

SOUTH EAST AREA TRANSIT
375 Fairbanks Street * Zanesville, Ohio 43701 * (740) 454-8574
BOARD OF TRUSTEES MEETING
Wednesday October 9, 2013

LOCATION:

224 Main Street, Zanesville, Ohio 43701

MEMBERS PRESENT:

Tom Peters
Paul DuBeck
Roger Fitz
Ellen Rucker
Kurt Ufholz
Kayla Wyers
Herb Perry
Boyer Simcox

MEMBERS ABSENT:

Jody Spencer
Karen Adornetto
Shawon Glaub

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

PLEDGE OF ALLEGIANCE:

CALL TO ORDER:

Mr. Ufholz called the October 9th Regular Board meeting to order at 4:00pm.

APPROVAL OF MINUTES:

Mr. DuBeck made a motion to accept the September Regular Meeting Minutes as presented and Ms. Rucker seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:02pm.

OFFICIAL COMMUNICATIONS AND CLAIMS:

Mr. Stewart presented the Board with an article from Passenger Transport regarding the Government shutdown and the possible effects on the state DOT's.

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 Zanesville and Cambridge have both filled the needed driver gaps with new hires.

Mr. Stewart informed the Board about a \$1,600 upcharge for the Shelters & Signs project. This upcharge is due to needing to change the shelters to 90mph wind withstand rather than the original 80mph withstand to comply with Muskingum County Building Code. This cost also includes the certification from a State-Certified Engineer. ODOT has sent their concurrence for the Shelters & Signs contract and Mr. Stewart has an email from an ODOT representative stating that because the upcharge does not cause the total amount to exceed the contracted amount, the RFP process does not have to be revisited.

Mr. Stewart indicated the 2012 Audit has been completed, certified, and available for public viewing.

Mr. Stewart informed the Board that SEAT was once again awarded the SOAR award by OTRP for the 6th straight year. In our division, we had the lowest claims per 100 miles (\$0.86/100 miles driven).

Mr. Stewart indicated the ODOT CY2014 Grant Application has been kicked back to SEAT for review and resubmittal. Some items were deemed incomplete and needed to be re-uploaded into the new TODO system. Mr. Stewart stated he and Ms. Love would be working on

the adjustments and would be re-uploading the documents and then re-submitting them. One of the items needed is an ADA Paratransit Plan which must be completed and approved by December 31, 2013. Mr. Stewart and Ms. Gill are working on this plan and should have it ready by no later than the December Regular Board Meeting.

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 stated the contracts for State of Good Repair funding has finally been completely awarded. Invoicing for the reimbursement of the Radios/Repeaters will be done soon and the vehicles will be purchased using these funds.

Mr. Stewart informed the Board he is in contact with ODOT regarding our Capital Line Item to see if we need concurrence from ODOT to increase the current percentage from 11%. This line item is used as local match for the ODOT Capitalized Maintenance contract as well as any Capital purchases (buses, shelters, etc) SEAT makes.

Mr. Stewart stated all SEAT contracted drivers have submitted paperwork indicating they have the proper insurance and SEAT is an additional insured on their policies. If any were to become default on their insurance payments, SEAT would be notified.

Mr. Stewart informed the Board the official SEAT Policies and Procedures Manual has been completely re-keyed by Ms. Gill and should be ready for Board approval at the December 2013 meeting.

Mr. Stewart stated Peck & Shaeffer (bond agents) have been in contact with him regarding the renewal of the short term bank loan with Century National Bank. He has also been in contact with Jim Blythe at CNB.

Mr. Stewart informed the Board Joe Keating, the Director of Operations Facilities Management at Ohio University Zanesville & Zane State, contacted SEAT regarding assisting with the new Advanced Technology & Training Center obtaining LEED Certification. LEED = Leadership in Energy & Environmental Design. This certification involves recognizing organizations that help reduce the carbon footprint. Board members discussed alternating bus stops between the current building and the new building. No public notice is needed due to utilizing the same location (Zane State/OUZ) and same times as the previous schedule. Mr. Stewart indicated he would be continuing discussions with Mr. Keating.

Ms. Minter briefly went over the September Operations Reports. Both Zanesville and Cambridge ridership are up compared to the September 2012. Overtime is still being monitored but with the new hires, this should start to lessen considerably.

Mr. Wood briefly discussed the September Maintenance Report with the Board. Mr. Wood stated that with the inclusion of the new Community Ambulance vehicles to the SEAT

Sold Maintenance lineup, the Parts Inventory amount will be slowly increasing as their vehicles have specialized parts that we need to start stocking up on.

Mr. Wood informed the Board that bus stop signage in Zanesville is mostly complete with the exception of the new signage needed for the Greenwood/Taylor/Blue route. OUPS must be called before posts can be installed. In Cambridge, the Byesville route has been completed. Next maintenance will begin installing signage for the Cambridge route.

FINANCIAL REPORTS:

Ms Love presented the Board with the August Financials. Mr. Stewart indicated to the Board the 2012 are now Post-Audit numbers. Mr. DuBeck made a motion to accept the August Financials as presented and Mr. Fitz seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:35pm.

OLD BUSINESS:

Resolution 2013-54: Signature Card Changes. This resolution gives General Account check signing authority to three more SEAT employees – Dianne Gill, Alicia Love, and Richard Wood as well as removes the authority of Paul Quisling who is no longer with the Board. Board members were also given the Accounting Distribution of Duties which now includes a section on Check Writing. Mr. Stewart also stated that he will prefer to have at least one Board Member continue to sign the checks unless otherwise not able to do so.

Mr. Peters made a motion to accept Resolution 2013-54 as presented and Mr. Perry seconded the motion. Vote: In Favor – Unanimous (verbal vote) at 4:43pm

NEW BUSINESS:


Mr. Stewart asked the Board to grant their approval of the alternating bus stop at the new Zane State/OUZ Building on Newark Road.

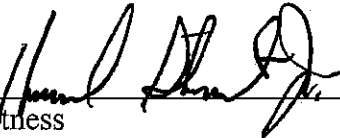
Mr. DuBeck made a motion to approve the alternating bus stop and Mr. Perry seconded the motion. Vote: In Favor – Unanimous (verbal vote) at 4:44pm.

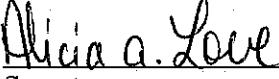
The next scheduled Board Meeting is for Wednesday November 13, 2013 at the Crossroads Library in Cambridge at 4pm. Transportation via bus (driving by Mr. Wood) will be available for anyone who would wish to utilize it. Board members (and any staff/E&D passengers who would like to ride) are asked to be at the Fairbanks office by 3pm for departure approximately 3:15pm.

ADJOURNMENT:

Mr. DuBeck made a motion to adjourn the August Regular meeting and Ms. Wyers seconded the motion. Motion carried. Meeting was adjourned at 4:45 pm.


Mr. Jody Spencer, Board President


Witness


Secretary