

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF September 24, 2014

1. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (14-09-01)

 X Tom Jones- Chair
 X Boots Sheets- Vice Chair
 Ab Roger VanSickle- Secretary
 X Erwin Dugasz
 X Ed Helvey
 X Tim Dempsey

Staff present for the meeting:

 X Denny Schooley-Executive Director
 X Crystal James-Operations Director
 X Ginny Berry-Marketing and Public Relations Specialist
 X Tonya James- Mobility Manager
 X Tina Smith-HR Coordinator
 X Ed Pierson-Facilities, Assets, and Technology Manager
 Ab Grant Bias-Operations Supervisor

a. Approval of Absences (14-09-01)

It was moved by Ed and seconded by Tim to approve Roger's absence (14-09-01).
Motion passed.

b. Pledge

2. Public Comment

No public present.

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3. Approval of Consent Agenda (14-09-02)

a. Agenda for September 24, 2014

b. Minutes of August 20, 2014

It was moved by Boots and seconded by Erwin to approve the Consent Agenda (14-09-02). Motion passed.

4. Reports

a. Board Committees

i. Finance - no meeting

ii. Legislative - no meeting

iii. Local Funding Committee - no meeting

b. Department

Crystal announced that rather than hiring 2-3 part-time drivers, we plan to hire 4-5. Ed asked if this was due to turn over or demand. Crystal said demand, and Tonya explained how COA demand response trips have really picked up since the Bus Bucks program switched from charging by the mile to charging per trip.

c. Executive Director

Denny explained that he and Tina attended the OTRP Retreat. OTRP is placing a large focus this year on HR training. Denny explained the Shock Loss Fund and stated that we currently have \$114,000 in this fund, which is \$20,000 more than the required amount. His goal is to get our Shock Loss Fund up to around \$270,000.

With the OTRP risk pool, we pay our premiums, and if the pool collectively has a good year, we get excess funds put into our General Revenue Fund (GRF). We currently have \$13,000 in this fund. For 2008, which will be closing in November, we will be getting back \$10,000 into our GRF.

At the OTRP Retreat, DATA received the SOAR (Safe Operations Award Recognition) Award for our division. Also, our premiums for next year will be under \$84,000, which is \$10,000 less than they were for this year. Denny thanked the staff and the Board for their support and contribution to achieving this goal.

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5. Financial Status

a. Approval of financial status for month ending August 31, 2014 (14-09-03)

It was moved by Ed and seconded by Boots to approve the Financial Status (14-09-03). Motion passed.

6. Unfinished Business

a. Business Plan - No new updates

b. Telephone Service Provider

Ed explained he is still comparing costs and trying to determine if CIP trunking is a stable service or if we should stay with our regular phone lines.

c. Update on 5307 and COTA Funds (No Action)

Denny announced that we received the full \$1,072,484 from COTA, which is all local money, so we don't have to match it.

d. Update on LOC with Richwood Banking Company (No Action)

Our loan documents are signed, and our \$250,000 line of credit is open. We have our \$5,000 that we need to deposit and open our checking account.

e. Update on Independent Auditor Statement for NTD (No Action)

Denny explained that our audit is complete, and there were just a couple of very minor errors and no big findings. The audit verified that we are using the correct methods for our finances that FTA requires. The audit report has been sent to NTD.

f. Approval of Employee Leave Policy (14-09-04)

It was moved by Tim and seconded by Ed to withdraw the Employee Leave Policy from the table. Motion passed.

Tina explained that the Resolution has been revised and completed to specify how and when limits and overages of leave time will be handled.

It was moved by Erwin and seconded by Boots to approve the Employee Leave Policy (14-09-04). Motion passed.

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g. Approval of Remodel Bid Documents (14-09-07)

Bid documents need to be approved to allow us to move forward with the bid process. Denny explained they are still working on the addendum to our contract with MKC. MKC mistakenly combined funds for all phases, rather than keeping them separated, and the contract and addendum must match. The bid documents have been through the prosecutor, and are currently at ODOT. This does put our project schedule behind about one to two months.

It was moved by Ed and seconded by Tim to approve the Remodel Bid Documents (14-09-07). Motion passed.

7. New Business

a. Approval of revised Operations Supervisor Job Description (14-09-05)

We are changing the wage classification for this position from PAT 4 to SAM 1. We also added “dealing with complaints” to the job duties.

It was moved by Boots and seconded by Ed to approve the Operations Supervisor Job Description (14-09-05). Motion passed.

b. Approval of travel expenses for training (14-09-08)

Denny and Ed would like to attend procurement training in West Virginia. This training was recommended by FTA. There are no costs involved other than lodging.

It was moved by Boots and seconded by Ed to approve travel expenses for training (14-09-08). Motion passed.

c. Approval of half price fares for senior citizens (14-09-10)

Denny explained the Board already approved our discounted fare for seniors 65 and over, however, we didn't publish it correctly. Our website lists age 60 for qualification for the discounted fare. Some drivers have been going by age 60 and some by age 65. This only affects seniors riding the fixed routes. We would like to give the public notice, and give them until January to make this correction effective.

It was moved by Boots and seconded by Ed to approve half price fares for seniors (14-09-10). Motion passed.

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d. Discussion of Board members and chair terms ending (No Action)

The Board discussed the expiring terms of current members and directed Denny to let the Commissioners' office know that the Board would like to see continuity and reappoint Tom and Roger and also appoint Tom as Chair.

e. Discussion of Executive Director review process (No Action)

The Board discussed the process for Denny's review in October.

8. Other Business-Open Comments

No additional items

9. Adjourn

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