

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF
August 20, 2014

1. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (14-08-01)

<u> X </u>	Tom Jones- Chair
<u> X </u>	Boots Sheets- Vice Chair
<u> X </u>	Roger VanSickle- Secretary
<u> X </u>	Erwin Dugasz
<u> X </u>	Ed Helvey
<u> Ab </u>	Tim Dempsey

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> Ab </u>	Tonya James- Mobility Manager
<u> X </u>	Tina Smith-HR Coordinator
<u> X </u>	Ed Pierson-Facilities, Assets, and Technology Manager
<u> X </u>	Grant Bias-Operations Supervisor
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a. Approval of Absences (14-08-01)

It was moved by Roger and seconded by Ed to approve Tim's absence (14-08-01).
Motion passed.

b. Pledge

2. Public Comment

No public present.

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3. Approval of Consent Agenda (14-08-02)

a. Agenda for August 20, 2014

b. Minutes of July 16, 2014

It was moved by Erwin and seconded by Roger to approve the Consent Agenda (14-08-02). Motion passed.

4. Reports

a. Board Committees

i. Finance - no meeting

ii. Legislative - no meeting

iii. Local Funding Committee - no meeting

b. Department

Ed P.-New phone system has been delayed because there were items we needed to purchase. Those items have arrived and are currently being programmed. Hope to have the new system installed by next Wednesday.

Crystal-We had 314 total riders on the summer connection route, which was disappointing. Ghost rider reports came in and were very good overall. We have met with each driver to discuss all issues, good and bad.

Ginny-We had a team in the wheelchair races, and they came in 3rd out of 18 teams.

c. Executive Director

No updates

5. Financial Status

a. Approval of financial status for month ending July 31, 2014 (14-08-03)

It was moved by Boots and seconded by Ed to approve the Financial Status (14-08-03). Motion passed.

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6. Unfinished Business--Discussion

a. Business Plan

No new updates

b. Telephone Service Provider

Ed P.-Once our new system is installed, we will look for a SIP provider.

7. New Business

a. Board update on commissioner work session (No Action)

Denny- Last week Tom, Boots, and Denny met with the commissioners to give updates and suggest Board input on new Board members and determining the Chair of the Board. The Commissioners were very receptive to all the information. As a result of this work session, a front-page article came out in the Gazette about DATA.

There is no news yet on a replacement for Traci.

b. Update on Bus Bucks program (No Action)

Denny-The COA Bus Bucks program began with providing \$50 per month to anyone 60 years of age or older within Delaware County. Each senior had to pay a \$4 co-pay for each trip. COA had budgeted \$10,000 per month for the program, and only about \$1,500 a month was being utilized. The program was good for city residents, but was not affordable or useful to residents outside of the city.

The program will now be based on number of trips rather than distance of trips. Each senior can take 8 trips per month, 2 of which can be outside of Delaware County. Unused trips will not carry over month to month.

c. Update on 5307 and COTA funds (No Action)

Denny-We still have not received the \$1 million from COTA. COTA is waiting to hear back from the FTA about the funds. The additional \$72,000 we were informed we were getting is now in question as to whether it will come to us or go to Sandusky County.

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d. FTA Section 5307 FFY2014 grant update (No Action)

These funds have been approved and will be used in calendar year 2015. We know these funds will be available to us in January 2015.

e. Approval of Title VI Program (14-08-04)

This is our civil rights program based on race, color, and national origin. Revisions have been made to address previous missing elements necessary for FTA.

It was moved by Erwin and seconded by Roger to approve the Title VI Program (14-08-04). Motion passed.

f. Approval of budget appropriation changes for CY2014 (14-08-05)

Due to our accrual system and the county's cash system, we have run out of funds in 5300, services and charges. We are asking for an appropriation increase of \$100,000 to services based on \$100,000 in revenue.

It was moved by Ed and seconded by Boots to approve the budget appropriation changes for CY2014 (14-08-05). Motion passed.

g. Approval of service contract with COA for outing transportation (14-08-06)

This is a standard contract currently for one outing to Columbus in December. Other trips may be booked in the future.

It was moved by Roger and seconded by Ed to approve a service contract with COA for outing transportation (14-08-06). Motion passed.

h. Approval of grant request to COA for CY2015 (14-08-07)

This year's grant was for \$177,000 based on 19% of Delaware City fixed routes. For next year, we are requesting \$266,000 based on 18% of current fixed routes and 18% of the new Sunbury route. We chose 18% because 18% of fixed route riders are seniors.

It was moved by Erwin and seconded by Ed to approve requesting a grant from COA for CY2015 (14-08-07). Motion passed.

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i. **Approval to establish a stand-alone internal financial process (14-08-08)**

Denny- We would like to bring our finances in house rather than running them through the county, which causes issues with audits and reconciling. Additional costs will be included for software, outside auditor, and charges for payroll. Later we will have to appoint a fiscal officer.

Denny explained that several questions arose from the auditors. He submitted them to the prosecutor, who did an excellent job of answering each one specifically.

Erwin asked about the total estimated long term cost for the switch over, and Denny stated he has not done any cost analysis yet, but if concerns arise, he will bring them to the Board.

Ed asked if Denny had anyone in mind for the fiscal officer. Denny explained that it could be the county auditor, a Board member, or a CPA.

It was moved by Roger and seconded by Ed to approve establishing a stand-alone internal financial process (14-08-08). Motion passed.

j. **Approval to establish Richwood Bank as DCTB's financial institution (14-08-09)**

After comparing banks, Richwood seems to be the best and most logical choice.

It was moved by Boots and seconded by Roger to approve establishing Richwood Bank as DCTB's financial institution (14-08-09). Motion passed.

k. **Approval to apply for a line of credit through Richwood Bank (14-08-10)**

We have been approved for a line of credit in the amount of \$250,000. We must designate who can sign for the loan and who will be able to draw money from the loan, which are specified in the resolution.

It was moved by Erwin and seconded by Boots to approve applying for a line of credit through Richwood Bank (14-08-10). Motion passed.

l. **Approval to obtain a federal tax ID number specifically for DCTB (14-08-11)**

This is required for doing our finances completely separate from the county.

It was moved by Roger and seconded by Ed to approve obtaining a federal tax ID number specifically for DCTB (14-08-11). Motion passed.

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m. Approval of advertising contract with Motion Media (14-08-12)

This is a year extension of our current contract.

It was moved by Ed and seconded by Boots to approve an advertising contract with Motion Media (14-08-12). Motion passed.

n. Approval of revised Marketing Policy (14-08-13)

Changes are minor.

It was moved by Roger and seconded by Boots to approve the revised Marketing Policy (14-08-13). Motion passed.

o. Approval of revised Service Policy (14-08-14)

Minor revisions were made in order to conform to the Title VI Program.

It was moved by Roger and seconded by Ed to approve the Revised Service Policy (14-08-14). Motion passed.

p. Approval of Employee Leave Policy (14-08-15)

The Employee Committee has worked together to approve revisions to this policy. There are significant changes, and some with budgetary impact. All references to the county were taken out due to some discrepancies. For example, the county accrues 3 years of vacation time, and we would like to only accrue 2 years worth, but this is controlled through our payroll, which runs through the county.

We have also specified the number of hours for holiday and vacation accrual in order to limit liability. Employees who have overages will be given the choice to either use it up or take a pay out.

New to the policy are personal leave, (two days per year of sick leave can be taken for any reason), and a specific procedure for using leave time.

Specific numbers and dates still need to be determined for the resolution.

It was moved by Boots and seconded by Roger to TABLE the Employee Leave Policy (14-08-15) until the next Board meeting on September 24, 2014.

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q. Approval revised Abusive/Disruptive Passenger Policy (14-08-16)

Crystal-This policy establishes how to handle passengers who are causing any type of problems. 1.) Call dispatch 2.) Pull over to safe location and ask passenger to exit the bus. 3.) Call law enforcement. 4.) Permanent suspension if necessary.

It was moved by Ed and seconded by Erwin to approve the Revised Abusive/Disruptive Passenger Policy (14-08-16). Motion passed.

r. Approval of Safety Belt/Child Seat Policy (14-08-17)

Crystal- This policy was pulled from a larger policy to stand alone separately and to be made more public.

It was moved by Roger and seconded by Erwin to approve the Safety Belt/Child Seat Policy (14-08-17). Motion passed.

s. Approval of incentive gift drawing for public surveys (14-08-18)

Ginny-Attending Sunbury Sounds and Sizzle event and would like to provide a \$100 Visa gift card as an incentive for completing surveys.

It was moved by Ed and seconded by Erwin to approve an incentive gift drawing for public surveys (14-08-18). Motion passed.

8. Other Business-Open Comments

Boots asked for an update about the lady with the unreasonable cart. Crystal explained she has boarded the bus once since then before she received notice of the policy. The policy has been mailed directly to her, as well as been posted on our website and on the screens in the buses.

Denny added that we have a big problem with passengers urinating on the buses. We have gone to the Prosecutor, but have been told that we cannot suspend passengers for this issue.

9. Adjourn

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