

# **RCTB** RICHLAND COUNTY TRANSIT BOARD

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

MINUTES of the May 13, 2024 RCT Board meeting

## **PRESENT:**

Board: Scott Heimann, Ed Pickens, Todd Blankenship, Donna Hight

Absent: Crystal Davis-Weese, Carl Neutzling, Trae Turner

Regional Planning: Jean Taddie, Carol Coovert, Jotika Shetty

Transdev/First Transit: Tara Burchett, Chris Terry

Guest – Greg Kahl from WMFD

## **Call to Order**

Chairman Scott Heimann called the meeting to order at 3:12 p.m.

## **Recommended Actions: Routine Matters – CONSENT AGENDA**

The April 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.

There were no call outs or questions on the Consent Agenda.

*Ed Pickens 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:

Work has started on the HVAC at the bus garage and the transit center. We have had a few issues that we are working through with the Davis-Bacon prevailing wages for the subcontractor. Work at the garage is on hold until the Engineer provides guidance on cutting through the mezzanine floor.

For the CAD/AVL, monthly meetings are continuing with ETA Transit. We reviewed voice announcements before they are recorded. Equipment is on order. They are setting up a training schedule for us.

All three of the new buses are in service and on the road. Funding from 2019 for two replacement cutaway buses must be added to the grant by June, and a grant amendment is in process.

The EZFare services will not start until sometime in early 2025. Masabi will draft a 2-3 page service agreement for RCTB to review.

Final Friday planning:

The Downtown Mansfield Improvement Board unanimously approved \$4,335 to support our Final Friday services. We won't know if the grant from Richland County Foundation for \$6,400 will be approved until the end of June. They did mention to us that they have an indemnification

clause that holds harmless Richland County Foundation is anyone tries to sue RCTB. If the grant is awarded, this clause is part of the contract.

We are going to schedule another meeting of the Final Friday committee this week or next week to go over the final planning of the RCT service and procedures. Jean showed a sample of the bus advertising for Final Friday that is being prepared. The board made had some suggestions to improve the bus ad. We will send the suggestions to our ad designer and then send over a draft of the revised ad by email for everyone's final review before we install the ad.

Workforce transportation grants & forums:

The grant application for the Mobility, Access, and Transportation Insecurity (MATI) National Planning Grant was submitted on 4/30/24. We should know by June if we have been selected for the grant.

A letter of interest for the Ohio Workforce Mobility Partnership Program through ODOT was submitted on 4/19/24. Full applications have not been released yet by ODOT. If we are awarded the MATI grant, we would not expect to apply for the state grant.

Job and Family Services will be hosting two Transportation Town Hall forums. One will be on June 3, 2024 for workers, and the second forum will be on June 5, 2024 for agencies. We attended the RCDG Leadership meeting last week and the topic was workforce transportation. Jean and Scott led the discussion with community leaders regarding workforce transportation issues and solutions.

Mural for RCT garage:

Tara from RCT provided a copy of the revised mural design after commission review. They removed any branding in the mural such as Coney Island, RCT, or the Carousel. They will get started on the mural shortly, beginning with power washing and priming the side of the building.

***Donna Hight made a motion to approve the revised mural design. Todd Blankenship seconded the motion. With no further discussion, the motion carried.***

Branding:

Jean provided a breakdown of an estimated budget for re-branding of RCT. Branding consultants could be anywhere from \$10,000 to \$30,000 depending on what we ask them to do. New bus wraps would be approximately \$75,000 for all of the buses. Website design, new forms, business cards, bus schedules, etc. would be approximately \$2,000, for a total estimate of \$97,500. There was discussion regarding the procurement process, funding, and time involved in the rebranding project. We also talked about what other transit agencies are currently using for their branding, such as Columbus and Cleveland, who use the same colors that we have now. The color scheme was discussed and we questioned if we should follow Richland County's new logo colors. The board feels that there are more pressing issues right now, such as the roof and windows needing replaced. Right now the board feels the re-branding issue should be put on hold.

FTA Triennial Review:

We provided all of the original documents that the FTA requested. They have come back and

asked for selected procurement records and grant draw documentation. Those documents were provided on 4/30/24. The most recent request is for additional information on the Title VI civil rights documents.

**New Business**

Public Entities Pool (PEP) coverage renewal:

It is time for our PEP insurance coverage renewal. Scott Heimann is the recommended Member’s designation of Representative and Jean Taddie is the Alternate. The renewal questionnaire has been completed for the 2023-2024 coverage year and the statement of values has been verified. We changed some of the coverage in the past for two of the older Gillig buses to liability only coverage. We may consider change some of the older cutaway buses to liability only coverage for the coming year. This will reduce some of our insurance expenses. PEP noted that there will be an increase in coverage costs for 2024. They are going to send us our quote with a cost breakout for each bus, and then we can make a decision at that time regarding liability only coverage for the older cutaway buses.

***Donna Hight made a motion to approve Scott Heimann as RCTB’s Designated Representative and Jean Taddie as the Alternate. Ed Pickens seconded the motion. With no further discussion, the motion carried.***

Local funding options:

Jean and Carol met with Burges and Burges to discuss local funding options to pursue in the future. They suggested a tax levy and we discussed the different types of tax levies, such as property taxes and sales taxes. Most transit systems do a sales tax levy. They recommended we start the planning process now to prepare for a tax levy in 2026. Jean notes that we cannot use any federal or state monies for planning or preparing for a levy. We would have to form a committee that is volunteer to do all the work and planning for an upcoming levy. Scott suggested that he, Jotika and Jean meet with Tony Vero, County Commissioner to find out what is involved in levy planning and if it is a possible option.

**Executive Session**

There was no executive session.

**Other Business from the Floor**

There was no other business to discuss.

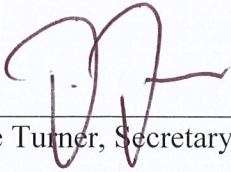
**Adjourn**

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

The meeting adjourned at 4:30 p.m.

**Next Meeting**

The next RCTB meeting is Wednesday, June 12 at 8:30 a.m.

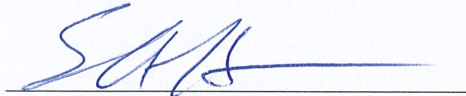


\_\_\_\_\_  
Trae Turner, Secretary

6-12-24

\_\_\_\_\_  
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 May 13, 2024.



\_\_\_\_\_  
Scott Heimann, Chairman

6-12-2024

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Date