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RCTB RICHLAND COUNTY TRANSIT BOARD

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

MINUTES OF the April 14, 2021 RCTB Board meeting.

PRESENT:

Board: Clint Knight; Via Zoom: Val Ashcraft, Aurelio Diaz, Carl Neutzling, Ed Pickens,
Maura Siegenthaler & Leona Smith;

RCRPC staff: Jean Taddie; Via Zoom: Dave Gentile, Terri Kiser

First Transit: Tara Burchett, Chris Terry & Cristin Tolen (all via Zoom)

County Commissioner: Tony Vero (via Zoom)

A. Call to Order

Chairman Clint Knight called the meeting to order at 8:01 a.m.

B. Approval of revised TMR & RCTB financials

Revised December 2020 TMR & RCTB financial reports and the revised January 2021 RCTB financial report were provided in advance for review.

Jean Taddie explained the December revision was necessary to correct the omission of the 12/31/20 payroll from TMR's financial reports, which necessitated a correction in the RCTB financial reports. This adjustment resulted in a bill to pay TMR \$18,734.44, which was included in the bill payments.

The January 2021 correction to RCTB financials was caused by an error in calculating the January invoice for TMR expenses. This adjustment resulted in a bill to pay TMR \$5,221.70, which was included in the bill payments.

Val Ashcraft made a motion to approve the revised December 2020 and January 2021 financials. Aurelio Diaz seconded the motion. With no further discussion, the motion carried.

C. Recommended Actions

1. Routine Matters – CONSENT AGENDA

The Bills to Pay, Minutes from the March 10, 2021 meeting, March TMR and RCTB financial reports, GM and ridership reports, status of grant programs, and an advertising update were provided in advance for review.

Jean Taddie explained that a bill to pay Innovative Graphics / Justin Chance for \$875 covered the bus ad installation fee and commission from the Mansfield BOE Adult Ed. The BOE sent the payment for Justin's December 2020 invoice to RCT in error.

The grant update included new apportionments from ODOT for the Rides to Community Immunity (\$75,142) and FTA American Rescue Plan (\$542,417).

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

D. OLD BUSINESS

Possible board committees were discussed, especially in reference to a workforce development committee. The board discussed the need to update our bylaws, which will be added to the May agenda.

GM Chris Terry reported that DoubleMap is still not capturing data correctly, and the company has been bought by Ford under the new name of TransLoc. TMR Road Supervisor, Frank Robinson, has taken over the management of this project since it has been so time consuming. Frank is working to secure an on-site meeting with DoubleMap/TransLoc. RCTB expressed a willingness to have a conference call as well. Commissioner Vero stated he is willing to help, if needed. The group decided to allow time for Frank to arrange the on-site meeting and see if they can resolve the problems.

Chris Terry discussed the Transit Center reopening plans for when Richland County is ranked as Orange or Yellow by Ohio's county Covid ranking map. Safety provisions include: mask enforcement, touchless hand sanitizers, a 30 minute maximum wait time, and floor marking and seating reductions for social distancing. An updated policy will be provided at the next meeting.

An authorizing resolution for ODOT was provided in advance for review. The resolution authorizes Jean Taddie to file ODOT applications on RCTB's behalf. Jean overviewed the grant proposal that was submitted April 5 for the Rides to Community Immunity program. RCT's vaccine shuttle provides free door-to-door trips for any Richland County resident who wants a ride to their vaccine appointment(s). ODOT has approved the proposal and will cover the cost of this service at 100%. FTA has approved the incidental use.

Carl Neutzling made the motion to approve the authorizing resolution for ODOT. Val Ashcraft seconded the motion. With no further discussion, the motion carried.

The Google Transit contract was provided in advance for review. GT would link RCT's fixed route bus schedules with other Google products, such as Google Maps.

RCT's enhanced data would be updated by Dave Gentile at Regional Planning. The contract has been sent to the prosecutor's office for legal review.

Ed Pickens made the motion to approve the Authorization for Google Transit, contingent upon a clean legal review. Maura Siegenthaler seconded the motion. With no further discussion, the motion carried.

E. NEW BUSINESS

Chris Terry presented the request for the purchase of a surveillance server upgrade, which was provided for review in advance. The current equipment is running on Windows 7 and cannot be upgraded. A Windows 10 server is needed to download the videos. Currently, the hard drive must be removed to view surveillance video, which is time consuming and can take the bus out of service temporarily. The equipment is proprietary, and if we chose a different company, we would need to replace the cameras as well. The one time fee is \$7,045

Carl Neutzling made the motion to approve the purchase of the quoted surveillance equipment. Val Ashcraft seconded the motion. With no further discussion, the motion carried.

Jean Taddie overviewed the updates to the RCTB Financial Procedure Manual, Grant Management Procedures and Procurement Procedures that were presented for review in advance. The updates were requested by the FTA triennial reviewers.

Aurelio Diaz made a motion to approve the updated financial, grant management, and procurement procedures. Ed Pickens seconded the motion. With no further discussion, the motion carried.

The Transit Asset Management plan was provided in advance for review. Jean Taddie explained that this sets the "performance targets" for maintaining FTA assets. Two of our service vehicles do not meet the target, but are still useful and working ok.

Val Ashcraft made a motion to approve the Transit Asset Management plan. Leona Smith seconded the motion. With no further discussion, the motion carried.

Chris Terry overviewed updates to the RCT Drug & Alcohol policy that was provided in advance. The policy was updated as part of the FTA D&A audit. The contacts were updated, and the collection center site is now the wellness center on W. 4th St. It was suggested the plan should be compared to First Transit policies and given legal review.

Ed Pickens made a motion to approve the updated Drug & Alcohol policy. Aurelio Diaz seconded the motion. With no further discussion, the motion carried.

The board discussed the request by Amanda Grady to have her riding privileges reinstated. In 2017, the board sent Ms. Grady a letter stating that she is not allowed to board any RCT bus or property. Commissioner Vero recommended that the matter be referred to Andrew Keller at the Prosecutor's office to determine whether RCTB or TMR has the authority to deny service, and on what grounds. Chris also asked to get legal advice whether an employer, such as TMR, has the duty to protect their employees from harassment. Further discussion on the matter was tabled until the next meeting, so these questions could be researched.

F. EXECUTIVE SESSION (IF NECESSARY)

There was no executive session.

G. OTHERS FROM THE FLOOR

There was no other business from the floor.

H. ADJOURN

There being no further business, Val Ashcraft made a motion to adjourn. Aurelio Diaz seconded the motion. With no further discussion, the motion carried.

The meeting adjourned at 10:15 a.m.

NEXT MEETING

The next regular monthly meeting is scheduled for Wednesday, May 12, at 8:00 a.m.



Valeria Ashcraft, 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 meeting held on March 14, 2021.



Clint Knight, Chairman



Date