

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

September 18, 2019

**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 September 18, 2019 at 205 N. 5<sup>th</sup> Street, Zanesville, Ohio.

**II. Roll call**

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

**III. Approval of minutes from last meeting**

The August 21, 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 12:04 pm.**

**IV. Official Communications**

There was none.

**V. Transit Director's Report**

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

- Still hiring drivers. We seem to be constantly looking for drivers.
- Audit is done and at the Federal Clearinghouse.
- Partnership agreement is still underway with the Muskingum Valley Health Center. We are meeting with them on the 28<sup>th</sup>.
- The independent auditor selection is almost completed. It came down to two selections, Charles Harris & Associates and Julian Grubb. We chose Charles Harris & Associates. We contacted several transit authorities who have used them in the past for references. We gave our choice to the Ohio Auditors office who will complete the selection. The Senior Auditor at the State Office satellite location here in Zanesville, Vance Pulley, came to visit us to tell us that it has been a pleasure working with us and it is not by

choice that they are leaving, it is their workload. Since we are no longer “on their radar” they feel comfortable is passing our audit on to another.

- ODOT is under review for procurement. SEAT had 20% of the procurement for 2018 due to the Double Map, multi-system fixed route software through the Tiger Grant. Because of that, we will be asked for documentation from time to time, as needed.
- We had a call last week from WSB Consulting. They are working on the Licking County Coordinated Plan and want to stop in to meet with us.
- Licking County Transit and City of Lancaster Transit have now joined the Ohio Transit Risk Pool.
- The Call Center Open House went very well. Clients that have been served are 64 clients in 56 working days, so it has been very successful. ODOT was very impressed.
- We are looking at changing fares to incorporate a fare for individuals to go to and from work. Currently, an individual would have to pay \$16 per day to ride to and from work. That cost is too high so we are working on a new fare structure. We have already been approved through ODOT for our “Workforce Transformation Transportation Project” to incorporate these fares.
- Ms. Thompson attended the Social Determinants meeting at Genesis. We had seven people come up to us and complimented us. Several agencies spoke on how well we were doing and working together with us. Case workers that work with passengers and clients took a lot of information. A lot of good has come from the portal and being able to utilize it.
- Still working on the 1023 application for the Non-Profit.
- Working on the appearance of the Transit Center. We had a landscaping company come to us and offer to do the work if we did some advertising for them.
- The 4<sup>th</sup> Annual Transit Peer Conference is coming up. Ms. Gill is currently working on it.
- Right now the big topic is CCMEP through JFS. We renewed our contracts with both Muskingum and Guernsey County CCMEP.

Ms. Thompson presented a study that shows the current growth of ridership from previous years to current year. Overall ridership is up 43% over last year at this time. Our fixed route ridership is increasing which is going against the national trend. There has been a lot of positive reports. Some fixed route passengers were completely unaware that we had the demand response service. There was one passenger who was staying at her pastor’s house just so she can get a ride back and forth to work on the fixed route. We now have seven full time and one part time employees at the Transit Center.

There was a lot of discussion on the upcoming closures due to bridge replacement for ODOT. All routes will be affected.

Mr. Wood gave the August maintenance report. Transitioning bus #273 & #281 cameras and routers to the new #1901 & #1902. Been staying busy with sold maintenance. Bike Racks have been installed on 10 buses.

Ms. Rucker gave the August Financial Reports. The August Income Statement showed a YTD revenue of \$2,805,384 and a YTD Expense of \$2,799,914 with a net gain of \$5,470. The August Balance sheet shows Current Assets at \$1,036,942 and Current Liabilities at \$443,398 for a positive net position of \$593,544.

Mr. Spencer made a motion to approve the August financials as presented, with a second by Mr. Hobson. **Vote: (Verbal) In Favor – Unanimous at 12:35pm.**

## **VI. Old Business**

**Resolution 2019-15:** Amend/Update plan/policy/forms as specified.

The following plans/policies/forms were updated to reflect the inclusion of our Safety & Compliance Officer. They are 1) Emergency Preparedness Plan, 2) General Safety Policy, 3) Prohibited Activities – Employee, 4) Prohibited Activities – Passenger, 5) SEAT Incident Form, 6) Safety Plan and 7) Title VI Policy

Mr. Hobson made a motion to approve the resolution #2019-15 as presented, second by Mr. Hill. **Vote: (Verbal) In Favor – Unanimous at 12:42pm**

**Resolution 2019-17:** Update ADA Complaint Policy & Process

The ADA Complaint Policy was updated to change names from the previous Operations Director to Ms. Thompson. The form was updated as well.

Mr. Spencer made a motion to approve the resolution #2019-17 as presented, second by Mr. Hobson. **Vote: (Verbal) In Favor – Unanimous at 12:44pm**

## **VII. New Business**

**Resolution 2019-15:** Approve SEAT Trespassing Policy

A Trespassing Policy was presented to the Board for their approval. The policy covers all SEAT locations. An amendment was suggested to add the words “in writing” after the words “Unless Authorized to do so prior” in the procedure section.

Mr. Hill made a motion to approve the resolution #2019-15 as amended, second by Mr. Hobson. **Vote: (Verbal) In Favor – Unanimous at 12:50pm**

Mr. Stewart stated that all Board members should have received a final copy of the 2019 Financial Audit by the State of Ohio Auditor's Office. He asked for a vote for acceptance of the audit.

Mr. Hobson made a motion to accept the audit as received, second by Mr. Hill. **Vote: (Verbal) In Favor – Unanimous at 12:51pm**

The next meeting will be held Wednesday, October 16<sup>th</sup>, 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 12:52 pm with a motion to do so from Mr. Hobson, and a second from Mr. Spencer.

Board President

  
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Board Secretary/Treasurer

  
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Witness

  
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