

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF
January 18, 2017

1. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (17-01-01)

<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>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>X</u>	Grant Bias-Safety and Security Training Manager

a. Approval of Absences (17-01-01)

It was moved by Traci and seconded by Roger to approve Tom and Craig's absences (17-01-01). Motion passed.

b. Pledge

2. Presentation

a Bill Ferrigno and Tom Homan will be presenting on road plans for Delaware City.

Tom explained that they want to be a good partner with DATA on upcoming projects. He explained plans for fixing the Point, as well as possible alternatives that are being looked into. The city has \$15 million from MORPC, but will need another \$6 million in local funds to commit to the project. Boots asked if the railroad would help with funding at all. The railroad's policy is that they don't participate in any capital projects and they don't seem concerned with traffic problems going on under their railroad.

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

Bill explained the Point project will be a long process over the next several years and will require public participation. He welcomed communication and feedback from DATA on our needs and concerns.

Traci mentioned the need to get people to jobs in the Lewis Center area since there is no low income housing there. Denny added that the TAC is working on addressing this issue as well.

Denny said he would also like to see a better partnership and better communication between the City and the Board. He explained he felt like the Board focused on the Point project and not everything that the levy was meant for. Traci stated more education from the city for the Board would have been helpful prior to the levy.

Bill again stressed that they want specific feedback from DATA, which can be done in many different ways. He admitted that the city needs to do a better job of communication and education.

Roger asked if the city foresees a perimeter road/bypass in the future. Bill explained there is a plan for a bypass estimated at \$120 million, and they are trying to keep the state focused on this as important. There is currently a freight study going on to investigate the amount of freight going through Delaware and its contribution to the bottle necking problem.

Tom stated that unless and until they identify a solid dedicated source of funding, they cannot commit to all of the needed projects. He offered to come to Board meetings more often to update us on projects going on and coming up, possibly quarterly.

Denny suggested developing a quarterly written report with Bill that would be shared with the Board, and then having Bill and/or Tom come annually or semi-annually to update us face-to-face. The Board agreed this was a good idea.

3. Public Comment

None

4. Approval of Consent Agenda (17-01-02)

a. Agenda for January 18, 2017

b. Approval of minutes from December 21, 2016

It was moved by Roger and seconded by Ed to approve the Consent Agenda (17-01-02). Motion passed.

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

5. Reports

a. Department

Crystal explained she is really going to be digging into 2015 and 2016 ridership because we have seen a steady decline. In mid-2015 ridership peaked, and then has declined since then. She will try to identify specific reasons for this decline and begin developing changes for July. She added that the Green Route was greatly affected by the construction on Rt. 23 and our inability to meet up with COTA, but ridership is still decreasing after the construction. She plans to really re-vamp the Green Route for July, as currently rides are just too long.

Traci asked if it is possible to talk to former Green Route riders for feedback. Crystal said that would be difficult, however she is going to be riding the early morning Green Routes to talk to passengers, as well as businesses in Lewis Center where she feels more stops are needed for those going to jobs.

Ed asked how long it takes to get from the library to Crosswoods on the Green Route. Crystal said it varies depending on what time you go because the Green Route changes throughout the day, so it can take anywhere from 30 minutes to an hour and a half.

Ginny showed the video created by SourcePoint that featured DATA at the luncheon last month.

Ed shared that new safer shop equipment has been installed, including new oil tanks, pumps, and reels.

Grant spoke to OTRP while preparing for the next Safety Committee meeting and shared that our total claims for 2016 was only \$1,140.00, so we should be in the running to win the next SOAR award.

Tonya shared that we were awarded the DERG grant. Out of 52 applications, we ranked 17th and will receive about \$357,600 to purchase a new 30-foot bus.

b. Executive Director

Troy asked if there is a timeline or plan for how Tom's absence and return is handled. Boots said we need to give him more time, and usually he is out for the winter in Florida anyway.

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

6. Financial Status – Treasurer’s Report

a. Approval of Financial Status for month ending November 30, 2016 (17-01-03)

Income = \$1,143,485

Net income of +\$552,507.15

Expenses = \$67,231.18

Checking = \$1,197,225.68

Payroll = \$22,457.52

It was moved by Ed and seconded by Troy to approve the Financial Status for month ending November 30, 2016 (17-01-03). Motion passed.

7. New Business

a. Approval of Refreshments for Public Meetings (17-01-04) (Denny)

We approve this every year in January.

It was moved by Traci and seconded by Ed to approve refreshments for public meetings (17-01-04). Motion passed.

b. Approval to participate in Group Life Insurance (17-01-05) (Tina)

Tina explained that this is Group Life Insurance that all full-time employees had when we were with the County. The County, however failed to continue it along with all of other benefits when we separated. The coverage is worth one year of the employee’s wages rounded up to the nearest thousand. We would like to add this coverage back on, which involves a monthly premium of about 3% of full-time wages, or currently \$110.91 per month.

It was moved by Roger and seconded by Traci to approve participating in Group Life Insurance (17-01-05). Motion passed.

c. Approval to dispose of obsolete equipment (17-01-06)

Ed explained this is the old fuel tanks, pumps, and reels that we replaced. They will be sold on GovDeals.

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

It was moved by Traci and seconded by Troy to approve the disposal of obsolete equipment (17-01-06). Motion passed.

8. Discussion – Future Services

Denny explained since our funding study has been completed, it's time for us to make an argument for more money and funding from the community so we can provide more service. The TAC is also talking about this. We need to think about how to do better with getting people to jobs in other communities from where they work, getting people to health care, getting people with disabilities out into jobs, getting home health aides to their clients, and serving the entire county, including those who live outside the city.

Denny said he has asked Crystal to look into what our future looks like 10 years from now because we need to have a plan before asking for money. He asked how the Board would like to proceed with figuring this out. Ed said he felt other people who are out there, like those on the TAC, would know more than the Board. Traci suggested working with the community for ideas. Troy said since Board members don't actually use DATA, they are not the ones to make these kinds of decisions so we should talk to the people who actually use it. Boots requested that some ideas be gathered and brought back for the Board's opinion. Ed suggested we may need to reach out to some other program or consultant to help us strategize, like a program or class at a university.

9. Executive Session – For the purpose of discussing pending litigation

Roll Call vote in: Roger-yes, Troy-yes, Ed-yes, Traci-yes, Boots-yes

It was moved by Ed and seconded by Roger to go into Executive Session. Motion passed.

Roll Call vote out: Roger-yes, Troy-yes, Ed-yes, Traci-yes, Boots-yes

It was moved by Ed and seconded by Traci to come out of Executive Session. Motion passed.

10. Other Business – Open Comments

Ed moved and Troy seconded to give Denny the authority to manage day to day decision making with legal counsel up to, but not including settlement. Motion passed.

11. Adjourn

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