

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

October 21, 2020

I. Call to order

Mr. Ufholz called to order the regular meeting of the South East Area Transit Board of Trustees at 12:02pm on October 21, 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. Absent was Doug Hobson, Mary Kitzig and Connie Norman. Staff present were: Howard Stewart, Andrea Dupler, Nicki Silver and Dianne Gill.

A motion was made by Mr. Spencer to amend the agenda to add Resolution 2020-20 and Resolution 2020-21 in New Business, with a second by Mr. Hill. **Vote: (Verbal) In Favor – Unanimous at 12:04 pm**

III. Approval of Board Minutes

The September minutes were reviewed. Mr. Spraggins made a motion to approve the minutes with a second by Ms. Rucker. **Vote: (Verbal) In Favor – Unanimous at 12:05 pm.**

IV. Official Communications

Mr. Stewart mentioned our award for our 2019 Audit and that Lydia Carroll, our Transit Center Supervisor received an Excellence Award from Ohio Public Transit Association, for saving a driver's life when they suffered a health crisis.

We have also heard from Carrie Kessell concerning the information we gave her for a project she was working on. It has been received with great interest.

V. Transit Director's Report

Mr. Stewart gave his Transit Director's Report:

- **Staffing** – We are continuously hiring drivers. We have had a lot of turnover in Maintenance and Operations as well.
- **Street Route** – Was started on October 5th. We are doing our best to social distance and we are requiring masks and keeping the buses clean. Everyone is doing a great job.

- **Expansion** – We were awarded the RFP from National Church Residences. Mr. Stewart and Ms. Dupler met with the Belmont County Commissioners. They are looking forward to seeing us move in.
- **City of Zanesville** – Mr. Stewart presented to Zanesville City Council. We made it through the first read.
- **Employee Cookout** – “Chef Stewart” hosted a cookout on October 9th for the employees. It was very much appreciated. Social Distancing was practiced with us preparing the meals and distributing them to the employees. Fawn Gutridge, Administrative Receptionist, packed up all the meals. We would like to do these more often.
- **New Facility?** – We are currently stretched to the maximum with the space available. We need to seriously think about moving or determine our plan of action. We would love to have all the staff under one roof. We have even thought about portable offices located at Fairbanks. As we move into the future, we are going to need more space. Mr. Spencer asked if we plan on leaving maintenance at Fairbanks. Mr. Stewart said that his dream is to have all staff under one roof. Mr. Stewart spoke with Mayor Mason regarding the Fairbanks building, since the fueling for the city is located there. There was no definitive answer. We would just like to have a location more centralized in our service area for all staff to be together. We are putting together several plans to determine. Mr. Spencer suggested Mr. Stewart speak with Matt Abbot from the Port Authority. Mr. Stewart said that he did talk to him briefly about six months ago, but will revisit. Mr. Stewart stated that we did meet with a realtor to see the All American Homes building off Airport Rd. We also visited the Lumi-Lite building. It was a great space. All could be under the one roof there. We also visited Penda-Form but it wouldn’t work for Maintenance. Mr. Ufholz asked about having a study done. We would have to do a procurement for it. Mr. Ufholz mentioned that the East Pike Industrial Park has a new road built and perhaps we should look into that. Mr. Stewart said that he would look around to get some pricing.
- **Free Fares** - We are supporting the “Get Out and Vote” campaign by offering free fares on November 3rd to help people get to the polls.
- **TAM** - On October 26th, ODOT will be coming to do a Transit Asset Management (TAM) visit/inspection.
- **Workforce Advisory Board** – We have been offering a \$3.00 fare under the Workplace Transformation Transportation Program (WTP) to transport individuals to and from work/school/daycare. Discussion was had regarding this program and that some individuals can’t afford the \$3.00 one-way fare. We have transported 3,061 so far this year, with 1,223 of them being in September. This program is really growing. The Board is impressed with SEAT and this program.
- **RTAP** – Mr. Stewart applied for a Rural Technical Assistance Program Technical Assistance Grant for a \$900,000 project between OMEGA and SEAT. Mr. Stewart spoke to ODOT about this and they are getting a task together and have asked RLS & Associates to help with this. This will be a huge part of the Regional Planning project.

- **CARES** – The City of Zanesville contacted Mr. Stewart to see if there was anything SEAT needed in the form of PPE or equipment to help with the Coronavirus pandemic. The City has CARES money and has agreed to pay for four electrostatic sprayers to use in our facilities and our buses, along with a case of cleaning spray for them.
- **Community Impact Fund** – Mr. Stewart applied for a Community Impact Fund Grant for Mid-Ohio Mobility Solutions (MOMS) to help with their funding. Some of the money could be used for wheelchair ramp building for people looking to have one built.
- **Cambridge Location** – Mr. Stewart received a certified letter from our landlord in Cambridge. There was a question regarding our insurance and adding him as an additional insured. Mr. Stewart sent the information to Ohio Transit Risk Pool who reviewed it and sent back the correct language to put in the agreement. There were also two invoices in it. One was for the building of the concrete pad for the bus shelter at the location (\$3100.00) and the other was for the water/sewage for the 2019 year. We will go ahead and get him paid.

Operations Report was presented by Ms. Dupler. In 2016-2017, we were scheduling about 2300 demand response trips. YTD for September, we scheduled over 10,000. Our passengers per hour in 2017 was 0.8 to 1.2. Now it is 4.6 – 6.1 passengers per hour. We are at a 99.4% on time performance. Kudos to the drivers and staff. 94.8% of the time, we are there within 30 minutes of the time they call for a pick. We are continuing to have new passengers. We assisted 59 of them with the On-The-Go program. We are still down overall in ridership, but that was due to the street route being shut down. The Homeless Advisory Committee reached out to us and we agreed to give them 5 round trips per month free for the grocery/laundromat/shelters, etc. Mr. Ufholz asked what we contribute the increase in ridership. Mr. Stewart said that the knowledge of Operations and utilizing the software at efficiency. A strong concentration on customer service as well. Joining the Healthcare Collaborative was a positive move as well. Ms. Dupler stated that Mr. Stewart's main vision was customer service. Changing the number of hours needed to schedule a ride was lowered. Ms. Dupler also said we have, hands down, the best scheduler with CTS as an employee. The attitude has changed at the Transit Center as well. We went from 3 ½ employees in 2017 to 10 employees now. They answer about 500 phone calls a day. We really have done a lot of media. This has just been word of mouth. Ms. Gill said that a change in the mindset of the drivers as well has helped. They have embraced the technology.

Maintenance Report – Mr. Stewart shared the September report. They have been busy and working a lot of overtime due to staffing shortages.

Ms. Gill gave the **financial reports** for August.

The August Income statement had a total YTD revenue of \$4,085,424 with \$199,922 of that being added to the Transit Reserve Fund. The YTD expenses totaled \$3,163,464. That gives us an overall gain of \$921,960 through August.

The August Balance sheet showed cash of over \$700,000 in the bank with a high AR of over \$1.2 million. This is due to large reimbursements that haven't been received yet from ODOT. The Current Asset total is \$1,958,080. Ms. Gill stated that our AP will be lower because we are

going to start paying for items using the debit card more now that we have a positive cash flow. The total current liabilities are \$458,066 for a positive net position of \$1,295,571.

Ms. Rucker made a motion to approve the August Financials as presented, second by Mr. Spencer. **Vote: (Verbal) In Favor – Unanimous at 12:43pm**

Ms. Nicki Silver, **Mobility Manager** gave her report. She submitted the Muskingum County Regional Coordinated Plan to Mr. Stewart for his review and will be submitting it to the Board for their approval. She is doing a “One-Call, One-Click” training for the call center. She is serving on the steering committee for the call center. Olivia Hook from ODOT will visit on Nov 3rd for a site visit.

VI. Old Business

There was no old Business.

VII. New Business

Resolution 2020-17: Approve Disposition of Four Vehicles

We are trying to clean up our lot. We have wrecked buses and buses that have met their useful life or have been used for parts that we need to dispose of. Those vehicles are 1501, 1043, 273 and 281.

Mr. Guentter made a motion to accept Resolution 2020-17 as presented, with a 2nd by Mr. Hill. **Vote: (Verbal) In Favor – Unanimous at 12:46pm**

Resolution 2020-18: Approve Donation of #1043 to Guernsey County Development Corporation.

Guernsey County Development Corporation completed a vehicle donation request form to have a vehicle donated by SEAT to them. Everything is in line with their application. They do a lot of transportation for us and are a major partner with SEAT.

Ms. Rucker made a motion to accept Resolution 2020-18 as presented, with a 2nd by Mr. Spraggins. **Vote: (Verbal) In Favor – Unanimous at 12:51pm**

Resolution 2020-19: Approve Removal of Discount for Street Route Tickets.

We are going to start accepting credit cards. Because there is a fee for processing cards, we have opted to remove the discount from a book of tickets so the amount received for the fare isn't lowered twice. Ms. Gill said that we can't have a cash price that differs from the credit card price because when a ticket is turned in, we have no idea if it was purchased with cash or credit, so the unredeemed ticket account would always be off.

Mr. Hill made a motion to accept Resolution 2020-19 as presented, with a 2nd by Ms. Rucker.

Vote: (Verbal) In Favor – Unanimous at 12:53pm

Resolution 2020-20: Approve Amended Muskingum County Regional Coordinated Plan

The plan has been distributed and needs approval in order to send it forward.

Mr. Spencer made a motion to accept Resolution 2020-20 as presented, with a 2nd by Ms.

Rucker. **Vote: (Verbal) In Favor – Unanimous at 12:55pm**

Resolution 2020-21: Assume National Church Residences Contracts

The RFP was awarded to SEAT by National Church Residences. Several contracts are in place with National Church Residences. A resolution from the SEAT Board of Trustees needs to take place in order to assume the contracts. Mr. Spencer asked when it starts. Mr. Stewart stated that NCR wants to be completely out of transportation by the end of April 2021.

Mr. Spencer made a motion to accept Resolution 2020-20 as presented, with a 2nd by Mr. Hill.

Vote: (Verbal) In Favor – Majority at 1:01pm (Board member Rob Guentter abstained from voting)

The next meeting will be November 18, 2020 at 12:00pm via Conference Call.

VIII. Adjournment

Mr. Ufholz adjourned the meeting at 1:06 pm with a motion to do so from Mr. Spraggins, and a second from Ms. Rucker

Board President

Board Secretary/Treasurer

Witness


