

SOUTH EAST AREA TRANSIT
375 Fairbanks Street * Zanesville, Ohio 43701 * (740) 454-8574
BOARD OF TRUSTEES MEETING
Wednesday December 10, 2014

LOCATION:

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

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Shawon Glaub (Resigned 12/8/14)
Herb Perry

ALSO PRESENT:

Howard Stewart, Board Secretary-Treasurer, SEAT Transit Director
Dianne Gill, SEAT Business Director
Linda Minter, SEAT Operations Director
Arlene Johnson, SEAT Transportation Supervisor

PLEDGE OF ALLEGIANCE:

CALL TO ORDER:

Mr. Ufholz called the December 10th Regular Board meeting to order at 4:01pm.

APPROVAL OF MINUTES:

Ms. Rucker made a motion to accept the November Regular Meeting Minutes as presented and Mr. Peters seconded the motion. **Vote: In favor – Unanimous (verbal vote) at 4:02pm.**

OFFICIAL COMMUNICATIONS AND CLAIMS:

Mr. Stewart passed out the Status of Transit report and stated that it was available online. He also stated that he had received written notice that Marianne Freed was transitioning out of her position at the ODOT Office of Transit and stated that her replacement would be Chuck Dyer. He stated that Ms. Freed will still be in the background helping out.

PUBLIC COMMENT PERIOD:

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

REPORTS:

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

Mr. Stewart stated that we have our contracts from ODOT. He stated that we need to have the resolution passed authorizing our legal counsel to certify them.

We are still working on safety. The staff is bringing any safety issue to our attention for review and resolution.

Mr. Stewart attended the City of Zanesville Council meeting. The reception was a good one. Things went well. They liked the rider's guide and was happy to hear about an increase in ridership.

Mr. Stewart said he has a lease ready for the restaurant space that was created by the Legal counsel of OTRP. It is a blank that can be used as a template for future purposes.

We received our GRF money earlier than expected. A check for \$77,316 was received on November 24, 2014 and deposited immediately.

Mr. Stewart said he is working on an advertising contract with the Times Recorder. It would be a mutual advertising agreement, just like we currently have with WHIZ, WYBZ and AVC.

Mr. Stewart said that he wanted to thank the Board for the Day after Thanksgiving holiday. He said that we are going to compile a list of emails and make an email blast to our business customers letting them know we will be closed.

Mr. Stewart received an email from Loretta Frenton concerning our 2011 audit. (Copies were distributed). In the findings 2011-07, 2011-08, 2011-09, and 2011-11 were some audit issues where we had spent money and claimed them as expenses and we didn't have the local match to meet these. The Overall ineligible expenses total \$12,635. After applying this to our underpayment of 2011, the balance of \$6, will be deducted from our first payment in 2015. (The state has decided to go back to monthly payments instead of quarterly payments.) In addition to that, there was a matter of \$71,000 in local match that was unmet. Mr. Stewart has been going through the audit with a fine tooth comb. There are things in the audit that both Mr. Stewart and Ms. Gill don't seem to understand. Numbers don't match up. Because of this, Mr. Stewart has forwarded all this information to Bob Ruzinsky for his review. Mr. Stewart stated that Ms. Frenton said that she thought this was taken care of when she was here, so we are digging deeper.

All advertising contracts have been renewed for 2015. New commercials are out on all radio stations.

Mr. Stewart said that we finally received the results of the TAR (Technical Assistance Review) that we had done in February, 2014. The review shows eight findings that need addressed in five different areas. These must be brought into compliance by the end of January 2015. Staff has been emailed and we will be meeting the first week in January to address them.

Mr. Stewart said that he wanted to thank the Board for the Christmas Party. The staff that went had a great time. They were very appreciative. We used the pop money to pay for the rental and to purchase the meat.

Mr. Stewart stated that he was to bring numbers regarding Martin Luther King Jr. Day and Veteran's Day to the board for determination as to whether or not to observe these holidays. In 2014, Martin Luther King, Jr. Day brought in \$712 in revenue but overtime paid out that week was \$1,125. For Veterans Day, revenue was \$1,256 and overtime for the week was \$1,342. Ridership for Veterans Day was 339 and for Martin Luther King Day was 247. We average pretty close to 400 per day so ridership was slightly down on those days. Mr. Stewart said that he uses other counties for comparison. He reviewed the days off for Ottawa County and they include these two holidays. Discussion was held concerning overtime and how when it is created. Ms. Minter stated that if our riders know we are closed, they generally try to find another method.

Mr. Ufholz read **Resolution 2014-55**, amending the Holiday schedule to reflect the change by adding these two days as paid holidays. Mr. DuBeck made a motion to accept the Resolution as written, seconded by Mr. Peters. **Vote: In Favor (unanimous) at 4:25pm.**

Mr. DuBeck asked if we were going to be open December 26th and January 2nd. We told him yes. He said the County will not be working those days.

Ms. Minter briefly went over the **November Operations Reports**. Muskingum County November 2014 ridership has decreased by 1682 riders over November 2013 and Guernsey County November 2014 ridership has decreased by 217 riders over November 2013. Contract ridership has increased in Guernsey but decreased in Muskingum. Overall overtime in November 2014 is just about the same as in November 2013. She stated we are down in ridership. The low

gas prices are contributing to the decrease. She said we are constantly working on overtime reduction. Ms. Minter invited anyone to stop in and see how the operations ran.

Mr. Stewart briefly discussed the **November Maintenance Report** with the Board. He pointed out that total miles traveled were down, which runs hand in hand with the numbers in the Operations Report. Billed maintenance was down as well. This is all due to less days worked.

FINANCIAL REPORTS:

Mr. Stewart presented the Board with the October Financials. In October, SEAT showed a \$92,955 gain and a positive net position of \$176,173.

Mr. Ufholz asked if the Finance Committee had decided to make a lump sum payment at the end of the year. Mr. DuBeck spoke up and said that yes that had been discussed. He stated that the Finance Committee discussed Monday that we had received \$77,000 earlier than expected and that money should possibly go toward debt pay down. Mr. Ufholz stated that we had also received a sizable check from BWC and that some of it had to be used for Safety matters. Mr. Stewart spoke up and said that he and Ms. Gill were worrying about cash flow for the first part of the year. He stated that our A/R looks good. He said that we could make a payment anytime but we would like to hold off at least until mid February. Mr. DuBeck said that perhaps we should receive a couple checks from ODOT first. Mr. Stewart stated that Mr. Ruzinsky is concerned about getting the debt paid down. Mr. McKendry stated that now that we have this possible \$71,000 bill coming up, we may want to hold on to this. Mr. Stewart stated that ODOT is willing to let us spread it out over a couple of years to repay.

Mr. DuBeck made a motion to accept the October Financials as presented and Mr. Fitz seconded the motion. **Vote: In favor – Unanimous (verbal vote) at 4:40pm.**

EXECUTIVE SESSION:

Mr. DuBeck 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 4:40pm.**

Ms. Wyers made a motion to come out of Executive Session and Mr. McKendry seconded the motion. **Vote: In favor – Unanimous (verbal vote) at 5:25pm.**

OLD BUSINESS:

Resolution 2014-50: Amendment to By-Laws, under Section XII, Paragraph 4 changing the wording of a quorum from seven to a majority of members.

Mr. DuBeck made a motion to accept the Resolution as amended and Ms. Rucker seconded the motion. **Vote: In Favor – Unanimous (verbal vote) at 5:26pm.**

Mr. DuBeck made a motion, on behalf of the Finance Committee, to **rescind Resolution 2014-47, Revision to the CY2014 Budget**. Mr. Stewart stated that Mr. Ruzinsky recommended we wait and do one at the end of the year with a second by Mr. Peters. **Vote: In Favor – Unanimous (verbal vote) at 5:28pm.**

NEW BUSINESS:

Mr. Stewart stated that after discussion with the Board during Executive Session, he would like recorded in the minutes that upon the dissolution of the Finance Manager position, those responsibilities have been picked up by the Business Director and the Administrative Assistant, he would like to recommend to the Board that we give them additional compensation due to the increased duties they are taking on. Those wages are \$11.00 an hour for Holly Grimes, Administrative Assistant and \$17.00 an hour for Dianne Gill, Business Director. These increases are to be retroactive to October 1st, 2014. Mr. Bailey made a motion to approve these increases with a second by Ms. Wyers. **Vote: In Favor – unanimous (verbal vote) at 5:30pm.**

Resolution 2014-56: Authorize 2015 Lakatos Group Contract. This pays for the CPA service as well as speakers for the Board Summit.

Ms. Wyers made a motion to approve the resolution with a second by Ms. Rucker. **Vote: In Favor – unanimous (verbal vote) at 5:30pm.**

Resolution 2014-48: Authorize Legal Counsel to Certify Grant Contracts. This is a required step in the funding process.

Mr. Peters made a motion to approve the Resolution as presented with a second by Mr. McKendry. **Vote: In Favor – unanimous (verbal vote) at 5:35pm.**

Resolution 2014-49: SEAT 2015 Force Account Plan approval. The Force Account plan is required for those authorities with a capital maintenance budget of more than \$100,000.

Ms. Wyers made a motion to approve the Force Account Plan as presented with a second by Mr. Simcox. **Vote: In Favor – unanimous (verbal vote) at 5:37pm.**

Mr. Ufholz read a letter of resignation from Mr. Shawon Glaub effective December 8th, 2014.

Resolution 2014-51 through 2014-54: Honoring resigning Board Members. Four resolutions were passed honoring the service of Karen Adornetto, Paul DuBeck, Roger Fitz, and Shawon Glaub for their service.

Ms. Rucker made a motion to approve the resolutions are presented with a second by Ms. Wyers. **Vote: In Favor – Unanimous (verbal vote) at 5:45pm.**

The next scheduled Board Meeting is for Wednesday January 14th, 2015 at the Transit Center at 224 Main Street, Zanesville at 4pm.

ADJOURNMENT:


Mr. DuBeck made a motion to adjourn the December Regular meeting and Mr. Fitz seconded the motion. Motion carried. Meeting was adjourned at 5:46pm.



Officiating Board Representative



Witness



Secretary