

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

### MINUTES OF January 20<sup>th</sup>, 2021

#### 1. Roll Call – 5:30 p.m.

The DCTB Chair called the meeting to order and the roll was taken as follows: (21-01-01)

|            |                         |
|------------|-------------------------|
| <u>  X</u> | Boots Sheets-Chair      |
| <u>  X</u> | Fred Johnson-Vice Chair |
| <u>  X</u> | Dave Black-Treasurer    |
| <u>  X</u> | Dick Schrock            |
| <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>  X</u>   | Ginny Berry-Marketing and Public Relations Specialist |
| <u>  X</u>   | Tonya Layman-Mobility Manager                         |
| <u>  Abs</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 (21-01-01)

There were no board absences.

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### 2. Approval of Consent Agenda (21-01-02)

#### a. Agenda for January 20, 2021 (21-01-02A)

It was suggested by Dave to move agenda item 6 to below item 8.

#### b. Approval of minutes from December 16, 2020 (21-01-02B)

Kelsey moved and Dave seconded to approve the Consent Agenda. (21-01-02). Roll Call Vote. All in favor. Motion passed.

### 3. Public Comment

N/A

### 4. Financial Status/Finance Committee Report (Dave)

#### a. Approval of Finance Committee Report(s), Minutes of January 7, 2021 and Financial Status as of November 30, 2020 (21-01-03)

Financial Status, as of November 30, 2020:

Total Revenue = \$281,533.42                      YTD = \$2,773,994.16

Total Expense = \$181,781.38                      YTD = \$2,215,621.23

Net Income = \$99,752.04                              YTD = \$558,372.93

Cash Balance = \$2,363,801.62

COVID Expenses YTD = \$220,368.50

#### Finance Committee Minutes: Jan. 7<sup>th</sup>

Dave reported that the committee discussed how fares are accounted. The committee decided that there will be a line item added specifically for organizational paid fares for passenger fares. This will allow for the readers of the statements to see organization fares vs. general public passenger fares on a month to date and year to date basis.

We'll use the NTD to help compare to other agencies.

It was moved by Dave and seconded by Kelsey to approve the Finance Committee Report(s), Minutes of January 7, 2021, and Financial Status as of November 30, 2020 (21-01-03). Roll Call Vote. All in favor. Motion Passed.

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### 5. S&O Committee Report (Fred) (21-01-10)

Fred said the first meeting of the year was January 11<sup>th</sup>. The Demand Response pilot was discussed in the committee.

FLEX pilot ridership was also discussed. FLEX ridership is up and is a success compared to fixed routes. There continues to be issues with the HBSS software with all requests being entered manually.

The VIA study is not back yet and Denny is pushing to get results back.

It was moved by Dave and seconded by Kelsey to approve the Strategy and Operations Committee Report(s), Minutes of January 11th, 2021. Roll Call Vote. All in favor. Motion Passed.

### 6. New Business

#### a. Approval of VA Service Contract (21-01-04)

Dave asked if we should have automatic renewals written in to the standard contract. Denny will check with the prosecutor's office.

Kelsey moved and Fred seconded to approve the VA Service Contract (21-01-04). Roll call vote. All in favor. Motion passed.

#### b. Approval of Alpine House Service Contract (21-01-05)

Crystal said that we are not currently providing service to them because of COVID, but that she wants the contract in place for when service is needed. Boots asked where they are located. Crystal told the board they are located on Schrock Road in Franklin county. It was clarified that Alpine House would use our services coming in to Delaware County, so one trip end would be within the county per our policy.

Dave moved and Fred seconded to approve the Alpine House Service Contract (21-01-05). Roll call vote. All in favor. Motion passed.

#### c. Approval of Ohio Health Service Contract (21-01-06)

Pending that Ohio Health does not make a material change, Dave commented that the Finance Committee did make a recommendation to approve.

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Dave moved and Fred seconded to approve the Ohio Health Service Contract (21-01-06). Roll call vote. All in favor. Motion passed.

**d. Authorizing the purchase of refreshments for public meetings and events (21-01-07)**

Fred suggested amending the motion to \$3,000.00 for the calendar year.

Dick moved and Dave seconded to approve the purchase of refreshments for public meetings and events, as amended (21-01-07). Roll call vote. All in favor. Motion passed.

**e. Approval of 2021 Executive Director Expectations and Work Plan Objectives (21-01-08)**

Subject to change, i.e., COVID goes away. Finance and Strategy and Operations Committees have endorsed. Dave says he would like regular updates on these as it is a living document.

Fred also added that other changes may occur.

Dave moved and Dick seconded to approve the 2021 Executive Director Expectations and Work Plan Objectives (21-01-08). Roll call vote. All in favor. Motion passed.

**f. Approving the disposal of obsolete equipment (21-01-09)**

Ed said we are disposing of three buses. Dave asked if we keep the proceeds from the sale. Ed said if they sell for under \$5,000.00, we get to keep the funds. If the sale is over \$5,000.00 then FTA decides if they want the funds returned to them. Dave asked if the purchaser comes here to pick up. Ed said yes, they do. Dave also asked if the vehicle is in "as is" condition. Ed said it is all in the sales listing description.

Kelsey moved and Dave seconded to approve the disposal of obsolete equipment (21-01-09). Roll call vote. All in favor. Motion passed.

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

Denny told the board that we had a virtual meeting with SourcePoint about taking seniors to get COVID vaccines. Currently, there are no sites in Delaware to get vaccines. The Health Department will likely be creating drive thru centers. People need to wait 15 minutes after the shot, which is difficult for us to do. We are encouraging a site where people could go in and wait while distancing, like Source Point.

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Fred commented it's very important and that we will support as the S&O Committee and I'm sure as a board. Dick stated that we have an obligation as a community supporter. Tonya stated per conversation with SourcePoint that more vaccines won't be available and thus seniors won't be needing transportation to locations until late February or early April.

### **8. Discussion of Executive Director Succession Plan**

Dave moved and Fred seconded to go in to executive session for this discussion. Roll call vote. All in favor. Motion passed.

The board came out of executive session at 7:12 p.m.

### **9. Adjourn**

As soon as the board came out of executive session, the chairman adjourned the meeting.