

SOUTH EAST AREA TRANSIT
375 Fairbanks Street * Zanesville, Ohio 43701 * (740) 454-8574
BOARD OF TRUSTEES MEETING
Wednesday September 10, 2014

LOCATION:

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

MEMBERS PRESENT:

Paul DuBeck
Roger Fitz
Ellen Rucker
Kurt Ufholz
Kayla Wyers
Shawon Glaub
Boyer Simcox
Jeff McKendry
Howard Bailey

MEMBERS ABSENT:

Tom Peters
Herb Perry

ALSO PRESENT:

Howard Stewart, Board Secretary-Treasurer, SEAT Transit Director
Alicia Love, SEAT Finance Manager
Dianne Gill, SEAT Business Director
Richard Wood, SEAT Maintenance Director
Arlene Johnson, SEAT Transportation Supervisor Guernsey County

PLEDGE OF ALLEGIANCE:

CALL TO ORDER:

Mr. Ufholz called the September 10th Regular Board meeting to order at 4:03pm.

APPROVAL OF MINUTES:

Ms. Rucker made a motion to accept the August Regular Meeting Minutes as presented and Ms. Wyers 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 briefly went over the Transit Director's Report with the Board.

Mr. Stewart informed the Board ODOT had contacted Ms. Love on Friday August 29th regarding the Federal funding still available to SEAT for signage and gave an ending time frame for all monies to be spent of 4 weeks. Ms. Love then received a phone call from ODOT stating final invoices for this project were due no later than September 29th. Mr. Stewart received a phone call Monday stating this project was dead and that the invoice already received by ODOT would be considered the final invoice and all other monies would be sent back to the FTA. SEAT had a couple of projects in the works to utilize some of the monies and those projects have been put on the back burner for possible implementation in the future including new signage at the Administrative building on Fairbanks and additional signage at the new Guernsey County location.

Mr. Stewart informed the Board he would like to spread some Christmas cheer as well as goodwill towards SEAT passengers by having an employee pose as Santa for a day during the Christmas Season. Santa would visit each street route and each RAR route and possibly give out candy or some other small item.

Mr. Stewart stated the Vehicle Capital Purchases for CY2015 will be two 16+2 LTV and one 12+2 LTV.

Mr. Stewart informed the Board the Guernsey County Chamber of Commerce has asked SEAT to donate items towards their Auction towards the end of the month of September. Ms. Johnson would like to just put together a basket of items from a local market in Guernsey County and monies received from the Pepsi machines can be utilized for this purchase as it is a NON-ODOT reimbursable expense. Board members were also informed that if they would like to donate towards these purchases, they are more than welcome to do so.

Mr. Stewart indicated the Guernsey County County Commissioners and SEAT officials met on September 3. They have indicated they would like a re-worked budget that includes the previous contract amounts from JFS as well as a breakdown of what their \$18,000 local match is used for.

Mr. Stewart stated the Transit 101 graduation is scheduled for September 19 at 11am but he will not be in attendance as he will be at the OTRP Retreat during that time.

Mr. Stewart stated he heard from Cheryl from Hope For the Rescue who stated they had office space donated to them for a 90 day period but after that time, they would be contacting SEAT to see if the space was still available.

Mr. Stewart explained to the Board the amount given to them for the monthly Time Warner contract for both locations was in error. The actual amount per month would be \$609.89 which is still an almost \$200 savings per month over the current AT&T service. This change to Time Warner at all Muskingum County locations is necessary for the new phone system to work properly.

Mr. Stewart stated Ms. Cook, Muskingum County Dispatcher, put a table at the Zanesville Trace Village Apartments on August 20th. One of the biggest concerns she received was regarding the seniors having to cross the busy street to ride the street route.

Mr. Stewart stated the Vehicle Capital Purchases are in progress. SEAT has received one 16+2 LTV and another will be received at the end of September. SEAT has also gotten permission to purchase a smaller 12+2 LTV for Guernsey County. This vehicle is manufactured by the same company as the 16+2 but is a smaller, shorter vehicle that will fit better in Guernsey County where the streets and alleys are smaller than in Muskingum County.

Mr. Stewart stated he met with Muskingum County Commissioners asking for continued local support for CY2015 and stated SEAT will receive the same amount as last year.

Mr. Stewart stated he and Ms. Gill would be attending the OTRP Annual Board Meeting & Retreat from September 17th – 19th at Catawba Island.

Mr. Stewart stated Mr. Wood is gathering quotes for tree and bush removal at the Fairbanks location. The tree is a safety hazard as it blocks the view of drivers coming in and out of the parking lot and the bushes pose another safety hazard as providing hiding places for people. SEAT has female drivers who arrive between 430-5am in the mornings which is prior to mechanics being at the location.

Mr. Stewart briefly went over the August Operations Reports. Muskingum County August 2014 ridership has increased by 233 riders over August 2013 and Guernsey County August 2014 ridership has decreased by 716 riders over August 2013. Contract ridership has increased in both locations. Overtime is less in August 2014 than it was in August 2013.

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

FINANCIAL REPORTS:

Ms. Love presented the Board with the July Financials. In July, SEAT showed a \$72,498 gain and a positive net position of \$147,005.

Mr. Simcox made a motion to accept the July Financials as presented and Mr. Fitz seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:43pm.

EXECUTIVE SESSION:

Ms. Wyers 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 4:44pm.

Ms. Rucker 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 4:56pm.

OLD BUSINESS:

Resolution 2014-35: Amendment to Fueling Policy 7.3. This resolution adds wording to the current fueling policy that requires Guernsey County operators to make sure the gas tank on every vehicle they operate during the day is at $\frac{3}{4}$ or more full prior to parking it for the night.

Mr. Simcox made a motion to accept Resolution 2014-35 as presented and Mr. McKendry seconded the motion. Vote: In Favor (Unanimous) at 4:58pm.

Mr. Stewart stated the Board approved at the last meeting the disposition of Vehicle #263 and placing it up for Auction on GovDeals.com. With further investigation, Mr. Stewart stated he found the board has sole discretion on what to do with vehicles that are approved for disposition. They can sell, donate, etc the vehicle as they see fit. There are a few charitable organizations that could use the vehicle for transportation services. The Board members discussed setting parameters for donation of a vehicle so there can't be any indication of favoritism. This discussion was tabled for a future further discussion.

NEW BUSINESS:

No New Business was brought before the Board.

The next scheduled Board Meeting is for Wednesday October 15, 2014 at the Crossroads Library in Cambridge, Ohio at 4pm.

ADJOURNMENT:

Mr. DuBeck made a motion to adjourn the September Regular meeting and Mr. Simcox seconded the motion. Motion carried. Meeting was adjourned at 5:07pm.



Officiating Board Representative



Witness



Secretary