

# **Licking County Transit Board**

## **Monthly Meeting**

7/18/2018

5:00 p.m.

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### **Members Present**

Rick Black-Chairman, Deborah Cole, William Schuler, Dick Morrow, Olivia Biggs, Shirley Stare

### **Members Absent**

Jeff Hindel

### **Staff Present**

Cathleen Sheets, Sam Sites, Donna Flack

### **Others Present**

David McManus, Licking County Board of Developmental Disabilities (LCBDD), Arnie Hisle and Tracy Kimble, MV Transportation, Inc., Rachel Powell, Janet Greene, Caroline Cook and Everett, Public Transportation Advocates

**Chairman Rick Black called the Licking County Transit Board (LCTB) to order at 5:03 p.m. July 18, 2018, in the Conference Room at 745 E. Main St., Newark, Ohio.**

### **Approval/Corrections of the June 2018 Meeting Minutes**

Chairman Black asked if there were any corrections/additions to the June 2018 Meeting Minutes. *A motion was made by Deborah Cole to accept the June 2018 Meeting Minutes as presented. Dick Morrow seconded the motion. Motion passed.*

### **Comments from Citizens**

Rachel Powell discussed the need for a levy to financially support enhanced transportation services. Chairman Black requested that Ms. Powell gather supporters, form a committee, prepare a plan and bring that plan to the Board to hear. Others present discussed the newly named Public Transportation Advocates, their activities and thanked the Board for their presence at these recent meetings. Chairman Black asked for patience while the LCTB is working on the Transit Development Plan (TDP). LCTB Transit Operations Donna Flack provided a brief summary of the past coordinated efforts and how that has changed over the past year or so. The LCTB has always believed and supported coordinated efforts today as it did in the past.

### **Monthly Services Update by MV Transportation, Inc.**

Arnold (Arnie) Hisle, MV Transportation, Inc. Interim General Manager reported the following: There are currently 47 drivers available for revenue services and four (4) have left employment. Mr. Hisle introduced Mark Williams as the MV Safety Manager.

Mr. Hisle said that MV and the Union have come to an agreement and will hopefully be signed soon.

### **LCTB Operations Overview**

Cathleen Sheets, LCTB General Manager, reported the following:

Ms. Sheets provided copies of the notices sent to three (3) riders whom had violated important policies. Ms. Sheets stated that she believes due to the LCTB partnering with MV on the cameras for the vehicles it has curbed incidents that may have been more severe.

Ms. Sheets stated she continues to work with Licking County HR Dept. but the Dispatchers positions remained unfilled. Ms. Sheets stated that she has also been meeting with a representative from Ohio Means Jobs (OMJ) about using the Work Experience Program (WEP) to find a worthwhile candidate for the Dispatcher's position. At this time Ms. Sheets asked the

Board for approval to advertise the positions on Indeed. *A motion was made by Deborah Cole to pay for the services of Indeed to advertise the open Dispatcher positions. William Schuler seconded the motion. Motion passed.*

Deborah Cole asked Ms. Sheets to give a brief explanation of the Metropolitan Planning Organization (MPO) and how the Licking County Transit Board (LCTB) works with them. In addition Ms. Sheets was asked to explain the different types of Transit Systems. Ms. Sheets reaffirmed the same information provided at the recent Board Meeting in which Juana Hostin, Ohio Department of Transportation (ODOT), discussed of the same topic.

#### Financial Update

Sam Sites, LCTB Fiscal Officer, reported the following:

Mr. Sites provided an explanation of the new financial statement that was in the meeting packet for the Board members. Mr. Sites asked for input in how the information was formatted and if there were any other items they wished to see before making this a standard form for the Board Members. The Board approved the new reporting format that was distributed to them.

Mr. Sites and Ms. Sheets pointed out to the Board the total revenue amount to date as compared to last years. The largest difference is there are many, for whatever reason, of the former riders that were in the past under the contracted services program that has now switched to Public Transit and now only paying a two dollar fare. However, those same individuals have generally expected the same benefits associated with contracted services. This major change and expectation cannot continue and the Board is going to have to be sure and point this particular issue out to the consultant chosen to develop the Transit Development Plan (TDP). The TDP will need to identify ways the LCTB can recoup those funds that are now non-existent and yet provide additional or alternative services.

Mr. Sites stated that he and Ms. Sheets are finishing up this year's Federal grant application. Ms. Sheets and Mr. Sites will be applying for another grant shortly after this grants approval so that there is no hold up in the process when the existing grant is expended.

#### Operations Report

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

Ms. Flack provided her monthly report. The monthly data showed there were 142,703 miles traveled, 5,668 revenue hours provided, 10,798 one way trips using 15,596 gallons of fuel.

Ms. Flack reported the administrative staff has had to fill in wherever they are needed to just get the job done. The scheduler is doing his best to group many trips but there are many parameters to consider when doing so. While the public prefers to see many riders on the bus it is often not understood how that changes the ride time and pick up time, etc. This may mean the rider may ride longer and get picked up earlier. This will then result in the riders themselves being unhappy with those variations. It is a very difficult balancing act with a County this large and the LCTB serves the whole County.

#### Unfinished Business

Transit Development Pland (TDP) Update

Ms. Sheets reported that she has many projects to work on while filling in for staffing shortages. The template provided for the TDP Request for Proposal (RFP) arrived and Ms. Sheets discovered it was not as clearly defined and certainly was not user friendly. This combined with staffing shortages, countless emails and voicemails to respond to have pushed back the ability to move on this project as well as some of the others. Ms. Sheets hopes to go back and forth between the various projects until they are completed.

#### New Business

Ms. Sheets stated she has been working with National Express and her legal counsel to finish the completion of National Express provider contract. Legal counsel stated that while there are some of the items Ms. Sheets had hoped to recoup, their advice was to finish the final payment

and put that contract to rest. *A motion was made by Olivia Biggs to pay the final payment to National Express. Shirley Stare seconded the motion. Motion passed.*

**Resolution 18-10 Authorizing Signature COTS RHEP Coalition MOU 2018-2021**

*Dick Morrow made a motion to approve Resolution 18-10 as presented. William Schuler seconded the motion. Motion passed.*

**Resolution 18-11 Authorizing Signature Job and Family Services Contract 2018-2019**

*Deborah Cole made a motion to approve Resolution 18-11. Shirley Stare seconded the motion. Motion passed.*

**Informational Items**

Chairman Black thanked those in attendance and asked them to remind the public we are working on the TDP, to give the LCTB the time needed to conduct the business at hand and the LCTB will certainly continue to keep the public informed.

**Adjournment**

Hearing no further discussion, Chairman Black adjourned the meeting at 6:20 p.m.

**Next Meeting**

The next Monthly Board Meeting will be held, Wednesday, August 15, 2018, at 5 p.m. to be held at the Licking County Transit Center located at 745 East Main Street, Newark, Ohio 43055.

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Rick Black, Chairman

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Date

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Cathleen Sheets, Secretary

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Date