

SOUTH EAST AREA TRANSIT
375 Fairbanks Street * Zanesville, Ohio 43701 * (740) 454-8574
BOARD OF TRUSTEES MEETING
Wednesday May 13 2015

LOCATION:

Crossroads Branch Library, Cambridge, OH

MEMBERS PRESENT:

Howard Bailey
Jay Bennett
Connie Norman
Ellen Rucker
Boyer Simcox
Kurt Ufholz
Kayla Wyers

MEMBERS ABSENT:

Jeff McKendry
Herb Perry
Tom Peters
David Wagner

ALSO PRESENT:

Dianne Gill, SEAT Business Director
Linda Minter, SEAT Operations Director
Rich Wood, SEAT Maintenance Director

PLEDGE OF ALLEGIANCE:

CALL TO ORDER:

Mr. Ufholz called the May 13th, 2015 Regular Board meeting to order at 4:04pm.

APPROVAL OF MINUTES:

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

OFFICIAL COMMUNICATIONS AND CLAIMS:

No official communications.

PUBLIC COMMENT PERIOD:

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

REPORTS:

Ms. Gill presented the **Transit Director's Report** on Mr. Stewart's behalf with the Board.

Ms. Gill stated that the audit finding from 2013 was taken out of our most recent reimbursement. This brings closure to all past audit findings. The first quarter ODOT invoice was submitted on April 24th. The due date is April 15th, but we had asked for an extension due to scheduling issues and it was granted. The Operating portion was \$269,700, Capitalized Maintenance was \$58,536 and Inter City was \$8,990. This money has already been received.

Ms. Gill will be attending Transit 101, Module 4 & 5 on May 20th and 21st in Columbus. Ms. Minter will be unable to attend due to prior commitments. Ms. Minter only needs Module 4 due to the fact she took Module 5 with Mr. Stewart last year. Module 4 is on Procurement and Module 5 is on Regulatory Compliance.

The next TAC meeting will be on June 8th at 10:00 at the Transit Center. We will be asking for a change in the membership of the committee during Old Business.

We've been working on Safety at both Fairbanks and the Transit Center. Mr. Wood has been working on installing a video camera security system in Fairbanks. A total of twelve cameras will be installed. Mr. Wood states that he believes the cameras are compatible with the security system at the Transit Center, so if there are any cameras left over from the Fairbanks location, those will be installed at the Transit Center for additional security coverage. Both sites have DVRs to record. Two of the cameras at the Transit Center currently need to be replaced. They are so old that there is no facial recognition whatsoever. Blood Borne pathogen kits have been purchased and are being installed on each vehicle. Sharps containers have been purchased and placed at all three locations. Blood borne pathogen training is being held at Guernsey County soon and Muskingum County will be scheduled soon.

The Guernsey County has a coordinated transportation plan and Mr. Stewart met with Shon Gress and Michael Hess of the Guernsey County Senior Center to discuss this. We will still be a part of that effort. Either Mr. Stewart will be attending those meetings or Ms. Johnson, or both.

Today was the Older Adult Extravaganza. Ms. Minter, Ms. Johnson and Mr. Simcox were there. Ms. Minter said there was a great turn out. She said it is always well attended. Lots of people stopped by and Ms. Minter said it was a great presentation. Ms. Minter said Ms. Johnson did very well and that the booth looked great.

The 28th of April, Mr. Stewart spoke at the Community of Voices. This is a new group that started in the Brighton Pine area. It started after some violence took place. A group of community members gathered together to form an organization to help deter violence in their area. Ms. Norman was there and she stated that Mr. Stewart did an excellent job. Ms. Norman said it is surprising the number of people who don't know about transit.

Guernsey County Job and Family Services contract came in today. We were awarded the contract from this year. There is a resolution on the table this evening for approval and signing.

The Ohio Transit Risk Pool (OTRP) offers health insurance coverage through its sister organization, the Health Transit Pool of Ohio (HTiP). They have offered this coverage to only the large member transits due to the cost. They have now found a market that can offer health insurance coverage for the smaller groups. There is a health questionnaire that each employee is to complete and send to their underwriter who will shop this around. We will know more at a later date. Ms. Gill stated that Mr. Stewart and herself met with our insurance broker today for non-union employee health insurance. Our rates have increased by 54%!! There has to be a change. The cost would be increased by \$50,000 a year, just for ten employees. We would like to have the Finance Committee involved in this process. The agent said that the prices are raised across the board, not just for us.

Ms. Gill stated that Mr. Mohler will not be opening the restaurant at the Transit Center. His share of the electric bill that was incurred during his renovation time was \$9.91, so we will just incur that cost. There has been discussion of making that room into a fitness room for employees only. Employees have fitness equipment at their homes they would bring in. This could help with our wellness plan. This is all in discussion phase. Mr. Stewart said he would like to have something in there by the fall.

Ms. Gill presented a copy of the original resolution that formed public transit in Muskingum County for anyone to view if they wish.

Mr. Bennett requested that SEAT drive some City Council members around for approximately two hours on this Saturday. We will be doing that.

CPR and First Aid training is up for renewal for our drivers. Zanesville Fire Department is training the folks in Muskingum County. Ms. Johnson has someone coming to the Cambridge SEAT office to train her folks.

Homeland Security came to visit. Ms. Minter stated that there is a basic preparation kit that Homeland Security provides us as to what they feel is needed on our premises to make things safe for our visitors and employees. It is very involved. Plans and strategies are created to help us in an emergency. There would be a period of three days, two hours a day that will be needed for this. The staff involved will be Mr. Stewart, Ms. Minter and Mr. Wood. This is going to be a requirement in the future with MAP 21, so we are being proactive instead of reactive.

Jennifer Westfall from Guernsey County would like to do some advertising on our buses related to Human Trafficking. Pictures were passed around that showed the actual advertisements that would be used for the Board to review. There were no objections.

The audit will be coming up soon. We have everything ready for them. The information will be submitted to the clearinghouse as soon as the CPA has it completed.

ODOT is working on a TIGER grant. This would be used to purchase scheduling software and hardware to mobilize all Rural Transit Authorities across the state. The same program would be used. We were asked to contribute some photos and input and Mr. Stewart did so.

We had a change in Reps with ODOT. Loretta Frenton is no longer our rep. Our new rep is Bill Lowe. He was the Transit Director of Ottawa Transit Authority (OCTA). Ms. Minter, Mr. Stewart and Ms. Gill all know him from training. We turn to OCTA often for policies and procedures they use to see if we can adapt them to our own.

Ms. Minter gave the **April Operations Report**. She stated that the change in denials has been working with cutting back on the overtime. The ridership figures are comparable from 2014 vs 2015. She stated that the Fixed Route totals were down, but it wasn't too bad. For the month of April, with our JFS contract, we had 70 cancellations and no shows, so if we added 70 onto the JFS total, we would have been ok. When asked why there were so many cancellations and no shows, Ms. Minter stated that a lot of people just plan forget they made the appointment with SEAT and have a neighbor or friend take them instead. Ms. Minter said overall she was happy with the figures. Ms. Gill pointed out that the overtime went from 219 hours to 132.

Mr. Wood reviewed the **April Maintenance Reports**. He stated the fleet total miles traveled increased by 3.7%. The average miles per gallon was increased due to the fact we don't have to let the buses run in the morning. The billed maintenance was increased as well. The only time overtime occurs is when someone calls off and with only four employees, there will be overtime.

Mr. Wood stated that last week we ordered two vehicles. One was a 16 +2 and one was a 12 +2. The 12 +2 will go to Guernsey County. There will be a two month span between the deliveries of the vehicles so we won't have to have a big chunk of money up front. We are currently working on the specifications for a new support vehicle. We will be looking for an all-wheel drive vehicle.

Monday night we had a storm and had some tree damage at the Fairbanks location. A tree service came in and cleaned it up.

FINANCIAL REPORTS:

Ms. Gill presented the March Financials. The Income Statement was reviewed first. The end of March showed an operating gain of \$11,134. Our Contract fares are way over budget and ODOT shows slightly under budget. This is due to the way we invoice ODOT now. Our expenses were reviewed. Labor is down and Fringe is up. All other expenses are good. Overall, revenues were \$736,643 and expenses were \$725,508 leaving us a total Operating Gain of \$11,134.

The Balance Sheet was reviewed next. We show a Positive Net Position of \$231,464.

Mr. Bennett made a motion to accept the March Financials as presented and Mr. Bailey seconded the motion. **Vote: In favor – Unanimous (verbal vote) at 4:40 pm.**

EXECUTIVE SESSION:

Ms. Wyers made a motion to go into Executive Session, second by Ms. Rucker. **Vote: In favor – Unanimous (verbal vote) at 4:40pm.**

Mr. Simcox made a motion to come out of Executive Session, second by Ms. Norman. **Vote: In favor – Unanimous (verbal vote) at 4:53pm.**

OLD BUSINESS:

Resolution 2015-15: Approve TAC Committee Membership Changes. Mr. Ufholz stated that we were going to have two additional members and Shon Gress and Michael Hess from Guernsey County. Mr. Ufholz will be dropped from the committee and replaced by Ms. Jodi Paul.

Ms. Wyers made a motion to accept the Resolution and Ms. Rucker seconded the motion. **Vote: In Favor – Unanimous (verbal vote) at 4:55pm.**

Resolution 2015-16: Approve Amended Procurement Protest Policy. Certain Code of Conduct language is required to be included in the plan. The language was added. Mr. Bennett asked about the language around meals and entertainment being allowed. Discussion was held. Further clarification will be given at the next meeting.

Mr. Bennett made a motion to accept the Resolution and Mr. Simcox seconded the motion. **Vote: In Favor – Unanimous (verbal vote) at 4:59pm.**

Resolution 2015-18: Approve Amended Dress Code in Employee Handbook. Change wording to allow black jeans to be worn.

Mr. Bailey made a motion to accept the Resolution and Mr. Simcox seconded the motion. **Vote: In Favor – Unanimous (verbal vote) at 5:02pm.**

Resolution 2015-17: Approve Pay Rate Change: A 2.75% increase in the salary of the Transit Director, retroactive back to January 1st, 2015 to \$63,345.38 annually.

Mr. Bennett made a motion to accept the Resolution and Ms. Wyers seconded the motion. **Vote: In Favor – Unanimous (verbal vote) at 5:04pm.**

NEW BUSINESS:

Resolution 2015-19: Approve Guernsey County Job and Family Services Contract. This is for the 2015-2016 year. Mr. Ufholz asked if the contract was higher than last year. Ms. Gill explained that we quarterly review the Fully Allocated Costs and adjust the billing accordingly.

Mr. Simcox made a motion to accept the Resolution and Ms. Norman seconded the motion. **Vote: In Favor – Unanimous (verbal vote) at 5:07pm.**

The next scheduled Board Meeting is for Wednesday June 10th, 2015 at the Transit Center, 224 Main Street, Zanesville, OH

ADJOURNMENT:


Mr. Bailey made a motion to adjourn the May Regular meeting and Ms. Rucker seconded the motion. Motion carried. Meeting was adjourned at 5:12pm...



Officiating Board Representative



Witness



Secretary