

RCTB RICHLAND COUNTY TRANSIT BOARD

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

MINUTES of the March 13, 2023 RCT Board meeting

PRESENT:

Board: Scott Heimann, Clint Knight, Carl Neutzling, Ed Pickens, Crystal Davis-Weese,
Nicole Williams

RCRPC staff: Wes Arnold, Jotika Shetty, Jean Taddie

First Transit: Tara Burchett; Via Zoom: Bill Harned, Chris Terry

Guests: Cliff Mears, Richland County Commissioner; Via Zoom: Christy Campoll, RLS
& Associates

Absent: Donna Hight

Call to Order

Chairman Clint Knight called the meeting to order at 3:02 p.m.

Recommended Actions

1. Routine Matters – CONSENT AGENDA

The Minutes from the February RCTB meeting, February Bills to Pay, TMR and RCTB financial reports, GM report, status of grant programs, ridership and advertising reports were provided in advance for review, along with a revised January 2023 RCTB financial report.

Clint asked for call outs or questions. Referencing the revised RCTB January financial report, Jean Taddie noted that the operator bank balance was corrected. For January and February, there has been a local match surplus, so the RCTB has not yet needed to use the local match reserve funds that are budgeted for 2023.

Jean referred to the status of grant programs, noting that the FTA 5307 grant amendment that added \$482,440 of FFY2020 funding has passed FTA review and is pending final approvals. A super grant application was sent to FTA for pre-review, with \$1,550,000 operating that requires 20-50% match, and \$494,221 in capital at 100% federal.

The Bills to Pay included \$31,019 in payments to VASU for the radio replacement project. GM Chris Terry reported that VASU is still working out some problems with the handheld units that are cutting out inside the building. Jean recommended holding off on sending payment until the system is working properly.

Average daily ridership in February was 461, which was 109 more trips per day than February 2022 average of 352.

Scott Heimann made a motion to approve the consent agenda, with the exception of holding the VASU payment until the radio system operates correctly. Nicole Williams seconded the motion. With no further discussion, the motion carried.

Old Business

The RCT team is still working around the TransLoc system's lack of ADA callouts and passenger reporting. A team from First Transit corporate scheduled technology demos with Chris, Tara, Jean and two providers that already have purchase agreements with First Transit: Bishop Peak and Passio. More demos are being scheduled. Clint recommended that we change the "TransLoc" agenda item to On-Board Technology in future months.

The procurement summary was provided in advance for review. The radios were installed but VASU is still working out some connectivity issues with the handheld radios, as discussed above. For the parking lot repairs, the engineering contract with KEM has been signed. Chris and Jean met with the engineer and reviewed the areas marked for repair, and the engineer plans to prepare the construction bid docs by March 31. For the HVAC project, four engineering firms replied to the Request for Qualifications (RFQ), and these will be reviewed by Jean, Jotika Shetty and Adam Warren-Hill.

The Transit Development Plan steering committee met this day to review the route, ridership and stakeholder analyses in Tech Memo #2. Tech memo #1 has been finalized and is posted on the rctvision.com webpage. The next oversight committee is scheduled for 4/20, with focus groups on 4/19-20. All of these will review draft recommendations, which the RLS team plans to send by 3/31.

For the FTA wage update, Jean noted that FTA has still not reviewed the financials yet. A more detailed procedure for wage classification was shared in advance for RCTB review, and was sent to FTA for comment.

Intern Wes Arnold has continued his work researching vehicle transition options for the Climate Challenge pledge and bus grants. He is seeking information about CNG/RNG supply and fueling infrastructure.

New Business

The City of Mansfield's Main Street improvement project engineer will be reaching out to RCTB with a request to acquire a "very small" piece of RCTB's property in the right of way at 6th & Main Streets, for a sidewalk expansion project. We should receive a letter in the next few weeks. In addition the RLS team is reviewing if there is demand for a bus shelter on this stretch. If so, we will request to partner, potentially utilizing their engineering but paying for the shelter itself.

A letter from Transdev about the merger with First Transit was provided in advance for review. Region VP Bill Harned explained that First Transit still exists, but it is wholly owned by Transdev. This is the merger of two large transit agencies that offer operations

management (like RCT) and turn-key service. No changes to the management teams are expected at this time.

Executive Session

Clint Knight made a motion to go into executive session for certain personnel matters related to the appointment, employment, promotion, or compensation of a public employee or official. Nicole Williams seconded the motion. With no further discussion, the motion carried.

Regional Planning Director Jotika Shetty, Commissioner Mears, and RLS Consultant Christy Campoll were invited to the executive session. The executive session commenced at 3:32 p.m.

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

The public meeting resumed at 4:12 p.m.

Other Business from the Floor

There was no other business from the floor.

Adjourn

There being no further business, Crystal Davis-Weese made a motion to adjourn. Nicole Williams seconded the motion. With no further discussion, the motion carried.

The meeting adjourned at 4:14 p.m.

Next Meeting

The next meeting is scheduled for Wednesday, April 12 @ 8:30 a.m.



Scott Heimann, Secretary

4-12-2023

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 March 13, 2023.



Clint Knight, Chairman

4/12/23

Date