

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

August 10, 2016

I. Call to order

Mr. Ufholz called to order the regular meeting of the South East Area Transit Board of Trustees at 4:04pm on August 10, 2016 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 Kayla Wyers. Absent were: John Largent, Jeff McKendry, Russell Taylor and David Wagner. Staff present were: Dianne Gill, Arlene Johnson, Linda Minter, Howard Stewart, Jr. and Rich Wood.

III. Approval of minutes from last meeting

The July 13, 2016 minutes were reviewed. Ms. Rucker made a motion to approve the minutes with a second by Ms. Wyers. **Vote: (Verbal) In Favor – Unanimous at 4:06 pm.**

IV. Official Communications/Public Comments

There were no official communications and no public comments.

V. Transit Director's Report

Mr. Stewart gave the Transit Director's report. Topics were:

- Staff Update. New individual doing Out of Town Dispatching. She has been here two weeks and is catching on quickly. She is through an agency.
- Audit is almost wrapped up. Reason for Executive Session must be added to minutes.
- DBE Symposium went very well. People from West Virginia and Pennsylvania as well as Ohio. Mr. Stewart has been asked to do the presentation in the Southern part of Ohio in October.
- Bus #1404 purchased in 2014 has had many issues. For the past eight weeks Dutro's hasn't been able to keep it running. The issue was finally found and it was an electrical issue. It has been fixed (Manufacturer fault).
- Genesis Hospital Meeting went well. Mr. Bennett, Mr. Stewart and Mr. Ufholz met with them on July 28th concerning transportation for patients who are being discharged. Mr. Stewart said that there have been issues with the Valet parking employees yelling

at our drivers. He informed the hospital of that issue. We will be picking people up on an as needed basis in the front of the hospital. Mr. Bennett stated that coming away from the meeting, he wanted to say how impressive Mr. Stewart was in the meeting, talking with the staff from Genesis. Mr. Bennett stated that Mr. Stewart has a way of giving complex information in common language that allowed a clear understanding of what was being said. Kudos to Mr. Stewart. Mr. Ufholz stated that he brought up the idea of sharing the cost of a shelter instead of a Plexiglas building.

- Countywide Public meetings went well. In Guernsey County we had one person show up, Mr. Shon Gress, the Executive Director of the Guernsey County Senior Center. He was very impressed with what we were doing with County Wide transportation. In Muskingum County, two people showed up and they were very interested as well.
- Mr. Stewart spoke at the Family & Children First Council meeting regarding the Coordinated Plan in Muskingum County.
- Public Meetings have been scheduled for August 31st for the CY 2017 5311, 5311 (f) and 5339 funding.
- CY2017 Operating will be \$1,169,000. Capitalized Maintenance is \$265,000, ODOT State Funding is \$45,000 and currently the 5339 is \$194,000.
- Sold Maintenance Service Addition. The Tire Changing and balancing machine is working out great. A fee of \$15.00 will be charged for changing/balancing.
- Our loan is at \$75,618. At the end of the year, we should be able to pay it off.
- Ms. Minter has been doing some travel training. She has been going to different agencies explaining how things work and what we can offer. We are planning on getting into the Abott Home.
- We are updating our rider's guide. Ms. Gill has been working on it. It will be distributed once the new service has been approved.
- Next TAC meeting is September 12th at the Transit Center.
- We had an incident on the bus. Someone got onto the bus and was reciting passages from the Bible loudly. Mr. Stewart is having legal look into it.

Ms. Minter gave the July Operations Report. We were down a little in ridership for the month but YTD we are doing well. We are having concerns on why JFS ridership is down. Ms. Minter honestly doesn't have a reason why, but we are watching trends. Still have a driver off for medical reasons. There is also an office person at the Transit Center off on medical leave and another on vacation. Mr. Stewart stated that one day on the Maple route, it was standing room only. There were 21 individuals on the bus. You are allowed to stand on transit. The capacity limit was not breached.

Ms. Johnson reviewed her Guernsey County ridership reports. The denial rate has gone through the roof due to the JFS spend down being waived. Overall things are going smoothly in Guernsey County.

Mr. Wood gave the July Maintenance Report. He reviewed it with the Board. Decals are being removed from a bus to put on Gov Deals.com. There were no questions.

Ms. Wyers gave the June Financial Report. The Income Statement shows that regular fares are a little over and contract fares are down a little. Total Operating Revenue as of June 30, 2016 is \$1,519,018. Expenses were reviewed. Labor & Fringe together are under budget. Year to Date is \$1,453,768 leaving an operating gain of \$65,251.

The June Balance Sheet was reviewed next. High Numbers in A/R due to awaiting ODOT payments. Overall current assets are \$669,751. Current Liabilities total \$358,391 for a positive net position of \$311,360.

Mr. Stewart explained that our share of the PERS Net Liability is \$856,231. This will appear on the Balance sheet in a separate line so the reports match Quickbooks.

Ms. Norman made a motion to approve the June Financial statements as presented, with a second by Mr. Bennett. **Vote: (Verbal) In Favor – Unanimous at 4:44pm**

VI. Old Business

Resolution 2016-22: Amend SEAT Anti-Bullying Policy.

Had to add “Respectful Workplace Policy” in this policy.

Mr. Bennett made a motion to approve Resolution 2016-22 as presented, with a second by Ms. Wyers. **Vote: (Verbal) In Favor – Unanimous at 4:45pm**

Mr. Bennett stated that a presentation had been made by the American Legion to the Planning Commission to close 38’ of Beech Alley. There will be no disruption in SEAT’s regular operating services.

Mr. Bennett also said that he feels that when SEAT makes the last payment onto the note, we should make people aware of SEAT’s progress.

VII. New Business

Resolution 2016-21: Approve Respectful Workplace Policy

The Respectful Workplace Policy was reviewed by Legal. Legal Counsel liked the wording and thought that the policy was a good one. He said that we need to ensure that the

investigation process is the same for all similar policies. (That is why we amended the Anti-Bullying in Old Business.)

Ms. Rucker made a motion to approve Resolution 2016-21 as presented, with a second by Ms. Norman. **Vote: (Verbal) In Favor – Unanimous at 4:56pm.**

Resolution 2016-23: Authorizing Resolution for CY2017 5311 Grants (5311, 5311F, 5339).

This is our funding from ODOT

Mr. Bennett made a motion to approve Resolution 2016-23 as presented, with a second by Mr. Peters. **Vote: (Verbal) In Favor – Unanimous at 4:58pm.**

Resolution 2016-24: Approve Proposed CY2017 Budget

The Finance Committee reviewed the budget at their meeting. She stated that the Finance Committee reviewed this budget and recommends its approval.

Mr. Bennett made a motion to approve Resolution 2016-24 as presented, with a second by Mr. Simcox. **Vote: (Verbal) In Favor – Unanimous at 5:03pm**

Resolution 2016-25: Approve Code of Conduct Policy

The Code of Conduct Policy for employees was distributed at the last Board meeting. Approval is being requested at this meeting.

Mr. Bennett asked if our policies are in the Labor Agreement. Mr. Stewart stated that Policies are not part of the Agreement.

Mr. Bennett made a motion to approve Resolution 2016-25 as presented, with a second by Ms. Norman. **Vote: (Verbal) In Favor – Unanimous at 5:04pm**

A motion was made by Mr. Bennett to approve Geraldine Logan as a member of the SEAT TAC Committee, with a second by Ms. Wyers. **Vote: (Verbal) In Favor – Unanimous at 5:05pm**

The next meeting will be held Wednesday, September 14th at the Crossroads Branch Library in Cambridge, OH.

VIII. Adjournment

Mr. Ufholz adjourned the meeting at 5:06 pm with a motion to do so from Mr. Bennett, and a second from Mr. Peters.

Board President



Board Secretary/Treasurer



Witness


