

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF July 20, 2016

1. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (16-07-01)

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

Staff present for the meeting:

<u> X </u>	Denny Schooley-Executive Director
<u> Ab </u>	Crystal James-Operations Director
<u> Ab </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 (16-07-01)

It was moved by Traci and seconded by Roger to approve Boots' absence (16-07-01). Motion passed.

b. Pledge

2. Public Comment

No public present.

3. Approval of Consent Agenda (16-07-02)

a. Agenda for July 20, 2016

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b. **Approval of minutes from June 15, 2016**

It was moved by Roger and seconded by Traci to approve the Consent Agenda (16-07-02). Motion passed.

4. **Financial Status**

a. **Approval of Financial Status for month ending May 31, 2016 (16-07-03)**

Income: \$142,392.23

Expenses: \$54,768.59

Checking Account = \$230,650.20

Payroll Account = \$30,553.00

Denny pointed out the consistency in our financial statements now since we have gone completely accrual compared to when we were with the County.

It was moved by Ed and seconded by Craig to approve the Financial Status for month ending May 31, 2016 (16-07-03). Motion passed.

5. **Reports**

a. **Department**

Denny explained that Tina conducted Harassment Training for the office staff. He noted that he thought it was an excellent training program and it's important to repeat this type of training regularly to remind everyone. When it comes to harassment in the workplace, there can be situations that are very gray, and the harasser may not even know they are harassing/offending someone. In some cases, harassment could even involve people outside of DATA.

Ed explained that we held another facility bid meeting on June 19th and received three to four bids. The lowest bid was still 24% over budget, and 10% is the maximum limit. No one bid on the mechanical, and only one company bid on the electrical. Denny and Ed met with ODOT and agreed that we should split the project into two smaller projects based on inside work and outside work. Denny said our architect claims there is so much work available, that all the bids are going to be high. For us to adjust to meet those bids would be a waste of money. In addition, contracting companies are

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having a hard time finding employees, and we do not want to end up with inadequate work. Splitting the project will give smaller contractors the opportunity to bid.

b. Executive Director

Nothing more from Denny.

Ed asked the reason for our personnel turnover. Tina replied that it is a combination of factors, including medical issues and waiting too long for the results of background checks.

Craig asked what ECHO is. Denny replied that we request and receive our federal funds from FTA electronically through a program known as ECHO.

Craig asked what MORPC had to say about our Transit Development Plan. Denny replied that there weren't a lot of comments, but they seemed to like what we were doing and did ask how we plan to serve Tanger Mall. Denny's reply was that we are waiting for Tanger to stabilize and to figure out where most people will be coming from to go to Tanger.

Traci asked what NTD is. Denny replied that it is the National Transit Database that we have to enter reports into on a monthly and annual basis.

6. New Business

a. Approval to submit grant application to Source Point (16-07-04) (Denny)

This is our annual grant that supports our fixed route service. We requested \$234,000, which includes Saturday service and later nights. Last year our request was \$202,000.

It was moved by Craig and seconded by Tim to approve submitting a grant application to Source Point (16-07-04). Motion passed.

b. Approval of Employee Affirmative Action/Civil Rights Policy (16-07-05) (Tina)

Traci suggested that both policies in 6b and 6c go to the County Prosecutor for review.

It was moved by Craig and seconded by Traci to approve the Employee Affirmative Action/Civil Rights Policy pending review by the County Prosecutor (16-07-05). Motion passed.

c. Approval of revised Unlawful Discrimination and Harassment Policy (16-07-06) (Tina)

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It was moved by Craig and seconded by Traci to approve the revised Unlawful Discrimination and Harassment Policy pending review by the County Prosecutor (16-07-06). Motion passed.

d. Support for Delaware City's "Moving Delaware Forward" Initiative (16-07-07) (Denny)

Denny explained this is the city's plan to increase city income tax from 1.85% to 2% in order to improve roads and streets. The plan includes fixing the point at Rt. 36/37 and building a connector between William and Central west of the golf course between Elizabeth and Houk Rd. This should decrease emergency response time in the area by four minutes.

Roger stated we need a perimeter outer belt rather than fixing the point and creating more traffic and semi's through the city and by the schools.

Roger, Traci, and Craig all disagreed with the initiative.

Tim moved to table, and Traci seconded.

The Board asked Denny to research and bring back the Commissioners' views of the initiative.

7. Discussion

a. Draft TDP and Funding Study Report

Denny stated we discussed this at the last meeting and the Board requested more time to review the study. He asked for direction from the Board as to whether changes need to be made to the report, or if it can become the final report as is.

Craig requested that all the grammar and typing errors be corrected to make it professional.

Tim pointed out the study suggests focusing on increasing service to southern Delaware County and he has spoken to the Mayor of Shawnee Hills who is very interested in more DATA service.

Traci requested a key be added to page 45 for clarification.

Ed questioned some of the data in regards to the reason people use the bus. In one place "going to work" was low, and in another place it was high. He also questioned the accuracy of the statement that Genoa Township is 35% seniors.

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Denny explained that different methods: phone calls, online survey, public forums; were used to gather the data, and some of the results don't seem to match up.

Roger said he was surprised that there are people who really don't know what DATA does. He stated that funding is critical to us and he is disappointed with the lack of support from the County Commissioners. They have increased taxes, but decreased our grant.

Craig suggested the Board develop a strategy at some point for going to the Commissioners as an entire Board for more funding and support.

Traci asked if anyone has asked why transportation has been left out of the Economic Development Plan. Denny replied that he hasn't.

Denny reminded the Board that the Steering Committee had suggested changing the rebranding piece of the study to address public awareness more. Traci replied that she thinks it's valid and should be left the way it is. The other Board members agreed.

Denny summarized his instructions as ensuring the following revisions are made: add key to page 45, correct all grammar and typos, verify demographic percentage data; then bring the revised study back to the Board again for approval.

8. Other Business – Open Comments

Tim clarified, from a previous meeting, that he checked and it is not against any rules to notify your congressmen when you send or work on federal legislation. Therefore, we can notify our congressmen when we apply for grants and ask for their support in any way they can help.

9. Adjourn

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