

RCTB RICHLAND COUNTY TRANSIT BOARD

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

MINUTES OF the July 14, 2021 RCTB Board meeting.

PRESENT:

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

RCRPC staff: Jean Taddie;

First Transit: Tara Burchett & Chris Terry

A. Call to Order

Chairman Clint Knight called the meeting to order at 8:05 a.m.

B. Recommended Actions

1. Routine Matters – CONSENT AGENDA

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

Maura Siegenthaler made a motion to approve the consent agenda. Carl Neutzling seconded the motion. With no further discussion, the motion carried.

C. OLD BUSINESS

The proposed RCTB bylaws update was sent in advance to the board and shared publicly. The board discussed the request of the independent auditors to include oversight of the audit under the finance committee, which was added to the bylaws proposal (highlighted below).

SECTION 6.1 Standing Committees

The Richland County Transit Board shall consist of the following Standing Committees:

Executive Committee: The Executive Committee serves the Board of Directors by researching and organizing information required for efficient consideration and strategic planning by the Board and optionally making recommendations or proposals based on such information. The Executive Committee does not take significant action in lieu of the Board of Directors, nor does it filter information available to the Board of Directors

Finance and Advertising: The Finance and Advertising Committee provides financial analysis, advice, and oversight of the organization's budget. The primary functions of this committee are to monitor and review the Board's accounting and financial reporting practices, and follow up on citations and recommendations made by its auditor. It is their responsibility to ensure the organization is operating with the financial resources it needs to provide programs and services to the community. Advertising being a considerable revenue stream, will fall under the watch of this committee as well. This committee will review and advise the board on business practices, contract detail, and process related to advertising on transit property.

Agency and Public Relations: This Committee will ensure that the public is well informed of services, changes, and enhancements by engaging with various forms of the media. It will also identify and report to the board potential and active partner agencies, in an effort to expand, enhance, and develop services.

Operations and Safety: The Operations and Safety Committee will oversee and ensure that the operating partner develops and promotes a healthy and safe environment for all employees and visitors to our services, vehicles, and facilities through the involvement of all individuals with regards to education, communication and safe work practices. By advising the board on operational activities and adjustments, this committee will also work to develop daily cohesiveness and consistent service.

Ed Pickens made a motion to amend the RCTB bylaws and adopt the revised language detailed above. Maura Siegenthaler seconded the motion. With no further discussion, the motion carried.

Clint Knight presented the proposed board committee membership, which was provided in advance, as follows:

- Executive Committee: Clint Knight, Val Ashcraft, Ed Pickens
- Finance and Advertising: Clint Knight, Ed Pickens, Aurelio Diaz
- Agency and Public Relations: Leona Smith, Aurelio Diaz, Maura Siegenthaler, Carl Neutzling
- Operations and Safety: Carl Neutzling, Clint Knight, Ed Pickens, Leona Smith

Maura Siegenthaler made a motion to approve the RCTB committee membership. Ed Pickens seconded the motion. With no further discussion, the motion carried.

BUSINESS FROM THE FLOOR

Chairman Knight paused discussion of the agenda, to allow comments from a passenger who was speaking on behalf of another passenger who is disabled and did not attend. The

passenger expressed concerns about being required to wear a mask, lack of bus pass sales at the Stanton Transit Center, wheelchair ramps on the big buses that are unsteady, and difficulty flagging the bus.

The passenger was advised that mask mandates were still required inside RCT buildings and buses per federal order, but that masks were no longer required when waiting outside at the Transit Center.

The Transit Center is now open, but the bus pass sales person retired in July. Once the new staff person is hired, bus passes will be sold at the TC again.

Chris Terry noted that bus ramps are inspected daily by the drivers, but that it is possible that the sidewalk/surface under the ramp may have been uneven. After the meeting she advised the maintenance department to check each ramp, and all were found to be in working order.

As for missed pickups due to difficulty flagging the bus to stop, Chris noted that if the rider is missed they could call her at the bus garage as soon as possible so that she can pull the video from the bus to see what happened. She would then follow up with the driver to address any issues. If the passenger is still waiting, a pickup can be arranged.

After the rider was satisfied that her questions were answered and/or being looked into, Chairman Knight resumed discussion on the Old Business agenda items.

C. OLD BUSINESS (continued)

The DoubleMap discussion included a review of the action items list and an update on the pilot of TransLoc's new system. Chris noted that TransLoc checked compatibility of the signs, tablets and reports, and they said those checked out OK. The new equipment started showing up July 13. Maura requested that TransLoc be asked to host a sales presentation, and Chris offered to arrange this.

The PEP insurance policy that was included with the bills to pay was discussed briefly, since last month's motion to accept the proposal was contingent upon liability questions being answered. There is no umbrella policy, and \$6 million/incident is an acceptable amount of coverage. All questions were answered, and the June 16 motion to accept stands.

Jean overviewed the FTA Triennial Review final report, which was provided in advance. The report assessed 22 areas of compliance. Nine deficiencies were identified and are being addressed. Required corrective actions are due by Aug. 20, and an update will be presented to the board at the August meeting. RCT's next triennial review is scheduled for 2024.

RCTB's annual financial audit is almost completed by the independent auditors and will be posted on the Ohio Auditor of State's website. The final audit report will be forwarded to the board when it is available. The auditors recommend that RCTB have a Finance or Audit committee review the audit and that an accountant be consulted before submitting the financial statements for audit. Two findings were identified:

- 1) One of the RCTB statements showed a comparison of 2019 and 2020, while the others were just a single year (2020). These should be consistent, and a single year audit was recommended in the future.
- 2) The correction of prior years' depreciation should have been shown as an adjustment to the 2019 Net Position balance, and should not have been included in the 2020 depreciation expenses.

Clint will call for a Finance Committee meeting to review the audit in August.

D. NEW BUSINESS

Chris presented a \$5,145 quote from Surveillance-247 to purchase and install new camera equipment on the 3 new Gillig buses. The new "fish eye" type cameras will cover 100% of the bus, with no dead zones. The quote includes new cameras and all wiring/installation. They will re-use old equipment whenever possible, such as the DVRs. The bill will be paid by RCTB, not TMR.

Ed Pickens made a motion to approve the cameras & equipment purchase. Maura Siegenthaler seconded the motion. With no further discussion, the motion carried.

E. EXECUTIVE SESSION (IF NECESSARY)

There was no executive session.

F. OTHERS FROM THE FLOOR

There was no other business from the floor.

G. ADJOURN

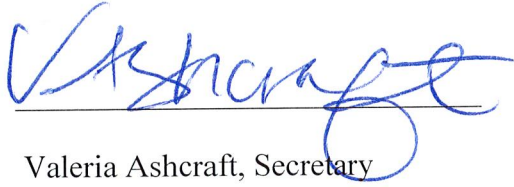
There being no further business, Ed Pickens made a motion to adjourn. Carl Neutzling seconded the motion. With no further discussion, the motion carried.

The meeting adjourned at 9:14 a.m.

July 14, 2021
Richland County Transit Board

NEXT MEETING

The next regular monthly meeting is scheduled for Wednesday, August 11, at 8:00 a.m.



Valeria Ashcraft, Secretary

9-15-17

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 July 14, 2021.



Clint Knight, Chairman

8/11/21

Date