

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

February 19, 2020

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 February 19, 2020 at 205 N. 5th Street, Zanesville, Ohio.

II. Roll call

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

III. Approval of minutes from last meeting

The January minutes were reviewed. Mr. Spencer 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

Mary Kitzig was introduced by Mr. Stewart. Ms. Kitzig is a possible City of Zanesville appointee. Ms. Kitzig has worked with Mr. Stewart on other committees. Ms. Kitzig said she has been very impressed with SEAT and is looking forward to being part of the board.

V. Transit Director's Report

Mr. Stewart gave his Transit Director's Report:

- Staffing has continued to fluctuate.
- Mid-Ohio Mobility Solutions is still in the process of its non-profit, tax-exempt status.
- NEOride board meeting is on 2/28/20 in Columbus. SEAT will be part of the OTP2 grant for \$92,000 for EZ Fare validators. NEOride will submit on our behalf.
- Ohio Loves Transit Day was a success. We had goodies to give away and free rides on 2/14. Mr. Stewart met with legislators at the Ohio State House. He met with our Representative Holmes.

- Letter of Intent was due for 5311, 5311f, 5339, Mobility Management and OTP2 projects. We have submitted letters for those.
- We are working on getting the new Mission Statement integrated into our website and printed media.
- Ken Reed from OTRP to do our risk assessment. Overall, we have done quite well and are in compliance.
- Final invoice was due 2/28 but we have already submitted it. We do need to have the final budget revision approved today for that submission.
- Mr. Stewart has chosen to not serve as the Vice-President of Small Urban and Rural Transits for the Ohio Public Transit Association. He had served two terms. Martin McAvoy from Knox County has stepped up and has the position.
- Mr. Stewart has been asked to serve on the Chamber of Commerce Board.
- SEAT had Carrie Kressell contact us to see how the technology improvements we received from the Tiger Grant has helped us. She is making a report that is being submitted to the Federal Government. Mr. Stewart also said that this morning, Ms. Gill received a call from Chuck Dyer concerning a presentation being made for Sen. Sherrod Brown. They wanted to share our numbers with that committee.
- We have three benches in to install at different fixed route stops. We are currently trying to decide where they are going to be installed.
- We invested in a telephone system with a local vendor. It is a call recording system that helps us with determining call volume and also records conversations in order to help with customer service and compliance issues. Unfortunately, our call system was hacked by someone in The Netherlands and is making 911 calls from our system. In December, there were thirteen 911 calls. We were told to improve security by getting a new router that restricts IP addresses. We did that and still were hacked again.

Operations Report - Ms. Thompson stated that in January over 10,000 rides were scheduled. It was a 94% increase from last year. We are really pushing the On-The-Go, teaching people how to use the transit system. Our work transportation has increased too. Our overtime has increased but we currently have 3 drivers in training so hopefully that will decrease soon.

Maintenance Report – Mr. Wood shared the report. He pointed out that Sold Maintenance increased over the previous month. We just ordered a bike rack to install at the Transit Center. We are also in the process of putting new vinyl flooring in the Transit Center, replacing the carpet that was the original carpet installed when the building was built.

Mr. Spencer gave the financial report. The Finance Committee met via video. He reviewed December financials but they could not be approved due to final numbers not completed.

The January Income Statement was reviewed. The total revenues came to \$452,978 and total expenses were \$457,897 with an operating loss of \$4,919. \$25,471 was moved into the Capital Replacement Fund.

The January Balance Sheet was reviewed. Current assets came to \$1,136,157 and current liabilities were \$497,655 for a positive net position of \$638,502.

Mr. Spraggins made a motion to approve the January Financials as presented, second by Mr. Guentter. **Vote: (Verbal) In Favor – Unanimous at 12:45pm**

A motion was made by Mr. Hill to go into Executive Session to discuss a personnel issues with a second by Ms. Norman. **Vote: (Roll Call) In Favor – Unanimous at 12:45pm.**

A motion was made by Mr. Spraggins to come out of Executive Session and back into regular session, second by Ms. Norman. **Vote: (Verbal) In Favor – Unanimous at 1:18pm.**

VI. Old Business

Resolution 2020-08: Approve Amended 2019 Budget Revision

With recommendation of the SEAT Finance Committee, Ms. Gill listed the changes made to the 2019 budget. The final budget numbers match the numbers submitted with the Final ODOT invoice submitted in February.

Mr. Guentter made a motion to approve the budget revision as presented, with a 2nd by Mr. Hill. **Vote: (Verbal) In Favor – Unanimous at 01:21pm**

The topic of SEAT Board of Directors By Law changes was presented. Mr. Ufholz mentioned that earlier the discussion was to remove the Byesville appointee and lower the number of members. Upon review, there were more changes found that needed made. Mr. Stewart had a discussion with legal and they informed he that there wasn't a legal reason as to why the Board could not appoint a member. Mr. Spencer recommended reviewing the Chamber of Commerce By-Laws to see how they are worded in regards to a board appointed member. It was decided that the changes presented would be tabled and voted on at the next board meeting.

A letter was presented by Mr. Ufholz stating the Mr. Keith Melvin has resigned as a Board member due to his schedule. He is a Muskingum County Commissioner appointee.

VII. New Business

Mr. Spencer stated that an HR Task Force was appointed by the Board Chairman to discuss formalizing pay ranges for the leadership positions. They met in January. The two positions they are recommending the pay range for the Business Director and the Operations Director, a

minimum, mid and maximum pay amount. The committee looked at peer organizations to see where our folks fit in with other agencies. The committee is making a recommendation that the pay for the Business Director be a minimum of \$17.77/hr, mid of \$23.19/hr and maximum of \$28.60/hr. For the Operations Director, the ranges would be the same. The committee will make a recommendation to the Transit Director how often the changes should be made.

Ms. Norman made a motion to approve the ranges presented for the Business Director and Operations Director, second by Mr. Hill. Mr. Spencer stated that the committee feels that they have the best team in place that they have ever had.

Vote: (Verbal) In Favor – Unanimous at 1:35pm

Mr. Ufholz discussed the annual pay increase for Mr. Stewart. Mr. Ufholz asked for a motion for a 2.75% pay increase for Mr. Stewart, retroactive to January 1st, 2020.

Mr. Guentter made a motion to approve in increase with a second by Ms. Norman. **Vote: (Verbal) In Favor – Unanimous at 1:37pm**

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

VIII. Adjournment

Mr. Ufholz adjourned the meeting at 1:39 pm with a motion to do so from Mr. Hill, and a second from Mr. Spencer.

Board President



Board Secretary/Treasurer



Witness


