

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF

September 15th, 2021

REVISED BY BOARD DURING OCTOBER 2021 MEETING

1. Roll Call – 5:30 p.m.

The DCTB Chair called the meeting to order and the roll was taken as follows: (21-09-01)

X	Chase Waits
X	Dick Schrock-Secretary
X	Boots Sheets
X	Dave Black-Treasurer
X	Fred Johnson-Chair
Ab	Jacob Fathbruckner

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 (21-09-01)

Dave moved and Dick seconded to approve Jacob’s absence. (21-09-01). All in favor. Motion passed.

2. Approval of Consent Agenda (21-09-02)

a. Agenda for September 15, 2021 (21-09-02A)

Fred requested adding discussion about the management report before the operational reports and moving executive session after other business/open comments.

Dave requested adding approval of the minutes from the meeting with the auditors on Sept. 9 to Item 5.

Dave moved and Dick seconded to approve the consent agenda, with revisions, for September 15, 2021. (21-09-02A). All in favor. Motion passed.

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b. Approval of minutes from August 18, 2021 (21-09-02B)

Fred requested the following revision to #6 under new business: "Crystal asked which board members" submitted responses to Fred.

Fred requested the following revision to #8 under new business: "The nominating committee nominated Kelsey."

Dick moved and Dave seconded to approve the minutes, with revisions, from August 18, 2021. (21-09-02B). All in favor. Motion passed.

3. Public Comment

Dawn Huston was present.

Melanie Williamson, Marc Fishel's partner, was present.

4. Management Report

Fred asked for an update on staffing and clarification on the increase of about 10% to our insurance coverage. He asked for the date of our last records commission meeting, minutes from that meeting, and a date for when the next meeting will be.

5. Operational Activity Reports

Denny explained that we had a significant increase in August over July, and August ridership is our best month this year and has exceeded 2019. Our operating recovery rate is up and everything is trending in the right direction. Youth ridership is continuing to increase.

6. Financial Status/Finance Committee Report (Dave)

a) Approval of Finance Committee Report(s), Minutes of September 9, 2021 and Approval of Financial Status as of July 31, 2021 (21-09-03)

Auditor's Meeting Minutes: Sept. 9th

Dave explained that the auditors met with us to go over the 2020 audit report. They gave an unmodified, or clean opinion and noted two immaterial items in a management letter. We received a three-star rating in regards to the Sunshine Laws. Our 2021 audit will be going out to bid soon for a minimum of three years and a

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maximum of 10 years. We have waived the five-day waiting period to release the final audit report.

Financial Status, as of July 31, 2021:

Revenue = \$282,000	YTD Revenue = \$2.6 million
Expenses and Depreciation = \$264,000	YTD Expenses = \$1.8 million
Net Income = \$18,000	YTD Net Income = \$900,000
\$3.1 million cash balance	
\$5.5 million total equity	

Finance Committee Minutes: September 9th

Dave asked Denny to bring back a recommendation on how and when to use the \$5.1 million ARPA grant that expires in 2024.

Discussion also included the application for the 5310 grant.

It was moved by Dick and seconded by Chase to approve the committee minutes, auditor meeting minutes, Financial Report and Status as of July 31, 2021 (21-09-03). All in favor. Motion Passed.

Denny explained the national vehicle shortage and requested to go ahead and order the two vehicles for which we have received OTP2 funds of \$296,000. These vehicles would be part of the 13 vehicles approved under April 2020 Resolution 20-04-07 for the right to purchase. It was decided that Denny would bring back exact costs to the next finance committee meeting and another resolution would be required to approve ordering the two vehicles.

Dick moved and Dave seconded to pursue acquisition of two vehicles (1 expansion, 1 replacement) by getting exact prices not to exceed more than a 10% increase. Fred abstained. All others voted yes. Motion passed.

7. New Business

a) Discussion of 2028 Future State Vision by Fred Johnson – Continued from August

Fred reviewed the Delaware County Transit Future State Vision 2027-2029 and highlighted the following key points which included an increase of passenger trips to 500,000 for 2028 which better served all citizens of Delaware County. This particularly included seniors, persons with disabilities, low-income transit dependent individuals, etc. Also, DCT is expected to provide transit services for employees working in the County and in support of businesses. DCT should utilize IT to become efficient and effective. And DCT needs to work with all organizations, agencies, and transit services

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to provide comprehensive and effective transit services for Delaware County and the Region which includes demand response and fixed route services.

A new Executive Director is expected on board in 2022 to lead to the enhancement and increase of services provided by DCT. This individual will lead the development a long-term Transit Plan for Delaware County with the expectation that long-term funding will be developed for the growth and enhancement of future DCT services. The Board approved use of the Document for internal and external discussions in working with all shareholders.

b) Approval to submit Section 5310 Application (21-09-04)

This is our usual grant to fund service for seniors and disabled. We will request \$375,000 for two years of mobility management and \$230,000 for two years of maintenance, as well as \$30,000 to rebuild the mobility management website. We should hear back on our application by the end of October.

Dave moved and Dick seconded to approve submitting the Section 5310 Application (21-09-04). All in favor. Motion passed.

c) Approval of service contract for SourcePoint Enrichment Center (21-09-05)

This is a standard hourly contract rate for group trips.

Chase moved and Dick seconded to approve the service contract for SourcePoint Enrichment Center (21-09-05). All in favor. Motion passed.

d) Approval of service contract for Delaware Court Healthcare Center (21-09-06)

This is a standard contract for adult day care transportation.

Dick moved and Chase seconded to approve service contract for Delaware Court Healthcare Center (21-09-06). All in favor. Motion passed.

8. Other Business – Open Comments

Fred explained that the presentation with the recruiter would not take place tonight, but is rescheduled for executive session during a special meeting on Mon. Sept. 27th at 5:45 p.m.

Fred said there would still be a brief executive session tonight.

9. Executive Session – To consider the employment or compensation of a public employee.

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Dave moved and Dick seconded to approve entering into executive session. Roll call vote. All in favor. Motion passed.

_____ moved and _____ seconded to approve coming out of executive session and returning to open session. All in favor. Motion passed.

10. Adjourn

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