RCTB RICHLAND COUNTY TRANSIT BOARD

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MINUTES of the June 11, 2025 RCT Board meeting

PRESENT:

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

Call to Order

Board Chair Scott Heimann called the meeting to order at 8:36 a.m.

Recommended Actions: Routine Matters – CONSENT AGENDA

The May 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 we still need more state grant info to come together before we call a finance committee meeting. We did get notice that the Federal amount we are going to get is official. We received over $2.3 million total, $1,302,400 is for capital. We won't know which capital projects will be awarded until the state announces their budget numbers. We are going to get less money for operating funds ($1,063,216). The state budget has to be completed by June 30. We have been having discussions with ODOT regarding the state apportionments process. Our small urban coordinator with NEORide has been facilitating these discussions. We also need to look at our budget process for RCT. We have been severely under budget every year. We need to budget closer to what we normally spend.

Mansfield received more CDBG money than they expected. We don't have a contract in place yet so we can't start spending the money. We applied for $104,414 and we received $54,153, which is about $12,000 more than we received this year. This grant provides matching funds for Dial-A-Ride trips for Mansfield residents.

Ridership still continues to be below last year for some reason. Donna noted that OSU Mansfield will have lower ridership rates for May through August as school is starting later and ending sooner, which will affect the Ontario Circulator numbers.

Donna Hight made a motion to approve the consent agenda. Trae Turner seconded the motion. With no further discussion, the motion to approve the consent agenda carried.

Old Business

Procurement updates:

Gillig Bus – We received the signed contract back from the state of Washington last month and we were notified this morning that our order has been approved.

Windows - the windows are scheduled to be installed on June 19 – 20.

Vehicle Lift - one more part is needed for the vehicle lift and then that repair should be done.

Final Friday – The Downtown Mansfield Improvement Board awarded us $10,000 for Final Friday. We haven't had any other sponsors come forward. It rained for the first Final Friday and attendance was really down, less than ¼ of what they normally have. We had 17 riders and we were aiming for 50 or more. The marketing started later that we wanted while the union issues were resolved. We are getting trained by Kym Lamb on how to do Facebook ads. DMI's marketing seemed to be less than last year too. The construction project may have some effect on the numbers as well. Next year, we will look at the ridership and sponsorship to see if we want to continue the service for another year. We can look at this at the end of the season. We may need to adjust the number of drivers/buses needed throughout the season if we don't get many riders.

MATI Workforce Transportation Planning – We have submitted our draft plan/application to the University of MN for Phase 2. We decided to go with the Longview/Airport Zones. Our final plan being vetted is a combination between Demand Response and Fixed Route, which is a Deviated Fixed Route plan. We will deviate and pick people up at their home or employer anywhere along the route, but riders will pay a little extra charge. The routes would potentially run hourly from 4 a.m. to 7 a.m. and then again from 7 p.m. to midnight Monday – Friday. We are going to go out into the communities where people would use the service and explain the plan and see how they feel about it. Right now, the University of MN is taking the proposals from all 8 communities and vetting them with the FTA to see if any proposals are FTA non-compliant. Then they will pick the 4 out of the 8 that they want to fund. They feel the award will be decided by September 1. We will also be reaching out to employers to try to get more support letters from them.

Google Maps Hosting/ETA Transit – Apple Maps is still not up and running yet. Google is in process. They were successful in getting the account set up properly. They have uploaded the route maps (GTFS) and are awaiting feedback from the Google team on any issues with the GTFS feed.

Virtual Meetings Policy Update – We need to make some decision on this policy. We have said in the past that we want to have the flexibility of attending the board meetings and voting virtually. The attorney has reviewed the draft policy and said we do not need to do an amendment to our bylaws. We just need to make some decisions about some of the language. Essentially you can have a virtual attendance as long as there is not a major non-routine expenditure not approved in the budget greater than $50,000. A tax levy vote or annual meeting would require in-person attendance. An emergency could be a couple of things, an emergency could be the reason that you could not give 48 hour notice, or the reason you call a quick meeting and don't give the public 72 hours' notice. Emergency applied to sections 2 and 8. Trae suggested changing the wording to say "means unexpected incident or event". Scott suggested that we require an in-person meeting when we approve the budget in December each year. The attorney suggests that if the public wants to comment on the meeting, we should require them to be at the meeting in person.

Trae Turner made a motion to approve the virtual meetings policy as amended contingent

upon legal approval. Donna Hight seconded the motion. With no further discussion, the motion carried.

New Business

Pioneer contract for demand response service – This is the same contract as the last two years, the only changes we made were to the dates and the amount. There was a slight price increase as costs continue to go up. We did add a note that if they have any days off for other reasons beyond weather or planned days off that we get notified. We will continue to provide this Demand Response service for the upcoming school year, with public access.

Donna Hight made a motion to approve the 2025-26 Pioneer Demand Response service agreement. Todd Blankenship seconded the motion. With no further discussion, the motion carried.

Other Business from the Floor

Jean discussed a new branding option that was presented to us by the new small urban transit coordinator at NEORide. They have a new intern this summer that would be willing to work on new branding for us and give us some suggestions to consider. The intern will only be with them until mid-August. It's a free opportunity to look at our current brands and give us some guidance. We can reach out and meet with him and have some ideas for us by the next board meeting.

Executive Session

There was no executive session.

Adjourn

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

The meeting adjourned at 9:57 a.m.

Next Meeting

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

Trae Turner, Secretary — Date: 7/14/25

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 Monday, June 11, 2025.

Scott Heimann, Chairman — Date: 7-14-2025