

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

October 14, 2015

I. Call to order

Mr. Ufholz called to order the regular meeting of the South East Area Transit Board of Trustees at 4:55pm on October 14, 2015 at Crossroads Branch Library, Cambridge, OH.

II. Roll call

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

III. Approval of minutes from last meeting

The September minutes were reviewed. Ms. Rucker made a motion to accept the minutes as presented, second by Ms. Wyers. **Vote: (Verbal) In Favor – Unanimous at 4:55pm.**

IV. Official Communications/Public Comments

Mr. Stewart shared a letter from our Legal Counsel, Brent Stubbins. During a review of our Certifications and Assurances, he commented that he was impressed with the sophistication of the documents and procedures Mr. Stewart shared with them.

V. Transit Director's Report

Mr. Stewart said that we are closer than ever to our rehab project. The contract has been signed. They are hoping to be finished by the end of November. The support vehicle has been ordered.

Staffing – we are fully staffed. Considering hiring another driver. Mr. Stewart also stated that we have a part time person who is thinking about retiring at the end of the year. It is a part-time position.

All vehicles have been retrofitted with mounts for the tablets. We are just working out some glitches before it is introduced. Mr. Stewart is going to ride some of the street routes. We will start with Zanesville Street routes first, then Cambridge street routes.

After that is running smoothly, we'll start with Zanesville Demand Response then Cambridge Demand Response.

On the 28th of September, there was a great meeting with the County Commissioners in Guernsey County. Arlene Johnson stated that it was the best meeting she had ever attended with them and Mr. Stewart concurred. They increased their local match by \$1,000 for a total of \$6,000 from them.

On the 21st of September, Mr. Stewart met with the Muskingum County Commissioners. He said that it was a good meeting with them. He presented the ridership and they were impressed with the numbers.

We had a limited scope review by Mr. Michael Miller of the ODOT office of External Audits. He went through our 2013 revenue and expenses. He immediately gave us a compliment. We were the 5th review he had done and he said that he liked the way we do our bookkeeping in QuickBooks. He stated that he wished other agencies would do the same as we do.

Mr. Stewart stated that we do not have to re-apply for a Medicaid number. Our Medicaid number is still active so we can do transportation under that number as soon as we wish.

Ms. Minter came over to the Buffalo Campus at Mid-East and set up a display. She passed out pencils and other goodies.

Our application has been submitted for 2016 Capital and Operating. There is a computer glitch that won't allow us to submit the 2016 Inter City Grant. ODOT has been notified.

Our public meetings were held in both Zanesville and Cambridge. No one showed up for either.

A press release was sent out about the award we received from the Ohio Auditor's office for our 2014 Audit.

Bus #262 has been disposed of. It was purchased on Gov Deals for \$4200.00.

Mr. Stewart had a meeting with Mayor Tilton, Mr. Bennett and Rhonda Heskett on the 8th of October. It was a great meeting. The City was happy with our turn around.

On the 24th of September, the American Legion approached Mr. Stewart regarding Beech Alley. The Legion would like to vacate it. Beech Alley runs between the Transit Center and the old Dave's Union Bar building. They want to build a patio out their

back door. This could cause a problem for a Greyhound bus getting in and out of the building. Mr. Bennett said that the Legion will have to make an application to the City Planning Commission that meets on the 3rd Tuesday of the month. Recommendations are then made to Council. It sits for 30 days. The commission will review what impact the changes would have upon the public service. If it is vacated, SEAT would then become responsible for the upkeep of the alley. We will be watching to see if they make an application. They have not made an application as of yet. There will be another board meeting before anything happens.

Mr. Stewart stated a gentleman by the name of Jim Messina was interested in renting out the restaurant space. He has a profitable restaurant in Crooksville. Mr. Bennett stated that if we rent space to a for-profit business, we may have to pay property tax on the location. Mr. Stewart was going to review the tax issue and present it at the next meeting.

Mr. Stewart said that he and Ms. Gill were currently reviewing payroll processes, timeclocks, doing it in-house vs. outsourcing it. We spent \$6,800 last year on payroll processing. This is an area we could save money in for 2016.

Mr. Stewart said that Ms. Gill has the 3rd Qtr. ODOT invoice ready to go. Our CPA will be visiting us tomorrow to review before submission.

Mr. Ufholz asked Mr. Bennett if we do rent the café out and raise the rent to compensate for the taxes, could it be easily changed back to an exempt status if he vacated. Mr. Bennett said yes.

Mr. Stewart presented the September Operations Report. Our ridership numbers are up overall YTD 633 on the Fixed Route. Our Demand Response is a little down. EZ Ride numbers are up in both counties. Overall our ridership is up 1068 over 2014.

Mr. Stewart reviewed the September Maintenance Report. He reported that we are trying to use the Gillig more so it can qualify for disposition. There is an issue with the brakes. Once they get 6 or 7 hours into the route, the brakes are squealing very badly. They have been replaced but the issue is still happening. The fuel price averaged \$2.12 per gallon.

Ms. Wyers reviewed the August Financial Reports. The Income Statement showed Total Operating Revenues for 2015 YTD at \$2,040,264 and total Operating Expenses for 2015 YTD at \$2,013,346 for a gain of \$26,918. The Balance Sheet shows current assets at \$661,790.53 and current liabilities at \$403,806.80 for a positive net position of \$257,983.56. Ms. Wyers stated that the note is now around \$111,400. Ms. Wyers

pointed out the Capital Purchases section at the bottom of the Balance Sheet with a breakdown of federal and local monies to be used.

Mr. Bailey made a motion to accept the August financials as presented, second by Ms. Rucker. **Vote: (Verbal) In Favor – Unanimous at 5:38pm.**

VI. Old Business

- a) **Resolution 2015-45:** Authorize CY2016 Budget Revision. Money moved between Fuel line item and Travel and Training line item. Budget hasn't been submitted to ODOT yet, but Board had already approved previous budget. Ms. Wyers recommended on behalf of Finance Committee.

Mr. Bennett made a motion to approve Resolution 2015-45 as presented, with a second by Ms. Norman. **Vote: (Verbal) In Favor – Unanimous at 5:40pm.**

- b) **Resolution 2015-46:** Authorize changes in signature form Resolution 2015-35. Authorizing person was changed from the Transit Director to the Board President, so documents had to be signed again.

Ms. Wyers made a motion to approve Resolution 2015-46 as presented, with a second by Mr. Bennett. **Vote: (Verbal) In Favor – Unanimous at 5:41pm.**

- c) **Resolution 2015-40:** Authorize Transit Director to sign miscellaneous revenue generating contracts such as Advertising and Sold Maintenance. Resolution had been tabled. Ms. Wyers stated that the Finance Committee reviewed and recommend setting a \$100,000 annual individual contract limit for the Transit Director to sign. Any contract over the \$100,000 annual individual contract limit would be signed by the Board President. All contracts will be reported to the Finance Committee. This is retroactive to January 1st, 2015.

Mr. Bennett made a motion to approve Resolution 2015-40 as presented, with a second by Ms. Rucker. **Vote: (Verbal) In Favor – Unanimous at 5:46pm**

VII. New Business

- a) **Resolution 2015-42:** Authorize signing of the Zanesville City Schools transportation contract (done before Resolution 2015-40 was passed), retroactive to 8/25/15.

Mr. Bennett made a motion to approve Resolution 2015-42 as presented, with a second by Ms. Wyers. **Vote: (Verbal) In Favor – Unanimous at 5:49pm**

- b) **Resolution 2015-43:** Authorize Contract with Family and Children First, Creative Options (done before Resolution 2015-40 was passed), retroactive to 10/5/15.

Mr. Bennett made a motion to approve the Resolution 2015-43 as presented, second by Mr. Bailey. **Vote: (Verbal) In Favor – Unanimous at 5:50pm**

- c) **Resolution 2015-44:** Approve Elderly and Disabled Fare Assistance Grant. Annual grant for \$10,549.

Mr. Bailey made a motion to approve the Resolution 2015-44 as presented, second by Ms. Rucker. **Vote: (Verbal) In Favor – Unanimous at 5:52pm**

VIII. Adjournment

Mr. Ufholz adjourned the meeting at 5:58 pm with a motion to do so from Mr. Bailey, and a second from Ms. Wyers.

Board President



Board Secretary/Treasurer



Witness


