

RCTB RICHLAND COUNTY TRANSIT BOARD

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

MINUTES OF the February 13, 2023 RCT Annual Board meeting

PRESENT:

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

RCRPC staff: Wes Arnold, Dave Gentile, Jean Taddie

First Transit: Tara Burchett, Chris Terry; Via Zoom: Bill Harned

Guests: Alverta Williams, MBIE Transportation; Via Zoom: Megan Matheny, RLS & Associates

Absent: Nicole Williams

Call to Order

Chairman Clint Knight called the meeting to order at 3:07 p.m.

Recommended Actions

1. Routine Matters – CONSENT AGENDA

The Minutes from the January RCTB meeting, January Bills to Pay, TMR and RCTB financial reports, GM report, status of grant programs, ridership and advertising reports were provided in advance for review.

Clint asked for call outs or questions. Referencing the grant status report, Jean Taddie noted that the 5307 grant amendment (2019/2020) is ready for submission as soon as the Prosecutor's office authorizes the FTA annual Certs & Assurances. RCTB has begun drawing against the ARP grant. The FTA announced annual apportionments for FFY2023 on Jan. 27, which included \$1,428,326 for RCTB.

The Bills to Pay list includes a \$14,339.37 check for DoubleMap to cover the final year of TransLoc service. The original bill for \$41,266.37 was reduced by a \$26,927 credit from DoubleMap.

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

Old Business

GM Chris Terry noted that the TransLoc system's ADA callouts are still not working, so drivers are calling out manually. An email from TransLoc was provided in advance

stating that the ADA callouts will only trigger if the bus comes to a stop at each of the locations. First Transit's technology team is setting up tech demonstrations with alternate providers.

The procurement summary was provided in advance for review. The engineering contract for the parking lot is signed and executed. KEM will work on construction bid docs. A request for qualifications (RFQ) for HVAC Engineering was posted today, with responses due March 6. The window replacement project is on hold until federal funds transfer from FHWA to FTA. Radios are expected soon. Once all the equipment is in, VASU will begin installing.

Megan Matheny of RLS & Associates provided an overview of the Transit Development Plan progress. Surveys were conducted for riders (n=144), the community (n=307) and businesses (n=47). Six pop-up events were held at senior programs, OSU, NCSC, and the main library. Tech memo #2, which includes survey responses, is in the works. A GIS story map, showing RCT routes, transit demand and related demographics, can be accessed from the RCTvision.com website.

For the FTA wage update, Jean noted that FTA wants a more defined policy to ensure wages are classified correctly, to include approval signatures. Jean will work with Chris on this. FTA has not had time to review the wage corrections yet.

Intern Wes Arnold has continued his work researching vehicle transition options for the Climate Challenge pledge that was approved last month. He prepared a summary table that was provided in advance for review. Wes recommended that electric and hydrogen vehicles are not feasible at this time due to cost constraints and need for more technological improvements. He recommends further investigation of CNG vehicles. Follow up with agencies that use this option will be next. The board decided not to set up a board committee at this time, but recommended the RCT mechanics be involved.

New Business

A schedule of depreciation for 2022 and revised year end RCTB financial statements were provided in advance for review. These statements will be forwarded to Julian & Grube to prepare audit filings.

Crystal Davis-Weese made a motion to approve the RCTB schedule of depreciation and revised financial statements. Donna Hight seconded the motion. With no further discussion, the motion carried.

An FTA TrAMS authorization form was provided in advance for review. First Assistant Prosecutor Jodie Schumacher will replace Prosecutor Gary Bishop, who is retiring, as RCTB's certifying attorney.

Ed Pickens made a motion to approve the Attorney TrAMS authorization for First Assistant Prosecutor Jodie Schumacher. Donna Hight seconded the motion. With no further discussion, the motion carried.

The Mansfield CDBG application was provided in advance for review. RCTB is applying for \$78,232 of funding to support Dial A Ride trips for Mansfield residents.

Scott Heimann made a motion to approve the Mansfield CDBG application. Crystal Davis-Weese seconded the motion. With no further discussion, the motion carried.

The RCT Drug & Alcohol MIS reports were provided in advance for review. Chris is checking with the D&A auditor to confirm who can authorize these. Jean will potentially sign on behalf of RCTB, if that is acceptable to FTA.

The proposed GovDeals listing for Bus #19, which is ready for disposal, was provided in advance for review. Bus #19 was replaced in fall 2021 then placed on ODOT's bus for sale clearinghouse in 2022, with no interest. If RCTB receives more than \$5,000 for the vehicle, then we must return the excess amount to the FTA.

Crystal Davis-Weese made a motion to authorize the disposal of Bus #19 via GovDeals. Ed Pickens seconded the motion. With no further discussion, the motion carried.

A quote for a \$4,730 engine harness repair to Bus #22 was provided in advance for review. The repair was tentatively approved on an emergency basis.

Carl Neutzling made a motion to authorize the major repair of Bus #22. Donna Hight seconded the motion. With no further discussion, the motion carried.

Other Business from the Floor

There was no other business from the floor.

Executive Session (if necessary)

There was no executive session.

Adjourn

There being no further business, Ed Pickens made a motion to adjourn. Crystal Davis-Weese seconded the motion. With no further discussion, the motion carried.

The meeting adjourned at 3:57 p.m.

Next Meeting

The next meeting is scheduled for Monday, March 13 @ 3pm.



Scott Heimann, Secretary

3-13-2023

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 February 13, 2023.



Clint Knight, Chairman

3/13/23

Date