

RCTB RICHLAND COUNTY TRANSIT BOARD

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

MINUTES of the July 15, 2024 RCT Board meeting

PRESENT:

Board: Scott Heimann, Ed Pickens, Donna Hight, Crystal Davis-Weese, Trae Turner
Absent: Todd Blankenship, Carl Neutzling
Regional Planning: Jean Taddie, Carol Coovert
Transdev/First Transit: Tara Burchett, Chris Terry
Guest: Kathryn Semo, Northeast Regional Liaison for the Auditor of State

Call to Order

Chairman Scott Heimann called the meeting to order at 3:04 p.m.

Auditor of State Award

Guest: Kathryn Semo, Northeast Regional Liaison for the Auditor of State.

Our 2022 annual State Audit was completed with no findings. Kathryn presented the Richland County Transit Board with the Auditor of State award for fiscal year 2022. The state audits 6,000 entities and only 14% receive the auditor of State award.

Recommended Actions: Routine Matters – CONSENT AGENDA

The June 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.

Jean called out the Grant report – the original amount per formula from ODOT was to be 1.4 million, ODOT has given us approximately 1.8 million for 2025. ODOT has recognized us as a “high-performing” transit agency. Shout out to the operations team for their great efforts.

Crystal Davis-Weese made a motion to approve the consent agenda. Donna Hight seconded the motion. With no further discussion, the motion to approve the consent agenda carried.

Old Business

Procurement updates:

We are looking at an intergovernmental purchasing agreement through Equalis for our roof, windows, and painting. We received the county’s approval from the state and the local level and we were trying to get an FTA blessing. During the Triennial review we asked the reviewers about it they said other transit agencies do these agreements all the time, we just have to have all of the requirements completed, such as Davis-Bacon, independent cost estimates, etc., and they need to be in our files for proof that we completed these items. So, the FTA has given an ok for this. We would need to check each and every contractor that we use for Davis-Bacon requirements.

Roof Project:

We had a person come in and do the engineering specifications and then had the contractors go up on the roof and they made a couple of adjustments to the original bid documents. They brought a drone in at night and did a thermal imaging scan. They found wetness in the insulation

in part of the roof above the General Manager's office, so they are going to have go and peel back part of the roof and cut that out, so that was added into the original bid. Bids will be open on Thursday for the roof work. Garland brings in 3 to 4 contractors and they bid independently.

Windows:

Two contractors came through to look at the window project. Once we have the Equalis agreement we can move forward on getting bids for the window project.

Contract addendum added for HVAC Engineering:

The Engineering addendum needs to be approved. The addendum was for an additional \$4,900 for engineering services to cover a structural engineer. The original contract did not include a structural engineer because 90% of the time they don't need a structural engineer.

Donna Hight made a motion for the board to approve the HVAC engineering project addendum for an additional \$4,900. Ed Pickens seconded the motion. With no further discussion, the motion carried.

Final Friday Pilot update:

The numbers for Final Friday are listed in the GM Report. For June, we had 38 trips, one included a bike and we had six no shows. 30 of the people were reserved trips and about 6 were friends that came along with the reserved riders. For the Final Friday in May, all of the trips were within the Mansfield service area. In June, 10 of the 38 trips went to the extended service area. We expect July service numbers to be higher. Scott suggested we meet with DMI after the service is complete and review to see if we want to continue doing the Final Friday service next year.

Workforce transportation grants & forums:

We received the \$150,000 MATI grant. The money will be divided up between us, NECIC and transit planning consultants. NECIC will be in charge of community outreach, community engagement, reaching out to employers, etc. We will also be using a consultant to help write the plans and do the statistics. Potentially we can work with RLS & Associates again on this. They did a great job for us on the Transit Development Plan and they are the ones that suggested us trying for the MATI grant. We need the board to approve the sub recipient contract with the University of Minnesota. Attorney Middis has provided legal review and approved the contract as to form.

Scott Heimann made a motion for the board to approve the sub recipient contract for the MATI grant with the University of Minnesota. Crystal Davis-Weese seconded the motion. With no further discussion, the motion carried.

FTA Triennial Review:

We received a gold-star on our triennial review. We had no findings out of 800 possible findings. Everyone on the team has done a great job on this. They FTA reviewers let us update a couple of policies for board approval today. The final report to us will be here by September 12. It will be sent directly to Scott as the board chair.

EZFare Agreement:

This is the sub recipient agreement with Masabi for our fare payment system called EZFare. A reminder that the EZFare agreement won't go into effect until at least January, since they are working to update all their current partners. The contract will be sent for legal review. We are just having the very basic model, nothing fancy. There won't be a bar code scan, the driver will look at the ticket on the passenger's phone (aka visual validation). We can set the parameters for how long transfers are good for, where they work, how much each fare costs, and then the person will show this on their phone. If they don't have a credit card or bank, they can go to Dollar General, Seven 11, Family Dollar, etc., pay them cash and they will put it on the card for them.

Crystal Davis-Weese made a motion to approve the EZFare agreement contingent upon legal review. Donna Hight seconded the motion. With no further discussion, the motion carried.

PEP Coverage:

Our insurance coverage is due be renewed and paid. The amount due this year is less than we paid last year. They also took a credit off for our membership. Normally we get \$6 million of liability coverage. Two things we want to point out, first, do we want to increase the liability coverage above the \$6 million amount? The other piece is, do we want to drop coverage on any of the older buses. We did drop the coverage on the 2010 buses because their value is fairly low and if we do receive more than \$5,000 on a bus that will be disposed the money will have to go back to the FTA. If we have an accident but it doesn't total a vehicle there will still be some value left to get it fixed. We are not driving bus #221, because of parts issue. So we should probably cancel coverage on this bus since it's not drivable. How much risk do we want to take on? If we are paying a small amount, the coverage would probably be worth it. We will sit down and talk with our insurance agent and discuss the coverages and costs, and bring back to the next meeting.

Ed Pickens made a motion to approve the PEP coverage with the \$6 million liability coverage, but remove vehicles not on the road. Crystal Davis-Weese seconded the motion. With no further discussion, the motion carried.

New Business

Disadvantaged Business Enterprise/DBE Program Goal:

We are required every three years to update our DBE goal. A Disadvantaged Business Enterprise is more than 50% owned by women or minorities that have gone through the process to get certified through the State of Ohio. We start off by looking at the kinds of contracting opportunities we will have coming up and then searching all the business in these areas to see if they are DBE certified. We have one business that does our bus branding that is a DBE. If you look at the purchasing opportunities we have and the number of DBEs in that realm, we may not even expect .11%. So when we looked at our goal attainment for the last three years, we had an average of about .11%. We increased it to .2% or \$3,200 because we are working with NECIC, Akron Urban League and other partners to help encourage DBE certification, and we are trying to stretch it a little more. We will need to put this on our website also. We did spend over \$165,000 with RLS & Associates, which is a DBE, but they are paid with state money so we

can't count them in our federal report. Otherwise, our goal could be higher. Richland Blueprint, Applied Graphics and Sallie's Wholesale & Construction are the business in our realm that are DBE's.

Ed Pickens made a motion to approve the DBE program goal. Donna Hight seconded the motion. With no further discussion, the motion carried.

Policy Updates:

- Sub-recipient Monitoring (Shelby Taxi)

Our sub recipient is Shelby Taxi. In the past, our triennial reviewers said we didn't need a transit asset management plan for Shelby Taxi because they have no federally funded assets. But, this review team went deeper into the regulations and found it doesn't matter if their assets are federally funded or not, they still need a transit asset management plan. Their two assets are a car and a phone. We are meeting with the mayor tomorrow to go over this requirement. The other component in the TAM checklist is that not only are they covered under our drug and alcohol testing, but we have to make sure they are using the Drug Free Workplace Act. This means there are notices and every so often their staff gets retrained and there is an awareness program.

Crystal Davis-Weese made a motion to approve the Shelby Taxi sub recipient monitoring policy. Trae Turner seconded the motion. With no further discussion, the motion carried.

- Procurement

We have to be more explicit in our policy that we are friendly to small and disadvantaged businesses, such as letting them know when we have available opportunities and not making them so massive that they can't be handled by small businesses. The other is a statement about using recovered material. It has to do with solid waste disposal and that we will use recycled materials whenever possible. Also, that we will be sensitive to energy needs and being green-friendly. This is a requirement of the FTA.

Ed Pickens made a motion to approve the amended Procurement policy as presented by Jean. Crystal Davis-Weese seconded the motion. With no further discussion, the motion carried.

- ADA

We are changing retention period of our ADA complaints. In addition to a log of complaints for 5 years, we will also keep the actual complaints and the detail behind the complaints for one year.

Ed Pickens made a motion to approve the amended ADA complaint policy. Trae Turner seconded the motion. With no further discussion, the motion carried.

Executive Session

There was no executive session.

Other Business from the Floor

There was no other business to discuss.

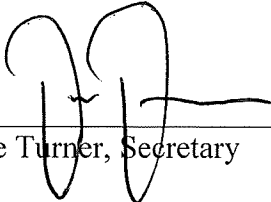
Adjourn

There being no further business, Trae Turner made a motion to adjourn. Donna Hight seconded the motion. With no further discussion, the motion carried.

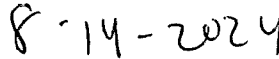
The meeting adjourned at 4:28 p.m.

Next Meeting

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



Trae Turner, Secretary

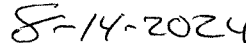


Date

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 July 15, 2024.



Scott Heimann, Chairman



Date