

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
August 11, 2020 @ 12:00 PM

Present were Holly Rex, Board President; Joshua Parker, Vice-President; Joan Davis, Scott Cockerell, Richard Schroeder, Doug Olsson, and Robert Moening, Board Members; Karen Garland, Admin. & Capital Director; Brian Wildermuth, Operations Director; 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. All members were present.

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

Third Item of Business – Finance Report/2019 Audit update: We are doing very well. We will hear with in the next 30 days if we were awarded any of the ODOT competitive grant money we applied for. We applied for funds for facility work with FTA and were awarded the money through them. If we get the ODOT money it will supplement the Federal funds.

We have not heard anything on the 2019 audit lately. They may have some findings on some draws the previous Finance and Executive Directors did early in the year. The sales tax overall is down about 20% from where it was last year, but ACRTA was not receiving it back then so we have not really seen a decrease yet. This was from the second month of the pandemic so people may have been panic buying then.

Mr. Olsson questioned why the Materials and Supplies were almost double what they were the previous year. It is mostly in bus parts, as we had done some engine overhauls this year and work that had been deferred last year since we did not have money for repairs. Last year at this time we had spent \$18,000 on bus parts and this year so far we have spent \$106,000.

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

Fourth Item of Business – Operations Report: The drivers have been excited about the raises and the insurance. Ridership is increasing, we have seen about a 30% increase every month. We did make it mandatory to wear masks on our vehicles and facilities when Governor DeWine made his decision to require them in public. Some of the passengers have not been happy but we are following the mandate. Our ridership increase has been on the Fixed Routes and on the Demand Response/Uplift services. They have been adding clients a few at a time on the Marimor routes. On

September 8th we will start transporting students for Elida, Bath and the ESC. Lima City Schools have decided to transport their own students this year. If they end up revisiting that decision, we will see what we can do at that point.

The NTD report was kicked back one more time for clarification on the parking project. It was listed as completed in the previous report and this was corrected. We felt like we did very well for a first time on completing this report.

Two of our drivers passed their CDL tests last week. They had been waiting to test and we found a facility in Moulton that was doing the testing. We have one more ready to test at the end of August. When we did the open interview event, we only had four people show up and received two resumes. From this we have three drivers starting tomorrow, two of whom have everything already. Kelli is scheduling two more interview this week and we are still a go for starting the evening service on September 28th.

We provided with the Board packet a sheet detailing what the Fixed Routes looked like before the cuts, what we currently have, and what we will have effective September 28th. The hour routes will stop at 9:50 pm and the half hour routes will stop at 10:15 pm. Mr. Schroeder asked if the schools are requiring us to have assigned seating on our vehicles for the students and they are not. We are distancing them as much as possible; everyone must wear a mask and we are looking into getting the seat shields for in between the seats.

We also included in the Board Packets an email we received from Becca Shidler at AAA3. She was passing along good reviews she had on our drivers and it was nice to get some positive feedback. We have been providing masks to passengers who do not have them and will continue to do so as long as we are able.

Ms. Davis made a motion to accept the Operations Report and Mr. Schroeder seconded the motion. All members voted in favor thereof.

Fifth Item of Business – Discussion: 5 Year Capital Plan: We have developed a 5-year Capital Plan to present to the Board. We started with the vehicles. We have two buses nearing the end of their useful life, but we are in the process of ordering two new ones by piggybacking off the Dayton contract. The timing should work out perfectly to get the new ones in when the older two are ready to be disposed of. The new buses are 100% federally funded. We have three different logos currently on our fleet and are going to order all future buses to match the current logo/paint scheme, so we have a unified look.

The trolley has had much debate on whether to keep it or not, since it does take a bit of upkeep. The community has come to love the trolley and we do wedding receptions, the Lantern Tours, parades, etc. with it so we are going to keep it for now. No federal funds were used to purchase it. Ms. Rex added that it gets positive attention for the RTA when the trolley is out and about. We had an issue last year trying to get repairs done on the trolley and we do not have a good relationship with the place in Michigan that works on them. The relationship may be repairable, and the trolley is working now so we will keep it going.

The vans we have are a mix of CDL and non-CDL. We have three different paint designs on them right now, but we do have the current logo on all of them. The different paint schemes are divided up on CDL, non-CDL and our MV1 vehicles. We just received four new vans and will be receiving two more. Three of our vans are almost at their useful life expectancy. We have plenty of vehicles and our spare ratio is high, but FTA doesn't hold that against agencies of our size. We are in a good position if we add on services to have the vehicles to cover it.

We have \$255,000 budgeted for updates at the garage. Items on their wish list include a portable evaporative cooler, a tire changing machine so we can do them in house instead of taking all our tires out to be done, a scissor lift to replace the pit in the garage, and recoating the floors.

The Transit Center has \$75,000 budgeted for updates. When you walk through these buildings, at first glance it looks like everything is in fairly good condition. If you take a closer glance, you see the items are worn, stained, or broken. We are going to get the roof inspected and repaired as needed, water runs down the inside of the wall sometimes when it rains hard. The rest of the updates may include new flooring and painting in the non-public portions of the building, new office furniture, repairs and updates to the employee restroom and public restrooms, new counters, new blinds and lockers for the drivers.

The Administration Building has \$145,000 budgeted for updates that will include getting the canopy over the bus island inspected and repaired, replacing the office furniture and blinds, painting, and construction of an office wall.

We have 80% funding from FTA already to cover these things and if we get the state grant that will turn it into 100% plus. FTA is big on having their Transit Systems in a State of Good Repair, so this will meet that need. Any small projects under \$25,000 the management team will move forward on, anything over that will be brought to the Board for discussion and approval per the ACRTA Procurement Manual.

The parking lot project is an important community project for the downtown. It is still nowhere near being done. The previous Executive Director told the Board it was 100% federally funded and would cost less than \$700,000 as that was the grant she had. In reality, it is about a 1.3-million-dollar project including about \$157,000 in contingencies. Bob and Brian met with the architect and removed some of the more extravagant items, bringing it down by \$50,000 - \$100,000. It is a challenging site and construction is expensive right now. The budget right now has \$175,000 going for purchase of properties, and \$105,000 for demolition of the pre-existing buildings. Base bid estimates on the plans is about a million to a million fifty, and 10% for designs so that would put us at \$100,000, and \$160,000 for contingencies and you get up to the 1.6 million dollar project, with 1.3 million left in the spend.

The grant is for \$725,000 so we have a shortfall of \$867,000. It would need to come from local funds at this point. We could ask the feds for more money, but it probably would not be a good move right now. We bought the buildings with the existing grant, and those items were not specified on the grant. Things have dramatically changed around here. FTA is paying 100% of our operating costs for the next several years, so we don't technically need the sales tax for operations. It would be a wonderful thing to use that money to finish the project. The former ED promised the

community she would restore services and make a nice investment downtown. The services will be restored before the end of the year and if we move forward on the project that will complete that promise. We will have a better idea of cost when we get the construction bids back and the timeline.

We received 4.2 million in Cares Act Funding which should last us four years. After we get the services restored and projects completed, the Board can look at what other services we can add to support the community or what projects we can be involved in that help economic development. If businesses are being added in new areas, we can look at adding transit service to that area.

Mr. Parker asked if there was any way to cut the cost on the parking lot. It seemed excessive to him to spend that much money on a parking lot when he knows how much JFS paid for a fully furnished 8,000 sq. ft. building. They have talked about changing some of the elements. They could cut out the brick columns, but it was said they wanted those to match the High School. They did cut out a lot of the land scaping, otherwise it would have taken \$50,000 a year to maintain it. They also cut a lot of the cost is the site work, since we are building on unstable ground. There is a 48" – 60" old sewer pipe under part of the property that we need to work around with the pilings for the covered parking. We need the covered parking as it is for our buses and vans, so it is protecting FTA assets.

The RFP has not gone out for bid yet. When Bob and Brian had the final plan review a couple of weeks ago it was the first time they met with the architect on their own and were able to change things. Hopefully some area firms will bid on the project, so it keeps dollars local. There will be 40 or 50 actual parking spots in addition to the bus spots. There are also spots on the outside of the fenced area to lease to the Barr apartments for their residents. We can always ask the state if we have money left over on that grant if some can be used towards the parking lot project.

Ms. Rex added the owner of the property on the corner of North and Central wanted to see about being able to use our parking lot also when he has his brewery and apartments up and running. WOCAP has 23 contractors show up to their meeting recently for a building they are getting ready to break ground on. This may be good for RTA as it shows there is a lot of competition among builders right now. Mr. Cockerell added they had a similar situation at Wannamacher, having a lot of bidders on a project. Mr. Olsson said they have noticed contractors coming from Toledo, Dayton, and Cincinnati to bid on projects in Allen County.

In the upcoming years we will be looking to order a service truck and some support vehicles in 2022. The rest of the 5-year capital plan show the budgeted amounts for shop equipment, office furnishings, and security. There is nothing in the budget currently for Transit Enhancements, but it could be considered to help the community in the future.

The last two pages of the document shows all the funding for the next five years. We don't really have a lot coming up in the next five years, which can be a good thing. The small buses have a five-year life and you can get six to seven years out of them. The big buses have a ten to twelve-year life depending on if they are 30 or 35 footers. We won't be buying big buses in this five-year window, we might in the middle of the next five-year window. We will be in really good shape and almost all of it is funded.

Sixth Item of Business – RPC Updates: Bob had mentioned to Marlene last month that there was a STIP amendment he wanted to add. The deadline is October. RPC had their annual meeting with FTA, FHWA, District and Central office. They had all the numbers to provide them from RTA. RPC was asked if they had as close a relationship with RTA as they had previously with Shelia here and she said it wasn't necessary as they are quickly provided with anything they are asking for from RTA. Stewart was very happy with that answer. They were also asked if they had received a Capital Plan and told them no, because RTA was still working on it. This is perfect that we have the Capital Plan done now. There are no buses on RPC's schedule for us and they said that was correct as we had gotten federal funding, the Cares Act and the tax money. Our triennial will be coming up in the future.

RPC was asked how they felt about the working relationship with RTA. Shane said he couldn't comment as he had not been there long enough. Marlene said it was much better and she didn't have to go through two people to get the information she needed.

Seventh Item of Business – Executive Session: Mr. Moening made a motion to move to Executive Session to discuss the appointment of a public employee and to discuss a real estate property purchase. Mr. Cockerell seconded the motion.

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

Motion to return form Executive Session was made by Mr. Moening and seconded by Ms. Davis.

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

The Board is going to obtain an appraisal of the 311 N. Central property owned by Mr. Mack. The search for an Executive Director will continue.

Eighth Item of Business – Adjourn: Mr. Cockerell made a motion to adjourn and Mr. Parker seconded, all Aye.

The next monthly Board Meeting is scheduled for September 8th, 2020.



Holly Rex, Board President



Teresa Brown, Board Secretary/Treasurer