

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

### MINUTES OF January 16th, 2019

#### 1. Roll Call

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

<u>  X  </u>	Boots Sheets-Chair
<u>  Ab </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>  X  </u>	Tonya Layman-Mobility Manager
<u>  Ab </u>	Tina Smith-Controller/HR Coordinator
<u>  Ab </u>	Ed Pierson-Facilities, Assets, and Technology Manager
<u>  X  </u>	Grant Bias-Safety and Security Training Manager

#### a. Approval of Absences (19-01-01)

It was moved by Roger and seconded by Troy to approve Ed's absence (19-01-01). Motion passed.

#### b. Pledge

#### 2. Approval of Consent Agenda (19-01-02)

##### a. Agenda for January 16<sup>th</sup>, 2019

It was moved by Troy and seconded by Becky to approve the Consent Agenda (19-01-02A). Motion passed.

##### b. Approval of minutes from December 19<sup>th</sup>, 2018

It was moved by Troy and seconded by Becky to approve the Minutes from December 19<sup>th</sup>, 2018 (19-01-02B). Motion Passed.

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

### 3. Public Comment

None

### 4. Financial Status – Treasurer’s Report

#### a. Approval of Financial Status for month ending November 30, 2018 (19-01-03)

Income = \$1,957,346.49 million ytd

Expenses = \$2,120,846.16 million ytd

It was moved by Jacob and seconded by Fred to approve the Financial Status for month ending November 30<sup>th</sup>, 2018 (19-01-03). Motion Passed.

### 5. Reports

#### a. Department

Grant – I told the board that I would bring them the update for the Safety and Emergency Plan at the February board meeting. I got it done ahead of schedule so I will give to Denny now.

Crystal – Fred inquired why ridership was so low for December and if that was consistent with past years. Ridership was low for December due to weather and Bus Bucks. December is generally low. I Found an error in the formula for ridership for this month. I will send the board corrected ridership stats.

Ginny – Denny told the board that Ginny will be working on a public official’s ride along day to coincide with OPTA Legislative Day and Ohio Loves Transit Official on Board event.

Troy/Strategic Planning Committee report – At the meeting we discussed we listed and talked about wants, but how do we get more funding to supply those wants. Which comes first getting new ridership or funding. Tasks were handed out for more information.

#### b. Executive Director

Denny – The government shut down is affecting us. We are not receiving money from the FTA for 4 buses and our grant currently. Also, not receiving money from COTA because they have not received theirs from the FTA because of the shutdown. We may not be able to receive “big bus” in March/April due to grant money not received from

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

the Federal Government. Of course, this is a big discussion item for OPTA and the transit community. Some systems are already really feeling the closure. For example, Lima is out of money and drivers voted to work with out pay for the time being. We will need to make a plan next month if the Federal Government is not reopened.

### 6. New Business

#### a. Approval for Refreshments for Public Meeting (19-01-04) (Denny)

It was moved by Jacob and seconded by Roger to approve refreshments for public meetings (19-01-04). Motion passed.

#### b. Approval to submit application to MORPC for Section 5310 (19-01-05) (Denny/Tonya)

It was moved by Jacob and seconded by Becky to the submission of application to MORPC for section 5310 (19-01-05-). Motion passed.

#### c. Approval to renew LOC with Richwood Bank (19-01-06) (Denny)

Denny – We have had a line of credit (LOC) with Richwood for the past 5 years. May be very important this year to have as a back-up with the Federal Government shut down. Fred asked how much it cost us to have the load. Denny said the only cost associated is the \$200.00 loan origination fee.

It was moved by Roger and seconded by Jacob to approve the renewal of the LOC with Richwood Bank (19-01-06). Motion passed.

#### d. Approval of Credit Card Policy (19-01-07) (Denny)

Denny -It has been brought to our attention by the County Auditor's that we are required to have a Credit Card Policy. The Prosecutor's Office offered templates to choose from. We have picked one we felt was appropriate to DATA.

It was moved by Jacob and seconded by Fred to approve a credit card policy (19-01-07). Motion passed.

#### e. Appointing a Credit Card Compliance Officer (19-01-08) (Denny)

Denny – The law also states we need a compliance officer. Tina makes sense since she is our Finance person and also that myself and Roger (board treasurer) can't be the compliance offer.

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

It was moved by Fred and seconded by Roger to appoint a Credit Card Compliance Officer (19-01-08). Motion passed.

**f. Appointing Authorized Users for Credit Cards (19-01-09) (Denny)**

Denny - By statute the board must also approve credit card holders.

It was moved by Jacob and seconded by Troy to appoint authorized users for credit cards (19-01-09). Motion passed.

**7. Other Business – Open Comments**

Becky - I have been riding the fixed routes and I encourage other members to do the same. It is evident that many riders would have no other option if DATA were not around. I wonder why the Yellow Route is the busiest DATA route? Crystal responded that Walmart and Kroger are on the route and are very big draws for ridership.

Troy – Next Strategic Planning Committee will be at the DATA office 6:00pm on February 13<sup>th</sup>.

Denny – The OPTA Conference is in April. I'm on the planning committee for classes designed With transit boards in mind. The classes are being led by an FTA Administrator, our legislative lobbyist and a representative from the Attorney General's office. Becky is planning on attending and I encourage other board members to also.

**8. Adjourn**

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