

# RCTB RICHLAND COUNTY TRANSIT BOARD

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

MINUTES of the August 14, 2023 RCT Board meeting

## PRESENT:

Board: Scott Heimann, Donna Hight, Clint Knight, Carl Neutzling, Ed Pickens, Nicole Williams

Absent: Crystal Davis-Weese

Regional Planning: Jean Taddie

Transdev/First Transit: Chris Terry; Via Zoom: Bill Harned

RLS & Associates Via Zoom: Megan Matheny

Guests: Alverta Williams, MBIE

## Call to Order

Chairman Clint Knight called the meeting to order at 3:01 p.m.

## Recommended Actions

### **1. Routine Matters – CONSENT AGENDA**

The July RCTB meeting minutes, 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 Knight asked for call outs or questions. GM Chris Terry noted that 42-year RCT employee Joe Shoenfelt passed away. Joe was appreciated by riders and staff, and many current and former RCT staff attended his funeral.

Jean Taddie noted that the FTA super grant for operating and capital expenses has passed final approvals by FTA, DOT, DOL, and EPA. She noted a correction to the advertising report. RPH Lead Prevention ads were installed 7/17 and will run through Sep. 16.

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

## Old Business

A procurement summary was provided in advance for review. Four bids were received for the HVAC invitation for bid (IFB). The low bidder was Cavalry Mechanical, out of Columbia Station, Ohio. A draft HVAC contract document was provided in advance, but still needs to be finalized and sent for legal review. At this point, the \$360,000 available funding will cover everything except the air handler unit that serves the maintenance garage, which was bid at \$74,400. Jean will investigate additional funding options, while

also completing the FTA required contractor responsibility determination and working with the engineer to finalize the contract document.

A paving contract change order was provided in advance for review. The change order adds 400 square feet and increases the contract price to \$79,398, which is within budget.

***Ed Pickens made a motion to approve the paving contract change order. Scott Heimann seconded the motion. With no further discussion, the motion carried.***

A contract addendum for the Transit Development Plan (TDP) contract with RLS & Associates was provided in advance for review. The addendum reflects changes that were previously approved at the June 14 RCT Board meeting, including increasing the total budget to \$165,512.20 and extending the end date to 12/31/23.

***Donna Hight made a motion to approve the TDP contract addendum. Carl Neutzling seconded the motion. With no further discussion, the motion carried.***

Next the Board discussed the fare for public access to the trips contracted by Pioneer Career & Technical Center. During school days, there is a daily trip between the RCT Transit Center and the OSU/NCSC campus that is open to the public. The board discussed the pricing for demand response vs. fixed route, and opted for fixed route pricing (\$2 per adult, \$1 seniors/disabled/students).

***Scott Heimann made a motion to approve the campus trip pricing at the same rates as fixed route trips. Ed Pickens seconded the motion. With no further discussion, the motion carried.***

The public comments received about the proposed route changes were provided in advance for review. Jean reviewed all 12 comments received at the public hearings held July 18 and 20 and from comment cards turned in on the buses. Fourteen people signed in for the 7/18 meeting at the transit center, and a handful of others walked through without signing in. Only 1 person attended the 7/20 meeting in Shelby.

An extension was filed for the 2022 financial audit, due to the auditor coming down with Covid-19. The new due date is the end of August, and the auditors will be on site Aug 15-17.

In follow up to RCTB's easement donation for the City of Mansfield's North Main Street streetscape project, the board reviewed the easement contract and resolution that was provided in advance and was reviewed by legal.

***Nicole Williams made a motion to approve the easement contract and resolution. Carl Neutzling seconded the motion. With no further discussion, the motion carried.***

## **New Business**

In follow up to the charter service inquiries from Kingwood Center and Leader Richland. Jean informed them that the next step would be to notify the 60 charter companies that are registered in this area, and only if all of those turned down the request could RCT provide service. The agencies decided to reach out directly to those charter companies.

In the mean time, RCT received a request from the Rock N Ribs event on the square Oct. 6-8, asking if RCT could extend fixed route service until 9pm on Oct. 6 & 7. They do not have funding for transportation but could add us to the list of sponsors. The board requested that the Operations Committee set up a standard set of criteria by which we would measure all requests for fixed route service extensions. Jean will coordinate a meeting with the committee.

An ODOT resolution for SFY25 was provided in advance for review. Jean reported that this form is required with all ODOT grant requests for SFY25, and it authorizes her to apply for grants on RCTB's behalf.

***Carl Neutzling made a motion to approve the ODOT resolution. Scott Heimann seconded the motion. With no further discussion, the motion carried.***

A request for a \$12,661.88 major repair to replace the turbo and turbo actuator on Bus #24 was provided in advance for review. It was noted there was an error on the total, which Chris will have corrected. She also stated that it may be possible to do the work in-house, which would reduce \$3,780 of labor. This is a 2019 vehicle with only 107k miles, but is out of warranty.

***Nicole Williams made a motion to approve the repair to bus #24, contingent upon a corrected quote. Donna Hight seconded the motion. With no further discussion, the motion carried.***

### **Executive Session**

***Scott Heimann made a motion to enter executive session for matters required to be kept confidential. Donna Hight seconded the motion. With no further discussion, the motion carried.***

The Board invited Jean Taddie and Megan Matheny to join the executive session.

Executive session began at 4:20 p.m.

***Scott Heimann made a motion to end executive session. Nicole Williams seconded the motion. With no further discussion, the motion carried.***

The RCTB meeting resumed at 4:53 p.m.

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*Scott Heimann made a motion to approve the draft Operations Management RFP with performance metrics. Nicole Williams seconded the motion. With no further discussion, the motion carried.*

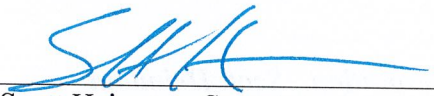
**Adjourn**

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

The meeting adjourned at 4:54 p.m.

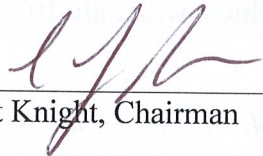
**Next Meeting**

The next meeting is scheduled for Wednesday, September 13 @ 8:30 a.m.

  
\_\_\_\_\_  
Scott Heimann, Secretary

9-13-2023  
\_\_\_\_\_  
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 August 14, 2023.

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

9-13-23  
\_\_\_\_\_  
Date