

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

**MINUTES OF
May 20, 2015**

1. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (15-05-01)

<u> X </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>	Tim Dempsey
<u> X </u>	Erwin Dugasz

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> Ab </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-Operations Supervisor

a. Approval of Absences (15-05-01)

It was moved by Tim and seconded by Traci to approve Ed's absence (15-05-01).
Motion passed.

b. Pledge

2. Public Comment

No public present.

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3. Approval of Consent Agenda (15-05-02)

a. Agenda for May 20, 2015

b. Minutes of April 15, 2015

It was moved by Roger and seconded by Boots to approve the Consent Agenda (15-05-02). Motion passed.

4. Reports

a. Board Committees

i. Finance – No meeting

b. Department

Denny went over a handout Crystal provided which listed changes to the fixed routes planned for July, as well as the proposed Saturday fixed routes. Public hearings will be held May 28th at 11:00 a.m. and 6:00 p.m. Grant explained that the changes are based on the ridership at each stop.

Tina confirmed that 5 new drivers will be starting training on May 27th.

Grant explained that he and Crystal attended a meeting at OTRP to discuss the planning of a new training model to be developed by OTRP. The training will address how to handle and diffuse situations with difficult, dangerous, or violent passengers.

Denny explained he and Crystal attended a meeting hosted by MORPC about the traffic congestion in the Polaris/Westerville area. The meeting was more about explaining pavement projects for the area that are already planned, rather than about problem solving new solutions to the traffic problems.

c. Executive Director-Denny

Denny explained since our current wi-fi in the buses keeps losing connection, Ed is looking into a new system called "Machine to Machine." We need a good wi-fi connection on the buses in order to move forward with GPS tracking, on board monitors, electronic fare cards, and video. These will all contribute to more safety and security measures, which we are required to spend 1% of our federal funds on.

Denny explained that safety issues were discussed at the Saturday training for drivers. We have had some inappropriate passengers, especially with some of our female drivers. Grant touched on ALICE training, and mental health issues were also addressed.

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Denny and Ed are attending a two-day procurement training in Columbus and continue to work on finalizing our new Procurement Policy to bring to the Board. There are a lot of pieces and documentation required by FTA.

Our NTD reports have been submitted, returned, and revised. They will be resubmitted soon.

We are currently under a state audit. Due to our separation from ODOT and change over in 2014 to FTA guidelines, we did make some errors, so there will be some findings.

Denny explained that we don't have the help and guidance that we used to have. As we reach out to other transit agencies, their procurement policies are just too long and complicated to be of much help. Ed explained the three types of purchases under FTA and the documentation required. It seems to make the most sense for us to use local money for incidental purchases such as nuts and bolts, and therefore avoid the complicated federal requirements for these types of purchases.

Denny announced that COA has changed their name to Source Point.

5. Treasurer's Report-Financial Status

a. Approval of financial status for month ending April 30, 2015 (15-05-03)

Total income for April = \$119,135.43

Total expenses for April = \$150,458.31

Checking account balance = \$579,697.78

Payroll account balance = \$40,831.20

It was moved by Tim and seconded by Boots to approve the Financial Status (15-05-03). Motion passed.

6. Unfinished Business

None

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7. New Business

a. **Approval of revised Employee Leave Policy (15-05-04)**

We added some clarification on sick/medical leave within the leave request procedure.

It was moved by Traci and seconded by Tim to approve the revised Employee Leave Policy (15-05-04). Motion passed.

b. **Approval of Pest Control Policy (15-05-05)**

During our COA Audit we were missing a Bed Bug Policy. Our new Pest Control Policy includes all types of pests both in the facility and on the vehicles. We will inspect regularly and treat as needed when needed.

It was moved by Boots and seconded by Roger to approve the Pest Control Policy (15-05-05). Motion passed.

c. **Approval of Time Warner Contract (15-05-06)**

This is a renewal of our current contract with the addition of increasing our internet speed from 12 -20 mgs.

It was moved by Boots and seconded by Tim to approve the Time Warner Contract (15-05-06). Motion passed.

d. **Selection of consulting firm for TDP and Local Funding Study (15-05-07)**

We received 3 proposals, all of which were reviewed by the steering committee. Parsons Brinckerhoff, from Columbus, scored the highest, so we would like to move forward in developing a contract with them.

It was moved by Roger and seconded by Tim to approve the selection of Parsons Brinckerhoff for the TDP and Local Funding Study (15-05-07). Motion passed.

e. **Approval of travel to federal finance training in Chicago (15-05-08)**

Denny and Tina would like to attend this training in July. It is strictly finance, and does not include procurement.

It was moved by Boots and seconded by Roger to approve travel to federal finance training in Chicago (15-05-08). Motion passed.

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f. **Approval of maintenance software purchase (15-05-09)**

Ed explained that we need better tracking of our regular maintenance and inventory, which will also help with our federal reporting of maintenance. The software he would like to purchase will connect to our current database, it's under \$1,000, and will be purchased with local funds.

It was moved by Boots and seconded by Traci to approve the maintenance software purchase (15-05-09). Motion passed.

g. **Approval of website development for Mobility Management (15-05-10)**

TABLED

8. Other Business—Open Comments

Denny shared that Traci called in this morning to ask about an empty bus that was parked on Washington St. for about 15 minutes. It turns out the driver lived there and had stopped for a restroom break. Denny explained to the Board that occasionally it will happen that an empty bus is parked or a driver is parked and sitting in the bus. Drivers are allowed to use the restroom, take breaks and have their lunch break depending on how many hours their shift is. There are also times when unexpected delays will occur that leave some extra time for drivers between their stops or pick-ups. Grant explained the procedure for how drivers report to dispatch for their breaks.

Erwin asked how the construction plans are coming. Denny replied that we have received the revised drawings/plans that we need to review. Then they will need to be approved by ODOT and then the county prosecutor before we can go out for bid again.

9. Adjourn

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