

RCTB RICHLAND COUNTY TRANSIT BOARD

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

MINUTES of the July 12, 2023 RCT Board meeting

PRESENT:

Board: Scott Heimann, Donna Hight, Clint Knight, Ed Pickens, Crystal Davis-Weese;
Nicole Williams

Absent: Carl Neutzling

Regional Planning: Jean Taddie

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

RLS & Associates Via Zoom: Megan Matheny, Christy Campoll

Guests: Alverta Williams, MBIE; Via Zoom: Carl Hunnell, Richland Soure

Call to Order

Chairman Clint Knight called the meeting to order at 8:31 a.m.

Recommended Actions

1. Routine Matters – CONSENT AGENDA

The June 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 three new drivers were hired in July.

Jean Taddie noted that ODOT reduced RCTB's (and all small urban transit agencies) apportionment of FTA 5307 funding to fund a Small Urban Transit coordinator position for 5 years. This is a one-time reduction of \$179,661 (original apportionment was \$1,428,326; reduced amount is 1,248,665). Jean also noted that the FTA Super Grant (operating & capital) was approved by the FTA reviewer and is making the rounds for DOL and EPA approval.

The bills to pay total was higher than usual because there were 5 payrolls, annual insurance premiums, and 2 new buses to pay for.

Nicole Williams 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.

Jean noted the paving contract has been signed and executed. Work will be done this summer in 2 phases so operations can continue during construction. Both phases will take about a week to set.

The CAD/AVL request for proposals was provided in advance for review. Jean pointed out the evaluation criteria and scope, and Megan Methany, who is consulting on the project, explained that the system will be the backbone of on board technology and will be integral to all technology going forward. An evaluation team for this project was identified as: Chris Terry, Tara Burchett, Jean Taddie, Ed Pickens and Crystal Davis-Weese. Final comments were requested by Friday morning.

Crystal Davis-Weese made a motion to approve the CAD/AVL RFP, contingent upon final comments from the board. Donna Hight seconded the motion. With no further discussion, the motion carried.

The RCTB was provided with the HVAC engineer's scope and progress update for the HVAC invitation for bid, which was posted Monday 7/10. As noted in the engineer's scope, the Heating & Ventilation Units (HVUs) were listed as bid alternates, which we will assess against available budget. This project may require another grant request for additional funds to replace one or both of the units in the garage.

Two BSI cutaway buses were delivered 6/28. Bus #225 & 226 are being prepared for service, which includes title, plates, branding, radios, fare boxes, etc. It is estimated to take 1-2 months to complete.

An updated timeline for the Transit Development Plan (TDP) and final draft recommendations were provided in advance for board review. The board is invited to provide input on the draft recommendations.

A demand response service contract with Pioneer was provided in advance for review. The contract has passed legal review and will be presented to the Pioneer board. The charge represents fully allocated costs for transportation between the transit center and OSU/NCSC campus. The public will be able to ride this service, space permitting. The fare for public service still needs to be set.

A press release and public outreach materials for the RCT route changes were shared in advance. Public meetings will be held July 18 at the Transit Center and July 20 at Shelby City Hall. Comments are also received via comment cards on the buses, in person at the RCT office, via phone, email or mail.

An extension was filed for the 2022 financial audit, due to schedule conflicts. The new due date is the end of July.

New Business

The board was provided guidance from the FTA indicating we should not file a claim for damages to Bus #23, which is past its useful life, since any reimbursement above the \$5,000 deductible would need to be sent to the FTA. The vehicle claim has been removed and the totaled bus, which will be kept for parts, was removed from the insured vehicles list.

The board discussed whether we should insure buses that are past their useful life. The value of the old Gillig was low (around \$11,000). If old buses funded by FTA are totaled, we would not receive any funds. Jean will follow up with PEP.

The PEP insurance renewal was provided in advance for review. The board decided to keep liability coverage at \$6 million and waive the optional increase in coverage.

Donna Hight made a motion to approve the PEP renewal waiving the increase in coverage. Nicole Williams seconded the motion. With no further discussion, the motion carried.

The Ecolane contract renewal for demand response scheduling software was provided in advance.

Scott Heimann made a motion to approve the Ecolane contract renewal. Ed Pickens seconded the motion. With no further discussion, the motion carried.

RCT recently received service inquiries from Kingwood Center and Leader Richland. Jean spoke with them and determined both requests would fall under the charter service rules. Jean will confirm with FTA/ODOT that if any charter agencies are interested in providing service, then RCT could not, regardless of price. If RCT is able to offer service under the charter exception, the board suggested a nonprofit discount off the fully allocated costs.

Executive Session

There was no executive session.

Other Business from the Floor

Bus #221 needs a major repair for \$5,093 to repair the air ride issue. Bus 221 has 130,969 miles as of 6/30.

Nicole Williams made a motion to approve the repair to bus 221. Crystal Davis-Weese seconded the motion. With no further discussion, the motion carried.

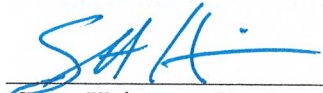
Adjourn

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 9:51 a.m.

Next Meeting

The next meeting is scheduled for Monday, August 14 @ 3 p.m.




Scott Heimann, Secretary

8-14-2023

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 July 12, 2023.



Clint Knight, Chairman

8-14-23

Date