

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

April 13, 2022

I. Call to order

Mr. Ufholz called to order the regular meeting of the South East Area Transit Board of Trustees at 12:04pm on April 13, 2022 at 205 N. Fifth Street, Zanesville, OH.

II. Roll call

Ms. Gill conducted a roll call. The following persons were present: Ron Gombeda, Rocky Hill, Doug Hobson, Ellen Rucker, Jody Spencer, Kurt Ufholz and Keely Warden. (Ellen Rucker arrived at 12:07) Rob Guentter, Mary Kitzig, James Spraggins, and Keely Warden were absent. Staff present were: Howard Stewart, Andrea Dupler, Rich Wood and Dianne Gill.

III. Approval of Board Minutes

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

IV. Official Communications

Mr. Stewart stated that he had received an email from ODOT that we will not be receiving our vehicles ordered. We will have to reapply.

We also received notice of our Technical Assistance Review from ODOT.

V. Transit Director's Report

Mr. Stewart gave his Transit Director's Report.

- We hired a new Building & Grounds person. He is doing a great job.
- We have several issues that have been popping up. One in particular is No Shows. We have a No Show policy and would like to be able to enforce it, but the JFS Contracts state that we cannot deny service for that reason. We will be looking into how we can hold people accountable.
- We're still looking for a future building. As information becomes available, we will share.
- The EZ Fare card readers are being installed on the vehicles.
- The 2023 Applications are being released.

- We are still trying to find a home base for the Belmont County Mobility Manager that could be closer to home for the Manager.
- We are almost finished with our negotiations with the Labor Management Meetings. We hope one more meeting is all we need and then a contract could be brought to the Board for approval.
- We are still working on the Non-Union insurance coverage. We are in talks with HealthTP for this.
- The Auditors will be onsite May 9 – 11th, 2022.
- The mask mandate ends on April 18th. During the meeting, a notification came through that the mandate was extended through May 3rd, 2022.

Ms. Dupler gave the Operations Report. We hit another milestone. We hit almost 18,000 scheduled trips compared to 13,000 last year. It seems as though the overall population in the county is using our services. We had an increase in denials as well. The majority of these are out of town medical appointments. We have had a driver return from sick leave and are still filling positions. We are working on fine tuning our procedures. We have a great group at the Transit Center and want to work on consistent messaging to our passengers both on phone and on the vehicles. Mr. Stewart stated that we have a procedure to investigate ADA claims in place.

Mr. Wood gave the Maintenance Report. He said the Maintenance Department has been extremely busy. The staff is up to 8 validators installed. Gas prices are climbing.

Ms. Gill gave the February 2022 Financial Reports. The February Revenues were \$1,135,655 and the Expenses for the month were \$1,130,931 for a Year to Date gain of \$4,724. The February Balance Sheet showed Total Current Assets as of February 28, 2022 as \$3,871,260. Our Total Current Liabilities are at \$606,145 for a Positive Net Position of \$3,265,115.

Mr. Spencer made a motion to accept the February financials, with a second by Ms. Rucker.

Vote: (Verbal) In Favor – Unanimous at 12:39 pm.

VI. Old Business

Resolution 2022-01: Authorize 2023 Fund Application Submissions (*REVISED)

A resolution was presented requesting authorization of the Amended Resolution 2022-01 that was approved at the March 9, 2022 meeting that allowed for Mr. Stewart to submit the Amended 2023 Funding applications to ODOT. A new resolution was given to Mr. Stewart by ODOT for approval.

A motion was made by Mr. Hobson to approve Resolution 2022-01 as amended, with a second by Mr. Gombeda.

Vote: (Verbal) In Favor – Unanimous at 1:00 pm



VII. New Business

Resolution 2022-03: Approve SEAT’s Service Animal Policy

A customer has requested the use of a Service Animal for her daughter. After discussion concerning this policy, the Board tabled the approval for further clarification from legal regarding ADA concerns. The SEAT Staff was instructed to inform the passenger that the Policy is being reviewed by legal and will be presented at the May Board meeting for consideration. Ms. Dupler will reach out to the passenger and record the call. A certified letter will be written by the Board President for this passenger.

A motion was made by Mr. Hobson to table Resolution 2022-03 as presented, with a second by Mr. Gombeda.

Vote: (Verbal) In Favor – Unanimous at 12:57 pm



The next meeting will be held Wednesday May 11, 2022 at 12:00pm

VIII. Adjournment

Mr. Ufholz adjourned the meeting at 1:05pm with a motion to do so from Mr. Hobson and a second from Mr. Hill.

Board President

Board Secretary/Treasurer

Witness