

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

September 9, 2015

I. Call to order

Mr. Ufholz called to order the regular meeting of the South East Area Transit Board of Trustees at 4:08pm on September 9, 2015 at 224 Main Street, Zanesville, OH.

II. Roll call

Ms. Gill conducted a roll call. The following persons were present: Jeff McKendry, Connie Norman, Ellen Rucker, Kurt Ufholz, David Wagner, and Kayla Wyers. Members Absent were: Howard Bailey, Jay Bennett, Tom Peters and Boyer Simcox. Staff present were: Dianne Gill, Linda Minter, Howard Stewart, Jr. and Richard Wood.

III. Approval of minutes from last meeting

The August minutes were reviewed. Ms. Rucker made a motion to accept the minutes as presented, second by Ms. Wyers. **Vote: (Verbal) In Favor – Unanimous at 4:09pm.**

IV. Official Communications/Public Comments

Mr. Stewart stated that we had received a letter stating that we will be having a limited scope review from Michael Miller of the ODOT Department of External Audits for FY2013.

V. Transit Director's Report

Mr. Stewart stated that we had three contractors pick up bid packets for the Floor Rehab project and received bids from two of those. The successful bidder was Paul Construction. A resolution will be presented later.

Mr. Stewart stated that we had a bid open as well for a support vehicle. Only one dealer turned in a quote and that was Jeff Drennen GM Superstore. The contract has been awarded to them. Mr. Wood contacted other dealerships to see why they didn't submit a bid and he was told that they didn't feel they had a vehicle that would match the specs. He spoke with Dutro Ford and McHugh.

As of September 8th, we now have all employees back at work.

Mr. Wood is getting all the buses retrofitted for the tablet holders.

Mr. Stewart said that Ms. Gill, Mr. Wood and himself will be traveling to the OTRP Strategic Planning Retreat the 16th-18th of September. It is being held in Kent Ohio this year.

Mr. Stewart stated that we held a Labor/Management meeting with the Union and both have agreed to a seven month bid this time, due to changes in personnel. This means that instead of waiting until the end of September and doing a bid for six months, we will be bidding the routes out at the end of August for a seven month bid. This will alleviate a lot of overtime.

Mr. Stewart reviewed the results of the surveys returned.

Mr. Stewart stated that he and Ms. Johnson had a meeting with the Mayor of Cambridge on the 3rd. It was a great meeting. One of the best meetings that have been held. The Mayor will be approaching council asking for the same amount of local match to give us.

Will be meeting with the Guernsey County Commissioners in October. There is a new Commissioner by the name of Dave Wilson.

Our CY2016 Grant is due on October 16th, 2014.

Our public meetings are scheduled for September 30th at 1:00pm in Zanesville and October 1st, at 10:00am in Cambridge.

Mr. Stewart stated that our payroll company Paycor has changed the timekeeping method and timeclocks. The changes made are not positive ones for us. The reports are not like they were before. We are looking into doing our own payroll and time clocks and not paying Paycor to do it anymore. We would still want to have a 3rd party take care of filing taxes and oversight. We will stay with Paycor through the end of the year. We are also exploring accepting credit cards.

Mr. Stewart and Mr. Wood picked up our new bus #1501. It is actually a 2016 bus. The next one should be ready in October. It will go to Cambridge.

There has been some discussion with officials at Zane State regarding the current bus stop location. There will be some changes made, but they aren't set in stone yet.

There is a staff outing on October 10th for everyone being held at the Falls Township Trustee Hall. It is open to anyone who would like to attend.

Ms. Minter reviewed the August Operations Report. Ms. Minter reviewed the Labor Management meeting. She said that the weekly scheduling would be different, by request of the union. She said that overtime will now be offered by seniority only. This means that we will not try to get all drivers up to the 40 hour mark first before offering seniority. All drivers will get the hours they bid for and the rest of the time offered along seniority lines. Mr. McKendry asked how the bidding process is done and Ms. Minter explained the process.

Mr. Wood gave the August Maintenance Report. Overall the report was good. There was a little overtime due to the fact that one of the Maintenance employees had a death in the family.

Mr. Stewart spoke up about one of our drivers, Deb Swingle. There was a horrible accident on I-70 in August. Ms. Swingle was first on the scene. She applied first aid and stayed with the injured until the Paramedics arrived.

Ms. Wyers reviewed the July Financial Reports. The Income Statement showed a gain of \$26,810 and the Balance Sheet shows at positive net position of \$264,917. Ms. Wyers stated that the note is now around \$116,280.

Mr. Wagner made a motion to accept the July financials as presented, second by Ms. Norman. **Vote: (Verbal) In Favor – Unanimous at 4:55pm.**

VI. Old Business

- a) **Resolution 2015-34:** Amend and update SEAT Title VI Policy Statement. The Policy was passed around for the Board to review.

Ms. Rucker made a motion to approve Resolution 2015-34 as presented, with a second by Mr. Wagner. **Vote: (Verbal) In Favor – Unanimous at 5:00pm.**

- b) **Resolution 2015-41:** Approve amended Internet, Electronic Mail and Online Services Use Policy. Changes were made due to addition of tablets to buses.

Ms. Wyers made a motion to approve Resolution 2015-41 as presented, with a second by Ms. Rucker. **Vote: (Verbal) In Favor – Unanimous at 5:00pm.**

VII. New Business

- a) **Resolution 2015-35:** Authorizing Resolution for CY2016 Funding. Needed for 2016 Grant Submission.

Ms. Rucker made a motion to approve Resolution 2015-34 as presented, with a second by Mr. McKendry. **Vote: (Verbal) In Favor – Unanimous at 5:02pm**

- b) **Resolution 2015-36:** Disposition Approval for Bus #262. Retroactive to August 28, 2015.

Ms. Wyers made a motion to approve Resolution 2015-36 as presented, with a second by Mr. Wagner. **Vote: (Verbal) In Favor – Unanimous at 5:03pm**

- c) **Resolution 2015-37:** Authorize Contract with Paul Construction for Rehab Floor project.

Mr. McKendry made a motion to approve the Resolution as presented, second by Mr. Wagner. **Vote: (Verbal) In Favor – Unanimous at 5:04pm**

- d) **Resolution 2015-38:** Authorize SEAT's Legal Counsel to affirm SEAT's Authority for CY2016.

Ms. Rucker made a motion to approve the Resolution as presented, second by Ms. Wyers. **Vote: (Verbal) In Favor – Unanimous at 5:05pm**

- e) **Resolution 2015-39:** Authorize Contract with Jeff Drennen GM Superstore for purchase of Support Vehicle. 2016 Chevy Equinox \$27,351.90. Mr. McKendry asked what this vehicle would be used for. Mr. Stewart explained that it is for out of town trips. There have been times when two different functions were going on in different parts of the state and both needed a vehicle to drive, but only one was available. This will be a dedicated support vehicle and not be used for revenue service.

Ms. Wyers made a motion to approve the Resolution as presented, second by Ms. Rucker. **Vote: (Verbal) In Favor – Unanimous at 5:12pm**

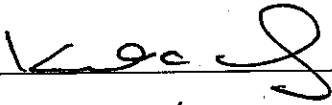
- f) **Resolution 2015-40:** Authorize Transit Director to sign miscellaneous revenue generating contracts such as Advertising and Sold Maintenance.

After discussion, resolution was **tabled** until next meeting for more clarification.

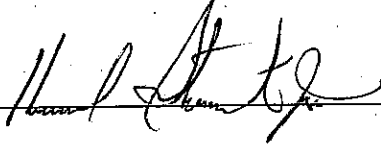
VIII. Adjournment

Mr. Ufholz adjourned the meeting at 5:23 pm with a motion to do so from Mr. Wagner, and a second from Ms. Norman.

Board President



Board Secretary/Treasurer



Witness

