

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

**MINUTES OF  
June 15, 2016**

### 1. Roll Call

**The DCTB Chair called the meeting to order and the roll was taken as follows: (16-06-01)**

<u>  X  </u>	Tom Jones-Chair
<u>  Ab  </u>	Boots Sheets-Vice Chair
<u>  X  </u>	Traci Cromwell -Secretary
<u>  X  </u>	Roger VanSickle-Treasurer
<u>  X  </u>	Ed Helvey
<u>  Ab  </u>	Tim Dempsey
<u>  X  </u>	Craig Zimmers

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

#### **a. Approval of Absences (16-06-01)**

It was moved by Craig and seconded by Ed to approve Boots and Tim's absences (16-06-01).  
Motion passed.

#### **b. Pledge**

### 2. Public Comment

No public present.

### 3. Approval of Consent Agenda (16-06-02)

#### **a. Agenda for June 15, 2016**

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### b. **Approval of minutes from May 18, 2016**

It was moved by Roger and seconded by Craig to approve the Consent Agenda (16-06-02). Motion passed.

### 4. **Financial Status**

#### a. **Approval of Financial Status for month ending April 30, 2016 (16-06-03)**

Income: Jan.-Apr. = \$488,182.09, Apr. = \$37,453.11

Expenses: Jan.-Apr. = \$721,110.64, Apr. = \$85,423.13

Checking Account = \$368,303.24

Payroll Account = \$29,414.00

It was moved by Ed and seconded by Craig to approve the Financial Status for month ending April 30, 2016 (16-06-03). Motion passed.

### 5. **Reports**

#### a. **Department**

none

#### b. **Executive Director**

Denny explained that he requested \$41,000 from the Commissioners for the local match for our four new buses. We received \$39,000.

### 6. **New Business**

#### a. **Approval of service contract with DJFS (16-06-04) (Denny)**

After a couple of meetings and sending the contract to both county prosecutors, we were able to meet with JFS and make revisions to the contract that both agencies agreed on. This is a one year contract with the option of two additional years. JFS agreed to our 2016 contract rates, and we agreed to stick with charging out of county trips by the hour/minute rather than by mile. This resulted in about a 6% increase to the monthly total.

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It was moved by Traci and seconded by Ed to approve the contract with DJFS (16-06-04). Motion passed.

**b. Approval of final route changes and elimination of Sunbury Route (16-06-05) (Crystal)**

Crystal reviewed the final fixed route changes to go into effect July 5<sup>th</sup> and discontinue the Sunbury route.

She has made a couple of adjustments to the proposed changes in light of the public hearing and suggested changes since then.

1. Eliminate the stop at DCBDD because no one uses it anymore. The one employee who did use it daily has gotten another job.
2. Decided not to add the stop at Giant Eagle because the two employees that were riding daily got transferred.

We will also be creating a new route that will run twice on Wednesdays from the hub to PIN and to DATA.

Another notice of these changes will go out to the public with a two week comment period, but no public hearing will be necessary.

It was moved by Craig and seconded by Traci to approve the final route changes and elimination of the Sunbury Route (16-06-05). Motion passed.

**c. Approval of total cost increase for Bob Ruzinsky for accounting services (16-06-06) (Denny)**

In Nov. the Board approved a maximum of \$7,500 for Bob's service, and we are just about to reach that amount. Denny explained that Bob has assisted us with all accounting procedures, our FTA grants, and our state audit reports. He would like to increase the total amount for Bob's services to \$12,000 for 2016. Will we discuss our needs to use Bob as a consultant for 2017 at the end of the year.

It was moved by Roger and seconded by Ed to approve the total cost increase for Bob Ruzinsky (16-06-06). Motion passed.

**d. Approval of RFP for DCTB database conversion (16-06-07) (Ed)**

Holony Media completed a scope analysis of what it would take to convert our databases to SQL. Ed has now completed an RFP based on that and would like approval to put it out once the Prosecutor has reviewed and approved it.

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Craig asked what the deadline was for replies. Ed replied that no dates have been set yet until it's approved by the Prosecutor, but he expects mid to end of July.

It was moved by Craig and seconded by Traci to approve the RFP for DCTB database conversion (16-06-07). Motion passed.

**e. Approval of FFY 2016 Columbus UZA appropriation split and local funds with COTA (16-06-08) (Denny)**

Denny explained that we talked about this last month and noted how we saw a decrease in our portion and an increase in COTA's portion due to the amount of service provided. Rather than to keep working on getting more money for COTA right now, Denny would like to accept that proposed split now and discuss changes in appropriations for 2017 later. This is due to the fact that COTA is willing to trade us local funds for federal funds at no cost to us. This will allow us to use their local money to match more federal grants. Denny noted that he has already drafted a letter to FTA, which is included in the Board packet, to transfer our federal 2015 and most of our 2016 fund to COTA. This is about \$1.2 million, which they will then return to us in local money.

Ed asked if there are any down sides to this plan. Denny replied that he doesn't see any down sides at this point, but he still needs to work with COTA on figuring out how to decrease the gap in the split of appropriations for the future.

It was moved by Roger and seconded by Ed to approve the FFY 2016 Columbus UZA appropriation split and local funds with COTA (16-06-08). Motion passed.

### **7. Discussion**

**a. Grants and FFY 2016 appropriations and UZA split with COTA**

Nothing more to discuss.

**b. Draft 2015 Audit Report submitted to State Auditor's Office**

Denny stated that Bob was a great help in putting this together for us. It has been submitted to the State Auditor's office, and our audit will begin on June 27.

Craig asked if this would be annually, and Denny replied yes, that this will be our first independent annual state audit, so he expects there will be some findings and suggestions for some procedural changes. He is confident, however, in all of our numbers.

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### c. Draft TDP and Funding Study Report

Denny explained that the steering committee met Monday and came up with two suggestions for the draft report.

1. Rather than focus so much on rebranding, focus more on community awareness and advertising since rebranding would be such a huge, expensive, and time consuming process.
2. Include facts and information about the change in funding over time from 1995-2015 at the federal, state, and local levels. For example, in 2000, the state provided \$40 million for public transportation, and in now only provides \$7.3 million. Obviously, this means agencies also have a lot less federal funding that they can pull down because they don't have the funds to match it.

Denny explained that the report answered his question by verifying that we should continue to focus on seniors, disabled, and those who really need us, rather than to focus on relieving traffic congestion. As far as funding goes, he felt the only real suggestion was a sales tax. A quarter percent sales tax would generate \$8-\$10 million per year. The commissioners only have one more quarter percent that they can put on, so it's doubtful they would give that to us. One option could be for them to put on that quarter percent and they agree to commit a portion of it to us.

Traci stated that she took from the report that we should add more routes in Southern Delaware County. Denny explained that this suggestion was part of the long term plan to take place if we were actually able to acquire more funding.

Denny asked for direction from the Board as to how to proceed next and if they were ready to accept this report, or if more should be done before requesting the final report to bring to the Board for approval. Craig and Ed both stated they need more time to study the report and would like a hard copy of it. Roger said he felt it was a good report and had made several comments at the steering committee meeting. Traci questioned why we need to change or revise the draft report at all because we asked for the experts' opinions and they gave it to us. She said they should have taken everything into consideration when they made the suggestion of rebranding. Craig stated he wasn't sure that we actually have a brand and maybe we need to establish one.

Denny explained his conclusion was that he needs to provide all the Board members with a hard copy of the draft report and then discuss it again at next month's meeting and make a decision on the next step then.

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### **8. Other Business – Open Comments**

Traci said someone from the Health Department mentioned to her that they had gotten free passes and now they are out. Tonya replied that those were through the STEP program and Andrew's House.

### **9. Adjourn**

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