

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

May 20, 2020

**I. Call to order**

Mr. Ufholz called to order the regular meeting of the South East Area Transit Board of Trustees at 12:00pm on May 20, 2020 via Conference Call.

**II. Roll call**

Ms. Gill conducted a roll call. The following persons were online: Robert Guentter, Robert Hill, Ellen Rucker, Jody Spencer, James Spraggins and Kurt Ufholz. Doug Hobson arrived at 12:24pm. Absent was Connie Norman. Staff present were: Howard Stewart, Andrea Thompson, Rich Wood, Nicki Silver and Dianne Gill.

**III. Oath of Office**

The Oath of Office was given to new Board Member Mary Kitzig. She is a City of Zanesville Appointee taking the seat of Jay Bennett. Her term will expire 12/31/2020.

**IV. Approval of Board Minutes**

The February minutes were reviewed. Ms. Rucker made a motion to approve the minutes with a second by Mr. Spraggins. **Vote: (Verbal) In Favor – Unanimous at 12:06 pm.**

**V. Official Communications**

Mr. Stewart discussed the communication received regarding the current status of funding due to COVID and the budget cuts being implemented by the State of Ohio. The cuts in funding for Transit appear to be in the OTP2 grants and in the Specialized Transportation projects. It appears as though SEAT will not be affected by these cuts.

**VI. Transit Director's Report**

Mr. Stewart gave his Transit Director's Report:

- Staffing has maintained its levels. We have kept people working during the entire emergency closures. We have cut back a day on each person.
- Mid Ohio Mobility Solutions's non-profit status is still being reviewed by the Internal Revenue Service. We did receive a letter stating that they have received the application and are reviewing it. The Access Tusc MOU has been reviewed by the attorney. It hasn't been sent in but has been given the thumbs up by our legal counsel.

- MVHC – went live March 15<sup>th</sup>. We have an MOU to run their transportation operation and will be doing the maintenance on their vehicles.
- Signed a contract with Noble County JFS through June 2021 and an RFP was completed for Guernsey County JFS. Haven't received Muskingum County's yet.
- NEORide – We are officially a part of the Board. They are requesting around \$92,000 for SEAT for validators for the SEAT fleet. These will be used with the EZ Fare application. We have six letters of support for this.
- Mr. Stewart has been trying to keep everyone updated on what SEAT is doing for the COVID-19 pandemic. We have been working diligently to try to keep supplies on hand for the employees to stay safe. Aramark will be installing hand sanitizer dispensers on each vehicles. We have someone coming in to show us an ionizer sanitization device on June 2<sup>nd</sup>. It uses a spray that stays active for approximately 30 days. We have had Plexiglas dividers donated to us to install on each vehicle. Free fares were started to avoid hand to hand contact.
- We are not providing fixed route service at the moment. All rides are demand response and are no charge.
- Applications are due May 27<sup>th</sup>. 5339, 5311, 5311(f), 5310 applications are all due on the same day.
- Trying to get the mission statement updated on our website. iTrack (Brian Diamond) has been doing an excellent job keeping our website up.
- Our annual audit is complete in house. We had a very good audit except for one management letter mention concerning the conference. There was an issue with co-mingling of funds. Sponsors paid for the cash bar and then SEAT cut the check for it. In the future, these funds will be distributed from an account that doesn't have federal money in it.
- CARES Act paperwork has been sent in. We received our first quarter payment. We did not have to dip into the short term loan.
- Transit Reserve Fund is replacing our Capital Replacement Fund. We are allowed to put 40% of our annual budget into the Transit Reserve fund, which comes out to a little over \$1.6 million.
- Fixed Route is operating in Cambridge from 9am to 3pm. We are doing a pilot for expansion of hours in Muskingum County. We will be doing demand response from 4am to 8pm. We now have two full-time dispatchers to cover that 16 hour responsibility.
- Mr. Stewart had a call on May 8<sup>th</sup> from Mayor Mason. A rider had complained to the sitting regarding a suspension we imposed. An appeals committee was formed of Doug Hobson, Dianne Gill, Teresa Kocher and Kyle Boykin. This keeps everyone out of the loop who do the initial suspensions.

- A call came in last week regarding Guernsey County. We had an elected official from Byesville call about our buses running during the pandemic and our funding. The very next day, that individual had a meeting set up with the Guernsey County officials. Mr. Stewart called Mayor Jackson from Byesville to inform him of what is going on. Mr. Hill talked to Mayor Jackson as well. There was a certain amount of harassment going on but nothing has happened lately.

Operations Report - Ms. Dupler stated that our ridership has decreased due to the pandemic and only allowing essential trips. Ridership before the pandemic was 484 people daily and it dropped to 193 daily. We are now up to 251 riders per day. We feel that this will climb in the next few weeks. We still aren't running the fixed route due to the inability to have social distancing on the Muskingum Fixed Route. The drivers seem to feel that we have done what we can to protect them. Our overtime has dropped due to cutting everyone back a day.

Maintenance Report – Mr. Wood shared the April report. The Maintenance report reflected was Ms. Dupler was saying regarding decreases. Fuel price is down. The Maintenance staff has installed the plexi-glass shields. The drivers have asked that they remain after the pandemic is over. Cleaning has increased on the vehicle.

Ms. Gill gave the financial reports for February, March and April.

The February Income Statement was reviewed. The total YTD revenues came to \$885,780 and total expenses were \$910,783 with an operating loss of \$25,003. \$51,167 was moved into the Capital Replacement Fund, so the ending balance was a net gain of \$26,433.

The February Balance Sheet was reviewed. Current assets came to \$1,154,916 and current liabilities were \$510,833 for a positive net position of \$644,083.

Mr. Guentter made a motion to approve the February Financials as presented, second by Mr. Spraggins. **Vote: (Verbal) In Favor – Unanimous at 12:39pm, Nay – none**

The March Income Statement was reviewed. The total YTD revenues came to \$1,273,152 and total expenses were \$1,306,980 with an operating loss of \$33,828. \$712,374 was moved into the Capital Replacement Fund, so the ending balance was a net gain of \$39,243.

The March Balance Sheet was reviewed. Current assets came to \$1,043,511 and current liabilities were \$455,579 for a positive net position of \$587,932.

Mr. Hobson made a motion to approve the March Financials as presented, second by Mr. Spraggins. **Vote: (Verbal) In Favor – Unanimous at 12:43pm, Nay – none**

The April Income Statement was reviewed. We moved the Transit Reserve Fund information to the top of the page, so the revenue would line up with the Income Statement. The total YTD revenues including the Transit Reserve Fund came to \$1,807,092 and total expenses were \$1,611,018 with an operating gain of \$196,074.

The April Balance Sheet was reviewed. Current assets came to \$1,160,280 and current liabilities were \$343,027 for a positive net position of \$817,253.

Mr. Hobson made a motion to approve the April Financials as presented, second by Mr. Spencer.

**Vote: (Verbal) In Favor – Unanimous at 12:49pm, Nay – none**

## **VII. Old Business**

### **Resolution 2020-09: Approve Amended Board By-Laws**

The Board approved the By-Law amendments that have been on the floor for a few months.

Mr. Spencer made a motion to approve the by-laws as presented, with a 2<sup>nd</sup> by Mr. Guentter.

**Vote: (Verbal) In Favor – Unanimous at 12:52pm, Nay - none**

## **VIII. New Business**

### **Resolution 2020-10: Authorizing Resolution for FY2021 Applications for 5339, 5311, 5311f, 5310, and OTP2**

One resolution is being presented to authorize Mr. Stewart to submit the applications for the above mentioned programs.

Mr. Hill made a motion to approve the resolution as presented, with a 2<sup>nd</sup> by Mr. Hobson.

**Vote: (Verbal) In Favor – Unanimous at 12:54pm, Nay - none**

### **Resolution 2020-11: Authorizing Resolution for FY2020 Cares Act Application**

Due to the new funding being given to SEAT from ODOT, a new application was required.

Ms. Rucker made a motion to approve the resolution as presented, with a 2<sup>nd</sup> by Mr. Spraggins.

**Vote: (Verbal) In Favor – Unanimous at 12:57pm, Nay – none**

### **Resolution 2020-12: Approve Hazard Pay Policy**

A Hazard Pay Policy was presented to the Board for their review and approval.

Ms. Kitzig made a motion to approve the policy as presented, with a 2<sup>nd</sup> by Mr. Hobson.

Mr. Stewart discussed the Hazard Pay. He would like to grant Hazard pay to the employees who put their health on the line every day. We cut back on hours for all hourly employees. Everyone lost 20% of their pay during the time which came out to \$600 - \$1000 per employee. Mr. Hobson asked if the money was in the budget and Mr. Stewart said it was. Mr. Stewart would like every employee to get \$250 per week for the month of June.

Mr. Hobson made a motion to grant the \$1,000 hazard pay bonus to employees, with a 2<sup>nd</sup> by Mr. Spraggins.

Discussion: There was discussion by the board regarding the amounts and frequency of the hazard pay. The policy states that the Board would give the guidance on the amount.

**Vote: (Verbal) In Favor – Unanimous at 1:07pm, Nay – none**

Discussion was had as to how much to offer the employees. It was the decision of the board to pay \$1,000 per employee who qualifies for hazard pay. This will pay the employees for hazards undertaken during work hours from March 17<sup>th</sup> through May 31<sup>st</sup>, 2020.

Mr. Hobson made a motion to approve the resolution as presented, with a 2<sup>nd</sup> by Mr. Spraggins. **Vote: (Verbal) In Favor – Unanimous at 1:15pm, Nay – none**

**Resolution 2020-13: Authorizing Resolution for FY2020 Cares Act Budget**

Due to the new funding being given to SEAT from ODOT, a new budget was required. The budget was presented to the Board for their approval.

Mr. Hill made a motion to approve the resolution as presented, with a 2<sup>nd</sup> by Mr. Spencer.

**Vote: (Verbal) In Favor – Unanimous at 1:16pm, Nay – none**

Mr. Stewart stated that due to cash flow issues, we would like to change the payroll schedule from a bi-weekly schedule to a weekly schedule.

Mr. Hobson made a motion to approve the resolution as presented, with a 2<sup>nd</sup> by Mr. Spraggins. **Vote: (Verbal) In Favor – Unanimous at 1:18pm, Nay – none**

The next meeting will be June 17<sup>th</sup>, 2020 at 12:00pm via Conference Call.

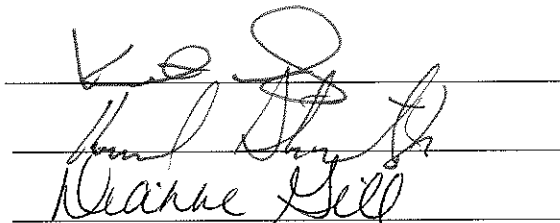
**IX. Adjournment**

Mr. Ufholz adjourned the meeting at 1:19 pm with a motion to do so from Mr. Hobson, and a second from Ms. Kitzig.

Board President

Board Secretary/Treasurer

Witness

  
Three horizontal lines with handwritten signatures above them. The first signature is for the Board President, the second for the Board Secretary/Treasurer, and the third for the Witness.

