

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF February 20, 2019

1. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (19-02-01)

<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> Ab </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 (19-02-01)

none

b. Pledge

2. Approval of Consent Agenda (19-02-02)

a. Agenda for February 20th, 2019

It was moved by Jacob and seconded by Ed H. to approve the Consent Agenda (19-02-02A).
Motion passed.

b. Approval of minutes from January 16th, 2019

It was moved by Ed H. and seconded by Roger to approve the Minutes from January 16th,
2019 (19-02-02B). Motion Passed.

3. Public Comment

none

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4. Financial Status – Treasurer’s Report

a. Approval of Draft Financial Status for month ending December 31, 2018 (19-02-03)

Income = \$3,126,808.65 ytd

Expenses = \$2,521,082.91 ytd

Net Income for 2018 = \$605,725.74

Checking = \$266,362.13

Payroll = \$65,004.64

It was moved by Jacob and seconded by Troy to approve the Draft Financial Status for month ending December 31, 2018 (19-02-03). Motion Passed.

5. Reports

a. Department

Ginny shared photos of new signs that are ordered to hang in the Board room. The signs match the new Board member name plates and will be inscribed with our Mission, Vision, and Values.

Ed P. installed new security software last week called At Risk, which monitors everything going in and out over the web. He will get a report in about two weeks that will identify any weaknesses we have.

b. Executive Director

Denny thanked the maintenance department for their outstanding work in managing the snow at the facility, the hub, and with the buses.

We submitted our application for our 5310 (E&D) funds for just under \$400,000. This included operations, mobility management, preventative maintenance, and scheduling/dispatching software. There isn't enough money for all four projects, so we are holding off on the mobility management because it can be funded with federal funds.

Our 5307 grant is with the Department of Labor and should be approved by the end of February or early March. This will be about \$292,000 that we will receive in 2019.

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We still have the second half of the lapsing funds we received in 2018 on the way, which is about \$1 million. Lorain County is showing about \$2 million lapsing in each year of FY2014-2018, so we may be able to tap into that over the next few years.

The outside portion of our remodel project was put on hold back in the summer by FTA because ODOT did not request reimbursement from FTA. This resulted in FTA thinking the grant was not being used and needed closed. There is still \$420,000 left on the grant and ODOT wants to move forward with the project. Everything has been resubmitted to FTA and we are waiting on their approval. The estimated cost to complete the outside work is \$604,000. Denny asked the Board to commit \$180,000 additional in order to complete the project. He said we have this money and have more money coming. The Board discussed approving the amount for the surveying and engineering first, then getting solid numbers for the total cost before approving the cost of the entire project.

Ed H. moved that the Board allocate \$50,000 to do the survey, engineering, RFP and bid process in order to proceed with the project. Jacob seconded. Boots asked for a roll call vote: all members voted I. Motion passed.

Denny explained that he has used the same formula for years to determine our number of passenger miles that is reported to NTD. In working with Fred, he identified that the formula is incorrect and he has overstated our passenger miles the last two years in the NTD reporting. He has developed a new formula that is correct and works consistently and will be getting with FTA to correct previous reports. This error doesn't affect anything in regards to our funding. It's just for informational purposes.

6. Planning Committee Discussion – (Troy)

Troy discussed work that has been done by the Planning Committee, including:

- A slide show created by Becky and the results of her research
- A list of possible new services and requests for information from Crystal related to these
- Scheduling/Dispatching software is a priority for moving forward.

Becky shared some results of her research, including that ODOT seems to believe a density of ours cannot support fixed routes. There is another transit system with a population 10,000 greater than ours that doesn't operate fixed routes at all.

Fred said he believes other systems are operating services at less cost than we do and we have great potential to increase our ridership, which will cut our cost per ride/passenger.

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7. New Business

a. Approval to dispose of obsolete assets (19-02-04) (Ed)

These are old tablets that will soon no longer be supported by Microsoft.

It was moved by Roger and seconded by Fred to approve the disposal of obsolete assets (19-02-04). Motion passed.

b. Disclosure – Payment of a missed week of payroll for an employee

Denny explained that we missed a week's worth (40 hours) of pay for him back in October 2018, so his next pay check will be for three weeks, rather than two.

8. Other Business – Open Comments

Denny requested next steps from the Board.

Troy – estimated cost of services

Fred – Who are our customer sets?, Who are our partners?, Who are our competitors?

Becky – demographic statistics

9. Adjourn

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