

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

November 15, 2017

I. Call to order

Mr. Ufholz called to order the Regular meeting of the South East Area Transit Board of Trustees at 4:00 pm on November 15, 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, Paul Quisling, Boyer Simcox, James Spraggins and Kurt Ufholz. Jeff McKendry, Ellen Rucker, Kayla Wyers and David Wagner were absent. Staff present were: Howard Stewart, Andrea Thompson, and Dianne Gill.

A motion was made by Mr. Bennett to amend the Agenda to include Resolution 2017-34, second by Mr. Spraggins. **Vote: (Verbal) In Favor – Unanimous at 4:01pm.**

III. Approval of minutes from last meeting

The September 6, 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 4:03pm.**

IV. Official Communications/Public Comments

Mr. Stewart stated that we received a thank you from the Lieutenant Governor's office thanking us for all we do.

V. Transit Director's Report

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

- Mr. Stewart stated that on September 29 we had a free ride day and it was well received.
- Ms. Thompson stated that the Transit Center staff brainstormed and decided to do an event for the public. It is called the Polar Bus Express. Sponsorships will be sold. It will be held on December 12th from 6pm – 8pm. This is for the public to get familiar with us.
- Tiger Grant – kickoff on the 22nd. We're trying to get the training taken care of with CTS.
- Multi-plex units will be installed on all of our buses. We will have AT & T service in addition to Verizon.

- Cameras were installed on the 16th. Already helped on a hit & run.
- Our audit is at the clearinghouse. Perfect audit. No findings!!
- Coordinated plan grant has been signed. Our consultant has been busy so they haven't had their signed part completed but once it is received, we will proceed.
- Mr. Stewart and Barbara Rhoades from OTRP met with ODOT to discuss creating a captive for the 3rd party transit providers in the state who may not be carrying the correct amount or type of liability required for transit providers.
- Attended ODOT and ODM Mobility Transformation Policy Alignment Workforce Impact Study Meeting with Andrea. Trying to get something to transport individuals back and forth to Fanatics.
- Been very busy with OPTA. Had one of the largest Board meetings it has ever had recently due to the Medicaid issues facing us all.
- The Fuel Canopy project is underway. Paul Construction lowered their bid to \$51,300. City of Zanesville has already started the work.
- A group called All Shook Up is looking to put bus stop benches out at some of our stops. They have met with the County Commissioners to ask them for funds. They offered \$200 but that \$200 would be taken out of our local match contribution.
- Regionalization – meetings are ongoing.
- We responded to the Medicaid RFI stating how taking the Medicaid from JFS would affect our RTA.
- Presented to City Council. Was well accepted.

October Operations report was given by Ms. Thompson. JFS trips have increased tremendously. Elderly & Disabled numbers are down due to cleaning up verification files. Our contract ridership is down due to the change in Muskingum DD ridership. Overall we are increasing. Our overtime is reflecting the increase in number. Mr. Ufholz asked about a Midwest bus on Greenlawn. We assume it is a Medicaid transportation provider.

Mr. Stewart reviewed the October Maintenance report. WE have changed out lighting in our building. There is a rebate offered by AEP due to decrease in usage.

Mr. Ufholz and Mr. Stewart discussed changing the number of seats on the Board due to issues with not meeting a quorum. Mr. Ufholz stated that we have spoken about lowering the number of seats for the City of Zanesville from six to four and to do away with the Byesville seat. More discussion will be held.

Mr. Stewart reviewed the August and September Financial Reports. The August Income Statement was reviewed. The YTD Revenue is \$2,085,139. Expenses are in line with the budget. YTD Expenses are \$2,037,738 for a net gain of \$47,401.

The August Balance Sheet was reviewed next. Total Current Assets were \$808,841 and Total Current Liabilities were \$353,205 with a positive net position of \$455,636.

Ms. Norman made a motion to accept the August 2017 Financials as presented, with a second by Mr. Simcox **Vote: (Verbal) In Favor – Unanimous at 4:04pm.**

Mr. Stewart reviewed the September Financial Reports. The September Income Statement showed the YTD Revenue is \$2,374,072. Expenses are in line with the budget. YTD Expenses are \$2,305,046 for a net gain of \$69,026.

The September Balance Sheet was reviewed next. Total Current Assets were \$769,677 and Total Current Liabilities were \$354,171 with a positive net position of \$415,506.

Mr. Peters made a motion to accept the September 2017 Financials as presented, with a second by Mr. Quisling **Vote: (Verbal) In Favor – Unanimous at 4:05pm.**

VI. Old Business

No Old Business

VII. New Business

Resolution 2017-28: Authorize CY2018 E & D Contract

A resolution was passed giving the authority to Mr. Stewart to sign the CY2018 Contract Documents with ODOT for CY2018 E & D Funding. \$10,837 is the annual total.

Mr. Bennett made a motion to approve Resolution 2017-28 as presented, with a second by Ms. Norman. **Vote: (Verbal) In Favor – Unanimous at 4:08pm.**

Resolution 2017-29: Approve Discipline Policy

Resolution was deferred until the next regular meeting in order to give the Board members a chance to review it.

Mr. Bennett made a motion to defer Resolution 2017-29 until the next meeting, with a second by Mr. Spraggins. **Vote: (Verbal) In Favor – Unanimous at 4:10pm.**

Resolution 2017-30: Approve 2018 Non-Union Pay Rates

The pay rates for non-union employees were presented to the board for approval. Mr. Bennett stated that the “Per hour” should be placed beside each hourly rate in Section 1a, 1e and 1f.

Mr. Bennett made a motion to amend Resolution 2017-30 with the insertion of the wording “Per hour” in Sections 1a, 1e & 1f, with a second by Mr. Quisling. **Vote: (Verbal) In Favor – Unanimous at 4:12pm.**

Mr. Bennett made a motion to approve Resolution 2017-30 as amended, with a second by Ms. Norman. **Vote: (Verbal) In Favor – Unanimous at 4:12pm.**

Resolution 2017-31: Approve 2018 Board Meeting Schedule

A resolution was presented with the dates of the upcoming Board meetings for 2018 for the Board’s approval. Guernsey County meetings will be in March and October. The September Board meeting will be on a Tuesday instead of a Wednesday due to scheduling issues.

Mr. Bennett made a motion to approve Resolution 2017-31 as presented, with a second by Mr. Spraggins. **Vote: (Verbal) In Favor – Unanimous at 4:14pm.**

Resolution 2017-32: Approve Dinsmore & Shohl as Bond Counsel

A resolution was presented for approval of Dinsmore & Shohl as Bond Counsel for the 2018 Revenue Anticipation Note at Century National Bank.

Mr. Bennett made a motion to approve Resolution 2017-32 as presented, with a second by Mr. Peters. **Vote: (Verbal) In Favor – Unanimous at 4:15pm.**

Resolution 2017-33: Authorize Issuance of Revenue Anticipation Note at Century National Bank for CY2018

Approve Issuance of Note at Century National Bank not to exceed \$27,542.

Mr. Bennett made a motion to approve Resolution 2017-33 as presented, with a second by Ms. Norman. **Vote: (Verbal) In Favor – Unanimous at 4:17pm.**

Resolution 2017-34: Authorize Check Signers on Bank Account and Issue Debit Card to Andrea Thompson

Authorize the addition of Andrea Thompson as a check signer and the removal of Linda Minter on the bank accounts at Century National Bank and also authorize the issuance of a debit card to Andrea Thompson. Also, approve the addition of Paul Quisling to the signature card.

Mr. Bennett made a motion to amend Resolution 2017-34 to include the addition of Paul Quisling as a check signer, with a second by Mr. Peters. **Vote: (Verbal) In Favor – Unanimous at 4:20pm.**

Mr. Bennett made a motion to approve Resolution 2017-34 as amended, with a second by Mr. Peters. **Vote: (Verbal) In Favor – Unanimous at 4:20pm.**

The next meeting will be held Wednesday, December 13, 2017 at the SEAT Administration Office at 375 Fairbanks Street in Zanesville, OH.

VIII. Adjournment

Mr. Ufholz adjourned the meeting at 5:17 pm with a motion to do so from Mr. Bennett, and a second from Mr. Quisling.

Board President



Board Secretary/Treasurer



Witness

