

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF July 15th, 2020

1. Roll Call – 7:00 p.m.

The DCTB Chair called the meeting to order and the roll was taken as follows: (20-07-01)

<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> 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 (20-07-01)

none

2. Approval of Consent Agenda (20-07-02)

a. Agenda for July 15, 2020 (20-07-02A)

Dave moved and Fred seconded to approve the agenda for July 15, 2020 (20-07-02A). All in favor. Motion passed.

b. Approval of minutes from June 17, 2020 (20-07-02B)

Fred pointed out that paragraphs 2 and 3 under #7, Executive Session, need to be deleted.

Fred moved and Dave seconded to approve the minutes, with the revision stated above, from June 17, 2020 (20-07-02B). 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 July 3, 2020 and Financial Status as of May 31, 2020 (20-07-03)

Financial Status, as of May 31, 2020:

Total Revenue = \$173,000

Total Expense = \$293,000

Net Loss = \$119,000

Cash Balance = \$2.2 million

YTD Revenue = \$605,000

YTD Operating Loss = \$523,000

So far, \$186,000 has been billed to the CARES Act, out of an available total of \$2.7 million.

The facility rehab has cost \$611,000 with approximately \$40,000 left to pay.

Finance Committee Minutes:

Dave shared peer group info from NTD to be used to share and compare to identify areas of improvement. It was decided that no depreciation, pension, or leave liability entries would take place throughout the year within the financials. It was suggested that the Strategy and Operations Committee decide whether it is necessary to provide an update to the Commissioners regarding our progress on our strategic plan and the COVID situation. Dave noted that our final 2019 financial package has been revised to reflect the year end closing entries made by Bob Ruzinsky for the audit.

It was moved by Fred and seconded by Dick to approve the Finance Committee Report(s), Minutes of July 3, 2020, and Financial Status as of May 31, 2020 (20-07-03). Roll Call Vote. All in favor. Motion Passed.

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5. Updates/Presentations

a. Department – Employees and Current Ridership and Services

Crystal shared ridership from February through June for demand response, fixed route, FLEX, general public, and contracts. Our service hours are about 30% of what they were before COVID. She announced that we have been testing same day FLEX service and have had 40 same day trips in July so far. We are up to about 14 same day trips per day. She said she would like to start advertising the same-day service starting in August.

Tina shared driver hours, both hours worked and hours of paid leave time taken, for February through June. She explained that there are plans to increase ridership and conduct more training to provide more hours to drivers. Currently, we are not planning for any kind of lay-off, but working on providing more work. Dave suggested setting a number and being prepared for a possible lay-off just in case.

Crystal explained that since the Green Route is suspended for the rest of the year, she would like to expand FLEX service into that area to get people to Polaris, Sancus, and COTA. Board members agreed this would be a good idea. Dave asked if the rate would be the same at \$0.50 and \$1.00. Fred suggested a higher rate would be appropriate for the longer distance trips.

Denny suggested that Crystal prepare a couple of service options and rates for the next Board meeting. He added other ideas for service, such as a park-and-ride at 71 to get people into Columbus, and the possibility of us going all the way into downtown Columbus. Dick suggested that OSU would be another great opportunity for us to expand our services.

b. Executive Director – Grant Updates

- i. AFC – Attributable Funds Committee through MORPC
The screening application is due this Friday. We will ask for \$1,008,000 to fund nine replacement vehicles. Our cost would be \$252,000.
- ii. UTP – Urban Transit Program
The contract for \$149,321 is complete and signed. We will bill ODOT for these funds to cover expenses from July 1, 2020 forward.
- iii. 5310 & 5307
FTA has approved these grants and they are at the Department of Labor for approved. These provide \$860,000 in federal funds, of which we have to match \$485,000, and \$383,000 in operating that we match at 50%.

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iv. OTP2

We have no confirmation from ODOT yet on what they are going to do with these funds, but we will request \$750,000 for operating and \$99,000 for vehicles.

6. Discussion

a. LinkUS Corridor Discussion

Becky shared that Delaware County Economic Development has branded the Route 23 Corridor project as DC23, and LinkUS is a project shared by MORPC, COTA, and the City of Columbus that aims to address Routes 23 and 315 congestion.

Denny asked what we should do to contribute to these projects. Ideas included transportation to get people from Marion into Delaware to work, expanding our FLEX service to the Green Route area, identifying large employers and their willingness to fund transportation for their employees, and working toward serving everyone, not just the transit dependent.

7. New Business

a. **Approval of Service Contract with Ohio Health (Tentative) (20-07-04) (Crystal)**

Contract to transport people from their homes to various Ohio Health facilities. Dave asked if Denny was comfortable with the changes made by the Prosecutor, and he replied yes.

Becky moved and Jacob seconded to approve the service contract with Ohio Health (20-07-04). Roll call vote. All in favor. Motion passed.

b. **Approval of Service Contract with Alpine House (20-07-05) (Crystal)**

Group trips for senior residents at our standard contract rates which apply to all contracts on the agenda.

Fred moved and Dave seconded to approve the service contract with Alpine House (20-07-05). Roll call vote. All in favor. Motion passed.

c. **Approval of Service Contract with Willow Brook (20-07-08) (Denny)**

Individual trips for adult day care

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Fred moved and Roger seconded to approve the Service Contract with Willow Brook (20-07-08). Roll call vote. All in favor. Motion passed.

d. Approval to Suspend Green Route until December 31, 2020 (20-07-06)(Denny/Crystal)

Crystal explained they are working on a replacement, but are hoping that FLEX can accommodate the previous Green Route riders and area until then.

Dave moved and Fred seconded to suspend the Green Route until December 31, 2020 (20-07-06). Roll call vote. All in favor. Motion passed.

e. Approval of Supplemental Health and Safety Directives to the COVID-19 Plan (20-07-07)

A plan for dealing with employees and passengers was left out of our previous plan. This addresses the fact that employees or passengers who are exposed, symptomatic, or positive will not come to work or ride the bus.

Dick moved and Dave seconded to approve the addition of the supplemental directives to the COVID-19 Plan (20-07-07). Roll call vote. All in favor. Motion passed.

f. Approval to submit grant application to SourcePoint for CY2021 (20-07-10)(Tonya)

There was an error when it was previously stated to the Finance Committee that this was due in August. It is actually due July 24, 2020. In the past, this grant was to fund our fixed routes. This time it will be used to fund FLEX. The total will be approximately \$200,000. Fred suggested asking for more as FLEX is a much better and higher quality service than the fixed routes. Denny agreed.

Fred moved and Dave seconded to approve submitting the grant application to SourcePoint for CY2021 (20-07-10). Roger abstained. Becky abstained. All others voted in favor. Motion passed.

g. Approval to submit grant application to MORPC AFC for 2020-2021 (20-07-11)(Denny)

This is a screening application to be submitted to the Attributable Funds Committee for \$1 million over a two-year period to fund replacement vehicles.

Dave moved and Dick seconded to approve submitting the screening grant application to MORPC AFC for 2020-2021 (20-07-11). All in favor. Motion passed.

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8. Executive Session

- a. Discussion of 2019 Financial Audit

Dave moved and Roger seconded to go into Executive Session. Roll call vote. All in favor.
Motion passed.

- b. 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 come out of Executive Session. Roll call vote all in favor.
Motion passed.

9. New Business

- a. Approval of DRAFT 2019 State Audit Report (20-07-09) Dave

_____ moved and _____ seconded to approve the DRAFT 2019 State Audit Report. All in favor. Motion passed.

10. Other Business – Open Comments

11. Adjourn

The Chairman adjourned the meeting.