

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

### MINUTES OF December 21, 2016

#### 1. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (16-12-01)

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

#### Staff present for the meeting:

<u>X</u>	Denny Schooley-Executive Director
<u>X</u>	Crystal James-Operations Director
<u>Ab</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 (16-12-01)

It was moved by Roger and seconded by Traci to approve Tom and Craig's absences (16-12-01).  
Motion passed.

#### b. Pledge

#### 2. Public Comment

None

#### 3. Approval of Consent Agenda (16-12-02)

##### a. Agenda for December 21, 2016

##### b. Approval of minutes from November 16, 2016

It was moved by Ed and seconded by Traci to approve the Consent Agenda (16-12-02).  
Motion passed.

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### 4. Financial Status

#### a. Approval of Financial Status for month ending October 31, 2016 (16-12-03)

Income = \$73,482.00

Expenses = \$108,506.70

Checking = \$193,619.04

Payroll = \$28,475.44

It was moved by Ed and seconded by Traci to approve the Financial Status for month ending October 31, 2016 (16-12-03). Motion passed.

### 5. Reports

#### a. Department

Tonya shared that we received the DERG grant through the OHIO EPA for \$457,000. We will be scrapping the trolley and purchasing a 29-foot bus.

Denny said we also got the \$382,000-grant to purchase 5 new vehicles.

Ed P. noted that we will be going out to bid right after the first of the year for the facility remodel as two separate projects, indoor and outdoor.

Roger shared that the luncheon at Source Point was excellent. DATA was one of the grantee's who were spotlighted. Ginny had worked with SP to develop a great video and presentation. In the video one of our 97-year-old passengers was interviewed. He rides the bus to go play pool.

#### b. Executive Director

Denny thanked the staff for all the hard work that was done in completing all the requirements for our pre-triennial review packet that was submitted to FTA on time before Dec. 16<sup>th</sup>. The Triennial Review is scheduled for Aug. 7-8, 2017.

Traci asked how the Orange Township Trustee meeting went. Denny replied that it went well and he will be working with their administrator to put together a task force made up of surrounding officials and transits, including the Big Walnut/Sunbury

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Chamber and MORPC to coordinate how to get people to jobs, since low income housing is not available in Orange Township. Denny explained at the meeting why COTA can't provide transportation in Orange Township due to their taxing district.

Denny also explained that Ginny will be meeting with social workers at OhioHealth about transporting low-income patients to medical appointments. This may provide more incentive for Orange Township by pulling in Mt. Carmel as well and combine the goals of getting low-income residents to jobs, as well as healthcare. In addition, we plan on applying for the Rides to Wellness Grant again in the spring.

Grant added that although we didn't get the security grant we applied for through FEMA, Homeland Security is going to come do a threats assessment, which will help us in getting that grant the next time we apply.

### **6. New Business**

#### **a. Nominating Committee Report and vote on officers (16-12-04)**

Ed, chairman of the nominating committee, stated the committee voted to keep the current officers in their same positions for next year.

Vice Chairman – Boots

Treasurer – Roger

Secretary – Traci

It was moved by Roger and seconded by Tracie to approve the Board Officers for 2017 (16-12-04). Motion passed.

#### **b. Approval of ODOT UTP Contract (16-12-05)**

This is a state formula based grant through the Urban Transit Program for \$57,185.

It was moved by Traci and seconded by Troy to approve the ODOT UTP Contract (16-12-05). Motion passed.

#### **c. Approval of Source Point Bus Bucks Contract (16-12-06)**

This is an extension of the current SP Bus Bucks program and goes into effect on Jan. 1, 2017. SP has increased if from \$94,000 to \$110,000 since they have extended eligibility from ages 60 and below to ages 55 and below. This program subsidizes the cost of demand response service for all seniors in Delaware County.

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It was moved by Traci and seconded by Ed to approve the Source Point Bus Bucks Contract (16-12-06). Motion passed.

### **d. Approval of FY 2017 Budget (16-12-07)**

Denny noted two changes he made to the budget since it was presented last month.

- 1.) We will replace 5 buses instead of 4 since the grant was more than we thought it would be.
- 2.) As a result of the approved Uniform Policy, \$20,000 was added to operations expenses for the initial cost of the first purchase of uniforms.

Roger asked about our current fuel budget, and Denny replied that we are currently under budget.

Roger asked if any increases were expected next year for city or county grants. Denny replied that he expects the same as usual, but we will continue to work on more education in order to gain more support.

It was moved by Traci and seconded by Roger to approve the 2017 Budget (16-12-07). Motion passed.

### **e. Approval of DCTB/DACC Service Contract (16-12-08)**

Crystal explained that this is our standard service contract for the purpose of getting DACC students to job sites.

It was moved by Traci and seconded by Ed to approve the contract with DACC (16-12-08). Motion passed.

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

Denny thanked the Board for an excellent job and being a pleasure to work with.

## **8. Adjourn**

It was moved by Roger and seconded by Traci to adjourn. Motion passed.