

# **RCTB** RICHLAND COUNTY TRANSIT BOARD

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

MINUTES of the December 11, 2024 RCT Board meeting

## **PRESENT:**

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

## **Call to Order**

Chairman Scott Heimann called the meeting to order at 8:32 a.m.

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

The November 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 in the financial report the CDBG contract came through and we booked the entire contract for July through October. The current bills includes an additional \$35,000 advance to TMR for payroll to cover three pays in January. The county closes 12/11 and won't reopen until sometime mid-January. Jean shared a picture of the bus wraps that will be added to the bus shelters provided by the HEAL grant. They will be installed in the spring when the weather is warmer. Richland Public Health and the HEAL grant have also provided solar lights for six bus shelters.

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

## **Old Business**

Procurement updates:

HVAC – All of the work has been completed and on December 17<sup>th</sup> they will be completing the balancing of the system. There have been some issues with the heat in the maintenance building and they came in yesterday and fixed that. The engineer completed his walk through and there were a few items that needed to be addressed. He was pretty satisfied overall. The engineer has to send us a completed checklist and then we will process their final payment.

Roof repairs – There is a new leak in the roof this morning. Steve from Garland stopped in to look at the roof. They think it's a leak from the drain. Worner Roofing will be on site soon to assess the leak. Steve from Garland provided five reports and documenting photos that he completed during the project. There was a leak when they were working on it and they fixed that right away and replaced the ceiling tiles. We have been very pleased with their services and timely response.

Windows – The contract has been signed and approved by the attorney. The architect was in yesterday to look at the windows and get some measurements and check the walls.

EZFare – The contract has been approved by legal. Jean is hoping to have it to Scott for his

signature soon.

Workforce transportation MATI grant contract update: We had the first two community meetings with about 60 people attending, representing businesses, schools, social service agencies as well as people with transportation insecurities. Richland Source had a nice summary article about the meetings. In the board folder are the slides that we shared at the meetings. Scott requested that the board members share the surveys with their networks to get the word out. The more responses we get, the better. We would like to have about 450 replies and the deadline for the surveys is 12/31/24.

2025 Operating and Capital budgets: The budget in the board packet has been reviewed by the Finance Committee and they have recommended it for final board approval. Jean noted that there was one change in the budget that the Finance Committee reviewed; the Commissioners met one last time and they had to cut their budget so they cut the \$5,000 increase we had in the budget for next year. They will give us the same as this year, \$90,000. Scott noted that there are increases for 2025 in wages, benefits, etc. Local funds carryover is how much we need as our worst case scenario. For 2024 it was \$250,000. The finance committee challenged Jean and the team to work on a plan to net zero local carryover in the budget over the next couple of years. Jean noted that we used about \$25,000 in local funds carryover this year, but that's because the state contract has not been approved yet from ODOT for the new fiscal year so we have not been able to draw state match for operating expenses. We're projecting a higher bank balance at the end of 2024 than we had at the end of 2023.

On the capital budget, most of the funds are coming from federal money at 100% from grant applications. We are turning in grant applications by 12/31/24 for five-12 passenger cutaways, one Gillig bus, replacing the flooring at both facilities, replacing the security system at both facilities, and also asking for some preventative maintenance funds.

***Todd Blankenship made a motion to approve the 2025 budget. Donna Hight seconded the motion. With no further discussion, the motion carried.***

Saturday holiday service update – We have one more Saturday service for the month of December. Last Saturday we had 186 passengers on city routes and 17 on Dial-A-Ride. These are very good numbers. We also did a couple of medical trips for people with Saturday appointments. The Black Friday ridership was really good too. We had 556 riders, when we normally have 298 riders.

### **New Business**

2025 RCTB meeting calendar – The 2025 RCTB meeting dates were included in the packet. We will send out calendar invites later. Typically, the board meeting is the 2<sup>nd</sup> Wednesday of each month at 8:30 am unless noted.

***Ed Pickens made a motion to approve the 2025 RCTB meeting calendar. Trae Turner seconded the motion. With no further discussion, the motion carried.***

Regional Planning Commission – Transit Rep Nomination – In the past we have had a person from our board represent us on the Regional Planning Commission. Ed Pickens has been in this role and has agreed to do this again.

***Trae Turner made a motion to nominate Ed Pickens as the Transit Board representative to the Regional Planning Commission. Donna Hight seconded the motion. With no further discussion, the motion carried.***

Group Transit Asset Management (TAM) plan – RCTB’s TAM plan is being updated to include Shelby Taxi’s vehicle and to update the investment priorities. Jason Werner helped enter the report data through the FTA’s TAMplate. The TAM will be referenced in our annual NTD reporting. Jean looked at how old our equipment is, and based on our replacement schedule, when we will get to the point where zero of our vehicles are beyond their useful life benchmark. The useful life benchmark is 14 years for large buses and 10 years for cutaways. Service vehicles are 15 years. 2 out of 3 of our service vehicles are over 15 years old. We are planning to replace one service vehicle in 2027 and one in 2028. Passenger facilities are all currently rated as 3 or better on a 5 point TERM scale. We needed to add Shelby Taxi to our TAM plan because this was brought to our attention in our Triennial review. The Shelby taxi vehicle has 10 years as their useful life benchmark so it is not due to be replaced yet. On our Gillig vehicles, 2 out of 6 are currently over 14 years old. We are expecting a new one to be delivered in 2025 or early 2026, and we will be applying for another one which should be built by 2026 and delivered in 2027. Chris & Tara and their team put a list of items they would like to see replaced in the next few years. We have updated and reprioritized everything and added to the TAM plan.

***Todd Blankenship made a motion to approve the TAM plan. Donna Hight seconded the motion. With no further discussion, the motion carried.***

ODOT SFY26 Resolution – We are preparing for 2026 and the grant applications are due on 12/31/24. This gives Jean the authority to submit grants, request payments, provide information that might be requested for state funding.

***Donna Hight made a motion to approve the ODOT resolution. Ed Pickens seconded the motion. With no further discussion, the motion carried.***

2025 RCTB committees – Scott just wanted to update everyone on our standing committees and give each person about a month if you want to switch committees before the next board meeting.

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

Ed mentioned a flyer that he picked up at the Area Agency on Aging luncheon regarding our new ETA Spot site. Randy Hutchinson wants to bring RCT in to the senior program meeting to talk about our new technology. We will do a demo with them. We don’t have a date picked yet. Trae mentioned that Area Agency on Aging will be receiving a new technology grant soon from US Aging that will focus on apps. Todd noted that the ETA link needs to be set up to be live on the RCT website. Tara will have their web person take care of this. There was discussion about

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whether or not the ETA system would allow us to do audio call-outs or advertising when you are on the app. We are going to look into this further.

**Executive Session**

There was no executive session.

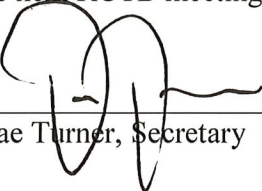
**Adjourn**

*There being no further business, Ed Pickens made a motion to adjourn. Todd Blankenship seconded the motion. With no further discussion, the motion carried.*

The meeting adjourned at 9:30 a.m.

**Next Meeting**

The next RCTB meeting (Annual Meeting) is Wednesday, January 15 at 8:30 a.m.

  
\_\_\_\_\_  
Trae Turner, Secretary

1-15-25  
\_\_\_\_\_  
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 December 11, 2024.

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

1-17-25  
\_\_\_\_\_  
Date