

SOUTH EAST AREA TRANSIT  
375 Fairbanks Street \* Zanesville, Ohio 43701 \* (740) 454-8574  
BOARD OF TRUSTEES MEETING  
Wednesday April 16, 2014

LOCATION:

Crossroads Library 63500 Byesville Road Cambridge, Ohio 43725

MEMBERS PRESENT:

Tom Peters  
Paul DuBeck  
Roger Fitz  
Ellen Rucker  
Kurt Ufholz  
Kayla Wyers  
Herb Perry  
Boyer Simcox  
Jeff McKendry

MEMBERS ABSENT:

Karen Adornetto  
Shawon Glaub

ALSO PRESENT:

Howard Stewart, Board Secretary-Treasurer, SEAT Transit Director  
Alicia Love, SEAT Finance Manager  
Dianne Gill, SEAT Business Director  
Richard Wood, SEAT Maintenance Director  
Linda Minter, SEAT Operations Director  
Arlene Johnson, SEAT Guernsey County Transportation Supervisor

PLEDGE OF ALLEGIANCE:

## CALL TO ORDER:

Mr. Ufholz called the April 16th Regular Board meeting to order at 4:01pm. Mr. Ufholz welcomed Mr. McKendry to the SEAT Board. All present introduced themselves and Mr. McKendry gave a brief overview. Ms. Love led Mr. McKendry in the Oath of Office.

## APPROVAL OF MINUTES:

Mr. DuBeck made a motion to accept the March Regular Meeting Minutes as presented Mr. Simcox seconded the motion. Vote: In favor -- Unanimous (verbal vote) at 4:06pm.

## OFFICIAL COMMUNICATIONS AND CLAIMS:

No official communications or claims were heard at this time.

## PUBLIC COMMENT PERIOD:

No public comments were heard at this time as no public members were in attendance.

## REPORTS:

Mr. Stewart briefly went over the Transit Director's Report with the Board.

Mr. Stewart informed the Board the Route Changes for the Maple and Greenwood Routes in Muskingum County and the Byesville Route in Guernsey County have gone off without a hitch. The actual implementation of the changes was March 31, 2014 to coincide with the new driver bids. No public showed up for the hearings in either county.

Mr. Stewart stated SEAT has gained support for the changes to the Greenwood route from both Steve Foreman from Zanesville City Schools and Mark Baker from City Counsel.

Mr. Stewart stated Ms. Gill received an email on April 4th from ODOT regarding a Drug & Alcohol TAR. This review is scheduled for April 23 and she has been diligently getting things ready for ODOT.

Mr. Stewart stated SEAT had thought they found a home for the Guernsey County operations but that has fallen through due to the owners stating they do not have the appropriate space at the location for the eight (8) SEAT vehicles that would need to be parked there. Mr. Stewart as well as Ms. Johnson are back to contacting city officials and commissioners as well as other local dignitaries in a heightened search for new facilities.

Mr. Stewart informed the Board he and Ms. Minter attended Transit 101 Training Module 5 on Regulatory Compliance on April 8 & 9, 2014. He stated the training was highly comprehensive and possibly could have been a three day instead of a two day training.

Mr. Stewart stated staff members, including himself, attended the BWC Safety Conference on March 26 & 27, 2014. Good information regarding safety was gathered by all who attended.

Mr. Stewart informed the Board SEAT management staff went through leadership training on April 5 from 9-1 instructed by Ken Reed of OTRP. Mr. Stewart stated he felt it was a good use of time and much information was gathered from the training.

Mr. Stewart indicated Ms. Minter and Mr. Wood drove to Canfield, Oh to pick up the newest vehicle, a CV (6+1), which will go to Cambridge.

Mr. Stewart stated Jeannette Wierzbicki from OMEGA (Ohio Mid-Eastern Governments Association) will be meeting with staff members to discuss transportation needs in Guernsey & Muskingum Counties.

Mr. Stewart explained to the Board the Muskingum County Auditor has found the owner of the piece of property in Restoration Park that SEAT was being billed a watershed assessment for and will be taking care of things on their end. The actual owner is the City of Zanesville.

Mr. Stewart and Ms. Love met with Randy Cochrane and Beth Burton from MCJFS. They received an internal audit and there will be changes occurring during the next RFP for their services for the contract beginning in July 2014. An additional meeting has been scheduled for April 23, 2014 with them along with Ms. Minter to further discuss.

Mr. Stewart stated Nestle Purina has requested further use of the bottom parking lot at the transit center on a month to month basis. Construction is about complete and they have thanked us for being good neighbors.

Mr. Stewart stated the new phone system is in the process of installation. Fairbanks is complete and the Transit Center is next on the agenda.

Mr. Stewart stated the new drivers bid went off without a hitch despite being one driver short.

Mr. Stewart informed the Board vehicle #211 has been approved by ODOT for disposition and will be placed on GovDeals for sale. SEAT has already received phone calls regarding if we have any vehicles for sale.

Mr. Stewart informed the Board SEAT is in the process of interviewing potential candidates for the two driver positions needed. Ms. Minter stated they have one individual who is currently going through the Drug & Alcohol screenings as well as the background checks and another individual came in that day who currently works as a bus driver for Tri-Valley Schools.

Mr. Stewart informed the Board the new copier was delivered to the Transit Center on 4/2 and after a few bugs were worked out, it works great now.

Mr. Stewart informed the Board Mr. Ruzinsky visited SEAT on 4/10 and stated SEAT has made a 360 degree turn around. He is changing his visits from monthly to quarterly and wants to start utilizing more cloud options so he can remotely connect to our files.

Mr. Stewart informed the Board the SEAT Records Retention Commission was initially scheduled to meet on 4/14/14 however a public notice of the meeting was not done therefore it was rescheduled for 5/20/14, 9am, at Brent Stubbins' office.

Mr. Stewart stated SEAT would like to transfer one of the five Dodge Mini-Vans to another authority who could utilize it. This mini-van, once approved by the Board at a future meeting, will be sent out as a mass email to all transit systems in Ohio and it will be given on a first-come, first-serve basis through ODOT.

Mr. Stewart stated he received a phone call from a driver prior to the meeting in which this driver expressed concern for a passenger who had hygiene issues. Mr. Stewart stated this issue has come up in the past with other passengers and when he has contacted the health department, no answer was given. Ms. Minter has spoken to this passenger briefly to inform them help is available if needed but thus far this particular individual hasn't responded. It was suggested by the Board that Mr. Stewart contact SEAT Legal Counsel to see if a viable solution could be obtained and utilized in future instances.

Mr. Stewart stated he and Mr. Ufholz have been in discussions regarding forming a Board orientation Packet for members of the SEAT Board of Trustees as well as possibly scheduling some Board retreats for future trainings. Mr. Stewart asked the Board members to be thinking about these suggestions as it will be brought up again in future meetings.

Ms. Gill informed the Board that at the OTRP Board Summit HR Training is being stressed as HR Claims are superseding accident claims more each year. Ms. Gill will be performing an internal HR Audit. OTRP has indicated trainings will be held regarding HR issues.

Ms. Minter briefly went over the March Operations Reports. Ridership in Muskingum County has increased (1125 more than March 2013) and Guernsey County has decreased (228 less than March 2013) but overall ridership is up for the first three months of 2014. Contract Ridership has increased overall. Muskingum County now has 11 Contract Drivers and Guernsey County has 9.

Mr. Wood briefly discussed the March Maintenance Report with the Board. Mr. Wood stated the maintenance department is still in the process of replacing bus stop signage in Guernsey County. Some signs need new posts which will result in calls to OUPS prior to the posts being installed to ensure no lines are hit.

## FINANCIAL REPORTS:

Ms. Love presented the Board with the February Financials. Overall, SEAT showed a net gain of \$23,918 and has a positive net position of \$104,144.

Mr. DuBeck made a motion to accept the February Financials as presented and Ms. Wyers seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:51pm.

### EXECUTIVE SESSION:

Executive Session was not needed within this meeting. All issues had been resolved prior to the meeting.

### OLD BUSINESS:

No Old Business was brought before the Board.

### NEW BUSINESS:

Resolution 2014-16: Purchase of two LTV (16+2). This resolution approves order and purchase of two Light Transit Vehicles (LTV) 16+2 from ODOT State Term Contract. As per discussions with ODOT officials, all vehicles need to be ordered prior to April 30, 2014 for all transit authorities within the state of Ohio.

Ms. Rucker made a motion to accept Resolution 2014-16 as presented and Mr. Simcox seconded the motion. Vote: In Favor (Unanimous) at 4:56pm

Resolution 2014-17: Server Purchase. This resolution approves the purchase of a new server for the Fairbanks location from Computer Plus Technologies for \$8,728.90.

Mr. DuBeck made a motion to approve Resolution 2014-17 as presented and Mr. Fitz seconded the motion. Vote: In Favor (Unanimous) at 5:00pm.

Resolution 2014-18: Amendment to Drug & Alcohol Policy. This resolution approves the amending of the current SEAT Drug & Alcohol Policy to include the new contact information.

Ms. Wyers made a motion to approve Resolution 2014-18 as presented and Ms. Rucker seconded the motion. Vote: In Favor (Unanimous) at 5:01pm.

Resolution 2014-19: Amendment to the Policy & Procedures Manual and the Employee Handbook. This resolution approves the amendment to both Manuals to include the use of all tobacco products and electronic cigarettes as prohibited activities while on a SEAT vehicle.

Mr. Fitz made a motion to approve Resolution 2014-19 as presented and Mr. McKendry seconded the motion. Vote: In Favor (Unanimous) at 5:05pm.

Resolution 2014-20: Approval of Cambridge Health & Rehab Contract. This resolution approves the transportation contract for \$4.30/loaded mile for the period of May 1, 2014 through April 30, 2015. Mr. Stewart amended the end date of the contract from the originally submitted date of March 31, 2015.

Mr. DuBeck made a motion to approve Resolution 2014-20 as presented and Mr. Simcox seconded the motion. Vote: In Favor (Unanimous) at 5:07pm.

Resolution 2014-21: Update Records Retention Commission. This resolution amends the titles of the members of the Records Retention Commission.

Mr. DuBeck made a motion to approve Resolution 2014-21 as presented and Mr. Fitz seconded the motion. Vote: In favor (Unanimous) at 5:09pm.

Resolution 2014-22: Amend Clock In/Out Policy. This resolution approves the amendment of the current SEAT Clock In/Out Policy to include the use of ID Badges. Ms. Gill informed the Board the current way the employees clock in and out includes waving the ID Badges in front of the time clock. The first

Ms. Rucker made a motion to approve Resolution 2014-22 as presented and Mr. McKendry seconded the motion. Vote: In favor (Unanimous) at 5:12pm.

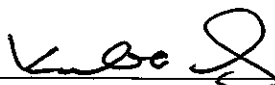
Mr. Stewart informed the Board they would be receiving a revised copy of the By-Laws that will be approved at the June Board Meeting. After the resolutions changing the job duties of the Transit Director within the Board, the by-laws needed to be adjusted to match the ORC requirements. Sections 5 and 6 will be removed and language will be changed within Section 4.

Ms. Gill stated the Employment Attorney from OTRP has indicated an HR Representative should always be involved in the interviews of potential new hires and terminations of current employees to serve as a neutral party, not actively participating but taking notes to help prevent any he said/she said situations. Items that were once done after a job was offered (Drug & Alcohol screenings, background checks, DOT employer checks) are now required prior to that step. Ms. Gill and Mr. Stewart are looking into making a Interviewing/Hiring Procedure.

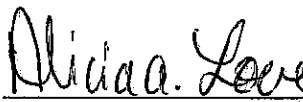
The next scheduled Board Meeting is for Wednesday May 14, 2014 at the Transit Center 224 Main Street Zanesville, Ohio at 4pm.

**ADJOURNMENT:**

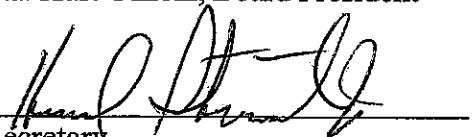
Mr. DuBeck made a motion to adjourn the March Regular meeting and Ms. Rucker seconded the motion. Motion carried. Meeting was adjourned at 5:19 pm.



Mr. Kurt Ufholz, Board President



Witness



Secretary