

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

April 12, 2017

I. Call to order

Mr. Ufholz called to order the regular monthly meeting of the South East Area Transit Board of Trustees at 4:10 pm on April 12, 2017 at 375 Fairbanks Street, Zanesville, OH.

II. Roll call

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

III. Approval of minutes from last meeting

The February 15, 2017 minutes were reviewed. Mr. Simcox made a motion to approve the minutes with a second by Mr. Peters. **Vote: (Verbal) In Favor – Unanimous at 4:11 pm.**

IV. Official Communications/Public Comments

Mr. Stewart stated that transit across the State of Ohio has had a victory at the State Level. Funding for Transit has increased by \$10 million for the next year.

V. Transit Director's Report

Mr. Stewart presented the Transit Director's Report. Content is as follows:

- Staffing – We have positions filled in Cambridge. A driver moved to the Dispatcher position and a new driver was hired to take the driving spot. In Zanesville, we have hired a new driver in Zanesville. We have also expressed interest in another driver who has a CDL license but doesn't have a passenger endorsement. We are looking into getting them trained for the endorsement.
- Last Friday we had a Legislative day at the SEAT office. Senator Troy Balderson attended as well as Muskingum County Commissioners, Cindy Cameron and Jim Porter, Mayor Tilton of Zanesville, Troy McCollister of Muskingum County JFS, Jay Bennett representing the SEAT Board as well as the City of Zanesville and Chuck Dyer, the Administrator of ODOT, Office of Transit. We had some very good dialogue. It was informative to all.

- Noble County JFS is on hold until they find out what is going on with Medicaid and NEMT transportation.
- Met with the Community Collaborative for the Muskingum County Health Department. They are looking at barriers to transportation. They are looking at No-Shows for medical appointments.
- Met with Muskingum County JFS to talk about transportation. Mr. McCollister informed Mr. Stewart as to what is going on currently with Medicaid transportation and how it will be taken from the local JFS to run and given to a broker to manage, through Medicaid. We are looking into why our Contract Revenue is going down in Muskingum County. Mr. Stewart testified at the state level Department of Medicaid.
- Tiger T20 Grant vendor selection was due on March 31st. SEAT has chosen Ecolane and their new scheduling software provider. We don't know when the implementation will take place. Current RouteMatch subscribers will be first. Perry County Transit also selected Ecolane but Morgan County Transit chose CTS Software.
- We received an MOU from Morgan County for them to be the Provider of Record for DD Medicaid transportation but will subcontract with SEAT to do the transportation. There is a resolution included today to approve the MOU. OTRP has reviewed the MOU and said it is approved to move forward. The administrative fee for Morgan County will be 10%.
- 5339B Contract was due on February 28th. We just received the signed contract back. The split is 90/10.
- The 4-year Capital Plan was submitted in February.
- The OPTA Annual Conference is coming up next week.
- Baseline Assessment Security Enhancement (BASE) is offered by the US Department of Homeland Security. Mr. Stewart and Mr. Wood will be attending a BASE assessment at SARTA on April 26, 2017. The handout given to the Board shows the list of plans and items Homeland Security will need to do the Assessment for SEAT. This will be a couple of years of gathering data. Mr. Bennett asked if an intern could do something like this.
- Transit Academy will be offered again this year (Transit 101). Mr. Stewart, Mr. Wood and Ms. Gill will be attending the Procurement module again this year in August.
- DBE report is due May 5th. (Disadvantaged Business Enterprise)
- Cradlepoint – We are participating in a Mobile Failsafe Router Project. We will have two routers installed on buses, one in Guernsey and one in Muskingum. They will run for a month. These routers will pick up whatever cell service is available in the area. If the service for one drops, the service for another will start up so that we won't be without service. Of course, we will have to subscribe for data coverage with the other provider,

but the cost will be minimal due to the fact that the service would only be used when our primary isn't available. These will be installed on April 25th as a test.

- State of Good Repair – We were contacted by ODOT to see if we wanted to purchase another vehicle through this contract. Mr. Stewart said yes. We will be getting a Ford Transit with this contract.
- We are starting to get our quotes for our capital purchases. We are starting with the Canopy over the fuel island.
- Our MOU for Sale of Maintenance went into effect on April 1st. Letters were sent out and we haven't heard any negatives.
- A new Call Off Procedure was instituted.
- ODOT called and asked if SEAT could have some video tape done for a commercial for the Tiger Grant. Mr. Bennett said use of a drone would be available.
- Our bond note is at \$47,700
- Genesis called about a bus stop at the hospital. It was an ER nurse who wasn't aware of the agreement already in place. They are now informed.

Ms. Minter gave the February and March Operations Reports. February is down in Muskingum County and we are trying to figure out why. One explanation could be that people got their income tax refunds and purchased cars with them so they no longer need transportation. Guernsey County is going strong. Ms. Minter said that in Muskingum County, the JFS is giving out 600 gas cards a month. We are going to start sending out letters to JFS No-Shows, with Muskingum County JFS's permission, addressing the no-show.

Mr. Wood gave the February and April Maintenance Reports. Both months were fairly close in just about all aspects. They have been busy working on remodeling Mr. Stewart's office for him to move back into. His current office is too small. We did sell one bus on Gov Deals for \$3900.

Ms. Wyers gave the January Financial Reports. The January Income Statement was reviewed. Contract Fares are down as mentioned earlier with everything else fairly close. The YTD Revenue is \$242,347. Expenses are in line with the budget with the exception of Services. That is due to once a year payments being made in January (software maintenance, etc). YTD Expenses are \$243,105 for a net loss of \$758.

The January Balance Sheet was reviewed next. Total Current Assets were \$695,194 and Total Current Liabilities were \$298,170 with a positive net position of \$397,024.

The February Income Statement was reviewed. Everything was in line with the previous month. Fares are coming back into budget. Total YTD Revenue as \$479,557. Total YTD Expenses are \$469,738 for a positive gain of \$9,819.

The February Balance Sheet was reviewed. You will see that the PERS Net Pension Liability numbers have been updated to reflect 2016's entries. The unredeemed ticket number has been adjusted for a more accurate number. The total current assets are \$682,168 and the total current liabilities are \$270,766 with a positive net position of \$411,402.

Ms. Rucker made a motion to accept the January 2017 Financials as presented, with a second by Mr. Simcox **Vote: (Verbal) In Favor – Unanimous at 4:41pm.**

Mr. Simcox made a motion to accept the February 2017 Financials as presented, with a second by Ms. Norman **Vote: (Verbal) In Favor – Unanimous at 4:41pm.**

Mr. Stewart stated that ODOT has completely changed their process for the purchase of vehicles. They now are requiring that the local match to be paid to ODOT upfront. We have always staggered our bus purchases so that we do not have to come up with all the local match at once. ODOT now wants all of the money paid to them directly and they will take care of paying for the buses. They have also limited the number of options we can order. An example is destination signs, we need them in order for the passengers to know what bus to get on. This isn't one of the options we can purchase. We also have the battery box moved so it doesn't extrude out the side of the bus. Another item is that we order a larger door. Mr. Stewart received two complaints yesterday from passengers about our destination signs. It is so important for us to have them. We have always used contract revenue throughout the year to come up with our local match via the Capital Replacement Fund. We usually don't have the money up front. It is earned over the year. Because of this, it will lower our Investment account. The buses will also now be titled to ODOT instead of us. We now have questions as far as what to do when the disposition of these buses occur. Mr. Stewart said that we have five buses on order with the 5339B contract and one Ford Connect on order using State of Good Repair money. In order to pay for all of our local match for our capital purchases, plus the local match for Capitalized Maintenance out of the Capital Replacement Fund, we come up \$48,000 short right now, but we will have it by the end of the year. Because of that, Mr. Stewart would like to change the number of buses ordered from five to two. Our local match for the buses would then drop by approximately \$20,000. We have the money to pay this, but Mr. Stewart doesn't want to take it out of the Investment Account. Mr. Stewart was to remove three of the five buses ordered and just order two. By doing that, the amount we have to come up with is much lower. Also, by only ordering two, we will have some money to carryover in our Capital Replacement Fund to 2018. Mr. Stewart presented this to the Finance Committee and stated that he would like support from the Board.

Mr. Bennett proposed a resolution from the SEAT Board of Trustees, sharing their concern over ODOT making policy changes without the voices of the recipients taken into consideration. A resolution will be presented at the May meeting.

Mr. Bennett made a motion to recognize Mr. Stewart's financial concern and support his decision to order two buses, with a 2nd by Ms. Wyers. **Vote: (Verbal) In Favor – Unanimous at 5:03pm.**

VI. Executive Session.

A roll call vote was made at 5:05pm to go into Executive Session to discuss an **employment issue**. The Yes votes were: Mr. Bennett, Ms. Norman, Mr. Peters, Ms. Rucker, Mr. Simcox, Mr. Ufholz, Ms. Wyers. There were no Nay votes.

The Board came out of Executive Session and into Regular Session with a motion by Mr. Bennett and a 2nd by Ms. Rucker. **Vote: (Verbal) In Favor – Unanimous at 5:14pm.**

VII. Old Business

VIII. New Business

Resolution 2017-10: Authorizing Resolution for Tiger Grant

This is the application for the new scheduling software chosen.

Mr. Bennett made a motion to approve Resolution 2017-10 as presented, with a second by Ms. Wyers. **Vote: (Verbal) In Favor – Unanimous at 5:19pm..**

Resolution 2017-11: Approve Attendance Policy

A New Attendance Policy was presented to the Board for their consideration and approval. Discussion was held regarding the policy. Ms. Gill explained that a point system is established in the policy. The policy was revised to include the sentence from the Call Off Procedure. That sentence is "you must call each day you are absent to report off for the next day unless prior arrangements have been made".

Ms. Wyers made a motion to approve Resolution 2017-11, with a second by Mr. Bennett **Vote: (Verbal) In Favor – Unanimous at 5:32pm.**

Resolution 2017-12: Authorize Transit Director to Allow Vacation Carryover on an Emergency Basis

This is to be used when scheduling doesn't allow for approval of vacation time as well as other emergencies that may occur.

Mr. Bennett made a motion to approve Resolution 2017-12 as presented, with a second by Mr. Simcox. **Vote: (Verbal) In Favor – Unanimous at 5:35pm.**

Resolution 2017-13: Approval of Continuity of Operations Plan

The Plan was presented to the Board for their approval.

Ms. Norman made a motion to approve Resolution 2017-13, with a second by Ms. Rucker **Vote: (Verbal) In Favor – Unanimous at 5:36pm.**

Resolution 2017-14: Approval of MOU from Morgan County Transit for SEAT to provide Waiver transportation in our Service Area.

The MOU presented was composed by the Morgan County Prosecutor. It is an agreement between both transits for us to provide DD transportation. The Ohio Transit Risk Pool has reviewed the MOU and given it their approval.

Mr. Bennett made a motion to approve Resolution 2017-14, with a second by Ms. Wyers **Vote: (Verbal) In Favor – Unanimous at 5:39pm.**

Resolution 2017-15: Authorize State of Good Repair Vehicle Purchase

SEAT was approached by ODOT and offered \$31,700 to purchase a vehicle. SEAT will be purchasing a Ford Transit with these funds. The local share will be approximately \$12,000.

Mr. Bennett made a motion to approve Resolution 2017-15, with a second by Ms. Wyers **Vote: (Verbal) In Favor – Unanimous at 5:40pm.**

The next meeting will be held Wednesday, May 10, 2017 at the SEAT Administration Office at 375 Fairbanks Street in Zanesville, OH.

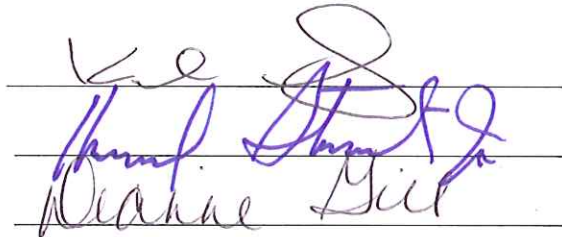
IX. Adjournment

Mr. Ufholz adjourned the meeting at 5:41 pm with a motion to do so from Mr. Peters, and a second from Mr. Simcox.

Board President

Board Secretary/Treasurer

Witness

The image shows three horizontal lines representing signature lines. The top line has a signature that appears to be 'K. E. ...'. The middle line has a signature that appears to be 'Daniel ...'. The bottom line has a signature that appears to be 'Debbie ...'.