RCTB RICHLAND COUNTY TRANSIT BOARD

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MINUTES of the May 12, 2025 RCT Board meeting

PRESENT:

Board: Scott Heimann, Donna Hight, Trae Turner, Todd Blankenship, Carl Neutzling
Absent: Crystal Davis-Weese, Ed Pickens
Regional Planning: Jean Taddie, Carol Coovert
Transdev/First Transit: Chris Terry, Tara Burchett, and Cristin Tolen (via Zoom)

Call to Order

Board Chair Scott Heimann called the meeting to order at 3:01 p.m.

Recommended Actions: Routine Matters – CONSENT AGENDA

The April 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 that the federal funds are now flowing through the super grant. On the RCTB financial report, we included an AR detail at the end of April and as of May 11 showing the AR balance after all of the FTA draws that we received in May have been applied. We have been working with the county on all of the old fuel tax rebate invoices.

Jean also provided an update on the grant situation with our Federal funds for the current year, FFY25. Our original amount from feds before the Governor re-allocated the numbers was going to be $636,000 for a partial year and $1,445,744 for the full year, but that's not what we are going to get. We were told to expect roughly $1 million for operations, and up to $1.3 million for capital. We won't know which capital projects were funded until after the state general revenue fund budget is final, by June 30. Jean and Carol will be meeting with ODOT and the other small urban agencies to discuss this later this month. After we know for sure how much money we will be getting we will schedule a meeting with the Finance committee to discuss a budget update for CY25.

Donna Hight made a motion to approve the consent agenda. Trae Turner seconded the motion. With no further discussion, the motion to approve the consent agenda carried.

Old Business

Procurement updates:

Windows – they are on order and are expected within a couple of weeks. We have an 81 day time clock. They will be contacting Chris to schedule install when they have the materials.

Gillig Bus – We received the quote and made a few changes. Our final quote price is $606,352. This doesn't include any tariffs. They expect the tariffs could be around 3-5%. We have $625,000 in the grant for this bus. They will not start making the bus for about 8-10 months. We are waiting for permission from the State of Washington to use their contract.

Final Friday – The Downtown Mansfield Improvement Board did award us $10,000 for Final Friday. We have not had other sponsors interested as of today. Cristin Tolen from TransDev explained the situation with the union. They came to an agreement at the end of last week, putting together memorandum of agreement on how Final Friday will work. In terms of the drivers signing up, Chris will be re-posting the sign-up sheet for the drivers and the union will be working with them, encouraging them to sign up. There isn't a huge financial impact over last year's costs. The concern was that there was a misunderstanding last year about how Final Friday hours would be handled for overtime pay. They thought that they would get overtime for all hours worked for Final Friday because it was after normal hours, but they were paid overtime based on the normal overtime rules, anything over 8 hours per day or 40 hours per week. For this years' service, any hours worked for Final Friday will be paid at the overtime rate.
In the agreement it states that it's a non-precedent setting decision and will not be done for every event.

MATI Workforce Transportation Planning – We will be meeting on the 15th of this month to discuss the plan with our MATI Workforce Advisory Committee of local stakeholders. We will present two options to choose from for our plan, one fixed route and one demand response. The total MATI grant money we could receive is $700,000, with at least $150,000 of that going toward the research part of the project to satisfy the University of MN requirements. For the on-demand option, we could only do the Longview zone. Riders would get picked up at one of the hubs. This would give us 2-3 vehicles on the road. For the fixed route option, we could do two fixed route loops, which would include the Longview and Airport zones. The times of services would start at 4:00 am and the last run would be at midnight. This has a lot more capacity, with about 20 passenger per bus. The total for either of these options would be around $550,000 to $600,000. We would have to possibly hire people that we may only be able to employ for a year, possibly temporary workers. The union agreement would not allow us to contract with temporary workers that are not a member of the union. We could hire them as temporary workers and then lay them off after the pilot is done. Our draft plan is due by the end of May and the final plan is due by the end of July.

Google Maps Hosting/ETA Transit – This is in process. ETA is working with Google on this. Google has asked for a couple of items, such as a letter of permission from us. Apple maps is still not live yet.

Virtual Meetings Policy Update – Jean has sent the sample policy to the attorney and we are still waiting from direction from her before we go forward with creating a policy. We may need to update our bylaws with this change, if advised by the attorney.

New Business

Major repair for Bus #24 – We have a repair bill for $6,298 for a 2019 Gillig bus. There is a problem with fuel injectors. Our mechanics tried to fix it, but were unable to so we sent it to the shop for repair. They have ordered parts for it but they have not come in yet. Scott Heimann authorized the repair to the bus since it needed to be done before the next board meeting. It was recommended that we update our financial policy to up the amount for repairs that can be fixed

without board approval. It is currently $2,000. We will add this to our Finance Committee meeting agenda to discuss this matter.

Todd Blankenship made a motion to approve/ratify the decision to repair Bus #24. Carl Neutzling seconded the motion. With no further discussion, the motion carried.

Bike to Work Day – May 16 – Jean noted that Pong Wu asked if we would be able to offer free rides for people riding their bikes to work on this day. So, anyone presenting with their bike would be able to ride free this Friday, May 16.

Todd Blankenship made a motion to approve free fares for bicyclists on Friday, May 16. Donna Hight seconded the motion. With no further discussion, the motion carried.

2024 National Transit Database (NTD) report update – our NTD report was submitted. It is due every April. We included the RR-20 report in the packet, which is a summary of all of the reports included in the NTD report. The FTA will look it over and ask questions and then it will be posted on the national website with everyone else. We will give the board a full report when it is finalized.

2024 Financials for audit – The financials are due this month. The accountant has sent us a first draft of the financials and we gave her feedback. They will send us a final version to review shortly and then submit it to the state. We will then have our onsite review by the auditor and that will be submitted to the state as well. We will get an audit report back and then we will have a finance committee meeting to discuss. This will probably be sometime in August.

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. Donna Hight seconded the motion. With no further discussion, the motion carried.

The meeting adjourned at 3:59 p.m.

Next Meeting
The next RCTB meeting is Wednesday, June 11 at 8:30 a.m.

Trae Turner, Secretary

6-11-25
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 Monday, May 12, 2025.

Scott Heimann, Chairman

6-11-2025
Date