

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

November 18, 2015

I. Call to order

Mr. Ufholz called to order the regular meeting of the South East Area Transit Board of Trustees at 4:03pm on November 18, 2015 at 224 Main Street, Zanesville, OH.

II. Roll call

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

III. Approval of minutes from last meeting

The October minutes were reviewed. Mr. Bennett made a motion to accept the minutes with a change made on page 3, 2nd paragraph, changing the phrase "will have to pay" to "may have to pay", second by Mr. Wagner. **Vote: (Verbal) In Favor – Unanimous at 4:06 pm.**

IV. Official Communications/Public Comments

Mr. Stewart shared the news that ODOT has been awarded a TIGER grant to improve communication, equipment, dispatching and scheduling software to make it more efficient for rural transit authorities across Ohio.

V. Transit Director's Report

Mr. Stewart that the rehab project is underway. The concrete floor has been poured. The new doors have been installed. The support vehicle should be done at the end of November.

Mr. Stewart's meeting with Zanesville City Council went very well. We have a good relationship with the City. They are impressed with our numbers.

Mr. Jay Jackson won the mayoral race for the Village of Byesville. We hope to get a member to sit on our Board from there soon. Mr. Jackson would like to sit on the Board himself but his council meetings are on the same evening as our Board meetings.

Mr. Stewart and Mr. Wood met with Mr. Bennett regarding the fuel pump project. The Board had approved the purchase of a fuel pump at a past meeting for the total of \$4,385. The price increased by \$524.85 for a total SEAT contribution of \$4,908.

Mr. Stewart stated that Marianne Freed is retiring. He and Mr. Jody Spencer will be driving to Columbus on November 30th to recognize her and her contributions. Ms. Freed was instrumental in keeping SEAT afloat during the funding crisis of 2011 and 2012.

Mr. Stewart said the contract was signed with DD for 2016, for \$5.14/mile or \$66.21/hour. Three advertising contracts are expiring. They are GoBus, Ohio Department of Health and Ohio Department of Insurance.

Mr. Stewart said that last month we passed out magnets to our riders. Mr. Stewart said three people came up to him at the Senior Center thanking him for the magnets.

Our 5311 and 5311 (f) grants have been submitted and should be approved soon.

WHIZ, WYBZ and AVC would like to continue their advertising contracts for 2016. We do email agreements with them for the contract.

Mr. David Branch, Superintendent of MVESC, asked Mr. Stewart about how we track our bus locations. He said that we may be able to tie into their tracking system at no charge.

The Lakatos Group contract has been continued for 2016. Ms. Gill and Mr. Stewart both feel that we won't need as many on site visits, but would like to continue to have that resource available to us.

Mr. Stewart said that he had not heard anything from the American Legion about the vacating of Beech Alley. Mr. Bennett said no application had been made to the city as well.

OPTA (Ohio Public Transit Association) has given a special assessment across the board to all its members. Our assessment is for \$535.00.

Mr. Stewart stated that he would like our TAC Group to eventually expand into a Coordinated Transportation Planning Committee. Golden Rule needs to be involved in that. He stated that he would like two individuals from Golden Rule to sit on the TAC. He would like Board approval to invite them. Will be voted on in Old Business.

It looks like the Teamsters will be able to get the non-union employees set up with insurance by the first of the year. This will be presented to the Finance Committee at the December committee meeting.

Mr. Dick Mohler stopped in the office yesterday and asked what we were going to do with the restaurant equipment. He wanted to know if we wanted to sell the equipment. There is a concern as to who actually paid for the equipment. There will be research done. Some of the equipment was purchased by the first tenant, who left the equipment to SEAT as part of the settlement. Mr. McKendry suggested contacting Marco Adornetto to see if he would like his students to learn to run a restaurant by opening something there.

Mr. Stewart presented the October Operations Report. Our ridership numbers overall are up by 631. Contract Drivers are increasing and the need will continue to grow. The Zanesville City Schools contract will be ending Thanksgiving week. They are going to do the transportation themselves. Overtime for October was high, but YTD is still good.

Mr. Wood presented the October Maintenance Report. There was only one road call for the month of October and it was a flat tire. Total fleet miles was a 3% increase, but total amount of fuel used was less. He feels this is largely in part to not using the air conditioning.

Ms. Wyers reviewed the September Financial Reports. The Income Statement showed Total Operating Revenues for 2015 YTD at \$2,273,170 and total Operating Expenses for 2015 YTD at \$2,250,658 for a gain of \$22,512. The Balance Sheet shows current assets at \$577,465 and current liabilities at \$319,432 for a positive net position of \$258,033. Mr. Stewart said our current loan balance is \$108,000. He stated that he received an email today stating that all our interest has been paid for 2015 so all payments made now will be 100% principle.

Mr. Bennett made a motion to accept the September financials as presented, second by Mr. Wagner **Vote: (Verbal) In Favor – Unanimous at 5:37pm.**

VI. Old Business

Mr. Bailey made a motion to invite two representatives from Guernsey County Board of DD to sit on the TAC Committee, with a second by Ms. Wyers. **Vote: (Verbal) In Favor – Unanimous at 4:38pm.**

VII. New Business

- a) **Resolution 2015-47:** Resolution to retain Bond, Peck & Shaffer as bond counsel for our note at Century.

Mr. Bennett made a motion to approve Resolution 2015-47 as presented, with a second by Mr. Wagner. **Vote: (Verbal) In Favor – Unanimous at 4:40pm**

- b) **Resolution 2015-48:** Authorize Revenue Note at Century National Bank for \$103,000.

Mr. Bennett made a motion to approve the Resolution 2015-48 as presented, second by Mr. Peters. **Vote: (Verbal) In Favor – Unanimous at 4:45pm**

- c) **Resolution 2015-49:** Authorize new No-Show Policy. Policy combines both Paratransit and Demand Response.

Mr. Wagner made a motion to approve the Resolution 2015-49 as presented, second by Mr. Peters. **Vote: (Verbal) In Favor – Unanimous at 4:45pm**

- d) **Resolution 2015-50:** Approve new Drug & Alcohol Policy. SEAT would like to become a zero tolerance employer for drug and alcohol. Questions were asked about the Substance Abuse Professionals and if they would be of the employer's choosing. It was not specified in the policy. The question was also asked if someone admitted they needed help with a problem after they were selected for random testing, would this be considered a voluntary confession. The Board decided to table the resolution until more research was done.

Mr. Bennett made a motion to table the resolution with a second by Mr. Peters. **Vote: (Verbal) In Favor – Unanimous at 5:00pm**

- e) **Resolution 2015-51:** Approve annual pay increases for 2016 for non-union employees. Standard 2.75% increase.

Mr. Peters made a motion to approve the Resolution 2015-51 as presented, with a second by Ms. Wyers. **Vote: (Verbal) In Favor – Unanimous at 5:03 pm**

- f) **Resolution 2015-52:** Approve Board meeting schedule for 2016.

Ms. Wyers made a motion to approve the Resolution 2015-52 as presented, with a second by Mr. Wagner. **Vote: (Verbal) In Favor – Unanimous at 5:05pm**

- g) **Resolution 2015-53:** Honor Marianne Freed for her years of service to public transit in the State of Ohio.

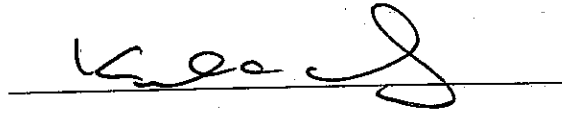
Mr. Bennett made a motion to approve the Resolution 2015-53 as presented, with a second by Mr. Wagner. **Vote: (Verbal) In Favor – Unanimous at 5:06pm**

Next meeting will be held Wednesday, December 9th, 2015 at the Transit Center, 224 Main Street, Zanesville, OH.

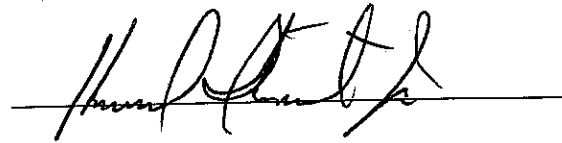
VIII. Adjournment

Mr. Ufholz adjourned the meeting at 5:08 pm with a motion to do so from Mr. Bennett, and a second from Mr. Wagner.

Board President



Board Secretary/Treasurer



Witness

