

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF December 17th, 2019

1. Roll Call – 7:00 p.m.

The DCTB Chair called the meeting to order and the roll was taken as follows: (19-12-01)

<u> X</u>	Boots Sheets-Chair
<u> X</u>	Roger VanSickle-Treasurer
<u>Late</u>	Jacob Fathbruckner
<u> X</u>	Becky Cornett
<u> X</u>	Fred Johnson
<u> X</u>	Dick Schrock
<u> X</u>	Dave Black

Staff present for the meeting:

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

a. Pledge

b. Approval of Absences (19-12-01)

Roger moved and Fred seconded to approve Jacob's absence (19-12-01). Motion passed.

2. Approval of Consent Agenda (19-12-02)

a. Agenda for December 18, 2019 (19-12-02A)

b. Approval of minutes from November 20, 2019 (19-12-02B)

Dave moved and Dick seconded to approve the consent agenda (19-12-02). Motion passed.

3. Public Comment

none

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4. Financial Status/Finance Committee Report

a. Minutes of Finance Committee 12/6/19

Dave explained that he and Dick met with Denny and agreed on a goal to enhance the monthly financial reports to show current year and prior year. They discussed the Treasurer's role, but deferred until Roger could be at the next finance committee meeting. Denny was asked to provide a bulleted list of narrative to go along with the budget.

Next finance committee meeting is scheduled for Jan. 10th, and Tina is invited to attend.

b. Purpose of Finance Committee

To provide direction for the Board, to regularly review finances, asset management, and to review policies and compliance

c. Financial Status as of October 31, 2019

Income: Oct. 2018 = \$82,542.73, Oct. 2019 = \$91,572.86

Net income = \$102,412.23

Checking: 2018 = about \$334,000, 2019 = \$1,787,084.49

Denny reported that we are currently on budget for the year.

d. Approval of Finance Committee Report and Financial Status as of October 31, 2019 (19-12-03)

It was moved by Dave and seconded by Dick to approve the Finance Committee Report (19-12-03). Motion Passed.

It was moved by Dave and seconded by Dick to approve the Financial Status for month ending October 31, 2019 (19-12-03). Motion Passed.

5. Updates/Presentations

a. Department

none

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b. Executive Director

Denny shared that we are still struggling to obtain more employees and he learned that Butler County doesn't offer any health insurance benefits to anyone. They have chosen to pay the fine for each full-time employee, rather than pay for benefits. They are also participating in a program with Miami University in which they pay a portion of tuition for students who work for them.

We will have a Triennial Review by FTA this year. So far, info and documents are due by Jan. 10th. Like last time, Grant will be heading up the organization of documents collecting and submitted. There are 300 possible deficiencies, the average is 6, and we had 2 for our last Triennial.

Our new Software, QRyde, went live on Monday. So far, we are getting positive feedback and excited that the system will be able to do ADA announcements on the buses for drivers.

Denny was invited to speak at the last CHIP (Community Health Improvement Program) meeting, with about 50 people present. CHIP is working with Age Friendly Delaware on looking at all types of needed transportation and coordination.

Becky shared that she is a member of Age Friendly and that DCT manages a Mobility Management Website that we collect and distribute all of the information for. Dick asked if this website could be a source of revenue for us.

Dave suggested we conduct a monthly "Lunch & Learn" similar to what Source Point does before Board meetings to educate Board members on the workings of DCT, as well as looking at outside transit data and trends. Denny suggested that a start for these might be to go over all of the categories within the Triennial Review that we are evaluated on.

6. New Business

a. Establishing Regular Board Meeting Times and Dates for CY 2020 (19-12-04)

3rd Wed. of each month at 7:00 p.m.

Jacob moved and Roger seconded to approve the dates and times for 2020 Board meetings (19-12-04). Motion passed.

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b. **Nominating Committee Report and Election of Officers (19-12-05)(Fred & Becky)**

Becky shared that the nominating committee agreed to nominate Fred for Vice Chair, Dave for Treasurer, and Jacob for Secretary.

Becky moved and Dick seconded to approve the nomination and election of officers for 2020 (19-12-05). Motion passed.

c. **Approval to Submit Section 5310 Application (19-12-06)(Tonya)**

This is a competitive grant that provides funding for seniors and disabled. Transit and not-for-profits can apply. We ask for \$250,000 to use for mobility management, preventative maintenance, and operations.

Dave requested a bulleted list to describe each grant in the future that we ask to apply for.

Dave moved and Jacob seconded to approve the submission of the 5310 application (19-12-06). Motion passed.

d. **Approval of Fares (19-12-07)**

Denny explained how our funding decreased when we became an urban system, so demand response rates went up as a result. This made demand response rates too expensive and prohibits us from serving people well. Historically, when we increase fares, ridership decreases, and when we decrease fares, ridership increases. We are proposing reducing demand response fares over a three-year period in order to accommodate the increased ridership and prevent us from having to deny trips. At this time, we are only asking for approval for the proposed 2020 rates.

Dave asked about the projected volume increase and our ability to reverse fares if ridership doesn't increase.

Fred asked about projected loss of revenue. Denny explained that the proposed fares are only for general public, which is a small percentage of our demand response service because most of it is subsidized. We are proposing approximately a 25% decrease in the fares, so we can expect an approximate decrease of 25% in revenue if ridership doesn't increase.

The Board decided to table the resolution until more information can be provided.

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e. Approval of Labor Rates for Labor, Trades & Crafts (LTC) and SAM Category (19-12-08)

We are proposing a 10% increase to LTC scale and to adjust SAM scale for Facility, Asset, and Technology Manager and Road Supervisor accordingly.

Jacob moved and Dick seconded to approve the labor rates for LTC and SAM (19-12-08). Motion passed.

f. Approval of CY 2020 Budget (19-12-09)

Denny provided budget narrative and assumptions, the actual budget, and a comparison of 2018, 2019, and 2020 annualized. He noted that the budget is not balanced and he proposes using our excess cash on hand to balance the budget.

Dave requested a balance sheet for the end of 2020, three-year projected revenues and to show the 2020 budget with the impact of the increased expenses over the year showing how actions in the year affect the next year. He offered to meet with Denny sometime to work on these items.

Fred moved and Dick seconded a continuing resolution to operate at current 2019 spending rates with the approved increases to wage scales until we have an approved 2020 budget. Motion passed.

7. Executive Session – To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

Fred moved and Roger seconded to go into Executive Session. Roll Call vote taken. Motion passed.

Fred moved and Dick seconded to come out of Executive Session. Roll Call vote taken. Motion Passed.

8. Other Business – Open Comments

None

9. Adjourn

The Chairman adjourned the meeting.