

# RCTB RICHLAND COUNTY TRANSIT BOARD

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

MINUTES OF the September 15, 2021 RCTB Board meeting.

## PRESENT:

Board: Val Ashcraft, Aurelio Diaz, Ed Pickens, Carl Neutzling & Maura Siegenthaler

ABSENT: Clint Knight & Leona Smith

RCRPC staff: Jean Taddie

First Transit (via Zoom): Tara Burchett, Chris Terry & Cristin Tolen

## Call to Order

Vice Chairman Ed Pickens called the meeting to order at 8:06 a.m.

## Recommended Actions

### **1. Routine Matters – CONSENT AGENDA**

The Bills to Pay, Minutes from the August 11, 2021 meeting, August TMR and RCTB financial reports, GM and ridership reports, status of grant programs, and an advertising update were provided in advance for review.

Ed Pickens opened the floor for discussion. Chris Terry responded to questions about staffing levels on the GM report. The number of operations staff at full staffing levels is 26. Chris is currently hiring a receptionist, cleaner and driver.

Jean Taddie responded to questions about the RCTB financial report. The fuel was higher than average this month, due to a large diesel purchase. There has been progress on the state fuel tax rebates, as we now have an agent working on our claims. FTA draws will be made soon for August and September. The bills to pay includes two invoices from First Transit. The \$5,300 payment covers the Buy America audit for the 3 new Gilligs. The payment to Justin Chance covers the production, installation and removal of the 5 bus ads for the Count On Me Richland County campaign.

*Val Ashcraft made a motion to approve the consent agenda. Maura Siegenthaler seconded the motion. With no further discussion, the motion carried.*

## Old Business

Chris reported that troubles continue with the TransLoc AVL system. She has daily calls with them. TransLoc is working on buses that service 2 routes. The second route is not showing on the tablet or the public app. Passenger counts disappear when the route

changes over after re-synching the tablets. One of our drivers is helping to troubleshoot these problems with Frank Robinson.

TransLoc did send over training materials, but they only included images of the buttons. The materials did not include step by step instructions. Maura recommended that Chris and her team create useful instructions by trial and error, since TransLoc has not.

TransLoc completely missed their target to demo the reporting software by the week of Sept. 6, and they did not contact us about the missed deadline. Chris was asked to follow up with TransLoc in writing about the ongoing problems and copy the board.

The Triennial Review update from FTA was provided in advance and discussed. All of the findings have been closed, except for the subrecipient monitoring for Shelby Taxi's ADA service, which is under review by civil rights officer Marjorie Hughes.

The new Gillig buses were placed in service September 14, after the radios and speakers were installed and tested. Clint (via email) stated that he would work with the Chamber to set a date for the ribbon cutting. The bus garage was determined to be the best location.

A summary of upcoming procurements and purchases was provided in advance for review. For the bus shelters, Jean is working with the county prosecutor's office to address regulatory and legal issues for installing one bus shelter on Park Avenue East, in front of Catholic Charities.

ODOT has informed transit agencies that vehicle replacement over the next 12-18 months is going to be challenging, because Ford stopped producing chassis. ODOT is working with Ohio Transit Agencies to prioritize purchases statewide (based on vehicle years/mileage) and to plan for the longer term. Possible stop gap measures include: increasing preventative maintenance, purchasing used and/or alternative vehicles, and/or keeping old buses for parts for use by RCT and/or other Ohio transit agencies.

ODOT recommended we should continue working through the state contracting process, including the board resolution.

***Maura Siegenthaler made a motion to approve the Board Resolution Authorizing Participation in ODOT Cooperative Purchasing Program. Carl Neutzling seconded the motion. With no further discussion, the motion carried.***

RCTB's Title VI program, along with subrecipient Shelby Taxi's Title VI program, were provided in advance for review and discussed at the meeting. The program will be submitted, along with the board minutes, after board approval. Jean will review Shelby Taxi's compliance and duty of notice as part of ongoing monitoring.

***Val Ashcraft made a motion to approve the RCTB Title VI program. Aurelio Diaz seconded the motion. With no further discussion, the motion carried.***

RCTB's Disadvantaged Business Enterprise (DBE) goal is due to FTA by September 30. The goal over the last 3 years was .25% since there are not many DBE vendors in our region. Jean is working on the analysis and intends to present recommendations before the next board meeting.

**New Business**

Board member information forms, which includes conflict of interest verification, were provided in advance. Jean indicated that these are required annually and requested complete forms from the members. As noted in the RCTB bylaws, any possible conflict of interest that would arise over the year must be disclosed at that time. All board members submitted completed forms.

**Executive Session (if necessary)**

There was no executive session.

**Other Business from the Floor**

There was no other business from the floor.

**Adjourn**

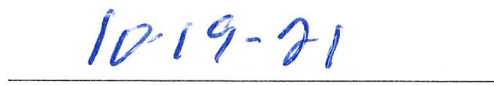
*There being no further business, Maura Siegenthaler made a motion to adjourn. Aurelio Diaz seconded the motion. With no further discussion, the motion carried.*

The meeting adjourned at 9:05 a.m.

**Next Meeting**

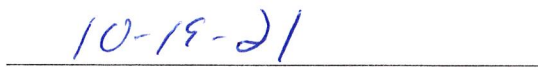
The next regular monthly meeting is scheduled for Wednesday, October 13, at 8:00 a.m.

  
\_\_\_\_\_  
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 convened meeting of the Board, of the meeting held on September 15, 2021.

  
\_\_\_\_\_  
Clint Knight, Chairman

  
\_\_\_\_\_  
Date