

SOUTH EAST AREA TRANSIT
375 Fairbanks Street * Zanesville, Ohio 43701 * (740) 454-8574
BOARD OF TRUSTEES MEETING
Wednesday May 14, 2014

LOCATION:

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

MEMBERS PRESENT:

Tom Peters
Paul DuBeck
Roger Fitz
Ellen Rucker
Kurt Ufholz
Herb Perry
Shawon Glaub
Jeff McKendry

MEMBERS ABSENT:

Karen Adornetto
Boyer Simcox
Kayla Wyers

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
Arlene Johnson, SEAT Guernsey County Transportation Supervisor

PLEDGE OF ALLEGIANCE:

CALL TO ORDER:

Mr. Ufholz called the May 14th Regular Board meeting to order at 4:02pm.

APPROVAL OF MINUTES:

Mr. DuBeck made a motion to accept the April Regular Meeting Minutes as presented Mr. Perry 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 interviews of some potential operator candidates for the Zanesville location were done in April and May with two offers being given. One candidate decided to stay where they were and the other will be coming on in June. At least one more driver is sought for the Muskingum County operations.

Mr. Stewart stated the Drug & Alcohol TAR was completed by ODOT on April 23, 2014. There were 23 total findings with 7 of them being at the Genesis collection site – this was much better than the one completed in 2010.

Mr. Stewart stated the Michigan Teamsters Insurance scheduled an audit for May 19, 2014. There was some discussion between Board members regarding this audit.

Mr. Stewart stated he met with the Guernsey County Commissioners on May 5, 2014 regarding Guernsey County SEAT operations location, the 1st Quarter Guernsey County Ridership, and the 2015 local match. A couple of possibilities for office locations have been located. One is on 209 near Byesville and one is on Dewey Avenue in Cambridge.

Mr. Stewart informed the Board SEAT staff members met with Muskingum County Job & Family Services regarding the proposed zone rates for both SEAT transportation as well as the SEAT contracted transportation.

Mr. Stewart stated staff members, including himself, met with the Muskingum County contracted drivers regarding the new zone rates. The outcome was highly positive.

Mr. Stewart informed the Board he and Ms. Gill met with Jim Evans from Evans & Associates the morning of the Board meeting to discuss the first draft of the Wage & Benefits Survey. Further discussion on this will be held during Executive Session.

Mr. Stewart indicated the Guernsey County JFS RFP is due 5/16/14. SEAT is asking for \$4.96/loaded mile plus no shows for SEAT Transportation and \$1.95/loaded mile plus no shows for Contracted Transportation. The Muskingum County JFS RFP is due 5/21/14 and will be based on zone rates for both SEAT and Contracted Transportation.

Mr. Stewart stated SEAT staff is currently in the process of scheduling for the 2014 OPTA Conference. Travel expenses are on the agenda for approval during New Business.

Mr. Stewart explained to the Board SEAT has received a signed amendment to the contract for the VPN/Server/Phone System upgrade but has yet to receive an actual signed amended contract. The signed amendment does allow for the projects to be completed with the vendors but until the amended contract is received SEAT cannot bill ODOT for the reimbursement monies.

Mr. Stewart stated he would like to add Amendments to Policy & Procedures Manual and Employee Handbook as a standard item under Old Business on the monthly meeting agenda. Both documents are works in progress and this way as significant changes are made, there is a section to not only discuss but vote on them.

Mr. Stewart stated OTRP had a property assessor come out to the Fairbanks and Main Street locations to measure the buildings and assess current inventory. Mr. Wood stated in the past he believed each agency submitted building dimensions and asset inventories but this year OTRP wanted someone to come and assess in person.

Mr. Stewart and Ms. Gill met with Capt. Tony Coury from the Zanesville Police Department regarding the development of Security and Safety Plan. He was able to point out some items SEAT needed to account for as well as direct management to a camera system that will further help protect not only the drivers but any city personnel that utilize the gas pumps.

Mr. Stewart stated Mr. Wood has asked to purchase a new online based diagnostic program called All-Data which is also utilized by the City of Zanesville Maintenance Department. Mr. Wood stated some features of this system include technical service bulletins, recalls, flow charts for repairs, electric schematics. If this system is purchased on a monthly basis it would cost \$145/mo or \$1,740/year however if SEAT were to sign a one-year contract, the fee would drop to \$1,500/year or \$125/month. Other changes along with this include the move of Mr. Wood's office into the main section of the building near the rest of the office staff and utilizing his old office plus his old computer for the mechanics.

Mr. Stewart briefly went over the April Operations Reports. Ridership in Muskingum County has increased (485 more than April 2013) and Guernsey County has decreased (235 less than April 2013) but overall ridership is up for the first four months of 2014. Contract Ridership has increased overall.

Mr. Wood briefly discussed the April Maintenance Report with the Board. Mr. Wood stated Sold Maintenance Work Orders Created line was added to this month's report as to showcase how many of the total month's work orders were for the Sold Maintenance.

FINANCIAL REPORTS:

Ms. Love presented the Board with the March Financials. Overall, SEAT showed a net gain of \$31,882 and has a positive net position of \$99,369.

Mr. DuBeck made a motion to accept the March Financials as presented and Ms. Rucker seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:35pm.

Resolution 2014-23: Approval of ODOT Budget Revision – this resolution approves the 1st Quarter Budget Revision as presented to the Board. Ms. Love briefly discussed some of the changes within the budget and presented the Board with a line by line breakdown of the amounts that were either increased or decreased. After approval, this will all be submitted to Marianne Freed from ODOT for approval.

Ms. Rucker made a motion to accept Resolution 2014-23 as presented and Mr. Fitz seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:39pm.

EXECUTIVE SESSION:

Mr. DuBeck made a motion to go into Executive Session to discuss Personnel Matters and Ms. Rucker seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:39pm.

Mr. DuBeck made a motion to come out of Executive Session and Mr. Glaub seconded the motion. No motions nor decisions were made during executive session. Vote: In favor – Unanimous (verbal vote) at 5:28pm.

Mr. Perry made a motion to reduce the non-union insurance from a \$2,000/\$4,000 deductible plan to a \$500/\$1,000 deductible plan and Mr. DuBeck seconded the motion. Vote: In favor – Unanimous (verbal vote) at 5:30pm.

OLD BUSINESS:

Resolution 2014-24: Amendment to Policy 6.25 – Prohibited Activities by Passengers. This Resolution removes any mention of the seat belt requirement and includes a section on passenger body odor.

Mr. Fitz made a motion to accept Resolution 2014-24 as presented and Mr. McKendry seconded the motion. Vote: In favor – Unanimous (verbal vote) at 5:32pm.

Resolution 2014-25: Authorizing transfer of SEAT Van to ODOT approved Transit Authority.

Mr. DuBeck made a motion to accept Resolution 2014-25 as presented and Ms. Rucker seconded the motion. Vote : In favor – Unanimous (verbal vote) at 5:33pm.

Resolution 2014-26: Approval of Amended Procurement Policy Retroactive to January 1, 2014.

Ms. Rucker made a motion to accept Resolution 2014-26 as presented and Mr. Perry seconded the motion. Vote: In favor – Unanimous (verbal vote) at 5:36pm.

Mr. Stewart informed the Board he was submitting some alterations to the current Board of Trustees By-Laws within Article X Sections 4, 5, and 6. These changes bring the by-laws compliant with ORC 306.42. The proposed changes to the By-Laws will be on the floor for 30 days and approval will be asked for them during the regular June Board Meeting.

NEW BUSINESS:

Resolution 2014-27: Approval of Cambridge YMCA Summer Transportation. Transportation will be provided from June 1 – August 31, 2014 and will be billed at \$4.30/loaded mile.

Mr. Fitz made a motion to accept Resolution 2014-27 as presented and Mr. McKendry seconded the motion. Vote: In Favor (Unanimous) at 5:39pm

Resolution 2014-28: OPTA Travel Expenses for SEAT Staff. This travel is for Mr. Stewart, Ms. Gill, Mr. Wood, Ms. Johnson, and Ms. Love for the 2014 OPTA Conference to be held at the Polaris Hilton from May 28-30, 2014. Travel expenses will not exceed \$1,670.00 which includes one night hotel for two staff members, two meals total, and registration fees for all five staff members. Staff has requested scholarships for the registration fees.

Mr. DuBeck made a motion to approve Resolution 2014-28 as presented and Ms. Rucker seconded the motion. Vote: In Favor (Unanimous) at 5:41pm.

Ms. Gill presented the amended Drug & Alcohol Policy. This policy has been corrected and approved by Sean Oswald from RLS. Certain items within the policy were required to be underlined as they are items which are included within SEAT policies & procedures but not necessarily regulated by the Federal Government.

Mr. DuBeck made a motion to approve the amended Drug & Alcohol Policy and Ms. Rucker seconded the motion. Vote: In Favor (Unanimous) at 5:45pm.

Mr. Stewart informed the Board staff had put together various useful items into a binder for new and existing Board members as reference items. These items include a copy of the current By-Laws, SEAT Policy & Procedures Manual, the training provided by the Lakatos Group in 2011, a contact list, meeting schedule, OTRP MOU, and SEAT Ethics Policy. Three sets were provided to new Board members present and all other Board Members will receive their binders at the next regular Board Meeting.

Ms. Gill stated she had been requesting quotes from various locations regarding a Board/Staff retreat to conduct some in-depth training for the Board Members. Speakers would

be brought in as well as the regular Board meeting would be held during this retreat. Dates suggested are April 8-9, 2015. Quotes currently range from \$5,174.16 (Mohican State Park) to \$6,525.99 (Cherry Valley Lodge) and include hotel rooms for the Board/Staff member and guest along with meals/gratuities (some shared with guests and others just for Board/Staff members) and a meeting room. More information would be given closer to the event.

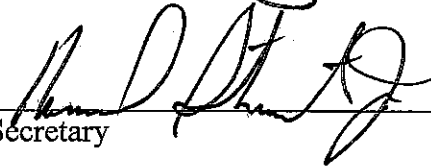
The next scheduled Board Meeting is for Wednesday June 11, 2014 at the Transit Center 224 Main Street Zanesville, Ohio at 4pm.

ADJOURNMENT:

Mr. DuBeck made a motion to adjourn the April Regular meeting and Mr. Peters seconded the motion. Motion carried. Meeting was adjourned at 5:59 pm.


Mr. Kurt Ufholz, Board President


Witness


Secretary