RCTB RICHLAND COUNTY TRANSIT BOARD

19 N. Main St. Mansfield, Ohio 44902 419-774-5684 fax 419-774-5685

MINUTES of the July 14, 2025 RCT Board meeting

PRESENT:

Board: Scott Heimann, Ed Pickens, Trae Turner, Crystal Davis-Weese
Virtually: Donna Hight
Absent: Carl Neutzling, Todd Blankenship
Regional Planning: Jean Taddie, Carol Coovert, Virtually: Jotika Shetty
Transdev/First Transit: Chris Terry, Virtually: Cristin Tolen

Call to Order

Board Chair Scott Heimann called the meeting to order at 3:03 p.m.

Recommended Actions: Routine Matters – CONSENT AGENDA

The June RCTB meeting minutes, bills to pay, TMR and RCTB financial reports, GM report, status of grant programs, ridership and advertising reports were provided in advance for review.

Jean noted that Gillig paid for the work that needed to be completed on the bus. It is all fixed and back in service. A cutaway bus is now out, one of the new ones with only 48,000 miles. It is at Grahams with a bad engine. It is under warranty and is being repaired.

On the grant report, the state budget has passed but we are still waiting for an announcement from ODOT. We won't know exactly what money we will receive until this is announced. We will still have a Finance Committee meeting when this is finalized.

In the current bills, there is a payment to PEP for our insurance which is greater than the final bill we will be paying. We are making some adjustments to our coverages and awaiting the revised bill. This credit should show in next month's bills to pay.

Crystal Davis-Weese made a motion to approve the consent agenda. Ed Pickens seconded the motion. With no further discussion, a roll call vote was taken to approve the motion. Scott Heimann – yes, Donna Hight – yes, Trae Turner (not in attendance yet), Ed Pickens – yes, Crystal Davis-Weese – yes. The motion to approve the consent agenda carried.

Old Business

Procurement updates:

HVAC – There was another warranty call. This was for the air conditioning at the Transit Center. They came in and reset it and it is working. We would like to find out what is causing it to shut off.

Windows – The windows are done. There were some issues with the window sills and the architect asked the contractors to come back and make the window sills paint ready because Chris & Tara will be re-painting the offices and conference room. We are happy with the finished product.

Painting Project – We would like to continue working with the architect from the windows project for the painting project so we have asked him to give us an estimate for the painting project. The painting project only has $14,823 in the grant but we have money left from other projects that we will try to transfer to the painting project.

Gillig Bus – The bus has been ordered. They will reach out to us when they are ready to start production. We won't have the Gillig bus until 2026.

EZFare – We are meeting weekly with our project manager at Masabi. We will be working with them for weeks. October 21 is the current go-live date with EZFare.

Final Friday – We had a much better turnout and the best ridership of all of our Final Friday events with 77 passenger trips. We did it with only four drivers instead of five. Everything went fine. Going forward, if we don't have a large amount signed up ahead of time we will probably use four buses and have one on call in case we need it. We feel like the weather and construction actually helped because nobody wants to drive downtown. We also had much better marketing this month from our team. The Facebook results we were getting was a benefit. Tony Vero did a great job advertising for us.

MATI Workforce Transportation Planning – Jean shared some of the support letters in the board packet that we have received from an employer and several agencies. We also received a letter of support from the City of Mansfield. Jean will follow up with some employers to try to get a few more letters from employers. We received over 100 more surveys, this time gaining input on the deviated fixed routes that are proposed. RLS & Associates and NECIC went out into the community and set up tables at various locations over two days to give people a chance to weigh in on our plan. They will be set up again at the NECIC farmers market. The final application is due by 7/31. We should be notified of the award by September. We will also need to work with the driver's union to get everything lined up for 2nd/3rd shift service.

Google Maps Hosting/ETA Transit – We are paying ETA Transit to be the intermediary with Google. Google finally gave them feedback on the first run through of changes needed based on their QA of the GTFS data. We need to update the names of our on-call stops. It may take one or more sprints (two-week development cycle) with Google to make the necessary changes to our GTFS code. We are on Apple Maps but we still need to go back and talk to Apple about some of the issues we are experiencing with their directions.

Virtual Meetings Policy Update – Last month we passed our virtual meetings policy. The attorney reviewed it again and made some additional changes to the policy, which is included in the board packet. We need to approve the policy with the amended language as recommended by our attorney.

Crystal Davis-Weese made a motion to approve the revised virtual meetings policy. Trae Turner seconded the motion. With no further discussion, a roll call vote was taken to approve the motion. Scott Heimann – yes, Donna Hight – yes, Ed Pickens – yes, Crystal Davis-Weese – yes, Trae Turner – yes. The motion to approve the revised virtual meetings policy carried.

RCT Brand Refresh – Spencer, an intern from NEORide has been working on a brand refresh for us and Jean presented the samples that he has done. Jean asked for feedback from the board. Donna likes the wings on the R and the bigger bus that looks like it's driving out of it. Crystal and others feel like we need to do something with the bus inside the letter C because it doesn't look like a C. Everyone likes the bigger bus as opposed to the smaller bus. No one really likes the vertical version of the logo. We like the red version of "Richland County Transit". Scott brought up some samples he found from AI to review as well. Spencer's last day as an intern with NEORide is the Friday before the next board meeting, so we need to decide on it soon. We will meet with Spencer soon to review suggestions made by the board and have him re-design the logo with the suggested changes.

New Business

Public Entities Pool/PEP coverage renewal – Jean went over the documents from PEP showing our current coverages and costs for the property/building and the vehicles. The premium was more than expected. We need to remove coverage on some of the buses. Chris sent an email showing 7 buses that are not in good shape. We need to remove coverage on 4 buses to get our insurance coverage down to 19 buses, since this the size of our agency with the FTA. #204 & #217 are not running at all, #20 & #22 both have major issues. These will need to be disposed with the FTA as well. We can also change some from full coverage to liability only, #206 & 219. We will let the insurance company know of the changes we are requesting and they will send us a new invoice to pay before the end of the month. Jean also reviewed the property valuation report that PEP sent to us and reviewed the value of the buildings/property. Jean will discuss the valuation report with our PEP representative to make sure we are covered properly before we pay the renewal invoice.

Other Business from the Floor

CDBG is slated to be eliminated by Congress according to the President's budget request. This has happened in the past and been changed by Congress to keep funding it. We receive about $75,000 from the county for CDBG over a two-year period. The city CDBG is annually, and we are to receive $54,000 from their CDBG fund over the upcoming year. This is very helpful for our local match challenges. There is an Advocacy Toolkit included in the board packet from the Ohio CDBG Coalition to use to share this story with other people. Jean shared the story map which includes stories from Richland County.

Executive Session

There was no executive session.

Adjourn

There being no further business, Crystal Davis-Weese made a motion for unanimous consent to adjourn. Trae Turner seconded the motion. With no further discussion the motion carried.

The meeting adjourned at 4:25 p.m.

Next Meeting
The next RCTB meeting is Monday, August 11 at 3:00 p.m.

*Note: The RCT Board meeting was held in person, with an option to attend virtually in accordance with RCTB's virtual meetings policy.

Trae Turner, Secretary — Date: 8-11-25

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 RCTB meeting held on Monday, July 14, 2025.

Scott Heimann, Chairman — Date: 8-11-2025