



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

**I. Call to order**

Mr. Ufholz called to order the regular meeting of the South East Area Transit Board of Trustees at 12:04 pm on January 10, 2024 at 205 N. Fifth Street, Zanesville, OH.

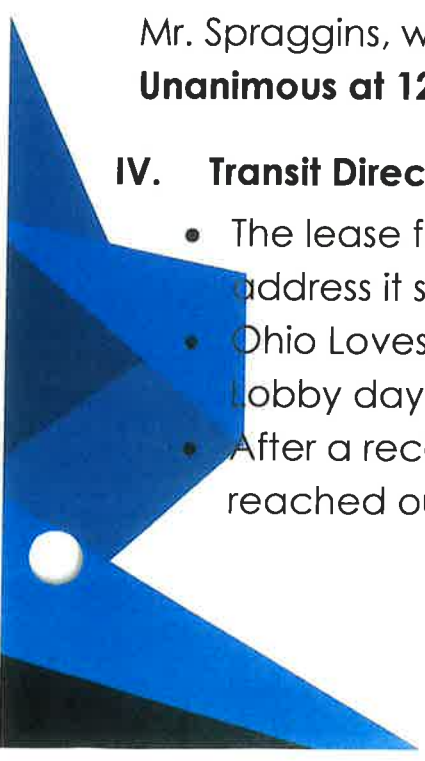
**II. Roll call**

Ms. Frazier conducted a roll call. The following persons were present: Ron Gombeda, Michael Norman, Ellen Rucker, Stacey Russell, Jody Spencer, James Spraggins, Kurt Ufholz, and Keely Warden. Rob Guentter and Doug Hobson were absent. Staff present: Howard Stewart, Andrea Dupler, Rich Wood, and Michelle Frazier.

**III. Approval of Consent Agenda**

A motion was made to approve the Consent Agenda as presented by Mr. Spraggins, with a second by Ms. Rucker. **Vote: (Verbal) In Favor – Unanimous at 12:05 pm.**

**IV. Transit Director Report (Presented by Mr. Stewart)**

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- The lease for the Cambridge property expires in June, so we will address it soon.
  - Ohio Loves Transit week is February 11<sup>th</sup> through February 17<sup>th</sup> and Lobby day is February 13<sup>th</sup>.
  - After a recent discussion about future strategic planning, Stacey reached out to a contact at the Voinovich School of Leadership

and Public Service in Athens. Upon their staff's return from abroad, the school has offered to facilitate our strategic planning process.

- Communication has taken place with Lt. Chris Rice regarding the creation of a schedule and the possibility of contracting off-duty officers to patrol the Transit Center.

#### **V. Operations Report (presented by Ms. Dupler)**

- The Transit Center is analyzing various processes and focusing on trip components and safety protocols.

#### **VI. Maintenance Report (presented by Mr. Wood)**

- The Maintenance Report was not included as Mr. Wood is still waiting for the fuel totals from the City of Zanesville.
- The inventory of parts has been completed. This allows us to remove obsolete parts and sell those that can be sold on Gov Deals, which makes room for newer vehicle parts.
- Records from 2023 are being pulled and boxed for storage.

#### **VII. Financial Report (presented by Mr. Stewart)**

- The financial reports were included in the board packet.
- The balance sheet shows our current assets at \$4,348,760. Current liabilities are \$667,303 and our net position is \$3,681,458.
- A three-year agreement was signed with Charles Harris to do our yearly audit. We will be starting the audit process for 2023 soon.

#### **VIII. Old Business**

No old business.

#### **IX. New Business**

During the meeting, the cost of having off duty police officers and the cost of hiring a safety/security position on site for 15-20 hours per week was discussed. The decision was made to let the Transit Director use the budgeted funds at their discretion rather than making a firm decision about which option to choose.

A discussion was held regarding the composition of the board and the bylaws. It was decided that more information was required and the topic will be revisited in the future.

During the meeting, there was an election for new officers. The term for the new officers will start in February and would expire three years from that point in 2027. Mr. Spencer nominated Mr. Guentter for President and Mr. Norman for Vice President, and his nomination was seconded by Mr. Spraggins. No other nominations were brought forth. **Vote: (Roll Call) In Favor – Unanimous at 12:40 pm.** Roll Call: Mr. Gombeda, Mr. Norman, Ms. Rucker, Ms. Russell, Mr. Spencer, Mr. Spraggins, Mr. Ufholz, and Ms. Warden.

During the meeting, Mr. Stewart explained to the board the company's approach to handling disciplinary actions and terminations. He highlighted the existence of progressive discipline procedures that the company adheres to. Although Mr. Stewart may not always be present in meetings related to such actions, he assured the board that he has the final say in these situations and is fully aware of how they are being handled by the company.

### Adjournment

Mr. Ufholz adjourned the meeting at 12:55 pm with a motion to do so from Ms. Russell and a second from Mr. Spraggins.

Board President

  
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Board Secretary/Treasurer

  
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Witness

  
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