RCTB RICHLAND COUNTY TRANSIT BOARD

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MINUTES of the September 14, 2026 RCT Board Meeting

PRESENT:

Board: Scott Heimann, Donna Hight, Ed Pickens, Trae Turner, Emily Adams
Absent: Todd Blankenship, 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 3:34 p.m.

Recommended Actions: Routine Matters – CONSENT AGENDA

The August 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.

Status of Federal & State Grant Programs:
The FTA added $111,915 unused funds from Parkersburg; the grant amendment is in final review. We are hoping to draw this month's expenses from that grant.

The ODOT UTP money of $347,263 has been programmed into the grant portal – we will use this to match 50/50 operating expenses. The contract was signed 9/11/26.

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

Old Business

Procurement updates:

2027 capital projects – we are still waiting on FHWA flex funds (STBG) to transfer to RCTB before we can proceed with SFY27 capital projects.

Painting project update:
The first Paint/Floor meeting with the architect was held on 8/28. The architect will have the bid documents ready for the painting project within the week. This project has been in the works for a long time. We are trying to find some funds to cover some extra costs that have come up. We want to use RCT's budget to pay for some additional items that are needed such as backer rod & sealant around the bottom of the building where it is needed. Tara will be getting quotes for this as well as quotes to replace the bottom portion of the downspouts. We are hoping that the $17,000 in the grant will cover the rest of the painting project. The architect feels that $25,000 to $30,000 is more realistic amount for the project. Jean is trying to move some leftover money from another project into the painting grant so we can get it covered at 80% by the FTA.

The architect agreed to put a separate addendum in the painting project for bidding on a repaint of the awning and support beam that is over the fuel pumps. This would also need to come out of a separate budget. The board would like to give Jean the authority to increase the budget up to $30,000, if needed.

Emily Adams made a motion to increase the budget for the paint project up to $30,000 to include the fuel island repainting if possible. Trae Turner seconded the motion. With no further discussion, the motion carried.

Flooring project updates:
This will be started once we are done with the painting project. We have $56,000 for the construction part of the flooring project.
RCT is going to get quotes for the office from a plumber on removing showers in the driver restrooms.
Transit Center – driver restroom: Needs new paint and the light fixtures, sink, and toilet need replaced. We need to finish the drywall in the old Greyhound section. We also need to repair concrete block at corner by main entrance – this amount was included by the mason in a quote to put in the backer rod and sealant around the bottom of the admin/maintenance building.

MATI Phase 2 update:
Total ridership continues to grow. There was a 135% increase from May to August.
Rte. 17 – 4:30 am saw the most growth; late night is still minimal
Rte. 18 – most growth overall, especially 5:30 am and 6:30 am
Rte. 15 – mid day runs have a slight decrease

The bus ads have been designed and are ready to be installed – we will be advertising on the side window on every bus and on Facebook.

The next MATI Stakeholder meeting is 9/22 @ 1:30 pm at the Longview Center. We will review pre-test results from the transportation insecurity research, as well as ridership trends.

Final Friday update:
We had 63 passengers (30 trips) in August. We even had a bachelorette party riding the bus and it was shared on social media. There is one more Final Friday at the end of September.

New Business

Opportunity for CDL Classes:
We have 6 drivers that are non-CDL and can drive only the 12 passenger buses. We can no longer hire any non-CDL drivers. We are not able to train them on our own. We would like to partner with Trainco (used by Madison Adult Ed) to provide a CDL Class B program to our Non-CDL drivers. They could train the drivers at our facility using our buses. It would be a one week class with the testing being the following week. The students would be responsible for getting their Permit prior to taking the classes at their expense. The cost for the program would be $2,700 per student ($2,500 for the training and $200 for the State testing fee). The board reviewed reimbursement options; 1) Company pays full amount, 2) Company and employee split

the cost 50/50, or 3) Employee pays entire cost. For options 1 & 2, if the employee does not stay with the company, they would reimburse the company based on a sliding scale. The board agreed to pay for the training as long as they pass the test. If they do not pass the test the first time, the employee will have to pay to take the test again. They would have 60 days to pass the test or have to reimburse the company in full. They would also have to be working for the company for 90 days before they can take the training.

Emily Adams made a motion to approve the CDL training reimbursement policy (Option 1) pending additional items of 90 days of working and passing within 60 days. The policy ends on 9/30/27 and will be reviewed after one year. Donna Hight seconded the motion. With no further discussion, the motion carried.

Third Street contract transportation agreement:
We updated the dates, contact, and billing terms. We added a $1,000 flat fee per month. We will also charge for no-shows, either at the $25 or $50 rate (except for ADA) depending on whether the trips are outside the Dial A Ride area. Third Street Family Health Services has already approved & signed the agreement.

Emily Adams made a motion to approve the TSFHS-RCT contract transportation agreement for November 2026 to April 2027. Ed Pickens seconded the motion. With no further discussion, the motion carried.

Other Business from the Floor

We have a potential room conflict for next month's board meeting. The RCRPC TAC meeting is being held @ 2pm 10/13 in the same conference room and we are concerned that this meeting may run over into our meeting time. The board decided to move the meeting start time to 3:45 pm. instead of 3:30 pm.

We will schedule a Finance Committee meeting to discuss next year's budget at the October board meeting.

Executive Session

There was no executive session.

Adjourn

There being no further business, Emily Adams made a motion to adjourn. Trae Turner 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 Tuesday, October 13 at 3:45 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 — Date: 10-13-26

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, September 14, 2026.

Scott Heimann, Chairman — Date: 10/28/26