

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

January 10, 2018

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 January 10, 2018 at 375 Fairbanks Street, Zanesville, OH.

II. Roll call

Ms. Gill conducted a roll call. The following persons were present: Jay Bennett, Connie Norman, Paul Quisling, Ellen Rucker, James Spraggins and Kurt Ufholz. Absent were: Tom Peters and Boyer Simcox. The terms for Muskingum County appointees Jeff McKendry and David Wagner expired 12/31/17. Staff present were: Howard Stewart, Dianne Gill and Andrea Thompson

III. Amendment to Agenda. A motion was made to amend the agenda. Under new business, Resolution 2018-04 was added to Accept the 2016 Audit. Mr. Bennet made the motion, with a 2nd by Mr. Spraggins. **Vote: (Verbal) In Favor – Unanimous at 4:04 pm.**

IV. Oath of Office

Mr. Robert (Rocky) Hill was sworn in as the newest Board member. Mr. Hill is the Public Safety Director for the City of Cambridge. He has had the position four years. He has been appointed by Mr. Tom Orr, Mayor of Cambridge.

V. Election of Officers

The Board presented the slate of Mr. Jay Bennett as President and Kurt Ufholz as Vice-President. A motion was made to approve and close the nominations by Mr. Spraggins, 2nd by Mr. Hill. **Vote: (Verbal) In Favor – Unanimous at 4:14 pm.**

Mr. Bennett made a motion to approve the slate as presented, with a 2nd by Ms. Norman. **Vote: (Verbal) In Favor, Yea-Mr. Hill, Ms. Norman, Mr. Quisling, Ms. Rucker, Mr. Spraggins and Mr. Ufholz, Nay – Jay Bennett, at 4:15 pm. Motion approved.**

VI. Approval of minutes from last meeting

The November 15, 2017 minutes were reviewed. Mr. Bennett made a motion to approve the minutes with a second by Mr. Quisling. **Vote: (Verbal) In Favor – Unanimous at 4:16 pm.**

- Polar Bus Express was a success. It was a frenzy! We got \$1200 in donations. It was greatly accepted. 232 children showed up for the rides along with their parents. The lobby was completely packed. Everyone had a great time. Didn't have any negative feedback. We have decided that we can't do it again at the Transit Center because it isn't large enough. Mr. Bennett suggested the Secrest Auditorium.
- We got our Ford Transit in.
- Bond note – the balance is \$13,000. We are going to get it paid off this year!
- Tiger Grant – CTS is going live next week. Cradlepoint routers are being installed the week of 1/29/18. New tablets are being passed out to the drivers. A lot of technological stuff happening.
- They are starting our financial audit 1/16/18. We won't be able to give them final info yet. They said they would come back in June to finalized. Our invoice isn't due at ODOT until February 15th.
- We are also having our Drug & Alcohol Audit on 2/13/18. Our Risk Assessment from OTRP will be on 1/31/18.
- We are updating our service animal procedures.

Ms. Thompson gave the November & December Operations Reports. Ms. Thompson said that they are in the process of filtering out the bad information from previous years. We had four drivers off at the same time in December. We had to deny 19% of the requests due to lack of drivers. The new staff is very friendly. Mr. Ufholz asked if there was any more information regarding the negative Facebook comment. Ms Thompson said that we haven't heard anything further. The problem was that the way our policy read wasn't the way it was done in the past but now we are enforcing the policy. People are used to us being a "taxi service" and we aren't. We are public transit.

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

The October Income Statement was reviewed. The YTD Income stands at \$2,648,412. Expenses are good through November. The YTD Expenses are at \$2,566,289 for a gain of \$82,113.

The October Balance Sheet was reviewed. Total Current Assets were \$788,665 and Total Current Liabilities are \$350,948 for a positive net position of \$437,717.

Ms. Rucker made a motion to approve the October Financials with a second by Mr. Quisling.

Vote: (Verbal) In Favor – Unanimous at 4:52 pm.

Resolution 2018-04: Accept Final 2016 Audit

This Resolution is to accept the 2016 Financial Audit performed by the Ohio Auditor's office showing no findings.

Mr. Bennett made a motion to approve Resolution 2018-04, with a second by Ms. Rucker

Vote: (Verbal) In Favor – Unanimous at 5:06pm.

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

XI. Adjournment

Mr. Ufholz adjourned the meeting at 5:07 pm with a motion to do so from Mr. Quisling, and a second from Mr. Hill.

Board President

Board Secretary/Treasurer

Witness






