

SOUTH EAST AREA TRANSIT
375 Fairbanks Street * Zanesville, Ohio 43701 * (740) 454-8574
BOARD OF TRUSTEES MEETING
Wednesday September 11, 2013

LOCATION:

224 Main Street, Zanesville, Ohio 43701

MEMBERS PRESENT:

Tom Peters
Karen Adornetto
Paul DuBeck
Roger Fitz
Ellen Rucker
Kurt Uholz
Kayla Wyers
Herb Perry
Shawon Glaub
Boyer Simcox

MEMBERS ABSENT:

Jody Spencer

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 July 10th Regular Board meeting to order at 3:57pm. Ms. Love led Mr. Simcox in the SEAT Board of Trustees Oath of Office. Mr. Ufholz welcomed the new member to the Board and everyone present introduced themselves. Mr. Simcox gave a brief introduction of himself and his background to the Members and staff present.

APPROVAL OF MINUTES:

Mr. DuBeck made a motion to accept the August Regular Meeting Minutes as presented and Ms. Adornetto seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:04pm.

OFFICIAL COMMUNICATIONS AND CLAIMS:

No official communications were presented to the Board for review.

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 is still in need of an additional part-time driver to help fill in the gaps as indicated by overtime numbers.

Mr. Stewart stated SEAT received the concurrence letter from ODOT regarding the Shelters & Signs project and BUDS, Inc will be commencing the project hopefully soon.

Mr. Stewart indicated the 2012 Audit has been completed and the Post Audit Meeting was held September 10, 2013 at 3pm. Once the audit has been electronically certified by both the State Auditor and SEAT Fiscal/Compliance Officer and has been accepted and approved by the Federal Clearinghouse, it will become available for the public to view.

Mr. Stewart informed the Board SEAT provided governmental transportation for Mayor Tilton, the Port Authority Board, and various Oil & Gas company management on 8/27/13. SEAT transported all passengers to and from the EastPointe Business Park.

Mr. Stewart indicated The ODOT CY2014 Grant Application has been completed and submitted via the new ODOT TODO online system. SEAT is awaiting acceptance of the Grant application.

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

Mr. Stewart stated SEAT has replaced logos on four of the vehicles in the current Guernsey County fleet. The vehicles are steadily being more noticed over in Guernsey County and soon SEAT will have a full fleet of newly logoed vehicles.

Mr. Stewart informed the Board he had meetings with the Muskingum County and Guernsey County Commissioners. He was able to update them on current progress as well as speak with them regarding funding and upcoming budgetary items for CY2014.

Mr. Stewart stated the contracts for State of Good Repair funding has finally been completely awarded. SEAT will be purchasing (1) LTV and (1) Converted Van as well as the radio equipment and repeaters with this funding. Federal Reimbursement for the vehicles will be at 83% and 80% for the radios/repeaters.

Ms. Minter briefly went over the August Operations Reports. Ridership is slowly rebounding. Overtime is continuing to be an issue. Zanesville needs a part-time driver to help cover the gaps even when the full-time driver is able to go back to work.

Mr. Wood briefly discussed the August Maintenance Report with the Board.

FINANCIAL REPORTS:

Ms. Love presented the Board with the July Financials. Ms. Love briefly explained how the Contract monies can impact State and Federal funding reimbursements. Ms. Wyers made a motion to accept the July Financials as presented and Mr. Fitz seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:24pm.

EXECUTIVE SESSION:

Mr. DuBeck made a motion to go into Executive Session to discuss Employee Matters and Ms. Wyers seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:24pm.

Mr. DuBeck made a motion to come out of Executive Session and Ms. Adornetto seconded the motion. No motions were made nor were any decisions made during Executive Session. Vote: In favor – Unanimous (verbal vote) at 4:28pm.

OLD BUSINESS:

No old business was brought before the Board.

NEW BUSINESS:

Resolution 2013-54: Signature Card Changes. This resolution will be postponed until a later date.

Mr. Stewart informed the Board of SEAT's intent to utilize part of the State of Good Repairs monies to purchase two vehicles: A Converted Turtle-Top 6+1 passenger van and a 16+2 LTV. The SEAT portion of these purchases total \$16,801.54 - \$6,732.34 for the Turtle Top and \$10,069.20 for the LTV.

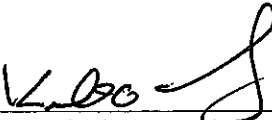
Mr. DuBeck made a motion to purchase the two vehicles as recommended by the State of Good Repair application and contract and Ms. Adornetto seconded the motion. Vote: In Favor – Unanimous (verbal vote) at 4:31pm.

Mr. Stewart informed the Board that SEAT transported approximately 493 people per day in August – Guernsey County was 116 per day and Muskingum County was 377 per day. This type of information is something that will be added to the Operations Report, along with other pieces of data, in future months.

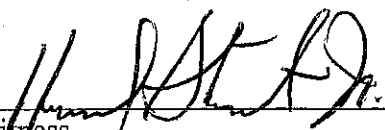
The next scheduled Board Meeting is for Wednesday October 9, 2013 at the Transit Center (224 Main Street) at 4pm.

ADJOURNMENT:

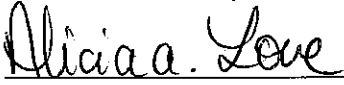
Ms. Wyers made a motion to adjourn the August Regular meeting and Ms. Adornetto seconded the motion. Motion carried. Meeting was adjourned at 4:40 pm.



Mr. Jody Spencer, Board President
Mr. Kurt Utholz, Board VP



Witness



Secretary