

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

August 21, 2019

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 August 21, 2019 at 375 Fairbanks Street, Zanesville, Ohio.

II. Roll call

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

III. Approval of minutes from last meeting

The June 19, 2019 minutes were reviewed. Mr. Hill made a motion to approve the minutes with a second by Mr. Spraggins. **Vote: (Verbal) In Favor – Unanimous at 12:06 pm.**

The August 7, 2019 minutes were reviewed. Mr. Guentter made a motion to approve the minutes with a second by Mr. Hobson. **Vote: (Verbal) In Favor – Unanimous at 12:06 pm.**

IV. Official Communications

There was none.

V. Transit Director's Report

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

- Mr. Kyle Boykin was introduced. He is the new Safety and Compliance Officer for SEAT. He comes to us with many years of experience in the Safety and Security fields. He enjoys training employees and stresses OSHA standards. He is a welcome addition to our SEAT family. There was a lot of discussion about changes being made at the Transit Center to make it more secure, as well as to clean up the appearance.
- Staffing has been changing at the Transit Center. We are trying to get to the optimal level of staffing. As we grow, staffing grows.
- We have all 3 JFS contracts signed through June 2020.

- The Audit will be finished by the Clearinghouse deadline. An RFP was put out by the Ohio Auditor's office to do our audits for 2019 – 2021.
- We got moved into the new Cambridge facility. We have a nice large facility over there now.
- Mid-Ohio Mobility Solutions opened their doors on July 1st and the phones have been ringing. They have been very active. An open house will be held on 9/9/19. ODOT has been invited. We are still working on the 1023 application. The 5310 letter of intent is not due until March 2020.
- The 5311, 5339 and 5311 (f) applications have been submitted for 2020 funding. They were submitted on time.
- We have been asked to be part of the Social Determinants Committee with Genesis.
- We presented to the Workforce Advisory Board last week. We need to be a part of that group. Mr. Guentter spoke about the Workforce Advisory Board that he heads up for Belmont County. Belmont County currently has no public transportation provider. Mr. Spencer asked if it is possible to just provide transportation for part of the county. Mr. Stewart said he believed that it would be a possibility. National Church Residence currently holds the JFS contract transportation.
- We submitted a letter of support for the Muskingum County Health Department for help with access to Naloxone. They are one of our partners in the collaborative.

Mr. Stewart stated that due to the size constraints, we should probably move our Board meetings to a new facility. Mr. Dana Matz with the Zanesville-Muskingum Chamber of Commerce offered his meeting room. We are welcome to bring food in and there is audio visual already set up for us. The room is available for our meeting dates. The board was in agreement to move the meetings. Mr. Stewart was instructed to book the dates.

Mr. Stewart gave the June & July Operations Report. In July, rides scheduled was up 52%, passengers transported was up 50% over last year and passengers per day was up 44% overall. Mr. Guentter asked what the strategies are to handle the cancellations. Mr. Stewart stated that they are a double edged sword. The increase allows us to do more same day service requests due to the fact that the available seats are increased due to those cancellations. Ms. Gill stated that another reason our cancellations are up is because of communication. Having the IVR system now lets the passenger know that we have a time set for them and if they feel they don't need that time, they call and cancel instead of us driving to the house and wasting time with a no show.

Mr. Wood stated that we took receipt of two buses on August 2nd. We have decals put on one of them. We will be retiring two older vehicles (273 & 281). We will be installing bike racks on the two new buses.

Ms. Rucker gave the June Financial Reports. The June Income Statement showed a YTD revenue of \$2,069,320 and a YTD Expense of \$2,034,079 with a net gain of \$35,241. The June Balance sheet shows Current Assets at \$982,103 and Current Liabilities at \$395,676 for a positive net position of \$586,426.

Mr. Spraggins made a motion to approve the June financials as presented, with a second by Mr. Guentter. **Vote: (Verbal) In Favor – Unanimous at 12:30pm.**

The July Income Statement showed a YTD Revenue of \$2,432,995 and a YTD Expense of \$2,418,067 with a net gain of \$14,928. The July Balance Sheet showed \$1,002,782 in Current Assets and \$423,373 in Current Liabilities for a positive net position of \$579,408.

Mr. Hill made a motion to approve the July financials as presented, with a second by Ms. Norman. **Vote: (Verbal) In Favor – Unanimous at 12:32pm.**

Mr. Stewart said that in the Finance Committee Meeting, we discussed taking another bond note due to the new method of quarterly reimbursement from ODOT. Mr. Spencer is going to be exploring some of the options we have available. We cannot use any federal property as collateral. Mr. Spencer said that because of the way we were created, we have no other resource such as the city or county, to fall back on. Mr. Ufholz asked where the money we were using for the note going. Mr. Stewart said it was just in the general account. Mr. Stewart said that ODOT is going to be starting a Transit Reserve Fund. Mr. Guentter asked about having the non-profit apply for the line of credit. This is something we will discuss further.

VI. Old Business

There was no old business

VII. New Business

Mr. Guentter spoke about the bus shelter in South Zanesville that was hit by a vehicle. No one was ever able to ascertain exactly who owned it. The Village of South Zanesville will donate the labor and an insurance check has been cut to pay all but \$600 of the cost of the repair. The Village of South Zanesville will take ownership of the shelter. Mr. Guentter asked if the Board would see fit to donate the \$600 necessary for the replacement of the shelter, since it is used by our passengers. Mr. Stewart stated that the Village of South Zanesville has been very generous over the years. There was discussion about putting up some bollards to avoid future damage. They will discuss this in the future.

Mr. Spraggins made a motion to donate an amount, not to exceed \$600.00 for the replacement of the bus shelter, second by Mr. Spencer. **Vote: (Verbal) In Favor – Unanimous at 12:50pm**

Mr. Stewart spoke about a passenger who has been calling Board members, city officials, etc. A letter has been written by an attorney for us to send to the passenger. Discussion was had

about the particulars of the situation. Personal insults and derogatory remarks were made by the individual to staff.

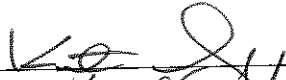
Mr. Guentter made a motion authorizing the Board President to sign the letter to be mailed to the passenger, second by Mr. Hill. **Vote: (Verbal) In Favor – Unanimous at 12:55pm**

The next meeting will be held Wednesday, September 18th, 2019 at 12:00pm at the Zanesville-Muskingum Chamber of Commerce meeting room at 205 North Fifth Street, Zanesville Ohio.

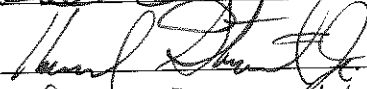
VIII. Adjournment

Mr. Ufholz adjourned the meeting at 12:55 pm with a motion to do so from Mr. Hobson, and a second from Mr. Spraggins.

Board President



Board Secretary/Treasurer



Witness

