

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF November 18, 2015

1. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (15-11-01)

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

Staff present for the meeting:

<u> X </u>	Denny Schooley-Executive Director
<u> Ab </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> Ab </u>	Grant Bias-Operations Supervisor

a. Introduction of new Board Member Craig Zimmers

Denny welcomed Craig, and Craig explained he has worked most of his life in public service, including non-profits and transit.

b. Approval of Absences (15-11-01)

It was moved by Tim and seconded by Roger to approve Traci and Ed's absences (15-11-01). Motion passed.

c. Pledge

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2. Public Comment

No public present.

3. Approval of Consent Agenda (15-11-02)

a. Agenda for November 18, 2015

b. Minutes of October 21, 2015

It was moved by Boots and seconded by Tim to approve the Consent Agenda (15-11-02). Motion passed. Craig abstained since he was not yet a member of the Board.

4. Reports

a. Board Committees

- i. **Finance** – Committee met on Monday, Nov. 16 to discuss the proposed CY 2016 budget. See Item G for details.

b. Department

Crystal explained a handout she distributed that compared October 2014 and October 2015 ridership. October is typically our busiest month. Ridership increased in all areas as listed below:

Fixed Route – 16%
Youth – 17%
E&D – 58%
Bus Bucks – 18%
Total Ridership – 19%

Crystal noted that Bus Bucks ridership may increase significantly in Jan. 2016 if Source Point lowers the eligibility age from 60 to 55.

Craig asked why Green Route ridership went down. Crystal attributed it to all the construction on Rt. 23 and at Crosswoods, which has also made it difficult for us to connect properly with COTA. Ginny added that OWU enrollment is down, which could also affect the Green Route.

Tina explained a handout she distributed showing a comparison of driver wages among DATA and other transit agencies in Ohio. Denny pointed out that PARTA is at the bottom of the scale and have been struggling with retention. Craig suggested this might be a comparison we do annually. Tim questioned the other agencies actually being our peers due to their size difference. He suggested checking the wages of Butler County as well.

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c. Executive Director

Denny presented the SOAR Award that we earned from OTRP to Tom. The award is based on lowest cost of claims per 100 miles traveled. The award will also be presented to staff and drivers at mini-meetings that will be held in December. Ginny will also do a press release and make the award public knowledge.

Craig moved that DATA recognize the staff and drivers for their safety achievements. Tim seconded. Motion passed.

5. Treasurer's Report-Financial Status

a. Approval of Financial Status for month ending October 31, 2015 (15-11-03)

Total income for Oct. = \$516,916.00

Total expenses for Oct. = \$187,553.91

As of 10-31, checking account = \$703,931.35 and payroll account = \$31,736.18.

It was moved by Roger and seconded by Craig to approve the Financial Status (15-11-03). Motion passed.

6. Unfinished Business

- a. FMLA and Leave Policy-No additional information-Review at December meeting

7. New Business

a. Chair appointment of nominating committee for CY2016 Officers.

Tom asked Tim to chair the committee and Traci to assist.

b. Passenger Survey Results (Discussion-No Action)

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Ginny shared the results of her annual Title VI Survey. This is a one day survey conducted only on the fixed routes. We had 83 total respondents. The survey gathers information on trip types, race/ethnicity, and poverty level. Results showed that 38% of respondents have ridden on Saturday. Suggestions made included extending the Saturday service to match weekday fixed route service, adding the Green Route to Sat. service, and adding a stop at the library on Sat. Overall the comments received were very positive about the drivers and service.

Ginny pointed out that we may need to make a better effort to reach the Asian population in Delaware County. Denny suggested checking the Asian population of Delaware City rather than Delaware County because the fixed routes run primary in the city, which is where the survey was conducted.

c. Approval of Intergovernmental Agreement between the DCTB and County Commissioners (15-11-04)

This is the same agreement as last year for the County to provide our health benefits and workers compensation.

It was moved by Craig and seconded by Tim to approve the Intergovernmental Agreement with the County Commissioners (15-11-04). Motion passed.

d. Approval of revised Substance Abuse Policy (15-11-05)

All revisions are a result of our drug and alcohol audit conducted back in early August.

It was moved by Roger and seconded by Craig to approve the revised Substance Abuse Policy (15-11-05). Motion passed.

e. Approval of Asset Management Plan (15-11-06)

This is a policy required by FTA to show how we will track all of our assets and replace them before their condition is critical.

It was moved by Tim and seconded by Craig to approve the Asset Management Plan (15-11-06). Motion passed.

f. Approval to renew LOC with Richwood Bank (15-11-07)

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This is renewal of our \$250,000 line of credit. Denny explained we have not needed to use it, but it is nice to have in case we need it. He explained this is also to authorize a long term agreement so we don't have to go through the renewal process every year.

Denny explained that usually real estate is used as collateral, but we cannot do that since we are federally funded. Roger suggested looking into the possibility of using our receiveables as collateral.

It was moved by Boots and seconded by Tim to approve the renewal of the LOC with Richwood Bank (15-11-07). Motion passed.

g. Approval of CY2016 Budget (15-11-08)

Denny explained that operations will remain the same for 2016, so there isn't much change to the budget. As usual, labor is our biggest expense and the budget includes a 5% increase to wage scales and a 9.3% increase to health insurance. The Commissioner's grant of \$50,000 is assumed and may change. The OTPPP Grant of \$382,000 will be used for the purchase of new buses. This budget calls for the use of \$500,000 cash on hand, but may be reduced by about \$200,000 depending on the pay out of accrued leave time.

Roger explained that we are pretty fortunate that health insurance rates only increased by 9.3%. He also said he is pleased that there is only a 4% overall increase to the total budget even with a 5% increase to wages.

Denny explained that increasing the wage scales over three years has proved beneficial to employee retention, which has contributed to increased safety and reduced claims and insurance premiums. Our liability and property insurance rates have decreased even though OTRP has increased our self-insurance retention from \$1 million to \$2 million.

It was moved by Roger and seconded by Tim to approve the CY2016 Budget (15-11-08). Motion passed.

h. Approval to contract with a financial consultant (15-11-09)

Denny explained that he is not yet comfortable with our tracking of our federal grants over different fiscal years. We have requirements on spending such as we must spend 1% on safety and security and 1% on transit enhancement. It is difficult to track all pieces and correctly tie together our appropriations, grants, and actual expenditures. Denny explained that before we have our first independent audit for 2015, he would like to hire a financial consultant, Bob Rezinsky, to help us set up a financial tracking system. Bob was instrumental in preventing Butler County Transit from shutting down.

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He serves several transit agencies with finances and is very well experienced with FTA guidelines and converting from a rural to an urban transit system. Bob has also worked for ODOT in providing federal financial trainings. Bob's fee is \$75 per hour, and Denny stated he predicts not needing him for more than 100 hours. Local money will be used for this because we don't want to go through the bidding or procurement process.

Craig moved to add a limit of \$7,500 to the Resolution. Roger seconded. Motion passed.

It was moved by Boots and seconded by Tim to approve contracting with a financial consultant (15-11-09). Motion passed.

i. Approval of Grant Agreement with Source Point (15-11-10)

For our annual fixed route grant, we requested \$350,000, and Source Point agreed to \$201,168.

It was moved by Tim and seconded by Craig to approve the Grant Agreement with Source Point (15-11-10). Motion passed.

j. Approval of Temporary Ramp System Policy (15-11-11)

This policy explains how we would contract with a third party company to install and uninstall ramps at the homes of passengers in need. Tom asked about the liability in the case that a ramp would fail. Denny explained we would work with the prosecutor to ensure the contracts address liability appropriately. Craig asked if there would be an RFP for this. Denny explained there would not be because the project would be under \$25,000, and therefore would not require it. We will however, get at least three quotes from various vendors.

It was moved by Roger and seconded by Craig to approve the Temporary Ramp System Policy (15-11-11). Motion passed.

8. Other Business—Open Comments

Tina asked to appoint someone to sign resolutions in Traci's place. Tom appointed Roger.

9. Adjourn

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