

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

### MINUTES OF April 17, 2019

#### 1. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (19-04-01)

<u>  X</u>	Boots Sheets-Chair
<u>  X</u>	Ed Helvey-Vice Chair
<u>  X</u>	Roger VanSickle-Treasurer
<u>  Ab</u>	Troy Sabo
<u>  X</u>	Jacob Fathbruckner
<u>  X</u>	Becky Cornett
<u>  X</u>	Fred Johnson

#### 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>  X</u>	Grant Bias-Safety and Security Training Manager

#### a. Approval of Absences (19-04-01)

It was moved by Roger and seconded by Jacob to approve Troy's absence (19-04-01). Motion passed.

#### b. Pledge

#### 2. Approval of Consent Agenda (19-04-02)

##### a. Agenda for April 17<sup>th</sup>, 2019

It was moved by Ed H. and seconded by Jacob to approve the Consent Agenda (19-04-02A). Motion passed.

##### b. Approval of minutes from March 20<sup>th</sup>, 2019

It was moved by Becky and seconded by Ed H. to approve the Minutes from March 20<sup>th</sup>, 2019 (19-04-02B). Motion Passed.

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### 3. Recognition of Outstanding Employees 2019 (voted on by peers)

- a. Ed Wolf – Strong Leader
- b. Kevin Kramer – Goes Above & Beyond
- c. Carolyn Roshon – Safety Conscientious, 3<sup>rd</sup> consecutive year
- d. Kathy Laughlin – Best Customer Service, 2<sup>nd</sup> consecutive year

### 4. Public Comment

none

### 5. Financial Status – Treasurer’s Report

#### a. Approval of Financial Status for month ending February 28, 2019 (19-04-03)

Income = \$227,186.35 – Jan.-Feb.

Expenses = \$351,836.71 - ytd, \$157,577.64 - Feb.

Checking = \$849,758.10

Payroll = \$61,478.92

It was moved by Jacob and seconded by Ed H. to approve the Financial Status for month ending February 28, 2019 (19-04-03). Motion Passed.

### 6. Reports

#### e. Department

Ginny – Met with the President of Friends of the Library, who will be donating books to us for Books on the Buses

Ed P. – Out At Risk security software has identified four IP addresses that have tried to get into our system. I was able to block them and shut them down immediately, so the software has been very beneficial.

Crystal – Our Safety Committee has voted and requested 16 hours of refresher training per year. Currently, we’re preparing and completing training on event reporting, pedestrian awareness, and ADA. I will be meeting with Kelsey, from the City of Delaware, to update her on our new projects and proposed services. The DASH survey has gone out again. We had 173 riders and 1 dog on our first First Friday shuttle.

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### f. Executive Director

Denny asked if there were any questions on the ODOT change on 5311 funds. This change could open up funding for us for the 2/3 of the county that we don't get any funding for. We could see these funds in 2021. FTA has been pushing ODOT to do this because there was \$200 million in 5311 sitting there unspent. Now ODOT has to decide how to distribute these funds. ODOT also has to figure out how to distribute the \$70 million that has been allocated to transit.

Denny asked if there were any questions on the new financial charts he included in the Board packet. There were no questions.

### 7. Planning Committee Discussion

Becky explained that the committee is struggling at this point and proposed the entire Board hold a workshop, maybe on a Saturday. She asked Denny to share the direction he would like the committee to go.

Denny explained he has not gotten any direction from the committee like he had hoped and he agrees that a full Board workshop may be a good idea. Denny shared some of the questions he would like answered:

- Who do we serve moving forward?
- What is our destination?
- Do we serve the same population we have always served? How well do we serve them? Do we expand service for them?
- Do we serve businesses by getting employees to them?

Jacob suggested Denny write down all of his questions for the Board to vote on one by one to determine where there is agreement, disagreement, and where more research is needed.

Denny asked the Board for a consensus on what information the staff should bring to Board meetings and what the Board would like the meetings to look like. It was decided that Denny will compile some different options for the future for the Board to discuss at the next meeting.

Boots explained that the Strategic Planning Committee meetings will be put on hold until further notice when Denny has completed and shared his questions and goals. Boots asked that everyone think about why the committee has not accomplished anything yet.

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### 8. New Business

#### a. Approval of Service Contract for SourcePoint Enrichment Center (19-04-04)(Crystal)

Crystal explained that all the following service contracts are similar for guaranteed transportation for group trips.

It was moved by Jacob and seconded by Ed H. to approve the service contract for SourcePoint Enrichment Center (19-04-04). Roger and Becky abstained. Motion passed.

#### b. Approval to Submit a SourcePoint Grant Application (19-04-05)(Tonya)

Annual grant to support senior ridership on the fixed routes

It was moved by Jacob and seconded by Ed H. to approve submitting a SourcePoint Grant Application (19-04-05). Roger and Becky abstained. Motion passed.

#### c. Approval of Alzheimer's Association Service Contract (19-04-06)(Crystal)

It was moved by Jacob and seconded by Fred to approve the service contract for the Alzheimer's Association (19-04-06). Motion passed.

#### d. Approval of Delaware Chamber of Commerce Service Contract (19-04-07)(Crystal)

It was moved by Roger and seconded by Fred to approve the service contract for the Delaware Chamber of Commerce (19-04-07). Motion passed.

#### e. Approval of Willow Brook Service Contract (19-04-08)(Crystal)

Transportation for individuals from home to adult day care

It was moved by Jacob and seconded by Ed H. to approve the service contract for Willow Brook (19-04-08). Motion passed.

### 9. Other Business – Open Comments

Denny – We had our pre-proposal meeting today with five companies for the scheduling/dispatching software. Jacob and Fred have been selected to serve on the review committee and proposals are due by May 1<sup>st</sup>.

JFS now has to put out an RFP for transportation, so we will be preparing a proposal for them.

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Crystal – In trying to get more middle-class workers on the bus, the goal for the Green Route is to make it an express for workers going to Columbus. We are going to take off the unused stops to make it a quick direct route that people will want to use. I noticed that the park-n-ride was full and five different counties were represented, so we are going to be looking into that.

Denny – Tomorrow is the MORPC State of the Region Luncheon. We have reserved a table. Boots and Fred will be going, along with some other community leaders from SourcePoint, Powell, and Polaris, who are going as our guests.

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### **10. Adjourn**

With no further business to conduct, the Chairman adjourned the meeting.