



Allen County Regional Transit Authority  
Board of Trustees Meeting  
May 13, 2025

The Allen County Regional Transit Authority Board of Trustees met on **May 13, 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  
Richard Schroeder  
Jack DeWitt

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

**ABSENT:** None

**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 April 8 Board Meeting Minutes. Ms. Grundy seconded the motion. Mr. Cockerell made a motion to approve the April 15 Special Board Meeting Minutes. Mr. Taylor seconded the motion. Both motions carried unanimously.

**4. Citizens Comments**

None

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

Ms. Brown presented March'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. 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. DeWitt was sworn in for an unexpired term commencing from March 25, 2025, to November 20, 2027.

Mr. Schroeder was sworn in for a three-year term commencing March 21, 2025, to March 20, 2028.

The 2025 MOU between ACRTA and LACRPC was presented for renewal. Mr. Cockerell made a motion to approve the MOU. Mr. Taylor seconded the motion. The motion carried unanimously.

The updated Procurement Manual had been sent out with corrections. Mr. Cockerell made a motion to approve the ACRTA Procurement Policy & Purchasing Procedures Manual. Mr. Schroeder seconded the motion. The motion carried unanimously.

Ridership was down 473 rides from last month and down 1675 from the same time last year. The Lima Loop will start Juen 7<sup>th</sup>. Downtown Lima Inc. is doing Third Thursdays instead of First Fridays this year.

The garage project is coming along. The floor is curing and the wash bay is done with the machinery being installed next week. The items in the existing garage will be moved to the new side to allow for the floor to be done on the other side.

The Central Street project is months ahead of schedule so they will be working alongside the Transfer Station starting in May. The routes are being detoured to accommodate it. The street work will be down in front of the garage at the end of May/beginning of June. The buses will use the back entrance from High Street to get into the garage. The new fuel tanks should be installed in June.

There was discussion on a lean-to or canopy for the new fuel pumps but pricing is not in yet.

Paychex has done a safety manual and the Maintenance Manager is learning how to utilize the OSHA training available through the system. The Managers are pleased with how the scheduling works in Paychex.

The concrete and generator projects for the Admin Building and Transfer Station are being moved up if possible since the street project is so far ahead of schedule. The city has said we can still use their lot when the time comes.

The new bus stop sign designs were sent out. The "D" shape with the flag (#3 in the options) was picked. The names of the routes will be on the signs but not the times. The time will be put on with vinyl so they can be changed easily.

The Annual Report was put together with help from Megan at LACPRC. It will be professionally printed and sent out to partner agencies.

**7. Discussion Items**

None.

**8. RPC Updates**

The TIP has been submitted to ODOT. It includes a bus for ACRTA in 2026, fixed stops with the City and ACRTA, and another bus in 2028. ODOT will be approving it in July. The marketing efforts with ACRTA have been focused on the Annual Report, social media posts and handing out route maps at an event at UNOH.

AAA3 held their Silver Birch dinner the previous month and raised \$40,000 for the Silver Birch fund. They are holding focus groups through Mobility Management to identify transportation gaps. Amber Jones, the new Mobility Navigator for AAA3, was introduced.

**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. DeWitt – yes, Mr. Kimmet – yes, Mr. Cockerell – yes, Mr. Moening – yes, Ms. Grundy – yes, Mr. Schroeder – yes, Mr. Taylor – yes.

Ms. Brown, Ms. Phillips and Ms. Unverferth left the meeting at approximately 12:29. Mr. Wildermuth left the meeting at approximately 12:57 p.m.

Roll Call to return: Mr. DeWitt – yes, Mr. Kimmet – yes, Mr. Cockerell – yes, Mr. Moening – yes, Ms. Grundy – yes, Mr. Schroeder – yes, Mr. Taylor – yes.

The meeting was back on record at approximately 1:29 p.m. Ms. Brown and Mr. Wildermuth returned to the meeting. No action was taken at this time.

**10. Adjourn**

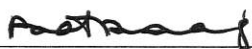
Mr. Taylor made a motion to adjourn. Mr. Cockerell seconded the motion. The motion carried unanimously. The meeting was adjourned at approximately 1:30 p.m.

Submitted:



Teresa Brown, Secretary/Treasurer

Approved:



Robert Moening, ACRTA Board President