

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

December 18, 2019

I. Call to order

Mr. Ufholz called to order the regular meeting of the South East Area Transit Board of Trustees at 12:01pm on December 18, 2019 at 205 N. 5th Street, Zanesville, Ohio.

II. Roll call

Mr. Stewart 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, Andrea Thompson and Rich Wood.

III. Approval of minutes from last meeting

The October 16, 2019 minutes were reviewed. Mr. Hill made a motion to approve the minutes with a second by Mr. Spencer. **Vote: (Verbal) In Favor – Unanimous at 12:03 pm.**

IV. Official Communications

V. Transit Director's Report

Mr. Stewart introduced Nathaniel Schneider from Century National Bank to discuss loan arrangements due to the upcoming quarterly reimbursement schedule that has been imposed by ODOT. Mr. Schneider stated that Century National Bank is offering a line of credit of \$350,000 to SEAT to help ease the debt during the times of no reimbursement. A line was added that the debt would be paid in full within the calendar year in order to avoid any compliance issues. The collateral used is the "full faith and confidence in South East Area Transit". No assets were used. This line of credit is fluid. It can be borrowed several times throughout the calendar year, as long as it is paid in full before requesting more. Bond counsel will be hired. Mr. Stewart said that he had discussion with other Rural Transit Agencies across the state who are in the same situation as SEAT is. A resolution will be presented in January.

Mr. Guentter asked if we looked anywhere else for the line. Mr. Stewart stated that since we had the reputation with Century and a good relationship with them, we asked them.

Mr. Stewart gave his Transit Director's report.

- We are still staffing drivers. We hired another staff member at MOMs.

- We were just awarded a 5310 Pilot Program of \$46,000.
- The Coordinated Plan meeting was held in October. Shannon Hursey who is the Mobility Manager out of Tuscarawas County led the meeting. The Plan was updated and submitted to ODOT on the 20th of November, 2019.
- MOMS – at the end of 5 months, we had 166 calls and helped individuals in 13 counties. We are still working on the 1023 application. Mr. Stewart will forward the 1023 to Mr. Guentter for assistance.
- ODOT 2020 funding has been completed and submitted. Everything has been approved except the Operating, but we will hear from them soon.
- The 4th Annual Peer Conference had 91 participants. Mr. Hobson gave a presentation on “See Something, Say Something”. Mr. Hobson said that he was able to use SEAT as an example, due to the fact that SEAT listens and corrects any issue that may arise. Mr. Hobson gave an update to the board and what some of the danger signs are. There was discussion about being careful as to what someone picks up outside. You never know what it could have in it.
- MVHC – we are working on a MOU to work with them. We will be running their transportation for them. They will employ the staff but we will take care of the rest. They are all starting as part time positions.
- Polar Bus was a success. Raised almost \$4,000 in contributions. Over 500 people attended.
- Ms. Gill will be helping with the OPTA Conference this year. She will be chairing the Financial committee. Laura Koprowski has been named the new Director of OPTA.
- NEORide is a COG (Council of Governments) It is run by Ohio Transit Risk Pool. Joint Procurement opportunities arise by joining as well as group purchasing, route planning, etc. There are several OTRP members that are members of NEORide as well. They have an app that they have procured called EZFare. Masabi runs this app. It is a trip planner for individuals. They can purchase their tickets through the app for any of the transits who participate. NEORide tracks the revenue and sends it out monthly. SEAT would have its own portal to access data. SEAT will most likely be joining. This will help with Regional Coordination.
- Mr. Stewart presented to Zanesville City Council and Guernsey County Commissioners. Both were very pleased. Mr. Hill took care of speaking to the City of Cambridge. Mr. Guentter will approach the Village of South Zanesville.
- As we grow, we are exploring starting our own consulting business due to the fact that Ms. Thompson and Ms. Gill have both received requests for help from other transit agencies. There has now been a request for Ms. Thompson to go out of state to consult. Helping other transits in Ohio is one thing, but traveling out of state is another. We feel

that if they travel outside the state, we need to establish a cost. This is in the exploration stage. \$85/hr is the current idea. Ms. Thompson said that currently 14 states have called for help.

- Mr. Stewart passed around a new mission statement. Safe, Efficient, Affordable Transportation. To improve lives one at a time. This is a future project. Just throwing out some ideas.
- Ridership since May 2017 through October 2019 was distributed showing the growth.

Ms. Thompson gave the November Operations Report. Two years ago when we evaluated the numbers, we thought it would be a dream but we have accomplished it. The numbers are up 65% in passengers ridden. The success of SEAT is not because of more buses. It is because we are reaching out to community partners. There were 341 same day trips in November. Mr. Stewart said a key player in Guernsey county is Guernsey Community Development Corporation.

Mr. Wood gave the Maintenance Report for November. Mr. Wood said they are preparing for winter. Other than that, things are going smoothly.

Ms. Rucker gave the October and November Financials.

The October P&L showed a YTD revenue of \$3,608,779 and a YTD expense total of \$3,568,592 for a Net Gain of \$40,187. The October Balance Sheet had total current assets of \$1,141,843 and total current liabilities of \$468,164 for a positive net position of \$673,679.

Mr. Spencer made a motion to approve the October financials as presented, with a second by Mr. Hobson. **Vote: (Verbal) In Favor – Unanimous at 12:46pm.**

The November P&L showed a YTD revenue of \$3,970,442 and a YTD expense total of \$3,934,336 for a Net Gain of \$36,106. The November Balance Sheet had total current assets of \$1,110,940 and total current liabilities of \$422,606 for a positive net position of \$688,335.

Mr. Hobson made a motion to approve the November financials as presented, with a second by Mr. Spraggins. **Vote: (Verbal) In Favor – Unanimous at 12:46pm.**

Mr. Hobson made a motion to go into Executive Session for a personnel matter, with a 2nd by Mr. Hill. **Vote: (Roll Call) – All ayes at 12:49pm**

The board came out of Executive Session with a motion by Mr. Hobson and a 2nd by Mr. Hill. **Vote: (Verbal) In Favor – Unanimous at 1:19pm.**

VI. Old Business

Resolution 2019-22: Approve Updated Muskingum County Coordinated Transportation Plan

Mr. Stewart stated that it has already been submitted to ODOT due to deadlines.

Ms. Norman made a motion to approve the resolution #2019-22 as presented, second by Mr. Spencer. **Vote: (Verbal) In Favor – Unanimous at 1:21 pm**

VII. New Business

Resolution 2019-20: Set the 2020 Board Meeting Schedule

The dates for the 2020 Board Meetings were presented to the Board for approval.

Mr. Spencer made a motion to approve the resolution #2019-20 as presented, second by Mr. Spraggins. **Vote: (Verbal) In Favor – Unanimous at 1:22pm**

Resolution 2019-21: Approve 2020 Pay Rates for Non Union Employees

Increases are the same as the Bargaining Unit members – 2.75%.

Mr. Spraggins made a motion to approve the resolution #2019-20 as presented, second by Ms. Rucker. **Vote: (Verbal) In Favor – Unanimous at 1:23pm**

Resolution 2019-23: Rescind Attendance Policy

Mr. Stewart stated that we have some language we have to rescind to match with the Labor Agreement. We will correct our policy to match.

Mr. Hobson made a motion to approve the resolution #2019-20 as presented, second by Mr. Spraggins. **Vote: (Verbal) In Favor – Unanimous at 1:23pm**

There were some Purchase Orders over \$15,000 that needed approval. One was for 2019. PO#2326 for \$40,000 to Michigan Conference of Teamsters Welfare Fund for Insurance.

Mr. Hobson made a motion to approve Purchase Order #2326 as presented, second by Mr. Hill. **Vote: (Verbal) In Favor – Unanimous at 1:24pm**

The following Purchase Orders are for 2020:

City of Zanesville – Fuel	\$72,000
Ohio Transit Risk Pool	\$85,000
December 2019 Contract Drivers	\$170,000
MCTWF-Operations	\$250,000
MCTWF-Veh Mtn	\$100,000
MCTWF-Admin	\$100,000

MCTWF-Inter City	\$50,000
Contract Drivers for 2020	\$500,000

Mr. Spencer made a motion to approve the Purchase Orders as presented, second by Mr. Hobson. **Vote: (Verbal) In Favor – Unanimous at 1:25pm**

The next meeting will be January 18, 2020 at 12:00pm at 205 N. 5th Street.

VIII. Adjournment

Mr. Ufholz adjourned the meeting at 1:27 pm with a motion to do so from Mr. Hill, and a second from Mr. Hobson.

Board President



Board Secretary/Treasurer



Witness


