

# **RCTB** RICHLAND COUNTY TRANSIT BOARD

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

MINUTES of the May 11, 2026 RCT Board Meeting

## **PRESENT:**

Board: Scott Heimann, Trae Turner, Donna Hight, Ed Pickens, Crystal Davis-Weese (virtually)

Absent: Emily Adams, Todd Blankenship

Regional Planning: Jean Taddie, Carol Coover, Jotika Shetty (virtually)

Transdev/First Transit: Chris Terry, Tara Burchett

## **Call to Order**

Board Chair Scott Heimann called the meeting to order at 3:33 p.m.

## **Recommended Actions: Routine Matters – CONSENT AGENDA**

The April RCTB meeting minutes, bills to pay, TMR financial reports, GM report, ridership and advertising reports were provided in advance for review. The TMR financial reports were just received on Monday afternoon and there was no time to prepare the RCTB financial report or the status of grant programs report. These reports will be included in June's board packet and consent agenda.

For the TMR budget, we are running at about \$250,000 below budget for the year. We may want to review our budget again after 6 months.

The TMR accounting firm did not have the financials back to us in time for us to do the RCTB financial or grant reports. We would like to have a meeting with KMM, the TMR accounting firm to let them know what our needs are on our timing and their needs are on their timing. They need to realize that the TMR payroll is at risk for being late and also our federal draw is delayed when the financials are delayed.

We did receive some new bus advertising agreements with RC Mental Health Board and First Call 2-1-1.

On the ridership report, we had over 10,000 in ridership this month for the Fixed Route. The EZ-Fare service is also getting to be more popular.

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

## **Old Business**

Procurement updates:

The state fiscal year 2027 project are going through the Regional Planning final steps so we are on track to start the 2027 projects after July 1. The next step for 2026 projects is the RFQ for the painting and flooring projects. Once we have the architect hired, they will handle the projects for us.

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The four new cutaway buses have been received and 3 of them are in service. We are still waiting for the side cameras to be installed on the other bus.

MATI Phase 2 update:

We had the ribbon cutting ceremony on May 4th. We had nice attendance from community partners. Mayor Perry and Commissioner Vero were able to be there as well as Jessica Gribben, the new Chamber President. Chris shared that there are some staffing challenges trying to hire and train new drivers. There have also been some changes with the office staff and they are trying to coordinate the schedule with them.

Christy and RLS are doing well with the employer evaluations. They are doing a baseline for all of their current employees. We have data coming in from Mansfield Engineering Components and Jay Plastics and several others.

NECIC has completed all of the surveys needed for the treatment group. They are having trouble finding people to survey for the control group so the University of MN has given us permission to find control group participants from the whole county. The University has been very happy with our progress on the research.

Wheels to Work bike grant program:

We have had four bicycles donated to us from Regional Planning along with additional items for biking. There is a little bit of liability involved so we are doing a release/waiver for winners of the bikes. There is a scoring matrix and 5 point rating scale in the application. We will also get legal review of this bike grant program.

***Donna Hight made a motion with unanimous consent to approve the Bike Grant Program pending final legal review. Trae Turner seconded the motion. With no further discussion, the motion carried.***

Final Friday:

We have not had any sponsorship offers so far. Jean will be meeting with Downtown Mansfield Improvement Board on May 21. We will need to wait on ordering banners and bus advertising until we know if they will be sponsoring us.

A marketing proposal from Kym Lamb was received today. She goes above and beyond for us, knows our work really well and also is involved in the community. This is a micro-purchase so there is nothing in our policies that require us to go out for a full bid. She will prepare the digital marketing campaign for us for 5 months of Final Fridays. The cost for her services is about \$2,380, plus about \$500-\$700 for the ads themselves for a total of \$2,800, which is under our budget.

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***Crystal Davis-Weese made a motion with unanimous consent to approve the 2026 Final Friday marketing proposal. Donna Hight seconded the motion. With no further discussion, the motion carried.***

2025 financials submitted for audit:

Julian & Grube have completed the preparation of RCTB's financial statements for 2025. This has been filed with the Auditor of State and they will let Charles E Harris & Associates know that the financials are filed and ready for audit.

Third Street Family Health Services contract – service update:

The service started on May 4<sup>th</sup>, the same day as our new flex service started. There were hundreds of appointments that came in this past week. There were a lot of no-shows this first week. We will be meeting with Alex at Third Street after the service has been in place for a few weeks. We are charging them \$50 for no-shows for trips outside of the DAR service area. Third Street numbers will be added to the ridership report going forward.

### **New Business**

Transit Asset Management (TAM) Plan goals – We had to make an adjustment to the TAM plan goals because there was a percentage problem on the NTD report, so we had to update it to match the NTD numbers.

***Ed Pickens made a motion with unanimous consent to approve the updated TAM Plan goals. Donna Hight seconded the motion. With no further discussion, the motion carried.***

Insurance coverage – cutaway #218 & #222 – We don't have the quote from PEP yet. There are two buses, #218 & #222 that are older buses and we would possibly want to move these to liability only coverage. The four buses that we recently approved for disposal have been removed from our insurance coverage. Chris feels like it would be good to change the coverage for #218 and #222 to liability only since we would most likely not fix these buses if they were damaged in an accident.

### **Other Business from the Floor**

We have a bus repair on a 2021 Gillig transmission. The cost will be \$19,000 and is not covered under warranty since it has been in service for over 5 years. This will come out of TMR budget since they are under budget for the year by \$250,000.

***Trae Turner made a motion with unanimous consent to approve the proposed Gillig bus repairs. Ed Pickens seconded the motion. With no further discussion, the motion carried.***

### **Executive Session**

There was no executive session.

**Adjourn**

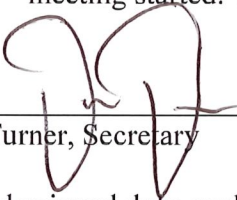
*There being no further business, Ed Pickens made a motion to adjourn with unanimous consent. Donna Hight seconded the motion. With no further discussion the motion carried.*

The meeting adjourned at 4:21 p.m.

**Next Meeting**

The next RCTB meeting is Monday, June 15 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](mailto: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

6-15-26  
\_\_\_\_\_  
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 Monday, May 11, 2026.

  
\_\_\_\_\_  
Scott Heimann, Chairman

6-15-2026  
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Date