

RCTB RICHLAND COUNTY TRANSIT BOARD

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

MINUTES of the November 12, 2025 RCT Board meeting

PRESENT:

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

Absent: None

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 8:35 a.m.

Recommended Actions: Routine Matters – CONSENT AGENDA

The October 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.

On the grant report, last month we knew how much urban transit program funds we were getting from the state but there were no contracts signed yet so we could not draw it down. So, this past week we were retroactively able to draw back to July 1, 2025, so we drew down \$193,237 in a lump sum. So at this point we do not have a local funds shortfall.

On the ridership side, we were once again over 10,000 riders for October. Our Dial-A-Ride is still low, showing 763, which includes the Grocery shuttle. We would like to see this go up to 2 riders per hour. Right now we are doing 1.5 riders per hour.

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

Old Business

Procurement updates:

EZfare soft launch update – our EZfare app is now live and we have had a couple of people that have been set up and using it. You can load money on the app and you don't need to have cash to get on the bus. If you don't want to come down to the bus garage to buy your pass you can now buy it through the app and not have to leave your home. We are doing a very soft launch, with signs on the buses, an outreach table at the Transit Center. We will do a loud launch with a press release when we are sure everything is working properly. The team discussed implementing a vendor portal for agencies in the future to manage transit funds, with plans to pilot it with Area Agency on Aging first. We would like to discuss the vendor side of EZfare in the December board meeting.

Bus order for four replacement vehicles – We moved on this as quickly as we could because of inflation and tariffs. They had already increased our prices so we negotiated a price break off of

State contract pricing of \$12,650 per bus. We would like to have these buses before May 1 to use them on the new night route. They were paid with 80% federal and 20% state funds.

Google & Apple Maps hosting update – Jean had people pull out their phones and test Google maps and Apple maps to test the route instructions. The routes that they pulled up seemed to be giving accurate directions. Jean suggested to keep testing it and anyone gets wrong directions let us know and we will have ETA look into this.

JFS Contract Services follow up – Jean thanked Jason Werner at Regional Planning for mapping the information we received from JFS on their ridership information (origins & destinations of trips). We asked JFS for information about their trips, when & where so we can look at other options/adjustments for them to increase ridership with us. We are still in the process of getting more data from JFS, such as the day and time the trips were taken. The map shows 82% of origin points of pick up locations were in the Dial-A-Ride service area and 91% of Richland County destinations were within the DAR service area. The board would like Jean to share this information with JFS.

MATI Phase 2 update – We are having a stakeholder meeting on December 10 at 1:00 at NECIC. This will include a cross section of agencies, employers, and riders. We held a meeting with the RCT drivers and all staff. We also initiated an operations committee, including two of the drivers. We also held our first research committee meeting with NECIC. The operations committee, research committee, and steering committee will be meeting monthly.

Fare-free holiday service update – This is the second year that we have offered free service for Black Friday. We will be offering another fare-free Friday on December 19. We will also be doing Shop Small Saturday on 11/22 and another free Saturday on December 13. Tara has made some flyers that will be displayed on the buses.

New Business

2026 draft budget – the Finance Committee met on Monday, November 10 to review the budget. The full budget will be presented to the board for approval at our December meeting. This was a very rough draft and it will be refined again before the next meeting.

SFY27 Ohio Transit Partnership Program (OTPP) grant application projects – We are applying for 2 small replacement vehicles. We are planning a local match of 5% on these projects using our transit reserve funds. We have all the data we need to apply for the vehicle replacements, a service truck to replace our old one and a new security camera system for the buses. Our local match is about \$32,250. We also are submitting a grant to replace eleven exterior doors at the bus garage and four exterior doors at the transit center and to remodel the restrooms at the transit center. For preventive maintenance match, we are asking ODOT again to pay 20% of these costs. Federal will pay 80%.

RCT Board terms for 2026 – The commissioners will be expecting new nominations for our board terms. Ed Pickens and Carl Neutzling both have terms ending 12/31/25. In addition, Crystal Davis-Weese is waiting to hear the final results from the council election to see if she

November 12, 2025 – Richland County Transit Board

will be on Mansfield City council. If she wins, the city may ask her to resign from our board. We will need to send some nominations to the commissioners to approve. Ed wants to continue to serve on the board and Carl has decided not to continue for another term. The executive committee is serving as a nominating committee, so the executive committee will need to meet to discuss nominations.

Todd Blankenship made a motion stating that the board give the nominating committee approval to put forth a slate of nominations to the commissioners short of any objections by the board after electronic review of the nominations. Trae Turner 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

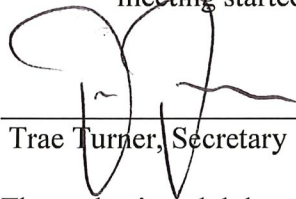
There being no further business, Trae Turner made a motion to adjourn. Crystal Davis-Weese seconded the motion. With no further discussion the motion carried.

The meeting adjourned at 10:10 a.m.

Next Meeting

The next RCTB meeting is Monday, December 15 at 3:00 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

12-15-25

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, November 12, 2025.



Scott Heimann, Chairman

12-15-2025

Date