

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF August 16, 2017

1. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (17-08-01)

<u> X</u>	Boots Sheets-Chair
<u> X</u>	Ed Helvey-Vice Chair
<u> X</u>	Traci Cromwell -Secretary
<u> X</u>	Roger VanSickle-Treasurer
<u> X</u>	Craig Zimmers
<u> X</u>	Troy Sabo
<u> X</u>	Jacob Fathbruckner

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 (17-08-01)

none

b. Pledge

2. Public Comment none

3. Approval of Consent Agenda (17-08-02)

a. Agenda for August 16, 2017

b. Approval of minutes from July 19, 2017

It was moved by Craig and seconded by Ed to approve the Consent Agenda (17-08-02).
Motion passed.

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4. Reports

a. Department

Boots gave a thumbs up to the staff for their success with the recent Triennial Review.

Crystal handed out ridership data and noted that we were down about 500 trips overall from June to July. She said the new Saturday green routes are not doing well with only a total of 5-7 riders, so she will continue to keep an eye on that. Ridership is picking up on Industrial Parkway and people are riding to get to work. We hope to get the word out to more businesses.

Traci asked if the college kids coming back will increase ridership, and Crystal said it may. Crystal noted that our Green Route driver has been successful in encouraging more riders to use the Green Route to get down to Polaris.

Ginny shared that Sustainable Delaware is hosting a Transit Day on Oct. 3rd. She is planning to do some presentations and/or travel training that day.

Tina shared the new Employee Handbook with our custom printed binders and tabs.

Ed P. said the facility remodel is still moving forward and coming soon.

Grant said he started training three new drivers and feels really good about their success. He shared that Homeland Security has put out a notice of an increased terrorist threat of people stealing transit buses in order to run people over. He will be sending a notice out to our drivers.

b. Executive Director

Denny said he wanted to acknowledge what an outstanding group of people he works with and how proud he was of their success with the Triennial Review. The national average number of findings is 7, and we only had 2 minor findings for our first review. He noted that the reviewer and FTA representative even congratulated us. Denny thanked the Board for their patience and help with new and revised policies.

Denny explained that the director of Medina County Transit and the Medina County administrator came here to learn about how we do things. Their system is very similar to ours and also transitioned from rural to urban. They will have their first Triennial Review next year, so we are going to help them prepare however we can.

Denny said he is meeting with the construction company for the remodel on Aug. 23rd.

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Denny noted that MORPC is still working on our Coordinated Plan and two public hearings were held at SourcePoint today.

5. Financial Status – Treasurer’s Report

a. Approval of Financial Status for month ending June 30, 2017 (17-08-03)

Income = approximately \$90,000 for June

Expenses = \$249,948

Checking = \$256,054.91

Payroll = \$27,482.52

It was moved by Traci and seconded by Ed H. to approve the Financial Status for month ending June 30, 2017 (17-08-03). Motion passed.

6. New Business

a. Consideration of reduced service for non-closed holiday times (17-08-04) (Denny)

TABLED

It was moved by _____ and seconded by _____ to approve reduced service for non-closed holidays (17-08-04). Motion passed.

b. Approval of Substance Abuse Policy revisions (17-08-05) (Crystal)

Crystal explained there were minor wording revisions to be compliant with FTA.

Traci asked about marijuana in our policy since it is now legalized in Ohio. Crystal explained we are still zero tolerance and operating under the federal law. She noted that page 4 of the policy states medical marijuana is prohibited as well.

It was moved by Roger and seconded by Craig to approve the revisions to the Substance Abuse Policy (17-08-05). Motion passed.

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c. Selection of Vehicle Advertising Vendor (17-08-06) (Ginny)

Ginny explained that two firms submitted proposals. The Board was given a handout showing how the proposals were scored by four committee members, and Motion Media scored the highest.

Traci asked to hear the opinions of the Board members who were on the committee and selected opposite vendors. Craig said he focused on the guarantees the vendors gave. Troy explained he felt more confident with the estimates given by Motion Media because they are more familiar with this area.

It was moved by Craig and seconded by Ed H. to approve the selection of Motion Media as our vehicle advertising vendor (17-08-06). Motion passed.

d. Approval of Revised Advertising Policy (17-08-07) (Ginny)

Ginny explained she wanted to have an updated policy in place before the new advertising contract goes into effect. There were just a few minor revisions.

It was moved by Traci and seconded by Troy to approve the revised advertising policy (17-08-07). Motion passed.

e. Approval to Dispose of Obsolete Equipment (17-08-08) (Ed)

Ed P. explained that this includes some old outdated computers, one old vehicle, and some other odds and ends.

Craig asked where this money goes. Denny replied that it goes to our general fund.

Jake asked how much we expect to get. Ed said buses usually sell for between \$2,000 and \$4,000. Denny explained that if a bus sells for more than \$5,000 we have to report it to FTA and figure out how much we have to reimburse them for their share.

It was moved by Traci and seconded by Jake to approve the disposal of obsolete equipment (17-08-08). Motion passed.

7. Other Business-Open Comments

Denny reminded Roger, Traci, and Ed that it is time to consider reapplying for their Board positions.

Denny explained we had an employee complain about another employee having their significant other in their personal vehicle with them while doing their job. He said we have always allowed family members, including children of employees, in the work place occasionally and it has never

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been a problem. He said his opinion is we don't need a policy on this, but he will write one if the Board determines it necessary.

Grant explained in more detail about the complaint and the possible liability he discussed with OTRP.

Boots asked what a policy addressing this would say. Denny said that's where it gets difficult because the policy would have to cover all situations and all employees.

Traci stated we also need to consider employee morale.

Troy asked if this is something that could hurt us if we don't have a policy. Denny said that it's possible, but he doesn't feel it's necessary to write a policy for every little thing.

Jake suggested finding out if COTA has a policy on this.

Boots asked if anyone disagreed with dropping the issue until it becomes a bigger program. All Board members agreed the issue can be dropped and no action is necessary at this time.

Traci shared that she spoke to a Delaware City School bus driver who said drivers earn \$18.00 per hour when they start. She said there may be some school drivers who would also like to drive for us on their off times/days.

8. Adjourn

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