

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF June 18, 2014

1. Roll Call

- a. Welcome new Board member, Tim Dempsey, and Board introductions

The DCTB Chair called the meeting to order and the roll was taken as follows: (14-06-01)

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

Staff present for the meeting:

 X Denny Schooley-Executive Director
 X Crystal James-Operations Director
 X Ginny Berry-Marketing and Public Relations Specialist
 X Tonya James- Mobility Manager
 X Tina Smith-HR Coordinator
 X Ed Pierson-Facilities, Assets, and Technology Manager

- b. Approval of Absences (14-06-01)

none

- c. Pledge

2. Public Comment

No public present.

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3. Approval of Consent Agenda (14-06-02)

- a. Agenda for June 18, 2014
- b. Minutes of April 16, 2014
- c. Minutes of May 21, 2014

It was moved by Roger and seconded by Ed to approve the Consent Agenda (14-06-02). Motion passed.

4. Reports

a. Board Committees

i. Finance-no meeting

ii. Legislative-no meeting

iii. Local Funding Committee—Ed Helvey

First meeting was held at the end of April. Four to five people from various agencies attended. Denny and Ed shared background information about DATA and what we do. The next step is to choose a consultant.

b. Department

Crystal reported record ridership of 6,000 rides for May on fixed routes. This is almost double the ridership in May of last year. The summer route is going well and continues to increase with 120 riders so far.

c. Executive Director

Denny explained that we were working with Alpha in regards to them taking over DCBDD transportation. Alpha has decided to handle the transportation on their own and not contract with us. They believe they can make money by doing it themselves.

Tom asked about the status of the local cab companies. Tonya explained that Acme and Catch-a-Ride are still operating, but we have not heard good things about their service.

Traci asked about STEP. Denny explained that STEP has asked the commissioners for a \$60,000 grant to help provide demand response and fixed route transportation to the low income population within the city of Delaware. Right now STEP does not have any clients outside of the city limits. STEP would like us to be the recipient of the grant, but

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Denny explained he would only agree to this if DATA can design the program to serve the entire county.

5. Financial Status

a. Approval of financial status for month ending May 31, 2014 (14-06-03)

It was moved by Boots and seconded by Traci to approve the Financial Status (14-06-03). Motion passed.

6. Unfinished Business--Discussion

a. Bank Update

Denny explained that DCB will only give us a line of credit if the Board members will personally back it. This is not an option. We are still waiting to hear back from Richwood Bank, but it looks as though they will not have an issue with giving us a line of credit. Denny explained that they also have a payroll department to handle our payroll, with the exception of OPERS payments, as well as a service to provide us with the ability to accept credit cards.

Denny asked the Board if they would like him to research any other banks, and if so, what information would they like to have.

Boots explained that he attended the annual DCB meeting and voiced his concern about them not agreeing to give us a line of credit, and that still didn't do any good. He likes the idea of pursuing Richwood and that they have a local branch for us to work with. Roger suggested the Finance Committee could look at comparisons among banks and maybe look into PNC. Tim suggested going back to DCB with an offer from another bank. Boots, Erwin, and Ed agreed that DCB has been given plenty of opportunities to help us, and it's time to move on with Richwood Bank and not waste time looking into other banks.

It was moved by Boots and seconded by Roger to approve Denny moving forward with a line of credit with Richwood Bank. Motion passed.

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b. **Business Plan**

Denny asked for direction from the Board in regards to the Local Funding Committee and developing a business plan. Do we write a plan for service, and then figure out the funding, or do we figure out where funding comes from, and then develop service around that? Do we focus on transportation dependent people or do we branch out to serve everyone in the county?

Traci asked about the purpose or ultimate goal of the Funding Committee. Denny explained it is to find out what the community will support. Traci suggested that we already have an idea of the service we want to provide, such as Saturday service and later evenings, and the amount of funding we can get will determine how much of that extended service we can provide.

Erwin suggested we must have a plan in order to get support.

Denny expressed that we not only have to decide how much service we will provide, but also where that service is going to be.

Traci suggested that it's okay if areas of the county contribute to the funds for transportation in other areas of the county because they are all within Delaware County.

Ed explained that the smallest tax we could go for would be 0.25%, which would generate approximately \$4 million. Maybe we should have the consultant work on a business plan to build us up to the point of providing that much service.

Boots advised that we not dream too high and design a plan that costs more than we can afford.

Ed and Roger agreed that we should have a 5-year plan.

Traci asked about the attitude and support of those who attended the funding committee meeting. Ed explained that everyone seemed very supportive of DATA and what we are hoping for the committee to accomplish. There really was no resistance. The next step is to work with Tom Homan in developing a scope of work to present to a consultant.

c. **Facility Rehab**

Denny announced that we are about 95% complete with the plans for the remodel. He reviewed the current plans with the Board. Work will be completed in three stages,

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with the outside site work first, then the shop, then the offices. Office staff will work at home, as well as in the shop during office construction.

Boots asked if a retention pond is required, and Ed P. explained that it is necessary due to installing more pavement.

Tom suggested reconsidering only having one lift in the shop. Ed P. explained that for now one is sufficient and very costly. Plans are to possibly install a larger lift or an additional lift in the future if the need arises.

7. New Business

a. **Approval of revised No-Show/Cancellation Policy (14-06-04)**

Revision includes changing the deadline to cancel from 2 pm to 12 pm.

It was moved by Ed and seconded by Boots to approve the revised No-Show/Cancellation Policy (14-06-04). Motion passed.

b. **Approval of revised Salary and Wage Policy (14-06-05)**

Revisions include adding that the wage scales were increased by 10% in Oct. 2013, adding our rule of thumb for placing employees on the wage scale, and noting that employees will have an evaluation at the completion of their 90-day probation.

It was moved by Roger and seconded by Traci to approve the revised Salary and Wage Policy (14-06-05). Motion passed.

c. **Approval of revised position description for Dispatcher (14-06-06)**

According to previous factoring, the Dispatcher position should be a COMOT 4, rather than a COMOT 3.

It was moved by Traci and seconded by Roger to approve the revised position description for Dispatcher (14-06-06). Motion passed.

d. **Approval of service contract with Delaware City Schools (14-06-07)**

It was moved by Ed and seconded by Traci to approve the service contract with Delaware City Schools (14-06-07). Motion passed.

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e. **Approval of phone system contract with Accent Communications (14-06-08)**

Ed P. explained that our current phone system is very out of date. This new phone system will connect wirelessly and offer a lot more flexibility. We will lease the system for 5 years and Accent will maintain and update it as needed.

Traci noted that the transition may not be a smooth one. Her previous company had a lot of problems when they installed it. She suggested being proactive with Accent about possible problems and having a back-up plan for when and if the Internet connection is down.

It was moved by Boots and seconded by Roger to approve the contract with Accent Communications (14-06-08). Motion passed.

f. **Approval of travel for FTA training (Tentative) (14-06-09)**

Denny and Tina would like to attend federal financial training in Chicago on July 1st and 2nd. Estimated total cost is \$1,200-\$1,300.

It was moved by Erwin and seconded by Traci to approve travel for FTA training (14-06-09). Motion passed.

g. **Approval to attend Ohio Planning Conference (14-06-10)**

Denny would like to attend in Columbus. Cost is \$200.

It was moved by Erwin and seconded by Traci to approve attending the Ohio Planning Conference (14-06-10). Motion passed.

8. **Other Business-Open Comments**

a. **Traci Resignation**

Denny congratulated Traci on her new job and thanked her for her service to the Board. He requested she send him an official letter of resignation.

9. **Adjourn**

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