

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF June 17th, 2020

1. Roll Call – 7:00 p.m.

The DCTB Chair called the meeting to order and the roll was taken as follows: (20-06-01)

<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>Ab</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>X</u>	Grant Bias-Safety and Security Training Manager

a. Pledge

b. Approval of Absences (20-06-01)

Dick moved and Fred seconded to approve Roger's absence (20-06-01). All in favor. Motion passed.

2. Approval of Consent Agenda (20-06-02)

a. Agenda for June 17, 2020 (20-06-02)

Correction of typo on #4; change to minutes of June 5th.

Denny stated that some typos in the Board packet will be corrected.

Dick moved and Fred seconded to approve the consent agenda for June 17, 2020 (20-06-02A). All in favor. Motion passed.

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3. Public Comment

none

4. Financial Status/Finance Committee Report (Dave)

- a. Approval of Finance Committee Report(s), Minutes of June 3, 2020 and Financial Status as of April 30, 2020 (20-06-03)

Financial Status, as of April 30, 2020:

Total Revenue = \$173,000

Total Expense = \$233,000

Net Loss = \$59,000

Cash Balance = \$2,470,000

YTD Revenue = \$432,000

YTD Operating Loss = \$402,000

A COVID Expenses spreadsheet has been added to the financial packet and will continue to be a part of the monthly packet. So far, we have spent and requested \$71,000 from the CARES Act.

Finance Committee Minutes:

Bob Ruzinsky attended and discussed year end adjustments made to the financials. His input was very educational and beneficial.

Dave requested an updated income statement as of Dec. 31st that reflects the adjustments made to the 2019 financial statements.

Dave shared financial data gathered from other transit agencies and Bob suggested doing the same with NTD data.

It was decided that nothing more will be done currently with the proposed project manager position.

It was moved by Dave and seconded by Dick to approve the Finance Committee Report(s), Minutes of June 5, 2020, and Financial Status as of April 30, 2020 (20-06-03). All in favor. Motion Passed.

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5. Updates/Presentations

a. Department

Ginny attended the OPTA Marketing Committee meeting, which discussed a “Safe to Ride” Campaign for transit agencies.

Ginny requested more funds for marketing in an effort to increase ridership and to educate the public about FLEX. Her proposed projects included: a direct mailing to all of Delaware City for an estimated \$8,000, radio ads that would reach 400,000 – 500,000 homes for an estimated \$2,000, and the purchase of promotional products for an estimated \$1,000.

Denny explained that our annual marketing budget has consistently been around \$5,000, but these proposed projects are needed above and beyond what we normally do.

Jacob and Dick supported the increased marketing, while Fred suggested waiting until FLEX can provide same day service.

Ed P. announced that he is working on setting up Delco Transit emails for all Board members, along with an internal website for Board members to access information. This should be available within the next couple of weeks.

b. Executive Director

i. UTP and OTP2

Applications are complete and have been submitted.

UTP = \$147,000

OTP2 = just under \$850,000

ii. AFC Grant

This is our first time applying for the Attributable Funds Grant, which is on a two-year cycle. This would be used to fund a vehicle replacement, and possibly DASH. The application is due July 17th. The required match is 80% for capital and 50% for operations. Denny will provide more information on this at the next finance committee meeting.

iii. S & O Committee

Chuck Dyer, Transit Administrator with ODOT, spoke before tonight’s meeting in an effort to educate the S & O Committee, and Board, on how funding works and what ODOT is willing to fund.

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6. New Business

a. Approval of Safety Plan (20-06-04) (Grant)

This is a new plan developed by FTA in 2018. All agencies must be in compliance with a completed plan by the end of 2020. ODOT and MORPC have approved our plan.

Fred suggested a one-page update be provided to the Board quarterly in regards to safety targets being met and the progress made by our Safety Committee. Grant agreed to provide this information.

Dick asked how often this Safety Plan is required to be updated. Grant replied, annually.

Dave moved and Dick seconded to approve the Safety Plan (20-06-04). All in favor. Motion passed.

b. Approval of Safety Policy (20-06-05) (Grant)

This is our Safety Policy that's been in place for several years. It just needed some updates and revisions.

Fred moved and Dick seconded to approve the Safety Policy (20-06-05). All in favor. Motion passed.

c. Approval of DJFS Service Contract (20-06-06) Denny

This is an amendment to our existing contract with our new Board approved rates and wording that addresses our procedures for bad behavior by passengers.

Dave asked why there is a cap of \$140,000. Denny explained that DJFS is required to set a limit in order for the auditor's office to reserve the funds. DJFS will ask for an amendment to increase the funds if needed before the contract expires.

Dick moved and Fred seconded to approve the DJFS Service Contract (20-06-06). All in favor. Motion passed.

d. Approval of Bus Bucks Pricing Agreement Amendment (20-06-07) Denny

This amendment addresses the change of our reduced demand response fares.

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Fred stated that he believed previous discussions included that the Bus Bucks rates would not change when our general public demand response rates decreased.

Denny disagreed, stating that he recalled the discussion being that current rates for contracted demand response transportation would not change as a result of the decreased general public demand response rates.

Dick moved and Jacob seconded to approve the Bus Bucks pricing agreement amendment (20-06-07). Jacob – yes, Fred – no, Becky – abstain, Dave – no, Dick – no, Boots – no. Motion failed.

- 7. Executive Session** – To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official. **BOARD MEMBERS ONLY – ALL OTHERS WILL BE ASKED TO SIGN OFF FROM VIRTUAL CONNECTIONS.**

Dave moved and Dick seconded to go into Executive Session. Roll call vote all in favor. Motion passed. Denny requested and the Board agreed for Tina to attend as well.

Dave moved and Dick seconded to come out of Executive Session. Roll call vote all in favor. Motion passed.

8. New Business

- a. Consider Hazard Pay (20-06-08) (Denny)

Dave moved to approve only item #1 and delete items #2 – #10. Fred seconded. All in favor. Motion passed.

9. Discussion – DCTB Governance

Becky explained that she put together the document provided because there had been controversy amongst the Board about members asking questions and asking too many questions. The document explains the duties of Board members and helps clarify the definition of reasonable inquiry.

Denny thanked Becky for the information and stated he believes Board members should be able to ask any questions they want and be provided with answers. He clarified that the difficulty for him is when individual Board members ask specific and time-consuming questions that the other Board members are not aware of or interested in. All Board members should be aware of the time and money spent on gathering information to address the requests of individual Board members.

Fred stated that the document was excellent and provided good food for thought for all Board members.

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10. Other Business – Open Comments

Dave asked what the conclusion was on the discussion regarding employees staying on payroll and remaining employed even when they don't have hours worked or available paid leave time. Denny stated we will bring more information, data, and a proposal to the Board next month.

11. Adjourn

Dick moved and Dave seconded to adjourn the meeting. All in favor. Motion passed. The Chairman adjourned the meeting.