

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

May 11, 2016

**I. Call to order**

Mr. Ufholz called to order the regular meeting of the South East Area Transit Board of Trustees at 4:05pm on May 11, 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, Tom Peters, Ellen Rucker, Kurt Ufholz, and David Wagner. Connie Norman arrived at 4:30pm. Members Absent were: Boyer Simcox, Russell Taylor and Kayla Wyers. Staff present were: Dianne Gill, Howard Stewart, Jr., and Rich Wood. Guests present were John Largent of the American Cancer Society and Greg Ritterbeck of Teamsters Local 637.

**III. Approval of minutes from last meeting**

The March 30th minutes were reviewed. A correction was proposed by Mr. Stewart to amend the dollar amount for the Tire Balancer/Changer to \$11,000 to include electrical work and to amend the dollar amount for the lifts to \$39,500 to include installation and electrical as well. Ms. Rucker made a motion to accept the changes proposed with a second by Mr. Peters. **Vote: (Verbal) In Favor – Unanimous at 4:10 pm.** Mr. Peters made a motion to approve the revised minutes with a second by Mr. McKendry. **Vote: (Verbal) In Favor – Unanimous at 4:10 pm.**

**IV. Official Communications/Public Comments**

**V. Transit Director's Report**

Mr. Stewart gave the Transit Director's report. We're currently in the process of negotiations with the collective bargaining agreement. We have signed off on several of the articles already. We're moving forward with it.

We have a temporary employee now working as a Dispatcher in the Transit Center. Fawn Guttridge has moved over to the Receptionist position that was vacated by Jerry Miller.

We received a safety award at the Chamber annual meeting. Also at the April 27<sup>th</sup> Safety Council meeting, Mr. Stewart and Mr. Wood attended the A.L.I.C.E. training given by Bethany Hayes. It was a very good training. Due to what was learned at the training, we have created "Go Buckets" and have distributed one to each location, and another in the

Maintenance department. Mr. Wood showed the contents of the buckets to the board. These buckets are made up of items that will be helpful if there is an altercation with a violent offender and also will help in the event of an emergency.

Mr. Stewart and Ms. Gill continue to attend HR Seminars to keep up on topics pertaining to HR to remain in compliance. They recently attended on Payroll Law. They continue to learn new things at each of these trainings and plan on attending more. They are through Fred Pryor seminars. We're really concentrating on HR.

Mr. Ruzinsky came for the 1<sup>st</sup> quarter review. Everything was good and the invoice was submitted.

We've had a few accidents this past month. We had a rear end that was our fault. Another one, we were rear-ended by an individual with no insurance. We have a strong exposure.

The OPTA conference was great this year. Mr. Stewart said it was the best one he has ever attended.

Mr. Stewart stated that Mr. Wood found a forklift for \$6950.00 from Ohio Lift. It has been delivered and was used the same day. A lot of maintenance that needed to be done has been completed now because of it. Mr. Stewart thanked the Board for the permission to purchase it.

Guernsey County Job and Family Services has accepted our proposal for the upcoming year. There is a resolution for today to authorize the signing of it. There were three other companies who bid on it this year.

The tablets are now on all buses and being used. Its still an education process. We're just trying to get them used to using a tablet. We found that we were the beta for their fixed route program called Red Dog. Mr. Stewart said that he feels as though we need to send someone to be fully trained in the VanGo demand response program. There are features in the program that we aren't using.

The tire balancer and wheel changer has been installed. The air has been run to it but we are awaiting the electrical work. We are still awaiting more estimates.

Today, Ms. Minter and Ms. Johnson are at the Area Agency on Aging extravaganza for marketing. We continue to get the word out.

Ms. Gill did a time study on payroll. We brought payroll in house at the beginning of 2016 instead of outsourcing it. It has become too time consuming. We have decided to go with Paychex who offered services that fell under the \$3,000 threshold. They go above and beyond what Paycor was doing. They offer a whole lot more, but we can't afford the additional work.

Muskingum County Commissioners paid their local share. It had slipped their mind but once it was brought to their attention, they paid it immediately.

Mr. Bennett brought several individuals to the Fairbanks office today to go over the fuel pump replacement project. It appears as though the downtime will be a little longer than anticipated.

Mr. Stewart gave a quote to Guernsey Industries. There are seven individuals who use the service. We haven't heard back from them yet.

Our auditors have already contacted us regarding the 2015 audit. The Board should be prepared for correspondence from them. Ms. Gill has already given them a lot of the information they need. We are still waiting for the figures for our PERS entry. The auditors plan on being on site next week.

Mr. Stewart reviewed the March & April Operations Reports. Mr. Stewart said that in March in Muskingum County we were up in street route ridership. EZ ride was down as was JFS Medical. Guernsey County was up on street route, and their EZ ride was down as well. Overall are up for the month of March. Ms. Gill stated that one reason the April overtime was high due to the fact that we have some drivers off, as well as a 3 pay month. Overall YTD we are up in ridership. Mr. Bennett asked if we receive any compensation for a no show. Mr. Stewart stated that we cannot charge for no shows in Muskingum County but we do in Guernsey County. This is because each county has their own guidelines. We do track the no shows and send them to JFS. Ms. Gill said for Muskingum county contract drivers, there were 13 no shows in April. For the SEAT drivers, it was closer to 35 or 40.

Mr. Wood reviewed the March and April Maintenance Reports. Mr. Wood said in March, total miles traveled for both Muskingum and Guernsey were up. Average miles per gallon was a decent increase. Sold maintenance was down. Overtime was due to absences. April fleet total miles was down. Average miles per gallon increased again. Zanesville parts expense was elevated due to a transmission that needed replaced. Mr. Bennett noticed a significant decrease in sold maintenance. Mr. Wood said that due to our customers being more attentive to preventive maintenance, the repair charges are lower. The Senior Center has also purchased eight new vehicles, so less maintenance is needed. Christ's Table also purchased a new vehicle. Mr. Bennett asked if there would be a budget adjustment due to the decrease. Since this revenue is considered local, there wouldn't be an issue. Mr. Wagner asked if it would be possible to have the comparison on the report be a month vs current month from the previous year instead of the current month vs the past month. Mr. Wood said he would change it to reflect that.

Ms. Rucker gave the February and March 2016 Financial Reports. Total YTD Revenue for the end of February was \$510,986. Everything looks good. In the Expenses, Labor is down and Fringe is up. This is in part due to the fact that there were three paid holidays in the month of January. Total Expenses come to \$470,446 for a Operating Gain of \$40,541. The February Balance Sheet was reviewed next. The total current assets are \$621,050 and total current liabilities are \$327,498 for a net position of \$293,552. There were no questions.

March 2016 financials were reviewed next. The income statement showed YTD revenues of \$741,929 and expenses of \$714,171 for an operating gain for 2016 of \$27,759. The March Balance Sheet showed current assets of \$679,352 and current liabilities of \$398,583 for a positive net position of \$280,770. There were no questions.

Mr. Stewart stated the loan balance is at \$87,000.

Mr. Wagner made a motion to accept the February financials as presented, second by Ms. Norman. **Vote: (Verbal) In Favor – Unanimous at 4:53pm.**

Mr. Peters made a motion to accept the March financials as presented, second by Mr. Wagner. **Vote: (Verbal) In Favor – Unanimous at 4:53pm.**

A roll call vote was taken to go into Executive Session at 4:54pm. Vote (In Favor) – Unanimous.

The regular meeting came back into session at 5:07pm.

Mr. Ufholz stated that during the Executive Session, the Board agreed upon a 2.75% increase for Mr. Stewart retroactive to January 1<sup>st</sup>, 2016.

Mr. Ufholz also stated that they have found an appointment from the Village of Byesville to sit on the Board of Trustees. The only problem is the Village's meetings are on the same evening as the SEAT Board meeting. The question was asked of the Board, if the meeting day could be changed to a Tuesday or Thursday. It was the consensus of the Board members present that Tuesday would be a better day. Mr. Ufholz and Mr. Stewart will speak to the prospective member again.

(Mr. Bennett left at 5:11pm)

## **VI. Old Business**

### **a. Resolution 2016-12: Approve SEAT's Revised Maintenance Policy**

The SEAT Maintenance Policy has been changed. The miles between preventive maintenance was changed by year and type of vehicle to match manufacturer's recommendations.

Mr. Wagner made a motion to approve Resolution 2016-12 as presented, with a second by Mr. McKendry. **Vote: (Verbal) In Favor – Unanimous at 5:15pm**

### **b. Resolution 2016-11: Authorize signing of Guernsey County JFS SYF 2017 Contracts.**

Mr. Peters made a motion to approve Resolution 2016-11 as presented, with a second by Ms. Rucker. **Vote: (Verbal) In Favor – Unanimous at 5:17pm**

**VII. New Business**

**a. Resolution 2016-13: Approve SEAT Accident Policy**

Mr. Stewart stated that Mr. McKendry reviewed the policy and gave his input. As Mr. McKendry stated before, there was a number figure on our contract of \$3,000 and that number can be obtained easily based upon the type of vehicle involved. Ms. Norman asked what the year limit was. Mr. Stewart stated it was a three year period.

Mr. McKendry made a motion to approve Resolution 2016-13 as presented, with a second by Ms. Norman. **Vote: (Verbal) In Favor – Unanimous at 5:18pm.**

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

Mr. Stewart stated that the committee met on April 28<sup>th</sup> to discuss these zones and rates. The rates are approved by zone. The passenger would pay for the beginning zone and the ending zone, each way.

Mr. McKendry made a motion to approve Resolution 2016-14 as presented, with a second by Mr. Wagner. **Vote: (Verbal) In Favor – Unanimous at 5:22pm.**

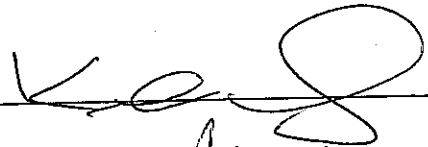
Mr. Stewart thanked Mr. Wagner and Mr. Bennett for their help with the zone fares, and thanked Mr. Wagner for hosting the meeting.

Next meeting will be held Wednesday, June 15<sup>th</sup> at the Transit Center at 224 Main Street in Zanesville, OH.

**VIII. Adjournment**

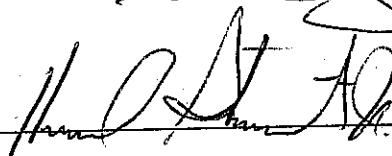
Mr. Ufholz adjourned the meeting at 5:35 pm with a motion to do so from Mr. McKendry, and a second from Mr. Wagner.

Board President



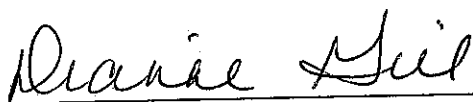
---

Board Secretary/Treasurer



---

Witness



---