

RCTB RICHLAND COUNTY TRANSIT BOARD

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

MINUTES of the October 11, 2023 RCT Board meeting

PRESENT:

Board: Scott Heimann, Ed Pickens, Crystal Davis-Weese, Donna Hight, Clint Knight
Absent: Carl Neutzling, Nicole Williams
Regional Planning: Jean Taddie, Jotika Shetty, Carol Coover
Transdev/First Transit: Chris Terry, Tara Burchett
RSL& Associates: Via Zoom – Christy Campoll, Megan Matheny
Guest: Alverta Williams, MBIE

Call to Order

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

Recommended Actions

1. Routine Matters – CONSENT AGENDA

The August and September 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.

The August consent agenda was reviewed in September, but was not formally approved due to lack of quorum. For the September consent agenda, Chris Terry and Jean Taddie provided updates on the service change figures noted in the GM and ridership reports.

Scott Heimann made a motion to approve the consent agendas. Ed Pickens seconded the motion. With no further discussion, the motion carried.

Old Business

Procurement updates were discussed next, starting with an HVAC contract. Jean Taddie noted that HVAC contract was finalized and sent for legal review on October 6. The contract, bid tab, and the draft responsibility determination were uploaded to a secure folder for review. The lifespan of the new HVAC is expected to be 10-30 years, depending on the equipment.

Scott Heimann made a motion to approve the HVAC contract contingent upon legal review. Crystal Davis-Weese seconded the motion. With no further discussion, the motion carried.

For the CAD/AVL RFP, six proposals were received and the review committee has met twice. Tara Burchett and Chris Terry are narrowing down the proposals and hope to be done by the end of the week, 10/13/23. The board granted the evaluation committee permission to choose the best contractor and submit a contract for approval at the

November meeting. The contract will be sent to legal as soon as possible, so that they can get started on it.

One proposal was received for the Operations Management RFP. First Transit was the only bidder, and their bid was determined to be responsive and within cost estimates. Jean is working with Megan Matheny of RLS and Associates to address any questions, including possible extra charges. The board charged the evaluation team with finalizing the contract with First Transit for board review in November.

The Transit Development Plan is progressing according to the updated timeline. We are tentatively planning to present the TDP to the Richland County Commissioners and Mansfield City Council on December 5. The draft TDP should be complete before the next board meeting. Christy sent invitations for the 12/5 meeting and asked for RSVP from board.

Service change pilot updates were discussed under GM and ridership reports, as noted above.

Jean provided a recap of ODOT funding changes that were discussed last month and included in the minutes. RCTB has not yet been awarded any *capital* funding, however we have submitted almost \$3mil in requests for SFY25. In the current SFY24, RCTB was awarded *operating match* funds of approximately \$450,000 Urban Transit Program funds, \$100,000 Ohio Transit Partnership Program, \$55,000 Elderly & Disabled, totaling roughly \$600,000. We can use some of our reserve funds as a 20% match for capital projects.

A request for major repairs of the bus wash was provided in advance for review. The brushes / assembly are original to the unit, and thus over 30 years old. They are worn down and no longer washing or rinsing properly. Quote was received on 9/18 for \$17,233.

Crystal Davis-DeWeese made a motion to authorize the bus wash repairs. Scott Heimann seconded the motion. With no further discussion, the motion carried.

Chris Terry mentioned that Bus 25 is out of commission. It is stuck in first gear. It is still under warranty for the transmission, at 70,000. Bus was towed and is being repaired.

New Business

Tara Burchett discussed the new mural to be painted on the side of the RCT bus garage facing the post office. It will cover 1/3 of the building. The first step will be to power wash the building and then prime it, which costs \$7,612. They are working on getting bids from artists. It was suggested that we could possibly use the Downtown Mansfield Mankind grant to pay for 50% of the cost. The application is already in. They would get the building ready to paint in 2023 and then paint the mural in the spring of 2024. The next step is to see proposals from the artists. Jean mentioned that one of the artists who is a regular passenger reached out and would like to be considered.

Chris said the overgrown trees on the side of the building where the mural will be need to be removed. They have received quotes ranging from \$2,200 to \$4,800 for removal of the trees, cleanup, and disposal. Ed Pickens asked if any of the trees would be suitable to use for a Christmas tree. Jean will check with the city of Mansfield.

Scott Heimann made a motion to proceed with the tree removal, not to exceed a cost of \$3,150. Donna Hight seconded the motion. With no further discussion, the motion carried.

Discussed 2024 Board membership. Clint’s, Donna’s and Crystal’s term ends 12/31/23. Clint can’t continue after 2023. Per O.R.C., transit boards can’t have more than 4 board members from one political party, and commissioners designate the chair. The matter was referred to the RCTB Nominating/Executive Committee.

Executive Session

There was no executive session.

Other Business from the Floor

There was no other business.

Adjourn

There being no further business, Clint Knight made a motion to adjourn. Ed Pickens seconded the motion. With no further discussion, the motion carried.

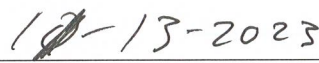
The meeting adjourned at 9:27 a.m.

Next Meeting

The next meeting is scheduled for Monday, November 13 @ 3:00 p.m.



Scott Heimann, Secretary

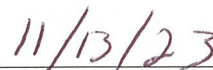


Date

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 October 11, 2023.



Clint Knight, Chairman



Date