

RCTB RICHLAND COUNTY TRANSIT BOARD

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

MINUTES of the January 14, 2026 RCT Board Annual Meeting

PRESENT:

Board: Scott Heimann, Ed Pickens, Trae Turner, Emily Adams, Donna Hight, Todd Blankenship, Crystal Davis-Weese (attended virtually)

Absent: None

Regional Planning: Jean Taddie, Carol Coover

Transdev/First Transit: Chris Terry, Tara Burchett, and Cristin Tolen via Zoom

Guest: Ryan Earls, NCSC Student

Call to Order

Board Chair Scott Heimann called the meeting to order at 8:31 a.m.

Annual Meeting:

Scott welcomed our new board member, Emily Adams.

Election of Vice Chair, Secretary, and Treasurer/Fiscal Officer

Ed Pickens currently serves as the Vice Chair, Trae Turner serves as the Secretary, and Jean Taddie serves as the Treasurer/Fiscal Officer.

There were no new nominations. Ed, Trae, and Jean would like to continue as Vice Chair, Secretary, and Treasurer/Fiscal Officer, respectively.

Donna Hight made a motion to nominate the slate of officers. Todd Blankenship seconded the motion. With no further discussion, the motion carried.

2026 Committee membership:

Outgoing board member, Carl Neutzling was on the Operations/Safety committee – Emily Adams volunteered to take Carl's place on this committee. All the other board members elected to continue on their assigned committees for 2026.

Crystal Davis-Weese made a motion with unanimous consent to approve the standing committee memberships, adding Emily Adams to replace Carl Neutzling on the Operations & Safety committee. Donna Hight seconded the motion. With no further discussion, the motion carried.

Board member conflict of interest verification:

The conflict of interest policy from the RCTB bylaws was provided in advance and reviewed by Jean at the meeting. The board information/conflict of interest certifications were passed out to each board member to update their information for 2026.

Scott opened the floor for public comments:

Ryan Earls, a NCSC student, had some comments. He is a regular RCT rider and uses transit to get to classes. He will be taking engineering classes at the Keyhoe Center in Shelby in the future and expressed his concerns that the transit route no longer goes to Shelby. He is concerned about not only the students, but also the seniors living in Shelby that no longer have access to grocery

stores, since the only grocery store in Shelby is now closed. He suggested that the Shelby route start at Meijer or OSU Mansfield, like the Circulator and go to campus, Kehoe and around Shelby come back to Meijer or the campus and make it an hour route instead of two.

Jean said that we will be assessing and possibly restructuring our routes in about a year and we will go out for public comment at that time regarding the routes. She also explained about how more local and federal funding is needed to serve more areas of the county. Donna suggested that he talk to OSU and NCSC regarding transportation issues getting to the Keyhoe center from the campus. Donna suggested he talk directly with Dr. Diab, the president of NCSC to let him know his concerns. Scott also suggested talking to Brooke Miller, Assistant Dean of the College of Business at the Keyhoe Center.

Recommended Actions: Routine Matters – CONSENT AGENDA

The December 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 the TMR financial budget was still under budget for the year. On the transit board financials, the depreciation is done and we are preparing the financials for audit.

Grant report – we received approval from the FTA for the budget revision to move balances in super grant #1. Jean is now working on a grant amendment to add FTA funds from 2024 and 2025 to super grant #2 for operating and capital. We have not heard what our apportionment will be for 2026.

Annual ridership reports – Jean presented an overview of preliminary ridership data that will be further reviewed before finalizing for the NTD reports. Just on the fixed route, 50% were disabled/elderly, adult ridership is over 40%. Total ridership numbers did increase again this year. The grocery shuttle is a lot less than it used to be.

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

Old Business

Procurement updates:

EzFare is still going forward. We will send the full press release out for the service later today. The EzFare system will give us more data to be able to track how many times a person is using their monthly pass. Right now, we don't have a way to track that information.

JFS Contract Services follow up:

Jean has an appointment on Friday with the Director and Fiscal Officer at JFS to discuss the contract service with RCT.

MATI Phase 2 update:

The research project is ready & waiting on the go ahead from the University of MN. We received new turn by turn directions proposed by the operations team. We have updated the routes

somewhat to be able to pick up additional apartment buildings and riders as well as OhioHealth Mansfield.

2026 Board Meeting Dates:

We have some dates picked out but we may need to look at different dates/time than what we have done in the past. Afternoons might work better for some of the board. We can look at a Monday or Tuesday afternoon for the meetings. Anything before the 10th of the month is too early to get all the financials done in time. For February it was decided that we would meet on February 10th at 3:30 pm. Then normally, we will plan on having meetings on the 2nd or 3rd Monday afternoons. Carol will send out a list of the board meeting dates for final comment and then send out calendar invites if everyone is ok with the dates chosen.

New Business

Asset depreciation for 2025:

We removed buses that were disposed in 2025 and added new buses purchased in 2025 and took the annual depreciation. These numbers are reflected in the financial report in the packet. This will get a second review with our auditor.

Emily Adams made a motion with unanimous consent to approve the 2025 depreciation. Donna Hight seconded the motion. With no further discussion, the motion carried.

Approval for major repair of cutaway bus #225:

This happened right after the last board meeting. This is a model 2023 cutaway bus that is just past its warranty. It has 63,700 miles. We need to keep this in service to 150,000 miles so it needs to be fixed. It fell within the range of the bylaws for an executive approval, so this is for a formal approval by the board. The cost of the repair is just over \$17,000. We are appealing to get this covered under warranty, even though it was slightly beyond the warranty period, but we have not heard back on it yet.

Crystal Davis-Weese made a motion with unanimous consent to ratify the approval of repair of bus #225. Todd Blankenship seconded the motion. With no further discussion, the motion carried.

Ohio Loves Transit Week (2/16 – 2/20) and OLT Day (2/17):

RCT has plans in motion for Ohio Loves Transit Week. They have ordered some free prizes and have a backdrop for pictures at the Transit Center to enter a drawing for prizes. Normally in the past we have invited our representatives in the state legislature to meet to discuss transit. Last year we did a fare-free day. Randy Hutchinson, the mobility manager is hosting a senior and dignitary bus ride on the Park Ave. Route. It was decided that we will do two bus rides, one with Mark & Marilyn, the mayors and commissioners on the new MATI orange route, and then another bus taking Randy, the seniors, and possible commissioners on the Park Avenue Route on February 17. The Gillig bus can hold about 20-25 extra people on the Park Ave. Route. We will also have a fare-free day on Ohio Loves Transit Day.

Fare-free during Ohio Loves Transit Week:

Ed Pickens made a motion with unanimous consent to give the Director of Transit the ability to offer a fare-free day during Ohio Loves Transit Week until told otherwise. Trae Turner seconded the motion. With no further discussion, the motion carried.

Shelby Taxi Contract:

This is for the annual renewal of operating contract. We pass through FTA operating funds. Shelby Taxi runs a very cost effective system, totaling \$22,000 in federal funds.

Donna Hight made a motion with unanimous consent to approve the 2026 Shelby Taxi contract pending final legal review. Emily Adams seconded the motion. With no further discussion, the motion carried.

Parking lot lighting upgrades at RCT office:

This is for a \$6,987 public improvement quoted at Davis-Bacon rates to replace 14 existing pole lights. Lights for the Transit Center also need to be replaced, but these should be covered by MATI funds. We tried to get multiple quotes but we only received one.

Emily made a motion for unanimous consent to approve both lighting projects pending Jean's review and approval. Todd Blankenship seconded the motion. With no further discussion, the motion carried.

Mansfield CDBG resolution:

Resolution to approve the application for Community Development Block Grant funds. The application is due 2/1/26 we will apply for support for Dial-A-Ride trips for Mansfield residents.

Trae Turner made a motion for unanimous consent to allow Jean to file the application and provide support documentation as needed for the Mansfield CDBG grant. Donna Hight seconded the motion. With no further discussion, the motion carried.

Other Business from the Floor

Janitorial contract:

We need to approve a resolution to be part of the janitorial contract with Richland County Board of Commissioners and Friendly Wholesale.

Todd Blankenship made a motion with unanimous consent to approve the janitorial contract resolution. Ed Pickens seconded the motion. With no further discussion, the motion carried.

Executive Session

Ed Pickens made a motion to enter executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official. Trae Turner seconded the motion. With no further discussion, the motion carried. Scott invited Chris, Jean, and Carol to stay in the meeting. Executive session began at 9:59 am.

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Todd Blankenship made a motion to exit executive session. Crystal Davis-Weese seconded the motion. With no further discussion the motion carried.

Executive session ended at 10:19 a.m.

Crystal Davis-Weese made a motion with unanimous consent to give Jean authority to negotiate with TransDev on personnel and compensation matters on the boards' behalf. Ed Pickens seconded the motion. With no further discussion, the motion carried.

Adjourn

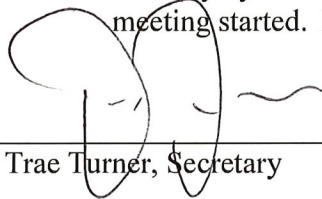
There being no further business, Ed Pickens made a motion to adjourn. Trae Turner seconded the motion. With no further discussion the motion carried.

The meeting adjourned at 10:19 a.m.

Next Meeting

The next RCTB meeting is Tuesday, February 10 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.



Trae Turner, Secretary

2-10-26

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 Wednesday, January 14, 2026.



Scott Heimann, Chairman

2-10-2026

Date