

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

February 17, 2021

I. Call to order

Mr. Ufholz called to order the regular meeting of the South East Area Transit Board of Trustees at 12:01pm on February 17, 2021 via Conference Call.

II. Roll call

Ms. Gill conducted a roll call. The following persons were online: Robert Guentter, Robert Hill, Doug Hobson, Mary Kitzig, Ellen Rucker, James Spraggins and Kurt Ufholz. Absent was Jody Spencer. Staff present were: Howard Stewart, Andrea Dupler, Nicki Silver, Rich Wood and Dianne Gill. Legal Counsel Grant Stubbins was present. (left at 12:15pm)

III. Oath of Office – The Oath of Office was given to Keely Warden, new appointee from the Muskingum County.

IV. Approval of Board Minutes

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

V. Official Communications

Received a thank you letter from Christ's Table for helping with food delivery.

Mr. Stewart announced that Grant Stubbins was on the line to update the Board on the Letter of Intent with National Church Residences. Mr. Stubbins stated that the arrangement to acquire certain vehicles and to take over some of the transportation services in Belmont County, excluding the National Church Residences residents. The Letter of Intent is a non-binding outline agreement. Originally, the letter of intent was written so that SEAT would obtain the equity interests in National Church Residences, LLC. Mr. Stubbins said a purchase of the assets would be better because when you take ownership of equity interests, you also take on all liability associated with that interest. After discussion with NCR's legal counsel, it was decided that SEAT would purchase the assets. The next step is a full-fledged, purchase agreement. We will try to get this closed by the end of March. The asset purchase amount will be around \$40,000. Mr. Guentter asked if the asset acquisition included current contracts. Mr. Stewart stated that he was in the process of working that out. Some of the contracts can't be assumed. We are in the process of getting approved to be a DODD provider. There will be a non-competition covenant in the agreement. Mr. Stubbins signed off at this time.

VI. Transit Director's Report

Mr. Stewart gave his Transit Director's Report. The written report was reviewed by the Board members prior to the meeting. There were no questions.

Operations Report was given by Ms. Dupler. Fixed route is currently suspended in Muskingum County. Because of that, we are down 5700 riders this year vs. last year. We are seeing an increase in work transportation. We're becoming much more than a Medical appointment provider. We started a pilot using vendor drivers for public transportation. It will run for 6 months to see how that works. This would help extend our hours to almost 24 hours a day. Ms. Dupler stated that some of our vendor drivers are going above and beyond for our passengers. We really appreciate it.

Maintenance Report – Mr. Wood shared his Year End and January reports. There were no questions. We have received a couple of vehicles from Access Tuscarawas. We're getting those ready. The snow and ice are keeping them busy.

Ms. Gill gave the **financial reports** for November and January. There was no December report due to not having final year-end figures.

The November Income statement had a total YTD revenue of \$6,030,261 with \$186,304 of that being added to the Transit Reserve Fund. The YTD expenses totaled \$4,429,766. That gives us an overall gain of \$1,600,495 through November.

The November Balance sheet showed cash of \$1,375,719 million in the bank with an AR of almost \$1.2 million. This is due to large reimbursements that haven't been received yet from ODOT. The Current Asset total is \$2,628,503. Our AP is lower due to payments being made when item is purchased. The total current liabilities are \$444,869 for a positive net position of \$2,183,633.

Mr. Hill made a motion to approve the November Financials as presented, second by Ms. Kitzig.
Vote: (Verbal) In Favor – Unanimous at 12:23pm

The January Income statement had a total YTD revenue of \$588,941 with \$189,185 of that being added to the Transit Reserve Fund. The YTD expenses totaled \$410,913. That gives us an overall gain of \$178,028 through the first month of the year.

The January Balance sheet showed cash of over \$1.6 million in the bank with an AR of \$1,126,003. Current Asset total is \$2,862,650. The total current liabilities are \$375,907 for a positive net position of \$2,486,743.

Ms. Rucker made a motion to approve the January Financials as presented, second by Ms. Kitzig. **Vote: (Verbal) In Favor – Unanimous at 12:26pm**

Ms. Nicki Silver, **Mobility Manager** gave her report. She stated that things are going well. She is currently working on a web site that contains resources for our county. She has also been working on local match for her grant. We are purchasing televisions to put on the buses and will

be running ads to generate revenue. We're still weighing our options to see what the best way is to do this. The first TAC meeting will be held in March. The winter shelter warming centers are in place through March.

VII. Old Business

Resolution 2021-04: Approved Amended 2020 CARES Budget

Ms. Gill shared the revised budget with the Board. This is the final year end budget. No additional funding was needed from the local monies.

Mr. Hobson made a motion to accept Resolution 2021-04 as presented, with a 2nd by Mr. Hill..

Vote: (Verbal) In Favor – Unanimous at 12:31pm

Resolution 2021-06: Approved Revised Complementary Paratransit Plan

Mr. Stewart shared that the required Complementary Paratransit Plan needed updated with new names, and location information. The revised plan was sent to the Board.

Ms. Rucker made a motion to accept Resolution 2021-06 as presented, with a 2nd by Mr.

Guentter. **Vote: (Verbal) In Favor – Unanimous at 12:33pm**

A change needs to be made to the Employee Manual at the next meeting regarding the Vacation Cash Out Process.

VIII. New Business

Resolution 2021-01: Approve 2021 Capital Purchases

Mr. Stewart presented the proposed 2021 Capital Purchases to the Board for their approval.

Ms. Kitzig made a motion to accept Resolution 2021-01 as presented, with a 2nd by Mr. Hill.

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

Resolution 2021-02: Authorize Stubbins, Watson & Bryan as Legal Counsel for CY2021.

Mr. Stewart presented the resolution to the Board for their approval in appointing Stubbins Law firm as our legal counsel for CY2021.

Mr. Hobson made a motion to accept Resolution 2021-02 as presented, with a 2nd by Mr. Hill.

Vote: (Verbal) In Favor – Unanimous at 12:38pm

Resolution 2021-03: Amendment to the NEORide Regional Council of Governments.

Mr. Stewart stated this is a standard formality. NEORide amended their by-laws and our agency has to approve these since we are Board members of NEORide.

Ms. Kitzig made a motion to accept Resolution 2021-03 as presented, with a 2nd by Mr. Hobson. **Vote: (Verbal) In Favor – Unanimous at 12:40pm**

Resolution 2021-05: Approve Current Services and Rate

Mr. Stewart presented the current rates SEAT is charging for services offered. It includes rates for Sold Maintenance, BCI Check, CPR training and other items.

Mr. Guentter made a motion to accept Resolution 2021-05 as presented, with a 2nd by Mr. Hobson. **Vote: (Verbal) In Favor – Unanimous at 12:42pm**

Resolution 2021-07: Authorizing Resolution for SFY-2022-CY-2022 Programs and Project Grant Funding.

Mr. Stewart stated that this is necessary for the 2022 funding. We are required to submit a Letter of Intent for each program. This resolution is to approve all requests now so that we don't have to do one at a time later on.

Mr. Hobson made a motion to accept Resolution 2021-07 with a correction in the Resolution number listed at the top, with a 2nd by Ms. Kitzig. **Vote: (Verbal) In Favor – Unanimous at 12:44pm**

Resolution 2021-08: Approve Pay Rate of NON-CDL drivers

Mr. Stewart presented this Resolution. The current top wage for a Non-CDL driver is \$11.90/hr. With the future acquisition of employees from Belmont County, this wage is far below their current wage. We are requesting to set the top wage of a Non-CDL driver to be \$15.34/hr, making the starting wage \$13.50/hr. This would be effective April 1, 2021.

Mr. Hill made a motion to accept Resolution 2021-08 as presented, with a 2nd by Ms. Rucker. **Vote: (Verbal) In Favor – Unanimous at 12:46pm**

Resolution 2021-09: Approve 2021 CARES-5311 Budget and 5311 (f) Budget

Mr. Stewart presented this Resolution due to the change in budget amount given by ODOT for 2021. The original budget was approved by the Board previously.

Mr. Guentter made a motion to accept Resolution 2021-09 as presented, with a 2nd by Ms. Kitzig. **Vote: (Verbal) In Favor – Unanimous at 12:47pm**

Resolution 2021-10: Approve SEAT/MOMS Employee Loan Agreement

Mr. Stewart presented the Employee Loan Agreement made by and between Mid-Ohio Mobility Solutions, Inc and South East Area Transit. This creates an arm's length agreement between the two organizations.

Mr. Hill made a motion to accept Resolution 2021-10 as presented, with a 2nd by Ms. Rucker.
Vote: (Verbal) In Favor – Unanimous at 12:48pm (Mr. Guentter abstained)

Resolution 2021-11: Approve SEAT/National Church Residences Letter of Intent

This is to approve the Letter of Intent discussed earlier by Legal Counsel.

Mr. Spraggins made a motion to accept Resolution 2021-11 as presented, with a 2nd by Mr. Hill. **Vote: (Verbal) In Favor – Unanimous at 12:50pm (Mr. Guentter abstained)**

The next meeting will be held Wednesday March 17th, 2021 at 12:00pm

IX. Adjournment

Mr. Ufholz adjourned the meeting at 12:51 pm with a motion to do so from Ms. Kitzig, and a second from Mr. Spraggins.

Board President

Board Secretary/Treasurer

Witness

