

South East Area Transit
Board of Trustees
Meeting Minutes

August 12, 2015

I. Call to order

Mr. Ufholz called to order the regular meeting of the South East Area Transit Board of Trustees at 4:06pm on August 12, 2015 at 224 Main Street, Zanesville, OH.

II. Roll call

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

III. Approval of minutes from last meeting

Ms. Gill read the minutes from the last meeting. Ms. Rucker made a motion to accept the minutes as presented, second by Mr. Bennett. **Vote: (Verbal) In Favor – Unanimous at 4:08pm.**

IV. Official Communications/Public Comments

Mr. Stewart stated that he had received a letter of resignation from Board Member Rev. Herb Perry due to health reasons. The Village of South Zanesville is actively looking for a replacement. His resignation date is July 15th, 2015.

Mr. Stewart also stated that he had received an email from a new transportation service located in Guernsey County called ASAP Express Delivery. They are hoping to fill the needs that SEAT cannot.

Mr. Stewart reviewed the literature the Board had received from Josh Mandel, Treasurer of State of Ohio.

V. Transit Director's Report

Mr. Stewart stated the RFP's for the maintenance area work went out. We had two bidders who came in and picked up packets. We'll have a recommendation at the next Board meeting as well as a recommendation for our Support Vehicle. We have ordered the tablets for the buses. Our goal is to get the program up and running on the street

route before the end of the year. Mr. Wood is working on installing brackets for the tablets in the buses. Mr. Ufholz asked about the cell service. Mr. Stewart commented that we went with Verizon because they had the best coverage. Mr. Bennett asked if we looked at the State purchasing contract. Mr. Stewart explained that we shopped around and got the best price. Mr. Bennett asked if we had an Electronic Communications policy in place. Mr. Stewart said yes we did. He also stated that they tablets will be locked with a key to keep them safe.

ODOT offered us a bus shelter that is in front of their office. It is an 8' x 24' bus shelter. We would have to go to ODOT and tear it down ourselves. We didn't find anywhere that SEAT could use it, so we graciously declined.

Mr. Stewart attended the Genesis Transportation Meeting at July 29th. They are looking at ways to provide transportation to their patients. We may be able to offer Express service, if the availability is there. There is also discussion of a joint venture for a new bus shelter. Mr. Bennett suggested a CDBG grant for the match. Applications are usually due in April.

Mr. Stewart stated that we have been having Labor/Management meetings and they have been coming out favorably. They will continue.

We have done a survey in June and July. Mr. Stewart will present the results at the next meeting.

Mr. Stewart stated that we met with Guernsey County Job and Family Services. They are concerned about their audit they will be having. They questioned loaded miles and mileage differences. Mr. Stewart stated we would work together with them to come up with a solution.

Ms. Loretta Frenton has been appointed as the Rural Representative at ODOT. She will be a great asset for everyone.

Mr. Wood went to Ashland and voice his opinion on some different things. There was discussion about lift capacity.

Mr. Stewart stated that Ms. Minter and Ms. Johnson will be attending an ADA seminar at the OTRP office on July 20th.

Ms. Minter gave the July Operations Report. She said July was a very rough month. She stated that our ridership is down overall, but summer is generally good. We hired another driver. One driver resigned. We are totally staffed. Everyone who was off ill has returned to duty except for one driver who is doing light duty. He will return in September. We did a new bid (7 month) instead of the normal 6 month bid, with

agreement of the union. The new bid will start August 31st instead of the end of September. This will cut back on overtime. We hired a new dispatcher in Cambridge.

Mr. Wood gave the July Maintenance Report. Total mechanical road calls for the month of July was zero. Gas & Diesel prices were down for the month. Parts expense was down for the month in both Muskingum and Guernsey counties.

Ms. Rucker reviewed the June Financial Reports. The Income Statement showed a gain of \$15,746 and the Balance Sheet shows at positive net position of \$249,460. Mr. Stewart stated that the note is now around \$119,000.

Mr. Wagner made a motion to accept the June financials as presented, second by Mr. Bennett. **Vote: (Verbal) In Favor – Unanimous at 4:45pm.**

VI. Old Business

- a) **Resolution 2015-32:** Approve the CY2015 Budget Revision. Ms. Rucker stated that on behalf of the Finance Committee, they recommend the revision as presented. Ms. Gill reviewed the changes. Overall, we increased the revenue by \$200,000 in contract revenue. We also increased the expenses by \$200,000 so overall, no additional money is being requested from ODOT.

Ms. Rucker made a motion to approve Resolution 2015-32 as presented, with a second by Mr. Bennett. **Vote: (Verbal) In Favor – Unanimous at 4:50pm.**

- b) **Resolution 2015-33:** Approve change in Employee Manual. A change was made in the Tardiness section extending time allowed before being considered tardy from three minutes to five minutes.

Ms. Norman made a motion to approve Resolution 2015-33 as presented, with a second by Mr. Wagner. **Vote: (Verbal) In Favor – Unanimous at 4:58pm.**

- c) Mr. Uffholz stated that in order for SEAT to be approved with a Medicaid provider number, more information is needed by the Board members. We need all Board members information. It is required for 100% membership to be complete. Mr. Uffholz passed out a form and requested Board members to complete it.

VII. New Business

- a) No new business.

VIII. Adjournment

Mr. Uffholz adjourned the meeting at 5:07pm with a motion to do so from Tom Peters, and a second from Jay Bennett.

Board President

K. J. J.

Board Secretary/Treasurer

H. L. J.

Witness

Dorrie Hill

Authorizing Resolution

Resolution No. 2015-35

A resolution authorizing the submittal of (a) proposal(s) with the Ohio Department of Transportation for grants through the US DOT Federal Transit Administration (FTA), as authorized under Federal Transit Laws, as codified, 49 USC Section 5311, Financial Assistance for other than urbanized areas and funds available from the Ohio Public Transportation Grant Program and executing a contract with the Ohio Department of Transportation upon grant proposal acceptance.

WHEREAS, the Director of the Ohio Department of Transportation is authorized to make grants for a public transportation program;

WHEREAS, the contract for financial assistance will impose certain obligations upon the Applicant, including the provision by it of the local share of the project costs in the program;

WHEREAS, it is required by the U.S. Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under 49 USC Section 5311 the Applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder; and

WHEREAS, it is the goal of the Applicant that disadvantaged business enterprise be used to the fullest extent possible in connection with this/these project(s), and that definite procedures shall be established and administered to ensure that disadvantaged businesses shall have the maximum construction contracts, supplies, equipment contracts, or consultant and other services.

NOW, THEREFORE, BE IT RESOLVED BY

South East Area Transit Board of Trustees

(Governing Body of Applicant)

1. That Board President is authorized to execute and submit (a) application(s) on behalf of South East Area Transit with the Ohio Department of Transportation to aid in the financing of capital and operating assistance projects pursuant to 49 USC Section 5311 and the Ohio Public Transportation Grant Program.
2. The Board President is authorized to execute and file with such application and assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964.
3. That Transit Director is authorized to furnish such additional information as the Ohio Department of Transportation may require in connection with the application for the program of projects submitted to FTA.

4. That Transit Director is authorized to set forth and execute affirmative disadvantaged business policies in connection to any procurement made as part of the project.

5. That Board President is authorized to execute grant agreements on behalf of South East Area Transit with the Ohio Department of Transportation for aid in the financing of operating and capital assistance projects.

The undersigned duly qualified and acting Board President of the South East Area Transit certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the South East Area Transit Board of Trustees held on September 9th, 2015.

If Applicant has an official seal, impress here.



Signature of Recording Officer

Transit Director, Board Secretary
Title of Recording Officer

9/9/15
Date