

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

### MINUTES OF November 14, 2018

#### 1. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (18-11-01)

<u>  X  </u>	Boots Sheets-Chair
<u>  X  </u>	Ed Helvey-Vice Chair
<u>  X  </u>	Roger VanSickle-Treasurer
<u>  X  </u>	Troy Sabo
<u>  X  </u>	Jacob Fathbruckner
<u>  X  </u>	Becky Cornett
<u>  X  </u>	Fred Johnson

#### Staff present for the meeting:

<u>  X  </u>	Denny Schooley-Executive Director
<u>  X  </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>  Ab  </u>	Grant Bias-Safety and Security Training Manager

#### a. Approval of Absences (18-11-01)

none

#### b. Pledge

#### 2. Approval of Consent Agenda (18-11-02)

##### a. Agenda for November 14, 2018

##### b. Approval of minutes from October 17, 2018

It was moved by Roger and seconded by Jacob to approve the Consent Agenda (18-11-02).  
Motion passed.

#### 3. Public Comment

none

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### 4. Financial Status – Treasurer’s Report

#### a. Approval of Financial Status for month ending September 30, 2018 (18-11-03)

Income = \$301,135.10

Expenses = \$169,351.70 – Sept., \$1,715,033.59 - ytd

Checking Account = \$431,156.98

Payroll Account = \$21,152.26

It was moved by Fred and seconded by Troy to approve the Financial Status for month ending September 30, 2018 (18-11-03). Motion passed.

### 5. Reports

#### a. Department

Denny – We had an increase of over 300 in total ridership for October.

Tina – We will save over \$6,000 in 2019 on health benefits compared to 2018. We now have 4-tier plans rather than 2-tier.

Ed P. – The new Gillig bus is in the works. OTRP has found a company that installs modems that track ingoing and outgoing web traffic to identify hackers and holes that need fixed. Last month Ed P. and Grant attended a cyber security training held by Richwood Bank.

Denny – Ransomware is very popular. Hackers lock up your entire system and require money to unlock it.

#### b. Executive Director

We still have \$768,000 coming from COTA that we should get before the end of the year. The 5307 money for this year of \$300,000 won't come in until next year.

### 6. New Business

#### a. Chair Appointment of Nominating Committee (No Resolution)

Boots appointed Jacob and Troy to the nominating committee. They will report back next month with their nominations for officers.

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### **b. CY 2019 Draft Budget review (No Resolution) (Denny)**

Ed H. asked if the budget includes pay increases for next year. Denny replied yes.

Fred asked if approving the budget also approves the specific new services and pilot projects. Denny replied approval of the budget just reserves the funds for that purpose. Specific services and projects will be brought to the Board for approval individually before they are implemented.

Ed H. asked when we will be digging into putting items in the budget into action. Denny replied January, and maybe December.

Denny explained that he wants to explore new projects to meet the needs of new groups of people and new services that can possibly be self-sustaining. Pilot projects will be launched for a limited period of time, then evaluated to determine if they will stay. All items in the “beyond current services” part of the budget are directly related to our new strategies and focus areas.

Becky asked if sedans were still a consideration and Denny replied yes, he believes that can still be useful.

Jacob asked if, with this budget, we estimate having \$2 million left at the end of 2019, are we obligated to spend more money on service to serve the public better? Denny replied that we also have an obligation to secure the future of the transit system for the public and we need to make sure we have money in 2020 to sustain the new services we start in 2019. We also need to have a cushion in case something doesn't come through as planned with our federal funding.

Fred suggested that if we are going to increase expenses, we need to get serious about increasing revenue as well.

Denny explained he is not asking for approval of the budget tonight, but just for discussion and suggestions for revisions. Jacob suggested we may need to increase the marketing budget from \$25,000 to accomplish what we really want to do in this area, especially if we plan to hire a professional firm. Denny explained the budget can be revised as needed as we go.

Boots asked if anyone had any revisions. Ed H. suggested time was needed to review it, and they could reach out to Denny if they had any revisions before the next meeting.

Boots appointed Jacob as acting Secretary.

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## **7. Other Business – Open Comments**

None

## **8. Adjourn**

With no further business to conduct, the Chairman adjourned the meeting.