

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF November 28th, 2012

1) The DCTB Chair called the meeting to order and the roll was taken as follows: (12-11-01)

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|-----------|----------------------------|
| <u>X</u> | Tom Jones- Chair |
| <u>X</u> | Boots Sheets- Vice Chair |
| <u>X</u> | Roger VanSickle- Secretary |
| <u>X</u> | Erwin Dugasz |
| <u>AB</u> | Tim Dodge |
| <u>X</u> | Ed Helvey |
| <u>X</u> | Traci Cromwell |

Staff present for the meeting:

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| <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> | Richelle Tirado- Controller |
| <u>X</u> | Tonya James- Mobility Manager |
| <u>AB</u> | Grant Bias- Operations Supervisor |
| <u>X</u> | Tina Smith-Financial Clerk |
| <u>X</u> | Ed Pierson-IT Specialist |

It was moved by Traci and seconded by Erwin to excuse the absences. Motion passed. (12-11-01)

2) Public Comment

No public present.

3) Approval of Consent Agenda (12-11-02)

- a) Agenda for November 28, 2012
- b) Minutes of October 17, 2012

It was moved by Roger and seconded by Ed to approve the Consent Agenda (12-10-02). Motion passed.

4) Departmental Status Reports

General: Denny explained that in regards to MAP-21, everyone is still working on all the pieces to understand the differences between funding in 2013 and 2014 and exactly how we will be able to use federal money in the future.

Operations: Crystal explained that they are in the process of working closely with drivers to evaluate the fixed route and make necessary changes. Ride alongs will now be part of the interview process when hiring new drivers. The OTRP training program is now being used to train new drivers, and as part of this program, selected drivers will be trained to be trainers for new employees. Crystal also explained that she

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has met with LEAN SIGMA, a group of OSU engineering students, who will be working with us to research and develop routes in the Polaris area.

Marketing & Community Relations: Ginny announced that the GO and KNOW program is officially up and running on the buses. She displayed the new signs that are currently being installed at the bus stops. She said the new shelter for the hub is ordered. Denny explained that DATA is purchasing the materials for the shelter, and then the City of Delaware will perform the construction.

5) Old Business

a. Action Items

i. Consider approval of member absence from October 17, 2012 meeting (12-10-01)

Denny explained that the board overlooked excusing Traci's absence from the October meeting.

It was moved by Ed and seconded by Erwin to approve member absence from Oct. 17, 2012 meeting. (12-10-01). Motion passed.

ii. Consider approval of agreement for electric and gas purchase (12-11-09) (Tina)

Tina explained the current rates for gas and electricity from three different companies and recommended enrolling with DPL Energy for electric service and continuing our gas service with Columbia Gas.

It was moved by Ed and seconded by Erwin to approve the agreement for electric services from DPL Energy. (12-11-09). Motion passed.

iii. Consider approval of agreement with MKC Inc. for A&E Services (12-11-10) **TENTATIVE**

RESOLUTION 12-11-10 was removed from agenda.

iv. Nominating committee report (Ed Helvey)

Ed nominated Boots for Vice-Chairman and Roger for Secretary. There will be an election of officers next month.

It was moved by Ed and seconded by Erwin to approve the nominating committee report. Motion passed.

6) New Business

a. Action Items

i. Financial status for month ending October 31, 2012 (12-11-03)

It was moved by Boots and seconded by Ed to approve the financial status report for the month of October 2012. (12-11-03). Motion passed.

ii. Approval of contract between the BOARD and ODOT for E&D (12-11-04)

Denny explained that this is a contract to offset the cost between regular fares and discounted fares for passengers that are elderly or disabled.

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It was moved by Roger and seconded by Traci to approve the contract between the BOARD and ODOT for E&D. (12-11-04). Motion passed.

iii. Approval of contract between the BOARD and ODOT for 2013 JARC Contract (12-11-05)

Denny noted that the value of this contract is \$220,000. It reimburses services for low income passengers paid for by JFS and the Board of DD.

It was moved by Boots and seconded by Traci to approve the contract between the BOARD and ODOT for 2013 JARC Contract. (12-11-05). Motion passed.

iv. Approval of appropriation changes for 2012 (12-11-06) (Richelle)

Richelle explained the necessity of, and reasons for, increasing appropriations for capitalized maintenance and JARC.

It was moved by Erwin and seconded by Ed to approve appropriation changes for 2012. (12-11-06). Motion passed.

v. Approval of revisions to the finance policy concerning food expenses (12-11-07)

Denny explained that he and Erwin worked together to revise the wording of the current finance policy regarding food and candy expenses.

It was moved by Erwin and seconded by Roger to approve revision to the finance policy concerning food expenses. (12-11-07). Motion passed.

vi. Revise procurement policy to increase limits (12-11-08)

Denny explained the need to increase the annual procurement limit from \$5,000 to \$10,000 based on expenditures needed to maintain our facility, and for larger purchases such as the new shelter at the hub.

It was moved by Boots and seconded by Traci to approve revisions to the procurement policy to increase limits. (12-11-08). Motion passed.

b. Discussion

Denny explained the addition of RESOLUTION 12-11-11 to the agenda. The resolution allows for the extension of the current contract with JFS through March 2013 to allow time for proper revisions to be made for the next contract.

It was moved by Ed and seconded by Roger to approve extending the JFS contract through March 2013. (12-11-11). Motion passed.

c. Other Business / Comments

Denny announced that we will be extending business hours in 2013, as well as hiring an HR person and other staff. We will be working on developing new routes in the Polaris area. He also explained that he has met with Westerville, Powell, and Delaware to request

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local funding. He mentioned there is a possibility of hiring a consultant, perhaps the OSU public policy department to research funding for serving a widely diverse population. Denny said that other city officials may be attending the December board meeting. He also mentioned that ODOT should have contracts out next week.

Erwin discussed possibly requesting funding from local townships, and Denny explained that we will look into this further after the first of the year.

Ed questioned the status of the agreement with the MAT, the Marion transit system, and Denny explained that we are waiting for them to work out some budget issues.

Denny explained why MKC was taken off of the agenda. He has been made aware that there have been changes to the correct procedures for selecting a firm.

7) Adjourn

It was moved by Ed and seconded by Boots to approve the motion to adjourn. (12-10-04). Motion passed.

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