

# **RCTB** RICHLAND COUNTY TRANSIT BOARD

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

MINUTES OF the June 13, 2022 RCT Board meeting

**PRESENT:**

Board: Scott Heimann, Clint Knight, Ed Pickens (in person); Donna Hight, Nicole Williams (Via Zoom)  
RCRPC staff: Dave Gentile, Jean Taddie  
First Transit: Tara Burchett, Chris Terry  
WMFD

**ABSENT:** Carl Neutzling, Crystal Weese

## **Call to Order**

Chairman Clint Knight called the meeting to order at 3:01 p.m.

## **Recommended Actions**

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

The May Bills to Pay, Minutes from the May 11 and June 1 RCTB meetings, May TMR and RCTB financial reports, GM and ridership reports, status of grant programs, and an advertising update were provided in advance for review, along with amended RCTB financial and ridership reports for April.

Clint Knight asked for call outs or questions. Jean Taddie noted the current bills included the request that was approved in May for an advance to pay the full year of BWC charges. Jean explained the revision that was highlighted on the April RCTB financial report was to correct an undeposited check incorrectly included in the month end RCTB bank balance instead of as an uncleared item. The April 2022 ridership report was revised to correct fixed route totals, which had double counted passenger transfers.

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

## **Old Business**

The continued challenges with the TransLoc fixed route AVL system was referred to the RCTB Operations & Safety Committee. The contract language will be reviewed with RCTB's attorney, Amanda Middis.

A report of upcoming procurements and major purchases was provided in advance for board review.

The request for quotes (RFQ) for Radios was shared in advance for Board review and legal review. The radios are an urgent need but do not have a hard deadline. Replying to a question about using the new tower being built in Lucas, Dave Gentile stated that tower will initially be used for MARCS (EMS) use, but may be an option in the future.

***Scott Heimann made a motion to approve the Radio RFG pending legal review. Nicole Williams seconded the motion. With no further discussion, the motion carried.***

The Transit Development Plan (TDP) and Insurance RFPs are live and proposals are due June 28 and July 1, respectively. The TDP and Finance committees will review and rank proposals and provide recommendations to the board.

Procurement for capital projects: The HVAC project at RCT's Admin/Maintenance facility and Transit Center definitely has to wait for a state plan update in October before it can be put into a grant and then procured. We are still hoping to move on exterior painting at Admin/Maintenance facility this year. We may potentially need to use local funds for parking lot engineering. It was asked if the Richland County Engineer could help; Jean will check into this.

### **New Business**

The RCTB 2021 Financial Statements for Audit were provided in advance for review. The statements were prepared by our contracted accounting firm, Julian & Grube, using the information that RCTB fiscal officer provided from our Quickbooks records. The statements, which included notes and management discussion and analysis, were all uploaded to AOS on time. The Auditor of State has appointed Charles Harris and Associates to perform the audit, and they will be on-site in the coming week.

A revised National Transportation Database (NTD) ridership report form RR20 Small Systems Summary was provided in advance for review. The fixed route totals were reduced to remove transfer counts that were duplicated in error.

### **Other Business from the Floor**

Jean noted that Ohio's virtual meeting exception ends June 30, so future board meetings require in-person board attendance.

### **Executive Session (if necessary)**

There was no executive session.

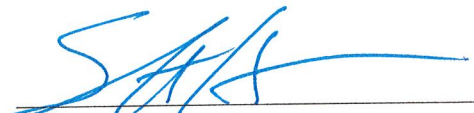
**Adjourn**


*There being no further business, Ed Pickens made a motion to adjourn. Scott Heimann seconded the motion. With no further discussion, the motion carried.*

The meeting adjourned at 3:30 p.m.

**Next Meeting**

The next regular monthly meeting is scheduled for Wednesday, July 13 @ 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 June 13, 2022.

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

  
\_\_\_\_\_  
Date