

SOUTH EAST AREA TRANSIT
375 Fairbanks Street * Zanesville, Ohio 43701 * (740) 454-8574
BOARD OF TRUSTEES MEETING
Wednesday February 12, 2014

LOCATION:

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

MEMBERS PRESENT:

Tom Peters
Karen Adornetto
Paul DuBeck
Roger Fitz
Ellen Rucker
Kurt Ufholz
Kayla Wyers
Herb Perry
Shawon Glaub
Boyer Simcox

MEMBERS ABSENT:

None

ALSO PRESENT:

Howard Stewart, Board Treasurer, SEAT Transit Director
Alicia Love, Board Secretary, SEAT Fiscal/Compliance Officer
Dianne Gill, SEAT Administrative Manager
Richard Wood, SEAT Maintenance Director
Linda Minter, SEAT Operations Director
Arlene Johnson, SEAT Guernsey County Transportation Supervisor
Robert Ruzinsky, The Lakatos Group

PLEDGE OF ALLEGIANCE:

CALL TO ORDER:

Mr. Ufholz called the February 12th Regular Board meeting to order at 3:55pm.

APPROVAL OF MINUTES:

Mr. DuBeck made a motion to accept the January Regular Meeting Minutes as presented and Ms. Adornetto seconded the motion. Vote: In favor – Unanimous (verbal vote) at 3:57pm.

OFFICIAL COMMUNICATIONS AND CLAIMS:

Ms. Love read a thank you card from Marianne Freed at ODOT regarding our participation in the surveys for The Ohio Needs Study. There was a 100% participation rate among Ohio's Public Transit Systems.

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 he would be further discussing the proposed temporary changes to two Muskingum County Routes within the New Business Section.

Mr. Stewart indicated Ken Reed from OTRP was in Zanesville on January 23rd for the OTRP Self Inventory Risk Assessment. This assessment was focused on mostly HR. The full report will be available in March.

Mr. Stewart stated the ODOT TAR (Technical Assistance Review) is scheduled on Wednesday, February 19, 2014 from 9am to 3pm. Justin Steele, Claire Helmers, Alex Schulze, and Dave Seech will be at the Fairbanks location meeting with staff.

Mr. Stewart stated he and Ms Johnson along with Mr Simcox met with Guernsey County Commissioners on February 3, 2014 and discussed the 2013 ridership/costs data. The building SEAT uses in Cambridge was also a part of the discussion as the Commissioners are looking to dispose of the building which would cause SEAT to relocate. Mr. Stewart stated he was given some names of people in Guernsey County to speak with regarding rental properties as well as has been in contact with Cambridge City officials regarding possible locations.

Mr. Stewart informed the Board he met with Mr. Wood and Ms. Love regarding the 4 year capital plan adjustment due in April. They adjusted equipment/vehicle needs and other capital items.

Mr. Stewart is continuing to contact Byesville officials in an attempt to get a SEAT Board Member from the Byesville area appointed. He hasn't had any response back as of yet.

Mr. Stewart informed the Board he spoke to Zanesville City Council on January 13, 2014.

Mr. Stewart indicated he and Richard Wood will be attending the Transit 101 Module 4 training on Procurement on March 12 & 13, 2014 in Chillicothe.

Mr. Stewart stated he met with the Zanesville Times Recorder regarding advertising. He informed them he would prefer to stick with arrangements such as the ones SEAT has with WHIZ and WYBZ where SEAT will advertise with them if they in turn advertise with SEAT.

Mr. Stewart explained to the Board he and the Muskingum County Auditor's office is looking into land still deeded to Y City Transit that is located in the middle of Restoration Park off Muskingum Avenue. This piece of property was part of the location of the old bus garage for Y City Transit but was donated by others for the purpose of building Restoration Park.

Mr. Stewart stated he handed each Board Member an Emergency Preparedness Plan that he would like all of them to look over and bring any concerns/questions to him. This will be voted on during the March 18, 2014 Regular Board Meeting.

Mr. Stewart stated he has been getting quotes for a new phone system for both Muskingum and Guernsey Counties. The two locations in Muskingum County will be linked but unfortunately due to the lack of a permanent building as well as a different phone company, Guernsey County will have to be on their own system for now. Estimates have been considerably lower than originally estimated.

Mr. Stewart stated he has been speaking with a Josh Bishop from the Zanesville Municipal Court regarding a punch pass system for parolees. Mr. Bishop has come up with the system for tracking as well as will be providing the drivers with punches to track this ridership so he can maintain grant funding. SEAT will be billing the Zanesville Municipal Court system monthly for these riders.

Mr. Stewart informed the Board he is looking into the cost of buying vs leasing a new copier for the Main Street location. It is so old that parts are not able to be found so something needs to be done soon.

Mr. Stewart spoke briefly about developing a policy regarding the transportation of animals not being used as service animals but rather caged and being taken to vet offices, etc. An incident came up in Guernsey County over a passenger needing to get their caged animal to a vet and this made SEAT management look at the policies in place. This will be revisited at a later date.

Mr. Stewart informed the Board a Mr. David Berkfield has been lodging complaints regarding SEAT service. He is a RAR passenger who makes appointments in advance to go

to/from various locations but has been indicating that he wants to be transported to different locations while on the route – which constitute additional fares needing to be collected. He has been in contact with various office staff and asked Mr. Stewart for the number to our regulating body. Mr. Stewart gave him the number to Marianne Freed at ODOT. As of today there hasn't been any follow up from Mr. Berkfield or any feedback from ODOT regarding this issue.

Mr. Stewart informed the Board he gave the staff (Union and Non-Union alike) the option of utilizing their 5 allotted personal days in 4 hour segments.

Mr. Stewart informed the Board SEAT shut Muskingum County operations down at 10am on Wednesday February 5, 2014 due to the adverse weather conditions. Usually service is only suspended in Level 3 conditions but roads and walkways were entirely too hazardous for both the drivers and passengers SEAT was attempting to transport.

Ms. Minter briefly went over the January Operations Reports. Ridership in Muskingum County is only down slightly (145 less than January 2013) but Guernsey County continues to grow. Contract Ridership has increased in both counties with Ms. Minter looking to add at least two more in Muskingum County. Overtime is still a concern but manageable.

Mr. Wood briefly discussed the January Maintenance Report with the Board. Mr. Wood informed the Board total miles traveled was up for January 2014 compared to December 2013 but MPG was down due to the decrease in temperature which causes vehicles needing longer warm-up times.

FINANCIAL REPORTS:

Mr. Ruzinsky presented the Board with the December/Year End Financials. Overall, SEAT showed a net gain of \$56,128 and has a positive net position of \$71,552.

Mr. Perry made a motion to accept the December/Year End Financials as presented and Mr. Fitz seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:38pm.

Mr. Ruzinsky spoke briefly with the Board regarding SEAT's Financial Position. He believes SEAT is in a much better place than they were three years ago and that is partially due to diligent staff and Board members.

OLD BUSINESS:

Mr. Stewart informed the Board he is asking them to think about suggestions for Mr. Spencer's replacement on the Board. He feels it would be better for him to go to the Muskingum County Commissioners with a couple of people the other Board members feel would be a good fit. He asked the Board members to think about people and either email or call him with those suggestions.

NEW BUSINESS:

Resolution 2014-07: Approve Amended Ticket Policy. This resolution amends the original ticket policy to include a daily reconciliation by two staff members in all three locations in both Muskingum and Guernsey County.

Ms. Wyers made a motion to approve Resolution 2014-07 as presented and Ms. Rucker seconded the motion. Vote: In Favor (Unanimous) at 4:42pm.

Mr. Stewart informed the Board SEAT can put in place a 5 month temporary change to a route before submitting to the public hearings/comment periods (total of a six month period). Mr. Stewart requested two routes be temporarily altered. On the Greenwood route – 1) removing the Wheeler/White Oak segment, 2) removing the turnaround in the Greenwood Estates and moving it up to the National Road Elementary School to cover the Apartments at Troon Crossing as well as Washington Place Apartments, and 3) removing the Hamline loop. On the Maple route, the Social Security/Autumn Healthcare loop will be an on-call only – with the possibility of extending it to Kelloggs/Ohio Textile (again, on-call only). Another proposed adjustment is the meeting place for the Cambridge & Byesville Routes. Currently the routes meet at the Cambridge Plaza but it has been requested by the drivers to move this meeting place to the TSC parking lot.

Mr. Perry made a motion to approve the temporary adjustments to the routes as suggested above and Mr. DuBeck seconded the motion. Vote: In Favor (Unanimous) at 4:50pm.

Mr. Stewart informed the Board he, Mr. Wood, Ms. Minter, and Ms. Gill would be attending the BWC Ohio Safety Congress March 26-27, 2014 in Columbus. He stated the total costs for this conference, including two hotel rooms, is estimated at \$530.00.

Mr. DuBeck made a motion to approve the estimated travel expenses for the BWC Conference in March and Ms. Adornetto seconded the motion. Vote: In Favor (Unanimous) at 4:54pm.

Mr. Stewart informed the Board Ms. Gill and Ms. Minter would be attending the FTA Drug and Alcohol Training April 21-22, 2014 in Charleston, WV with a total estimated cost of \$210.00. Ms. Gill has applied for ODOT RTA Scholarships to help cover some of this cost.

Mr. DuBeck made a motion to approve the estimated travel expenses for the FTA Drug & Alcohol Training in April and Mr. Perry seconded the motion. Vote: In Favor (Unanimous) at 4:55pm.

Mr. Stewart presented the Board with a handout indicating the 2013 Fully Allocated Costs for each of the routes as a whole organization as well as separating out the counties. Mr. Stewart commented this was an excellent piece of information to have when negotiating contract pricing with JFS and other entities.

Mr. Perry made a motion to amend the 2013 Budget to reflect year end pre-audit totals as approved previously in the meeting (during the Financials section) and Ms. Wyers seconded the motion. Vote: In Favor (Unanimous) at 5:00pm.

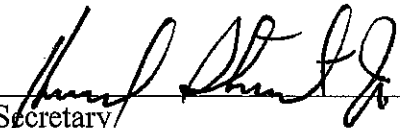
The next scheduled Board Meeting is for Wednesday March ~~18~~¹⁹, 2014 at the Transit Center at 224 Main Street in Zanesville at 4pm.

ADJOURNMENT:

Mr. DuBeck made a motion to adjourn the February Regular meeting and Ms. Adornetto seconded the motion. Motion carried. Meeting was adjourned at 5:01 pm.


Mr. Kurt Ufholz, Board President


Witness


Secretary