

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF November 18th, 2020

1. Roll Call – 7:00 p.m.

The DCTB Chair called the meeting to order and the roll was taken as follows: (20-11-01)

<u> X </u>	Boots Sheets-Chair
<u> X </u>	Fred Johnson-Vice Chair
<u> X </u>	Dave Black-Treasurer
<u> X </u>	Dick Schrock
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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> 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 (20-11-01)

none

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Fred asked for an update on FLEX ridership. Denny explained that it was steadily increasing up until about two weeks ago when we have seen a slight decrease, which we think is related to COVID.

Denny added that we are working on revising the KPI's in order to provide better information to the Board.

It was moved by Dick and seconded by Dave to approve the Finance Committee Report(s), Minutes of November 6, 2020, and Financial Status as of September 30, 2020 (20-11-03). Roll Call Vote. All in favor. Motion Passed.

5. New Business

a. Board Chair to appoint officer nominating committee

Boots appointed Dick as the chair and Dave as the member of the committee. The committee will nominate board members to serve as the vice chair, secretary, and treasurer for 2021.

b. Approval of SourcePoint Bus Bucks agreement (20-11-04)

This year's total amount was \$125,000. SourcePoint has approved \$75,000 for 2021 with no limits on how much is spent each month. This should work out because there will not be any out of county trips, and SP will be billed our current reduced general public fares for all of 2021.

Dave requested that the monthly Bus Bucks amount be reported to the Board so they can track the funds and be aware of when they might run out.

Dave moved and Fred seconded to approve the SourcePoint Bus Bucks agreement (20-11-04). Roll call vote. All in favor. Motion passed.

c. Approval of 2021 budget (20-11-05)

Denny explained that the budget shows amounts for if current services continue, if services are increased, and if general public fares are reduced again. It allows for the purchase of five replacement vehicles and a new HVAC system. A budget narrative is included to provide details about the proposed changes, services and additional staffing. A profit is shown as requested by the finance committee. The \$800,000 in local funds that we trade with COTA is shown as deferred income for future use. We will use up our UTP, OTP2, and CARES Act funds first. Approval of the budget, does not

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approve the services or fare changes proposed in the budget. Those changes will be brought to the Board separately for approval.

Dave moved and Dick seconded to approve the 2021 budget (20-11-05). Roll call vote. All in favor. Motion passed.

6. Other Business – Open Comments

Dave asked Denny to show a demonstration of the new trip scheduling app. He explained that we have requested revisions to it and HBSS is currently working on them. Dave requested info related to the security and our liability with accepting credit card payments through the app. Denny explained the app will go live just for us to test internally before being released to the public. We will start the app for FLEX only and then move into using it for demand response and other services.

Fred asked about the status of VIA's study and planning. Denny said it started four weeks ago and is estimated to take six to eight weeks, with meetings held every two weeks. Fred requested that VIA's completed findings be presented to the Board.

7. Adjourn

The Chairman adjourned the meeting.