DELAWARE COUNTY TRANSIT BOARD
BOARD MEETING

MINUTES OF
March 18th, 2020

1. Roll Call – 7:00 p.m.

The DCTB Chair called the meeting to order and the roll was taken as follows: (20-03-01)

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

Staff present for the meeting:

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

a. Pledge

b. Approval of Absences (20-03-01)

None

2. Approval of Consent Agenda (20-03-02)

a. Agenda for March 18, 2020 (20-03-02A)

Jacob moved and Dave seconded to approve the agenda for March 18, 2020 (20-03-02A). Motion passed.

b. Approval of minutes from February 19, 2020 (20-03-02B)

Dave moved and Roger seconded to approve the minutes from February 19, 2020 (20-03-02B). Motion passed.

3. Public Comment

none

4. Strategy and Operations Planning Committee Report

a. **Strategic Plan and Framework Presentation/Update/Discussion**

Marie explained that the Strategy and Operations Committee met Monday and made some adjustments to the Framework. She gave an overview of the Framework and noted the revisions that were made. These included adding in the new reduced fares once they are finalized and approved, as well as, adjusting the pilot schedule on p. 9 if it is affected by the reduced fares.

b. **Approval of Reduced Fare Pilot Project (20-03-05)**

Crystal explained the proposed fare reduction as agreed upon by the Strategy and Operations Committee, along with corresponding predictions and estimations of the resulting changes in ridership and revenue.

The selected plan (Option 2, Phase 2) is shown below:

July 1, 2020 – June 30, 2021
0-10 miles = $8
10+ - 20 miles = $17
20+ miles = $29
$3.80 per mile for out of county trips

Fred moved and Dave seconded to approve the reduced fare pilot project, Option 2 Phase 2 for July 1, 2020 through June 30, 2021 (20-03-05). All in favor. Motion passed.

c. **Approval of Strategic Framework and Action Plan (20-03-06)**

Denny noted that the Resolution was revised for tonight to include the edits that were discussed at tonight's meeting.

Becky moved and Jacob seconded to approve the Strategic Framework and Action Plan (20-03-06). All in favor. Motion passed.

d. **Approval of Strategy & Operations Planning Committee Report and Minutes from January 27, 2020, February 24, 2020, March 4, 2020, and March 9, 2020 (20-03-04)**

Becky explained that the committee has spent a lot of time working on the Strategic Framework and the fare reduction for approval at tonight's meeting.

Jacob moved and Roger seconded to approve the Strategy & Operations Planning Committee Report and Minutes for 1/27/20, 2/24/20, 3/4/20, and 3/9/20 (20-03-04). All in favor. Motion passed.

5. Financial Status/Finance Committee Report

a. Approval of Finance Committee Report, Minutes of March 6, 2020 and Financial Status as of January 31, 2020 (20-03-03)

Financial Status, as of Jan. 31, 2020:
Total Revenue = $59,400
Total Expense = $203,000
Operating Loss = $143,200
Cash Balance = $1,974,000
Total Equity = $3,669,000
Total Pension Liability = $3 million

Finance Committee Minutes:

- Developed and agreed on a standard financial package that may still have some minor adjustments here and there
- Working on standard contract rates
- Approved for the Chairman or Vice Chairman to sign off on Denny's time sheets and expense reports from now on
- Discussed topics that should be updated by Denny at each Board meeting

It was moved by Dave and seconded by Jacob to approve the Financial Status for month ending January 31, 2020 and Finance Committee Minutes (20-03-03). All in favor. Motion Passed.

6. Updates/Presentations

a. **Department**

Crystal – From March 10 until now, we've had 69 cancels on demand response due to the COVID-19. First Friday has been cancelled for April. We are still working with HBSS

on some issues with the new software, including scheduling and being able to track fixed route ridership on driver's tablets.

Ed P. – RFP went out for low floor vehicles and we have gotten two proposals back that are still being evaluated in order to make a determination. Outside construction including repaving is scheduled to begin on April 13th.

Ginny – Our new Delco Transit website is about 90% completed. Ginny showed a brief preview of the new site and explained that it is rider focused. It should go live within the next couple of weeks.

Grant – Our new Safety Plan required by FTA is due in July and has already been submitted to ODOT. OTRP has provided us with a template for a Pandemic Plan that we can develop. Working on a 4-year analysis for the Safety and Security Committee.

Tina – Shared and explained how COVID-19 has affected our employees so far. Explained a statement that went out to all employees listing our requirements and procedures regarding working at home, taking leave time, and making up lost work hours during the pandemic. We will be tracking all COVID-19 related employment expenses, as we may be able to seek reimbursement later.

b. **Executive Director**

Denny – MORPC open house has been cancelled.

Attended meeting at ODOT about requirements for applying for OTP2 funds. This is a competitive grant, so we will be working on our "story" to explain why we need the funds. Our request will be for $1.2 million, which includes $500,000 for operating, $480,000 for vehicles, and the remainder for other equipment.

MORPC Attributable Funds Committee (AFC) funds are available to us and COTA every two years. We haven't had a project that would fit, so have not requested funds in the past. We could possibly use these funds for collaboration on the Route 23 project. Dave requested that Denny send out a brief explanation to explain what AFC is.

Our Triennial Review is scheduled for this June. FTA looks into everything we do to make sure we are meeting all their requirements, not just financial.

In light of the formation of two new committees and numerous time-consuming requests coming in from the Board, Denny will be looking into the possibility and need for hiring an employee or consultant to perform the modeling and analytics that are being requested by the Board. Recently, staff has been consumed by these requests and are therefore, falling behind on other important obligations.

7. New Business

a. **Approval of Funds for Annual Employee Recognition Luncheon (20-03-07) (Tina)**

Actual luncheon is postponed due to the pandemic, but we would still like to have the funds available for when we can go out to lunch, or provide an alternative.

Dave moved and Fred seconded to approve funds for the Annual Employee Recognition Luncheon (20-03-07). All in favor. Motion passed.

b. **Approval of Bus Bucks Amendment with SourcePoint (20-03-08)(Tonya)**

The contract is written for a total of $100,000 for 2020, with no maximum or cap for each month. SP is asking us to sign an amendment to limit the amount per month to $7,239. This will have a huge negative affect on seniors being denied trips and a negative affect on us, as it makes it seem like we are mismanaging or limiting the funds. Denny recommended we do not sign the amendment, and continue Bus Bucks transportation as usual per the contract.

Dave moved and Jacob seconded that we reject the amendment. Roger and Becky abstained, all others voted in favor. Motion passed.

c. **Approval of Agreement with Veterans Administration for Fare Subsidy (20-03-09)(Tonya)**

VA would like to pay 100% of in county medical trips for veterans through Dec. 31, 2020.

Board agreed to not vote on the resolution tonight. Staff is to have more discussion with the VA about the details of the program, and bring back an actual agreement for the Board to approve.

d. **Approval of Service Agreement with Ohio Health (20-03-10)(Crystal)**

Ohio Health came to us asking us to provide transportation for individual patients from one facility to another. They are estimating about five patients at this time.

Jacob moved and Dave seconded to approve the service agreement with Ohio Health (20-03-10). All in favor. Motion passed.

e. **Discussion of Special Event Transportation (Crystal/Denny)**

We are waiting on clarification from FTA, so First Friday and other local events will be discussed at next month's Board meeting.

8. Other Business – Open Comments

Fred shared a revision that the Strategy and Operations Committee agreed on for the Strategy Framework.

Fred moved to include the revision in the Framework and Jacob seconded. Discussion included the fact that this particular revision was already included in the resolution for approving the Strategy Framework that was already passed this evening. Fred withdrew his motion. Jacob withdrew his second.

9. Adjourn

The Chairman adjourned the meeting.