

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF April 16, 2014

1. The DCTB Chair called the meeting to order and the roll was taken as follows: (14-04-01)

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

Staff present for the meeting:

 X Denny Schooley-Executive Director
 X Crystal James-Operations Director
 Ab Ginny Berry-Marketing and Public Relations Specialist
 X Tonya James- Mobility Manager
 X Tina Smith-HR Coordinator
 Ab Ed Pierson-Facilities, Assets, and Technology Manager

a. Approval of Absences (14-04-01)

No absences

b. Pledge

2. Public Comment

No public present.

3. Approval of Consent Agenda (14-04-02)

a. **Agenda for April 16, 2014**

b. **Minutes of March 19, 2014**

It was moved by Roger and seconded by Traci to approve the Consent Agenda (14-04-02). Motion passed.

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4. Reports

a. Board Committees

i. Finance-no meeting

ii. Legislative-no meeting

b. Department

Crystal- There will be a public hearing on April 30th to announce our new summer fixed route that will stop at Mingo, YMCA, The Strand, bowling alleys, and several residential areas. There will be very minor changes to the city fixed routes, and Northpoint will be taken off of the Green Route.

Erwin- Rt. 23 and Crosswoods area will be reduced to one lane in each direction east/west on Monday.

Denny- Ed's Google Transit will be on our website very soon. Passengers can use this to map and plan their trips and times.

Ridership has continued to increase on our fixed routes.

Ed- What about the people who are no longer using demand response? Tonya explained there is a mixture of solutions for them, such as COA, fixed routes, and a combination of fixed route with demand response. It is those who are outside the city that are being left out.

c. Executive Director

Ed asked if Denny had heard about the status of a new Board member. He explained that five applications are being considered, but there is no indication of when interviews will take place.

5. Financial Status

a. Approval of financial status for month ending March 31, 2014 (14-04-03)

It was moved by Ed and seconded by Boots to approve the Financial Status (14-04-03). Motion passed.

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6. Unfinished Business

a. Appointment of two board members to serve on the Local Funding Committee (14-04-08)

Denny explained that in January, the Board approved creating a Funding Committee and letters have now been sent out to potential members.

Boots nominated Ed and Erwin for the committee, and they accepted.

Denny explained the purpose of the committee is to determine how the transit agency should move forward with local funding in the future. Data has set aside \$50,000, along with \$15,000 from the city, for hiring a consultant to conduct a study. The Committee would develop a scope of work for the consultant, and then bring back a recommendation to the Board based on the findings. This may be a year-long project, and Denny plans to be present at all meetings.

It was moved by Boots and seconded by Roger to approve the appointment of Ed and Erwin, with Ed serving as Chair, to serve on the Local Funding Committee (14-04-08). Motion passed.

b. Service Plan – Review of COTA’s current initiative (included in packet)

Denny- COTA had a consultant come in to examine the amount of tax money they have coming in and how it should be spent. They looked at defining a goal, such as “high ridership,” or “serving the entire tax base,” which lowers ridership, or a combination of both.

We deal with the same issue in trying to decide what we want our services to look like. Do we increase ridership, or do we provide transportation to everyone?

Traci asked if we received our million dollars from COTA. Denny replied no.

Ed asked what taxes are available to us as possible sources of funding, and expressed concern that a tax may bring in more money that we are prepared to use or manage. Denny agreed and explained that a good business plan would need to be set in place.

Denny suggested the committee research what kind of services local communities would expect if they contribute funds.

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7. New Business

a. **Approval of STIP Amendments and proposed FFY 2014 federal expenditures (14-04-04)**

Denny shared his budget summary and plan for 2015 expenditures. He explained that it has to be approved by the FTA by the end of May and we need to have our grant proposal submitted before the STIP closes at the end of June.

He explained that our rider surveys showed that 45% of fixed route ridership is for work purposes.

Crystal explained that she has plans for extending service later into the evenings, running two fixed route buses on Saturdays, and developing Sunbury routes.

It was moved by Traci and seconded by Roger to approve STIP amendments and proposed FFY 2014 federal expenditures (14-04-04). Motion passed.

b. **Approval of service contract with Delaware Christian Academy (14-04-05)**

This is for a summer kids program. Standard hourly vehicle contract rates apply.

It was moved by Boots and seconded by Traci to approve a service contract with Delaware Christian Academy (14-04-05). Motion passed.

c. **Approval of Public Participation Plan (14-04-06)**

Denny explained we are required to have a public participation plan.

Crystal explained we had one of these previously as part of our Title VI. She added a description of how we plan to handle any changes to service, in other words, an explanation of our process for letting the public know about changes.

It was moved by Roger and seconded by Traci to approve the Public Participation Plan (14-04-06). Motion passed.

d. **Approval of Criminal Background Check Policy (14-04-07)**

Tina explained that as a result of our risk assessment self-inventory with OTRP, we needed to add wording to our background check policy stating that an applicant would be given the opportunity to explain and/or defend him/herself if a conviction came up on his/her BCI.

It was moved by Erwin and seconded by Ed to approve the Criminal Background Check Policy (14-04-07). Motion passed.

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8. Other Business-Open Comments

Boots explained that he and Denny met with DCB twice, along with Richwood Bank and Middlefield Bank.

Denny explained they spoke with each bank not only about loan options, but assisting us if and when we separate our finances from the county. Richwood Bank was very helpful with offering the services of their payroll department to handle our payroll for us. They also have a branch conveniently located in Delaware and are FDIC. They will also bond any amount of money we have deposited with them.

9. Adjourn

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