

# RCTB RICHLAND COUNTY TRANSIT BOARD

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

MINUTES OF the July 13, 2022 RCT Board meeting

PRESENT:

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

RCRPC staff: Jean Taddie

First Transit (via Zoom): Tara Burchett, Bill Harned, Chris Terry  
WMFD

ABSENT: Carl Neutzling

### Call to Order

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

### Recommended Actions

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

The June Bills to Pay, Minutes from the June 13 RCTB and July 7 TDP Committee meetings, June TMR and RCTB financial reports, GM and ridership reports, status of grant programs, and an advertising update were provided in advance for review.

Clint Knight asked for call outs or questions. The GM report included EMA trips, and the local match will be billed to the Richland County Commissioners. The June TMR expenses are higher than usual due to payment of the full year of BWC premiums in the month of June. The 2% refund has already been received by TMR.

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

### Old Business

TransLoc is working on adding route deviations to our fixed routes. Chris and the drivers have gone through the online training that was forwarded. Customer service has improved since TransLoc dedicated Megan to address our calls. Clint & Jean met with Attorney Amanda Middis to review the contract. She will review this issue in more detail and provide the board a written recommendation.

Three RFPs are currently active, as previously approved. A decision team is needed for the two-way radio RFP, and the board requested Jean Taddie, Chris Terry, Tara Burchett, and a member of the TMR safety committee should review, rank and recommend to the board.

***Scott Heimann made a motion to appoint Jean Taddie, Chris Terry, Tara Burchett, and a member of the TMR safety committee as the team to review, rank and recommend the radio proposals. Nicole Williams seconded the motion. With no further discussion, the motion carried.***

The Finance Committee presented their recommendation from their review and ranking of the insurance proposals. Three proposals were received, two of which – State Farm and First Transit – only covered one insurance line. The committee recommends contracting with the Public Entities Pool of Ohio (PEP) for a new year of insurance beginning August 1, 2022. The policy includes auto, property, public officials, liability, and cyber insurance, for a total cost of \$84,422. PEP will be invited to present to the full board about the benefits, including the public officials coverage.

***Ed Pickens made a motion to accept the PEP proposal. Scott Heimann seconded the motion. With no further discussion, the motion carried.***

***Scott Heimann made a motion to pay the \$84,422 PEP bill once the contract is signed. Nicole Williams seconded the motion. With no further discussion, the motion carried.***

The Transit Development Plan Committee is reviewing three proposals received in response to the TDP RFP. The committee will meet with each contractor via Zoom in the coming week.

Capital grants for \$495,000 in construction projects are on hold until the state transportation plan is amended in October, which means these projects will go into the 2023 construction season.

Fiscal and Procurement Officer, Jean Taddie, recommended using up to \$13,000 of local funding for engineering work for the parking lot repairs at the bus admin/maintenance facility, including identifying and marking the concrete areas that must be removed, preparing bid documents, and overseeing the construction. Using \$13,000 in local funds will allow engineering work to begin sooner, and will retain all of the \$80,000 grant for construction, since concrete costs have experienced significant inflation.

***Nicole Williams made a motion to approve the use of up to \$13,000 for parking lot engineering @ bus admin/maintenance facility. Crystal Weese seconded the motion. With no further discussion, the motion carried.***

The RCTB 2021 Financial Audit was discussed. The independent auditor, Charles Harris & Assoc, filed for an extension. The audit will be due July 20. So far, no issues have been raised.

**New Business**

The FTA has returned RCTB's Drug & Alcohol MIS report (DAMIS), which was due March 15. Issues raised by the FTA were provided in advance for review. They no longer allow Chris to complete the reports for RCTB and Shelby Taxi. This must be done by an "employee" of the board, not a contractor, which is challenging because the board has no employees. Jean Taddie, Chris Terry and Bill Harned were asked to meet and recommend a solution.

**Other Business from the Floor**

There was no other business from the floor.

**Executive Session (if necessary)**

There was no executive session.

**Adjourn**


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

The meeting adjourned at 9:16 a.m.

**Next Meeting**


The next regular monthly meeting is scheduled for Wednesday, August 10 @ 8:30am.

  
\_\_\_\_\_  
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 July 13, 2022.

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

  
\_\_\_\_\_  
Date