



South East Area Transit
Board of Trustees
Regular Meeting Minutes
December 13, 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 December 13, 2023 at 205 N. Fifth Street, Zanesville, OH.

II. Roll call

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

III. Public Comments/Official Communications

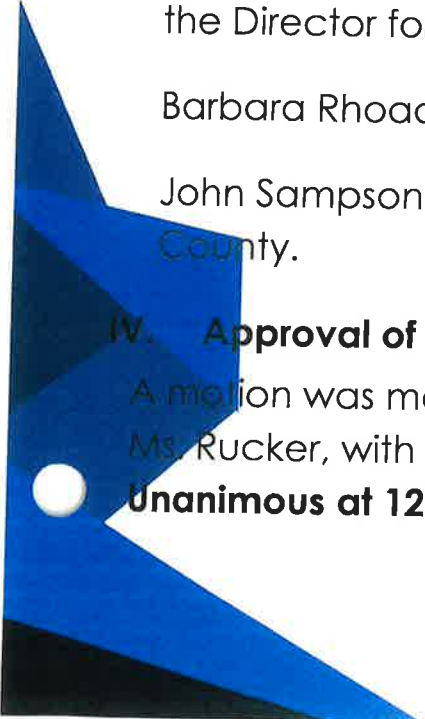
Barbara Rhoades from Ohio Transit Risk Pool and John Sampson, who is the Director for Morgan County Transit attended the meeting.

Barbara Rhoades gave a presentation about OTRP.

John Sampson spoke on Morgan County Transit taking over Noble County.

IV. Approval of Consent Agenda

A motion was made to approve the Consent Agenda as presented by Ms. Rucker, with a second by Mr. Spraggins. **Vote: (Verbal) In Favor – Unanimous at 12:38 pm.**



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

- Mr. Stewart has items to discuss in the New Business portion of the meeting.

VI. Operations Report (presented by Ms. Dupler)

- Through November our ridership for completed transportation is up 25% from last year.
- We have noticed a significant rise in the number of incidents that require the Transit Center to notify the ZPD. Safety training will be a major focus for us in 2024. While most of our safety training is currently aimed at our drivers, we are working to expand our efforts to cover safety training at our facilities as well.
- Due to the suspension of fixed route services in Gurnsey, we are not currently filling two positions in Cambridge.

VII. Maintenance Report (presented by Mr. Wood)

- Miles between road calls had increased in October.
- Sold Maintenance increased 206% over October with a net gain of \$1296.89.
- Four of the new LTV's have been received. One is being used daily and the other three are in the final stages of installing the two-way radios, security cameras, and WiFi Systems.

VIII. Financial Report (presented by Ms. Gill)

We have submitted the budget revision to ODOT to cover the "year" going from 12 months to 18 months due to ODOT changing their fiscal year. The budget number on the statement is not correct due to not having that amendment yet. We do still have a Net Gain of \$354,174.

The Balance Sheet is showing \$2.1 million in the account at the end of October and there is \$2 million currently in accounts receivable. This is due to the quarterly invoice to ODOT being included in that total. Our total current assets are \$4.3 million, and our current liabilities are consistent with previous periods. The peer conference

account has gone down due to paying some of the bills that are for the SOS Conference coming up at the beginning of next year and we have started sending invoices for registration.

We have a current net position of \$3.7 million.

IX. Executive Session

A Motion was made by Mr. Spencer to move to an Executive Session with a second by Mr. Spraggins to discuss personnel matters at 12:48 pm.

Roll Call for session:

Ms. Gill conducted Roll Call. The following persons were present. Mr. Gombeda, Mr. Hobson, Ms. Rucker, Mr. Spencer, Mr. Spraggins, and Mr. Ufholz.

The regular meeting was called back in session at 1:35 pm.

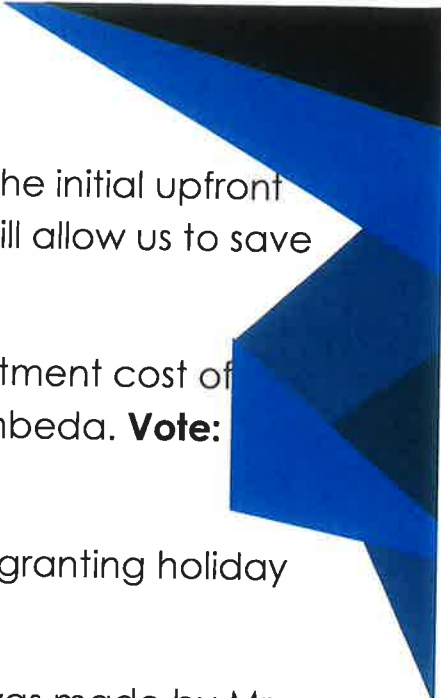
X. Old Business

No old business.

XI. New Business

A Letter of Representation Agreement was received from Stubbins, Watson, and Witucky. The agreement is the same as last year and outlines the terms of our engagement, including the option to receive invoices by password. The agreement specifies the hourly rates for their services, which are \$175 for paralegal work and \$305 per hour for the services of our local attorney.

A motion was made to approve the Letter of Representation as presented by Mr. Spence, with a second by Mr. Hobson. **Vote: (Verbal) In Favor – Unanimous at 1:36 pm.**



Approval was asked from the board to approve the initial upfront investment cost of \$15,000 for First Net. First Net will allow us to save \$32,000 to 47,000 per year once established.

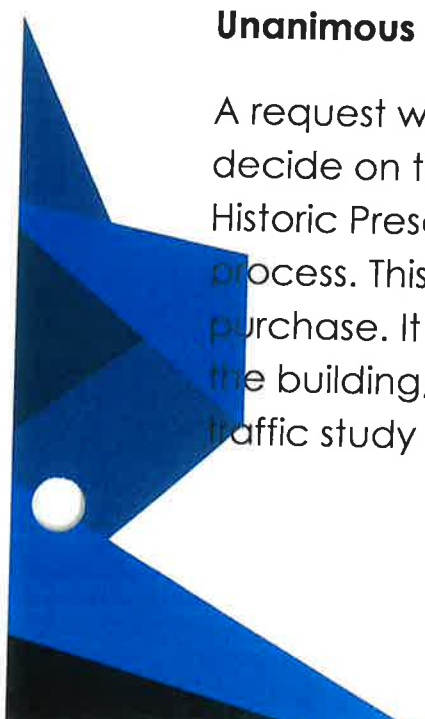
A motion was made to approve the upfront investment cost of \$15,000 by Mr. Hobson, with a second by Mr. Gombeda. **Vote: (Verbal) In Favor – Unanimous at 1:37 pm**

A proposal was made to improve staff morale by granting holiday pay and a day off for birthdays.

A motion to approve the proposal as presented was made by Mr. Gombeda, with a second by Ms. Rucker. **Vote: (Verbal) In Favor – Unanimous at 1:38 pm.**

A proposal was presented to the board for approval regarding the Paid Time Off (PTO) policy. The proposal includes a 100% payout of sick leave and allows non-bargaining unit employees to bank 75% of their yearly balance at the beginning of this coming year, with the option to opt out if they choose. Additional procedures will be written and sent to the board before the next board meeting.

A motion was made to approve the proposal as presented by Mr. Hobson, with a second by Mr. Gombeda. **Vote: (Verbal) In Favor – Unanimous at 1:39 pm.**



A request was made to approve Mr. Stewart and Mr. Ufholz to decide on the Adverse Effect Condition Letter required by the State Historic Preservation Office (SHIPO) to proceed with the building process. This letter is crucial for us to move forward with the building purchase. It pertains to the architectural and historical features of the building, both interior and exterior. There also may need to be a traffic study done in the future.

A motion was made to approve the request as presented by Mr. Spraggins, with a second by Mr. Gombeda. **Vote: (Verbal) In Favor – Unanimous at 1:40 pm.** Mr. Spencer abstained from voting.

Mr. Hobson mentioned an accident that occurred on the on-ramp at Underwood recently. He pointed out that ODOT was alerted the same day about the issue with the ramp. Drivers merging into the construction area at this ramp are unable to see the traffic they are merging into until the vehicles on the interstate have passed the concrete barrier. As a result, there have been several other accidents in the area. However, it may take some time for ODOT to implement a solution to this problem. Mr. Hobson also commended Ms. Waugaman-Norris, the supervisor who responded to the scene, for doing an excellent job in handling the situation.

SEAT vehicles have been instructed to avoid this specific construction zone on the interstate, according to Mr. Stewart.

Andrea attended a meeting where contracting off-duty police officers to be on-site was discussed. With the recent issues at the Transit Center, this is something the SEAT will be looking into moving forward.

Adjournment

Mr. Ufholz adjourned the meeting at 1:45 pm with a motion to do so from Mr. Hobson and a second from Mr. Spencer.

The next meeting will be held on January 10, 2024.

Board President

Board Secretary/Treasurer

Witness

