

RCTB RICHLAND COUNTY TRANSIT BOARD

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MINUTES OF the January 12, 2022 RCTB Annual Board meeting

PRESENT:

Board: Scott Heimann, Clint Knight, Carl Neutzling, Ed Pickens, Crystal Weese
RCRPC staff: Jean Taddie
First Transit (via Zoom): Tara Burchett, Chris Terry & Cristin Tolen
Guest: Carl Hunnell, Richland Source

ABSENT: Leona Smith & Nicole Williams

Call to Order

Chairman Clint Knight called the annual meeting to order at 8:38 a.m.

RCTB 2022 Officers

Clint Knight continues as the RCTB Chair, as appointed by the Richland County Commissioners. The board discussed the nomination of Ed Pickens to continue as Vice Chair, Scott Heimann as Secretary, and Jean Taddie as a non-board member Treasurer and Fiscal Officer. There were no other nominations.

Crystal Weese made a motion to approve the slate of officers. Ed Pickens seconded the motion. With no further discussion, the motion carried.

Per RCTB bylaws, standing committees include: Executive, Finance & Advertising, Agency & Public Relations, Operations & Safety. The nominations for the finance committee were: Clint Knight, Ed Pickens, and Scott Heimann. Chairman Knight will work on seeking nominations for the remaining standing committees.

Ed Pickens made a motion to approve the finance committee members. Scott Heimann seconded the motion. With no further discussion, the motion carried.

The schedule of 2022 meeting dates was provided in advance and discussed at the meeting, with no changes.

Scott Heimann made a motion to approve the 2022 RCTB Calendar. Crystal Weese seconded the motion. With no further discussion, the motion carried.

Recommended Actions

1. Routine Matters – CONSENT AGENDA

The Bills to Pay, Minutes from the December 16, 2021 RCTB meeting, December TMR and RCTB financial reports, GM and ridership reports, status of grant programs, and an advertising update were provided in advance for review.

Jean Taddie called out and discussed the year-end adjustments to the RCTB financial reports, including depreciation of assets (\$233,809.42), disposal of old office equipment (\$1,669.63) and uncollectable amounts (\$25.40).

Scott Heimann made a motion to approve depreciation, disposal and uncollectable adjustments to RCTB financials. Crystal Weese seconded the motion. With no further discussion, the motion carried.

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

Old Business

Chris provided an update on the TransLoc (formerly DoubleMap) AVL system. Routes are continuing to have problems with the call outs, which are repeating and/or stating the wrong locations. TransLoc asked for the route maps again. Reports are not properly built to show the data as we need it. TransLoc says the contract doesn't cover report customization, so it's up to us to build the reports from the passenger data. However, the data from the TL system is still not matching the data from drivers' paper logs. Jean noted that RCTB received an invoice from DoubleMap, and has requested that it be credited, since we've already paid for a year of service that we did not receive.

The board asked if other First Transit agencies are having issues with TransLoc or DoubleMap. First Transi VP Cristin Tolen stated that other agencies are having issues, and at least one has ended their contract. These AVL systems are challenging, and some First Transit agencies are having trouble with the Route Match brand as well.

Once the RCTB Operations & Safety Committee is set up, they will help address this matter.

Chris reported the ridership numbers for the Saturday holiday service on Dec. 11 and 18: 115 fixed route trips on each Saturday, plus 10 Dial A Ride trips on 12/11 and 11 DAR on 12/18, for a total of 251 trips. Chris noted the weather was bad on both of these weekends, with some road closures that resulted in route adjustments.

A report of upcoming procurements and major purchases was provided in advance for board review, along with the Tire RFP. Our current tire contract for the large buses ends 3/31/22. Jean submitted the RFP to the Prosecutor's office for legal review on 12/21.

Scott Heimann made a motion to approve Tire RFP, pending legal review. Ed Pickens seconded the motion. With no further discussion, the motion carried.

The next procurement discussed was the Transit Development Plan. To gain input on the RFP scope, Jean surveyed RCTB members, as well as advisors from ODOT, the Area Agency on Aging, and the Richland County Youth and Family Council board. Jean requested an ad hoc RCTB committee to guide the RFP process, review and score incoming proposals, and recommend the top consultant to the full RCTB. Crystal Weese, Nicole Williams, and Clint Knight were nominated from the board, along with Jean Taddie and Jotika Shetty from Regional Planning.

Crystal Weese made a motion to appoint Crystal Weese, Nicole Williams, Clint Knight, Jean Taddie and Jotika Shetty as an ad hoc TDP committee. Scott Heimann seconded and amended the motion to include the ability of the chair to appoint or replace members as needed. With no further discussion, the amended motion carried.

Jean noted that quotes for 3 cutaway buses were received from TESCO and BSI, with American Bus still anticipated. Chris, Frank, Cristin and Jean met with the BSI rep. We will be sending an updated request to TESCO. Jean is investigating the need for local funds to cover options – such as destination signs, jumpstart ports, electric driver seats, etc. – that are not on the state contract.

New Business

The 2022 Shelby Taxi subrecipient contract was provided in advance for review. Jean noted that only the highlighted amounts and dates have changed since 2021.

Carl Neutzling made a motion to approve the Shelby Taxi contract. Ed Pickens seconded the motion. With no further discussion, the motion carried.

The final topic discussed was preparation for the 2021 financial audit. Jean requested a meeting of the Finance committee, and also offered to host a RCTB Finance training. The committee meeting was scheduled for 9:30a.m. on January 20, at the Regional Planning office. The finance training was scheduled for 9a.m. January 26 via Zoom.

Other Business from the Floor & Executive Session (if necessary)

There was no other business or executive session.

Adjourn

There being no further business, Ed Pickens made a motion to adjourn. Crystal Weese

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seconded the motion. With no further discussion, the motion carried.

The meeting adjourned at 9:39 a.m.

Next Meeting

The next regular monthly meeting is scheduled for Thursday, February 10 @ 8:30am.



Scott Heimann, 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 annual meeting held on January 12, 2022.



Clint Knight, Chairman



Date