

SOUTH EAST AREA TRANSIT
375 Fairbanks St * Zanesville, Ohio 43701 * (740) 454-8574
BOARD OF TRUSTEES MEETING
Wednesday, March 13, 2013

LOCATION:

224 Main Street, Zanesville, Ohio 43701

MEMBERS PRESENT:

Paul Quisling
Jody Spencer
Karen Adornetto
Paul DuBeck
Roger Fitz
Alan Drake
Ellen Rucker
Kurt Ufholz

MEMBERS ABSENT:

Tom Peters
Larry Kavulich

ALSO PRESENT:

Howard Stewart, SEAT Transit Director
Dianne Gill, SEAT Administrative Manager
Linda Minter, SEAT Operations Director
Arlene Johnson, SEAT Transportation Supervisor

PLEDGE OF ALLEGIANCE

CALL TO ORDER:

Mr. Spencer called the March 13th Regular Board meeting to order at 4:05pm.

APPROVAL OF MINUTES:

Mr. DuBeck made a motion to accept the February Regular Meeting Minutes as presented and Mr. Ufholz seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:15pm

OFFICIAL COMMUNICATIONS:

Mr. Stewart stated that on March 5th, 2013, SEAT received the initial notification for Union Negotiations. Mr. Spencer stated that there had been a request for health insurance policy breakdown. After

discussion concerning health insurance policies, it was decided that Mr. Stewart and Mr. Spencer will talk about this with the task force. Mr. Drake asked why we were paying the family rate for all union members. Mr. DuBeck recommended doing "Spousal cut out." It was decided that SEAT did not want to offer the union less coverage than they are already receiving. Mr. Drake stated that in October, small employers may be able to take advantage of health insurance pools. He thought that perhaps that is something we could look in to. Mr. Drake passed out a flyer on Health Reform Questions. Mr. Spencer said that the timing is what we are concerned with. The union contract will start in June, 2013. Mr. DuBeck stated that the cost SEAT is paying is actually much lower than what the City of Zanesville is paying. Mr. DuBeck stated that he thinks the State of Ohio employees are eventually going to be paying 15% of their premium.

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 reviewed the Transit Director's report. He stated that we have hired a part time hostler for the Cambridge location. There is also a full time driver in Zanesville who is retiring at the end of March, so our part-time driver has now been moved to full-time. He said that we will have eleven full-time drivers and that we are comfortable with that. He reviewed the rest of his Report.

Mr. Stewart stated that we have old tires that we normally have to pay to have disposed. He has been approached to sell some of the tires. A motion was made by Paul Quisling to allow the Transit Director to dispose of the used tires at a reasonable fee and at his discretion. Second by Karen Adornetto. Vote: In Favor -- Unanimous (verbal vote.)

Mr. Stewart stated that he has been working with Monica Martinelli of WYBZ on an advertising campaign. They have a flyer that is sent to 30,000 mailboxes. She made up a coupon for free rides. Mr. Stewart check with ODOT who said that we could do that, but that we would lose the funding for the lost fares.

Mr. Stewart state that the Supervisors will be attending a Rural Roundtable on April 1st. Mr. Spencer said he really appreciated the fact that the staff is being involved in these types of meetings/trainings. Mr. DuBeck said that it also helps with team building. Ms. Gill stated that talking to other RTA's helps tremendously. Mr. Stewart said that all the people at the OTRP conference said to just call them anytime. He then stated that the Sandusky Transit Authority contacted him to see about working with JFS.

Genesis approached SEAT to provide transportation for their employees. After much thought and discussion, Mr. Stewart and Ms. Minter decided that it would not be economically advantageous for us.

Mr. Stewart stated that the ridership is growing again in Guernsey County. Mr. Spencer stated that he felt Guernsey County would be comparable in ridership with Muskingum County in the next five years. Mr. Spencer said that he feels that SEAT is going to be the model Transit Authority that other counties will come to for guidance.

Mr. Stewart also said that Mayor Orr from Cambridge had Lew Thorton call to offer his grant writing assistance to SEAT at any time. The names of Colleen Oess and Sue Ellen Johnson were mentioned for possible new Board Members from the City of Cambridge and Guernsey County.

Ms. Minter state that overtime is much lower first quarter of 2013 vs. first quarter of 2012. They have been working on lowering it and it is working.

FINANCIAL REPORT:

Mr. Quisling stated that the January financial report shows a loss of \$662, but that is due to a long standing employee leaving and paying out a large severance. He stated that if there were a bull's eye that we were aiming for, the \$662 would be well within it. He also stated that after the First Transit bill is removed and the bus ordered is delivered, the Balance Sheet will be even better. Mr. Quisling thanked Ms. Gill for the "Double Duty" she has been doing. Mr. Quisling stated that the Finance Committee met on Monday and paid all bills due. Mr. Spencer said that it is so nice not having to worry about cash flow. He said his hat is off to the staff and leadership. Mr. Stewart said it started with the Board. Mr. Quisling stated that the biggest problem in the past was just not knowing what was due to us, but now everything is transparent.

A motion was made by Kurt Ufholz to approve the Financial Reports, seconded by Roger Fitz. Vote: In Favor – Unanimous (Verbal vote.)

OLD BUSINESS:

No old business to address.

ENTER INTO EXECUTIVE SESSION

A motion was made by Karen Adornetto to go into Executive Session to discuss a Potential Liability Issues. Seconded by Paul DuBeck. Vote: In Favor – Unanimous (verbal vote.)

A motion was made by Paul Quisling to come out of Executive Session with Kurt Ufholz second. Vote: In Favor – Unanimous (verbal vote.)

NEW BUSINESS:

Resolution 2013-14: Temporary Transportation Contract for Carr Center – This resolution approves the Temporary Transportation with the Carr Center to provide transportation at the cost of \$3.98 per mile on an as-needed basis.

Roger Fitz made a motion to approve Resolution 2013-14 as presented and Karen Adornetto seconded the motion. There was no discussion prior to calling for a vote. Vote: In Favor – Unanimous (verbal vote.)

Resolution 2013-15: Nestle Purina Parking Rental Contract – Nestle Purina would like to rent 10 parking spaces at the Transit Center at a cost of \$15 per space, per month. This would be a month to month contract, starting on April 1st, 2013.

Karen Adornetto made a motion to accept Resolution 2013-15 as presented and Paul Quisling seconded the motion. There was no discussion prior to calling for a vote. Vote: In Favor – Unanimous (verbal vote.)

Resolution 2013-16: Cell Phone Policy Update – Personal Cell Phone Usage for Non-Operator employees was address in the revision. The new policy was reviewed.

Alan Drake made a motion to accept Resolution 2013-16 as written and Ellen Rucker seconded the motion. Mr. Spencer said that the next time we upgrade the policy, we could add that phones must be kept on silent. Call to vote. Vote: In Favor – Unanimous (verbal vote.)

Resolution 2013-17: Internet, Electronic Mail, and Online Services Policy Update - Verbiage was added to the current policy concerning online gaming and social media posting while at work.

Paul Quisling made a motion to accept Resolution 2013-17 as written with a second by Roger Fitz. There was no discussion prior to calling for a vote. Vote: In Favor – Unanimous (verbal vote.)

Resolution 2013-18: Changes in Accounting Procedures - Changing duties to allow the Fiscal Officer to do the Accounts Payable and allowing the Administrative Manager to oversee all Fiscal functions and to do the monthly bank reconciliations.

Paul Quisling made a motion to accept Resolution 2013-18 as written with a second by Karen Adornetto. There was no discussion prior to calling for a vote. Vote: In Favor – Unanimous (verbal vote.)

Resolution 2013-19: Appoint Temporary Board Secretary - Resolution to appoint Dianne Gill temporary Board Secretary for attesting signature on the Resolutions, due to the leave of absence of the sitting Board Secretary.

Roger Fitz made a motion to approve Resolution 2013-19 as presented with a second by Paul Quisling. There was no discussion prior to calling for a vote. Vote: In Favor – Unanimous (verbal vote.)

Resolution 2013-20: Advertising for RFP for Bus Shelters – Resolution to commence with advertising for RFP's for the purchase and installation of four bus shelters.

Alan Drake made a motion to accept Resolution 2013-20 as written with a second by Ellen Rucker. Paul DuBeck said that we should check with Patrick Denbow to see about advertising on the bus shelters. Call to Vote. Vote: In Favor – Unanimous (verbal vote.)

Resolution 2013-21: Change in Job Description – The Board reviewed the new job description for the Cambridge Dispatcher.

Karen Adornetto made a motion to approve Resolution 2013-21 as written with a second by Paul Quisling. There was no discussion prior to calling for a vote. Vote: In Favor – Unanimous (verbal vote.)

Resolution 2013-22: Change in Operation Director Salary – Resolution was drawn up to approve 5% increase in salary for the Operations Director retroactive back to February 13, 2013.

Paul Quisling made a motion to approve Resolution 2013-22 as written with a second by Alan Drake. There was no discussion prior to calling for a vote. Vote: In Favor – Unanimous (verbal vote.)

Resolution 2013-23: Authorize Transit Director to Make Temporary Service Changes – Allow Transit Director to re-route the Greenwood/Linden/Blue Avenue route due to low ridership at some stops and service requests from residents of the Abbott Home.

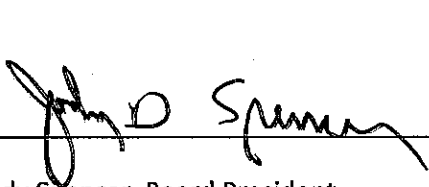
Paul Quisling made a motion to accept Resolution 2013-23 as written with a second by Karen Adornetto. There was no discussion prior to calling for a vote. Vote: In Favor – Unanimous (verbal vote.)

Resolution 2013-24: Radio Lease – Allow SEAT to lease narrowband radios from Commercial Electronics at a cost of \$1,000 per month for one year to assure FCC Compliance.

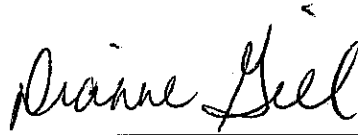
Paul Quisling made a motion to accept Resolution 2013-24 as presented with a second by Paul DuBeck. There was no discussion prior to calling for a vote. Vote: In Favor – Unanimous (verbal vote.)

ADJOURNMENT

Kurt Ufholz made a motion to adjourn the March Regular Board Meeting and Karen Adornetto seconded the motion. Motion carried. Meeting was adjourned at 6:00pm.



Mr. Jody Spencer, Board President



Witness



Board Secretary