

SOUTH EAST AREA TRANSIT  
375 Fairbanks Street \* Zanesville, Ohio 43701 \* (740) 454-8574  
BOARD OF TRUSTEES MEETING  
Wednesday July 10, 2013

LOCATION:

224 Main Street, Zanesville, Ohio 43701

MEMBERS PRESENT:

Tom Peters  
Paul Quisling  
Jody Spencer  
Karen Adornetto  
Roger Fitz  
Alan Drake  
Ellen Rucker  
Kurt Ufholz  
Kayla Wyers

MEMBERS ABSENT:

Paul DuBeck

ALSO PRESENT:

Howard Stewart, SEAT Transit Director  
Alicia Love, Board Secretary, SEAT Fiscal/Compliance Officer  
Rich Wood, SEAT Maintenance Director  
Dianne Gill, SEAT Administrative Manager

PLEDGE OF ALLEGIANCE:

CALL TO ORDER:

Mr. Spencer called the July 10th Regular Board meeting to order at 3:59pm.

## APPROVAL OF MINUTES:

Mr. Ufholz made a motion to accept the June Regular Meeting Minutes as presented and Ms. Rucker seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:00pm.

## OFFICIAL COMMUNICATIONS AND CLAIMS:

No official communications were presented to the Board for review. Board members were asked by Ms. Love for suggestions on inclusions into the monthly newsletter currently produced by Holly Grimes, SEAT Administrative Assistant. One of the recommendations was a section “from the Board” where Board members could introduce themselves to the readership of the newsletter. Currently, the newsletter is being made available to all staff members and Board members but will also be given a link on the new website ([www.SEATbus.org](http://www.SEATbus.org)).

## 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 Zanesville is in need of an additional part-time driver to help fill in the gaps currently vacated by a driver off on an off-the job injury.

Mr. Stewart indicated the 2012 Audit began on July 8, 2012. State Auditors have been on-site most of the current week and things are going well.

Mr. Stewart informed the Board the TAR from ODOT is still on hold until a later date.

Mr. Stewart briefly went over the rest of the Transit Director’s Report with the Board.

Mr. Stewart informed the Board he, Ms. Love, and possibly Ms. Gill and Mr. Wood would be attending the ODOT TODO training on July 24<sup>th</sup> in New Philadelphia. This is the web-based grant system that will be used to submit all grant application information as well as in the future be used to submit all invoices for reimbursement.

Mr. Stewart stated he received a notification from Mr. Skip Dunkle from ODOT regarding the 4 year capital plan. SEAT was required to reduce the amount we were requesting for 2014. Mr. Stewart removed two of the four original computers as well as some shop repairs deemed not critical (man doors & wash bay repair).

Mr. Stewart stated he was required to adjust the DBE Plan he previously submitted to ODOT. SEAT’s new DBE threshold is 3% but with WYBZ (Monica Martinelli) being a certified DBE, SEAT will meet and exceed our threshold.

Mr. Stewart informed the Board he and Ms. Love would be attending the ODOT Transit 101 Training in Bellefontaine, Ohio in December. The dates of this training interfere with the currently scheduled SEAT Board meeting. It was discussed and moved to the date of December 19<sup>th</sup>.

Mr. Stewart informed the Board Ms. Minter's husband was currently in the hospital and she was in need of our good thoughts and wishes.

Mr. Stewart informed the Board he was remiss in mentioning all the hard work Ms. Gill had put into the Employee Manual and wanted to rectify the omission and recognize her for it.

Mr. Stewart stated the website is currently under construction but should be going live soon. The official new website for SEAT will be [www.SEATbus.org](http://www.SEATbus.org). Once the site goes live, he will look into redoing some of the current advertising with WYBZ and WHIZ.

Ms. Love briefly went over the May Operations Reports. Ridership in Zanesville is still showing a decline due to the non-transportation of the Carr Center clients. The decrease is getting smaller each month due to an increase in JFS transportation.

Mr. Wood briefly discussed the May Maintenance Report with the Board. Mr. Wood indicated he would be adding new information each month. There is now a breakdown between

## FINANCIAL REPORTS:

Zanesville and Cambridge regarding Parts Expense.

Ms Love presented the Board with the May Financials. Mr. Quisling made a motion to accept the May Financials as presented and Ms. Rucker seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:30pm.

Mr. Quisling made a motion to recommend making an additional principal payment to the bank loan in the amount of \$20,000.00 and Mr. Ufholz seconded the motion. Vote: In Favor – Unanimous (verbal vote) at 4:30pm with Mr. Spencer abstaining from both the discussion and the vote for this item.

Resolution 2013-43: Estimated 2014 Budget – This resolution, upon the vote by the Board of Trustees, accepts the estimated 2014 Budget as presented. Mr. Stewart informed the Board he had some changes regarding the funding to be received from the contract revenue (from \$846,602 to \$887,629) as well as FTA Operating (from \$1,094,300 to 1,106,880) and ODOT Operating (from \$99,549 to \$63,348). This changes the bottom line of estimated revenues from \$2,621,581 to \$2,638,987.

Mr. Drake made a motion to accept Resolution 2013-43 as presented and Ms. Wyers seconded the motion. There was no discussion prior to calling for a vote. Vote: In favor – Unanimous (verbal vote) at 4:44 p.m.

Resolution 2013-44: Authorizing Resolution CY2014 ODOT Rural Transit Application – This resolution allows the Board President to file and execute the CY2014 ODOT Rural Transit Application following the Transit Director furnishing all documentation required to ODOT for said grant applications.

Mr. Ufholz made a motion to accept Resolution 2013-44 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 4:45 p.m.

Resolution 2013-40: Recognition of Paul Quisling SEAT Board Service – This resolution honors and recognizes the 17 years of service and dedication Mr. Quisling has shown SEAT. Mr. Quisling will be missed by all SEAT Board Members and staff. His replacement (filling out the rest of his current term) will be a Mr. Herb Perry.

Mr. Ufholz made a motion to accept Resolution 2013-40 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 4:47 p.m.

#### EXECUTIVE SESSION:

Ms. Wyers made a motion to go into Executive Session to discuss Personnel Matters and Ms. Adornetto seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:49pm.

Mr. Ufholz made a motion to come out of Executive Session and Ms. Adornetto seconded the motion. No motions were made nor were any decisions made during Executive Session. Vote: In favor – Unanimous (verbal vote) at 4:59pm.

#### OLD BUSINESS:

Items a and b listed under Old Business were discussed during the Transit Director's Report.

Mr. Wood read into record the bids for the Shelter Project. Flecto Construction - \$53,040 (no bid guaranty & contract bond, terms of payment were incongruent with bid specs), BUDS Inc. - \$62,000 (fully responsive to bid specs as well as a certified DBE), TWC Services - \$63,286.13 (no references), and LEPI Enterprises - \$69,398 (over estimated cost and no references). Mr. Wood recommended the Board approve the bid from BUDS Inc.

Mr. Drake made a motion to accept the Shelter Contract recommendation of BUDS Inc and Mr. Fitz seconded the motion. There was no discussion prior to calling for a vote. Vote: In Favor – Unanimous (verbal vote) at 4:22pm.

**NEW BUSINESS:**

Resolution 2013-42: Disposition of Bus #232 – This resolution approves the disposition of vehicle #232 and authorizes the Transit Director to request disposition of this vehicle from ODOT.

Mr. Drake made a motion to accept Resolution 2013-42 as presented and Mr. Ufholz seconded the motion. There was no discussion prior to calling for a vote. Vote: In favor – Unanimous (verbal vote) at 5:00 p.m.

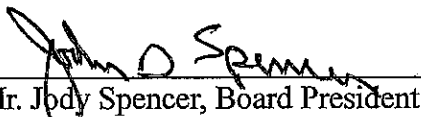
Mr. Quisling made the motion to raise Ms. Gill's wages to \$15.00/hour retroactive to her hire date of January 2013 and Ms. Wyers seconded the motion. Vote: In favor – Unanimous (verbal vote) at 5:00pm.

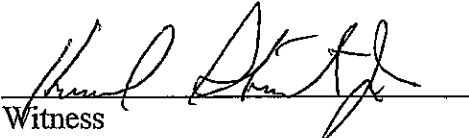
Mr. Stewart discussed a proposal from Action Total Staffing regarding the seasonal work to be located in the old Longaberger building in Frazeyburg for Fanatics, Inc. Mr. Stewart informed the Board he sat down with staff members to discuss this proposal in length and it was the conclusion of all the chances of SEAT being able to fiscally maintain a route for this purpose was slim. Mr. Stewart presented the Board with the list of pros and cons provided to him via staff members.

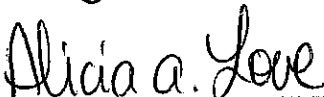
The next scheduled Board Meeting is for Wednesday August 14, 2013 at the Transit Center (224 Main Street) at 4pm.

**ADJOURNMENT:**

Mr. Ufholz made a motion to adjourn the July Regular meeting and Ms. Adornetto seconded the motion. Motion carried. Meeting was adjourned at 5:20 pm.

  
Mr. Jody Spencer, Board President

  
Witness

  
Secretary