

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

January 11, 2017

I. Call to order

Mr. Ufholz called to order the regular monthly meeting of the South East Area Transit Board of Trustees at 4:05 pm on January 11, 2017 at 375 Fairbanks Street, Zanesville, OH.

II. Roll call

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

III. Approval of minutes from last meeting

The November 29, 2016 minutes were reviewed. Mr. Wagner made a motion to approve the minutes with a second by Mr. Bennett. **Vote: (Verbal) In Favor – Unanimous at 4:06 pm.**

IV. Official Communications/Public Comments

V. Transit Director's Report

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

- Mr. Stewart stated that we have hired a Building & Grounds person who is working out very well. We have also hired a new driver as well as a receptionist at the Transit Center. We also hired another driver today.
- Mr. Stewart presented to Zanesville City Council. Mr. Bennett and Ms. Norman were both there. We have a great relationship with the City of Zanesville.
- We met with Noble County JFS to discuss transportation for that county. They have a very small NEMT program. They will be doing an RFP for them to allow us to bid on April 1st.
- Met with Community Collaboration for Health Planning. They are looking for transportation. Mr. Stewart explained what we could and couldn't do. The biggest problem that a lot of professionals are having are no shows, people not-showing up for

their appointment. They now understand how we work and what we can do. They will be a part of the Coordinated Plan.

- ODOT will have a template available for transits to do a County Coordinated Plan in the spring.
- We attended a scheduling software demonstration at ODOT. There were five vendors there who offered what we need. There was a Q & A. We have visits set up for viewing of the software in action. We like Synchronomatics software very much.
- OPTA Board Meeting—we are getting more involved in OPTA. They want us to set up meetings to meet with our Senators and Representatives to discuss the Medicare Sales Tax Revenue cuts and how that affects Transit. The Rural Transits are now needed on the front line. Mr. Bennett asked if Board members should attend. Mr. Stewart said he would be more than happy to have the Board join in on the meeting.
- We have a meeting set up with Morgan County on the 24th to discuss how to work out the Medicaid Provider issue.
- Our Winter Conference had great reviews. It is being touted at ODOT level. Someone stood up at the OPTA conference and said it was one of the best conferences they had attended. OCTA (Ottawa County Transit) has stepped up to host the next one. Skip Dunkle from ODOT said we should do two a year instead of just one. OTRP was instrumental in helping us and sponsoring us.
- Our 5339 grant was sent up for the Canopy over the Fuel Island.
- We haven't received the 5311 signed contracts in yet.
- It's going to be a very busy year for SEAT for purchases.
- We have been painting and updating the office. We are putting in a new floor. Our new Building & Grounds person has been doing this work. We have changed out the lighting in the front office and in the wash bay to LED lights which are much brighter and more efficient.

Mr. Stewart gave the November & December Operations Reports. December has all the data for the entire year. Overall we are consistent with last year. Our Contract rider numbers are down due to competition and Medicaid transportation changes. We need to be the best at what we are doing. The new County Wide service has given us 419 so far, with 87% being Muskingum County. Mr. Bennett asked about the 2014 vs 2015 ridership numbers. Mr. Stewart said the ridership in Muskingum for 2014 was 103,000, 2015 was 108,855 and 2016 was 107,366. In Guernsey County, 2014 ridership was 30,008, 2015 was 29,719, and 2016 was 30,583. Mr. Bennett asked if 2015 was an anomaly. Mr. Stewart said we are at the will of the people. Our E & D rates have increased. 90% of the new service we have offered county wide is E & D. The increase in Managed Care Organizations is another reason for a decrease in ridership. Mr. Bennett asked if the new administration in Washington will be having any changes put forth. Mr.

Stewart said that we have heard that the GOP wants to cut the Federal Transportation budget by \$100 billion but we have also heard about increases in infrastructure money. The State likes Mrs. Chow. They feel she will be a big supporter of transit. OPTA is working very hard to show at the State level that our funding is very low compared to other states. We may have to do a levy at some time in the future. Mr. Bennett says as a Board, they need to start looking at difference scenarios about the future.

Mr. Stewart gave the year end Maintenance report. Our Maintenance Staff does a great job. We have very few road calls. Miles traveled were down. Our inventory is about the same. All in all, they do a tremendous job.

The October Income Statement were presented by Ms. Rucker. In October we entered the Capital Fund 10% match on the advice of our CPA. This decreased the amount of Contract Revenue, due to the fact that the 10% is taken from our contracts for in town transportation and other contracts. That total thus far is \$38,899. Our YTD Revenue is \$2,533,143. In expenses, the expenses are in line with the budget except for Purchased Transportation which is lower and Service that are higher due to increase in temporary help. The YTD Expense is \$2,444,104 which leaves an Operating Gain of \$89,039.

The October Balance Sheet was reviewed next with Total Current Assets of \$564,544 and Total Current Liabilities of \$183,956 for a positive net position of \$380,588.

Mr. Bennett made a motion to accept the October 2016 Financials as presented, with a second by Mr. Simcox **Vote: (Verbal) In Favor – Unanimous at 4:30pm.**

The November Income Statement was reviewed. We had a YTD Total Operating Revenue of \$2,773,222 and total Expenses of \$2,680,821 for an Operating Gain of \$92,402.

The November Balance sheet showed an increase in prepaid expenses due to 2017 invoices being sent and paid in 2016. The total Current Assets through November 30th, 2016 are \$585,731 and the total Current Liabilities are \$198,563 for a positive net position of \$387,168.

Mr. Bennett made a motion to accept the November 2016 Financials as presented, with a second by Mr. Largent **Vote: (Verbal) In Favor – Unanimous at 4:31pm.**

VI. Old Business

Mr. Ufholz stated that we have been discussing a petition for the public to file to address the Board. If a person wishes to address the Board at the meeting on a topic that is not on the published agenda, they would have to complete the Petition two weeks in advance. If they wish to address something that is already on the agenda, they would just have to appear fifteen minutes before the Board meeting and complete the petition. The Agenda will be advertised on the SEAT Website. The public notice that is advertised in the newspaper will direct the public to SEAT's website for the petition if they wish to address the Board.

Mr. Stewart presented the petition to the Board for their approval. Resolution #2017-04 will be written using the wording listed above.

Mr. Bennett made a motion to amend the Agenda to include the Petition to Address the Board Resolution, and to add Resolution 2017-02 and Resolution 2017-03 with a second by Mr. Wagner. **Vote: (Verbal) In Favor – Unanimous at 4:40pm.**

Mr. Bennett made a motion to approve Resolution 2017-04, with a second by Ms. Rucker **Vote: (Verbal) In Favor – Unanimous at 4:42pm.**

VII. New Business

Resolution 2017-01: Authorize Stubbins, Watson & Bryan as SEAT's Legal Counsel for Calendar Year 2017

This resolution grants SEAT's Legal Counsel the authority to review and affirm the Grants and Contracts needed during the 2017 calendar year.

Mr. Bennett made a motion to approve Resolution 2017-01 as presented, with a second by Mr. Simcox. **Vote: (Verbal) In Favor – Unanimous at 4:43pm.**

Resolution 2017-02: Approve SEAT Firearms Policy

The proposed Firearms Policy was presented for the SEAT Board's review. The Policy states that SEAT will follow the legal requirements as listed in the Ohio Revised Code. It is a uniform policy across the Board for passengers and employees.

Mr. Simcox made a motion to approve Resolution 2017-02, with a second by Mr. Wagner **Vote: (Verbal) In Favor – Unanimous at 4:51pm.**

Resolution 2017-03: Approve SEAT Purchase Order Limit.

Mr. Stewart stated that this was something that was brought to our attention by our auditor. Mr. Stewart stated that the Board approved him to approve purchases up to \$15,000, but in 2007 the Board was given the authority to approve all Purchase Orders over \$5,000. The Finance Committee recommends setting the limit at \$15,000 to make this consistent with the approval limit given to Mr. Stewart. Mr. Bennett asked if we were going to do vendor specific purchase orders. Ms. Gill said no. We are doing blanket line item purchase orders. We are doing Super Blankets on Utilities, Liability Insurance and Rent. Ms. Gill said that for example, our Maintenance Department has over 100 vendors. Instead of doing 100 Purchase Orders (one per vendor), we will do one purchase order for that specific line item. We take the annual budget

total and divide that by four to get a quarterly amount. We then create the Purchase Order for that dollar amount. Any amount left on that Purchase Order at the end of the quarter will be added to the next quarter's Purchase Order and so on. This way, no Purchase Order can ever be made for more than the budget allows. Mr. Ufholz added that the budget is approved by the Board. Mr. Bennett asked about Capital Purchases. Ms. Gill stated that all Capital Purchases are done with a purchase order specific to that purchases. All Capital Purchases are approved by the Board. Ms. Gill stated that from this date forward, any purchase order over \$15,000 will be presented to the Finance Committee for their review and approval. Ms. Gill stated that for the 1st Quarter of 2017 there were only five purchase orders over \$15,000.

Ms. Rucker stated that the Finance Committee also presented the following Blanket Purchase Orders for the Board's approval, since they were created before the increased proposed limit:

Insurance Benefits for 1 st Qtr. 2017 – Bus Ops	\$106,038	#5020310
Insurance Benefits for 1 st Qtr, 2017 – Veh Mtn	\$16,966	#5023041
Insurance Benefits for 1 st Qtr. 2017 – Admin	\$12,725	#5020360
Professional & Technical – 1 st Qtr 2017 – Admin	\$7,275	#5030360
Fuel & Lubricants – 1 st Qtr. 2017 – Bus Ops	\$45,000	#5040110
Materials & Supplies – 1 st Qtr. 2017 – Veh Mtn	\$8,750	#5049941
Utilities – 2017 Super Blanket	\$43,000	#5050260
Utilities – 2017 Super Blanket (Inter City)	\$13,171	#5050288
Liability & Property Ins. – 2017 Super Blanket	\$75,000	#5060360
Purchased Transportation – 1 st Qtr 2017	\$156,250	#5080110
Advertising – 1 st Qtr – Admin	\$8,000	#5090860
Rent – 2017 Super Blanket	\$10,200	#5121260

Mr. Bennett made a motion to approve Resolution 2017-03 as presented, with a second by Ms. Rucker. **Vote: (Verbal) In Favor – Unanimous at 4:58pm.**

The next meeting will be held Wednesday, February 15, 2017 at the SEAT Administrative Office at 375 Fairbanks Street, Zanesville, OH.

VIII. Adjournment

Mr. Ufholz adjourned the meeting at 5:00 pm with a motion to do so from Mr. Simcox, and a second from Mr. Bennett.

Board President

Board Secretary/Treasurer

Witness

