

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

### MINUTES OF August 15, 2012

#### 1) The DCTB Chair called the meeting to order and the roll was taken as follows: (12-07-01)

  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  
  X   Crystal James- Operations Director  
  X   Ginny Berry- Marketing and Public Relations Specialist  
  X   Richelle Tirado- Financial Analyst  
  X   Tonya James- Mobility Manager

Roll Call was taken with all present, but Erwin arriving just after start of meeting.

#### 2) Public Comment

No public present.

#### 3) Approval of Consent Agenda (12-07-02)

- a) Agenda for August 15, 2012
- b) Minutes of July 18th, 2012

It was moved by           Ed           and seconded by           Roger           to approve the Consent Agenda (12-08-02). Motion           passed          .

#### 4) Financial Status for Month ending June 30<sup>th</sup>, 2012 (12-08-03)

It was moved by           Roger           and seconded by   Tim   to approve the Financial Status for Month ending July 31st, 2012 (12-08-03). Motion   passed  .

#### 5) Administrative / Operations Status Reports

##### a) Operations Report

Traci and Tom shared their thoughts of the public hearing. Denny stated that the new routes began on August 6<sup>th</sup>. Crystal reported ridership numbers are good for the routes just starting.

##### b) Mobility Management

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**c) Marketing Report**

Ginny reported that OWU will likely put an article in their student newspaper and that Delaware City included an article regarding new routes in their electronic newsletter.

**d) HR, Safety, Training and Risk Management**

**e) Financial Report**

### 6) Action Items

**a) Discussion and (tentative) Approval of Preliminary Budget (12-08-04)**

Ed, on the finance committee, led the group discussion.

It was moved by \_\_\_\_\_ Ed \_\_\_\_\_ and seconded by \_\_\_\_\_ Traci \_\_\_\_\_ to approve Plan "B" the 2013 Preliminary Budget (12-08-04). Motion \_\_\_\_\_ passed. \_\_\_\_\_

**b) Approval to submit ODOT Grant proposal (12-08-05)**

It was moved by \_\_\_\_\_ Ed \_\_\_\_\_ and seconded by \_\_\_\_\_ Tim \_\_\_\_\_ to approve Denny Schooley to submit a proposal for a grant thru ODOT for 49 USC Section 5311 funding (12-08-05). Motion \_\_\_\_\_ passed \_\_\_\_\_.

**c) Approval to participate in State Cooperative Purchasing program (12-08-06)**

It was moved by \_\_\_\_\_ Ed \_\_\_\_\_ and seconded by \_\_\_\_\_ Traci \_\_\_\_\_ to approve participation in the Ohio Department of Transportation Cooperative Purchasing Program. Motion \_\_\_\_\_ passed \_\_\_\_\_.

**d) Approval to enter into an agreement with Kristi Kuhbender for training and HR Activities(12-08-07)**

It was moved by \_\_\_\_\_ Boots \_\_\_\_\_ and seconded by \_\_\_\_\_ Tim \_\_\_\_\_ to approve entering in to an agreement with Kristi Kuhbender for training and HR activities(12-08-07). Motion passed with Erwin opposed.

**e) Approval for Ginny Berry to enter in to GO AND KNOW Agreements as representative of the Delaware County Transit Board (12-08-08)**

It was moved by \_\_\_\_\_ Traci \_\_\_\_\_ and seconded by \_\_\_\_\_ Ed \_\_\_\_\_ to approve Ginny Berry to enter GO AND KNOW agreements on behalf of the DCTB (12-08-08). Motion passed

### 7) General Updates

### 8) Adjourn

- i) There being no further business to transact, \_\_\_\_\_ Tim \_\_\_\_\_ moved to adjourn the meeting with \_\_\_\_\_ Ed \_\_\_\_\_ seconding the motion. Meeting was adjourned.

