

RCTB RICHLAND COUNTY TRANSIT BOARD

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

MINUTES of the August 14, 2024 RCT Board meeting

PRESENT:

Board: Scott Heimann, Ed Pickens, Todd Blankenship
Absent: Carl Neutzling, Trae Turner, Crystal Davis-Weese, Donna Hight
Regional Planning: Jean Taddie, Carol Coovert, Jotika Shetty (via Zoom)
Transdev/First Transit: Chris Terry, Naomi Lamp

Call to Order

Chairman Scott Heimann called the meeting to order at 8:45 a.m. We did not have enough board members present to have a quorum. We will need to have all of the motions ratified by the full board at the next monthly meeting in September.

Todd Blankenship made a motion to suspend the rules for having a quorum to conduct business. Ed Pickens seconded the motion. With no further discussion, the motion carried.

Recommended Actions: Routine Matters – CONSENT AGENDA

The July 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.

Ed Pickens made a provisional motion to approve the consent agenda. Todd Blankenship seconded the motion. With no further discussion, the motion to approve the consent agenda carried.

Old Business

Procurement updates:

HVAC Project – The total grant approved for this project is \$485,000. The budget for the project is about \$418,000 so we have about \$67,000 remaining. The structural engineer is saying that we need some additional steel beams installed where the HVAC units will be to support the weight of the new units. This will be done before new holes are cut to meet the new vents. We have already approved the engineering costs for this new plan. We don't have the cost yet for the contractor work on this, which will be under the direction of the HVAC contractor, Cavalry Mechanical. Cavalry has scheduled Purdy Construction to come in tomorrow to give a price on the project. Other general contractors are being contacted.

There are some water and electric pipes in the area where the beams will be going that will have to be relocated. Also, the fire sprinkler system lines run through there. We have a rough estimate from the structural engineer of around \$20,000 to \$25,000. Cavalry thinks there could be a delay because they may need to have the beams cut and made special order. One option is to have the board approve a maximum amount ahead of time so we do not have to wait until the next board meeting to go forward with the project. The board decided that it would be best to approve the total amount that is under the budget to have available, if needed to move the project along.

Ed Pickens made a provisional motion to authorize Fiscal Officer Jean Taddie to

approve/spend amounts up to the budgeted amount for the HVAC project to keep the project moving along. Todd Blankenship seconded the motion. With no further discussion, the motion carried.

Cutaway Buses – We do not have a quote as of this morning from BSI on a new cutaway bus. We are not able to move ahead on the other two buses that we need until the new Federal fiscal year begins because the federal flex funds have not yet been transferred. We do have one cutaway bus that is already in the grant and the money is available now. The last time they quoted buses for us it was around \$175,000 for a 16 passenger Cutaway. Jean needs authority to move ahead with ordering the first Cutaway bus, which will be done later in the meeting with Resolution 2024-4 authorizing RCTB to use Ohio Cooperative purchasing agreements.

Windows and Painting – Jean is trying to get approval from legal to send out the call for quotes for the windows project. Once they approve that we can get started on the painting quotes as well. We are trying to put one page out for contractors to bid on. This is a small purchase by the federal and state definitions. We would post this on the website and the News Journal referencing the website and the contractor would also need to sign our standard terms, a sample of which would also be posted on the website. This is the process we are requesting because we were planning on using Equalis/Gordian for these purchases but they came in with a quote of \$110,000 for the windows. We have less than \$35,000 to spend on the windows project. Tara has some quotes from other contractors for around \$30,000. The board approved in the past that we could do this without a full RFP. The policy does say that we have to put it in the newspaper since it is over \$25,000.

Todd Blankenship made a provisional motion to approve doing a request for quotes on the windows and painting projects instead of a full RFP, pending legal approval. Ed Pickens seconded the motion. With no further discussion, the motion carried.

Workforce transportation grants & forums - We have approved the contract with the University of Minnesota for the money coming to us. Now we need to contract with RLS Associates through Ohio Buys and NECIC, potentially using the same contract we used with the University of MN. Jean needs the ability to go ahead and execute the contracts with these entities. The scope of work and the budget have already been approved by the board. We need the authorizing resolution approved to be able to use state contracts.

Todd Blankenship made a provisional motion to authorize Jean Taddie to develop & execute MATI workforce planning contracts with RLS & Associates and NECIC contingent upon legal approval. Ed Pickens seconded the motion. With no further discussion, the motion carried.

PEP Coverage: We have several buses that are not leaving or barely leaving the shop. For bus 217, we pay \$634 a year. The transmission is not working correctly, and it is not being driven at all. Bus 221 is a low floor. We pay \$828 a year. It has been sitting for over a year waiting on parts. Bus 205 is older, we bought it used. It is out of service and only used for transport of drivers. The step to get in the bus is rusted out so we can't use it for passengers. We do have to

maintain liability on these buses, but we could drop full coverage on these buses. Both of the service trucks still have pretty good value and the premium is pretty low for these. The board feels that it would not be worth the risk to drop coverage on any of the other buses that are still in service. Ed recommended giving ongoing approval for us to cancel full coverage on any bus that may be out of service indefinitely. The board already approved the payment to PEP last month for the full amount of coverage so we will need to void that check and have a new one issued with the new cost after the three buses are removed from full coverage, which would be approximately \$1,990 less.

Todd Blankenship made a provisional motion for the board to give autonomy to Jean and team every year to remove full coverage for vehicles that are not on the road. This would be standing approval until it is changed by any future board of directors. Ed Pickens seconded the motion. With no further discussion, the motion carried.

Jean brought up the new CAD/AVL ETA Spot website rctpublic.etaspot.net during the meeting. Everything is working on the website but we haven't publicized it yet. We have weekly meetings and they are pretty responsive and had one person on site last week. We are still working on some issues with the bus tracking, and the "passenger counting by fare type" (senior, adult, student, etc.) was just developed for us and is in trial this week. Training and testing for the reporting feature is still forthcoming.

New Business

ODOT authorizing resolution SFY2025 – Resolution 2024-3 is exactly how it looked last year. This authorizes Jean to apply for ODOT grants.

Ohio Coop Purchasing Authorizing Resolution – Resolution 2024-4 is the other resolution that we need to authorize Jean on behalf of the board for the coming year to use ODOT contracts, Ohio Buys and Ohio Department of Administrative Services, basically any type of state cooperative contract.

Ed Pickens made a provisional motion to approve Resolution 2024-3 and 2024-4. Todd Blankenship seconded the motion. With no further discussion, the motion carried.

Election Service – With the election coming up, Donna sent a request to consider bus coverage for this. The last time we did it was back 2022. Typically, Route 5 and Route 9 are the routes we would use to have a deviation to the board of elections office during early voting. If people need help getting to their neighborhood polling place on actual Election Day, they could call in to find out the best route available. Scott recommended that we do this for every election going forward in Primaries and General Election Days. We can promote our fixed route service as well as Dial-A-Ride for those who qualify.

Todd made a provisional motion to approve the deviation of the routes to the board of elections from the first day of early voting up to Election Day for all primary and general elections. Ed Pickens seconded the motion. With no further discussion, the motion carried.

Fiscal Audit – We received no findings again this year. We will plan to have a Finance Committee Meeting right before the next board meeting on September 11.

Audit Extension Contract – The auditor of state has asked if we would like to do an extension to our contract with Charles E. Harris & Associates. They have been doing our audits for five years. Their proposed amount of increase was 8% for the first year and then around a 4% increase each year for the remaining four years of the contract. Jean went ahead and signed the contract with them.

Ed Pickens made a provisional motion to approve Jean Taddie as the designee to sign the contract for five years with Charles E. Harris as our independent auditor. Todd Blankenship seconded the motion. With no further discussion, the motion carried.

JFS Transportation Service proposal – this resolution is to submit the a proposal JFS to provide the same ADA Paratransit service at the same price as we do for other agencies all around the service area, which is \$8.00 per trip for those who qualify. This would commit our price for one year.

Todd Blankenship made a motion to approve resolution 24-2 authorizing the filing of a proposal for ADA Paratransit Service with Richland County Job & Family Services (RCJFS) on behalf of the Richland County Transit Board (RCTB). Ed Pickens 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.

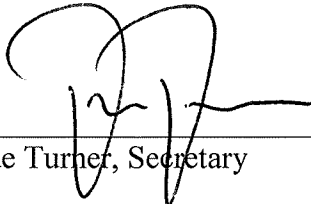
Adjourn

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

The meeting adjourned at 9:38 a.m.

Next Meeting

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



Trae Turner, Secretary

9-11-24

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

August 14, 2024 – Richland County Transit Board

convened meeting of the Board, of the RCTB meeting held on August 14, 2024.



Scott Heimann, Chairman

9-11-2024

Date