

SOUTH EAST AREA TRANSIT
375 Fairbanks Street * Zanesville, Ohio 43701 * (740) 454-8574
BOARD OF TRUSTEES MEETING
Wednesday December 18, 2013

LOCATION:

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

MEMBERS PRESENT:

Tom Peters
Jody Spencer
Paul DuBeck
Roger Fitz
Ellen Rucker
Kurt Ufholz
Kayla Wyers
Shawon Glaub
Boyer Simcox

MEMBERS ABSENT:

Karen Adornetto
Herb Perry

ALSO PRESENT:

Howard Stewart, SEAT Transit Director
Alicia Love, Board Secretary, SEAT Fiscal/Compliance Officer
Dianne Gill, SEAT Administrative Manager
Arlene Johnson, SEAT Guernsey County Transportation Supervisor

PLEDGE OF ALLEGIANCE:

CALL TO ORDER:

Mr. Spencer called the December 18th Regular Board meeting to order at 3:56pm.

APPROVAL OF MINUTES:

Mr. Ufholz made a motion to accept the November Regular Meeting Minutes as presented and Ms. Rucker seconded the motion. Vote: In favor – Unanimous (verbal vote) at 3:58pm.

OFFICIAL COMMUNICATIONS AND CLAIMS:

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 Shelters & Signs project is complete.

Mr. Stewart indicated the ODOT CY2014 Grant Applications have been delivered to the attorney and after the resolution before the Board in New Business has been approved, Mr. Stubbins will be reviewing and signing off on them. After this is completed, they will be returned/submitted to ODOT.

Mr. Stewart stated the ODOT TAR (Technical Assistance Review) is still on hold.

Mr. Stewart stated SEAT has replaced logos on all Guernsey County vehicles and Mr. Wood is slowly completing the Muskingum County vehicles.

Mr. Stewart informed the Board he is still awaiting a response from ODOT regarding the possible increase in the Capital Line Item percentage. Currently, the 11% taken out of the contracts is not enough to fully match the Capital Maintenance Grant as well as the various Capital Projects planned for the coming year.

Mr. Stewart stated SEAT has continued all previous advertising contracts with WHIZ, WYBZ, AVC, and Gig-A-Bytes into CY2014.

Mr. Stewart informed the Board he has left three messages for Mr. Dick Mohler in reference to the rental space at the Main Street Terminal with no return calls back yet. He will continue to attempt to contact him.

Mr. Stewart stated SEAT's Complementary Paratransit Plan is in process. Public hearings were held in Zanesville on December 4th and Cambridge on December 5th. Once the 30 day

comment period has expired, this plan will be brought forth in front of the Board for approval (Regular January Meeting).

Mr. Stewart informed the Board he was asking for recognition from the Board regarding a purchase of some items from an auction given by Jeff Koehler Auctioneer. Knowing SEAT requires a receipt of some sort for any items purchased for audit purposes, Mr. Stewart contacted Mr. Koehler to obtain something in writing and was denied any sort of receipt for payment. Mr. Stewart wanted it reflected in the minutes that the Board was aware of and approved this purchase. The approval vote will be asked for during old business.

Mr. Stewart stated he received a phone call from Nestle Purina requesting continued use of the bottom parking lot at the Transit Center until at least March or April. Ms Love has been informed to continue sending the rental bill until further notice.

Mr. Stewart informed the Board the Zane State College Advanced Technology & Training Center no longer needed a route change to qualify for LEED certification. Route will remain as it currently runs.

Mr. Stewart has been in contact with the Byesville Administrator regarding an additional Board member from that area. A possible candidate has been recommended by Mr. Stewart and Mr. Spencer but final decision lies with the Byesville Mayor. By-Law amendments will be discussed during New Business in this meeting and will be approved (barring any changes) during the January Regular Board Meeting.

Mr. Stewart briefly went over the November Operations Reports. Muskingum County Ridership is still down compared to this time last year however this can be attributed to the lack of transportation by SEAT for the CARR Center. Guernsey County Ridership is still increasing due to the change from two-hour to one-hour headways.

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

FINANCIAL REPORTS:

Ms Love presented the Board with the October Financials. October showed a net gain of \$58,956 and a positive net position of \$71,656. Mr. Ufholz made a motion to accept the October Financials as presented and Mr. Fitz seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:32pm.

Mr. DuBeck began the discussion amongst Board Members regarding changing the loan payments from once a month to once a pay period as well as increasing the amount paid to \$3,500 every four weeks. This would amount to an extra month payment each year which would serve to bring both the principal and interest down quicker. Paying a lump sum payment once or twice a year as has been done in the past will continue to be an option if it is found to be viable to do so. Mr. DuBeck made a motion to utilize a bi-weekly payment plan for payment of the loan beginning 01/29/14 and Ms. Wyers seconded the motion. Vote: In Favor – Unanimous (verbal vote) at 4:38pm with Mr. Spencer abstaining from the vote.

OLD BUSINESS:

Mr. Stewart requested an approval vote for the purchase of office supplies from an auction presided by Jeff Koehler Auctioneers. Mr. DuBeck made the motion and Mr. Ufholz seconded the motion. Vote: In Favor – Unanimous (verbal vote) at 4:38pm.

NEW BUSINESS:

Resolution 2013-63: 2014 Holiday Schedule. This resolution approves the proposed holiday schedule for the non-union staff which coincides with the holiday schedule indicated in the Union Contract.

Mr. DuBeck made a motion to accept Resolution 2013-63 as presented and Ms. Wyers seconded the motion. Vote: In Favor – Unanimous (verbal vote) at 4:40pm.

Resolution 2013-64: 2014 SEAT Board of Trustees Meeting Schedule. This resolution approves proposed CY2014 meeting schedule for the SEAT Board Trustees. Ms. Love indicated there needed to be two changes to the resolution presented to the Board. One, the meeting date for March needs to be moved from March 12 to March 19 to accommodate for Transit 101 Training Mr. Stewart will be attending during the original meeting date. The second change is the date 2013 to 2014 as indicated in the second line of the resolution.

Mr. DuBeck made a motion to amend Resolution 2013-64 as presented and Mr. Peters seconded the motion. Vote: In Favor – Unanimous (verbal vote) at 4:44pm. Mr. Ufholz made a motion to accept Resolution 2013-65 as amended and Ms. Rucker seconded the motion. Vote: In Favor – Unanimous (verbal vote) at 4:45pm.

Resolution 2013-65: Authorization SEAT Legal Counsel to certify ODOT Grants. This resolution authorizes Mr. Brent Stubbins, SEAT Legal Counsel, to review and certify the CY2014 ODOT Grant Contracts prior to submittal to ODOT.

Ms. Wyers made a motion to accept Resolution 2013-65 as presented and Ms. Rucker seconded the motion. Vote: In Favor – Unanimous (verbal vote) at 4:45pm.

Resolution 2013-66: Approve HIPAA Policy. This resolution approves SEAT's Notice of Privacy Practices (aka HIPAA) Policy as presented.

Mr. DuBeck made a motion to accept Resolution 2013-66 as presented and Mr. Ufholz seconded the motion. Vote: In Favor – Unanimous (verbal vote) at 4:46pm.

Resolution 2013-67: DOT Recertification Physical Policy. This resolution approves the DOT Recertification Physical Policy as presented. Ms. Gill informed the Board this policy spells out the requirements for both the affected employees who are required by their job title to hold CDL's as well as SEAT Administrative staff regarding the DOT Recertifications. These recertifications can be provided by either the SEAT offered provider or by the employee's own personal physician – after 5/21/14 they must be DOT certified. SEAT will pay up to \$75 for the

physical but any additional testing required by the physician is the responsibility of the employee. Physicals will not be scheduled on company-paid time but sick time may be utilized for the time off.

Mr. Peters made a motion to accept Resolution 2013-67 as presented and Ms. Rucker seconded the motion. Vote: In Favor – Unanimous (verbal vote) at 4:57pm.

Resolution 2013-68: Employee Handbook Change Approval. This resolution approves the SEAT Employee Handbook and all the recommended changes by the SEAT Legal Counsel. While the Board gave approval and voted upon the entirety of the changes to both the Employee and the Policy & Procedures Handbook, this is the resolution strictly approving the amended Employee Handbook.

Ms. Wyers made a motion to accept Resolution 2013-68 as presented and Mr. Peters seconded the motion. Vote: In Favor – Unanimous (verbal vote) at 4:58pm.

Resolution 2013-69: Approve Policy Changes. This resolution lists and approves the changes to both the Employee Handbook and the Policy & Procedures Handbook as recommended by SEAT Legal Counsel Mr. Brent Stubbins. Ms. Gill briefly went over the recommended adjustments.

Mr. Simcox made a motion to accept Resolution 2013-69 as presented and Ms. Rucker seconded the motion. Vote: In Favor – Unanimous (verbal vote) at 5:03pm.

Ms. Love briefly went over the proposed amendments to the SEAT Board of Trustees By-Laws. These amendments included the addition of one Board member from the Village of Byesville which increases the total number of trustees to twelve and amending the duties of the Transit Director to include being Treasurer of the Board (as appointed at the November Board Meeting). These amendments will be voted upon by the Board members at the regular January Board meeting.

Mr. DuBeck made the nomination of Mr. Kurt Ufholz as President and Ms. Ellen Rucker as Vice President for a two year term starting 1/1/14 and ending 12/31/15. Mr. Fitz seconded the nomination. Vote: In Favor – Unanimous (verbal vote) at 5:10pm.

Mr. Ufholz made a nomination of Mr. Paul DuBeck as the 2014 SEAT Finance Committee Chairperson and Ms. Rucker seconded the motion. Vote: In Favor – Unanimous (verbal vote) at 5:10pm.

Mr. Stewart briefly discussed the proposal by JK Evans & Associates regarding a Wage Survey and Compensation Program for the non-union staff. This is something Mr. Stewart feels is important to have done so SEAT can remain competitive if/when new employees need to be hired as well as figuring out if current employees are being paid fairly. Current SEAT non-union employees are being given a survey to fill out regarding current job duties. Once these surveys are completed and submitted, Evans & Associates will compare the positions with similar positions within other similar sized transits in other locations as well as similar sized organizations within the region to determine acceptable compensation rates.

Mr. Ufholz made the motion to approve the proposal by Evans & Associates and Ms. Wyers seconded the motion. Vote: In Favor – Unanimous (verbal vote) at 5:18pm.

Mr. Peters made a motion to appoint Mr. Jody Spencer and Mr. Paul Quisling as honorary members of the SEAT Board of Trustees and Ms. Rucker seconded the motion. Vote: In Favor – Unanimous (verbal vote) at 5:21pm.


The next scheduled Board Meeting is for Wednesday January 8, 2014 at the Transit Center at 224 Main Street in Zanesville at 4pm.

ADJOURNMENT:

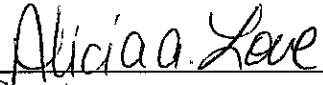
Mr. DuBeck made a motion to adjourn the December Regular meeting and Ms. Rucker seconded the motion. Motion carried. Meeting was adjourned at 5:21 pm.



Mr. Kurt Ufholz, Board President



Witness



Secretary