

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

### MINUTES OF August 21, 2019

#### 1. Roll Call – 7:00 p.m.

The DCTB Chair called the meeting to order and the roll was taken as follows: (19-08-01)

<u>  X</u>	Boots Sheets-Chair
<u>  X</u>	Ed Helvey-Vice Chair
<u>  X</u>	Roger VanSickle-Treasurer
<u>  X</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>  Ab</u>	Grant Bias-Safety and Security Training Manager

#### a. Approval of Absences (19-08-01)

none

#### b. Pledge

#### 2. Presentation – State Auditor’s Office (2018 Financial Audit)

Kim Blake explained that the audit report is in draft form and is confidential. It has not been released yet. She went through the report explaining that all opinions were unmodified, which is the best opinion you can get. In addition, there were no findings or deficiencies in any areas. Don went over the management letter that was issued that noted three minor errors that were identified.

Kim explained that they typically wait five days before releasing the audit, but the Board could choose to waive the five-day waiting period.

Ed H. moved and Jacob seconded to waive the five-day waiting period. Motion passed.

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Kim thanked the staff for their excellent cooperation and for providing a great work environment.

Denny thanked the auditors for their work and for being so great to work with.

### 3. Approval of Consent Agenda (19-08-02)

#### a. Agenda for August 21, 2019

#### b. Minutes from July 17, 2019

It was moved by Roger and seconded by Troy to approve the Consent Agenda (19-08-02).  
Motion passed.

### 4. Public Comment

none

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

#### a. Approval of Financial Status for month ending June 30, 2019 (19-08-03)

Income = \$1,317,961

Expenses = \$180,770                      net income = \$1,137,191

Cash = \$2,117,670

It was moved by Jacob and seconded by Fred to approve the Financial Status for month ending June 30, 2019 (19-08-03). Motion Passed.

### 6. Reports

#### a. Department

Ginny – Attended three different touch-a-truck events recently. The Self Advocates group came here for a presentation and also had their meeting here. We had 130 riders on the last Gillig First Friday shuttle. At the next First Friday, the Gillig will be on display instead of running shuttle service. The Gillig is running shuttle service tonight for the concert downtown. We have gotten very positive feedback from the public about the Gillig. We are going to be increasing our posts and use of social media. Signs are going up soon at the three Meijer stores and at Kroger for park and rides for the Buckeye Bus. Main Street Delaware created a video for free for us about the Gillig and the First Friday shuttle. The video was posted on social media. We will have a booth at the fair this year.

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Crystal – We only have two riders scheduled for the Buckeye Bus for the first game, but usually people call in closer to game day and at the last minute. We have 10-12 employees training for their CDL with airbrakes. Four people have tested so far, and two of those passed. The other two will test again at their own expense. The Gillig ran shuttle service for the Delaware Health Fair and had 60 riders.

Ed P. – We are preparing for the upcoming construction by moving and storing stuff. The new bus shelter should be here soon. I will be sending an email out each month that is designed to teach the employees about the risks of clicking on dangerous emails. The first email I sent out was a phishing email. Denny explained that some employees got upset and he plans to send out information about the seriousness of ransom ware and that the training is meant to protect the agency, as well as the employees personally.

Tina – We have two driver applicants in the process of completing pre-employment testing and are still looking for some more.

### **b. Executive Director**

Denny announced that Ed H. and Troy's terms are up in October. Troy will be reapplying, but Ed H. will not. The County Administrator invited us to be part of a Commissioner work session on Oct. 28<sup>th</sup> at 1:30 p.m. and would like to have Board members attend. We submitted our SourcePoint grant and contract applications. Grant is working with the State of Ohio on our Safety Program, which is required by FTA to be completed by next July. Our first draft is complete, and we have met with ODOT and MORPC to review it.

### **c. Demonstration – Mobility Management Website (Tonya)**

Tonya explained that the website went live in 2016. She demonstrated the features and capabilities. Kathy is a part of CHIP, which is going to help us add a whole lot more to the website. By merging CHIP and Age Friendly with our Mobility Management website, we can make the website much more useful and user friendly for the public.

### **d. Grants and Projects Presentation (Denny)**

Denny shared a PowerPoint presentation about the history of our grants beginning in 2011 when we were still a rural transit agency up until now. He explained the difference between federal and state grants, formula and competitive grants, and how they have changed over the years based on the legislation created by Congress. When planning for the future and creating a strategic plan, we need to take into consideration our grant funding and how it can change. In addition, we should

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consider and include the following items: if new services started with federal funds will be sustained, possible operating projects such as extended hours, expanded service, and coordination, possible capital projects, new and different vehicles, funding, and marketing.

### 7. New Business

#### a. **Approval of vendor selection and contract for scheduling and dispatching software (19-08-04)(Review Team)**

We had four proposals and decided on HBSS/QRide. Questions that have been answered include: yes, we can negotiate the price for coordination with this contract, yes, the app will belong to us, and yes, we will be able to accept personal credit cards.

It was moved by Roger and seconded by Troy to approve vendor selection and contract for scheduling and dispatching software (19-08-04). Roger, Ed H., Troy, and Becky voted in favor, and Jacob and Fred voted no. Motion passed.

#### b. **Discussion/Action – Name change corrective action (19-08-05)(Denny)**

Fred stated that there was never discussion about the name change and we have a governance issue to clean up. Denny took responsibility in that he never asked for a vote. Jacob stated that Board members were at fault as well and should have known a vote was needed. It was decided that Denny will bring the Board By Laws to the next meeting to determine if any revisions need made.

It was moved by Jacob and seconded by Fred to approve the name change to Delaware County Transit (19-08-05). All voted in favor. Motion passed.

#### c. **Approval of bid specs, bidding and timeline for Phase III Construction (19-08-06)(Ed)**

This construction includes new drainage, grading of entire parking lot, paving, and bus shelter. FTA has required that construction is completed by Nov. 30. Pre-bid meeting is scheduled for Aug. 28 and bids are due early September.

It was moved by Jacob and seconded by Roger to approve the bid specs, bidding, and timeline for Phase III Construction (19-08-06). Motion passed.

#### d. **Approval of bid specs and bidding for transit vans (19-08-07)(Ed)**

We usually buy off of the state purchasing contract, but Ford Transit vans are not on the state contract. We wrote our own bid specs using Kent's specs.

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It was moved by Ed H. and seconded by Jacob to approve the bid specs and bidding for transit vans (19-08-07). Motion passed.

**e. Approval of website development (19-08-08)(Ed)**

The new website will be cleaner, more user friendly, and easier to navigate. Any staff member will be able to edit and make changes to it as needed. Fred suggested it have a place for Board members to share documents. Ed P. said he would set up a separate secure area for that. The total estimated cost for the new website development is \$9,100.

It was moved by Becky and seconded by Jacob to approve the website development (19-08-08). All voted in favor. Motion passed.

**f. Approval to submit ODOT UTP application (19-08-09)(Denny)**

This is a state formula grant. Our allocation is \$145,000 for operating.

It was moved by Ed H. and seconded by Jacob to approve submission of the ODOT UTP application (19-08-09). Motion passed.

**g. Approval to submit ODOT OTP2 application (19-08-10)(Denny)**

These funds have to be spent by June 30, 2020. We plan to ask for a total of \$1.745 million, \$750,000 to support current operations and hopefully double our service hours so we can get even more federal funding. With remaining funds we could replace four vehicles, add four other vehicles, replace furnaces and AC, purchase a backup generator, and replace old shop equipment. It is also possible that we could reduce demand response fares and not need to implement zone transportation at all.

It was moved by Becky and seconded by Fred to approve submission of the ODOT OTP2 application (19-08-10). Motion passed.

**h. Approval of revised Procurement Policy (19-08-11)(Denny)**

As a result of our audit, we needed to add a phrase that addressed unnecessary and duplicate items.

It was moved by Roger and seconded by Ed H. to approve the revised Procurement Policy (19-08-11). Motion passed.

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### i. **Board Member Discussion Topics**

- i. Review of Executive Director Annual Review Process and samples provided

The Board discussed various samples of processes for reviewing the Executive Director.

- ii. Review of Board Annual Self Review Process and samples provided

The Board discussed various samples of processes for reviewing themselves as a Board.

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

None

### 9. **Adjourn**

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