

# RCTB RICHLAND COUNTY TRANSIT BOARD

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

MINUTES OF the December 16, 2021 RCTB Board meeting

## PRESENT:

Board: Val Ashcraft, Aurelio Diaz, Clint Knight, Carl Neutzling, Ed Pickens & Maura Siegenthaler

RCRPC staff: Jean Taddie

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

Guests: Carl Hunnell, Richland Source

ABSENT: Leona Smith

## Call to Order

Chairman Clint Knight called the meeting to order at 2:08 p.m.

## Recommended Actions

### **1. Routine Matters – CONSENT AGENDA**

The Bills to Pay, Minutes from the November 10, 2021 RCTB meeting and the November 22 Finance Committee, November TMR and RCTB financial reports, GM and ridership reports, status of grant programs, and an advertising update were provided in advance for review.

For the Bills to Pay, Jean Taddie noted that the Surveillance 247 invoice covered the cameras and installation for the 3 new Gillig buses and that the high fuel bill was due to a large diesel purchase in November.

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

## Old Business

The proposed 2022 TMR operating budget, RCTB operating budget and RCTB capital budget were provided in advance for review and discussed at the meeting. For the TMR budget, Chris Terry and Tara Burchett explained that the wages increased because more overtime is anticipated due to staffing shortages. Fringe benefits increased because more people signed up for benefits in 2022. Jean noted that the annual fee for TransLoc was included in the RCTB operating budget, although we do not plan to pay for that before one year from the “go live” date.

***Carl Kneutzling made a motion to approve the operating and capital budgets for 2022. Aurelio Diaz seconded the motion. With no further discussion, the motion carried.***

Chris provided an update on the TransLoc (formerly DoubleMap) AVL system. Chris is continuing to work with Gina at TransLoc. TL added categories so the driver can input passenger type (adult, senior, student) and method of payment (cash, ticket, pass). Frank Robinson is attempting to pull reports from TransLoc's system into a master excel spreadsheet. Currently Chris is having the driver keep dual logs, and so far the data from the TL system is not matching the data from drivers' paper logs.

Tara provided a Saturday service update for December 11. In spite of storms, floods and downed power lines that caused route disruptions, we still had 115 fixed route trips and 10 Dial A Ride. There will be one more fare-free Saturday on Dec. 18.

A report of upcoming procurements and major purchases was provided in advance for review. Discussion focused on the Transit Development Plan, including a proposed timeline and a board priority survey that were provided in advance for review. Jean requested input on the TDP board priorities survey questions during the meeting, the notes of which are attached.

The current tire contract is up at the end of March, so Jean is working on the tire RFP with the intention of submitting for legal and RCTB approval by the January meeting. Jean also noted that quotes for 3 cutaway buses were received from TESCO and American Bus and are under review. Jean is working with Chris, Frank and Cristin Tolen on the bus purchase.

### **New Business**

Overviews of 2 projects funded by ODOT's Rides to Community Immunity grant were provided in advance. The projects – a vaccine shuttle ad campaign and Covid prevention goody bag giveaway – are in partnership with Count on Me RC, Richland Public Health, OhioHealth, etc. and ODOT approved the use of RCI funds. Both have a budget of up to \$10k, leaving over \$50,000 in RCI funding.

Everyone expressed appreciation to Val Ashcraft and Maura Sieganthaler for their service as they complete their RCTB terms. New board members include Scott Heimann of Park National Bank and Nicole Williams from the Area Agency on Aging.

For the 2022 meeting calendar, Jean will send the board a survey to determine which dates are best.

### **Other Business from the Floor**

City Editor Carl Hunnell noted that Richland Source will feature 9 stories about public transit over 4 days, December 27-30. These articles are in response to comments received

at the Talk the Vote sessions and include interviews from Clint, Jean and numerous community leaders and elected officials. A transit coffee talk was scheduled for Dec. 30.

**Executive Session (if necessary)**

There was no executive session.


**Adjourn**

*There being no further business, Val Ashcraft made a motion to adjourn. Carl Neutzling seconded the motion. With no further discussion, the motion carried.*

The meeting adjourned at 3:30 p.m.

**Next Meeting**

The next regular monthly meeting is tentatively scheduled for Wednesday, January 12.

  
\_\_\_\_\_  
Valeria Ashcraft, Secretary  
*South Herriman*

*2-14-2022*  
\_\_\_\_\_  
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 December 16, 2021.

  
\_\_\_\_\_  
Clint Knight, Chairman

*1/12/22*  
\_\_\_\_\_  
Date

## RCTB Survey of Transit Development Plan (TDP) Priorities

Notes from discussion at 12/16/21 RCTB meeting

A Transit Development Plan (TDP) is a strategic planning document that defines public transportation needs, solicits broad input and public participation, explores community goals, and develops a systematic plan that moves a transit provider toward its goals while being sensitive to what is achievable given its mission, market, and structure.

As a RCT Board member, your input is essential to ensure the TDP addresses our Board's priorities.

**Please share your initial views about RCTB's Transit Development Plan.**

- **Why do you feel a TDP is important for RCT at this time?**

Current system has been the same for a long time, but people's needs change and we need to prepare

Routes were updated in 2019, but didn't address timing (after hours, 2<sup>nd</sup>/3<sup>rd</sup> shift workers?); look at how bus routes affect the entire community; Mansfield/Richland has changed much in past years

Assess how we could address more of Richland County communities

Good time to look at our relationships with agencies and their needs

New options available

Funding more available

Covid 19 & changes in ridership

- **What deliverables would you expect the plan to provide?**

Approving and updating transit system to meet the needs of the public

Data and trends to address needs of the future

What we should look for in the future to know we need a change; benchmarks? Contingencies?

Identify indicators of change

Assesses reasons for low ridership

Review and provide service standards; benchmarks; guideposts

Timeframes to develop (pilot project) – then reassess

Flat funding vs. growth funding scenarios

Marketing strategies to communicate services

Assess feasibility of a community shuttle to connect communities outside our current service area

Proving importance of Transit to local government/community buy in

- **What long-term benefits would you want RCT to realize once the plan is carried out?**

Increased ridership

County wide utilization

Identified opportunities

Help community

- **What community and/or national trends do you feel are important to plan for?**

Medical hub community

Medical Transport companies are busy

More competition (private transport, Uber, Lyft, etc.)

More marketing to younger folks  
Campus expansion into downtown  
Zero emission and climate change initiative  
Explosion of transportation options  
Pandemics, climate change, Justice40  
Transportation challenges of getting to/from 2<sup>nd</sup> and 3<sup>rd</sup> shift work  
Labor shortages

- **Our grant application to ODOT addressed their goal for regionalization. What are some *regional* challenges and/or opportunities that RCT should assess during the planning process?**

Workforce; # of employees who come to/from other counties (e.g. ~ 3500 from Crawford)

Healthcare (3<sup>rd</sup> St Clinic; OhioHealth, Avita)

A TDP typically includes: goals and objectives; description of existing services; community assessment; transit service evaluation and recommendations; capital, operational, and financial plans for various funding scenarios.

**On a scale of 1 to 5, how important do you feel these *optional* TDP components are?**

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1                      2                      3                      4                      5  
not at all important                      neutral                      extremely critical

5\_\_ Review / update RCT's mission and vision

5\_\_ Develop performance measures and/or design standards

5\_\_ Support the development of RCT's FTA required Transit Asset Management Plan (TAM)

4.5\_\_ Assess RCT's governance and/or organizational structure

5\_\_ service options