DELAWARE COUNTY TRANSIT BOARD
BOARD MEETING

MINUTES OF
October 20th, 2021

1. Roll Call – 5:30 p.m.

The DCTB Chair called the meeting to order and the roll was taken as follows: (21-10-01)

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

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 (21-10-01)

Dave moved and Jacob seconded to approve Dick's absence. (21-10-01). All in favor. Motion passed.

2. Approval of Consent Agenda (21-10-02)

a. Agenda for October 20, 2021 (21-10-02A)

It was noted that there will be resolutions to consider after the executive session and the item 7A for the Approval of Vehicle Purchases is no longer tentative.

Jacob moved and Chase seconded to approve the consent agenda for October 20, 2021. (21-10-02A). All in favor. Motion passed.

b. Approval of minutes from September 15, 2021 (21-10-02B)

Several changes, deletions and additions were made to the September 15th, 2021 minutes as presented. There was also an additional unanswered question of which board members moved and seconded to come back into regular session from the executive session. It was decided to approve the minutes as revised and conditionally until Dick, who was absent at this meeting, could confirm which board members moved and seconded.

Dave moved and Jacob seconded to approve the minutes from September 15, 2021 conditionally as revised. (21-10-02B). All members present voted yes to accept the minutes as revised and conditional except that Boots voted no. Motion passed.

c. Approval of minutes from September 27, 2021 Special Meeting (21-10-02C)

It was noted that the minutes as presented did not include the members present.

Dave moved and Jacob seconded to approve the minutes from the September 27, 2021 special meeting as revised noting the members in attendance. (21-10-02C). All in favor. Motion passed.

3. Public Comment

Guests present included Ginny Berry, Kathy Laughlin, Marc Fishel and Dawn Huston. There were no public comments but Jacob requested introductions.

4. Operational Activity Reports

Denny provided highlights of the management and operational report including noting that September 2021 ridership is at the highest level we have seen this year. There was additional discussion and Denny answered questions from members.

5. Financial Status/Finance Committee Report (Dave)

a) Approval of Finance Committee Report(s), Minutes of October 14, 2021 and Approval of Financial Status as of August 31, 2021 (21-10-03)

Dave reviewed the minutes of the finance committee meeting and Denny highlighted specific revenues, expenses and grant information.

It was moved by Jacob and seconded by Chase to approve the committee minutes, Financial Report and Status as of August 31, 2021 (21-10-03). All in favor. Motion Passed.

6. Discussion/Update

a) Transit Advisory Committee – TAC

Ginny Berry and Kathy Laughlin provided information to the board concerning the Transit Advisory Committee (TAC). They covered membership, history, initial purpose and other relevant information and changes that the TAC are currently working towards. There was discussion with comments and questions by board members.

b) Healthy Planet Challenge

Denny reviewed the Healthy Planet Challenge initiated by the Federal Transit Administration (FTA) with goals of: 1) achieving a 50-percent reduction in economy-wide net greenhouse gas (GHG) emissions from 2005 levels by 2030, and 2) reaching net-zero emissions by no later than 2050.

Denny requested that DCTB take part in the challenge by "Supporting FTA's initiative by participating in future Challenge-related events."

It was moved by Jacob and seconded by Dave to authorize Denny to participate in the FTA's Health Planet Challenge by Supporting FTA's initiative by participating in future Challenge-related events. All in favor. Motion Passed.

7. New Business

a) Approval of Vehicle Purchase (21-10-04)

Denny explained the need for the purchase of 3 new vehicles. Two of them will be expansion vehicles and one will be a replacement vehicle. He also informed the board that, as many of them already know, OTP2 grants have already been approved for the purchases.

There was discussion about the supply chain issues related to obtaining vehicles and the timing and the cost increase since the grants were first submitted. Based on current information, the total cost of the vehicles except for approximately $4,056 will be covered by the grants.

Jacob moved and Chase seconded to approve the purchase of vehicles (21-10-04). All in favor. Motion passed.

b) Approval of fiber optic dedicated internet service (21-10-05)

Denny explained to the board that with more operations and administrative activity being conducted over the internet, more bandwidth is needed. Currently, DCTB has a contract with WOW for phone service and internet connection using shared broadband. The shared broadband has created problems at peak times causing computers and programs to freeze.

To eliminate this problem, DCT would like to contract with WOW for dedicated fiber optic service with a 36-month contract as illustrated in the reviewed proposal. There was some further discussion with Denny responding to questions and comments.

Jacob moved and Dave seconded to approve the contract with WOW as modified to include a statement in the resolution and contract for a minimum of 100 mbps up and down speed for fiber optic internet service (21-10-05). All in favor. Motion passed.

c) Approval of wage and salary program survey (21-10-06)

Tina provided an overview of the wage and salary review proposals and recommended the TPS Group as the best option for the wage and salary review. Discussion followed.

Dave moved and Jacob seconded to approve the wage and salary program survey with TPS Group (21-10-06). All in favor. Motion passed.

8. Executive Session – To consider the employment and compensation of a public employee.

Dave moved and Chase seconded to go into executive session. Roll call vote. All in favor. Motion passed.

Dave moved and Chase seconded to come out of executive session and into open session. Roll call vote. All in favor. Motion passed.

a) Approval of Severance Agreement (21-10-07)

Chase moved and Jacob seconded to approve the severance agreement for Dennis Schooley (21-10-07). Motion passed.

b) Approval of Employment Agreement (21-10-08)

Jacob moved and Dave seconded to approve an employment agreement between DCTB and Dennis Schooley (21-10-08). Motion passed.

9. Other Business – Open Comments

Without discussion in open session, Dave moved and Chase seconded to have Jacob as secretary and Ben to research, investigate and streamline improved minutes and record keeping processes for the board with Marc Fishel providing resources and with a budget not to exceed $5,000.

Discussion followed the motion and the board explained to staff their reasoning for this resolution.

Since this was the last meeting for Boots Sheets, Denny thanked Boots for his many years of service and his dedication and support to the agency and the community by serving on the transit board as a member and chair. Boots stated that he has enjoyed most of his years on the board and hopes the board will put the board first and not individuals. Chase recommended that Tina provide a community recognition of Boots' service. Jacob added that the board supports that.

10. Adjourn

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