

RCTB RICHLAND COUNTY TRANSIT BOARD

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

MINUTES of the September 13, 2023 RCT Board meeting

PRESENT:

Board: Scott Heimann, Ed Pickens, Crystal Davis-Weese
Absent: Donna Hight, Clint Knight, Carl Neutzling, Nicole Williams
Regional Planning: Jean Taddie; via Zoom: Jotika Shetty
Transdev/First Transit via Zoom: Chris Terry, Cristin Tolen
Guest: Alverta Williams, MBIE

Call to Order

Vice Chairman Ed Pickens called the meeting to order at 8:48 a.m.

The board discussed procedures for addressing the bills to pay and other essential business without a quorum.

Scott Heimann made a motion to temporarily suspend the requirement for quorum. Crystal Davis-Weese seconded the motion. With no further discussion, the motion carried.

Motions made today under the suspended rules will be adopted on a provisional basis and will be presented to the RCT Board for formal adoption at the next business meeting, which is scheduled for October 11.

Recommended Actions

1. 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. There were no call outs or questions.

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

Old Business

Procurement updates were discussed next, starting with an HVAC contract and funding update. Jean Taddie noted that she is still finishing reference checks and responsibility determination, but so far there were no concerns identified with the low bidder, Cavalry Mechanical LLC. She is following up with Wright Engineering to add a few missing documents to the contract. She will be meeting with the engineer and contractor on Friday. Jean recommended adding funding to this project so RCTB can complete the

project, and a STIP/grant budget was presented and discussed under new business (item D3 below).

For the CAD/AVL RFP, six proposals were received and the review committee has met twice. Megan has called references, and two interviews/demos are being scheduled. There may be more interviews/demos. Jean recommended adding funding to this project so RCTB can complete the project in a timely manner. A STIP/grant budget was presented and discussed under new business (item D3 below).

The Operations Management RFP was posted 8/21, with the pre-proposal conference held on 8/31. The Q&A and addendums were posted on the RFP website, and proposals are due by 9/21 at 4pm.

Paving work at the admin/maintenance facility has been completed, and the \$79,398 payment for Smith Paving was included in the bills to pay. Jean will request a grant amendment to transfer the \$602 remaining grant funds to the painting project.

The Transit Development Plan is progressing according to the updated timeline. The third oversight (community stakeholder) committee meeting was held virtually on 8/29 to review and provide input on the final service recommendations. Christy Campoll and Megan Matheny of RLS & Associates are working on an implementation plan and the final TDP document, as well as the CAD/AVL and Operations Management procurements. We are tentatively planning to present the Transit Development Plan to the Richland County Commissioners and Mansfield City Council on December 5.

The 2022 financial audit was completed by Independent Public Accountants at Charles E Harris & Associates, who filed the report with the Ohio Auditor of State in August. The audit was clean, with no findings or management issues identified. The board referred the audit to the next RCTB finance committee meeting, which would ideally be scheduled before the next RCT Board meeting.

The request by the Rock N Ribs committee for extended evening service on Oct. 5-6 was discussed. The organizer, Jay Wachs, did verify that local grocery chains (Kroger, Walmart) would allow the use of their parking lots for overflow parking. They understood that we may not be able to partner this year, but they would be interested in keeping the option open for next year. The operations committee has not yet had the opportunity to meet in order to work out a policy / procedure for vetting requests for extended service, so that all requests would be vetted fairly. It was suggested that the meeting could be scheduled directly before or after an RCTB monthly meeting, and we should have the policy in place by January/February 2024 or sooner.

New Business

The press release for the service change updates was provided in advance for review and new bus schedules were shared at the meeting. The route change story was covered by the Mansfield News Journal, Richland Source, and possibly others. The RCT website

was updated with the new route maps and schedules, and new bus schedules are in demand from riders. GM Chris Terry noted that most of the comments have been positive. She noted in addition to the transfer to the Ontario Circulator at Meijer and Walmart, that riders can request a transfer at GFS as well. Chris is working with Transloc to update the bus routes on the AVL system and passenger app. Route 2/7 are using a large / Gillig bus, due to demand. The operations team has moved most of the bus stop signs, however a couple still need poles, which are on order, before they can be installed.

Information was provided in advance about ODOT funding updates that affect state general revenue funding (GRF) as well as FTA funding, which is awarded to us through the state of Ohio “governor’s apportionment” for small urban transit systems. The state fiscal year (SFY) runs from July 1 to June 30.

SFY24 Urban Transit Program (UTP): Jean explained that UTP is formula funding from state GRF money that RCTB uses for local match of operating expenses. ODOT recognizes that small urban transit systems typically don’t have a dedicated source of funding, like a levy, so we face significant challenges raising local match. As a result for this year and next (ie state biennium budget), ODOT plans to offer a bonus for small urban systems.

RCTB’s annual UTP formula grant increased from \$161k in SFY23 to \$185,773 for SFY24. RCTB’s additional small urban bonus for SFY24 is \$264,451, which totals at \$450,224 funding from UTP for SFY24. Jean will program all of these funds as local match for RCTB’s operating expenses, which will free up local funds carryover account for other uses, potentially including some capital projects.

SFY24 Ohio Transit Partnership Program (OTP2): OTP2 is a competitive grant program (above and beyond the UTP). Through OTP2, agencies can apply for state GRF and/or FTA “flex” funding. For SFY24, RCTB was awarded additional operating and maintenance match funds of \$99,952, which will free up more local funds carryover for other uses.

Unfortunately, none of RCTB’s \$3+ million of capital requests (buses, CAD/AVL, lift repairs, restroom repairs, etc.) were awarded funding. At an Aug. 30 meeting with the small urban systems, ODOT explained small urban capital projects were removed from consideration for SFY24 OTP2 funds, because ODOT wants to utilize some FTA 5307 (federal urban transit) funds that are going to lapse. However, ODOT needs approval to make those changes, so we were told this could take several months and we should include our capital requests in the SFY25 OTP2 applications that were due Sept. 11.

SFY25 Ohio Transit Partnership Program: On September 11, Jean submitted OTP2 competitive grant applications for \$2,976,683 in state GRF and/or Fed Flex funding to request funds for 11 replacement vehicles (including 1 less large Gillig bus in favor of a non-CDL 12-passenger cutaway). Other requests were the roof replacement over the

administrative office, and operating match for preventative maintenance. A budget table was provided for review.

In sum, thanks to SFY24 UTP (\$450,224) and OTP2 (\$99,952) awards, RCTB now has \$550,176 in state GRF funding that we can use for operating match in SFY24. However, our bus replacement, technology, equipment and facility repair projects are not yet funded and will need to be addressed soon. To that end, Jean has recommended updates to our state plan (STIP) to advance time critical projects using our previously apportioned FTA 5307 funds matched with our local funds carryover, as detailed next.

STIP (State Transportation Improvement Plan) amendments that will be up for approval at the Regional Planning Commission meeting were provided in advance for review. These projects are time sensitive and should be addressed now, and so were not included in the SFY25 OTP2 grant application. The three projects recommended are:

- HVAC project needs additional \$85,000 (\$68,000 FTA 5307 and \$17,000 local funds carryover) to replace the Air Handler Unit that serves the maintenance area
- CAD/AVL will cost approximately \$290,000 for equipment, installation, and first year of support (\$232,000 FTA 5307, plus \$58,000 local funds carryover)
- Lift repair will cost \$15,000 (\$12,000 FTA 5307 matched with \$3,000 local funds carry over). Note this project is already in the STIP, info provided for board notice only.

A request for major repairs of the bus wash was provided in advance for review. The brushes / assembly are original to the unit, and thus over 30 years old. They are worn down and no longer washing or rinsing properly. The cost estimate is \$17,114.11, and additional quotes will be sought.

Scott Heimann made a motion to authorize the bus wash repairs. Crystal Davis-Weese 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.

Adjourn

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

The meeting adjourned at 9:57 a.m.

Next Meeting

The next meeting is scheduled for Wednesday, October 11 @ 8:30 a.m.



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 September 13, 2023.



Clint Knight, Chairman



Date