



**South East Area Transit
Board of Trustees
Regular Meeting Minutes
June 14, 2023**

I. Call to order


Mr. Ufholz called to order the regular meeting of the South East Area Transit Board of Trustees at 12:02 pm on June 14, 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, Doug Hobson, Michael Norman, Ellen Rucker, Jody Spencer, James Spraggins, and Kurt Ufholz. Keely Warden was absent. Staff present was Howard Stewart, Andrea Dupler, Rich Wood, and Dianne Gill.

III. Public Comments/Official Communication

The current Program Manager at ODOT has disclosed that she will be transferring to another division within the organization after serving for five years. At the moment, it is still uncertain who will take her place in the position.



ODOT is currently in the process of finalizing a contract with NEORide to establish a new role. This position, known as the Ohio Rural Coordinator, will be responsible for providing technical assistance to rural transit systems.

IV. Approval of Consent Agenda

In the previous meeting, Mr. Ufholz requested a roll call vote to approve the offer amount for a possible real estate acquisition. However, this was not included in the meeting minutes and requires correction.

A motion was made to approve the Consent Agenda with the amendment, by Mr. Hobson, with a second by Mr. Hill.

Vote: (Verbal) In Favor – Unanimous at 12:07 pm.

V. Transit Director Report

- Muskingum Mobility Management received a grant for a little over \$33,000.00 to help individuals with transportation. This grant was awarded by United Way of Muskingum, Perry, and Morgan Counties.
- Neighborhood Alliance has purchased the last vehicle from SEAT that was purchased from National Church Residence.
- We recently hired two customer service representatives, one of whom has the potential to become a dispatcher. However, we have not hired any new drivers since April. We still have a few open positions and are actively interviewing applicants.
- Andrea is currently working on the contract amendments with our vendors. Additionally, we have scheduled meetings with the vendor agencies within the next few weeks to review and discuss the contracts.
- The 2023/2024 funding RFP for Muskingum JFS for non-emergency medical transportation has been submitted.
- We have submitted two funding proposals to OTP2. One is for WTPP funding, and the other is to assist in funding a possible property acquisition. OTP2 funding requests apply to all transit systems, not just rural ones.
- We're organizing an employee cookout to celebrate Father's Day and honor all the dads in our company. Another cookout is also planned for the fall.

- During the meeting, the subject of nursing home fees was discussed. The board decided to postpone deciding to obtain more information and seek legal counsel.

VI. Operations Report

- Operations Report was included in the board packet.

VII. Maintenance Report

Unfortunately, the maintenance report could not be included in the board packet for the meeting as we did not receive the fuel prices on time. However, we will ensure that it is included in next month's packet.

Rich has recently made some minor changes to the Maintenance Policy and Procedures. The Jeep and vehicle 1036 have been removed from the policy. Additionally, some new wording has been included to explain the reasons for early oil changes on a vehicle, to comply with the TAR. Copies of the updated policy and procedure were distributed to the board.

A motion was made to approve the changes/additions to the Maintenance Policy/Procedure by Mr. Guentter and was seconded by Mr. Hobson.

Vote: (Verbal) In Favor – Unanimous at 1:10 pm

VIII. Financial Report

The Financial Report was included in the board packet. There were no additional questions or discussions.

IX. New Business

During the meeting, the RFPs sent out for the NEPA study of 14 S. 5th St. were discussed. Only Terracon responded with their ability to conduct the study. The necessary paperwork was distributed and the cost breakdown was examined. The total cost of the study has been

determined to be \$48,550.00 and it is expected to take approximately 90 days to complete. The board has decided to move forward with Terracon for the study but is requesting clarification of the cost breakdown.

A motion was made to move forward with Terracon doing the NEPA study with the addition of cost breakdown clarification, by Mr. Hobson and was seconded by Mr. Spraggins. Mr. Spencer abstained from the vote.

Vote: (Verbal) In Favor – Unanimous at 1:27 pm

The Chamber of Commerce is seeking funding assistance for a parking lot study. The board discussed a donation of \$2500.00 towards this cause.

A motion was made to approve donating \$2500.00 towards the study with a second by Mr. Hill.

Vote: (Verbal) In Favor – Unanimous at 1:34

Adjournment

Mr. Ufholz adjourned the meeting at 1:35 pm with a motion to do so from Mr. Hobson and a second from Mr. Hill.

Board President



Board Secretary/Treasurer



Witness