

RCTB RICHLAND COUNTY TRANSIT BOARD

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

MINUTES OF the June 16, 2021 RCTB Board meeting.

PRESENT:

Board: Ed Pickens; VIA ZOOM: Val Ashcraft, Aurelio Diaz, Carl Neutzling & Maura Siegenthaler; ABSENT: Clint Knight, Leona Smith
RCRPC staff: Jean Taddie; VIA ZOOM: Dave Gentile, Terri Kiser
First Transit: Tara Burchett, Chris Terry & Cristin Tolen (all VIA ZOOM)

A. Call to Order

Vice Chairman Ed Pickens called the meeting to order at 8:02 a.m.

B. Recommended Actions

1. Routine Matters – CONSENT AGENDA

The Bills to Pay, Minutes from the May 12, 2021 meeting, May TMR and RCTB financial reports, GM and ridership reports, status of grant programs, and an advertising update were provided in advance for review.

Items discussed include: The TMR financial report shows TMR revenue is up compared to the budget. The Transit Center opening was successful, as noted in the GM report. Chris Terry also noted that a “year to dispose” column was added to the bus mileage report, as requested at the last meeting.

The current bills include a \$54,646 advance to TMR so they can pay the full year BWC premium by June 18th and receive a 2% discount. Some expenses on the RCTB financial report that are significantly below budget were discussed. The insurance line is still at 0 due to the timing of expenses. The bill from PEP would be due in July. Copies and ads are only at 2% of budget, but will increase as legal ads are needed for upcoming procurements.

The County payroll department has worked with the State of Ohio to resolve the issues that were holding up our fuel tax rebates. In early June, we received over \$5,000 reimbursement to clear up some of the oldest invoices and have filed for the July through December 2020 rebates. If those funds come in without any problems, the 2021 rebates will be filed.

The ridership report showed that ridership was down slightly from May, and we had 27 more free vaccine trips. While reviewing the Status of Grant Programs, Jean Taddie explained that the SFY 2022 Urban Transit Program funds will be used as a match for CY 2021 and 2022 planning and preventative maintenance line items.

As noted on the advertising report, the Mansfield Adult Ed ads will end July 11, and the “Count on Me” coalition is planning to purchase \$5,000 in bus ads for a 2-month Covid-19 vaccine promotion. We will need a contractor to produce, install and remove the ads. A temporary arrangement with Justin Chance/Innovative Graphics was discussed later in the agenda.

Aurelio Diaz made a motion to approve the consent agenda. Val Ashcraft seconded the motion. With no further discussion, the motion carried.

C. OLD BUSINESS

The following proposed board committee recommendation was sent in advance to the board and via public notice, as the changes require an update to the RCTB bylaws. The board discussed the following proposal which, if approved at the next meeting, will replace Section 6.1 “Standing Committees” of the bylaws:

Executive Committee: The Executive Committee serves the Board of Directors by researching and organizing information required for efficient consideration and strategic planning by the Board and optionally making recommendations or proposals based on such information. The Executive Committee does not take significant action in lieu of the Board of Directors, nor does it filter information available to the Board of Directors

Finance and Advertising: The Finance and Advertising Committee provides financial analysis, advice, and oversight of the organization’s budget. It is their responsibility to ensure the organization is operating with the financial resources it needs to provide programs and services to the community. Advertising being a considerable revenue stream, will fall under the watch of this committee as well. This committee will review and advise the board on business practices, contract detail, and process related to advertising on transit property.

Agency and Public Relations: This Committee will ensure that the public is well informed of services, changes, and enhancements by engaging with various forms of the media. It will also identify and report to the board potential and active partner agencies, in an effort to expand, enhance, and develop services.

Operations and Safety: The Operations and Safety Committee will oversee and ensure that the operating partner develops and promotes a healthy and safe environment for all employees and visitors to our services, vehicles, and facilities through the involvement of all individuals with regards to education, communication and safe work practices. By advising the board on operational activities and adjustments, this committee will also work to develop daily cohesiveness and consistent service.”

These bylaw changes will be voted on next month, as required by the RCTB bylaws. Membership of the committees will be voted on after the committee/bylaw updates are approved.

The DoubleMap discussion included an overview of the virtual meeting with TransLoc management on June 15. TransLoc has offered to replace all of the tablets and implement a new reporting dashboard, all no charge. They are testing new equipment to ensure compatibility. The goal is to have the updates in place within 30 days. TransLoc will send an updated plan by Friday, and Chris will follow up with them as needed.

The board discussed a rider appeal by a former transit passenger to have her riding privileges reinstated. The issue was discussed at the May meeting, but a decision was delayed pending a response from the county prosecutor's office. The attorney's response was received May 27 and included with the June board meeting packet. The legal opinion stated that TMR is responsible for *executing* the day-to-day management, including passenger issues, while the RCTB is responsible for *monitoring* system operations. The attorney further recommended that we refresh the rider code of conduct and error on the side of access. Chris will respond to the rider on behalf of TMR, reinstating her privileges if she will agree to abide by rider policies.

A Customer Code of Conduct Policy & Appeal Process from TMR was updated from last month following guidance from the Prosecutor's office. The new proposed policy was sent in advance with the board packet and discussed at the meeting. Chris indicated that drivers will need to call in to the office before addressing passenger issues requiring discipline. The policy will be updated to include notice to the fiscal officer for rider appeals and then posted on the RCT website.

Val Ashcraft made a motion to approve the TMR rider policies. Aurelio Diaz seconded the motion. With no further discussion, the motion carried.

The PEP Insurance quote for 8/1/21 through 8/1/22 and a rate summary of prior years' liability insurance were provided in advance for review. The quoted coverage is for \$6 million per occurrence for \$62,402 for the year, with an option to increase the coverage for an extra charge. For reference, it was noted that most First Transit agencies carry \$5-10 million. The pricing summary does not compare apples to apples, in that covered assets and coverage amounts have changed over the years.

There is no umbrella policy included with the PEP quote, and Chris will check with Hitchman Insurance to see if an umbrella policy is available. Chris also noted that the PEP inspection resulted in no findings. The board noted there have been lots of increases in the market this past year, so we should "let it ride." Next year, we should start competitive bidding in April/May 2022, although some insurance companies will only give quotes 30 days in advance.

Maura Siegenthaler made a motion to accept the PEP insurance policy for the coming year, once the coverage questions are answered. Carl Neutzling seconded the motion. With no further discussion, the motion carried.

D. NEW BUSINESS

Jean presented a proposal to retain Justin Chance of Innovative Graphics as the bus ad installer on a temporary basis until the procurement is conducted and a new contract is in place. Justin has agreed to handle ad installation/removal at the 2020 pricing levels, and he's available to handle the "Count on Me" ad campaign discussed with the ad report.

Maura Siegenthaler made a motion to approve the temporary arrangement with Justin Chance of Innovative Graphics. Ed Pickens seconded the motion. With no further discussion, the motion carried.

Jean recommended to the board that RCTB utilize local funds for purchasing the bus shelters and driver safety shields, per the recommendation of our FTA reps. They advised that using the federal funds is "a lot regulation for a little bit of money." We have a healthy local funds account, due to the extra funding received during the pandemic. More information will be presented as the projects develop.

Jean noted that the final triennial review report and the annual financial audit report are expected soon and will be forwarded when available.

E. EXECUTIVE SESSION (IF NECESSARY)

There was no executive session.

F. OTHERS FROM THE FLOOR

There was no other business from the floor.

G. ADJOURN

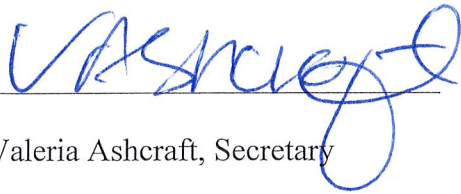
There being no further business, Val Ashcraft made a motion to adjourn. Aurelio Diaz seconded the motion. With no further discussion, the motion carried.

The meeting adjourned at 9:32 a.m.

June 16, 2021
Richland County Transit Board

NEXT MEETING

The next regular monthly meeting is scheduled for Wednesday, July 14, 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 June 16, 2021.



Clint Knight, Chairman



Date