

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF December 16th, 2020

1. Roll Call – 7:00 p.m.

The DCTB Chair called the meeting to order and the roll was taken as follows: (20-12-01)

<u>Ab</u>	Boots Sheets-Chair
<u>X</u>	Fred Johnson-Vice Chair
<u>X</u>	Dave Black-Treasurer
<u>X</u>	Dick Schrock
<u>X</u>	Anna Karousis
<u>X</u>	Chase Waits
<u>X</u>	Kelsey Scott

Staff present for the meeting:

<u>X</u>	Denny Schooley-Executive Director
<u>X</u>	Crystal James-Operations Director
<u>Ab</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. Introduction of New Board Members

- i. **Anna Karousis** – works for T. Marzetti company and has always had an interest in public service and transportation
- ii. **Chase Waits** – works for Delaware County Board of Developmental Disabilities and interested in transit for everyone, including that population

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Finance Committee Minutes: Dec. 4th

Committee discussed standard contract rates, Denny's goals, which will be brought to the Board for approval next month, selecting peer groups to compare to, and agreed to establish an ICS account with Richwood Bank for collateralization purposes.

Dave asked Denny to review the KPI's. Denny explained that the KPI's show month to month data, as well as year-to-date data. The performance metrics are based on those used by ODOT and FTA. The KPI's help us to compare to ourselves and to other transits to identify areas of improvement.

It was moved by Dave and seconded by Dick to approve the Finance Committee Report(s), Minutes of December 4, 2020, and Financial Status as of October 31, 2020 (20-12-03). Roll Call Vote. All in favor. Motion Passed.

5. New Business

a. Officer Nominating Committee Report (Dick and Dave)

As chair of the committee, Dick reported that they decided to nominate Fred for Vice-Chair, Dick for Secretary, and Dave for Treasurer.

Fred asked for any other nominations, and there were none.

b. Election of Officers (20-12-04)

Dave noted a correction to be made on the Resolution. Treasure should be Treasurer.

Dick moved and Dave seconded to approve the Officers for 2021 as nominated (20-12-04). Roll call vote. All in favor. Motion passed.

c. Appointment of Members to the Finance and Strategy & Operations Committees (Non-Resolution)

Finance Committee will be Dick, Chase, and Dave as Chair.

S & O Committee will be Anna, Kelsey, and Fred as Chair.

Anyone is welcome to attend any committee meeting.

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d. **Establishing Regular Board Meeting Dates and Times for CY 2021 (20-12-05)**

There was discussion about changing meeting times to 5:30 pm instead of 7 pm.

Dick moved and Dave seconded to approve the meeting dates for the third Wednesday of each month at 5:30 p.m. for 2021 (20-12-05). Roll call vote. All in favor. Motion passed.

e. **Approval of Standard Service Contract Rates (20-12-06)**

Denny explained that contracted service is not subsidized so the goal is to charge a fully allocated cost. The Finance Committee has determined and agreed on the following rates:

\$14.00 flat trip rate for any scheduled trip up to 5 miles
\$3.50 per mile for each mile over 5 miles
\$68 per hour for group trips

Dave clarified that an agency may want to negotiate these costs and every contract will come to the Board for approval.

Kelsey asked how the \$14 compares to rates in the past. Denny explained that this is a new method of billing for us that is much simpler than what we have done in the past, but still covers our cost.

Dave moved and Kelsey seconded to approve the standard service contract rates (20-12-06). Roll call vote. All in favor. Motion passed.

6. Other Business – Open Comments

Dave asked if everything was submitted on time for the Triennial Review and when we would hear back. Denny replied yes, and we will hear back sometime after the first of the year. The actual review will take place virtually sometime between February and June. Denny explained that any findings we get will be listed in the final report and then we will have to submit corrective active and then submit proof that the corrective active has been put in place.

Dick asked for the results of our last Triennial Review. Denny explained that our last one was our very first one. It took place in 2017 and we had three minor findings that were all in Procurement.

Dave asked if we are currently satisfied with the HBSS software. Denny said yes and we are working on getting the App up and going, as well as correcting how the system is capturing response time for FLEX.

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Fred asked about the status of offering same day demand response service. Denny replied nothing has been done recently, and that would have to be worked on separately.

Denny explained that we have been delayed on getting the new vehicles on the road because we haven't been able to get titles, tags, or parts. We finally just got written authorization from ODOT to put the vehicles on the road with just temporary tags, so they will start going out this week and all be on the road by next week.

Fred asked if the new Board members received the approved agency expectations and focus areas and said he would send them out. He asked when we can expect results from the VIA study, and Denny replied they are expected by the end of January. Denny explained that VIA is a planning and software company that COTA currently uses for their COTA Plus service. COTA has commissioned VIA to complete a study of the Columbus urbanized area in order to provide more streamlined regional transportation between Columbus and Delaware that is most cost effective. Fred asked for a list of the stakeholders that were suggested to VIA as contacts to be interviewed. Denny said he would send that out.

Dave explained for the new members that the management report provided in the Board packet is for the members to read over before the meeting and then bring any questions to Denny.

Fred asked when S&O Committee members could meet. It was agreed upon that S&O Committee meetings for 2021 will be held on the second Monday of each month at 5:30 p.m.

Dave asked when Finance Committee members can meet. It was agreed upon that Finance Committee meetings for 2021 will be held on the first Thursday of each month at 5:30 p.m.

7. Adjourn

Dave moved and Kelsey seconded to adjourn the meeting. All in favor. Fred adjourned the meeting.