

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

February 13, 2019

**I. Call to order**

Mr. Ufholz called to order the regular monthly meeting of the South East Area Transit Board of Trustees at 4:02 pm on February 13, 2019 at the SEAT Administrative Office at 375 Fairbanks Street, Zanesville, Ohio.

**II. Roll call**

Ms. Gill conducted a roll call. The following persons were present: Rob Guentter, Rocky Hill, Doug Hobson, Keith Melvin, Connie Norman, Ellen Rucker, Boyer Simcox, James Spraggins and Kurt Ufholz. No members were absent. Staff present were: Howard Stewart, Dianne Gill, Rich Wood and Andrea Thompson.

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

The November 18, 2018 minutes were reviewed. Ms. Rucker made a motion to approve the minutes with a second by Mr. Hobson. **Vote: (Verbal) In Favor – Unanimous at 4:03 pm.**

**IV. Official Communications/Public Comments**

Mr. Stewart stated that tomorrow is Ohio Loves Transit Day. Its free rides across the State of Ohio.

**V. Transit Director's Report**

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

- Mr. Stewart stated that the Coordinated Transportation Plan has been approved by ODOT.
- We started demand response in Noble County in January.
- Perry County Transit is now doing our DD Waiver billing instead of Morgan County Transit.
- Fixed Route Software agreement has been signed with Double Map. Late May will probably be the month we start using it.

- We will be submitting a 5310 funding grant for Mobility Management. This is for CY2020. We are still working on a narrative and the budget.
- 5311 Grant has been resubmitted. We are hoping to have it all taken care of very soon.
- Fanatics transportation is finished. We transported 3 shifts every day.
- The Transit Peer Conference was in December. It was a great conference. We had 93 participants. It is continuing to grow.
- We are having a meeting on Friday for a route study redesign. We received a grant from ODOT to do the study.
- Our additional capital needs have been approved for reimbursement. That is an extra \$21,000 we will be reimbursed.
- We have been taking 500 calls a day for scheduling. We are looking at a customer service phone system to help us as we grow.
- Polar Bus Express was a success. We had over 500 people attend.
- Our audit has been started.
- The café at the Transit Center is still up in the air as far as what we are doing with it. We are going to start getting rid of some of the items in the room to clear it out.
- We are working on the lease for the new Guernsey County location. We are thinking of working with GoBus at the Cambridge location. They go North/South and Greyhound goes East/West. Our current lease is up 6/30/19.
- The Union accepted the MOU for Non-CDL drivers.
- Mr. Stewart attended a legislative day in Tuscarawas County. Rep. Doug Jones and Mr. Stewart had a great conversation. He introduced Mr. Stewart to several representatives from all over the State of Ohio.
- We met with JFS locally. They will be starting to use the CTS software instead of emailing back and forth. Ms. Thompson said we are doing a two week test drive right now. Ms. Gill and Ms. Thompson recently met with Guernsey County JFS. They are looking into no longer using gas vouchers but to use SEAT instead.
- Mr. Stewart stated that the Non-Profit is coming along. We will be requesting some start up funds today.
- We are redesigning our website and making a new commercial. We are having these done professionally.

- Mr. Stewart attended an OTRP Board Planning Session.
- We still have two vacancies on the Board.
- Mr. Stewart was planning on offering free rides to Federal Employees during the shut down.
- We have received concurrence from ODOT for special fares for a work development program. JFS has a program that will help with the cost. We may apply for CDBG funds as well.
- CALStart is coming down next week to visit with us. They specialize in alternative fueling solutions.
- Mr Guentter asked if the new Non-CDL drivers would have the same training requirements as the CDL. Mr. Stewart said that all requirements would be the same.

Ms. Thompson gave the final year report. The 2017 numbers are not 100% accurate because the program and processes that were being used. Fixed Route from May 2018 to Dec 2018, we are up 4,000 riders. We are also randomly riding the Fixed Route. Demand Response is up 42% per month in scheduling. We continue to see that demand. We are still locked into the current hours. Right now, the last appointment time we take is 2:30 in the afternoon. We are looking at moving the time a little later to see if that helps. Our labor has improved because of the block time frames. Labor 2017 vs 2018 was decreased by \$125,000. Our passenger per service hour was 1.2 in 2017 to 4.6 in 2018. Our cancellation rate is still high. Our on-time performance is 96%. We moved to the one stop call center in 2018 and started the On The Go program to educate our passengers. We currently have seven agency portals. We have 2 ½ more drivers this year than we did last. Ms. Gill mentioned that our social media presence has grown as well.

Mr. Stewart presented the Maintenance report. It was reviewed. Our Sold Maintenance totals were higher than last year. We did over \$74,478 in Sold Maintenance. 560,100 miles traveled in 2018.

Mr. Rucker gave the October and November Financial Reports. The October Income Statement showed a YTD revenue of \$2,949,683 and a YTD Expense of \$2,816,435 with a net gain of \$133,248

The October Balance Sheet was reviewed showing total current assets of \$890,887 and total current liabilities of \$345,243 for a positive net position of \$545,644.

The November Income Statement was reviewed. The YTD Income stands at \$3,250,163. The YTD Expenses are at \$3,113,721 for a gain of \$136,442.

The November Balance Sheet was reviewed. Total Current Assets were \$888,966 and Total Current Liabilities are \$335,431 for a positive net position of \$553,535.



Mr. Hill made a motion to approve the October and November Financials as presented, with a second by Ms. Rucker **Vote: (Verbal) In Favor – Unanimous at 4:43pm.**

## **VI. Old Business**

### **Resolution 2019-03: Approve CY2018 Budget Revision**

The 2018 Budget Revision was presented to the Board with the Finance Committee's recommendation.

Mr. Guentter made a motion to approve Resolution 2019-03 as presented, with a second by Mr. Hobson **Vote: (Verbal) In Favor – Unanimous at 4:45pm.**

### **Resolution 2019-07: Approve CY2019 Board Meeting Schedule**

The 2019 Board meeting schedule was presented with meetings being moved to the 3<sup>rd</sup> Wednesday of the month instead of the 2<sup>nd</sup> Wednesday. The July meeting has been cancelled.

Mr. Hill made a motion to approve Resolution 2019-07 as presented, with a second by Ms. Rucker. **Vote: (Verbal) In Favor – Unanimous at 4:47pm.**

Mr. Hobson made a comment regarding the Transit Peer Conference. He stated that it was very professionally run. He said the comments given to him were all positive. He stated that he just can't say enough about it. He said it was awesome.

## **VII. New Business**

### **Resolution 2019-01: Approve 5310 Grant Application**

The Authorizing Resolution for the submission of the 5310 Grant Application for Mobility Manager. It is due March 1<sup>st</sup>. This is what the Coordinated Plan was created for.

Mr. Simcox made a motion to approve Resolution 2019-01 as presented, with a second by Mr. Spraggins. **Vote: (Verbal) In Favor – Unanimous at 4:48pm.**

### **Resolution 2019-02: Approve 2019 Capital Purchases**

The Capital Purchases for 2019 were presented for approval. They are:

- Two LTV vehicles Federal Funds \$104,000
- Paving and Patching the Black Top surface at the Transit Center and the Administration Facility. Federal Funds \$18,000
- Ten Bike Racks for Fixed Route Vehicles. Federal Funds \$6,600
- Computer Hardware. Federal Funds \$2,040
- Three Bus Stop Benches for Fixed Route. Federal funds \$1,440

- Total for 2019 == \$132,080

Mr. Hobson made a motion to approve the Resolution 2019-02 as presented with a second by Mr. Melvin **Vote: (Verbal) In Favor – Unanimous at 4:48 pm.**

#### **Resolution 2019-04: Approve Lakatos Group Contract**

This contract is presented for approval. This is for the use of the Lakatos Group consultants for mostly financial consultation throughout the year. The Lakatos Group takes care of calculating our OPERS Liability entries. Mr. Guentter asked if we could add a “not to exceed” dollar amount on the contract. Mr. Ufholz asked what their total was in 2018. Ms. Gill said the total was \$1200 in 2018. We can’t exceed \$15,000 on a contract without Board approval, per vendor.

Mr. Melvin made a motion to approve Resolution 2019-04, with a second by Mr. Spraggins **Vote: (Verbal) In Favor – Unanimous at 4:51 pm.**

#### **Resolution 2019-05 Authorizing Stubbins, Watson, Bryan as Legal Counsel**

Mr. Guentter asked what the hourly rate was for the attorney for transparency purposes. Mr. Stewart said it varied based on who performed the work. Mr. Hobson asked how long they had been counsel. Mr. Stewart said for the past 13 years. After discussion about the history with the Stubbins as Legal Counsel and the education involved in learning about Transit requirements, the Board moved forward with the vote.

Mr. Hobson made a motion to approve Resolution 2019-05, authorizing the appointment of Stubbins, Watson & Bryan as Legal Counsel for 2019, 2<sup>nd</sup> by Mr. Melvin **Vote: (Verbal) Ayes (8), Nays (1)– Resolution Approved at 5:02pm.**

#### **Resolution 2019-06: Approve Amended Muskingum County Coordinated Plan**

The Coordinated Plan that the Board previously approved had to be changed. The Amended plan has now been approved by ODOT and now needs the Board’s approval.

Mr. Melvin made a motion to approve Resolution 2019-06, 2<sup>nd</sup> by Mr. Hobson. **Vote: (Verbal) In Favor – Unanimous at 5:02pm.**

Mr. Ufholz stated that we needed to reflect in the minutes, that the Federal Workers ride for free during furlough.

Mr. Hill made a motion to approve the free rides, with a 2<sup>nd</sup> by Mr. Spraggins. **Vote: (Verbal) In Favor – Unanimous at 5:02pm.**

Mr. Stewart asked for approval of \$5,000 for seed money to start the Non-Profit.

Mr. Guentter made a motion to appropriate \$5,000 of local funds as seed money for the Non-Profit for filing fees, startup costs, etc., 2<sup>nd</sup> by Mr. Simcox. **Vote: (Verbal) In Favor – Unanimous at 5:05pm.**

Discussion was made about doing something special for Mr. Peters who recently resigned from the Board after 32 years of service.

The following Purchase Orders were presented to the Board for their approval, due to the fact that they are over \$15,000 and were not presented to the Finance Committee. These would need approval, retroactive to January 1<sup>st</sup>, 2019. They are:

• Contract Drivers	\$675,855	PO#2026
• City of Zanesville Fuel	\$50,000	PO#1919
• Auditor of State	\$17,000	PO#1930
• John Deere Financial	\$30,000	PO#1946
• Health Insurance-Admin	\$60,000	PO#1951
• Health Insurance-Veh Mtn	\$100,000	PO#1952
• Health Insurance-Intercity	\$15,000	PO#1953
• Health Insurance-Bus Ops	\$240,000	PO#1954
• OTRIP Liability Coverage	\$85,000	PO#1964
• WHIZ	\$18,000	PO#1982

Mr. Hobson made a motion to approve the Purchase Orders as presented, retroactive to January 1, 2019, 2<sup>nd</sup> by Mr. Spraggins. **Vote: (Verbal) In Favor – Unanimous at 5:18pm.**

#### VIII. Adjournment

Mr. Ufholz adjourned the meeting at 5:18 pm with a motion to do so from Mr. Hill, with a 2<sup>nd</sup> by Mr. Hobson.

Board President

Board Secretary/Treasurer

Witness

  
  
