

RCTB RICHLAND COUNTY TRANSIT BOARD

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

MINUTES of the August 17, 2026 RCT Board Meeting

PRESENT:

Board: Scott Heimann, Donna Hight, Ed Pickens, Trae Turner, Emily Adams

Absent: Todd Blankenship, Crystal Davis-Weese

Regional Planning: Jean Taddie, Carol Coover, Jotika Shetty (virtually)

Transdev/First Transit: Chris Terry, Tara Burchett

Call to Order

Board Chair Scott Heimann called the meeting to order at 3:33 p.m.

Recommended Actions: Routine Matters – CONSENT AGENDA

The July 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.

TMR financial report has \$202,000 taken out of the budget, and we are still under budget but with less of a cushion. The TMR report and RCTB financial report in the packet reflect the updated budget for 2026, more details were discussed under the mid-year budget revision agenda item.

Trae Turner made a motion to approve the consent agenda as presented. Ed Pickens seconded the motion. With no further discussion, the motion carried.

Old Business

Procurement updates:

Architect contracts for painting & flooring projects:

We are moving forward on the exterior painting project and the flooring project. Last month we put out an RFQ for an Architect for the project. For both of the projects Field 9 Architecture was chosen as the best fit for the scope of these projects. We have worked with them in the past so he is familiar with the county templates. Both contracts were sent to the agency and the attorney and we would like to have the contract in place by August 21. Field 9's proposal came in at \$6,200, which is below what we had in the grant for the painting project. The proposal for the flooring project came in at \$11,800, which is above what we had in the grant. The grant was for \$10,000. We may be able to use money from other projects to cover the extra cost. If not, we may have to spend local reserve funds.

Emily Adams made a motion to authorize Jean Taddie to use \$1,800 of local reserve funds for the flooring project if money is not available through other FTA resources. Donna Hight seconded the motion. With no further discussion, the motion carried.

Ed Pickens made a motion to approve the Architect contracts for design services, bid documents preparation and construction management of the painting and flooring projects with Field 9 Architecture. Trae Turner seconded the motion. With no further discussion, the motion carried.

MATI Phase 2 update:

Everything is going good with the drivers and everyone is trained and on the job. The ridership on the routes is going up a little each month except for Route 18, which is the same as last month. We are hoping with school starting there may be more ridership from the students. We will look at all of the routes again after we receive the September ridership numbers, which will be 5 months of data to review. Jean is still doing apartment outreach and we are planning on advertising on all of the buses with side window bus ads. The next Stakeholder meeting will be at the Longview Center on Tuesday, September 22 at 1:30 pm.

Wheels to Work bike grant applications:

We have distributed two bikes for the Wheels to Work bike grant program and we have two more that are available to give away.

Final Friday update:

Final Friday went well and this was our busiest month we have had so far. We had 85 riders for July and ran 4 buses, which worked out perfect.

Audit update:

The audit report is in the board packet. This is our state and federal audit completed by Charles E. Harris & Associates. Our audit was clean with no findings. This is four years in a row. We still need to meet as a Finance Committee to review it, which we can probably do when we are ready to work on the budget for next year.

Mid-year budget revision & finance committee updates:

The Finance Committee met in July to review the budget so far for the year. Our spending was less for the first six months of the year than what we budgeted for. The finance committee is recommending taking the gap that we had for the first six months of the year and remove that amount from the total budget. We don't recommend changing what we budgeted for the 2nd half of the year because we feel we will be closer to actual during this time period. The new budget amount is showing on the financial reports for TMR and RCTB but we do need to make a motion to adopt the amendment to the budget.

Emily Adams made a motion to adopt the 2026 budget amendment. Donna Hight seconded the motion. With no further discussion, the motion carried.

Cybersecurity policy:

Since our last board meeting, Jean has reviewed five documents related to the cybersecurity policy; the acceptable use policy, the business continuity plan, the incident response plan, the information classification and management plan, and the IT security policy. One of the things she suggested is to have a simplified document we can use in the event of a cybersecurity emergency. Net2 did send us a new, condensed incident response plan. We are already have a

compliant cybersecurity policy, but we still need to condense this down and make it a little less complicated and easier to digest. We may need to have a face to face meeting with Net 2 and go through everything together.

EZFare rider report options:

We have two different reports in the packet. One is from the driver's records and the other is from the EZFare software reporting activations of passes/tickets. Neither report can track where a person is riding or have any demographic information. When we have additional time we can start marketing EZFare again to remind people that the service is available. We will continue to monitor the numbers in the ridership reports at least quarterly using the EZFare software reports.

New Business

ODOT Resolution for SFY27:

We received our funding from the State and now we need to program it into a grant. The ODOT Resolution will be for this fall's Urban Transit grant and also for SFY 2028 projects. This resolution gives Jean the authority to apply for funding and provide information needed for the funding.

Donna Hight made a motion to approve ODOT Authorizing Resolution #26-2. Emily Adams seconded the motion. With no further discussion, the motion carried.

Financial Management Policy updates:

We are starting to get ready for our Triennial review, so we are updating our policies. The Financial Management Policy is revised and ready for approval. We have updated the circular references and taken out programs that don't exist anymore.

Ed Pickens made a motion to approve the Financial Management Guidances & Procedures policy. Trae Turner seconded the motion. With no further discussion, the motion carried.

JFS Non-Emergency Transportation Proposal:

We are working on a new RFP response for JFS that is due on 8/21/26. This is only for Dial-A-Ride service, unlike what we do for Third Street Services. Their current cost is \$8.00 per trip and we are proposing increasing the rate because of a large percentage of no shows and additional administrative duties for their agency. The board has requested we increase the fee for JFS to \$15.00 per trip for to make up for some of the administrative costs.

Emily Adams made a motion to approve JFS Resolution 26-3 for Jean to apply for the JFS service and sign the contract when it comes in. Donna Hight seconded the motion. With no further discussion, the motion carried.

Other Business from the Floor

There was no other business from the floor.

Executive Session

There was no executive session.

Adjourn

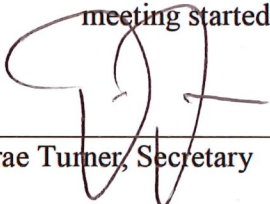
There being no further business, Emily Adams made a motion to adjourn. Trae Turner seconded the motion. With no further discussion the motion carried.

The meeting adjourned at 4:51 p.m.

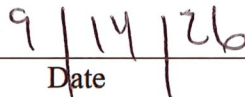
Next Meeting

The next RCTB meeting is Monday, September 14 at 3:30 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. Community members could attend virtually by contacting rctadmin@rcrpc.org to request the link at least 1 hour before the meeting started. Board members could attend virtually with 48 hours' notice.



Trae Turner, Secretary

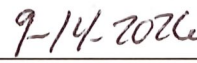


Date

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, August 17, 2026.



Scott Heimann, Chairman



Date