

# **RCTB** RICHLAND COUNTY TRANSIT BOARD

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

MINUTES of the September 11, 2024 RCT Board meeting

**PRESENT:**

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

**Call to Order**

Chairman Scott Heimann called the meeting to order at 8:31 a.m.

**Approve Motions from August 14 meeting** – At the August meeting we did not have a quorum so we need to ratify everything that was discussed at the August 14<sup>th</sup> meeting. All the motions are listed in part B of the meeting Agenda.

***Donna Hight made a motion to approve/ratify the motions from the August 14, 2024 meeting. Ed Pickens seconded the motion.***

Jean noted that there will be further action on the HVAC project later in our meeting. We also approved the small deviations from routes for the primary and general elections. So going forward until otherwise changed by the board, RCT will offer on-call route deviations to the Board of Elections during early voting for all primary and general elections.

***With no further discussion, the motion carried.***

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

The August 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.

***Todd Blankenship made a motion to approve the consent agenda. Donna Hight seconded the motion.***

Jean noted that there are a couple of items in the GM report that she would like to reference later in the meeting regarding the CAD/AVL system and the HVAC project. The mural is in progress. We were awarded one more bus this month by ODOT, using FTA 5339 funding at 100% Federal. When the funds are transferred we will be ready to move on this. Also, on the ridership report, we have had quite an increase in fixed route ridership lately, over 10,000 in August. The daily average right after we changed the routes dropped for 3 months and then increased for several months. We had a drop three months ago, but the last two months the average rides increased by 27 and 30 riders per day. Tara noted that yesterday there were 107 people riding the Lexington Avenue route. For Dial A Ride, we are still trying to reach 1.8 to 2 riders per hour.

***With no further discussion, the motion to approve the consent agenda carried.***

## **Old Business**

### Procurement updates:

On the HVAC project, Purdy Construction came in and recommended using curb vents, which should save time and money. The engineer sent us a sketch of the new plan. This sounds like a much better solution. There is probably a 2-3 week lead time to get the new curb vents. Cavalry has asked Purdy to move the HVAC systems from storage. There will be a change order coming from Cavalry.

Windows – need to be done before the winter. Everything has been sent for legal review of standard terms. The board has approved it already going forward with a formal request for quotes but not a full RFP, if approved by legal.

Painting – this will probably be done in the spring if we go past painting season.

Roof replacement is pending flex funds transferring from FTA.

Buses – we have a contract with Bus Service Inc. (BSI) through OhioBuys state coop for one new cutaway bus, which is now on order. The Gillig bus process procurement has been started and they said it will take three months for a quote because they are so backed up. Gillig has recommended we use the state of Washington's Cooperative Purchasing Contract, so we are in the process of signing up to be able to use their agreement.

### Final Friday pilot update:

We don't have the final numbers since Chris is on vacation. There was a significant increase from last month. We had close to 50 trips but we don't know exactly how many passengers were in each of the trips. Tara feels the drivers need some training on how to add additional passengers to the trip. They will try to address this before the next Final Friday event.

We are working with Kym Lamb on doing some additional Facebook advertising for the last Final Friday event. She has put in a quote well within our budget. It should be around \$825 for 4 separate ads.

Tara noted that they had a Richland County Safety meeting and RCT paid to be the spotlight for the meeting. They highlighted the Final Friday service and gave 100 different business information on our services for Final Friday.

Scott would like to see a large snapshot of the Final Friday Service, such as money spent, grants/funding we received, ridership numbers, a map of where the riders came from. This would help to guide us in any decisions we make about next year's plan. Jean noted that we will also have some survey results from the riders to review.

### Workforce transportation MATI grant contract updates:

The RCTB contract with the University of MN is complete, and we just got the sub-contract approved with RLS & Associates. For NECIC's contract, the University of MN suggested we

used one of their templates. Our attorney has been trying to meet with their attorney to go over the details and to go over her questions but this has not happened yet. Jean would like to see a sample of some of the other agencies contracts to see what they have done. NECIC sat in on our kickoff meeting with the University of MN.

**CAD/AVL update:**

We have been meeting with ETA weekly. We had our first training on reporting. The data is easy to understand and is user-friendly, but there are many reports and no written instructions. ETA has been helpful with any problems. We are working with Luminator on the signs because there have been some technical difficulties with the two systems working together. The live feed of our routes is now showing on the Transit App. We did a soft launch of the system, placing flyers on all buses and both facilities about the new app.

**Fiscal audit – review by RCTB Finance Committee:**

We received a clean audit from the state with no findings. The matter, including the Board and management’s duty to prevent fraud, was discussed at the RCTB Finance Committee earlier this morning.

**New Business**

**HEAL Project (Healthy Eating Active Living) – with Richland Public Health.**

Shane Meyers from RPH drafted the bus stop guidelines, which were provided in advance for review. The guidelines cover bus stop placement, amenities, safety, ADA requirements, etc.

A team of riders, along with RCT and RPH staff, developed the guidelines, applying bus stop best practices, templates and models. We tested the guidelines by mapping out bus stops for Route 7, so one out of nine routes is already mapped out. We will need to do the same for all of the routes.

The team also worked on a draft bus sign prototype, and Jean shared the bus stop design with us. RPH’s HEAL grant will pay for 4 prototype signs to test their effectiveness.

***Ed Pickens made a motion to approve the guidelines for the bus stop planning project. Donna Hight seconded the motion. With no further discussion, the motion carried.***

**JFS Transportation Service Contract:**

Jean received the contract from JFS that they are putting before the Commissioners on the 19<sup>th</sup> of this month. The indemnification clause is included in this. Since it is a county to county contract we are hoping they will agree to strike this clause. Jean sent a request over to Toby Borders at JFS to ask if we can strike this clause from the contract. We are Offering DAR service, they have to be ADA Paratransit certified and within the DAR service area. This will get us some local match monies instead of fares. Ed Pickens asked about the rate – it will be \$8.00 per trip for this contract year. We have ability to change the rate for the next contract period.

***Todd Blankenship made a motion to approve the contract with JFS pending final legal and any Commissioner revisions. Trae Turner seconded the motion. With no further discussion, the motion carried.***

**Repairs for Bus #27:**

Bus 27 (Gillig) is out for repairs – it went to Great Lakes last month. They thought they fixed it, but it still wasn't fixed, so we had to take it to Cummins in Hilliard. We thought it would be \$1800, but an update came last night that it will be \$4,800, as a new ECM is needed. We have \$18,000 available in TMR Purchased Vehicle Maintenance budget for this year that we have not used. We are not sure if \$1,800 is included in the \$4,800 or not. Bus is only 2 years old but we are beyond any warranties. Bus has only 80,000 miles, so it needs to be fixed. The total is in the budget– it will be paid for by TMR, not out of the board budget. Recommendation to approve any repairs to bus that is within the TMR budget of \$18,000.

***Todd Blankenship made a motion to approve the repair of Bus #27. Donna Hight 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.

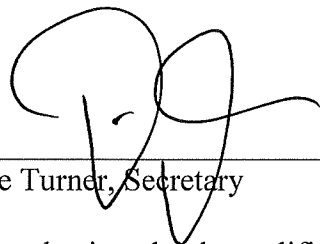
**Adjourn**

***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 9:49 a.m.

**Next Meeting**

The next RCTB meeting is Tuesday, October 15 at 3:00 pm.

  
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Trae Turner, Secretary

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\_\_\_\_\_  
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 September 11, 2024.

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

10-15-2024  
\_\_\_\_\_  
Date