RCTB RICHLAND COUNTY TRANSIT BOARD

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

MINUTES of the August 11, 2025 RCT Board meeting

PRESENT:

Board: Scott Heimann, Ed Pickens, Trae Turner, Todd Blankenship
Donna Hight (Virtually)
Absent: Carl Neutzling, Crystal Davis-Weese
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 3:11 p.m.

Recommended Actions: Routine Matters – CONSENT AGENDA

The July 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 discussed more progress on the grants. She wrote to the FTA last week about revising grants to move funds between grant activities. The Ohio Transit Partnership Program (OTPP) state funds that we applied for last fall have been announced and we were awarded $467,000 of state general revenue funds (GRF). $187,000 of the OTPP funds were awarded to match preventative maintenance expenses. The remaining OTPP funds are going toward the capital projects, included 4 small cutaway buses, 1 HD bus, plus security and flooring upgrades at the TC and office. We are anticipating an announcement on our Urban Transit Funds. Last year we received $410,000, they are suggesting it may be similar for this year. We will use this money to match operating funds on regular operations. For federal, we have about $2 million in funds for operating. We will probably move all of the $2 million of operating money into a grant after the STIP amendment is done in October. We are ready to have our Finance Committee meeting to review the 2025 budget, after September 1st and before the next board meeting on September 12th.

The bills to pay report does reflect a credit for the PEP insurance. We are paying $7,133 less than the original bill.

Ed Pickens made a motion to approve the consent agenda as presented with unanimous consent. Trae Turner seconded the motion. With no further discussion, the motion to approve the consent agenda carried.

Old Business

Procurement updates:

EZFare – We are meeting once a week with our project manager. Training will start the 2nd week of September. The go live day was scheduled for October 21, but it may be moved out a week. We don't have the final schedule yet.

Painting Project – We have $7,148 left over for Engineering from the HVAC project. We would seeking approval from the FTA to move this money to cover the painting project architect. We also have $2,095 left from the windows project that we would like to move to the painting project.

Jean has added all of the new projects from the state OTPP and FTA awards into the procurement report, including the new flooring, security system update, and buses. We can start moving on these projects once the STIP is approved in October.

Final Friday – We only had two people schedule ahead of time for Final Friday. The weather was kind of sketchy so people were waiting until the last minute before they decided to come. We ended up with 50 passengers. We have been using 4 buses and drivers and that seems to be working well.

MATI workforce transportation pilot plan application submitted – In the board packet is everything we submitted for the Phase 2 MATI Grant. AAA would like to look at the workforce data we collected. Everything is in the packet if anyone wants to review it. We should know by August 31 if we are receiving the grant.

Google Maps Hosting/ETA Transit – There are no new updates for this project.

RCT Brand Refresh – We received a new sample brand to review from Spencer at NEORide. The new brand is the one that all of the drivers liked best. The board preferred the latest sample that was provided. If we accept the new logo, we will need to plan the rollout to our website, flyers, bus schedules, bus wraps, bus stop signs and the ETA and EZFare apps. We can gradually integrate the new logo as we update items, depending on funding.

Ed Pickens made a motion to adopt the new brand refresh with logos #1 and #4 and implement it on a replacement basis. Trae Turner seconded the motion. With no further discussion, a roll call vote was taken to approve the motion. Scott Heimann – yes, Donna Hight – yes, Ed Pickens – yes, Todd Blankenship – yes, Trae Turner – yes. The motion carried.

Public Entities Pool/PEP coverage renewal – Jean reviewed the property valuation & facility coverage with agent. We will be receiving a new valuation report for our facilities this coming year. The last valuation report was from 2020, but there has been annual increases in coverage to account for inflation. We are covered by a blanket policy that kicks in if one of our facilities has a claim greater than its coverage amount. Our insurance bill for this year was reduced by $7,133 after we removed four buses for disposal and reduced two buses to liability only. The new cost is $95,141.

Kaleidoscope Event – This event is scheduled for October 2nd at the Renaissance Theatre. Jean is working on the press release info that can be incorporated with the PR for this event. Our service would be for 2 – 4 demand response buses running from 4 pm to 8:30 pm. The fully allocated costs will be paid by Richland County Foundation via the Renaissance.

RCTB 2024 Audit – The audit was clean again, for the 4th year in a row. Our auditors submitted this to the Ohio Auditor of State for their final approval and then it will be available for public review on the Auditor of State's website.

New Business

Bus #222 Transmission repair – Bus #222 has 153,000 miles. We need to decide if we want to fix the transmission or not. We have a new bus on order and in production but the production is on hold because of an engine retarder part. So, we don't know when the new bus will be here. The other buses that are being disposed do not have transmissions that would work for this bus. The cost of the repair is $5,995. Federal and State funds would pay for the repair. The board feels that if we need the bus we should go ahead with the repair.

Todd Blankenship made a motion to approve the transmission repair based on the estimate. Ed Pickens seconded the motion. With no further discussion, a roll call vote was taken to approve the motion. Scott Heimann – yes, Donna Hight – yes, Ed Pickens – yes, Todd Blankenship – yes, Trae Turner – yes. The motion to approve the transmission repair carried.

Other Business from the Floor

Executive Session
There was no executive session.

Adjourn
There being no further business, Ed Pickens made a motion for unanimous consent to adjourn. Trae Turner seconded the motion. With no further discussion the motion carried.

The meeting adjourned at 4:00 p.m.

Next Meeting
The next RCTB meeting is Friday, September 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.

Trae Turner, Secretary

9-12-2025
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, August 11, 2025.

Scott Heimann, Chairman

9-12-2025
Date