

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

October 16, 2019

**I. Call to order**

Mr. Ufholz called to order the regular meeting of the South East Area Transit Board of Trustees at 12:05pm on October 16, 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, Ellen Rucker, Jody Spencer, James Spraggins and Kurt Ufholz. Absent was Rob Guentter, Keith Melvin, Connie Norman and Boyer Simcox. Staff present were: Howard Stewart, Dianne Gill, Andrea Thompson and Kyle Boykin.

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

The September 18, 2019 minutes were reviewed. Mr. Hill made a motion to approve the minutes with a second by Mr. Hobson. **Vote: (Verbal) In Favor – Unanimous at 12:07 pm.**

**IV. Official Communications**

We received official notification that Charles Harris won the award for the IPA Audit for the next 3 years.

We also received a thank you from WSB Consulting for meeting with them regarding the Licking County Transportation Plan.

**V. Transit Director's Report**

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

- Hired a new hostler for our maintenance department.
- There was a possibility to submit for more funding for a 5310 pilot program and so we did so. This will help with the expenses for us to create a Community Health Hub. ODOT is excited about it. It is just one more step in regionalization.
- We have been working with Foxfire to look into providing transportation for them.

- Our Coordinated Plan is up for its annual review. The public meeting will be held at the Senior Center on October 31<sup>st</sup>, 2019 at 2:30pm. Shannon Hursey is arranging that.
- Mid-Ohio Mobility Solutions has taken 90 calls through September and have helped individuals within 11 counties.
- Mr. Stewart has been appointed to the Workforce Advisory Board for Muskingum County. This will help with transportation being around the table for future planning.
- We had a cookout for the Cambridge staff. It was very much appreciated.
- We are still working with DoubleMap for the fixed route software. We are having conflicts with the older tablets that we purchased for the CTS software. They have been working on getting them working.
- On the 27<sup>th</sup>, Howard and Andrea met with ODOT regarding the construction project. It appears that it won't affect our routes, but it will cause us to take longer to get from point a to point b.
- Workforce Transformation Transportation Program – we will have a resolution for creating the fare.
- Our new website is up and running.
- The draft copy of the Regional Coordinated Plan is on OMEGA's website. It is 414 pages long! It is on OMEGA's website.
- We will be meeting with United Way to possibly take the 211 calls and have them run through our call center at MOMS.

Ms. Thompson gave the September Operations Report. We are in need of drivers due to drivers being hurt and health issues. We have hired two new drivers. One is a retired Sheriff and the other is a non-cdl driver. Both are doing well. The Transit Center is up to 7 full time and 1 part time staff. We are currently looking for one more part time. We are up 3% in the Fixed Route ridership. This is good because it is against the national trend which is sliding down. SEAT demand response across the board is staying even. They are within 75 trips YTD compared to last year. Our increase is in Vendor trips. It helps us to send vendors out of town to free up SEAT drivers for in town trips. September we are up 46% over last year in the scheduling. Mr. Stewart and Ms. Thompson will be meeting with Genesis to see if we can work on another transportation project with them. We have also been told that we could possibly be going to Washington to present due to our success.

The Maintenance Report for August was reviewed. Ms. Thompson mentioned that the bike racks are on the buses now and we are in the process of training the drivers.

Ms. Gill gave the September Financial Reports. The Income Statement shows that the farebox revenue is coming in close to budget and the contract revenue is 30% OVER budget. Our Greyhound commission continues to be low. Total YTD Revenue is \$3,197,737. The Expenses show that Labor is over. This is due to overtime paid because of absences. The fringe is down and that is due to having employees work overtime vs having new employees on staff. New employees would increase the costs due to health insurance. Purchased Transportation is \$500,000 over what it was at this time last year. YTD Expenses are \$3,159,992 and the new gain is \$37,745.

The September Balance Sheet was reviewed. Current assets are \$1,073,075 and current liabilities are \$425,159 with a positive net position of \$647,916.

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

Mr. Boykin gave the Safety & Security report. A lot of improvements have been made at the Transit Center for safety purposes. A chain link fence has been installed around the back where a half wall used to be. Various tools and items have been found in this area and by installing the fence, we no longer have to worry about those. Trespassing has improved due to the no trespassing signs. Cameras have been moved to give better coverage for the safety of our employees. We did have one safety incident where a driver has stopped at the railroad tracks. After checking, he proceeded to move and at that time the arms came down, breaking one. Upon review of the video, the police department decided not to cite our driver.

## **VI. Old Business**

### **Resolution 2019-18: Amend Fare or Major Service Change Policy**

Upon review of our existing policy, we determined that a lot of the information included in that policy did not relate to us. It was for authorities with 50 or more fixed route vehicles. Because of that, we returned to the original policy and changed the name of the policy, removing the word “increase” after fare.

Mr. Spencer made a motion to approve the resolution #2019-18 as presented, second by Mr. Hill. **Vote: (Verbal) In Favor – Unanimous at 12:39pm**

## **VII. New Business**

### **Resolution 2019-19: Approve New Fare Structure for Demand Response**

The current fare structure for demand response passengers was reviewed. We found that the general public fares were just too expensive for the public to afford. A round trip to and from work would cost a passenger \$16.00 per day and that was out of reach. The Workforce

Transformation Transportation Program fares as well as a new Low-Income Transportation fare was also introduced. The timeline for the implementation of these fares is January 1, 2020. The following fares were presented for the board's approval:

<b>Workforce Transformation Transportation Program (WTTP)</b>		\$3.00 one way/countywide
<b>Low-Income Transportation (200% of Median Income, Application needed)</b>		\$3.00 one way/countywide
<b>E/D</b>		\$2.00 one way/countywide
<b>General Public</b>		\$4.00 one way/countywide
<b>Neighboring Counties (within service area)</b>		\$6.00 one way
<b>Out of Town (round trip payment required)</b>	0 – 50 miles	\$20.00 one way
	51 – 100 miles	\$40.00 one way
	101 – 150 miles	\$60.00 one way

Mr. Spencer made a motion to approve the resolution #2019-19 as presented, second by Mr. Spraggins. **Vote: (Verbal) In Favor – Unanimous at 12:45pm**

The next meeting will be held Wednesday, November 20<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 12:45 pm with a motion to do so from Mr. Spencer, and a second from Mr. Hobson.

Board President

  
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Board Secretary/Treasurer

  
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Witness

  
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