



**South East Area Transit
Board of Trustees
Regular Meeting Minutes
April 10, 2024**

I. Call to order

Mr. Guentter called to order the regular meeting of the South East Area Transit Board of Trustees at 12:01 pm on April 10, 2024 at 205 N. Fifth Street, Zanesville, OH.

II. Roll Call

Ms. Gill conducted a roll call. The following persons were present: Mr. Guentter, Mr. Norman, Ms. Rucker, Mr. Spencer, Mr. Spraggins, Mr. Ufholz, and Ms. Warden. Mr. Gombeda, Mr. Hobson, and Ms. Russell were absent. Staff present: Howard Stewart, Andrea Dupler, and Dianne Gill.


III. Public Comments/Official Communications

Ms. Kelly Warford, the Administrative Assistant for the Mayor, Public Service, and Public Safety at the Cambridge Mayor's Office attended.

IV. Approval of Meeting Minutes

A motion was made to approve the previous meeting minutes as amended with a motion by Mr. Spraggins and a second by Ms. Rucker. **Vote: (Verbal) In Favor – Unanimous at 12:03 pm.**

V. Transit Director Report (Presented by Mr. Stewart)

- The lease for our Cambridge office expires on June 30, 2024. Mr. Gombeda has available space for our Cambridge office, which will include room for SEAT's vehicles, employee parking, and office space. Further details of the offer are included in the Director's
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report. A motion was made by Mr. Spraggins to authorize Howard to send the 30-day required lease termination letter to Georgia Benson with a second by Mr. Spencer. **Vote: (Verbal) In Favor – Unanimous at 12:08 pm.**

- Additional information has been received from Chuck Dyer regarding our COA. One of the key elements of the COA is the commitment of funding from the board. There will be a resolution to cover this later in the meeting.
- The Community Development Requirements are listed in the Director's report. No traffic study will be required.
- The Morgan County/Noble County transition process is underway. A resolution will be presented regarding a two-month extension of the N-JFS non-emergency medical transportation. We will be continuing to work with Morgan County during this transition.
- There is no official start date yet for the Mobility Ohio pilot. However, there have been discussions with Park about leasing their building during the purchasing process to accommodate the need for additional staff.
- We should have 2 LTNs from BCI soon.
- We are applying for a United Way grant for out-of-county transportation. The application is due this coming Friday.
- In May we will have a presentation involving a Fixed-Route Redesign.

VI. Operations Report (presented by Ms. Dupler)

- The Operations report and a form showing information regarding the Guernsey County Fixed Route Pilot is included with the board packet.
- Currently still looking for additional drivers.

VII. Maintenance Report

- The Maintenance Report was included in the board packet. Mr. Wood was unable to attend.

VIII. Financial Report (presented by Ms. Gill)

- The current net position is almost \$3.7 million.
- We have been in contact with the auditor and are continuing to work on things and send them to the auditor.
- At the end of February, we are showing a net gain of \$89,000. A motion was made to approve the Financial Report as presented by Ms. Warden, with a second by Mr. Spraggins. **Vote: (Verbal) In Favor – Unanimous at 12:30 pm.**

IX. Old Business

Resolution 2024-05: Approve Amended SEAT Passenger Code of Conduct and Prohibited Activities Policy. A situation arose regarding passengers taking continuous rides and this amendment will prohibit this.

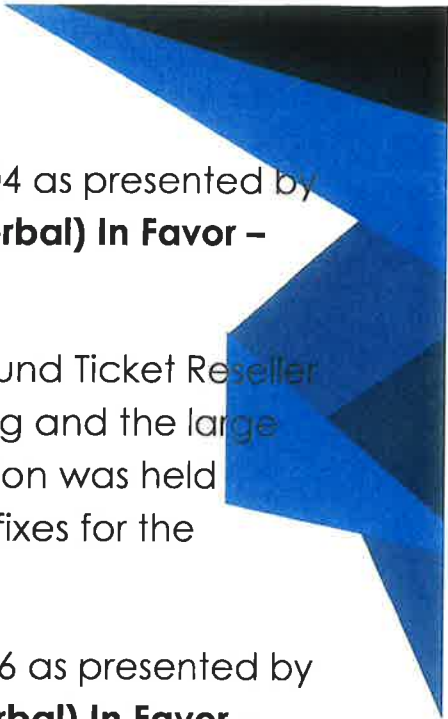
A motion was made to approve Resolution 2024-05 as presented by Mr. Ufholz, with a second by Ms. Warden. **Vote: (Verbal) In Favor – Unanimous at 12:32 pm.**

Resolution 2024-12: Approve Amended NBU Compensation Schedule.

A motion was made to approve Resolution 2024-12 as presented by Ms. Rucker, with a second by Ms. Warden. **Vote (Verbal) In Favor – Unanimous at 12:34 pm.**

X. New Business

Resolution 2024-04: Disposition Approval for Vehicle. Once the new LTNs arrive, we would like to proceed with the disposition of #1041 and #1046. This will allow Mr. Stewart to let ODOT know about the disposition.



A motion was made to approve Resolution 2024-04 as presented by Mr. Ufholz with a second by Mr. Spencer. **Vote (Verbal) In Favor – Unanimous at 12:38 pm.**

Resolution 2024-06: Termination of Flixbus-Greyhound Ticket Reseller Agreement. This is due in part with the new building and the large buses being in the middle of downtown. A discussion was held regarding some potential concerns and planned fixes for the population that uses Greyhound.

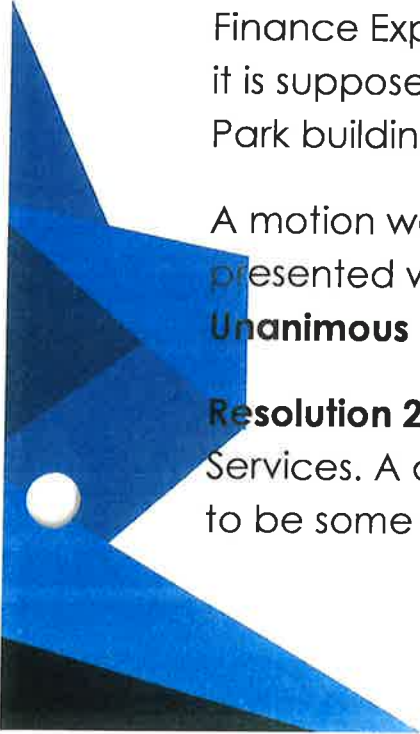
A motion was made to approve Resolution 2024-06 as presented by Mr. Ufholz with a second by Ms. Warden. **Vote (Verbal) In Favor – Unanimous at 12:46 pm.**

Resolution 2024-07: Noble County JFS NEMT Contract Extension. N-JFS wants to extend the contract with us for a few months for non-emergency medical transportation during the transition to Morgan County.

A motion was made to approve Resolution 2024-07 as presented by Mr. Spencer with a second by Mr. Ufholz. **Vote (Verbal) In Favor – Unanimous at 12:47 pm.**

Resolution 2024-08: Retention of Dinsmore & Shohl LLP as Public Finance Experts and Bond Counsel. This will ensure SEAT is doing what it is supposed to do while moving forward with the purchase of the Park building.

A motion was made by Mr. Ufholz to approve Resolution 2024-08 presented with a second by Mr. Norman. **Vote (Verbal) In Favor – Unanimous at 12:49 pm.** Mr. Spencer abstained from voting.



Resolution 2024-09: Hire AGP Architects for Planning and Design Services. A discussion was held, and it was decided that there needs to be some clarification before approval is given.

A motion was made by Mr. Ufholz to table Resolution 2024-09 until the next board meeting with a second by Ms. Warden. **Vote (Verbal) In Favor – Unanimous at 12:58 pm.**

Resolution 2024-10: Hire ORC Real Estate Solutions for Appraisal Services. A discussion was held, and it was decided that this will be tabled.

Resolution 2024-11: Facility Purchase Funding Commitment. This is the commitment that is needed for the COA mentioned in the Director's report. This shows all the money that is available for the funding of the new building and will be included in the COA to be submitted to the FTA along with the NEPA study.

A Motion was made to approve Resolution 2024-11 that includes items 1-4 in the body of the Resolution by Ms. Warden with a second by Mr. Spraggins. **Vote (Verbal) In Favor – Unanimous at 1:06 pm.** Mr. Spencer abstained from voting.

XI. Executive Session

A motion was made by Mr. Spencer to move to an Executive Session to discuss a personnel matter with a second by Ms. Warden.

Roll Call for session:

Ms. Gill conducted Roll Call. The following persons were present. Mr. Guentter, Mr. Norman, Ms. Rucker, Mr. Spencer, Mr. Spraggins, Mr. Ufholz, and Ms. Warden.

The Board came out of Executive session at 1:36pm.

Adjournment

Mr. Guentter adjourned the meeting at 1:36 pm with a motion to do so from Mr. Ufholz and a second from Mr. Spraggins.

Board President

Bob Lutz

Board Secretary/Treasurer

Michelle

Witness

Paul Stangor