



Allen County Regional Transit Authority
Board of Trustees Meeting
December 14, 2021

The Allen County Regional Transit Authority Board of Trustees met on **December 14, 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
Scott Cockerell
Richard Schroeder
Rob Moening
Joan Davis
Doug Olsson

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

CONTRACTORS: Robert Ruzinsky, CPA

ABSENT: None

LACRPC: Marlene Shumaker, Grants Administrator

CITIZENS: Stefanie Motter, AAA₃
Phyllis Henderson

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

Mr. Schroeder made a motion to approve the November 10, 2021, Board meeting minutes. Ms. Davis seconded the motion. The motion carried unanimously.

4. Citizens Comments

Ms. Phyllis Henderson is a long-time resident of Lima. She has been using the buses since July to get around town even though she has her own transportation, just to learn the system. She has ridden most of the routes and learned how to navigate around town and use transfers. The drivers have provided excellent friendly and helpful customer service. She was also very impressed with the COVID protocols being followed on the buses and in the Transfer Station. Her only suggestion was for ACRTA to advertise

more the economic benefits of public transit and ways it can benefit the passengers and community. She said a public transit system is imperative to economic development and Ms. Henderson will be an advocate for the ACRTA in whatever way she can assist.

5. Secretary/Treasurer's Report

Ms. Brown presented October'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 October 2021. A Cash Receipts Journal and a Cash Disbursements Journal were also included. Revenue is up and expenses remain under budget, with a net gain for the YTD.

The bank reconciliations were sent out to Mr. Schroeder and Mr. Parker for review.

The finance information also included a sheet detailing the 2022 Fuel Consortium Bid. We locked in our fuel prices for the year with Petroleum Traders.

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

Mr. Schroeder made a motion to approve the fuel bid contract. Mr. Olsson seconded the motion. The motion carried unanimously.

6. Action Items and ED Report

Ridership was down slightly from October but up from last year at this time. Uplift was lower also, but this can be attributed to the ups and downs at the schools. Our reportable accidents for 2021 were very low, with four at fault and 3 not at fault. We are on track to hopefully be awarded the SOAR award from OTRP again.

We have been in discussions with Greyhound on our contract for a few months now. They were trying to add charges for bag tags and other items we have never paid for in the past. We got them to drop that and to increase our commission from 14% to 18%. We have had problems with people getting quotes for tickets from us and purchasing online instead as it was cheaper, and we don't get commission on online sales. The agent said they have changed that so the prices should be the same and they will do a 5-mile radius from the Station on ticket sales, so we will receive commission on those as well.

We are renewing our advertising contract with I Heart Radio. They have one bus wrapped and four with window clings advertising their stations, and we receive radio advertising in return.

Clemans-Nelson went through our Employee Manual and condensed the policies into one manual. They added all the legalese to make everything up to date. We will need Board approval on the Rulebook & Policy Manual. It is being presented to the employees at our Safety Meetings on the 22nd.

The Barr apartments were interested in buying some of the parking lot for their use. We have four different lots down there and would have to have it all rezoned in order to sell part of it. The drawings are already done for the project and have been submitted to the City. It has one approval and is waiting on the second, it is on track to go out to bid in January. The City also wants us to replace the sidewalks down there by May 16th, this will be waived if the project is under construction.

Mr. Beam is drawing up rough sketches of the 216 – 240 properties for ways to connect them and we should hopefully have that next week.

The 2022 proposed budget and pay scale were sent out with the Board Packet and will need approved.

We have one driver that passed his CDL test yesterday and one testing today. Four drivers are still out on medical. Three should be back sometime late January/early February, the other will be out until somewhere around March.

The draft Strategic Plan is about 90% completed. It should be done and mailed out to the Board next week.

There was a phone conference with Diedre at FTA on our grants. She mentioned they had all the information they needed on the 216 property and would be letting us know when they had final answers for us.

Mr. Parker made a motion to approve the updated Rulebook & Policy Manual. Mr. Olsson seconded the motion. The motion carried unanimously.

7. Discussion Items

None.

8. RPC Updates

Mrs. Shumaker said they had advertised for the new Communications position. They conducted interviews, offered the position to an individual, the person had accepted, and it was going to their Board on Friday. Once the Board approves it, they will provide ACRTA with the person's name. The person will be starting at the end of January/beginning of February.

9. Executive Session

Mr. Parker made a motion to move to Executive Session for the purpose of discussing compensation for public employees. Ms. Davis seconded the motion.

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

Mrs. Shumaker and Ms. Motter left the meeting at approximately 12:50 p.m.

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

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

Meeting resumed at 1:30 p.m.

Mr. Olsson made a motion to approve the 2022 pay scale as presented.. Ms. Davis seconded the motion. The motion carried unanimously.

Mr. Parker made a motion to approve the 2022 Budget as presented. Mr. Moening seconded the motion. The motion carried unanimously.

10. Adjourn

Mr. Parker made a motion to adjourn. Mr. Moening seconded the motion. The motion carried unanimously. The meeting was adjourned at approximately 1:35 p.m.

The next board meeting will be January 11th, 2022, 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