

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

February 14, 2018

I. Call to order

Mr. Bennett called to order the regular monthly meeting of the South East Area Transit Board of Trustees at 4:00 pm on February 14, 2018 at 375 Fairbanks Street, Zanesville, OH.

II. Roll call

Ms. Gill conducted a roll call. The following persons were present: Jay Bennett, Robert Hill, Connie Norman, Tom Peters, Ellen Rucker, Boyer Simcox, and James Spraggins. Absent was Kurt Ufholz. Staff present were: Howard Stewart, Dianne Gill and Andrea Thompson

III. Oath of Office

Mr. Rob Guentter and Mr. Doug Hobson were sworn in as the newest Board members. Mr. Guentter is the appointee from the Village of South Zanesville. Mr. Doug Hobson is appointed by the Muskingum County Commissioners.

IV. Approval of minutes from last meeting

The January 10th, 2018 minutes were reviewed. Mr. Simcox made a motion to approve the minutes with a second by Mr. Hill. **Vote: (Verbal) In Favor – Unanimous at 4:05 pm.**

V. Official Communications/Public Comments

Mr. Stewart announced that today was show your love for transit day in the state of Ohio. We have been giving free rides today for that purpose.

VI. Transit Director's Report

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

- Mr. Stewart said that we are still looking for a driver. We thought we had one hired but he was unable to get his passenger endorsement.
- Guernsey County Commissioners local match was decreased by 7% for 2018.
- The local Coordinated Plan kick off was on January 29th. It was a great turn out. Our next meeting will be February 20th. We have 3 public meetings set for February 27th, at 10:00am, 1:00pm and 5:00pm.

- Ms. Thompson attended the Community Collaborative on Health Care meeting. The Board decided against bringing Liberty Transport in for further talks.
- 4-year Capital plan is due on March 16th. We may look into new fareboxes in our plan for the future. We may also look into benches for bus stops.
- The Fuel Canopy is completed.
- We launched our new scheduling/dispatching software on January 22nd. Within 3 days, the staff had the program done and are running both counties out of the Transit Center. The staff at the Transit Center under Ms. Thompson and Ms. Tumblin's guidance has been doing great.
- Noble County JFS is going to put out an RFP for NEMT transportation. We will be capitalizing on that.
- We had our self-assessment risk inventory from OTRP. It went very well. We have some trainings lined up for our employees.
- Our invoicing is due tomorrow for the 2017 year. We submitted 2017 this morning and this afternoon, we submitted January 2018. The money is tight at the moment until the money comes in.
- We also had our Drug & Alcohol Audit on February 13th.
- Cradlepoints were installed on 1/29. We have been having some difficulty with them. We are in contact with the installers.
- Bond note is around \$10,000.

Ms. Thompson gave the January Operations Reports. Ms. Thompson said that there are a lot of changes at the Transit Center and the way we operate. We are now doing both counties out of the Transit Center. In the past two weeks, we touched 422 individuals' households in demand response. We are now back to capacity on drivers as all have come back off of sick leave and vacations. We did close down one day in February for the weather. We had a driver stay on and do dialysis patients. Mr. Hobson said in the future if we needed them in an emergency situation like this, to let him know.

Mr. Stewart reviewed the Maintenance Report for January 2018.

Mr. Bennett stated that the City and SEAT has an agreement with the fueling. The City takes care of above the ground.

The December Income Statement and Balance Sheets were reviewed. No vote was taken due to the fact that they are not the finalized reports due to the fact that we are awaiting our OPERS liability entries.

VII. Old Business

An amendment was requested by Mr. Stewart for Resolution 2018-01. The resolution needed to be dated for February 1, 2018.

Mr. Spraggins made a motion to approve amended Resolution 2018-01 as presented, with a second by Ms. Norman. **Vote: (Verbal) In Favor – Unanimous at 4:30pm.**

VIII. New Business

Resolution 2018-05: Disposition of Vehicles #272

This resolution states that the disposal of an asset over \$5,000 must be approved by the SEAT Board of Trustees. The disposition of a vehicle must be approved by ODOT as well. Once the disposition is approved, SEAT will either sell it on GovDeals, keep it for parts, give it to another transit authority or donate it through the vehicle donation program established by the SEAT Board of Trustees.

Mr. Guentter made a motion to approve Resolution 2018-05 as presented, with a second by Mr. Hill. **Vote: (Verbal) In Favor – Unanimous at 4:34pm.**

Resolution 2018-06: Approved 2018 Capital Purchases

The following 2018 capital purchases were presented for the Board's approval. They are as follows:

- A. Two (2) Light Transit Vehicles (LTV's) (16+2) purchased from the Ohio Department of Transportation (ODOT) State Term Contract thru 5339-BABF grant. Federal Funds = \$107,994 (Had to be ordered before 2/16/18)
- B. One (1) Ford Transit purchased from the Ohio Department of Transportation (ODOT) State Term Contract thru 5339-BABF grant. Federal Funds = \$53,997
- C. One (1) Riding Mower for the Maintenance Department Federal Funds = \$2,000
- D. Computer Hardware Federal Funds = \$1,200

This brings the total of capital purchases to \$165,192.

Mr. Spraggins made a motion to approve Resolution 2018-06, with a second by Mr. Hobson **Vote: (Verbal) In Favor – Unanimous at 4:36pm.**

Resolution 2018-07: Approve General Safety Policy

The OTRP self-assessment stated that we needed to have a General Safety Policy for our risk management.

Mr. Simcox made a motion to approve Resolution 2018-07, with a second by Ms. Rucker
Vote: (Verbal) In Favor – Unanimous at 4:40pm.

Resolution 2018-08: Approve 2017 Final Budget Revision

A budget revision was done at the end of the year in order to balance with the expenses for the year. Ms. Gill briefly reviewed the changes made. Copies of the revision was handed to each Board member for their review.

Mr. Hill made a motion to approve Resolution 2018-08 as presented with a 2nd by Mr. Spraggins. **Vote: (Verbal) In Favor – Unanimous at 4:45pm.**

Other new business....

Mr. Stewart would like to have the Board give preference to the donation of our disposed vehicles to the agencies that are in the County’s Coordinated Plan that is currently being created. The donation of the vehicle would help achieve the goals set forth by the plan. Mr. Bennett asked what our process is for advertising.

Mr. Stewart said that he feels as though we need to start the process of becoming approved as a Medicaid provider. This is becoming a necessity to move forward with it. Mr. Stewart would like to hire a consultant to take us through this process. Mr. Stewart is requesting the approval of the board to do so.

Mr. Bennett requested that due to the fact that we have so many new board members, this year would be a good year to have a Board training. It was the consensus of the board that we would move forward with a training on May 8th & 9th at Salt Fork Lodge and Conference Center. Ms. Gill will start the planning process and get the space reserved.

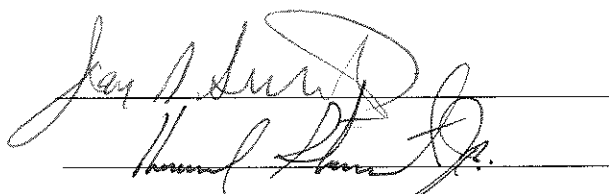
The next meeting will be held Wednesday, March 14, 2018 at the SEAT Administrative Office at 375 Fairbanks Street, Zanesville, OH.

IX. Adjournment

Mr. Bennett adjourned the meeting at 5:11 pm with a motion to do so from Mr. Peters, and a second from Mr. Simcox.

Board President

Board Secretary/Treasurer

Handwritten signatures of Jay A. Simcox and Harold Peters over horizontal lines.

Witness

Marine Hill