

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

May 29, 2019

**I. Call to order**

Mr. Ufholz called to order the special meeting of the South East Area Transit Board of Trustees at 12:00pm on May 29, 2019 at 375 Fairbanks Street, Zanesville, Ohio.

**II. Roll call**

Ms. Gill conducted a roll call. The following persons were present: Robert Hill, Keith Melvin, Connie Norman, James Spraggins and Kurt Ufholz. Doug Hobson arrived at 12:08pm and Rob Guentter arrived at 12:10pm. Absent was Ellen Rucker. Staff present were: Howard Stewart, Dianne Gill, Andrea Thompson and Rich Wood

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

The March 20, 2019 minutes were reviewed. Mr. Spraggins made a motion to approve the minutes with a second by Mr. Hill. **Vote: (Verbal) In Favor – Unanimous at 12:02 pm.**

**IV. Official Communications**

**V. Transit Director's Report**

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

- The cake we donated to the Alfred Carr Cake Auction, was sold to TLK.
  - We were highlighted in Genesis's quarterly Living Well Report.
  - We had public meetings on May 13<sup>th</sup> for fixed route redesign and analysis. We had a great agency turn out for the meetings. We will have a recommendation on June 7<sup>th</sup>.
  - We signed an addendum for the Noble County contract to continue as we have been.
  - Guernsey County JFS contract is in the proposal process. The Muskingum County RFP is due Friday, May 17<sup>th</sup>.
  - Mr. Simcox has resigned from the Board due to the fact that the change in day conflicted with his schedule. A replacement is being sought. We still have a vacancy for the City of
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Zanesville. Mr. Ufholz asked if changing the meeting time to noon would help with Mr. Simcox. Mr. Stewart said he would reach out.

- We had a great conference at OPTA this year.
- Presented to the Chamber of Commerce. A lot of people weren't aware of everything we offered.
- The lease was signed for the new Guernsey County office. We will be there effective July 1<sup>st</sup>, 2019. Our legal looked over the lease.
- We are still working with OMEGA in the regionalization venture. We had a meeting today with area JFS Directors to discuss how we operate and the possible collaboration between us all. It was very well received. Representatives from OMEGA and the ODOT Office of Transit were there as well. We were informed that our project with OMEGA is being recognized nationally as the "way to regionalize". We could be a model for the nation for Non-Emergency Medical Transportation.
- Our commercial is done. You can see it on the City of Cambridge website.
- We are currently working on our website (redesign)
- We did a cookout for our employees on May 9<sup>th</sup>. We will be having one for the Cambridge office once we move.
- We got our MOU signed with Tuscarawas County to have the Call Center up and running by July 1<sup>st</sup>, 2019.
- Our new vehicles have been ordered and should arrive in June.
- ODOT was here for a visit. Things went well.
- We are in the process of scheduling a meeting for the new non-profit. We need to work on the 1023. We need to have an organizational meeting. We would like to have a bank account set up for the non-profit.

Mr. Guentter made a motion to open a bank account for the non-profit using the \$5,000 already approved by the board from SEAT, and have two staff and a board member (Mr. Guentter volunteered) as signers, requiring two of the three to sign checks, second by Mr. Hill. **Vote: (Verbal) In Favor – Unanimous at 12:18 pm.**

- ODOT's letter of intent is due on June 6<sup>th</sup>. We need to update our 4-year capital plan. We have to also submit our SAM verification and 2 CFR 200 documentation.
  - Our capital projects for 2019 are underway. We are in the process of getting bids for the parking lot repair.
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- We receiving approximately \$7,000 for the InterCity reconciliation of 2017 & 2018
- Morgan County Transit is coming to our Transit Center every Friday and dropping people off the ride our fixed route. Perry County Transit is bringing people to our Walmart South.
- Fixed route study will be done soon. We are slightly above the national average in ridership. Three routes are averaging 10 riders per hour.
- Our MD & A is due Friday. Ms. Gill is working on that. We have to have it submitted into the Hinkle System by May 31<sup>st</sup>.
- Our Union Negotiation lasted one day. An agreement was had at that meeting. It has been voted in as a membership. Our Transit Center staff has joined the union as well in a different classification.

Ms. Thompson gave the March & April Operations Report. Ridership is up and overtime is down. April 2018 vs 2019, 83% more trips were scheduled and 53% of those trips were completed. We have hired another call center rep. Our Vendor Coordinator is working with area providers to help them use our software portal for scheduling rides.

Mr. Wood reviewed the Maintenance Reports for March & April. The Maintenance Department has been busy. We have picked up Community Ambulance and Coshocton County Coordinated Transportation Agency as new customers. They have also been busy working at the Transit Center café remodeling for office space. Mr. Hobson asked if we need more room because of the increase in business. Mr. Stewart said that he thinks that the building may be a little smaller than we need if we continue to grow as we are. Discussion was held concerning the office and maintenance areas and what our needs are. We may have to think about a new facility in the future.

Ms. Gill gave the February Financial Reports. The February Income Statement showed a YTD revenue of \$645,694 and a YTD Expense of \$644,356 with a net gain of \$1,338. The February Balance sheet shows Current Assets at \$876,650 and Current Liabilities at \$408,292 for a positive net position of \$468,357.

The March Income Statement showed a YTD Revenue of \$983,388 and a YTD Expense of \$980,583 with a positive gain of \$2,806. The March Balance Sheet showed \$926,977 in Current Assets and \$451,565 in Current Liabilities for a positive net position of \$475,411.

Mr. Hill made a motion to approve the February and March financials as presented, with a second by Mr. Spraggins. **Vote: (Verbal) In Favor – Unanimous at 12:50pm.**

A roll call vote was held to go into Executive Session to discuss a personnel matter at 12:51pm. Roll call vote unanimous.

Mr. Ufholz announce the meeting back in regular session at 12:55pm with no action taken.

## VI. Old Business

### Resolution 2019-09: Approve the Amended Accounting Manual

Ms. Gill stated that the Accounting manual had to be edited due to restructuring of the Administration offices and duties being changed. A change in payroll processing companies required changes made in the payroll section as well.

Mr. Guentter made a motion to approve Resolution 2019-09 as amended, with a second by Mr. Melvin. **Vote: (Verbal) In Favor – Unanimous at 12:58pm.**

### Resolution 2019-10: Approve Amended Procurement Policy

ODOT has changed their procurement thresholds so SEAT wants to change our procurement policy to match ODOT's so they will match. This will help with procurements in the future. The micro threshold has been changed to under \$10,000 and the small threshold has been changed to \$10,000 to \$49,999. The Large minimum is now \$50,000. A correction was made in the wording of the resolution in #3 to reflect that the Large limit would decrease not increase.

Mr. Hill made a motion to approve Resolution 2019-10 as amended, with a second by Mr. Hobson. **Vote: (Verbal) In Favor – Unanimous at 1:00pm.**

## VII. New Business

Mr. Stewart stated that the Union Negotiations had taken place and that the contract would need approved by the SEAT Board of Trustees due to the fact that the contract will go into effect on June 1, 2019.

Mr. Hobson made a motion to approve the union contract, with a second by Mr. Melvin **Vote: (Verbal) In Favor – Unanimous at 1:02pm.**

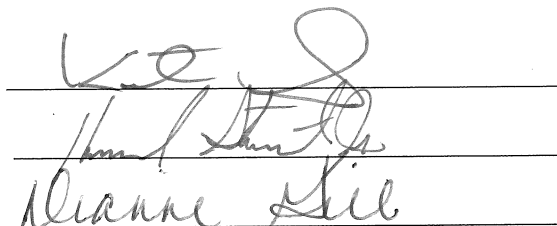
## VIII. Adjournment

Mr. Ufholz adjourned the meeting at 1:05 pm with a motion to do so from Mr. Melvin, and a second from Mr. Hobson.

Board President

Board Secretary/Treasurer

Witness

  
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Dianne Gill