

RCTB RICHLAND COUNTY TRANSIT BOARD

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

MINUTES of the November 13, 2024 RCT Board meeting

PRESENT:

Board: Scott Heimann, Ed Pickens, Donna Hight, Trae Turner, Todd Blankenship,
Crystal Davis-Weese

Absent: Carl Neutzling

Regional Planning: Jean Taddie, Carol Coovert

Transdev/First Transit: Tara Burchett, Chris Terry

Call to Order

Chairman Scott Heimann called the meeting to order at 8:33 a.m.

Recommended Actions: Routine Matters – CONSENT AGENDA

The October 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 noted that the mural is almost complete and the artist is planning a ribbon cutting ceremony on December 6th to coincide with the other activities happening downtown that evening. On the grants, Jean pointed out that there are two grants pending right now. We did dip into our reserve account for about \$28,000, however, we are owed retroactively Mansfield CDBG back to July 1 and state Urban Transit Program funds, retro to July. So we will replenish our reserve funds when these funds become available. Jean also noted that for the first time since March of 2020 we had over 11,000 riders on the fixed routes. The growth has been slow and steady over the months/years since the pandemic.

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

Old Business

Procurement updates:

HVAC - The board previously approved a change order for the HVAC project and we received the final change order, increasing the price by \$48,700. They are moving forward and the units are being delivered. The change order does include temporary heat for two months, but we are hoping we don't need it that long. Purdy Construction will be lifting the units in place.

Windows:

The contract for the architect has been submitted to legal for approval. It is ready to be approved, pending legal review. We used the County template for the contract.

Crystal Davis-Weese made a motion to approve the contract for the Architect for the Window project pending legal approval. Donna Hight seconded the motion. With no further discussion, the motion carried.

Roof repairs:

The pre-construction meeting was held last week. Worner Roofing is delivering the product and

starting the work today. If it is not done by December 13, we will get liquidated damages.

Cutaway Buses:

In the board packet there is paperwork for three more Cutaway buses on order. Dane from BSI said they will probably be delivered by 2nd quarter of 2025.

Vehicle Lift Repair:

The parts are on order. The Phil Leak Company will do the repairs.

EZFare:

RCT's EZFare implementation will probably be the 4th quarter of 2025. NEORide is trying to move this date up. Masabi has hired more people to help with implementation, so hopefully this will be completed sooner.

Workforce transportation MATI grant contract update:

Jean invited the board to the MATI advisory committee meetings. They will be held on December 4. The 8:00 meeting will include community leaders, elected officials, business leaders and community advocates. For the 10:00 meeting we are inviting schools, human service agencies, and community advocates. Community advocates are people with transportation insecurity, and they will be part of everything we do. We will send a "save the date" invite to the board. This is the first of probably four advisory committee meetings.

CAD/AVL update:

We were able to push the annual date of service period to start October 1. This was agreeable to RCT and ETA Transit. We sent the payment out to them for the annual service contract. For the most part everything is going well. We have had to contact support for a few items. We are still working through all of the reports to find the best options. The app is linked to the Transit app. Google Maps has an indemnification clause, which we are not allowed to sign according to the County attorney. We have asked NeoRide to see if they might be able to help us bridge the gap with Google Maps. We no longer need to have CAD/AVL updates since everything seems to be working ok.

Final Friday pilot update:

We have had a hard time getting everyone together for the Final Friday meetings. Jason has prepared a map for us showing the pick-ups for all of the Final Friday service dates.

New Business

HEAL funding for trial bus stop enhancements:

The guidelines for the bus stops have been approved. There is still a balance of \$23,000 available in this grant and Richland Public Health asked if we would be able to use the money for any updates to our bus shelters. We are ordering six solar light arrays for our bus shelters, six map display notice boards and six shelter wraps from Spyder for the back side of the bus shelters. The bus shelter wraps will have different RCT bus designs. We will spend down the rest of the money available to order four more notice boards and four more solar lights from Amazon for more shelters. We will also purchase prototype signs and stickers for the bus stops. We will invoice RPH for the Brasco order and then Brasco will bill us for the order.

Draft 2025 budget:

We would like to have a Finance Committee meeting before the next board meeting in December. We have the first draft budget from First Transit with no cuts. It includes the Maintenance Manager position that has not been filled yet. They are requesting \$2.6 million for 2025. For the capital budget, we are getting 1.4 million capital for \$30,000 of our own FTA funds and \$5,000 local match. Everything else is 100% Federal.

On the board budget, the Federal side, we will need about \$2.2 million federal funds if we were to spend 100% of this budget. For TMR 2024 year to date actual vs. budget they are about 500,000 below budget. The federal budget is yet to be passed, so we are waiting to see what they do. Then we will see what the state will do also. We still have about \$1.5 million left plus what they give us for 2025. We have enough money in reserve as a cushion for 1-2 years if a lot of changes happen this year. We are also buying new buses so we have to pay for replacement parts before the new buses come in. We are also planning on installing new windows and we have the new HVAC system, so that should save in energy bills for 2025. On the local side, we are about \$250,000 shy. We just made our first dip into our reserve. We have \$1.2 million in the bank right now. We will present a final budget to the board in December after the Finance Committee meeting. Normally, the final budget is presented to the board after the Finance Committee has approved it.

Bus #27 repairs:

The mechanics feel that the problem with the bus is a wiring issue. We got in touch with the salesman at Gillig. The technicians from Gillig are working with Cummings to try to figure out the problem.

Executive Session

There was no executive session.

Other Business from the Floor

Fair Free Saturday Service:

It looks like the December 7 and the December 14 will work for Saturday service, but the 21st seems too close to the holiday. We looked back to see if Saturday Christmas service had been approved for every year but it was just approved for last year in the 2023 November board meeting. Crystal would like to see it approved going forward continually. We could motion to do Christmas service every year. Ed suggested fare-free Friday for the day after Thanksgiving. The board liked this idea. It would not cost us that much to do this.

Ed Pickens made a motion to have fare-free Friday service the day after Thanksgiving, November 29, Saturday December 7, and Saturday December 14, and approval to have three fare-free days going forward at the Christmas holiday, at the discretion of Jean and the Operations Team. Todd Blankenship seconded the motion. With no further discussion, the motion carried.

Calendar for 2025 Board Meetings:

Jean asked if the board is ok with the same days/times for 2025 or if the board would like to choose other times/days for the meetings. Scott just suggested just giving everyone the dates and since it is far enough in advance, everyone should be able to get them scheduled in their

calendars. Jean suggested that we might go to the 3rd week in January to make sure we have time to finish up the year-end accounting and because the County Bank doesn't open back up right away in January.

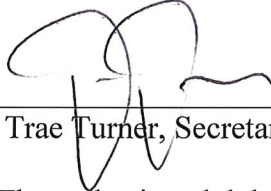
Adjourn

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

The meeting adjourned at 9:31 a.m.

Next Meeting

The next RCTB meeting is Wednesday, December 11 at 8:30 a.m.



Trae Turner, Secretary

12-11-2024

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 November 13, 2024.



Scott Heimann, Chairman

12-11-2024

Date