

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

### MINUTES OF September 26, 2018

#### 1. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (18-09-01)

<u>  X</u>	Boots Sheets-Chair
<u>  X</u>	Ed Helvey-Vice Chair
<u>  X</u>	Traci Cromwell -Secretary
<u>  X</u>	Roger VanSickle-Treasurer
<u>  Ab</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>  Ab</u>	Ed Pierson-Facilities, Assets, and Technology Manager
<u>  X</u>	Grant Bias-Safety and Security Training Manager

#### a. Approval of Absences (18-09-01)

It was moved by Ed H. and seconded by Roger to approve Craig's absence (18-09-01). Motion passed.

#### b. Pledge

Denny introduced the two new Board members who will take their positions in November.

#### 2. Approval of Consent Agenda (18-09-02)

##### a. Agenda for September 26, 2018

It was moved by Roger and seconded by Jacob to approve the Agenda (18-09-02). Motion passed.

##### b. Approval of minutes from August 15, 2018

It was moved by Ed H. and seconded by Troy to approve the minutes from August 15, 2018 (18-09-02). Motion passed.

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### **3. Enter into Executive Session: For the purpose of State Audit Conference Report** **a. Post 2017 Audit Report (Denny)**

It was moved by Ed H. and seconded by Troy to go into Executive Session. Motion passed.

Denny explained that he, Roger, Boots, and Tina met with the auditors yesterday to go over the final state audit report. Boots and Denny gave an overview of the report to the Board.

It was moved by Ed H. and seconded by Jacob to come out of Executive Session. Motion passed.

It was moved by Ed H. and seconded by Jacob to accept the auditor's report. Motion passed.

### **4. Advertising Presentation (Frank Fraas – WSYX ABC 6)**

Frank explained that he works for Sinclair Broadcasting, which owns channel 6, 10 and 28. He helps companies to develop and implement marketing and advertising programs. This includes TV, digital, mobile and display ads.

Denny and Ginny have arranged for Sinclair Broadcasting to film two segments that will air on Good Day Columbus on Channel 28, along with display ads for our DATA Express to the Buckeyes that will appear on all three channels' websites and news apps.

### **5. Public Comment**

none

### **6. Financial Status – Treasurer's Report**

#### **a. Approval of Financial Status for month ending July 31, 2018 (18-09-03)**

Income = \$1,412,441.23 ytd

Expenses = \$1,357,869.24 ytd

Checking Account = \$681,780.13

Payroll Account = \$67,957.42

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It was moved by Jacob and seconded by Ed H. to approve the Financial Status for month ending July 31, 2018 (18-09-03). Motion passed.

### 7. Reports

#### a. Department

Crystal shared the DASH survey results from Survey Monkey. We have had 521 responses and 86% say they would use the service in Delaware City. The majority of people prefer to schedule and pay by using an app, which we are looking into. The survey will run through the end of September and Main Street Delaware is helping promote it to businesses for us.

Denny explained that he has asked Holony Media to revisit the work they did for us on our database and look into also developing an app for us.

Grant shared that he has revised and extended the driver training program and is currently training five new drivers.

#### b. Executive Director

Denny shared that Ed P. and Kevin are in California designing our new 30-foot bus. Before going, they visited Canton and Columbus to gather ideas and information.

The staff has been asked to develop new Board reports that are more visual with more statistical information and are easy to understand. The purpose is so the Board can easily see patterns and trends and use them to make good decisions for the future.

Denny will be bringing a draft budget to the Board next month for discussion.

Denny met with MORPC about federal allocations and discussed again how we only get funding for the one-third of the county that is part of the Columbus urbanized area. They are now working with ODOT to try to change the rules so we can get some 5311 funding for the two-thirds of the county that is rural and currently receives no funding. FTA is also in support of this change.

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### 8. New Business

#### a. Approval of Revised Vision, Mission, Values and Strategies (18-09-04) (Denny)

It was moved by Ed H. and seconded by Troy to approve the revised Vision, Mission, Values and Strategies (18-09-04). Motion passed.

#### b. Approval of Revised Transit Asset Management Plan (18-09-05) (Denny)

This policy is a federal requirement and we were missing some back up information about our assets, so three additional documents have been added.

It was moved by Jacob and seconded by Ed H. to approve the revised Transit Asset Management Plan (18-09-05). Motion passed.

#### c. Approval to submit application to ODOT for Urban Transit Program (18-09-06) (Denny)

This is for our annual state funding of \$54,843, which is just under \$10,000 less than we received last year. The application also includes the E&D contract for \$22,813.

It was moved by Jacob and seconded by Ed H. to approve submitting an application to ODOT for the Urban Transit Program (18-09-06). Motion passed.

#### d. Approval to submit application to ODOT for OTPPP (18-09-07) (Denny)

This is our annual application for capital funding for vehicle replacement. This year we will replace four vehicles.

It was moved by Ed H. and seconded by Jacob to approve submitting an application to ODOT for OTPPP (18-09-07). Motion passed.

### 9. Other Business – Open Comments

none

### 10. Adjourn

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