

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

January 15, 2020

I. Call to order

Mr. Ufholz called to order the regular meeting of the South East Area Transit Board of Trustees at 12:09pm on January 15, 2020 at 205 N. 5th Street, Zanesville, Ohio.

II. Roll call

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

III. Approval of minutes from last meeting

The December 18, 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 12:10 pm.**

IV. Official Communications

V. Transit Director's Report

Mr. Stewart gave his Transit Director's Report:

- We are still hiring staff. Still need drivers & Maintenance Staff. We have a Mobility Manager in mind. We found one who can't start until Spring. ODOT is ok with that. Shannon Hursey will fill in as well as Tracey Haines.
- State Rep. Adam Holmes has been invited to a Board meeting. He understands Logistics, is former military.
- MOMS Board meeting was held last Friday. They have had 196 calls in 6 months. We've served 12 out of 13 counties in our service area. The only county we haven't helped is Holmes. Our CCA agreement has been reviewed for advancement in the CHW program.
- Ms. Dupler has been busy with MVHC getting their program started.
- Friday, Mr. Stewart will be meeting with Mayor Mason. There will be discussion regarding the released inmates at the Transit Center. Mr. Stewart will try to debunk the rumors going around regarding them. The released inmates are not a problem to us.

- NEORide came down Monday and we talked about the EZFare app. We are excited about the future working with them. It is a mobile ticketing app. Ms. Gill stated that the reporting on the back end of the app will help the financial reporting.
- February 14th is Ohio Loves Transit Day. Ohio Legislative Day is on February 12th. Ohio Loves Transit Day is a day we celebrate transit. We offer free rides that day and will invite governmental leaders to the Transit Center for the day.
- Ken Reed from OTRP will be coming down on the 31st for our Risk Management Self Inventory that is done annually.

Ms. Dupler gave the Operations Report. Our Demand Response passengers were up 43%. Our Fixed Route was down 1% but the national average is down and we are still trending higher than the National average. Our per passenger total is down to \$6.51. Our ridership increased by 35,000 this past year. We are at 98.3% on time performance. In the Transit world, a 70% rate is good. Our passengers per hour are at 5.3 (SEAT drivers only). National Average is between 2 & 3. We have consulted with several states to help them with their needs. We have helped over 25 transit agencies contact us for assistance in Operations, Finance or Maintenance. Our fare decrease will start February 1st.

Mr. Stewart gave the Maintenance Report for 2019. Sold Maintenance increased by 14% from previous year. Profit has almost doubled. We are currently helping Perry, Tuscarawas, Coshocton, and Morgan County Transit with their maintenance needs.

There were no financials due to end of the year.

VI. Old Business

Mr. Ufholz asked if the Board had a chance to review the new mission statement of "Safe, Efficient, Affordable Transportation"

Mr. Spencer made a motion to approve the new mission statement, second by Mr. Spraggins.

Vote: (Verbal) In Favor – Unanimous at 12:35pm

VII. New Business

Resolution 2020-01: Approve the purchase of Capital Projects for the year

A resolution was presented to approve all projects listed in the 4 year capital plan for 2020. Two vehicle, shop equipment, passenger shelter, building at Fairbanks. \$315,920

Mr. Hill made a motion to approve the resolution #2020-01 as presented, second by Ms.

Rucker **Vote: (Verbal) In Favor – Unanimous at 12:37pm**

Resolution 2020-02: Authorize Stubbins, Watson & Bryan for Legal Counsel 2020

A resolution was made to appoint Stubbins, Watson & Bryan as legal counsel. A discounted hourly rate was given by the firm.

Mr. Spencer made a motion to approve the resolution #2020-02 as presented, second by Mr. Spraggins. **Vote: (Verbal) In Favor – Unanimous at 12:39pm**

Resolution 2020-03: Authorize SEAT to become a member of NEO Ride

SEAT would like to join NEORide. Howard will serve as a Board Member, alternate will be Ms. Gill.

Ms. Rucker made a motion to approve the resolution #2020-03 as presented, second by Ms. Norman **Vote: (Verbal) In Favor – Unanimous at 12:40pm**

Resolution 2020-04: Authorize February 14th, 2020 as Ohio Loves Transit Day

The Board officially declared February 14th, 2020 as Ohio Loves Transit Day.

Mr. Spencer made a motion to approve the resolution #2020-01 as presented, second by Mr. Hill **Vote: (Verbal) In Favor – Unanimous at 12:41pm**

Resolution 2020-05: Approve a GoBus stop at the Guernsey County Location

A new GoBus stop will be located at our new Cambridge location on Southgate Parkway. This resolution authorizes proceeding with this.

Mr. Hill made a motion to approve the resolution #2020-01 as presented, second by Ms. Rucker **Vote: (Verbal) In Favor – Unanimous at 12:43pm**

Resolution 2020-06: Authorize to retain Dinsmore & Shohl, LLP as Bond Counsel

A Bond Counsel is necessary in order for SEAT to obtain the revenue anticipation note requested from Century National Bank.

Ms. Rucker made a motion to approve the resolution #2020-06 as presented, second by Ms. Norman **Vote: (Verbal) In Favor – Unanimous at 12:44pm**

Resolution 2020-07: Authorize the Revenue Anticipation Note from Century National Bank

A resolution was presented to approve the signing of the Revenue Anticipation Note from Century National Bank.

Ms. Norman made a motion to approve the resolution #2020-07 as presented, second by Ms. Rucker **Vote: (Verbal) In Favor – Unanimous at 12:48pm (Jody Spencer abstained)**

Election of Officers

Mr. Hill presented a Nomination Slate of Kurt Ufholz as President and Ellen Rucker as Vice-President for terms to end 1/31/2022, with a second by Mr. Spencer. **Vote: (Verbal) In Favor – Unanimous at 12:53pm**

Ms. Norman made a motion to elect the slate of officers as approved by the Board, with a second by Mr. Hill. **Vote: (Verbal) In Favor – Unanimous at 1:10pm**

Discussion was held regarding the Board By-Laws. There has been a twelfth position that was given to the Village of Byesville but we haven't had a representative from their since the inception. The idea of having a Board Appointed member to replace the Village of Byesville slot. There was discussion if this would be a violation of the Ohio Revised Code. Mr. Stewart said we would contact an attorney for clarification.

A motion was made by Mr. Spencer to remove Article VI, Section 3 "One appointed by Mayor of Byesville" and to change the number twelve to eleven, with a second by Mr. Spraggins. The changes were tabled for 30 days.

The next meeting will be February 19, 2020 at 12:00pm at 205 N. 5th Street.

VIII. Adjournment

Mr. Ufholz adjourned the meeting at 1:12 pm with a motion to do so from Mr. Hill, and a second from Mr. Spraggins.

Board President



Board Secretary/Treasurer



Witness


