

RCTB RICHLAND COUNTY TRANSIT BOARD

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

MINUTES OF the April 13, 2022 RCT Board meeting

PRESENT (all via Zoom):

Board: Donna Hight, Clint Knight, Carl Neutzling, Ed Pickens, Crystal Weese, Nicole Williams

RCRPC staff: Dave Gentile, Terri Kiser, Jean Taddie

First Transit: Tara Burchett, Bill Harned, Chris Terry

ABSENT: Scott Heimann

Call to Order

Chairman Clint Knight called the meeting to order at 8:32 a.m.

Recommended Actions

1. Routine Matters – CONSENT AGENDA

The Bills to Pay, Minutes from the March 14 and 30 RCTB meetings, March TMR and RCTB financial reports, GM and ridership reports, status of grant programs, and an advertising update were provided in advance for review.

Clint Knight asked for call outs or questions. Jean Taddie noted the 2022 FTA apportionment, which included a 29% increase in annual FTA funding, was reflected in the status of grant programs. These funds require a 50/50 match for operating expense and 80/20 match for capital, ADA and planning.

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

Old Business

Clint will reach out to RCTB members to fill the vacant operations & safety committee as well as the agency & public relations committee.

During the TransLoc (formerly DoubleMap) AVL system update, it was noted that TransLoc Vice President of Client Experience, TJ Letourneau, has offered to meet with RCTB to address ongoing issues with reporting and ADA callouts. Commissioner Vero previously offered to attend and will be invited. A preliminary meeting will be scheduled

for the Board, First Transit and Regional Planning teams to prepare for the meeting with TransLoc.

On the Inkarceration request for ADA service during the July event, Clint, Chris, Jean and Bill met and determined that this request does fit into the charter service definition and would need to be approved by the FTA.

A report of upcoming procurements and major purchases was provided in advance for board review. Contracts for the purchase of 3 Starcraft model cutaway buses from BSI through ODOT cooperative purchasing agreement were also provided in advance for review. Jean noted that pricing for the Luminator brand destination signs still need to be added to the total, and the budget includes \$300,000 from FTA 5307 funding and \$75,000 from ODOT Urban Transit Program funding.

Nicole Williams made a motion to approve purchase of 3 cutaway buses from BSI via state contract. Crystal Weese seconded the motion. With no further discussion, the motion carried.

A Request for Proposal (RFP) for the Transit Development Plan (TDP) was submitted in advance for review. Jean noted that this was developed with input from RCTB's TDP committee and sent to the prosecutor's office for legal review on April 5.

Nicole Williams made a motion to approve the TDP RFP, contingent upon legal review. Carl Neutzling seconded the motion. With no further discussion, the motion carried.

The next procurement will be the radio system replacement, and Jean is checking with counsel to see if an expedited procurement process could be used.

RCTB's insurance policy expires 7/31, and the board requested that the insurance policy be procured with competitive bidding.

New Business

In follow up to the recommendation that RCTB hire an accounting firm to prepare the financial and related documents for the annual Hinkle filing for the Auditor of State. Jean contacted several accounting agencies, and obtained quotes from Julian & Grube and Charles E. Harris and Associates. These contracts were provided in advance for board review. Both agencies had good references, and the board chose to contract with Julian & Grube since they offered a fixed price, and it was lower than Charles Harris' price.

Carl Neutzling made a motion to approve the accounting contract with Julian & Grube. Ed Pickens seconded the motion. With no further discussion, the motion carried.

A bus advertising sales proposal that was received from Mid State Multi Media Group (WMFD, WVNO, etc.) was shared in advance for review. Jean noted that the bus advertising program needs to have policies that incorporate best practices, as well as procurements for two revenue contracts (sales and installer). Clint will call a meeting with the finance committee. Jean will send the finance committee a link to best practices in bus advertising.

An updated ODOT authorizing resolution for 2022 was provided in advance for review. The resolution authorizes RCTB's Fiscal Officer / Transit Development Manager, Jean Taddie, to apply for and administer ODOT grants. Jean noted that the \$400,000 HVAC project that she submitted a Letter of Inquiry for the Ohio Transit Partnership Program (OTP2) grant is being recommended for FTA 5339 (bus and bus facilities) grant at 100% funding. We have the opportunity to apply for additional funding through OTP2. After talking with Chris about high priority issues, Jean is preparing to apply for window replacements at 232 N. Main. Carl offered to forward contractors who can provide prevailing wage quotes for the budget estimate.

Crystal Weese made a motion to approve the ODOT resolution. Carl Neutzling seconded the motion. With no further discussion, the motion carried.

A resolution authorizing a renewal contract with Friendly Wholesale was sent in advance for review. The contract for janitorial products was negotiated by the Richland County Central Services on behalf of participating county agencies.

Crystal Weese made a motion to approve the Friendly Wholesale contract resolution. Nicole Williams seconded the motion. With no further discussion, the motion carried.

A request to the RCTB for a letter of support for the Mansfield RAISE grant application for Main Street streetscape improvements was submitted in advance for review, along with a draft letter of support.

Ed Pickens made a motion to approve the letter of support for the Mansfield RAISE grant application. Donna Hight 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, Crystal Weese made a motion to adjourn. Nicole Williams seconded the motion. With no further discussion, the motion carried.

The meeting adjourned at 9:43 a.m.

Next Meeting

The next regular monthly meeting is scheduled for Wednesday, May 11 @ 8:30am.

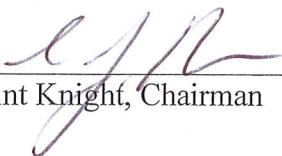


Scott Heimann, Secretary

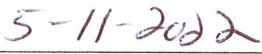


Date

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 April 13, 2022.



Clint Knight, Chairman



Date