

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF
March 18, 2015

1. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (15-03-01)

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

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>	Tonya Layman-Mobility Manager
<u> X </u>	Tina Smith-Controller/HR Coordinator
<u> X </u>	Ed Pierson-Facilities, Assets, and Technology Manager
<u> Ab </u>	Grant Bias-Operations Supervisor

a. Approval of Absences (15-03-01)

It was moved by Roger and seconded by Ed to approve Erwin's absence (15-03-01). Motion passed.

b. Pledge

2. Public Comment

No public present.

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

3. Approval of Consent Agenda (15-03-02)

- a. Agenda for March 18, 2015
- b. Minutes of February 18, 2015

It was moved by Traci and seconded by Tim to approve the Consent Agenda (15-03-02). Motion passed.

4. Reports

- a. Board Committees
 - i. Finance – No meeting
- b. Department

Crystal shared a comparison of ridership from 2014 to 2015 for fixed routes, youth, and E & D. She also showed that the new Sunbury routes are increasing each month and are being used to get people to work.

She explained there will not be any major changes to the fixed routes in June, but we will be adding a stop at the Kroger distribution center.

Boots praised Ginny and the staff for an excellent presentation at the League of Women Voters meeting held at the library. There also was an article in the Gazette about the event, and there were some Facebook comments that were later posted in the Gazette.

Ed P. announced that we have gotten permission to install a shelter at St. Michael's at 35 Lexington.

Ed P. also explained plans for a new website through a company he and Denny met with. With this company, we could track who views our website, from where and what type of device, and what information they are looking for. The website would be formatted to fit any type of device. Eventually, passengers would have the capability of clicking on a route to find where that bus was and how long it would be before it gets to a particular stop.

He also announced that we will be having a demonstration of the Smart Box here on Monday. The Smart Box is an electronic announcement system for the buses that can be programmed to announce anything we want at GPS triggered locations. It could also be used to identify landmarks on routes and to give reminders to drivers about their daily tasks. The cost is \$1,400 per unit.

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

c. **Executive Director-Denny**

We plan to order two new buses soon. They will definitely have low floors and a ramp, rather than a lift. We will be meeting to determine other specifications such as the type of wheelchair securement and child seat restraints. Once ordered, it takes about six to nine months to get the buses.

All bids for the facility rehab came back high, so we have met with the architects and have made changes and deletions to our plan. They will redo the drawings and we will go out for bid again.

5. **Treasurer's Report-Financial Status**

a. **Approval of financial status for month ending February 28, 2015 (15-03-03)**

Total income for February = \$103,967.67

Total expenses for February = \$132,631.28

Checking account balance = \$841,012.19

Payroll account balance = \$12,881.00

It was moved by Ed and seconded by Tim to approve the Financial Status (15-03-03). Motion passed.

6. **Unfinished Business**

Traci asked about the passage of the state transportation bill. Denny explained it has passed the House, but still needs to go to the Senate and then the Governor.

7. **New Business**

a. **Approval of credit card monthly increase (15-03-04)**

Increase Ed's monthly credit card limit from \$5,000 to \$12,000

It was moved by Boots and seconded by Traci to approve the credit limit increase (15-03-04). Motion passed.

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

b. Approval of Services Contract for NCR (15-03-05)

\$2.98 per mile with no extra assistance charges

5310 special transportation funds will cover door-to-door service.

It was moved by Ed and seconded by Roger to approve the service contract for NCR (15-03-05). Motion passed.

c. Approval of Services Contract for DJFS (15-03-06)

Now moving to standardized contracts to simplify billing and create consistency.

\$2.98 per mile

It was moved by Traci and seconded by Ed to approve the service contract for DJFS (15-03-06). Motion passed.

d. Approval to dispose of obsolete equipment (15-03-07)

We have one vehicle to dispose of through GovDeals online auction. It has almost 300,000 miles. Vehicles usually bring \$1,800 to \$3,000.

It was moved by Boots and seconded by Tim to approve the disposal of obsolete equipment (15-03-07). Motion passed.

e. Approval of contract between DCTB and COTA for Section 5307 funds (15-03-08)

There were funds in Washington County that were going to expire, so they have been split among Warren, Medina, and DATA. We will receive approximately \$63,000, which will come as a grant from COTA as local money that we can use for anything.

It was moved by Traci and seconded by Roger to approve the contract between DCTB and COTA (15-03-08). Motion passed.

f. Approval to submit application to MORPC for Section 5310 funds (15-03-09)

5310 funds are mainly for specialized transportation for elderly and disabled. This is the first time we have qualified for these funds. The apportionment for the Columbus UZA was just under \$1 million. We have submitted for a total of \$400,000 to be used for mobility management and door-to-door service. We also helped other local agencies apply for 5310 funds for maintenance and vehicles.

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

It was moved by Traci and seconded by Boots to approve submitting an application to MORPC (15-03-09). Motion passed.

8. Other Business—Open Comments

Tom asked if we are able yet to service vehicles owned by other agencies. Denny explained that this has been a 3-year process in legislation and is still moving extremely slowly. Ed asked if this can be added into the transportation bill, and Denny explained that is what we are working toward.

Traci shared two compliments she received about DATA from the community. A county engineer was praising our mechanic and how lucky we are to have him. She also received thanks for DATA in regards to being part of the county's emergency plan and having helped in the past with moving people during emergency evacuations.

9. Adjourn

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