

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
December 8, 2020 @ 12:05 PM

Present were Holly Rex, Board President; Joshua Parker, Vice-President; Joan Davis, Scott Cockerell, Rob Moening, Richard Schroeder, and Doug Olsson, Board Members; Karen Garland, Admin. & Capital Director; Brian Wildermuth, Operations Director; Robert Ruzinsky, Contracted CPA; Marlene Shumaker, LACRPC; 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: Mr. Schroeder made a motion that the previous meeting minutes be approved. Ms. Davis seconded the motion and all members voted in favor thereof.

Third Item of Business – Finance Report/2019 Audit update: The net income YTD went from \$750,000 to \$688,000, which was to be expected as we went from using 100% Cares Act funding to an older grant at 50% so we can get it closed out. It should be used up by the end of the year. We still need to bill the State for their share of the Capital projects we have been doing. We just recently got the contracts back and signed. That will make our Balance Sheet look a little better but won't impact our Income Statement.

The auditors have sent out the draft audit so it is as close to being done as it can be. Ms. Rex said she has the exit waiver that all the Board Members needed to sign for the audit.

Mr. Olsson made a motion to approve the Finance Report and Ms. Rex seconded the motion. All members voted in favor thereof.

Ms. Rex said she also needed a motion to accept the 2019 Audit. Mr. Moening made a motion to accept the 2019 Audit. Mr. Olsson seconded the motion and all members voted in favor thereof.

Fourth Item of Business – Approval of 2021 Budget: The 2021 Budget was mailed out. It is part of the 5-year plan, the Capital part was approved, and this is the Operating part. The staff came up with the budget and Bob came up so they could present it to him. There was a little bit of back and forth with just a few adjustments but overall, they did a great job. The expenses are what they recommended; it may be even a little on the heavy side but that's okay. Bob assisted on the revenue side and we came up with the proposed budget. There will be a nice gain next year. The next year should be about the same and then after the Cares Act funding runs out it will return to normal. We won't be covering our depreciation, but we don't have to, as FTA owns all our assets.

Mr. Olsson asked if there was any risk on the revenue side. There shouldn't be on the federal side as the money is locked down on a grant. There is always risk with the sales tax, but it has been running much stronger than Bob had accounted for. There was a contingency of \$180,000 for new

services put in the budget to allow us to test out new services. The Board will approve any new services. We need to show the public what we are doing with the sales tax money. The previous budget had the whole parking lot project in there and we scaled it back to just the available grant funding. We shifted some funding to maybe do some improvements at the garage. If the state or feds come out with some construction money, we can show them our budget and say we were planning for this. We would maybe put the covered parking at the garage and there is a half a million dollars built into the budget for these improvements.

Mr. Olsson asked what surprised Bob on the expense side that bubbled up from the staff. Bob replied there wasn't anything that surprised him, it tracked with what we are spending now. There is money built in to cover vacant positions so there is room to grow. Mr. Cockerell made a motion to approve the 2021 Budget and Ms. Davis seconded the motion. All members voted in favor thereof.

Fifth Item of Business – Operations Report: We have our two big buses ordered and they are set for production in June. The five small buses are ordered, and we are waiting on a production date. October was the last month Nelsons was paying for their employees. They stopped paying for the temps in in October, so the ridership dropped by about 200 people. In November, the employees had to start paying for themselves so the numbers will move from contract trips to general public. Nelsons was the one that requested the change. The gave their employees a substantial raise so they would like them to pay for their own rides to work. All our ridership looks like it will be a little lower in November as more people are trying to stay home.

We included a write up of a proposed shuttle service to help people get to jobs in outlying areas of Allen County. We will need to check to see what the companies in those areas need as far as times the employees must be at work. We would build the route around a few businesses but be able to go through the towns in case people wanted to ride the bus back to Lima for shopping, etc.

After the first of the year, we would reach out to these companies on times to build the route around them and then reach out to other people in the community to see what would benefit them. There is money built into the budget for the service. We could start the route as early as April, for sure by June. The goal is to talk to the companies in January and then bring it to the Board in February.

We also looked at doing a shopper's route a little down the road. We have most of the county covered except for some smaller areas where there is no reason for us to go there. They are still paying the taxes but not getting a benefit. We would set up an Uplift type route where one day a week we would go to someplace like Harrod, pick the people up and bring them to Lima for shopping. There would be a certain day and a certain block of time where we would hit the areas. We could do Spencerville, Westminster, etc. We do some pick-ups in those areas for Marimor clients but that is just once in the morning and once in the evenings.

Mr. Parker asked what the Delphos/Bluffton route would look like. Brian has mapped it out where we would take I-75 to Bluffton, getting off the highway to go through Beaverdam. He checked the levy numbers, and we did not do well in Beaverdam, so this would give them some coverage. After Bluffton we would get on State Route 30 and take that to Delphos. It would bring us in on 5th St.,

right by Lakeview Farms. We would take a trip through Delphos and come back to Lima on 309. One of the other spots we did not do great on the levy was Elida A, so we would be hitting them. We go to Elida now but only as far as Biolife. It would only be one bus for now and would be a two-hour route. We would start it like we did the #7 and #8 routes, in the morning and evenings for eight hours a day.

Mr. Olsson asked what the cost would be a day, week, etc. Brian had the annualized rate that would be approximately \$135,000 for both routes. Bob added the cost to add service will be marginal for a while. We have not approached Grob yet but will be talking to more companies as we move forward. We have had temp agencies approach us in the past to see if we had coverage in Delphos and Bluffton so we would talk to them also to see where people need to go.

For right now Brian wants to make sure the Board thinks this is worth pursuing before he invests a lot of time and effort in it. Marlene added RPC now has software that will tell them how many people are going from Lima to other areas to factories and coming from the factories to Lima, she will get us some statistics. Mr. Cockerell said he believes Lakeview Farms works different hours than most factories, they tend to work tens and fourteens instead of eights and twelves. Mr. Olsson made a motion for the team to continue looking into expansion of services and Mr. Cockerell seconded the motion. All members voted in favor thereof.

Seventh Item of Business – Approval of B-12 Credit Card Policy: In the 2019 Audit it came up that we did not have a Credit Card Policy. This was a new requirement for 2019. Mr. Schroeder that the preamble was good but thought instead of referencing “Company” and “Corporation” it should reference ACRTA instead. Ms. Davis made a motion to accept the Credit Card Policy with the changes Mr. Schroeder had requested. Mr. Schroeder seconded the motion and all members voted in favor thereof.

Eighth Item of Business – 2021 Board Meeting Schedule: Ms. Rex expressed concern that many of the meetings on the schedule were close to the beginning of the month and the staff would not have time to get their numbers together. The Board Meetings cover information from a month before (Such as covering October’s numbers at the December meeting), so this is not an issue. The first Tuesday of the month works better for most of the Board Members. The Board will accept the 2021 Meeting Schedule as presented and make changes throughout the year as needed.

Ms. Rex said before we get to the RPC updates, she wanted to extend Carla Lakota’s contract through the end of the first quarter of 2021. Her current one expires on January 5th. Everyone agreed with the extension.

Ninth Item of Business – RPC Updates: RPC is starting to put together their unified work program. In the past Marlene has put it together and sent it over for the Executive Director. She asked if we wanted to write it ourselves, have her put something together, who would she send it to? Ms. Rex said we would want to have her do it still and send it to her. Marlene asked if we needed any of the large, updated maps but we have not been using them for anything lately.

Tenth Item of Business – Tenth Item of Business – Executive Session: Mr. Moening made a motion to go into Executive Session to discuss the employment of a public employee. Mr. Parker seconded the motion.

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

Motion to adjourn to general meeting was made by Mr. Schroeder and seconded by Mr. Parker.

Roll Call: Scott – yes, Dick – yes, Josh – yes, Holly – yes, Joan – yes, Rob – yes. Mr. Olsson left during Executive Session.

Mr. Parker made a motion to increase the temporary compensation for being Interim Co-Executive Director of Karen Garland and Brian Wildermuth from \$100/week to \$200/week. There will be a \$2.00/hour increase for Teresa Brown. There will also be a \$250 taxable cash bonus on the next payroll for all employees of ACRTA on behalf of the Board. Mr. Schroeder seconded the motion and all members voted in favor thereof.

Mr. Schroeder made a motion to approve Resolution 20-6, adopting the 2021 annual appropriations and Mr. Cockerell seconded the motion. All members voted in favor thereof.

Tenth Item of Business – Adjourn: Mr. Parker made a motion to adjourn and Mr. Moening seconded the motion. All members voted in favor thereof.

The next monthly Board Meeting is scheduled for January 5th, 2020.



Holly Rex, Board President



Teresa Brown, Board Secretary/Treasurer