RCTB RICHLAND COUNTY TRANSIT BOARD

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

MINUTES of the February 12, 2025 RCT Board annual meeting

PRESENT:

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

Call to Order

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

Recommended Actions: Routine Matters – CONSENT AGENDA

The January 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 gave an update on the federal grant. This is super grant #2, the FTA has asked us to add in the new bus we ordered in December and take the older bus grant and combine it into the super grant. Once our FTA rep has cleared us to transmit the grant, it goes for FTA, EPA and DOL approval. Until this grant is fully approved, we can't draw any operating expenses.

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

Old Business

Procurement updates:

Windows – The invitation for bids are due to our office Friday, 2/14. Matthew Stanfield from Field 9 Architecture said 14 entities have requested plans from him, three are planning on bidding on the job, five said they were not interested, one said maybe, and the others haven't responded to him. We included the contract for them to review, which includes the standard terms of the county, the modified AIA, and the federal clauses. We will open all the bids up and it will be based on price as long as the low bidder is responsible and responsive and they have all their documents in order.

Crystal Davis-Weese made a motion to approve the best cost and quality bid from the most responsive and responsible vendor. Donna Hight seconded the motion. With no further discussion, the motion carried.

Final Friday Planning update – Chris, Tara, Jean and Carol met with Rh'yan Dotson of Downtown Mansfield Inc. (DMI), and based on the feedback we received, we are recommending similar services as last year, running the same hours (7 pm to 11 pm) and using five buses. Chris is checking on the union contract to see what kind of flexibility we may have to send drivers home if the event ends early because of the weather. We would like to have sponsors to cover at

least $10,000. We will put together a budget and plan and will schedule a Final Friday committee meeting soon. The service area may be the same as last year, but will be reviewed. Scott would like to see as much of the cost as possible covered by sponsors. Some sponsor suggestions were Phoenix, Martini's (Chad Scott), Ohio Shine (Scott Palmer) and also Keller Williams Realty. We need to do more marketing efforts to reach more people.

Revised depreciation and year end financials – After contracting with our accountant, we sought guidance on ETA Transit depreciation. We were instructed to depreciate the permanent software that is not part of the annual service fee. So, the total depreciation changed from $272,738.87 to $273,847.20, a difference of $1,108.33.

Donna Hight made a motion to approve the revised depreciation and year end financials. Trae Turner seconded the motion. With no further discussion, the motion carried.

Revised 2024 ridership reports – While we were preparing the annual data tables for our NTD report, we realized that trips for youth under 6 had not been reported for 11 months in 2024 on the fixed route trips. So, we went back and updated January through November 2024 reports with the correct information. Scott would like us to compare ourselves with other peer small urban transits in Ohio when we have the NTD report information from 2024.

Donna Hight made a motion to approve the revised 2024 ridership reports. Crystal Davis-Weese seconded the motion. With no further discussion, the motion carried.

Mansfield CDBG application – we included the application in the board packet. We did ask for $104,000 knowing we will probably not receive that. No HUD funds have been release to anyone yet. There are six other agencies seeking funds as well. Jean will present at Mansfield City council on Tuesday, 2/18.

Ohio Loves Transit Week update – Jean thanked the board members that came to meet with the representatives, Mark Romanchuk and Marilyn John during Ohio Loves Transit week. Donna and Randy collaborated on Monday and brought some riders and staff from the campus and Area Agency on Aging. We also had Ontario Mayor Kris Knapp and other officials ride in the morning. Donna noted that the students that rode the bus during Ohio Loves Transit week were really impressed with the bus. They said it was very clean and 100% nicer than the buses in the big cities. Chris & Tara have been also doing a contest to vote for best driver and they will get a prize. They are having random drawings and passing out swag to passengers. They are posting pictures on Facebook with the staff and riders. They also decorated the transit center and had a fare free day.

TSA tabletop exercise – there is a folder in the board packet that has more information about the training conducted by the TSA. We could discuss this information in Executive session at next month's board meeting after everyone has had a chance to review all of the reports, if there are any questions or suggestions. There is more training available that Chris would like to do, maybe once every three months.

New Business

September RCTB meeting date – Jean is not going to be available on the September 15 board meeting date. We can move the meeting date or have the meeting without Jean. It was decided to change the date of the meeting to the Friday before.

Todd Blankenship made a motion to change the date/time of the September board meeting to Friday, September 12, 2025 at 8:30 a.m. Ed Pickens seconded the motion. With no further discussion, the motion carried.

BWC catch up payment – Tara noted in the end of Dec RCT was notified by Ohio BWC that their reports at the end of the year for 2023 showed employees but no wages. The payroll company input the information incorrectly in 2023. We had to do two years of true up with the BWC and they came back and said we owed $37,803 for catch up which will bring us up to current. Scott noted that this needs to be reflected or noted on the budget report so that we budget correctly going forward.

Marketing for 2025 – We have about $10,000 in the budget for marketing. Kym Lamb has suggested we do a digital presence review for approximately $1,000. Rasor wanted $5,000 to put up a couple of Facebook ads. We can also reach out to other local marketing people too. Jean would like to proceed with spending some of our budget for a digital presence review. The board feels that this would be a good option for Marketing.

ETA Transit Google Maps hosting – Apple does not have an indemnification clause and we do not need an agreement with them. Jean sent the feed to Apple Maps so hopefully they will have this up and running soon. Google is the most used app by most people. ETA Transit has had several customers ask them for help with getting past the Google indemnification clause and ETA has decided to offer their services to be the intermediary host that would sign the contract with Google. Jean has also reached out to Google to get an updated copy of their contract to review. Josh from ETA told us that connecting with Google Maps requires a lot of tedious validation steps and a lot of back and forth with Google to set it up. They are charging $10,000 for the set up and hosting for the first year and then $5,000 annually after this for hosting. This is not technically in the budget. We do have some funds available in contract services. It should take one to three months to get it set up. Jean is checking with NEORide to see if they are able to serve as the Google Maps host.

Todd Blankenship made a motion to approve ETA Transit setting up and hosting services with Google contingent upon Jean reviewing other options available to us, if any. Crystal Davis-Weese seconded the motion. With no further discussion, the motion carried.

Other Business from the Floor

Jean noted that the ODOT has agreed to cover the local match amount to have the Bus lift repaired under preventative maintenance. We received one invoice from Phil Leak and are expecting another when they finish the repairs.

Executive Session
There was no executive session.

Adjourn
There being no further business, Donna Hight made a motion to adjourn. Todd Blankenship seconded the motion. With no further discussion, the motion carried.

The meeting adjourned at 9:43 a.m.

Next Meeting
The next RCTB meeting is Wednesday, March 12 at 8:30 a.m.

Trae Turner, Secretary — Date: 3-12-25

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 February 12, 2025.

Scott Heimann, Chairman — Date: 3-13-2025