

RCTB RICHLAND COUNTY TRANSIT BOARD

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MINUTES OF the November 13, 2017, regular Board meeting.

PRESENT: Board: Alexander, Ashcraft, Delianides, Givand, Heminger, Keinath, Seman
Kathy Adams, Todd Blankenship, Jotika Shetty, Richland Co. Regional Planning Commission
Fernando Molina, Chris Terry, Larry Morris, First Transit
Others: Tony Vero, Marilyn John, Vicki Shook, John Tipton, Frank Robinson, Tracy Geibel,
Daryl Banks arrived at 8:50.

Chairman Dave Keinath called the meeting to order at 8:30am.

Johnny Givand made a motion to add an Executive Session to the agenda. Mary Heminger seconded the motion. Dave stated that the Executive Session would be added at the end of the meeting. With no further discussion, the motion carried.

COUNTY COMMISSIONERS CONVERSATION

Commissioner Vero asked that this item be moved to later in the agenda, as all of the commissioners were not yet in attendance.

APPROVAL OF MINUTES

The minutes of the October 16, 2017, regular meeting were provided in the advance packet.

Johnny Givand made a motion to approve the above noted minutes. Karen Seman seconded the motion. With no further discussion, the motion carried.

TMR FINANCIAL REPORT FOR OCTOBER 2017:

A summary of the report of expenses and revenue of Transit Management of Richland (TMR) for the month of October 2017, 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 report from TMR's accountant shows details of all of the expenses and revenue. TMR continues to operate below budget for the year.

Jeff Delianides made a motion to approve the October 2017, 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 included in the advance packet and reviewed:

Bus #19: transmission repair, estimated at \$5,800-\$6,200. The locations available to repair the transmission are limited due to the brand of transmission in this vehicle.

Building repair change order - \$4,900 for additional tuck-pointing. In order to expedite the completion of this project prior to inclement weather, Tim gave the contractor the approval to complete this additional needed work. Dave thanked Tim for coordinating this project.

Bus #223 accident damage to front driver's side. This was a driver at fault accident, and has been submitted to insurance. There is a \$5,000.00 deductible.

Jeff Delianides made a motion to approve the above noted major expenses. Johnny Givand 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. Also included was another payment for the building repairs. This is for all of the repairs except the retainage, which will be paid upon final completion and approval of the project. Copies of the bills are available for review.

Johnny Givand 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.

COUNTY COMMISSIONERS CONVERSATION

Commissioner Vero stated that the commissioners were in attendance to address any questions or concerns regarding their involvement with the RCTB and/or the human services transportation committee that he convened earlier this year. He stated that the committee was formed in response to concerns that have been raised by local entities regarding the availability of transportation for persons that they serve. All RCTB members have been invited to attend.

There was discussion about the RCTB By-Laws, which are not the responsibility of the Commissioners. A copy of the RCTB By-Laws will be provided to all RCTB members.

The discussion included the difference between transit "system" or service complaints versus complaints about the transit board. The system is not financially able to serve the entire county, so some populations are not able to be served.

Commissioner Vero spoke on behalf of supporting transit at a recent Ontario City Council meeting and believes that an appropriation of \$5,000 annually will be included in the next budget. Some Ontario Council members appreciated the approach, as they still harbor ill feelings toward the RCTB for events that occurred several years ago.

There has been positive media coverage of the ribbon-cutting for the bicycle racks that was held at the transit center. This was an outreach effort of the transportation committee. Some board members were not notified in advance about the event. Dave apologized for this oversight.

Commissioner John mentioned that there have been other transportation / transit oversight committees, such as was convened by Regional Planning in 2016. She stated that there has been

effort to try to bring new ideas to the transit system, in an attempt to attract more riders, and possibly appeal more to the younger community.

There was discussion regarding appointments to the RCTB and the terms. These are both governed by the Ohio Revised Code. The terms of three people end on December 31, 2017. Two of those (Johnny Givand and Tim Alexander) have reached the two term limit which was established by the action of County Commissioners many years ago. Though the term limits have been waived at times in the past, the current commissioners are following this policy. The third person (Dave Keinath) has declined re-appointment.

Discussion included the approach through which some board members have received information, sometimes including a feeling of pressure or micro-management coming from the Commissioners.

Commissioner Vero stated that he did not seek out contact with Ohio Health, but was contacted regarding their dissatisfaction with the RCTB advertising representative. Dave stated that he had checked with several other entities that advertise on the buses, all of which reported a positive experience in dealing with the RCTB advertising representative, and the RCTB has previously determined that no action would be taken at this time regarding this topic.

RCTB FINANCIAL REPORT FOR OCTOBER 2017

The report of revenue and expenses for the board for October, 2017, year-to-date, comparison to the year-to-date budget, and comparison to the prior year same period was provided in advance and reviewed. Also provided were year-ending financial projections, which include the estimated local funds to be carried over for use in 2018.

Tim Alexander made a motion to approve the October 2017, RCTB Financial report. Mary Heminger seconded the motion. With no further discussion, the motion carried.

DRAFT 2018 BUDGET

A draft 2018 budget, with back up documentation was provided in the advance packet and reviewed. Kathy stated that it is not necessary to approve the 2018 budget at this time, as there remains uncertainty regarding one of the grants that has been received from ODOT in recent years. If this grant is not continued, the proposed budget will need to be reduced. There was discussion about the budget development process. No action was taken at this time.

FOLLOW-UP ON TRIENNIAL REVIEW ITEMS

A revised "RCTB Procurement Procedures" document was provided in the advance packet and reviewed. The revisions include the board actions that were taken at the September meeting, and requirements as a result of the recent FTA Triennial Review. All of the changes are noted in red.

Tim Alexander made a motion to approve the revised "RCTB Procurement Procedures" document. Val Ashcraft seconded the motion. With no further discussion, the motion carried.

The final Triennial Review report was provided through email. If anyone wants a hard copy it will be provided. Additional revised items will be presented to the board for approval prior to the January 29, 2018, deadline to address the findings in the report.

GENERAL MANAGER / MAINTENANCE REPORT

General Manager and maintenance reports were provided in the advance packet and reviewed. Service is now being provided to Target on the W. 4th St bus, and credit and debit cards can now be used for the purchase of monthly bus passes at the transit center.

RIDERSHIP DATA – OCTOBER 2017

The usual monthly ridership information for all services was provided in advance of the meeting. The actual rider numbers for the Kingwood Center “Pumpkin Glow” were provided. The service was well received, with Kingwood paying the fare for all riders over the age of 12.

OTHERS FROM THE FLOOR

Kathy apologized that she had failed to include the approval of Saturday service for December on the agenda for the October meeting or this meeting. In recent years, this service has been provided on all routes, except the routes that serve Marion Ave and Trimble Rd., and the Airport, and operated on a reduced schedule of 10:00am to 4:00pm on the first three Saturdays in December. This year the dates would be December 2nd, 9th, and 16th. In past years when the service was provided on the Saturday after Thanksgiving and the 4th Saturday in December, it was found that the ridership was very low on those days. The service has been operated with no fares collected.

Johnny Givand made a motion to approve the operation of reduced transit service on December 2nd, 9th, and 16th, with no fares being collected on these dates. Jeff Delianides seconded the motion. With no further discussion, the motion carried.

Allen County Transit Authority had a .25% sales tax initiative on the ballot which failed, so they are projecting service reductions for next year. In the future it may become possible for a sales tax as low as one-tenth of one percent to be placed on the ballot. This would generate a more accurate amount for supporting transit service, as the .25% generates an excess amount.

Karen recently read about employers in Columbus “taxing themselves” to support free COTA transportation for their worker to get to and from work.

Johnny stated that the previously requested executive session was no longer necessary.

Vicki Shook, who will be joining the board in January, mentioned that she has experience with advertising and may be able to assist with that program.

Frank Robinson stated that he has worked at RCT approximately 2 years following a career in the private sector. His past work experience includes quality control and compliance oversight.

He expressed concerns regarding RCT's compliance in the areas of the Americans with Disabilities Act, Department of Transportation requirements and preventive maintenance. Frank stated that he and Fernando had previously discussed the creation of a "Compliance Officer" position, and that Fernando was prepared to hire him for the position, but this was stopped by Fernando's boss. Dave informed Frank that staffing decisions are made by the Management.

NEXT MEETING

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

There being no further business, Johnny Givand made a motion to adjourn. Val Ashcraft 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 November 13, 2017.

David Keinath, Chairman

Date