

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

**MINUTES OF**  
**August 18, 2015**

### 1. Roll Call

**The DCTB Chair called the meeting to order and the roll was taken as follows: (15-08-01)**

<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>  Ab </u>	Ed Helvey
<u>  X  </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>  Ab </u>	Ed Pierson-Facilities, Assets, and Technology Manager
<u>  Ab </u>	Grant Bias-Operations Supervisor

#### a. Approval of Absences (15-08-01)

It was moved by Traci and seconded by Roger to approve Ed's absence (15-08-01). Motion passed.

#### b. Pledge

### 2. Public Comment

No public present.

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### 3. Approval of Consent Agenda (15-08-02)

#### a. Agenda for August 19, 2015

#### b. Minutes of July 15, 2015

It was moved by Roger and seconded by Tim to approve the Consent Agenda (15-08-02). Motion passed.

### 4. Reports

#### a. Board Committees

##### i. Finance – No meeting

#### b. Department

none

#### c. Executive Director-Denny

Denny had Crystal explain the outcome of our recent FTA Drug and Alcohol Audit. The audit team was here for less than a day and a half. They looked through all of our files and paperwork and also visited Ohio Health (our collection site) to review their procedures and files. There were several findings, which we have 90 days to correct and respond. Most findings were with Ohio Health, but we are responsible to make sure they are compliant with FTA regulations. Denny and Crystal will be meeting with Ohio Health soon to go over the findings in detail and ask them to develop an action plan for correcting them. Crystal noted that previously our Drug and Alcohol Policy was approved by ODOT and actually used as an example across the state. Now that we report to FTA, there are changes we and Ohio Health have to make to meet their requirements. If FTA finds us not in compliance after 90 days following the audit, they could possibly withhold our federal funding.

Our Source Point grant has been submitted for \$350,000 to assist with the Delaware City fixed routes and the Green Route.

Denny explained that we discovered we haven't been coding/recording our passengers correctly on the fixed routes in regards to age. We have been coding based on fares, which doesn't actually capture the correct numbers due to passengers using transfers and passes rather than cash. All transfers and passes have been recorded as 18-59 year olds, when many were actually seniors over 59. The demographics of our passengers is important for our federal funding, state E&D grant, as well as for funding from Source Point. We need to figure out a new procedure (eventually electronic) for drivers that captures passenger demographics correctly but isn't too cumbersome.

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We will have a booth at the Delaware County Fair this year in the Merchant Building.

Ed has ordered four new buses. Denny has asked Ed to develop a bus replacement plan, which indicates that we need to buy four new buses each year for at least the next four years to keep our fleet up to date. In order to fund these new buses we will be pulling money from the bus and bus facility grant, as well as from 5307, which incorporates operations, JARC, capital, and maintenance.

We held the kick-off meeting for the Transit Development Plan & Funding Study. Roger and Tim were both there and agreed that they were impressed with the presentation and thoroughness of Parsons Brinkerhoff.

ODOT found \$11,000 of unclaimed funds in 2016 federal grants, and asked if we wanted it, so of course we do, and we will add it to one of our grants.

Because we work a year behind by using federal funds from the previous year, and because TEAM closes on Sept. 25<sup>th</sup>, we may not be able to get our grants in on time. This could mean not being about to pull down any federal funds in early 2016. It will be important for us to plan ahead for this and make sure we carry over enough at the end of the year.

Our revised plans for the facility rehab must be approved by ODOT before we can go out to bid again. ODOT was having trouble finding anyone to review them, so Denny asked COTA. Denny and Ed met with COTA and learned a lot about things we need to clarify in our blueprints in order to avoid additional cost in change orders. COTA also warned us to watch closely during construction to prevent theft.

### **5. Treasurer's Report-Financial Status**

#### **a. Approval of financial status for month ending July 31, 2015 (15-08-03)**

Total income for June = \$362,458.68

Total expenses for June = \$145,511.98

Checking account balance = \$648,004.95

Payroll account balance = \$26,341.02

It was moved by Tim and seconded by Erwin to approve the Financial Status (15-08-03). Motion passed.

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### 6. Unfinished Business

none

### 7. New Business

#### a. Approval of revised Public Participation Plan (15-08-04)

Just minor revisions were made to the plan.

It was moved by Traci and seconded by Tim to approve the revised Public Participation Plan (15-08-04). Motion passed.

#### b. Approval to extend Motion Media contract for advertising services (15-08-05)

Motion Media handles all advertising on the exterior of our buses, and we receive 63% of the net profits.

It was moved by Boots and seconded by Roger to approve extending Motion Media contract (15-08-05). Motion passed.

#### c. Approval of changes to the Purple and Red routes (15-08-06)

Denny explained that we originally proposed eliminating both routes. The routes showed steady increase from January to April and May, and have declined each month since. We had 4-5 people attend each of the two public hearings we held. We also received emails, calls, and a visit from one person. Based on that, we don't believe we should totally eliminate the routes, but need to make some drastic changes.

Crystal explained her plan of condensing down to one Purple Route that would run to Kroger in Sunbury and back to the hub three times a day. She is also considering a possible express over to Meijer and Ohio Health in Westerville as part of this route.

Erwin suggested if we do the express over to Westerville, we need to provide a way back for passengers as well.

It was moved by Traci and seconded by Tim to approve changes to the Purple and Red routes (15-08-06). Motion passed.

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### d. **Approval of revised procurement policy (15-08-07)**

This policy was revised based on FTA trainings that Ed and Denny have attended.

It was moved by Boots and seconded by Tim to approve the revised procurement policy (15-08-07). Motion passed.

### 8. **Other Business—Open Comments**

Denny announced that the County has asked us to provide shuttle service for employees from Mingo to the Hayes Building during construction on the Court House. Denny asked the Board if anyone objected to him charging an hourly rate based on only the direct cost to operate, not including any indirect cost. No Board members objected.

### 9. **Adjourn**

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