

SOUTH EAST AREA TRANSIT  
375 Fairbanks Street \* Zanesville, Ohio 43701 \* (740) 454-8574  
BOARD OF TRUSTEES MEETING  
Wednesday June 11, 2014

**LOCATION:**

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

**MEMBERS PRESENT:**

Tom Peters  
Roger Fitz  
Ellen Rucker  
Kurt Ufholz  
Kayla Wyers  
Herb Perry  
Jeff McKendry

**MEMBERS ABSENT:**

Karen Adornetto  
Paul DuBeck  
Shawon Glaub  
Boyer Simcox

**ALSO PRESENT:**

Howard Stewart, Board Secretary-Treasurer, SEAT Transit Director  
Alicia Love, SEAT Finance Manager  
Dianne Gill, SEAT Business Director  
Richard Wood, SEAT Maintenance Director  
Linda Minter, SEAT Operations Director

**PLEDGE OF ALLEGIANCE:**

**CALL TO ORDER:**

Mr. Ufholz called the May 14th Regular Board meeting to order at 4:01pm.

## APPROVAL OF MINUTES:

Mr. Simcox's name needed to be removed from the Members Present section as well as the removal of Ms. Minter's name from the Also Present section. Mr. Perry made a motion to accept the May Regular Meeting Minutes as amended and Ms. Wyers seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:04pm.

Ms. Rucker made a motion to accept the June Special Meeting Minutes as presented and Mr. Fitz seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:04pm.

## OFFICIAL COMMUNICATIONS AND CLAIMS:

No official communications or claims were heard at this time.

## 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 an operator in Muskingum County has been hired and began work on June 1 and SEAT is looking for another one. In Guernsey County, the dispatcher retired the beginning of June and a new one was located via OhioMeansJobs.com. She was interviewed by Mr Stewart and Ms. Gill then sent to Cambridge to interview with Ms. Johnson. She will begin on June 23.

Mr. Stewart informed the Board the results of the Teamster Audit on May 19 have not been received by SEAT as of yet. When they become available, they will be shared with the Board members.

Mr. Stewart stated the Drug & Alcohol TAR responses have been drafted and Ms. Gill is scheduling the required visits with the testing sites. The responses and the visits need to be completed prior to June 18.

Mr. Stewart informed the Board he and Mr. Casterline are making arrangements to sign the lease for 224 Dewey Avenue Suite H for the Guernsey County SEAT office. Once the lease is signed and the space is ready, SEAT will be moving in. This is hopefully to be completed by July 1. Rent will be \$850 per month and includes parking for all the vehicles. Mr. Stewart has informed the city and the county of the intent as well as sent the city a letter regarding the local match that will not be "received" due to SEAT not utilizing the parking spaces behind the current building.

Mr. Stewart stated staff members will be attending the SERB Fact Finding Seminar on August 21, 2014. This will help during Union Negotiation time.

Mr. Stewart informed the Board SEAT staff members went to the OPTA Conference the last week of May and the sessions were very informative.

Mr. Stewart stated the SEAT Records Retention Commission met on May 20 with no changes or recommendations.

Mr. Stewart informed the Board the new server has been installed and some bugs are still being worked out.

Mr. Stewart stated Ms. Johnson attended the OMEGA meeting on May 14 but most of the information was geared towards highways, roads, and bridges.

Mr. Stewart indicated the Guernsey County JFS met with SEAT staff members to discuss the basis behind the fully allocated cost requested by SEAT of \$6.08/loaded mile for SEAT JFS services and \$2.05/loaded mile for contracted driver services.

Mr. Stewart stated SEAT staff members met with Muskingum County JFS regarding the CY2014-15 RFP and proposed zone rates. A revised Zone Rate was submitted on 6/6/14.

Mr. Stewart stated SEAT staff is currently in the process of investigating possible solutions to potential pest problems. A pest control company will be brought in to spray around the buildings at both the Fairbanks and Main Street locations and a "bug baker" will be purchased to heat the buses to a temperature that kills bugs, bed bugs in particular. While SEAT has not encountered an issue with bedbugs as of yet, Mr. Stewart would like to be pro-active and have the procedures in place. This item will cost between \$4,500 and \$5,000 and will be purchased utilizing regular ODOT Capitalized Maintenance Funds.

Mr. Stewart explained to the Board installation of the new phone system will be complete after the scheduled transfer of the lines on June 17<sup>th</sup>.

Mr. Stewart stated installation of the new signage at the Transit Center should occur within the next couple of weeks. Total cost is \$1,650 plus any applicable permits.

Mr. Stewart stated SEAT will be asking for the amount within the General Fund from OTRP in January and these funds will be used to pay down the loan.

Mr. Stewart stated SEAT staff will be meeting with the labor union on a regular basis. These will be public relations meetings for communications, issue discussions, and problem solving.

Mr. Stewart indicated he was recommending not renewing the contract with AAA9 due to the amount on the contract not being at fully allocated cost as well as the additional training and requirements (such as additional background checks required) that would be involved. From May 2013 through November 2013, SEAT transported one individual.

Mr. Stewart stated he had received an email from Alex Schulze at ODOT regarding Procurement Procedures. Mr. Stewart sat down with staff members to go over the new requirements by the FTA. Every purchase from 2011 through 2014 needs to have a checklist filled out. There was some discussion regarding this issue among the Board members and SEAT staff present.

Mr. Stewart stated he was anticipating receiving the figures from ODOT for the CY2015 Budget. Due date for submission of the budget is typically July 15. Due to other issues, including knee replacement surgery for Mr. Stewart scheduled for June 25<sup>th</sup>, there was discussion on moving the meeting dates for July as follows: The Finance Committee would meet on Monday, July 14 and the full Board would meet for their regularly scheduled meeting on Wednesday, July 16.

Ms. Minter briefly went over the May Operations Reports. Muskingum County ridership has increased by 938 riders over May 2013 and Guernsey County ridership has decreased by 186 riders from May 2013 but overall ridership has increased by 752 passengers for the first five months of 2014. Contract Ridership has increased overall. Ms. Minter gave a brief explanation to the amount of overtime paid/worked in May 2014.

Mr. Wood briefly discussed the May Maintenance Report with the Board.

Mr. Wood stated the maintenance department is still in the process of replacing signs in Guernsey County. They have had good assistance from the GC drivers regarding signs that need to be either removed or replaced.

Mr. Wood stated Vehicle #211 has been listed on GovDeals and as of this morning had a top bid of \$275. There is a disclaimer within the auction details that states SEAT has the right to cancel the auction at any time for any reason. This auction ends on 6/19. Vehicle #992 will be placed on GovDeals after removal of all the decals/signage. The roof on 992 is caving in but the frame and engine are still in good shape. Mr. Wood stated it had not been started for quite some time but he went out and it fired right up.

Mr. Wood stated his office move is complete and his old office now contains his old computer as well as a desk used by the Maintenance staff to complete paperwork, etc.

## **FINANCIAL REPORTS:**

Ms. Love presented the Board with the April Financials. Overall, SEAT showed a net gain of \$63,219 and has a positive net position of \$120,346. Ms. Love stated the monies received from ODOT during April have been temporarily moved into the Investment account as a sort of "retainer". These monies have been put aside in the event SEAT utilizes all ODOT funds prior to the end of the year.

Ms. Wyers made a motion to accept the April Financials as presented and Ms. Rucker seconded the motion. Vote: In favor – Unanimous (verbal vote) at 5:02pm.

## EXECUTIVE SESSION:

Mr. Perry made a motion to go into Executive Session to discuss Personnel Matters and Mr. McKendry seconded the motion. Vote: In favor – Unanimous (verbal vote) at 5:02pm.

Mr. Perry made a motion to come out of Executive Session and Mr. McKendry seconded the motion. No motions nor decisions were made during executive session. Vote: In favor – Unanimous (verbal vote) at 5:19pm.

## OLD BUSINESS:

Resolution 2014-30: Retroactive Amendment to Policy 2.2 – Employee Uniforms. This Resolution amends the title of the policy to be Employee Uniform/Toll Allowance, makes all amendments retroactive to January 1, 2014, as well as approves the policy as presented utilizing wording taken directly from the approved Union Contract dated June 1, 2013.

Mr. Fitz made a motion to accept Resolution 2014-30 as presented and Ms. Wyers seconded the motion. Vote: In favor – Unanimous (verbal vote) at 5:20pm.

Resolution 2014-32: By-Laws Amendment. This resolution approves the changes proposed during the April 16, 2014 meeting.

Ms. Rucker made a motion to accept Resolution 2014-32 as presented and Mr. McKendry seconded the motion. Vote : In favor – Unanimous (verbal vote) at 5:22pm.

Ms. Wyers made a motion to move the July meetings from the scheduled 7/7 and 7/9 to 7/14 and 7/16 (Finance Committee and Regular Board meeting respectively) and Mr. Fitz seconded the motion. Vote: In favor – Unanimous (verbal vote) at 5:23pm.

## NEW BUSINESS:

Resolution 2014-31: SEAT 2015 DBE Plan. This resolution states that SEAT establishes Disadvantaged Business Enterprise program in accordance with the regulations of the USDOT, 49 CFR Part 26. SEAT's CY2015 DBE Goal is .24% - This is the percentage of ALL contracts for goods/services SEAT is required to utilize a DBE-certified organization.

Mr. Peters made a motion to accept Resolution 2014-31 as presented and Ms. Wyers seconded the motion. Vote: In Favor (Unanimous) at 5:25pm.

Mr. Perry made a motion to approve the purchase of a "bug burner" as discussed during the Transit Director's Report and Mr. McKendry seconded the motion. Vote: In Favor (Unanimous) at 5:25pm.

Mr. McKendry made a motion to not renew the AAA9 Contract as discussed during the Transit Director's Report and Ms. Rucker seconded the motion. Vote: In Favor (Unanimous) at 5:27pm.

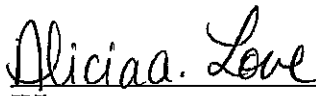
Mr. McKendry made a motion to provide the Administrative Assistant a raise to compensate for the increase in duties as well as add Procurement Clerk to her list of Job Duties (updated Job Description will be presented at the next regular Board Meeting) as discussed during executive session and Mr. Perry seconded the motion. Vote: In Favor (Unanimous) at 5:28pm.


The next scheduled Board Meeting is for Wednesday July 16, 2014 at the Transit Center 224 Main Street Zanesville, Ohio at 4pm.

**ADJOURNMENT:**

Mr. Peters made a motion to adjourn the June Regular meeting and Ms. Wyers seconded the motion. Motion carried. Meeting was adjourned at 5:28pm.

  
Mr. Kurt Ufholz, Board President

  
Witness

  
Secretary