

SOUTH EAST AREA TRANSIT  
375 Fairbanks St \* Zanesville, Ohio 43701 \* (740) 454-8573  
BOARD OF TRUSTEES MEETING  
Wednesday, June 19, 2013

**LOCATION:**

Crossroads Library 63500 Byesville Road, Cambridge, Ohio 43725

**MEMBERS PRESENT:**

Tom Peters  
Jody Spencer  
Paul DuBeck  
Roger Fitz  
Ellen Rucker  
Kurt Ufholz  
Kayla Wyers

**MEMBERS ABSENT:**

Paul Quisling  
Karen Adornetto  
Larry Kavulich  
Alan Drake

**ALSO PRESENT:**

Howard Stewart, SEAT Transit Director  
Alicia Love, Board Secretary, SEAT Fiscal/Compliance Officer  
Linda Minter, SEAT Operations Director  
Arlene Johnson, SEAT Transportation Supervisor  
Rich Wood, SEAT Maintenance Director  
Dianne Gill, SEAT Administrative Manager

**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER:**

Mr. Spencer called the June 19th Regular Board meeting to order at 4:00pm.

## **APPROVAL OF MINUTES:**

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

Mr. DuBeck made a motion to accept the June Emergency Meeting Minutes as presented and Mr. Fitz seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:02pm.

## **OFFICIAL COMMUNICATIONS:**

Mr. Stewart stated included with the Board packets was a PowerPoint presentation by OTRP regarding GRF Testimony voicing opinions at the legislative levels for all OPTA members including SEAT.

## **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 informed the Board a pre-bid meeting was held on June 10<sup>th</sup> at the Transit Center regarding the Shelters & Signs project and six contractors showed up, including one who asked if SEAT was also interested in receiving quotes for the construction of the shelters.

Mr. Stewart indicated SEAT unaudited Financials, MD&A, and Notes to the Financials were emailed to Amy Wilson of the Auditor's Office as well as submitted via USPS to the State Clearing House. SEAT is now awaiting word from the Auditor's office about when the 2012 Audit will begin. Mr. Stewart anticipates it won't be until closer to the end of July or August due to the number of Audits performed by the State Auditor's office.

Mr. Stewart reported MCJFS has renewed their contract for transportation services with SEAT, electing for a two year contract term, and increasing the Contracted Transportation rate to \$1.95/loaded mile (Drivers get \$1.70) to help defer costs of the newly required insurance.

Mr. Stewart stated he met with GCJFS on June 17<sup>th</sup> and they have also agreed to the increase in rate for the Contracted Drivers.

Mr. Stewart informed the Board staff members went to the OPTA Conference on June 12 & 13. SEAT staff reported the Conference was a good resource and networking tool. SEAT employees were all in similar uniform and were the "talk" of the conference.

Mr. Stewart stated the new bus has been delivered and is now awaiting the new logos before being placed into service. The Maintenance Director has two bids and is currently waiting for the third vendor to put their bid in.

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

Mr. Stewart stated he provided the Board Members with a Management and Event calendar listing various items including upcoming Board meetings as well as important deadlines for items Management is working on.

Mr. Stewart informed the Board the new website is up and the new address is [www.SEATbus.org](http://www.SEATbus.org). It is a work in progress but should be fully functional soon.

Mr. Stewart informed the Board that SEAT employees would be attending CPR and First Aid Training on Saturday June 22<sup>nd</sup> at the Fairbanks location.

Mr. Stewart stated ODOT is going to a web-based system called TODO which all grant and related information that is now being sent via email can be uploaded and accessed. Training is scheduled for the end of July. Mr. Stewart and Ms. Love, along with possibly Mr. Wood and Ms. Gill if there is enough room, will be going to the training on July 24<sup>th</sup> in New Philadelphia.

Mr. Wood stated Maintenance staff has been putting signs up on the Brighton/Pine and Greenwood/Linden/Blue routes. Maple Avenue will be taken care of next and then once Muskingum County is complete, they will move into Guernsey County and do the Cambridge and Byesville Routes.

Ms. Love briefly went over the April Operations Reports. Ridership in Muskingum County is still showing a decrease, but less of one, due to the loss of the Carr Center ridership. Guernsey County is still showing a rather large increase, seemingly due to the decrease in headways for the street routes. Mr. Spencer asked Ms. Johnson if there was any "tweaking" she could find for the routes over in Guernsey County. A discussion was held regarding placing the new logos on the vehicles. Mr. Spencer suggested not utilizing "www." with the website address and Mr. DuBeck suggested placing it backwards on the front of the bus so people could read it in their rearview mirrors. Mr. Stewart informed the Board SEAT is waiting on quotes for the new logos and once the price for one vehicle is determined, he will bring the full cost to relogo the entire fleet to the Board – hopefully at the July meeting.

Ms. Gill informed the Board Worker's Compensation would be reimbursing SEAT approximately \$26,000 for CY2011 overpayments.

Mr. Stewart informed the Board Computer Plus Technologies upgraded the SEAT server to accommodate the new Quickbooks as well as remove any unneeded items. The new server is faster and has more storage than the old.

Ms. Minter informed the Board SEAT is now having issues with sending drivers for their annual CDL physicals. Due to neck circumference limitations, just about all drivers who are going to Genesis for their physicals are being required to do extensive sleep apnea testing which immediately puts them out of commission until the machine is received by the employee. For established employees, insurance helps cover the cost but for new/returning employees, the cost is a hardship. The maximum neck circumference allowed without testing is currently 17 inches. This new regulation is due to OTR truck drivers who are falling asleep at the wheel because of sleep apnea.

Mr. Wood briefly discussed the Board with the April Maintenance Report. Mr. Wood indicated to the Board he was informed by ODOT there is a new definition for Road Failures. A Road Failure now indicates any time a mechanic must visit a vehicle for any reason whatsoever. Mr. Wood will be tracking all Road Failures in two categories: Mechanical (anything having to do with the operation of the vehicle) and non-Mechanical. Also, Mr. Wood stated he found out from Advance Auto Parts there is a rewards program that sends quarterly rebates based on 3% of purchases during the quarter. Mr. Wood will be signing SEAT up for the program.

#### FINANCIAL/RIDERSHIP REPORT

Ms Love presented the Board with the April Financials. Mr. Stewart informed the Board the financials were completed by Ms. Love with Mr. Ruzinsky making minor suggestions/corrections. There was some discussion among the Board members regarding the supplied financials. Overall the financial position of SEAT is turning around and even showing a moderate gain.

Mr. Ufholz made a motion to accept the April Financials as presented and Ms. Rucker seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:54pm.

Board members discussed paying a larger one-time principal payment to Century National Bank for the loan. Mr. Spencer suggested utilizing the extra funds to update the phone system – possibly connecting at least two if not all three locations. Mr. Stewart stated he would look at the 4 year capital plan to see if phone system updates/purchases were in the plan. Mr. Spencer stated the Board would revisit this query during the July Meeting.

#### OLD BUSINESS

No Old Business was discussed at this particular meeting.

#### NEW BUSINESS

Resolution 2013-35: Approval of MCBDD Contract (Starlight Transportation) - This resolution authorizes the Board President to enter into a contract with MCBDD for transportation of clients at a rate of \$4.93/loaded mile or \$62.86/loaded hour of service during the period of 7/1/13 through 12/31/13.

Mr. DuBeck made a motion to accept Resolution 2013-35 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 4:55 p.m.

Resolution 2013-36: Approve Amended Employee Handbook – This resolution authorizes the usage of the amended SEAT Employee Handbook as approved by the HR Task Force. Mr. Stewart noted to the Board that all work done on the Employee Handbook was by our Administrative Assistant Holly Grimes.

Ms. Rucker made a motion to accept Resolution 2013-36 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 4:56 p.m.

Resolution 2013-37: Approve AAOA Business Association Agreement – This resolution authorizes the Board President to sign the Business Association Agreement with AAA Region 9 stating SEAT will comply with HIPAA regulations.

Ms. Rucker made a motion to accept Resolution 2013-37 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 4:57 p.m.

Resolution 2013-38: Guernsey County SFY 2014 – This resolution authorizes the Board President to enter into a contract with GCJFS for Transportation from 7/1/13 through 6/30/14. Individual Medical Transportation will be reimbursed at a rate of \$4.45/mile with a \$15 no show rate per occurrence. Contracted Transportation will be reimbursed at a rate of \$1.95/mile (\$1.70 Contracted Driver, \$0.25 Administrative Cost) with a \$15 no show rate per occurrence.

Mr. DuBeck made a motion to accept Resolution 2013-38 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 4:59 p.m.

Resolution 2013-39: Muskingum County JFS Amendment – This resolution authorizes the Board President to authorize an amendment to the current contract with MCJFS 1) extending the end date of current contract to 6/30/14 and 2) setting reimbursement rates for weekday Contracted Transportation at \$1.95/mile (\$1.70 Driver \$0.25 Administrative), \$15 No Show/occurrence and weekend/holiday \$1.95/mile, \$35 No Show/occurrence.

Mr. DuBeck made a motion to accept Resolution 2013-39 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 5:01 p.m.

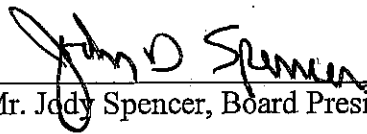
Resolution 2013-41: SEAT DBE Plan – This resolution sets the SEAT DBE Program/Policy FY2013.

Mr. DuBeck made a motion to accept Resolution 2013-38 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 5:02 p.m.

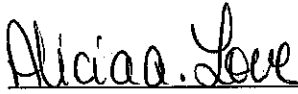
Mr. Spencer reported to the Board that Larry Kavulich has submitted his resignation as a Board member. Mr. Kavulich has no time to give to the Board due to work commitments. Mr. Spencer also informed the Board that Mr. Quisling has submitted his resignation effective after the July meeting. He has already found his replacement, Mr. Herb Perry, and will be bringing him to the July meeting.

**ADJOURNMENT**

Mr. DuBeck made a motion to adjourn the June Regular meeting and Mr. Ufholz seconded the motion. Motion carried. Meeting was adjourned at 5:06 pm.

  
Mr. Jody Spencer, Board President

  
Witness

  
Secretary