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# RCTB RICHLAND COUNTY TRANSIT BOARD

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

MINUTES OF the January 13, 2021 Annual Board meeting.

PRESENT (all via Zoom):

Board: Val Ashcraft, Aurelio Diaz, Clint Knight, Carl Neutzling, Ed Pickens & Leona Smith

RCRPC staff: Todd Blankenship, Dave Gentile, Nick Leturgey & Jean Taddie

First Transit: Tara Burchette, Chris Terry & Cristin Tolen

**A. Call to Order**

Chairman Clint Knight called the annual meeting to order at 8:01 a.m.

**B. Election of Vice Chair, Secretary and Treasurer; appointment of Fiscal Officer**

In accordance with RCTB bylaws, revised November 2019, the annual meeting included the election of a vice chair, secretary and treasurer and the appointment of a fiscal officer.

Ed Pickens nominated himself for the Vice Chair position. There were no further nominations for the Vice Chair position.

*Val Ashcraft made the motion to elect Ed Pickens as RCTB Vice Chair. Aurelio Diaz seconded the motion. With no further discussion, the motion carried.*

Val Ashcraft nominated herself to continue in the Secretary position. There were no further nominations for the Secretary position.

*Leona Smith made the motion to elect Val Ashcraft as RCTB Secretary. Ed Pickens seconded the motion. With no further discussion, the motion carried.*

RCTB bylaws state that at the annual meeting the board shall elect a Fiscal Officer who will also serve as Treasurer. Carl Neutzling nominated Jean Taddie. There were no further nominations for the Fiscal Officer position.

*Carl Neutzling made the motion to elect Jean Taddie as RCTB Fiscal Officer. Val Ashcraft seconded the motion. With no further discussion, the motion carried.*

**C. Recommended Actions**

**1. Routine Matters – CONSENT AGENDA**

The Bills to Pay, Minutes from the December 16, 2020 meeting, December TMR and RCTB financial reports, GM and ridership reports, and status of grant programs were provided in advance for review.

Jean Taddie noted that TMR had a credit, rather than a bill to pay, for December due to a BWC refund of \$137,605.35.

Cristin Tolen will resend the TMR report, as the YTD budget column needs to be updated.

Val Ashcraft asked about the Federal Grants revenue on the RCTB report. Jean explained that grant revenue was less than budgeted because our expenses were lower and we did not draw as much funds.

Board members thanked Chris Terry for preparing the report of the bus advertising spaces and ads.

*Aurelio Diaz made a motion to approve the consent agenda. Ed Pickens seconded the motion. With no further discussion, the motion carried.*

**D. OLD BUSINESS**

The proposed 2021 RCTB meeting schedule was reviewed. Meetings are scheduled for 8am on the 2<sup>nd</sup> Wednesday of the month. However, when the 2<sup>nd</sup> Wednesday falls on the 9<sup>th</sup> or before, the meeting shall be held on the 3<sup>rd</sup> Wednesday.

While discussing the length of RCTB meetings, Jean Taddie offered to forward information about managing the consent agenda portion more efficiently. Having board committees to review finance and other matters in advance could also make the board meetings run more efficiently.

*Val Ashcraft made a motion to approve the meeting schedule. Carl Neutzling seconded the motion. With no further discussion, the motion carried.*

The discussion of board committees focused on setting up a special committee to help launch the new bus advertising program. Val offered to help, especially when it comes to sales. She also nominated Maura Siegenthaler, who was not present to accept the nomination but later did so via email. Ed volunteered, and Clint offered help reaching out to businesses through the Chamber, some of whom could serve as advisors.

*Ed Pickens made a motion to initiate a special committee, called Advertising Strategy. Aurelio Diaz seconded the motion. With no further discussion, the motion carried.*

***Val Ashcraft made a motion to appoint members of the Advertising Strategy committee: Maura Siegenthaler, Ed Pickens, Clint Knight & Val Ashcraft. Ed Pickens seconded the motion. With no further discussion, the motion carried.***

Chris Terry reported that the DoubleMap roll out to the public, which started January 4, is working well and that the app is accurately tracking bus locations and sharing RCT announcements. However, the drivers' tablets are not properly tracking route miles and sometimes will not turn on, so the data is inaccurate. She is having almost daily calls with DoubleMap.

The 2<sup>nd</sup> set of speakers that were ordered for 2 buses – based on recommendation from Lucas at DoubleMap – also did not integrate with our buses. Chris has an appointment with Vasu Communications, a local company that handles our radios.

Next, the discussion turned to the bus advertising program. Questions referred to the newly formed Advertising Strategy committee include: length of contract, whether to work with one or more vendors, whether to handle sales in house, and other items the committee deems appropriate. It was decided to use email to see what day and time was best for everyone (and in follow up, the committee met January 21).

D. **NEW BUSINESS**

Chris Terry explained the request for a new time clock, which was sent with the board packet. The clock at the Transit Center, which the driver's sometimes use to clock out for lunch breaks, does not allow them to punch in and out, which leads to time-consuming manual entry and possible error from drivers or data entry. The new time clock would go to the main bus garage, and the 3-year old time clock at the garage would be moved to the TC. The new clock allows drivers to swipe their ID badge every time they clock in or out, thereby increasing accuracy and efficiency.

***Val Ashcraft made a motion to purchase the new time clock. Leona Smith seconded the motion. With no further discussion, the motion carried.***

The proposal to write off \$375 in 2019 receivables was sent in advance with the board packet. Kathy Wilkinson reviewed the aged A/R report, and recommended that 4 invoices totaling \$375 be written off. It appears that Jill Rohr may have double-billed or billed incorrectly and did not follow up.

***Ed Pickens made a motion to write off the 4 outstanding invoices totalling \$375. Leona Smith seconded the motion. With no further discussion, the motion carried.***



Authorizations for ECHO/TrAMS were reviewed. Since RCTB has a new board chair, he needs authorization to be the Authorizing Official and to have Inquiry access.

***Leona Smith made a motion to authorize Clint Knight for ECHO/TrAMS. Ed Pickens seconded the motion. With no further discussion, the motion carried.***

Each year, Richland County requires authorization to MUNIS for receiving and paying funds. Fiscal assistant Terri Kiser is the primary contact, Fiscal Officer Jean Taddie is the back up. Due to separation of duties, only RCRPC Director Jotika Shetty or Transportation Director Todd Blankenship can approve payments.

***Val Ashcraft made a motion to submit the MUNIS authorization as presented. Carl Neutzling seconded the motion. With no further discussion, the motion carried.***

C. **EXECUTIVE SESSION (IF NECESSARY)**

There was no executive session.

D. **OTHERS FROM THE FLOOR**

There was no other business from the floor.

E. **ADJOURN**

***There being no further business, Ed Pickens made a motion to adjourn. Leona Smith seconded the motion. With no further discussion, the motion carried.***


The meeting adjourned at 9:36 a.m.

**NEXT MEETING**

The next regular monthly meeting is scheduled for Wednesday, February 10, at 8:00 a.m.



Valeria Ashcraft, Secretary



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

January 13, 2021  
Richland County Transit Board

convened meeting of the Board, of the meeting held on December 16, 2020.

  
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Clint Knight, Chairman

2-10-21  
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Date