

# **Licking County Transit Board**

## **Monthly Meeting**

04/21/2011

5:30 p.m.

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### **Members Present**

Timothy Bubb - Chairman, William Schuler-Vice Chairman, John Neibarger, Naomi Mattingly Compton, Shirley Stare, Ryan Bagent

### **Members Absent**

Dick Morrow

### **Staff Present**

Cathleen Sheets, Laurie Pitchford

### **Others Present**

Robert Baggs, First Transit, Sue Clark, Catholic Social Services (CSS), Anne Arnott, City of Newark

**Chairman Bubb called the Licking County Transit Board to order at 5:30 p.m. April 21, 2011, in the Conference Room at 763 E. Main St., Newark, Ohio.**

### **Approval/Corrections of the March 2011 Meeting Minutes**

Chairman Bubb asked if there were any corrections/additions to the March 2011 meeting minutes. There were no corrections.

*A motion was made by Shirley Stare to accept the March 2011 meeting minutes as written.*

*William Schuler seconded the motion.*

*Motion passed.*

### **Comments from Citizens**

Chairman Bubb recognized there were no comments from citizens.

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

Robert Baggs, First Transit Location Manager, reported the following:

On-time performance has improved.

With the rise in demand for CDL drivers First Transit has agreed to pay for five (5) drivers to get their CDL licenses.

Seven (7) drivers started training on April 5, 2011.

There were approximately 11,420 trips in March 2011 and 5,970 trips as of April 19, 2011.

There were no accidents.

There was a Safety Meeting on March 23, 2011 at 7:00 p.m. Mr. Baggs talked about his goals and expectations. A new award is being given to the drivers, The Customer Service Award. This will be given to employees who have been recommended by Cathleen Sheets, LCTB General Manager or Robert Baggs, First Transit Location Manager. Naomi Mattingly Compton recommended to Mr. Baggs to submit the awards

to the Newark Advocate's Community Brief. The next Safety Meeting will be April 27, 2011.

Routine Maintenance has been completed on the buses.

Cathleen Sheets, LCTB General Manager, suggested putting together a book from the drivers who regularly transport special needs passenger to identify things that may be needed if there is an alternate driver.

### **LCTB Operations Overview**

Cathleen Sheets, LCTB General Manager, reported the following:

As of the end of February 2011 LCTB has had a 93% increase in ridership over the year-to-date figures for 2010. There was a record day on Monday, April 18, 2011, of 685 trips scheduled. Because of the increase staff is behind on completing the verification of data.

The LCTB participated in the collection of surveys on behalf of the Licking County Area Transportation Study (LCATS). LCTB handed out the surveys on the vehicles and had approximately a 30% return. This information will be used to update the Coordinated Plan, which needs to be in place for LCTB and other agencies to be able to apply for certain funding sources.

The LCTB has been scheduled for the FTA Triennial Review on August 25-26, 2011. The Transit Board members are welcome to come and participate in the review. The desk portion will be due by July 1, 2011.

The five (5) vehicles provided by First Transit passed inspection and can be re-licensed for another year. There were a couple recommendations for action that are currently being addressed. The remainder of the fleet will be inspected in May 2011.

Chairman Bubb asked if the LCTB could use the lift at the previous LCBDD transportation facility and if they would be willing to sell it to the LCTB. Ms. Sheets said she would look into it.

LCTB has been notified that the State of Good Repair Grant started in 2010 has been awarded for \$99,000.00 in federal fund to purchase replacement vehicles. LCTB will have to provide \$11,000.00 in matching funds.

### **Unfinished Business**

#### **Coordination Update**

Sue Clark from Catholic Social Services (CSS), and the LCTB Coordinated Services Sub-Committee LCTB Member, reported the Licking County Area Transit Study (LCATS) surveys for Coordinated Plan have been handed out and have had a good return.

The Sub-Committee is in the process of updating the phone tree for the Emergency Management Office response policy and procedures.

Ms. Clark will be conducting DRIVE refresher training for thirty-one (31) individuals of the Licking County Aging Program (LCAP), a Coordination Partner.



### Board Picture Date

All of the Board members were not present so it was postponed to the next Board meeting if all members are present.

### New Business

#### Triennial Review 2011

Ms. Sheets discussed this during the LCTB Operations Overview.

Resolution 11-05 LCTB authorizing the Chairman of the Board to sign the Acceptance of the Updates/Revisions/New Policies for the Licking County Personnel Policy Manuel  
*John Neibarger made a motion to approve Resolution 11-05 as presented.*

*Shirley Stare seconded the motion.*

*Motion passed.*

### Executive Session

*A motion was made by Naomi Mattingly Compton to move into Executive Session to discuss Personnel (pursuant to ORC 121.22(G)(1)) at 6:10 p.m.*

*Ryan Bagent seconded the motion.*

*Motion passed.*

*A motion was made by William Schuler to return from Executive Session at 6:33 p.m.*

*Shirley Stare seconded the motion.*

*Motion passed.*

There was no business to conduct from the Executive Session.

### Informational Items

There have not been any further discussion regarding the FTA Section 5307 funding split between the LCTB and the City of Newark Transit system. The Licking County Area Transportation Study (LCATS) is in the process of reviewing data obtained from both systems in an effort to assist in the discussion process. Chairman Bubb suggested sending a letter to Jerry Wray, Director of the Ohio Department of Transportation (ODOT) regarding the necessity to address the split.

### Adjournment

Hearing no further additions to the agenda, Chairman Bubb adjourned the meeting at 6:40 p.m.

### Next Meeting

Thursday, May 19, 2011, at 5:30 p.m. to be held at the LCTB offices located at 763 East Main Street, Newark, Ohio 43055.

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Timothy E. Bubb, Chairman

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Date

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Cathleen Sheets, Secretary

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Date