

**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  
September 8, 2020 @ 12:00 PM**

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**Present** were Holly Rex, Board President; Joshua Parker, Vice-President; Joan Davis, Scott Cockerell, Richard Schroeder, and Doug Olsson, Board Members; Karen Garland, Admin. & Capital Director; Brian Wildermuth, Operations Director; Lori McGuire, Transportation Manager; Robert Ruzinsky, Contracted CPA; Shane Coleman, LACRPC; and Teresa Brown, Board Secretary/Treasurer.

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

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

**Third Item of Business – Finance Report/2019 Audit update:** We are showing a year-to-date gain of \$557,000 after depreciation. \$202,000 of that was a one-time ODOT grant, but we still have a \$355,000 gain without that. This is after 100% of the depreciation is backed out. The CARES Act money is why, but we would still be in a positive place without it. All of the money is in our Savings and Operating accounts at Citizens National Bank. We can't really invest in CDs or anything. We are going to look into Star Ohio, which is the State Asset Pool. We are also going to look at opening accounts at some other banks to diversify.

We haven't heard anything recently on the Triennial Audit. There have been rumors of it being pushed off until early next year and doing it online or cancelled. They are now officially a year behind. We were allocated our fair share of \$150,000 from ODOT and were also awarded the \$250,000 they encouraged us to apply for when we didn't get it last year. We received the same amount from FTA, all of it to be used to renovate facilities and buy new equipment.

FTA Grants are 100% up to date. The STIP changes were submitted to the MPO to add the million plus we are getting for vehicles this fall. All of the open grant balances are listed, the CARES Act is at 3.9 million right now. We have been drawing down about \$150,000 a month from that grant so it should last us several years.

Sales tax dropped a little bit and then last month was right back up to almost normal. Car sales are strong right now, but that won't last forever. People are also spending the money they would have spent on vacations on home renovations. We have heard nothing from the auditors since the last Board Meeting. They are all working from home and have only been on site twice. Holly received a notice from FTA today on a finding from the 2018 audit. A couple of years ago a draw was made for the full amount of the Genfare project. \$387,000 was drawn down, then only \$16,000 in bills were initially paid. FTA works on a reimbursement basis, so this was not the correct way to do it.



We self-reported the issue to FTA and the Auditors. They are only charging us interest on the money we drew down, which amounts to \$653.91. We will just pay it to get it cleared from the books.

Mr. Schroeder made a motion to accept the Finance Report and Mr. Olsson seconded the motion. All members voted in favor thereof.

Fourth Item of Business – Operations Report: Ridership has gone up a little bit again, but we are still not at full capacity. July was up 26% from June, which we attribute to more places opening back up. We are still planning on starting evening service on Monday, September 28<sup>th</sup>. The run pick for the drivers will be posted this week. We have started transporting Marimor clients and are taking Elida students to the ESC. We are not transporting any Lima City School kids at this time but will not be surprised if we end up hearing from them.

The buses we are ordering are piggy backed on the Dayton contract. We found out there is only \$476,487 per bus in the grant. Last month we received approval from the Board for the buses, at \$500,000 each. The price on the buses is \$482,367 each, which leave us paying \$5,480 per bus. It amounts to 1.2% local money.

We have begun the renovations on the facilities that the grants from ODOT and FTA were intended for. We have new carpet in the Admin Building, new wood-look floor and paint in the Transfer Station, and some of the furnishings are in. On furniture we have spent \$24,900 which went for all new desks, new chairs for the break room, new chairs and tables in the conference room, bookcases, etc. We spent \$18,200 on the flooring for both buildings after getting three bids. There were walls built for a new office and break area in the admin building at a cost of \$8668.

At Bob's suggestion we cleared the hallway to make the route to the Executive Director's office more open and inviting. There is a sitting area now and the hall will be getting painted. On our wish list for continuing renovations is converting one of the restrooms in the transfer Station lobby for employee use, as they currently have only a one stall restroom. The other restroom will be locked to cut down on the messes that get left and the theft of toilet paper. Passengers will be able to get the key to the restroom from the dispatchers. The existing employee restroom will be getting an upgrade, with a new sink and vanity. We have one quote of \$5,710 for the restroom renovations and will be getting two more. We are in the process of getting quotes for new countertops in the dispatch office and employee break area also, so far we have one quote for \$10,993.

Fifth Item of Business – Discussion/Motion: Additional furnishings: We have reached our \$25,000 threshold on the furniture that we can spend before needing Board approval, per the ACRTA Procurement Policy. There are two additional filing cabinets needed, a bookcase, and a storage/filing cabinet for the dispatch office at a cost of \$2,916. Mr. Schroeder made a motion to approve the expenditure and Ms. Davis seconded the motion. All members voted in favor thereof.

Sixth Item of Business – Discussion/Motion: Retroactive approval for Safety Vision Camera Upgrade: A third of our fleet have Safety Vision cameras in them. All of the older vehicles have Seon, which were installed about nine years ago. We have run into problems with the Seon cameras as we can't tell when they are working or not. We will pull a tape from an incident and



find out it was not recording. The Safety Vision cameras are a lot better. We will receive diagnostic reports in our emails letting us know if there is an issue with a camera. If it is a technical issue they can remote in and fix it, if it is a mechanical issue they let us know so the garage can fix it. The system has a "Live Look" capability, which means we can pull up the vehicle from our desk top to see what is happening live.

Back in March we were discussing upgrading the camera system and that FTA expects you to spend at least 1% of your federal funding a year on safety upgrades. Based on that, the order was put in for the cameras, without the realization of it being over the procurement threshold. Retroactive approval is needed for the camera system upgrade.

Ms. Davis made a motion to retroactively approve the purchase of the Safety Vision camera upgrade. Mr. Parker seconded the motion and all members voted in favor thereof.

There were one incident and one accident in July, we will be including this information in the Board Packets from now on. We also had one employee resign and one was terminated with just cause. The incident in July was an individual was injured on the grounds.

Seventh Item of Business – Discussion: ACRTA Facilities Planning: We assumed everything we had been told on the Parking Lot Project was factual. It has become clear it may not have been so. We started over by walking all of the owned properties. We own half a block where the Transfer Station, Bus Island, and Admin Building are located. We own our Maintenance facility, which has a large building for the bus storage and maintenance, and shed we enclosed some years back. The shed is too small to park most of our vans in, the ones that do fit are wall to wall and end up leaving marks and dents in the building.

We own the parking lot project property where we have done some demolition and put down stone. On the next block over, we own a large almost rectangle shaped property of vacant land and a couple buildings. There is frontage on North St. that we may have put an application in to get from the land bank. Looking at the parking lot project area, the question was raised if the employees will even park there being as it is down the block from the Transfer Station. The answer was mostly no, some of them park there but the rest park on the street down by the Transfer Station. We used to lease the lot right next to the Transfer Station. It doesn't seem like it is too far unless you actually park down there and walk down the block, then it does seem much farther.

The most efficient way to run operations would be to have one central location or at least adjacent properties. The property that currently is the vacant buildings was intended by the previous Director to one day be a Bus Wash and Fueling Station. There are eight different possibilities in the presentation. A would use the existing properties with our buildings on them and connect them. The con is it would be dealing with four different property owners and none are currently on the market.

Option B would be to use the Maintenance Garage and the Parking Lot property to build a new Admin Building and Transfer Station. We would be building new stuff when we already own stuff, but we would be right across the street from each other. Option C would be to keep the Parking Lot property and Maintenance Garage, and purchase property next to Maintenance Building.



Option D would be a clean slate, using the properties we own to build on and selling all existing buildings. Option E is another clean slate, keeping the property bordered on Central, Wayne, and High and selling everything else, and try to buy the property bordered by North, Central and Wayne. Option F is keeping the existing Maintenance garage and trying to purchase the property bordered by North, Central and Wayne. Option G is to sell all the downtown property and buy elsewhere. Option H is to keep using the existing Maintenance, Admin and Transfer Station Facilities and sell all the empty properties.

Today's recommendation is to put the Parking Lot Project on hold to determine the best use of all the properties and check on any potential land bank requests. There may have been promises to others on allowing them to use the property. The area is being used as a parking lot currently. It is an asset considering other development going on in the area.

We will start investigating the status of the properties facing North St. to see if any action is pending with the land bank. Even if we are not planning on using it, it would be easier to transfer it to a developer if we had most of the block. We would like to have the Board okay allowing the Board President, Vice President, the management team and Bob to work on open issue with prior acquisitions and pending acquisitions. There are some things to clean up with FTA we would like to address.

We need to acknowledge that this is a long process and have further discussions. Maybe by the next meeting everyone will have their pros and cons and opinions and hopefully by then we can meet with the city to see what they may have been told about the property and what they would like to see. Then we can narrow it down to the top two ideas and get some professional drawings done so everyone can picture it. Then once we have the drawings and the Board and management team can agree on one or two options, we can sell the idea to the community.

We will start with appraisals on the properties. FTA's value is the appraised value. Mr. Olsson asked if we were obligated to sell the property at the appraised value. Bob replied we were not, but if FTA had an interest in the property; we are obligated to get at least appraised value or get FTA's permission. We may have overpaid for some of the property. If we put the covered parking from the parking project and put it in the existing garage area, we can use the renovation money we were granted. We need to rank our options based on our needs. The highest priority would be to find a way to have cohesive operations that are contiguous or adjacent.

Mr. Parker made a motion to place the parking lot project on hold. Mr. Schroeder seconded the motion. The motion is based on not moving forward with the bid process and putting the architect on hold. All members voted in favor thereof.

We will get ahold of someone with the land bank to see if there are any pending applications and will approach the city to see what may have been promised to who as far as the land use. Someone from the Board will need to approach the city. If the whole Board is on a conference call, then it will need to be a public meeting. 2 -3 people can be on the call with no problem.

Eighth Item of Business – Discussions/Motions: Update to Employment Process, Drug and Alcohol Policy, Attendance Point Policy: The only thing we changed in the Employment Process section is if



a new employee comes in with a CDL physical that is less than 6 months old they are not required to go get a new one. In the Drug & Alcohol Policy, the only difference is we changed "covered" employee to "all" employees. We had an issue last year where an employee was sent for reasonable suspicion and it turned into a bigger issue. All employees should be subject to the random and reasonable suspicion testing. The Attendance Point Policy had contradictory verbiage from the Call Off Policy, so they were combined and the language cleaned up.

We are following policy with the employees on all things, so it needs to be well defined. The management team is trying to go through two – three policies a month to bring to the Board for approval. Mr. Schroeder brought up in the Employment Process there was an incorrect word used, it used "desecration" instead of "discretion" and that correction will be made. Ms. Davis made a motion to approve the policy updates and Mr. Olsson seconded the motion. All members voted in favor thereof.

Ninth Item of Business – RPC Updates: Shane Coleman introduced himself to the Board as the new Executive Director of the LACRPC as of May of this year. He spent six years as the Safety Services Director in Delphos then spent 30 years in the private sector. He has been on the Board of LACRPC for five years and really got interested in what they do and transit as well. The requested TIP amendment did go through the committee process and has been approved.

Tenth Item of Business – Executive Session: Ms. Rex made a motion to move to Executive Session for the purpose of discussing employment of an Executive Director and the purchase of real estate. Ms. Davis seconded the motion.

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

Roll Call to return from Executive Session: Dick – yes, , Joan – yes, Josh – yes, Holly – yes, Doug – yes, Scott – yes.

No action is being taken on either item at this time.

Eleventh Item of Business – Adjourn: Mr. Olsson made a motion to adjourn and Mr. Schroeder seconded, all Aye.

The next monthly Board Meeting is scheduled for October 6th, 2020.

  
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Holly Rex, Board President

  
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Teresa Brown, Board Secretary/Treasurer

