

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF October 21st, 2020

1. Roll Call – 7:00 p.m.

The DCTB Chair called the meeting to order and the roll was taken as follows: (20-10-01)

<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. 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 (20-10-01)

none

2. Approval of Consent Agenda (20-10-02)

a. Agenda for October 21, 2020 (20-10-02A)

Fred asked to add the topic of graphics on the new vehicles.

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Dave noted a typo to correct in the word "Review" on item 1b.

Fred moved and Dave seconded to approve the agenda for October 21, 2020 (20-10-02A). All in favor. Roll Call Vote. All in favor. Motion passed.

b. Approval of minutes from September 16, 2020 (20-10-02B)

Dave moved and Fred seconded to approve the minutes from September 16, 2020 (20-10-02B). Roll Call Vote. All in favor. Motion passed.

c. Approval of minutes from September 29, 2020 (20-10-02C)

Dave moved and Fred seconded to approve the minutes from September 29, 2020 (20-10-02C). Roll Call Vote. All in favor. Motion passed.

3. Public Comment

none

4. S&O Committee Report (Becky)

a. S&O Committee report and review of minutes from September 21, 2020 & October 12, 2020.

Becky explained that the committee has been discussing FLEX, SourcePoint contracts, HBSS software issues, the Ride Easy Ohio program, investigating business intelligence software, the increase in cost of our health benefits, and the new vehicles. She shared that Via is doing an assessment of Delaware through COTA, funded by COTA, which should provide us with valuable data.

Fred moved and Dave seconded to approve the S&O Committee report. Roll Call Vote. All in favor. Motion passed.

5. Financial Status/Finance Committee Report (Dave)

a. Approval of Finance Committee Report(s), Minutes of October 2, 2020 and Financial Status as of August 31, 2020 (20-10-03)

Financial Status, as of August 31, 2020:

Total Revenue = \$185,000 YTD = \$2 million

Total Expense = \$167,000 YTD = \$1.6 million

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Net Income = \$19,000 YTD = \$413,000

Cash Balance = \$3.2 million

COVID Expenses YTD = \$213,000

Finance Committee Minutes:

Dave shared that final health insurance rates for 2021 will be included in the annual budget. Employee rate remains at 25%. A proposal for new software was discussed, but more research will be done.

It was moved by Dick and seconded by Fred to approve the Finance Committee Report(s), Minutes of October 2, 2020, and Financial Status as of August 31, 2020 (20-10-03). Roll Call Vote. All in favor. Motion Passed.

b. Review of KPI's

Denny gave a presentation on the KPI's and suggested that the Board committees work on developing a performance measurement program that is meaningful to everyone and provides the best information. Dave agreed to discuss the KPI's at the next finance committee meeting in order to clarify exactly how to move forward.

6. New Business

a. Approval of SourcePoint Grant Agreement (20-10-04)

This grant previously supported our fixed routes, and will now support FLEX. The annual total is \$201,000, which is split over 12 monthly payments.

Dick moved and Fred seconded to approve the SourcePoint Grant Agreement (20-10-04). Roll Call Vote. Roger and Becky abstained. All others voted in favor. Motion passed.

b. Consider SourcePoint Bus Bucks agreement and approve to form (20-10-05)

Dick moved and Fred seconded to approve the SourcePoint Bus Bucks agreement to form (20-10-05). Motion passed.

After much discussion about changes made to the agreement by both DCT staff and SourcePoint, it was agreed that DCT staff will work with SourcePoint to finalize and agree on one document, which will then be brought to the Board for approval.

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Dick withdrew his motion. Fred withdrew his second. Roll Call Vote. Roger and Becky abstained. All others voted in favor to revoke the motion. Motion passed.

c. **Approval to suspend all fixed routes indefinitely (20-10-06)**

Fixed routes are currently suspended through the end of the year.

Fred suggested not suspending fixed routes indefinitely because we still need to develop a plan to replace the Green Route in order to serve the Route 23 corridor.

Jacob suggested extending the suspension through March 31, 2021.

Dave moved and Dick seconded to suspend all fixed routes through March 31, 2021 (20-10-06). Roll Call Vote. All in favor. Motion passed.

7. **Other Business – Open Comments**

Denny explained that the new buses coming in will be black with the FLEX logo. The two new minivans are black and will have the DCT logo on them. Our plan is to brand the vehicles for different services.

Dave asked about the topics for the upcoming public hearing and if Board members are allowed to attend. Ginny said they are allowed to attend and she will send out the login information to all Board members. The meetings will be held virtually on Oct. 29th at 11:00 am and 6 pm.

Dave asked about the job/vendor fair that Ginny and Tina attended. Tina replied that all but two of the vendors were from Marion. Ginny said we talked to about 6 people about jobs and about 6 people about FLEX.

Dave noted that, at the next committee meeting, he would like to further discuss the objectives that Denny added to the Board's objectives.

8. **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.**

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

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

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9. New Business

a. Consider renewal of Executive Director employment contract

Fred moved 0.62% pay increase upon renewal of contract, Dave seconded.

Roger moved to amend to 1% pay increase, Boots seconded.

Vote: 3 No-Fred, Becky, Dave; 4 Yes-Boots, Dick, Roger, Jacob

Motion passed.

Vote was taken on original motion as amended.

Vote: 3 No-Fred, Becky, Dave; 4 Yes-Boots, Dick, Roger, Jacob

Motion passed.

Dick moved to renew Executive Director's contract for one year. Roger seconded. All in favor. Motion passed.

10. Adjourn

The Chairman adjourned the meeting.