

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

March 17, 2021

I. Call to order

Mr. Ufholz called to order the regular meeting of the South East Area Transit Board of Trustees at 12:10pm on March 17, 2021 at 205 N. Fifth Street, Zanesville, OH.

II. Roll call

Ms. Gill conducted a roll call. The following persons were present: Robert Guentter, Robert Hill, Doug Hobson, Mary Kitzig, Ellen Rucker, James Spraggins, Kurt Ufholz and Keely Warden. Absent was Jody Spencer. Staff present were: Howard Stewart, Andrea Dupler, Nicki Silver, Rich Wood and Dianne Gill.

III. Oath of Office – The Oath of Office was given to Ronald Gombeda, new appointee from Guernsey County.

IV. Approval of Board Minutes

The February minutes were reviewed. Mr. Hobson made a motion to approve the minutes with a second by Mr. Hill. **Vote: (Verbal) In Favor – Unanimous at 12:11 pm.**

V. Official Communications

None

VI. Transit Director's Report

Mr. Stewart gave his Transit Director's Report.

- The Asset purchase agreement from NCR is going back and forth from Legal. A letter of intent needs to be signed to proceed.
- Noble County JFS – RFP is due April 5th. It is almost complete.
- We've started our process with the Masabi readers and validators. We are excited about that moving forward. It is paid with OTP2 funds. There will be a hard adjustment for some passengers moving from cash to card, but we will work on that.
- All applications are due at the end of April.
- WTTP is growing rapidly.

- Area Agency on Aging Region 9 asked for a presentation. Andrea, Howard and Nicki presented.
- Buckeye Hills gave us a place to park our vehicles in Marietta once we start services there.
- We were contacted by Pickaway Board of DD. They were looking for transportation and to find out how we run our call center. We reached out to the Public Transit there.

Operations Report was given by Ms. Dupler. They have been extremely busy. We scheduled over 11,000 trips in the month of February 2021. A No Show report was given to all present. We have approached Muskingum County JFS to see if we can do something about these no shows. There was a meeting with several JFS directors to see how these are handled. Although our percentage of no shows are low, they make a big impact on drivers and efficiency. This year alone, we lost \$47,000 due to no shows.

Ms. Dupler also invited the Board down to visit the Transit Center to see how much we have grown.

Maintenance Report – Mr. Wood shared his February reports. He said February was a slow month. He shared that last week he inspected the vehicles at National Church Residences. They are all 2016 or newer. We also went to Dayton RTA for new furniture. They are also going to give us mobile column lifts so we will be renting another truck to go pick them up. There were no questions.

*Ms. Gill gave the **financial reports** for December and February.

The December Income statement had a total YTD revenue of \$6,559,986 with \$13,808 of that being added to the Transit Reserve Fund. The YTD expenses totaled \$5,298,343. That gives us an overall gain of \$1,261,643 through December.

The December Balance sheet showed cash of \$1,966,169 million in the bank with an AR of almost \$579,092. The Current Asset total is \$2,645,187. Our AP is lower due to payments being made when item is purchased. The total current liabilities are \$339,407 for a positive net position of \$2,305,780.

Mr. Spraggins made a motion to approve the December Financials as presented, second by Mr. Guentter. **Vote: (Verbal) In Favor – Unanimous at 12:42pm**

The February Income statement had a total YTD revenue of \$1,190,958 with \$172,997 of that being added to the Transit Reserve Fund. The YTD expenses totaled \$814,715. That gives us an overall gain of \$376,243 through the first month of the year.

The February Balance sheet showed cash of over \$1.6 million in the bank with an AR of \$1,376,921. Current Asset total is \$3,097,912. The total current liabilities are \$418,706 for a positive net position of \$2,679,206.

Ms. Rucker made a motion to approve the February Financials as presented, second by Mr. Hobson. **Vote: (Verbal) In Favor – Unanimous at 12:47pm**

Ms. Nicki Silver, **Mobility Manager** gave her report. She has been working very closely with Area Agency on Aging, Region 9. They have been working on transportation for vaccinations. The Letter of Intent for 2022 was accepted so the application process will start. Mobility rewarded Transit Employees for Transit Employee Appreciation Day with gifts of mugs and candy. The next TAC meeting will be March 30th, 2021.

VII. Old Business

Resolution 2021-12: Approved Amended Employee Manual Vacation Buy Out Language

Mr. Stewart explained that in the past, due to cash flow, we didn't allow the cashing out of vacation time during the months of November through February. Since we are now pretty good with cash flow, Mr. Stewart made the suggestion of changing the language to read that the buy out is possible as long as cash flow is not an issue. This would be up to the Transit Director's discretion.

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

VIII. New Business

Resolution 2021-13: Approve Fuel Agreement with the City of Zanesville.

Mr. Stewart shared that it was time to renew our agreement with the City of Zanesville for the sharing of the fuel facilities.

Mr. Hill made a motion to accept Resolution 2021-13 as presented, with a 2nd by Ms. Kitzig. **Vote: (Verbal) In Favor – Unanimous at 12:52pm (Doug Hobson abstained from voting)**

Resolution 2021-14: Approve Disposition of Vehicle 1036

Mr. Stewart presented the disposition request to the Board for their approval. This vehicle is going to be donated to Mid-Ohio Mobility Solutions to enable them to enter the world of transportation.

Mr. Hobson made a motion to accept Resolution 2021-14 as corrected, with a 2nd by Ms. Rucker. **Vote: (Verbal) In Favor – Unanimous at 12:54pm (Rob Guentter and Kurt Ufholz abstained from voting)**

*Mr. Stewart asked the Board for something to give to the employees since it was Transit Employee Appreciation time. He asked for a one time gift of between \$100-\$500. There is currently a 100% reimbursement. Mr. Hobson said that he has seen what we do and feels that

all employees should be received \$500. This would be a total cost of \$24,000. Mr. Hobson said he really doesn't think \$100 is enough.

Mr. Hobson made a motion to approve a one time payment of \$500 per employee as a sign of appreciation from the Board, with a 2nd by Ms. Kitzig. **Vote: (Verbal) In Favor – Unanimous at 12:59pm**

*Mr. Stewart asked for a Line of Credit from South East Area Transit for Mid-Ohio Mobility Solutions.

Mr. Hobson made a motion to establish a line of credit up to \$60,000 for them to use and repay as needed, with a second by Mr. Spraggins. **Vote: (Verbal) In Favor – Unanimous at 1:07pm (Rob Guentter and Kurt Ufholz abstained)**

*Mr. Ufholz proposed increasing Mr. Stewart's annual salary retroactively to January 1st, 2021 by 2.75%. Mr. Ufholz also made the recommendation that when the staff receives their annual raise in December, we should include Mr. Stewart to keep the raises together.

Mr. Spraggins made a motion to approve a 2.75% increase in Mr. Stewart's pay, retroactive to January 1st, 2021 with a second by Mr. Hobson. **Vote: (Verbal) In Favor – Unanimous at 1:16pm**

The next meeting will be held Wednesday April 21st, 2021 at 12:00pm

IX. Adjournment

Mr. Ufholz adjourned the meeting at 1:16pm with a motion to do so from Mr. Hobson, and a second from Mr. Gombeda.

Board President

Board Secretary/Treasurer

Witness


The signatures are written in blue ink over three horizontal lines. The top signature is 'Vogel', the middle signature is 'Kurt Ufholz', and the bottom signature is 'Debbie Hill'.