

RCTB RICHLAND COUNTY TRANSIT BOARD

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

MINUTES OF the January 11, 2023 RCT Annual Board meeting

PRESENT:

Board: Scott Heimann, Donna Hight, Clint Knight, Carl Neutzling, Ed Pickens
RCRPC staff: Wes Arnold, Jean Taddie; Via Zoom: Jotika Shetty
First Transit: Tara Burchett, Chris Terry; Via Zoom: Bill Harned
Guests: Carl Hunnell, Richland Source; Megan Matheny, RLS & Associates (via Zoom)

Absent: Crystal Weese, Nicole Williams

Call to Order

Chairman Clint Knight called the meeting to order at 8:32 a.m.

RCTB 2023 Organization / Annual Meeting

A list of officer position descriptions from the RCTB bylaws was provided in advance. Nominations were made and accepted for the RCTB officer positions as follows: Ed Pickens for Vice Chair, Scott Heimann for Secretary, and Jean Taddie for Treasurer/Fiscal Officer. There were no other nominations. Clint Knight will remain as Chair, which is appointed by the Richland County Commissioners.

Carl Neutzling made a motion to approve the slate of officers with Ed Pickens as Vice Chair, Scott Heimann as Secretary, and Jean Taddie as Treasurer/Fiscal Officer. Donna Hight seconded the motion. With no further discussion, the motion carried.

A list of the 2022 standing committees was provided in advance for review. Since the committees were formed late in 2022, the board decided to keep committee membership the same for now.

Board members were asked to complete and return the RCTB conflict of interest form, which is required annually by Ohio Revised Code.

Recommended Actions

1. Routine Matters – CONSENT AGENDA

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

Clint asked for call outs or questions. Jean Taddie noted that the December 31 RCTB financials include corrected and reconciled fixed route/demand response wages. Year end depreciation still needs to be calculated, so revised year end statements will be provided next month. The Bills to Pay includes a \$20,000 advance to TMR to cover payroll during January when the county banking system is closed.

On the grant update, Jean noted that the ARPA grant has been approved, and a grant amendment is in process for the FFY19-20 FTA 5307 grant. ODOT's reimbursement grant for Elderly & Disabled, dropped over \$40,000 from the prior two years, because the formula is based on actual ridership, rather than 2019 ridership, which was used to calculate funding during the pandemic.

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

Old Business

A statement from TransLoc, showing a \$26,927 credit was shared in advance. Jean reached out to TransLoc and asked them to apply the credit balance to the 2023 annual fee, which is \$41,266.37. Jean is awaiting a reply.

GM Chris Terry noted that the TransLoc system's ADA callouts are still not working, and neither are the visual boards. Tara has been taking notes during driver ride-alongs. Chris will follow up with TransLoc again.

The board noted that it is not too soon to start exploring new on-board technology. Bill Harned noted that First Transit has a technology team that can help with procurement. He will reach out to them and set up a meeting with Chris and Jean.

The procurement summary was provided in advance for review. The engineering contract for parking lot paving and the RFQ for HVAC engineering were sent for legal review December 13, but have not come back yet.

Megan Matheny of RLS & Associates provided an overview of the Transit Development Plan progress. To date, over 130 riders completed the rider survey, more than 50 people completed the community survey, and about 30 businesses completed the employer survey. All surveys are currently open, and several pop up events are scheduled at the campus, Area Agency on Aging, NECIC, Cypress HS, and MRCPL to gain more input. Tech memo #1 of current ridership and demographics is ready for review, and the first Oversight Committee meeting is scheduled for Feb. 3.

Ohio Loves Transit Day is scheduled for Feb. 7, 2023, and in lieu of meeting with our legislators in Columbus, Clint will reach out to Rep. John and Sen. Romanchuk for an in-district meeting.

New Business

Information about the FTA Climate Challenge and Zero Emission Transition Plan was provided in advance for review, along with a recommendation from RCTB’s FTA Rep strongly suggesting the RCTB sign the pledge and work on a plan, since all federal competitive vehicle grants require the Zero Emission Transition Plan in order to apply. She noted the March 31 deadline for the plan is flexible, and the FTA will accept plans on a rolling basis.

Donna Hight made a motion to authorize the RCTB to take the Climate Pledge. Carl Neutzling seconded the motion. With no further discussion, the motion carried.

Other Business from the Floor

There was no other business from the floor.

Executive Session (if necessary)

There was no executive session.

Adjourn

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

The meeting adjourned at 9:40 a.m.

Next Meeting

The next meeting is scheduled for Monday, February 13 @ 3pm.

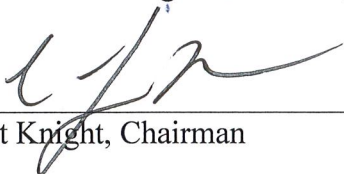


Scott Heimann, Secretary

2-13-2023

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 January 11, 2022.



Clint Knight, Chairman

2-13-23

Date