

**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
September 3, 2019 @ 12:00 PM**

Present were Brad Taylor, President; Joan Davis, Vice-President; Joshua Parker, Holly Rex, Richard Schroeder, David Stratton, and Scott Cockerell, Board Members; Shelia Haney, Executive Director; Karen Garland, Operations Director; Marlene Shumaker, RPC; and Teresa Brown, Board Secretary/Treasurer.

First Item of Business – Roll Call: Roll Call was taken and noted for the minutes. All members were present.

Second Item of Business – Approval of Previous Board Minutes: Ms. Davis made a motion to approve the previous minutes. Ms. Rex seconded the motion and all members voted in favor thereof.

Third Item of Business – Board President Comments: Mr. Taylor had no comments at this time.

Fourth Item of Business – Steering Committee (Operations for July): They met and discussed the fare policy. In the TAR audit from ODOT they said we had to correct the fare policy to current allocated cost on door to door service and need to have the Board approve it since there was a change. They talked about the audit in more detail. They also suggested that we update the Executive Director job description, so they talked about that in the committee will and bring any updates or additions to the next Board Meeting for approval. Ridership is comparable to 2018 and no issues or changes to report.

Fifth Item of Business – Project Committee (Parking Project – Survey): The Project Committee did not have a meeting as there has been no movement on the parking project. They came out last week to give Shelia some more drawings, but they look about the same as the last drawings we had. He will be providing a cost estimate soon and the survey of property is scheduled.

Sixth Item of Business – Finance Committee (Finance Report & Reconciliations): The Finance Committee met and discussed the Fare Policy and TAR audit from ODOT. They had gone over the finances that Bob had presented and the bank reconciliations. Mr. Taylor asked if anyone from any of the committees had any additional thoughts, but no one did. Shelia said she thought the committees have been a very good thing to be able to have time to go into the subjects in more detail.

Seventh Item of Business – Motion – Finance Report & Reconciliations: Mr. Schroeder made a motion to accept the Finance Report and Reconciliations. Mr. Parker seconded the motion and all members voted in favor thereof.

Eighth Item of Business – Motion – Fare Policy for 2018 & 2019: The fares are staying the same as in the past for the fixed route and the paratransit service for the E & D passengers. For the Demand Response services, we provide, ODOT says we must correct our allocated costs. Bob has

completed the report and presented the actual allocated costs and stressed that we must charge this corrected amount going forward. We are not allowed to subsidize the cost of the Demand Response services with a grant. We must show proof to ODOT that we are correcting this issue.

This will not affect individuals who use the Uplift services. They go through the ADA application process and will stay at the same federally mandated rate of two times the fixed route cost, or \$2.00 a trip. This only affects the third-party payers such as Nelsons, the school contracts and JFS contracts for the Door to Door Services. We are required to charge our cost and not allowed to use any grant funds to support this service. Allocated costs fluctuate every month, but it is close enough to make a standard rate. It is \$22/person, \$5.00/mile out of Allen County, or \$75/hour. Ms. Rex remarked that is why WOCAP is no longer in the business of doing transportation, as the cost is too high.

Mr. Schroeder said he presumed we would be non-competitive if other companies such as Nelsons wanted to provide transportation to their employees. He was looking back on conversations where the County Commissioners were looking for RTA to be a resource for economic development. He asked if he was correct in thinking in order to be compliant with Federal Rules, we will be less competitive. Mr. Parker said this will eliminate a lot of our On-Demand trips at JFS. From JFS's standpoint, they have three other competitors who will have lower costs than RTA.

Mr. Taylor said he understands that since we are forced to comply with FTA Regulations this is the step we must take. The previous price before the \$22 was \$6 per trip. Shelia said years ago they came up with a Demand Response price map where it varied from \$6 a trip to \$24 depending on location. It never changed and she was not sure where they came up with the numbers, unless it was calculated at 50% of the cost of the service at the time and they were charging the other 50% to a grant. We cannot do that, and therefore a lot of transit agencies do not offer the Demand Response Services. Rose Christian came up with the map back in 2011. Marlene added that back then they were using JARC and New Freedom funds to subsidize the service.

Shelia said that while we can't use grant money to subsidize the service, we can use levy money. If this causes a big upset with the community, next year when the levy money starts coming in, we can revisit and maybe use that money. Mr. Schroeder said that is why he was raising the question, although he wondered if that would then take away funds that were to be put towards expansions and improvements. He said we would have that as an option if it became some kind of community requirement.

Mr. Taylor asked if the \$22 was our actual cost. Shelia said it is our allocated cost per person. The finances show the allocated costs and the breakdowns that was presented to the Finance Committee. Ms. Rex said we still have the option of doing daily bus transportation, it isn't like there isn't any transportation and if we expand the routes it expands the ADA service area that is self-pay of \$2. Mr. Taylor asked if we vote on this today, does that mean it goes into effect today. Shelia said it has already gone into effect. Any new contracts going forward will have this rate since we are sending copies of those contracts to ODOT. Mr. Taylor then asked if since we will be receiving the levy money in January, can we discuss if there is somewhere in between the \$6 and the \$22 we can charge. Shelia said we need to get clear on our audits first, since we lost ODOT grant money. There are new grants out that we are applying for now and we need to be in compliance and show ODOT we have fixed this in order to be considered for any future grant money. Once we get that fixed, we can bring it back up when the levy money is in if there is an upset. Mr. Schroeder commented that even if it is our intent to subsidize it with levy funds later, we do not have the money to do so now.

Ms. Davis made a motion to approve the revised fare policy and Mr. Schroeder seconded the motion. Mr. Taylor, Mr. Stratton, Ms. Rex, Mr. Cockerell, Ms. Davis and Mr. Schroeder voted yes. Mr. Parker stated he would like it noted for the record that he formally abstained from the vote. Motion carried.

Ninth Item of Business - Motion – Executive Director Acceptance as of September 2, 2019: The old contract expired as of September 1, 2019. The employment has been negotiated and approved and instead of a contract employee Shelia is now an RTA employee. Mr. Stratton moved to make Shelia an RTA employee and Ms. Davis seconded the motion. All members voted in favor thereof.

Tenth Item of Business – Motion – ODOT Grant Resolution for 2020: We normally do the grant resolutions in January for both FTA and ODOT but this year ODOT is doing theirs now. Ms. Davis made a motion to approve the Resolution. Mr. Cockerell seconded the motion. Mr. Schroeder asked if the Board Secretary should be the signatory instead of the Executive Director. The ODOT Resolution has always had the Director on it. We will add a line under Shelia's signature for Teresa to sign it also. All members voted in favor of the motion at hand.

Eleventh Item of Business – RPC Updates: Shelia had presented the Completion Report to the Steering Committee. RPC takes all their monthly staff reports and reports to ODOT what they have done for the whole year, whether they have stayed in budget, etc. They have two items they have not finished as under 605.8 they were ADA plans and they have not made it through the jurisdiction's political subdivisions voting processes yet. They have one comp plan that was the same way. They are at the jurisdictions, so as soon as they vote on it, RPC will be finished with it. They had some funds left from 2019, July 1st starts the new year with ODOT. They voted at their last meeting to carry the funds over. The report asks things such as how many traffic counts have you done and where did you do them at. It is very specific as to what they do. This year they also had to specify if they met every performance measure, they signed up to meet and they did. The only one they didn't meet is there are going to be more deaths this year than ODOT expected but that is not like they can predict what kind of automobile accidents there are going to be.

Shelia added ODOT now wants RTA to have a Safety Plan and they want to change the ratio of 2% in our guidelines as well. Since so many accidents happened at Thayer, RPC must do a special study out there to specify why those accidents are happening. GPS is one of the things they are saying is an issue. There are clear site lines, a clear view, and none of the accidents have happened in bad weather. The traffic counts are not any higher in the area either. There is not much law enforcement but there hasn't been in a long time. Accidents usually happen when someone makes a mistake. Mr. Cockerell said if you over to Indiana on 30, they have flashing yellow lights at some of the more dangerous intersections and lowered the limit a little. Marlene said it will take another year to finish the survey and then ODOT will decide what they want to do. The Completion Report will also be on RPC's website.

Mr. Schroder made a motion to accept the Completion Report and Mr. Stratton seconded the motion. All members voted in favor thereof.

Mr. Stratton mentioned Greater Lima Region Inc. has Makerfest coming up in October. It is an event to raise the visibility of businesses and employment. Since RTA is trying to hire drivers right now there may be some value for us to set up a booth there. It has moved to the Allen County Fairgrounds this year as it has outgrown the Civic Center. There will be 100 + businesses there. There will be 30 + high schools coming through with 1400 – 1500 seniors on Friday. On Saturday it is basically a job fair. Last year they had over 500 people come through. We could have a booth presence to talk about what RTA does and present it to future job seekers. It is on October 18th and

19th. Makerfest is \$500 for a table or \$1000 for a booth. We will have a booth if the Board thinks we should but there is a cost involved. Mr. Taylor said if any of the Board Members have a strong opinion on it to let Shelia know so RTA can make the arrangements.

Twelfth Item of Business – Adjourn: Ms. Davis made a motion to adjourn. As the agenda had been covered the motion carried. Meeting adjourned at 12:32 pm.

The next monthly Board Meeting will be held October 1st, 2019 at 12:00 Noon.

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

Brad Taylor, Board President

A handwritten signature in blue ink, appearing to read "Teresa Brown", is written over a horizontal blue line.

Teresa Brown, Board Secretary/Treasurer