

RCTB RICHLAND COUNTY TRANSIT BOARD

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MINUTES OF the January 16, 2019, regular Board meeting.

PRESENT:

Board: Ashcraft, Pickens, Shook, Siegenthaler, Troupe

RCTB Absent: Heminger, Smith

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

First Transit: Fernando Molina, Chris Terry, Larry Morris

Others: Ray Mullins (11:00-12:00), Tony Vero (11:00-11:25)

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

APPROVAL OF MINUTES

The minutes of the December 10, 2018, regular meeting were provided in the advance packet and reviewed. There was a request to provide additional details regarding the meeting with the Richland County Youth and Family Council. This will be added and a revised version of the minutes will be provided.

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

TMR FINANCIAL REPORT FOR DECEMBER 2018:

A summary of the report of expenses and revenue of Transit Management of Richland (TMR) for the month of December 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. The reports from the private accounting firm from which this information is collected are available for review.

The expenses that are included in the professional services and fringe benefits lines were explained according to what appears in the report from the accountant.

Val Ashcraft made a motion to accept the December 2018, TMR Financial Report. Ed Pickens 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:

Two spring rod assemblies from Gillig – total \$669.86

Leak repairs in the garage – 3 quotes provided, Mr. Rooter at \$1,100.59 recommended

Underground fuel tanks inspection – Musick's, \$881.25

Parts for bus #20 – 3 quotes provided, Midway at \$2,364.22 recommended

Ohio Public Transit Association (OPTA) annual membership - \$1,020

There was discussion regarding the benefits of the OPTA membership. This item was not included in the TMR budget but has been paid by TMR in recent years.

Vicki Shook made a motion to approve the major expenses listed here. Maura Siegenthaler seconded the motion. With no further discussion, the motion carried.

At 11:30am Commissioner Vero had to leave the meeting. He expressed thanks to the RCTB for their work and stated that all are welcome to contact him with questions or concerns.

APPROVAL OF CURRENT BILLS AND EXPENSES

A list of current bills and expenses was provided in the advance packet and reviewed. All are routine expenses. The actual water bill when received was \$1.45 more than the original list. The list for signatures shows the higher amount. In most months this list also includes the current month First Transit invoice, however, since the contract is not yet approved, this bill is not included in the list at this time. There should be two months of First Transit invoices in the list at the February meeting. Copies of the bills are available for review.

Val Ashcraft 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 DECEMBER 2018

The report of revenue and expenses for the board for December 2018, 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. The calculated final year-end local funds balance is \$14,070. The insurance settlement funds that must be used to purchase another vehicle are now shown in a separate line of the report from the local funds available for matching.

Vicki Shook made a motion to approve the December 2018, RCTB Financial report. Maura Siegenthaler seconded the motion. With no further discussion, the motion carried.

There was discussion about the federal government shut down, and whether the monthly draw of FTA funds would be processed. Kathy has not heard anything.

2019 TMR AND RCTB BUDGET

The 2019 TMR budget and budget memo provided by Larry was incorporated into the full RCTB budget for 2019, and both were provided in advance of the meeting. This budget assumes a five (5) hour reduction in service hours by eliminating some first and last trips on selected routes. There remains a projected local funds shortfall of just under \$46,000 with this budget.

Todd, Chris, and one of the drivers have been working on possible route reductions that would combine several neighboring routes and further reduce the TMR operating expenses. This could be implemented following communication to the public per the RCTB's public notice policy. It was agreed that this option should be further investigated, as it is not desired to make route changes more than one time. More details, including cost savings, route maps, and time schedules for the proposed changes are needed in order for the board to make a decision on

presenting this information to the public. There was discussion regarding the definition of a major change in the RCTB service reduction policy, which is currently defined as five percent change. It was agreed that this low threshold makes the policy very restrictive, and a revision to the policy should be considered. FTA guidelines require the board to have a policy and to follow that policy, but they do not indicate what is considered a major change.

The budget also includes funds for three bus shelters. There are two local entities that have indicated willingness to provide local funds for two of the three shelters. The RCTB has federal money for 80% of the cost of this project already set aside in a grant.

Kathy stated that there is not a legal requirement to have a budget approved at this time, but it is used track the progress of actual revenue and expenses versus what is expected.

Vicki Shook made a motion to approve the budget as presented. There was no second to this motion and the issue was tabled until additional information is available.

FIXED ROUTE TECHNOLOGY PROCUREMENT

Kathy provided copies of the uniform cost sheets that were provided by the three potential vendors for fixed route technology. There was discussion regarding the reporting needs that have been expressed by some local human service agencies. The sheets have also recently been forwarded to First Transit's technology expert, Christina Bock, for evaluation. To date, no response has been received from Christina.

GENERAL MANAGER / MAINTENANCE REPORT

The General Manager report was provided in advance of the meeting. Fernando reviewed the GM report. It was the consensus of the board to discontinue the provision of overflow shuttles due to financial constraint. Fernando informed the board that an employee had slipped on ice in the parking lot at the bus garage and hit his head.

2019 TRANSIT ASSET MANAGEMENT (TAM) PERFORMANCE TARGETS

A copy of suggested asset management performance targets was included in the advance packet and reviewed. This is an annual requirement. The two service trucks are beyond the FTA suggested Useful Life Benchmark (ULB) in age, and it is not planned to replace either truck in 2019. There was discussion about the goal for the service truck asset class. It was agreed that, though these trucks are not expected to be replaced in 2019, the goal should be to have all 100% of the RCTB assets meeting the recommended ULB.

Val Ashcraft made a motion to accept the TAM performance targets as presented, with the exception of the service truck asset class, which shall be changed to a goal of 100% at or below the ULB. Ed Pickens seconded the motion. With no further discussion, the motion carried.

FTA DESIGNATION OF SIGNATURE AUTHORITY

With the change in RCTB chairman, this item will be up to date in authorizing the Fiscal Officer to complete the various grant management functions.

Vicki Shook made a motion to approve the updated document. Maura Siegenthaler seconded the motion. With no further discussion, the motion carried.

STATUS OF BUS ADVERTISING PROGRAM

No payment has been received from JTA in response to the request for payment. The next step will be a letter from the Richland County Prosecutor's office to JTA.

RIDERSHIP DATA – DECEMBER 2018

The usual monthly ridership information for all services was provided in advance of the meeting. It was noted that total riders on all routes except one, are increased in 2018 compared to 2017.

OTHERS FROM THE FLOOR

Kathy stated that, with the departure of Jeff Delinanides from the board, there is a need for a new secretary. The secretary's main function is to verify and sign the minutes along with the chairman. There being no volunteers among those present, Holly will ask Mary Heminger if she would be willing to take this position.

NEXT MEETING

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

There being no further business, Ed Pickens made a motion to adjourn. Maura Siegnethaler seconded the motion. With no further discussion, the motion carried.

, 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 January 16, 2019.

Holly Troupe, Chairman

Date