

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

### MINUTES OF September 28, 2016

#### 1. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (16-09-01)

<u>X</u>	Tom Jones-Chair
<u>X</u>	Boots Sheets-Vice Chair
<u>Ab</u>	Traci Cromwell -Secretary
<u>X</u>	Roger VanSickle-Treasurer
<u>X</u>	Ed Helvey
<u>Ab</u>	Tim Dempsey
<u>Ab</u>	Craig Zimmers

#### 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>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>X</u>	Grant Bias-Safety and Security Training Manager

#### a. Approval of Absences (16-09-01)

It was moved by Ed and seconded by Roger to approve Craig and Traci's absences (16-09-01). Motion passed.

#### b. Pledge

#### 2. Public Comment

No public present.

#### 3. Approval of Consent Agenda (16-09-02)

##### a. Agenda for September 28, 2016

##### b. Approval of minutes from August 17, 2016

It was moved by Roger and seconded by Ed to approve the Consent Agenda (16-09-02). Motion passed.

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### 4. Financial Status

#### a. Approval of Financial Status for month ending July 31, 2016 (16-09-03)

Income = \$123,846.06

Expenses = \$68,517.49

Total Checking and Payroll Accounts = \$343,643.89

It was moved by Roger and seconded by Boots to approve the Financial Status for month ending July 31, 2016 (16-09-03). Motion passed.

### 5. Reports

#### a. Department

Crystal noted that fixed route ridership is slightly up, no down as stated in the Board Summary.

Ed asked Ginny if she had gotten any responses from reaching out for members of the TAC. She stated no, as it was only a few days ago that she put notice out.

Ginny noted that drivers will be doing Title 6 surveys on Friday.

#### b. Executive Director

Denny point out that we have \$41,000 in our general fund and \$119,000 in our shock loss fund with OTRP.

He announced that we are working on developing a new DATA-on-Demand service that would operate similar to Uber. We are looking for a way to get around the extra labor cost by paying drivers based on trips provided, rather than by an hourly rate.

Denny stated that FTA is coming next week to advise us and prepare us for the upcoming triennial review.

He mentioned that the County Engineer has approached us about a park-and-ride around the I-71/Big Walnut Rd. interchange to provide service from there into Columbus and also from there to COTA's BRT route at Ohio Health on Africa Rd. Since this project is about 5 years out, we are thinking about establishing a park-and-ride at

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the church on Rt. 36/37 across from Cracker Barrel and run service down I-71 during the week.

Our 2015 Audit is complete. Denny invited the Board to attend the exit interview on Oct. 6 and stated he will be sending the audit report out to all Board members.

Denny stated we will be working with other agencies to update the Coordinated Human Services Plan that was established in 2008. This provides federal funding that support our Mobility Management program, door to door service, and service for the disabled. Source Point and Alpha have also used this program to purchase vehicles.

### **6. New Business**

#### **a. Approval of revised DBE Policy (16-09-04) (Ed)**

Ed explained that this policy is revised and recalculated annually. Our percentage went from 0.84 % to 0.83%.

It was moved by Ed and seconded by Roger to approve the revised DBE Policy (16-09-04).

#### **b. Approval of revised Employee Leave Policy (16-09-05) (Tina)**

Tina explained that she added our procedures for pay out of accrued vacation and holiday leave time when employees leave employment.

It was moved by Ed and seconded by Boots to approve the revised Employee Leave Policy (16-09-05). Motion passed.

#### **c. Selection of database conversion proposals (16-09-06) (Ed)**

We had two proposals come in for the conversion of our data base to SQL. Then each proposal was scored by three people. We selected Holony Media, as their cost was significantly lower.

Denny noted that Craig had reviewed the proposals as well and agreed with selecting Holony Media based on cost.

It was moved by Roger and seconded by Ed to approve the selection of database conversion proposals (16-09-06). Motion passed.

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**d. Approval of contract for database conversion (16-09-07) (Ed)**

The contract is with Holony Media, has been approved by the county prosecutor, and is good through March 31<sup>st</sup>, 2017.

It was moved by Ed and seconded by Roger to approve the contract for database conversion (16-09-07). Motion passed.

**e. Approval of Willow Brook service contract (16-09-08) (Crystal)**

Willow Brook has purchased the Adult Day Care portion of NCR, so this contract replaces the current NCR contract, with simply a name change.

It was moved by Boots and seconded by Ed to approve the Willow Brook service contract (16-09-08). Motion passed.

**f. Approval of 2017 OTPPP Grant (16-09-09) (Tonya/Ed)**

This is the Ohio Transit Preservation Program. We received this grant last year to cover the cost of the four new vehicles we purchased. We would like to submit this year to cover the cost of five new vehicles, which would be funded at 100%: 80% federal (\$382,000) and 20% through the transportation development credit (\$76,400).

It was moved by Roger and seconded by Ed to approve 2017 OTPPP Grant (16-09-09). Motion passed.

**g. Approval of revised Passenger Fare Policy (16-09-10) (Crystal)**

REMOVED FROM AGENDA

**h. Approval of Uniform and Dress Code Policy (16-09-11) (Crystal)**

Crystal explained we would like to purchase shirts, 3-in-1 jackets, and optional hats for the drivers. The effective date of the policy is Jan. 1, 2017. The estimated initial cost is \$5,000.

It was moved by Boots and seconded by Roger to approve the Uniform and Dress Code Policy (16-09-11). Motion passed.

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### **i. Approval of ODOT E&D Contract (16-09-12) (Denny)**

This is our annual elderly and disabled subsidy from ODOT for age 65 and over and the disabled. This makes up the difference in the reduced fare and totals about \$14,000.

It was moved by Roger and seconded by Ed to approve the ODOT E&D Contract (16-09-12). Motion passed.

### **j. Approval to submit grant for the State Urban Transit Program (UTP) (16-09-13) (Denny)**

ODOT hasn't requested this yet, but will be in the next month or so. This grant is just under \$100,000.

It was moved by Ed and seconded by Boots to approve submitting the grant for the State Urban Transit Program (16-09-13). Motion passed.

## **7. Questions/Comments on October Executive Session**

Denny noted that Board members have received the packet from him for his annual review next month. He requested they return their responses soon so he can consolidate them and prepare a summary.

Tom noted the only change in the process is for Denny to receive input prior to the actual review.

Ed stated he will not be at next month's meeting, but he will still complete and return Denny's questionnaire.

Boots asked about the status of the facility remodel. Ed P. said we are meeting with MKC this week about splitting the project into two separate projects; inside work and outside work.

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

None

## **9. Adjourn**

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