DELAWARE COUNTY TRANSIT BOARD
BOARD MEETING

MINUTES OF
April 21st, 2021

1. Roll Call – 5:30 p.m.

The DCTB Chair called the meeting to order and the roll was taken as follows: (21-04-01)

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

Staff present for the meeting:

X	Denny Schooley-Executive Director
Ab	Crystal James-Operations Director
X	Ginny Berry-Marketing and Public Relations Specialist
X	Tonya Layman-Mobility Manager
X	Tina Smith-Controller/HR Coordinator
Ab	Ed Pierson-Facilities, Assets, and Technology Manager
X	Grant Bias-Safety and Security Training Manager
Ab	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 (21-04-01)

Dick moved and Fred seconded to approve Anna's absence. (21-04-01). Roll Call Vote. All in favor. Motion passed.

2. Approval of Consent Agenda (21-04-02)

a. Agenda for April 21, 2021 (21-04-02A)

Denny asked to remove the last item, (e) JFS Contract, because we are still waiting to hear back from JFS.

Dave moved and Kelsey seconded to approve the Consent Agenda with revision. (21-04-02A). Roll Call Vote. All in favor. Motion passed.

b. Approval of minutes from March 17, 2021 (21-04-02B)

Dave moved and Kelsey seconded to approve the minutes from March 17, 2021. (21-04-02B). Roll Call Vote. All in favor. Motion passed.

3. Public Comment

Commissioner Gary Merrell and County Administrator Mike Frommer were in attendance.

Mike clarified that the DCT Board Chair position was not formally appointed, so Boots has been acting chair until a chair is officially appointed. All current board members have until April 30th to express interest in the board chair position. A Chair will be appointed before the next Board meeting.

Mike also shared that he had a brief conversation with Bob Anderson in regards to needing more info and explanation on current contract rates before renewing the JFS contract.

4. Operational Activity Reports

Ginny shared that she has been doing a lot of outreach to several businesses about FLEX, expanded hours, and hiring drivers. She has visited car dealerships, several businesses, and the three county libraries. A member of the Powell Chamber of Commerce came in and recorded a video for us, and Spectrum is currently working on developing a free video for us.

Denny explained that ridership is going up, but has not yet reached pre-pandemic levels. This is partly due to the social distancing requirement in place that only allows three passengers on a vehicle at a time. We had 130 new passengers just in the month of March. This is a result of FLEX and increased marketing. We had over 4,000 FLEX trips in March and for just one week in April, we broke a record with 1,000 trips. The local schools have been sharing our FLEX service with coaches and parents, which has resulted in a lot more youth ridership. Demand Response is holding steady, but hopefully the additional fare reduction coming this summer will help increase its ridership.

Fred asked to see a comparison of FLEX ridership to our previous fixed route ridership on future operational activity reports.

5. Financial Status/Finance Committee Report (Dave)

a. Approval of Finance Committee Report(s), Minutes of April 1, 2021 and Approval of Financial Status as of February 28, 2021 (21-04-03)

Financial Status, as of February 28, 2021: (Denny)

Cash Balance = $3.6 million

We have $802,000 coming from COTA next month. We currently have a net income, which will continue. We have over $6 million available in active grants. Our apportionment from the ARP Act is $5.1 million in operating funds, which will result in us having a total of about $11.7 million.

Our state audit is currently in process, and the completion of our Triennial Review will take place tomorrow. Out of 460 possible deficiencies for the Triennial Review, we are planning to have only one finding. This is in DBE (Disadvantaged Business Enterprise) and we have already done the corrective action to revise our policy to include stating exactly how we will encourage small businesses to contract with us. We also had to revise our service animal policy, which did not result in a finding.

At the next finance committee meeting we will be discussing waiting to place some of our allocated grants onto actual awards until some current active grants are depleted.

Finance Committee Minutes: February 4th (Dave)

Dave explained that the committee reviewed the JFS contract, discussed a resolution for all future initiatives to be brought to the finance committee prior to going to the Board, and a plan to show the impact of service expansion initiatives on the income statement.

Fred noted that the total amount of Bus Bucks on the listing of current contracts should be $75,000, not $100,000.

It was moved by Dick and seconded by Dave to approve the Financial Report and Status as of February 28, 2021 (21-04-03). Roll Call Vote. All in favor. Motion Passed.

b. Adopting a resolution to direct that all initiatives be reviewed by Finance Committee (21-04-08)

Dave explained the purpose of this is to provide the opportunity for the committee to review all initiatives for proper documentation before going to the Board. The intent is not to prevent any initiative from going to the board, as all proposals that staff wishes to go before the Board, will be brought to the Board.

It was moved by Dave and seconded by Dick to adopt the resolution that all initiatives be reviewed by the Finance Committee (21-04-08). Roll Call Vote. All in favor. Motion Passed.

6. New Business

a. **Discussion of RFP for Planning Consultants**

Denny explained this is the same proposal that was brought to the Board last month that died due to lack of a second. He worked with Dick to complete an executive summary, which has been added. The goal tonight is just discussion and determination of next steps.

Dave asked about the leader of the steering committee and whether board members should participate on the committee as well. Dick stated that board members do not need to take the position of management by serving on the committee, but should provide oversight and regular updates provided to the board would be sufficient. Mike suggested having the consultants present updates to the board at 30-, 60-, and 90-day intervals.

Denny explained that the steering committee will evaluate and score the bids and make a recommendation to the board. The board would then choose and hire the consultants. Dave and Dick agreed that the board should be aware of and have some input into the criteria that will be used to score the bids.

After discussion about details of the planning process, Denny asked the board for next steps and what more needs done to the proposal in order to bring it back to the board for approval. Denny explained he will include board member comments into the proposal, and develop a timeline for the process and the board's involvement. He will discuss with the steering committee how existing studies can be compiled and used to aid in the development of the RFP. He will then bring the proposal to the next finance committee meeting on May 6, before bringing it to the board for approval.

b. **Discussion of employees and service priorities**

Tina conducted a presentation about the need for more drivers in order to accomplish the goals of service expansion. She explained the challenge of finding applicants as numerous companies are currently hiring and struggling to get employees. She proposed the idea of hiring full-time drivers, as well as part-time drivers and being able to offer health benefits with full-time positions to meet the needs of more applicants.

c. **Approval to file an application with ODOT for RCI funds (21-04-05)**

Denny explained that we have learned that we have to file an application for the RCI (Rides to Community Immunity) grant. The funds will cover rides for vaccines from Jan. 1, 2021 through Dec. 31, 2022. We do not expect that the funds will run out, as we are currently doing about 2-3 vaccine trips per day.

Dick moved and Fred seconded to approve filing an application with ODOT for RCI funds (21-04-05). Roll call vote. All in favor. Motion passed.

d. **Approval of Revised Service Animal Policy (21-04-06)**

As a result of the Triennial Review, we had to remove a sentence in our service animal policy that required service animals to be on a leash or harness.

Dave moved and Dick seconded to approve the revised service animal policy (21-04-06). Roll call vote. All in favor. Motion passed.

e. **Approval of Amendment to DJFS Contract (21-04-07)**

REMOVED FROM AGENDA

7. Other Business – Open Comments

Dick asked how things are going with our HBSS software. Denny explained that the app is currently in review and we are working on perfecting auto-scheduling. HBSS is planning on everything being completed within two weeks.

Ginny noted a correction to what she shared earlier, that she has visited 28 businesses throughout Delaware, not 6. She added that Delaware Parks and Recreation is going to post our FLEX flyer on the monitor in their lobby at Mingo Pool.

Fred stated he had resigned at the March board meeting as of May, but since then he notified Boots that he would like to withdraw his resignation. He asked for a decision on whether that was

accepted or not. Denny said Mike consulted legal counsel and notified him that Fred is permitted to withdraw his resignation, so he remains on the board.

Kelsey requested to be excused from the June meeting because she will be out of town.

8. Adjourn

The chairman adjourned the meeting.