

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF April 17th, 2013

1. The DCTB Chair called the meeting to order and the roll was taken as follows: (13-04-01)

- X Tom Jones- Chair
- X Boots Sheets- Vice Chair
- X Roger VanSickle- Secretary
- X Erwin Dugasz
- X Tim Dodge
- X Ed Helvey
- X Traci Cromwell

Staff present for the meeting:

- X Denny Schooley- Executive Director
- Ab Crystal James- Operations Director
- Ab Ginny Berry- Marketing and Public Relations Specialist
- Ab Richelle Tirado- Controller
- X Tonya James- Mobility Manager
- Ab Grant Bias- Operations Supervisor
- X Tina Smith-HR Coordinator
- X Ed Pierson-IT Specialist

a. Approval of Absences (13-04-01)

There were no absences.

2. Public Comment

No public present.

3. Approval of Consent Agenda (13-04-02)

- a. Agenda for April 17, 2013
- b. Minutes of March 20, 2013

It was moved by Roger and seconded by Erwin to approve the Consent Agenda (13-04-02). Motion passed.

4. Reports

a. Board Committees

i. Finance

Committees did not meet. They will meet May 1, 2013.

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ii. Legislative

Did not meet.

b. Department

Denny explained that Ginny was at the MORPC open house and presentation on transportation improvement to represent DATA.

Ed announced that construction has begun on the shelter and moving more quickly than expected. It should be basically complete by the end of the week.

Denny explained that Amy, who trains CDL drivers for Delaware City Schools, is training four of our drivers.

c. Executive Director

Denny updated the Board on his and Richelle's trip to Chicago for FTA training. He explained that we have a lot of requirements to follow and a lot of work to do. The trip was extremely beneficial and was reimbursed 80% by ODOT. It brought FTA down to an individual level, as he and Richelle got to meet our two representatives that we will be dealing directly with. One will handle grants, and the other will handle everything else. There were more than 130 people in attendance representing over 50 transit systems.

Denny announced that Ed Pierson will now be our Asset Manager, which will involve a lot of reporting and requirements. The new mechanic will report to Ed.

Denny explained that he met with our state representatives, Margaret and Andy, to work on legislation change to allow us to obtain revenue from sources other than transportation. They also discussed working to exempt public transit from car seats. In addition, they discussed legislation in the works to allow public schools to do more collaboration on transportation.

Denny explained that Ohio's state funding for public transit is very low in comparison to other states. OPTA is working to increase this, and we are asking for just under \$1 million more for 2014. He explained that he has been working with Lima to explore funding for small transit systems.

Denny's biggest concern for 2014 is demand response. Currently, there is no federal funding allocated, so we are looking into other options.

Denny explained that we have received the final report from the group from OSU, Lean Sigma. They have developed routes for the Polaris/Chase/Old State area, including some lunch routes.

We have heard from the public that they want evening and Saturday service, so we are still hoping to begin that soon.

5. Financial Status

a. For month ending March 31, 2013 (13-04-03)

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Denny explained that we are in good shape, and ODOT is shifting money allocated for shop equipment to be used for the shelter. He also announced that MKC has sent some preliminary drawings for us to review.

It was moved by Traci and seconded by Boots to approve the financial status for month ending March 31, 2013 (13-04-03). Motion passed.

6. Unfinished Business

a. Update of Salary & Wage Scales

The finance committee will meet May 1st to discuss several issues, including wage scales. Denny will bring information on separating from the county and doing our own payroll through an outside management company.

b. Update of Health Insurance Options

Insurance will also be discussed at the finance committee meeting on May 1st. Prior to that, Denny and Richelle will decide on some numbers and what DATA's portion or contribution to the premiums will be.

Denny explained that he met with Gary Merrill and he was concerned about empty buses. There seems to be a false perception that our buses drive around empty. Denny tried to explain to him that this is the nature of transportation, and half of the time the buses will be empty. Gary suggested Denny present at a commissioner's work session to educate and clear up some misconceptions.

7. New Business

a. Approval of Contract with Veterans Services (13-04-04)

We have provided contract transportation to Veterans Services in the past, and they have requested another contract.

It was moved by Tim and seconded by Ed to approve the contract with Veterans Services (13-04-04). Motion passed.

b. Establish 90 day waiting period for health benefits (13-04-05)

This would be for any employees who are newly eligible for benefits.

It was moved by Boots and seconded by Traci to establish a 90 day waiting period for health benefits (13-04-05). Motion passed.

c. Authorize signature authority in TEAM (13-04-06)

Denny explained that TEAM, Transportation Electronic Award Management, is a new requirement for us as an urbanized system and will be used for applying for funding and grants.

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It was moved by Tim and seconded by Traci to authorize signature authority in TEAM (13-04-06). Motion passed.

d. Approval to submit grant request for Ohio Coordination project (13-04-07)

Denny would write this for 2 years, 2014-2015, to be used to fund our mobility management program.

It was moved by Roger and seconded by Ed to submit grant request for Ohio Coordination project (13-04-07). Motion passed.

e. Approval of appropriation changes for State of Good Repair (13-04-08)

Denny explained that since the PO for the architect needs to come from capital, we need to move appropriations from services to capital.

It was moved by Traci and seconded by Erwin to approve appropriation changes for State of Good Repair (13-04-08). Motion passed.

f. Discussion of 2013 Executive Director review format

Denny explained that he liked the open discussion format rather than survey questions. He would like to be able to bring comments and directives he receives back to the Board for concurrence. Erwin suggested that Denny could write his own development plan and present it to the Board for feedback and suggestions. Several Board members agreed with this idea, but the Board will continue to discuss the issue further at future Board meetings.

8. Other Business-Open Comments

Congratulations to Roger for becoming a grandpa on April 1st! :)

9. Adjourn

There being no further business to transact, the Chairman adjourned the meeting.