

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

May 10, 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 May 10, 2017 at 375 Fairbanks Street, Zanesville, OH.

**II. Roll call**

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

**III. Approval of minutes from last meeting**

The April 12, 2017 minutes were reviewed. Ms. Rucker made a motion to approve the minutes with a second by Mr. Bennett. **Vote: (Verbal) In Favor – Unanimous at 4:03 pm.**

**IV. Official Communications/Public Comments**

Mr. Ufholz presented a five-year certificate to Mr. Stewart and thanked him for his years of service.

**V. Transit Director's Report**

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

- Staffing – Everyone is back to work and have hired a driver who is in training. He doesn't have his Passenger endorsement yet, but we are assisting him with that.
- JFS – Mr. McCollister from Muskingum County is going to continue our contract until he hears otherwise. Guernsey County is accepting proposals and Noble County is still waiting.
- Community Health Collaborative – They are still working with Mr. Stewart.
- Tiger T20 Grant – Contracts must be signed by the end of June.

- OPTA Conference – It was great this year. The Association is getting stronger and stronger. This was more geared to Rural Transits this year.
- BASE Training – Mr. Stewart and Mr. Wood attended a very interesting training held at SARTA. They found it to be very informative and learned quite a lot. Terrorism was discussed and pointers were given about it.
- DD – We are kicking off our DD Transportation on May 15<sup>th</sup>. Waiver is being billed by Morgan County Transit and Non-Waiver will be billed by us. Logistics are being worked out.
- Mr. Stewart was invited to “Eggs and Issues” by Mayor Tilton. A lot of representatives were there. Mr. Stewart discussed the Medicaid issues. Community issues were discussed.
- OMEGA has been charged by ODOT for a 2-year pilot program for regional transportation. Miami Valley Regional Planning is taking care of the western part of Ohio. OMEGA is also charged with helping counties create a county coordinated plan. They will need our assistance to complete it for our area.
- Tire Alignment machine is in and the staff has been trained on it. We have already aligned two vehicles.
- Mr. Stewart announced Ms. Minter’s retirement to the staff.
- Mr. Stewart asked Mr. Bennett’s help to get together with some officials. ODOT is going to come down and discuss broadband issues, and to discuss using existing resources to expand.
- ODOT invoice is due the 15<sup>th</sup>. We’re working on it.
- Mr. Stewart spoke with the Mayor about the new Board Member. The new member should be approved at the next council meeting. We’re still working on South Zanesville.
- Mr. Stewart would like to have a complete assessment on our operations. A request was sent to Lakatos group to see about doing one for us. It will be approximately \$2,400. They are already familiar with us and they have done efficiency studies for us in the past.
- Mr. Stewart stated that we are in the process of changing out the lights in the garage. We are changing to LED lights to save money. We will actually get a rebate from AEP as well.
- We are in the process of getting bids for our Canopy. We found out that we cannot attach the canopy to the building.

- Mr. Stewart said that he has been thinking about adding another bus on the Maple Route. They would be 45 minutes apart. We have also been talking about making the Putnam Route longer.

Mr. Ufholz asked the status of the Strategic Planning Retreat for the Board Members. Mr. Stewart said that he feels we should still put it on the back burner until the regionalization is finalized.

Mr. Bennett gave some updates on road closings and construction coming up.

Mr. Stewart gave the Operations report for April. He stated that our contract ridership continues to be down. Mr. Stewart said he has talked to Ms. Minter to push customer service from our staff. We have competition and we must make the experience a great one for our riders so that they want to ride with us again. The gas cards distributed by JFS seem to increase and by doing so, decrease our ridership. Ms. Gill asked if the new Healthcare Bill's Medicaid Expansion reduction could affect our ridership. It could have a big impact. Mr. Stewart stated that the uncertainty of funding via contracts is creating a budgeting issue. We can't state we will be getting a certain amount of money.

Mr. Stewart presented the March Maintenance Report. There were no questions.

Ms. Wyers gave the March Financial Reports. The March Income Statement was reviewed. Contract Fares are down but the gap is closing because of the increase in Guernsey County JFS. The YTD Revenue is \$727,443. Expenses are in line with the budget. YTD Expenses are \$726,432 for a net gain of \$1,011.

The March Balance Sheet was reviewed next. Total Current Assets were \$760,815 and Total Current Liabilities were \$349,313 with a positive net position of \$411,502.

Mr. Stewart found that the reason ODOT is cracking down on the extras on the vehicles is because too many agencies purchased a lot of extras last year when the funding was at 100%. Because of that, we feel a resolution is not needed from the Board because the change was made for a legitimate reason.

Mr. Bennett made a motion to accept the March 2017 Financials as presented, with a second by Ms. Rucker **Vote: (Verbal) In Favor – Unanimous at 4:41pm.**

## **VI. Executive Session.**

**A roll call vote** was made at **4:43pm** to go into Executive Session to discuss an **employment issue**. The Yes votes were: Mr. Bennett, Ms. Norman, Mr. Peters, Ms. Rucker, Mr. Ufholz, Ms Wyers. There were no Nay votes.

The Board came out of Executive Session and into Regular Session with a motion by Mr. Peters and a 2<sup>nd</sup> by Mr. Bennett. **Vote: (Verbal) In Favor – Unanimous at 4:51pm.**

A motion was made by Mr. Bennett to accept Howard Stewart's evaluation and a 2<sup>nd</sup> by Ms. Norman. **Vote: (Verbal) In Favor – Unanimous at 4:52pm.**

## **VII. Old Business**

**Resolution 2017-17: Approve Amended Procurement.** A change in the Procurement Policy was presented. SEAT would like to raise the micro level from \$3,000 to \$3,500 and change the small level from \$3,000-\$50,000 to \$3,500-\$150,000. This matches what ODOT is required. It makes the process easier. All purchases over \$15,000 would still be approved by our Board.

Mr. Bennett made a motion to approve Resolution 2017-17 as presented, with a second by Ms. Rucker. **Vote: (Verbal) In Favor – Unanimous at 4:58pm.**

**Resolution 2017-11: Rescind Attendance Policy.** The attendance policy that was presented and approved at the last board meeting met with some opposition from the Union. Because of that, we have decided to rescind the policy. The idea of PTO was brought up. Mr. Ritterbeck of the Union recommended we make a proposal and then have a vote on it. We contacted Karen Adolfini, an attorney provided by OTRP. She will be working on a proposal.

Mr. Bennett made a motion to rescind Resolution 2017-11 as presented, with a second by Ms. Rucker. **Vote: (Verbal) In Favor – Unanimous at 5:00pm.**

## **VIII. New Business**

### **Resolution 2017-16: Approve OnBoard Video and Surveillance Policy**

This policy will be needed when cameras are installed on the buses. We are currently in the process of gathering quotes for the cameras.

Mr. Peters made a motion to approve Resolution 2017-16 as presented, with a second by Ms. Wyers. **Vote: (Verbal) In Favor – Unanimous at 5:05pm.**

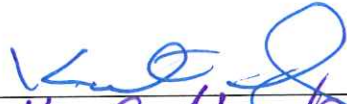
A motion was made by Ms. Norman to increase Mr. Stewart's salary by 2.75%, retroactive to January 1<sup>st</sup>, 2017. A second was made by Mr. Peters. **Vote: (Verbal) In Favor – Unanimous at 5:07pm**

The next meeting will be held Wednesday, June 14, 2017 at the SEAT Administration Office at 375 Fairbanks Street in Zanesville, OH.

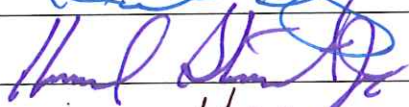
## **IX. Adjournment**

Mr. Ufholz adjourned the meeting at 5:08 pm with a motion to do so from Mr. Peters, and a second from Ms. Wyers.

Board President

  
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Board Secretary/Treasurer

  
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Witness

Dianne Hill  
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