

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

September 19, 2020

I. Call to order

Mr. Ufholz called to order the regular meeting of the South East Area Transit Board of Trustees at 12:00pm on August 19, 2020 via Conference Call.

II. Roll call

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

III. Approval of Board Minutes

The May minutes were reviewed. Mr. Spraggins made a motion to approve the minutes with a second by Mr. Hobson. **Vote: (Verbal) In Favor – Unanimous at 12:02 pm.**

IV. Official Communications

V. Transit Director's Report

Mr. Stewart gave his Transit Director's Report:

- **Staffing** – We are currently hiring drivers, hostler, mechanic and call center staff.
- **JFS Contract** – All contracts have been renewed to June 2021.
- **Expansion** – We are currently in the bidding for Belmont County to take over their public transportation. National Church Residences currently has it. Mr. Rob Guentter mentioned he oversees a contract that is currently held with National Church Residences, so he will have to abstain from any voting.
- **City of Zanesville** – They have asked us to be involved in the Learning Café at Zane State College. We haven't heard back.
- **Legal Counsel** – We have been using our legal counsel for an employment matter and also an issue with a contract. We signed an addendum with Aramark on March 30th to supply our vehicles with hand sanitizers. We never received a co-signed copy back, so we are breaking that addendum.

- **2021 Funding** – the total funding amount has been given to us for 2021. It is an increase over 2020.
- **2019 Audit** has been finalized.
- We will possibly need to be looking into some support vehicles for traveling to and from our service area.

Operations Report - Ms. Dupler stated that the street route is fully operational in Guernsey County. We have plans to start the street route back in Muskingum County on Monday, October 5th. We have some ideas on how to streamline. Our demand response ridership is up. Ms. Dupler credits this increase partly to street route riders riding on demand response. We scheduled 1,000 same day ride requests in the month. Overtime is good. We currently have 3 driver positions open. The 4am – 8pm schedule is working out great.

Maintenance Report – Mr. Wood shared the July report. We did receive a new vehicle to replace the wrecked vehicle. Maintenance Department is down 2 employees. We did offer the position to a gentleman today. Still need a hostler. We are still looking for hand sanitizers for vehicles. We reached out to other non-profits that we do maintenance for to see if they would be interested in some for some possible bulk purchase breaks.

Ms. Gill gave the financial reports for May & June.

The May Income statement had a total YTD revenue of \$2,278,812 with \$121,681 of that being added to the Transit Reserve Fund. The YTD expenses totaled \$1,954,459 for a net operating gain of \$18,479. That combined with our TRF gives us an overall gain of \$324,353 for May.

The May Balance sheet showed a high AR. This is due to large reimbursements that haven't been received yet from ODOT. The Current Asset total is \$1,290,998 and the total current liabilities are \$375,173 for a positive net position of \$915,825.

Mr. Guentter made a motion to approve the May Financials as presented, second by Ms. Rucker.

Vote: (Verbal) In Favor – Unanimous at 12:15pm, Nay – none

The June Income Statement was reviewed. The total YTD revenues came to \$2,850,192 and total expenses were \$2,336,923 with an operating loss of \$32,911. The Transit Reserve Fund had an ending balance of \$480,358 so there was an overall gain of \$513,269.

The June Balance Sheet was reviewed. Current assets came to \$1,503,934 and current liabilities were \$399,193 for a positive net position of \$1,104,741.

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

Spraggins. **Vote: (Verbal) In Favor – Unanimous at 12:19pm, Nay – none**

Ms. Nicki Silver, Mobility Manager, introduced herself to the Board. She stated that it has been tough to get the Mobility Management program started in the middle of a pandemic but she is getting the word out there the best she can. She has been doing flyers, Facebook pages, created a website that is attached to SEAT's website. She has made resource pamphlets for the community. Since April, she has helped 28 individuals in Perry, Coshocton, Morgan and Muskingum Counties. She has helped individuals with Rent, appliances and clothes.

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

VI. Old Business

There was no old Business.

VII. New Business

Discussion was had about transferring \$5,000 to Mid-Ohio Mobility Solutions, due to the fact that they have some bills that are coming due.

Mr. Spraggins made a motion to approve the transfer of \$5,000 from SEAT funds to Mid-Ohio Mobility Solutions, with a 2nd by Mr. Hobson. **Vote: (Verbal) In Favor – Unanimous at 12:25pm, Nay – none**

Mr. Stewart stated that the tow truck that was donated to us a while back is not being used because it will damage the fender of the vehicle being towed. We would like to dispose of the truck, with the permission of the Board. We would then like to use that money gained from the disposal and used toward the purchase of a newer one.

Mr. Guentter made a motion to authorize the disposal of the tow truck within our existing disposal policy, with a 2nd by Mr. Spraggins. **Vote: (Verbal) In Favor – Unanimous at 12:26pm, Nay – none**

Mr. Stewart mentioned that the Polar Bus Express will not happen this year due to social distancing requirements. Instead we will be doing a Stuff the Bus event. More info will be distributed at a later date.

All Board members received a final copy of the audit for their review and acceptance.

Mr. Spencer made a motion to accept the 2019 Final Audit, with a 2nd by Mr. Hobson. **Vote: (Verbal) In Favor – Unanimous at 12:30pm, Nay – none**

The next meeting will be September 16, 2020 at 12:00pm via Conference Call.

VIII. Adjournment

Mr. Ufholz adjourned the meeting at 12:30 pm with a motion to do so from Mr. Hobson, and a second from Ms. Rucker.

Board President



Board Secretary/Treasurer



Witness


