

RCTB RICHLAND COUNTY TRANSIT BOARD

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

MINUTES of the November 13, 2023 RCT Board meeting

PRESENT:

Board: Scott Heimann, Ed Pickens, Crystal Davis-Weese, Donna Hight, Clint Knight
Carl Neutzling

Absent: Nicole Williams

Regional Planning: Jean Taddie, Jotika Shetty, Carol Coover

Transdev/First Transit via Zoom: Chris Terry, Cristin Tolen

RSL& Associates via Zoom: Megan Matheny

ETA Transit via Zoom: Jariel Adler

Call to Order

Chairman Clint Knight called the meeting to order at 3:04 p.m.

Recommended Actions

1. Routine Matters – CONSENT AGENDA

The October 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.

Chris provided an update to Route 2 and Route 7. They are very busy and are getting behind schedule. A decision has been made to move RNI on 4th Street to on-call which will give that route an extra 3-4 minutes which should solve the problem. Notices have been posted on the buses and a new schedule change is being processed.

On the RCTB financial report, Jean noted that we have used 69% of our expenses budget and 70% of our revenue budget for this year. We have not had to use any reserve funds and are not expecting to through the end of CY23.

On grant updates, the State contract came in on Friday and now we will be able to catch up on state draws from previous months. Also, on the Federal funds, we will be moving some of the 2022 money to the super grant. \$608,027 will be going to operating and \$312,000 to capital.

Jean noted the Ontario circulator bus is averaging 2 riders per hour. There were 100 more trips in October vs. September. We would like to see this continue to grow. Jean met with Avita and OSU and Jean and Tara took a bus ride with Leadership Unlimited to get the word out about new bus routes.

Ed Pickens made a motion to approve the consent agendas. Crystal Davis-Weese seconded the motion. With no further discussion, the motion carried.

Old Business

Jean provided procurement updates for the CAD/AVL contract. Megan Matheny from RLS Associates has been working on the contract with Jariel Adler from ETA Transit, which is our top choice. Their best and final offer is \$20,000 less than the original amount. For the first year the base package will be \$188,389 which includes, equipment, training, support, etc. After that, the annual amount will be \$31,200 with an increase in years 2 through 4.

Ed Pickens asked what the start date would be for the project. Jariel provided an outline of the schedule of events. As soon as attorney signs off on the contract, they would most likely begin the project within a week. Week one would be a kick off call with ETA and Transit staff. Week 2 would be a site survey to look at the buses and see exactly what is needed and building the design. Weeks 3-4 materials would be ordered and weeks 5-6 install would begin. They should be able to do 3 buses a day. Staff will be fully trained before we go live. There will be a couple of remote training sessions and a final on-site training session.

Scott Heimann made a motion to approve the CAD/AVL contract with ETA Transit contingent upon legal approval. Ed Pickens seconded the motion. With no further discussion, the motion carried.

On the Operations Management contract, Transdev has satisfactorily responded to additional questions from the evaluation committee. Hiring a Maintenance Foreman was also one of the recommendations from Transdev to handle duties such as safety, ordering, reporting, accident follow-up, warrant work and road checks. This will free up more of Chris's time so she can focus on management duties. The contract with Transdev is not contingent upon this recommendation and will be discussed at a later time along with the budget.

Crystal Davis-Weese made a motion to approve Operations Management contract with Transdev upon satisfactory legal review. Donna Hight seconded the motion. With no further discussion, the motion carried.

The HVAC update has already been approved by the board. Approval came back from legal today. The money to add more funds has gone through the state planning process and is going into the Super Grant. We are ready to move forward with the final signature and project commencement.

Transit Development Planning update. Christy from RLS Associates is working on a rough draft of the plan. The final board planning session is scheduled for 12/5 at Gorman Nature Center from 11:00 a.m. to 1:30 p.m. where we will be addressing RCT's identity, vision, and mission for the future.

During the discussion of service change pilot updates, the GM Report and Ridership report were referenced. We have made change to Route 2 & Route 7 as discussed earlier in the Consent Agenda matters.

ODOT & capital funding update: We just received a letter from ODOT that we have been approved for \$824,000 (100% Federal funding). This is from 2019 lapsing funds that we have to spend right away. They have awarded us funding for two buses, a large bus and a cutaway bus. We can start procuring for both buses as soon as we get it in the state planning document.

The disposal of Bus #220 for parts has been discussed in previous board meetings but a motion to dispose of the bus was never completed. This bus has been sitting and the mileage is the same as it was in May 2022. We are still searching for parts for repair. We would like to use this bus for parts to repair other buses. We can only get about \$2,500 on Gov deals and we can save money in parts for other buses.

Carl Neutzling made a motion to approve the disposal of Bus #220 to be used for parts. Scott Heimann seconded the motion. After additional discussion, the motion carried.

At the request of the Executive Committee Jean sent out a notice to board members looking for nominations for the board. Jean checked with Avita and most of them are not Richland County residents. Clint Knight reached out to a couple of individuals and neither were interested in the position. Donna Hight and Crystal Davis-Weese have indicated they would be willing to continue on the board for another term.

Scott Heimann made a motion to approve Donna Hight and Crystal Davis-Weese for an additional term on the board. Ed Pickens seconded the motion. With no further discussion the motion carried.

Jean mentioned two other possible candidates have indicated that they would be willing to serve on the board: Todd Blankenship and Susie Beeson. Todd is a former employee of RCRPC and ODOT so he has transit planning experience and is very knowledgeable. Susie works at NECIC and was recommended by Deanna West-Torrence. The committee would like to have a slate of people for future board members. Scott mentioned maybe having Suzie as a committee member for public committees to keep her involved and in the loop on transit business. The board has recommended Todd Blankenship for board member and Suzie as potential board member for the future. Clint recommends that the County Commissioners choose the new board chairman.

Ed Pickens made a motion to recommend Todd Blankenship for open board position. Crystal Davis-Weese seconded the motion. With no further discussion the motion carried.

New Business

On Saturday service for holidays, Chris provided numbers for Saturday service from previous years. They have been fare-free Saturdays in the past. Chris we could offer these days and still stay within budget. The dates suggested are first three Saturdays of December. Clint said consistency is key and we should continue Saturday service even

though numbers have been down in the past because of COVID. Crystal said we should maintain the services and should advertise the service.

Crystal David-Weese made a motion to approve fare-free Saturday service for first 3 Saturdays in December. Donna Hight seconded the motion. With no further discussion the motion carried.

The 2024 TMR budget came in last week and is included in the RCTB budget. Jean stated that this is a first draft with what everyone would like to have. The local funds request is \$318,000 even with the urban transit bump from ODOT. We need to take this shortfall seriously. Budget shows \$2 million in federal money to satisfy these expenses and we normally only get \$1.4 million. We have 2023 left to spend and will find out the 2024 amount after the first of year. This budget also does not included a budget for marketing. We will go back and sharpen our pencils and go through budget again after Tara comes back from leave. We will have finished draft ready for review for December board meeting. Jean requested that the finance committee meet before the next board meeting sometime the first week of December.

Executive Session

There was no executive session.

Other Business from the Floor

There was no other business.

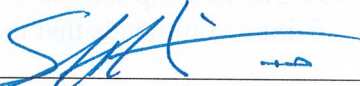
Adjourn

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

The meeting adjourned at 4:01 p.m.

Next Meeting

The next meeting is scheduled for Wednesday, December 13 @ 8:30 a.m.

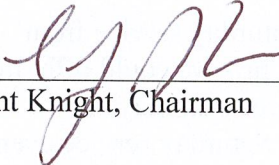


Scott Heimann, Secretary

12/13/23

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 November 13, 2023.



Clint Knight, Chairman

12/13/23

Date