

RCTB RICHLAND COUNTY TRANSIT BOARD

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

MINUTES OF the August 10, 2022 RCT Board meeting

PRESENT:

Board: Scott Heimann, Donna Hight, Clint Knight, Carl Neutzling, Ed Pickens, Nicole Williams

RCRPC staff: Jotika Shetty, Jean Taddie

First Transit (via Zoom): Tara Burchett, Bill Harned, Chris Terry

ABSENT: Crystal Weese

Call to Order

Chairman Clint Knight called the meeting to order at 8:35 a.m.

Recommended Actions

1. Routine Matters – CONSENT AGENDA

The July Bills to Pay, Minutes from the July 13 RCTB and July 11 Finance Committee meetings, July TMR and RCTB financial reports, GM report, 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 RCTB financial report shows a credit balance for RCRPC due to the year-end CAP (fringe) reconciliation. The grant update shows the CARES funding will be depleted in roughly 1.5 months. The board expressed interest in a local match requirement training.

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

Executive Session

Nicole Williams made a motion to go into executive session for matters required to be kept confidential (attorney – client privilege) and for personnel matters related to compensation. Scott Heimann seconded the motion. With no further discussion, the motion carried.

The board invited Chris Terry, Bill Harned, Tara Burchett, Jotika Shetty, and Jean Taddie to join the executive session. The executive session began @ 8:40am.

At 9:16am, Scott Heimann made a motion to end the executive session. Ed Pickens seconded the motion. With no further discussion, the motion carried.

The public session resumed at 9:16am.

Donna Hight made a motion to approve for payment the \$30,255.17 annual fee from DoubleMap. Ed Pickens seconded the motion. With no further discussion, the motion carried.

Carl Neutzling made a motion to approve a \$1,000 Essential Worker Appreciation Award for 21 TMR employees. Nicole Williams seconded the motion. With no further discussion, the motion carried.

Old Business

Chris Terry continues to work with TransLoc on AVL route deviations. Payment of the annual fee will be sent with a cover letter.

Radio and TDP procurements are proceeding. One radio proposal was received, and it includes options that are currently under review. The TDP proposals are still under review, and Jean is checking references and eligibility for the top 2 offerors.

Chris, Bill, Jotika and Jean met to discuss the FTA Drug and Alcohol MIS reports and came up with a new submission plan. Jean sent the proposed solution to the FTA rep twice, but has received no response.

The 2021 audit is complete and clean, with no findings or management issues. It was recommended that the Finance Committee include an audit review on their agenda when they have the next meeting.

New Business

A list of capital needs / priorities for RCTB's Transit Asset Management (TAM) plan was provided in advance for review. The list, which did not include vehicles or pricing estimates, was put together by the First Transit team. These priorities will be incorporated into the Transit Asset Management (TAM) plan, which is scheduled for approval next month. Regional Planning's Dave Gentile will prepare the TAM plan for board approval.

The FTA is asking transit agencies to support voting access, and a list of recommendations for RCT was sent in advance for review. The recommendations include providing route deviations to the board of elections during early voting (Oct. 12 – Nov. 7), having voter registration and absentee ballot forms at the reception area and transit center, and offering a fare-free week Nov. 7-11. RCT can use underutilized funding from the RCI ODOT grant to reimburse RCT for the lost revenue during the fare-free week.

Scott Heimann made a motion to approve the recommendations for route deviation, voter forms, and fare-free week. Carl Neutzling seconded the motion. With no further discussion, the motion carried.

A request for a major transmission repair of Bus 206, estimated between \$4,000 - \$5,000, was sent in advance and was approved on an emergency basis via email.

Ed Pickens made a motion to approve the transmission repair to bus 206. Nicole Williams seconded the motion. With no further discussion, the motion carried.

Other Business from the Floor

There was no other business from the floor.


Adjourn

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


The meeting adjourned at 9:40 a.m.

Next Meeting

The next regular monthly meeting is scheduled for Wednesday, September 14 @ 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 August 13, 2022.



Clint Knight, Chairman



Date