

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

May 11, 2022

I. Call to order

Mr. Ufholz called to order the regular meeting of the South East Area Transit Board of Trustees at 12:04pm on May 11, 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, Doug Hobson, Ellen Rucker, Jody Spencer, James Spraggins, and Kurt Ufholz. (Ellen Rucker arrived at 12:07) Mary Kitzig, and Keely Warden were absent. Staff present were: Howard Stewart, Andrea Dupler, Rich Wood and Dianne Gill.

III. Approval of Board Minutes

The April minutes were reviewed. Mr. Hobson made a motion to approve the minutes with a second by Mr. Hill. **Vote: (Verbal) In Favor – Unanimous at 12:03 pm.**

IV. Official Communications

Mask mandate had been lifted.

V. Transit Director's Report

Mr. Stewart gave his Transit Director's Report.

- There have been issues with Blackcats for reporting to ODOT. Email received that everything finally went through on the 10th of May.
- The last few labor meetings went very well. We do have a labor agreement that is ready to be approved. The union has asked and SEAT has agreed to the extra \$1.00 raise for those who did not receive it at the beginning of the year.
- Insurance – working with local agent to get comparable insurance. Most likely going with Zylinsky. There shouldn't be any lag between insurance coverage.
- Auditors were on site Monday and Tuesday. Waiting on a contract agreement from ODOT to be forwarded to the Auditors.
- TAR is scheduled for June 6th.

- Storm damage – Over 20 of our vehicles have damage. Rich is working on pricing for repair and that was forwarded to OTRP.
- Customer transit fare form was sent – we are trying to get everyone on the same page with rates that are being paid. This will hopefully streamline the process. Makes the billing process much easier.
- Moving forward with procurement projects from last year which would be cameras, radios, and cradlepoints. Looking at getting 2 way cameras in Belmont County vehicles and in supervisors and support vehicles so everyone will be covered in case of accidents. Question asked about the storage of the footage. Footage is stored until it is overwritten in around 15 days. The windshield mounted cameras will have SD cards that will be switched out.

Ms. Dupler gave the Operations Report. April numbers show that we are up 36 percent for Demand Response trips. Getting people back to street route has been difficult since passengers have learned they can call and schedule a pick up. We are looking into a survey that drivers will potentially conduct to ask passengers questions about street route and why they may or may not be utilizing it. Passenger count had been 6000 - 8000 on street route and are now under 3000. It was discussed that there have been issues with hiring a PM dispatcher. We are getting good applications but people are not showing up for the interviews. The hours for this position can also be an issue. Working on fine tuning some processes at the Transit Center but overall things there are running smoothly there. There is discussion to figure out how to get people to work places. For demand response, from 4-8 AM we are at capacity and from 3-8 PM we are at capacity. Vendors do work 8-10 hours but tend to want to start early and then are then off around 3PM. We are attempting to get some later vendor hours. Howard discussed getting ready to launch EZ Fare. We have around 16 buses that are ready.

Mr. Wood had nothing to report for Maintenance.

Ms. Gill gave the February 2022 Financial Reports. The March Revenues were \$1,858,411 and the Expenses for the month were \$1,819,510 for a Year to Date gain of \$38,901. The February Balance Sheet showed Total Current Assets as of March 31, 2022 as \$3,838,305. Our Total Current Liabilities are at \$539,003 for a Positive Net Position of \$3,299,302.

Mr. Spencer made a motion to accept the March financials, with a second by Mr. Hobson
Vote: (Verbal) In Favor – Unanimous at 12:33 pm.

VI. Old Business

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

Tabled for liability language on behalf of SEAT



VII. New Business

Other Business of the Board

Union Contract has been agreed upon by both sides.

A motion was made by Mr. Hill to approve the Union Contract, with a second by Mr. Gombeda.

Vote: (Verbal) In Favor – Unanimous for all present at 12:55 pm

The next meeting will be held Wednesday, June 15th at 12:00pm

VIII. Adjournment

Mr. Ufholz adjourned the meeting at 12:56pm with a motion to do so from Mr. Hill and a second from Mr. Spraggins.

Board President

Board Secretary/Treasurer

Witness



