

Minutes of the Regular Meeting  
Of the Allen County Regional Transit Authority Board of Trustees  
Held at the RTA Administration Building  
200 East High St., Lima, Ohio  
July 7, 2020 @ 12:00 PM

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Present were Holly Rex, Board President; Joshua Parker, Vice-President; Joan Davis, Scott Cockerell, Doug Olsson, and Robert Moening, Board Members; Karen Garland, Operations Director; Brian Wildermuth, Superintendent; Lori McGuire, Uplift Supervisor; Robert Ruzinsky, Contracted CPA; Marlene Shumaker and Teresa Brown, Board Secretary/Treasurer.

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

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

Third Item of Business – Finance Report/2019 Audit update: The Finance Report was included in the Board Packet; we are still doing really well. We have a year to date gain of \$330,000, \$200,000 of that was an ODOT grant. We are drawing down the Cares Act fund which will have a positive impact for the next several years. On the second page of the Finance report there is now a section showing the grant balances. The Cares Act is showing a balance of 4.2 million dollars and this will last at least three years and have a huge impact on letting us build some cash reserve and take care of things that need it.

Allen County's sales tax money was not down very much but March was a partial month of the shutdown from the pandemic. Auto sales are a big part of sales tax and they are down so there may be an ongoing trend of lower funds.

Our Cares Act money is through FTA and is not the same as some of the other ones they mention in the news. We do not have to spend it by the end of the year, and it is for any Operating Expenses until it runs out. We did not apply for any Capital through the Cares Act as you had to show how it directly related to COVID-19. We are still getting normal FTA funds for Capital.

Ms. Davis made a motion to accept the Finance Report and Mr. Cockerell seconded it. All members voted in favor thereof.

Fourth Item of Business – Operations Report: May's numbers are included in the Board packet. June's numbers are starting to go up. Marimor went back as soon as they were able, and we are doing a summer camp transportation. The NTD report was completed two weeks before it was due and has come back once for clarifications. Bob told Karen to anticipate it coming back at least one more time.

We still have three drivers ready to test for their CDL but have not found a testing site open yet. Brian contacted a private testing site in Wapakoneta and is waiting to hear back from them. We are planning on having another open interview hiring event as soon as we can get ads on the radio,



it will probably be two weeks from now. Mr. Cockerell asked if it would be helpful to have any Board Members at the event and Karen said yes, it would probably be good. Karen is to notify the Board Members when we get it scheduled to see if they are available.

Mr. Parker asked what the next route additions would be. Brian replied we have added all the routes back, we just need to add the night service and shorten the gaps on the two routes that have a split. We will then be running until 10:30 at night. We have heard back from Elida and Bath and they are ready for us to continue their transportation this year. Lima City Schools is getting back with us as they are just now deciding how to do their scheduling for school.

The drivers like the culture here now and the new uniforms. The atmosphere is more laid back and everyone seems happier. We have only lost one employee recently, a fueler/washer down at the garage.

Mr. Cockerell made a motion to accept the Operations Report. Mr. Olsson seconded the motion and all members voted in favor thereof.

Fifth Item of Business – Discussion/Motion: Wage Proposal: One of the issues with hiring and retaining drivers has been the pay. They start at \$14.00, go to \$15.00 after their 90 days if they have their CDL, and there is nothing else after that to tell them. They had gone for four years without a raise due to the union contract and no funding, until they were given the .45 last November. During interviews when potential hires have been told we do not have a wage scale and have no insurance they say they cannot accept the position.

We did a comprehensive study of local agencies and other transit agencies in Ohio to see what competitive wages would be. One we looked closely at was the school bus drivers. They only work half the hours they would here, make almost the same amount weekly and have insurance. Mr. Olsson asked what the part of the proposal that said the scale would be reviewed annually as part of the budget process meant. Bob replied he put that in there to provide for inflation if they would need to adjust the entire scale. It could also be adjusted down if there were budgetary issues. It was asked if there was an estimate of the overall cost increase of implementing the wage scale would be. The administrative positions were not estimated since the proposal only establishes pay bands and it would be up to the Board to determine individual pay. With the driver and mechanics, it would be around a \$55,000 annual increase and it is included in the five-year plan. The Administrative page establishes pay bands only and then they will determine where the employees fall in each band.

Mr. Cockerell said in his position he has seen how hard it is to hire and keep drivers. We will still be nowhere near the top pay but at least this will make us competitive. Mr. Moening said he thought it was a very well thought out plan that he could not find any fault with. Mr. Cockerell said he had read it three times and was impressed. Bob added the staff worked very hard on the proposal. We were trying to be different than in the past and give the Board as much information as possible. Mr. Cockerell said the part about retaining drivers helping save costs on training made a lot of sense, as training people to get their CDL and all our additional required training is time-consuming and costly. The employees must sign a paper when they hire in saying if they leave before one-year after being trained for their CDL they will have to pay back the cost of training. The administrative positions will be determined after the organizational chart is discussed and possibly adopted. Bob will meet with the Board President and Vice President to decide on the top positions, then the top staff can propose where they think the others should fall for approval. Normally the Executive Director would decide that, but since we do not currently have one this is



the route we will take. The pay band will eliminate any temporary increases. All pay changes in the future will go into effect on the following Monday from now on.

Mr. Olsson made a motion to accept the proposed pay scale and Ms. Davis seconded the motion. All members voted in favor thereof.

Sixth Item of Business – Discussion/Motion: Benefit Proposal: The insurance proposal is based on an 80/20 split, with RTA paying 80% of the cost and the employee paying 20%. The current rate is 60/40. 80/20 is what most companies pay for insurance. The amount on the page could go up or down depending on how many employees opt to get insurance. The \$219,000 on the proposal is based on current staff, Bob added money for the staff we have to add to add night service on into the 5-year plan. Insurance can always change, at one moment you can have 60% participation and then suddenly you have 92% participation. It could also fall to 40% because the rates are better somewhere else, or their spouse's insurance is better.

If the insurance proposal is approved, it goes into effect September 1<sup>st</sup>. All full-time employees will be eligible for insurance. The employer paid portion or the benefit level can always be changed later if needed.

Mr. Parker made a motion to approve the Benefit Proposal. Mr. Moening seconded the motion and all members voted in favor thereof.

Discussion/Motion: Organizational Chart Proposal: In the past the employees have been unsure on who to go to with questions and concerns. We came up with a more concise organizational chart to eliminate any issues with that. The proposed chart does away with the Marketing/Safety position. We do not do enough marketing to warrant having a full-time position and there are existing personnel who are trained to do the Safety training. Teresa handles the website and Facebook updates. We also took away the position of Uplift Supervisor and the Street Supervisor, and changed them to Transportation Managers, with one concentrating on Fixed Route and one on Uplift. At one point we had two or three of the Street Supervisors at the same time. We have not had the Information Coordinator for quite a while.

The Street Supervisor layer was eliminated as the Managers can handle the positions. In the past positions were just added to the organizational chart here and there and we looked at how it should be restructured by FTA standards. FTA looks at it as three main fundamental reporting areas, Transportation, Maintenance, and Administration. Depending on the size of the agency, you branch off from there. In our case, we combined Transportation and Maintenance under Operations since we are small and have the separate things under that and have Administration off to the side.

Mr. Olsson said it made a lot of sense to him the way it flowed and asked if anyone ended up with significantly more duties due to the restructuring. Going through the job descriptions we discovered many times where a task was on two or three of them. The proposed chart does not add duties to anyone, it is structured around the duties everyone was already doing. It will help a new Executive Director coming in as they will know they have a staff that handles the day to day business. The previous Executive Director tried to control too much, and the staff did not know what they were supposed to be doing. They have learned over the last six months what their roles are. A new Director may want to change the Organizational Chart again, but at least they will have a building block to go from.



Mr. Olsson said it looks like something a new Executive Director could follow and know the Organization a little more clearly. The goal would be to grow over the years. There is an open position on the chart called Office Manager, which would be everything Administrative besides Finance. We didn't know what to call it, it could be Procurement, it could be Marketing, it could be HR. We just stuck a word there for now. We may not need to fill it until we grow because the Director and the Finance Manager can handle those tasks.

Mr. Cockerell said he thought it was a great plan especially knowing the staff has had the last six months to figure out what everyone's roles and jobs are. Mr. Olsson made a motion to approve the proposed Organizational Chart and Mr. Cockerell seconded it. All members voted in favor thereof.

Eighth Item of Business – Resolution: Approve Public Transportation Agency Safety Plan: All Public Transit Agencies must adopt a PTASP this year. Teresa has been working with ODOT to make their template appropriate for our agency. It now meets with their approval and needs approved by the Board so RPC can then take it to their Board for approval.

Ms. Davis made a motion to approve the PTASP. Mr. Moening seconded the motion and all members voted in favor thereof.

Ninth Item of Business – RPC Updates: Mr. Mazur officially retired as of June 30<sup>th</sup>. Shane Coleman is the new Director. He will be happy to attend a Board Meeting to meet the Board. The Board is also welcome to stop in at RPC to meet him. RPC will be adopting the PTASP at their next Board Meeting. Bob told Marlene we will need the date of the next STIP amendment so we can get our stuff to them as ODOT awarded funds for vehicles to us and it needs put into the STIP.

Tenth Item of Business – Executive Session: Ms. Davis made a motion to move to Executive Session to discuss a real estate purchase. Mr. Parker seconded the motion.

Roll Call: Josh – yes, Holly – yes, Joan – yes, Rob – yes, Scott – yes, Doug – yes.

Roll Call to Adjourn Executive Session: Josh – yes, Holly – yes, Joan – yes, Rob – yes, Scott – yes, Doug – yes.

No action was taken on the real estate purchase at this time.

Eleventh Item of Business – Adjourn: Mr. Parker made a motion to adjourn and Ms. Davis seconded, all Aye.

The next monthly Board Meeting is scheduled for August 11th, 2020.

  
Holly Rex, Board President

  
Teresa Brown, Board Secretary/Treasurer