

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

**LOCATION:**

Crossroads Branch Library 63500 Byesville Road Cambridge, Ohio 43725

**MEMBERS PRESENT:**

Jody Spencer  
Paul DuBeck  
Roger Fitz  
Ellen Rucker  
Kurt Ufholz  
Kayla Wyers  
Shawon Glaub

**MEMBERS ABSENT:**

Tom Peters  
Karen Adornetto  
Herb Perry  
Boyer Simcox

**ALSO PRESENT:**

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

**PLEDGE OF ALLEGIANCE:**

## CALL TO ORDER:

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

## APPROVAL OF MINUTES:

Mr. DuBeck made a motion to accept the October Regular Meeting Minutes as presented and Ms. Wyers seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:06pm.

## OFFICIAL COMMUNICATIONS AND CLAIMS:

Ms. Barbara Rhoades, OTRP CEO, presented SEAT with the SOAR Award for the 6<sup>th</sup> year in a row. The SOAR (Safe Operations Award/Recognition) measures the cost of risk per 100 revenue miles. SEAT is in Division 3 along with BCRTA, Delaware County, and Allen County RTA. Divisions are based on total number of yearly revenue miles driven and relative size. For 2012, SEAT had \$0.86 of claims per 100 revenue miles. The overall “winner” in lowest claims per 100 revenue miles is TARTA (Toledo – Division 1) with \$0.18. Mr. Spencer thanked Ms. Rhoades for attending the Board meeting as well as assisting SEAT through its financial troubles.

Mr. Stewart read a thank you card from Gloria Funk at Perry County Transit. She appreciated everything the staff at SEAT had done for her and her organization over the last few months. Mr. Stewart informed Board members the next minivan SEAT disposes of will be transferred to PCT as one of her vehicles has finally become permanently disabled.

## 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 the Shelters & Signs project is underway. Concrete pads have been poured and bollards have been installed at the Main Street Terminal. Bollards were an additional upcharge of \$3,315.44, bringing the total Shelter project cost to \$66,915.44. The grant will cover \$53,532.35 of the cost and SEAT is fully responsible for \$13,383.09. The bollards were determined to be needed at the Main Street location due to the proximity of the shelters to the parking lot.

Mr. Stewart indicated the ODOT CY2014 Operating Grant Application was questioned by an ODOT Auditor, Michael Miller. Items being used as In-kind were being questioned and Mr. Stewart and Ms. Love were required to give justifications for these items. Mr. Miller seemed

satisfied with these responses and the Operating Grant has been given the green light. Nothing has been heard from ODOT regarding the CY2014 Intercity Grant.

Mr. Stewart stated the ODOT TAR (Technical Assistance Review) is still on hold.

Mr. Stewart stated SEAT has replaced logos on all Guernsey County vehicles and Mr. Wood is slowly completing the Muskingum County vehicles.

Mr. Stewart informed the Board he is in contact with ODOT regarding our Capital Line Item percentage. He is awaiting a general concurrence and at which time SEAT receives this, the Board can set the percentage at a rate deemed appropriate. Currently the percentage taken out of SEAT-transported contracts is 11% but percentages examined are ranging from 12-20%.

Mr. Stewart stated SEAT has advertising contracts with both Care Source Marketing (Buckeye Community Health Plan) and Outdoor 24 (AT&T) for signage that is currently present on some of SEAT's vehicles in both Guernsey and Muskingum Counties.

Mr. Stewart informed the Board Dick Mohler has expressed interest in leasing the rental space at the Main Street terminal. Mr. Mohler has experience starting many restaurants and café-type shops then mentoring others to take over the businesses he starts. There was another woman who runs a candle shop in the Masonic Temple who was interested in the space but Mr. Stewart put her in contact with Mr. Mohler who found her another location that would be better suited to her business.

Mr. Stewart stated Ms. Gill has been working on SEAT's Complementary Paratransit Plan. Ms. Gill utilized a plan obtained from SARTA (Stark Area RTA) to craft our plan. Claire Helmers, a consultant from RLS & Associates working for ODOT, is currently reviewing and adjusting the plan. Once SEAT receives the okay from ODOT the Board must approve the plan, a public hearing must be held, and then a 30 day public comment period before it can be implemented. This will take SEAT past the December 31, 2013 implementation deadline and Mr. Stewart is in contact with ODOT to see how/if this will impact SEAT if this plan is not in place prior to that date.

Mr. Stewart stated the Nestle Purina lease of the lower parking lot at the Main Street terminal will come to an end at the end of November. He stated Nestle was very appreciative of our assistance.

Mr. Stewart informed the Board Ms. Gill has been going through the OTRP Risk Assessment Inventory. This assessment covers every possible scenario and ensures there is a plan in place for each. City and County officials have been asked to meetings with SEAT management to discuss the various items needed to complete this assessment.

Maryanne Freed from ODOT has indicated SEAT, as well as all other transit systems in Ohio, is to participate in the Statewide Ridership Surveys. SEAT received 125 total surveys. Five were kept within the Fairbanks office, five sent to the Main Street office, and five sent to the Cambridge office to randomly survey people as they walk in the door. The other surveys

were distributed to the drivers for them to randomly give to passengers. These surveys will be sent to Nelson/Nygaard for compilation and analysis.

Mr. Jim Gee, GM for TARTA (Toledo Area RTA), informed Howard his 94 year old Grandmother utilized our Reserve-A-Ride service recently and complimented our drivers on their prompt and courteous nature.

Ms. Wyers informed the Board a co-worker had been driving the same route as one of our vehicles over in Guernsey County and was impressed with the driver.

Ms. Minter briefly went over the October Operations Reports. Both Zanesville and Cambridge ridership are up compared to the October 2012. Overall ridership is still down in Muskingum County YTD due to the loss of Carr Center Transportation in February of this year. Overtime is still being monitored but is still decreasing. Actual OT hours worked for the month of October is 91.74 for Zanesville and 29.42 for Cambridge.

Mr. Wood briefly discussed the October Maintenance Report with the Board. Mr. Wood indicated the total miles traveled for the month of October for the entire fleet was 43,782, an increase of 13.49% over September and the Billed Maintenance Contract total was up 139.28% over September, mostly due to the Community Ambulance bringing their vehicles to SEAT for maintenance/repair.

#### **FINANCIAL REPORTS:**

Ms Love presented the Board with the September Financials. September showed a moderate net gain of \$36,703 and a positive net position of \$45,603. Mr. Ufholz made a motion to accept the September Financials as presented and Mr. Fitz seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:41pm.

#### **EXECUTIVE SESSION:**

Mr. DuBeck made a motion to go into executive session for employee matter discussions and Ms. Rucker seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:41pm.

Mr. DuBeck 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 5:26pm.

#### **OLD BUSINESS:**

Mr. Stewart informed the Board the local EMA/LEPC was requesting a portable radio from SEAT in case of emergency. The only two organizations within Muskingum County that upgraded to digital from analog were SEAT and Genesis. Genesis has already provided a portable radio for emergency contact and Mr. Wood found a demo model for considerably cheaper than what SEAT has already spent for our radios.

Mr. Ufholz made a motion to accept Resolution 2013-59 as presented and Ms. Wyers seconded the motion. Vote: In Favor – Unanimous (verbal vote) at 5:47pm.

Resolution 2013-60: To Purchase Vehicles from the State Contract. This resolution authorizes SEAT to purchase two vehicles – (1) LTV 16+2 and (1) CV 6+1 through the ODOT State of Good Repair Assistance Grant to replace vehicles that have reached their useful life within the SEAT fleet. These purchases will be reimbursed 83% federal through the grant funding.

Ms. Wyers made a motion to accept Resolution 2013-60 as presented and Mr. Fitz seconded the motion. Vote: In Favor – Unanimous (verbal vote) at 5:49pm.

Resolution 2013-61: Travel Expenses Pre-Approval. This resolution pre-approves the travel expenses for Howard Stewart Jr. and Alicia Love to be incurred during ODOT Transit 101 Training to be held December 10-12, 2013 in Bellefontaine, Ohio. These expenses will be no more than \$178.99 (hotel) and \$78 (meals) each for the entire duration of the travel expected and will be incurred on the SEAT issued debit cards. ODOT scholarship monies have already been requested to offset up to \$143.81 per person for hotel expenses.

Mr. DuBeck made a motion to accept Resolution 2013-61 as presented and Mr. Ufholz seconded the motion. Vote: In Favor – Unanimous (verbal vote) at 5:51pm.

Mr. DuBeck made a motion to accept the starting wage for Ms. Holly Grimes, Administrative Assistant at \$9.27/hour for a 30 hour work week and Ms. Rucker seconded the motion, Vote: In Favor – Unanimous (verbal vote) at 5:53pm.

Mr. DuBeck made a motion to authorize Mr. Stewart to sign a year lease with Mr. Dick Mohler for the open space at the Main Street Terminal at a rate of \$500/month plus utilities and Mr. Fitz seconded the motion. Vote: In Favor – Unanimous (verbal vote) at 5:54pm.

Mr. DuBeck made a motion to authorize Mr. Stewart to utilize the Pepsi Commission funds (approximately \$300/year) for appropriate employee appreciations and Ms. Rucker seconded the motion. Vote: In Favor – Unanimous (verbal vote) at 5:57pm.

Mr. Ufholz made a motion to allow Mr. Stewart to proceed with discussions between SEAT, CNB, and Peck Shaeffer regarding any items associated with the Credit Line presented and Mr. Fitz seconded the motion. Vote: In Favor – Unanimous (verbal vote) at 5:31pm with Mr. Spencer abstaining from the vote.

Mr. Fitz made a motion to approve the disposal of #211 and #992 from the SEAT fleet and Ms. Wyers seconded the motion. Vote: In Favor – Unanimous (verbal vote) at 6:01pm.

Mr. Ufholz made a motion to appoint Mr. Howard Stewart Jr., Transit Director, as SEAT Board of Trustees Treasurer and Ms. Rucker seconded the motion. Vote: In Favor – Unanimous (verbal vote) at 6:02pm.

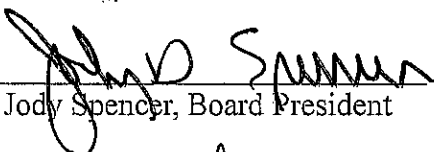
Resolution 2013-62: Honoring Service and Dedication of SEAT Board Member Jody Spencer. This resolution honors and recognizes Mr. Jody Spencer for the nine (9) years of service and dedication towards SEAT Board of Trustees. Mr. Spencer has decided to resign his position as of 12/31/13.

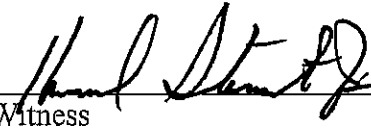
Mr. DuBeck made a motion to accept Resolution 2013-62 as presented and Ms. Rucker seconded the motion. Vote: In Favor – Unanimous (verbal vote) at 6:03pm.

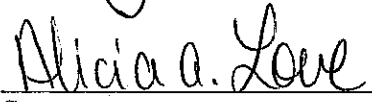
The next scheduled Board Meeting is for Wednesday December 18, 2013 at the Transit Center at 224 Main Street in Zanesville at 4pm.

**ADJOURNMENT:**

Mr. Ufholz made a motion to adjourn the November Regular meeting and Mr. DuBeck seconded the motion. Motion carried. Meeting was adjourned at 6:04 pm.

  
Mr. Jody Spencer, Board President

  
Witness

  
Secretary