

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

March 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 March 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, Doug Hobson, Connie Norman, Tom Peters, Ellen Rucker, James Spraggins and Kurt Ufholz. Absent were Rob Guentter and Boyer Simcox. Staff present were: Howard Stewart, Dianne Gill, Andrea Thompson and Rich Wood.

III. Oath of Office

Mr. Keith Melvin was sworn in as the newest Board members. Mr. Melvin is an appointee of the Muskingum County Commissioners. He is an attorney.

IV. Approval of minutes from last meeting

The February 14th, 2018 minutes were reviewed. Mr. Spraggins made a motion to approve the minutes with a second by Mr. Ufholz. **Vote: (Roll Call) In Favor – Unanimous at 4:04 pm.**

V. Official Communications/Public Comments

None to report

VI. Transit Director's Report

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

- Mr. Stewart said that we had hired a driver but after two days, they decided that this wasn't the job for them so we hired another who will start on 3/19/18.
- ODOT, is offering a fixed route software with money left over from the Tiger Grant. The problem is that those dollars need to be spent by the end of 2018. ODOT has asked SEAT if we would be lead on a joint procurement with HAPCAP in Athens County and Chillicothe Public Transit. ODOT will take care of the putting together all the bids and the bid process.

- Coordinated Plan – We had public meetings on February 27th. We had a great turn out with lots of questions and suggestions. Surveys are out at the moment. The next stakeholder’s meeting will be April 3rd.
- Mr. Curtis Stitt, the new Executive Director of OPTA(the Ohio Public Transit Association) came for a visit. He spent the morning with Howard. He was very impressed with our service. He is the former CEO of COTA.
- Our 4 year capital and operating plan is due Friday, March 16th. It is a planning tool that ODOT uses for projecting funds needed. Ours is finished.
- We are in the process of completing our Technical Assistance Review (TAR) from ODOT. They will be here March 27th-28th for services, compliance and maintenance. The financial portion will be done on March 29th – March 30th.
- Benches – They have been included in the 4 year plan for 2019.
- This week, Howard and Andrea visited HAPCAP and Morgan County. We are becoming the “ambassadors” for CTS Software.
- Howard has been asked to sit on the RIBAC (Rural InterCity Bus Advisory Committee) Committee on the State Level.
- The OPTA conference is April 9-11. The Management staff will be attending. There are a lot of educational sessions geared to Transit. SEAT Co-Sponsored an Educational Session.
- The RFP for Noble County Job and Family Services is being advertised now. Howard is working on the proposal to submit.
- The note at Century National Bank is almost paid off! The note started at \$290,000 and now is at a balance of \$6,000.
- SEAT is getting involved in Community projects. Ms. Thompson is getting SEAT’s name out there with projects.
- SEAT is doing a Suicide Awareness day on the 31st.
- There was an overdose at the Transit Center. The Opiate epidemic is getting worse. There has been an increase in crime and incidents that are drug and alcohol related. Drugs are being transported via Greyhound. All this is worrisome. We are worried about staff safety.
- Our phone system isn’t working properly. We are having to reset the internet phone system daily. We are looking into a new phone service provider. Mr. Bennett asked about a backup generator. Mr. Bennett said possibly that the City of Zanesville could contribute the local portion of the capital purchase of a generator, since we share the fuel pumps that

are dependent upon SEAT's computer for operation. Mr. Stewart said that it could be added to our 4 year plan for 2019. Mr. Bennett asked if we had a facilities committee. Mr. Bennett asked to have a couple of volunteers from the Board to meet with Rich Wood and Howard to discuss the two issues mentioned (Safety of Transit Center and Generators). Mr. Hobson and Mr. Bennett will sit on the committee.

- The bid for driver's was posted today.
- ODOT has approved us for a fixed route trial. We may be expanding our Putnam route to encompass the new MVHC facility on Pinkerton Lane. We would make the Pick N Save stop and the MVHC an "on call" stop where individuals would have to call and request the bus to stop. This is called Point Deviation.
- The board decided not to meet in April due to the OPTA Conference being held the same day as the meeting.
- The Board Planning and Training meeting will be held on May 8th-9th at Salt Fork Lodge.
- We have already started collaborating with the Carr Center here in town to do non-emergency medical transportation.
- Mr. Hobson asked about the status of Medicaid. Mr. Stewart said that no decision has been made. They are lobbying to keep it local. Mr. Stewart does have the name of a consultant to help with getting SEAT approved as a Medicaid provider. He will reach out to them soon.

Ms. Thompson gave the February Operations Reports. Ms. Thompson said February was the first full month of using the new software and being a one stop call center. The transition has been fairly smooth. There have been a few bumps, but those will lessen with time. We had a 33% cancellation and no show rate in February. We have discussed changing to four 10's or three 12's.

Mr. Wood reviewed the Maintenance Report for February 2018. Parts expense was down from the previous month and sold maintenance was up. He also reported that he had attended the BWC Safety Congress. The classes were very good. Mr. Wood offered to give a tour to the new Board members after the meeting.

Ms. Rucker gave the January Financial Reports. The January Income Statement and Balance Sheets were reviewed. The Income Statement showed a YTD revenue of \$272,527 and a YTD Expense of \$274,344 with a net loss of \$1,817. This is due to a lot of annual payments being made at the beginning of the year.

The January Balance sheet shows Current Assets at \$783,199 and Current Liabilities at \$377,571 for a positive net position of \$405,628.

Mr. Hobson made a motion to approve the January financials as presented, with a second by Mr. Hill. **Vote: (Verbal) In Favor – Unanimous at 4:47pm.**

VII. Old Business

Resolution 2018-03: Approve Stubbins, Watson & Bryan as Legal Counsel

Due to the history with Brent Stubbins and the knowledge of transit that Mr. Stubbins has acquired, we request that he be appointed as Legal Counsel.

Mr. Ufholz made a motion to approve Resolution 2018-03 as presented, with a second by Mr. Spraggins. **Vote: (Verbal) In Favor – Unanimous at 4:49pm.**

VIII. New Business

Resolution 2018-09: Approve Vehicle Donation Policy/Parameters

This resolution states the procedure for a non-profit 501 (c) 3 to request to be considered to receive a donated vehicle.

Mr. Hill made a motion to approve Resolution 2018-09 as presented, with a second by Ms. Rucker.

Discussion: Mr. Bennett asked that we add the words “Preference will be given to” in item #2, at the beginning of the sentence.

Mr. Hill made a motion to approve the amended Resolution 2018-09 to include the words “Preference will be given to” in item #2, at the beginning of the sentence, with a second by Ms. Rucker. **Vote: (Verbal) In Favor – Unanimous at 4:52pm.**

Resolution 2018-10: Approved Amendment to the SEAT Accounting Policy

Ms. Gill stated that the Accounting Policy needed updating with the changes in duties to match the current duties as assigned. The changes requested were shown in bold and the deletions were marked with strike-outs. A more detailed payroll section was added.

Ms. Rucker made a motion to approve Resolution 2018-10, with a second by Mr. Hobson **Vote: (Verbal) In Favor – Unanimous at 5:00pm.**

Mr. Bennett requested an amendment of the Agenda to include under New Business, Item D to be Resolution 2018-11: Authorizing SEAT Transit Director to execute all necessary agreements and documents to purchase fixed route software, and add Item E, Resolution 2018-12: Approve 4 Year Capital Improvement Plan to the Agenda.

Mr. Ufholz made a motion to amend the agenda as requested, with a second by Mr. Hill **Vote: (Verbal) In Favor – Unanimous at 5:02pm.**

Resolution 2018-11: Approve Assignment of SEAT as Lead Agency in Joint Procurement

Appoint SEAT as Lead Agency in Joint Procurement for Fixed Route Software.

Mr. Ufholz made a motion to approve Resolution 2018-11, with a second by Mr. Peters **Vote: (Verbal) In Favor – Unanimous at 5:03pm.**

Resolution 2018-12: Approve 4 Year Capital Improvement Plan

Approval requested for approval of the projected 4-Year Capital Improvement Plan. This is a living document in regards to capital purchases. This would include a generator in the 2019 plan. In 2019 the plan includes ten Bike Racks for Fixed Route Buses, three concrete style benches, computer hardware, two vehicles, paving and repair of the Transit Center Parking Lot. Local match is 20%.

Mr. Ufholz made a motion to approve Resolution 2018-12, with a second by Mr. Peters **Vote: (Verbal) In Favor – Unanimous at 5:10pm.**

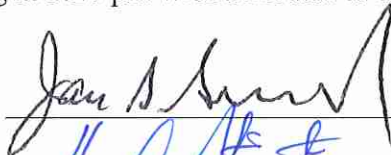
Mr. Bennett requested that due to the fact that we have so many new board members, this year would be a good year to have a Board training. It was the consensus of the board that we would move forward with a training on May 8th & 9th at Salt Fork Lodge and Conference Center. Ms. Gill will start the planning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

The next meeting will be held Wednesday, May 9th, 2018 at Salt Fork Lodge and Conference Center in Cambridge, Ohio.

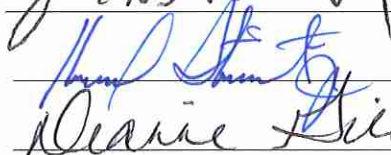
IX. Adjournment

Mr. Bennett adjourned the meeting at 5:20 pm with a motion to do so from Mr. Ufholz, and a second from Mr. Peters.

Board President



Board Secretary/Treasurer



Witness