

RCTB RICHLAND COUNTY TRANSIT BOARD

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MINUTES OF the February 12, 2018, regular Board meeting.

PRESENT: Board: Ashcraft, Delianides, Heminger, McDaniel, Seman, Shook, Troupe
Richland Co. Regional Planning Commission: Kathy Adams
First Transit: Fernando Molina, Christine Terry
Others: WMFD (2)

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

APPROVAL OF MINUTES

The minutes of the January 16, 2018, regular meeting were provided in the advance packet. Karen clarified that the RCTB had not previously been made aware of the concerns that were raised by the union representative, and are noted in the January minutes.

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

TMR FINANCIAL REPORT FOR JANUARY 2018:

A summary of the report of expenses and revenue of Transit Management of Richland (TMR) for the month of January 2018, comparison to the year-to-date budget, and prior year same period, was provided in advance of the meeting and reviewed. TMR and the RCTB operate on a calendar year fiscal year, so the year-to-date amounts are the same as the January information. Due to both of the mechanics being off work, the purchased vehicle maintenance expenses are significantly above the amount that is in the budget for one month. This was expected and will continue until the garage is again fully staffed.

Val Ashcraft made a motion to approve the January 2018, TMR Financial Report. Bridget McDaniel seconded the motion. With no further discussion, the motion carried.

TMR AND ANY OTHER MAJOR EXPENSES

The following major expense was provided to the board in advance of the meeting:
Bus #6, wheel, tire, and other repairs at Eddleblute's Garage, \$3,059.65

The following expense was provided by Fernando:
Accident repairs to bus #223 at Truck Sales and Service, \$6,096.65. This expense may have previously been approved. The RCTB is paying the \$5,000 deductible only.

Vicki Shook made a motion to approve the above noted 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. Gasoline is currently being purchased about every ten days, as the fleet has transitioned to more gasoline and less diesel powered vehicles. Copies of the bills are available for review.

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

RCTB FINANCIAL REPORT FOR JANUARY 2018

The report of revenue and expenses for the board for January 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. The annual contribution from the Richland County general fund was received in January and included in the report.

Mary Heminger made a motion to approve the January 2018, RCTB Financial report. Jeff Delianides seconded the motion. With no further discussion, the motion carried.

APPROVAL OF MANSFIELD CDBG APPLICATION SUBMISSION

Information regarding the RCTB's application to the Mansfield Community Development Block Grant (CDBG) program was provided in the advance packet and reviewed. It is necessary for the funds to be tracked to specific individuals that live in Mansfield and have provided an income verification form. For this reason, the tracking is applied to trips made on the Dial-A-Ride service. The amount being requested is \$70,000, which is used a local matching funds.

Vicki Shook made a motion to approve the application to the Mansfield CDBG program for \$70,000. Bridget McDaniel seconded the motion. With no further discussion, the motion carried.

PROGRESS ON FIXED ROUTE TECHNOLOGY REVIEW

A report of the work that was completed on-site in January by the First Transit technology team was provided in the advance packet and reviewed. A more detailed report, which is expected to include recommendations and cost estimates, is due by February 16.

GENERAL MANAGER / MAINTENANCE REPORT

General Manager and maintenance reports were provided in the advance packet and at the meeting and reviewed. A proposal to hire another mechanic was discussed. In this proposal the hiring of an operations supervisor that is in the 2018 budget would be replaced by the additional mechanic. Before the board approves adding this staff person, Fernando was asked to provide more information on how this proposal would affect the Transit Management of Richland annual budget, and to demonstrate the long term need for the third mechanic.

RIDERSHIP DATA – JANUARY 2018

The usual monthly ridership information for all services was provided in advance of the meeting and briefly reviewed. More detailed discussion of where the current routes serve, why, and possibility of route changes is planned for a future board informational session.

OTHERS FROM THE FLOOR

As a result of the submission of the Title VI plan update to the FTA, the need for specific procedures for oversight of the sub-recipient (Shelby Taxi) was identified. A document which outlines the assistance that will be given to sub-recipients, and the oversight procedures, was provided at the meeting. This item will become part of the RCTB approved Title VI plan.

Bridget McDaniel made a motion to approve the “Title VI Subrecipient Oversight” procedures to be added to the RCTB Title VI plan. Mary Heminger seconded the motion. With no further discussion, the motion carried.

An estimate from Graham’s Auto Mall to repair bus #212 in the amount of \$3,438.50 was presented. This includes emission system diagnosis, and new fuel injector nozzle, alternator, and thermostat. Very recently this vehicle had other repairs completed. There was discussion about the age of this vehicle and the number of vehicles that are currently out of service due to various mechanical issues. The mini-van is being used for some Dial-A-Ride trips.

Mary Heminger made a motion to approve this repair expense. Val Ashcraft seconded the motion. With no further discussion, the motion carried.

RCTB INFORMATIONAL SESSION FOLLOW-UP

Copies of documents that were requested at the February 7 informational session were provided, including the management contract, the advertising contract, the agreement between Regional Planning and RCTB, a report on the current transit services that was created as a result of a Regional Planning sub-committee that convened in 2016, and a fixed route service evaluation that was completed by First Transit in 2009. Another informational session was scheduled for March 1 at Regional Planning at 6:15pm.

There was discussion about the management contract Request for Proposals that will need to be distributed later this year, as the contract expires at the end of 2018.

NEXT MEETING

The next meeting will be held on Monday, March 12th at 8:30am.

There being no further business, Vicki Shook made a motion to adjourn. Holly Troupe 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 February 12, 2018.

Karen Seman, Chairman

Date