

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

### MINUTES OF February 17<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: (21-02-01)

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

#### 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
<u>  X</u>	Marcie Merriman-Road Supervisor

#### 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 (21-02-01)

None

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

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

#### **a. Agenda for February 17, 2021 (21-02-02A)**

Denny requested adding an update on Age Friendly to the agenda between items 3 and 4.

Fred moved and Dave seconded to approve the Agenda with revision. (21-02-02). Roll Call Vote. All in favor. Motion passed.

#### **b. Approval of minutes from January 20, 2021 (21-02-02B)**

Dave moved and Fred seconded to approve the minutes from January 20, 2021. (21-02-02). Roll Call Vote. All in favor. No vote from Kelsey who temporarily lost internet connection. Motion passed.

### **3. Public Comment**

No public comment.

Boots asked for an update on what the prosecutor recommended in regards to adding auto renewal to our contracts. Denny explained that the prosecutor recommended against adding auto renewal since the contract rates change each year. He is going to provide proper wording to be added to the contracts.

### **4. Mobility Management and Age Friendly**

Denny shared the Mobility Management website, which is owned and updated by DCT. He explained that the Mobility Management department provides passengers with the best transportation option for them, which may not be DCT. All local transportation providers are listed on the website.

Denny shared the Age Friendly website and the recent video provided by SourcePoint, which is all about growing older in Delaware County and features a DCT passenger, DCT service, and DCT buses. He explained that we first became involved with Age Friendly in Columbus through MORPC. Now, Tonya and Kathy are on the committee and work with Age Friendly and CHIP. Their goals include improving the mobility management website by making it more user friendly and keeping all information current. Future design changes may include a decision tree. Tonya and Kathy are scheduled to meet with SourcePoint in early March.

### **5. Executive Director Address to the Board**

Denny explained that it is his job to manage the agency and the Board's job is to provide direction. He stated that he reports to the Board as a whole and not to individual members or individual

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

committees. He explained some immediate changes to processes which included: requesting that the Board Chair eliminate the Strategy and Operations Committee, bringing a proposal to the Board next month for a consultant to help develop a short and mid-term transportation plan that builds off of our strategic plan, the VIA study, and the Route 23 Corridor project, bringing a proposal to the Board next month for expanded service, staff will only participate in finance committee meetings once a quarter with the next meeting on May 6<sup>th</sup>, replacing our current multi-page financial package with basic financial reports from our financial software, providing read-only access for interested Board members to our financial software, and providing the Board with easy to understand ridership statistics at each monthly meeting.

### **6. Financial Status/Finance Committee Report (Dave)**

#### **a. Approval of Finance Committee Report(s), Minutes of February 4, 2021 and Financial Status as of December 31, 2020 (21-02-03)**

Financial Status, as of December 31, 2020:

Total Expense = \$248,000                      YTD = \$2.8 million

Net Income = \$258,000                      YTD = \$3 million

Cash Balance = \$3.2 million

COVID Expenses = \$500

#### **Finance Committee Minutes: February 4<sup>th</sup>**

Discussion included comparisons of peer group info. and five-year high-level projections and initiatives.

It was moved by Dave and seconded by Dick to approve the Finance Committee Report(s), Minutes of February 4, 2021, and Financial Status as of December 31, 2020 (21-02-03). Roll Call Vote. All in favor. Motion Passed.

### **7. Approval of S&O Committee Report (Fred) (21-02-10)**

No minutes to approve.

Meeting included an overview of the VIA study, discussion of a standard project proposal form, and a request for an update on Denny's six expectations. Agenda was not completed due to lack of time.

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

It was moved by Kelsey and seconded by Fred to approve the Strategy and Operations Committee Report. Roll Call Vote. Dave voted No and all others voted Yes. Motion Passed.

Boots stated that from now on there will be no Strategy and Operations Committee. No staff will participate, including Denny.

### **8. New Business**

#### **a. Approval of Revised Employee Leave Policy (21-02-05)**

Tina explained the policy was revised to incorporate the new Pre-Annual Leave Request Procedure, which was developed and approved by the Employee Committee. The new procedure will be conducted at the end of each year for drivers and dispatchers to request time off for the following year.

Fred moved and Dave seconded to approve the revised Employee Leave Policy (21-02-05). Roll call vote. All in favor. Motion passed.

#### **b. Approval to submit an application for SFY 2022 OTP2 Funds (21-02-06)**

This is a competitive grant through ODOT based on the state budget. For 2020-2021 the state budget was about 70 million. For 2022, it is expected to be about 7-7.5 million. A letter of intent is due Monday, and we would like to apply for funds to cover six vehicles, four replacements and two expansion to bring up our spare ratio.

Fred suggested possibly applying for funds for operations, instead of or in addition to, capital funds. Denny explained that we can submit a letter of intent for capital funds, as well as a separate letter of intent for operational funds.

Dick moved and Dave seconded to approve submitting an application for SFY 2022 OTP2 Funds (21-02-06). Roll call vote. All in favor. Motion passed.

#### **c. Approval to submit an application for SFY 2022 UTP and E&D Funds (21-02-07)**

Both grants are formula grants from the state that are based on allocations.

Dick moved and Dave seconded to approve submitting an application for SFY 2022 UTP and E&D Funds (21-02-07). Roll call vote. All in favor. Motion passed.

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

### d. **Approval to provide Free Transportation for COVID-19 Vaccinations (21-02-08)**

Denny explained that we don't want transportation to be a barrier for anyone getting the vaccine. Restrictions include: trips will be only during regular business hours, trips must be pre-scheduled, both trip ends will be within Delaware County, and we will not go to drive-thru sites.

Dave asked for an end date to be added, and Fred suggested July 31, 2021. Denny agreed.

Fred moved and Dave seconded to approve providing free transportation for COVID-19 vaccinations (21-02-08). Roll call vote. All in favor. Motion passed.

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

Dave asked when he can discuss the changes Denny announced to the Finance Committee. Dave suggested having the March meeting as scheduled to discuss changes and procedures moving forward. Denny agreed.

Fred asked for an update on Denny's six expectations. Denny said he would provide an update at next month's meeting.

### **10. Adjourn**

The chairman adjourned the meeting.