

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF September 16th, 2020

1. 6:00 PM – Hop aboard the Brain Train – “What it Takes to be a DCT Driver”

2. Roll Call – 7:00 p.m.

The DCTB Chair called the meeting to order and the roll was taken as follows: (20-09-01)

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

a. Pledge

b. Review of Mission, Vision, and Goal

- i. **VISION** – A valuable resource supporting the community by providing a ride for anyone.
- ii. **MISSION** – Making lives better by connecting people to their community through safe and reliable transportation.
- iii. **2020 to 2024 Goal** – DCT will be the mobility leader in Delaware County and a mobility partner to the surrounding region. It will provide useful, effective transit for Delaware County riders and become customer centric in its product design.

c. Approval of Absences (20-09-01)

none

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

3. Approval of Consent Agenda (20-09-02)

a. Agenda for September 16, 2020 (20-09-02A)

Fred moved and Dave seconded to approve the agenda for September 16, 2020 (20-09-02A). All in favor. Motion passed.

b. Approval of minutes from August 19, 2020 (20-09-02B)

Dave moved and Becky seconded to approve the minutes from August 19, 2020 (20-09-02B). All in favor. Motion passed.

4. Public Comment

Denny thanked the staff for the outstanding job they do in onboarding new drivers. He thanked Tina and Grant for their work on the Brain Train presentation.

5. S&O Committee Report (Becky)

a. Meetings scheduled for September 21, 2020 & October 12, 2020 beginning at 5:30 p.m., in person or virtual with same connections as shown above for board meetings.

Committee is still working on the Executive Director's performance review and will be working on feedback on action items from their July meeting.

6. Financial Status/Finance Committee Report (Dave)

a. Approval of Finance Committee Report(s), Minutes of September 4, 2020 and Financial Status as of July 31, 2020 (20-09-03)

Financial Status, as of July 31, 2020:

Total Revenue = \$1.1 million

Total Expense = \$160,000

Net Income = \$900,000

Cash Balance = \$2,053,000

COVID Expenses YTD = \$213,000

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

Finance Committee Minutes:

Committee will be using and discussing best and worst practices of the agency, as well as ODOT and NTD info to compare and identify areas of improvement. They will also continue working on a 5-year plan.

It was moved by Dave and seconded by Dick to approve the Finance Committee Report(s), Minutes of September 4, 2020, and Financial Status as of July 31, 2020 (20-09-03). All in favor. Motion Passed.

7. Updates/Presentations

a. Department

Crystal – FLEX Update: 2.6 passengers per hour for Aug., up from 2.5 for July, 73% on-time performance, 23% of trips are shared rides, most common trip purpose is shopping with employment and medical about equal as the next common, Friday is the busiest day and Monday is the slowest. Trips increased by 263 from July to August. We are seeing much more ridership in the 0-54 age bracket than ever before. We have already met our average ride time goal with 22 minutes, as opposed to over 30 minutes with fixed routes. We have already achieved the same level of efficiency with FLEX that we had with fixed routes in regard to hours of service and ridership. That includes the COVID restrictions of only allowing three riders per vehicle.

Contract ridership was about the same for July and August. There were 1,417 demand response trips for August.

Crystal will be bringing a proposal to the Operations Committee on expanding FLEX hours to evenings and Saturdays. She asked for guidance on proceeding with a replacement for the Green Route. Becky suggested continuing to work with Kelsey and economic development on the 23 Corridor project. Denny added that he doesn't see COTA coming into Delaware County, so it's going to be up to us to serve that portion of Route 23.

Ed – Two new minivans should be here any day. The new low ride vehicles are due in by the end of this month. We did not go to Boston for the vehicle inspection because it would have required a two-week quarantine. Instead, we did a vehicle walk around virtually, and will do a final inspection of the vehicles in person once they arrive at TESCO.

Ginny – Since the last Board meeting, 12 local area businesses and agencies have received FLEX info and brochures, including the Delaware Area Chamber of Commerce,

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

Willow Brook, and the Career Center. Several large agencies, such as SourcePoint, have been sharing our posts on social media. Several mailings will be going out to local churches as well. In October, we will be attending a Marion and Delaware County Chamber event to promote FLEX and driving jobs.

b. Executive Director

Triennial Review for 2017 – 2019 was postponed from July 2020 due to COVID and should take place in the first quarter of 2021. It will be all virtual and will include our new Safety Plan and an assessment of how we have used our CARES Act funds.

We received the county health insurance rates for 2021 this week. There is a 10% increase to the rates for medical, and the county will be increasing their employee portion from 11% to 12%. Tina is working on compiling data and a proposal to bring to the next finance committee meeting.

We will be submitting our final application for the AFC (Attributable Funds Committee) Grant by October 9th to fund nine replacement vehicles.

Marcie attended a technology conference put on by APTA, which was geared mostly for much larger transits, but included zero emissions, cashless fares, and COVID precautions.

We've had meetings with VIA, the software COTA is using for COTA Plus, but it is expensive and would require operations funds on a monthly basis. Next week we are meeting with TripSpark, which NeoRode uses for cashless payments. We met with Alpha last week to share HBSS with them and talk about possible collaboration.

We won the SOAR (Safe Operations Award Recognition) Award from OTRP! Denny thanked all the staff for their outstanding training and safety measures that keep our incidents and claims down. This also keeps our rates for coverage down, so our increase next year will only be \$130.

All 2019 NTD reports are completed and have been accepted.

We have extra funds in our OTRP Shock Loss Fund, and are allowed to keep up to four times our annual premium in our account. These funds are invested and get a good return, so we may want to consider moving some of the funds from our Richwood account to our Shock Loss Fund.

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

The transportation FAST Act that was passed in 2015 expires at the end of this month. The fiscal year begins on Oct. 1st, so as of that date, all funding for transit will stop, unless and until Congress takes action. They usually end up passing a continuing resolution.

8. New Business

a. Approval of Revised Title VI Program (20-09-04) (Ginny)

Based on the Civil Rights Act of 1964, this program addresses our responsibilities to the public and our employees not to discriminate. The three parts to the program include the Title VI Policy, the LEP plan (our translation service), and our Public Participation Plan. Revisions to the program included taking out fixed route information, since we are no longer running fixed routes, and updating DATA to DCT.

There was discussion about whether to leave fixed route information in the plan for possible routes in the future, or to just revise the plan again in the future if needed.

Jacob moved and Becky seconded to approve the revised Title VI program (20-09-04). Dick abstained, and all others voted in favor. Motion passed.

b. Approval of Motion Media Contract Extension (20-09-05) (Ginny)

A three-year contract was signed in Sept. 2017, so we are asking for a one-year extension to that contract. This contract brings in revenue of about \$26,000 per year, and our agreement of 65% - 35% is better than most.

Fred noted that the contract states we will make all vehicles available for ads, but we don't want to advertise on the Gillig or the new vehicles we have on order. It was decided to change wording in the contract to indicate that we will provide a list to Motion Media of the specific vehicles that will be available for advertising.

Dave moved and Jacob seconded to approve the Motion Media Contract Extension, with revision (20-09-05). All in favor. Motion passed.

9. Other Business – Open Comments

None

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

10. Executive Session

- a. **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.**

Fred moved and Dave seconded to enter into Executive Session. Roll Call Vote. All in favor. Motion passed.

Fred moved and Jacob seconded to come out of Executive Session. Roll Call Vote. All in favor. Motion passed.

11. Adjourn

The Chairman adjourned the meeting.