



**South East Area Transit
Board of Trustees
Regular Meeting Minutes
August 9, 2023**

I. Call to order

Mr. Ufholz called to order the regular meeting of the South East Area Transit Board of Trustees at 12:03 pm on August 9, 2023 at 205 N. Fifth Street, Zanesville, OH.

II. Roll call

Ms. Gill conducted a roll call. The following persons were present: Ron Gombeda, Rob Guentter, Rocky Hill, Ellen Rucker, Jody Spencer, James Spraggins, and Kurt Ufholz. Doug Hobson, Michael Norman, and Keely Warden were absent. Staff present: Howard Stewart, Andrea Dupler, and Dianne Gill.

III. Public Comments/Official Communication

A guest addressed the board regarding concerns about Street Route services in Guernsey County.


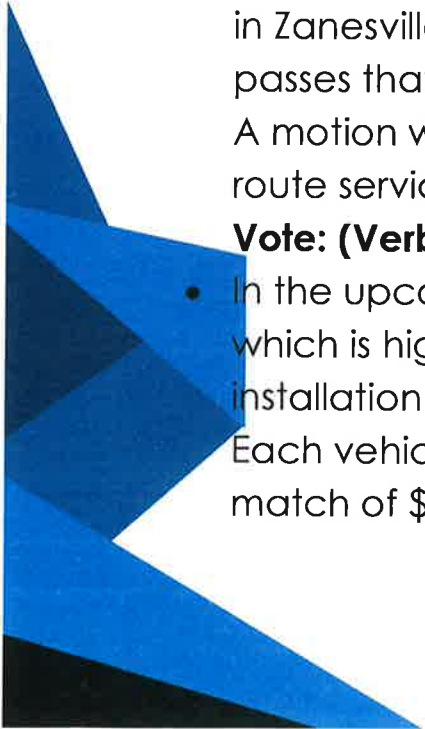
IV. Approval of Consent Agenda

A motion was made to approve the Consent Agenda by Mr. Hill, with a second by Mr. Gombeda. No discussion was held.

Vote: (Verbal) In Favor – Unanimous at 12:21 pm.

V. Transit Director Report

- We are currently awaiting a response from ODOT regarding the funding for OTP2.
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- The 5310 vehicle from NCR has been sold. We are currently waiting for the buyer to come and pick up the vehicle.
 - We have been informed that we will be receiving 6 new vehicles. There will be 4 LTVs and 2 LTNs. We should have these vehicles by late fall.
 - SEAT's records retention meeting was held and open to the public on July 11, 2023.
 - We are currently waiting for the state to certify the 2022 Audit.
 - ODOT hosted a Scheduling and Dispatching software demonstration. SEAT is not currently looking to change from CTS for Demand Response but is in need of fixed-route software.
 - The Muskingum County and Guernsey County JFS contracts have been awarded. The contract award for Muskingum JFS is \$2.4 million for the remainder of this year with options to renew next year. We have two contracts in Guernsey County. One contract is \$1.2 million and the other is \$300,000. The Noble County RFP should be coming out soon.
 - As part of the upcoming "The Wall That Heals" event in Caldwell, we have agreed to offer a free shuttle service from October 19th to 22nd within our regular service hours. SEAT will be listed as one of the sponsors of the event.
 - SEAT is requesting to continue offering fare-free fixed-route services in Zanesville. Additionally, we would like to return the JVRs and passes that were provided to us at no cost for these services. A motion was made by Mr. Guentter to approve keeping the fixed route services in Zanesville fare-free, with a second by Mr. Spencer.
Vote: (Verbal) In Favor – Unanimous at 12:25 pm.
 - In the upcoming grant cycle, the base price for vehicles is \$103,967, which is higher than the previous price of around \$72,000. After the installation of the necessary options, the final price will be \$120,088. Each vehicle will receive a Federal match of \$9,607 and a Local match of \$24,018. Our plan is to acquire 2 LTVs for the next year.
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- Discussion was held regarding the Mobility Ohio project. The board expressed concerns regarding possible changes in funding and operational processes.

VI. Operations Report

- Nursing home contracts have been written and sent out, and are starting to come back in.
- Meetings have taken place with Foxfire, Zanesville Community School, the foster care system, and Guernsey County to discuss school transportation options for students who live out of the district or attend a community school. Local community schools have decided to encourage their students to use street routes when possible and to only use demand response services if necessary for students who live outside of the area.
- The transit center has hired two new staff members who are doing a great job. They also have a new dispatcher. However, there has been an increase in issues resulting in calls to ZPD during the last month.
- After hiring the Operations Specialist, we have implemented some changes in our compliance and regulation procedures for No-Shows. As a result, there has been an increase in suspension numbers. We have also been able to work with some past passengers who have made some changes and would like to get their transportation privileges reinstated.
- We are working on a bid process for the drivers. Thirty-two hours is considered full-time, and some of our drivers would like to only work thirty-two hours. The transit center staff have also been able to adjust some of their hours and now can request unpaid time off as opposed to using paid time.
- Guernsey fixed route data was distributed. The denial rate has stayed at 1% or less and we are completing more trips than we had

completed in previous months. A survey will start next week asking Guernsey County riders about the services.

VII. Maintenance Report

The Maintenance Report has been included in the packet.

VIII. Financial Report

It was noted that we have reverted to the original format for the financial reports. The budget presented reflects 50% of the year that has already elapsed. The majority of the categories are in line with their expected values, except for a few. Purchased Transportation is at 62%, which was anticipated as the Vendor Drivers have taken on more General Public trips.

Current assets are \$4.3 million. Accounts receivable is at \$1.5 million. We have a current Net Position of \$3.7 million.

IX. Executive Session

An Executive Session was called to discuss legal matters at 1:11 pm.

Roll Call for session:

Ms. Gill conducted Roll Call. The following persons were present. Rob Guentter, Rocky Hill, Ellen Rucker, Jody Spencer, James Spraggins, and Kurt Ufholz.

The regular meeting was called back in session at 1:18 pm.

X. New Business

Resolution 2023-12: Accept Audit

The 2022 Audit was presented to the board for approval. No discussion was held.

A motion was made by Mr. Spraggins to approve Resolution 2023-12 as presented, with a second by Mr. Spencer.

Vote: (Verbal) In Favor – Unanimous at 1:19 pm

Resolution 2023-13: Approve 24-25 Budget

The Budget for 2023-2024 was presented to the board for review. A discussion was held to clarify some categories.

A motion was made by Mr. Guentter to approve Resolution 2023-13 as presented, with a second by Ms. Rucker

Vote: (Verbal) In Favor – Unanimous at 1:23 pm

Resolution 2023-14: Approve January-June 2024 Budget

The Budget for January-June 2024 was presented to the board for their approval. ODOT is changing from a calendar year to a fiscal year so a supplemental budget was required to get through the end of the current fiscal year.

A motion was made by Mr. Spencer to approve Resolution 2023-14 as presented, with a second by Mr. Hill.

Vote: (Verbal) In Favor – Unanimous at 1:24 pm

Adjournment

Mr. Ufholz adjourned the meeting at 1:24 pm with a motion to do so from Mr. Hill and a second from Mr. Spencer.

Board President



Board Secretary/Treasurer



Witness

