

# **RCTB** RICHLAND COUNTY TRANSIT BOARD

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

MINUTES of the February 14, 2024 RCT Board meeting

## **PRESENT:**

Board: Scott Heimann, Ed Pickens, Trae Turner, Crystal Davis-Weese, Donna Hight, Todd Blankenship

Absent: Carl Neutzling

Regional Planning: Jean Taddie, Carol Coover

Transdev/First Transit: Chris Terry, Tara Burchett, Cristin Tolen

## **Call to Order**

Chairman Scott Heimann called the meeting to order at 8:32 a.m.

## **Recommended Actions: Routine Matters – CONSENT AGENDA**

The January 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 called out one item in the Consent Agenda – she received an email from the Governor yesterday. There has been an award based on our state fiscal year 2025 application. We were awarded \$609,683 of competitive grant funding, including \$143,733 of state funds for local match we can use against preventative maintenance. On the capital side, we were awarded 100% federal funding for roof replacement (\$135,950) and two more cutaway buses (\$330,000). We will work on an updated budget for next quarter.

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

## **Old Business**

Procurement update - A procurement update was provided in advance for review. Jean noted that County support for local match is unlikely as ARPA funds have been committed. We will use local reserve funds for local match as budgeted for the HVAC air handler unit, CAD/AVL, and lift repair.

On the Operations Management contract, the attorneys for First Transit and the Prosecutor's office have been meeting and yesterday afternoon an agreement on final contract language was reached. The contract is ready for signatures and checks for First Transit for January and February invoices are ready to be requested.

The final new bus should be delivered by early March. We want to see a van when he brings the new bus to us.

Transit Development Planning - Jean spoke briefly about Final Fridays as one of the TDP recommendations. We can do this for roughly \$20,000, and we are looking for funding partners. This will be a good learning experience for on-demand service for us. We are looking at covering our entire service area plus potentially Lexington for Final Fridays. Our fixed routes

would run until 6:30 pm and then on demand service would start after that and continue until 11:00 pm, or later. This is a work in progress.

On the TDP Draft, the decision was made to wait another month for final approval of the plan. Because of the two week delay, we can extend the date to March 31 and also change the total awarded amount to \$165,779. The contract with RLS was \$266.80 less than what we were awarded from ODOT and they have gone above and beyond on this project. Jean recommends to give them a couple of more hours to put towards the design of the plan.

***Crystal Davis-Weese made a motion to approve the addendum to the RLS contract extending the contract period to March 31, 2024 and revising the total amount of the contract to \$165,779. Donna Hight seconded the motion. With no further discussion, the motion carried.***

EZ Fare – The cost for implementation was going to be \$35,000. NEORide negotiated with Masabi and they came down to \$20,000. NEORide said they will split the cost with us so our cost will be \$10,000 for implementation. After June 1, the implementation cost is going up to \$45,000. The annual fee is \$2,750 and a 7.6% transaction fee. The best alternative is Token Transit and no one else in the state is using this. Jean’s recommendation is to move forward with EZ Fare. There was some discussion about the transaction fees. If we don’t like it we can end it at the end of the year. Todd feels like marketing is a very important part of this plan to make people aware of it. Also, make sure that our partners are aware of it to market it for us. Jean noted that EZ Fare does come with marketing tools included. Trae suggested training sessions that could be offered through Area Agency on Aging. The implementation date is tentatively June 1. The contract will also need to be approved through legal.

***Donna Hight made a motion for the board to continue with the EZ Fare implementation grant Crystal Davis-Weese seconded the motion. With no further discussion, the motion carried.***

Service change pilot updates – On the fixed route we are down about 150 riders from December but we had 3 extra days of Saturday service in December. If you compare it to November, we are up about 120 riders. January last year compared to January of this year has the exact average number of daily riders.

Marketing new service – the ads are up on Facebook and Instagram as a rotating ad with three images. They are up for another three more weeks. Scott would like to see the analytics from Razor at the next board meeting.

Standing Committee Membership – We have four committees, Executive, Finance & Advertising, Agency & Public Relations, and Operations & Safety. The TDP committee will be rolled into the Operations & Safety Committee. The following nominations were made for standing committee membership:

- Executive – Scott Heimann, Ed Pickens and Trae Turner
- Finance – Donna Hight, Scott Heimann, Ed Pickens and Todd Blankenship
- Agency & Public Relations – Donna Hight, Trae Turner, and Crystal Davis-Weese
- Operations & Safety – Carl Neutzling, Crystal Davis-Weese, and Todd Blankenship

***Todd Blankenship made a motion to approve the recommended Standing Committee members. Crystal Davis-Weese seconded the motion. With no further discussion, the motion carried.***

Ohio Loves Transit Week – Monday, February 12 through Friday, February 16, 2024. Scott, Ed, Jean, Carol, Jotika, Chris and Tara met with Senator Mark Romanchuk on Tuesday, 2/13, at the Bus Garage and they will be meeting with Representative Marilyn John on Thursday, 2/15. Friday we will ride Route 15 to the airport with Mayor Jodie Perry and Commissioner Tony Vero. We have invited the press. We will meet at 2:45 at the transit center, pick up route 15 at 3:00 and will be back to the transit center by 3:20. A goody bag giveaway for passengers will be shared 2/14. Thanks to Area Agency on Aging for their help with sponsoring the giveaway. They are also offering prizes to seniors who ride the RCT/AAA grocery shuttle during February.

### **New Business**

FTA Triennial Review – Jean noted that there are 23 areas to be reviewed, but some do not apply to us. All information requested is due to the FTA by February 29. After they review the documents we submitted, they will come back and ask for more information. They will not be onsite by March or April, but possible May. We will be updating policies, etc. for anything that we may have missed. Thanks to Chris and Tara for providing their information to us quickly and for keeping such good records.

Policy Updates – The Financial Management policy was updated to take out references to Teri Kiser's role and update it to Carol's title. The changes are mostly non-substantive, just clarification points along the way. Scott noted that there are no material changes, it's just reflective of the way we are doing business.

***Trae Turner made a motion to approve the updated Financial Policy. Ed Pickens seconded the motion. With no further discussion, the motion carried.***

The Procurement Policy will have some substantial changes so these changes will be presented at an upcoming board meeting.

Grant Management policy updates – Jean noted some changes were made on the federal side, for example, the Federal system was changed from TEAM to TrAMS. Some titles were changed and updated for clarity. After the last Triennial review the FTA made us put in procedures for MPRs (Milestone Progress Reports) and FFRs (Federal Financial Reports), so a reference was added to those procedures, which the board approved after the last Triennial review.

***Crystal Davis-Weese made a motion to approve the updated Grant Management Policy. Donna Hight seconded the motion. With no further discussion, the motion carried.***

Revised 2023 Ridership Reports – Jean noted when she was training Carol on the ridership reports that others had been doing on her behalf, we noticed that the formulas have been corrupted. The December numbers are correct. Carol has updated January to November reports because the totals were incorrect, and these numbers are used for our annual NTD (National Transportation Database) reports so we want it exactly right.

***Donna Hight made a motion to approve the revised 2023 Ridership Reports. Trae Turner seconded the motion. With no further discussion, the motion carried.***

Solar Eclipse – Jean received survey information from the planning committee of OPTA and reviewed the survey information for the various Ohio cities and what they are planning for the solar eclipse. RCT plans to be on standby for emergency management. Chris stated that she has another meeting with Richland County EMA. After the meeting with EMA, we should know more about their requirements and we can discuss at the next board meeting. We will invite Rebecca Owens from Richland County EMA to attend the next board meeting. Donna Hight noted that the campus will be having online classes or possible cancel classes for the day. Scott noted that most of the schools are planning to be closed that day.

Richland County janitorial products contract – The County will use Friendly Wholesale, this is a routine contract that needs to be signed and given back to the Commissioners.

***Ed Pickens made a motion to approve the resolution for the Richland County janitorial products contract. Trae Turner seconded the motion. With no further discussion, the motion carried.***

Richland County CDBG award contract – Jean noted that this is for a grant from Richland County for \$75,000 for the period of February 1 through August 31. We will use it to cover part of the cost for DAR for those who are not in the city of Mansfield and to cover the ½ price revenue difference for senior & disabled bus passes for everyone. The grant application was approved last May, this is the award acceptance.

***Donna Hight made a motion to approve the Richland County CDBG award contract of \$75,000. Trae Turner seconded the motion. With no further discussion, the motion carried.***

Resolution for the Mansfield CDBG application – This is for funds to support DAR for the City of Mansfield. Jean noted that the application is not quite ready yet to submit, but it is due on 2/23/24. We are still working on calculating our fully allocated costs. Jean noted that if the board can go ahead and accept this resolution then it will be ready for Scott to sign off on it and for us to submit on 2/23/24, once we finalize the fully allocated costs.

***Donna Hight made a motion to accept the resolution for the Mansfield CDBG funds application. Crystal Davis-Weese seconded the motion. With no further discussion, the motion carried.***

Audit Award – Jean noted that we have had clean audits the last two years. We received this audit award from Marilyn John and on behalf of the Auditor of State acknowledging and recognizing our clean audit for this year.

### **Executive Session**

Scott noted that there is nothing new to report regarding our executive session from last month so there is no need to go into executive session.

**Other Business from the Floor**

Ed Pickens mentioned that everyone needs to get their glasses and be ready for the solar eclipse.

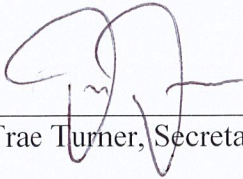
**Adjourn**

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

The meeting adjourned at 9:53 a.m.

**Next Meeting**

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

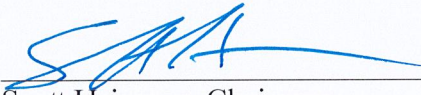


Trae Turner, Secretary

3-13-24

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 February 14, 2024.



Scott Heimann, Chairman

3-13-2024

Date