

# **RCTB** RICHLAND COUNTY TRANSIT BOARD

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

MINUTES OF the December 19, 2022 RCT Board meeting

## PRESENT:

Board: Clint Knight, Carl Neutzling, Ed Pickens, Crystal Weese  
RCRPC staff: Wes Arnold, Jean Taddie; Via Zoom: Jotika Shetty  
First Transit: Tara Burchett, Chris Terry; Via Zoom: Bill Harned  
Guest: Christy Campoll, RLS & Associates (via Zoom)

Absent: Scott Heimann, Donna Hight, Nicole Williams

## **Call to Order**

Chairman Clint Knight called the meeting to order at 9:01 a.m.

## **Recommended Actions**

### **1. Routine Matters – CONSENT AGENDA**

The Minutes from the November RCTB meeting, November Bills to Pay, TMR and RCTB financial reports, GM report, status of grant programs, and advertising update, along with October & November ridership reports were provided in advance for review.

Clint asked for call outs or questions. Jean Taddie noted that the \$655,789 in Accounts Receivable is high because we have not drawn FTA while waiting for their guidance on the wage correction issue. As noted in the grant status update, all of the ODOT Rides to Community Immunity funds have been expended by the 12/31/22 deadline. Current bills include a \$20,000 advance to TMR to cover payroll while the county banking is closed in January for year end.

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

## **Old Business**

In response to TransLoc's notice of increase, Jean sent their last known contacts an email requesting a reduction, following the guidance of Attorney Middis at the Prosecutor's Office. We've received no response so far. Chris Terry reported that she has a ticket in for the ADA callouts, which are not working. Drivers must make the required callouts manually. The app is working at this time.

The procurement summary was provided in advance for review. An engineering contract and RFQ were discussed later in the agenda.

Christy Campoll of RLS & Associates provided an overview of the Transit Development Plan progress, including survey outreach, data collection, and analysis of current routes vs. potential demand.

Final expenses covered by the ODOT Rides to Community Immunity grant included \$7,000 for driver safety shields and fully allocated costs for Fare-FREE days. All \$75,142 of the RCI grant award was depleted before the 12/31/22 end date.

Correspondence with FTA re: the fixed route-demand response wage classification issue discussed last month was provided in advance for review. Jean will meet virtually with FTA rep Deidre Wesley on 12/20 for further guidance.

An RCTB budget for 2023, which was reviewed and recommended by the Finance Committee, was provided in advance for review. Jean noted that a \$40,000 contingency was added in case there are penalties from FTA re: prior year wage classification issues. For 2023 operations, there is an anticipated local match shortfall of \$310,112, which will require RCTB to use almost 1/3 of the current reserve funds. To reduce that need, additional grants and local match will be sought. There is not a shortage of federal funds, since the FTA increased RCTB's annual allocation roughly 30% (\$300,000 per year). The ongoing challenge is to raise more local dollars, which are required to use federal funds. The TDP planning team will help RCTB to address efficiency and sustainability in the 10-year plan.

***Clint Knight made a motion to approve the 2023 operating budget. Crystal Weese seconded the motion. With no further discussion, the motion carried.***

The 2023 Meeting Calendar was sent in advance for review. There were no known schedule conflicts.

***Ed Pickens made a motion to approve the 2023 meeting calendar. Clint Knight seconded the motion. With no further discussion, the motion carried.***

### **New Business**

Notes from workforce transportation meetings with Major Metals, FedEx, and Startek were provided in advance for review. Major Metals is not near a fixed route. FedEx could be reached via a 1-mile route deviation. Startek is on a route, but works 24/7. Some shift changes for all 3 employers occur before/after RCT fixed route service. The RLS team is drafting an employer survey to get broad input on worker transportation.

Ohio Loves Transit Day is Feb. 7, 2023. OPTA is organizing a transit lobby day at the statehouse. They recommend each transit agency attend and/or reach out to their state representative and senator in district. OPTA recommends Ohio budget include \$70 million in state General Revenue Funds for Transit, so funds can be used as a local match for the increased FTA funding.

A 2023 Shelby Taxi contract and 2022 Shelby Taxi contract addendum (increase) were provided in advance for review. The contracts cover federal funding pass through for Shelby Taxi's annual operating expenses.

***Crystal Weese made a motion to approve the 2023 Shelby Taxi contract and 2022 Shelby Taxi contract addendum. Carl Neutzling seconded the motion. With no further discussion, the motion carried.***

The \$12,800 contract with K.E. McCartney & Associates for parking lot engineering was provided in advance for review. This contract will be paid using 100% local funds, to preserve the \$80,000 ODOT grant for the construction phase. The contract was sent to the Prosecutor's Office for legal review on December 13.

***Clint Knight made a motion to approve the parking lot engineering contract with KE McCartney & Associates, contingent upon legal review. Crystal Weese seconded the motion. With no further discussion, the motion carried.***

The HVAC Engineering Request for Qualifications (RFQ) was provided in advance for review. The cost estimate for the engineering is \$40,000, and will use the Design-Bid-Build procurement, as advised by legal. The RFQ was sent to the Prosecutor's Office for legal review on December 13.

***Ed Pickens made a motion to approve HVAC Engineering RFQ, contingent upon legal review. Carl Neutzling seconded the motion. With no further discussion, the motion carried.***

A request for authorization for \$2532.50 in repairs to the bus power washer was previously approved via email on an emergency basis and requires formal authorization.

***Carl Neutzling made a motion to authorize the bus power washer repairs. Crystal Weese seconded the motion. With no further discussion, the motion carried.***

The Public Transit Agency Safety Plan (PTASP) that was updated by the TMR safety team was provided in advance for review. The newest component is to prevent infectious diseases.

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

**Other Business from the Floor**

There was no other business from the floor.

**Executive Session (if necessary)**

There was no executive session.

**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 9:48 a.m.

**Next Meeting**

The next ANNUAL meeting is scheduled for Wednesday, January 11 @ 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 RCTB meeting held on December 19, 2022.



\_\_\_\_\_  
Clint Knight, Chairman



\_\_\_\_\_  
Date