

RCTB RICHLAND COUNTY TRANSIT BOARD

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

MINUTES of the May 10, 2023 RCT Board meeting

PRESENT:

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

Absent: Crystal Davis-Weese

RCRPC staff: Wes Arnold, Jean Taddie; Via Zoom: Jotika Shetty

First Transit: Tara Burchett; Via Zoom: Chris Terry

RLS & Associates Via Zoom: Megan Matheny, Christy Campoll

Guest: Katherine Conrad, NEORide CEO

Call to Order

Chairman Clint Knight called the meeting to order at 8:33 a.m.

NEORide Membership

Membership information and a board resolution to join NEORide, which is Council of Governments organization with 25 transit agency members, were provided in advance for review. NEORide CEO Katherine Conrad discussed the benefits offered, shared information about upcoming state grant applications, and explained the process for becoming a member. The \$1,000 annual fee for small urban transit systems would be prorated for part of the calendar year. NEORide is also anticipating a grant through ODOT to provide support for small urban transit systems in Ohio.

Nicole Williams made a motion to approve the resolution to join NEORide. Donna Hight seconded the motion. With no further discussion, the motion carried.

Recommended Actions

1. Routine Matters – CONSENT AGENDA

The April 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. Chris Terry noted that after the GM report was prepared, there was an accident in Bus #23. The driver and one passenger were taken to the ER. The bus was towed to the shop and is cordoned off until police and insurance make their assessment. This happened just days before RCT would have celebrated 800 days accident free.

Chris also noted that the union contract was ratified and is now in effect as of May 1.

Jean Taddie noted that the Bills to Pay includes an advance of \$48,100 to TMR for the BWC annual payment, which offers a discount if paid up front.

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

Old Business

Jean, Chris and Tara worked with Transdev's technology team and RLS & Associates to prioritize RCT's technology needs, especially a replacement for Transloc's AVL system. Jean will prepare an Ohio Transit Partnership Program (OTP2) grant application seeking state and federal support for replacing our CAD/AVL system.

The procurement summary was provided in advance for review. Bids for the parking lot paving at the bus garage were opened yesterday at 4pm. RCTB received 3 bids: Smith Payton Excavating (\$69,198), MCU LLC (\$69,230.04), and DL Smith (\$85,707.20). The engineer is reviewing the apparent low bid to confirm that everything is covered, then will get the contract ready for signature at the next RCT Board meeting. The project budget is \$80,000, so the engineer will propose adding more square feet.

The HVAC contract with Wright Engineering has been finalized. An on-site meeting is scheduled for May 22, after which the engineer will begin preparing the bid docs.

Tara presented preliminary quotes for painting the admin/maintenance facility, ranging from \$29,260 to \$68,860. She obtained quotes for replacing windows there from \$17,940 to \$23,865. These projects will require public notice and prevailing wage monitoring at a minimum.

We are still waiting to hear on the delivery date of two out of the three buses we ordered from BSI in May 2022. Chris recommends changing one of the vehicles being disposed from Bus #205 to Bus #220, because #220 has at least \$6,600 in needed parts, plus labor. It has taken 6 months just to get quotes for parts on this model, and parts delivery times are just as long. Jean will contact FTA and ODOT re: revising the grants that fund the replacements.

The Transit Development Plan (TDP) Steering Committee met May 8 and discussed service recommendations.

Intern Wes Arnold presented his research on the feasibility of CNG, including a written report that was provided in advance. Due to the high cost of infrastructure and only modest emissions gains, the CNG vehicles would not be feasible at this time. RCTB should continue to monitor the feasibility of newer, zero emission technologies, such as hydrogen fuel cell and battery electric vehicles.

The request for a property easement at 6th & Main for the North Main Street streetscape is still forthcoming, according to the Mansfield city engineer. Jean and RLS are also working with the engineer about bus stops/signage on N Main.

New Business

Ridership and cost information for Route 13 to Shelby was provided in advance for review, along with a draft contract transportation policy. The route is under review due to low ridership. The local match funding partners - NCSC, Pioneer and Shelby City - are reviewing the local match required to run this route. Jean and Christy Campoll of RLS also priced options for fewer trips/day and without summer service. The funding partners will meet on Friday to decide if/how they will fund the local match needed. The board referred this issue to the RCTB Operations & Safety Committee.

A major repair request for Bus #220 was withdrawn, since we are proposing to dispose of #220 when the cutaways ordered last May arrive, as noted above.

A Resolution authorizing Jean Taddie to file RCTB grant applications with ODOT for the coming year was provided in advance for review, along with a prioritized list of 14 grant projects including vehicle replacements, facility and equipment repairs, AVL technology, and operating assistance.

Ed Pickens made a motion to approve the ODOT Authorizing Resolution. Donna Hight seconded the motion. With no further discussion, the motion carried.

The annual NTD report of ridership and financial data was shared with the board in advance and submitted to the FTA by the April 30 deadline.

The VASU tower lease for our radio antennae passed legal review after VASU made requested revisions to the indemnification clause.

Nicole Williams made a motion to approve the VASU tower lease. Donna Hight seconded the motion. With no further discussion, the motion carried.

Jean submitted the PEP insurance questionnaire, and we should have a quote/invoice for the new year, which starts Aug 1, by the end of June. PEP has asked for a Designation of Representative. Clint will serve as the rep, and Jean will be the alternate.

Nicole Williams made a motion to designate Clint and Jean as PEP Representatives. Donna Hight seconded the motion. With no further discussion, the motion carried.

Executive Session

There was no executive session.

Other Business from the Floor

There was no other business from the floor.


Adjourn

There being no further business, Nicole Williams made a motion to adjourn. Donna Hight seconded the motion. With no further discussion, the motion carried.


The meeting adjourned at 10:03 a.m.

Next Meeting

The next meeting is scheduled for Wednesday, June 14 @ 8:30 a.m.

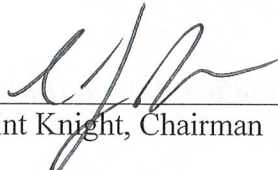


Scott Heimann, Secretary

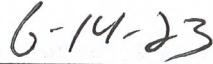


Date

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 RCTB meeting held on May 10, 2023.



Clint Knight, Chairman



Date