DELAWARE COUNTY TRANSIT BOARD
BOARD MEETING

MINUTES OF
March 17th, 2021

1. Roll Call – 5:30 p.m.

The DCTB Chair called the meeting to order and the roll was taken as follows: (21-03-01)

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

Staff present for the meeting:

X	Denny Schooley-Executive Director
X	Crystal James-Operations Director
X	Ginny Berry-Marketing and Public Relations Specialist
X	Tonya Layman-Mobility Manager
X	Tina Smith-Controller/HR Coordinator
X	Ed Pierson-Facilities, Assets, and Technology Manager
X	Grant Bias-Safety and Security Training Manager
X	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 (21-03-01)

Fred moved and Dick seconded to approve Dave's absence. (21-03-02). Roll Call Vote. All in favor. Motion passed.

2. Approval of Consent Agenda (21-03-02)

a. Agenda for March 17, 2021 (21-03-02A)

Denny added a resolution regarding COVID guidelines to the end of New Business.

Fred asked if Item 5 could be moved to the end of the agenda. Boots agreed but said it would not be discussed in Executive Session.

Kelsey moved and Fred seconded to approve the Agenda with revisions. (21-03-02). Roll Call Vote. All in favor. Motion passed.

b. Approval of minutes from February 17, 2021 (21-03-02B)

Kelsey moved and Chase seconded to approve the minutes from February 17, 2021. (21-03-02). Roll Call Vote. All in favor. Motion passed.

3. Presentation from Spectrum

Joan and David from Spectrum Reach, the advertising division of Spectrum, led a presentation and discussion on digital advertising. They shared the various options they can provide for digital advertising and explained how they can target specific geographic areas, as well as specific audiences based on various demographics.

4. Public Comment

Mike Frommer, Delaware County Administrator, was present at meeting.

5. Operational Activity Reports

Denny shared and explained new graphs and charts showing operational stats that will be provided to the Board each month. There are graphs based on all services combined, as well as, separate graphs for FLEX and demand response. Denny highlighted that we had 92 new passengers just in the month of February, FLEX continues to be very successful showing a steady increase, youth ridership has greatly increased on FLEX, and the number one trip purpose for FLEX is shopping, with employment coming in second.

Ginny shared how we have really upped our outreach and marketing over the last couple of months, which could also account for the increase and success of FLEX ridership. She explained that she has also done advertising with radio, and a combination newspaper and digital ad to specifically promote demand response and DCT as a whole.

Denny explained why demand response ridership is still down. Most demand response service is seniors going to medical appointments. Many medical appointments are now being done virtually, and seniors are the most at risk population for COVID, and therefore, are still not traveling as much as in the past. In addition, SourcePoint's Bus Bucks program no longer provides for out-of-county trips decreasing monthly Bus Buck's revenue from around $9,000 to just over $1,000.

6. Financial Status/Finance Committee Report (Denny)

a. Approval of Finance Committee Report(s), Minutes of March 4, 2021 and Financial Status as of January 31, 2020 (21-03-03)

Financial Status, as of January 31, 2020:

Denny shared and explained a new financial package that will now include easy-to-read graphs and charts that is much easier and quicker to prepare than the previous package. The new package comes directly from our accounting software, which also greatly decreasing the chance of errors. Reports in the package will include a narrative to explain the activities that drive the changes in the numbers, as well as the current status of active and work-in-progress grants. The package will also include the usual financial reports and the minutes from the finance committee meetings.

Chase and Anna both commented on how much they liked the bar graphs and the new format of the financial package.

It was moved by Dick and seconded by Chase to approve the Financial Report and Status as of January 31, 2020 (21-03-03). Roll Call Vote. All in favor. Motion Passed.

7. New Business

a. **Approval of Demand Response Brand (21-03-04) (Grant)**

Grant shared a presentation on how he developed a new name, TREK, and logo for our demand response service based on requests from Denny and our current FLEX logo.

Kelsey stated she was not in favor of the name TREK, as it alludes to a long boring journey, which is not appealing.

Dick suggested maybe testing out names with the customers first before making a final decision.

Fred suggested the staff brainstorm a few alternatives that are more customer oriented and maybe include "DCT" before the name.

Dick moved and Fred seconded to table the resolution (21-03-04). Roll call vote. All in favor. Motion tabled.

b. **Approval to Continue Suspension of Fixed Route Service (21-03-05)(Denny)**

Denny explained that the current suspension of fixed routes has an end date of March 31st, and we are proposing to extend the suspension through June 30, 2021.

Fred moved to add an amendment to include a plan for a Route 23 fixed route to begin this summer. There was no second. No amendment was added.

Dick moved and Chase seconded to approve the continued suspension of fixed route service (21-03-05). Roll call vote. Boots voted no, all others voted yes. Motion passed.

c. **Approval of FLEX Service Pilot Proposal (21-03-06)(Crystal)**

Crystal highlighted her proposal to extend FLEX service for the hours of operation to be 5 am – 10 pm Monday through Friday and 6 am until 6 pm on Saturday.

Kelsey moved and Dick seconded to approve the FLEX service pilot proposal (21-03-06). Roll call vote. Fred voted no. Boots voted no. All others voted yes. Motion passed.

d. **Approval to Extend DR Service Days & Fare Reduction (21-03-07)(Crystal)**

Crystal explained the next phase in the reduction of demand response fares and the extension of operating hours to include 5 am – 10 pm Monday through Friday and 6 am until 6 pm on Saturday.

Kelsey moved and Dick seconded to approve the extension of demand response service days and fare reduction (21-03-07). Roll call vote. Fred abstained. All others voted yes. Motion passed.

e. **Approval of RFP for Planning Consultant (21-03-08)(Denny)**

Denny explained that a steering committee has been formed including, him, Mike Frommer, Tom Homan, and representatives from DCBDD, SourcePoint, and Alpha to develop a scope of work for two consultants, one to develop a transit/mobility plan for the county, and one to plan and manage public involvement.

Mike Frommer explained that the County Commissioners tasked him with creating a group to focus on transportation for Delaware County. He stated that the project needs to be a way for DCT to move forward.

Dick asked how the budget of $500,000 was determined. Denny explained $500,000 would be the maximum budget, and it was based on his discussions with some other consultants and the amount he included in the letter of intent to ODOT for a grant for planning. Dick asked what the time frame was for completion and Denny replied Sept. 30, 2021.

Fred asked how much staff time would be involved. Denny replied this was unknown but he would expect a considerable amount of time.

Dick moved and there was no second to approve the RFP for planning consultant (21-03-08). Motion died.

f. **Approval for Use of RCI Funds (21-03-09)**

Denny explained that he revised the resolution after the Board packet was sent out. We have been working with SourcePoint and the Health District to decide how best to use the RCI funds and get people to their COVID vaccinations. The funds will come to us, and the other agencies, SourcePoint and Alpha, will invoice us for their cost of transportation to COVID vaccines, and we will issue a reimbursement.

Fred moved and Dick seconded to approve the use of RCI funds (21-03-09). Roll call vote. All in favor. Motion passed.

g. **Approval of Updated Requirements related to COVID-19**

Denny explained that since COVID guidelines have continued to change, we would like to update our procedures to state that we will follow current state and/or federal requirements, and/or CDC recommendations, whichever is the strictest.

Fred moved and Dick seconded to approve the updated COVID-19 Requirements (21-03-10). Roll call vote. All in favor. Motion passed.

8. Discussion of February's E.D. Address to Board

Fred stated he believes the committees had good missions and good intent to help the Board, but needed to work out their problems.

Kelsey said she was taken back by the Board being instructed on what they were going to do instead of the other way around.

Dick stated staff definitely needs to continue working on the proposal for the consultant and the planning process and what it will do for the county and the agency.

Denny stated he was not clear on what to bring back to the Board.

9. Other Business – Open Comments

Boots asked for everyone to attend the next board meeting in person.

Fred stated he believes the Board has two key responsibilities, to make sure we have the right leadership, and to make sure we have resources in the right places. Fred stated he is resigning from the Board as of May 18th, or sooner if a replacement is found. Boots accepted his resignation.

10. Adjourn

The chairman adjourned the meeting.