

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF March 15, 2017

1. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (17-03-01)

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

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 (17-03-01)

It was moved by Craig and seconded by Roger to approve Tom and Ed's absences (17-03-01). Motion passed.

Ed then arrived later.

b. Pledge

2. Public Comment

None

3. Approval of Consent Agenda (17-03-02)

a. Agenda for March 15, 2017

It was moved by Roger and seconded by Troy to approve the Consent Agenda (17-03-02). Motion passed.

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b. Approval of minutes from February 15, 2017

It was moved by Troy and seconded by Traci to approve the Minutes (17-03-02).
Motion passed.

4. Reports

a. Department

Crystal – Last week we had ghost riders here from Akron. They were two gentlemen who had visited us two years ago. They raved about our excellent customer service saying it was the best they have ever seen. They couldn't find anything wrong to report. Every driver they rode with even did their ADA announcements.

Ginny – A member of the TAC who is also a member of the Safe Delaware Coalition asked Ginny to do a presentation for the next Coalition meeting.

Ed P. – There has been a delay on the arrival of our new buses due to not meeting weight requirements, which may cause us to lose seating for two passengers on each bus.

b. Executive Director

Denny visited Tom today and reported he is not well at all. He is very frail and bedridden.

We now have approval from ODOT to go out to bid again for the facility remodel.

Denny received the letter for our annual grant from the Commissioners and is not sure what to ask for since the money cannot be used for operations and has to be designated for a specific project. He will be discussing our needs with the staff. Traci asked if we could meet with the Commissioners to discuss why it has to be that way. Denny noted he would be addressing that later.

Denny met with the task force of 12 people from the County including ODOT, MORPC, economic developers, and a township administrator to talk about transit needs in Delaware County. They mainly asked questions of each other so the meeting was more informative than it was productive. The main questions to be explored are, Is public transit needed in Delaware County? Is more transportation needed?, and Who should the transportation focus on? MORPC will be determining where people are coming from and going to, and there is going to be an open house on April 13th in Orange Township for area businesses to come explain what there transportation needs are.

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The task force will then meet again to discuss all of this information. Craig asked if COTA should be involved in this process, and Denny said yes, but not yet.

Denny added that 80% of Delaware County residents leave the county for work, while 80% of Delaware County employees come from outside of the county. This makes for a lot of traffic on the roads.

Denny, Crystal, and Marcie met with Delaware City last week and learned that the industrial park is having a hard time getting employees and businesses are actually stealing employees from each other. These employees come mainly from Marion and Union Counties, which makes us wonder if routes to/from those areas would be useful.

Denny noted that County Administrator Ferzan is particularly interested in the type of vehicles we are going to be using and is excited about the 30-foot bus coming. Denny explained maybe this isn't exactly what we need for the future services we may provide. New services may be more suited for smaller hybrid types of vehicles.

Future services may include:

- Changes to our Green Route to coordinate with COTA's TSR (restructuring) that begins May 1st in which they will be operating with a 30 minute headway in the Polaris area
- Shuttle type service for Westerville hotels and conference centers which are filling up quickly
- DATA-on-Demand – Uber type service
- Same day demand response service

Craig asked what type of vehicle is currently used for demand response medical trips. Denny replied that the airport shuttle style bus is used for both demand response and fixed route service. Craig asked what the average occupancy is on a fixed route. Ginny replied 4 to 4 ½ and the full capacity is 12-16.

Traci shared that the city parking analysis is going out to all citizens of the city and DATA is named in there as a partner in helping with the parking problems. She also asked about plans for a possible train from Columbus to Polaris. Denny explained that COTA is looking into NexGen service and gathering information for a train around the year 2030.

Denny noted that for the situation of busy hotels and conference centers in Westerville, hybrid service in the area would encourage more conference to come in, which would increase revenues without having to increase taxes. Then DATA could get

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a share of that extra revenue brought in by the services it provides. He noted how the addition of a street car in Cincinnati has caused development in that area to explode.

5. Financial Status – Treasurer’s Report

a. Approval of Financial Status for month ending January 31, 2017 (17-03-03)

Income = \$50,057

Expenses = \$128,113.65

Checking = \$875,226.67

Payroll = \$23,525.38

Denny added that Congress has not approved a budget for 2017 yet, and once that happens, then we will work out our splitting of federal funds with COTA.

It was moved by Craig and seconded by Ed to approve the Financial Status for month ending January 31, 2017 (17-03-03). Motion passed.

6. New Business

a. Approval of revised Finance Policy (17-03-04) (Denny)

Denny explained this is a completely new rewritten policy to reflect the changes that have occurred since separating from the county and reporting directly to FTA.

It was moved by Ed and seconded by Troy to approve the revised Finance Policy (17-03-04). Motion passed.

b. Approval of Passenger Code of Conduct Policy (17-03-05) (Grant)

Grant explained that this provides rules and guidelines for our passengers while using our services, as well as penalties for violating the policy. This policy replaces the previous Disruptive and Abusive Passenger Policy.

Craig asked for clarification on the definition of disruptive behavior. Grant explained that the behavior has to be disruptive in a way that interferes with and causes a disruption of service.

It was moved by Roger and seconded by Ed to approve the Passenger Code of Conduct Policy (17-03-05).

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Boots called for a roll call vote: Traci-no, Roger-yes, Ed-yes, Troy-yes, Craig-yes, Boots-yes. Motion passed.

c. Approval of Firearms and Weapons Policy (17-03-06) (Grant)

Grant explained the need for this policy as drivers have begun to ask if they can conceal carry or carry mace type products. There are also activists who are going around testing transit agencies and drivers to see if they can catch mistakes and violations of rights and then file a suit.

Denny explained that our drivers cannot carry weapons, we cannot violate law, and we are going to be training our drivers to act appropriately by not questioning or confronting people who we assume are carrying lawfully. He noted that this has been a hot topic lately with OPTA and OTRP, and all transit agencies are struggling with it.

Traci asked about if an employee violates the policy. Denny replied that they would face disciplinary action.

Craig requested an amendment to the scope of the policy to include visitors to the facility.

It was moved by Ed and seconded by Roger to approve the Firearms and Weapons Policy (17-03-06).

Boots called for a roll call vote: Craig-abstained, Roger-yes, Ed-yes, Troy-yes, Traci-yes, Boots-yes. Motion passed.

7. Other Business-Open Comments

none

8. Adjourn

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