

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

**MINUTES OF  
June 17, 2015**

### 1. Roll Call

**The DCTB Chair called the meeting to order and the roll was taken as follows: (15-06-01)**

<u>  X  </u>	Tom Jones-Chair
<u>  X  </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>	Erwin Dugasz

#### **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>  Ab  </u>	Grant Bias-Operations Supervisor

a. Approval of Absences (15-06-01)

none

b. Pledge

### 2. Public Comment

No public present.

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### 3. Approval of Consent Agenda (15-06-02)

#### a. Agenda for June 17, 2015

#### b. Minutes of May 20, 2015

It was moved by Roger and seconded by Ed to approve the Consent Agenda (15-06-02). Motion passed.

### 4. Reports

#### a. Board Committees

##### i. Finance – No meeting

#### b. Department

Ed explained that he purchased one of the new wi-fi units for the buses and has been testing it for about a week and a half. It is working really well and offers the capability of real time tracking of the buses and can also track range of speed. He wants to test it for another week or two to get an idea of how much data it will use in a month's time. The cost of each unit will be \$430 with 1 year of software free. After that, the software is \$80 per year per vehicle.

Denny explained the total cost would be under \$9,000 for all the buses, and would be purchased with federal funds. These new units will give us the capability of electronic manifests, electronic fares, cameras on the buses, and the Go & Know program which will bring in revenue through advertising to cover the cost of the technology.

Tina gave an update that one of the new hires, hired on May 29<sup>th</sup>, resigned to take a position with the Columbus Police Department. An applicant that was supposed to start training today, never showed up. A current employee who had submitted her resignation has decided to stay.

#### c. Executive Director-Denny

No updates

### 5. Treasurer's Report-Financial Status

#### a. Approval of financial status for month ending May 31, 2015 (15-06-03)

Total income for May = \$81,347.48

Total expenses for May = \$189,303.89

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Checking account balance = \$531,156.20

Payroll account balance = \$22,053.76

Denny clarified that we have not received any federal funds yet this year. We are still working on refining our ECHO process of drawing down the correct funds for the reimbursement of what we have already spent.

It was moved by Tim and seconded by Boots to approve the Financial Status (15-06-03). Motion passed.

### **6. Unfinished Business**

None

### **7. New Business**

#### **a. Approval of service contract for Glen Oak Elementary (15-06-04)**

Standard contract rates for summer trips

It was moved by Roger and seconded by Ed to approve the service contract with Glen Oak Elementary (15-06-04). Motion passed.

#### **b. Approval of FMLA extension for an employee (15-06-05)**

Employee requesting medical leave from 5/22/15 through 11/22/15.

This is 14 additional weeks onto the maximum of 12 weeks FMLA. This is the first prediction from the doctor, and a worse case scenario. It is expected the employee will be able to return to work in August or September.

It was moved by Traci and seconded by Tim to approve the extension of FMLA for employee Walt Boham (15-06-05).

Roll Call Vote: Tom=yes, Erwin=no, Boots=yes, Roger=yes, Ed=yes, Tim=yes, Traci-No

Motion passed.

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**c. Approval of RFP for website development (15-06-06)**

New website for mobility management

It was moved by Tim and seconded by Roger to approve the RFP for website development (15-06-06). Motion passed.

**d. Approval of contract with Parsons Brinckerhoff for TDP and local funding study (15-06-07)**

Denny explained that the attorneys for Parsons Brinckerhoff had some issues with the indemnification and insurance clauses in the contract. Our prosecutor rejected making any changes because the contract was already accepted as part of the RFP. We are waiting to see if Parsons Brinckerhoff will agree to the contract as is.

Erwin moved to table the resolution until next meeting. (15-06-07)

**e. Approval of revised paratransit plan (15-06-08)**

We updated information such as routes, fares, and policies, and added an appeals process for passengers who are denied.

It was moved by Boots and seconded by Traci to approve the revised paratransit plan (15-06-08). Motion passed.

**f. Approval to participate in the Ohio Deferred Compensation Program (15-06-09)**

Traci and Erwin questioned who holds the fiduciary duties. They would like to confirm that Ohio Deferred Comp. is the fiduciary and not DATA.

Roger moved to table the resolution until next meeting. (15-06-08)

**8. Other Business—Open Comments**

Erwin announced that COTA is going to be making big changes to their routes within the next 18 months.

Traci suggested having signed documentation from employees on how much leave time they want to take while on medical leave, and making sure our policy matches our procedures for extended medical leave.

Denny announced that he and Ginny have been invited to the Tanger Mall ground breaking on June 25<sup>th</sup>.

**9. Adjourn**

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