

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

March 20, 2019

I. Call to order

Mr. Ufholz called to order the regular monthly meeting of the South East Area Transit Board of Trustees at 4:00 pm on March 20, 2019 at Crossroads Branch Library in Cambridge, Ohio.

II. Roll call

Ms. Gill conducted a roll call. The following persons were present: Robert Hill, Connie Norman, Ellen Rucker, James Spraggins and Kurt Ufholz. Absent were Rob Guentter, Doug Hobson and Keith Melvin. Staff present were: Howard Stewart, Dianne Gill, Arlene Johnson, Andrea Thompson and Rich Wood.

III. Approval of minutes from last meeting

The February 13, 2019 minutes were reviewed. Ms. Rucker made a motion to approve the minutes with a second by Mr. Spraggins. **Vote: (Verbal) In Favor – Unanimous at 4:00 pm.**

IV. Official Communications

Mr. Stewart distributed Certificates of Completion for the Ethics Training given by Mr. Mark Landes, ESQ at the Board Training in May, 2018.

V. Transit Director's Report

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

- Mr. Stewart announced that the 5310 Grant had been submitted
- Fixed Route redesign has begun.
- Tiger additional funds were approved.
- The café' is being updated for office space.
- Another unit has become available in Cambridge. It is larger and has two restrooms. The cost is \$500 more.
- We have started negotiations with the Teamsters Union for the contract that expires May 31, 2019.

- The Non-Profit has the process started for formally filing the paperwork.
- Webiste is being redesigned and a commercial is being filmed Wednesday.
- Mr. Simcox has resigned from the Board.
- An MOU will be presented for approval today for the call center funding for 2019.
- We submitted a CDBG application yesterday.
- We are staying busy with visits from other Transit Authorities. ODOT is recommending to other transits that they visit us to see our Operations.
- OPTA Conference is April 1st – 3rd, 2019. Senior staff will be attending.

Ms. Thompson gave the February Operations Report. Over 6700 trips were scheduled the month of February. Passengers per day is up 54% over this time last year. We are working hand in hand with Genesis. We are the main provider of transportation after hours for them. A Team Lead has been promoted and is being trained at the Transit Center.

Mr. Wood reviewed the Maintenance Reports for January and February. The Maintenance Department has been busy and starting with Air Conditioning tune ups. They have also been busy working at the Transit Center café remodeling for office space. A new contract has been signed for sold maintenance with National Church Residences.

Mr. Stewart gave the January Financial Reports. The January Income Statement showed a YTD revenue of \$347,545 and a YTD Expense of \$344,796 with a net gain of \$2,749.

The January Balance sheet shows Current Assets at \$882,052 and Current Liabilities at \$389,766 for a positive net position of \$492,286.

Mr. Hill made a motion to approve the January financials as presented, with a second by Ms. Rucker. **Vote: (Verbal) In Favor – Unanimous at 4:19pm.**

VI. Old Business

Resolution 2018-22: Approve the Amended Authorizing Resolution for CY2019 5311, 5311f and 5339 Grant application

Mr. Stewart stated that a change was required by ODOT in our Certs and Assurances. We can no longer claim Sold Maintenance Revenue in the year it was earned. This resolution needed to be changed to reflect that.

Ms. Rucker made a motion to approve Resolution 2018-22 as amended, with a second by Ms. Norman. **Vote: (Verbal) In Favor – Unanimous at 4:21pm.**

Resolution 2018-29: Amend the Lease Agreement with Gerald Benson

This ties in with Mr. Stewart’s report. This is to revise the Resolution to reflect \$2,500 per month lease instead of \$2,000 per month for the new Guernsey County location.

Mr. Hill made a motion to approve Resolution 2018-29 as amended, with a second by Mr. Spraggins. **Vote: (Verbal) In Favor – Unanimous at 4:23pm.**

Resolution 2019-05: Amend Resolution to reflect Attorney hourly rates.

Three attorneys were contacted to present hourly rates for our legal needs. Stubbins, Watson and Bryan came in with the rate of \$325/hour for Brent Stubbins, \$225/hour for Grant Stubbins and \$115/hour for paralegal.

Ms. Rucker made a motion to approve Resolution 2019-05 as amended, with a second by Mr. Hill. **Vote: (Verbal) In Favor – Unanimous at 4:24pm.**

VII. New Business

Resolution 2019-08: Approve MOU with Tuscarawas County Committee on Aging for call center funding

This MOU is to approve the arraignment for the Regional Call Center to be established at 224 Main Street, Suite B in Zanesville Ohio.

Mr. Spraggins made a motion to approve Resolution 2019-08, with a second by Ms. Rucker **Vote: (Verbal) In Favor – Unanimous at 4:26pm.**

Discussion was had regarding Mr. Stewart’s pay rate. Mr. Hill made a motion to increase the annual salary of Mr. Howard Stewart Jr., the Transit Director by 2.75%, retroactive to January 1, 2019. Ms. Norman seconded the motion. **Vote: (Verbal) In Favor – Unanimous at 4:30pm.**

VIII. Adjournment

Mr. Ufholz adjourned the meeting at 4:31 pm with a motion to do so from Mr. Spraggins, and a second from Mr. Hill.

Board President



Board Secretary/Treasurer



Witness


