

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

June 15, 2016

I. Call to order

Mr. Ufholz called to order the regular meeting of the South East Area Transit Board of Trustees at 4:02pm on June 15, 2016 at 224 Main Street, Zanesville, OH.

II. Roll call

Ms. Gill conducted a roll call. The following persons were present: Jay Bennett, Jeff McKendry, Connie Norman, Boyer Simcox, Kurt Ufholz, and Kayla Wyers. Absent were: Tom Peters, Ellen Rucker, Russell Taylor and David Wagner. Staff present were: Dianne Gill, Arlene Johnson, Linda Minter and Howard Stewart, Jr.

III. Oath of Office

Ms Gill administered the Oath of Office to the new City of Zanesville Appointee, Mr. John Largent.

IV. Approval of minutes from last meeting

The May 11, 2016 minutes were reviewed. Mr. Bennett made a motion to approve the minutes with a second by Ms. Norman. **Vote: (Verbal) In Favor – Unanimous at 4:04 pm.**

V. Official Communications/Public Comments

VI. Transit Director's Report

Mr. Stewart gave the Transit Director's report. He stated that we have had two openings in staff, one Driver and one Dispatcher. We have a temp worker taking the place of the Dispatcher and a new Driver starting on June 27th to fill that slot.

The Audit is going great. No findings yet!

We took a bus down to Newton Fire Department for them to use in training. They were very thankful.

We received a new bus on the 23rd. Unfortunately it is broken down. There has been some miscommunication between Myers and ODOT for the reimbursement. We paid the \$63,000 when it was delivered and haven't received payment. We are still waiting on two documents.

We had a cookout for the staff on the 20th and they were very appreciative. We'll definitely do it again!

We had to suspend a passenger for a year. The rider has been verbally abusive to our drivers. This is the 4th time they have had their riding privileges suspended.

The Health Department contacted us stating they had a complaint about a passenger with bed bugs. We happened to have our Records Retention Meeting with Brent Stubbins around the same time, so we asked him about what legal options we have. We are very prompt at getting rid of the bugs once we are notified, but want to know what we can do as far as removing the threat. Mr. Stubbins will look into it. We cannot "diagnose" someone with bed bugs. That is a slippery slope. A false accusation could result in legal issues. We want to protect our employees but there isn't a law that we can use to ban them. Mr. Largent asked if there is something else we can do. He said that if a driver is masked, we could ultimately lose passengers. He asked if there is any type of chemical that can be used. Mr. Stewart said that the only way to kill them is to bake them. Mr. Bennett asked if we are doing training of our staff as far as what to look for. Mr. Stewart said that we are not. The Health Department would be the one to do the training. Mr. Stewart said he would look into it. Mr. Bennett asked if there was a way that public service flyers could be posted inside the buses. Ms. Wyers said that Guernsey County had big packets of information regarding bed bugs. Ms. Minter said that a gentleman who has them sleeps in our lobby. There was discussion that when he was in the lobby sleeping, we should contact a nursing professional from the Health Department to come down and speak with him. Mr. Stewart said he would give the number for the Health Department contact to Ms. Minter for her to use the next time he is in the lobby.

Mr. Stewart is currently working on the Muskingum County Job and Family Services proposal that is due on June 22nd.

Mr. Stewart attended a meeting in New Philadelphia. It was an OMEGA and ODOT sponsored meeting. He stated there are 61 public transits in the State of Ohio. 33 of those are rural. ODOT is looking regional and we are already considered a regional transit authority. They are looking at a regional transportation plan. This is just the beginning "conversation stage" of development. ODOT is going to hire a consultant to move on with this process. We are hoping to be in the forefront of this since we are already in two counties.

We have a mandatory TIGER grant meeting coming up. It is going to be in Marietta on the 27th. Mr. Stewart will be attending it. This is the technology grant awarded to ODOT for helping with computerized scheduling software and equipment, as well as electronic communication availability for our area.

Mr. Wood has received two estimates for electrical work for the tire balancer/changer. We had a hard time getting the estimates. The two received were Motion Electric and Ables. Motion came in at the low bid. They should be starting soon. This will be reimbursed at 100%.

The recent marketing opportunities were a success. The two were the Older Adult Extravaganza with a Vegas theme in Cambridge, and an Ohio Means Jobs event at Zane State College here in Zanesville.

We had a request from one of the drivers to change the bus stop at the Social Security Office. Instead of dropping them off at the stop light, we will go to the office and drop at the door. We do not need approval for this change.

Had a TAC meeting on the 6th of June. It was a good meeting. Our next one will be in September.

We have a copy of the Coordinated Plan draft from Family and Children First. Mr. Stewart is in the process of updating it. Mr. Stewart will try to get on the agenda for the September Family and Children First meeting to make a presentation. Mr. Ufholz asked who the main call center would be. Mr. Stewart said the goal was for 211 to be the center, but it isn't. It doesn't have to be a transit system. Ms. Gill asked if there were funds available to manage it and Mr. Stewart said no there isn't. ODOT is going to look into changing the use of 5310 funds. Right now, you can buy equipment with 5310 funds but they are pushing for it to be used for Operations. The person who runs the plan is called the Mobility Manager.

Mr. Bennett asked what is included in the TIGER grant. He asked if it would be possible to connect our public with our buses. Ms. Gill stated that our current software has the ability for someone to log into our website and see where our buses are at the moment. We haven't turned on that ability yet since we are still in the trial stage. She stated that perhaps we could put a link on our website for customers to click and call to dispatch directly.

Ms. Minter gave the May Operations Report. There were 303 cancels/no shows for private drivers thus far this year. Guernsey county ridership is up. Express is really taking off there. Ms. Minter stated that the new driver will start June 27th. He will go through training. Our YTD totals are up over 1,000. Out of a 21 day working period in the month of May, there wasn't a single day with all drivers there.

Ms. Johnson passed out a Guernsey County report showing her ridership for this year. Ms. Johnson stated that her E/D count keeps climbing every month and overall increases every year. Ms. Johnson said that her phones have been ringing like crazy! They had seven express trips today and one was clear out in Seneca Lake. The month of July only has two days without someone off. Her drivers go beyond the call of duty.

Mr. Stewart gave the May Maintenance Report. He pointed out that the change requested at the last Board meeting has been made on the report. There is no a comparison with the same month from the previous year. Sold Maintenance is down a little due to the fact a lot of our customers have purchased new vehicles that aren't breaking down.

Ms. Wyers gave the April Financial Report. She reviewed the Income Statement first. Ms. Wyers stated that fares are up and contracts are down. Everything else was pretty good. Total Operating Revenue YTD is \$1,005,670. For Expenses, wage and fringe are evening out. Total is \$22,248 under budget. One reason for this is that we have had 2 employees on Medical Leave with no pay. With the exception of purchased transportation, everything else is close or under budget. Total Expenses YTD are \$965,956 for an Operating gain of \$39,714.

The Balance Sheet was reviewed next. Everything looks good. Total current assets of \$572,987 and total current liabilities are \$292,964 for a positive net position of \$280,024. Mr. Bennett made a motion to approve the April Financial statements as presented, with a second by Mr. McKendry. **Vote: (Verbal) In Favor – Unanimous at 4:48pm**

VII. Old Business

Out of the TAC committee meeting, the issue of demand response service came about. We do demand response express premium service, but we do not do true county wide demand response service. Mr. Stewart got the Management Committee together and came up with a plan that will be presented at the July Board meeting. The public meetings that were going to be held for the Express changes have been canceled. We need to provide true county wide demand response and do away with Express Service. We are doing county services for JFS but not for the general public. We are working on reasonable fares for county wide. This is a step toward regionalization of services. We could work in cooperation with our neighboring counties to transport individuals from one county to another. The tentative fares are \$4.00 within the city limits for general public, County wide would be \$8.00 for general public and to the county line is \$12.00 for general public. The Elderly & Disabled fare would be half of that cost. The seed has already been planted with ODOT and they are in agreement.

Mr. Bennett made a motion to amend the agenda to add the rescinding of Resolution 2016-14 to new business, second by Ms. Wyers. **Vote: (Verbal) In Favor – Unanimous at 4:52pm**

Mr. McKendry expressed concern that this expansion may cause fewer drivers available for the other trips. Mr. Stewart stated that we will not get fully allocated costs for these trips, but public transit trips for the general public do not ever get fully allocated costs. General public transportation trips are subsidized by ODOT 98.9%, with only 1.1% of the cost of that trip coming from the individuals themselves. If it is a contract with a non-profit organization, then the fully allocated costs get charged. Mr. Stewart said that if we are going to be connecting with the other counties, our rates need to be comparable to their rates.

VIII. New Business

a. Resolution 2016-15: Ratify the 2016-2019 Labor Agreement with Teamsters Local 637

SEAT and Teamsters Local 637 have come to an agreement on the new three year contract. Changes negotiated were distributed to all Board members for their review. A lot of the

changes that were made was to make it comparable to the Employee Handbook. Ms. Gill stated that over the course of three years, our insurance rates will only increase by a total of 7%. The Union membership will be voting on the contract on Thursday, June 16th. We have an extension signed extending the current contract ending date from May 31, 2016 to June 6, 2016. Mr. Bennett asked what the net financial impact was over the three year period and Mr. Stewart stated it would be \$51,000. Ms. Gill stated that although the increase is \$51,000, there will be a decrease in wages due to a change made in the way overtime is assigned.

Ms. Norman made a motion to approve Resolution 2016-15 as presented, with a second by Mr. Largent. **Vote: (Verbal) In Favor – Unanimous at 5:13pm.**

b. Rescind Resolution 2016-14: Establish Express Zone Fares.

Please refer to Old Business.

Mr. Bennett made a motion to rescind Resolution 2016-14, with a second by Mr. Simcox. **Vote: (Verbal) In Favor – Unanimous at 5:14pm.**

Next meeting will be held Wednesday, July 13th at the Transit Center at 224 Main Street in Zanesville, OH.

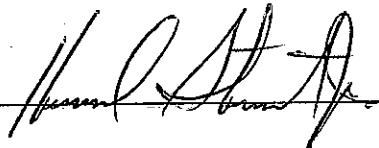
IX. Adjournment

Mr. Ufholz adjourned the meeting at 5:15 pm with a motion to do so from Mr. Bennett, and a second from Ms. Wyers.

Board President



Board Secretary/Treasurer



Witness

