

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

### MINUTES OF February 15th, 2012

**1) The DCTB Chair called the meeting to order and the roll was taken as follows: (12-02-01)**

\_\_\_\_ Tom Jones- Chair  
  X   Roger VanSickle  
  X   Erwin Dugasz, Secretary\*  
  X   Boots Sheets  
\_\_\_\_ Tim Dodge  
  X   Ed Helvey  
\_\_\_\_ Traci Cromwell

**Staff present for the meeting:**

  X   Denny Schooley- Executive Director  
  X   Crystal James- Administrative/ Operations Manager  
  X   Ginny Berry- Marketing and Public Relations Specialish  
\_\_\_\_ Richelle Fout- Financial Analyst  
  X   Stephanie Cameron- Office Administrator  
  X   Kristi Kuhbander- HR Coordinator  
  X   Tonya James- Mobility Manager

**2) In the Absence of Tom, Erwin Dugasz, being the only remaining officer appointed position on the board; he was the acting Chair for this meeting. He appointed Roger to serve as the acting Secretary for this month.**

It was moved by Boots and seconded by Roger to excuse the absences of Tim, Tom and Traci. (12-02-01) Motion passed.

**3) Public Comment**

No public was present.

**4) Presentation- MORPC- “2012 Metropolitan Transportation Plan”**

Andy Taylor, Planning Coordinator for MORPC provided the board with a summary overview of the Plan.

**5) Approval of Consent Agenda (12-02-02)**

- a) **Agenda for February 15th, 2012**
- b) **Minutes of January 18<sup>th</sup>, 2012**
- c) **Revised Financial Status for Month and Year ending December 31, 2011**
- d) **Financial Status for Month ending January 31, 2012**

It was moved by Ed and seconded by Roger to approve the Consent Agenda (12-02-02). Motion passed.

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### 5) Administrative / Operations Status Reports

#### a) Operations Report

Crystal had nothing to add.

#### b) Mobility Management

Tonya added that March 20<sup>th</sup> will be the Transportation Collaborative

#### c) Marketing Report

Ginny added that she spoke to OSHP about pedestrians walking along HWY 23. Also that board member photos will be taken at the next board meeting

#### d) HR, Safety, Training and Risk Management

Nothing to add

#### e) Financial Report

Denny added that there were receivables that are reflected in the revised 2011 year end financials.

### 6) Discussion / Action Items

#### a) Approval of ODOT Contract for purchase of property (12-02-03).

It was moved by \_\_\_\_\_ Boots \_\_\_\_\_ and seconded by \_\_\_\_\_ Ed \_\_\_\_\_ to approve the ODOT Contract for Purchase of Property (12-02-03). Motion \_\_\_\_\_ passed \_\_\_\_\_.

#### b) Approval of the purchase agreement for the property (12-02-04)

It was moved by \_\_\_\_\_ Roger \_\_\_\_\_ and seconded by \_\_\_\_\_ Ed \_\_\_\_\_ to approve the purchase agreement for the property (12-02-04). Motion \_\_\_\_\_ passed \_\_\_\_\_.

#### c) Approval to purchase and close on the property (12-02-05)

It was moved by \_\_\_\_\_ Boots \_\_\_\_\_ and seconded by \_\_\_\_\_ Ed \_\_\_\_\_ to approve of the purchase and to close on the property (12-02-05). Motion \_\_\_\_\_ passed \_\_\_\_\_.

#### d) Establish a nominating committee for officers (12-02-06)

It was moved by \_\_\_\_\_ Roger \_\_\_\_\_ and seconded by \_\_\_\_\_ Boots \_\_\_\_\_ to Establish a nominating committee for officers (12-02-06). Motion \_\_\_\_\_ passed \_\_\_\_\_.

*The committee includes Ed and Tim with Ed serving as the chair.*

#### e) Approval of a wage premium for training drivers (12-02-07)

It was moved by \_\_\_\_\_ Ed \_\_\_\_\_ and seconded by \_\_\_\_\_ Boots \_\_\_\_\_ to approve of a wage premium for training drivers (12-02-07). Motion \_\_\_\_\_ passed \_\_\_\_\_.

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**f) Adding a board member to the finance committee (12-02-08)**

It was moved by Ed and seconded by Boots to approve of adding a board member to the finance committee (12-02-08). Motion passed.

*Roger was placed on the Finance Committee due to his background in Finances.*

**7) New Business/ Comments**

**8) General Updates-** See Board Summary:

**9) Adjourn**

- i) There being no further business to transact, Roger moved to adjourn the meeting with Ed seconding the motion. Meeting was adjourned at 8:12 P.M.

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