

RCTB RICHLAND COUNTY TRANSIT BOARD

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MINUTES OF the March 13, 2019, regular Board meeting.

PRESENT:

Board: Heminger, Pickens, Shook, Smith, Troupe

RCTB Absent: Ashcraft, Siegenthaler

Richland Co. Regional Planning Comm. staff: Kathy Adams, Nick Leturgey

First Transit: Chris Terry, Larry Morris, Kirk Dand – interim 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 February 13, 2019, regular meeting, and February 20, 2019, special meeting were provided in the advance packet and reviewed.

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

TMR FINANCIAL REPORT FOR FEBRUARY 2019:

A summary of the report of expenses and revenue of Transit Management of Richland (TMR) for the month of February, year-to-date and comparison to the prior year same period was provided in advance of the meeting and reviewed. Since a budget has not yet been passed, there was no comparison to the budget shown in the report. The reports from the private accounting firm from which this information is collected are available for review. There were two payments made to Ohio Edison in February, so again the utility expenses were higher than expected.

Vicki Shook made a motion to accept the February 2019, TMR Financial Report. Mary Heminger 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. Kirk explained the color coding that was used to indicate “End of Useful Life” for the buses based on age and mileage according to the FTA standards. Chris reviewed the Maintenance report.

TMR AND ANY OTHER MAJOR EXPENSES

The following major expenses were provided in the advance packet and reviewed:

Gillig - \$1,703.64 for bus 22 transmission cooler

Mr. Rooter - \$632.13 for plumbing at transit center and bus garage

Ron Turley - \$800 for annual maintenance software agreement

Not more than \$2,550 for air/hydraulic service jack. Chris will compare MHS Industrial price to previous estimates including shipping.

Vicki Shook made a motion to approve the above listed major expenses. 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. Again this month the First Transit invoice is not included. All year-to-date First Transit invoices will be paid when the contract is finalized. The utility bills shown on this list are for the transit center. When the transit center was built, as a means to track the expenses at the center, these bills were set up to be paid directly by the board. Copies of the bills are available for review.

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

RCTB FINANCIAL REPORT FOR FEBRUARY 2019

The report of revenue and expenses for the board in February, year-to-date, 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.

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

2019 TMR AND RCTB BUDGET

A draft budget which included the revisions that were discussed at the February meeting was provided in advance of the meeting and reviewed. Larry reminded that the TMR budget in the draft was based on some service changes to begin April 1st, which is now not likely to take place.

Mary Heminger made a motion to approve the budget as presented. Ed Pickens seconded the motion. With no further discussion, the motion carried.

FIRST TRANSIT MANAGEMENT CONTRACT

Following deliberations with First Transit and the Richland County Prosecutor's office, a management agreement for 2019 through 2023 has been established and was provided in advance of the meeting.

Vicki Shook made a motion to enter into the management agreement with First Transit. Mary Heminger seconded the motion. With no further discussion, the motion carried.

POSSIBLE FIXED ROUTE SERVICE CHANGES

Kirk provided information on riders per trip on the various buses. Some of these showed two routes combined according to the current pairing of routes by vehicle. There was discussion about the need to evaluate each route separately, as the route pairings can be changed, and some of the routes have been suggested to be combined with routes with which they are not paired. Kirk will provide the information by route.

OSU SUPPORT FOR EVENING SERVICE TO DOWNTOWN

At her request, a cost estimate to provide evening service between the OSU/NCSC campus and downtown Mansfield during the time that school is in session was provided to Jennifer Kime of Downtown Mansfield, Inc. This was shared with representatives from OSU, who have expressed interest in supporting this service with the needed local funds. This service would be open to the public. There was discussion regarding the availability of federal funds to support the service, whether the service would only be operated during the school year, the possibility of finding a funding source for the remaining three months, and the need (including additional cost) to also provide complementary para-transit service. Three routing scenarios were provided. The selection of which route to operate would affect the cost.

FIXED ROUTE TECHNOLOGY PROCUREMENT

E-mails were sent to First Transit's Christina Bock on February 19th and 27th requesting her input on the review of the fixed route technology proposals that were provided. To date no information has been received. Larry will follow up with Christina. Kirk has reviewed the proposals and favors the one from Bishop Peak. No action was taken on this procurement.

STATUS OF BUS ADVERTISING PROGRAM

The 60 day contract termination notice was mailed to John Tipton on February 14, 2019. The Richland County Prosecutor's office has also mailed a request for commissions due letter. In anticipation of the end of the advertising contract with JTA, Kathy has sent a draft request for proposals to provide advertising services to the Prosecutor's office for review.

UPDATE ON BUS SHELTERS

This item was discussed as part of the budget discussion – see note in that section of the minutes.

RIDERSHIP DATA – FEBRUARY 2019

The usual monthly ridership information for all services was provided in advance of the meeting. The winter weather in February was likely a factor in some routes being less than February 2018.

OTHERS FROM THE FLOOR

Brenda Davis expressed concerns about some drivers being observed not recording all passengers upon boarding at the transit center. She stated that she uses many routes and does not feel that the drivers are properly recording all riders. Chris confirmed that drivers are allowed to get off of the bus for a short break at the transit center. When this occurs, the bus doors are to be closed, with riders boarding upon the return of the driver. Brenda stated that some riders did not use the service as much in February, and should be returning as the weather improves. She also expressed that a shuttle along Lexington-Springmill Rd. would be beneficial.

Kathy provided information about federal Buy America requirements related to the upcoming bus purchase. She has received two quotes to provide the post-delivery audit. One was significantly less cost, but it appears that this quote may not properly address all of the required elements. This expense will be covered by the bus purchase grant at 100% federal funding.

Vicki Shook made a motion to approve the higher cost Buy America post-delivery audit service. Ed Pickens seconded the motion. With no further discussion, the motion carried.

NEXT MEETING

The next regular monthly meeting is scheduled for Wednesday, April 10th, at 11:00am.

There being no further business, Vicki Shook made a motion to adjourn. Ed Pickens 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 March 13, 2019.

Holly Troupe, Chairman

Date