

RCTB RICHLAND COUNTY TRANSIT BOARD

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

MINUTES of the April 14, 2025 RCT Board meeting

PRESENT:

Board: Scott Heimann, Donna Hight, Trae Turner, Crystal Davis-Weese,
Absent: Todd Blankenship, Carl Neutzling, Ed Pickens
Regional Planning: Jean Taddie, Carol Coover, Jotika Shetty
Transdev/First Transit: Chris Terry, Tara Burchett, Cristin Tolen, Nick Promponas
Guests: Terry Harper, Sherry Parsons, Sanoe Kumai, Rachel Reed, Tim Brummage

Call to Order

Board Chair Scott Heimann called the meeting to order at 3:03 p.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 4:05 p.m. so we have a quorum to vote on matters at hand.

Recommended Actions: Routine Matters – CONSENT AGENDA

The March 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.

Donna Hight made a motion to approve the consent agenda. Trae Turner seconded the motion.

Jean noted that we have not paid the property taxes yet this year. There were two parcels of our transit center that we have been paying property taxes on that we are trying to get exempted. Jean updated us on the status of the federal grant. The super grant is still in review, and we are waiting for final approval for this grant and have not been able to draw any operating funds from the FTA since November of 2024. Jean followed up on the status of the grant and the FTA has done their concurrence and the grant is currently in the hands of the DOL and they have 15 days to review it.

As for the FFY2025 apportionments, the FTA formula would allocate about \$1.4M to RCTB for 2025, but the state can rearrange the amount allocated by the FTA. We have a partial apportionment through March, plus rearranging funds from other transit agencies. The concern is that most of the money is in capital and less money for us in operating funds. The state is estimating that a whole year apportionment will be around \$1.0M, which is much less than we normally receive. We will need to call a finance committee meeting once we know what the final apportionment number will be and what the state budget is going to look like, so we can plan for the future. We are hoping to get at least level funding from the state.

Current bills – Jean included a copy of the Ecolane contract renewal and annual agreement in with the current bills to be paid. We have added a 6th bus to the contract for the technology that runs our demand response service.

Ridership report – Jean noted that our ridership has been down December through March, but also at that time, the weather has been very cold, so that may have had an impact on our ridership numbers. For Dial-A-Ride, we are serving about 1.4 riders per hour. A benchmark standard in the industry is about 2 riders per hour. In our TDP we set a goal of 1.8, and we want to grow towards that. The Ontario Circulator run has the lowest ridership right now. We might need to re-look at our structural routes out in Ontario.

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

Old Business

Procurement updates:

Cutaway Vehicles – The 4 cutaway vehicles were delivered on April 4 and April 7. The fare boxes, security cameras, radios, ETA equipment and branding is being completed now, and we are planning for a quick turnaround to get the buses in service.

Windows – The windows project is underway. The low bidder was Gunton Corp, the Pella window dealer. We had the pre-construction meeting last Thursday. The windows should be ordered shortly, and we have an 81 day turnaround for completion of the project. This should really help with the heating and cooling of the building going forward.

HVAC – There were still a few issues on the garage side of the building and the maintenance area and also on the office side of the building. The issues seem to have been resolved now and we will be meeting next week with the contractor and the engineer to finalize everything and finish out the payment of the contract.

Final Friday – As discussed in the final Friday committee, we have a plan for our sponsorship from \$500 up to \$2,500. This will help pay for the drivers, staff and dispatchers as well as the signs and advertising. Jean will be meeting with the Downtown Mansfield Improvement Board to ask for sponsorship support assistance from them again. The Union has filed an unfair labor practice against RCT on 4/3/25 regarding the Final Friday service. It was received on 4/8/25. Transdev is still researching it at this time. It has been sent to their attorney. They are stating they do not want to be forced to work the final Friday and they want guaranteed overtime for that event. The current agreement states that they will receive overtime for any hours over 8 per day and over 40 hours per week. The complaint was sent to the labor relations group at Transdev. There was no timeframe mentioned in the complaint that was filed. Cristin Tolen from Transdev will be meeting with the counsel that's going to respond to the complaint within the next couple of days to get a clearer timeline of when the response will be filed.

MATI Workforce Transportation Planning – We had the 4 focus group meetings in the 4 employment zones. We had a good mix of employers at the focus groups. We have collected as much data as we are able to, and we are drafting an outline of what a plan could look like. We will not be able to serve all four zones, but potentially one or two zones. The outline is due at the end of April, and the draft plan is due by the end of May. Based on the draft plan, they will let us know if we are one of the four sites selected for funding to implement a pilot program. That should be known by August or September. Our next advisory team meeting is scheduled for May

15. We will present the draft service plan to community stakeholders to get their thoughts on the options. We will invite the board member to participate in this meeting as well. There have been some leadership changes at NECIC. They have done everything that we have asked of them up to this point. Jean has been invited to serve on their interviewing committee, as they have been seeking a new Executive Director for many months now and they have some final candidates. We are not required to have a community partner in the 2nd phase of the grant should we be chosen.

Google Maps Hosting/ETA Transit – In February the board approved us going to ETA transit to get help with Google Maps hosting, but then in March we thought we were going to try working with NEORide to help us get this set up. As it turns out, NEORide is not going to be able to help us with this process, because of the indemnification clause that is required by Google. So, we are back to ETA Transit to work with them. We should have a contract signed with them by the end of the week.

Virtual Meetings Policy Update – Jean has sent the sample policy to the attorney and we are waiting from direction from her before we go forward with creating a policy.

New Business

Gillig Bus – State of Washington Cooperative Purchasing Agreement – The quote has come in from Gillig at \$609,000. Gillig has recommended that we purchase the bus through the State of Washington Cooperative Purchasing Agreement. We will then be able to use their price and use their procurement documents for compliance for our files.

Crystal Davis-Weese made a motion to approve the cooperative purchasing agreement with the State of Washington and the purchase of one 29 foot Gillig bus. Donna Hight seconded the motion. With no further discussion, the motion carried.

DBE Program Update – An updated DBE Program is required because the bi-partisan infrastructure law changed some of the rules. Since we have a small amount and we're not expecting to sub-contract, all of our DBE is going to be race-neutral. This means we are not going to set aside a certain amount of the project that has to go to a minority business. To keep a level playing field: 1) we reach out to the Minority Business Assistance Center and put all of our procurements out to them so that all of their customers can get that procurement notice; 2) we provide talks about how to do business with small government; and 3) we don't make such a huge project that no small business would be able to complete it.

Crystal Davis-Weese made a motion to approve the updated DBE Program to be in compliance. Donna Hight seconded the motion. With no further discussion, the motion carried.

May/August/December RCTB meeting dates – There are some scheduling conflicts in May, August and December, so we will need to adjust the meeting dates. For the May meeting, we are looking at changing it from Wednesday morning, May 14th to Monday afternoon, May 12th. In August, we are looking at changing the meeting from Wednesday morning, August 13 to

April 14, 2025 – Richland County Transit Board

Monday afternoon, August 11th. In December, we are looking at changing it from Wednesday, December 10th to Monday afternoon, December 15th. We will send new calendar invites and new schedule.

Trae Turner made a motion to change the three board meeting dates for May, August and December. 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.

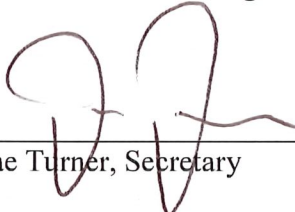
Adjourn

There being no further business, Crystal Davis-Weese made a motion to adjourn. Donna Hight seconded the motion. With no further discussion, the motion carried.


The meeting adjourned at 4:22 p.m.

Next Meeting

The next RCTB meeting is Monday, May 12 at 3:00 p.m.



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, April 14, 2025.



Scott Heimann, Chairman



Date