RCTB RICHLAND COUNTY TRANSIT BOARD

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

MINUTES of the July 13, 2026 RCT Board Meeting

PRESENT:

Board: Scott Heimann, Donna Hight, Ed Pickens, Trae Turner, Crystal Davis-Weese, Todd Blankenship
Emily Adams (attended virtually)
Absent: None
Regional Planning: Jean Taddie, Carol Coovert
Transdev/First Transit: Tara Burchett

Call to Order

Board Chair Scott Heimann called the meeting to order at 3:34 p.m.

Recommended Actions: Routine Matters – CONSENT AGENDA

The June 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 on the GM report that we have 509 days of no missed days from work due to an accident.

Third Street Clinic – we scheduled 253 trips during the month of June, including trips for June and also following months. Out of those trips we had 82 trips that were completed, 41 no shows and 130 cancelled trips (not all were for June trips). We have a high number of no shows and a high number of cancelled trips. A lot of the trips are cancelled on the day or the day before the trip. Our contract expires with them at the end of October. We need to think about charging them for all no show trips when we negotiate the contract and a monthly fee to cover scheduling and admin.

TMR Financial report – there we are under budget by about $274,000 so far for the year. The finance committee will look into removing this amount from this year's budget since we did not use it the first half of the year.

In the current bills to pay, there is approval for our PEP coverage for 2026-27. The current bill is the maximum amount we would pay,we may lower the coverage and will have a credit for this amount in the next month's current bills.

Crystal Davis-Weese made a motion to approve the consent agenda as presented with unanimous consent. Donna Hight seconded the motion. With no further discussion, the motion carried.

Old Business

Procurement updates:

Architect contracts for painting & flooring projects:

There is an RFQ active for an architect for both the painting and the flooring projects. The architects submit their qualifications and we pick the architect with the best qualifications and then negotiate a price with them. If we can't meet on a price, we will take the second best qualifications and negotiate a price with them. The proposals are due July 24th and the next board meeting isn't until August 17th, which is a long gap. If we come to agreement with an architect we don't want to hold up the project for the next board meeting. Can we authorize this to go forward before the next board meeting? The board can give Jean an amount not to exceed and then will approve the final amount at the next board meeting.

Todd Blankenship made a motion with unanimous consent to authorize Jean Taddie to enter into contract up to $15,000 each for RFQ 26-01 and 26-02, pending final legal review. Ed Pickens seconded the motion. With no further discussion, the motion carried.

MATI Phase 2 update:
The ridership is still low. The morning route at 5:30 seems to have the most ridership. We had our Stakeholder meeting and the turnout was low. There were a couple of businesses but mostly agencies and transportation advocates. The concensus from the meeting was that we need more marketing. They recommended Facebook and face to face marketing. Jean has been working on reaching out to the apartments on the new routes passing out schedules and route maps. There are about 47 apartments along the new routes. We have agreed not to make any adjustments to the routes until the service has been active for a few months. Scott asked that we try to track some of the ridership through EZFare to find out where the riders are going as that service grows.

Wheels to Work bike grant applications:
We had two applicants but neither one met the qualifications required in the grant. We might use this on a rolling bases and if not we will outreach again in August and include students as well as workers to be eligible for the bike grant.

Final Friday update:
The ridership was lower than the previous month. The weather was questionable. Final Friday attendance in general seemed to be lower than normal because of the weather. Kym Lamb came down to the bus office and interviewed some of the office staff and drivers for a marketing FAQ post for Facebook.

Audit update:
The auditor asked for an extension with the state. They will be here next Tuesday and Wednesday to conduct the audit, which is due by July 31.

Cybersecurity policy:
Net2 Services IT person is reviewing the information sent to us from PEP. They also recommend a legal review for the policy. We need to define in our policy who our Information Security Officer will be and who will have Executive accountability. The Executive accountability will be the board oversight. We need to have quarterly risk reporting with an annual board review. The Information Security officer could be the GM and as a backup, the Assistant GM. This report

will be done with the GM Report and included in the board consent agenda each month, or quarterly.

Crystal Davis-Weese made a motion with unanimous consent naming the GM and/or Assistant GM as the equivalent roll to the formal Information Security Officer and minimum quarterly reports will be included in the GM Report and consent agenda for board oversight. Trae Turner seconded the motion. With no further discussion, the motion carried.

New Business

PEP (Public Entities Pool) coverages:
Jean met with PEP to discuss some changes in our coverage. In the past we have decided to move old buses to liability only and this year be dropped two buses (#222 and #218) and one service truck to liability coverage only. This dropped our rate from $107,000 to $106,000. Our agent feels like we have enough limits ($6,000,000) and they don't need to be increased.

One way to lower our premium is to increase our deductible for general liability coverage and automobile liability coverage. We currently have no deductible for general liability and automobile liability. We can save over $10,000 on our premium and align with our budget if we change our deductibles to $5,000 for each incident for general liability and automobile liability.

Donna Hight made a motion with unanimous consent to move to a $5,000 deductible for general liability and a $5,000 deductible for automobile liability coverages. Ed Pickens 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, Todd Blankenship made a motion to adjourn with unanimous consent. Donna Hight seconded the motion. With no further discussion the motion carried.

The meeting adjourned at 4:48 p.m.

Next Meeting
The next RCTB meeting is Monday, August 17 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.

8-17-26

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, July 13, 2026.

8-17-2026

Scott Heimann, Chairman | Date