

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

**MINUTES OF
March 16, 2016**

1. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (16-03-01)

<u>Ab</u>	Tom Jones-Chair
<u>X</u>	Boots Sheets-Vice Chair
<u>X</u>	Traci Cromwell -Secretary
<u>Ab</u>	Roger VanSickle-Treasurer
<u>Ab</u>	Ed Helvey
<u>X</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>Ab</u>	Ed Pierson-Facilities, Assets, and Technology Manager
<u>Ab</u>	Grant Bias-Operations Supervisor

a. Approval of Absences (16-03-01)

It was moved by Craig and seconded by Tim to approve Tom and Roger's absences (16-03-01).
Motion passed.

b. Pledge

2. Public Comment

No public present.

3. Approval of Consent Agenda (16-03-02)

a. Agenda for March 16, 2016

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

b. **Approval of minutes from February 17, 2016**

It was moved by Tim and seconded by Traci to approve the Consent Agenda (16-03-02). Motion passed.

4. **Financial Status**

a. **Finance Discussion with Bob Ruzinsky**

Bob explained that he is a CPA, has 27 years working in transit, is CFO for Butler County Transit, CFA for Dayton RTA, and is an OTRP Board Member.

He explained that the County works on a cash accounting system and FTA requires an accrual accounting system. Accrual accounting enables monthly financial reporting to remain much more consistent in terms of expenses and revenues. Rather than reporting the previous month to the Board, we will now be reporting on the month two months prior to the Board meeting. For example, January financials will be reporting at the March Board meeting to ensure enough time for the reports to be complete and accurate. We will also begin pulling down federal funds on a monthly basis, rather than quarterly.

Bob presented the 2015 year-end financial reports to the Board, as well as, January 2016 financial reports. He explained details about how to read the reports and specific numbers to focus in on. Denny noted that assets will now begin being reported to the Board because we are now tracking our own assets and depreciation. Prior to separating financially from the County, they handled all of our assets.

Denny noted that our new methods of accrual accounting will allow for more management, and better planning and forecasting for the future. He explained that the allocation of our federal funds is based on our revenue hours. The more revenue hours, the more money, and likewise, the less revenue hours, the less money we receive. He also plans to continue the excellent relationship we have with COTA in being able to trade money dollar for dollar. They are willing to provide us local match at no cost to us.

Denny explained he would like to keep Bob in touch to serve as a consultant and to provide oversight for us in the future. Bob noted that he is a consultant for five transit systems, an employee at two systems, and also works for ODOT. He explained that his work with us is not finished. While we have completed phase 1, he still plans on assisting us with phase 2, which will be preparing our financial audit reports. These consist of over 30 pages of documentation we must have complete and ready to provide to the state auditor. Our audit is projected to be sometime at or after the end of April. Bob estimates this audit will cost us about \$8,000-\$10,000.

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

Bob also informed the Board that FTA requires a 3-5 year operating and capital plan for our Triennial Review, which will take place sometime in 2017.

b. Approval of Financial Status for year ending December 31, 2015 (16-03-03)

It was moved by Craig and seconded by Traci to approve the Financial Status for year ending December 31, 2015 (16-03-03). Motion passed.

c. Approval of Financial Status for month ending January 31, 2016 (16-03-04)

It was moved by Craig and seconded by Tim to approve the Financial Status for month ending January 31, 2016 (16-03-04). Motion passed.

5. Reports

a. Board Committees

- i Finance--No meeting

b. Department

none

c. Executive Director

Denny announced that Bob Morgan, the former Superintendent of DCBDD, passed away. He recognized that DATA exists in large part to Bob and his initiative to provide transportation to those with disabilities.

Denny shared that Bob found an error on our 2015 W-2's that Richwood Bank prepared. OPERS and cell phone were considered taxable income, rather than non-taxable. Richwood corrected the errors immediately and reissued corrected W-2's, as well as a \$25 Visa gift card for each employee.

6. Unfinished Business

a. Residential Ramps – Other Legislation

No new updates

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

7. New Business

a. **Assign alternate to the OTRP Board (16-03-05)-(Denny)**

Ohio Transit Risk Pool provides our liability and property coverage. Each transit system in the pool has an OTRP Board Member and an alternate. To better coordinate with our new Safety and Security Manager position, we would like to change our alternate from Tina to Grant.

It was moved by Craig and seconded by Traci to assign an alternate to the OTRP Board (16-03-05). Motion passed.

b. **Approval of ODOT OTPPP Contract (16-03-06)- (Denny)**

The OTPPP Grant allows us to purchase 4 new buses at 100% funding without affecting our 5307 funds.

It was moved by Tim and seconded by Craig to approve the ODOT OTPPP Contract (16-03-06). Motion passed.

c. **Approval of Corrected Service Contract for Source Point Enrichment Center (16-03-07) (Crystal)**

This contract provides group trips for Source Point's Enrichment Center.

It was moved by Tim and seconded by Traci to approve the corrected service contract for Source Point Enrichment Center (16-03-07). Motion passed.

d. **Approval of Service Contract for City of Powell (16-03-08)- (Crystal)**

This contract is for group trips for kids in the summer.

It was moved by Craig and seconded by Traci to approve the Service Contract for the City of Powell (16-03-08). Motion passed.

e. **Approval to extend Service Contract for DJFS (16-03-09)- (Denny)**

As we did not agree to the terms of the proposed contract by DJFS, and they did not receive any qualifying applicants for the RFP they issued, they have requested that we extend their current contract by 3 months.

It was moved by Traci and seconded by Tim to approve the extension of the service contract for DJFS (16-03-09). Motion passed.

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

8. Other Business – Open Comments

Traci asked if Denny still planned on pursuing legislation changes on our behalf.

Denny replied yes, that he is working with OPTA in attempting a bill that provides wording that would give us as a Board the same rights as transit authorities have. He noted that the annual OPTA conference is coming up in April. There will be a legislative day during the conference to discuss issues with our legislators. Denny invited Tim and Craig to the future OPTA meetings, and they agreed to participate.

Traci asked about a meeting at MORPC yesterday. Denny explained that it was about the Metropolitan Transportation Plan, which deals with long term planning.

9. Adjourn

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