

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

May 19, 2021

**I. Call to order**

Mr. Ufholz called to order the regular meeting of the South East Area Transit Board of Trustees at 12:06pm on May 19, 2021 at 205 N. Fifth Street, Zanesville, OH.

**II. Roll call**

Ms. Gill conducted a roll call. The following persons were present: Rob Gombeda, Rob Guentter, Robert Hill, Doug Hobson, Mary Kitzig, Jody Spencer, James Spraggins, Kurt Ufholz and Keely Warden. Ellen Rucker arrived at 12:34pm. No one was absent. Staff present were: Howard Stewart, Andrea Dupler, Rich Wood and Dianne Gill. Jeanette Wierzbecki from OMEGA was present.

**III. Approval of Board Minutes**

The April minutes were reviewed. Mr. Hill made a motion to approve the minutes with a second by Mr. Guentter. **Vote: (Verbal) In Favor – Unanimous at 12:08 pm.**

**IV. Official Communications**

Mr. Stewart introduced Jeanette Wierzbecki who spoke about the current status of the Call Center project. Ms. Wierzbecki spoke highly of the work that Nicki Silver, Mobility Manager, Andrea Dupler and Howard Stewart are doing for the Muskingum & Guernsey county areas. She spoke of the current analysis being done by KFH.

Mr. Hobson spoke of seeing Tiffany Cornett in action at MOMS and how impressed he was by how she was able to help out the people in need.

**V. Transit Director's Report**

Mr. Stewart gave his Transit Director's Report.

- **Staffing** issues are still ongoing. We believe its because of the additional \$300 per week for unemployment.
- We have **launched May 1<sup>st</sup> in Belmont**. We have the vehicles titled. We are working through the transition using our minivans.
- **Washington County** - we are continuing NCR rates for them.
- **Muskingum County RFP** is due today.

- **All applications** have been sent in to ODOT.
- **RCI** (Rides for Community Immunity) has been started where we can charge fully allocated costs for trips to COVID vaccinations.
- **Support Vehicles** – three vehicles were purchased for support personnel. One is in Belmont County, one in Guernsey and one in Muskingum.
- **Employee Cookout is set for this Friday.**
- **Contract Amendment from ODOT.** The resolution was approved in 2020. There has been an amendment since the original resolution. There are additional funds available to us at 100%. We will be presenting a resolution.
- **2020 Audit** is complete with no findings.
- **Barnesville Depot Lease** – Looks good. Lease is still being reviewed by attorneys from both sides.
- **Tow Truck** – We would like to get rid of the truck. Lane Towing would like to buy it from us for \$4,000. It isn't on our asset list and was not purchased with Federal funds. We normally put items through Gov Deals that has been purchased with Federal funds but it was not.
- **Staff Vaccination Information** – We now have to report the number of employees vaccinated to ODOT. We would like to incentivize the receipt of vaccination. We propose to offer \$100 to any employee who can show proof of vaccination.
- **Drug & Alcohol Review** – Sean Oswald from RLS Associates did our D&A TAR. There were a few issues to address, but they will be resolved soon.
- **Medicaid Billing** – Doing our own billing for DODD now.
- **Masks** – We will still require masks through September 13, 2021.
- **Picnic Tables** – we bought some to replace the current ones we had.
- **Phones** – we have spent a lot of money on phones. We are having a lot of problems with the phone system. We are dropping phones calls left and right. We feel that our current setup just isn't working. We are reaching out to AT&T to see if they would have something that worked for us. Mr. Guentter asked if Spectrum had a similar program. Mr. Stewart said he would try.

**Operations Report** was given by Ms. Dupler. She stated that it has been a whirlwind with the onset of Belmont and Washington. There have been some hiccups but it is working now. One of the most interesting items that has been discovered is when comparing 2017 to current, we have only increased \$40,000 in driver's wages but have increased 40,000 demand response trips. Efficiency has become a Hallmark for us. We're going to start advertising more for our work transportation program.

Mr. Ufholz stated that the Board notices how hard everyone is working and wants to thank us for that.

**Maintenance Report** – Mr. Wood shared his April reports. He is fully staffed in the Maintenance Department. His department has been busy with the transition too.

Ms. Gill gave the **financial reports** for April, 2021.

The April Income statement had a total YTD revenue of \$2,245,294 with \$210,749 of that being added to the Transit Reserve Fund. The YTD expenses totaled \$1,824,932. That gives us an overall gain of \$420,362 through the end of April.

The April Balance sheet showed cash of over \$2,426,195 in the bank with an AR of \$617,034. Current Asset total is \$3,127,586. The total current liabilities are \$479,581 for a positive net position of \$2,648,005.

Ms. Kitzig made a motion to approve the April Financials as presented, second by Ms. Rucker.

**Vote: (Verbal) In Favor – Unanimous at 1:25pm**

## **VI. Old Business**

### **Resolution 2021-20: Approve Amended Drug & Alcohol Policy**

Approval of revised Drug & Alcohol Policy as presented.

Mr. Guentter made a motion to accept Resolution 2021-20 as presented, with a 2<sup>nd</sup> by Mr. Hobson **Vote: (Verbal) In Favor – Unanimous at 1:27pm**

As mentioned earlier, the acceptance of the additional capital money and items offered by ODOT needed to be approved by our Board.

Mr. Spencer made a motion to accept the amendment to include additional capital items, with a 2<sup>nd</sup> by Mr. Hobson. **Vote: (Verbal) In Favor – Unanimous at 1:28pm**

## **VII. New Business**

### **Resolution 2021-19: Authorizing signing of Belmont County JFS**

Mr. Stewart had to sign the contract for Belmont County JFS due to a deadline. The Board approved the signature, retroactive to May 1<sup>st</sup>, 2021.

Mr. Hobson made a motion to accept Resolution 2021-19 as presented, with a 2<sup>nd</sup> by Mr. Spraggins. **Vote: (Verbal) In Favor – Unanimous at 1:29pm**

### **Resolution 2021-21: Authorize Signing of Management Agreement with Mid-Ohio Mobility Solutions**

This is for a monthly fee of \$250 to take care of the management portion of the business.

Mr. Hobson made a motion to accept Resolution 2021-21 as presented, with a 2<sup>nd</sup> by Mr. Spencer **Vote: (Verbal) In Favor – Unanimous at 1:30pm** (Mr. Ufholz and Mr. Guentter abstained from voting)

**Resolution 2021-23: Approve Barnesville Depot Signer**

Mr. Stewart requested permission to sign the lease for the Barnesville Depot.

Mr. Spencer made a motion to grant permission, with a 2<sup>nd</sup> by Ms. Warden. **Vote: (Verbal) In Favor – Unanimous at 1:31pm**

**Resolution 2021-22: Approve COVID Vaccination Incentive**

As mentioned earlier, \$100 incentive will be offered to any employee who is fully vaccinated.

Mr. Guentter made a motion to accept Resolution 2021-22 as stated, with a 2<sup>nd</sup> by Mr. Hobson. **Vote: (Verbal) In Favor – Unanimous at 1:32pm**

**\*Permission to sign the 5310 Capital Contract was given to Mr. Stewart.**

Mr. Hobson made a motion to give permission to Howard Stewart to sign the contract, with a 2<sup>nd</sup> by Ms. Rucker. **Vote: (Verbal) In Favor – Unanimous at 1:34pm**

**\*Permission to dispose of the Tow Truck. After discussion from the Board, it was decided to put it on GovDeals for sale. Reserve will be set at \$4,000**

Mr. Hobson made a motion to dispose of the Tow Truck on GovDeals with a 2<sup>nd</sup> by Mr. Gombeda. **Vote: (Verbal) In Favor – Unanimous at 1:41pm**

The next meeting will be held Wednesday June 16, 2021 at 12:00pm

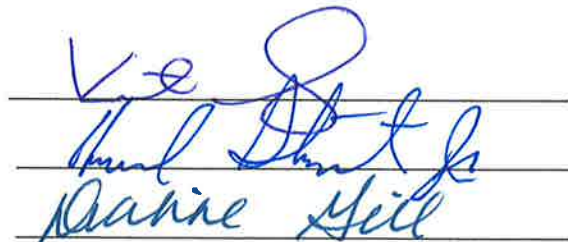
### VIII. Adjournment

Mr. Ufholz adjourned the meeting at 1:42pm with a motion to do so from Mr. Hobson, and a second from Mr. Spencer.

Board President

Board Secretary/Treasurer

Witness

  
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