RCTB RICHLAND COUNTY TRANSIT BOARD

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MINUTES of the March 12, 2025 RCT Board meeting

PRESENT:

Board: Carl Neutzling, Ed Pickens, Trae Turner, Crystal Davis-Weese,
Absent: Scott Heimann, Donna Hight, Todd Blankenship
Regional Planning: Jean Taddie, Carol Coovert
Transdev/First Transit: Chris Terry, Tara Burchett
Guest: Allie Watson, President/CEO of Richland County Foundation

Call to Order

Vice Chair Ed Pickens called the meeting to order at 8:39 a.m.
Note for the record – we do not have a quorum yet so we will be reviewing items just for discussion.
Crystal David-Weese was able to join the meeting at 9:33 am so we have a quorum to vote on matters at hand.

Recommended Actions: Routine Matters – CONSENT AGENDA

The February 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.

Trae Turner made a motion to approve the consent agenda. Carl Neutzling seconded the motion.

Jean brought to the attention of the board our cash flow situation. There are $809,000 worth of bills for this month, which includes the invoices for four new cutaway buses. We will not be paying these this month since the buses have not been delivered yet. We are hoping by the time they are delivered the FTA will have approved our new super grant request. We did a cash flow analysis and we are recommending paying all of the operating expenses as well as the roof, since the roof job was completed in December. We should also be receiving the $90,000 from the county soon. The board agreed that we should go ahead and pay the bill for the roof.

With no further discussion, the motion to approve the consent agenda carried.

Old Business

Procurement updates:

HVAC – The furnace that heats the storage area where the buses are kept is not working. Chris has contacted the contractor and they said they would be out yesterday, but so far they have not been out to check on the issue. We do have two final bills to pay for Cavalry Mechanical this month. The engineer has signed off that everything is approved, but since the units are not

working properly, it is recommended that we should not pay them this month until everything is fixed and working properly. We are still having some problems with the individual heat tapes in each office as well. Chris will be starting a log to keep track of the problems we are encountering on a daily basis. Jean will set up a meeting with the engineer & contractor to discuss the problems & solutions.

Buses – There are five smaller buses in the pipeline and are awaiting a quote from Gillig. Four are expected to be delivered on 3/24. They have sent us the invoices for these buses.

EZ Fare – We have been put on their timeline. They are looking to start implementation the middle of June. They are showing 3 to 6 months for completion of the project implementation.

Windows – The contract is ready for approval. It is at the attorney now for signature. The contract was awarded to Gunton Corporation and their sub-contractor is Precision Installations. We received very good reference from three different companies that have worked with both of them. Gunton is the regional distributor for Pella Windows. Their bid was $30,625.

Crystal Davis-Weese made a motion to approve the window replacement contract. Ed Pickens seconded the motion. With no further discussion, the motion carried.

Final Friday Planning update – We reviewed the budget for Final Friday service. Pick up times will be from 6:30 pm to 11 pm this year, which is a half hour earlier than last year. We decided to leave the service area the same this year. The cost is under $25,000 total budget. We are seeking at least $10,000 in local sponsorships. We decided on 4 layers of sponsorship opportunities, ranging from $500 to $2,500.

Crystal Davis-Weese made a motion to approve the Final Friday service plan and budget for 2025. Trae Turner seconded the motion. With no further discussion, the motion carried.

MATI workforce transportation planning update – Jean shared a map with the board showing possible areas to vet for better coverage in the morning and evenings. There are four zones, Airport Industrial Park, Ontario, Longview, and Lexington/Bellville. We are reaching out to employers in these zones to see if they would be willing to host employer focus groups in these four areas at the beginning of April. Jean will be traveling to Minnesota next week to meet with the other eight communities and the researchers about the MATI project.

ETA Transit Google Maps hosting update – The board said we can spend up to $10,000 on working with ETA transit to help us connect our links from the buses to Google. In reaching out to NEORide, other agencies have worked with Google to set up an account without having to sign an indemnification clause. As part of our small urban support, NEORide has said they will help us to see if we can get set up with Google. The have a tech person that should be able to help us with this.

Virtual meetings policy update – The first sample just came in yesterday, so it is in the board packet and Jean sent it over to Amanda in legal to review. The earliest it can go into effect is April 9. Hopefully we will have a sample to review at next month's board meeting.

New Business

New service request – Allie from Richland County Foundation explained the transportation service that they are looking at for one of the Kaleidoscope series at the Renaissance Theatre. RCF would like to put more funding towards the project and work with RCT to help students be able to attend the event by providing transportation. There would be no indemnification clause in the contract because the Renaissance Theatre would be responsible for signing the contract with Richland County Foundation. We would use the same format that was used for Final Friday, where passengers would call RCT to schedule a ride, and anyone from the public could use the service so long as they are in the service area and one end of the trip goes to the Ren location. The topic is "Communicating Across the Divides". This would be in the fall of 2025. The service hours would potentially be from 5 pm to 7:30 pm. The number of vehicles to use is to be determined as well as the service area. The operations and the board feel this would be good effort to support. Ed Pickens mentioned that it would be good to offer this to OSU students as well. Allie will be in touch with more information once the event is scheduled.

Bus #218 insurance claim – Bus #218 was involved in an accident and the damage is repairable. Bakers will be doing the repairs. Chris also noted that they have also finally received the parts needed to fix two of the low floor buses that have been out of commission since 2022.

Metropolitan Transportation Planning Process MOU – The Memorandum of Understanding template that ODOT sent is included in the packet. Basically it's about the relationship of who does the planning for transit system, what the MPO is responsible to do, what we do and what ODOT is responsible for. Essentially our responsibility is to provide the required data and be part of the planning process. It describes the TIP, to put a budget in and request amendments as necessary to do our business.

Ed Pickens made a motion to approve the Metropolitan Transportation Planning Process Memorandum Of Understanding. Crystal Davis-Weese 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, Trae Turner made a motion to adjourn. Carl Neutzling seconded the motion. With no further discussion, the motion carried.

The meeting adjourned at 9:52 a.m.

Next Meeting

The next RCTB meeting is Monday, April 14 at 3:00 p.m.

Trae Turner, Secretary — Date: 4/14/25

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 March 12, 2025.

Scott Heimann, Chairman — Date: 4-14-25