

SOUTH EAST AREA TRANSIT
375 Fairbanks St * Zanesville, Ohio 43701 * (740) 454-8573
BOARD OF TRUSTEES MEETING
Wednesday, May 8, 2013

LOCATION:

224 Main Street, Zanesville, Ohio 43701

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Jody Spencer
Paul DuBeck
Larry Kavulich

ALSO PRESENT:

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

PLEDGE OF ALLEGIANCE

CALL TO ORDER:

Mr. Ufholz called the May 8th Regular Board meeting to order at 3:59pm. Mr. Ufholz introduced the Board to the newest Board Member – Ms. Kayla Wyers. She is an appointee from the City of Cambridge and works in the Office of Community Development. Ms. Love led Ms. Wyers in the Oath of Office.

APPROVAL OF MINUTES:

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

OFFICIAL COMMUNICATIONS:

No official communications were presented to the Board for review.

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 staffing is complete (at this time) even with a long time Zanesville employee retiring in April because of a new hire that has already been trained. However, an additional Zanesville driver has injured his Achilles Tendon during non-work activities and could possibly be off until the end of June recuperating after surgery therefore there may be a need for an additional part-time driver.

Mr. Stewart informed the Board the parking lot project is now complete at Fairbanks. Mr. Wood presented the Board with a picture of the newly paved parking lot. SEAT is now awaiting the final billing from Birkhimer Asphalt so we can bill ODOT and be reimbursed for the full charges.

Mr. Stewart indicated pre-audit preparations are currently well underway. He has contacted Amy Wilson from the State Auditor's office and Mr. Ruzinsky and Ms. Love are reviewing and completing the information needed to present to the State to begin the Audit procedures.

Mr. Stewart reported both GCJFS and MCJFS are open to increases in the rates for contracted transportation due to the need for commercial insurance on these vendors.

Mr. Stewart stated he and Ms Minter met with Genesis regarding the transportation they are requesting. SEAT is unable to provide services to Genesis due to a restriction in charter service. SEAT must have a contract with a charter company who would then contract us to provide the service OR a majority of the ridership is required to be the general public.

Mr. Stewart informed the Board the TAR from ODOT is still on hold until a later date. Dave Seech will be getting back with Mr. Stewart when availability is found for this review.

Mr. Stewart stated all DBE information has been submitted to ODOT and SEAT is a non-threshold for 2014 due to the contracted drivers. Birkhimer Asphalt may have utilized a DBE for

the paving project which Mr. Stewart will make sure will be submitted to ODOT for inclusion in the SEAT DBE threshold.

Mr. Stewart stated the Records Commission held their yearly meeting and all yearly requirements are complete. A resolution adding Ms. Gill to the Board has been included and will be voted on in New Business during this meeting.

Mr. Stewart informed the Board the staff members attending the upcoming OPTA conference have received scholarships from ODOT. SEAT will be reimbursed 80% of the approved costs for attending the conference, which is being held on June 12-13, 2013 at the Polaris Hilton Hotel.

Mr. Stewart informed the Board Ms. Oirian has had some issues with her financial backers and therefore may not be able to get into the space until later in the summer.

Mr. Stewart stated the new bus should be ready for delivery any day now. This will remove the \$40,000 of insurance proceeds off the books.

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

Mr. Stewart informed the Board Ms. Gill and Don from Computer Plus have been working with AT&T to resolve issues regarding the staff email account. AT&T made some changes to the system over the weekend which prevented office staff from sending emails and then wouldn't work with us to get it resolved because it was a free account. Mr. Stewart stated he was looking into other avenues for email in the future to help prevent this problem. Mr. Stewart also informed the Board the Quickbooks version SEAT is currently using has a "bug" that cannot be fixed due to the lack of customer support offered for this version. SEAT is going to upgrade to the 2013 version as soon as possible.

Mr. Stewart informed the Board there has been expressed interest in advertisement "wrapping" a Gillig (\$850) or LTV (\$625).

Mr. Stewart stated SEAT provided a bus for the Special Education class at MVESC last Friday for a trip with the students and parents. This provided the opportunity for parents of these students to see the vehicles their children utilize for transportation as well as get any questions answered. Mr. Drake asked if there were programs currently put in place that allows the general public the opportunity to ask questions regarding transportation services available to them in their county. Mr. Stewart stated he was planning to utilize the Rotarians in each county to help put the word out about SEAT services. Mr. Drake offered to be of assistance in this as well.

Ms. Love briefly went over the March Operations Reports. Ridership in Zanesville is down mostly due to the Carr Center now providing their own transportation for their clients. New information was added to the bottom of the current form which gives ODOT performance indicators.

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

FINANCIAL/RIDERSHIP REPORT

Mr. Quisling and Ms Love presented the Board with the First Quarter Financials. Mr. Drake made a motion to accept the First Quarter Financials as presented and Mr. Fitz seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:48pm.

EXECUTIVE SESSION

Mr. Quisling made a motion to go into Executive Session to discuss the Union Negotiations and Mr. Drake seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:49pm.

Mr. Quisling 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 5:00pm.

OLD BUSINESS

No Old Business was discussed at this particular meeting.

NEW BUSINESS

Resolution 2013-30: Amend Records Retention Committee Membership – This resolution allows the addition of Dianne Gill, SEAT Administrative Manager, to the Records Retention Committee currently comprised of Brent Stubbins (legal counsel), Jody Spencer (SEAT Board President), Howard Stewart (SEAT Transit Director), and Alicia Love (SEAT Fiscal/Compliance Officer & Board Secretary).

Mr. Quisling made a motion to accept Resolution 2013-30 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 5:01 p.m.

Resolution 2013-31: Raise Procurement Level to \$15,000 – This resolution authorizes an increase of the Transit Director's approval limit from \$5,000 to \$15,000 for purchases necessary for the operation of SEAT.

Mr. Fitz made a motion to accept Resolution 2013-31 as presented and Mr. Drake seconded the motion. There was no discussion prior to calling for a vote. Vote: In favor – Unanimous (verbal vote) at 5:02 p.m.

Resolution 2013-32: Change Two Hourly Positions to Salary – This resolution authorizes the change in status for the Transportation Supervisor (Ms. Johnson) and Fiscal/Compliance Officer (Ms. Love) to become salaried exempt employees.

Mr. Quisling made a motion to come out of Executive Session and Mr. Fitz seconded the motion. No motions were made nor were any decisions made during Executive Session. Vote: In favor – Unanimous (verbal vote) at 10:25am.

Resolution 2013-34: Approval of Labor Agreement – This resolution approves and ratifies the submitted agreement and authorizes the Transit Director to sign and enter into said agreement which will cover the period of June 1, 2013 through May 31, 2016.

Mr. DuBeck made a motion to accept Resolution 2013-34 as submitted and Mr. Ufholz seconded the motion. There was no discussion prior to requesting the vote. Vote: In favor – Unanimous (verbal vote) at 10:26am.

Mr. Peters made a motion to go into Executive Session to discuss an employee issue and Ms. Wyers seconded the motion. Vote: In favor – Unanimous (verbal vote) at 10:26am.

Mr. Quisling made a motion to come out of Executive Session and Mr. Fitz seconded the motion. No motions were made nor were any decisions made during Executive Session. Vote: In favor – Unanimous (verbal vote) at 10:35am.

Mr. Quisling made a motion to reimburse Franklin University for the tuition for Ms. Love in the amount of \$3,272.07 and Mr. DuBeck seconded the motion. There was no discussion prior to requesting the vote. Vote: In favor – Unanimous (verbal vote) at 10:36am.

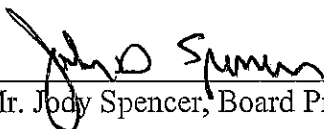
Mr. Stewart presented the Board with a rendering of what the new logo will look like once it is placed onto the new bus. The Board agreed the image looked clean and neat.

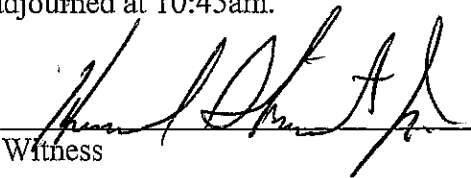
Mr. Stewart also stated the new SEAT website would be www.SEATBUS.org which will cost SEAT \$15 a year.

Mr. Spencer reminded everyone of the June Meeting – Wednesday June 19, 2013 at the Crossroads Library in Cambridge at 4pm. The Finance Committee Meeting will be held on Monday June 10, 2013 as usual.

ADJOURNMENT

Mr. Drake made a motion to adjourn the June Emergency meeting and Mr. Peters seconded the motion. Motion carried. Meeting was adjourned at 10:45am.


Mr. Jody Spencer, Board President


Witness


Secretary