

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF
April 15, 2015

1. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (15-04-01)

<u> X </u>	Tom Jones-Chair
<u> X </u>	Boots Sheets-Vice Chair
<u> X </u>	Traci Cromwell -Secretary
<u> X </u>	Roger VanSickle-Treasurer
<u> X </u>	Ed Helvey
<u> Ab </u>	Tim Dempsey
<u> X </u>	Erwin Dugasz

Staff present for the meeting:

<u> X </u>	Denny Schooley-Executive Director
<u> X </u>	Crystal James-Operations Director
<u> X </u>	Ginny Berry-Marketing and Public Relations Specialist
<u> X </u>	Tonya Layman-Mobility Manager
<u> X </u>	Tina Smith-Controller/HR Coordinator
<u> X </u>	Ed Pierson-Facilities, Assets, and Technology Manager
<u> Ab </u>	Grant Bias-Operations Supervisor

a. Approval of Absences (15-04-01)

Tim did not request for his absence to be excused.

b. Pledge

2. Public Comment

No public present.

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3. Approval of Consent Agenda (15-04-02)

a. Agenda for April 15, 2015

b. Minutes of March 18, 2015

It was moved by Traci and seconded by Roger to approve the Consent Agenda (15-04-02). Motion passed.

4. Reports

a. Board Committees

i. Finance – No meeting

b. Department

Crystal-The bus shelter at St. Michael's is a no go because of buried utilities. We are looking into Lexington Blvd. across from Smith Clinic and a possible cross walk there.

Ed P.-We saw a demo of the Smart Box and asked them to make some changes to the software to be more specific to us, and then bring it back.

We are looking into a new form of wi-fi on the buses because what we have doesn't connect well at higher rates of speed. This new system will also offer the capabilities of electronic fares, electronic manifests on tablets, GPS, and real time cameras on the buses.

We will have a new bus here tomorrow at 10:00 for viewing. It has a ramp at the front door rather than a lift.

The company we spoke with about designing a new website gave us a quote and we have asked them to also do a sample of a website for mobility management.

c. Executive Director-Denny

We had our first Get to Know DATA Show yesterday, which was developed with a goal of helping us attract and keep good employees. We had 7 applicants attend and the presentation went extremely well. Denny summarized the show and explained that we have also revamped our training program.

Ginny added that the Show is also a great marketing tool for spreading the word through the community by getting applicants out on the fixed routes.

Denny explained that Marion Transit was interested, so Tina sent The Get to Know DATA Show to them.

Denny explained that through the OPTA Board meeting he was asked to participate in Stand Up for Transportation. He attended the event at COTA, where 75-100 people were present. Crystal and Ginny attended the event at NABI, where 40-50 people attended. The purpose is to encourage Congress to write a bipartisan bill to pass

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legislation to support public transit and surface transportation. The hope is to pass a multi-year transportation bill and fund it.

Denny explained he attended the State of the Region Luncheon at MORPC and the keynote speaker was excellent. He said he would be sending out the video of the speaker to everyone to view. Next year, he hopes to purchase a table at the event and have Board members attend as well.

Tomorrow we are having a pre-proposal meeting for our transportation study. We have at least two people interested who will be attending.

The application we submitted for section 5310 funding for mobility management and door-to-door service was approved for \$167,000.

We are looking into new wi-fi for the buses, which will give us the capabilities of electronic fares, debit cards, and credit cards. We are also looking into PayPal and a possible kiosk at the hub.

We will be bringing a revised service policy to the Board next month with a revised paratransit plan, as well as the procurement policy and pest control policy. Service changes will now take place once a year in July, rather than in January and June.

5. Treasurer's Report-Financial Status

a. Approval of financial status for month ending March 31, 2015 (15-04-03)

Total income for March = \$473,973.88

Total expenses for March = \$402,060.54

Checking account balance = \$748,956.79

Payroll account balance = \$33,100.42

It was moved by Boots and seconded by Ed to approve the Financial Status (15-04-03). Motion passed.

6. Unfinished Business

none

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7. New Business

a. **Approval of contract between the BOC, STEP, and the DCTB (15-04-04)**

STEP applied for and received a grant to purchase fixed route passes for people in poverty.

It was moved by Roger and seconded by Traci to approve the contract between the BOC, STEP, and DCTB (15-03-04). Motion passed.

b. **Approval to dispose of obsolete assets (15-04-05)**

It was moved by Ed and seconded by Traci to approve the disposal of obsolete assets (15-04-05). Motion passed.

c. **Approval of employee dental benefits contribution (15-04-06)**

The county pays \$9.69 for each employee with dental coverage. We have 14 employees with dental. We have been paying this same portion of dental costs for our employees since January and would like to continue to do so.

Total cost for DATA is approximately \$271.32 per month and \$3,527.16 per year.

It was moved by Boots and seconded by Ed to approve the employee dental benefits contribution (15-04-06). Motion passed.

d. **Approval of reimbursement mileage rate for use of personal vehicles (15-04-07)**

Tabled until next month

County Commissioners were considering raising the rate from \$0.40/mile to \$0.58/mile, but decided to table it.

e. **Approval of COTA/DCTB split agreement for 8/12 of FFY2015 (15-04-08)**

Congress has approved and funded a transit bill through the end of May. This agreement separates funds for us based on the federal formula.

\$602,000 for 5307 and \$64,000 for 5339

It was moved by Traci and seconded by Roger to approve the contract between DCTB and COTA (15-04-08). Motion passed.

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f. **Approval of door-to-door service for passengers age 65 and over and persons with disabilities (15-04-09)**

Our grant for this was approved for \$32,000. J & J Mobility will be working with us to set up temporary ramps for people who need them. These services will be included into our new service plan policy.

It was moved by Boots and seconded by Ed to approve door-to-door service for seniors and disabled (15-04-09). Motion passed.

8. Other Business—Open Comments

Traci-Perhaps the Board should see the reconciliation of the benefit deductions and invoices included in Roger's financial report.

Denny-Ridership is on the rise again. According to our COA fixed route grant report, our senior ridership was 33%, and in March it was 14%. This indicates that ridership is increasing as a result of more younger riders.

Traci-We need to continue to advertise a ride for everyone and that kids can ride by themselves, which was shared at the Kiwanis presentation.

Crystal-Just today, Delaware City Schools purchased \$2,500 worth of passes for kids to ride the fixed routes.

9. Adjourn

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