

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF July 19, 2017

1. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (17-07-01)

<u> X</u>	Boots Sheets-Chair
<u> X</u>	Ed Helvey-Vice Chair
<u> X</u>	Traci Cromwell -Secretary
<u> X</u>	Roger VanSickle-Treasurer
<u> X</u>	Craig Zimmers
<u> X</u>	Troy Sabo
<u> X</u>	Jacob Fathbruckner

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> Ab</u>	Ed Pierson-Facilities, Assets, and Technology Manager
<u> X</u>	Grant Bias-Safety and Security Training Manager

a. Approval of Absences (17-07-01)

None

b. Pledge

2. Public Comment none

3. Approval of Consent Agenda (17-07-02)

a. Agenda for July 19, 2017

b. Approval of minutes from June 21, 2017

Craig pointed out that Item C did not list who moved and who seconded. Tina will make the correction.

It was moved by Traci and seconded by Ed H. to approve the Consent Agenda (17-07-02). Motion passed.

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

4. Reports

a. Department

Crystal- June ridership increased by 1,200 from May to June. Total June ridership was 8,124. Average daily ridership increased from 256 to 312. Route changes that went into effect on July 5th seem to be going well and we have gotten a lot of positive feedback. There will be some minor timing adjustments to one of the routes that is running too early. We have had some complaints about changing the stop at the YMCA from the front door to the road. This is to make us more visible and look more like traditional transit. We are going to keep an eye on the ridership at that stop to determine if we need to make a change. Denny noted that our Transit Development Plan recommended us having more stops on roads rather than at front doors.

Grant-We had a difficult passenger last week with MERSA and drug issues that police were also involved with. We have been in touch with the Health Department, Grady, and the social worker at the fire department to work on getting him the help he needs. We did transport him to OSU medical at his request, but now he is back in Delaware. We are denying him transportation in accordance with ADA and federal law because he poses a disruption to service and a health risk to others.

Tonya-Kathy conducted travel training for a 16-year-old boy to teach him how to use the fixed routes to get to his new job every day. A long time regular demand response rider who has always been like clock work, was a no show one day, so Tonya and Kathy decided to do a well check on her and the police found her dead.

We had a passenger, Johnny, whose niece Sherry was very upset and wrote a letter to all Board members about our driver dropping him off at Aspen Dental at 8:40 and they didn't open until 9:00. Our driver, did however, see an employee push Johnny inside. Traci shared that she talked to Sherry and her impression was that they have used DATA a lot and have been spoiled by excellent customer service, so Sherry was shocked and disappointed by the driver leaving Johnny outside.

Denny explained he felt like this situation has to do with public perception. The public perceive us a certain way, and because of that they have certain expectations of us. For example, we look like an ambulate service, so people expect our drivers to act as PCA's. Denny said it's normal that we are going to get complaints and assured the Board that every complaint is thoroughly investigated to obtain both sides of the story and then the situation is handled appropriately.

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

b. Executive Director

none

5. Financial Status – Treasurer’s Report

a. Approval of Financial Status for month ending May 31, 2017 (17-07-03)

Income = \$344,014.84, Jan.-May (accrual net income -\$562,685.95)

Expenses = \$906,700.79, Jan.-May

Checking = \$366,651.54

Payroll = \$21,776.28

Boots asked about how our maintenance costs are now versus before we had our mechanic in house. Denny said there was a 20% savings the first year.

Denny shared that since we submitted our SourcePoint Grant, the grant committee had some questions related to our funding. He sent them a detailed explanation. He explained to the Board that for the last 4-5 years, we have gotten about \$201,000. Each year we would ask for more, SourcePoint would make us adjust the request and give us the same amount. This year we decided to just ask for the same amount, but it looks like there is a possibility we may get even less than last year, which means we may have to adjust services. Boots noted that SourcePoint’s grant committee is new this year and don’t really understand much about DATA. Denny said he plans to have a talk with Bob Horrocks about adding us to their annual budget and not going through the grant process every year.

Denny said the grant for our new buses has been submitted, so we should be getting about \$300,000 in August or September.

In May, Congress approved the budget through September. FTA just released the apportionments, and MORPC is working on the division of funds.

It was moved by Craig and seconded by Ed H. to approve the Financial Status for month ending May 31, 2017 (17-07-03). Motion passed.

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

6. New Business

a. Approval of Request for Proposals (RFP) for Vehicle Advertising (17-07-04) (Ginny)

FTA requires us to go out to bid for all advertising on revenue vehicles. The RFP has been through the prosecutor's office.

It was moved by Roger and seconded by Traci to approve the RFP for vehicle advertising (17-07-04). Motion passed.

b. Approval of Title VI Program (17-07-05) (Ginny)

This is our policy that ensures fairness across all races, colors, and national origins in all of our procedures. FTA requires us to submit a revised policy every three years.

Troy noted the spelling of appendix needed corrected.

It was moved by Ed H. and seconded by Craig to approve the Title VI Program (17-07-05). Motion passed.

c. Approval of Construction Contract with Gutknecht Construction (17-07-06) (Ed)

Denny explained that all federal clauses are in place and the prosecutor's office has approved the contract. After Board approval, it will go to ODOT for the final approval. Construction should begin in August.

It was moved by Traci and seconded by Troy to approve the contract with Gutknecht Construction (17-07-06). Motion passed.

d. Approval to extend the advertising contract with Motion Media (17-07-07) (Denny)

Our current contract expires at the end of July. We need another month with Motion Media in order to carry out the RFP.

Denny asked if two Board members would sit on the committee to review bids for this RFP. Troy and Craig volunteered.

It was moved by Craig and seconded by Jake to approve extending the contract with Motion Media (17-07-07). Motion passed.

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

e. Approval of revised Public Participation Plan Policy (17-07-08) (Ginny)

Updates were made to reflect what we are actually doing in regards to public input on DATA services and changes.

It was moved by Ed H. and seconded by Roger to approve the revised Public Participation Plan (17-07-08). Motion passed.

f. Approval of revised DBE Policy (17-07-09) (Grant/Ed)

Grant explained he offered to help Ed with his areas of responsibility for the Triennial Review. Grant updated the organizational flow chart and added in the fact that public hearings must include speaking time for DBE businesses.

Craig asked about an annual DBE report. Grant said Ed would handle that.

It was moved by Traci and seconded by Troy to approve the revised DBE Policy (17-07-09). Motion passed.

g. Approval of Revised Facility Maintenance Policy (17-07-10) (Ed)

Minor revisions were made as suggested by our FTA reviewer.

It was moved by Craig and seconded by Traci to approve the revised Facility Maintenance Policy (17-07-10). Motion passed.

h. Approval of Revised Procurement Policy (17-07-11) (Grant/Ed)

Revisions were made as suggested by our FTA reviewer.

It was moved by Ed H. and seconded by Roger to approve the revised Procurement Policy (17-07-11). Motion passed.

7. Discussion

a. Database Conversion

Denny explained that Holony Media has been working on our database conversion to SQL in order to speed it up and create greater capacity for information. Holony has given us what we asked for, but Denny said he doesn't like it and there are now unexpected ongoing expenses required in order to use it. What Holony has created can be accessed from anywhere, we will own everything about the database, but we will have to pay about \$1,000 per month to use it. We would have to pay for our own URL, pay for someone to

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

host the database, and pay monthly maintenance fees. Denny said he feels like the whole thing was a \$45,000 mistake and he doesn't think it's a good idea to continue putting money into it just because we have already spent so much. He and Ed believe it's a better idea at this point to take what Holony has created and he and Ed can "reprogram" it on their own by learning the SQL language.

Craig asked if we have already paid Holony. Denny said we have paid $\frac{3}{4}$ of the total, and have not paid the last payment.

Ed H. asked if we can use the new system while Denny and Ed revamp it. Denny said no that we prefer to keep using the current system until the new one is completely ready.

Jake offered to help with SQL coding, as he has experience with it in his job. He said he doesn't believe Holony has been a waste of money because we will always have their product with the option to use it later or modify it.

Craig asked how much it would cost for a better server. Denny said a better server with a dual processor, more RAM, and bigger hard drive may be an option and should be under \$5,000.

b. Employment Issues

Denny explained that employment is difficult right now because everyone is hiring so we are competing with everyone else for employees. We take pride in all of our employees and lately we haven't gotten the most quality applicants. It seems as though the quality people want or need full time and therefore, we would have to offer benefits.

Denny shared that when JFS took our contract extension to the Commissioners after terminating their contract with ACME, the Commissioners commented that DATA is expensive and inaccurately stated the average cost of a trip to be \$30-\$40. They don't seem to consider that you can't compare our services to those of a cab company. We have much more time invested in transporting wheelchairs, as well as much more expense and overhead. Denny met with Ferzan to discuss that it's not just about money, but also quality.

So, it would obviously cost more money to hire more drivers, or add more full time employees, and we may need to raise our fares to compensate, but the perception is that we are already expensive. Another idea would be to cut back on demand response service, as we are required to do paratransit, but not demand response. Traci asked if we can separate and track the cost of fixed route service from demand response service and possibly have a separate budget for each. Denny said this is extremely difficult to do. The problem is that only $\frac{2}{3}$ of the county is funded. We only receive funding for the urbanized area, or $\frac{1}{3}$ of the county, and that money pays to operate fixed routes.

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

Denny explained that it is difficult to plan for the future and seems risky to add full time employees when we don't know what's going to happen with the Affordable Care Act. He said he has a responsibility to our current employees and the community and too much cost will put us out of business.

Denny said one idea we have discussed is to grandfather in current full time employees, and for new full time employees offer for DATA to pay 75% of the single rate for benefits, and anything else is the responsibility of the employee. This would include whatever the remaining cost would be if they choose to take family coverage. Traci asked if it is legal to offer some employees one thing and other employees something different.

Traci said it's frustrating that the Commissioners don't seem to view us as part of the county that they are responsible for, but as something separate.

Jake suggested the ORC should have something about what government employees have to be offered in regards to benefits.

Denny said we will check with an employment lawyer in regards to what is legal in offering benefits, as well as do a cost analysis of fixed route and demand response. He said it's possible that we may decide to raise our rates for demand response, and consequently renegotiate our contracts.

8. Other Business-Open Comments

None

9. Adjourn

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