

RCTB RICHLAND COUNTY TRANSIT BOARD

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

MINUTES OF the August 11, 2021 RCTB Board meeting.

PRESENT:

Board: Clint Knight, Ed Pickens, Carl Neutzling, Maura Siegenthaler & Leona Smith;

ABSENT: Val Ashcraft (joined via Zoom) & Aurelio Diaz

RCRPC staff: Jean Taddie

First Transit: Tara Burchett, Chris Terry & Cristin Tolen (via Zoom)

Guests: Donna Comella & Tina Mcfarland

Call to Order

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

Matters from the Floor

Clint opened the floor for comments from the guests who attended.

Donna Comella asked when the bus passes will be sold at the Transit Center again. Chris Terry explained that interviews are being conducted to hire a receptionist who will sell passes at the TC. Until then, passengers can use their prior month's pass for a ride to the bus station to purchase a new pass. Passengers who have a credit card can call the bus station to pay and have their pass mailed to them.

Clint thanked the guests for their questions and invited them to keep in touch.

Recommended Actions

1. Routine Matters – CONSENT AGENDA

The Bills to Pay, Minutes from the July 14, 2021 meeting, July TMR and RCTB financial reports, GM and ridership reports, status of grant programs, and an advertising update were provided in advance for review.

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

Old Business

The TransLoc/DoubleMap discussion included an overview of the virtual meetings held with TransLoc staff on 8/5 and 8/10. Unfortunately the DoubleMap app does not work with the new tablets that were installed on RCT buses. DM no longer provides our riders

with bus locations, but we were not aware until the 8/5 meeting. TransLoc staff are working on the TransLoc app so it will be able to show our bus locations. Once the buses are connected, we should consider a soft launch (i.e. have the RCT team try out the app internally), before announcing the app to our customers.

TransLoc is working on push notifications for the new app, but that is not yet available. TransLoc is offering a free marketing program plus free help from the marketing team through the end of the year.

RCT has not tried the TransLoc hardware yet. TransLoc said we are now able to train our drivers on the new tablets, but TransLoc had not yet forwarded the training file. Since the hardware is not being used, there is not yet any data to generate reports. TransLoc will set up a meeting the week of Sept. 6 to go over the reporting function, including special reports that RCT needs.

Board members stated it is inexcusable that for 2 years we have not had a working system that tracks revenue miles, passenger counts, etc., and now the passenger app is also not working. The Board requested immediate action from TransLoc. Chris will make initial contact that we are expecting the deliverables that were promised in Chad's email (training slide, marketing resources, etc.). The board requests and expects the app should be up and running by August 16.

The Triennial Review discussion covered the status update from FTA. Three of the findings related to the Shelby Taxi contract. A revised ST contract, which includes standard terms & conditions and federal clauses, was provided in advance and discussed.

Carl Neutzling made a motion to approve the Shelby Taxi contract. Ed Pickens seconded the motion. With no further discussion, the motion carried.

New procedures that are required per the FTA triennial review were provided in advance for board review, including procedures for federal draws, financial and progress reporting, procurements, and ADA monitoring.

The RCTB annual financial audit was provided in advance for board review and discussed. It was suggested that the RCTB Finance Committee meet to discuss the audit, since that committee is charged with overseeing the audit and fiscal procedures. Next year, we will have an accountant prepare the financial statements that are submitted to the Auditor of State for an independent audit.

New Business

The three new Gillig buses, which were delivered in July, have been titled and have temporary tags. The cameras still need to be installed before the buses can go on the road. Surveillance 247 is expected to install the cameras August 27, and the buses should

be on the road around September 1st. The board discussed the possibility of having a ribbon cutting. Clint will check with the Chamber. Perhaps the County Commissioners or U.S. Rep Troy Balderson could be invited to cut the ribbon. Jean and/or the Chamber could send out a press release.

A summary of upcoming procurements and capital purchases was sent in advance for board review, along with an update on the ODOT Rides to Community Immunity (RCI) grant. Jean will start focusing on civil rights and procurements once the triennial review findings are closed out. Discussion for the RCI grant covered suggestions from ODOT. The board recommended more PR, including possibly an ad campaign, to promote RCT's free vaccine shuttle.

For the FTA Civil Rights update, Jean noted that we have requested extensions for the Title VI Program (was due Feb. 1) and DBE Goal (was due Aug. 1). Jean expects to present an updated Title VI program at the next meeting.

Jean overviewed the local support agreement with NCSC/OSU, Pioneer, and the City of Shelby. These entities will provide \$42,898 in local support of the fixed route to Shelby (Route 13). They are willing to cover the typical local share, even though we are using mostly CARES funding. They split the cost: 65% NCSC/OSU, 20% Pioneer, and 15% City of Shelby. NCSC/OSU typically also pays \$13,300 for free trips for NCSC/OSU students system wide. That invoice was put on hold until further review, since ridership and in-person enrollment are significantly down.

Executive Session

Maura Siegenthaler made a motion to go into executive session to discuss a confidential contract matter. Leona Smith seconded the motion. With no further discussion, the motion carried.

Executive Session began at 9:30 a.m. Jean Taddie was invited to attend.

Maura Siegenthaler made a motion to exit the executive session. Leona Smith seconded the motion. With no further discussion, the motion carried.

At 10:02am, the RCTB meeting reconvened.

Other Business From The Floor

There was no other business from the floor.

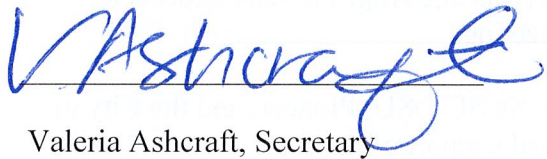
Adjourn

There being no further business, Carl Neutzling made a motion to adjourn. Leona Smith seconded the motion. With no further discussion, the motion carried.

The meeting adjourned at 10:04 a.m.

Next Meeting

The next regular monthly meeting is scheduled for Wednesday, September 15, at 8:00 a.m.



Valeria Ashcraft, Secretary

9-15-16

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 August 11, 2021.



Clint Knight, Chairman

9/15/21

Date