

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF August 21, 2013

1. The DCTB Chair called the meeting to order and the roll was taken as follows: (13-08-01)

<u>X</u>	Tom Jones- Chair
<u>X</u>	Boots Sheets- Vice Chair
<u>X</u>	Roger VanSickle- Secretary
<u>X</u>	Erwin Dugas
<u>X</u>	Tim Dodge
<u>X</u>	Ed Helvey
<u>X</u>	Traci Cromwell

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>	Richelle Tirado- Controller
<u>X</u>	Tonya James- Mobility Manager
<u>X</u>	Grant Bias- Operations Supervisor
<u>X</u>	Tina Smith-HR Coordinator
<u>X</u>	Ed Pierson-IT Specialist

Staff present for the meeting:

- a. Approval of Absences (13-08-01)
No absences
- b. Pledge

2. Public Comment

No public present.

3. Approval of Consent Agenda (13-08-02)

- a. Agenda for August 21, 2013
- b. Minutes of July 17, 2013

It was moved by Roger and seconded by Ed to approve the Consent Agenda (13-08-02). Motion passed.

4. Reports

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a. **Board Committees**

i. **Finance**

Committee did not meet.

Legislative

Committee did not meet.

b. **Department**

Operations-Denny

Fixed route ridership is really up, and demand response is a little down.

A shelter has gone up at Grady Hospital.

c. **Executive Director**

Denny-

The garage sale was a success on Saturday and raised \$577 for the Common Ground Free Store.

Our new mechanic is on board now. He and Ed visited the Chillicothe Transit Agency to get ideas for our shop.

5. **Financial Status**

a. **Approval of financial status for month ending July 31, 2013 (13-08-03)**

Denny explained that we are in good shape with about \$200,000 cash on hand. We estimate carrying over about \$70,000 into next year.

It was moved by Ed and seconded by Tim to approve the financial status for month ending July 31, 2013 (13-08-03). Motion passed.

6. **Unfinished Business**

a. **Update and Review of CY 2014 Services**

Denny-

Presented to the Commissioners this week about 2014 services, and it went very well.

Denny mentioned to them about helping to cover our expenses for health insurance.

They seemed reluctant because of treatment and fairness to other county departments.

The Commissioners talked about wanting to see JFS use us more for medical transportation to help with our local match.

Denny met with COA and presented our plan for assisting them with their own transportation system. They are on board with that but would like to hold off 6 months into 2014.

Denny will be meeting with DD at their Board meeting next month.

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Denny explained that changes are being made to legislation to allow us to earn revenue by means other than transportation.

7. New Business

a. Approval to participate in State Purchasing Program (13-08-04)

The state, Dept. of Administrative Services, has already submitted bids, and this would allow us to participate in that for about \$200 per year.

It was moved by Boots and seconded by Roger to approve participation in the state purchasing program. (13-08-04). Motion passed.

b. Approval of sub allocation agreement between COTA and DCTB (13-08-05)

This explains how federal funds for urbanized areas will be divided between us and COTA.

It was moved by Traci and seconded by Tim to approve the sub allocation agreement between COTA and DCTB (13-08-05). Motion passed.

c. Approval of services agreement with COTA for para-transit assessments (13-08-06)

It was moved by Ed and seconded by Tim to approve a services agreement with COTA for para-transit assessments. (13-08-06). Motion passed.

d. Approval of position description for Facilities and Asset Manager (13-08-07)

There are new federal requirements for purchasing and managing of assets, that involve a great deal of responsibility and reporting. This new position will also be responsible for supervising the new mechanic.

It was moved by Boots and seconded by Roger to approve the position description for Facilities and Asset Manager (13-08-07). Motion passed.

8. Other Business-Open Comments

Erwin asked about changes coming to the Green Route and explained that there is an early morning stop at Walgreens, but no stop there later in the afternoon. Denny responded that rather than make too many changes to the Green Route, we will be adding more routes. Erwin explained that passengers are asking for earlier buses and later buses.

9. Adjourn

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