

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF
January 21, 2015

1. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (15-01-01)

<u>Ab</u>	Tom Jones-Chair
<u>X</u>	Boots Sheets-Vice Chair
<u>X</u>	Roger VanSickle-Secretary
<u>X</u>	Erwin Dugasz
<u>X</u>	Ed Helvey
<u>X</u>	Tim Dempsey
<u>X</u>	Traci Cromwell

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-Operations Supervisor

a. Approval of Absences (15-01-01)

It was moved by Roger and seconded by Tim to approve Tom's absence (15-01-02). Motion passed.

b. Pledge

2. Public Comment

No public present.

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3. Approval of Consent Agenda (15-01-02)

- a. Agenda for January 21, 2015
- b. Minutes of December 17, 2014
- c. Minutes of December 29, 2014

It was moved by Ed and seconded by Tim to approve the Consent Agenda (15-01-02). Motion passed.

4. Reports

- a. Board Committees
 - i. Finance – No meeting

- b. Department

Denny—New finance processes have gone well with Richwood, including payroll.

Mobility Management-Denny explained that UTS (United Transportation Service) has been contracting with COTA for non-ADA paratransit service. COTA is not renewing their contract. UTS was providing some service they shouldn't have been. Tonya worked with COTA and found a way to provide transportation to a Columbus resident traveling into Delaware for work.

- c. Executive Director

Denny noted an article in Mass Transit about Toledo that he included in the Board packet just for information. Toledo has a property tax that helps support their transit agency. In 2000, DATA had a property tax on the ballot thinking it would be better supported than a sales tax.

Business Plan-Denny explained that our plan for our business study was approved by FTA in STIP, but when we applied for the grant for it, FTA said it wasn't actually planning, so we can't use federal funding for an outside study. Denny asked the Board if they were still in support of moving forward with the funding study knowing there would be no federal money for it. We have \$15,000 from the city set aside, and the remaining cost would have to come from local funding.

Traci suggested we consult the economic development department for advice on what kind of study we need. Denny explained the three main questions we would like the study to answer are 1) What kind of service does the community want? 2) Are they willing to pay for it? 3) How will they pay for it? He suggested determining whether we want to focus on fixed route service to serve the masses or on demand response to serve those who are transit dependent. He stated he believes we need to move forward and commit funds toward doing the study.

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Ed stated he feels left in the dark until we do the study to get some direction. Roger said he felt we need to find out who can do the study and for how much, then ask them if it will really benefit us.

Tim stated we need to determine what kind of questions we need to ask to determine whether our focus should be mass transit or specialized service. Denny replied that he felt the study would answer these questions.

Traci stated we need a game plan for how to succeed in the future in light of funding being cut for us and other local agencies that support us.

Erwin suggested we should ask MORPC, the economic development department, and the county for funding to support the study because the purpose of it is to benefit the entire community.

Denny stated that for the next Board meeting he will bring a scope of work and information on possible local funding sources for the study.

Denny announced that we are finished working with the architects and should be going out for bid next week or the following week.

Traci asked for an update on the reporter from the Columbus Dispatch who contacted us. Denny explained that he talked with him and COTA and spent a considerable amount of time with him. We still haven't seen anything in the paper. Tom sent word to Denny to thank the Board for properly handling the reporter by referring him directly to Denny.

5. Treasurer's Report-Financial Status

a. Approval of financial status for month and year ending December 31, 2014 (15-01-03)

Roger informed the Board of annual revenue and expense totals. He stated everything looked good to him and nothing was outstanding either way.

Traci stated it would be nice to increase advertising revenue. Denny and Ginny replied by adding that our biggest and newest advertiser is the Delaware County Veterans.

It was moved by Tim and seconded by Traci to approve the Financial Status (15-01-03). Motion passed.

6. Unfinished Business

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none

7. New Business

a. Approval of refreshments for public meetings during CY 2015 (15-01-04)

This is an annual request.

It was moved by Traci and seconded by Roger to approve refreshments for public meetings for CY 2015 (15-01-04). Motion passed.

b. Approval to participate in State Term Purchasing (15-01-05)

We will be purchasing revenue vehicles off of the state contract through ODOT. We will get permission from them to make purchases. They follow all federal guidelines, so we will not have to bid or write specs.

It was moved by Ed and seconded by Traci to approve participating in State Term Purchasing (15-01-05). Motion passed.

c. Approval to dispose of obsolete assets (15-01-06)

Ed has added some more obsolete computers for disposal, as well as some to go to public auction.

It was moved by Tim and seconded by Roger to approve the disposal of obsolete assets (15-01-06). Motion passed.

d. Approval of standard service contract rates for CY 2015 (15-01-07)

Crystal explained that our contract rate for 2014 was \$2.80 per mile approved by the BOARD in August 2013, but the actual cost came out to \$3.08 at year end. Using the same analysis and based on total BOARD approved budget, our 2015 contract rate is \$2.98 per mile.

It was moved by Tim and seconded by Ed to approve standard service contract rates for CY 2015 (15-01-07). Motion passed.

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e. **Approval of revised Substance Abuse Policy (15-01-08)**

Crystal explained minor revisions to the job classifications by removing non-existent and non-safety sensitive positions for FTA purposes.

It was moved by Ed and seconded by Tim to approve the revised Substance Abuse Policy (15-01-08). Motion passed.

8. Other Business—Open Comments

9. Adjourn

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