

SOUTH EAST AREA TRANSIT
375 Fairbanks Street * Zanesville, Ohio 43701 * (740) 454-8574
BOARD OF TRUSTEES MEETING
Wednesday August 14, 2013

LOCATION:

224 Main Street, Zanesville, Ohio 43701

MEMBERS PRESENT:

Tom Peters
Paul Quisling
Jody Spencer
Karen Adornetto
Roger Fitz
Ellen Rucker
Kurt Ufholz
Kayla Wyers
Herb Perry
Shawon Glaub

MEMBERS ABSENT:

Paul DuBeck
Alan Drake

ALSO PRESENT:

Howard Stewart, SEAT Transit Director
Alicia Love, Board Secretary, SEAT Fiscal/Compliance Officer
Rich Wood, SEAT Maintenance Director
Dianne Gill, SEAT Administrative Manager

PLEDGE OF ALLEGIANCE:

CALL TO ORDER:

Mr. Spencer called the July 10th Regular Board meeting to order at 4:00pm. Ms. Love led Mr. Perry and Mr. Glaub in the SEAT Board of Trustees Oath of Office. Mr. Spencer welcomed the two new members to the Board and everyone present introduced themselves.

APPROVAL OF MINUTES:

Mr. Ufholz made a motion to accept the July Regular Meeting Minutes as presented and Ms. Adornetto seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:07pm.

OFFICIAL COMMUNICATIONS AND CLAIMS:

No official communications were presented to the Board for review. Mr. Stewart presented the Board with a thank-you note from Linda Minter.

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 Zanesville is in need of an additional part-time driver to help fill in the gaps as indicated by overtime numbers.

Mr. Stewart indicated the 2012 Audit is getting closer to being finished up.

Mr. Stewart informed the Board he would giving the Zanesville City Council an update at their meeting on August 26, 2013.

Mr. Stewart indicated a Mr. Edward Webber had expressed interest in the vacant space.

Mr. Stewart stated he spoke with Rebecca Vaughn, owner of Creative Coach (Fun Bus) out of Lancaster, Ohio regarding the Fanatics transportation requested by the Port Authority. SEAT was unable to provide this transportation due to charter constraints and the conversation between Creative Coach (Fun Bus) and the Port Authority provided back-up for SEAT's decision.

Mr. Stewart stated Mayor Tilton had requested governmental transportation from SEAT to assist in showcasing Zanesville to potential oil and gas company clients. SEAT can provide this service, up to 80 hours per year, to local dignitaries upon request.

Mr. Stewart briefly went over items listed on his Transit Director's report.

Mr. Stewart stated SEAT has replaced logos on three of the vehicles in the current fleet and these vehicles are getting noticed within Guernsey County.

Mr. Stewart informed the Board he and Ms. Love had completed the first phase of training for the new ODOT TODO software. This web-based system is how grant applications will be submitted from now on. Within the next six months to a year, all items needing to be submitted to ODOT (applications, invoices, etc) will be done using the TODO system.

State of Good Repair monies (to be used to purchase the updated radio system and two buses) are still in limbo due to ODOT not yet receiving the contract from the FTA.

Community Ambulance signed contracts for both lift repairs and parking on the Fairbanks SEAT lot.

Mr. Stewart stated he and Mr. Spencer would be meeting with the Muskingum County Commissioners on 8/22 at 11am and then with the Guernsey County Commissioners on 8/26 at 9:30am. Mr. Stewart has been attempting to schedule a meeting with Mayor Orr of Cambridge. Ms. Wyers offered her assistance in getting this meeting scheduled.

Mr. Stewart informed the Board of the intention to place Bus 232 on GovDeals.com with the hopes of receiving a good price for it. SEAT has received concurrence from ODOT to dispose of this particular vehicle.

The new website (<http://seatbus.org>) is up and running. Thanks to Ms. Gill and Mr. Ufholz for all their work getting it set up and altering things as needed.

Mr. Stewart briefly went over the remainder of his Transit Director's Report.

Ms. Minter briefly went over the July Operations Reports. Ridership is slowly rebounding. Overtime is still an issue. During the 22 working days of the month of July, 21 of them had one or more drivers off. One driver is still recovering from knee surgery but should be cleared sometime during the month of August. Zanesville needs a part-time driver to help cover the gaps even when the full-time driver is able to go back to work.

Mr. Stewart briefly discussed the July Maintenance Report with the Board.

FINANCIAL REPORTS:

Ms Love presented the Board with the June Financials. There was a lengthy discussion regarding the state of affairs up to this point with the concensus being positive. Ms. Wyers made a motion to accept the June Financials as presented and Mr. Fitz seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:37pm.

Mr. Ufholz stated he felt enough time had passed since the Board took over all check signing rights to begin returning said rights to specific people within the SEAT organization. Mr.

Ufholz suggested adding Ms. Gill, Ms. Love, and Mr. Wood as signatures on the general checking account. The Board took this recommendation and there was a discussion regarding this issue. Board members asked if a resolution could be made up and presented to them at the next scheduled regular Board Meeting. Mr. Stewart stated this would happen.

The Board was presented with the Updated CY2014 SEAT Budget. Mr. Stewart went over all numbers relating to this updated budget.

Mr. Ufholz made a motion to accept the Updated CY2014 SEAT Budget as presented and Mr. Quisling seconded the motion. There was no discussion prior to calling for a vote. Vote: In favor – Unanimous (verbal vote) at 4:50 p.m.

EXECUTIVE SESSION:

Mr. Ufholz made a motion to go into Executive Session to discuss Employee Matters and Ms. Rucker seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:50pm.

Mr. Fitz made a motion to come out of Executive Session and Ms. Wyers seconded the motion. No motions were made nor were any decisions made during Executive Session. Vote: In favor – Unanimous (verbal vote) at 5:09pm.

Mr. Ufholz made the motion to approve Ms. Johnson's wages to \$14.53/hour retroactive to June 1, 2013 and Mr. Quisling seconded the motion. Vote: In favor – Unanimous (verbal vote) at 5:10pm.

Mr. Ufholz made the motion to reinforce the current SEAT policy of not paying out unused personal days upon employment termination and Ms. Wyers seconded the motion. Vote: In favor – Unanimous (verbal vote) at 5:11pm.

OLD BUSINESS:

Mr. Stewart presented the Board with the Updated CY2014 ODOT Operating, Capital, and Intercity Budgets to be submitted to ODOT by September 6, 2013. Mr. Stewart briefly went over all budgetary numbers.

Ms. Rucker made a motion to accept Updated CY2014 ODOT Operating, Capital, and Intercity ODOT Budgets and Mr. Ufholz seconded the motion. There was no discussion prior to calling for a vote. Vote: In Favor – Unanimous (verbal vote) at 5:15pm.

NEW BUSINESS:

Resolution 2013-45: Community Ambulance Rental Contract – This resolution authorizes the SEAT Board President to approve the rental contract with Community Ambulance at the rate

of \$15/spaces for 15 spaces at a total charge of \$225/mo for a period of one year effective August 1, 2013.

Mr. Quisling made a motion to accept Resolution 2013-45 as presented and Ms. Adornetto seconded the motion. There was no discussion prior to calling for a vote. Vote: In favor – Unanimous (verbal vote) at 5:17 p.m.

Resolution 2013-46: Vehicle Loan to Perry County Transit – This resolution retroactively authorizes the loan of SEAT vehicle #1034 to Perry County Transit for the period of 7/12/13 through 8/31/13.

Mr. Quisling made a motion to accept Resolution 2013-46 as presented and Ms. Rucker seconded the motion. There was no discussion prior to calling for a vote. Vote: In favor – Unanimous (verbal vote) at 5:18 p.m.

Resolution 2013-47: Change in AMBest Rating – This resolution retroactively authorizes the change in the current Individual Vendor Agreements to require an AM Best rating of B instead of B+. This change will allow the affected Contracted Drivers to find Liability Insurance Coverage for themselves as currently required by SEAT.

Mr. Ufholz made a motion to accept Resolution 2013-47 as presented and Ms. Wyers seconded the motion. There was no discussion prior to calling for a vote. Vote: In favor – Unanimous (verbal vote) at 5:20 p.m.

Resolution 2013-48: Correction in Employee Handbook – This resolution authorizes the correction of the wording of Section 7.1, paragraph 2. This changes the definition of full time from being 30 hours to 32 hours.

Mr. Fitz made a motion to accept Resolution 2013-48 as presented and Mr. Quisling seconded the motion. There was no discussion prior to calling for a vote. Vote: In favor – Unanimous (verbal vote) at 5:21 p.m.

Resolution 2013-49: Increased Wage for Master Mechanic – This resolution agrees to continue the increase of wage specified in the Union Contract for said employee for the life of the current Union Contract (through May 31, 2016), require said employee to bear the cost of maintaining his certification, and authorize the signing of the MOU between the Teamsters Local 637 and SEAT, specifying this wage increase.

Mr. Quisling made a motion to accept Resolution 2013-49 as presented and Ms. Adornetto seconded the motion. There was no discussion prior to calling for a vote. Vote: In favor – Unanimous (verbal vote) at 5:22 p.m.

Resolution 2013-50: Holiday Addition – This resolution allows the addition of Christmas Eve and New Year's Eve as paid holidays for Employees, effective 1/1/13.

Mr. Ufholz made a motion to accept Resolution 2013-50 as presented and Ms. Wyers seconded the motion. There was no discussion prior to calling for a vote. Vote: In favor – Unanimous (verbal vote) at 5:23 p.m.

Resolution 2013-51: Safety Deposit Box – This resolution allows for the addition of Ms. Gill and Ms. Love to the list of people allowed to access the safety deposit box currently located at Century National Bank.

Mr. Quisling made a motion to accept Resolution 2013-51 as presented and Ms. Adornetto seconded the motion. There was no discussion prior to calling for a vote. Vote: In favor – Unanimous (verbal vote) at 5:24 p.m.

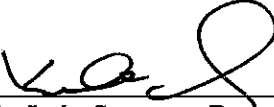
Resolution 2013-52: SEAT Organizational Chart Update – This resolution approves the change in the organizational chart to place the Fiscal/Compliance Officer as Manager of the Fiscal Department with supervision provided by the Transit Director. The Administrative Manager would retain oversight for the department.

Ms. Wyers made a motion to accept Resolution 2013-52 as presented and Mr. Ufholz seconded the motion. There was no discussion prior to calling for a vote. Vote: In favor – Unanimous (verbal vote) at 5:26 p.m.

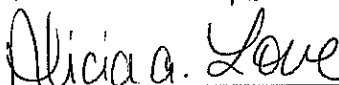
The next scheduled Board Meeting is for Wednesday September 11, 2013 at the Transit Center (224 Main Street) at 4pm.

ADJOURNMENT:

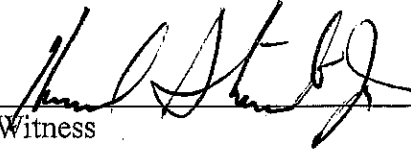
Mr. Ufholz made a motion to adjourn the August Regular meeting and Ms. Adornetto seconded the motion. Motion carried. Meeting was adjourned at 5:26 pm.



Mr. Jody Spencer, Board President
Mr. Kurt Ufholz, Board VP



Secretary



Witness