

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF December 19, 2018

1. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (18-12-01)

X	Boots Sheets-Chair
X	Ed Helvey-Vice Chair
Ab	Roger VanSickle-Treasurer
X	Troy Sabo
X	Jacob Fathbruckner
X	Becky Cornett
X	Fred Johnson

Staff present for the meeting:

X	Denny Schooley-Executive Director
X	Crystal James-Operations Director
X	Ginny Berry-Marketing and Public Relations Specialist
X	Tonya Layman-Mobility Manager
X	Tina Smith-Controller/HR Coordinator
X	Ed Pierson-Facilities, Assets, and Technology Manager
X	Grant Bias-Safety and Security Training Manager

a. Approval of Absences (18-12-01)

It was moved by Ed H. and seconded by Jacob to approve Roger's absence (18-12-02). Motion passed.

b. Pledge

2. Approval of Consent Agenda (18-12-02)

a. Agenda for December 19, 2018

It was moved by Ed H. and seconded by Troy to approve the Consent Agenda (18-12-02). Motion passed.

b. Approval of minutes from November 14, 2018

It was moved by Jacob and seconded by Becky to approve the Consent Agenda (18-12-02). Motion passed.

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

3. Public Comment

none

4. Financial Status – Treasurer’s Report

a. Approval of Financial Status for month ending October 31, 2018 (18-12-03)

Income = \$1.8 million ytd

Expenses = \$1.8 million ytd

It was moved by Troy and seconded by Ed H. to approve the Financial Status for month ending October 31, 2018 (18-12-03). Motion passed.

5. Reports

a. Department

Ed P. – We had an all-staff training about cyber security, suspicious packages, fire prevention, and fire extinguisher training.

Denny – The all-staff training was very valuable and interesting. We had three sessions with groups rotating. Instructors were from Homeland Security and the airport TSA. The cyber security training was very relevant. Afterwards, Ed P. sent out testing fishing emails and several people responded by clicking on the link. This was a great learning experience for them.

Ginny – Shared a sample name plate of the new Board member name plates that she is ordering.

Crystal – We had 510 riders over a four-hour period on the trolley and bus that we ran for shuttle service at the Delaware City tree lighting. Crystal will be meeting with the director of First Fridays to discuss shuttle service for all First Friday events.

b. Executive Director

Denny met with Franz Geiger, the head of a property management company in the Polaris area. He’s getting complaints from businesses that are not able to get employees due to lack of transportation. People are having to walk to far from COTA stops and Polaris is not a walkable area. Franz understands the transportation will not be free. Denny believes that county economic development needs to get involved and businesses are going to have to be flexible and work together.

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

Denny and Crystal met with SHARE, JFS, and city development. SHARE is a transportation company that has acquired the vehicles that NCR had. They are interested in working with businesses with more than 200 people to transport groups of people. Denny said he is not seeing any possibilities of us working with them yet.

Denny and a few staff members went to Mt. Vernon transit to look at their operations using a software program called ECOLANE. They have had the software for three years and their trips have doubled since they got it. Denny explained that he hasn't heard anything negative about ECOLANE. It reroutes trips on demand so drivers have tablets and their manifest is constantly changing throughout the day. It also includes an app, GPS, and calculates fares. It can cut 8 hours of labor in dispatcher radio time. Denny said we will be having ECOLANE come do a presentation, estimate cost, and then work on an RFP.

Denny announced that the OPTA convention is coming up on April 3-4, and Board members can attend at no cost to them. Denny is on the planning committee and will be working on possibly including leaning modules specific to Board members.

6. New Business

a. Establishing Meeting Dates and Times for 2019 (18-12-04) (Denny)

Meetings will be the third Wednesday of each month at 7:00 p.m.

It was moved by Ed H. and seconded by Jacob to approve the meeting dates for 2019 (18-12-04). Motion passed.

b. Election of Officers for CY 2019 (18-12-05) (Troy/Jacob)

Ed H. – Vice Chair

Roger – Treasurer

Jacob - Secretary

It was moved by Becky and seconded by Troy to approve the election of officers as listed above (18-12-05). Motion passed.

c. Approval of Revised Records Retention Policy (18-12-06) (Ginny)

The policy is modeled about the Ohio Attorney General's policy. It has been reviewed and edited by the County Prosecutor.

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

It was moved by Jacob and seconded by Fred to approve the revised Records Retention Policy (18-12-06). Motion passed.

d. Approval of CY 2019 Budget (18-12-07) (Denny)

Denny explained he made two changes to the budget: added employee raises and subtracted the OTPPP grant from income because we were not awarded the grant.

Jacob suggested the possibility of requesting funds for buses from the Commissioners. Fred suggested maybe asking the Commissioners to fund the ECOLANE software instead. Boots asked each Board member for their opinions. Denny noted that we may be able to use the OTPPP grant for software. Ed P. noted that there isn't time to prepare to ask the Commissioners for software this year. Denny concluded that he doesn't believe asking the Commissioners for anything this year would be beneficial. He stated we need to develop a good plan over time and present something to the Commissioners that they can't refuse; something that they feel like they will miss out if they don't support it.

Denny shared that he predicts our state funding will remain the same, around \$40,000-\$50,000 per year, and our federal funding for the urbanized area should stay stable at about \$1 million. He handed out and explained the apportionments and lapsing funds from 2013-2017 that we may be able to tap into over the next few years. He explained that he hopes to develop some services that businesses can pay for that result in a profit for us that can be used to serve more people.

Denny stated he would like the motion to approve the budget to include the proposed budget and the capital budget, but not the beyond current services budget. He would like to put the beyond current services budget on hold until further planning is completed.

It was moved by Jacob and seconded by Fred to approve the 2019 Budget (18-12-07). Motion passed.

e. Discussion and Appointment of Strategic Planning Committee (Denny/Boots)

This is to appoint a separate committee that will meet separately and regularly to work on strategic planning and then bring updates back to the Board each month.

Boots appointed Becky and Troy to serve on the committee with Denny and himself.

Ed H. moved to appoint Becky and Troy to serve with Boots and Denny on the Strategic Planning Committee. Troy seconded. After discussion, Boots called for a vote: Ed H. – I, Troy – I, Becky – I, Fred - opposed, Jacob - opposed. Motion passed.

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

7. Other Business – Open Comments

None

8. Adjourn

With no further business to conduct, the Chairman adjourned the meeting.