

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

### MINUTES OF July 18, 2018

#### 1. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (18-07-01)

<u>  X  </u>	Boots Sheets-Chair
<u>  X  </u>	Ed Helvey-Vice Chair
<u>  X  </u>	Traci Cromwell -Secretary
<u>  Ab  </u>	Roger VanSickle-Treasurer
<u>  Ab  </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>  Ab  </u>	Crystal James-Operations Director
<u>  X  </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>  X  </u>	Grant Bias-Safety and Security Training Manager

#### a. Approval of Absences (18-07-01)

It was moved by Ed H. and seconded by Jacob to approve Roger absences (18-07-01). Motion passed.

#### b. Pledge

#### 2. Public Comment

none

#### 3. Approval of Consent Agenda (18-07-02)

##### a. Agenda for July 18, 2018

It was moved by Jacob and seconded by Ed H. to approve the Agenda (18-07-02). Motion passed.

##### b. Approval of minutes from June 20, 2018

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

It was moved by Ed H. and seconded by Traci to approve the minutes from June 20, 2018 (18-07-02). Motion passed.

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

##### **a. Approval of Financial Status for month ending May 31, 2018 (18-07-03)**

Denny reported: Income = just under \$1.3 million year to date, \$1.1 million total in cash and receivables, Total Equity = \$2.6 million, Total Assets & Liability = \$5 million+, and still about \$1.1 million coming in for this year from COTA and federal grants.

Ed H. asked if our cash on hand earns any interest. Denny explained that our checking account earns interest and the funds we have at OTRP are invested and earn interest.

It was moved by Jacob and seconded by Ed H. to approve the Financial Status for month ending May 31, 2018 (18-07-03). Motion passed.

#### **5. Reports**

##### **a. Department**

Ginny – Books on Buses press release was not done on Friday as reported in the summary report, but it will go out tomorrow. The Buckeye Bus survey took precedence due to games starting Sept. 1.

Ed P. – Final touches to the remodel should be completed within the next two weeks. Three out of five new buses have arrived. Denny and Ed P. will be going to California to design and spec out our new 30-ft bus.

Tina – Employee Team Building event this Saturday, 7/21, from 8:45 – 1:00 and Board members are invited.

Grant – Two members of the State Highway Patrol, a Motor Carrier Enforcement Officer and a Motor Carrier Inspector came to our Employee Committee meeting to discuss and answer questions related to pre-trips, CDL requirements, and child safety seats. We learned that we are exempt from requiring child safety seats on our buses and that it’s ultimately the driver’s responsibility and liability for proper pre-trip inspections and making sure they are properly licensed for the vehicle they are driving. Drivers can be sited directly.

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

### b. Executive Director

Pre-build meeting may be held in August for new 30-ft bus. Ed P. and Denny will be going to California. The funds for the travel will need approved, but will be covered by the grant to purchase the bus.

Ed H. moved and Jacob seconded to approve the necessary funds for travel to California for the pre-build meeting. Motion passed.

Denny handed out our Transit Development Study and highlighted suggestions made about rebranding. He suggested a possible name change since the word, Data, is now known as information and technology. He also suggested we need to modify and diversify our fleet by getting large transit buses for all fixed routes. We could buy used buses inexpensively and then use diesel emission reduction grants to buy new buses. Buying some sedans is also a possibility to build a fleet and allow us to be able to respond to community and business needs immediately. Denny mentioned he would like to hire a professional to help with the rebranding process.

It was decided that Denny will provide more information on styles of vehicles, quantity of vehicles, the opportunities to obtain various vehicles, and a cost analysis. He will also check with OWU, Columbus State, OSU, and CCAD about the possibility of students helping with the rebranding project.

### 6. New Business

#### a. Review of Title VI Survey Results (Ginny)

Ginny shared the results of our one-day, fixed route, Title VI survey conducted in May. For trip type, “work” seems to be declining over the years, while “shopping” is increasing. Ginny shared Traci’s suggestion of revising the survey slightly to get more details about how riders hear about the bus.

Ginny announced that we will have a booth at the Delaware Fair this year and Board members are welcome to work it.

### 7. Other Business – Open Comments

None

### 8. Adjourn

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