

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

March 30, 2016

I. Call to order

Mr. Ufholz called to order the regular meeting of the South East Area Transit Board of Trustees at 4:07pm on March 30, 2016 at Crossroads Branch Library, Cambridge, 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, David Wagner and Kayla Wyers. Members Absent were: Russell Taylor. Staff present were: Dianne Gill, Arlene Johnson, Linda Minter, Howard Stewart, Jr., and Rich Wood.

III. Approval of minutes from last meeting

The February minutes were reviewed. Ms. Rucker made a motion to accept the minutes as presented, second by Ms. Wyers. **Vote: (Verbal) In Favor – Unanimous at 4:11 pm.**

IV. Official Communications/Public Comments

V. Transit Director's Report

Mr. Stewart stated that we are in the beginning stages of negotiating the union contract and everything seems to be going smoothly. We're down to wages and benefits, overtime and bidding runs. We'll be meeting to wrap it up.

Staff member retired. Jerry Miller. He was the receptionist at the Transit Center. We have several drivers off due to medical reasons. We're trying to get Jerry replaced at the Transit Center. We've been interviewing.

We received a letter from Community Ambulance stating they would not be renewing their rental contract for our parking lot. The rental ended March 15th, 2016.

The combined shelter project with the Muskingum County Center for Seniors fell through due to lack of support from the Muskingum County Commissioners. We will collect data and approach it again at a later date.

We had an inclement weather day on February 16, 2016 due to the safety of the employees and passengers.

We are looking at increment time changes in our bus schedules. Juvenile Court has asked to have a bus stop at their facility. We may make it an "on-call" stop meaning if there is someone who needs picked up, they would contact us and let us know to stop. We currently do this at the Social Security Office on Northpointe on the Maple route.

Ken Reed from OTRP was in and reviewed our risk. It went very well. There are a few things we need to update, one being passwords. Our servers are very well protected with dual firewalls. Our computer maintenance person feels as though we are covered.

We leased our Gillig to Lima Allen RTA for six months. There was six months of depreciation left on our books, so we leased it to them for the local share of that amount.

Mr. Ruzinsky was in for the 2015 financial wrap up. Ms. Gill did the Management Discussion & Analysis letter. We are awaiting figures for the OPERS entry that we are required to make now before it can be submitted to the Audit Clearinghouse.

The 4th Quarter invoice went smoothly. All reports were submitted so 2015 can be wrapped up.

We had a request for governmental transportation for Congressman Bill Johnson. We had two vehicles ready and available but only one was needed.

We had some accidents in January. Mr. Bennett said that he wanted to compliment Ms. Minter and the staff members for the way they handled the accident by City Hall. He said that they showed great professionalism.

Ms. Stewart said that we will be wrapping up the Blood Borne Pathogen training very soon. We will try to finish it up by the end of April.

Mr. Stewart, Cindy Swackhammer, Dan DePue, Dianne Gill and Holly Grimes all attended Reasonable Suspicion training for Supervisors. We have all Supervisors trained now.

We received a letter on March 1st from MedBen stating we have 180 days to find another health insurance provider because they are getting out of the small group market. We hope to have the Health Insurance wrapped up with the Teamsters very soon.

On May 11th Arlene Johnson will have a table at the Area Agency on Aging event. The theme is "Vegas Baby". We will also have a table at the Ohio Means Jobs event at Zane State on the 19th.

On April 6th, Gov. John Kasich will be delivering his State of the State address in Marietta. Mr. Stewart has been asked to go and contribute to a transit roundtable discussion beforehand with representatives from ODOT so Mr. Jerry Wray could have some items to discuss with the Governor.

We received our results from our Limited Scope Review that was done in August 2015 by Mr. Michael Miller from the ODOT Office of External Audits. According to the review, we were underpaid \$1.00 in the Capitalized Maintenance department and \$1,975 in the Operating. We probably will not receive that money.

Ms. Minter reviewed the February Operations Report. Ms. Minter stated that the overtime will be high the next few months due to a driver being off for surgery. Our ridership is up. We are doing well overall. Ms. Minter said that in Guernsey County the elderly generally do not do a lot of travel in the cold months. Mr. Stewart stated that the fares in Muskingum County are up as well.

Mr. Wood reviewed the February Maintenance Report. There was no overtime for the month of February. The miles per gallon are up. Overall everything is going well in the Maintenance Department. We're doing some sidewalk repair at Fairbanks. Doing A/C check ups. There was a complete engine overhaul done. There's been some clean up done in the trees around the Fairbanks office. Its been busy in the Maintenance Department! We may offer firewood to anyone who wants to come cut it and clean it up. We will have a waiver signed for them.

Ms. Wyers gave the January 2016 Financial Reports. Total Revenue for January was \$282,752. Everything looks good. In the Expenses, Labor is down and Fringe is up. This is in part due to the fact that there were three paid holidays in the month of January. Total Expenses come to \$246,019 for a Operating Gain of \$36,733. Ms. Wyers stated that there will not be any entries shown in the Other Items section of the Income Statement in 2016 since we are not allocating 10% of our contract revenue to capital purchases since the reimbursement is at 100% for this year.

The January Balance Sheet was reviewed next. The total current assets are \$608, 240 and total current liabilities are \$318,497 for a net position of \$289,743.

Mr. Wagner made a motion to accept the January financials as presented, second by Ms. Rucker. **Vote: (Verbal) In Favor – Unanimous at 4:35pm.**

December 2015 Financials were reviewed next. On the Income Statement - Total Revenue came to \$3,005,958 and Total Expenses of \$2,980,558 for an Operating Gain of \$25,400. The Balance Sheet was reviewed next. Total Assets of \$560,806 and Total Current Liabilities of \$307,796 leaving a current net position of \$253,011. Ms. Gill spoke up and said that the Balance Sheet and Income Statements printed directly from Quickbooks for transparency.

Mr. Simcox made a motion to accept the December financials as presented, second by Ms. Rucker. **Vote: (Verbal) In Favor – Unanimous at 4:38pm.**

VI. Old Business

a. Resolution 2016-08: Amend Resolution 2016-02 to change year

The year of 2017 was written in error on two lines in the original resolution 2016-02. They need to be changed to 2016.

Mr. Bennett made a motion to approve Resolution 2016-08 as presented, with a second by Ms. Wyers. **Vote: (Verbal) In Favor – Unanimous at 4:40pm**

b. Resolution 2016-09: Establish Driver Appearance Policy.

A policy was presented allowing the Transit Director to establish the Driver Appearance Procedure.

Mr. Bennett made a motion to approve Resolution 2016-09 as presented, with a second by Mr. Wagner. **Vote: (Verbal) In Favor – Unanimous at 4:41pm**

VII. New Business

a. Resolution 2016-07: Express Service Fare Established for Muskingum to Guernsey County and visa versa.

We needed a fare established for the County to County service. The fare chosen was \$20.00 per one way trip. This needs to be retroactive to January 1st, 2016. We will be revisiting this at a later date due to the size of Guernsey County. Mr. Bennett asked if there was a possibility of billing per zone as opposed to a flat rate for the whole county. Mr. Stewart said that is something they could look at. A subcommittee was appointed comprising of Mr. Bennett, Mr. Wagner, Ms. Minter, Ms. Johnson and Mr. Stewart to review this.

Mr. Bennett made a motion to approve Resolution 2016-07 as presented, with a second by Mr. Simcox. **Vote: (Verbal) In Favor – Unanimous at 5:34pm**

b. Resolution 2016-10: Establish a Petty Cash Policy

Ms. Wyers stated that the Finance Committee reviewed the Petty Cash Policy and recommends the policy of having a \$20.00 petty cash fund.

Ms. Rucker made a motion to approve Resolution 2016-10 as presented, with a second by Mr. Peters. **Vote: (Verbal) In Favor – Unanimous at 4:52pm.**

Mr. Stewart stated that as per the Procurement Policy, the Board must approve the vendor selection for equipment purchases. The low estimate for an 18,000lb lift and a larger 35,000lb lift was by BendPak. BendPak was also the low bid for the Tire Balancer and Tire Changer.

Mr. Simcox made a motion to approve BendPak as the Vendor for the Lifts and for the Tire Balancer and Tire Changer, with a second by Ms. Rucker **Vote: (Verbal) In Favor – Unanimous at 4:54pm.**

Mr. Stewart requested approval from the Board for a purchase of a fork lift. We have to use the City's forklift many times, but it isn't always available when we need one. Today was an example. A motor went out on one of the garage doors today. In order to replace it, you need to be lifted up to the motor. The lift wasn't available so we couldn't repair the door. Mr. Stewart tried to get approval from ODOT for a forklift, but we cannot revise the current year plan. We will use local money for the forklift. We are looking to buy a used forklift. After much discussion, a dollar limit of \$10,000 was granted to the staff in order to purchase a forklift.

Mr. Simcox made a motion to grant a dollar limit of up to \$10,000 of local money to be used to purchase a forklift, with a second by Ms. Wyers. **Vote: (Verbal) In Favor – 8, Opposed – 1 at 5:12pm.**

Next meeting will be held Wednesday, May 11th at the Transit Center at 224 Main Street in Zanesville, OH.

VIII. Adjournment

Mr. Ufholz adjourned the meeting at 5:15 pm with a motion to do so from Ms. Norman, and a second from Ms. Rucker.

Board President



Board Secretary/Treasurer



Witness

