



# **RCTB** RICHLAND COUNTY TRANSIT BOARD

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

MINUTES OF the February 10, 2021 RCTB Board meeting.

**PRESENT:**

Board: Clint Knight; via Zoom: Aurelio Diaz, Carl Neutzling, Ed Pickens, Maura Siegenthaler & Leona Smith; ABSENT: Val Ashcraft  
RCRPC staff: Jean Taddie; via Zoom Nick Leturgey & Jotika Shetty  
First Transit via Zoom: Tara Burchette, Chris Terry & Cristin Tolen

**A. Call to Order**

Chairman Clint Knight called the meeting to order at 8:03 a.m.

**B. Recommended Actions**

**1. Routine Matters – CONSENT AGENDA**

The Bills to Pay, Minutes from the January 13, 2021 annual meeting, January TMR and RCTB financial reports, GM and ridership reports, status of grant programs, and an advertising update were provided in advance for review.

As part of the federal grant update, the email from FTA that was included with the board packet was discussed. FTA recommend we reallocate \$50,000 designated for shelters to preventative maintenance, since the grant is almost 5 years old and in danger of being de-obligated. The board agreed with FTA's recommendation, and Jean will follow through. The board would still like to install needed bus shelters and asked Jean to investigate how legal requirements would change if we did not use federal funding.

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

**C. OLD BUSINESS**

Minutes from the Advertising Strategy Committee were provided in advance and reviewed in detail. The committee recommends managing ad sales and customer service in-house, while contracting with multiple advertising vendors who can design, produce install and remove the ads. Some members expressed an interest in viewing the ad spaces on the entire fleet. Chris offered to come in on a Saturday when all the buses are in the garage.

*Ed Pickens made a motion to authorize the RFP for bus advertising contractors. Maura Siegenthaler seconded the motion. With no further discussion, the motion carried.*

Clint Knight opened the discussion of possible board committees. When no new comments were received, Clint asked the board to consider this and forward their ideas for future discussion.

GM Chris Terry reported that the public part of DoubleMap continues to work well tracking bus locations. They use DM to share announcements with riders about detours, weather delays, etc. However, the drivers' tablets are still not properly tracking route and passenger data, especially for buses that run more than one route. They are still not confident enough to run dual logs for comparison. Chad from DM's support group is now the main contact, and he is helping with the remaining issues. Eventually, DM could run our demand response system so we wouldn't also have to pay Ecolane, but since the DM technology has not yet been fully operational and Ecolane is effective with demand response reporting, there is no plan to transition at this time. This could be reviewed in the future.

D. **NEW BUSINESS**

Jean Taddie reviewed the Mansfield CDBG grant application that was provided in advance. RCTB is applying for \$64,000 to support the demand response service for senior and disabled Mansfield residents.

***Carl Neutzling made a motion to approve the CDBG application for submission. Aurelio Diaz seconded the motion. With no further discussion, the motion carried.***

Chris Terry overviewed the cold weather provisions that are temporarily being used while the Transit Center is closed due to the pandemic. Rather than waiting in the cold for ½ hour, riders can use a transfer to ride one of the ½ hour routes to stay warm. The new federal mask mandate is in effect until May 11, and requires transit operators to enforce the mask rule. Chris will work on the TC re-opening plan, to include social distancing and mask enforcement.

Jean Taddie discussed the Letter of Intent being prepared for state grant opportunities. Multiple requests will be submitted, including funding consultants for a Transit Development Plan and addressing priorities from the Capital Improvement Plan. The parking lot was identified as a top priority, and the First Transit Team will provide recommendations for their other top priorities. If we are invited to submit full applications for our LOI requests, they will be due in May.

Ed Pickens broached the possibility of RCT providing free rides to vaccine appointments. Chris mentioned that Route 7 could be utilized, since it has ½ hour of downtime after each run. We could also deviate into the fairgrounds if clinics are set up there. Jean will check with Richland Public Health about potential vaccine clinics that may be in the works.

Several questions were identified: Should the vaccine rides be free? Where are the current vaccine locations? Will there be a vaccination event at the fairgrounds? Could we use Dial A Ride for door-to-door service for seniors? Could we partner with agencies, like the Area Agency on Aging, who sponsor trips? How long would we offer this? Who is eligible for vaccines in Ohio right now?

C. **EXECUTIVE SESSION (IF NECESSARY)**

There was no executive session.

D. **OTHERS FROM THE FLOOR**

There was no other business from the floor.

E. **ADJOURN**

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


The meeting adjourned at 9:10 a.m.

**NEXT MEETING**

The next regular monthly meeting is scheduled for Wednesday, March 10, at 8:00 a.m.

  
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Valeria Ashcraft, Secretary

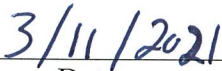
  
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Date

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 February 10, 2021.

  
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Clint Knight, Chairman

  
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Date