

RCTB RICHLAND COUNTY TRANSIT BOARD

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

MINUTES of the October 15, 2025 RCT Board meeting

PRESENT:

Board: Scott Heimann, Ed Pickens, Donna Hight, Carl Neutzling

Absent: Crystal Davis-Weese, Todd Blankenship, Trae Turner

Regional Planning: Jean Taddie, Carol Coover

Transdev/First Transit: Chris Terry, Tara Burchett

Call to Order

Board Chair Scott Heimann called the meeting to order at 8:34 a.m.

Recommended Actions: Routine Matters – CONSENT AGENDA

The September 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 mentioned the grant report. We finally found out from the state the amount we will be receiving for the ODOT Urban Transit Program (UTP), including the small urban bonus. For SFY26 we will be receiving \$455,279. Last year it was about \$410,000.

On the ridership report, the ridership has been down for about a year. This month, the fixed route was higher with over 10,000 riders. This is the first time this year. The DAR ridership is still down.

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

Old Business

Procurement updates:

Windows – the contractor has looked at the window that was broken and it looks like they will need to replace the whole window. The window is on order and is under warranty.

Vehicle Lift Repair – the final part finally came in and has been installed. It is finished and working great.

Cutaway Bus – we had our new 12-2 Cutaway bus delivered. It is ready for service but the license plates are not here yet. The original title had the incorrect price listed so it had to be sent back to be corrected.

EZfare implementation update – We are in the second phase of User Acceptance Testing (UAT). The soft launch is planned for November 5th. We are thinking to open this up to our rider through Facebook announcement and posting it on the buses. We would like to set up a table at the transit

center and have tablets available to help people install the app and get started with EZfare. We would like to give them something as an incentive for downloading the app and helping them get set up, either a free ticket or a free flashlight. There is a short video available explaining how to use the system. Jean will send this out to the board to review.

Final Friday – Jean shared the data from the Final Friday service. We had a 78% increase from 2024 (153 trips) to 2025 (272 trips) in our total ridership. We had an average of 54 riders for each Friday. It helped to have the extra marketing outreach this year and also word of mouth from previous riders. This year we did it with only 4 drivers and 4 buses so we saved money. Jason prepared a map from where the passengers were picked up (46 pick-up addresses), which is higher than last year. We had 25,000 people reached through Facebook advertising. The majority of the people did not reserve their trip ahead of time, most called the day of the event. Over half of the people surveyed said the Final Friday ride was their first experience riding with RCT. The direct cost of the Final Friday service was almost \$10,000, which is the amount we received from the City of Mansfield.

Google Maps Hosting/ETA Transit – ETA is doing their final checks with Google and if everything passes, the system should be live by next week. Apple Maps still needs to fix the problem with it showing that we are running services on Saturdays.

Kaleidoscope & Million Step Challenge service results – There were no riders for the Million Step Challenge. The Kaleidoscope series had 4 trips. We used two buses and two drivers. None of the teachers took advantage of rides for their students.

JFS Contract Services follow up – Jean met with Toby and Lori from JFS to explain the information we needed. As discussed in last month's meeting, the board would like to know when & where the transportation was provided for the riders that didn't use RCT. We have requested the service times they ran, the service area, and how much was paid for other transportation for these riders. They cannot provide us with exact address for people because of privacy and HIPPA regulations. Lori from JFS is waiting on legal review and checking with the Dept. of Medicaid to see if they can give us the street of the destination of the riders.

New Business

MATI Phase 2 award & contracts – The Phase 2 MATI grant has been awarded to RCTB. We have received the new contract from the Univ. of MN. and Scott has signed the contract. The contract for NECIC has been drawn up and is awaiting our attorney's approval. The contract for RLS was a state contract last year but it has expired. Jean has sent a new draft copy of the contract with RLS to our attorney for review and approval.

Ed Pickens made a motion to approve all three MATI contracts pending final legal review from our attorney. Donna Hight seconded the motion. With no further discussion the motion carried.

2025 budget revision for MATI – We had \$100,000 for the MATI budget for 2025. Jean calculated how much of the \$700,000 for Phase 2 of MATI we will need for October, November

and December of 2025. The amount needed should be about \$40,000, so we changed the MATI budget for 2025 to \$140,000.

Ed Pickens made a motion to revise the MATI budget for 2025 to \$140,000. Carl Neutzling seconded the motion. With no further discussion, the motion carried.

2026 budget planning – We would like to get the 2026 budget to the board for first review by the next board meeting. We would like to have a finance committee meeting before the board meeting. We scheduled a finance committee meeting for November 10 at 8:30 am.

Resolution for SFY27 ODOT capital grant projects – Jean is programming \$455,000 in Urban Transit funds. We also need to put in our capital grant request for 2027 by November 14. This resolution will give Jean the authority to execute and file grant applications, agreements and to do any assurances or reporting required by Federal or State.

Ed Pickens made a motion to approve Authorizing Resolution 25-2. Carl Neutzling seconded the motion. With no further discussion, the motion carried.

Disposal of Bus 219 – This bus has 166,000 miles and is a nine year old vehicle. It is currently not running and not suitable for revenue service. This will be sold on GovDeals. It has already been replaced by the new vehicle, Bus 209.

Ed Pickens made a motion to authorize the disposal of Bus #219. Carl Neutzling seconded the motion. With no further discussion, the motion carried.

Crisis response planning – Jean noted that after the TSA tabletop exercise it became clear to her that we did not have a clear chain of command or communication plan set up if there was a major crisis. We have a plan for inclement weather, but for bigger things like a cyberattack or a violent act we don't have a plan. It would be a good idea to have a contact list of all the emergency people such as leaders and decision makers, the public information officers, law enforcement contacts, and content experts. Jean said she will be willing to set up a draft document for a list of these people. We also should have a checklist of how to contact people such as riders, etc. when there is a crisis.

Other Business from the Floor

We need to decide if we want to offer free Saturdays again or free service for Black Friday like we did last year. We also would like to consider free rides for Small shop Saturday on November 22. It was decided to offer free fare for two Saturdays and two free Fridays. The board agreed that it is a good idea for the riders and the drivers like to do it as well. The dates were decided to be Saturday - November 22, Friday – November 28, Saturday – December 13, and Friday – December 19.

Ed Pickens made a motion to authorize free rides for two Saturdays and two Fridays, contingent on driver sign up. Carl Neutzling seconded the motion. With no further discussion, the motion carried.

Executive Session

There was no executive session.

Adjourn

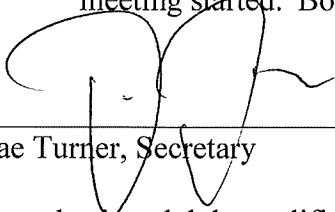
There being no further business, Ed Pickens made a motion to adjourn. Donna Hight seconded the motion. With no further discussion the motion carried.

The meeting adjourned at 9:53 a.m.

Next Meeting

The next RCTB meeting is Wednesday, November 12 at 8:30 a.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.

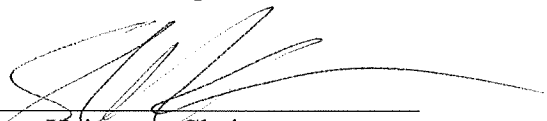


Trae Turner, Secretary

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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 Friday, October 15, 2025.



Scott Heimann, Chairman

11.12.2025

Date