

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF March 20, 2019

1. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (19-03-01)

<u> X </u>	Boots Sheets-Chair
<u> Ab </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> X </u>	Crystal James-Operations Director
<u> X </u>	Ginny Berry-Marketing and Public Relations Specialist
<u> Ab </u>	Tonya Layman-Mobility Manager
<u> Ab </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 (19-03-01)

It was moved by Roger and seconded by Troy to approve Ed H.'s absence (19-03-01). Motion passed.

b. Pledge

2. Approval of Consent Agenda (19-03-02)

a. Agenda for March 20th, 2019

It was moved by Jacob and seconded by Roger to approve the Consent Agenda (19-03-02A). Motion passed.

b. Approval of minutes from February 20th, 2019

It was moved by Becky and seconded by Troy to approve the Minutes from January 16th, 2019 (19-03-02B). Motion Passed.

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3. Public Comment

none

4. Financial Status – Treasurer’s Report

a. Approval of Financial Status for month ending January 31, 2018 (19-03-03)

Income = \$120,574.38

Expenses = \$194,279.07

Checking = \$213,000

Payroll = \$56,436.43

Fred asked about the \$1.2 million in receivables. Denny explained it is \$400,000 from FTA and 768,000 from COTA from fiscal year 2018.

It was moved by Fred and seconded by Troy to approve the Financial Status for month ending January 31, 2018 (19-03-03). Motion Passed.

5. Reports

a. Department

Ed P. shared that our internet security company did an assessment of our cyber securement. They said our system is very secure and the best of any transit system they have assessed.

b. Executive Director

Denny explained ridership on the Green route is low, which bumps our trips per hour down. He suggested a focused marketing campaign for the Green Route, and if we can't change the numbers, it may be reasonable not to run it at all.

Fred asked for overall trips charted for three years.

Denny showed a video regarding transportation from Morgan Stanley from the investor's point of view.

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Fred asked if the funds we are getting from FTA are on track. Denny said yes. We have \$86,000 left over from 2014 on a grant. \$1.15 will come from COTA via Cleveland. Then we will be back on to complete our outside construction project.

Denny announced we have a table for the MORPC State of the Region on April 18th if any Board members would like to attend.

6. Planning Committee Discussion – (Troy)

What is an appropriate metric to measure our success by? Troy looked to ODOT 2016 Status of Public Transit in Ohio. In comparison, we are high in cost because of low ridership. Increased ridership would balance out our cost. To create a goal, we may look to the middle and set a goal of about 6.

Crystal and Ed P. explained flex type routes. We're also looking at Polaris businesses to propose them paying for getting their employees to work.

We're thinking about branding vehicles for DASH car service with something that has a unique identity. Fred suggested 5-7 passenger vans for the service. Many Board members discussed the cost of DASH service. We could lose \$400 per day.

Boots thanked Troy for leading the planning committee.

7. New Business

a. Approval to issue RFP for software (19-03-04) (Denny)

Fred asked for a benefit summary of new software.

Denny replied:

1. Allow us to take reservations, as well as to immediately schedule a trip
2. More convenient for customers by allowing them to schedule trips anytime, maybe same day, and not have to call in
3. Hope that doctor's offices, etc. might be able to schedule directly
4. Improved efficiency and effectiveness

It was moved by Fred and seconded by Jacob to approve the RFP for software (19-03-04). Motion passed.

b. Approval to begin Delaware First Friday service (19-03-05) (Crystal)

It was moved by Roger and seconded by Jacob to approve Delaware First Friday service (19-03-05). Motion passed.

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c. Approval to pay OTRP Special Assessment (19-03-06) (Denny)

Denny explained what OTRP is and how our premiums work. He explained four options for the special assessment. Jacob asked which option Denny would recommend and he replied, option one and explained why.

It was moved by Jacob and seconded by Fred to approve payment of OTRP Special Assessment (19-03-06). Motion passed.

d. Approval of funds for Outstanding Employee Luncheon (19-03-07) (Denny)

Denny requested \$400.

It was moved by Fred and seconded by Jacob to approve funds for Outstanding Employee Luncheon (19-03-07). Motion passed.

8. Other Business – Open Comments

none

9. Adjourn

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