

SOUTH EAST AREA TRANSIT
375 Fairbanks Street * Zanesville, Ohio 43701 * (740) 454-8574
BOARD OF TRUSTEES MEETING
Wednesday October 15, 2014

LOCATION:

Crossroads Branch Library, Cambridge, OH 43725

MEMBERS PRESENT:

Paul DuBeck
Tom Peters
Roger Fitz
Ellen Rucker
Kurt Ufholz
Kayla Wyers
Howard Bailey

MEMBERS ABSENT:

Herb Perry
Shawon Glaub
Boyer Simcox
Jeff McKendry

ALSO PRESENT:

Howard Stewart, Board Secretary-Treasurer, SEAT Transit Director
Dianne Gill, SEAT Business Director
Richard Wood, SEAT Maintenance Director
Linda Minter, SEAT Operations Director
Arlene Johnson, SEAT Transportation Supervisor Guernsey County

PLEDGE OF ALLEGIANCE:

CALL TO ORDER:

Mr. Ufholz called the October 15th Regular Board meeting to order at 4:02pm.

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 4:03pm.**

OFFICIAL COMMUNICATIONS AND CLAIMS:

Mr. Stewart said that he had received information regarding a regional stakeholder's meeting. He will be going to Athens on Oct 30th to attend. This has to do with Access Ohio. There will be management from the Ohio Department of Transportation there as well, discussing the future of transportation. Mr. Jerry Wray sent Mr. Stewart an email spelling out steps that Ohio is taking to improve transportation.

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 that the ODOT grant has been resubmitted due to the fact that it was kicked back to us needing additional information. Mr. Stewart stated that the 3rd Quarter invoice and Status of Transit report were submitted through Black Cats on October 14th.

Mr. Stewart said that we are doing some safety updates at the Fairbanks office. A new keypad lock has been installed on the back door so only employees with codes can enter the office. We have had vendors and other individuals just walk into the office from the back entrance (where the Greyhound desk used to be). This way, only individuals with codes will be allowed to enter the building. We have also removed some trees and bushes to avoid hidden areas.

Mr. Stewart stated that he and Ms. Minter will be meeting with Six County on November 12th, 2014 to do some travel training with them. He said that in the past, they had met with Muskingum Behavioral Health before and that was a successful meeting, so they will be doing the same with Six County about transporting their clients.

Mr. Stewart said that he had received official notice of the \$5,000 local match being offered by Guernsey County Commissioners. This is down from \$24,000 two years ago, to \$18,000 last year. GCJFS did contact Mr. Stewart regarding their contract and the amount has been increased to last year's total.

Mr. Stewart stated that he and Ms. Gill attended the OTRP Summit in Port Clinton last month. On the way to Port Clinton, they stopped at Mohican State Park to tour the facility and to see the meeting rooms they will be using for the Board Summit. While there, \$25.24 was spent on lunch. Mr. Stewart stated he would like Board approval for this expense as well as \$25.06 that was spent on gasoline for the vehicle. This will be taken care of during new business.

On September 10th, Ms. Minter met with Greyhound and got everything caught up and balanced. Mr. Stewart would like to close the current bank account at Huntington due to the fact that we pay \$15 per month as a service fee. We will transfer the transaction to our Small Purchases Account that is already established. All deposits are being made from Fairbanks so the controls are much stronger. Some paperwork will be completed so Greyhound will draw from the new account vs. the Huntington account. Ms. Minter stated that the balance due us (\$222.20) is being drawn down. Ms. Gill stated that there is approximately \$5,000 still in the Huntington account that could be transferred over.

Time Warner was at Fairbanks on the 10th to set up the phone system but due to the fact that a wrong phone number was typed into the work order, it could not be completed. Will be rescheduled.

The 2013 Audit is now at the clearinghouse and available for the public to see. There were only three findings with two needing answers.

Bus #1404 was picked up this month and was used this evening to transport. It is the last new one for this year.

Mr. Stewart and Ms. Gill attend the OTRP Summit in September. There are changes coming to the risk management end. We will be making those changes in 2015. We did not win the SOAR award this year, after six straight wins. DATA won it for this year.

Mr. Stewart has been in touch with WHIZ, WYBZ and AVC to do a media blast to push positive branding. We need to educate the general public and government officials about the number of individuals that we transport.

Mr. Stewart said he spoke with Skip Dunkle at ODOT regarding the disposition of vehicles. We are allowed to dispose of it however the Board chooses. The only requirement is that any revenue generated gets put back into the coffers.

Ms. Minter reviewed the Operations Report. She stated that overall, ridership is up. There was a drop in the number of contract riders. That is due to the fact that we had 46 no-shows and cancellations. Ms. Minter also reported that the overtime is being compromised due to some dialysis issues. A passenger will be scheduled for a 3:30 pick up, but may not be released until 4:00 or 4:15, therefore causing an additional time factor. We have one private driver who does nothing but dialysis patients seven days a week. Mr. DuBeck stated that it is a fact of life that we will have overtime. He said we are doing the best we can.

Mr. Wood reviewed the Maintenance report. He pointed out that the fleet total miles increased by 2041 in the past month and that our billed maintenance amount increased by \$7127.

FINANCIAL REPORTS:

Mr. Stewart presented the Board with the August Financials. In August, SEAT showed a \$76,869 gain and a positive net position of \$154,536.

Ms. Wyers made a motion to accept the August Financials as presented and Mr. Fitz seconded the motion. **Vote: In favor – Unanimous (verbal vote) at 4:49pm.**

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EXECUTIVE SESSION:

Mr. DuBeck made a motion to go into Executive Session to discuss Employee Matters and Ms. Rucker seconded the motion. **Vote: In favor – Unanimous (verbal vote) at 4:50pm.**

Mr. DuBeck made a motion to come out of Executive Session and Ms. Wyers seconded the motion. No motions nor decisions were made during executive session. **Vote: In favor – Unanimous (verbal vote) at 5:00pm.**

OLD BUSINESS:

The new Vehicle Donation Assessment Form was reviewed by the Board to be used for entities interested in the donation of one of our disposed vehicles. Mr. Fitz made a motion to approve the Vehicle Donation Assessment Form as presented and Ms. Rucker seconded the motion. **Vote: In Favor (Unanimous) at 5:05pm. (Mr. Howard Bailey abstained from vote).**

Resolution 2014-34: Vehicle Disposition. The resolution was amended from its original approval date of September 10th 2014 to state that the disposition would be for a donation instead of selling of the vehicle on GovDeals.com.

Mr. DuBeck made a motion to accept Resolution 2014-34 as presented and Ms. Rucker seconded the motion. **Vote: In Favor (Unanimous) at 5:06pm. (Mr. Howard Bailey abstained from vote).**

Resolution 2014-37 was presented setting the payscale for new employees only. This will give Mr. Stewart a benchmark as to what salary to offer upon hire.

Mr. Bailey made a motion to accept Resolution 2014-37 as presented and Mr. DuBeck seconded the motion. **Vote: In Favor (Unanimous) at 5:08pm.**

NEW BUSINESS:

Resolution 2014-36: Schedule of 2015 Board Meetings. The Board reviewed the proposed dates for the 2015 meetings.

Ms. Rucker made a motion to accept Resolution 2014-36 with the correction of changing the Guernsey County meeting date from October 15, 2015. Ms. Wyers seconded the motion. **Vote: In Favor (Unanimous) at 5:10pm.**

Resolution 2014-38: Approval of Bus Advertising Policy. A new Bus Advertising Policy was reviewed by the Board. Mr. Stewart stated that we need guidelines so we can be proactive and not reactive.

Mr. Fitz made a motion to accept Resolution 2014-38 as presented and Mr. Bailey seconded the motion. **Vote: In Favor (Unanimous) at 5:14pm**

The City of Zanesville approached SEAT asking them to purchase a new gas pump at a cost of \$4,385 to be installed at 375 Fairbanks. The City will maintain repairs. The City is investing \$21,000 in upgrades to the island and pumps as well.

Ms. Wyers made a motion to approve the purchase of one gas pump and Ms. Rucker seconded the motion. **Vote: In Favor (Unanimous) at 5:16pm. (Mr. DuBeck abstained from vote.)**

The By-Laws were discussed. Article VII, Section 4, first sentence states:

"Section 4. Quorum. A quorum of Seven (7) Members shall be required to conduct business of the Board at its regular and special meetings."

The Board would like to change that sentence to state:

"Section 4. Quorum. A majority of Members shall be required to conduct business of the Board at its regular and special meetings."

Mr. Bailey made a motion to accept the change in the by-laws as presented and Ms. Rucker seconded the motion. **Vote: In Favor (Unanimous) at 5:22 pm.** Item is on the floor until the December 10th, 2014 Board Meeting.

A motion was made by Mr. DuBeck to approve the \$50.36 travel expenses incurred by Mr. Stewart and Ms. Gill as mentioned earlier. Seconded by Mr. Fitz. **Vote: In Favor (Unanimous) at 5:24pm.**

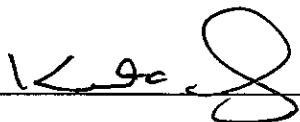
A motion was made by Ms. Wyers to closed the existing Greyhound account at Huntington Bank and move the balance to the Small Purchases Account already established at Century National Bank. Seconded by Mr. Bailey. **Vote: In Favor (Unanimous) at 5:25 pm**

The Board stated that new bank resolutions need to be made due to personnel and Board Member changes. The following will be authorized as signers: Howard Stewart, Jr., Paul DuBeck, Ellen Rucker, Richard Wood, and Kurt Ufholz. Dianne Gill and Holly Grimes will be added to sign in emergencies only.

The next scheduled Board Meeting is for Wednesday November 12th, 2014 at the Transit Center at 224 Main Street, Zanesville OH at 4pm.

ADJOURNMENT:

Mr. DuBeck made a motion to adjourn the October Regular meeting and Ms. Wyers seconded the motion. Motion carried. Meeting was adjourned at 5:29pm.



Officiating Board Representative

Witness



Secretary