

# **RCTB** RICHLAND COUNTY TRANSIT BOARD

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MINUTES OF the January 16, 2018, regular Board meeting.

PRESENT: Board: Ashcraft, Delianides, Heminger, McDaniel, Seman, Shook, Troupe  
Richland Co. Regional Planning Commission: Kathy Adams, Todd Blankenship, Jotika Shetty  
First Transit: Fernando Molina, Chris Terry, Larry Morris  
Others: Vince Storms, Stephanie Mullins

Chairman Karen Seman called the meeting to order at 8:30am. As there are new board members, brief introductions were made of board members and staff.

## ANNUAL REORGANIZATION – DESIGNATION OF VICE-CHAIR AND SECRETARY, NEW CHAIRMAN’S COMMENTS

Val Ashcraft volunteered to accept the position of Vice-Chairman. Jeff Delianides has been the secretary for several years, and is willing to continue in that role. All were in agreement with Val Ashcraft taking the position of Vice-Chairman and Jeff continuing as the Secretary.

## APPROVAL OF MINUTES

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

Jeff Delianides 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 DECEMBER 2017:

A summary of the report of expenses and revenue of Transit Management of Richland (TMR) for the month of December 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. There was a brief explanation of the expenses and revenue that are included in the report, and the use of TMR’s accountant, who prepares a monthly report showing details of all of the expenses and revenue. The wage and fringe expenses were unusually high in December due to there being five pay periods and the three days of Saturday service, which causes overtime. There were also quite a few maintenance expenses in December. A more detailed list of the expenses was included in the General Manager’s report.

Mary Heminger made a motion to approve the December 2017, TMR Financial Report. Bridget McDaniel seconded the motion. With no further discussion, the motion carried.

## TMR AND ANY OTHER MAJOR EXPENSES

There were no major expenses to be approved at this time. The major purchase threshold for purchases that require board approval was discussed.

### 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. There was discussion regarding the final payment for the building repairs. The check will not be sent to the vendor until final approval is given by Tim Alexander, who is overseeing the project. Copies of the bills are available for review.

Bridget McDaniel made a motion to approve the list of bills and expenses for payment, with the understanding that the payment to Heartland Construction will not be forwarded until the final approval is received. Mary Heminger seconded the motion. With no further discussion, the motion carried.

### RCTB FINANCIAL REPORT FOR DECEMBER 2017

The report of revenue and expenses for the board for December, 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. The report includes the TMR expenses and revenue and the bills that were approved at this meeting. Though this is a report for the full 2017 calendar year, it is likely that some changes may occur prior to the final fiscal year financial report. The Richland County CDBG funds became available in December. Kathy stated that she plans to attribute some of those funds to 2017 local matching funds for the period of October through December. This is not reflected in this report. A revised December/year-end report will be provided in the future.

A summary of local funds needed and received for prior years was included in the advance packet and briefly reviewed. This will be revised for a final year-end balance when all expenses and revenues for fiscal year 2017 are finalized.

Vicki Shook made a motion to approve the December 2017, RCTB Financial report. Val Ashcraft seconded the motion. With no further discussion, the motion carried.

### FOLLOW-UP ON TRIENNIAL REVIEW ITEMS

In response to findings from the September, 2017, Federal Transit Administration's review of RCTB compliance, Fernando created a new "Drug-Free Workplace Policy Statement", which was provided in the advance packet and reviewed. The date for the document will be changed to reflect the date of approval by the board.

The revised "Drug and Alcohol Policy", which pertains to staff drug and alcohol testing procedures, was provided to the board in December, and sent to FTA for review. This policy will also be dated to reflect the date of approval by the board. There is one minor change needed following the FTA review which will be included as an attachment, and there will be a single sheet for employees to sign verifying receipt of both policies.

Vicki Shook made a motion to approve the revised "Drug and Alcohol Policy" and the new "Drug-Free Workplace Policy" documents, with the minor revisions that are noted here. Mary

Heminger seconded the motion. With no further discussion, the motion carried.

#### TRIENNIAL TITLE VI PROGRAM UPDATE

Every three years there is a need to review and update the RCTB's Title VI program. This includes non-discrimination policies, discrimination complaint process and procedures, and a Limited English Proficiency analysis and plan, along with supporting census data. This was completed by Kathy and a copy of the updated information was provided in advance of the meeting and reviewed. All will be provided to FTA upon adoption.

Mary Heminger made a motion to adopt the updated RCTB Title VI program, as presented. Bridget McDaniel seconded the motion. With no further discussion, the motion carried.

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

Since a new RCTB chairman has been designated, there is a need to update this document which gives the RCTB Fiscal Officer the authority to complete all FTA grant related requirements on behalf of the Chairman and the legal counsel, which is the Richland County Prosecutor.

Vicki Shook made a motion to approve the designation of signature authority to the fiscal officer. Holly Troupe seconded the motion. With no further discussion, the motion carried.

#### GENERAL MANAGER / MAINTENANCE REPORT

General Manager and maintenance reports were provided in the advance packet and reviewed. There was discussion regarding the upcoming system review and technology needs evaluation which will be completed by First Transit under a separate agreement from the management agreement. A recent accident in the bus garage was briefly discussed.

#### RIDERSHIP DATA – DECEMBER 2017

The usual monthly ridership information for all services was provided in advance of the meeting and briefly reviewed. Additional data for all of 2017 will be provided as part of the annual Transit Development Program later in 2018. This document is updated annually as part of Regional Planning's transportation planning work.

#### OTHERS FROM THE FLOOR

Labor union representative Vince Storms commented on safety concerns that have been expressed to him following the accident in the bus garage that was mentioned. He asked if the Ohio Safety and Health Administration had been notified of the accident. Fernando said that the OSHA, Worker's Compensation, and the RCTB Insurance provider were all notified. The bus has not been moved in case any of these entities want to take pictures or otherwise investigate the scene of the accident. Other items mentioned by Vince included grievance procedures, lack

of a safety committee and/or safety coordinator, concerns previously submitted by TMR employees, and management working on equipment. He stated that his is preparing a formal request for information.

Stephanie Mullins, wife of TMR employee Ray Mullins who was injured in the accident, provided background information on their family, Ray's work schedule in recent months, Ray's dedication to RCT, her understanding of previous complaints being forwarded to management about the bus lifts not working properly, her understanding of what happened during the accident, and other information.

There was a motion made, and seconded, to go into executive session to discuss personnel matters. With no further discussion, the motion carried  
The executive session lasted approximately 30 minutes, after which the regular meeting resumed.

#### OTHER FROM THE FLOOR CONTINUED

Jotika provided a copy of the service agreement between Regional Planning and the RCTB for the provision of administrative, financial, and planning services. She notified the board that Kathy will be retiring within the next few months and returning to work, at first full time and then later on a part time basis. Kathy's part-time work will continue to include the financial activities for the RCTB. The federally required planning work will be completed by other Regional Planning staff. Currently Kathy's time that is spent on the planning activities is part of Regional Planning's transportation planning program, and is not billed to the RCTB, so there should be little change in the services that are provided directly to the RCTB.

#### NEXT MEETING

The next meeting will be held on Monday, February 12<sup>th</sup> at 8:30am.

There being no further business, Mary Heminger made a motion to adjourn. Bridget McDaniel 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 January 16, 2018.

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Karen Seman, Chairman

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Date