

RCTB RICHLAND COUNTY TRANSIT BOARD

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MINUTES OF the May 14, 2018, regular Board meeting.

PRESENT: Board: Ashcraft, Delianides, Heminger, Seman, Shook, Smith, Troupe
Richland Co. Regional Planning Commission: Kathy Adams, Todd Blankenship, Jotika Shetty
First Transit: Fernando Molina, Christine Terry, Larry Morris, Christina Bock
TMR Staff: Ray Mullins, Grant Taylor
Others: Jason McMannes w/ Job and Family Services, Rich. Co. Commissioner Tony Vero

Chairman Karen Seman called the meeting to order at 8:30am. Introductions were made and welcome was extended to new board member Leona Smith.

Chris Bock from First Transit spoke about the recently completed operations review, which revealed that the current fixed route data collection processes present opportunities for errors as all are completed manually, and by several staff persons. The technology recommendations report includes suggestions on how to automate the data collection and reporting. There are many possible uses for software that is used with tablet computers, including vehicle inspection documentation, passenger counting, and fare collection. First Transit can provide technical support for the use of this type of system. They also have data packages available for .99 per month, per tablet. First Transit will assist with creating the specifications for the procurement, and a list of contact information for potential vendors.

There was discussion about adding true Automatic Vehicle Location (AVL) devices in addition to the tablets. This is a low cost item that could provide information on driver habits and vehicle diagnostics in real time. Automated stop announcement could be made using the public address systems that are already in the buses. Chris stated that there is a large disparity in available AVL systems and she is very familiar with the majority of the vendors.

Kathy has confirmed with FTA that the \$250,000 grant that is in place can cover the hardware and installation, and initial start-up costs. This is a 100% federally funded grant through ODOT. Annual fees would have to be included in operations costs, reimbursed at 50% Federal. It is assumed that the implementation of this system would reduce staff time, and improve the accuracy of the fixed route data collection, along with other benefits.

Ms. Bock was thanked for the information. Vero, McMannes, and Shetty left the meeting.

APPROVAL OF MINUTES

The minutes of the April 10, 2018, regular meeting were provided in the advance packet and reviewed.

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

GENERAL MANAGER / MAINTENANCE REPORT - Parts of this report related to maintenance were moved forward on the agenda so that the mechanics could return to work.

Bus #23 has been out of operation for several months due to engine failure. Quotes for a new engine were included in the advance packet and reviewed. Though it will require the bus being towed to Hilliard, it was recommended that the engine change be done by Cummins at a cost of \$36,421.20. This is for a reconditioned engine, and includes a 2 year, 100,000 mile warranty. This bus is only eight years into a ten year useful life. According to FTA guidelines, if it is removed from service rather than repaired, the remaining value of the bus before the engine failure would need to be returned to FTA. This would be more than the repair expense.

Mary Heminger made a motion to approve the above described expense to repair bus #23. Holly Troupe seconded the motion. With no further discussion, the motion carried.

Bus #20 has been repaired by Truck Sales and Service. The initial estimate was below the \$2,000 threshold requiring board approval, however, as the work was being completed additional needs were identified, making the total repair \$2,960.40.

Holly Troupe made a motion to approve the above described expense to repair bus #20. Mary Heminger seconded the motion. With no further discussion, the motion carried.

Ray Mullins stated that with the additional mechanic, the fleet is now nearly fully operational, and additional major expenses are not expected. Mullins and Taylor left the meeting.

TMR FINANCIAL REPORT FOR APRIL 2018:

A summary of the report of expenses and revenue of Transit Management of Richland (TMR) for the month of April 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. There were no items of concern.

Jeff Delianides made a motion to approve the April 2018, TMR Financial Report. Leona Smith seconded the motion. With no further discussion, the motion carried.

TMR AND ANY OTHER MAJOR EXPENSES

The quotes for the lighting in the storage area of the garage were again reviewed, as it was found that the original quote from the chosen vendor was not for the lights that were requested. The revised quote from the chosen vendor is \$80 more than the next lowest quote, but the lights would be the same as what were installed previously in the repair garage.

Holly Troupe made a motion to approve the revised quote from Spring Electric. Val Ashcraft seconded the motion. With no further discussion, the motion carried.

Quotes to replace three (3) computers were included in the advance packet and reviewed. There is a need for upgraded computers due to monitoring the vehicles and buildings security systems.

FTA and ODOT have agreed that the funds that remain in the grant that paid for the security systems can be used for this purpose, since the new systems are the reason that the current computers are inadequate, and other remedies that were tried did not help the problem.

Holly Troupe made a motion to approve the purchase of computers from ACE Computers and Graphics per the quote of \$6,685.98. Mary Heminger seconded the motion. With no further discussion, the motion carried.

Two catch basins in the parking lot at the bus garage are in need of repair. The lower of the two quotes is from Purdy Construction for \$2,300.

Jeff Delianides made a motion to approve the above described expense to repair the catch basins. Leona Smith seconded the motion. With no further discussion, the motion carried.

The expense for the annual fee for use of the Ecolance demand response scheduling software is \$3,500.

Leona Smith made a motion to approve the above described expense. Holly Troupe seconded the motion. With no further discussion, the motion carried.

The advance packet included quotes for a replacement support truck. The truck to be replaced is a 1989 model and the body is in very bad condition. Fernando recommended a pre-owned truck that has a utility bed and lift gate, which is available from Bartram Auto Sales for \$10,223.50. More than enough funds for this replacement are already approved in a prior year grant at 80% Federal reimbursement, and it was included in the 2018 budget at a higher amount. FTA has approved using the remaining grant funds for miscellaneous support equipment for this vehicle and other equipment. Quotes for a snow plow and salt spreader were included in the handout. It is also desired to purchase a portable air compressor to be used on road calls.

Holly Troupe made a motion to approve the purchase of the truck as described above, and additional ancillary equipment up to a maximum of \$15,000. 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. Annual fees for the underground fuel storage tanks, the vehicle security software, and the scheduling software were included in the list. Copies of the bills are available for review.

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

RCTB FINANCIAL REPORT FOR APRIL 2018

The report of revenue and expenses for the board for April 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. Is it not unusual for revenue to be behind budget at this time of year, as the approximately \$200,000 from the State is not received until the fall. Also, one of the Federal grants is still in process, and the amounts due are reflected in the accounts receivable total.

Mary Heminger made a motion to approve the April 2018, RCTB Financial report. Holly Troupe seconded the motion. With no further discussion, the motion carried.

STATUS OF BUS ADVERTISING PROGRAM

A recently received report of advertising activities from the contractor, John Tipton, was provided in advance and reviewed. A summary showing additional information, which was created by Kathy was also reviewed. All of the current ads are listed as month-to-month, with no long term commitments. No payments have been received since March. The agreement requires payment at least quarterly.

The Richland County Prosecutors office has provided an opinion that there is not yet enough evidence of a breach of contract to justify termination, and that a precise request for exactly what information is desired be provided to Mr. Tipton. In order to ensure that there is no opportunity for accusation that differing information was received from different persons representing the RCTB, it is also recommended that all communication with Mr. Tipton be with the chairman.

Val Ashcraft made a motion that the board chairman be authorized to send notice to Mr. Tipton of the exact information that will be required by the board on a monthly basis going forward. Holly Troupe seconded the motion.

At this point Karen announced that following the meeting, she is resigning from the board, effective immediately. The newly appointed chairman will be the contact person for Mr. Tipton, and the letter that she had prepared to be forwarded to him will need to be revised.

GENERAL MANAGER / MAINTENANCE REPORT

There was a short review of the remaining items on the GM report that were not previously discussed. Two items have been identifies as no longer in use and ready for disposal:
Small Shop refrigerator – TMR ID #139 and 1989 Chevrolet pick-up truck

Jeff Delianides made a motion to approve disposal of the two items. Holly Troupe seconded the motion. With no further discussion, the motion carried.

The truck will be listed on govdeals.com. The refrigerator is not operating, and will be scrapped.

RIDERSHIP DATA – APRIL 2018

The usual monthly ridership information for all services was provided in advance of the meeting and reviewed. Routes 7 & 13 have shown reductions each month this year. It was asked if there could be drivers not recording all riders or some other explanation. There was no known cause.

OTHERS FROM THE FLOOR

Holly recounted a recent meeting that she attended, at which public transit was described unfavorably. It is important that the public be informed about the benefit of transit and how the service can assist persons in our community. Outreach to the person that made the comments is desired, if they can be identified.

There was a short discussion regarding the bus shelters project. FTA states that they now have all of the needed information to send to the Ohio Historical Preservation Society in order for approval of the chosen sites.

NEXT MEETING

The next meeting will be held on Monday, June 11th at 8:30am.

There being no further business, Jeff Delianides 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 May 14, 2018.

Valeria Ashcraft, Chairman

Date