



Allen County Regional Transit Authority  
Board of Trustees Meeting  
December 11, 2024

The Allen County Regional Transit Authority Board of Trustees met on **December 11, 2024 @ 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. Mr. Moening, ACRTA Board President, conducted the meeting.

PRESENT: Robert Moening, President  
Scott Cockerell, Vice-President  
Richard Schroeder  
Joan Davis  
Precious Grundy

STAFF: Brian Wildermuth, Executive Director - Operations  
Teresa Brown, Secretary/Treasurer

ABSENT: Brad Taylor

CONTRACTORS: None

LACRPC: Rebecca Phillips, Finance Director

CITIZENS: Leann Unverferth, AAA3

**Minutes:**

**1. Roll Call**

Mr. Moening 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. Cockerell made a motion to approve the November 12th Board Meeting Minutes. Ms. Davis seconded the motion. The motion carried unanimously.

**4. Citizens Comments**

None

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

Ms. Brown presented October's financials, including a summary of profit and loss, YTD comparison to budget, detailed profit and loss prior year comparison, and balance sheet.

A Cash Receipts Journal and a Cash Disbursements Journal were also included. Revenue is up and expenses were under budget, with a continued net gain for the YTD.

Ms. Davis 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**

Ridership was down 2,408 from last month and down 1,622 from the same time last year. With the Thanksgiving holiday most of the schools were closed for at least three days.

The plans for the spring with the garage concrete are still being finalized. The new diesel tank will be installed then and JF Petroleum is working on a quote for a new unleaded tank as well.

ACRTA was in discussion with TransLate Live to purchase a double-sided tablet loaded with over 100 languages. The passenger will talk or type on one side in their language and it will be translated to English on the other side for the dispatcher. The product includes a QR code for passengers to scan with their smartphone and then call in to have their language translated. The tablet was under \$2500 including training, three years of service and a one-year warranty and should be ready to go by the first of the year.

The Annual OPTA Conference was held in November. Mr. Wildermuth attended and met with Transign, the vendor for our enunciators on the buses. He confirmed the units on our buses are already set up to do two languages.

ACRTA's previous FTA representative Stewart McKenzie was at the conference and discussed the recent Triennial Review with Mr. Wildermuth and how pleased he was with the turnaround at ACRTA.

ACRTA's ODOT representative Spencer Smith was also there and went over the sidewalk project ACRTA is in collaboration with the City of Lima. ODOT is providing 80% of the funding through a CMAQ grant. Mr. Schroeder made a motion to approve Resolution 24-6, authorizing CMAQ and local match funds for Fixed Stops, ADA Compliant Sidewalks, and ADA Compliant Signalization. Ms. Davis seconded the motion. The motion carried unanimously.

Mr. Schroeder made a motion to approve the 2025 Board Meeting Schedule. Ms. Davis seconded the motion. The motion carried unanimously.

Ms. Davis made a motion to approve the Beam Addendum for the architectural services for the garage project. Mr. Schroeder seconded the motion. The motion carried unanimously.

Mr. Cockerell made a motion to approve the 2025 Fuel Contract. Ms. Grundy seconded the motion. The motion carried unanimously.

Ms. Davis made a motion to approve the 2025 Administration Pay Scale. Mr. Cockerell seconded the motion. The motion carried unanimously.

Mr. Cockerell made a motion to approve the 2024 Employee Christmas Bonus. Ms. Grundy seconded the motion. The motion carried unanimously.

**7. Discussion Items**

Mr. Moening mentioned there will be a new Board Member, Dan Kimmett, at the January Board Meeting. He is filling the open spot left by Mr. Bales.

ACRTA staff met with Megan Kinnear from RPC. She is going to start handling some of the marketing and social media posts for ACRTA and this will help use some of the planning funds there are available.

**8. RPC Updates**

Megan is doing the newsletter and Annual Report at RPC and has been there since April. They are very excited about working more with ACRTA.

**9. Executive Session**

Ms. Davis made a motion to move to Executive Session to consider the investigation of charges or complaints against a public employee. Ms. Grundy seconded the motion.

Roll Call vote: Mr. Schroeder – yes, Mr. Cockerell – yes, Mr. Moening – yes, Ms. Davis – yes, Ms. Grundy – yes.

Ms. Brown, Ms. Phillips and Ms. Unverferth left the meeting at approximately 12:43 p.m.  
Mr. Wildermuth left the meeting at approximately 12:57 p.m.

Roll Call to return: Mr. Schroeder – yes, Mr. Cockerell – yes, Mr. Moening – yes, Ms. Davis – yes, Ms. Grundy – yes.

The meeting was back on record at approximately 1:09 p.m. Mr. Wildermuth and Ms. Brown returned to the meeting. No action was taken at this time.

**10. Adjourn**

Mr. Cockerell made a motion to adjourn. Ms. Davis seconded the motion. The motion carried unanimously. The meeting was adjourned at approximately 1:10 p.m.

Submitted: Teresa Brown  
Teresa Brown, Secretary/Treasurer

Approved: Robert Moening  
Robert Moening, ACRTA Board President