

SOUTH EAST AREA TRANSIT
375 Fairbanks Street * Zanesville, Ohio 43701 * (740) 454-8574
BOARD OF TRUSTEES MEETING
Wednesday June 10 2015

LOCATION:

224 Main Street, Zanesville, OH

MEMBERS PRESENT:

Howard Bailey
Jay Bennett
Jeff McKendry
Connie Norman
Tom Peters
Kurt Ufholz
David Wagner
Kayla Wyers

MEMBERS ABSENT:

Herb Perry
Ellen Rucker
Boyer Simcox

ALSO PRESENT:

Dianne Gill, SEAT Business Director
Linda Minter, SEAT Operations Director

PLEDGE OF ALLEGIANCE:

CALL TO ORDER:

Mr. Ufholz called the June 10th, 2015 Regular Board meeting to order at 4:09pm.

APPROVAL OF MINUTES:

Mr. Peters made a motion to accept the May Regular Meeting Minutes as presented. Second by Mr. Bailey. **Vote: In favor – Unanimous (verbal vote) at 4:12pm**

OFFICIAL COMMUNICATIONS AND CLAIMS:

Mr. Stewart mentioned that there was a very good article in The Times Recorder. He spoke that OPTA is trying to increase the line item.

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 we had a very successful Labor/Management meeting with the union. We would like to have them more often. Communication needs to stay open especially when entering into negotiations. Mr. Stewart said that some of the union members were concerned about some of the policies that were being created. He explained that these policies were not created specifically for our employees. They are policies that we are directed to have.

The OPTA conference is going on currently. Ms. Minter attended the conference for SEAT on Tuesday and Mr. Wood was attending today.

We had our 2nd TAC meeting. It was a very good meeting. We had some new members there including two from the Guernsey County Senior Center and one from Muskingum County Center for Seniors. Cathy Smith was elected as Chairperson. Our next meeting will be in September.

Safety is ongoing. Cameras are being installed. Guernsey County Blood Borne Pathogen training has occurred, but not Muskingum County. CPR/First Aid will be completed by June 20th, so everyone will be finished.

The Audit started today. We look forward to having the audit.

Lt. Hobson of the Zanesville Fire Department approached Mr. Stewart concerning a vehicle extravaganza that was being held on the 20th of June. It was initially going to be held at the Fairgrounds but that didn't work out. So they are using the city maintenance facility. Our buses will be part of the training, teaching the first responders how to use our wheelchair lifts in the event of a need to do so.

There was an amendment made to the Guernsey County JFS contract. It was an increase of \$31,000 to the medical transportation and \$30,000 to the out of town transportation. This contract is signed and has been returned.

Worker's Compensation. We had an analysis of what it would cost to be part of the pool being formed by OTRP. In the research, it was discovered that we were listed as a private employer, not a public one. Because of that, we had to get a new number. We will be saving money being part of this pool. They are also doing a health insurance pool. The larger members are a part of the health insurance pool. They are hoping to have it up and running on January 1st, 2016. Each employee submitted applications online to get an accurate cost.

Records Retention Committee meeting was held on May 21st. No changes.

Mr. Stewart said that he has been receiving many calls from companies wanting to advertise on the buses. This will generate more revenue. They are even requesting space on the inside of the buses for advertisements. Some of our buses can, and some can't due to the fact that some have cloth ceilings. Ms. Norman asked if the companies had to agree to advertise for a certain period of time. Mr. Stewart explained that the advertising is month to month. Mr. Peters asked if Ohio bus companies were using digital advertising. He thought this would be a way to advertise more than one. Mr. Stewart explained that the new buses ordered have digital displays.

Mr. Stewart said that we have been pushing our Sold Maintenance program. We have sent letters out to several entities, informing them of our Sold Maintenance Program and offering our services to them.

Greyhound came to us with a proposal in Cambridge. Mr. Stewart stated that there isn't a Greyhound station in Cambridge so they approached us about the ticketing. Ms. Minter said that the current location in Cambridge sold to a new owner and that the new owner is not interested in continuing the service. The location must have bathroom facilities and vending machines or food facilities. We cannot use our office in Cambridge because there isn't a location for the bus to turn around. We have found a hub. It is the Sheetz on 209. People would purchase online tickets, board the bus in Cambridge and come to Zanesville and we would print the ticket. Those who do not purchase the tickets online can also board the bus in Cambridge with an ID, and then come to Zanesville where they can purchase the ticket. This will increase our daily deposit and also our commissions. Mr. Bennett asked about the volume of people who were being ticketed there in Cambridge. Ms. Minter said that we had no idea, but that we are now the first stop between us and Wheeling. Mr. Stewart said that perhaps we could get those numbers from the Greyhound contact person. It's really a win-win. Ms. Minter said she would ask.

Mr. Stewart said that we had tried to submit our application for Medicaid yesterday but after 10 pages and our payment, the application process stopped working online. We will look into this and get the number!

Mr. Stewart said that we have two drivers off here in Zanesville, and there were 3 drivers off in Cambridge. Ms. Johnson has been helping out in Cambridge since she has a CDL. One of the drivers in Zanesville could be off up to 6 months. We are looking into numbers to get another driver in Zanesville.

We're looking at our contracts now. We are comparing our contract cost to our Fully Allocated Costs. We are also reviewing health insurance, which we will discuss later in Old Business.

Mr. Stewart stated that the Auditors had asked if the board would like to have a pre-audit meeting or if they would like to waive it. If they waive it, the information that would have been discussed at the pre-audit would be emailed or mailed to each board member. It was the consensus of the board to waive the pre-audit meeting. (4:35 pm)

Mr. Bennett asked the status of the Golden Rule contract in Guernsey County. Mr. Stewart stated that it is still a work in progress. They have four years to get this taken care of. Mr. Stewart stated that the DD boards are now integrating the recipients of their services into the mainstream work force. They now have to train the recipients to determine if they are employable or not employable. They are not allowed to provide direct services. This will open up individual providers to provide transportation. That is why we are trying to get the Medicaid provider number. The individual needing transportation would have to make a choice from that list of providers. It's still a couple of years away. Golden Rule stated that they will stay in contact with us. The rate at this point, is \$18.73 per trip, per person. Golden Rule said that they would even donate their buses to us to use for this service, but we would have to paint them.

Ms. Minter gave the **May Operations Report**. Ridership is down a little bit, but summer is here so it should go up. Our JFS contract ridership is up. In Zanesville, there have been two drivers in the hospital. With all that, we still have 159 less hours of overtime than we did last year. We're doing well. The drivers are busy. We've transported over 51,000 riders so far this year. It is down, but as Ms. Minter said earlier, summer is coming. Mr. Stewart said we are at the will of the people. We go to each stop every day, it is up to the people to ride.

Mr. Stewart reviewed the **May Maintenance Reports**. We have 23 vehicles in our revenue fleet. There were no mechanical road failures this month. Mr. Stewart reviewed the numbers. All in all, the board was happy with the Maintenance Reports.

FINANCIAL REPORTS:

Ms. Wyers presented the April Financial Statements, as Chair of the Finance Committee. The Income Statement showed total revenues of \$1,002,472. Expenses were reviewed. Labor is down and Fringe is up. All in all, expenses look good. Total Expenses were \$988,901, for a gain of \$13,571.

The Balance sheet showed current assets of \$529,456 and total current liabilities of \$291,295 with a positive net position of \$238,161.

Ms. Wyers announced that we have two new members on the Finance Committee. They are Jody Spencer, former President of the Board and Paul Quisling, former Chair of the Finance Committee.

Mr. Bennett made a motion to accept the April Financials as presented and Mr. Peters seconded the motion. **Vote: In favor – Unanimous (verbal vote) at 4:53 pm.**

EXECUTIVE SESSION:

No Executive Session.

OLD BUSINESS:

Resolution 2015-21: Approve Amended Accounting Manual. Changes were made and presented to the Finance Committee at their meeting on the 8th of June. They recommend acceptance of all changes, including the new debit card procedure that does not require purchase orders for debit card purchases. Mr. Bennett asked who Mr. Stewart deemed as an acceptable replacement for his banking responsibilities. Mr. Stewart said the Business Director and the Maintenance Director due to the fact that they are in the same building. The Operations Director would be included in it as well if she were in the same location. If neither Director could do it at the Fairbanks location, it would be the Administrative Assistant.

Mr. Bailey made a motion to accept the Resolution and Mr. Wagner seconded the motion. **Vote: In Favor – Unanimous (verbal vote) at 4:58pm.**

Resolution 2015-24: Approve Amended Travel Policy. This amendment is granting Mr. Stewart the authorization to approve travel expenses. Ms. Wyers stated that the Finance Committee had reviewed the policy and that they recommend the changes. Mr. Stewart stated that the current policy states that travel expenses will be approved by the board. There are times when travel takes place between meetings and then the expenses have to be retroactively approved. We would like to have them pre-approved by the Transit Director instead of retroactive approvals for a more controlled accounting method. Ms. Wyers stated that the Finance Committee reviews all those expenses anyway. Mr. Ufholz spoke up and said that a couple of meetings ago, the Board had approved Mr. Stewart to approve all procedures, and the Board approve all Policies. He asked if we then wanted to make this a Travel Procedure then instead of a Travel Policy. It was pointed out that the first sentence in the Policy states the word procedures. Ms. Wyers made a recommendation to change the Travel Policy to a Travel Procedure. Mr. McKendry made a recommendation that we keep it as a Policy, but just have the Board appoint Mr. Stewart to make the approvals. Mr. Wagner asked what the change that is being made is. Mr. Stewart said that the Travel Policy would be change to the Travel Procedure and that it would be pulled from the Policy manual and put into the Procedure Manual. Mr. Bennett mentioned that there are items listed on the Travel Policy that the Board should be approving such as the travel rates. It has been decided to leave it as a policy. Mr. Bennett proposed that we approved the resolution with the change of removing the word “procedure” in the first line and changing it to “policy”. Mr. Bennett then pointed out an issue on overnight lodging. It states that if the meeting is 55 miles away or more, that lodging would be paid. There

was question regarding a one day meeting vs. a multiple day meeting. It was decided that the policy would be approved at this meeting with the changes listed in order to approve the most recent travel expenses. The policy will then be brought back at the next Board meeting to do a secondary approval with those changes listed. Mr. Bennett recommended that we approve the Travel Policy with the change of the word in the first line from Procedures to Policy, then bring it back to the next meeting with the other changes.

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

Resolution 2015-26: Approve Amended Procurement Protest Policy. This was discussed at the last Board meeting about the value limit on gratuities and tips.

Mr. Bennett made a motion to accept the Resolution and Ms. Wyers seconded the motion. **Vote: In Favor – Unanimous (verbal vote) at 5:15pm.**

NEW BUSINESS:

Resolution 2015-20: Authorize Advertising for RFP for Maintenance Area Renovation. The floor in the Wash Bay and some doors in the Maintenance Facility. Mr. Peters confirmed that this was just an approval to authorize the advertising of the RFP's, not the actual award. Mr. Bennett asked if we could do one resolution authorizing both the advertising and granting the authority for the Transit Director to award the contract. Discussion was held and it was stated that the Procurement procedures through the FTA are very detailed and that the FTA requires different resolutions for each step.

Mr. McKendry made a motion to accept the Resolution as presented and Mr. Bailey seconded the motion. **Vote: In Favor – Unanimous (verbal vote) at 5:22pm.**

Resolution 2015-22: Approve EEO Statement. We didn't have a separate EEO Statement and would like to have one listed.

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

Resolution 2015-23: Approve Carr Center Temporary Transportation Contract. Approval of contract for transportation for the Carr Center for 2015-2016 in the event of a need for temporary emergency transportation.

Mr. Bennett made a motion to accept the Resolution as presented and Ms. Norman seconded the motion. **Vote: In Favor – Unanimous (verbal vote) at 5:25pm.**

Resolution 2015-25: Approve Increase in Health Insurance. This is due to a 54% insurance rate increase that was mentioned at the last meeting. The policy had to be renewed by June 1st. It was renewed but is only a month to month policy. OTRP health insurance that was spoken about earlier, won't go into effect until January 2016, so we needed to have a policy to cover us for the six month period. This is an increase of \$25,000 for this year. Mr. Bennett asked what the employee's contribution is toward their coverage is. Ms. Gill said it was 12% for non-union employees and 9% for union. Mr. Ufholz asked if the budget could afford it and Mr. Stewart said yes. Mr. Bennett asked if we had considered giving the non-union employees the same contribution rate as the union employees.

Mr. Bennett made a motion to accept the Resolution as presented and Ms. Wyers seconded the motion. **Vote: In Favor – Unanimous (verbal vote) at 5:30pm.**

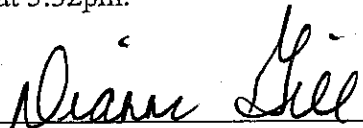
The next scheduled Board Meeting is for Wednesday July 8th, 2015 at the Transit Center, 224 Main Street, Zanesville, OH

ADJOURNMENT:


Mr. Bennett made a motion to adjourn the June Regular meeting and Ms. Wyers seconded the motion. Motion carried. Meeting was adjourned at 5:32pm.



Officiating Board Representative



Witness



Secretary