerns with us using QuickBooks software and said many other Transit Agencies use it also. He spent time with Shelia, Patty and Teresa going over how we do grants and our payroll process. He will be returning later this month after the End of Year finances are completed. For the Christmas Eve and New Year’s Eve shut-downs, we averaged 14 hours in driver time for shuttle service. We carried 18 passengers on one day and 25 on the other day, to work and medical appointments. We had put the word out as best we could about the closures, with posters on the buses and in the lobby, notices on our Facebook and Web Site, and a notice sent to the media.

Ms. Davis made a motion to accept the Operations Report and Ms. Rex seconded the motion. Mr. Parker mentioned that he appreciated getting the report that showed where the passengers are getting on and off the buses. All members voted in favor thereof.

Fifth Item of Business – Financial Report – November: For November, we had 2.7 million in revenue and 3 million in expenses. After the depreciation is backed out we had a net of \$200,000.00. ODOT looked at our cost analysis and our current allocated cost when they were here for the audit and made a couple suggestions. Patty went back and did a couple tweaks they requested but nothing really changed after that.

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

Sixth Item of Business – Resolution/Oath for J. Davis and H. Rex for Board reappointment: Ms. Davis and Ms. Rex were sworn in for their new terms. It was noticed the terms were for two years instead of the required three, so we will be reaching out to the Commissioners to see about getting them fixed.

Seventh Item of Business – Board Discussion/Motion – 2019 Grant Resolutions: These are the Resolutions we must renew every year to apply for our grants. Mr. Taylor made a motion to accept Resolution 19-1, authorizing FTA FY19 project proposals, grant filings and contract executions. Ms. Rex seconded the motion and all members voted in favor thereof.

Mr. Taylor made a motion to accept Resolution 19-2, authorizing ODOT FY19 grant filings. Ms. Rex seconded the motion and all members voted in favor thereof.

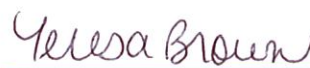
Eighth Item of Business – RPC Update: Marlene said she had no update at this time.

Ninth Item of Business – Adjourn: Ms. Davis made a motion to adjourn. All agenda items being covered, motion carried. Meeting ended at 12:29 P.m.

The next monthly Board Meeting will be held February 5, 2019 at 12:00 Noon.



Brad Taylor, Board President



Teresa Brown,
Patricia Stein, Finance Director/Board Secretary/Treasurer