

RCTB RICHLAND COUNTY TRANSIT BOARD

19 N. Main St. Mansfield, Ohio 44902 419-774-5684 fax 419-774-5685

MINUTES of the June 14, 2023 RCT Board meeting

PRESENT:

Board: Scott Heimann, Donna Hight, Carl Neutzling, Ed Pickens, Crystal Davis-Weese;

Absent: Clint Knight, Nicole Williams

Regional Planning: Jotika Shetty, Jean Taddie

Transdev/First Transit: Chris Terry; Via Zoom: Bill Harned

RLS & Associates Via Zoom: Megan Matheny, Christy Campoll

Call to Order

Vice Chairman Ed Pickens called the meeting to order at 8:33 a.m.

Recommended Actions

1. Routine Matters – CONSENT AGENDA

The May RCTB meeting minutes, bills to pay, TMR and RCTB financial reports, GM report, status of grant programs, ridership and advertising reports were provided in advance for review.

Ed Pickens asked for call outs or questions. Chris Terry noted that Bus #23 is still being evaluated by the insurance company, but will most likely be totaled. Jean Taddie gave an update on grant applications submitted in May, including ~ \$3.5 million for operating and capital projects from the Ohio Transit Partnership Program (OTP2) and \$75,000 for support of senior and disabled services from Richland County Community Development Block Grants (CDBG).

Scott Heimann made a motion to approve the consent agenda. Crystal Davis-Weese seconded the motion. With no further discussion, the motion carried.

Old Business

A procurement summary was provided in advance for review. The paving contract with Smith Paving & Excavating was provided in advance for review. Jean Taddie noted that the contract has already passed legal review by the Prosecutor's office.

Crystal Davis-Weese made a motion to approve the paving construction contract. Donna Hight seconded the motion. With no further discussion, the motion carried.

An amendment to the parking lot engineering contract with K.E. McCartney was provided in advance for review. The process for developing an RFP template following the county model took much longer than anticipated. The \$1,200 increase was negotiated down from \$2,000 and brings the total paving engineering budget to \$14,000.

Scott Heimann made a motion to approve the paving engineering contract amendment. Carl Neutzling seconded the motion. With no further discussion, the motion carried.

Transit Development Plan (TDP) updates were provided in advance for review. The operations committee met May 25 to review recommendations for the closure of the Shelby fixed route and Dial A Ride services. The operations committee voted to recommend closure because the Shelby route has the lowest productivity, the local match partners no longer want to fund the route, and we could still serve Pioneer, which represents 60% of the ridership. Jean will work with Pioneer and the RCT team to develop a solution. Options include a contract with the school for publicly available Demand Response “Special Transportation” service in accordance with RCTB’s contract transportation policy that would transport students from the Transit Center to the OSU/NCSC campus for transfer to a Pioneer school bus. Another option we can offer is to have a Pioneer school bus pick up students at the Transit Center terminal.

Discussion turned to proposed route changes that were recommended in the TDP. Chris and the RCT operations team recommended moving up the implementation of the Ontario circulator and other route modifications to this fall, on a 6-month pilot basis. Whereas the TDP recommended gaining partners and local support before implementing the circulator, Chris noted that in the past projects have been piloted to show demand concurrently with building local support. The board was supportive of moving forward with the changes. These changes will require public meetings, in accordance with RCTB’s Title VI policy.

A TDP contract amendment with RLS & Associates was provided in advance for review along with a detailed justification for the proposed \$5,447.53 budget increase. RLS also submitted proposals for exercising the “Value Added” options from the TDP contract, both of which are procurements that are guided by the TDP: CAD/AVL and Operations Management. The budget for these procurement services is \$9,933.72 and \$9,762.03 respectively, and a detailed task outline was provided for review.

Scott Heimann made a motion to approve the TDP contract amendment and value added tasks. Crystal Davis-Weese seconded the motion. With no further discussion, the motion carried.

A letter requesting a property easement for approximately 450 sq.ft. at 6th and Main Streets was provided in advance for review on behalf of the City of Mansfield’s North Main Streetscape project. Plan drawings and a sample easement contract were also provided. The request is for RCTB to donate the property, otherwise a costly appraisal will be needed. We have asked the City Engineer to incorporate RCT bus signage and pull-off locations into their plan. The easement document was recently sent for legal review, and we are awaiting the response.

Carl Neutzling made a motion to approve the easement request without compensation, contingent upon legal review. Scott Heimann seconded the motion. With no further discussion, the motion carried.

New Business

A Memorandum of Understanding (MOU) between RCTB and the Richland County Regional Planning Commission was provided in advance for review. Jotika Shetty overview the MOU, which includes a 2nd position for the admin team.

Crystal Davis-Weese made a motion to approve the Memorandum of Understanding with the Richland County Regional Planning Commission. Scott Heimann seconded the motion. With no further discussion, the motion carried.

The unaudited 2022 financial statements that were prepared by Julian & Grube were provided in advance for review. The statements were filed with the Ohio Auditor of State, and our audit team will once again be from Charles Harris & Associates. During the process of preparing the statements, Jean discovered a \$65,500 discrepancy and has forwarded documentation to the county. The amount was deposited to RCTB’s account in error by Richland County Soil & Water, but the reversing correction appears to have been made twice in MUNIS, meaning we should be due \$65,500.

Executive Session

There was no executive session.

Other Business from the Floor

There was no other business from the floor.

Adjourn

There being no further business, Crystal Davis-Weese made a motion to adjourn. Ed Pickens seconded the motion. With no further discussion, the motion carried.

The meeting adjourned at 9:43 a.m.

Next Meeting

The next meeting is scheduled for Wednesday, July 12 @ 8:30 a.m.

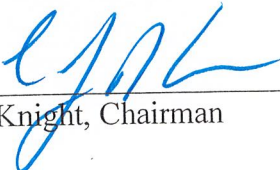


Scott Heimann, Secretary

7-12-2023

Date

The undersigned duly qualified and acting chairman of the Richland County Transit Board certifies that the foregoing is a true and correct copy of the minutes, approved at a legally convened meeting of the Board, of the RCTB meeting held on June 14, 2023.



Clint Knight, Chairman

7/12/23

Date