

RCTB RICHLAND COUNTY TRANSIT BOARD

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

MINUTES of the October 15, 2024 RCT Board meeting

PRESENT:

Board: Scott Heimann, Ed Pickens, Donna Hight, Trae Turner, Carl Neutzling
Absent: Todd Blankenship, Crystal Davis-Weese
Regional Planning: Jean Taddie, Carol Coovert, Jotika Shetty (via Zoom)
Transdev/First Transit: Tara Burchett, Chris Terry, Cristin Tolen

Call to Order

Chairman Scott Heimann called the meeting to order at 3:06 p.m.

Recommended Actions: Routine Matters – CONSENT AGENDA

The September 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.

Jean noted on the financial report, we have not had to dip into local reserve funds. We were just awarded on October 11, \$410,000 for state fiscal year 2025. This will improve our local reserve funds balance. On current bills, when we move to approve these, ETA transit invoice for \$31,220 we are holding for further discussion in the procurement updates.

Richland Public Health has given us \$24,000 bus ad order which will also help with our local funds.

Ed Pickens made a motion to approve the consent agenda. Donna Hight seconded the motion. With no further discussion, the motion to approve the consent agenda carried.

Old Business

Procurement updates:

Buses – we are awaiting for a quote for three new cutaway buses. These would be 100% federally funded. The board has already given the ok to use state contracts in an authorizing resolution. The board is ok with issuing PO if it's needed before next meeting.

HVAC Change Order:

We waited for a structural engineer to weigh in and we did not use their recommendation so we will not be paying for the extra amount for the structural engineer solution. The Engineering change order will be removed from the contract. The contractor has hired temporary heating because the project has been delayed and it is getting cold now. We will need to pay for the temporary heating. A change order is coming to get a curb to set the new cold air return. It is around \$44,000 at this time. We are getting a second quote on the rigging to lift the units up to where they need to go. The Purdy quote came in at \$20,000, which was higher than we expected. We are expecting a new change order within one to two weeks. This has to be done and billed before the end of the year.

Roof repair contract:

Garland Company is the company we chose for the roofing project and they have designed the specs. We just received the contract language this morning from Andrew Keller at Richland County. The two documents in packet are the contracts with County language. The scope of work is included as part of the contract. Garland was able to get competitive quotes based on their specs. This is a Design-Build program so we don't have to pay extra for an engineer. We had \$115,000, plus \$20,000 for an Engineer which we don't need now. Worner Roofing was chosen as the contractor following the best price, responsive and responsible, Davis-Bacon wages, and Buy America, Build America rules. They are familiar with our roof because they have been here many times repairing it. They quoted us \$115,000. We need to fill in a couple of dates and then the contract will be ready for signature. Our goal is to have the roof completed by Thanksgiving.

Donna Hight made a motion to approve the roof contract. Ed Pickens seconded the motion. With no further discussion, the motion carried.

Final Friday pilot update:

Final Friday was referenced in the GM Report. We had a terrible storm right before the event. They called off the concert at 8:45. We had 12 riders, which was low because of the weather. We would like to map out all of the riders that rode during the 5 months of service. We would like to get together with DMI, the board operations committee and RCT to review. We will be sending out a doodle poll to set up a meeting time. What did we learn, what would we do differently, do we want to do it again next year? If so, we could put out some sponsorship goals for the event.

Workforce transportation MATI grant contract updates:

We are still waiting on the contract with NECIC. They have been working with us as part of our contract. We have payment for them but we are not releasing the payment until we have a signed contract. We are meeting on site with our Tech Assistance advisor from Toole Design on October 17. NECIC is planning the tour and are putting together some outreach activities.

Trae Turner made a motion to approve Jean to execute the contract with NECIC and make the payment to NECIC when the contract is approval by legal. Donna Hight seconded the motion. With no further discussion, the motion carried.

CAD/AVL update:

In the bills to pay, there is an invoice for \$31,220 from ETA for balance left for year one. They are showing that our start date was September 1. The service is in place and the buses are showing on the map, but there have been problems with some buses as far as passenger counts and call outs. We are now testing reports to make sure the information is correct and trying to figure out how to get all the information we need pulled for each report. Some things are still missing in the reports. The system is up and it is on our end now to learn how to pull the information we need for our reports. They were supposed to come here and work some more on the radio issues that aren't resolved yet, but that was worked out without a visit. We need to propose a revised start date to ETA. Jean has proposed that we hold payment for this current ETA invoice and she will call Nicole and discuss items still outstanding and what work has been

done since September 1 to see if we can come up with a revised start date.

New Business

Review pilot routes for adjustments:

We reviewed the service change update spreadsheet showing 12 month totals before and after the route changes that were made in September 2023. All of the differences by route averaged the same numbers before and after. The Operations Committee needs to meet to look at the pilot program to see if we want to end the pilot program and/or if any other route changes need to be made. If we think we want to change things, Chris should come prepared with a list of things that she feels need to be looked at or changed.

Bus stop conversion project:

The board approved the policy for our bus stop guidelines last month, but the Ohio Department of Health wanted more than board minutes to say that, so Jean did a memo about a phased implementation approach that says when we change bus signs we will determine where our good and bad bus stops are located. Then that gives us a baseline for areas that need more attention to share with cities, townships, etc. to come up with goals for infrastructure. The timeline for this, should probably be after the first of the year and into spring with all of the other current projects on the table. We need to decide on final routes before we change any of the bus stops.

2025 RCT Board membership:

We have two members, Scott and Trae, whose terms are ending in 2024. They are both willing to accept a nomination to return to the board for another term. If the board members are ok with this, then we will let Tony Vero know to put on the commissioner's agenda. The commissioners will pick the chair for the board.

Ed Pickens made a motion to officially nominate Trae Turner and Scott Heiman for another term. Donna Hight seconded the motion. With no further discussion, the motion carried.

Other Business from the Floor

Repairs for Bus #22:

Bus #22 is an older bus that is set to be replaced but it won't be for at least 12 to 18 months. The estimate for the repair is approximately \$12,390. It should take them about two weeks to fix it. It has 345,000 miles and is 14 years old. There is about \$22,000 left in the TMR budget. Bus #27 is still being repaired with another problem. We should have a quote for this repair soon. We are down to only three Gillig buses right now with no backups. Chris recommends going forward with the repairs for bus #22, using TMR funds. We will make a decision on bus #27 when we receive the quote.

Donna Hight made a motion to have Bus #22 repaired for \$12,390.47. Ed Pickens seconded the motion. With no further discussion, the motion carried.

Donna Hight made a motion to move to executive session, with everyone in the room to be invited, to discuss quotes for an architect. Ed Pickens seconded the motion. With no further discussion, the motion carried.

Executive Session

Carl Neutzling made a motion to exit the executive session. Trae Turner seconded the motion. With no further discussion, the motion carried.

Executive session ended at 4:22 p.m.

Donna Hight made a motion to select FiELD9 as the Architect for the window project contingent upon acceptable reference checks. Ed Pickens seconded the motion. With no further discussion, the motion carried.

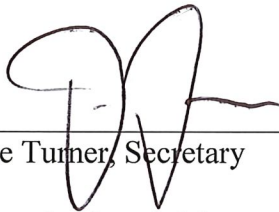
Adjourn

There being no further business, Donna Hight made a motion to adjourn. Trae Turner seconded the motion. With no further discussion, the motion carried.

The meeting adjourned at 4:23 p.m.

Next Meeting

The next RCTB meeting is Wednesday, November 13 at 8:30 a.m.



Trae Turner, Secretary

11-13-24

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 October 15, 2024.



Scott Heimann, Chairman

11-13-2024

Date