

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

November 29, 2016

I. Call to order

Ms. Rucker called to order the special meeting of the South East Area Transit Board of Trustees at 4:03pm on November 29, 2016 at 375 Fairbanks Street, Zanesville, OH.

II. Roll call

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

III. Approval of minutes from last meeting

The October 12, 2016 minutes were reviewed. Ms. Wyers made a motion to approve the minutes with a second by Mr. Wagner. **Vote: (Verbal) In Favor – Unanimous at 4:04 pm.**

IV. Official Communications/Public Comments

V. Transit Director's Report

Ms. Gill presented the Transit Director's Report. Content is as follows:

- Mr. Stewart met with Mr. John Sampson of Morgan County Transit. They have a very good Medicaid program in Morgan County. Mr. Sampson stated that they could become a Medicaid Provider in Muskingum County for DD, and we would take care of the transportation end. Morgan County would take a small administration fee. This would eliminate the need for SEAT to become a Medicaid Provider. SEAT would contract with Morgan County Transit to do the trips.
- The Operations Report and Maintenance Reports for October were reviewed. Ms. Gill pointed out that the \$13,000 figure for overtime in the month of October was due to the fact that there were 3 pay periods in the month of October, so it is actually 6 weeks' worth of overtime. We have had drivers off due to injuries and surgery and have hired a new driver who is still in training. Our drivers were unable to take all their vacation time due to the fact that we couldn't allow a driver to be off. Because of that, Mr. Stewart allowed a carry-over of unused vacation that would have to be taken before the end of the 1st quarter.

The September Finances were presented by Ms. Wyers. In September, we had a total Operating Revenue of \$2,289,208 and a total Operating Expense of \$2,198,255 for an Operating Gain of \$90,953. The September Balance Sheet showed Total Current Assets of \$624,634 and total Current Liabilities of \$253,317 for a positive net position of \$371,316.

Ms. Wyers explained that ODOT is changing the way that we will be invoicing for 2017. We will have to invoice monthly. Because of this change, cash flow may be an issue. The Finance Committee recommends that we do not pay off the note this year and renew the note for 2017. Ms. Gill explained that we won't get any money from ODOT until the middle of February at the earliest. 2016 money won't be given to us until the middle of March 2017. Because of that, we want to leave as much in the Investment account as we can to carry us through.

Mr. Bennett made a motion to accept the September 2016 Financials as presented, with a second by Mr. Largent **Vote: (Verbal) In Favor – Unanimous at 4:12pm.**

VI. Old Business

Resolution 2016-38: Approve TAC Member Change

Due to the resignation of Geraldine Logan from the TAC Committee, we would like to have the Board approved the appointment of Brad Hollingsworth of MVESC to sit on the SEAT TAC Committee.

Mr. Bennett made a motion to approve Resolution 2016-38 as presented, with a second by Ms. Wyers. **Vote: (Verbal) In Favor – Unanimous at 4:14pm**

VII. New Business

Resolution 2016-32: Approving the CY 2017 Meeting Schedule

A list of the proposed dates for 2017 calendar year was presented.

Ms. Wyers made a motion to approve Resolution 2016-32 as presented, with a second by Mr. Wagner. **Vote: (Verbal) In Favor – Unanimous at 4:17pm.**

Resolution 2016-33: Approving the CY 2017 Pay Rates

The proposed pay structure for 2017 non-union employees was presented. The rates are 2.75% across the board with the exception of one employee who has taken on additional duties. Ms. Gill stated that due to the injunction of the Overtime Rule through the Department of Labor, those current Salaried/Exempt employees who were going to have to become Non-exempt can remain Exempt.

Mr. Bennett made a motion to accept the pay rates with the year revised in the resolution header to reflect 2017 instead of 2016, with a second by Mr. Wagner. Discussion was held with Mr. Bennett requesting that a survey be done periodically to ensure that the pay rates stay in line with other equal entities. **Vote: (Verbal) In Favor – Unanimous at 4:21pm.**

Resolution 2016-36: Approve New Password Policy.

OTRP has requested that we have a complex password policy. Mr. Bennett asked if we could have Computer Plus come in and set up our server to force automatic changes in passwords. Ms. Gill stated that we did have them come down to do it but our Server wouldn't allow that to happen. Mr. Wagner mentioned a program called www.lastpass.com that we could utilize to help with password protection. Ms. Gill said that she would look into it.

Mr. Bennett made a motion to approve Resolution 2016-36 as presented, with a second by Mr. Peters. **Vote: (Verbal) In Favor – Unanimous at 4:30pm.**

Resolution 2016-37: Retain Bond Counsel

This is required for the issuance of the Revenue Anticipation Note for CY 2017.

Mr. Bennett made a motion to approve Resolution 2016-37 as presented, with a second by Mr. Wagner. **Vote: (Verbal) In Favor – Unanimous at 4:31 pm.**

Resolution 2016-39: Authorize Issuance of Revenue Anticipation Note for CY2017.

This is the authorizing resolution for the \$61,000 note that will be taken from Century National Bank.

Mr. Bennett made a motion to approve Resolution 2016-39 as presented, with a second by Mr. Largent. **Vote: (Verbal) In Favor – Unanimous at 4:32pm.**

Approval from the Board was requested allowing Ms. Dianne Gill to approve Purchase Orders when Mr. Howard Stewart is absent. These approvals are only in his absence.

Ms. Norman made a motion to authorize Ms. Gill to approve Purchase Orders in Mr. Stewart's absence, with a second by Mr. Wagner. **Vote: (Verbal) In Favor – Unanimous at 4:34pm.**

The Rural Transit Peer Conference has morphed into a larger conference. We had hoped that the 17 rooms we originally had reserved would be filled. The room count is now up to 32 rooms. Because of that, we thought an evening activity should take place. For transparency purposes, the Board was informed that we would \$50.00 of the Non-ODOT Pepsi Machine money to purchase two \$25 gift cards to give away for the winners of an "Ugly Holiday Sweater" Contest.

The Board was given the option of skipping the December Board meeting since the special meeting is at the end of November. The Board stated that we can skip the December meeting. If anything came up that would require Board authorization, a special meeting will be convened.

The next meeting will be held Wednesday, January 11, 2017 at the SEAT Administrative Office at 375 Fairbanks Street, Zanesville, OH.

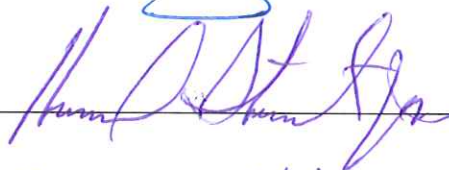
VIII. Adjournment

Ms. Rucker adjourned the meeting at 4:38 pm with a motion to do so from Mr. Peters, and a second from Mr. Wagner.

Board President



Board Secretary/Treasurer



Witness