

SOUTH EAST AREA TRANSIT
375 Fairbanks Street * Zanesville, Ohio 43701 * (740) 454-8574
BOARD OF TRUSTEES MEETING
Wednesday November 12, 2014

LOCATION:

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

MEMBERS PRESENT:

Tom Peters
Paul DuBeck
Roger Fitz
Ellen Rucker
Kurt Ufholz
Kayla Wyers
Herb Perry
Jeff McKendry
Howard Bailey

MEMBERS ABSENT:

Shawon Glaub
Boyer Simcox

ALSO PRESENT:

Howard Stewart, Board Secretary-Treasurer, SEAT Transit Director
Dianne Gill, SEAT Business Director
Richard Wood, SEAT Maintenance Director

PLEDGE OF ALLEGIANCE:

CALL TO ORDER:

Mr. Ufholz called the November 12th Regular Board meeting to order at 4:02pm.

APPROVAL OF MINUTES:

Ms. Rucker made a motion to accept the October Regular Meeting Minutes as presented and Mr. Bailey 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 went over the **Transit Director's Report** with the Board.

Mr. Stewart informed the Board that the CY 2015 ODOT 5311(f) Budget will be revised requesting an additional \$3,000 for. There will be some line item changes as well due to changes in personnel and safety/security issues. The budget will be brought to the December 10th Board meeting.

Mr. Stewart discussed safety improvements being made at SEAT. Attendance at the Zanesville/Muskingum Chamber of Commerce Safety Committee meeting prompted these changes. We are removing the round doorknobs for exterior doors in favor of paddle style handles. This would be due to not being able to grip a handle for exiting. We have purchased more smoke detectors and CO² detectors for the offices. Talk is under way to remove the glass in the Transit Center and replace it with non-penetrable (bullet proof) glass and possibly installing a drawer so there would be no possibility of entry into the office from the lobby. Discussion of a security guard, paid for partly by the InterCity grant and partly by the General Administration portion of the ODOT grant was held as well. Mr. DuBeck asked if a panic button has been installed. Mr. Stewart said it had not. Mr. Stewart spoke about a \$40,000 grant available from the BWC. It is a 3:1 match grant. The grant is for safety upgrades, so we could use this grant to pay for the glass replacement.

Mr. Stewart will be attending the 11/24/14 Zanesville City Council meeting to present our request for 2015 local match.

Mr. Dick Mohler has signed a "pre-lease" agreement for the rental of the restaurant space. The agreement was signed so Mr. Mohler could get into the restaurant and start putting things in order. The rent will be for \$350/month for one year, with an increase thereafter.

Mr. Stewart and Ms. Gill will be heading to the OTRP Board Meeting on Thursday, November 13th. They will be presenting the new Risk Management Policy for all members of the pool to follow.

Mr. Bob Ruzinsky has recommended that we take our \$77,316.28 from the GRF fund at OTRP. Because of this, Mr. Stewart has spoken with Barbara Rhodes of OTRP to start cashing out some of the investments so that money will be made available to us in 2015. It may be in one lump sum, or it could be quarterly. The availability of the cash is what will decide that.

The Greyhound banking issue has been completed. The account at Huntington was closed and now all deposits are sent to the Fairbanks office for processing and depositing into the Century National Bank "Small Purchases" account.

The Time Warner cable installation and transition has been completed. There are a few little bugs here and there, but overall it is working. The internet speed is much much faster than before.

Mr. Stewart stated that the Guernsey County Job and Family Services is amending their contract to make it the same as it was last year. They have requested quarterly cost allocation analysis to be done to adjust the per mile rate for SEAT drivers.

Mr. Stewart said that we are moving forward with some changes in the Fairbanks office. One wall will be torn down with painting, and carpet cleaning taking place. Mr. Wood is doing most of the work himself, thus keeping costs at a minimum.

Mr. Stewart plans to start a Marketing/Advertising campaign in 2015 for all of 2015 in both the Times Recorder and the Daily Jeffersonian.

Mr. Stewart briefly went over the **October Operations Reports**. Muskingum County October 2014 ridership has decreased by 182 riders over October 2013 and Guernsey County October 2014 ridership has decreased by 257 riders over October 2013. Contract ridership has increased in Guernsey but decreased in Muskingum. Overtime is less in October 2014 than it was in October 2013.

Mr. Wood briefly discussed the **October Maintenance Report** with the Board.

FINANCIAL REPORTS:

Mr. Stewart presented the Board with the September Financials. In September, SEAT showed a \$132,131 gain and a positive net position of \$107,946.

Ms. Wyers made a motion to accept the September Financials as presented and Mr. Fitz seconded the motion. **Vote: In favor – Unanimous (verbal vote) at 4:30pm.**

EXECUTIVE SESSION:

Ms. Wyers made a motion to go into Executive Session to discuss Policy Matters and Ms. Rucker seconded the motion. **Vote: In favor – Unanimous (verbal vote) at 4:30pm.**

Mr. DuBeck made a motion to come out of Executive Session and Ms. Rucker seconded the motion. **Vote: In favor – Unanimous (verbal vote) at 4:48pm.**

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

Resolution 2014-39: Pay Rates for 2015 Administrative Staff. The rates were reviewed. Mr. DuBeck asked that in the future, the salaried staff should have their annual or weekly rate on the pay schedule, not an hourly rate due to the fact that they are not hourly.

Mr. Baily made a motion to accept Resolution 2014-39 as presented and Ms. Wyers seconded the motion. **Vote: In Favor (Unanimous) at 4:59pm**

Resolution 2014-40: Elderly & Disabled Grant Authorization for 2105. The board reviewed the resolution. No further discussion was held.

Mr. DuBeck made a motion to accept Resolution 2014-40 as presented and Mr. McKendry seconded the motion. **Vote: In Favor (Unanimous) at 5:00 pm**

Resolution 2014-41: Approve contract with Muskingum Board of DD for 2015. There was no discussion regarding this contract.

Mr. DuBeck made a motion to accept Resolution 2014-41 as presented and Mr. Peters seconded the motion. **Vote: In Favor (Unanimous) at 5:01 pm**

Resolution 2014-42: Agreement to Retain Peck, Shaffer and Williams as Bond Counsel. Mr. Stewart spoke that this is the same firm who represented SEAT last year for the line of credit at Century National Bank.

Mr. DuBeck made a motion to approve Resolution 2014-42 as presented and seconded by Mr. Bailey. **Vote: In Favor (Unanimous) at 5:04pm.**

Resolution 2014-43: Approval of Line of Credit for 2015 at Century National Bank. This is the line of credit we currently have. Approval for another year requested.

Ms. Wyers made a motion to approve Resolution 2014-43 as presented, seconded by Mr. Fitz. **Vote: In Favor (Unanimous) at 5:04pm.**

Resolution 2014-44: Amend Employee Handbook Section 23.2, Personal Days to reflect personal days will be given after probationary period, dependent upon amount of time left through the end of the year.

Mr. DuBeck made a motion to accept Resolution 2014-44 as presented, seconded by Ms. Rucker. **Vote: In Favor (Unanimous) at 5:07pm.**

Resolution 2014-45: Approve donation of Bus #264 to Zanesville Civic League. Zanesville Civic League has been chosen as the recipient of the disposed Bus #263.

Mr. DuBeck made a motion to accept Resolution 2014-45 as presented, seconded by Ms. Rucker. **Vote: In Favor (Unanimous) at 5:12 pm. (Mr. Howard Bailey abstained from voting)**

Resolution 2014-46: Approve Day after Thanksgiving as paid holiday. This matter was discussed in Executive Session.

Mr. DuBeck made a motion to accept Resolution 2014-46 as decided upon during the Executive Session stating that the day after Thanksgiving would be a paid holiday, seconded by Mr. Bailey. **Vote: In Favor (Unanimous) at 5:15 pm**

Resolution 2014-47: Budget Revision for CY2104 5311 Budget. The Board reviewed the budget revision presented by the Mr. DuBeck, head of the SEAT Finance Committee with their recommendation.

Mr. Perry made a motion to accept the budget revision as presented, second by Mr. Fitz. **Vote: In Favor (Unanimous) at 5:15pm.**

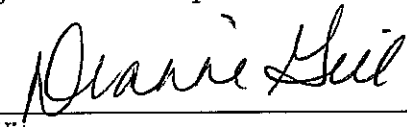
The next scheduled Board Meeting is for Wednesday December 10, 2014 at the Transit Center at 224 Main Street, Zanesville at 4pm.

ADJOURNMENT:

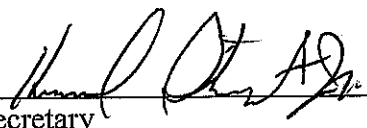
Mr. DuBeck made a motion to adjourn the November Regular meeting and Mr. Peters seconded the motion. Motion carried. Meeting was adjourned at 5:16pm.



Officiating Board Representative



Witness



Secretary