

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

July 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 4:00 pm on July 12, 2017 at 375 Fairbanks Street, Zanesville, OH.

II. Oath of Office

Mr. Paul Quisling and Mr. James Spraggins were sworn in as new members of the SEAT Board of Trustees.

III. Roll call

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

The agenda was amended to include Resolution 2017-15 in Old Business. A motion was made by Ms. Norman to amend the agenda, with a second by Ms. Rucker. **Vote: (Verbal) In Favor – Unanimous at 4:03 pm.**

IV. Approval of minutes from last meeting

The July 13, 2017 minutes were reviewed. Ms. Rucker made a motion to approve the minutes with a second by Mr. Quisling. **Vote: (Verbal) In Favor – Unanimous at 4:04pm.**

V. Official Communications/Public Comments

None

VI. Transit Director's Report

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

- Staffing – We are still one driver down in Muskingum County. We have two people retiring and one leaving in Cambridge.

- GCJFS has renewed their contract with us for another year. MCJFS has opted to extend their contract for 2017-2018. Noble County JFS is on hold.
- Community Collaborative for health is talking about doing a Lean Six process. Mr. Stewart is part of the stakeholders.
- Met with Local officials in May regarding assets available for the Tiger 20 grant. We may be able to use existing structures for the expansion of Broadband.
- We will be hosting the OPTA security meeting here on the 25th of July.
- Mr. Stewart had mentioned several months ago that we had decided on the software for scheduling. We've done a 360 due to some additional charges of \$10,000 that we would have to come up with. Because of that, we have decided to go with CTS Software.
- We have started our DD Waiver process working with Morgan County Transit. It is going well.
- Our audit is underway. The Auditors have been on site for 10 days. Nothing has been found so far.
- Local Coordinated Plan. ODOT has money to help with creating a coordinated plan. We submitted a grant for approximately \$12,000. We should hear soon.
- ODOT's regional coordinated plan grant. Medicaid awarded ODOT a \$900K grant to have RTPO's put together a plan for regional coordination. Medicaid pulled the grant. We don't know what the status is now.
- On 7/26 Rich and Howard attended a TAM (Transit Asset Management) meeting. They are changing the way we track our assets. They are basically going back to the way it used to be done.
- Procurement – ODOT is very involved with this. We are required to attend a two day seminar on 8/2 & 8/3. We may have to change the way we are doing things. We may have to pay something out of local funds after a review.
- Howard has accepted a nomination to serve as the Vice-President of Small and Rural Representative for the State of Ohio on the OPTA Board of Directors.
- We haven't received our figures yet for the 2018 budget. Ms. Gill and Mr. Stewart have the preliminary budget done but are awaiting the final figures to wrap it up.
- We had a request for a vehicle donation from an organization based out of Tennessee. It was received in June. It is from an organization called WOMEN – Women on Maintaining and Education Nutrition. We have all the paperwork required. Nothing is in writing stating that the vehicle donation program is for local only. Mr. Spraggins made a

motion to authorize the donation of the vehicle to WOMEN with a pick up date of 60 days, with a 2nd by Mr. Quisling. . **Vote: (Verbal) In Favor – Unanimous at 4:35 pm.**

- ODOT is working on an RFP for Fixed Route Software.

The May & June Operations reports were reviewed. From April to May, the ridership in Muskingum County increased. Guernsey County has stepped up to the plate with a shortage of drivers.

The June & July Maintenance Reports were reviewed. There were no questions.

Mr. Stewart reviewed the April Financial Reports. The April Income Statement showed contract fares are still down but the gap is closing because of the increase in Guernsey County JFS. The YTD Revenue is \$971,297. Expenses are in line with the budget. YTD Expenses are \$974,123 for a net loss of \$2,827.

The April Balance Sheet was reviewed next. Total Current Assets were \$719,706 and Total Current Liabilities were \$294,917 with a positive net position of \$424,790.

Mr. Stewart reviewed the May Financial Reports. The May Income Statement showed the YTD Revenue is \$1,229,618. Expenses are in line with the budget. YTD Expenses are \$1,228,379 for a net gain of \$1,239.

The May Balance Sheet was reviewed next. Total Current Assets were \$661,304 and Total Current Liabilities were \$254,831 with a positive net position of \$406,473.

Mr. Peters made a motion to accept the April 2017 Financials as presented, with a second by Ms. Rucker **Vote: (Verbal) In Favor – Unanimous at 4:47pm.**

Mr. Peters made a motion to accept the May 2017 Financials as presented, with a second by Ms. Norman **Vote: (Verbal) In Favor – Unanimous at 4:47pm.**

VII. Old Business

Amendment of Resolution 2017-15: In April, the Board approved a resolution for the purchase of a vehicle from the State of Good Repair funds. The original local match required was \$12,609. Due to some issues with State of Good Repair funds available, the split will now be: State of Good Repair - \$11,781, 5339B - \$29,498 and local is \$4,587.

Mr. Peters made a motion to authorize the Amendment of Resolution 2017-15 as presented, with a second by Mr. Quisling. **Vote: (Verbal) In Favor – Unanimous at 4:50pm.**

The Muskingum County Job and Family Services contract has been extended to June 30, 2018.

VIII. New Business

Resolution 2017-18: Approve Guernsey County Job and Family Services Contract

The GCJFS SY2018 contract for Non-Emergency Medical Transportation has been awarded to SEAT. Authorization for signing was requested. The contract is based on Fully Allocated Costs. In Town is \$165,000 and Out of Town is \$375,000.

Mr. Spraggins made a motion to approve Resolution 2017-18 as presented, with a second by Ms. Rucker. **Vote: (Verbal) In Favor – Unanimous at 4:55pm.**

The Onboard Surveillance vendor has been chosen. The management of SEAT would like to proceed with Safety Vision. The review team sat down with the estimates and evaluated them, giving Safety Vision the highest score. We received bids from Safety Vision (\$58,394), Mobile View (\$176,562), Zentinal (\$62,375) and Seon (\$98,646). Safety Vision had the lowest cost and met the requirements. If after 30 days we are not satisfied, we can go with a different vendor.

Mr. Spraggins made a motion to approve the vendor choice of Safety Vision for \$58,394, with a second by Ms. Norman. **Vote: (Verbal) In Favor – Unanimous at 5:06pm.**

Mr. Peters made a motion to approve the extension of the Muskingum County Job and Family Services contract through June 2018, retroactive to June 28, 2017. A second was made by Mr. Spraggins. **Vote: (Verbal) In Favor – Unanimous at 5:08pm.**

The next meeting will be held Wednesday, August 9, 2017 at the SEAT Administration Office at 375 Fairbanks Street in Zanesville, OH.

IX. Adjournment

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

Board President

Board Secretary/Treasurer

Witness


