

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF
October 21, 2015

1. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (15-10-01)

<u> X </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>	Tim Dempsey
<u> Ab </u>	Erwin Dugasz

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> Ab </u>	Ed Pierson-Facilities, Assets, and Technology Manager
<u> Ab </u>	Grant Bias-Operations Supervisor

a. Approval of Absences (15-10-01)

It was moved by Traci and seconded by Tim to approve

Erwin's absence (15-10-01). Motion passed.

b. Pledge

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2. **TDP PRESENTATION** – Tim Reynolds, Senior Principle Technical Specialist with Parsons Brinckerhoff

Tim explained the plans and goals for the Transit Development Plan and Funding Study. He met with the TAC prior to the Board meeting. He explained that they will work to collect system data, such as ridership data, as well as demographic information of the population in the area.

Tim visited the DATA office and hub today and talked to staff and drivers. Tomorrow he will be riding some of the buses. At the end of the week, he will sit down with Denny and staff to discuss and answer questions.

In early December, they will hold three community forum type focus groups. The team will also be posting an online survey and make sure the word gets out about it.

Tim explained that they have conducted studies for several transit agencies, as well as for ODOT. He will be coming back to update us on progress in about two months.

Denny explained how fortunate we are to be working with Parsons-Brinckerhoff because they have experience in transit and with other agencies that have made the transition from rural to urban.

3. **Public Comment**

No public present.

4. **Approval of Consent Agenda (15-10-02)**

a. **Agenda for October 21, 2015**

b. **Minutes of September 16, 2015**

It was moved by Ed and seconded by Roger to approve the Consent Agenda (15-10-02). Motion passed.

5. **Reports**

a. **Board Committees**

i. **Finance – No meeting**

b. **Department**

none

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c. **Executive Director**

Denny explained he met with Commissioner Jeff Benton yesterday who came for a visit. The meeting went very well, and Commissioner Benton has experience with DATA, as his mother has ridden in the past.

Traci asked for an update on filling the two Board positions. Denny explained that Erwin's and Boots' terms were up. Boots reapplied and Erwin did not. Three other candidates have interviewed for the positions, and the commissioners will appoint the two new Board members tomorrow.

6. **Treasurer's Report-Financial Status**

a. **Approval of Financial Status for month ending September 30, 2015 (15-10-03)**

Total income for Sept. = \$45,608.06

Total expenses for Sept. = \$166,604.67

As of 9/30, checking account = \$394,449.37 and payroll account = \$56,299.54.

It was moved by Traci and seconded by Tim to approve the Financial Status (15-10-03). Motion passed.

The question was posed about the new transportation bill. Denny explained that the current extension goes to Dec. 19th. The House and Senate have both released their separate versions of the new bill. Both guarantee funding for 3 years and are 6 year bills, but the funding of each bill is different.

7. **Unfinished Business**

a. **FMLA and Leave Policy-(Discussion-No action at this time)**

Denny explained that we have always had an FMLA Policy that models the County's policy. We planned to bring a revised FMLA Policy to the Board after the September training, but the County just passed a new FMLA Policy on Oct. 6. We would like time to keep working on our policy and have questions about the new County policy. We plan to meet with the County HR and our representative in the Prosecutor's office to answer our questions and clarify exactly what we need and want to have in our revised policy. We will bring it to the Board as soon as possible.

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8. New Business

a. Approval to submit application for State UTP program (15-10-04)

Urban Transit Program worth \$53,000 for us. When we were rural, we received funds in the \$100,000 range.

It was moved by Boots and seconded by Traci to approve submitting an application for State UTP program (15-10-04). Motion passed.

b. Approval to submit application for State OTPPP program (15-10-05)

This is the Ohio Transit Preservation Partnership Program, which is a competitive grant for approximately \$607,000 that is meant to be used to supplement the state of good repair. We would use these funds to purchase 6 new vehicles. This funding is at 100% and doesn't require a 20% match of local funds.

It was moved by Ed and seconded by Traci to approve submitting an application for State OTPPP program (15-10-05). Motion passed.

c. Approval of State E&D Contract (15-10-06)

This is our usual Elderly and Disabled funding, which is based on ridership, and worth \$13,000.

It was moved by Roger and seconded by Tim to approve the State E&D contract (15-10-06). Motion passed.

9. Other Business—Open Comments

Tim questioned how Lawrence County qualifies to be an urbanized system and is therefore eligible for their federal funding. Denny said he really didn't know, but funds are distributed based on a formula developed by ODOT. He said he would get back to Tim with more information.

10. Executive Session—Executive Director performance review

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

Boots – Yes
Traci – Yes
Roger – Yes
Tim – Yes
Ed – Yes
Tom – Yes

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Boots moved to come out of Executive Session, Time seconded the motion. Motion Passed

11. Approval of Executive Director wage increase

Tim moved to provide a 3% wage increase to Denny Schooley, Executive Director. Ed seconded the motion. Motion passed

12. Approval of Executive Director Contract Renewal (15-10-07)

Roger moved to renew the employment contract with Dennis Schooley to include the 3% wage increase. Tim seconded the motion. Motion Passed

13. Adjourn

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