

# **RCTB** RICHLAND COUNTY TRANSIT BOARD

35 N. Park St. Mansfield, Ohio 44902 419-774-5684 fax 419-774-5685

MINUTES OF the April 10, 2019, regular Board meeting.

## PRESENT:

Board: Ashcraft, Heminger, Pickens, Shook, Siegenthaler, Smith, Troupe  
Richland Co. Regional Planning Comm. staff: Kathy Adams, Todd Blankenship, Nick Leturgey  
First Transit: Chris Terry, Larry Morris, Kirk Dand, Ben Steva – new General Manager  
Others: Brenda Davis, transit rider

Chairman Holly Troupe called the meeting to order at 11:00am.

## APPROVAL OF MINUTES

The minutes of the March 13, 2019, regular meeting, and March 27, 2019, special meeting were provided in the advance packet and reviewed.

Mary Heminger made a motion to approve both of the above noted minutes. Leona Smith seconded the motion. With no further discussion, the motion carried.

## TMR FINANCIAL REPORT FOR MARCH 2019:

A summary of the report of expenses and revenue of Transit Management of Richland (TMR) for the month of March, year-to-date, comparison to the budget, and comparison to the prior year same period was provided in advance of the meeting and reviewed. The reports from the private accounting firm from which this information is collected are available for review. The buildings and grounds maintenance was higher than budgeted due to paying for the underground storage tank system repair that was approved at the February meeting. Larry stated that the budget will be broken down by month after it is determined what service changes will be implemented.

Ed Pickens made a motion to accept the March 2019, TMR Financial Report. Vicki Shook seconded the motion. With no further discussion, the motion carried.

## GENERAL MANAGER / MAINTENANCE REPORT

The GM and Maintenance reports were provided in advance of the meeting and reviewed. A request was made for a more comprehensive vehicle status list going forward.

## TMR AND ANY OTHER MAJOR EXPENSES

The following major expense was provided in the advance packet and reviewed:  
Cummins Sales and Service for software user fees - \$720. This expense had to be paid prior to approval as the software was no longer active and is used for the engines of the large buses.

Vicki Shook made a motion to approve the above listed major expense. Mary Heminger seconded the motion. With no further discussion, the motion carried.

### APPROVAL OF CURRENT BILLS AND EXPENSES

A list of current bills and expenses was provided in the advance packet and reviewed. The First Transit invoices for January through April were included, along with the expenses for two public notices. The rest of the bills were routine monthly expenses. The bills are available for review.

Val Ashcraft made a motion to approve the list of bills and expenses for payment. Ed Pickens seconded the motion. With no further discussion, the motion carried.

### RCTB FINANCIAL REPORT FOR MARCH 2019

The report of revenue and expenses for the board in March, year-to-date, comparison to the budget, and comparison to the prior year same period was provided in advance. The report includes the TMR expenses and revenue, and the bills that were approved at this meeting. It is typical around this time each year for the local funds balance to calculate as a negative amount until funding from the State is known, which is usually in August or September. There will also be local funds coming from Shelby, Pioneer, and NCSC in July.

Vicki Shook made a motion to approve the March 2019, RCTB Financial report. Mary Heminger seconded the motion. With no further discussion, the motion carried.

### POSSIBLE FIXED ROUTE SERVICE CHANGES / REVIEW PUBLIC COMMENTS / FINANCIAL IMPACT

A comparison of estimated budget if all of the proposed route changes are implemented to the current budget, 2018 actual, and budget if no route changes took place was provided in the advance packet and reviewed. The driver time and mileage for a downtown circulator was included in the estimate as there will be 30 minutes each hour that a driver will be available for other duties if the changes are implemented. It was agreed that the downtown circulator would not be implemented with these changes. Possible activity for the driver during the 30 minute downtime could include assisting riders with the new route schedules.

All of the proposed route changes were posted at the transit center, with Regional Planning and transit staff collecting public comments during the week of March 25-29. Phone and email comments were also accepted. A summary of rider feedback was provided to the board, and was generally positive. Driver feedback was also mostly positive, particularly regarding the improved efficiency of several routes and reduced duplication of service in some areas.

There was discussion about how much time is needed to establish driver assignments through the bidding process, train the drivers on the new route structures, have new ride guides printed, and complete outreach to the riders, human service agencies, and employers. Rider Brenda Davis expressed several points of concern, particularly in helping disabled riders to learn about the route changes, and some unserved locations. Vicki would like to review the new ride guide prior to printing. It was agreed that, to reduce confusion, the new ride guide should be created to look significantly different from the current ride guide.

It was agreed that it would be difficult to complete all of the needed activities in time to implement the changes on May 1<sup>st</sup>. A date of May 20<sup>th</sup> was agreed upon to implement the route changes. New ride guides should be printed by May 3<sup>rd</sup> for distribution to human service agencies and employers beginning May 6<sup>th</sup>. Vicki will contact human service agencies and Val will contact employers. New schedules will be provided to riders beginning May 13<sup>th</sup>. New single page route maps, with time schedules, will be created by Regional Planning.

Vicki Shook made a motion to implement all of the route changes that were presented during the public outreach, with the exception of the downtown circulator. Ed Pickens seconded the motion. With no further discussion, the motion carried.

Holly has received information from someone from OSU-Mansfield who has indicated that the consideration of supporting evening service to and from the campus has been put on hold.

### RCTB BYLAWS

The current bylaws were established in 1978 when the transit board was created. A copy of these bylaws and a copy of a suggested revision were provided in advance of the meeting. A few changes were suggested. This item was tabled for further review. There was a suggestion that a board member handbook would be beneficial for new members.

### FIXED ROUTE TECHNOLOGY PROCUREMENT

Another e-mail was sent to First Transit's Christina Bock following the March meeting with no response having been received to date. Larry will follow up with Christina. It was asked that Ben review the proposals, ask for on-line demonstrations, and collect any other information that would assist in making a recommendation for vendor selection. No action was taken.

### STATUS OF BUS ADVERTISING PROGRAM

There has been no response received from John Tipton to the letter sent to him from the Richland County Prosecutor's office, and no additional advertising funds have been received. The contract with JTA and Associates will terminate on April 15<sup>th</sup> per the 60 day termination notification requirement. Holly has been in contact with Ohio Health's advertising representative and Innovative Graphics regarding the advertising that Ohio Health wants to begin in May. The timeline should be doable.

Vicki Shook made a motion to go forward with the Request for Proposals to solicit another company for the advertising program after the JTA contract terminates. Leona Smith seconded the motion. With no further discussion, the motion carried.

### RIDERSHIP DATA – MARCH 2019

The usual monthly ridership information for all services was provided in advance of the meeting. Todd provided additional information about route 15. There was discussion about continuation

of the two additional frequencies that were added to route 15 with support from some of the employers that the route serves. The funding was for a six month trial period. It was agreed to continue to operate the additional frequencies for six more months with no additional financial support. This would provide service during a peak employment time for one of the major employers along the route. Following the additional six months, the route will again be evaluated. This information will be distributed in a press release.

#### OTHERS FROM THE FLOOR

There were no comments or concerns from the floor.

#### NEXT MEETING

The next regular monthly meeting is scheduled for Wednesday, May 15<sup>th</sup>, at 11:00am.

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

---

Mary Heminer, Secretary

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 April 10, 2019.

---

Holly Troupe, Chairman

---

Date