

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

**MINUTES OF
June 19, 2019**

1. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (19-06-01)

<u>Ab</u>	Boots Sheets-Chair
<u>X</u>	Ed Helvey-Vice Chair
<u>X</u>	Roger VanSickle-Treasurer
<u>X</u>	Troy Sabo
<u>X</u>	Jacob Fathbruckner
<u>X</u>	Becky Cornett
<u>X</u>	Fred Johnson

Staff present for the meeting:

<u>X</u>	Denny Schooley-Executive Director
<u>Ab</u>	Crystal James-Operations Director
<u>Ab</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 (19-06-01)

It was moved by Jacob and seconded by Fred to approve Boots absences (19-06-01). Motion passed.

b. Pledge

2. New Gillig Bus View and New Logo Unveiling

Ed H. moved the Gillig up in the agenda from #7.

Everyone visited the new Gillig out in the shop, then Denny shared pictures of the proposed logos for it, which include the new name and logo, Delaware County Transit, and our website. The plan is for no outside advertising to be added to the bus in order to keep it neat, clean, and representative of us.

Denny added that we plan to merge away from yellow vehicles and plan to order four large Ford Transits soon. These are approximately the same cost as our current yellow buses.

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3. Approval of Consent Agenda (19-06-02)

a. Agenda for June 19th, 2019

It was moved by Roger and seconded by Troy to approve the Consent Agenda (19-06-02A). Motion passed.

4. Public Comment

none

5. Financial Status – Treasurer’s Report

a. Approval of Financial Status for month ending April 30, 2019 (19-06-03)

Income = \$189,518.02

Expenses = \$174,923.89

Checking = \$1,764,147.68

Payroll = \$12,965.00

Denny added that we are under budget for income by \$300,000 because we actually received those funds in 2018, which we didn't think we were going to, so they were included in the 2019 budget. Also, services are up because we had to pay the first half of 2018 property tax on the increased value from the remodel. We have since completed the exemption form and are going to be reimbursed for that payment.

It was moved by Fred and seconded by Troy to approve the Financial Status for month ending April 30, 2019 (19-06-03). Motion Passed.

6. Reports

a. Department

No updates

b. Executive Director

No updates

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7. New Business

a. **Approval of service contract with Glen Oak Elementary (19-06-04)(Denny)**

Standard contract for summer field trips

It was moved by Roger and seconded by Jacob to approve the service contract with Glen Oak Elementary (19-06-04). Motion passed.

b. **Approval of service contract with DJFS (19-06-05)(Denny)**

Standard contract that we submitted a proposal for and were selected.

It was moved by Becky and seconded by Jacob to approve the service contract with DJFS (19-06-05). Motion passed.

c. **Approval of third addendum to A&E contract with MKC (19-06-06)(Denny)**

FTA had halted the outside phase of the remodel, so now a 3rd amendment to the contract was needed to move forward, which was written by the prosecutor. Cost is \$33,500.

It was moved by Troy and seconded by Jacob to approve the third addendum to the contract with MKC (19-06-06). Motion passed.

d. **Approval of promotion coupons/passes (19-06-07)(Denny)**

The Gillig is going to be introduced to the public in the 4th of July parade. We would like to hand out brochures about our services, along with some free passes for the Buckeye Bus, and 1,000 promotional footballs for a cost of \$1,800. Fred asked about the amount of potential revenue loss and if a limit would be set for how many passes are given away. Jacob suggested increasing the number of brochures to 3,000 and also handing out some fixed route passes that could benefit anyone and everyone. The Board was in agreement.

It was moved by Jacob and seconded by Fred to approve the promotion coupons/passes (19-06-07). Motion passed.

8. Other Business – Open Comments

Fred asked for a summary about the information in the Board packet about the \$60 million and ODOT. Denny explained that the \$60 million for transit could still be in jeopardy because the

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senate has not approved the budget yet, but ODOT has put out a formula to determine the allocations. Our proposed portion would be \$145,000, which is three times more than what we are currently getting.

Fred noted that there were some to do's from last meeting and asked for some follow up and when we would have a plan. Denny explained that he came away from the meeting feeling like there was a lot of discussion, but not any clear answers. Fred noted that some lingering questions and requested information were in regards to senior ridership, customer info. in a table format, and future projected grant income.

Further discussion followed about the former planning committee that began work and then was suspended by Boots. Denny stated that he feels like the Board is currently dysfunctional with members off in different corners and we need a separate work session and maybe a facilitator to help unify the Board and nail down a plan.

Troy suggested a review of Denny's questions from the last meeting to fill in the two Board members who were absent.

Q – Should we pursue contracts or not?

A – Yes, within Delaware County at cost or at cost plus with a focus on passengers

Q – What do we spend our money on?

A – Hold the funds until we have a solid plan first

Q – Who do we focus on? Who is priority?

A – 1. Passengers (low income/transit dependent), 2. Elderly, disabled, 3. Youth, entertainment

Q – Fares?

A – Depends on the service and the customer, varied fares to fit

Jacob noted that when we meet to develop the plan, we need to start with clear goals for the final outcome, including what to address in the plan, a time frame, and getting our cost per rider down.

Denny said he would get in touch with the facilitator who helped us with our previous funding study who is very familiar with transit. Our date for the planning work session will be determined by her availability. He said he would also send out the follow up and information from the last Board meeting to all Board members tomorrow.

Fred requested that the following four topics be included in the minutes and discussed at the next Board meeting.

1. "Executive Director (ED) annual review format and process. We should target this to be in place in time for the 2019 review. At least two purposes. First is to provide meaningful feedback to the ED on methods and results agreed to prior year and as a result of changing

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circumstances during the year. Second is to establish agreement between the Board and ED on direction and goals for the following year.”

2. “Board annual self review format and process. We should target this to be in place first quarter of 2020. Similar purposes as for the ED review. To assess our prior year results and establish linked goals for the next year that are directive and coordinated with ED goals and lay plans for necessary policies and procedures.”
3. “Goal and action plan for completing an operable strategic plan and annual maintenance of the plan. This has been needed for years, is of the highest priority, and we should target to have this complete before the annual budget cycle for developing the 2020 budget.”
4. “Establish improved financial reporting that constantly gives the Board an assessment of results and a view of the future. Constant look at results compared to plan and to prior periods as well as regular looks at future forecasts compared to plan. Timing tbd, though the revolving multi year forecast of grant income discussed at the May 2019 board meeting needs to be established now.”

“We should establish steps to put governance policies and procedures in place for each of these.”

9. Adjourn

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