

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF September 25, 2013

1. The DCTB Chair called the meeting to order and the roll was taken as follows: (13-09-01)

<u>X</u>	Tom Jones- Chair
<u>X</u>	Boots Sheets- Vice Chair
<u>Ab</u>	Roger VanSickle- Secretary
<u>X</u>	Erwin Dugasz
<u>Ab</u>	Tim Dodge
<u>Ab</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>Ab</u>	Ginny Berry- Marketing and Public Relations Specialist
<u>X</u>	Richelle Tirado- Controller
<u>Ab</u>	Tonya James- Mobility Manager
<u>Ab</u>	Grant Bias- Operations Supervisor
<u>X</u>	Tina Smith-HR Coordinator
<u>X</u>	Ed Pierson-Facilities, Assets, and Technology Manager

Driver, Carolyn Roshon, was also present.

a. Approval of Absences (13-09-01)

It was moved by Erwin and seconded by Boots to approve the absences (13-09-01).
Motion passed.

b. Pledge

2. Public Comment

No public present.

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3. Approval of Consent Agenda (13-09-02)

- a. **Agenda for September 25, 2013**
- b. **Minutes of August 21, 2013**

It was moved by Traci and seconded by Erwin to approve the Consent Agenda (13-09-02). Motion passed.

4. Reports

- a. **Board Committees**
 - i. **Finance-No meeting this month. Finance committee will meet next month.**
 - ii. **Legislative-No meeting**

- b. **Department**

Denny noted that Ginny was at the fair all last week and on vacation now, so she doesn't have a report this month.

Crystal announced that for the month of September, we have had over 50 new riders for demand response. Fixed route ridership has surpassed demand response again this month. We started four new drivers and are going to continue interviewing for more.

- c. **Executive Director**

Denny showed the map/design plans for our remodeling, including the site plan, inside and outside building plan, as well as the park and ride shelter.

He explained that legislation changes to allow for ancillary services are still in progress, and he is waiting to be informed of when he can go testify.

5. Financial Status

- a. **Approval of financial status for month ending August 31, 2013 (13-09-03)**

It was moved by Traci and seconded by Erwin to approve the financial status for month ending August 31, 2013 (13-09-03). Motion passed.

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6. Unfinished Business

a. Update and Review of CY 2014 Services

Denny explained that we are moving forward with the administrative pieces as far as NTD and FTA requirements and deadlines. We got our certifications and assurances approved and are working on delegating who (within DATA) will be responsible for each part.

Denny has already met with COA about changes for next year, and they are on board with establishing their own transit system. He will meet with DCDD on Friday. He did get approval from FTA for us to lease out vehicles to other agencies.

We had one passenger in attendance for the three public hearings that were held this month. There will be a public participation held on Oct. 10th for input on our paratransit plan, and another public hearing in November to announce final changes for 2014.

7. New Business

a. Approval of appropriation changes for CY 2013 (13-09-04)

We need to move \$50,000 from supplies to services in our regular operations.

It was moved by Boots and seconded by Erwin to approve appropriation changes for CY 2013. (13-09-04). Motion passed.

b. Approval of extended FMLA in excess of 12 weeks for an employee (13-09-05)

Mike Bailey needs to be out for extended medical leave.

It was moved by Erwin and seconded by Boots to approve extending FMLA in excess of 12 weeks (13-09-05). Motion passed.

c. Approval of a revised Sub Allocation Agreement between COTA and DCTB (13-09-06)

We approved this last month, dealing with how money coming into the urbanized area will be split. Some minor changes have been made to the wording.

It was moved by Traci and seconded by Boots to approve a revised Sub Allocation Agreement between COTA and DCTB (13-09-06). Motion passed.

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d. Approval of Time Warner Agreement for Internet and Phone (13-09-07)

Our current contract expires in a couple of months, and if we renew now, we can keep our current rate. If we let the contract expire, our rates will increase significantly.

It was moved by Traci and seconded by Erwin to approve an agreement with Time Warner for Internet and phone (13-09-07). Motion passed.

e. Approval of CDL Training charge for employees (13-09-08)

This will be used with new hires coming in.

It was moved by Boots and seconded by Traci to approve a CDL training charge for employees who resign prior to the designated time (13-09-08). Motion passed.

8. Other Business-Open Comments

a. Discussion of CY 2014 budget

Denny explained that the budget is still in process and will be completed a little differently this year. He explained exactly what will be included related to equipment, technology, and programs.

Tom announced that next month's meeting will include Denny's annual review. Denny will send out his agreement and comments from last time. At the next meeting, each Board member will have five minutes to discuss with Denny directly.

9. Adjourn

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