

# **RCTB** RICHLAND COUNTY TRANSIT BOARD

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

MINUTES OF the November 10, 2021 RCTB Board meeting

**PRESENT:**

Board: Val Ashcraft, Clint Knight, Ed Pickens & Carl Neutzling  
RCRPC staff: Jean Taddie  
First Transit (via Zoom): Tara Burchett, Chris Terry & Cristin Tolen

**ABSENT:** Aurelio Diaz, Maura Siegenthaler & Leona Smith

**Call to Order**

Chairman Clint Knight called the meeting to order at 8:05 a.m.

**Recommended Actions**

**1. Routine Matters – CONSENT AGENDA**

The Bills to Pay, Minutes from the October 18, 2021 meeting, October TMR and RCTB financial reports, GM and ridership reports, status of grant programs, and an advertising update were provided in advance for review.

Chris Terry's GM report noted that a new receptionist and cleaner were hired on a probationary basis, contingent upon background check and drug test coming back clean.

Jean Taddie noted bills to pay were typical, and that payment has been received for all prior month Fuel Tax Rebates.

During the grant summary, Jean noted that ODOT's Rides to Community Immunity grant has significant funds remaining. ODOT expanded eligible expenses, which allows for worker vaccine incentives.

*Val Ashcraft made a motion to approve the consent agenda. Ed Pickens seconded the motion. With no further discussion, the motion carried.*

**Old Business**

There has been progress with the TransLoc (formerly DoubleMap) AVL system. Chris is continuing to work with Gina at TransLoc, and together they now have all of the tablets working and properly assigned to the right buses. Tablets can be swapped between buses,

if needed, and we can troubleshoot from afar. One tablet that wouldn't hold a charge was replaced through warranty.

There's been progress on the TransLoc reports, too. We are receiving passenger count data, and Frank Robinson is working on feeding the info into an excel spreadsheet, so data can be sorted by route, driver and passenger type.

Chris will follow up with Gina to see if it's possible to send a push notification through DoubleMap that would send a message to any of our riders who downloaded the old DM system telling them how to download the new TransLoc rider app.

Based on the progress that was made in the past few weeks, Clint and Jean postponed a meeting with the Richland County prosecutor's office. However, we will continue to document any problems, should they arise.

A report of upcoming procurements and major purchases was provided in advance for review. For the 3 cutaway buses, Jean Taddie noted that we are obtaining quotes from 3 dealerships that offer state approved contract pricing. Chris and team have identified the replacement radios as the next capital purchase priority. Jean will be sending a Request for Qualifications (RFQ) for engineering consultants, to help with bus shelter and parking lot repair projects, as well as facility assessments.

For the Transit Development Plan, Jean will send the board a survey to identify priorities for the next 10 years. Board input will be used to develop the scope of the TDP, which includes the RFP for contractors.

### **New Business**

A ridership overview of fixed route and demand response passenger totals for 2011-2021 was provided in advance. Passenger count data was compiled by Office Manager Elaine Buzzard, who will be retiring at the end of 2021. Jean noted the 2021 total was estimated based on 10 months of data. Some fluctuations in ridership occurred following route changes in 2012, 2017 and 2019. With 2021 ridership estimated to be about ½ of the 2019 total, it was noted that the TDP could help RCTB plan for new opportunities.

A request for Saturday service was sent in advance for board review. In 2020, we offered free Saturday service on two Saturdays in December, providing 275 trips. For 2021, two potential Saturday's identified were 12/11 and 12/18.

***Val Ashcraft made a motion to approve 2 weeks of free Saturday service on December 11 and 18. Carl Neutzling seconded the motion. With no further discussion, the motion carried.***

Jean requested a meeting of the RCTB Finance Committee to go over the proposed 2022 budget. The meeting was set for Monday, Nov. 22 at 1 p.m.

Upon discussion of the next meeting date, it was determined that some members were not available on Wed. Dec. 15, so Clint will reach out to board members via email for a new date (Thursday, Dec. 16 was subsequently chosen).

The first meeting date for 2022 is the annual meeting. January 12 @ 9am was tentatively chosen, but will be confirmed when two new board members are identified to replace Maura and Val.

**Executive Session (if necessary)**

There was no executive session.

**Other Business from the Floor**

There was no other business from the floor.

**Adjourn**

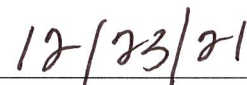
*There being no further business, Carl Neutzling made a motion to adjourn. Ed Pickens seconded the motion. With no further discussion, the motion carried.*

The meeting adjourned at 9 a.m.

**Next Meeting**

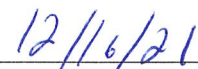
The next regular monthly meeting is scheduled for Thursday, December 16, at 2 p.m.

  
\_\_\_\_\_  
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 November 10, 2021.

  
\_\_\_\_\_  
Clint Knight, Chairman

  
\_\_\_\_\_  
Date