

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

### MINUTES OF March 17, 2010

#### 1) The DCTB Chair called the meeting to order and the roll was taken as follows: (10-03-01)

<u>  X  </u>	Gary Dougherty, Chair
<u>     </u>	Joe Clase, Vice-Chair
<u>  X  </u>	Ben Brown, Secretary
<u>  X  </u>	Boots Sheets
<u>  X  </u>	Tom Jones
<u>  X  </u>	Erwin Dugasz
<u>  X  </u>	Roger VanSickle
<u>  X  </u>	Denny Schooley, Executive Director
<u>  X  </u>	Crystal James, Administrative/Operations Manager
<u>  X  </u>	Ginny Berry, Executive Assistant
<u>     </u>	Richelle Fout, Financial Analyst
<u>  X  </u>	Stephanie Cameron, Clerical Assistant
<u>  X  </u>	Kristi Dalton, HR Coordinator

It was moved by       Roger       and seconded by       Ben       to       excuse       the absences. (10-03-01).

#### 2) Public Comment

There was no public present

#### 3) Approval of Board Minutes of February 17, 2010. (10-03-02)

It was moved by       Boots       and seconded by       Roger       to approve the minutes of the February 17, 2010 Board Meeting. Motion       passed       (10-03-02)

#### 4) Operations Report

Crystal spoke about her report and had nothing to add.

#### 5) Marketing Report

Ginny spoke about her report. She shared a picture of a sign that will be displayed on our own buses advertising what DATABus is about.

#### 6) Financial Reports

Denny had nothing to add

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It was moved by Ben and seconded by Erwin to approve the financial reports for the month ending February 28, 2010. Motion passed (10-03-03).

### 7) Action Items

#### a) Approval of Final Complementary Paratransit Plan (10-03-04)

It was moved by Boots and seconded by Tom to approve the Final Paratransit Plan and submit to ODOT for concurrence. (10-03-04) The motion passed.

#### b) Approval of Mobility Manager position and job description (10-03-05)

It was moved by Roger and seconded by Ben to approve the Mobility Manager position and Job Description. Erwin opposed. (10-03-05) The motion passed.

#### c) Approval of RFB for On-board computers (10-03-06)

It was moved by Boots and seconded by Ben to approve the RFB for on-board computers. (10-03-06) The motion passed.

#### d) Approval of Cell phones for Operation Services (10-03-07)

This motion was Tabled until the next meeting due to a request for more information and prices.

It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the purchase and use of cell phones for operation services. (10-03-07) The motion \_\_\_\_\_.

### 8) Discussion/Training/Updates

#### a) Facility

Denny spoke about the Facility; we are still waiting on the bill to be passed. Boots, Tom and Gary will be serving on an Adhoc Committee for the facility. Denny also spoke about the dead head miles cost for each month.

#### b) Statement of Qualifications

Denny spoke about the Statement of Qualifications that have been received back. Gary, Ben and Joe will be serving on an Adhoc committee for these as well.

#### c) Physicals

Denny spoke about employees getting physicals. Discussion was held. Board agrees that safety comes first and that DATABus administration should contact an attorney specializing on the issue that has arisen.

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**d) Re-imbursement of pre paid fares**

Denny spoke about the issue. They also agreed that the existing policy for prepaid fares should stand in place, stating that DATA is not responsible for any lost or stolen pass and that we are not able to reimburse any trips that have been prepaid and then cancelled.

**e) Budget/ Denials**

Denny spoke about the increase of our demand for services. We have hired more drivers to accommodate, and have two more buses on order also, but the issue is the Saturday service that we planned on starting. If the increase in ridership continues, then doing the Saturday service would possibly put us over the budget for the year. The board directed administration to put off the Saturday service until a later date to be sure we are able to fund it.

**f) Powell Parks and Recreation Group**

Denny spoke about the request for transportation for a group of teens in the Powell area during a summer program to various programs in Delaware County. The board determined that cost would be a factor and that administration would be responsible for determining the expense and the fare cost to be charged.

**9) Adjourn**

- i) There being no further business to transact, Boots moved to adjourn the meeting with Roger seconding the motion. Meeting was adjourned at 9:02pm.

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