

# **RCTB** RICHLAND COUNTY TRANSIT BOARD

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MINUTES OF the October 16, 2017, regular Board meeting.

PRESENT: Board: Alexander, Ashcraft, Delianides, Givand, Heminger, Keinath, Seman  
Kathy Adams, Todd Blankenship, Richland County Regional Planning Commission staff  
Fernando Molina, Chris Terry, First Transit

Chairman Dave Keinath called the meeting to order.

## APPROVAL OF MINUTES

The minutes of the September 11, 2017, regular meeting were provided in the advance packet.

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

## TMR FINANCIAL REPORT FOR SEPTEMBER 2017:

A summary of the report of expenses and revenue of Transit Management of Richland (TMR) for the month of September 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.

Johnny Givand made a motion to approve the September 2017, TMR Financial Report. Mary Heminger seconded the motion. With no further discussion, the motion carried.

## TMR AND OTHER MAJOR EXPENSES

There were no major expenses brought before the board for approval at this meeting. The board was reminded that the threshold for needed approval is now \$2,000.

## APPROVAL OF CURRENT BILLS AND EXPENSES

A list of current bills and expenses was reviewed. The list was larger than usual as it included payment for about half of the building repair project, the final invoice for the building security project, the final invoice for the ancillary equipment for the new buses for three radios, and payment for the repairs to the bus that was damaged in an accident in the spring, for which the insurance settlement has been received, along with the usual monthly expenses. Copies of the bills are available for review.

Tim Alexander 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 SEPTEMBER 2017

The report of revenue and expenses for the board for September, 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. There was a small correction from the original report and copies of the corrected report, dated 10/15/17, were provided at the meeting. The bills and expenses approved at this meeting are included in the report. There were no items of note in the report.

Johnny Givand made a motion to approve the September 2017, RCTB Financial report. Karen Seman seconded the motion. With no further discussion, the motion carried.

### DESIGNATION OF SIGNATURE AUTHORITY FOR FTA TRANSIT AWARD MANAGEMENT SYSTEM (TrAMS)

This item was included in the advance packet and reviewed. The purpose is to allow the RCTB Fiscal Officer to execute the annual required Federal Certifications and Assurances, and submit and execute grants in the FTA's electronic grant management system on behalf of the RCTB and the RCTB's attorney, which is the County Prosecutor. Since there is a new County Prosecutor and a new RCTB Chairman since the last time that the signature authority was completed, this item was updated to reflect both.

Mary Heminger made a motion to approve the updated "DESIGNATION OF SIGNATURE AUTHORITY FOR THE TRANSIT AWARD MANAGEMENT SYSTEM (TrAMS)". Tim Alexander seconded the motion. With no further discussion, the motion carried.

### FOLLOW-UP ON BUS ADVERTISING PROGRAM

There have been some recent discussions with the bus advertising contractor, John Tipton. Ohio Health was dissatisfied with his service and their advertising firm contacted Commissioner Vero to express their displeasure. Dave, Jotika Shetty, and Kathy met with John to discuss the incidents and potential improvements, particularly in the timeliness of communications. The need for quarterly reports to the board, per the advertising contract, was also discussed. Dave spoke with the Ohio Health contact person. He also contacted several of the other current bus advertisers, none of whom expressed any displeasure with Mr. Tipton. There was a brief discussion about the involvement of Commissioner Vero in this matter. Kathy stated that when people see "Richland County" on the vehicles, sometimes contact the Commissioner's office with complaints, which is typically followed up by the Commissioner contacting Regional Planning. There was a brief discussion about the role of the Commissioners in the matters that are overseen by the transit board.

### TRANSIT TECHNOLOGY UPDATE

Cost estimates to provide consultant services including evaluation of RCT's current fixed route system, how riders are currently counted, possible technology upgrades, and assistance with the Request for Proposal process were provided at the meeting and reviewed; along with a sheet showing the cost for similar services recently provided to the Western Reserve Transit Authority.

Larry Morris of First Transit provided an email stating that assistance with the development of specifications and the RFP would be included in the price of \$9,500 that was quoted. Being the current management contractor, First Transit would have some previous knowledge of the system, and have supplied a list of advance information requested to Ferando.

Tim Alexander made a motion to approve entering into a contract with First Transit for the desired consulting services, on the condition that a revised quote which includes assistance with the development of specifications and the RFP, and a timeline for delivery of the service, be provided. Val Ashcraft seconded the motion. With no further discussion, the motion carried.

#### FOLLOW-UP ON TRIENNIAL REVIEW ITEMS

This item was tabled.

#### GENERAL MANAGER / MAINTENANCE REPORT

General Manager and maintenance reports were provided in the advance packet and reviewed. Tim updated that there was a need for a change order to the repairs to the garage in the amount of \$850. The roof will be evaluated in the spring to determine if the repairs withstood the winter weather or if a new roof is needed. The contractor estimated the roof replacement at \$35,000.

Johnny Givand made a motion to approve the change order in the amount of \$850. Mary Heminger seconded the motion. With no further discussion, the motion carried.

The transportation provided to the Kingwood Center Pumpkin Glow went very well, with over 2,200 trips being provided. Kingwood Center paid the fare for all riders over the age of twelve, with riders twelve and under riding at no charge, as determined at the last meeting.

#### RIDERSHIP DATA – SEPTEMBER 2017

The usual monthly ridership information for all services was provided in advance of the meeting and reviewed. It was noted that the average riders per day for September was the highest recorded this year, now that the transfers are being properly included.

#### OTHERS FROM THE FLOOR

Karen stated that during a recent visit to the transit center she had discussion with some riders that shared that some drivers are concerned about the new buses being low to the ground, and that this might create difficulties in winter driving conditions. There was discussion regarding the drivers expressing this type of concern with the riders really not being appropriate. Karen also inquired about the drinking fountain not working. Fernando stated that it has been repaired.

Possible change to the W. 4<sup>th</sup> St. route to include the shopping center where Target is located is being evaluated. Some other parts of the route would need to be changed to allow the extra time needed. This type of minor route change does not require board approval, but the board should be aware that any change would be announced in the media.

Fixed route deviation to Madison High School was discussed. This should be doable if the time needed is not during the time when the school buses are loading or unloading at the school. Fernando or Chris will contact Sonja Pluck at Madison Adult Education to determine the times that the deviation is needed.

NEXT MEETING

The next meeting will be held on Monday, November 13<sup>th</sup> at 8:30am.

There being no further business, Johnny Givand made a motion to adjourn. Mary Heminger seconded the motion. With no further discussion, the motion carried.

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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 October 16, 2017.

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David Keinath, Chairman

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Date