

# **Licking County Transit Board**

## **Monthly Meeting**

7/16/2015

5:30 p.m.

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### **Members Present**

Timothy E Bubb-Chairman, John Neibarger, Shirley Stare, Scott Ellis, Amy Hoovler-  
*Alternate*

### **Members Absent**

Deborah Cole, Dick Morrow, William Schuler

### **Staff Present**

Cathleen Sheets, Laurie Pitchford, Donna Flack

### **Others Present**

Michael Shonebarger, National Express (NET), Holly Shellogg, LCBDD

**Chairman Timothy E. Bubb called the Licking County Transit Board (LCTB) to order at 5:35 p.m. July 16, 2015, in the Conference Room at 745 E. Main St., Newark, Ohio.**

### **Approval/Corrections of the June 2015 Meeting Minutes**

Chairman Bubb asked if there were any corrections/additions to the June 2015 Meeting minutes. There were no corrections.

*A motion was made by Shirley Stare to accept the June 2015 Meeting Minutes as written. Scott Ellis seconded the motion. Motion passed. The vote was unanimous.*

### **Comments from Citizens**

There were none.

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

Michael Shonebarger, NET Interim Location Manager, reported the following:

In the month of June 2015 ridership was approximately 13,079 one way trips, traveling 180,382 miles, 8,926 revenue hours and using 17,157 gallons of fuel.

Mr. Shonebarger staffing shortages are still an issue, currently there are currently 51 operators on staff, but have use of 49 of them right now.

Michael Shonebarger reported there has been a concentrated effort by LCTB mechanics to resolve the A/C issues.

### **LCTB Operations Overview**

Cathleen Sheets, LCTB General Manager, reported the following:

Ms. Sheets reported that all the new hires are doing very well.

Chairman Bubb asked about our vehicle purchases and the requirement of accessibility. Ms. Sheets explained that the vehicles which are a part of the Transit Board must be accessible.

Chairman Bubb explained the recent work done on the Transit Center property, some tree clearing and preparation and preservation of the flag pole. There was a new Transit Board sign also posted that is made the same as all the other Licking County government departments. The Transit Center area looks very nice and professional.

Ms. Sheets distributed the new Go Bus brochures. Chairman Bubb encouraged those present to let as many know as possible that this service exists.

#### Financial Update

Laurie Pitchford, LCTB Fiscal Officer, reported the following:

Ms. Pitchford reported that National Express is paid through April 2015.

Ms. Pitchford also reported that the data is completely up to date. Job and Family Services (JFS) and Board of Developmental Disabilities (LCBDD) are billed up through May 2015.

Chairman Bubb shared the LCTB's cash position as of today per the County records. Chairman Bubb asked if the bills were paid to date, Ms. Pitchford stated now that the data is caught up she will be able to do a better job with that.

Chairman Bubb distributed a copy of a Fiscal Internal Control policy and procedural document for those present in the event that this may be helpful to any organization.

#### Operations Report

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

Ms. Flack reported there have only been 73 denials to date this month. Vice Chairman Neibarger asked what causes the denials. Ms. Sheets reported that the funding levels determine how many revenue hours can be scheduled. Ms. Sheets did explain more trips could be provided during the non-peak hours between 10am and 1pm.

Ms. Flack provided the Major Unusual Incident (MUI) training for the new National Express drivers and two (2) of our own staff members.

Ms. Flack stated that she and Ms. Sheets will be reviewing the existing runs and will be doing more consolidation in an effort to free up more seats and increase efficiency.

#### Coordination Update

Sue Clark, Catholic Social Services, reported the following:

Ms. Sheets reported the last meeting was in June and the next meeting is not until December. Members can request a Special Meeting if there are items to address.

#### Unfinished Business

Chairman Bubb stated some of the disruptive passengers have been dealt with professionally by the Transit manager. A couple individuals have even threatened staff and/or the Transit property and those individuals have been rightfully banned from services.

#### Informational Items

There were none.

**Adjournment**

Hearing no further discussion, Chairman Bubb adjourned the meeting at 6:26 p.m.

**Next Meeting**

Thursday, August 20, 2015, at 5:30 p.m. to be held at the Licking County Transit Center located at 745 East Main Street, Newark, Ohio 43055.

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John Neibarger, Vice-Chairman

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Date

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Cathleen Sheets, Secretary

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Date