

SOUTH EAST AREA TRANSIT
375 Fairbanks Street * Zanesville, Ohio 43701 * (740) 454-8574
BOARD OF TRUSTEES MEETING
Wednesday February 18, 2015

LOCATION:

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

MEMBERS PRESENT:

Tom Peters
Ellen Rucker
Kurt Ufholz
Kayla Wyers
Jeff McKendry
Herb Perry
Connie Norman
Jay Bennett

MEMBERS ABSENT:

Boyer Simcox
Howard Bailey

ALSO PRESENT:

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

PLEDGE OF ALLEGIANCE:

CALL TO ORDER:

Mr. Ufholz called the February 18th, 2015 Regular Board meeting to order at 4:03pm.

APPROVAL OF MINUTES:

Ms. Rucker made a motion to accept the December Regular Meeting Minutes as presented. Second by Herb Perry. **Vote: In favor – Unanimous (verbal vote) at 4:15pm**

OFFICIAL COMMUNICATIONS AND CLAIMS:

Mr. Stewart stated that he had received an email that Randy Cochrane has resigned his position at Job and Family Services effective March 31st, 2015. We will miss working with him. He has always been an advocate for transportation. The Fiscal Officer at Job and Family Services is retiring as well on December 31st, 2015. Mr. Bennett asked if there was an opportunity for us to help review candidates to help out the Muskingum Commissioners. He felt that we could be proactive with that step.

Mr. Stewart stated that President Obama received a big thumbs up for his support of public transportation during his State of the Union address. He is encouraging Congress to keep the funding coming.

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 he passed out a letter to the Board members concerning the audit findings of 2011 and 2013. He stated that when he first started as Director, there were 55 findings and we have that down to 2 or 3 now. We have a penalty of \$9,000 that will be deducted from the 4th Quarter 2014 invoice so it will be paid in full. We now have new standards in place to review all this to avoid the same mistakes happening again in the future.

Mr. Stewart stated that there is a training for cost allocation plans being held in March during the time that we wanted to schedule the Board meeting. This is a mandatory training if we ever want to do a cost allocation plan. Due to those scheduling issues, we feel that we should cancel the Board meeting in March. A motion was made from Herb Perry to cancel the March Board Meeting, second by Tom Peters. **Vote: In favor – Unanimous (verbal vote) at 4:25pm**

A motion was made by Kayla Wyers to move the November meeting from the 11th of November to the 18th, second by Ellen Rucker. **Vote: In favor – Unanimous (verbal vote) at 4:26pm**

OTRP is coming for a Self-Inventory assessment on Friday, February 20th. Mr. Stewart distributed a copy of OTRP's updated Risk Policy that all OTRP members must comply with.

Santa rode the bus in December and it went well. He spent one day in Zanesville and one day in Cambridge. We'll do this again.

Clay House has asked for some travel training for the residents. Mr. Stewart and Ms. Minter will be meeting with them to train them on the ins and outs of public transportation.

The TAC committee members have been selected and there is a list of interested parties who would like to be on the committee. All members contacted have agreed. The list of names is being presented tonight for approval by the Board during New Business. We are STRONGLY encouraged by ODOT to have the TAC Committee. Mr. Stewart said he would like to have a meeting soon.

Mr. Stewart said he had a call from Ted Murphy and asked if we could provide transportation for individuals traveling to American Tax Service and they would pay for the transportation. Mr. Murphy agreed to the Express rate.

Peck, Shaffer is taken care of and everything is okay with Century National Bank and the bond. The current balance of the note is \$137,000. Mr. Stewart explained to the new members why we have a note. Mr. Peters asked if the line of credit was still \$150,000 and yes it is, but the balance is \$137,000.

Mr. Stewart has started a marketing plan. He showed ads that were in the Times Recorder and the Daily Jeffersonian. These ads will be done monthly. We are going to try to increase the size of the Daily Jeffersonian ad and to make it color. Mr. Stewart will be meeting with governmental officials. He plans on going to Byesville before the end of the 1st quarter.

The staff and Mr. Stewart have been reviewing the policies and procedures and separating the policies from the procedures. The Board is responsible for the Policies and Mr. Stewart is responsible for the Procedures.

Mr. Stewart was asked to sit on the Muskingum County Recreation Center Board. He was approached by the management to sit on the Board. He said it is a very busy place. He has attended his first meeting and when doing so, one of our buses pulled in and dropped someone off. That is why he was asked to be on the Board.

Mr. Stewart passed out the four-year operating and capital plan. The dates are 2015-2018. There have been some programming glitches in the spreadsheet. Mr. Stewart reviewed the items being planned over the next 4 years.

Dick Mohler is still interested in the restaurant. He has been in doing some work on the inside. If it doesn't work out, it may be converted into a fitness center for employees with the employees providing the equipment. This may help with our insurance rates.

We are having a review on Friday the 25th from JFS. This is a requirement for them to do.

City of Cambridge Fire Inspector stopped into our Cambridge office. There were a few items that needed addressed. We took care of the issues that we were to take care of immediately. The rest of the list is landlord/owner requirements.

Mr. Stewart proposed a new mission statement and a purpose statement. He would like the Board to condense our mission statement and he proposed our purpose statement to be "South East Area Transit Moves People to Provide Hope." Motion was made by Kayla Wyers to accept the purpose statement, second by Jeff McKendry. **Vote: In favor – Unanimous (verbal vote) at 5:52pm**

Our CPA Bob Ruzinsky was here on Monday the 16th. He said things looked great. He will be back on the 25th to finalize the 2014 invoice to ODOT.

Our Board Retreat will be held at Mohican State Park on April 8th and April 9th. Ms. Gill stated that she contacted Mohican to see if early availability was there and Mohican said they would do what they can. Transportation is available for any and all. Ms. Gill asked everyone to RSVP by March 1st.

Ms. Minter briefly went over the **December and January Operations Reports**. December 2014 ridership had increased over December 2013. A 2:30 shut off on JFS appointments didn't start until January 2015, so the overtime will be lessened due to this. February will look better than January, etc., due to pre-planned pickups. We hired two more contract drivers in Muskingum County so she has met the goal of 12 drivers.

Mr. Stewart briefly discussed the **December and January Maintenance Reports** with the Board. Overall the Maintenance department is looking good.

FINANCIAL REPORTS:

Mr. Stewart presented the Board with the November and December Financials. In November, SEAT showed a \$97,494 gain and a positive net position of \$259,452. In December, SEAT showed a \$110,851 gain with a positive net position of \$273,624.

Ms. Rucker made a motion to accept the November and December Financials as presented and Mr. Bennett seconded the motion. **Vote: In favor – Unanimous (verbal vote) at 5:21 pm.**

EXECUTIVE SESSION:

There was no Executive Session

OLD BUSINESS:

Resolution 2015-04: Approve SEAT Organizational Chart. Due to reorganization, a new chart had to be created.

Mr. Bennett made a motion to accept the Resolution and Ms. Wyers seconded the motion. **Vote: In Favor – Unanimous (verbal vote) at 5:24pm.**

Resolution 2015-05: Amend Records Retention Committee – Due to reorganization, the Finance Manager is no longer a position in the organization. That position was removed from the committee and the Maintenance Director added to the members.

Ms. Wyers made a motion to accept the Resolution and Mr. McKendry seconded the motion. **Vote: In Favor – Unanimous (verbal vote) at 5:25pm.**

NEW BUSINESS:

Resolution 2015-01: Approve Accounting Manual. An Accounting Manual was presented to the Board at the November 2014. It was offered today for approval.

Ms. Rucker made a motion to accept the Resolution retroactive to December 1st, 2014 and Ms. Norman seconded the motion. **Vote: In Favor – Unanimous (verbal vote) at 5:28pm.**

Resolution 2015-02: Approve Criminal Background Check Policy. A policy was created regarding the issue of a prospective employee having a positive hit on their criminal background check.

Mr. Perry made a motion to accept the Resolution retroactive to January 1st, 2015 and Ms. Rucker seconded the motion. **Vote: In Favor – Unanimous (verbal vote) at 5:29pm.**

Resolution 2015-03: Approve Transportation Advisory Committee (TAC) Members. A list of names were presented to the Board for their approval for the TAC committee.

Mr. Bennett made a motion to accept the Resolution and Ms. Wyers seconded the motion. **Vote: In Favor – Unanimous (verbal vote) at 5:32pm.**

Resolution 2015-06: Approve Four-Year 2015-2018 Capital Operating Plan. Mr. Stewart presented the plan and reviewed it with the Board.

Ms. Wyers made a motion to accept the Resolution and Mr. Bennett seconded the motion. **Vote: In Favor – Unanimous (verbal vote) at 5:32pm.**

Resolution 2015-07: Approve Disposition of Vehicle #231. Permission was requested of the Board for disposition of Vehicle #231.

Mr. Bennett made a motion to accept the Resolution and authorize the disposition. Ms. Rucker seconded the motion. **Vote: In Favor – Unanimous (verbal vote) at 5:42pm.**

Resolution 2015-08: Authorization to Remove Vehicle #1033 from Revenue Service to a Support Vehicle. Vehicle #1033 is a minivan. Authorization was requested to move it to a Support status. If an emergency arises and it is needed for Revenue Service, it will be made available.

Ms. Rucker made a motion to accept the Resolution and Ms. Norman seconded the motion. **Vote: In Favor – Unanimous (verbal vote) at 5:49pm.**

Resolution 2015-09: Approve Asset Capitalization Policy. A plan was presented to the Board determining the threshold for capitalization of assets.

Mr. Bennett made a motion to accept the Resolution and Mr. Perry seconded the motion. **Vote: In Favor – Unanimous (verbal vote) at 5:51pm.**

Travel Expenses were presented for Dianne Gill, Linda Minter and Howard Stewart to travel to Bellefontaine, OH in March, 2015 and for Linda Minter and Dianne Gill to travel to Wilmington, OH on February 9th – 11th. Jay Bennett made a motion to approve the travel expenses, second by Jeff McKendry. **Vote: In favor – Unanimous (verbal vote) at 5:54pm.**

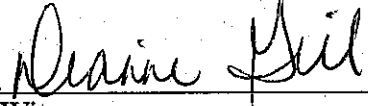
The next scheduled Board Meeting is for Wednesday April 8th, 2015 at the Board Summit at Mohican State Park at 3:00pm.

ADJOURNMENT:

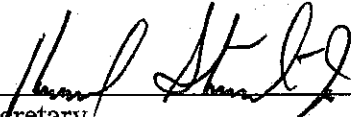
Mr. Peters made a motion to adjourn the February Regular meeting and Ms. Wyers seconded the motion. Motion carried. Meeting was adjourned at 5:55pm..



Officiating Board Representative



Witness



Secretary