

SOUTH EAST AREA TRANSIT  
375 Fairbanks Street \* Zanesville, Ohio 43701 \* (740) 454-8574  
BOARD OF TRUSTEES MEETING  
Wednesday August 13, 2014

**LOCATION:**

SEAT Transit Center, 224 Main Street, Zanesville, Ohio 43701

**MEMBERS PRESENT:**

Tom Peters  
Ellen Rucker  
Kayla Wyers  
Herb Perry  
Shawon Glaub  
Boyer Simcox  
Howard Bailey

**MEMBERS ABSENT:**

Paul DuBeck  
Roger Fitz  
Kurt Ufholz  
Jeff McKendry

**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 Transportation Supervisor Guernsey County

**PLEDGE OF ALLEGIANCE:**

## CALL TO ORDER:

Ms. Rucker called the August 13th Regular Board meeting to order at 3:58pm. Ms. Love led Mr. Bailey in the SEAT Board of Trustees Oath of Office. Mr. Bailey gave a small introduction to himself and he was welcomed to the Board by the members present.

## APPROVAL OF MINUTES:

Mr. Perry made a motion to accept the June Regular Meeting Minutes as presented and Ms. Wyers seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:01pm.

## 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 two operators in Muskingum County has been hired and began work during the month of June and a dispatcher has been hired in Guernsey County. At the Transit Center, two temporary employees have been placed to cover the two vacant positions.

Mr. Stewart informed the Board the results of the Teamster Audit on May 19 has been received. Ms. Gill stated SEAT was required to pay \$11,227.95 for the period of January 1, 2011 through March 31, 2014. Of this amount, \$1,995 was penalties and the remainder was due to clerical errors. Overall, this amount represents less than 1% of the total contributions by SEAT during the same time period. Ms. Gill stated there is a new policy in effect to counteract this in the future. New Union employees are given the insurance paperwork at day 45 of their 90 day probationary period and this paperwork is sent to the Teamsters Insurance so they are added prior to their actual effective date.

Mr. Stewart stated the Drug & Alcohol TAR is complete and SEAT is in compliance with CRF 49.

Mr. Stewart informed the Board the Guernsey County SEAT operations have officially moved into suite 8 of 224 Dewey Avenue as of July 7th. On-site 24-hour parking has been provided for all vehicles pertaining to SEAT operations.

Mr. Stewart indicated the Guernsey County JFS awarded SEAT \$50,000 for the SEAT provided Medical Transportation and \$160,000 for the Contracted Transportation. Further negotiations will possibly take place in the future to discuss altering these awards.

Mr. Stewart stated Muskingum County JFS awarded SEAT \$350,000 each for the SEAT provided Medical Transportation and the Contracted Transportation. SEAT is grateful for MCJFS's continued support of public transportation in Muskingum County.

Mr. Stewart stated he received a phone call from a non-profit organization called "Hope to the Rescue" regarding rental of the lease space at the Transit Center. They are an organization that assists the disabled with anything required – from finding resources to filling out paperwork.

Mr. Stewart explained to the Board installation of the new phone system is complete.

Mr. Stewart stated installation of the new signage at the Transit Center is complete.

Mr. Stewart stated the site visits for the CY2013 audit have been completed and Audit staff have complimented SEAT on the vast improvements over their initial visit in 2012.

Mr. Stewart stated SEAT will be receiving a new LTV within a few weeks and an additional vehicle is scheduled to be delivered near the end of September.

Mr. Stewart stated SEAT received the following ODOT funding allocations: Federal Operating - \$1,114,612, Federal Capital - \$230,033, State Operating - \$10,000, State Capital - \$204,880. Both sets of operating funding requires a matching amount from local sources and the capital monies require a 20% match from the same sources (city & county funding, farebox, etc.)

Ms. Minter briefly went over the June & July Operations Reports. Muskingum County ridership has increased by 3,991 total riders from Jan-July 2013 ridership and Guernsey County ridership has decreased by 610 total riders from Jan-July 2013 ridership but overall ridership has increased by 3,381 passengers for the first seven months of 2014. Contract Ridership has increased overall with 530 new passengers from Jan-July 2014 compared to Jan-July 2013. Ms. Minter gave a brief explanation to the amount of overtime paid/worked in June & July 2014.

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

## **FINANCIAL REPORTS:**

Ms. Love presented the Board with the May & June Financials. In June, SEAT showed a \$78,440 gain and a positive net position of \$152,762. For the first 7 months of the year, SEAT is showing an \$83,313 gain and a positive net position of \$151,297.

Mr. Peters made a motion to accept the May & June Financials as presented and Mr. Bailey seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:24pm.

Ms. Love presented the proposed CY2015 budget to the Board members present.

## EXECUTIVE SESSION:

Mr. Simcox made a motion to go into Executive Session to discuss Employee Matters and Ms. Wyers seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:30pm.

Ms. Wyers made a motion to come out of Executive Session and Mr. Simcox seconded the motion. No motions nor decisions were made during executive session. Vote: In favor – Unanimous (verbal vote) at 4:36pm.

## OLD BUSINESS:

No Old Business was presented or discussed.

## NEW BUSINESS:

Resolution 2014-33: Authorizing Resolution CY2015 Rural Grant Application. This resolution authorizes the Board President to submit a proposal to ODOT for CY2015 operating and capital funding assistance.

Ms. Wyers made a motion to accept Resolution 2014-33 as presented and Mr. Perry seconded the motion. Vote: In Favor (Unanimous) at 4:28pm.

Resolution 2014-34: Disposition of Vehicle #263. This resolution allows Mr. Stewart to request disposition of Vehicle #263 from ODOT then listing for auction on GovDeals.com.

Mr. Peters made a motion to accept Resolution 2014-34 as presented and Ms. Wyers seconded the motion. Vote: In Favor (Unanimous) at 4:39pm.

Ms. Gill informed the Board the new phone system has hit a minor snag. When all the phone lines were transferred to the Fairbanks location, the 911 locator service for the Main Street Terminal was removed. New contracts have been started with AT&T but Time Warner has offered a cheaper price for the same phone service (all lines), better internet for both locations, and running the lines from the pole to the Fairbanks location. This requires SEAT to cancel the current two year contracts with AT&T for a total of approximately \$3,000 in fees. However, the change to Time Warner will still result in savings for 2014 in the utilities expense over the current AT&T contract.

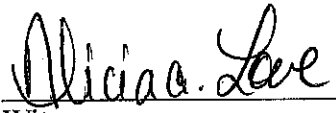
Mr. Perry made a motion to cancel the AT&T contracts and move forward with the installation of Time Warner cable phone and internet service at both the Main Street and Fairbanks locations and Mr. Bailey seconded the motion. Vote: In Favor (Unanimous) at 5:43pm.

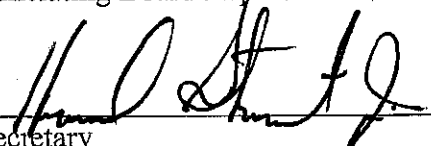
The next scheduled Board Meeting is for Wednesday September 10, 2014 at the Transit Center 224 Main Street Zanesville, Ohio at 4pm.

**ADJOURNMENT:**

Mr. Peters made a motion to adjourn the August Regular meeting and Mr. Perry seconded the motion. Motion carried. Meeting was adjourned at 4:44pm.

  
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Officiating Board Representative

  
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Witness

  
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Secretary