

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

March 1, 2023

**I. Call to order**

Mr. Guentter called to order the regular meeting of the South East Area Transit Board of Trustees at 12:16 pm on March 1, 2023 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, Doug Hobson, Ellen Rucker, Jody Spencer, and James Spraggins. Michael Norman, Kurt Ufholz, and Keely Warden were absent. Staff present were: Howard Stewart, Andrea Dupler, Rich Wood, and Dianne Gill.

**III. Official Communications**

- Transportation Budget Update – Ohio Lobby Day was very successful.
- Workforce mobility – 30 million dollars additional – Because of Intel – minimal dollars may be available.
- ODOT will be shifting its funding cycle. Will be a 2-year cycle starting in JULY 2024. Opportunity to revisit your budget at the end of the year if necessary.
- 2023 Award Letter – One contract has been awarded for federal funding. Should be set for 2023 soon.
- Mobility Ohio Update – On delay – Won't be starting until the Summer of 2024
- Ron Gombeda received the Cambridge Area Chamber of Commerce 2023 Community Impact Award.
- Christine Piatt attended the meeting as a guest. No comments were given.

**IV. Approval of Consent Agenda**

Mr. Hill made a motion to approve the Consent Agenda with a second by Mr. Hobson.

**Vote: (Verbal) In Favor – Unanimous at 12:24 pm.**

## V. Reports

Mr. Stewart gave his Transit Director's Report.

- ODOT & 5310 Vehicles: Four have been transferred to Neff's in Belmont County. Two have reached eligibility for disposition. Since the vehicles are 5010 vehicles, they go on ODOT's website for 30 days. If no one claims those vehicles, we are free to deal with them as we please. We have also requested that the LTN, 1904 be added to our fleet. If no agency in Belmont County needs the vehicle, it will be transferred to SEAT.
- OTRP Risk assessment was completed successfully in January.
- OTRP has brought back the Loss Control Summit. It will be held on March 22<sup>nd</sup>.
- Our contract was working out with Flixbus.
- The Small Operators Summit will be happening at Salt Fork Lodge on April 4<sup>th</sup> and 5<sup>th</sup>.
- Cambridge Site Rental – We have been offered Unit #2 by Mrs. Benson in place of the unit we are currently renting. It is a smaller space, but the larger space of our current unit is no longer necessary. The rent cost would go from \$2500.00 a month to \$2100.00 a month. A discussion was held about the possibility of agreeing to the new unit and asking to change the lease to either a month-to-month or yearly lease instead of the current 5-year agreement.

A motion was made by Mr. Spraggins to allow the director to negotiate the Guernsey rental, with a second by Mr. Hobson.

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

- Mr. Matz, president of the Zanesville-Muskingum Chamber & Muskingum Port Authority, would like to conduct a parking study. They are currently searching for funding for this study. The decision was made to wait for them to know how much money they would need. It will be brought back to the board at a future date.
- March 17<sup>th</sup> will be Transit Employee/Operators Appreciation Day. Staff will be bringing a potluck. Hotdogs will be provided.
- No new information from the Teamster's audit or from the IRS regarding the mix-up with the 4<sup>th</sup> quarter, 2020 payroll taxes.
- We are currently looking at prices of bike racks for our remaining buses so we are able to have our Non-CDL drivers fill in on Street Route when necessary while still being able to transport bikes for our passengers. So far it looks to be around \$10,000.00 for around 9 bike racks.
- Delaware County Transit has been in contact with Mr. Stewart regarding how we operate and what we do at SEAT.

- We have been working on a contract with Genesis and we will be bringing on Community Ambulance Services as a vendor. We have a high demand for wheelchair transportation, and they can help with that. There is also a discussion to have them start assisting with our evening dispatch, primarily talking calls from Genesis for evening discharges.

Ms. Dupler gave the Operations Report.

Staffing –We have hired a new Muskingum County Driver. We had a driver in Muskingum County who was hired with the expectation of moving to Guernsey County in the future and we are now able to do that with this new M.C. hire. Muskingum is down by 2 drivers and Guernsey is at full capacity. We currently have fifty contract drivers. Forty-nine drivers are currently working, and we also have twenty-two agency drivers.

Fixed Route is at about 50% of what we had been doing before COVID. We are working on a process at the transit center to help passengers learn how to use our street route while in the street route area.

We are completely maxed out on space before 8 AM and after 3 PM. We have people who need to go to medical appointments during those times but there is no capacity to take them on those trips. We have new standing orders for work transportation on hold currently and are trying to look at them on a case-by-case basis.

2017-2023 study We are hitting 20,000 door-to-door trips and have come to the point that we are closing out scheduling for certain days because the number of trips requested is so high. We are working on processes and trying to come up with some black-and-white guidelines to help make these decisions easing for Transit Center staff.

The number of passengers who what to use demand response to take their children to daycare and then back home again has increased. If the trips fall in the street route areas, we are denying demand response trips and guiding them towards our street route.

We are tightening up on our no-shows. Our policy has been approved and after adequate warnings, we are now suspending passengers who no-show multiple times. The suspensions are 30, 60, and 90-day suspensions.

Mr. Wood gave the Maintenance Report.

We are preparing for the grass-mowing season and have started air conditioning services on buses. We have finally sold the tow truck for \$26,500.00.

Ms. Gill gave the financial report.

There is a new format for the financial report. We are showing a net gain of \$20,000.00. We had \$1.9 million in the bank at the end of January and our net position is almost \$3.6 million.

**VI. Items/Topics for Discussion/Consideration**

- Conflict of Interest Statements – The board will be receiving and signing off on receiving the Conflict of Interest Statements yearly at the January board meeting.
- Street Route Discussion – We have been doing a study of our Guernsey County Street Route. We are averaging 2 passengers per hour for our street route in Guernsey County.
  - Recommendation to the board – proposal to do a 6-month pilot to stop the street route in Guernsey County and have those 2 street route buses, in the morning and afternoon, take on demand response trips instead. This will give us good information on what is best for the area.
  - The new bid for drivers starts April 3<sup>rd</sup>. We would like to get the public meeting scheduled ASAP to coincide with that date so they can bid on new demand response routes.

A motion was made by Mr. Gombeda for a 6-month pilot to switch to all Demand Response transportation for Guernsey County with a no-denial promise for transportation services within the county and within the service time, with a second by Mr. Hill.

A Discussion was held about how to cover the signs for the Street Route stops during the pilot time frame.

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

- Discussion was held concerning vendor agencies.



**VII. New Business**

**Resolution 2023-01: Authorizing Resolution for SFY-2024-CY-2024 Programs and Grant Funding**

A motion was made by Mr. Spencer to approve Resolution 2023-01, with a second by Mr. Hobson.

**Vote: (Verbal) In Favor – Unanimous at 1:52 pm**

**Resolution 2023-02: Approve New Financial Policies and Code of Conduct Policy**

A motion was made by Mr. Hobson to approve Resolution 2023-02, with a second by Mr. Gombeda.

**Vote: (Verbal) In Favor – Unanimous at 1:52 pm**

**Resolution 2023-03: Retain Stubbins, Watson, Bryan & Witucky as Legal Counsel**

A motion was made by Mr. Spraggins to approve Resolution 2023-03, with a second by Mr. Hill.

**Vote: (Verbal) In Favor – Unanimous at 1:52 pm**

**Resolution 2023-04: Approval of Vehicle Disposition**

A motion was made by Mr. Hobson to approve Resolution 2023-04, with a second by Mr. Spencer.

**Vote: (Verbal) In Favor – Unanimous at 1:53 pm**

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The next meeting date is to be determined.

**VIII. Adjournment**

Mr. Guentter adjourned the meeting at 1:56 pm with a motion to do so from Mr. Hill and a second from Mr. Hobson.

Board President

Board Secretary/Treasurer

Witness

