

SOUTH EAST AREA TRANSIT
375 Fairbanks Street * Zanesville, Ohio 43701 * (740) 454-8574
BOARD OF TRUSTEES MEETING
Wednesday July 15, 2015

LOCATION:

224 Main Street, Zanesville, OH

MEMBERS PRESENT:

Howard Bailey
Jay Bennett
Jeff McKendry
Connie Norman
Tom Peters
Ellen Rucker
Boyer Simcox
Kurt Ufholz
David Wagner

MEMBERS ABSENT:

Herb Perry
Kayla Wyers

ALSO PRESENT:

Howard Stewart, SEAT Transit Director
Dianne Gill, SEAT Business Director
Linda Minter, SEAT Operations Director
Arlene Johnson, SEAT Transportation Supervisor
Rich Wood, SEAT Maintenance Director

PLEDGE OF ALLEGIANCE:

CALL TO ORDER:

Mr. Ufholz called the July 15th, 2015 Regular Board meeting to order at 4:04pm.

APPROVAL OF MINUTES:

Mr. Peters made a motion to accept the June Regular Meeting Minutes as presented. Second by Ms. Rucker. **Vote: In favor – Unanimous (verbal vote) at 4:05pm**

OFFICIAL COMMUNICATIONS AND CLAIMS:

PUBLIC COMMENT PERIOD:

No public comments were heard at this time as no public members were in attendance.

REPORTS:

Mr. Stewart gave the Transit Director's Report. He stated that our RFP's were out for our support vehicle and repair of the washbay floors and doors.

Mr. Stewart reported that we had one driver pass away, Jay Demp, and two other drivers who had heart attacks a week apart. Our overtime is high because of this. We are interviewing for replacements. We have re-hired Sherry McInturf and leaves us with one more opening.

On the 9th we met with Muskingum Job and Family Services. We met the new Director, Troy McCollister. It was a good meeting. We discussed the increase in costs for Contract drivers. We were presented with another year's contract to have signed. There is an increase of \$150,000 making the Contracted Driver contract \$500,000 and the Medical Transportation contract is the same as last fiscal year, for \$350,000. We are working on numbers now and will meet with them later.

Our audit is almost complete. We think there may not be any findings, only a mention on a management letter due to a box not being checked on a purchase order.

The training that was held by the Zanesville Fire Department took place and was very well managed. They used our washbay as a shaded area for the attendees to rest. We agreed to let

them use it on the following Saturday as well, but due to weather issues, that was canceled. It was a great collaboration.

The budget is completed and the Finance Committee will be presenting the budget for approval later on in this meeting. Our Federal funding increased slightly and our Capitalized Maintenance and Capital purchases (approximately \$180,000) will be at 100% which means we won't have to come up with a match. Our State increased by \$30,000 and our Inter City increased by \$4,500. The actual figures are:

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|-------------------------|--|
| Operating Costs | \$1,178,682 |
| Capitalized Maintenance | \$282,956 (100% funded) Our Budget for this is \$329,000 but we have local money to cover the match. |
| State of Ohio | \$40,000 |
| Capital Purchases | \$186,500 (100% funded) |
| InterCity | \$60,000 |

Last month we ran ads in the Zanesville and Cambridge papers with a survey for us to collect some information. We will run it again in July. It is also posted on our website.

The Worker's Compensation pool has been formed and we are a member. We had our Worker's Compensation audit and we will be receiving a refund of \$237.00.

Mr. Stewart and Mr. Wood went to Greater Dayton RTA a couple of weeks ago and picked up some donated furniture. Our CPA Bob Ruzinsky is their Capital Asset Manager and worked with us to get these items donated to us. We rented a Penske truck and picked them up. It is very nice furniture.

Ms. Gill informed the Board that our Worker's Compensation will not have to be paid until May, 2016. At that time, we will be paying 50% of what the 2015 obligation is as well as 50% of the 2016 obligation. Then in December 2016, we will pay a one month payment for January 2017 and every month thereafter.

Ms. Gill mentioned that due to the fact that we are in this Worker's Comp group with OTRP, there will be additional resources available to us for Worker's Safety trainings and risk assessments.

Mr. Stewart stated that in the past we were required to submit a DBE plan (Disadvantaged Business Enterprise). This is for contracts awarded and paid with ODOT funds. We have this plan to ensure that we utilize certified DBE's when possible. Mr. Stewart spoke with ODOT about this and it was decided that we are not required to do a DBE because we don't make enough in Contracts that are subsidized with Federal Funds. Our Contract Drivers are paid 100% out of the JFS funds that are received, and therefore no federal funds are used. Because of not having to count those contracts, our total contract revenue was lowered to the point that no longer requires a DBE be made.

Our 2nd Quarter invoice to ODOT was submitted July 14th, a day ahead of the due date.

Ms. Minter gave the **June Operations Report**. She reiterated what Mr. Stewart stated about overtime and the loss of drivers. She also stated that we have another driver who has been off due to a hip replacement. In the 22 work days in the month of June, we had 66 days' worth of absences. Ridership is up overall for the month. Overall YTD we are still under the overtime costs as compared to 2014. Ms. Minter stated that Dispatch did great during all this turmoil.

Mr. Wood gave the **June Maintenance Report**. He stated that he currently has a bus listed on GovDeals, for the 2nd time. The first time, the high bidder bid \$4,500 but failed to make payment. Because of that, we did a second chance offer to the 2nd highest bidder which was \$50 less, and he didn't respond. Because of that, we re-listed it. As of 3:00 today, it was \$1,500. Mr. Wood mentioned that Advanced Auto Parts had a great sale this week, so we placed a large order and saved over \$200.00. The report was reviewed. Billed maintenance was increased by 55%. This was due to an engine and transmission replacement. He mentioned that out of six 2010 vehicles, we have had to replace transmissions in four of them.

FINANCIAL REPORTS:

The **May Financial Reports** were reported by Ms. Rucker. The Income Statement showed total revenues this Year-to-Date were \$1,255,954.00 and the total expenses were \$1,241,642.00 leaving a gain of \$14,312.00. Each line item was reviewed and overall it was good.

The Balance sheet showed current assets of \$618,715.00 and total current liabilities of \$375,708.00 with a positive net position of \$243,008.00.

Ms. Rucker mentioned that a change needed made in the Accounting Manual regarding the removal of the words "No Purchase Order is necessary" from the Debit Card Section. This will be brought up as a resolution during this meeting.

Ms. Rucker stated that the CY2016 budget was also reviewed by the Finance Committee. She stated that the Finance Committee recommends acceptance of the budget.

Mr. Bennett made a motion to accept the May Financials as presented and Ms. Norman seconded the motion. **Vote: In favor – Unanimous (verbal vote) at 4:38 pm.**

EXECUTIVE SESSION:

Mr. McKendry made a motion to go into Executive Session to discuss compensation, with a second by Mr. Simcox. A roll call vote was called with the following results:

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| Mr. Bailey | Yea |
| Mr. Bennett | Yea |
| Mr. McKendry | Yea |
| Ms. Norman | Yea |
| Mr. Peters | Yea |

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| Ms. Rucker | Yea |
| Mr. Simcox | Yea |
| Mr. Ufholz | Yea |
| Mr. Wagner | Yea |

There were no Nay votes.

Into Executive Session at 4:39pm

Regular Session was resumed at 5:10pm

OLD BUSINESS:

Resolution 2015-28-Approved Amended Travel Policy. Changes were made to the Policy reflecting the removal of the word “procedure” in the first line and added “policy” as well as added “that are more than one day long”, wording to the overnight lodging section when discussing payment of lodging for a location 55 miles away.

Mr. Bennett made a motion to accept the Resolution and Mr. Wagner seconded the motion. **Vote: In Favor – Unanimous (verbal vote) at 5:13pm.**

Resolution 2015-30: Approve Amended Accounting Manual. After the audit, we were informed that we are required to use Purchase Orders. Because of that, a line had to be removed from the Debit card section of the Accounting Manual that stated that Purchase Orders were not required.

Mr. Peters made a motion to accept the Resolution as amended and Mr. Bailey seconded the motion. **Vote: In Favor – Unanimous (verbal vote) at 5:14pm.**

NEW BUSINESS:

Resolution 2015-27: Approved 2015-2016 MCJFS Contracts. Contracts needed signed by President for New Year.

Mr. Bennett made a motion to approve the Resolution as presented and Mr. Simcox seconded the motion. **Vote: In Favor – Unanimous (verbal vote) at 5:15pm.**

Resolution 2015-29: Approve CY2016 5311 Operating Budget And 5311 (F) Intercity Budget. Ms. Rucker representing the Finance Committee recommended the approval of the budgets as presented. Each line was reviewed by the Finance Committee at their meeting on July 13th, 2015.

Mr. Bennett made a motion to accept the Resolution as presented and Ms. Norman seconded the motion. **Vote: In Favor – Unanimous (verbal vote) at 5:19pm.**

Resolution 2015-31: Authorize Proposal Submission for CY2016 Operating, Capital and Inter City Funding Assistance. Authorize the President of the Board to execute the proposal submission. (Resolution initially had “Authorize Transit Director to execute “and was amended to say “Authorize Board President to execute”)

Mr. Bennett made a motion to approve the Resolution as amended and Mr. Wagner seconded the motion. **Vote: In Favor – Unanimous (verbal vote) at 5:24 pm.**

Mr. Ufholz said that the recent passing of a SEAT employee brought to attention that we do not have a policy about what the organization will do when something like this happens. He feels we should step up and do something for the families when this happens. Mr. Ufholz suggested that a dollar limit be set of around \$50.00 for the gift. No ODOT funds can be used for something like this so it would have to be Non-ODOT. Mr. Bennett suggested that we have something in the budget for the staff awards and recognition. Ms. Gill mentioned that we do not have a NON-ODOT budget and perhaps that is something we should do.

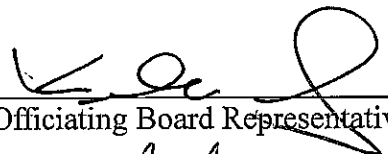
Mr. Ufholz also stated that 2016 meeting dates are being reviewed to avoid conflicts with holidays and having to delay meetings by a week.

Mr. Bailey mentioned that the bus that the Board had donated to the Zanesville Civic League is going to be sold in order to raise funds to purchase a large van. The issue is that due to the size of the bus, a CDL licensed individual must drive the bus and this is hard to come by. For reasons of transparency, Mr. Bailey wanted to inform the Board of this sale.

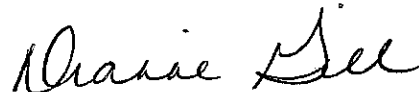
The next scheduled Board Meeting is for Wednesday August 12th, 2015 at the Transit Center, 224 Main Street, Zanesville, OH

ADJOURNMENT:

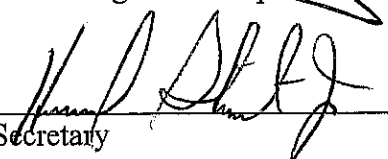
Mr. Peters made a motion to adjourn the July Regular meeting and Ms. Wagner seconded the motion. Motion carried. Meeting was adjourned at 5:34pm.



Officiating Board Representative



Witness



Secretary