

# **Licking County Transit Board**

## **Monthly Meeting**

10/19/2010

6:30 p.m.

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### **Members Present**

Pam Jones, William Schuler-Vice Chairman, Ryan Bagent, Naomi Mattingly Compton, John Neibarger, Shirley Stare, Jeremy Saling

### **Members Absent**

Dick Morrow

### **Staff Present**

Cathleen Sheets, Laurie Pitchford

### **Others Present**

Mike Rademacher, First Transit, Sue Clark, Catholic Social Services (CSS)

**Vice Chairman Schuler called the Licking County Transit Board to order at 6:33 p.m. October 19, 2010, in the Conference Room at 763 E. Main St., Newark, Ohio.**

### **Approval/Corrections of the September 2010 Meeting Minutes**

Vice Chairman Schuler asked if there were any corrections/additions to the September 2010 meeting minutes. There were no corrections.

*A motion was made by Naomi Mattingly Compton to accept the September minutes as written.*

*John Neibarger seconded the motion.*

*Motion passed.*

### **Comments from Citizens**

Vice Chairman Schuler recognized there were no comments from citizens.

### **Monthly Services Update by First Transit, Inc.**

Mike Rademacher, First Transit Regional Director of Operations, reported the following:

Dave Jones will not be coming back to LCTB as the Location Manager. Until a new candidate has been chosen for the position, either Mike Rademacher or Tanya Hawkins will be the Interim Location Manager.

Five (5) new drivers have completed training and there are six (6) more drivers ready to start training.

Naomi Mattingly Compton asked why Mr. Jones would not be returning to LCTB. Mr. Rademacher stated he was offered more money at his current site and decided to stay with his current site.

Vice Chairman Schuler asked about the maintenance issues LCTB has been having with the vehicles. Mr. Rademacher stated Tom Greaves, First Transit Regional Maintenance Director, and Jim Orlando, Loraine County Maintenance Manager, came to LCTB to work on the vehicles to get them all up to required standards. Mr. Orlando

will monitor the vehicles and let LCTB know when there are vehicles that need to be taken for maintenance.

Ryan Bagent asked if the Location Manager's job has been posted. Mr. Rademacher said it is posted on several on-line job-posting sites. The First Transit Human Resources Department reviews the applications and sends Mr. Rademacher the qualified applications for him to review. Pam Jones asked how many applications they have received. Mr. Rademacher said they have received two (2) viable applications and approximately five (5) applications that do not meet the necessary qualifications.

### **LCTB Operations Overview**

Cathleen Sheets, LCTB General Manager, reported she will be meeting the following week with Donna Flack, Licking County Board of Developmental Disabilities (LCBDD), to continue to discuss the consolidation with LCBDD. Ms. Sheets is still working on the Job Descriptions for the new positions to be created for LCTB. Once the Job Descriptions have been finalized they will be sent to Human Resources to be reviewed.

Ms. Sheets reported that some of the LCBDD drivers plan to come in to apply with First Transit for driver's positions.

LCTB is waiting for information on the vehicles LCBDD plans to transfer to LCTB with the consolidation.

LCTB staff received the new First Transit cost proposal from Mr. Rademacher as of today, October 19, 2010, and are in the process of reviewing it.

Vice Chairman Schuler asked if there were any major obstacles with the consolidation between LCTB and LCBDD. Ms. Sheets said at this time having enough drivers is a challenge because some of the LCBDD drivers have been finding employment elsewhere and leaving LCBDD early, resulting in sending these clients to LCTB before anticipated. Mr. Rademacher said First Transit would continue to hire drivers to work towards meeting the number of drivers needed.

### **Old Business**

#### **Coordination Update**

Sue Clark from Catholic Social Services (CSS), and the LCTB Coordinated Services Sub-Committee LCTB Member, reported there was not a Sub-Committee meeting in October. She also reported the ODOT Specialized Transportation Program (STP) deadline for Letter of Intent to apply for the grant was pushed to December 2010.

#### **By-Laws Revision**

Ms. Sheets handed out to the Board Members, By-Laws Revisions to Article 3, Section 4 Meetings. The handout acts as notification of a By-Law revision and will be voted on at the November 16, 2010, meeting. The revision will be to change the Licking County Transit Board meetings from the third Tuesday of the month at 6:30 p.m. to the third Thursday of the month at 5:30 p.m. commencing January 20, 2011.

### **New Business**

#### **Service Provider Contract Negotiations**

Laurie Pitchford presented a spreadsheet of the First Transit cost proposal revisions for the next three (3) years to the Board showing three figures; 1) the original contract

amount, 2) complete tooling of the maintenance bay, 3) and complete tooling of the maintenance bay and a building expansion to the maintenance bay. The new proposals are based on a total of 50,000 service hours and increase from 38,000 plus hours.

John Neibarger asked what is the current hourly rate and estimated hours being billed. The 2010 hourly rate is \$22.87 and the monthly fixed rate is \$14, 434.00. LCTB is currently in the second year of a five (5) year contract. Mr. Neibarger asked the staffs opinion of the proposal. Ms. Sheets stated staff is reviewing the proposal and going over the LCTB budget. An itemized list of the cost proposal has been requested of First Transit for clarification of the proposal costs. Mr. Neibarger asked who would own the tools once the contract was completed. Mr. Rademacher said LCTB would own the tools. Mr. Neibarger asked if the basic utility services would be adequate to accommodate the building addition. Ms. Sheets stated she would have to check with Building Code once the necessary equipment list is determined. Ms. Sheets stated the proposal was a preliminary start to the negotiations.

Mr. Neibarger asked who pays for the fuel and was told LCTB uses Englefield Oil Company fueling stations and pays for the fuel directly. Vice Chairman Schuler asked if this worked for LCTB and was told it works well for LCTB. The current system allows for LCTB to have more hands-on control of the fuel purchases, cards and PINS. LCTB is able to get daily reports allowing for daily reconciliation of fuel receipts.

#### **LCTB Staff Job Descriptions**

Ms. Sheets said she plans to have the administrative job descriptions completed by the end of the week and the mechanics job descriptions completed by the following week.

#### **Informational Items**

Naomi Mattingly Compton said she was at a Mid Ohio Regional Commission (MORPC) and while there was invited to become a member of MORPC Regional Policy Roundtable as a member of the LCTB.

Ms. Compton asked why an Earthworks Transit vehicle would be in Alexandria. Ms. Sheets said she has asked this type of question of Earthworks and is waiting for an answer to these questions from the City of Newark's Transit Operations Coordinator.

Shirley Stare said she met with Anne Arnott of the City of Newark/Earthworks Transit Operations Coordinator to discuss the Newark/Heath transit system. Ms. Stare gave Ms. Sheets a copy of a presentation Ms. Arnott presented at City of Newark Committee meeting and asked if she could give a copy of the LCTB monthly financial and ridership reports to Ms. Arnott. Ms. Sheets stated the LCTB records are public records. Ms. Stare said she would ask Ms. Arnott about the Earthworks vehicle being in Alexandria.

Ms. Stare asked when the next meeting would be for the negotiation with the City of Newark for the federal funding split. Ms. Sheets said a time has not been set as of yet. It is staff's understanding that Licking County Area Transit Study (LCATS) is planning to collect data from both systems before they set the next meeting date.

#### **Adjournment**

Hearing no further additions to the agenda, Vice Chairman Schuler requested a motion to adjourn the meeting.

*Shirley Stare made a motion to adjourn the meeting at 7:17 p.m.*

*Ryan Bagent seconded the motion.  
Motion passed.*

**Next Meeting**

Tuesday, November 16, 2010, at 6:30 p.m. to be held at the LCTB offices located at 763 East Main Street, Newark, Ohio 43055.

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William Schuler, Vice-Chairman

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Date

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Cathleen Sheets, Secretary

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Date