

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

February 15, 2017

I. Call to order

Mr. Ufholz called to order the regular monthly meeting of the South East Area Transit Board of Trustees at 4:02 pm on February 15, 2017 at 375 Fairbanks Street, Zanesville, OH.

II. Roll call

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

Mr. Ufholz stated that the Agenda needed to be revised. Under New Business, Section E needs to be added to reflect Resolution 2017-09, Approval of a Video Surveillance Policy. Ms. Rucker made a motion to approve the revised agenda with a second by Mr. Simcox. **Vote: (Verbal) In Favor – Unanimous at 4:04 pm.**

III. Approval of minutes from last meeting

The January 11, 2017 minutes were reviewed. Ms. Rucker made a motion to approve the minutes with a second by Mr. Simcox. **Vote: (Verbal) In Favor – Unanimous at 4:05 pm.**

IV. Official Communications/Public Comments

Mr. Stewart stated that he had passed out an email he had received from OPTA concerning the state budget, a flyer on Medicaid transportation and a flyer on Rural Transit Safety that was given to us by Mr. Chuck Dyer.

V. Transit Director's Report

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

- We have a new Dispatcher in Cambridge. We are now looking for a driver in Cambridge. We still have a driver off in Muskingum County on Worker's Compensation due to an accident on 9/15/16. We hope to have her back in March.

- Letters were sent to Representatives Hill and Balderson requesting meetings to discuss SEAT and what we do along with funding concerns.
- Followed up with Noble County JFS. They will be doing an RFP in April for their NET transportation. We plan on bidding on that RFP.
- Mr. Stewart has been to several meetings with the Community Collaborative for Healthy Planning. They have been discussing Medical transportation. They have been having a huge no show problem and they are trying to find ways to help with this.
- Tiger Grant update – There is a meeting March 1st. ODOT has selected the vendors and we will find out who they are. We could purchase a program from one of the vendors and then neighboring counties could purchase licenses for that same software, then we would all share in the annual maintenance fee, making it more cost effective. Staff has been to Knox County, Morgan County and Perry County looking at other scheduling software.
- Bob from the Lakatos Group was in last Friday. He gave us a thumbs up for 2016. The Final 2016 invoice was submitted along with the January invoice.
- 5339 application is due February 28th. This is for five vehicles. We only had three in our capital plan but ODOT called and asked if we wanted five and Mr. Stewart said yes.
- The 4-year plan is due on February 28th. Mr. Wood and Ms. Gill went over the plan with Mr. Stewart. There were some changes made due to the fact that we are unsure of the facility issues. Mr. Stewart will request the Board's blessing in the minutes.
- Spoke with Mr. Jeff Marsh of Marion Transit regarding Greyhound. We are unhappy with the commissions and services. We have to provide our equipment for printing tickets and computer replacements. For what our staff goes through, we aren't being compensated properly. However, our 5311 F, Intercity contract is dependent on having a connecting bus service. Marion and SEAT are the only two transits in the state who get 5311F funding. Both transits may speak to the State about their concerns and see if perhaps we could go with GoBus instead.
- Mr. Stewart stated he had to make a call toward the end of 2016 regarding vacations. We had so many people off due to illnesses that we were unable to approve everyone to take all of their vacation time and still fulfill our obligations. The current policy states that we cannot carry vacation over. Rather than have the

employees lose that vacation, Mr. Stewart allowed them to carry over any remaining vacation to 2017 with the specification that it be used by the end of the first quarter. Arlene Johnson had 8 hours of vacation, Sherry McInturf had 20 hours of vacation, Gail Paxton had 8 hours, Howard Stewart had 24 hours and Deb Swingle had 72 hours. A motion was made by Ms. Rucker to approve the vacation retroactive to December 2016, with a second by Mr. Peters. Discussion – Mr. Bennett asked if there was an opportunity to cash out the vacation instead of taking it. Mr. Stewart said that we do have that policy but it states that it cannot be cashed out in the months of November through February due to cash flow issues. Much discussion was had about creating a policy that addresses this in the future. The Board's HR Committee will meet to discuss this. **Vote: (Verbal) In Favor – Unanimous at 4:25pm.**

- During the meeting with Mr. Stewart, Mr. Wood and Ms. Gill concerning the four year capital plan, the cost of sold maintenance was brought up. We are currently charging \$48 per hour for labor. This dollar amount has not increased in five years, but our operating costs have. Mr. Stewart proposed raising the hourly rate to \$55.00 per hour. We are still very affordable compared to garages around the county. If the Board agrees to the increase in cost, we will send letters out to all parties who currently have MOU's with SEAT to do their Maintenance work informing them of the increase. This will increase the amount of revenue that we will generate to help with local match. Mr. Bennett made a motion to approve the increase in labor costs from \$48 per hour to \$55 per hour plus an 8% markup for parts, with a second by Mr. Wagner. **Vote: (Verbal) In Favor – Unanimous at 4:35pm**

Ms. Minter gave the January Operations Report. Overall ridership is down 72 over last January. Overtime hours were very close in comparison. We have hired a new driver in Zanesville that is currently on a 90 day probationary period.

Mr. Stewart said that there are companies doing Medicaid transportation and attempting to take our clients from JFS. Mr. Stewart explained the financial ramifications of changes in Medicaid and JFS changes. Mr. Stewart is actively involved at the State offices on behalf of Rural Transits.

Mr. Wood gave the January Maintenance Report. He said that he and the Building & Grounds Maintenance person have been busy. There is a new floor in the front office. Lights are building replaced with LED lights, walls have been painted and trimmed out. The next step will be remodeling Howard's office to get him moved back in to it. Bus #271 has been approved for disposition and will be put on GovDeals soon. Mr. Wood stated that someone had called from a Day Care who stated that they needed a bus. Mr. Wood reviewed the Maintenance Data Report.

Ms. Rucker gave the December Financial Reports. The December Income Statement was reviewed. Special Transit fares are down this year end. All other revenue categories are good. Overall, we are under budget in Revenue by \$217,016. The YTD Income stands at \$3,007,908. Expenses are good through December. Overall, we were under budget by \$39,277 in expenses. The YTD Expenses are at \$2,951,297 for a gain of \$56,610. We also set aside some money in the Capitalized Asset Fund of \$44,921. Our 2016 Year End resulted in a loss of \$49,499 due to depreciation.

The December Balance Sheet was reviewed. Total Current Assets were \$722,228. The Receivables were higher due to year end reimbursements due from ODOT. Total Current Liabilities are \$328,305 for a positive net position of \$393,983.

Mr. Stewart stated that it was a good thing that we did not pay off the note last year because we had to utilize some investment funds to make ends meet. Mr. Stewart said that we should be receiving funds next week. Mr. Stewart also said that we started a monthly invoicing and reimbursement system with ODOT. Mr. Stewart stated that we are not expecting to do a lump sum payment on the Note this year. We will have to wait until the end of the year to see what we can do.

Mr. Wagner made a motion to accept the December 2016 Financials as presented, with a second by Mr. Simcox **Vote: (Verbal) In Favor – Unanimous at 5:04pm.**

VI. Old Business

Resolution 2017-08: Amend Employee Manual Sick Leave Policy.

A proposal was made to drop a line in the Sick Leave Section 23.4, Paragraph one that says "Employees are allowed 8 call offs in a 12 month period". Much discussion was had regarding the number of days allowed to call off. The resolution was tabled until more research could be done.

VII. New Business

Resolution 2017-05: Authorize Application for CY2017 ODOT 5339(b) Contract

This is the application for the five new vehicles.

Mr. Bennett made a motion to approve Resolution 2017-05 as presented, with a second by Mr. McKendry. **Vote: (Verbal) In Favor – Unanimous at 5:20pm..**

Resolution 2017-06: Disposition of Vehicles

Disposition is requested for vehicle #273, #281, #283, #284 and #1045 during calendar year 2017. These five vehicles will be replaced with the new vehicles approved in Resolution 2017-05. Mr. Bennett asked if we had a Policy on disposition of vehicles. Mr. Stewart said that there wasn't a policy in place but there are certain procedures that must be followed from ODOT.

Mr. Bennett made a motion to approve Resolution 2017-06, with a second by Mr. Wagner
Vote: (Verbal) In Favor – Unanimous at 5:22pm.

Resolution 2017-07: Approve CY2017 Capital Projects.

The following 2017 projects are requested for approval:

- A. One (1) Construction Project (fueling canopy) thru 5339-BABF grant \$45,000 and the 20% Local Share \$9,000
- B. Five (5) Light Transit Vehicles (LTV's) (16+2) purchased from the Ohio Department of Transportation (ODOT) State Term Contract thru 5339(b)-BABFD grant \$364,545 and the 10% Local Share \$36,545.50
- C. One (1) Tire Alignment Machine thru 5311-RPTF grant \$15,000 and the 20% Local Share \$3,000
- D. Shop Lighting Equipment thru 5311-RPTF grant \$10,000 and the 20% Local Share \$2,000
- E. Bus Surveillance/Security System thru 5311-RPTF grant \$70,000 and the 20% Local Share \$14,000

Mr. Bennett made a motion to approve Resolution 2017-07, with a second by Mr. Wagner
Vote: (Verbal) In Favor – Unanimous at 5:23pm.

Resolution 2017-06: Approval of Video Surveillance Policy

We are required as part of our Risk Policy to have a Video policy in place. The Policy was distributed to the Board.

Mr. Bennett made a motion to approve Resolution 2017-09, with a second by Mr. Simcox
Vote: (Verbal) In Favor – Unanimous at 5:25pm.

Other Old Business:

Mr. Stewart stated that there are additional options SEAT would like to have installed on the new vehicles that are being ordered. The additional amount comes to \$16,000. This would have to be paid with local money.

Mr. Simcox made a motion to approve the additional \$16,000, with a second by Mr. Peters
Vote: (Verbal) In Favor – Unanimous at 5:32pm.

The next meeting will be held Wednesday, March 15, 2017 at the Crossroads Branch Library in Cambridge, OH.

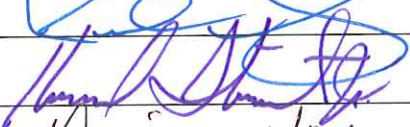
VIII. Adjournment

Mr. Ufholz adjourned the meeting at 5:36 pm with a motion to do so from Mr. Peters, and a second from Mr. Boyer.

Board President



Board Secretary/Treasurer



Witness

