



Allen County Regional Transit Authority
Board of Trustees Meeting
April 8, 2025

The Allen County Regional Transit Authority Board of Trustees met on **April 8, 2025 @ 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
Daniel Kimmet
Precious Grundy
Brad Taylor

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

ABSENT: Richard Schroeder
Jack DeWitt

CONTRACTORS: None

LACRPC: Rebecca Phillips, Executive 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. Mr. Kimmet seconded the motion. The motion carried unanimously.

3. Approval of Previous Minutes

Mr. Cockerell made a motion to approve the March 11th Board Meeting Minutes. Mr. Taylor 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 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 net gain for the YTD.

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

6. Action Items and ED Report

The updated Personnel Policy & Procedure manual was sent out with the February Board Packets. Mr. Cockerell made a motion to approve the Updated policy. Mr. Taylor seconded the motion. The motion passed unanimously.

An updated Procurement Policy & Purchasing Procedures Manual was sent out with the Board packet. Mr. Schroeder noted some areas where spending approval levels did not line up. The approval of the policy was tabled until the May meeting so corrections can be made.

Ridership was up 2040 rides from last month and down 754 from the same time last year. School transportation has picked up like they usually do this time of year.

The service truck will be here mid-to-late month after the generator and some other small items are added at the upfitter. They will send someone here to train the garage staff.

A couple of payrolls have been run with Paychex so far. There were a couple bugs at first, but they have been worked out. They will be implementing the time clocks next week and then the scheduling after that. There is a meeting scheduled with the HR section this Friday and it will be rolled out in May. The managers all seem to like it so far.

The Sidewalks and Signalization project with the city is on a brief hold currently. The funds were just transferred from ODOT a couple of months ago and with the FTA representative gone it will take longer.

A handout was provided showing the current list of change orders from the Garage Renovation project. Some of the items are technically separate as they were approved by the Board when the larger items came up, such as the generators, concrete and fuel tanks. A couple of the items will be paid out of an existing 2019 grant for building renovation. The total of the change orders makes the grand total go over the original 10% contingency for the project contract that was Board approved, so a new amount will need approved.

Mr. Cockerell made a motion to approve the new total for the Garage Renovation project of 3.5 million, with a 10% contingency. Ms. Grundy seconded the motion. The motion carried unanimously.

New signatory sheets for the STAR account were sent out. The existing signers on the account were Karen Garland, Holly Rex and Joshua Parker so updates were needed. Karen was left on, and Brian Wildermuth and Robert Moening were added. Steven Cook is being added to the View Only access. Mr. Taylor made a motion to approve the modifications to the STAR account. Mr. Cockerell seconded the motion. The motion carried unanimously.

7. Discussion Items

None.

8. RPC Updates

LACRPC had their Transportation Improvement Plan Open House at ACRTA on the 1st. There was a very good turnout. Mayor Sharetta Smith came in and saw the "How to Ride" video playing and was very interested. She will be presenting it at her media briefing, and it is now on the City's website on their "How Do I" page. Commissioner Beth Seibert was also interested in the video and said she had never ridden the bus before. Megan Kinnear from LACRPC was looking at pedestrian walkways for her Safety Review team along Route #7. Mrs. Kinnear rode the bus to check out the walkways and Ms. Seibert rode along with her.

AAA3 is operating as usual with their Find A Ride program and are waiting to hear what they will be awarded as far as ODOT funding. The Silver Birch dinner is coming up on the 17th and there are still tickets available.

9. Executive Session

Mr. Cockerell made a motion to move to Executive Session to consider the investigation of charges or complaints against a public employee.

Roll Call vote: Mr. Kimmet – yes, Mr. Cockerell – yes, Mr. Moening – yes, Ms. Grundy – yes, Mr. Taylor – yes.


Ms. Brown, Ms. Phillips and Ms. Unverferth left the meeting at approximately 12:42.


Roll Call to return: Mr. Kimmet – yes, Mr. Cockerell – yes, Mr. Moening – yes, Mr. Taylor – yes.

The meeting was back on record at approximately 1:09 p.m. Ms. Grundy left during Executive Session. Ms. Brown returned to the meeting. No action was taken at this time.

10. Adjourn

Mr. Cockerell made a motion to adjourn. Mr. Kimmet seconded the motion. The motion carried unanimously. The meeting was adjourned at approximately 1:11 p.m.

Submitted: 
Teresa Brown, Secretary/Treasurer

Approved: 
Robert Moening, ACRTA Board President