

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF March 19, 2014

1. The DCTB Chair called the meeting to order and the roll was taken as follows: (14-03-01)

<u>Ab</u>	Tom Jones- Chair
<u>x</u>	Boots Sheets- Vice Chair
<u>x</u>	Roger VanSickle- Secretary
<u>x</u>	Erwin Dugasz
<u>x</u>	Ed Helvey
<u>x</u>	Traci Cromwell

Staff present for the meeting:

<u>x</u>	Denny Schooley-Executive Director
<u>x</u>	Crystal James-Operations Director
<u>Ab</u>	Ginny Berry-Marketing and Public Relations Specialist
<u>x</u>	Tonya James- Mobility Manager
<u>x</u>	Tina Smith-HR Coordinator
<u>Ab</u>	Ed Pierson-Facilities, Assets, and Technology Manager
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a. Approval of Absences (14-03-01)

It was moved by Roger and seconded by Ed to approve Tom's absence (14-03-01). Motion passed.

b. Pledge

2. Public Comment

No public present.

3. Approval of Consent Agenda (14-03-02)

- a. **Agenda for March 19, 2014**
- b. **Minutes of February 19, 2014**

It was moved by Ed and seconded by Erwin to approve the Consent Agenda (14-03-02). Motion passed.

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4. Reports

a. Board Committees

i. Finance-no meeting

ii. Legislative-no meeting

b. Department

Traci asked about plans for banners downtown. Denny explained we are looking into the cost of banners to hang on light posts throughout downtown Delaware to advertise our fixed routes.

c. Executive Director

Denny announced that Ed has sent out an email requesting interest in another Board member. The position will be posted until March 31st, and there are several people interested.

Our federal grant was approved last Friday. We have also been awarded another \$72,000, in addition to the million, to come down to us through COTA.

Denny explained that he testified yesterday at the House Committee in support of the new legislation allowing us to obtain revenue through means other than transportation. There will be a couple more hearing before the bill can be passed.

Denny and Boots met with a representative from Delaware County Bank, and have another meeting scheduled for Monday here at DATA. They discussed the bank's regulatory requirements and that the bank needs two forms of proof for repayment before they can issue us a loan or line of credit. Denny also has a meeting scheduled with the former manager of Buehler's, who is now with Middlefield bank.

Denny and Crystal will be working on NTD reporting for 2013. About a half million more has been allocated for the Columbus urbanized area, so we will receive about \$40,000 more than this year.

Under our State of Good Repair grant, the building, land, and remodeling are reimbursed at 100%. The new buses we just received will be reimbursed at 90%, rather than the 80% we budgeted. This saves us about \$18,000 to \$19,000.

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Traci asked if us separating our finances from the county was still an option. Denny explained the idea is still on the table, but we want to get through all the 2014 urbanized area changes first. Then maybe we will look at the option again in a year or so. Denny explained that the county does separate our money from their funds, however, they do earn interest on our money.

5. Financial Status

a. Approval of financial status for month ending February 28, 2014 (14-03-03)

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

b. Approval of electric service agreement with DPL Energy (14-03-10)

It was moved by Roger and seconded by Traci to approve a service agreement with DPL Energy (14-03-10). Motion passed.

c. Notification of OTRP Shock Loss Fund balance (information only)

Denny shared and explained our current shock loss fund balance of \$112,000. Last year, we earned \$1,560 in interest, so this fund is an investment for us. We have over \$18,000 too much in there because our claims and losses have been down.

6. Unfinished Business

a. No new items

7. New Business

a. Approval to support MORPC as Designated Recipient of Section 5310 Program (14-03-04)

DATA, COTA, and MORPC share these urbanized funds, and MORPC has agreed to be the designated recipient of the funds.

It was moved by Traci and seconded by Roger to support MORPC as designated recipient of Section 5310 Program (14-03-04). Motion passed.

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b. Approval of updated Disadvantaged Business Enterprise Program (14-03-06)

Denny explained that because we use federal funds and have contracting opportunities, we are required to have a DBE plan. This plan will be good for three years. It ensures that minority and female owned businesses have equal opportunity for our contracts. Denny explained how he determined our goal to be 0.84%, meaning that \$13,500 out of \$1.6 million goes to contracting with DBE's over the next three years. We have to report this information to FTA on an annual basis, and our DBE officer will be Ed Pierson.

It was moved by Ed and seconded by Traci to approve the updated DBE program (14-03-06). Motion passed.

c. Approval of service contract with Powell (14-03-07)

Denny explained that items c, d, and e are all standard contracts for transportation.

It was moved by Roger and seconded by Erwin to approve a service contract with Powell (14-03-07). Motion passed.

d. Approval of service contract with Job and Family Services (14-03-08)

It was moved by Erwin and seconded by Traci to approve a service contract with Job and Family Services (14-03-08). Motion passed.

e. Approval of service contract with National Church Residences (14-03-09)

It was moved by Erwin and seconded by Ed to approve a service contract with National Church Residences (14-03-09). Motion passed.

f. Approval of travel expenses for FTA Triennial Review Training (14-03-05)

Every three years we will go through an FTA audit. This training will explain the process and what they will be looking for. This will be a two-night stay in Chicago for Denny.

It was moved by Traci and seconded by Erwin to approve travel expenses, not to exceed \$800, for FTA Triennial Review Training (14-03-05). Motion passed.

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8. Other Business-Open Comments

Max Flahive will be leaving DATA on March 21st, and Bill Jones will be retiring on May 1st.

Boots asked the Board to be in full accord with Denny and his staff and everything they are doing as they go through all the 2014 changes.

Denny has a meeting scheduled with the organization, STEP, which stands for "Support Through Empowerment and Partnerships".

9. Adjourn

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