

RCTB RICHLAND COUNTY TRANSIT BOARD

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

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

ABSENT: Delianides

Richland Co. Regional Planning Commission: Kathy Adams, Todd Blankenship

First Transit: Fernando Molina, Christine Terry

Others: Tony Vero, Richland County Commissioner

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

APPROVAL OF MINUTES

The minutes of the February 12, 2018, regular meeting were provided in the advance packet. There was one clarification that will be changed in the approved minutes regarding the replacement of the operations supervisor with an additional mechanic in the 2018 Transit Management of Richland budget.

Mary Heminger made a motion to approve the above noted minutes, with the revision. Bridget McDaniel seconded the motion. With no further discussion, the motion carried.

TMR FINANCIAL REPORT FOR FEBRUARY 2018:

A summary of the report of expenses and revenue of Transit Management of Richland (TMR) for the month of February 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 new mechanic started working in March. Preventive maintenance is now being completed at the bus garage and there remain three vehicles at other garages for repairs.

Holly Troupe made a motion to approve the February 2018, TMR Financial Report. Mary Heminger seconded the motion. With no further discussion, the motion carried.

TMR AND ANY OTHER MAJOR EXPENSES

Three estimates to upgrade the lighting in the bus storage area were included in the General Manager's report in the advance packet and reviewed. This would upgrade the lighting to LED fixtures, as were installed in the bus repair area in 2016. The lowest quote is from the same company that completed the work in 2016. Fernando confirmed that the 2016 work was satisfactorily completed, on time and at the price that was quoted. This upgrade will result in less electricity used and improved sight for bus cleaning and minor repairs.

Vicki Shook made a motion to approve the expense to update the lighting per the lowest quote, which was from Spring Electric. Bridget McDaniel 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 annual maintenance software expense was included. Copies of the bills are available for review.

Bridget McDaniel 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 FEBRUARY 2018

The report of revenue and expenses for the board for February 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 has not yet been booked, but is now available. Kathy expects to get this added for the March report.

Thanks were expressed to Commissioner Vero for his efforts in encouraging the Ontario City Council to include funding for transit in their 2018 budget. This demonstrates beneficial regional cooperation. There was discussion about the development that is expected to occur in the area of the OSU/NCSC campus. Perhaps Brian White, who is involved with the group which is spearheading this effort, could attend a future meeting.

Vicki Shook made a motion to approve the February 2018, RCTB Financial report. Mary Heminger seconded the motion. With no further discussion, the motion carried.

AMEND TRANSIT MANAGEMENT OF RICHLAND (TMR) AND RCTB 2018 BUDGET

A consensus was reached through email that allowed for the hiring of an additional mechanic in place of hiring an operations supervisor through TMR. The estimated effect to the TMR budget was provided at that time. Changes to the TMR budget also affect the RCTB budget as a whole. The revised combined TMR and RCTB budget was provide in the advance packet and reviewed.

Vicki Shook made a motion to approve the revised Transit Management of Richland and Richland County Transit Board 2018 budget as presented. Mary Heminger seconded the motion. With no further discussion, the motion carried.

PROGRESS ON FIXED ROUTE TECHNOLOGY REVIEW

The more detailed report, which is expected to include recommendations and cost estimates, that was due by February 16 has not yet been received. A draft was provided by First Transit, however, since it was not final it was asked that it not yet be distributed. Kathy indicated that the draft did not appear to be as comprehensive as was expected and she will be in contact with the consultant.

STATUS OF BUS ADVERTISING PROGRAM

The most recent report of advertising activities received from the contractor, John Tipton, was provided at the end of December and distributed to the board at that time. The contract requires a report at least quarterly, but also upon request. The quarterly report requirement was reiterated to Mr. Tipton at the December meeting. A payment was recently received for some November and December advertising. Ohio Health is expected to again be advertising very soon, however, no ad proof has been provided to date. Karen will draft a letter to Mr. Tipton and send it out to the board for input.

GENERAL MANAGER / MAINTENANCE REPORT

General Manager and maintenance reports were provided in the advance packet and reviewed. The need to confirm the warranty on the Champion buses, that are now just over one year old, was discussed. Six buses remain out of service. Three are at outside repair shops and three are being repaired in-house.

An insurance settlement has been offered for bus #215 which was totaled in a recent not-at-fault accident. A reduced settlement that would allow for keeping the bus for parts is also available. Kathy will contact FTA to determine if the option of retaining the bus for parts is allowable. There was discussion about the type of vehicle to be purchased – perhaps a raised roof van could be considered for use on the demand response services.

Bridget McDaniel made a motion to use the insurance proceeds to purchase a replacement vehicle. Mary Heminger seconded the motion. With no further discussion, the motion carried.

A representative from the Bureau of Workers' Compensation has provided information to the management team on training opportunities, and a site visit is scheduled for March 19.

A list of items that are no longer in use at the garage was provided in the advance packet and reviewed. Some may be able to be sold on Govdeals.com or for scrap.

Vicki Shook made a motion to dispose of the listed items. Holly Troupe seconded the motion. With no further discussion, the motion carried.

RIDERSHIP DATA – FEBRUARY 2018

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

OTHERS FROM THE FLOOR

There was discussion about the insurance coverage. Though there is not a set requirement, Kathy stated that typically quotes have been solicited about every three years.

Commissioner Vero complemented the board on their interest and involvement with the transit system. Meetings of the committee that he had previously convened to get input from the heads of local human service agencies regarding transit have been put on hold unless needed. Karen stated that RCTB members are planning to do outreach to the human service agencies.

March 22nd at 6:15pm was chosen for the next RCTB learning session to be held at Regional Planning. Suggested topics included the bus advertising program, the website, and general outreach to the public.

NEXT MEETING

To allow an extra day for the completion of the monthly financial information, the next meeting will be held on Tuesday, April 10th at 8:30am.

There being no further business, Vicki Shook made a motion to adjourn. Bridget McDaniel 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 March 12, 2018.

Karen Seman, Chairman

Date