

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF February 19th, 2020

1. Roll Call – 7:00 p.m.

The DCTB Chair called the meeting to order and the roll was taken as follows: (20-02-01)

| | |
|------------|------------------------------|
| <u> X</u> | Boots Sheets-Chair |
| <u> X</u> | Fred Johnson-Vice Chair |
| <u> X</u> | Jacob Fathbruckner-Secretary |
| <u> X</u> | Dave Black-Treasurer |
| <u> X</u> | Roger VanSickle |
| <u> X</u> | Becky Cornett |
| <u> X</u> | Dick Schrock |

Staff present for the meeting:

| | |
|-------------|---|
| <u> X</u> | Denny Schooley-Executive Director |
| <u> X</u> | Crystal James-Operations Director |
| <u> X</u> | Ginny Berry-Marketing and Public Relations Specialist |
| <u> X</u> | Tonya Layman-Mobility Manager |
| <u> X</u> | Tina Smith-Controller/HR Coordinator |
| <u> X</u> | Ed Pierson-Facilities, Assets, and Technology Manager |
| <u> Ab</u> | Grant Bias-Safety and Security Training Manager |

a. Pledge

b. Approval of Absences (20-02-01)

none

2. Approval of Consent Agenda (20-02-02)

a. Agenda for February 19, 2020 (20-02-02A)

Denny added Approval of Contract with Delaware Court Healthcare to the agenda.

b. Approval of minutes from January 8, 2020 (20-02-02B)

c. Approval of minutes from January 15, 2020 (20-02-02C)

d. Approval of minutes from January 24, 2020 (20-02-02D)

Roger moved and Dave seconded to approve the revised consent agenda (20-02-02A-D).
Motion passed.

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

3. Public Comment

none

4. Financial Status/Finance Committee Report

- a. Approval of Finance Committee Report, Minutes of February 7, 2020 and Financial Status as of December 31, 2019 (20-02-03)

Financial Status, total 2019, as of Dec. 31, 2019:

2019 Revenue - \$3,775,000
Labor - \$1,200,000
Operating Expense - \$2.4 million
Cash on Hand - \$2 million
Total Assets - \$7,075,000
Total Equity - \$3,800,000

It was moved by Dick and seconded by Fred to approve the Financial Status for month ending December 31, 2019 (20-02-03). Motion Passed.

Finance Committee Minutes:

Recommended no change to fares at current time.
Revised Treasurer's Role for By-Laws
Developed Business Change Template
Determined standard order of financials to be presented at Board meetings

It was moved by Dave and seconded by Dick to approve the Finance Committee Minutes (20-02-03). Motion Passed.

5. Strategy and Operations Planning Committee Report

- a. Strategic Plan Update/Discussion

Jacob reported no updates of changes. They are continuing to work as planned with staff and Marie to have a final report/plan to the Commissioners by April 1st.

- b. Approval of Strategy & Operations Planning Committee Report and Minutes from January 20, 2020, January 27, 2020, February 3, 2020 & February 10, 2020. (20-02-04)

Jacob reported they have established Denny's goals for 2020, continue to work on the strategic plan, and collaborated with members of the Finance Committee on the business change template.

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

Fred requested some revisions to the committee minutes for Jan. 27, 2020 and requested they be pulled from the list for approval until they can be revised.

Jacob moved and Fred seconded to approve the Strategy & Operations Planning Committee Report and Minutes for 1/20/20, 2/3/20, and 2/10/20 (20-02-04). Motion passed.

6. Updates/Presentations

a. Department

None

b. Executive Director

Denney explained that our 5310 Grant for FY 2019 operating is at the Department of Labor. Once they have approved it, we can start pulling down funds.

The apportionments for federal funds for 2020 have been determined. We will get \$272,996 for operating. The entire Columbus area will get \$18,763,000 to be split between us, Licking County, and COTA. We should get about \$700,000 that will be traded with COTA like last year.

7. New Business

a. Approval of Treasurer's Role and Modification of By-Laws (20-02-05) (Dave & Denny)

This is a revised and more specific version of the Treasurer's role for the Board By-Laws.

Dick moved and Dave seconded to approve the Treasurer's Role and Modification of By-Laws (20-02-05). Motion passed.

b. Approval of Project Template (20-02-06)(Dave & Becky)

This template is meant to be completed by staff to guide them on what information to bring to the Board when proposing a new project that involves significant changes to the agency and/or its services.

Dave moved and Jacob seconded to approve the Project Template (20-02-06). Motion passed.

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

c. Approval of Passenger Tiers (20-02-07) (Fred)

Crystal asked for clarification on the purpose of the tiers.

Fred explained they are meant to guide where we place our attention and focus.

Fred moved and Dave seconded to approve Passenger Tiers (20-02-07). After discussion and disagreement, Fred withdrew his motion and Dave withdrew his second. Passenger Tiers will be discussed on Monday in the Strategy and Operations Committee meeting.

d. Approval of Executive Director 2020 Goals (20-02-08) (Jacob)

Denny was asked if he was okay with the goals as written. He said he was fine with them.

Jacob moved and Fred seconded to approve Executive Director 2020 Goals (20-02-08). Motion passed.

e. Approval of Revised TAM Plan (20-02-09)(Ed)

Ed explained that this is our Transit Asset Management Plan that is required by FTA. Revisions were made to the plan to comply with all of FTA's requirements.

Jacob moved and Roger seconded to approve the revised TAM Plan (20-02-09). Motion passed.

f. Approval of Agreement with ARCPPoint (20-02-10)(Tina)

Tina explained that ARCPPoint is the company that conducts all of our pre-employment and random drug and alcohol testing. They have increased their rates for the first time in several years.

Jacob moved and Dick seconded to approve the Agreement with ARCPPoint (20-02-10). Motion passed.

g. Approval to submit OTP2 application (20-02-12)(Denny)

Denny explained that a letter of intent was due and submitted by last Monday in order to apply for this grant. We should receive about \$700,000. Denny will attend a full day workshop on how to complete the application before we actually apply.

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

Jacob moved and Fred seconded to approve submission of the OTP2 application (20-02-12). Motion passed.

h. Approval Delaware Court Healthcare Center Contract (Crystal)

Crystal explained that this is a local nursing home that approached us about some medical transportation for their residents. This is a 30-day contract because we are still working on finalizing our 2020 contract rates. Once this contract is up, she will discuss a year-long contract with them.

Jacob moved and Fred seconded to approve the contract with Delaware Court. Motion passed.

8. Other Business – Open Comments

Becky shared the OPTA Conference coming up in April if any Board members would like to go.

Dave asked for an update on the status of the strategic plan. Denny said the Board should see a draft by the first week of March. Dave suggested that the final plan for the commissioners should include the progress the Board has made with committees, procedures, and processes. Jacob suggested this be discussed at Monday's Strategy and Operations Committee meeting.

9. Adjourn

The Chairman adjourned the meeting.