

RCTB RICHLAND COUNTY TRANSIT BOARD

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

MINUTES OF the November 10, 2022 RCT Board meeting

PRESENT:

Board: Scott Heimann, Clint Knight, Carl Neutzling, Ed Pickens,
RCRPC staff: Dave Gentile, Jean Taddie
First Transit (via Zoom): Tara Burchett, Bill Harned, Chris Terry

Absent: Donna Hight, Crystal Weese, Nicole Williams

Guests: Megan Matheny, RLS & Associates (via Zoom)

Call to Order

Chairman Clint Knight called the meeting to order at 8:34 a.m.

Recommended Actions

1. Routine Matters – CONSENT AGENDA

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

Clint asked for call outs or questions. Chris overviewed the Eyes/Ears/Heart messaging that was shared in the GM report, noting that RCT drivers are always keeping an eye out for the community and sometimes provide emergency assistance. A driver created a design they would like to place on the buses. The board thought it would also be good to highlight this for the media when ready.

Jean noted that our local funds carryover balance on the RCTB finance report is roughly \$1 million, including accounts receivable.

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

Old Business

TransLoc sent a notice of increase that seems to indicate the forthcoming invoice for the 4th and final year of service will be a significant increase, possibly more than \$10,000.

Jean sent a request to TransLoc for clarification of the new invoice amount and will reach out again.

The procurement summary was provided in advance for review. Jean noted that there were 2 responses to the parking lot engineering RFQ. Negotiations are in process with the most qualified firm, and a contract is anticipated for the Dec. meeting.

Megan discussed RLS' progress on the Transit Development Plan. A desk review, technology audit, and public engagement are currently underway. Two surveys have been created – one for riders and the other for community members.

Regional Planning has hired an intern, Wes Arnold from NCSC, who will be helping with the TDP.

For the Rides to Community Immunity grant, ODOT has approved the use of fully allocated costs for all Fare-FREE days (Nov. 7-11, and Dec. 3, 10, 17). Combined with the \$7,000 for driver safety shields, these expenses will deplete the RCI grant that expires 12/31/22.

TMR's response to RCT's cyber audit that was conducted through PEP insurance was provided in advance for review.

New Business

The First Transit team discovered a problem with the driver wage classification, where some demand response (DR) wages were incorrectly classified as fixed route (FR). This affects FTA draw calculations, fully allocated cost calculations, and NTD financial reporting by mode. Jean met with Chris and Tara on Oct. 27, and it was determined that First Transit/TMR would use signed timesheets to determine how the wages should have been split. The initial focus is on 2021 and 2022, but the problem may go back farther. In the future, drivers will log a code for DR or FR when they punch in. The subject was referred to the Finance Committee, who will meet on 11/15.

A draft budget for 2023 was provided in advance for review. There is an anticipated shortfall of local match funds, and RCTB would need to use potentially more than \$300,000 of the \$1mil reserve fund. To reduce that need, additional grants and local match will be sought. Efficiency and sustainability will also be addressed in the 10-year plan/TDP. The matter was referred to the Finance Committee for review and recommendations.

A notice from First Transit's corporate office about their planned merger with TransDev was shared in advance for review. The matter is up for regulatory review. No changes are planned at this time.

RCTB membership will remain the same for 2023, as Ed Pickens and Carl Neutzling have agreed to serve another term. A draft of proposed 2023 meeting dates was provided in advance and will be emailed out for comments.

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 9:16 a.m.

Next Meeting

The next regular monthly meeting is scheduled for Wednesday, December 14 @ 8:30am.




Scott Heimann, Secretary

1-11-2023

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 November 10, 2022.



Clint Knight, Chairman

12/19/22

Date