



Allen County Regional Transit Authority  
Board of Trustees Meeting  
April 6, 2021

The Allen County Regional Transit Authority Board of Trustees met on **Tuesday, April 6th, 2021 @ 12:00 p.m.** in the Allen County Regional Transit Conference Room, 200 East High Street, Suite 1-B, Lima, Ohio. Proper public notice was given in advance of the meeting. Ms. Rex, ACRTA Board President, conducted the meeting.

**PRESENT:** Holly Rex, President  
Joshua Parker, Vice President  
Doug Olsson (GoToMeeting)  
Joan Davis  
Scott Cockerell  
Rob Moening  
Richard Schroeder

**STAFF:** Brian Wildermuth, Co-Executive Director  
Karen Garland, Co-Executive Director  
Teresa Brown, Secretary/Treasurer

**CONTRACTORS:** Robert Ruzinsky, CPA  
Carla Lakatos, Transit Consultant

**ABSENT:** None

**LACRPC:** Marlene Shumaker, Grants Administrator

**CITIZENS:** None

**Minutes:**

**1. Roll Call**

Ms. Rex called the meeting to order at approximately 12:00 p.m. Ms. Brown took roll call. A quorum of the Board was present.

**2. Approval of Agenda**

Mr. Cockerell made a motion to approve the agenda. Ms. Davis seconded the motion. The motion carried unanimously.

**3. Approval of Previous Minutes**

Ms. Davis made a motion to approve the March 2, 2021 Board meeting minutes. Mr. Parker seconded the motion. The motion carried unanimously.

**4. Citizens Comments**

None.

**5. Secretary/Treasurer's Report**

Ms. Brown presented February's financials, including a summary profit and loss YTD actual versus prior year, income statement YTD actual versus budget, detailed profit & loss, and balance sheet for February 2021. This month a Cash Receipts Journal and a Cash Disbursements Journal were also included, as they are in the Board Finance Policy. Both revenues and expenses were under budget, with a net gain for the YTD. We received \$64,189 in Rides for Community Immunity funds from ODOT to get passengers to

COVID-19 testing and vaccinations and other medical trips. We also were awarded \$239,783 from FTA under the American Rescue Plan Act of 2021.

Mrs. Garland had executed our grant for buses currently on order that morning.

Mr. Schroeder made a motion to accept the Secretary/Treasurer's report. Mr. Cockerell seconded the motion. The motion carried unanimously.

## **6. Action Items and ED Report**

Mr. Cockerell was sworn in by Ms. Brown for a three-year term commencing January 19, 2021 through January 18, 2024.

Mrs. Garland introduced the new Administrative Assistant, Steven Cook.

Mrs. Garland reported on the Strategic Planning Session that herself, Mr. Wildermuth, Ms. Brown, and Ms. Lakatos held. A progress report was included in the Board packet, and they have a plan of action they will start on as soon as the Triennial Review is done.

Mrs. Garland also reported the NTD report that was due April 30<sup>th</sup> has been submitted already and has come back with just a couple minor issues to correct.

Mrs. Garland brought up the ODOT funds Ms. Brown had mentioned. There was an application process; and the money can be applied from January 1, 2021 – June 30, 2022 or until the money is used up, if sooner.

Mr. Parker made a motion to amend the motion from the previous meeting providing free rides to COVID-19 vaccination appointments. The amendment is to allow trips to be provided until June 30<sup>th</sup>, 2022 or until the funds from the RtCI grant are exhausted, whichever comes first. Mr. Schroeder seconded the motion. The motion carried unanimously.

Mrs. Garland was on a webinar on Friday for the ARP act funds. There is an application for this money also, and the funds can be used for preventative maintenance in addition to operating. Mr. Ruzinsky added the governor gets to make the final determination on how much money RTA receives.

Mr. Wildermuth presented the maps for the two new routes that will start in June. He also presented February and March's ridership numbers. February was down again, but March shows ridership up from last year in both fixed route and demand response.

Mr. Wildermuth presented four different plans for a scaled down parking lot project. Option #4 has enough employee parking with some additional public parking for the least cost.

Mr. Schroeder made a motion that Option 4 be the preferred option subject to the finalization of design elements and any necessary real estate acquisitions. Mr. Olsson seconded the motion. The motion carried unanimously.

## **7. Discussion Items**

Mr. Parker made a motion that due to the way the holiday fall these coming months, the Board Meetings from May through September be moved to the second Tuesday of the month. Mr. Moening seconded the motion. The motion carried unanimously.

## 8. RPC Updates

The TDP had been sent out with the Board packet. Any changes should be sent to Mrs. Shumaker.

Mr. Schroeder made a motion to accept the draft TDP. Ms. Davis seconded the motion. The motion carried unanimously.

## 9. Executive Session

Mr. Parker made a motion to move to Executive Session for the purpose of discussing the purchase of property for public use. Mr. Cockerell seconded the motion.

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

Mr. Schroeder made a motion to return from Executive Session. Ms. Davis seconded the motion.

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

No action was taken at this time.

LACRPC had reached out about having a Board Member sit on the TCC. It meets once a month on the 4<sup>th</sup> Thursday of the month, at 3:00 pm at LACRPC's office. The Board decided to set a term of one year for the committee and Ms. Davis will take the first year.

## 10. Adjourn

Mr. Parker made a motion to adjourn. Mr. Cockerell seconded the motion. The motion carried unanimously. The meeting was adjourned at approximately 1:00 p.m.

**The next board meeting will be May 11th, 2021 at 12:00 p.m. in the ACRTA Conference Room.**

Submitted:   
Teresa Brown, Secretary/Treasurer

Approved:   
Holly Rex, ACRTA Board President