



Allen County Regional Transit Authority
Board of Trustees Meeting
June 8, 2021

The Allen County Regional Transit Authority Board of Trustees met on **Tuesday, June 8, 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
Joan Davis
Scott Cockerell
Richard Schroeder
Rob Moening

STAFF: Brian Wildermuth, Co-Executive Director
Karen Garland, Co-Executive Director
Teresa Brown, Secretary/Treasurer
Lori McGuire, Transportation Manager, Uplift

CONTRACTORS: Robert Ruzinsky, CPA

ABSENT: None

LACRPC: Marlene Shumaker, Grants Administrator

CITIZENS: Lima News (via GoToMeeting)

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. Mr. Olsson seconded the motion. The motion carried unanimously.

3. Approval of Previous Minutes

Mr. Schroeder made a motion to approve the May 11, 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 April'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 April 2021. A Cash Receipts Journal and a Cash Disbursements Journal were also included. Both revenues and expenses were under budget, with a net gain for the YTD.

We received the draft Triennial Review report and have ten days to provide comments/background descriptions.. The 2020 Financial Audit is going smoothly.

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

6. Action Items and ED Report

a. Mr. Parker was sworn in for a three-year term from April 15, 2021, to April 14, 2024.

b. We are still working on the Strategic Plan, so it was requested to extend Ms. Lakota's contract through the end of the year. Mr. Olsson made a motion to extend the contract until 12/31/2021. Mr. Moening seconded the motion. The motion carried unanimously.

c. Mr. Wildermuth presented a Hero's Bonus Plan. All existing and new employees would get monthly, quarterly, and yearly bonuses. One quarter of the money would be automatic, the other three quarters would be split with half contingent on attendance and half contingent on incidents. Mr. Olsson made a motion to approve the Hero's Bonus Plan starting on July 1st of this year. Mr. Cockerell seconded the motion. The motion carried unanimously.

Mrs. Garland reported we had received the final closeout letter for the FTA Drug & Alcohol audit. We are still waiting on the closeout of the NTD.

There were no surprises on the draft Triennial Review report. There was one financial management finding and the rest were in procurement. We have already gathered information for the response and will submit it by Friday, then will receive the Final report within 14 business days and have until August to report corrective actions.

There is an additional action item of a Resolution to approve an Incidental Expense Policy. Mr. Schroeder made a motion to approve the Resolution for the Incidental Expense Policy, retroactive to January 1, 2020. Mr. Olsson seconded the motion. The motion carried unanimously.

We had received an updated cost estimate to finish the parking lot project. We are requesting approval of the Board to proceed with going out to bid for the project completion. We have \$382,631 left in the grant and are applying for an OTTP grant of \$300,000. If we don't move soon we may miss another construction season. Mr. Parker made a motion to go out to bid following the rules of procurement for the parking lot project. Ms. Davis seconded the motion. The motion carried unanimously.

We have gotten great press the last few weeks. Mr. Wildermuth did a radio and a TV interview, while Mrs. Garland has recorded a radio ad that ran on 107.1 and 92.1. The Bluffton Icon is very pleased with the new route going to Bluffton and has heavily publicized it. Lakeview Farms in Delphos may be adjusting their hours to match the bus routes or doing shuttles.

7. Discussion Items

None.

8. RPC Updates

Mrs. Schumacher reported RPC is doing a survey for the City of Lima. She requested that the Board and employees fill out the survey and turn them in to either Ms. Brown or Mrs. Garland to be turned back into RPC.

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. Schroeder seconded the motion.

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

The GoToMeeting room was closed, and Ms. Brown and Ms. McGuire left the meeting at approximately 12:35 p.m.

Ms. Brown returned to the meeting. The GoToMeeting room was reopened.

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

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

Meeting resumed at 12:55 p.m.

Mr. Olsson made a motion to authorize ACRTA staff to offer Mr. Mack the highest appraised value of \$160,000 for the purchase of 216 N. Central Ave., Lima, OH 45801. ACRTA would allow Mr. Mack up to six months to clean out and exit the building. Mr. Parker seconded the motion. The motion carried unanimously.

10. Adjourn

Mr. Moening 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 July 13th, 2021, at 12:00 p.m. in the ACRTA Conference Room.

Submitted: Teresa Brown
Teresa Brown, Secretary/Treasurer

Approved: Holly Rex
Holly Rex, ACRTA Board President