

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF November 19, 2014

1. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (14-11-01)

<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> X </u>	Ed Helvey
<u> X </u>	Tim Dempsey
<u> Ab </u>	Traci Cromwell

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> X </u>	Tina Smith-Controller/HR Coordinator
<u> X </u>	Ed Pierson-Facilities, Assets, and Technology Manager
<u> Ab </u>	Grant Bias-Operations Supervisor
<u> X </u>	Kathy Laughlin-Mobility Coordinator

a. Approval of Absences (14-11-01)

It was moved by Roger and seconded by Ed to approve Traci's absence. Motion passed.

b. Pledge

2. Public Comment

No public present.

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3. Approval of Consent Agenda (14-11-02)

- a. Agenda for November 19, 2014

- b. Minutes of October 15, 2014

It was moved by Boots and seconded by Roger to approve the Consent Agenda (14-11-02). Motion passed.

4. Reports

a. Board Committees

i. Finance – no meeting

Denny noted he would like to set up a finance meeting to discuss the final budget.

ii. Legislative - no meeting

iii. Local Funding Committee - no meeting

b. Department

none

c. Executive Director

Denny explained that ridership reports were missing from the Board packet, so he handed them out. He noted that ridership is up. Contracts have increased by 25%. The green route has also increased. We gave 6,800 rides last month.

5. Financial Status

a. Approval of financial status for month ending October 31, 2014 (14-11-03)

It was moved by Boots and seconded by Ed to approve the Financial Status (14-11-03). Motion passed.

6. Unfinished Business

- a. Business Plan - No new updates

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b. **Process flow of federal funds - discussion**

Denny reviewed the process by which DATA receives federal funds.

Congress/President—MAP-21--\$15.5 billion for transit (2014)—FTA makes rules and distributions

Our main programs under MAP-21 are 5307: formula program for urbanized areas based on several factors, including population, service data, etc., and 5339: bus and bus facilities.

For 2014, the Columbus urbanized area (COTA and DATA) received \$15 million in 5307 funds and \$97,000 in 5339 funds. MORPC, COTA, and DATA decided to use the same federal formula to determine how to share these funds. For the area that COTA and DATA share, a 50/50 split was determined. COTA received \$14 million and DATA received \$1 million. Then we have to put our allocated amount onto a grant for FTA. Once the grant is approved, we spend the money, then get reimbursed from FTA. Operations expenses get reimbursed at 50%, while capital purchases are reimbursed at 80%.

c. **MORPC, how it relates to us - discussion**

Mary Ann explained that MORPC is an MPO (Metropolitan Planning Organization) that handles federal funds for transit. It serves as a co-op of governments that deal with transportation planning and funding. She explains how MPO's operate by working with local and state agencies to ensure compliance with the federal government. They also conduct research, carry out the 3-C Planning Process (Continuing, Comprehensive, Coordinated), the Regional Transportation Plan, and the Statewide Transportation Improvement Program (STIP).

Denny explained that MORPC assists us with our 4-year plan and the STIP.

Every four years, MORPC goes through a recertification process by FTA, in which everything they do is looked at in detail.

Tim questioned the federal allocation formula. Denny explained that as we grow, our portion of urban funds will increase because the distribution of funds between COTA and DATA is based on population and service data.

Tom asked Mary Ann if we are a good partner and if there is anything that we need to do better as a Board. She replied that DATA is a good partner and that everything seems to work well on both sides.

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Denny explained that COTA, DATA, and MORPC decided that MORPC would be the designated recipient for 5310 funds. He also noted that CMAQ funds may be available in the future for purchasing new vehicles. He is working with Mary Ann on this to allow our federal money to be used for other things rather than vehicles.

7. New Business

a. Consider revised By-Laws (14-11-04)

i Consider Designation of Fiscal Officer/Treasurer

Denny explained that our fiscal officer has always been the county auditor, but since we are separating our finances from the county, we need to determine a board position for this purpose. He recommended establishing a Treasurer, which would be an appointed position just like secretary. He also recommended that the Treasurer would automatically be the chair of the Finance Committee.

Denny and Erwin worked on revising the By-Laws for establishing this position, as well as revising the process of how the By-Laws can be amended.

It was moved by Roger and seconded by Tim to approve the revised By-Laws (14-11-04). Motion passed.

b. Chairman appointment of officer nominating committee (Chair Action)

Tom appointed Erwin as Chair of the nominating committee and Tim as a member of the committee.

c. Approval to submit a UTP Application to ODOT (14-11-05)

Denny explained this is the "Urban Transit Program," which is state money. Our apportionment is \$62,000, and now we need to request the funds.

It was moved by Ed and seconded by Roger to approve the submission of a UTP Application to ODOT (14-11-05). Motion passed.

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d. Approval of ODOT E&D Contract (14-11-06)

Annual contract which provides \$31,000 to help subsidize our half-price fares for elderly and disabled.

It was moved by Tim and seconded by Ed to approve the ODOT E&D Contract (14-11-06). Motion passed.

e. Approval of revised Operations Director job description (14-11-07)

It was moved by Boots and seconded by Tim to approve the revised Operations Director job description (14-11-07). Motion passed.

f. Approval of revised Mobility Manager job description (14-11-08)

Denny explained that both the mobility manager position and mobility coordinator position are now going to include grant management responsibilities. These positions will join together to form the Mobility Management/Grant Management Department. They will be responsible for the management and reporting of all grants, federal, state, and local.

It was moved by Roger and seconded by Tim to approve the revised Mobility Manager job description (14-11-08). Motion passed.

g. Approval of revised Mobility Coordinator job description (14-11-09)

It was moved by Tim and seconded by Boots to approve the revised Mobility Coordinator job description (14-11-09). Motion passed.

h. Approval of travel for ALICE training (14-11-10)

Denny would like Grant to attend this training and then determine how to share it with the rest of the staff. The training will require an overnight stay in Youngstown.

It was moved by Ed and seconded by Tim to approve the travel for ALICE training (14-11-10). Motion passed.

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i. **Approval of COA Grant Agreement (14-11-11)**

Denny explained that our original request was \$266,000. We reduced this amount in order to maintain the Bus Bucks program. COA granted us \$201,168.

It was moved by Ed and seconded by Tim to approve the COA Grant Agreement (14-11-11). Motion passed.

8. Other Business—Open Comments

9. Adjourn

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