

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

### MINUTES OF February 19, 2014

**1. The DCTB Chair called the meeting to order and the roll was taken as follows: (14-02-01)**

Ab Tom Jones- Chair  
X Boots Sheets- Vice Chair  
X Roger VanSickle- Secretary  
X Erwin Dugasz  
X Ed Helvey  
X Traci Cromwell

**Staff present for the meeting:**

X Denny Schooley- Executive Director  
X Crystal James- Operations Director  
Ab Ginny Berry- Marketing and Public Relations Specialist  
X Tonya James- Mobility Manager  
X Tina Smith-HR Coordinator  
Ab Ed Pierson-Facilities, Assets, and Technology Manager  
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a. Approval of Absences (14-02-01)

It was moved by Roger and seconded by Traci to approve Tom's absence (14-02-01). Motion passed.

b. Pledge

**2. Public Comment**

No public present.

**3. Approval of Consent Agenda (14-02-02)**

- a. **Agenda for February 19, 2014**
- b. **Minutes of January 15, 2014**

It was moved by Ed and seconded by Roger to approve the Consent Agenda (14-02-02). Motion passed.

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

### 4. Reports

#### a. Board Committees

i. Finance-no meeting

ii. Legislative-no meeting

#### b. Department

none

#### c. Executive Director

Boots commended Denny on how well he has handled the financial situation this past month.

Denny explained that January was an interesting month. DR and ridership in general are down due to new rates and the weather. We've had to reduce driver hours. Fixed routes are still doing well.

Denny explained that cash flow was a major issue. Typically in January we would receive federal, state, and local funds, but none of that happened this year. The only bills we paid in Jan. were payroll. Our federal grant and state contract still have not been approved. Denny requested our usual \$42,500 from the commissioners, and did not ask for a loan in addition to that. At this time, we were owed \$300,000, but had not received any of it. We have now paid some bills and are out of our critical cash flow situation.

Roger asked about a potential line of credit, and Denny explained DCB said no to us. We had asked for \$250,000, and they only wanted to loan \$25,000-\$50,000. Then when we pursued the \$50,000, they said no. We are not allowed to put up our assets as collateral and the bank would not accept our receivables as collateral.

Erwin asked about the cause of our cash flow situation. Denny explained that ODOT used to advance our funding, but we no longer have that luxury as an urbanized system and our funds no longer come through ODOT.

Traci explained that STEP, an organization through The United Way, is putting together a committee in hopes of raising funds for DATA. Denny stated that he met with COA and Syd after Syd's article came out. STEP would like to contract with us to help provide transportation to their low income clients under their terms.

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

Denny explained that FTA has preliminarily approved our grant, but it still has to be approved by the Department of Labor, and then get a final approval from FTA. Denny is just waiting to hear that our state contract is ready for him to sign. This process is new to us, as we have never had to get money directly from the FTA before, it was always from ODOT.

Traci asked about our staffing situation. Denny explained that we were top heavy. Penny found another job, and when the admin. staff was asked if anyone wanted to leave, Richelle volunteered. He explained that we are working on reorganizing and redistributing some responsibilities among mobility management, scheduling, and dispatch. He believes the current staff will be able to handle the work load, and he doesn't want to make any hasty decisions that will have to be undone later.

### **5. Financial Status**

#### **a. Approval of financial status for month ending January 31, 2013 (14-02-03)**

It was moved by Traci and seconded by Roger to approve the Financial Status (14-02-03). Motion passed.

### **6. Unfinished Business**

#### **a. No new items**

### **7. New Business**

#### **a. Approval to dispose of obsolete vehicles and equipment (14-02-04)**

This includes 4 vehicles and some printers.

It was moved by Ed and seconded by Traci to approve disposal of obsolete vehicles and equipment (14-02-04). Motion passed.

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

### b. **Approval of facility rehab process (14-02-05)**

Denny handed out and explained an Opinion of Probable Cost as our plan of order and cost of renovation to come, including things that will be done, as well as alternates if extra money is left over. He plans to include in the bid a portable office space for essential employees to work in during the remodeling process. He would like to go out for bid in March or April and break ground soon after that.

It was moved by Roger and seconded by Traci to approve a facility rehab process (14-02-05). Motion passed.

### c. **Approval of grant agreement with COTA (14-02-06)**

Denny explained that the state had an additional \$2.2 million in 5307 funds. Because we can't match it, just over \$1 million will go to COTA, who can match it, then COTA will issue the \$1 million to us as local funds, uncommitted, that we can do anything we want with it. Of course, we want to do something significant and sustainable with the funds, as well as take care of our cash flow situation for the future. Another possibility is investing into our shock loss fund, which earns good interest.

Denny explained that the remaining money from the \$2.2 million went to Warren County and Medina County, who are also being considered urbanized for the first time.

It was moved by Traci and seconded by Ed to approve a grant agreement with COTA (14-02-06). Motion passed.

### d. **Approval of signature designation for TEAM (14-02-07)**

This enables us to remove Richelle, and change Chris Betts to David Moser in order to get our grant approved in TEAM.

It was moved by Ed and seconded by Roger to approve a signature designation for TEAM (14-02-07). Motion passed.

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

Ed emphasized the importance of really thinking through the use of the \$1 million and making the most of it.

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In light of all the changes we have been going through, Denny encouraged the Board to send all calls and questions from the public directly to him. Boots reiterated that Denny is the spokesperson for the Board.

Erwin explained he is upset with DCB refusing to lend us money and he suggested looking for other banking sources. Boots agreed and explained he plans to speak to the bank.

### **9. Adjourn**

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