



**South East Area Transit
Board of Trustees
Regular Meeting Minutes
May 15, 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 the roll call. The following persons were present: Mr. Guentter, Mr. Gombeda, Ms. Rucker, Ms. Russell, Mr. Spencer, Mr. Spraggins, Mr. Ufholz, and Ms. Warden. Mr. Hobson arrived at 12:15. Mr. Norman was absent. Staff present: Howard Stewart, Andrea Dupler, and Dianne Gill.

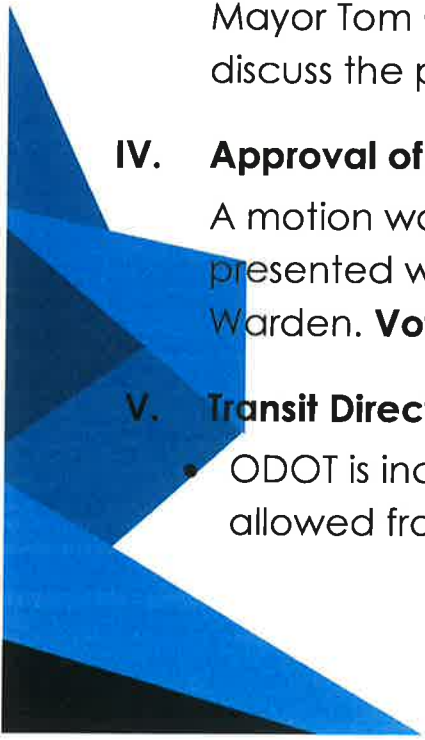
III. Public Comments/Official Communications


Mayor Tom Orr, Mayor of Cambridge, attended the meeting to discuss the potential Cambridge appointee for the SEAT board.

IV. Approval of Meeting Minutes

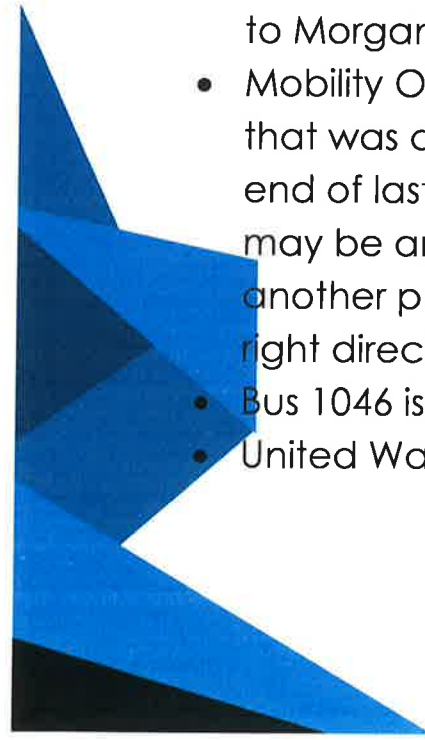
A motion was made to approve the previous meeting minutes as presented with a motion by Ms. Russell and a second by Ms. Warden. **Vote: (Verbal) In Favor – Unanimous at 12:05 pm.**

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

- ODOT is increasing the maximum Transit Reserve Fund amount allowed from 40% to 50% for operating and capitalized
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maintenance. We will be bringing a policy for board approval at the June meeting to reflect this change.

- SEAT's Subcontract Agreement OTPP-0122-GRU-241 & OTPP-122-GRU-241 has been amended to expire on June 30, 2025. These are funds for the OTP2 Workforce Transportation program and funds to help acquire the Park property.
 - The auditors were here this week and were around 50% complete yesterday.
 - We are looking good with our RFP for Non-Emergency Medical Transportation in Guernsey County.
 - We continue to move forward with the Cambridge lease situation and it should be ready for signatures soon.
 - We are working to get an update from Terracon but have not gotten any information yet.
 - SEAT's legal counsel is working on a draft lease to give space to implement the Mobility Ohio Pilot project.
 - They will be out of the building soon and we can move forward with the lease.
 - A discussion was held about the potential cost of rent for parking in the alley next to the bank.
 - A discussion was held regarding Noble County. ODOT will be reducing SEAT's current SYF 2024-2025 by \$52,587.00 and reward it to Morgan County for Noble County Transportation for 2024-2025.
 - Mobility Ohio – We have a \$75,000 planning contract with the CDC that was dated for 2023. We did not receive the contract until the end of last month. This money must be used by May 31, 2024. There may be an additional amount coming in June. There will be another phone call tomorrow to make sure we are moving in the right direction to use this money.
 - Bus 1046 is officially off the street.
 - United Way applications have been submitted.
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- There will hopefully be a presentation regarding the Fixed-Route redesign project in July.
- We will be having a post-Mother's Day cookout for staff on Friday, May 17th.
- Fawn and Rich are volunteering at United Way to pack Food Farmacy Boxes today.
- SEAT had a display table at the Muskingum County Board of Developmental Disabilities Resource Fair on May 7th.
- Howard and Rob attended an ARISE Ohio Transportation Workshop on advanced mobility and transportation needs in Appalachian Ohio on April 29th. Rob discussed some of the highlights of the meeting.
- We are purging old furniture that we no longer need. These are items that we have been unable to sell on GovDeals or that have been in storage for a long time.
- We have some bad debt that needs to be written off in the total of \$910.52 from last May. This will be included in the Financial Report.

VI. Maintenance Report

- There is no Maintenance Report due to awaiting information from the city for fuel.

VII. Operations Report (presented by Ms. Dupler)

- In April our daily average was 1069 people system wide. The Muskingum County Fixed Route transported around 7000 people. Guernsey County has transported almost 1200 passengers over what they were transporting when the Fixed Route was still in service. The Year-to-Date numbers are up 17% in ridership.
- Andrea and Howard discussed the Mobility Ohio Project.

VIII. Financial Report (presented by Ms. Gill)

- There are two income statements included in the packet to show the 18-month budget vs. the 12-month budget.

- SEAT has a net gain is \$190,000. The current assets are \$4,865,603. The current liabilities are \$717,000. The current net position is 4.1 million dollars.

A motion was made to approve the financial report as presented along with the bad debt write-off in the amount of \$910.52 by Mr. Ufholz, with a second by Mr. Hobson. **Vote: (Verbal) In Favor – Unanimous at 12:50 pm.**

IX. 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. Russell.

Roll Call for session:

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

The Board came out of Executive session at 1:16 pm.

A motion was made by Mr. Spencer to accept the Mobility Ohio RTRC Compensation Schedule as presented with amendments appropriate to the Transit Directors scale. In addition, included are bonuses to be paid from the 2023 CDC funds: \$3000 to the Business Director, \$8600 to the Operations Director, and \$5000 to the Transit Director which totals \$16,600.00. This motion also includes the SEAT Compensation Schedule from May 15, 2024, with a second by Mr. Hobson. **Vote (Verbal) In Favor – Unanimous at 1:17 pm.**

X. Old Business

Resolution 2024-09: Hire APG Architects.

A motion was made to approve Resolution 2024-09 as written by Legal Counsel by Mr. Spencer, with a second by Mr. Hobson. **Vote (Verbal) In Favor – Unanimous at 1:22 pm.**

Resolution 2024-17: Approve Amended Compensation Policy & Schedule.

A motion was made to approve Resolution 2024-17, approving some new language in the Compensation Policy by Mr. Hobson, with a second by Ms. Warden. **Vote (Verbal) In Favor – Unanimous at 12:34 pm.**

XI. New Business

Resolution 2024-13: Approve 2023-2024 Revised Budget.

A motion was made to approve Resolution 2024-13 retroactive to January 1, 2023, as presented by Mr. Ufholz with a second by Mr. Spencer. **Vote (Verbal) In Favor – Unanimous at 1:24 pm.**

Resolution 2024-14: Accept SY2024 E&D Fare Assistance contract.

A motion was made to approve Resolution 2024-14 as presented by Mr. Spraggins with a second by Mr. Hobson. **Vote (Verbal) In Favor – Unanimous at 1:25 pm.**

Resolution 2024-15: Accept CDC Grant for Mobility Ohio.

A motion was made to approve Resolution 2024-15 as presented by Mr. Ufholz with a second by Ms. Warden. **Vote (Verbal) In Favor – Unanimous at 1:25 pm.**

Resolution 2024-16: Authorize Signing of the North Street Lease.

A motion was made by Mr. Spencer to approve Resolution 2024-16 pending attorney review with a second by Mr. Hobson. **Vote (Verbal) In Favor – Unanimous at 1:26 pm.** Mr. Gombeda abstained from voting.

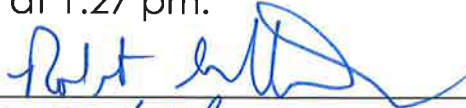
Resolution 2024-18: Authorize Signing of the 14 S. 5th St. Lease.

A motion was made by Mr. Hobson to approve Resolution 2024-18 as presented, with a second by Ms. Warden. **Vote (Verbal) In Favor – Unanimous at 1:27 pm.** Mr. Spencer abstained from voting.

Adjournment

Mr. Guentter adjourned the meeting at 1:27 pm.

Board President



Board Secretary/Treasurer



Witness