

# **RCTB** RICHLAND COUNTY TRANSIT BOARD

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

MINUTES of the January 17, 2024 Annual RCT Board meeting

## **PRESENT:**

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

Absent: None

Regional Planning: Jean Taddie, Carol Coover; Via Zoom: Jotika Shetty

Transdev/First Transit: Chris Terry, Tara Burchett

Guest: Carl Hunnell, Richland Source

## **Call to Order**

Chairman Scott Heimann called the meeting to order at 8:33 a.m.

## **RCTB 2024 Organization:**

Election of Vice Chair, Secretary and Treasurer/Fiscal Officer – Officer position descriptions from the RCTB bylaws were shared in advance. Jean was nominated to continue in the role of Treasurer/Fiscal Officer. The Vice Chair is responsible to help lead meetings if Scott is not available. The Secretary is responsible for verifying minutes and signing off on them. The board officer positions form the Executive Committee. Scott asked for nominations. Ed was nominated to continue in his role as Vice Chair. Trae was nominated for the Secretary position.

*Crystal Davis-Weese made a motion for Ed Pickens to continue as Vice Chair, Trae Turner to be Secretary and Jean Taddie to continue as Treasurer/Fiscal Officer. Donna Hight seconded the motion. With no further discussion, the motion carried.*

Standing committee membership – Committee descriptions from the RCTB bylaws were shared in advance. Scott asked that sometime between now and the next meeting, board members should let Jean know which committees they want to serve on. The committees are Executive Committee, Finance Committee, Agency and Public Relations, and Operations and Safety Committee. Last year we had one special committee for the TDP. Jean asked if we want to keep this committee separate or blend into another committee, potentially the operations committee. Crystal recommends that it blend in to another committee. Scott suggested checking with our consultants to see what they recommend.

Board conflict of interest verifications – Conflict of interest forms and bylaws requirements were shared in advance for review. Board members were given forms to complete for 2024. Jean defined conflict of interest requirements that are detailed in the RCTB bylaws.

NEORide voting member contact – In our 2023 resolution, RCTB defined the board chair to be the primary voting director for RCTB. The Transit Development Manager is the alternative voting contact. They send out emails with grant opportunities if we want to participate. Scott and Jean will serve as contacts.

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

The December 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.

Additional ridership reports were provided on the shared Google drive to see all the various reports that are currently available on ridership. We can include different reports if we would like to see other information. Jean gave a brief overview of the reports that are currently available. New data will be available from our CAD/AVL system.

In the GM progress report, December Saturday ridership was discussed.

TMR Financial Report – one of the line items, purchased item grounds and materials, went over budget for month and year because of a large bill of over \$12,000 we received in December for furnace repairs. The total budget for the year was under budget by \$313,000. We will need to approve payment, which is included in the TMR bill to pay for December.

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

**Old Business**

A procurement update was provided in advance for review. There has been no contract approvals from legal yet. Jean did call again before board meeting to follow up. The contract for Operations Management has expired. CAD/AVL technology is held up. Jean will reach out for help on this to make sure the Transit Board is getting some priority. More to follow on this.

On the Transit Development Plan, Jean has the final draft and is reviewing. The contract stated the work was to end on 12/31/23, but because of the holidays, we are requesting to move the end date to 2/29/24. Since legal is backed up, is the board comfortable with amending the end date to 2/29/24 without waiting for legal to approve?

***Crystal Davis-Weese made a motion to approve the addendum with a revised end date of 2/29/24 without waiting for the attorney approval. Donna Hight seconded the motion. With no further discussion, the motion carried.***

EZ Fare – NEORide has a grant with ODOT for implementation of EZFare. HAPCAP had to have it approved by City of Athens and the city did not want to go forward with it, so it was offered to us. There has been a new development. Masabi, who manages the software, wants to charge a new rate, not \$8,000 but \$35,000 for installation. Grant funding is only available for \$8,000. They will keep us posted on this. We would probably not be interested if the cost to RCTB would be significant.

The EZFare system can handle our needs, and we would still be interested contingent on implementation being covered with the grant. If they agree to original proposal, the board would recommend moving forward with it.

***Donna Hight made a motion for the board to move forward with EZ Fare contingent on the contract language being as originally proposed. Ed Pickens seconded the motion. With no further discussion, the motion carried.***

Service change pilot updates – Through December the numbers are very close to what we had last year for the month. Things are getting back to normal. If you compare from last month to this month, the numbers are up a little bit more. We are still watching the ridership and the deviated miles report. Scott would like to see a comparison of our numbers to other transit agencies.

Marketing Proposal – Razor Marketing has come back to us with some recommendations. Concept 1 - they will focus on the Ontario Circulator social media campaign and reach out to students and others coming to Ontario. They will provide four weeks of posts on Facebook, monitor results, and report on the campaign summary. We will have royalty free use of the artwork they create. Concept 2 – They would like to place an ad on our bus shelter at the campus. Pricing for Concept 1 is \$3,000 to do work and \$500 for ads on social media, and Concepts 2 is \$750 for the bus shelter ad design. The person we use for installing graphics, Justin Chance, could design one for free and install for \$120. Donna suggested Justin do some of our own artwork/ad for the bus shelter about free fare for OSU students, possibly “Ride free with OSU/NCSC campus ID!”

***Todd Blankenship made a motion to move forward on Concept 1 for \$3,500 for social media campaign creation and implementation. Crystal Davis-Weese seconded the motion. With no further discussion, the motion carried.***

### **New Business**

OPTA Lobby Day – we had pushback from local officials for not participating in this last year to meet with Mark Romanchuk and Marilyn John, although we did reach out and try to schedule an in-district meeting last year. Jean plans to attend in Columbus and she would like someone else to attend with her especially if they know Mark and Marilyn. Jean asked if anyone would be interested – Ed and Scott said they would be. Jean will follow up with more details.

We have been working with Area Agency on Aging, Trae and Lyndsie Martin, on Ohio Loves Transit Week. We would like to do something special for riders and drivers. One option is to get the Mayor on bus and hopefully the media would show up too. Jean is meeting with Jodie on Monday to ask her about it. We could ask either/both Mansfield and Ontario Mayors on the bus. AAA is helping to support giveaway goodie bags and possibly a photo op. We will offer prize drawings for riders, possibly free bus passes and gift cards.

Year End Depreciation – Depreciation amounts for 2023 were shared in advance: buildings - \$21,735.97, office equipment - \$1,046.00, and operating equipment - \$283,048.80, which is

\$305,830.77 total depreciation for 2023. We disposed of buses #19, #23, and #220, so we removed accumulated depreciation of \$701,115.01.

***Crystal Davis-Weese made a motion to approve the depreciation for 2023. Donna Hight seconded the motion. With no further discussion, the motion carried.***

Year End Financial AR write offs – Information about three small write offs, totaling \$35.02, was sent in advance for review. The amounts, which were from prior years, were deemed to be uncollectable.

***Donna Hight made a motion to approve bad debt write-offs. Trae Turner seconded the motion. With no further discussion, the motion carried.***

The bill for emergency HVAC repairs at the bus maintenance garage was provided in advance for review and discussed with the consent agenda.

***Ed Pickens made a motion to approve paying the major expense of \$12,132.47 for Rickett Industrial HVAC repairs that were discussed earlier. Donna Hight seconded the motion. With no further discussion, the motion carried.***

Title VI Program update – The Title VI program update was provided in advance for review. We are required to do a Title VI program for RCTB and our sub-recipient, Shelby Taxi, every 3 years. Jean overviewed the Title VI program. Our nondiscrimination policy is posted publicly in all of our vehicles. We have a complaint policy and process with response deadlines. The program includes the process used to get public input for fare increases or route changes. For limited English proficiency, we do not have 5% or more of any one particular language group speaking English less than very well. We have a contract with LanguageLine to translate for us if needed. Fixed route standards are also included in the Title VI plan. The plan needs to be submitted to the FTA by February 1.

***Donna Hight made a motion to approve Title VI plan for RCTB and Shelby Taxi. Trae Turner seconded the motion. With no further discussion the motion carried.***

### **Executive Session**

***Ed Pickens made a motion to enter an executive session for personnel matters related to appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official. Donna Hight seconded the motion. With no further discussion the motion carried.***

Jean, Carol, Chris, Tara, and Jotika were invited into the executive session.  
Executive session started at 9:52 a.m.

***Carl Neutzling made a motion to exit executive session. Ed Pickens seconded the motion. With no further discussion the motion carried.***

Executive session ended at 10:00 a.m.

**Other Business from the Floor**

There was no other business.

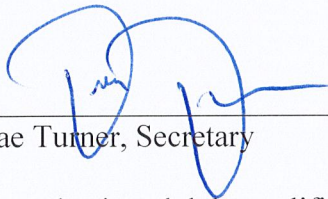
**Adjourn**

*There being no further business, Crystal Davis-Weese made a motion to adjourn. Donna Hight seconded the motion. With no further discussion, the motion carried.*

The meeting adjourned at 10:00 a.m.

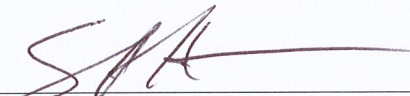
**Next Meeting**

The next RCTB meeting is Wednesday, February 14 at 8:30 a.m.

  
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Trae Turner, Secretary

2-14-2024  
\_\_\_\_\_  
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 January 17, 2024.

  
\_\_\_\_\_  
Scott Heimann, Chairman

2-14-2024  
\_\_\_\_\_  
Date