

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

June 19, 2019

I. Call to order

Mr. Ufholz called to order the regular meeting of the South East Area Transit Board of Trustees at 12:00pm on June 19, 2019 at 375 Fairbanks Street, Zanesville, Ohio.

II. The Pledge of Allegiance was given.

III. Oath of Office

Mr. Jody Spencer was sworn as the newest Board member representing the City of Zanesville.

IV. Roll call

Ms. Gill conducted a roll call. The following persons were present: Robert Hill, Doug Hobson, Ellen Rucker, Boyer Simcox, Jody Spencer, James Spraggins and Kurt Ufholz. Absent was Rob Guentter, Keith Melvin and Connie Norman. Staff present were: Howard Stewart, Dianne Gill, Andrea Thompson and Rich Wood

V. Approval of minutes from last meeting

The May 29, 2019 minutes were reviewed. Mr. Spraggins made a motion to approve the minutes with a second by Mr. Hill. **Vote: (Verbal) In Favor – Unanimous at 12:05 pm.**

VI. Official Communications

Mr. Stewart reported that our Letter of Intent for 5311, 5311f and 5339 Funding has been submitted and approved. We are now allowed to apply in August. Mr. Stewart also stated that the Ohio Senate Finance Committee has proposed a \$6.5 million budget cut.

VII. Transit Director's Report

Mr. Stewart presented the Transit Director's Report. Content is as follows:

- Staffing – we have hired two new customer service reps at the Transit Center. One is full-time and one is part-time. They are being hired through Mancan. We also have had our Hostler retire with his last day being 6/21/19. A new one has been hired through Mancan as well.

- Call Center staff has been hired through Mancan as well. Two part-time employees. All the cabling, wiring, telephones have been done. Rich and Rex have done a great job with building.
- The Noble County JFS has signed an addendum to the 2018-2019 contract. Guernsey and Muskingum JFS contracts are in the drafting process.
- We have been having a lot of visitors asking for helping with CTS and some accounting. We seem to be doing consulting for a lot of transit agencies, but are happy to help.
- OPTA Board meeting is tomorrow. Mr. Stewart will find out more about the budget for Ohio.
- The Operations staff did a presentation for Noble County Public Retirees Citizen Advisory.
- We are in the process of moving the Guernsey County office to our new location. Lots of work is needed in both buildings. Moving radios, access points, etc. A lot of stuff needs done in the next two weeks.
- The non-profit had its organizational meeting on Monday. We are working on the 1023 application to submit for 5310 funding in October.
- A rural roundtable is being held by ODOT next week. This is the first one in three years. A change in monthly invoicing vs quarterly invoicing is happening in 2020.
- We received a call from ODOT concerning Tuscarawas County. We may be moving into that county to take over public transit there. They are basically in the same shape we were in several years ago. We are just waiting on a call from ODOT. Maybe things will work out and we won't be needed, but we may be.
- We have had some unexpected high repair bills due to two furnaces going out on us and needing replaced. Presentations are being made throughout our community.
- We are having a free ride day on June 28, 2019

Ms. Thompson gave the May Operations Report. We are 10,000 over from this time last year. The Transit Center is at 7 ½ employees now and are self-sufficient. They have processes in place. We have been utilizing a lot of agencies to help us with our trips. Community involvement has increased. Fanatics has contacted us again for this upcoming season. Mr. Spencer stated that Mr. Stewart gave a presentation to the Chamber of Commerce Board and did a fantastic job. He said that people were extremely complimentary of our services. He said that our reputation out there has improved greatly.

Mr. Wood reviewed the Maintenance Reports for May. The Maintenance Department has been busy. The Maintenance Department is working on getting the new buildings ready.

Ms. Gill gave the April & May Financial Reports. The April Income Statement showed a YTD revenue of \$1,322,847 and a YTD Expense of \$1,359,281 with a net loss of \$36,434. The April Balance sheet shows Current Assets at \$922,819 and Current Liabilities at \$443,416 for a positive net position of \$479,403.

The May Income Statement showed a YTD Revenue of \$1,719,578 and a YTD Expense of \$1,670,248 with a positive gain of \$49,330. The May Balance Sheet showed \$955,387 in Current Assets and \$372,588 in Current Liabilities for a positive net position of \$582,799.

Mr. Hobson made a motion to approve the April and May financials as presented, with a second by Mr. Spraggins. **Vote: (Verbal) In Favor – Unanimous at 12:45pm.**

A roll call vote was held to go into Executive Session to discuss a personnel matter and pending litigation at 12:45pm. Roll call vote unanimous.

Mr. Ufholz announce the meeting back in regular session at 1:01pm. Mr. Hobson made a motion to approve a one-time Appreciation Bonus to the Directors at SEAT, with a second by Mr. Hill. **Vote: (Verbal) In Favor – Unanimous at 1:04pm.**

VIII. Old Business

Mr. Ufholz stated that Mid-Ohio Mobility Solutions needs to have a financial plan to submit to the IRS. One of the items needed would be funding for 2020. A recommendation of \$10,000 was submitted by Mr. Ufholz for SEAT to contribute as seed money.

Mr. Spencer made a motion to allocate \$10,000 for Mid-Ohio Mobility Solutions for 2020, second by Mr. Hobson. **Vote: (Verbal) In Favor – Unanimous at 1:07pm.**

IX. New Business

Resolution 2019-11: Change Check Signers for Century National Bank Accounts

Mr. Stewart stated that due to changes in personnel, we needed to make some changes to the signatures on our accounts. We need to add Michelle Frazier and Jody Spencer as signers, and remove Holly Grimes and Jay Bennett from the same.

Mr. Hill made a motion to approve Resolution 2019-11, with a second by Ms. Rucker **Vote: (Verbal) In Favor – Unanimous at 1:10pm.**

Resolution 2019-12: Approve 4-Year Capital Plan

Mr. Stewart distributed the four-year capital plan for the Board to review. It was due prior to this meeting, so it was asked to have this retroactive to June 12, 2019.

Mr. Hill made a motion to approve Resolution 2019-12, with a second by Mr. Hobson **Vote: (Verbal) In Favor – Unanimous at 1:17pm.**

X. Adjournment

Mr. Ufholz adjourned the meeting at 1:17 pm with a motion to do so from Mr. Spraggins, and a second from Mr. Hobson.

Board President

Board Secretary/Treasurer

Witness






