

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

### MINUTES OF August 19<sup>th</sup>, 2020

#### 1. Roll Call – 7:00 p.m.

The DCTB Chair called the meeting to order and the roll was taken as follows: (20-08-01)

<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>  AB  </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 (20-08-01)

none

#### 2. Approval of Consent Agenda (20-08-02)

##### a. Agenda for August 19, 2020 (20-08-02A)

Becky moved and Dave seconded to approve the agenda for August 19, 2020 (20-08-02A). All in favor. Motion passed.

##### b. Approval of minutes from July 15, 2020 (20-08-02B)

Becky moved and Dave (with one noted correction) seconded to approve the minutes from July 15, 2020 (20-08-02B). All in favor. Motion passed.

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### 3. Public Comment

none

### 4. S&O Committee Report (Becky)

#### a) Review of meeting and minutes from July 21, 2020 meeting

Becky reviewed items listed in the Strategy and Operations meeting minutes. She also said they had invited Kelsey to discuss the DC23 corridor plan and how it relates to transit. She said the Committee asked Denny to prepare and update DCT's Strategic Framework and Action Plan and that it be sent to the County Commissioners. Denny sent a two-page plan update to them. Denny stated the only response received was from Commissioner Lewis telling him "thank you". Becky also stated that Jacob had brought up the topic of long- and short-term fare strategies.

#### b) Discussion with guest Kelsey Scott with Delaware County Economic Development

Kelsey introduced herself as the Delaware County Economic Development Coordinator. She said, specifically, she is the project manager for all things 23 corridor since she began at the County in November of 2019. She said the DC23 project started as One Delaware and from that a study was done to review the corridor. The study recommended overlay districts for zoning be created and a brand be created for it overall. After outreach and stakeholder meetings Delaware Connection, also known as DC23, was created. Part of the message is centered around the message of green and growing. Most of the work now being done is internal. Orange Township is planning, however, to approve an overlay zone at their meeting next month. Kelsey said she has met a number of times with Denny and Crystal and is excited to work on transportation in the 23 corridor as a part of DC23. She is looking forward to developing ways to service manufacturing in Lewis Center, Polaris and Delaware City. Denny asked if there is a board or committee that manages DC23. Kelsey answered that there is no formal committee. Denny then asked if the Delaware County Commissioners are involved? Kelsey said the Commissioners are involved. They're very supportive and they commissioned the study. Fred asked who is planning it all out so that it comes out like the pictures. Kelsey answered work is still mostly internal at this point. COVID has affected the speed of this developing. It will also be dependent on work with business and individual townships along the corridor going forward.

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- c) Views on workforce and economic development in Delaware County and Possible transportation needs of workforce and businesses

Denny told the Board his thoughts regarding workforce. He said 80% of jobs filled are by those coming in to the county and 80% of the residential workforce leave the county. So, it is important to look at the connection to other counties. Denny discussed immigrants from the 161-area working in the industrial park and needing transportation. He said we now have access to StreetLight data, a software that uses cell phone data to measure activity on all streets to help us in planning. Second shift is important, so we should consider running later. Dave asked if we know what percentage of those 80% coming from outside the county would use a bus? Denny said that is the question and a difficult one to answer. Fred said we iron out the Pilot Service we have and be able to then expand area and hours to OSU or Cleveland Ave and 161 areas. Denny agreed. Fred asked what's happened with the regional transit conference? Denny answered that much of the recent meetings center around mobility management and response to COVID and also how to pool resources. Becky suggested a presentation from APTA regarding the topic of pooling resources and that it be possibly be presented at the regional meeting.

Kelsey said that branding is just the first piece of the puzzle. COVID slowed the process. Denny asked if the 23-corridor study is still a valid plan to help guide us in our planning. Kelsey said yes, it is.

- d) Regional Transportation

Kelsey said 71 and Route 36/37 is on the radar and more study will be done there. 75,000 new residents are projected for Delaware County in the next 20 years. Boots commented about working on a Route 73 project when he was Commissioner and asked Kelsey if she was familiar with it and why it didn't get built. She said she was not, but that she would be interested in researching it.

- e) Age Friendly update – Tonya

Tonya gave an update of Age Friendly on Kathy's behalf. The meeting scheduled for March 23<sup>rd</sup> was cancelled. DCT has updated its Mobility Management website and Age Friendly is looking for volunteers who are 55 and up to review the plan.

- f) Project update to Commissioners

Denny told the Board that a quick update on current services was sent to the Commissioners. We received a single response back from Commissioner Lewis who said thank you.

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- g) Potential program to help older adults and their families to quit driving

Denny said that we might seek an innovation grant. Dick asked for examples. Denny said that for example, he and his wife have a really difficult time in encouraging her grandmother to quit driving even though it is unsafe. Denny said we need to have service in place so they (seniors) know they won't be giving up their independence. Becky said we could possibly partner with a group like Go Go Grandparent where safety is monitored. We would also work with groups like SourcePoint, Grady, and AAA safe driver program.

There was a roll call vote to accept the minutes. All were in favor.

### **5. Financial Status/Finance Committee Report (Dave)**

- a. Approval of Finance Committee Report(s), Minutes of August 7, 2020 and Financial Status as of June 30, 2020 (20-08-03)

Financial Status, as of June 30, 2020:

Total Revenue = Gross profit \$301,400

Total Expense = \$161,000

#### **Finance Committee Minutes:**

Dave gave an overview of the Finance Committee meeting. He said that there was discussion on how to use peer group information. Denny was asked for five best use practices and five worst and to project what cash would be needed for the next five years. It will be a two to three-month process to determine. Dave said that the financials will be updated to separate FLEX.

It was moved by Dave and seconded by Fred to approve the Finance Committee Report(s), Minutes of August 7, 2020, and Financial Status as of June 30, 2020 (20-08-03). All in favor. Motion Passed.

### **6. Updates/Presentations**

- a. **Department**

Crystal updated the board regarding Operations. She said that Demand Response levels are back to pre-COVID levels and that contract trips are going back up. FLEX numbers are also going up. Crystal showed a comparison of Fixed Route vs. FLEX.

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Fred asked for unlinked FR rides from January until start of FLEX, since riders took multiple Fixed Routes to get to their single destination, it might appear there were more FR vs. FLEX because FLEX takes the passenger to their destination directly. Crystal added we are also still limiting three passengers to a bus, so that will affect efficiency between the two types of service. She is concerned that will reflect poorly on FLEX as a pilot. Fred asked if there will also be texting without the app. There was some discussion, but it was determined that this could be done.

Ginny updated the Board as to FLEX marketing activities. She said she has stayed within budget thus far. While there are not many in-person events going on, we have done many outreach activities for FLEX. Some of these include, a press release resulting in a Gazette article and news spot on ABC 6, distributing FLEX information cards, mailings to industrial park businesses and temporary agencies, Facebook ads and an I-Heart Radio ad.

### b. **Executive Director**

Denny told the Board that we have been exploring a software called VIA. Tomorrow at the MORPC, COTA coordination meeting they will talk about VIA and how it's working for COTA.

We have been given a quote from HBSS on cashless payment, but want to hold off until we look at a software NEORIDE is using that works across systems.

## 7. **New Business**

### a. **Approval to submit application for AFC Grant (20-08-04) (Denny)**

Last month we submitted a screening grant. No questions came back to us regarding the submission. The grant is for \$1 million for replacement vehicles. Dave asked what is mileage for good repair? What is the definition of good repair for our buses? Denny said five years or 150,000 miles for this type of vehicle. Dave asked if the buses would be disposed of or if they would be expansion vehicles and their general mileage. Ed gave the details and said that we would dispose of three. He said some are past mileage and some would be outside the five years by the time new buses would arrive.

Dick moved and Becky seconded to approve submitting the application for the AFC Grant (20-08-04). All in favor. Motion passed.

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### b. **Approval of travel expenses (20-08-05) (Ed)**

Ed explained per FTA we have to inspect buses coming off the line due to Buy America etc. Kevin has volunteered to go on September 3<sup>rd</sup>. For a rental car, two-night hotel room and three days of meals, a maximum of \$750 was set.

Dave moved and Fred seconded to approve travel expenses (20-08-05). All in favor. Motion passed.

### 8. **Other Business – Open Comments**

Fred explained to the board the process for the Executive Director evaluation. Forms are to be completed and sent electronically to the S&O Committee.

### 9. **Adjourn**

The Chairman adjourned the meeting.