



South East Area Transit
Board of Trustees
Regular Meeting Minutes
May 10, 2023

I. Call to order

Mr. Ufholz called to order the regular meeting of the South East Area Transit Board of Trustees at 12:05 pm on May 10, 2023 at 205 N. Fifth Street, Zanesville, OH.

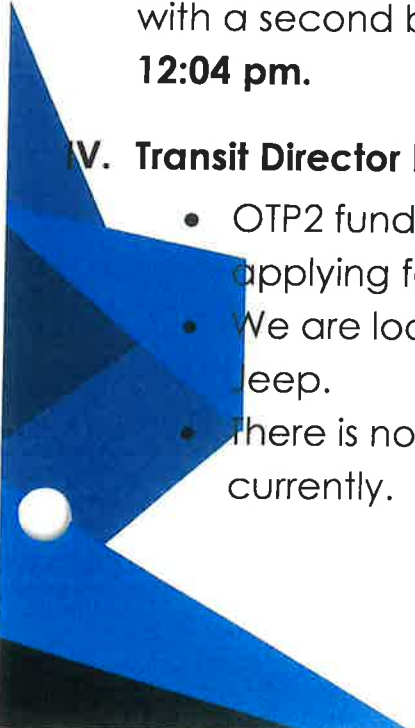
II. Roll call

Ms. Gill conducted a roll call. The following persons were present: Ron Gombeda, Doug Hobson, Ellen Rucker, Jody Spencer, James Spraggins, Kurt Ufholz, and Keely Warden. Rob Guentter and Rocky Hill were absent. Michael Normal arrived at 12:10 pm. Staff present were: Howard Stewart, Andrea Dupler, Rich Wood, and Dianne Gill.

III. Approval of Consent Agenda

A motion was made by Ms. Rucker to approve the Consent Agenda, with a second by Mr. Hobson **Vote: (Verbal) In Favor – Unanimous at 12:04 pm.**

IV. Transit Director Report

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- OTP2 funding opportunity is available at ODOT. SEAT will be applying for Tier 1 and Tier 2.
 - We are looking to dispose of the current service vehicle, a 2000 Jeep.
 - There is no additional information on the Pilot Mobility Ohio project currently.

- We are still in negotiation regarding the Cambridge Satellite Site Rental offer. There is some confusion regarding the garage area where the buses are kept. We had purchased and added our own lighting and currently, that area has been completely cleaned out, lights and all.
- Muskingum/Guernsey Mobility Management –SEAT's maintenance staff will be doing the Muskingum County ramp installations during their downtime. Doug Hobson offered the assistance of the Fire Department or himself if needed.
- It was discovered yesterday that the small purchase account has been hacked. The account was frozen immediately and \$6000.00 of what was taken has already been returned at this time. Paperwork has been filled out to get back the additional \$9000.00 that was taken. We are in the process of opening a new account and closing the one that had been compromised.
- We will be applying for a Workforce Mobility grant to help with our WTPP program.
- A Ford Flex has been seen on Maple Avenue with a "SEAT" sign in their window. They are not a contracted vendor with SEAT. A police report has been filed and an investigation is in process.

V. Operations Report

- Guernsey Street Route - Information gathered from Apr 5 -May 5 has shown that we are scheduling more than our per-month average had been last year at this time. The feedback has been mostly positive. Concerns have been regarding learning how to schedule a trip on demand response and some passengers being unaware of the change.
 - Guernsey drivers do have a meeting scheduled with Howard, Andrea, and Mike from the union, to assure them of their job security.

- The goal was to have drivers have an average of 2.5 passengers per hour and we are hitting an average of 2 passengers per hour with multiple drivers.
- It is time to renew contracts with our vendor and agency drivers. We are going to do a one-year extension as there are not any major changes to the contract.
 - SEAT will be requiring vehicle inspections to be done at Blacks Auto Spring and Alignment. The inspections will be more thorough than the ones that are done at the State Highway Patrol. They will charge the vendors \$35.00 per inspection.
 - Looking at agency contracts as well and are continuing to look for options with wheelchair transportation.
- Operations report was included in the board packet.

VI. Maintenance Report

- All the bike racks that were ordered have been installed on the buses.

VII. Financial Report

- The financial report was included in the board packet. Currently doing well staying under budget and continue to have a net gain at the end of March.
- Our invoice was submitted to ODOT and the money has been received along with the \$15,000.00 they had agreed to pay towards the SOS Conference.
- There are new OPERS pension asset and liability numbers on the balance sheet.
- So far, the audit is going well. The auditor will return towards the end of May to finish up the audit.
- The aged receivables and aged payables have been passed on to the finance committee for review.

VIII. Executive Session

A motion was made by Mr. Hobson to move to an Executive Session to discuss legal matters and was seconded by Ms. Rucker.

Vote: (Verbal) In Favor – Unanimous at 12:27 pm

Roll Call for session:

Ms. Gill conducted Roll Call. The following persons were present. Ron Gombeda, Doug Hobson, Michael Norman, Ellen Rucker, Jody Spencer, James Spraggins, Kurt Ufholz, and Keely Warden.

Executive session ended at 12:46 pm

Old Business

Resolution 2023-01: Authorizing Resolution to Apply for Funding (Amended)

Amended to include the Ohio Workforce Partnership (OPT2).

A motion was made by Mr. Spencer to approve the amended Resolution 2023-01 as presented, with a second by Mr. Hobson.

Vote: (Verbal) In Favor – Unanimous at 12:47 pm

IX. New Business

Resolution 2023-05: Disposition Approval for Vehicle

The 2000 Jeep used as a service vehicle for the maintenance department has run its course and is no longer needed. A motion was made by Mr. Hobson to approve Resolution 2023-05, with a second by Ms. Rucker.

Vote: (Verbal) In Favor – Unanimous at 12:48 pm

Resolution 2023-06: Approve SEAT Revised Passenger Code of Conduct and Prohibited Activities Policy



The policy was presented for the board to review.

A motion was made by Mr. Hobson to approve Resolution 2023-06 as presented, with a second by Ms. Rucker

Vote: (Verbal) In Favor – Unanimous at 12:52 pm

Resolution 2023-07: Approve 2022 Final Budgets

The final 2022 budgets were presented to the board for their approval, retroactive to December 31, 2022.

A motion was made by Mr. Spencer to approve Resolution 2023-07 as presented, with a second by Mr. Norman.

Vote: (Verbal) In Favor – Unanimous at 12:54 pm

Resolution 2023-08: Approve Transit Property Visitor Policy

This policy will replace the Trespassing Policy. Discussion was held as to why this policy needed to be updated.

A motion was made by Ms. Rucker to approve Resolution 2023-08 as presented, with a second by Mr. Spraggins.

Vote: (Verbal) In Favor – Unanimous at 12:54 pm

Resolution 2023-09: Approve Absenteeism and Tardiness Policy

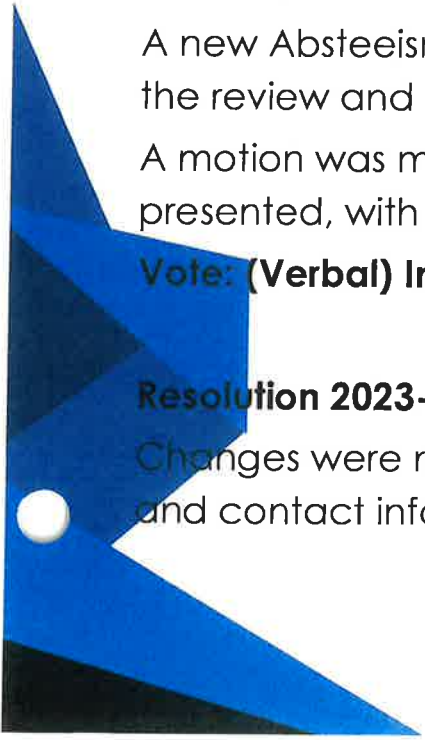
A new Absenteeism and Tardiness Policy was presented to the board for the review and consideration.

A motion was made by Mr. Hobson to approve Resolution 2023-09 as presented, with a second by Ms. Warden.

Vote: (Verbal) In Favor – Unanimous at 12:55 pm

Resolution 2023-10: Approve Amended EPP and COOP Plans

Changes were made in the EPP and COOP plans adding new names and contact information and deleting old.

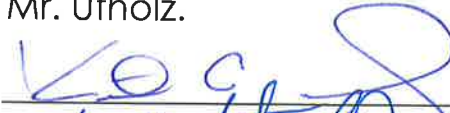


market account for a portion of the Transit Reserve Fund, and a CD portfolio to keep some of the funds more accessible. Mr. Stewart and Ms. Gill will put together a plan and submit it to the finance committee to look it over.

Adjournment

Mr. Ufholz adjourned the meeting at 1:10 pm with a motion to do so from Mr. Hobson and a second from Mr. Ufholz.

Board President



Board Secretary/Treasurer



Witness

