

RCTB RICHLAND COUNTY TRANSIT BOARD

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

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

PRESENT:

Board: Ashcraft, Heminger, Pickens, Shook, Siegenthaler, Troupe

RCTB Absent: Smith

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

First Transit: Chris Terry, Larry Morris, Kirk Dand – interim General Manager

Others: TMR staff Frank Robinson

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

APPROVAL OF MINUTES

The minutes of the January 16, 2019, regular meeting were provided in the advance packet and reviewed.

Ed Pickens made a motion to approve the above noted minutes. Maura Siegenthaler seconded the motion. With no further discussion, the motion carried.

TMR FINANCIAL REPORT FOR JANUARY 2019:

A summary of the report of expenses and revenue of Transit Management of Richland (TMR) for the month of January 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 was discussion regarding several of the expense lines. There were five pay periods in January, as payroll is posted on Thursdays. Chris will check into the utility and professional services expenses and provide additional information.

Val Ashcraft made a motion to accept the January 2019, 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 provided in the advance packet and reviewed:

Musick's Service Station Maintenance - \$4,200 for repairs to the fuel storage tank fills

Gillig - \$6,228.82 for radiator and related parts for bus 23. Gillig proprietary parts.

Atlas Automotive Transmission, Inc. - \$6,807.35 for bus 18 transmission repair. Locations that are able to repair the ZF transmissions are very limited. Bus was towed there for diagnosis in October 2018.

Cornelius Systems - \$521 for annual preventive maintenance on money counting machine

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

Three quotes were provided for a portable hydraulic long chassis service jack, and an adapter for the jack. The RCTB has approximately \$5,000 remaining in a grant that is to be used for equipment at 80% reimbursement. This item was tabled pending additional quotes.

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. The January and February First Transit invoices will be paid when the contract is finalized. There were three gasoline and one diesel fuel purchase in January. The annual real estate taxes were in the list for approval. Copies of the bills are available for review.

Vicki Shook 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 JANUARY 2019

The report of revenue and expenses for the board in January, and comparison to the prior year same period was provided in advance. An updated report was provided at the meeting, because there was a slight change to the Federal funds due to the RCTB from what was in the report that was provided in advance. The corrected report was provided at the meeting and reviewed. The report includes the TMR expenses and revenue, and the bills that were approved at this meeting.

Mary Heminger made a motion to approve the January 2019, RCTB Financial report. Val Ashcraft seconded the motion. With no further discussion, the motion carried.

POLICY ON FARE INCREASE OR MAJOR SERVICE REDUCTION

As was discussed at the last meeting, following review, the “RCTB PROCESS TO SOLICIT AND CONSIDER PUBLIC COMMENT PRIOR TO A FARE INCREASE OR MAJOR SERVICE CHANGE OR REDUCTION” was found to be very restrictive in requiring the collection of public comments with a 5% major change threshold for service change or reduction. Following investigation, a major change threshold of 25% was found to be common among other transit agencies. A copy of the policy, revised to a 25% major change threshold, was provided in the advance packet and reviewed.

Ed Pickens made a motion to approve amending the “RCTB PROCESS TO SOLICIT AND CONSIDER PUBLIC COMMENT PRIOR TO A FARE INCREASE OR MAJOR SERVICE CHANGE OR REDUCTION” to define a major service change as 25% rather than the current 5%. Mary Heminger seconded the motion. With no further discussion, the motion carried.

POSSIBLE FIXED ROUTE SERVICE CHANGES

Information regarding the possible combination of some fixed routes was provided in advance of the meeting. Maps showing the current service and the proposed routes, if combined, were reviewed. There was discussion about the time and steps needed to implement changes, and it was questioned if consideration should be given to additional changes. The suggested route consolidations appear to be a good idea. The consensus was that it would be best if all route changes were implemented at the same time. It was agreed to meet again on Wednesday, February 20, to give this matter additional consideration. Chris and Frank will have more information at that time.

2019 TMR AND RCTB BUDGET

A budget which included the proposed route consolidations and an addition to the mileage on one route was provided in the advance packet and reviewed. With this budget, there remains a projected local funds shortfall of about \$30,000.

Holly recently met with the Richland Community Development Group, where she received positive feedback from people representing several entities. It is necessary for transit to be considerate of the needs identified by potential funding sources, along with the needs of the current riders, and human service agencies.

There was discussion about the bus shelters that are shown in the budget, where they would be located, and sources of local funds for this project. The need to determine criteria for site selection for future shelters was also discussed.

Maura Siegenthaler made a motion to go into executive session to discuss personnel matters. Vicki Shook seconded the motion. With no further discussion, the motion carried.

The board met in executive session for approximately 20 minutes.

Val Ashcraft made a motion to end the executive session. Mary Heminger seconded the motion. With no further discussion, the motion carried.

There was no action taken on the 2019 TMR and RCTB Budget.

APPROVAL OF MANSFIELD CDBG APPLICATION SUBMISSION

The application for City of Mansfield Community Development Block Grant funds has been submitted, and requires RCTB approval. The project is similar to past years, requesting funds to support specific qualifying trips on the Dial-A-Ride service, with \$70,000 being requested. The public hearing process will begin very soon, at which each applicant has the opportunity to provide additional information about their project to the Mansfield Public Affairs Committee.

Vicki Shook made a motion to approve the submission of the Mansfield CDBG application, as described. Val Ashcraft seconded the motion. With no further discussion, the motion carried.

FIXED ROUTE TECHNOLOGY PROCUREMENT

The three proposals and cost sheets have been sent to Christina Bock for evaluation. It was agreed to request a meeting with Christina on Wednesday, February 27, at 2:00pm.

GENERAL MANAGER / MAINTENANCE REPORT

The General Manager report, completed by Ferando, was provided in advance of the meeting and reviewed. Several of the items regarding vehicles and buildings and grounds repairs were already discussed. There were concerns expressed regarding the two staff persons that have recently been injured while working. Also discussed was the decision by the management team to stop all transit service early one day, and begin service late the following day due to the extreme cold temperatures. This decision was not supported by the RCTB, as people that rely on the bus were left with no transportation. It was agreed that the buses should operate unless there is a situation where local authorities state that they should not. An example of this would be a level 3 snow emergency, during which only emergency vehicles are to be using the roadways.

STATUS OF BUS ADVERTISING PROGRAM

The Richland County Prosecutor's office has provided guidance on options for the RCTB regarding the advertising contract. One small payment was received in January, however there remains additional funds due from the contractor. The contract expires toward the end of the summer.

Vicki Shook made a motion to terminate the contract with John Tipton and Associates for the provision of bus advertising services. Val Ashcraft seconded the motion. With no further discussion, the motion carried with one opposing vote.

UPDATE ON BUS SHELTERS

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

RIDERSHIP DATA – JANUARY 2019

The usual monthly ridership information for all services was provided in advance of the meeting. A sheet showing ridership on route 15 for the last 15 months was also provided.

OTHERS FROM THE FLOOR

Mary Heminger is willing to take the position of RCTB secretary.

Maura Siegenthaler made a motion to elect Mary Heminger as RCTB secretary. Val Ashcraft seconded the motion. With no further discussion, the motion carried.

NEXT MEETING

Special meeting were set for February 20 at 11:00am and February 27th, at 2:00pm, as previously mentioned.

The next regular monthly meeting is scheduled for Wednesday, March 13th, at 11:00am.

There being no further business, Maura Siegenthaler made a motion to adjourn. Vicki Shook 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 February 13, 2019.

Holly Troupe, Chairman

Date