

SOUTH EAST AREA TRANSIT  
375 Fairbanks St \* Zanesville, Ohio 43701 \* (740) 454-8573  
BOARD OF TRUSTEES MEETING  
Wednesday, February 13, ~~2012~~ 2013

**LOCATION:**

224 Main Street, Zanesville, Ohio 43701

**MEMBERS PRESENT:**

Tom Peters  
Paul Quisling  
Jody Spencer  
Karen Adornetto  
Paul DuBeck  
Larry Kavulich  
Roger Fitz  
Alan Drake  
Ellen Rucker  
Kurt Ufholz

**MEMBERS ABSENT:**

All members present and accounted for

**ALSO PRESENT:**

Howard Stewart, SEAT Transit Director  
Alicia Love, Board Secretary, SEAT Fiscal Officer  
Arlene Johnson, SEAT Transportation Coordinator  
Rich Wood, SEAT Maintenance Director  
Linda Minter, SEAT Operations Director  
Dianne Gill, SEAT Administrative Manager  
Brent Stubbins, SEAT Legal Counsel

**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER:**

Mr. Spencer called the February 13th Regular Board meeting to order at 3:57pm.

## **EXECUTIVE SESSION**

Mr. Kavulich made a motion to go into Executive Session to discuss legal matters and employee matters and Mr. Quisling seconded the motion. Vote: In favor – Unanimous (verbal vote) at 3:58pm.

Mr. DuBeck made a motion to come out of Executive Session and Ms. Adornetto seconded the motion. No motions were made nor were any decisions voted upon during Executive Session. Vote: In favor – Unanimous (verbal vote) at 4:48pm.

Per discussions during Executive Session, Mr. Quisling made a motion to accept the settlement as proposed by Brent Stubbins, SEAT Legal Counsel with First Transit. The terms of this agreement are as follows: SEAT agrees to pay half the outstanding A/P from First Transit in the amount of \$36,739.50 by no later than March 15, 2013. Mr. Fitz seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:48pm.

## **APPROVAL OF MINUTES:**

Ms. Adornetto made a motion to accept the January Regular Meeting Minutes as presented and Mr. Drake seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:50pm.

## **OFFICIAL COMMUNICATIONS:**

No official communications were presented to the Board for review.

## **PUBLIC COMMENT PERIOD:**

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

## **TRANSIT DIRECTOR'S & OPERATIONS REPORT:**

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

Mr. Stewart presented the Board with the Public Participation Plan for their review.

Ms. Minter briefly went over the December Operations Reports.

Mr. Wood briefly discussed the Board with the December and YE Maintenance Report.

## **FINANCIAL/RIDERSHIP REPORT**

Mr. Kavulich made a motion to accept the December Financials as presented and Mr. Ufholz seconded the motion. Vote: In favor – Unanimous (verbal vote) at 5:23pm.

## OLD BUSINESS

No old business was discussed at this time.

## NEW BUSINESS

Resolution 2013-04: SEAT OTRP Board Member Appointment – This resolutions approves Howard Stewart, SEAT Transit Director, as the designated Board Member for the Ohio Transit Risk Pool (OTRP).

Mr. Fitz made a motion to accept Resolution 2013-04 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 2013-05: Amendment of ARRA Contract (Capitalized Maintenance) – This resolution authorizes the SEAT Board President to sign the ODOT ARRA Contract amendment for an additional \$13,965 in Capitalized Maintenance monies.

Mr. Quisling made a motion to accept Resolution 2013-05 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 5:25 p.m.

Resolution 2013-06: 4 Year Capital and Operating Plan Authorization – This resolution authorizes Howard Stewart, SEAT Transit Director, to file a Four Year Capital and Operating Plan with ODOT.

Mr. DuBeck made a motion to accept Resolution 2013-06 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 5:26 p.m.

Resolution 2013-07: Authorize Peck, Shaffer, and Williams as SEAT Bond Counsel – This resolution authorizes Howard Stewart, SEAT Transit Director, to sign the letter of engagement with Peck, Shaffer, and Williams as bond counsel.

Mr. Quisling made a motion to accept Resolution 2013-07 as presented and Mr. Kavulich seconded the motion. There was no discussion prior to calling for a vote. Vote: In favor – Unanimous (verbal vote) at 5:28 p.m.

Resolution 2013-08: Line of Credit Authorization – This resolution authorizes SEAT to renew the Line of Credit for an amount not to exceed \$225,000 from Century National Bank.

Mr. Quisling made a motion to accept Resolution 2013-08 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 5:29 p.m. Mr. Spencer abstained from the vote.

Resolution 2013-09: Alternate SEAT OTRP Board Member Appointment – This resolution approves Dianne Gill, SEAT Administrative Manager, as the alternate Board Member for the Ohio Transit Risk Pool (OTRP).

Mr. DuBeck made a motion to accept Resolution 2013-09 as presented and Mr. Fitz seconded the motion. There was no discussion prior to calling for a vote. Vote: In favor – Unanimous (verbal vote) at 5:30 p.m.

Resolution 2013-10: Uniform Allowance Carry-Over – This resolution authorizes the one-time carry-over of remaining 2011/2012 Operator Uniform allowance totals into the 2012/2013 Union Contract Year. Mr. Stewart explained to the Board Members that due to the switch around May of 2012 from SEAT ordering and tracking all purchases made by Operators to Zane Trace Clean Care Uniforms taking care of all uniform needs via a voucher system, operators were asked to hold off on purchases which left many operators with balances yet to be spent on uniforms.

Ms. Rucker made a motion to accept Resolution 2013-10 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 5:32 p.m.

Resolution 2013-11: Authorization of SEAT Legal Counsel to approve Paving Grant Amendment – This resolution authorizes Mr. Brent Stubbins, SEAT Legal Counsel, to approve the amendment of \$35,231 to the original Paving Grant Contract. The total amount of the grant to be received by SEAT is to be \$89,654 which will be utilized to take care of A/P related to the Parking Lot Paving Project at 375 Fairbanks St office location in Zanesville.

Mr. Quisling made a motion to accept Resolution 2013-11 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 5:33 p.m.

Resolution 2013-12: Appointment of Executive Task Force for Union Negotiations – This resolution authorizes the appointment of an Executive Task Force (comprised of Kurt Ufholz, Karen Adornetto, Paul DuBeck, and Ellen Rucker as appointed by Mr. Spencer, Board President) which will assist in the Union Negotiations.

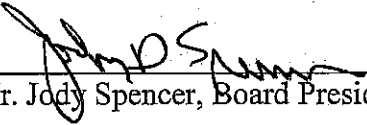
Mr. Quisling made a motion to accept Resolution 2013-11 as presented and Ms. Rucker seconded the motion. There was no discussion prior to calling for a vote. Vote: In favor – Unanimous (verbal vote) at 5:40 p.m.


Mr. Stewart informed the Board that people in Guernsey County are requesting Board Member information from Arlene Johnson when she attends meetings. Mr. Stewart was asking the Board if they felt there were any objections to her submitting that particular information to the individuals requesting the data. As with a majority of information about SEAT, Board

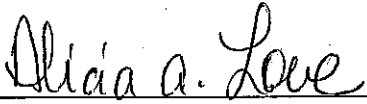
Member information was deemed to be public knowledge therefore all information requested can be given to those who are requesting it.

**ADJOURNMENT**

Mr. DuBeck made a motion to adjourn the February Regular meeting and Mr. Drake seconded the motion. Motion carried. Meeting was adjourned at 5:44 pm.

  
Mr. Jody Spencer, Board President

  
Witness

  
Secretary