

RCTB RICHLAND COUNTY TRANSIT BOARD

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

MINUTES OF the April 10, 2018, regular Board meeting.

PRESENT: Board: Ashcraft, Delianides, Heminger, Seman, Shook, Troupe

BOARD ABSENT: McDaniel

Richland Co. Regional Planning Commission: Kathy Adams, Todd Blankenship, Jotika Shetty, Nick Leturgey

First Transit: Fernando Molina, Christine Terry, Larry Morris

TMR Staff: Ray Mullins, Grant Taylor

Others: Brian White, Ohio State University - Mansfield

Chairman Karen Seman called the meeting to order at 8:30am.

Brian White shared a presentation about the “Campus Business District” that is in development in the area of the OSU-Mansfield/North Central State College campus. It is expected that this new development will include student and non-student housing, retail and food-service development, along with the possibility of local government offices and a fire station. Though there is currently transit service provided in this area, there was discussion on the additional transportation needs that could be identified in relation to the development, and current trends in transportation modes desired by students and younger professional people.

APPROVAL OF MINUTES

The minutes of the March 12, 2018, regular meeting were provided in the advance packet and reviewed.

Holly Troupe made a motion to approve the above noted minutes. Mary Heminger seconded the motion. With no further discussion, the motion carried.

TMR FINANCIAL REPORT FOR MARCH 2018:

A summary of the report of expenses and revenue of Transit Management of Richland (TMR) for the month of March 2018, year-to-date, comparison to the year-to-date budget, and prior year same period, was provided in advance of the meeting and reviewed. There was a question about the “Other Supplies (Admin)” expenses line, as it is substantially over budget for the first quarter of the year. This line includes the purchase of bus schedules, day passes, and various forms that are used at the garage.

Jeff Delianides made a motion to approve the March 2018, TMR Financial Report. Val Ashcraft seconded the motion. With no further discussion, the motion carried.

TMR AND ANY OTHER MAJOR EXPENSES

There were no major expenses brought before the board at this time.

APPROVAL OF CURRENT BILLS AND EXPENSES

A list of current bills and expenses was provided in the advance packet and reviewed. The majority of the list was routine monthly expenses, with small bills for supplies and one legal notice. Copies of the bills are available for review.

Vicki Shook made a motion to approve the list of bills and expenses for payment. Mary Heminger seconded the motion. With no further discussion, the motion carried.

RCTB FINANCIAL REPORT FOR MARCH 2018

The report of revenue and expenses for the board for March 2018, comparison to the year-to-date budget, and comparison to the prior year same period was provided in advance and reviewed. The report includes the TMR expenses and revenue, and the bills that were approved at this meeting. Funding from the Richland County CDBG program for January-March is included.

The revised and final 2017 year ending financial statement and local funds summary were also provided in advance and reviewed. There were just a few minor changes, which were highlighted in the reports.

Vicki Shook made a motion to approve the March 2018, and the final 2017, RCTB Financial reports. Holly Troupe seconded the motion. With no further discussion, the motion carried.

ODOT/RCRPC/RCTB INTERAGENCY AGREEMENT REGARDING PERFORMANCE BASED PLANNING - FEDERAL REQUIREMENT

Todd spoke briefly about this new Federal requirement, which is related to the Transit Asset Management (TAM) goals that the board has approved for 2017 and 2018, and to the TMA plan which the RCTB is required to have in place by October 1, 2018. The management team has been tasked with developing a "needs" list for all RCTB owned assets, which should include repair and replacement needs.

Holly Troup made a motion to approve the RCTB's participation in the Memorandum of Understanding with ODOT and the Federal Highway Administration, in which the entities agree to use Performance Based Planning when developing projects.

PROGRESS ON FIXED ROUTE TECHNOLOGY REVIEW

The three reports that have been provided by First Transit in relation to the Fixed Route technology review and possible automated vehicle locator (AVL) solutions were provided in advance of the meeting and reviewed. The solutions recommended by First Transit are hosted by the companies that have developed the software and are accessed using cell phone technology on readily available tablets. Karen asked about a conference call or meeting with the people that developed the reports to gain a better understanding of the recommendations. Kathy will confer

with ODOT and FTA regarding the use of the funds for this type of system, as opposed to AVL mobile data terminals, and the possibility of using the grant funds for annual usage fees. There was discussion about the possible need for additional staff or contracted IT support services as more technology is introduced for daily use in operating the transit system.

STATUS OF BUS ADVERTISING PROGRAM

A recently received report of advertising activities from the contractor, John Tipton, was provided in advance and reviewed. This included a list of prospective advertisers, an inventory of current ads in place along with the monthly income, and three new proofs that have been approved. The current ad list indicates a monthly value of \$1,921, which should net the RCTB \$768.40 per month. Intermittent payments have been received, but the amounts have not been consistent. All of the current ads are listed as month-to-month, with no long term commitments.

The proof for the Ohio Health ad campaign has not been received. Holly has been in contact with the company that Mr. Tipton is working with for production of the ad medium - Innovative Graphics. There was discussion about whether or not Mr. Tipton is meeting the terms of the agreement to provide the advertising services.

Vicki Shook made a motion for the RCTB to begin the process of terminating the agreement with JTA and Associates (John Tipton) due to breach of contract. Holly Troupe seconded the motion. With no further discussion, the motion carried.

If the advertising revenue contract is terminated, a request for proposals will again be used to find a new provider. During this process, the current advertisers would be contacted and billed directly by the RCTB if their advertising is continued.

GENERAL MANAGER / MAINTENANCE REPORT

General Manager and maintenance reports were provided in the advance packet and reviewed. There are currently some vacant TMR staff positions. A Bureau of Workers Compensation Safety Consultant met with the management team. Her report, which includes recommendations for improvements, was provided. There will be a return visit in June.

We are awaiting a final determination from our FTA representative on how the insurance proceeds from the bus that was totaled in January can be used, and if the bus can be retained for parts with a reduced insurance settlement.

Eight (8) buses are out of service. The current actual need for vehicles, along with the estimated repair cost should be considered when determining if a vehicle should be repaired or disposed of. Chris stated that vehicles 200, 213, and 23 should be reviewed for this consideration. Of the five buses purchased in 2017, three are currently used on fixed route and two in demand response service. When bus #6 returns to service, only two will be assigned to fixed route service.

Following the accident in the garage, which involved one of the vehicles that was purchased in 2017, a representative from the vehicle manufacturer visited RCT to provide additional information about the air suspension systems in the vehicles. It was identified that a mud flap on the bus that was involved in the accident had not been properly trimmed prior to delivery. This allowed the flap to rub against and weaken an air bag in the suspension system. The mud flaps on the rest of the buses were checked and all had been properly trimmed prior to delivery.

RIDERSHIP DATA – MARCH 2018

The usual monthly ridership information for all services was provided in advance of the meeting and briefly reviewed. Todd introduced Nick Leturgey, Regional Planning's newest transportation planner, who will be working on transit related data collection and other transit planning. Nick has created a full year summary of riders by route segments using the monthly fixed route ridership file.

OTHERS FROM THE FLOOR

Regional Planning staff has provided the FTA Regional contact person with requested additional information related to the proposed sites for the four bus shelters that were approved last fall. FTA claims that all of this is needed in order to comply with the requirements of the Ohio Historical Preservation Office. The development of certified site plans, purchase of the shelters, and seeking a contractor are all on hold awaiting approval of the sites from FTA.

NEXT MEETING

The next meeting will be held on Monday, May 14th at 8:30am.

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

Jeffery Delianides, 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, 2018.

Karen Seman, Chairman

Date