

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF May 19th, 2021

1. Roll Call – 5:30 p.m.

The DCTB Chair called the meeting to order and the roll was taken as follows: (21-05-01)

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

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
<u> Ab</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 (21-05-01)

Dick moved and Dave seconded to approve Anna’s absence. (21-05-01). Roll Call Vote. All in favor. Motion passed.

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2. Approval of Consent Agenda (21-05-02)

a. Agenda for May 19, 2021 (21-05-02A)

Denny requested to add item e. Approval of First Friday Service to the agenda.

Dave moved and Kelsey seconded to approve the Consent Agenda with addition. (21-05-02A). Roll Call Vote. All in favor. Motion passed.

b. Approval of minutes from April 21, 2021 (21-05-02B)

Dave moved and Dick seconded to approve the minutes from April 21, 2021. (21-05-02B). Roll Call Vote. All in favor. Motion passed.

3. Public Comment

none

4. Operational Activity Reports

Denny explained the new graphs that show the comparison between previous fixed route ridership and FLEX ridership. Dave requested setting a target recovery rate for FLEX to work toward.

Regarding service expansion, Denny said there will not be any expansion or fare reduction in June as we had hoped. We need to assure that we have enough resources in place before expanding service or reducing fares.

Our current fixed route suspension expires on June 30. The Via study is looking at a fixed route down Rt. 23 that would turn on Polaris Parkway and go to Ohio Health. It would give us multiple places to connect with COTA. Crystal is working on a proposal for a Route 23 fixed route and will hopefully have a draft completed for the next finance committee meeting in June. The Via study has suggested a 139-minute cycle for a route that requires three vehicles with a vehicle taking off every 60 minutes. The low-end estimate is 260 daily riders with the route operating daily from 6 a.m. until 7 or 8 p.m. Fred asked about the travel time from Delaware to Columbus, and Crystal replied that it would be shorter than our previous green route with three vehicles as opposed to one.

Fred suggested expanding service in small steps and Denny agreed. Fred suggested an umbrella branding/slogan that would encompass all steps, for example, "Return to Everyday Life".

Dave asked for details about SourcePoint's proposal of combining the grant and Bus Bucks agreements. Denny explained they would like to provide an estimated \$300,000 to us for the year

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to cover the grant and transportation performed under Bus Bucks. We would no longer need to complete a grant application and the Bus Bucks program would become ours to manage. Contract transportation for medical transportation would remain the same under their contract with us. Dave noted that this would be included on the agenda for the next finance committee meeting.

5. Financial Status/Finance Committee Report (Dave)

a. Approval of Finance Committee Report(s), Minutes of May 6, 2021 and Approval of Financial Status as of March 31, 2021 (21-05-03)

Financial Status, as of March 31, 2021:

Denny explained he will be following up with COTA soon to see when we will be getting the funds from them for 2021.

Funds under ARPA must be expended by Sept. 2024, which may be difficult for us to do while also keeping our other grants active. ARPA funds are for operating, unless we certify that we haven't furloughed any employees. This may allow us to use the funds to purchase vehicles. Denny said he would like to wait and see what ODOT does first before we actually put the ARPA and CRRSA funds onto grants. We should receive notification from ODOT in June.

We have a negative revenue of \$2,100 for March, which was a reimbursement paid to FTA for a bus we sold.

Operator wages are over budget do to a budgeting error, which will be discussed at the next finance committee meeting.

A column for "Use by Date" has been added to the grants schedule to indicate if and when grant funds must be expended.

Finance Committee Minutes: May 6th (Dave)

The state auditors attended the meeting virtually to open up the state audit of 2020. They noted that in addition to the usual audit procedures, they will be looking at the spending of CARES Act funds. They will provide the usual three reports at the close of the audit.

It was moved by Dick and seconded by Dave to approve the Financial Report and Status as of March 31, 2021 (21-05-03). Roll Call Vote. All in favor. Motion Passed.

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6. New Business

a. Approval of Amendment to DJFS Contract (21-05-04)

Denny explained this is the annual renewal of the DJFS contract. There was a substantial increase to their rates this year because they were given a discount last year to compensate for the new billing method. DJFS has accepted our new standard contract rates.

Dick moved and Dave seconded to approve the amendment to the DJFS contract (21-05-04). Roll call vote. All in favor. Motion passed.

b. Approval of Variance to Budget (21-05-05)

Denny explained we would like to advertise for full-time driver positions, which include health benefits. Hiring full-time drivers who take benefits would increase the budget for health benefits. The resolution asks for a maximum variance of \$77,000 based on the total cost of seven full-time drivers who take family benefits for the remainder of 2021.

Dick moved and Fred seconded to approve the variance to the budget (21-05-05). Roll call vote. All in favor. Motion passed.

c. Approval of Revised DBE Plan (21-05-06)

As a result of the Triennial Review, we were required to make a couple of revisions to our Disadvantaged Business Enterprise (DBE) Plan. We will be receiving one finding because we did not have it specifically stated in our policy how we will encourage small business participation in bidding on contracts.

Dick moved and Dave seconded to approve the revised DBE Plan (21-05-06). Roll call vote. All in favor. Motion passed.

d. Approval of RFP for Planning Consultants (21-05-07)

Denny summarized how the RFP was developed after Mike Frommer approached him and they decided to combine efforts and create a steering committee and develop a scope of work for two consultants to work together on a transit redesign. Denny asked for a decision on whether to move forward with advertising for bids or wait until a later time. Denny suggested that moving forward is a step toward us becoming the mobility leader in the county. It is also a way to educate and involve the passengers and individual community members to give them ownership and encourage a better

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transit system that they will want to support. Dick suggested this may be a political move and it may be in our best interest to move forward with something the commissioners have proposed. Fred explained it is his opinion that Mike thinks we are not ready to take this on right now. We may have a better base to build from next year. He suggested that if there is a political agenda, we should go find out what that is. He proposed holding off on the RFP and offered to speak with Mike and get some more feedback. Dick agreed and offered to go with Fred to meet with Mike to further discuss exactly what the commissioners are looking for.

No action was taken.

e. **Approval of First Friday Service (21-05-08)**

Denny explained this is the same shuttle service we provided two years ago for First Fridays downtown. The fares are free and only the Gillig will be used, except for in December we will run two buses.

Kelsey moved and Dick seconded to approve First Friday service (21-05-08). Roll call vote. All in favor. Motion passed.

7. **Other Business – Open Comments**

Chase shared that COTA will be releasing their first electric bus this month.

Denny said we had two electric vehicles here today, but he wasn't too impressed. They cost about \$200,000 each and can only run 180 miles before needing to be recharged.

Denny shared that he will be on vacation all next week.

Boots moved that everyone support the appointment of Fred Johnson as Chair. He encouraged cooperation and a unified Board. Dick seconded. Roll Call Vote. Fred abstained and all others voted yes. Motion passed.

Fred stated he has a lot of respect for Denny's staff, he has enjoyed being here, and he is looking forward to working together.

Tina asked Fred three questions: 1) Why did he resign from the Board in March? 2) Why did he withdraw his resignation? 3) Why did he apply for Chair?

Fred replied: 1) He was discouraged and felt like nothing was getting accomplished. 2) Mike Frommer said he would attend board meetings through the end of the year, so maybe things would get better. 3) I have a gift to offer, which is turn around and it's what I'm good at.

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Fred asked, as optional, for everyone to write up in less than two pages what they envision the transit system to be in five to seven years and what it will take to get there. He noted that he believes our greatest opportunity for growth is in workforce related activity. He would like to see a county wide FLEX service, and in 2022 we need to establish a plan that has county buy in for sustained funding.

Boots stated that Denny has a great staff and he appreciates all they have done and will do.

Fred asked for a motion to go into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official. Dave moved and Dick seconded. Through a Roll Call Vote. Boots voted no and all others voted yes. Motion passed

Boots moved and Dave seconded to return to open session. All in favor. Motion passed.

Per Fred:

Resolution 21-05-09 - Dave moved and Dick seconded to establish a search committee to seek out, recommend, and onboard a new executive director. Our target start date for the new executive director is 4th quarter 2021. The committee will be comprised of Kelsey Scott as chair, with Dick Schrock and Fred Johnson as members. An initial budget of \$20,000 was established for the search committee. Johnson, Schrock, Black, Scott, and Waits voted yes, Sheets voted no. Motion Passed.

The Executive Director, Denny Schooley, was then asked to rejoin the meeting. Fred explained to Denny that Denny has been, is, and we hope will be in the future an important part of Delaware County Transit. A search committee had been established and that the board wanted to move in a new direction. We would like Denny to continue in the role of Executive Director during the search. We would like to work with Denny to define an ongoing more focused role working in the new ED's staff. Fred asked Denny if he had any questions or comments. Denny stated that he could not give an answer at that time and that he had no further comments or questions. Denny was specifically asked to get back to the board on his willingness to stay 1) during the search and then 2) in a possible more focused role after that. Denny was then asked to prepare a formal resolution for the decisions and to work with the search committee for finalization of the resolution.

8. Adjourn

With no other business to conduct, the chairman adjourned the meeting.