

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF September 25th, 2012

1) The DCTB Chair called the meeting to order and the roll was taken as follows: (12-09-01)

 X Tom Jones- Chair
 X Boots Sheets- Vice Chair
 X Roger VanSickle- Secretary
 X Erwin Dugasz
 X Tim Dodge
 X Ed Helvey
 X Traci Cromwell

Staff present for the meeting:

 X Denny Schooley- Executive Director
 X Crystal James- Operations Director
 X Ginny Berry- Marketing and Public Relations Specialist
 X Richelle Tirado- Financial Analyst
 X Tonya James- Mobility Manager
 X Grant Bias- Operations Supervisor

It was moved by _____ and seconded by _____ to excuse the absences. Motion (12-09-01)

Roll Call was taken with all members present. No vote taken.

2) Public Comment

No public at meeting

3) Approval of Consent Agenda (12-09-02)

- a) Agenda for September 25th, 2012
- b) Minutes of August 15th, 2012

It was moved by Roger and seconded by Boots to approve the Consent Agenda (12-09-02). Motion Passed.

4) Financial Status for Month ending August 31st, 2012 (12-09-03)

It was moved by Tim and seconded by Ed to approve the Financial Status for Month ending August 31st, 2012 (12-09-03). Motion Passed.

5) Administrative / Operations Status Reports

a) Operations Report

Crystal shared she is happy with initial ridership numbers for the Delaware City Routes. She also said a stop was added to the Green for early voting at the D.D. location. She also said instead of completely revising the Green Route, Operations is looking at adding a loop that would include Chase. Grant told the board Delaware City has approved a bus loading and unloading zone and building of the shelter at the Park Ave. hub at the September 10th city council meeting.

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

- b) **Mobility Management**
No additional updates
- c) **Marketing Report**
Ginny told the board about the Mobility Management booth at Delaware's county fair. She also said that Sustainable Delaware will put a story about the new routes in their October newsletter and the Olentangy Orange High School is asking for a Travel Training class and trip for some of their CD students.
- d) **Financial Report**
No additional updates

6) Action Items

a) Approval of Mobility Coordinator Position (12-09-04)

It was moved by Tim and seconded by Ed to approve the position and position description for Mobility Coordinator (12-09-04). Motion Passed

b) Approval of Selection of A&E Firm (12-09-05)

It was moved by Traci and seconded by Roger to approve the selection of MKC as the most qualified architectural firm and DLZ as the second most qualified and to negotiate a contract accordingly. (12-09-05). Motion Passed.

c) Approval of Procurement Policy (12-09-06)

It was moved by Roger and seconded by Tim to approve the revised procurement policy (12-09-06). Motion Passed.

7) General Updates

- a) Delaware Cab and UTS and Delaware County Transportation
Denny said contracts have increased, but DJFS has put on a request for bids. DATA would like financial support for fixed routes, not just contract revenue.

8) Discussion

- a) Passengers that do not follow board policies
The board was asked if policies should be enforced with passengers who habitually break rules, even though it may mean leaving a passenger? The boards direction was unanimous ,that if a passenger has been clearly notified of the rules then the policies should be enforced.
- b) OTRP Board Meeting and Suit update
- c) ODOT Grant Management
- d) Executive Director Review Process

9) Adjourn

There being no further business to transact, Ed moved to adjourn the meeting and Erwin seconded the motion. The motion passed and the meeting was adjourned.
