

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF May 20th, 2020

1. Roll Call – 7:00 p.m.

The DCTB Chair called the meeting to order and the roll was taken as follows: (20-05-01)

<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>Ab</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>Ab</u>	Ed Pierson-Facilities, Assets, and Technology Manager
<u>X</u>	Grant Bias-Safety and Security Training Manager

a. Pledge

b. Approval of Absences (20-05-01)

Jacob moved and Dick seconded to approve Roger's absence (20-05-01). All in favor. Motion passed.

2. Approval of Consent Agenda (20-05-02)

Dave requested to move item 7c on the agenda to the end of the list of new business.

Dave moved and Jacob seconded to approve the consent agenda for May 20, 2020 (20-05-02). All in favor. Motion passed.

3. Public Comment

none

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4. Strategy and Operations Planning Committee Report (Becky)

a. Approval of S&O Committee report, minutes from April 22, 2020 and May 14, 2020 (20-05-07)

Becky shared that at the May 14th meeting they discussed the Route 23 Corridor project and the Flex pilot project, with an emphasis on the software currently lacking.

Dick moved and Dave seconded to approve the S&O committee report and minutes from April 22, 2020 and May 14, 2020 (20-05-07). All in favor. Motion passed.

b. Approval of Business Change Proposal document for FLEX Pilot project (20-05-08)

Fred drew attention to the third paragraph in the summary regarding the requirement for scheduling a trip by noon the day before for the FLEX Pilot project, rather than being able to schedule up to 15 minutes before a trip.

Denny explained the full intent is to work toward same day scheduling as soon as possible, it just isn't possible yet for the pilot because the software is still new and being improved and expanded. The hope is to have same day scheduling by the end of summer.

Jacob moved and Fred seconded to approve the business change proposal document for FLEX Pilot project (20-05-08). All in favor. Motion passed.

5. Financial Status/Finance Committee Report (Dave)

a. Approval of Finance Committee Report(s), Minutes of May 1, 2020, May 8, 2020, and May 14, 2020 and Financial Status as of March 31, 2020 (20-05-03)

Financial Status, as of Mar. 31, 2020:

Total Revenue = \$45,750

Total Expense = \$216,600

Net Loss = \$171,412

Cash Balance = \$1,863,000

YTD Revenue = \$259,000; YTD Expenses = \$603,000; YTD Operating Loss = \$343.800

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Dave asked why approximately \$595,000 was moved out of the income statement. Denny explained it was necessary for our accountant to move these funds into 2019 in order to properly finish our annual reports for the state audit. He said he would invite our accountant to the next finance committee meeting to explain the moving of these funds.

Finance Committee Minutes:

May 1st – Financial statements for March and decision to use CARES Act funding in conjunction with federal funding to extend the use of the CARES Act funds

May 8th – Contract rates, including fully allocated cost, another meeting was scheduled for May 14th to work on just contract rates. Discussion regarding business change documents being reviewed by the appropriate committee before being presented to the Board.

May 14th – Contract rates for 2020 were discussed, as well as a list of items to be addressed for the development of 2021 contract rates.

It was moved by Dick and seconded by Fred to approve the Finance Committee Report(s), Minutes of May 1, 2020, May 8, 2020, and May 14, 2020 and Financial Status as of March 31, 2020 (20-04-03). All in favor. Motion Passed.

6. Updates/Presentations

a. Department

Denny shared for Ed P. that the new low floor vehicles are ordered and Ed is currently working on a website for the Board.

b. Executive Director

Denny explained that we have a lot going on and due right now.

Our state audit is under way and is even more challenging and time consuming this year because the auditors are not on site and everything has to be transmitted electronically. This requires scanning and emailing numerous documents, and more is being required of us this year in regards to public records and public meetings.

The S&O Committee has been working on supporting a grant for which COTA and MORPC are applying. This grant is meant for cooperation and coordination of counties, and we wrote a letter of support for it.

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The split for the urbanized area for 2020 came today and COTA is in agreement with us, so we will be submitting our federal grant for our portion soon.

We were notified that we will have a reduction of about \$32,000 in our state funds. Instead of \$150,000 in OTP2 funds, we will be getting \$117,000. So, for our request for 2021, we will add this \$32,000 back in, along with the funds for the purchase of the fifth vehicle we need.

The Attributable Funds Grant is coming up, which uses CMAC funds. Our request needs to have something to do with air quality. There is a workshop the first week of June about applying, and applications are due by June 17th.

7. New Business

a. **Approval to submit UTP grant to ODOT for SFY 2021 (20-05-04) (Denny)**

Urban Transit Program, state funding of about \$150,000

Dick moved and Fred seconded to approve submitting UTP grant to ODOT (20-05-04). All in favor. Motion passed.

b. **Approval to submit OTP2 grant to ODOT for SFY 2021 (20-05-05) (Denny)**

Our request will include funds for a replacement vehicle, \$500,000 in operating, and the \$32,000 that we lost in 2020.

Fred moved and Dick seconded to approve submitting OTP2 grant to ODOT (20-05-05). All in favor. Motion passed.

c. **Approval of Post “Stay at Home” Service Plan (20-05-11) Crystal/Denny**

Our current plan expires this Friday, May 22nd. This new plan will replace that plan. The FLEX Pilot will begin June 1st, general public fares will remain suspended through May. June 1st fares will be reinstated at the new reduced rates that were approved to begin July 1st. The Green Route will remain suspended until COTA starts up their conjoining route at Crosswoods.

Fred asked if staff would consider running demand response service as usual with no fares until FLEX can begin same day service. Denny explained that FTA would not approve of us running the same service with a different name.

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Dave moved and Becky seconded to approve the post “Stay at Home” Service Plan (20-05-11). All in favor. Motion passed.

d. Approval of standard contract rates for 2020 (20-05-09) Tina/Denny

Denny explained that contracts have been very complicated in the past to accommodate all different types of trips. This has resulted in contracts, billing, and rates that are not consistent.

Our total cost, including depreciation is \$6.86. Our fully allocated cost, without depreciation, is \$5.15. Denny explained he has never included depreciation in our contract rates because all of our vehicles are paid for 100% by federal funding. He also has not included administrative costs in contract rates because they are fully supported through grants. To arrive at our proposed contract rate for 2020, of \$3.25, we used 100% of operating, 100% of maintenance, and 20% of mobility management costs.

Dave suggested in the future we fully address what should be included in the contract rates and the difference between \$3.25 and \$5.15. Dave and Dick agreed that \$3.25 is acceptable for the rest of 2020 as a transition period.

Dave moved and Dick seconded to approve standard contract rates for 2020 (20-05-09). All in favor. Motion passed.

e. Approval of contract rates for DJFS (20-05-10) Tina/Denny

Denny explained how the DJFS contract has always been different because they have a lot of longer trips out of county. We have always tried to capture all of our costs for all types of trips, which has resulted in a very complicated billing method and several different rates.

Tina explained why the rates of \$13.00 and \$3.25 would result in an overall monthly increase of 35-40% to JFS. Therefore, \$12.50 and \$2.00 were decided on in order to result in an overall monthly increase of about 3-5%.

Dave suggested that JFS should have the same rate as other contracts.

Dick moved and Becky seconded to approve contract rates for DJFS (20-05-10). After discussion, Dick moved to approve the contract rates for DJFS, with the removal of item a. from the resolution. Becky re-seconded the motion with the revision (20-05-10). All voted in favor except Dave voted no. Motion passed.

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f. **Discussion of new position for a project manager (Denny)**

Boots explained the idea of hiring a person to handle all the requests from Board members.

Dave requested a job description to explain what this person would do.

Jacob stated he's not comfortable with Board members being asked to not ask questions.

Boots took the item off the agenda and asked Board members to research what a project manager should do and would cost.

g. **Approval of hazard pay for employees (20-05-06) (Denny)**

Dave moved to go into executive session. Fred seconded. Roll call vote. All in favor. Motion passed.

Dave moved and Jacob seconded to come out of executive session. Roll call vote. All in favor. Motion passed.

Becky moved and Dave seconded to table the resolution. Roll call vote. All in favor. Motion passed.

8. Other Business – Open Comments

none

9. Adjourn

The Chairman adjourned the meeting.