

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

February 10, 2016

I. Call to order

Mr. Ufholz called to order the regular meeting of the South East Area Transit Board of Trustees at 4:02pm on February 10, 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, Tom Peters, Ellen Rucker, Kurt Ufholz, and Kayla Wyers. Members Absent were: Boyer Simcox and David Wagner. Staff present were: Dianne Gill, Arlene Johnson, Linda Minter, Howard Stewart, Jr., and Rich Wood.

III. Election of Officers

A motion was made by Mr. Peters to nominate and elect Mr. Ufholz for President, with a second by Mr. McKendry. **Vote: (Verbal) In Favor – Unanimous at 4:03pm.**

A motion was made by Mr. Peters to nominate and elect Ms. Rucker for Vice-President with a second by Ms. Wyers. **Vote: (Verbal) In Favor – Unanimous at 4:04pm.**

By-laws dictate that the Transit Director is the Secretary/Treasurer so no election is necessary.

IV. Oath of Office

Ms. Gill administered the oath of office to Mr. Russell Taylor, representative from the Village of South Zanesville, as a new Board member.

V. Approval of minutes from last meeting

The December minutes were reviewed. Mr. Peters made a motion to accept the minutes as presented, second by Mr. Bennett. **Vote: (Verbal) In Favor – Unanimous at 4:07 pm.**

VI. Official Communications/Public Comments

Mr. Stewart stated that he had received a telephone call from Carla Lakatos of The Lakatos Group. She said that Marianne Freed is now working for The Lakatos Group.

Mr. Bennett discussed a recent phone call received by Mr. Stewart regarding the Center Drive issue. Mr. Bennett stated that it is a public street and that we are allowed to drive on it.

VII. Transit Director's Report

Mr. Stewart said that the current union contract expires at the end of May of this year so we are starting some pre-negotiation meetings with the Union to go over topics. Mr. Stewart believes that the contract negotiations will go smoother than in the past.

Mr. Stewart stated that a new Dispatcher had been hired for the Zanesville office. Ms. Pawn Gutridge came on board on January 27th. She came to us from Licking County Transit.

Mr. Stewart stated that we have hired a temporary worker to perform Bob Miller's duties while he is off on extended medical leave. The individual hired is a student at Mid-East who is in the diesel mechanic program. He is also receiving on the job training in that area.

Ms. Minter, Ms. Gill and Mr. Stewart attended an ODOT roundtable in Glouster in December. ODOT brought their staff along with two new hires and the Director of Transit, Chuck Dyer. It was a very educational session.

Our four year Operating and Capital Plan was due Monday, February 8th. Mr. Stewart will be asking for approval. The Finance Committee reviewed it at their meeting on Monday February 6th.

Ken Reed from OTRP will be at the Fairbanks office on February 19th to do our Risk Management, Self-Inventory assessment. It covers Human Resource, Employee Training, IT Security, Preventative Maintenance and Emergency Preparedness.

Our bond note has been taken care of. The balance is \$98,000.

Mr. Ruzinsky will be here on Friday the 12th to review our 4th Quarter ODOT invoice before submission.

The OPTA conference is coming up. It is April 19 – 21, 2016 at the Columbus Convention Center.

Mr. Stewart met with Mike Fuller from MVESC on the 4th about the Transportation Shared Consortium. They would like Public Transit to be a part of it. This is part of a coordinated transportation plan for the county.

Mr. Stewart stated that we are having bloodborne pathogen training at our location for the drivers and mechanics. We'll do it in two sessions. The Cambridge location has already been through the training.

We signed a MOU with the MRDD for vehicle maintenance for paratransit. It could possibly lead to more maintenance with them for the future.

Mr. Stewart said that we are reviewing our accident policy. Right now, our policy states that if you do \$3,000 in damage with an accident, it's an immediate termination. That is also in the contract. There are many variables that can cause an accident. \$3,000 is no longer a good figure. Mr. McKendry stated that the figure seemed pretty low. Mr. Bennett asked if there was an independent committee who reviewed the accident and offered recommendations. Ms. Gill stated that one policy that was being reviewed from Lima Allen Transit Authority uses an accident review committee. Mr. Bennett said the City does the same.

Mr. Stewart stated that although we don't like having cash around the office, we do need to start a petty cash fund due to payments being made of \$.85, \$.30, etc for items. The employee generally pays for those items themselves instead of us writing a check for that much. The Finance Committee will be presented with a policy at the next Finance Committee meeting.

Mr. Stewart also said he would like to have a little latitude with the uniform policy. There was discussion that this is more of a procedure rather than a policy. The policy is the fact that it is safety yellow and uniform in appearance. The other factors would fall into procedure so Mr. Stewart should be able to decide this without board approval. A committee of Ms. Minter, Mr. Bennett and Mr. Stewart will review the uniform requirements. A recommendation will be presented at the next meeting.

Mr. Bennett stated that the City is opening the Block Grant. Shelters would be an eligible use of the money. Applications will be accepted in March. Since the Senior Center is moving downtown, a shelter may be a good idea.

Mr. Stewart said that we received a letter in the mail from Ohio Department of Medicaid stating that our number had expired due to the fact that we hadn't billed anything for two years. We received the letter five days after it expired. Mr. Stewart said that he had received an email last week from his fellow Directors asking if anyone else was having issues getting Medicaid numbers. We are back to square one.

Ms. Minter presented the December and January Operations Report. Our December figures were good. Ridership was good for SEAT for the year. Overtime was only 100 hours different from last year which is a great number when you consider what we went through last year with absences. Guernsey County was down a little. In December, Guernsey County had 82 Express riders which is almost 200% higher than the normal. January was reviewed. Ms. Minter said that there were 19 working days in the month of January. In the month of January, there were 22 drivers off. Ms. Minter said that we have 166 standing orders a week in Zanesville, not including the call ins. There are 19 standing orders in Guernsey County which is good due to their area.

Mr. Wood presented the December and January Maintenance Reports. Mr. Wood said that in December, there were only 2 days that the department was fully staffed due to vacations. Overtime is low. Year-end comparisons were reviewed. Road calls for 2015 were 44 but for 2010 it was only 7. That is because ODOT changed the definition of a road call. The fleet ran almost half a million miles. The profit in sold maintenance was actually a little less this year but that was in part due to the loss of the Community Ambulance contract. January overtime was up a little. There were some absences that caused this. No road calls for the month of January.

Ms. Wyers reviewed the November and December Financial Reports. The November Income Statement showed Total Operating Revenues for 2015 YTD at \$2,749,843 and total Operating Expenses for 2015 YTD at \$2,737,638 for a gain of \$12,205. Trends are consistent. The Balance Sheet was reviewed next. Ms. Wyers pointed out that the cash is now close to the previous year cash due to the fact that the large GRF check we received in the end of 2014 is now reflected properly. It shows a positive net position of \$241,377. The December numbers are not final, but they are a rough draft. Mr. Ruzinsky will be in Friday to finalize. The final reports will be presented at the next meeting. The Income Statement shows a positive gain of \$36,645. The Balance Sheet for December shows the loan is down to \$98,103. We paid \$42,000 off the note for the year. Current net position of \$264,258.

Ms. Rucker made a motion to accept the November and December financials as presented, second by Mr. McKendry. **Vote: (Verbal) In Favor – Unanimous at 5:10pm.**

VIII. Executive Session

A roll call vote was taken (8 Yea, 0 Nay) to go into Executive Session at 5:11pm. Regular session was resumed at 5:25pm.

IX. Old Business

a. **Resolution 2016-03: Authorize Revision of Sick Leave Policy and DOT Recertification Policy.**

Changes requested are that when an employee schedules a sick day, a note must be presented to HR from the doctor's office stating they were present. This will eliminate the possibility of using sick time illegally. DOT Recertification policy changes made were that the employee is never to pay for their own physical. Because of that, SEAT will schedule a physical to be done at Genesis and will pay for it.

Ms. Wyers made a motion to approve Resolution 2016-03 as presented, with a second by Mr. Taylor. **Vote: (Verbal) In Favor – Unanimous at 5:27pm**

b. **Resolution 2016-05: Revise Drug & Alcohol Policy.**

Changes needed made in order to be in compliance with FTA. The Board was presented with the changes.

Mr. Bennett made a motion to approve Resolution 2016-05 as presented, with a second by Ms. Norman. **Vote: (Verbal) In Favor – Unanimous at 5:32pm**

c. **Resolution 2016-06: Revise 2016-2019 Four Year Capital Plan**

Mr. Stewart reviewed the four year capital plan with the Board. He stated that he reviewed the plan in depth with the Finance Committee. Ms. Wyers stated that the committee went through the plan item by item and discussed what the local funding requirements would be. The Finance Committee recommended approval of the plan.

Ms. Wyers made a motion to approve Resolution 2016-06 as presented, with a second by Mr. Bennett. **Vote: (Verbal) In Favor – Unanimous at 5:33pm**

X. New Business

a. **Resolution 2016-01: Approve all Capital projects for 2016**

Mr. Stewart stated that we are 100% funded for these. No local match is required.

Ms. Rucker made a motion to approve Resolution 2016-01 as presented, with a second by Mr. Taylor. **Vote: (Verbal) In Favor – Unanimous at 5:34pm**

b. **Resolution 2016-02: Authorize Legal Counsel for 2016**

Mr. Bennett asked if ODOT required a procurement process for Legal services. Mr. Stewart explained that we can exercise the sole source option due to the history we have established with Mr. Stubbins.

Mr. Bennett made a motion to approve Resolution 2016-02 as presented, with a second by Ms. Norman. **Vote: (Verbal) In Favor – Unanimous at 5:36pm.**

c. **Resolution 2016-04: Approve Disposition of #241 and #282**

Mr. Stewart stated that #241 is the Gillig. The repair cost is becoming excessive. The vehicle is not used often. We would like to dispose of it. #282 has aged out.

Mr. Peters made a motion to approve Resolution 2016-04 as presented, with a second by Mr. Bennett. **Vote: (Verbal) In Favor – Unanimous at 5:40pm.**

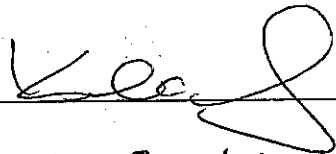
Mr. Stewart distributed an updated copy of the Accounting procedures for the Board to review before the next meeting.

Next meeting will be held Wednesday, March 9th at the Crossroads Branch Library in Cambridge, OH.

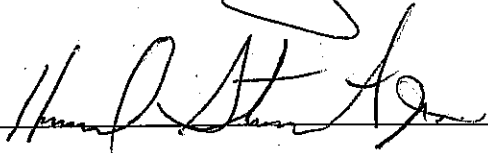
XI. Adjournment

Mr. Ufholz adjourned the meeting at 5:45 pm with a motion to do so from Mr. Bennett, and a second from Mr. Peters.

Board President



Board Secretary/Treasurer



Witness

