

**South East Area Transit
Board of Trustees
Regular Meeting Minutes**

August 10, 2022

I. Call to order

Mr. Ufholz called to order the regular meeting of the South East Area Transit Board of Trustees at 12:03pm on August 10, 2022 at 205 N. Fifth Street, Zanesville, OH.

II. Roll call

Ms. Gill conducted a roll call. The following persons were present: Ron Gombeda, Rob Guentter, Rocky Hill, Ellen Rucker, Jody Spencer, James Spraggins, Kurt Ufholz, and Keely Warden. Doug Hobson and Mary Kitzig were absent. Staff present were: Howard Stewart, Andrea Dupler, Rich Wood and Dianne Gill.

III. Approval of Board Minutes

The minutes for May 11th and May 25th were reviewed. Mr. Spraggins made a motion to approve the minutes with a second by Mr. Hill. **Vote: (Verbal) In Favor – Unanimous at 12:07 pm.**

IV. Official Communications

- Mary Kitzig has submitted her resignation from the board.
- Mike Norman (CFO for Genesis) Has been appointed by the Mayor and has accepted to finish out Mary Kitzig's remaining term on the board.

V. Transit Director's Report

Mr. Stewart gave his Transit Director's Report.

- ODOT has visited the four counties involved in the Mobility Ohio project. Our meeting with ODOT has been pushed back. New meeting date/time is not yet determined.
- We hosted a visit from Tim Ryan last Wednesday. He is very pro-union and the request to visit was sent to us via Teamsters. It was a great visit, and he is a fan of public transit.
- We are just now getting invoices submitted to ODOT. There is still some struggle on ODOT's end with invoice submission. Invoices were supposed to be submitted on July 15th.

- ODOT requested that we submit a separate 5310 application for Belmont. Funding announcements have been delayed.
- We are continuing to look for an agency to house Belmont's mobility management. It has not yet been decided if we will apply for the grant in 2024.
- We continue to be down on driving staff and are having trouble finding candidates. Right now, we are having Guernsey and Belmont county Co-supervised and may continue to handle it this way.
- Mobility Ohio project -- No new information. Will keep board members up to date on and new information or changes.
- Audit has been certified by the state.
- We have had our TAR (Technical Assistance Review from ODOT and there were 6 findings. They have all been corrected and they will be discussed further in the resolution part of the meeting. We are working on some wording on our website and in our rider's guide.
- State management review went well. Some of the things fell back into what we needed to correct with our TAR but we are getting those taken care of.
- Howard was nominated to the Ohio Public Transit Association president. The term is a three-year term from 2023-2025.
- PARTA, CAWC/SARTA and DATA have been coming in to see how we operate. We have been discussing software, operations, accounting, and maintenance.
- Discussion was had concerning the no show policy.
- Will be bringing some new policies to the board in September.
- In the last quarter of the year, we will be evaluating our presence in Belmont County. We currently have 3 full-time drivers and 1 part-time driver.
- An individual may be interested in a freezer that we have in the building on Main Street. The freezer is not on our asset list because we acquired the items in the kitchen when that part of the building was vacated. Thinking about putting the money made from the potential sale into our community fund. Motion made by Mr. Guentter to authorize the director to dispose of any property in the building that isn't in our inventory at the director's discretion, that all proceeds go to the community fund. The motion was seconded by Mr. Spencer.

Ms. Dupler gave the Operations Report. Our most recent supervisor in Guernsey County recently asked to be moved back into a driver position. This request was granted. The current supervisor in Belmont County is now supervising Guernsey and Belmont Counties. She and the Road Supervisor in Muskingum County are doing a great job and are eager to learn everything they can. We hired our first gentleman at the Transit Center. He is learning the area and doing a very good job so far. We hired a part time CSR to help at the Transit Center as well. We brought on our first for profit organization as a transportation vendor called Ray of Hope Transportation. They are still doing their private pay on evenings and weekends and will be driving for us under contract during the week. We are up to 43 private vendors and six agencies. We currently have a vehicle pool of 101 vehicle options. 17,000 trips were scheduled in July. We took 1020 requests last month through the portal which slows down the phone calls we are having to take. Our new part time person is helping with these online requests. We had over 12,000 interactions with passengers via the portal, phone calls, and our website. Last month, for the first time ever, we hit 99.9% on time performance. In 2017 we were at about a 72%. In 2019 we were at 85% and have been close to 92% recently. The national average is around 81%.

Mr. Wood gave the Maintenance Report. We have two from the Maintenance department that are going to Columbus for a training put on by O'Reilly's on diagnosing smart fuse boxes. We will now be able to diagnose these issues in house instead of having to send out the vehicles to be diagnosed. Parts are getting harder to find. On June 1st an engine was ordered, and it just came in last week. We have another one on order and it is about a month and a half out for it to come in. Inventory balance is increasing because we have been buying parts when they are in stock to make sure we have them when they are needed. We have two vehicles down and we still are not sure when new vehicles will be in.

Ms. Gill gave the June 2022 Financial Reports. The June Revenues were \$3,988,656 and the Expenses for the month were \$3,912,292 for a Year to Date gain of \$76,364. The June Balance Sheet showed Total Current Assets as of June 30, 2022 as \$3,943,526. Our Total Current Liabilities are at \$654,999 for a Positive Net Position of \$3,288,527.

Mr. Spencer made a motion to accept the February financials, with a second by Ms. Rucker.

Vote: (Verbal) In Favor – Unanimous at 1:00 pm.

VI. Executive Session

A motion was made by Mr. Guentter to move to an Executive Session to discuss legal matters and was seconded by Mr. Hill at 1:05 PM

Roll Call for session:

Ms. Gill conducted Roll Call. The following persons were present. Ron Gombeda, Rob Guentter, Rocky Hill, Ellen Rucker, Jody Spencer, James Spraggins, Kurt Ufholz, and Keely Warden.

Executive session ended at 1:27

VII. Old Business

Resolution 2022-03: Approve SEAT's Service Animal Policy (CORRECTION)

A motion was made by Mr. Guentter to approve Resolution 2022-03 as amended, with a second by Mr. Spencer.

Vote: (Verbal) In Favor – Unanimous at 1:27 pm

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VIII. New Business

Resolution 2022-06: Approve Vehicle Maintenance Policy

A motion was made by Mr. Hill to approve Resolution 2022-06, with a second by Mr. Guentter.

Vote: (Verbal) In Favor – Unanimous at 1:28 pm

Resolution 2022-07: Approve Facility Maintenance Policy

Discussion was held.

A motion was made by Mr. Guentter to approve Resolution 2022-07, with a second by Mr. Spencer.

Vote: (Verbal) In Favor – Unanimous at 1:30 pm

Resolution 2022-08: Approve Procurement Policy

Discussion was held.

A motion was made by Mr. Spencer to approve Resolution 2022-08, with a second by Mr. Hill.

Vote: (Verbal) In Favor - Unanimous at 1:31 pm

Resolution 2022-09: Approve EEO Policy

Discussion was held.

A motion was made by Mr. Guentter to approve Resolution 2022-09, with a second by Mr. Spencer.

Vote: (Verbal) In Favor – Unanimous at 1:32 pm

Resolution 2022-10: Approve Title VI Policy

Discussion was held.

A motion was made by Mr. Hill to approve Resolution 2022-10, with a second by Mr. Gombeda.

Vote: (Verbal) In Favor – Unanimous at 1:34 pm

Resolution 2022-12: Accept 2021 Financial Audit

A motion was made by Mr. Spencer to approve Resolution 2022-12, with a second by Ms. Rucker.

Vote: (Verbal) In Favor – Unanimous at 1:34 pm

Authorized Disposal

An individual may be interested in a freezer that we have in the building on Main Street. The freezer is not on our asset list because we acquired the items in the kitchen when that part of the building was vacated. Discussing putting the money made from the potential sale into our community fund. Motion made by to authorize the director to dispose of any property in the building on Main Street, that isn't in our inventory, at the director's discretion and that all proceeds go to the community fund.

A motion was made by Mr. Guentter to approve, with a second by Mr. Spencer.

Vote: (Verbal) In Favor – Unanimous at 12:32 pm

Raise in Sold Maintenance Rates

Brought to the board because of a recommendation from the Ohio Transit Risk Pool. Discussion was held. There would be an increase from \$55 per hour to \$70 per hour. The 8% markup on parts would be discontinued. It will be effective as of October 1, 2022.

A motion was made by Mr. Guentter to approve, with a second by Mr. Hill

Vote: (Verbal) In Favor – Unanimous at 1:37 pm

The next meeting will be held Wednesday September 21 at 12:00pm

IX. Adjournment

Mr. Ufholz adjourned the meeting at 1:38pm with a motion to do so from Mr. Hill and a second from Ms. Warden.

Board President

Board Secretary/Treasurer

Witness



