

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF November 16, 2016

1. 6:15 pm – Call to Order

2. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (16-11-01)

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

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>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>X</u> | Grant Bias-Safety and Security Training Manager |

a. Approval of Absences (16-11-01)

It was moved by Craig and seconded by Traci to approve Tom's absence (16-11-01). Motion passed.

b. Pledge

3. 6:16 pm - Discussion – State Auditor's Office Discussion of FY 2015 Audit Report

Kim Blake and Jill Trader were present and reviewed the final audit report and post-audit that was conducted at DATA on 10/13/16. They explained that we received the best opinion possible, which was an unmodified opinion on our financial statements. We had one finding under internal controls and compliance and one finding under financial reporting related to some adjustments that were made based on the accrual system of accounting.

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The auditors explained that GASB68 was a new requirement for 2015 in which all government agencies must include pension liability on their financial statements. Our transition from the County to Richwood Bank and having our own OPERS account created some issues with this. We were late on the required filing date, but all of the data we provided was good.

Denny stated that while we were not perfect, we did pretty darn well with only one public comment for our first independent state audit.

Roger asked if the bank will provide us with a pledged collateral statement. The auditor replied that the bank will issue a quarterly statement.

The auditors clarified that our management letter will not be released to the public with the audit report, but it is open to a public records request.

Craig agreed that everything looked really good for our first audit.

4. 6:45 - Introduction of new board member Troy Sabo

The Board welcomed Troy and introduced themselves individually. Troy shared that he has lived in Delaware for two years and has worked as a civil engineer for four years dealing with rail design and railroad issues. He stated he is very interested in transit in general and believes it will become a big part of our future. He applied for the DCTB because he wanted to be involved with moving Delaware forward.

5. 6:50 pm - Executive Session – To consider the employment, dismissal, discipline, promotion, demotion, or compensation of a public employee.

Craig moved to go into Executive Session. Roger seconded the motion. A roll call vote was taken as follows:

Boots – Yes
Traci – Yes
Roger – Yes
Ed – Yes
Craig – Yes
Troy – Yes

Ed moved to come out of Executive Session, Roger seconded the motion. Motion Passed.

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6. Public Comment

None

7. Approval of Consent Agenda (16-11-02)

a. Agenda for November 16, 2016

b. Approval of minutes from October 19, 2016

It was moved by Roger and seconded by Ed to approve the Consent Agenda (16-11-02). Motion passed.

8. Financial Status

a. Approval of Financial Status for month ending September 30, 2016 (16-11-03)

Income = \$181,925.20

Expenses = \$165,319.25

Checking = \$133,876.11

Payroll = \$23,133.97

It was moved by Ed and seconded by Traci to approve the Financial Status for month ending September 30, 2016 (16-11-03). Motion passed.

9. Reports

a. Department

None

b. Executive Director

None

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10. New Business

a. Chairman selection of Officer Nominating Committee

Denny explained that Tom has asked Ed to Chair and Roger to assist with the Nominating Committee.

b. Approval of 2017 Board meetings and notice to public (16-11-04)

Denny stated that the Prosecutor's office sent us the language for this Resolution in regards to communicating meetings to the public.

Our Board meetings for 2017 will remain on the 3rd Wed. of each month at 7:00 p.m. with the exception of the September meeting due to the Delaware County Fair.

It was moved by Craig and seconded by Traci to approve the 2017 Board meetings and notice to public (16-11-04). Motion passed.

c. Road Supervisor Classification Change (16-11-05)

Tina explained that the DOL has made a Final Rule that changes the minimum salary requirement for exempt status from about \$23,000 to \$47,000 effective Dec. 1, 2017. Our Road Supervisor position previously met the salary requirement, but will not meet the new requirement, so we need to change it from exempt to non-exempt.

It was moved by Roger and seconded by Traci to approve the classification change for the Road Supervisor (16-11-05). Motion passed.

d. Approval to Enroll in Positive Pay with Richwood Bank (16-11-06)

Denny explained that this is added protection against fraud and will only cost us about \$27 per month.

It was moved by Craig and seconded by Roger to approve enrolling in Positive Pay with Richwood Bank (16-11-06). Motion passed.

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e. Approval of Contract Addendum Proposal with MKC (16-11-07)

Denny explained that this is a result of splitting the remodel project into two separate projects, indoor and outdoor, and also allows MKC to serve as the administrator and handle construction management.

It was moved by Traci and seconded by Troy to approve the contract addendum proposal with MKC (16-11-07). Motion passed.

f. Discussion – Funding Process Review

Denny handed out a draft budget for 2017 and noted a final version will be brought for approval next month. He explained why it appears that we are operating in the red, when we actually aren't, and it was also planned for three years ago.

Denny reviewed the process of what funds we receive through the Urban Transit Program, how we share with COTA, and how we continue to trade federal funds with COTA, dollar for dollar, for local funds. He also noted again the grants we are eligible for now as urban that we weren't eligible for as rural.

Denny explained that we are planning to receive just over \$1 million from COTA before the end of the year. We have to record the funds when they are received, so this \$1 million will not show up on the 2017 budget because it will not be received in 2017. He noted that the 2017 budget is basically the same as 2017 with no big changes.

Denny shared that he met with Orange Township and will be meeting with their trustees to discuss transportation of employees into their businesses. Orange Township has several businesses, but won't allow low income housing, so they lack the employees to work in their businesses. COTA does not serve Orange Township, so public transportation there is our responsibility. Denny explained that Tanger needs us, Orange Township needs us, the Big Walnut Exchange wants us, so maybe the Commissioners will start to listen and pay more attention to the need for public transportation in Delaware County. He believes we don't have a branding problem, but an image problem related to the small size of our vehicles is a problem. With more support and funding, hopefully we can expand service with larger 30-foot buses.

Traci said she believes the City and Commissioners need to view us as part of their budget, and not as a non-profit that has to apply for funds on our own. Denny agreed.

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11. Other Business – Open Comments

none

12. Adjourn

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