

RCTB RICHLAND COUNTY TRANSIT BOARD

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

MINUTES OF the December 11, 2017, regular Board meeting.

PRESENT: Board: Alexander, Delianides, Heminger, Keinath, Seman
Richland Co. Regional Planning Commission: Kathy Adams, Todd Blankenship,
First Transit: Fernando Molina, Chris Terry
Others: Vicki Shook, John Tipton
Board Absent: Ashcraft, Givand

Chairman Dave Keinath called the meeting to order at 8:30am.

APPROVAL OF MINUTES

The minutes of the November 13, 2017, regular meeting were provided in the advance packet.

Jeff Delianides made a motion to approve the above noted minutes. Tim Alexander seconded the motion. With no further discussion, the motion carried.

TMR FINANCIAL REPORT FOR NOVEMBER 2017:

A summary of the report of expenses and revenue of Transit Management of Richland (TMR) for the month of November 2017, year-to-date, comparison to the year-to-date budget, and prior year same period, was provided in advance of the meeting and reviewed. The report from TMR's accountant shows details of all of the expenses and revenue.

Tim Alexander made a motion to approve the November 2017, TMR Financial Report. Mary Heminger seconded the motion. With no further discussion, the motion carried.

TMR AND ANY OTHER MAJOR EXPENSES

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

Schmidt Security: \$2,124.72 for additional building security project work related to access management due to the replacement of some doors during the building repair project. This will be paid using funds remaining in the buildings and vehicles security grant.

Bus #212: Estimate of \$2,092.59 to Graham Chevy for engine diagnostics and repairs. If a fuel injector is needed, another \$1,012.50 will be added for a total estimate of \$3,104.59. There was discussion about the age of the vehicle, the lead time needed to purchase replacement vehicles, and the need for an assessment of the entire fleet for condition and use assignments.

Tim Alexander made a motion to approve the above noted 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. The majority of the list was routine monthly expenses. The Regional Planning amount is higher than usual due to three pay periods ending in November rather than the usual amount of two pay periods in each month. Copies of the bills are available for review.

Jeff Delianides made a motion to approve the list of bills and expenses for payment. Karen Seman seconded the motion. With no further discussion, the motion carried.

RCTB FINANCIAL REPORT FOR NOVEMBER 2017

The report of revenue and expenses for the board for November, 2017, year-to-date, 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. Though the County cash balance showed a negative amount, the \$82,000 payment was received from ODOT in early December so the balance is now positive.

Tim Alexander made a motion to approve the November 2017, RCTB Financial report. Mary Heminger seconded the motion. With no further discussion, the motion carried.

2018 BUDGET

A revised draft 2018 budget and back up documentation was provided in the advance packet and reviewed. Some changes to the TMR budget were discussed. The 100% Federal funds preventive maintenance grant through ODOT has been approved as expected. The amount for 2018 was increased from \$400,000 to \$450,000, due to anticipated building repairs. The possibility of replacing the flat bus garage roof with a metal raised roof was discussed.

Mary Heminger made a motion to approve the 2018 RCTB budget as presented. Tim Alexander seconded the motion. With no further discussion, the motion carried.

FOLLOW-UP ON TRIENNIAL REVIEW ITEMS

A revised "RCTB Paratransit Appeals Process" document was provided in the advance packet and reviewed. The revisions were noted in red. This document has been deemed acceptable by the FTA Region V Office of Civil Rights, and the related finding from the Triennial Review has been closed.

Tim Alexander made a motion to approve the revised "RCTB Paratransit Appeals Process" document. Mary Heminger seconded the motion. With no further discussion, the motion carried.

Also as a follow-up to the Triennial Review, Fernando provided copies of a proposed new Drug and Alcohol Policy. There was discussion about the ramifications of the recently legalized use

of marijuana for medical purposes. Kathy will provide the new policy to the FTA for review prior to adoption by the RCTB and distribution to the TMR employees.

2108 TRANSIT ASSET MANAGEMENT PERFORMANCE TARGETS

A copy of the recommended asset management performance targets, along with a current fleet list and additional related information from FTA, was provided in the advance packet and reviewed. Kathy reminded the board that this was a new annual requirement in 2017, and that the Transit Asset Management Plan, which is due by October 1, 2018, is still in development.

Karen Seman made a motion to approve the 2018 Transit Asset Management Performance Targets, as presented. Mary Heminger seconded the motion. With no further discussion, the motion carried.

PURCHASE OF ONE REPLACEMENT FULL SIZE BUS

There are funds already identified and in a grant for the purchase of one replacement twenty-nine foot transit bus at 100% federal participation, using 2017 annual apportionment funds and Transportation Development Credits that have been approved by ODOT. These funds are available thanks to the additional preventive maintenance funds that were approved by ODOT in 2016 and 2017. Purchase options have been evaluated. Due to the extensive time that would be expended to complete an independent purchase, purchasing through a piggybacking agreement on a contract that Greater Dayton Regional Transit Authority has with Gillig was recommended. The cost comparison sheet that was used by Dayton and the current cost sheet for this vehicle were provided in the advance packet and reviewed. Dayton received quotes from Gillig and New Flyer. All of the RCTB's current buses of this size are Gilligs. The estimated time from ordering the bus until it goes into production is nineteen months. It will still be possible to make small changes to the options list prior to production. The possibility of an interior electronic information screen will be investigated.

Tim Alexander made a motion to approve entering into an agreement with Gillig for the purchase of one twenty-nine foot transit bus under the terms of the Dayton contract. Jeff Delianides seconded the motion. With no further discussion, the motion carried.

UNCOLLECTED DEBT WRITE OFF – PREMIER GRAPHICS

There is \$2,907 owed from Premier Graphics for RCTB's share of advertising revenue paid to them in 2016. Kathy has contacted the owner several times and had a meeting with him at which time he agreed that this amount was due to the RCTB, but it has not been paid. Kathy suggested that the amount owed be removed from the accounts payable as a bad debt write off. If the funds are received in the future it can be re-entered into the bookkeeping system.

Mary Heminger made a motion to remove the \$2,907 due from Premier Graphics from 2016 from the accounts receivable as a bad debt write off. Tim Alexander seconded the motion. With no further discussion, the motion carried.

There was a short discussion regarding the rctbuses.com domain name, as this was originally set up by Premier Graphics. Fernando has been working on getting this re-established. Karen stated that DMR Productions may be able to assist with this issue.

GENERAL MANAGER / MAINTENANCE REPORT

General Manager and maintenance reports were provided in the advance packet and reviewed. The GM report listed additional training that was provided to all TMR staff in November. A list of the current advertising on all buses was also provided and reviewed.

The requirement to provide a report of advertising activities at least every quarter was reiterated to John Tipton, since he was in attendance. A specific request was made for this to begin at the January board meeting.

There was discussion about ODOT's proposed plans for regionalized coordination of transportation resources. Kathy and Fernando attended a recent public meeting on this plan. It has also been shared at other meetings. The implications of this plan are not known at this time.

RIDERSHIP DATA – NOVEMBER 2017

The usual monthly ridership information for all services was provided in advance of the meeting and briefly reviewed.

OTHERS FROM THE FLOOR

The only known by-laws for the RCTB were established in 1978, when the transit board was established. Copies of these by-laws were provided and discussed. There was also discussion of recent communications between the County Commissioners and some members of the transit board, and of the term limits that were set by the County Commissioners at some unknown time in the past.

Commissioner Vero notified Kathy that the final appointment to the board for the term beginning January 1, 2018, and the appointment of a chairman to begin on January 1, 2018, should take place at the Commissioner's meeting scheduled for Thursday, December 14, 2017.

Expressions of gratitude and well wishes were expressed for the three outgoing board members, Tim Alexander, Dave Keinath, and Johnny Givand.

NEXT MEETING

A list of tentative meeting dates for 2018 was provided in the advance packet. It is not possible to ensure that the financial reports can be ready in time for meetings when the 2nd Monday is on the 8th, 9th, or 10th of the month. Also in January, the 3rd Monday is the Martin Luther King Day holiday. For these reasons, the next meeting will be held on Tuesday, January 16th at 8:30am.

There being no further business, Karen Seman made a motion to adjourn. Tim Alexander 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 December 11, 2017.

Karen Seman, Chairman

Date