

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

July 13, 2016

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 July 13, 2016 at 224 Main Street, Zanesville, OH.

II. Roll call

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

III. Approval of minutes from last meeting

The June 15, 2016 minutes were reviewed. Mr. Wagner made a motion to approve the minutes with a second by Ms. Norman. **Vote: (Verbal) In Favor – Unanimous at 4:08 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:

- Union Contract has been signed
- A new driver has been hired in Muskingum County
- Dispatcher position in Zanesville is open
- Cambridge Dispatcher is working out well. She is through an agency, but will be hired upon completion of contract.
- Mr. Stewart is giving a DBE (Disadvantaged Business Enterprise) presentation for ODOT. He was asked to do it due to surpassing our goal.
- We have two new buses. We are awaiting payment from ODOT.
- Genesis Hospital has requested that we pick up individuals from the hospital at the front door instead of the bus stop. This would be for individuals using mobility devices only. They will call when a pick up needs made, so we can alert the street route driver. Mr Bennett suggested that perhaps we could have Genesis help with the purchase and construction of a bus shelter so that individuals who have to wait longer due to the additional stop, will have shelter in inclement weather. There was a discussion earlier in

the year with Genesis regarding this issue and nothing came to fruition. Mr. Stewart said that a meeting will be set up with them to discuss it.

- A new county wide transportation service will be proposed in new business.
- The Strategic planning conference scheduled in October will be canceled. This is due to the fact that changes are being made for regionalization purposes, so Mr. Stewart feels that we shouldn't plan anything for the future of SEAT until we get guidance from ODOT. Ufholz said that once we receive the direction from ODOT, we can sit down and do the planning at that point.
- We are adding another driver in Muskingum County in 2017. Guernsey County has requested another one as well.
- Mr. Bennett stated that the Board training that was held last year was very helpful and informative for new Board members. He would like to see another training happen. Ms. Gill mentioned that last year when we mentioned to ODOT that we were planning this, they asked if Board members from other transits could come to it. Because of that, our next Board training may be open to anyone and hopefully be sanctioned by ODOT so that scholarships can be used by attendees to pay for their expenses.
- Mr. Stewart will meet with the new members who were unable to attend the Board training last year and do a training with them personally.
- Mr. Stewart asked if the Board would like to start having the documents presented at the Board meeting to be projected onto a screen at the Board meetings so that the members don't have to print everything. It was a consensus that the "no paper" method would be preferred. A PDF of all documents will be emailed to everyone, and also shown at the Board meeting.
- Muskingum County Job and Family Services contracts were awarded to SEAT for another year for \$300,000 In Town, and \$500,000 out of town.
- Mr. Stewart attended the OPTA Board meeting. They are looking for a new director. There is discussion to have OTRP take over the management of OPTA.
- Mr. Wood and Mr. Stewart will be attending the Safety and Security meeting for OPTA this week.
- The TIGER grant had a kick off meeting on the 27th. ODOT is planning on taking care of the total procurement process. We will have an option to choose the software we want from a list provided.
- The electrical contractor originally chosen to work on the expansion of electric service has not shown up yet to do the work. Because of that, the PO has been canceled and the work awarded to another contractor who has already shown up and started. The additional cost is \$1400 above the original contractor.
- Limited Scope Review for 2013 audit action plan has been completed and submitted.
- Financially, our audit is going well. Nothing has been found yet. There was an issue with the Board Minutes. When the Board goes into executive session, the reason for the session has to be reported. We report the reason on the agenda. It is to be reported in the minutes as well. This will happen from this day forward.
- Mr. Stewart and Ms. Gill have been working on the preliminary 2017 budget. We haven't received our allocation amount yet from ODOT, but have the ground work started. We will actually have 3 funding sources this year. 5311 is our Operating Grant, 5311 (f) is our Inter City grant and a new one, 5339 will be used for capital purchases. Our funding for 5339 will be a 90%-10% split this year.

- We have reviewed job descriptions. The major change is the overtime classification for the upcoming overtime law change. Mr. Stewart and Ms. Gill will be going to a presentation by Jim Evans on this in August.
- We are going to introduce a respectful workplace policy next meeting. It is currently being reviewed by legal.
- Mr. Ruzinsky will be in this week to look over financials for the 2nd Quarter ODOT invoice submittal.
- We did a survey and received four responses.
- Beech Alley will be blocked past our area. It won't have any impact on our location.
- Our current dispatching software is using our street route information for their advertising for the program.
- The Health Department dropped off some flyers that we are giving to the drivers. The responsibility for oversight is being bounced back and forth between Environmental Health Services and Health. They are willing to send someone to an individual's home to educate and counsel them.
- The October 12th Board meeting will now be held at 224 Main Street in Zanesville.

Ms. Minter gave the June Operations Report. She reported that the new driver was in training and seems to be doing well. Ridership is up in Zanesville but Demand Response is down. We don't know a specific reason at this point, but the cancels and no-shows are part of the reason. We hope that with a discussion with JFS concerning the No-Shows. On June 27th, a new scheduling process was implemented, as per the new labor contract. All drivers are to obtain 40 hours, or as close to possible, before overtime is handed out by seniority. We hope to see this change reflected in next month's report.

Ms. Johnson reviewed her Guernsey County ridership reports. Street Route numbers are up quite a bit. JFS is down a little, but overall ridership is up. The new dispatcher is doing well and is well liked by all the drivers. Overall things are going smoothly in Guernsey County.

Mr. Wood gave the June Maintenance Report using a new format. The new report now shows the previous year as well as the previous month. More detail is now available on the report. This information will help the ODOT invoice process as well.

Ms. Wyers gave the May Financial Report. The Income Statement shows that regular fares are fairly close and contract fares are down a little. This is tied in with the decreased number of riders. Ms. Gill stated that the reason the Other Operating Revenue was higher was due to \$11,000 worth of checks deposited for bus repairs being annualized. Total Operating Revenue as of May 31, 2016 is \$1,252,669. Expenses were reviewed. Labor & Fringe together are under budget. Services are under budget due to reallocation of advertising costs. Year to Date is \$1,198,748 leaving an operating gain of \$53,921.

The May Balance Sheet was reviewed next. Overall current assets are \$645,053. The Loan Payable will be under \$80,000 by the end of the week. The Unredeemed tickets will be adjusted for a more accurate number. Current Liabilities total \$342,897 for a positive net position of \$302,156. Our first capital purchases are reflected on this report for the year.

Ms. Rucker made a motion to approve the May Financial statements as presented, with a second by Mr. Wagner. **Vote: (Verbal) In Favor – Unanimous at 4:53pm**

VI. Old Business

Resolution 2016-16: Approve the Amended Accident Policy.

The change proposed is the lower the number of months points will remain in an employee's file from 36 months to 24 months, as part of the contract negotiation.

Mr. Bennett made a motion to approve Resolution 2016-16 as presented, with a second by Ms. Norman. **Vote: (Verbal) In Favor – Unanimous at 4:55pm**

Resolution 2016-17: Amend the ADA Compliance Policy.

ODOT required a complaint procedure for ADA complaints. This new policy has the complaint procedure attached, along with the appointment of Ms. Linda Minter as the ADA Coordinator.

Mr. Bennett made a motion to approve Resolution 2016-17 as presented, with a second by Mr. Wagner. **Vote: (Verbal) In Favor – Unanimous at 4:58pm.**

Accounting Manual Changes – Ms. Wyers, Chairperson of the Finance Committee, presented the Accounting Manual changes for the Board's approval. The payroll processing section was updated. The process was updated to reflect the process for payroll. The Finance Committee reviewed the manual and recommend the changes.

Mr. Wagner made a motion to accept the accounting manual changes as presented, with a second by Mr. Largent. **Vote: (Verbal) In Favor – Unanimous at 5:08pm**

VII. New Business

Resolution 2016-18: Approve Emergency Transportation Agreement for Helen Purcell Home

We were contacted by Vince Durant of the Helen Purcell Home to be part of their Emergency Plan. We would transport residents of the Home in the event of an emergency from the home to Westwood Baptist Church for the rate of \$2.00 per person.

Ms. Wyers made a motion to approve Resolution 2016-18 as presented, with a second by Mr. Bennett. **Vote: (Verbal) In Favor – Unanimous at 5:01pm.**

Resolution 2016-20: Authorize signing of Muskingum County Job and Family Services 2016-2017 Transportation Contracts.

This is for our local match contracts from JFS.

Ms. Rucker made a motion to approve Resolution 2016-20 as presented, with a second by Ms. Norman. **Vote: (Verbal) In Favor – Unanimous at 5:02pm.**

The Code of Conduct Policy and the Respectful Workplace Policy were both distributed to the Board via email for them to review before requesting approval at the next Board Meeting in August.

Resolution 2016-19: Approve Proposed Service Changes

A presentation was distributed by Mr. Stewart reflecting the proposed service changes. Currently we are not offering Demand Response to the General Public. One of the proposed changes for Demand Response is to open up the service for the General Public, County Wide. This would require advance day reservation and the availability in the schedule. The rates would be:

Within The City Limits Of Zanesville And Cambridge:

- General Public \$4.00 One-way
- Elderly & Disabled \$2.00 One-way

Outside the City Limits, but within the County:

- General Public \$8.00 One-way
- Elderly & Disabled \$4.00 One-way

County to County transportation between Muskingum and Guernsey Counties.

- General Public \$12.00 one-way
- Elderly & Disabled \$6.00 one-way

***Outside the county transportation for Muskingum and Guernsey County lines.**

- 10 Miles past county line \$20.00 one-way
- 11-20 Miles past county line \$25.00 one-way
- 21-30 Miles past county line \$35.00 one-way
- 31-40 Miles past county line \$55.00 one-way
- 41-50 Miles past county line \$75.00 one-way
- 51-60 Miles past county line \$95.00 one-way

****E & D Rate are only available within Muskingum and Guernsey Counties.***

Another proposed change would be to Eliminate County Wide Express Premium Service and integrate those trips with the new countywide demand response.

We also would like to make a change in the Putnam Fixed Route. We would eliminate the St. Rt#719 and Moxahala Avenue loop, instead driving back north on St. Rt. #22. This would eliminate one stop at Moxahala and Hoover. A study had been done and low ridership at this stop reflects very little if any sacrifices will be made to the riders. The Putnam/Pierce stop would be moved across Pierce Street to the south side, heading north on Putnam.

These changes will increase our denials due to the fact that we will have a larger number of requests. We will need to educate the public. The data we will be gathering will help to show there is a need for public transportation.

There is a push to allow transit authorities to use the fares generated as local match. Currently the FTA does not permit that.

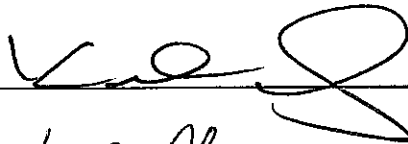
Mr. Wagner made a motion to approve the proposed service changes as presented, with a second by Mr. Largent. **Vote: (Verbal) In Favor – Unanimous at 5:58pm**

The next meeting will be held Wednesday, August 10th at the Transit Center at 224 Main Street in Zanesville, OH.

VIII. Adjournment

Mr. Ufholz adjourned the meeting at 5:59 pm with a motion to do so from Ms. Wyers, and a second from Mr. Wagner.

Board President



Board Secretary/Treasurer



Witness

