

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF October 18, 2017

1. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (17-10-01)

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

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

a. Approval of Absences (17-10-01)

Although Traci was absent, she had not requested to be excused.

b. Pledge

2. Public Comment

Fred Johnson and David Black were present, but neither had any comments.

3. Approval of Consent Agenda (17-10-02)

a. Agenda for October 18, 2017

It was moved by Roger and seconded by Jake to approve the Consent Agenda (17-10-02).
Motion passed.

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b. Approval of minutes from September 27, 2017

It was moved by Craig and seconded by Roger to approve the minutes from September 27, 2017 (17-10-02). Motion passed.

4. Financial Status – Treasurer’s Report

a. Approval of Financial Status for month ending August 31, 2017 (17-10-03)

Income: Jan. – Aug. = \$865,177.31, Aug. = approximately \$84,800

Expenses: Jan. – Aug. = \$1,545,046.73, Aug. = \$200,744.41

Checking = \$315,931.30

Payroll = \$60,117.26

Denny added that our grant for \$709,000 was transferred today.

It was moved by Jake and seconded by Craig to approve the Financial Status for month ending August 31, 2017 (17-10-03). Motion passed.

5. Reports

a. Department

Ginny – New Orange Township signs and Sancus signs are up where we connect with COTA. COTA is allowing us to use their sign posts.

Crystal – Denny requested analysis of the fixed routes. Green Route is looking very poor, however, it is too soon after the July changes to make cuts. Operations and Marketing have a plan to work together and really step up awareness and advertising of the Green Route to riders and businesses.

Roger – There were 31 new demand response riders last month. Is this normal? Tonya said yes, we always continue to get more new demand response riders.

Jake – Has the Green Route increased at all since July? Crystal explained that the Express is doing ok, but the midday ridership is awful. With so little of a time span to look at, it is very difficult to identify if there is an overall increase at all.

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Crystal – We have realized that we need to plan for more awareness and education BEFORE we actually make route changes, rather than after.

Roger- Is the Big Walnut Exchange still in the works? Denny replied yes, but it is projected about 5 years out.

Denny – Ridership on the city fixed routes is good at about an average of 5 riders per hour. Looking at Saturday ridership over a shorter service day, the average number of riders per hour is higher than on weekdays.

Denny reminded the Board that the July fixed route changes were based on feedback from the Orange Township Open House with local businesses, as well as, COTA's redesign to their routes in May. Next Tuesday, Denny will be speaking at the Orange Township Business Association meeting and hopes to find out more about where people are living that need to get to jobs.

Denny explained that in regards to bringing the budget to the Board next month, he is hoping to not make any cuts to service. Our big focus is going to be awareness of who we are and what we do. The goal is to get everyone everywhere to realize that public transit is for everyone and benefits everyone, even if they don't use it.

Ed H. – Who is the ridership on Saturdays? Crystal explained that it's our typical riders, ages 19-54, who also ride through the week. Ed mentioned a possible partnership with OWU and selling our passes somewhere on campus. Crystal said we are going to start selling passes at the hub at the end of this month.

Denny shared that we have worked with OWU several times throughout the years and it seems that whatever we try is never productive. We just haven't found our niche that has caught on there. He suggested that maybe we need to work on something that includes Columbus State and Franklin University as well.

Troy – Have you looked into possibly providing some type of demand response service to Columbus, as an UBER ride from Columbus to Delaware is about \$80. Denny explained that we cannot operate in COTA's service area and are not allowed to do charter service. We could, however, possibly work on tying in with COTA for special events to help people get from Delaware to Columbus.

Craig – Has the Orange Township Business Association surveyed their people on where their employees live and work? Denny said he doesn't know yet, but hopes to find out more at the meeting on Tuesday. Craig suggested that maybe the businesses could provide bus passes to their employees.

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b. Executive Director

Denny explained that the topic of the last meeting of the Transportation Academy, held by Transportation for America, was community support and awareness, which was excellent. He has asked for them to specifically look into places like Delaware that are close to a large urban area with similar demographics and growth to ours. What have these areas done successfully that we can model? How do we get County Commissioners interested in and supportive of public transit? How do we get support from even people who don't use us?

Craig asked Denny to clarify that Commissioner Gary Merrell believes the last quarter percent sales tax should remain available in case of an emergency. Denny confirmed that was true and explained that a tax for us may take away from the commissioner's tax because we are a transit board, rather than a transit authority.

6. New Business

a. Approval of revised Procurement Policy (17-10-04) (Ed - Denny)

These revisions address the two findings from our Triennial Review. Once they are submitted, our review can be closed.

It was moved by Craig and seconded by Jake to approve the revised Procurement Policy (17-10-04). Motion passed.

b. Approval of Service Contract with EMS (17-10-05) (Crystal)

This is a week's worth of transporting EMS executives from Japan who will be staying in the Polaris area to EMS.

It was moved by Roger and seconded by Ed H. to approve the service contract with EMS (17-10-05). Motion passed.

c. Approval of standardized contracts (17-10-06) (Crystal - Denny)

This is a standardized contract for short-term transportation that can be used with various businesses and agencies and includes our current contract rate of \$63.81 per hour.

It was moved by Jake and seconded by Craig to approve the standardized contract (17-10-06). Motion passed.

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7. Discussion

- a. **DATA Bus Future** – 2018 Budget, Services, Funding, Advertising, Community Relations and Community Support

Denny shared that he met with the other two commissioners, Jeff and Barb. He asked if it would be possible for us to be a part of the county budget again, rather than having to compete for money under the community enhancement fund that can only be used for capital. He explained our real need is for operational funding. Jeff said he would not be in favor of that, but Barb was all for it. Since she and Gary are both in favor of us being part of the budget, she told Denny to contact Si and get the process going.

Denny said Barb was very excited about what we are doing for the jail and people with mental health issues and chemical dependency. She is in favor of getting these individuals transportation they need to help them improve their lives.

Roger suggested it would be nice for commissioners to come to one of our board meetings at least once a year. Denny said he will make sure they receive our Board agendas and an open invitation.

8. Other Business – Open Comments

Boots thanked the guests for coming and asked if they had any comments. There were none.

9. Adjourn

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