DELAWARE COUNTY REGIONAL TRANSIT AUTHORITY

BOARD MEETING

Agenda
119 Henderson Ct., Delaware, Ohio 43015
July 15, 2026
6:30 PM

Virtual Meeting available at: *https://www.gotomeet.me/DCTConferenceRoom with Access Code: 938-603-205*
Or by phone at: 1 (646) 749-3122 with Access Code: 938-603-205

1) **Pledge**

2) **Roll Call – 5:30 PM** (26-07-01)

3) **Oath of Office** – Sarah Huffman

4) **Consent Agenda** (26-07-02)
   - **a)** Agenda for the July 15, 2026;
   - **b)** Approval of the record of the July 6, 2026 Special Meeting;

5) **Introduction** – Ryan Spitzer with Isaac Wiles;

6) **New Business:**
   - **a)** Consideration of Resolution No. 26-07-03 – Adoption of the Delaware County Regional Transit Authority Bylaws;
   - **b)** Consideration of Resolution No. 26-07-04 – Appointment of Andy Volenik as Transitional Executive Director for the Delaware County Regional Transit Authority;
   - **c)** Discussion of the Organizational Establishment and Service Area Proclamation;
   - **d)** Consideration of Resolution No. 26-07-05 – Declaring the Necessity of Levying a 0.15% Countywide Sales and Use Tax for Public Transit Funding;
   - **e)** Consideration of Resolution No. 26-07-06 – Declaring the Necessity of Levying a 0.20% Countywide Sales and Use Tax for Public Transit Funding.

7) **Open Comment**

Adjourn – Next scheduled meeting on August 19, 2026 @ 5:30 PM

DELAWARE COUNTY REGIONAL TRANSIT AUTHORITY BYLAWS

ARTICLE I.
Purpose, Principal Office, Adoption, Fiscal Year

Section 1. Purpose

These Bylaws govern the administration of all of the internal affairs of the Delaware County Regional Transit Authority (hereinafter, the "DCRTA"). The Bylaws shall be applied to promote economy and efficiency in that administration.

Section 2. Offices

Section 2.1 Principal Office: The Principal Office of the DCRTA shall be at an approved Board location within Delaware County, Ohio.

Section 2.2 Sub-Offices: The Board of Trustees (hereinafter, the "Board") may establish sub-offices at such other places within the jurisdictional area of the DCRTA as shall be designated from time to time by the Board to further the purposes of DCRTA and the efficiency of its operation.

Section 3. Adoption

These Bylaws are adopted pursuant to the authority granted to the Board under Ohio Revised Code Sections 306.34 and 306.35.

Section 4. Fiscal Year

The fiscal year of the DCRTA shall commence on the first day of January in each year and end on the last day of the following December.

ARTICLE II
Board of Trustees

Section 1. Composition of the Board of Trustees, Selection and Terms of Office

Section 1.1 The Board: The Board shall be composed of seven persons appointed by the Board of County Commissioners of Delaware County (hereinafter, the "Commissioners"). The selection of the Trustees shall be as determined by the Commissioners. Each Board Member shall serve a term of three years and shall continue in office until his or her successor is appointed and qualified, unless the Board Member is removed, resigns or is otherwise unable to fulfill the full term. Any Board Member appointed to fill a vacancy shall be appointed only to serve the unexpired term. Any appointed Board Member is eligible for reappointment.

Section 1.2 Vacancies: Any vacancy on the Board shall be filled by appointment by the Commissioners as soon as practicable.

Section 2. Rights, Powers and Duties

All power and authority granted to the DCRTA by law shall be vested in and exercised by the Board which shall in its own name manage and conduct the affairs of the DCRTA. These Bylaws, the resolutions of the Board, and the contracts approved by the Board shall constitute the rules and regulations of the Board.

Section 3. Meetings of the Board

Section 3.1 Regular Meetings:

3.1.1 The Board shall normally hold a minimum of four regular meetings per year (hereinafter, "Regular Meeting") A notice in writing of the time and place of the meeting shall be published in local newspapers and shall be communicated, along with the proposed agenda, to each Board Member at least five (5) calendar days prior to each regular meeting. The agenda shall also be posted publicly by electronic means or at DCRTA's Office at least five (5) calendar days

prior to each regular meeting. Notices shall also be given to others requesting them according to the provisions of rules adopted by the Board from time to time.

3.1.2 The Board shall have its annual meeting (hereinafter, the "Annual Meeting") and election of officers at its first Regular Meeting of each year.

Section 3.2 Special Meetings:

Special meetings of the Board shall be held at the call of the President or at the request in writing to the President of any two Board Members. Notice and proposed agenda shall be given to the Board Members and shall be published and posted as soon as reasonably practicable. Notices and proposed agenda shall be given to others requesting them according to the provisions of the rules adopted by the Board from time to time.

Section 3.3 Quorum:

A majority of the Board Members, not including unfilled vacancies, shall constitute a quorum for any Board Meeting.

Section 3.4 Adjournment and Recess:

The Board may adjourn or recess from time to time, and in case there is no quorum present on the day fixed for a Regular Meeting or special meeting, the Board Members present, or the Secretary-Treasurer, if no Board Members are present, may postpone the Board Meeting until a quorum is obtained and notice required under Ohio law is provided.

Section 3.5 Chair of the Meeting:

All Board Meetings shall be chaired by the President, and in their absence by the Vice President, and in the absence of both the President and Vice President, by a Board Member delegated by the President, or in the absence of such delegation, selected by those Board Members present.

Section 3.6 Order of Business:

3.6.1 Except as the Chair of the meeting may otherwise determine, the order of business for a Regular Meeting shall be:

1. Call to order.
2. Approval of Agenda
3. Approval of the minutes of the preceding Board Meeting.
4. Citizen Comment.
5. Committee Reports.
6. Old Business.
7. New Business.
8. Adjournment.

3.6.2 Individuals wishing to address the Board at their meetings should contact the Executive Director's office by 4:00 p.m. the day before the Board meeting. They will be asked to provide their name, address, phone number, and the topic to be addressed. Speakers will be given five (5) minutes to address the Board, and no response or reply will be provided to the speaker. Speakers are encouraged to put their thoughts in writing and submit a copy to the Board for inclusion in the minutes.

Any individual or group may address the Board concerning any subject that lies within the Board's jurisdiction. The Board reserves the right to limit the number of speakers on one subject. Questions are to be directed to the Board as a whole and may not be put to any individual member of the Board or the administrative staff.

No person shall present orally at any meeting of the Board, a complaint against an individual employee of the Board. Such charge or complaint shall be presented to the Board in writing and shall be signed by the person(s) making the charge or complaint.

The Executive Director assumes the responsibility of responding to any questions or issues raised in a timely manner following the Board meeting.

The Board reserves the right to remove disruptive persons and their right to remain at and observe that meeting.

Section 3.7 Voting:

3.7.1 Except as required by law or these Bylaws, the favorable vote of a majority of quorum shall be necessary for any action to be taken by the DCRTA.

3.7.2 A two-thirds affirmative vote of quorum shall be required to determine the existence of a real and present emergency dispensing with the necessity of competitive bidding or to authorize the sale to another public agency, public transit system, or regional transit authority of capital equipment unique to the operation of a public transit system.

3.7.3 When voting on a resolution, the Board shall be polled and the yeas and nays entered upon the minutes. Voting by procedural motions placed before the Board shall be by acclamation. A secret vote may be conducted only when electing the President and Vice President of the Board.

Section 3.8 Forfeiture for Absence:

Any Board Member who shall fail to attend three or more Regular Meetings of the Board during a calendar year without proper excuse, as determined by a majority of the Board, from the Board may be removed from his or her position as a Board Member.

ARTICLE III.

Officers and Employees

Section 1. President

The President shall be a member of the Board and elected at the Annual Meeting by a majority of the Board Members. The President shall serve for a term of one year. The President shall conduct all Board Meetings, and with the Secretary, sign the minutes thereof. The President shall be the official representative of the DCRTA where appropriate, and have all the powers and duties normally incident to the office of President and such other powers as conferred by these Bylaws or by the Board.

Section 2. Vice President

The Vice President shall be a member of the Board and elected at the Annual Meeting by a majority of the Board Members. The Vice President shall serve for a term of one year. The Vice President shall act as President in the absence of the President. The Vice President shall have all the powers and duties normally incident to the office Vice President and such other powers as conferred by these Bylaws or by the Board.

Section 3. Secretary-Treasurer

The Secretary-Treasurer, per ORC 306.42, shall be the DCRTA's fiscal officer and have such powers and duties as are prescribed by law, the Board or these Bylaws. The Secretary-Treasurer shall serve at the pleasure of the Board. The Secretary-Treasurer shall be custodian of the DCRTA's funds and records and shall furnish bond in such amount and with such surety as may be determined by the Board, and all funds coming into the hands of the treasurer shall be deposited by them to the account of the regional transit authority in one or more such depositories as are qualified to receive deposits of county public funds, which deposits shall be secured in the same manner as county funds are required to be secured.

Section 4. Officer Vacancies

A vacancy in the position of President, Vice President, Secretary or Treasurer shall be filled as soon as practicable by majority vote of the Board, at a Regular Meeting or at a special meeting called for that purpose.

Section 5. Compensation, Reimbursement and Additional Officers and Employees

Section 5.1 Compensation: The compensation of all officers and employees and the appointment, titles, terms of office, duties, number and qualifications of officers and employees not prescribed by law or these Bylaws shall be as determined from time to time by the Board.

Section 5.2 Reimbursement: Each Board Member is entitled to receive from the DCRTA reimbursement for his or her reasonable expenses in the performance of his or her duties.

ARTICLE IV.
Committees

Section 1. Establishment of Committees

The Board or the President may establish committees and designate their powers and duties.

Section 2. Membership and Meetings

The President shall appoint the Chair and as many other Board Members or other persons as he or she deems appropriate to serve as regular or alternate committee members. The President shall be an ex-officio member of all committees. Committee meetings shall be open to any Board Member who wishes to attend, regardless of committee membership. Notice of all committee meetings shall be given to all Board Members at least 24 hours prior to each committee meeting. Public notices shall be sent or published within 24 hours of each committee meeting to the media.

ARTICLE V.
Disbursement of Funds

Funds shall be disbursed only upon authorization by the Board given either specifically or by budget approval. Approved funds to be disbursed, including payments, shall be processed and completed in such manner authorized by the Board.

ARTICLE VI
Amendment, Repeal, and Emergency Applicability

These Bylaws may be amended or repealed by a 2/3rds majority vote of the Board. In an emergency, as defined by Revised Code Section 1701.01(U), the special rules set forth in Revised Code Section 1701.11(C) shall be applicable and emergency regulations may be adopted either before or during an emergency under Revised Code Section 1701.11 and/or 1702.11.

RESOLUTION 26-07-03

A RESOLUTION ADOPTING THE BYLAWS OF THE DELAWARE COUNTY REGIONAL TRANSIT AUTHORITY

WHEREAS, the Delaware County Regional Transit Authority ("Authority") has been duly established pursuant to the laws of the State of Ohio; and

WHEREAS, the Board of Trustees finds it necessary and appropriate to adopt Bylaws governing the organization, administration, and conduct of the Authority's business and affairs; and

WHEREAS, the proposed Bylaws have been presented to the Board of Trustees for review and consideration; and

WHEREAS, the Board of Trustees has determined that adoption of the Bylaws is in the best interest of the Authority and will provide a framework for the orderly governance and operation of the Authority.

NOW THEREFORE BE IT RESOLVED, The Board of Trustees hereby adopts the Delaware County Regional Transit Authority Bylaws and provides the Authority to implement and administer the provisions of the adopted Bylaws.

This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Board of Trustees of the Delaware County Regional Transit Authority at a meeting held on the _____ day of _____, 2026.

_____

Bruce Luecke, President
Board of Trustees

RESOLUTION 26-07-04

A RESOLUTION APPROVING THE APPOINTMENT OF THE DELAWARE COUNTY TRANSIT EXECUTIVE DIRECTOR TO PROVIDE TRANSITIONAL EXECUTIVE LEADERSHIP AND SUPPORT TO THE DELAWARE COUNTY REGIONAL TRANSIT AUTHORITY

WHEREAS, the Delaware County Regional Transit Authority ("Authority") has been established pursuant to the laws of the State of Ohio to provide public transportation services within Delaware County; and

WHEREAS, the Board of Trustees recognizes the importance of experienced executive leadership during the Authority's organizational and transition period; and

WHEREAS, Andy Volenik currently serves as the Executive Director of the Delaware County Transit Board and possesses the knowledge, experience, and institutional expertise necessary to assist the Authority during its initial formation and transition; and

WHEREAS, the Board of Trustees desires to appoint Andy Volenik to assist the Authority from June 29, 2026, through December 29, 2026, including but not limited to:

- Assisting with the orderly onboarding and transition of Delaware County Transit operations to the Delaware County Regional Transit Authority;
- Providing executive leadership and administrative guidance during the Authority's organizational development;
- Assisting the Board of Trustees with evaluating and pursuing long-term funding opportunities, including the proposed sales tax initiative;
- Coordinating with legal counsel, consultants, governmental agencies, and other stakeholders as necessary to facilitate the successful establishment of the Authority; and
- Performing other duties as requested by the Board of Trustees that support the Authority's mission and transition efforts.

WHEREAS, the Board further acknowledges that all compensation and benefits for Mr. Volenik during this transition period shall remain the responsibility of the Delaware County Transit Board, and that the Delaware County Regional Transit Authority shall provide no salary, compensation, benefits, reimbursement, or other remuneration to Mr. Volenik prior to December 29, 2026.

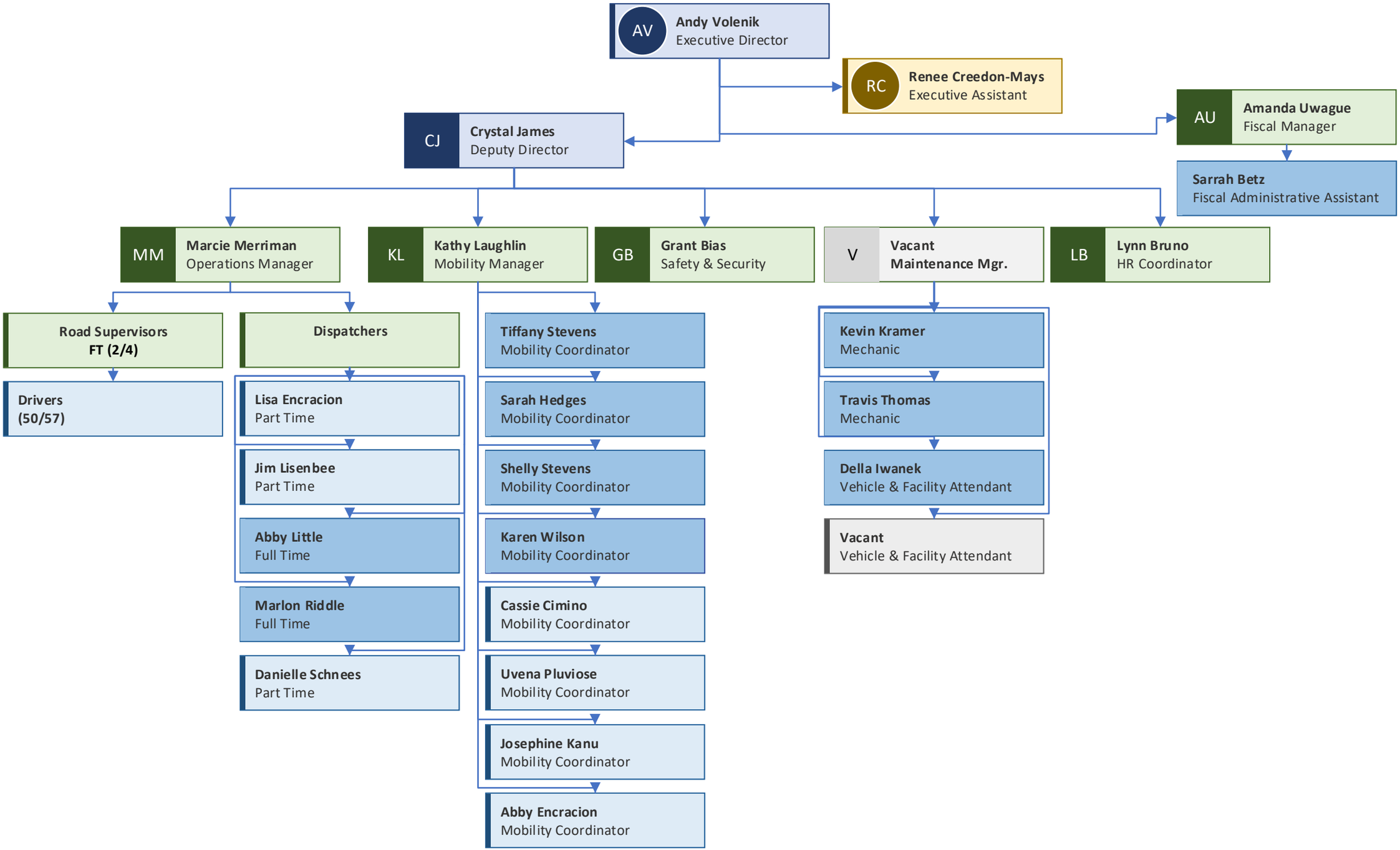
NOW THEREFORE BE IT RESOLVED, that the Delaware County Regional Transit Authority Board hereby approves the appointment of Andy Volenik to serve as the Executive Director assisting the Delaware County Regional Transit Authority during the transition period beginning June 29, 2026, and ending December 29, 2026.

This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Board of Trustees of the Delaware County Regional Transit Authority at a meeting held on the _____ day of _____, 2026.

_____

Bruce Luecke, President
Board of Trustees


AV
Andy Volenik
Executive Director
RC
Renee Creedon-Mays
Executive Assistant
AU
Amanda Uwague
Fiscal Manager
Sarrah Betz
Fiscal Administrative Assistant
CJ
Crystal James
Deputy Director
MM
Marcie Merriman
Operations Manager
KL
Kathy Laughlin
Mobility Manager
GB
Grant Bias
Safety & Security
V
Vacant
Maintenance Mgr.
LB
Lynn Bruno
HR Coordinator
Road Supervisors
FT (2/4)
Drivers
(50/57)
Dispatchers
Lisa Encracion
Part Time
Jim Lisenbee
Part Time
Abby Little
Full Time
Marlon Riddle
Full Time
Danielle Schnees
Part Time
Tiffany Stevens
Mobility Coordinator
Sarah Hedges
Mobility Coordinator
Shelly Stevens
Mobility Coordinator
Karen Wilson
Mobility Coordinator
Cassie Cimino
Mobility Coordinator
Uvena Pluviose
Mobility Coordinator
Josephine Kanu
Mobility Coordinator
Abby Encracion
Mobility Coordinator
Kevin Kramer
Mechanic
Travis Thomas
Mechanic
Della Iwanek
Vehicle & Facility Attendant
Vacant
Vehicle & Facility Attendant

RESOLUTION 26-07-05

A Resolution Declaring the Necessity of an Additional Sales and Use Tax Levy for Transit Purposes and Directing Submission of the Question to the Electors at the November 3, 2026 General Election

WHEREAS, the Delaware County Regional Transit Authority (the "Authority") was established pursuant to Chapter 306 of the Ohio Revised Code as a regional transit authority for the purpose of providing safe, reliable, and accessible public transportation throughout Delaware County; and

WHEREAS, R.C. 5739.023 states that the legislative authority of a transit authority is authorized to levy a tax upon every retail sale made within its territory for the purpose of providing additional general revenues for the transit authority, for a continuing period of time or for a fixed number of years, subject to approval by the electors; and

WHEREAS, The Authority does not currently have a sales and use tax levy in effect pursuant to R.C. 5739.023; and

WHEREAS, The Board of Trustees have determined that additional dedicated funding is necessary to maintain, improve, and expand public transit services for the residents of the territory of the Authority; and

WHEREAS, R.C. 5739.023 requires the Board of Trustees to adopt a resolution specifying the rate, purpose, and duration of the proposed levy and the date of the election, and must certify a copy of such resolution to the Delaware County Board of Elections and the Ohio Tax Commissioner not less than ninety (90) days before the election.

WHEREAS, The Board of Trustees desires to submit to the electors of the territory of the Authority the question of levying an additional sales and use tax at a rate of fifteen hundredths of one percent (0.15%) for a continuing period of time for the purpose of enhancing existing transit operations, expanding transit service throughout Delaware County, for the betterment of residents, businesses and stakeholders and providing funds for capital improvements including and not limited to facility expansion or renovations and vehicle replacements and expansion; and,

WHEREAS, the Board finds that submitting a sales and use tax to the electors within the territory of the Authority will provide the Authority with the financial resources necessary to preserve existing services and expand transit opportunities for residents, employers, seniors, individuals with disabilities, and visitors throughout Delaware County.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Delaware County Regional Transit Authority that:

Section 1. Declaration of Necessity. The Board of Trustees hereby declares it necessary to levy a sales and use tax within the territory of the Authority at the rate of fifteen hundredths of one percent (0.15%), as authorized by the Ohio Revised Code, for the purpose of providing additional general revenues for the Authority, funding a regional transportation improvement project under section 5595.06 of the Revised Code, or funding public infrastructure projects as described in section 306.353 of the Revised Code and to pay the expenses of administering such levy.

Section 2. Ballot Submission. The Board of Trustees hereby authorizes the submission to the electors of the territory of the Authority, at the General Election to be held on November 3, 2026, the question of levying an additional sales and use tax at a rate of fifteen hundredths of one percent (0.15%) for a continuing period of time, for the purpose of providing additional general revenues for the Authority, funding a regional transportation improvement project under section 5595.06 of the Revised Code, or funding public infrastructure projects as described in section 306.353 of the Revised Code and to pay the expenses of administering such levy.

Section 3. Rate and Duration. The proposed levy shall be at a rate of fifteen hundredths of one percent (0.15%) on retail sales subject to taxation under Ohio Revised Code Chapter 5739 and use subject to taxation under Section 5741.022, and shall be for a continuing period of time. The tax shall become effective on the first day of a calendar quarter next following the sixty-five (65) days after the Ohio Tax Commissioner receives certification of the election results from the Delaware County Board of Elections.

Section 4. Certification. The Board President and Executive Director are hereby authorized and directed to certify a copy of this Resolution to the Delaware County Board of Elections and the Ohio Tax Commissioner in accordance with Ohio Revised Code Section 5739.023, not less than ninety (90) days prior to the November 3, 2026, General Election.

Section 5. Further Actions. The Board authorizes the President, Executive Director, legal counsel, and other appropriate officials of the Authority to prepare, execute, certify, and file all documents necessary to place the question before the electors, including certification to the Delaware County Board of Elections, and further authorizes legal counsel to make any non-substantive revisions necessary to ensure compliance with Ohio law and election related-requirements.

Section 6. Prior Legislation. All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconsistent part thereof.

Section 7. Open Meetings. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Board, and that all deliberations of this Board and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Board of Trustees of the Delaware County Regional Transit Authority at a meeting held on the _____ day of _____, 2026.

_____

Bruce Luecke, President
Board of Trustees

RESOLUTION 26-07-06

A Resolution Declaring the Necessity of an Additional Sales and Use Tax Levy for Transit Purposes and Directing Submission of the Question to the Electors at the November 3, 2026 General Election

WHEREAS, the Delaware County Regional Transit Authority (the "Authority") was established pursuant to Chapter 306 of the Ohio Revised Code as a regional transit authority for the purpose of providing safe, reliable, and accessible public transportation throughout Delaware County; and

WHEREAS, R.C. 5739.023 states that the legislative authority of a transit authority is authorized to levy a tax upon every retail sale made within its territory for the purpose of providing additional general revenues for the transit authority, for a continuing period of time or for a fixed number of years, subject to approval by the electors; and

WHEREAS, The Authority does not currently have a sales and use tax levy in effect pursuant to R.C. 5739.023; and

WHEREAS, The Board of Trustees have determined that additional dedicated funding is necessary to maintain, improve, and expand public transit services for the residents of the territory of the Authority; and

WHEREAS, R.C. 5739.023 requires the Board of Trustees to adopt a resolution specifying the rate, purpose, and duration of the proposed levy and the date of the election, and must certify a copy of such resolution to the Delaware County Board of Elections and the Ohio Tax Commissioner not less than ninety (90) days before the election.

WHEREAS, The Board of Trustees desires to submit to the electors of the territory of the Authority the question of levying an additional sales and use tax at a rate of two-tenths of one percent (0.20%) for a continuing period of time for the purpose of enhancing existing transit operations, expanding transit service throughout Delaware County, for the betterment of residents, businesses and stakeholders and providing funds for capital programming including and not limited to facility expansion or renovations and vehicle replacements and expansion; and,

WHEREAS, the Board finds that submitting a sales and use tax to the electors within the territory of the Authority will provide the Authority with the financial resources necessary to preserve existing services and expand transit opportunities for residents, employers, seniors, individuals with disabilities, and visitors throughout Delaware County.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Delaware County Regional Transit Authority that:

Section 1. Declaration of Necessity. The Board of Trustees hereby declares it necessary to levy a sales and use tax within the territory of the Authority at the rate of two-tenths of one percent (0.20%), as authorized by the Ohio Revised Code, for the purpose of providing additional general revenues for the Authority, funding a regional transportation improvement project under section 5595.06 of the Revised Code, or funding public infrastructure projects as described in section 306.353 of the Revised Code and to pay the expenses of administering such levy.

Section 2. Ballot Submission. The Board of Trustees hereby authorizes the submission to the electors of the territory of the Authority, at the General Election to be held on November 3, 2026, the question of levying an additional sales and use tax at a rate of two-tenths of one percent (0.20%) for a continuing period of time, for the purpose of providing additional general revenues for the Authority, funding a regional transportation improvement project under section 5595.06 of the Revised Code, or funding public infrastructure projects as described in section 306.353 of the Revised Code and to pay the expenses of administering such levy.

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Section 5. Further Actions. The Board authorizes the President, Executive Director, legal counsel, and other appropriate officials of the Authority to prepare, execute, certify, and file all documents necessary to place the question before the electors, including certification to the Delaware County Board of Elections, and further authorizes legal counsel to make any non-substantive revisions necessary to ensure compliance with Ohio law and election related-requirements.

Section 6. Prior Legislation. All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconsistent part thereof.

Section 7. Open Meetings. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Board, and that all deliberations of this Board and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Board of Trustees of the Delaware County Regional Transit Authority at a meeting held on the _____ day of _____, 2026.

_____

Bruce Luecke, President
Board of Trustees

RESOLUTION 26-07-01

In the matter of attendance Roll Call for the regular meeting of the Delaware County Regional Transit Authority Board:

Roll Call for board members for the regular meeting of Delaware County Regional Transit Authority Board was as follows:

PRESENT	NAME	COMMENT
	President Bruce Luecke	
	Mr. Ben Turner	
	Mr. Forest Wilson	
	Mr. Todd Miller	
	Mrs. Darlene Magold	
	Mrs. Jill Love	
	Mrs. Sarah Huffman	

_____

Bruce Luecke, President
Board of Trustees

RESOLUTION 26-07-02

In the matter of approving the Consent Agenda for July 15, 2026 consisting of:

a.) Approval of the Agenda for July 15, 2026;

b.) Approval of the record of the July 6, 2026 Board Special Meeting;

_____

Bruce Luecke, President
Board of Trustees