

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
February 4, 2019 @ 12:00 PM

Present were Brad Taylor, President; Joan Davis, Vice-President; Joshua Parker and Scott Cockerell, Board Members; David Stratton, prospective Board Member; Shelia Haney, Executive Director; Marlene Shumaker, Lima/Allen County Regional Planning Commission; Karen Garland, Operations Director; Media representatives; and Teresa Brown, Administrative Assistant.

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

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

Third Item of Business – Board President’s Comments: Mr. Taylor said he would like to express his gratitude to the County and City leadership for their efforts to help us in difficult days. He has written a note to both parties personally thanking them. We are deeply grateful to both groups for their willingness to help us through the government shutdown and financial difficulties we faced.

Fourth Item of Business – Operating Report - December: It looks like we lost just over 140,000 riders due to the reduction in service we had in 2018. Our mileage was also reduced as well so this will affect our grant money going forward. Mr. Parker asked if we knew why the ridership on West Market dipped so low in December. Shelia said we were still looking into that, it appears the fare box was not operating correctly as the ridership was almost cut in half on that route. Mr. Taylor asked why the Express Software was highlighted. Shelia said we were now working with Ecolane on getting the RTA Express app. We already use their scheduling software, and it can integrate with the app.

Ms. Davis made a motion to approve the Operating Report. Mr. Cockerell seconded the motion and all members voted in favor thereof.

(Board Meeting conducted out of order)

Sixth Item of Business – Board Discussion – New Board Member (David Stratton): Mr. Stratton is very involved in the business community in Lima and Allen County. He talked with Shelia yesterday about what he could add to the team to help support RTA and businesses throughout Allen County. He has a lot of insight with the work he does for the Allen Economic Development Group.

Fifth Item of Business – Financial Report – December: We received a report from Bob Ruzinsky, the Financial Consultant we hired. He was here in 2006 and did an audit for ODOT and what's disturbing is he pointed out in 2006 almost the same issues as he pointed out now. He is a CPA for Dayton Transit and Butler County. We asked him to come back since he had been here before and was familiar with RTA. Since Bob has a relationship with FTA and ODOT is in our best interests to have him continue working on making sure our Chart of Accounts follows FTA regulations and our grants are cleaned up.

Mr. Ruzinsky is coming back on the 13th, since the government may shut down again on the 15th. Teresa and Lori have been assisting going through the files and the Chart of Accounts to get everything where it should be. Some of grants have capital items put in operating and operating put in capital. The financial report that is attached to the Board Packet is just one that QuickBooks generated and is not correct due to the amount of issues.

The audit findings had directed us to this plan of action. We have not received a report back yet from when ODOT's CPA, Mike Miller, from when he came here in November.

Shelia requested a motion from the Board to continue the services for Mr. Ruzinsky's. 80% of his fees can be applied to a planning grant. He should be finished looking through everything by the end of March. Ms. Davis made a motion to continue using Mr. Ruzinsky and Mr. Parker seconded the motion. Mr. Parker asked if he could come to a Board Meeting in the future and Shelia said we could do that. All members voted in favor thereof.

Ninth Item of Business – Board Discussion/Motion - Finance Director Position: The ability to draw down funds with the government shut-down blind-sided us. It is also disconcerting to hear how many things were misapplied in the grants. Mr. Parker said the information that Mr. Ruzinsky had presented was telling. Mr. Parker said he would follow President Taylor's recommendation of the Position. Shelia said her recommendation would be to not hire anyone at this time, and to wait until after the levy in May to see what direction we want to go. Mr. Taylor asked if between Mr. Ruzinsky and the existing staff we had enough to get through until then. Shelia said with herself, Teresa and Lori picking up the slack we should be able to handle the day-to-day operations until then and Mr. Ruzinsky would present the Financials.

Eighth Item of Business – Board Discussion/Motion – Bank Changes (Resolutions, Signers, Teresa Admin): There were some changes needed on the Bank documents. There were former Board Members and former staff on the bank accounts still. Ms. Davis made a motion to approve the Bank Resolution to rectify the names on the bank documents. Mr. Parker seconded the motion and all members voted in favor thereof.

Seventh Item of Business – Board Discussion/Motion – Government Shutdown: We do have an MOU from the County Commissioners so if there is another government shut-down on the 15th, we have a \$100,000 loan available.

Twelfth Item of Business – Board Discussion/Motion – Appoint Secretary-Treasurer (Teresa): According to Ohio Revised Code, the Board needs to have an appointed Secretary/Treasurer. Shelia's recommendation was to reappoint Teresa to the position, and she would need to get re-

bonded. Ms. Davis made a motion to appoint Teresa the Secretary/Treasurer of the Board and Mr. Parker seconded the motion. All members voted in favor thereof.

Eleventh Item of Business – Board Discussion/Motion – OTRP Resolution to remove and add: The Ohio Transit Risk Pool is our Insurance Risk Pool. They need a Resolution to remove Patty from the Board as an alternate and add Karen as the alternate in case Shelia can't go to a Board Meeting. Ms. Davis made a motion to approve the OTRP Board Resolution and Mr. Cockerell seconded the motion. All members voted in favor thereof.

Thirteenth Item of Business – RPC Update: Marlene brought the updated contract between LACRPC and ACRTA. RPC does work on behalf of RTA every year, with reports, surveys, etc. There has always been a contract in place of up to \$36,000. Mr. Cockerell made a motion to approve the contract between LACRPC and ACRTA. Ms. Davis seconded the motion and all members voted in favor thereof. Every year RPC does a work program and the Transit Agency has to be represented and they have to put in there what we intend to do. If we are not in the work program, we are not eligible for federal funds. The paper presented is the draft portion. On the back page, there is \$36,000 for RTA planning funds and 36,000 for RPC's planning funds. Marlene is asking the Board to approve it as a Draft. Mr. Parker made a motion to approve the Draft Work Program. Mr. Cockerell seconded the motion and all members voted in favor thereof.

Fourteenth Item of Business – Executive Session: Mr. Taylor made a motion to move to Executive Session to consider the dismissal of a public employee and Ms. Davis seconded the motion.

Roll Call: Scott – yes, Josh – yes, Joan – yes, Brad – yes.

Return from Executive Session: Scott – yes, Josh – yes, Joan – yes, Brad – yes.

Mr. Taylor made a motion to continue with the termination of the Finance Director and to choose not to seek to replace the position until after the levy. Ms. Davis seconded the motion. All members voted in favor of the motion.

Fifteenth Item of Business – Adjourn: Mr. Cockerell made a motion to adjourn. Ms. Davis seconded the motion and all members voted in favor thereof. Meeting ended at 1:12 P.M.

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


Brad Taylor, Board President


Teresa Brown, Board Secretary/Treasurer