

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF August 15, 2018

1. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (18-08-01)

<u> X</u>	Boots Sheets-Chair
<u> Ab</u>	Ed Helvey-Vice Chair
<u> X</u>	Traci Cromwell -Secretary
<u> X</u>	Roger VanSickle-Treasurer
<u> Ab</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 (18-08-01)

It was moved by Jacob and seconded by Roger to approve Ed H. and Craig's absences (18-08-01). Motion passed.

b. Pledge

2. Review of Mission and Vision Project (Sheri Chaney Jones & Elizabeth Pafford)

a Handouts included with packet

Sheri presented the vision statement and the mission that got the most votes, and asked for comments. Everyone agreed to move forward with those vision and mission statements as written. Sheri then led the group in brainstorming and determining four strategic focus areas to help DATA get from where we are now to where we want to be. The focus areas agreed upon were: awareness/branding/outreach, build capacity, identify and respond to needs, and advance technology/innovation. Then for each focus area, the group brainstormed goals and action items indicating how they will know they are 100% successful in that focus area.

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3. Public Comment

none

4. Approval of Consent Agenda (18-08-02)

a. Agenda for August 15, 2018

It was moved by Roger and seconded by Jacob to approve the Agenda (18-08-02). Motion passed.

b. Approval of minutes from July 18, 2018

It was moved by Jacob and seconded by Troy to approve the minutes from July 18, 2018 (18-08-02). Motion passed.

5. Financial Status – Treasurer’s Report

a. Approval of Financial Status for month ending June 30, 2018 (18-08-03)

Income = Jan. – June \$1,351,141.56

Expenses = Jan. – June \$1,166,613.55

Checking = \$889,191.05

Payroll = \$10,933.69

It was moved by Jacob and seconded by Troy to approve the Financial Status for month ending June 30, 2018 (18-08-03). Motion passed.

6. Reports

a. Department

Crystal explained that after meeting with businesses in the industrial park, she put together a packet and sent it to the city, as requested. The city felt like the cost might be too high, so they are working on breaking down the cost to help explain why it is what it is.

Denny, Crystal and Ginny met with CCAD about helping us with a rebranding project. The estimated cost was \$12,500 for a half semester and \$25,000 for a full semester.

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Denny said he will be meeting with other colleges in the area to get some comparisons.

b. Executive Director

Denny explained he felt the mission and vision project was very good for us and now we really need a solid strategic plan. We need to decide what and who we want to spend our money on and what transportation we should subsidize.

Denny said he feels like he has gotten ahead of himself with some plans for the future and would like to slow down, really examine the mission and vision, and develop a good plan for the future before we actually do anything.

Sheri shared the final Power Point presentation which included the strategic areas and goals we agreed on earlier in the meeting.

7. New Business

a. Approval to dispose of obsolete assets (18-08-04) (Ed)

These are three old buses that need to be replaced by our new ones that we just received.

It was moved by Jacob and seconded by Traci to approve the disposal of obsolete assets (18-08-04). Motion passed.

b. Approval of travel and travel expenses for bus pre-build meeting (18-08-05) (Denny)

Denny and Ed P. will be going to California at the end of September. Denny requested funds to cover two first class round trip tickets, hotel, meals, and rental car, for a total maximum cost of \$3,500.

Troy expressed concern about the cost being too high and first class not being necessary. Traci agreed and suggested that there are other ticket options between coach and first class.

It was moved by Jacob and seconded by Roger to approve travel expenses for bus pre-build meeting (18-08-05).

Troy suggested decreasing the total amount from \$3,500 to \$2,000.

Jacob withdrew his prior motion. Roger withdrew his prior second.

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It was moved by Jacob and seconded by Roger to approve the expense for business class seating and the other expenses as proposed. Traci and Troy voted No. Roger and Boots voted Yes. Motion passed.

c. Consider purchase of 35' COTA buses (18-08-06) (Denny & Ed)

Ed, Denny, and Kevin went to COTA to look at five used buses. At first, the price was \$1,400 per bus, then went up to \$1,750 per bus, not including tires (which are \$500 each). Denny explained that the original plan was to trade these buses in for new ones using grants. Considering the amount of money it would take to put the buses into service, and that 35' buses probably would not work on our routes, Denny suggested that it is not a good idea to purchase these buses right now, and he recommended not doing so. We will have other opportunities in the future to purchase used buses once we have a better plan in place. The Board agreed to hold off and not purchase these COTA buses.

8. Other Business – Open Comments

none

9. Adjourn

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