

# **Licking County Transit Board**

## **Monthly Meeting**

8/21/2014

5:30 p.m.

---

### **Members Present**

Timothy E Bubb-Chairman, John Neibarger , William Schuler, Deborah Cole, Dick Morrow, Shirley Stare, Ryan Bagent

### **Members Absent**

### **Staff Present**

Cathleen Sheets, Laurie Pitchford, Donna Flack

### **Others Present**

Albert Perez, National Express (NET), Michael Shonebarger, National Express (NET), Deb Cook-Gorsuch, Hannah Sparling (Advocate), Sandie Mapel, Jeffery Riffle, Janet Greene, Diane Jaquish, Matt Alban, Irene Kennedy, Dewande Thomas, Joyce Zimmerman, Charlsie Ramsey

**Chairman Timothy E. Bubb called the Licking County Transit Board to order at 5:30 p.m. August 21, 2014, in the Conference Room at 745 E. Main St., Newark, Ohio.**

### **Approval/Corrections of the July 2014 Meeting Minutes**

Chairman Bubb asked if there were any corrections/additions to the July 2014 Meeting minutes. There were no corrections.

*A motion was made by Shirley Stare to accept the July 2014 Meeting Minutes as written. Deborah Cole seconded the motion. Motion passed. The vote was unanimous.*

### **Comments from Citizens**

Various testimonies were provided by the citizens. Many expressed concern and requests for the Board to keep Sunday services. Other testimony was given in support of the need for public transit for work trips. In addition, there was some discussion of fixed route and other potential options of public transit versus cutting of the service hours. Any citizen wishing to speak was given the opportunity to do so. When there were no further comments from citizens Chairman Bubb thanked those present for their comments and told them that their comments will not be taken lightly by the Board.

### **Resolution 14-14 Service Reduction Plan**

*John Neibarger made a motion to approve Resolution 14-14 as presented; Licking County Transit service hours Monday through Friday 5am to 8pm, Saturday 6am to 6pm and no Sunday services. William Schuler seconded the motion. Chairman Bubb stated that tonight's decision is not easy but the Board has to make a decision that will support the major core service hours Monday through Friday and keep Saturday service hours intact for those that are counting on Licking County Transit to get them where they need to go during these main hours of service and for LCTB to remain viable. Board member Deborah Cole added that whatever the decision the Board makes this evening it is with the understanding that the Board's work is not done. The Board along with the staff will continue to work towards that perfect model but for now changes are proposed to keep*

the system financially sound. The remaining Board members were all given an opportunity to speak as well. *Motion passed. The vote was unanimous.*

### **Monthly Services Update by National Express Transit Corp (NET)**

Albert Perez, NET Location Manager, reported the following:

In the month of July 2014 ridership was approximately 15,354 one way trips, traveling 189,341 miles, 9,813 revenue hours and using 18,227 gallons of fuel.

There are currently 58 operators, 55 operators are active, one (1) operator on leave of absence and two (2) on workman's compensation. National Express will be interviewing next week and hope to obtain four (4) to six (6) new operators. Board member John Neibarger asked if there were an average number of hours a National Express employee works. Mr. Perez responded that it is a little over forty hours a week.

There has been nine (9) accidents year to date; no new accidents to report.

### **LCTB Operations Overview**

Cathleen Sheets, LCTB General Manager, reported the following:

Ms. Sheets reported she will now direct her focus back to the Triennial Review process and provided an update of the status of where it is. Chairman Bubb discussed the amount of regulations and processes that is required when using federal funding and that it is not an easy task and can add to the expense of a project. It is difficult for individuals to understand the amount of work and expertise that must be done when using federal funding. Another obstacle is that there still is not a dedicated federal transit bill.

### **Financial Update**

Laurie Pitchford, LCTB Fiscal Officer, reported the following:

Ms. Pitchford stated everyone is working hard to get caught up. Data is being entered forward and backward moving towards the middle. The bill payments were a little behind since she has been focusing on data entry but after today many will be paid up. Ms. Pitchford stated before we can make the next federal draw the grant must be approved; it is in the review process. Chairman Bubb stated staff needed to have a goal to get the National Express payments caught up through May by September.

### **Operations Report**

Donna Flack, LCTB Transit Operations Specialist, reported the following:

Ms. Flack reported she has been working on getting the complaints and incidents completed before the Triennial Review. In addition, Ms. Flack will be conducting a Major Unusual Incident (MUI) re-certification training next week for National Express operators.

### **Coordination Update**

Sue Clark, Sub-Committee representative, reported there was a coordination meeting held on August 13, 2014. There was not a quorum, therefore there was no official business conducted. Ms. Sheets asked Janet Berardi, Mid-Ohio Regional Planning Commission (MORPC), to come and speak to the coordination group about getting their

clients signed up for the Guaranteed Ride Home program. Ms. Clark will be providing training at the new Catholic Social Services (CSS) location on Brice Street, Newark.

### **Unfinished Business**

There was none.

### **New Business**

There was no additional New Business.

### **Informational Items**

Chairman Bubb asked Ms. Clark to inform the coordination group that the Open House planned for this fall will be pushed back to a later date when all the projects are completed. Chairman Bubb mentioned some of the projects done to this site may be eligible as an in-kind contribution to the LCTB. Ms. Pitchford stated that this process must be approved by the Federal Transit Administration (FTA) prior to being eligible for in-kind contributions. Chairman Bubb stated an In-Kind Plan should be a new priority. Chairman Bubb stated new signs for this location are on order and will be installed soon.

Board member William Schuler asked about the status of the new mechanic. Ms. Sheets reported that there are two (2) very good candidates being interviewed tomorrow.

Sandie Mapel stated the Transit Development Plan (TDP) items were boxed up and brought down to the Transit offices. Ms. Mapel stated she is willing to assist Transit with the TDP process until someone from the Licking County Area Transit Study (LCATS) is named to take over her projects. Chairman Bubb wished Ms. Mapel good luck with her new endeavors.

### **Adjournment**

Hearing no further additions to the agenda, Chairman Bubb thanked all the members and staff for their hard work and contributions to the LCTB. Chairman Bubb then adjourned the meeting at 6:40 p.m.

### **Next Meeting**

Thursday, September 18, 2014, at 5:30 p.m. to be held at the Licking County Transit Center located at 745 East Main Street, Newark, Ohio 43055.

---

Timothy E. Bubb, Chairman

---

Date

---

Cathleen Sheets, Secretary

---

Date