

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF June 20th, 2012

1) The DCTB Chair called the meeting to order and the roll was taken as follows: (12-06-01)

 X Tom Jones- Chair
 Boots Sheets- Vice Chair
 X Roger VanSickle- Secretary
 X Erwin Dugasz
 Tim Dodge
 X Ed Helvey
 X Traci Cromwell

Staff present for the meeting:

 X Denny Schooley- Executive Director
 X Crystal James- Operations Director
 Ginny Berry- Marketing and Public Relations Specialist
 X Richelle Tirado- Financial Analyst
 X Stephanie Cameron- Office Administrator
 X Tonya James- Mobility Manager
 X Grant Bias- Operations Supervisor

It was moved by Roger and seconded by Erwin to excuse the absences of Tim and Boots. (12-06-01) Motion passed .

2) Public Comment

No Public was present

3) Approval of Consent Agenda (12-06-02)

- a) Agenda for June 20th, 2012
- b) Minutes of May 16th, 2012
- c) Financial Status for Month ending May 31st, 2012

It was moved by Ed and seconded by Roger to approve the Consent Agenda (12-06-02). Motion passed .

4) Board Committee Reports

- a. Finance (Discussed in Action Items)

Discussed in conjunction with Resolution 12-06-14

- b. Legislative

It was moved by Ed and seconded by Traci to have the prosecutor's office help with making a request to gather information from the Attorney general's office for guidance about requesting

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funding from local townships. Motion Passed.

- c. Vehicle Maintenance (Discussed in Action Items)

Discussed in conjunction with Resolution 12-06-09

5) Administrative / Operations Status Reports

a) Operations Report

Nothing to Add

b) Mobility Management

Nothing to Add

c) Marketing Report

Nothing to Add

d) HR, Safety, Training and Risk Management

Nothing to Add

e) Financial Report

Nothing to Add

6) Discussion

- a) Demand Response Vs. Fixed Routes and Cancellations, No-Shows and Denials

- i. Delaware Cab Closing?

Denny spoke about the cab potentially closing by the end of summer. The effect of this has dramatically increased our requests as well as our denials

- ii. Delaware City Routes

Denny spoke about how the new fixed routes could help not only with the current ridership demands and denials but also the financial status as well.

7) Action Items

- a) Approval of Revised Cancellation & No-Show Policy (12-06-12)

It was moved by Ed and seconded by Erwin to approve the revised Cancellation & No-Show Policy (12-06-12). Motion passed.

- b) Approval of Delaware City Fixed Routes (12-06-13)

It was moved by Ed and seconded by Erwin to approve the new Delaware City Fixed Routes (12-06-13). Motion passed.

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- c) Approval of Revisions to the Financial Management Policy (12-06-14)

It was moved by Roger and seconded by Traci to approve the revisions to the Financial Management Policy (12-06-14). Motion passed. *

*subject to any grammar changes at July's Meeting.

- d) Approval of Fare Increase (12-06-07)

It was moved by Erwin and seconded by Traci to approve the Fare Increase (12-06-07). Motion passed.

- e) Approve Budget Revisions for 2012 (12-06-03)

It was moved by Traci and seconded by Ed to approve Budget Revisions for 2012 (12-06-03). Motion passed.

- f) Approval of revisions to personnel time distribution by program (12-06-04)

It was moved by Traci and seconded by Roger to approve the revisions to personnel time distribution by program (12-06-04). Motion passed.

- g) Approval of disposal of obsolete equipment and vehicles (12-06-05)

It was moved by Roger and seconded by Ed to approve the disposal of obsolete equipment and vehicles (12-06-05). Motion passed.

- h) Approval to use OTRP GRF funds on account for 2012 premiums (12-06-06)

It was moved by Ed and seconded by Roger to approve the use of OTRP GRF funds on account for 2012 premiums (12-06-06). Motion passed.

- i) Approval to use 2010 SOQ's received and Cancel the 2010 request and repeal resolution 10-06-05 (12-06-08)

It was moved by Traci and seconded by Ed to approve of using the 2010 SOQ's received and cancel the 2010 request and repeal the resolution 10-06-05 (12-06-08). Motion passed.

- j) Approve RFB for Maintenance (12-06-09)

It was moved by Erwin and seconded by Ed to approve the RFB for Maintenance as amended* (12-06-09). Motion passed.

*moved by Erwin and seconded by Ed to amend the resolution. Motion passed.

- k) Approval to extend Advertising Agreement with Motion Media (12-06-10)

It was moved by Roger and seconded by Traci to approve extending the Advertising Agreement with Motion Media (12-06-10). Motion passed.

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l) *Approval of DBE Program (12-06-11)-(Tentative)*

It was moved by _____ and seconded by _____ to approve of the DBE Program (12-06-11). Motion _____ (Tentative)

**Motion was removed from agenda*

8) Discussion

a) Conflict of Interest/ Ethics

Denny spoke about potential issues that could arise. The board recommended contacting the Ohio Ethics Commission about policies to find out if we have true concerns.

b) State Audit Report CY 2011

The board was provided with a copy of the findings from the State Auditors office, as well as areas where improvement is needed.

9) General Updates

a) Urban Area- FTA Update – Compliance Officer – Budget 2012-13 & 14

ODOT has committed to providing us funding for the 5311 thru the end of 2013, but in 2014 we will no longer receive the 5311 program and move to the 5307 program. Also in 2014, we will no longer have ODOT as the “Buffer” between the transit system and the FTA, we will be dealing directly with the FTA on any and all matters.

b) See Board Summary

8) Adjourn

i) **There being no further business to transact, Roger moved to adjourn the meeting with Erwin seconding the motion. Meeting was adjourned at 9:27 P.M.**

