

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

December 9, 2015

**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 December 9, 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, Ellen Rucker, Kurt Ufholz, David Wagner, and Kayla Wyers. Members Absent were: Jeff McKendry, Tom Peters, and Boyer Simcox. Staff present were: Dianne Gill, Arlene Johnson, Linda Minter, and Howard Stewart, Jr.

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

The November minutes were reviewed. Ms. Rucker made a motion to accept the minutes as presented, second by Mr. Wagner. **Vote: (Verbal) In Favor – Unanimous at 4:05 pm.**

**IV. Official Communications/Public Comments**

**V. Transit Director's Report**

Mr. Stewart stated that the two capital projects (Rehab Maintenance and Support Vehicle) have been completed and invoiced to ODOT.

We took receipt of the new fuel pumps. They are in our garage. Installation will begin when the city is ready.

We had a TAC meeting on Monday, December 7<sup>th</sup>. It was a great turn out and a very good meeting. Mr. Stewart said that he informed the TAC committee that he would like the TAC committee to evolve into the Coordinated Transit Plan committee for Muskingum County.

The 2016 5311 and 5311 (F) contracts were both signed and submitted to ODOT.

An agreement was signed with The Lakatos Group for the services of the CPA. Mr. Stewart and Ms. Gill feel that we will not need the frequent visits any longer. We

would still like to have the contact though that we can refer to. We would also like year end closing assistance.

The final paperwork came back today from legal regarding our note. Everything is good to go.

Mr. Stewart spoke to the County Auditor's office regarding the property tax issue on the rental space. The final outcome is that if we rent from "like to like" meaning one tax exempt organization to another, then it is tax exempt. If we rent to an "unlike" relationship, property tax would have to be paid.

HAPCAP extended their advertising contract until March, 2016.

Ms. Minter presented the November Operations Report. Muskingum County was up Guernsey was down a little. The structure set up as is for overtime works as is. The only time it doesn't work is when we have absences. Ms. Minter mentioned that the fact that we have tenure here gives more vacation time to employees, who then take more time off. Ms. Johnson stated that yesterday was the only day in the month that they had all drivers in attendance. Mr. Bennett asked if it would be possible to use Guernsey drivers in Muskingum county and visa versa. Ms. Minter stated that we couldn't do that because the contract states that they can't work between terminals without losing seniority.

Mr. Stewart presented the November Maintenance Report. No questions were asked regarding the report.

Ms. Wyers reviewed the October Financial Reports. The Income Statement showed Total Operating Revenues for 2015 YTD at \$2,529,829 and total Operating Expenses for 2015 YTD at \$2,504,440 for a gain of \$25,389. Everything is either close to budget or justified. Ms. Wyers explained the reason fringe is higher is due to PTO. It can't be estimated how much PTO will be taken throughout the year. Because of that, PTO (Fringe) will always be higher than budgeted, but Labor should then be lower by the same amount. The Balance Sheet shows current assets at \$632,757 and current liabilities at \$378,791 for a positive net position of \$253,966.

Mr. Bennett made a motion to accept the September financials as presented, second by Mr. Wagner **Vote: (Verbal) In Favor – Unanimous at 4:18pm.**

## **VI. Old Business**

- a) **Resolution 2015-50:** Resolution to approve new Zero Tolerance Drug & Alcohol Policy. This had been presented at the November Board meeting. The Board requested further review into the policy. Ms. Gill stated that the policy

was sent to our risk management carrier and they said that since it came from the FTA website, it should be fine. The policy has been reviewed and amended by adding that any employees with a positive test result and who has requested a split specimen, will be pulled from a safety sensitive position while awaiting the results.

Ms. Wyers made a motion to approve Resolution 2015-50 as presented, with a second by Ms. Norman. **Vote: (Verbal) In Favor – Unanimous at 4:20pm**

## **VII. New Business**

Ms. Wyers spoke up on behalf of the Finance Committee recommending that SEAT proceed with enrollment in the Michigan Conference of Teamsters Welfare Fund insurance when possible. By granting permission to do so, the SEAT staff can move forward with enrollment without having to wait until the next Board meeting. The Finance Committee is also recommending that all employees pay the same out of pocket for their premium. Mr. Bennett stated that he would refer to the Finance Committee for their decision. Ms. Wyers stated that the Finance Committee has been discussing this issue for several months and would like to proceed with the recommendation to change. Mr. Bennett asked how soon we would know. Mr. Stewart stated he has been in phone contact with the Union. It could be as soon as next week, or as late as June 1<sup>st</sup>, 2016.

Ms. Wyers made a motion to move proceed with Michigan Conference of Teamsters Welfare Fund as the insurance carrier for all employees as soon as the enrollment is available, with a second by Ms. Rucker. **Vote: (Verbal) In Favor – Unanimous at 4:25pm**

Mr. Stewart stated that he did contact Marco Adornetto about the vacation restaurant space. He is very busy at the moment but said he would take it to his Dean. He was very excited about it but nothing could happen at least until the summer.

Next meeting will be held Wednesday, January 13, 2016 at the Transit Center, 224 Main Street, Zanesville, OH.

## **VIII. Adjournment**

Mr. Ufholz adjourned the meeting at 4:29 pm with a motion to do so from Mr. Wagner, and a second from Mr. Bennett.

Board President

V. G. C. S.

Board Secretary/Treasurer

H. A. S. A.

Witness

Rebecca Hill