



**South East Area Transit**  
**Board of Trustees**  
**Regular Meeting Minutes**  
November 15, 2023

**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 November 15, 2023 at 205 N. Fifth Street, Zanesville, OH.

**II. Roll call**

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

**III. Oath of Office**

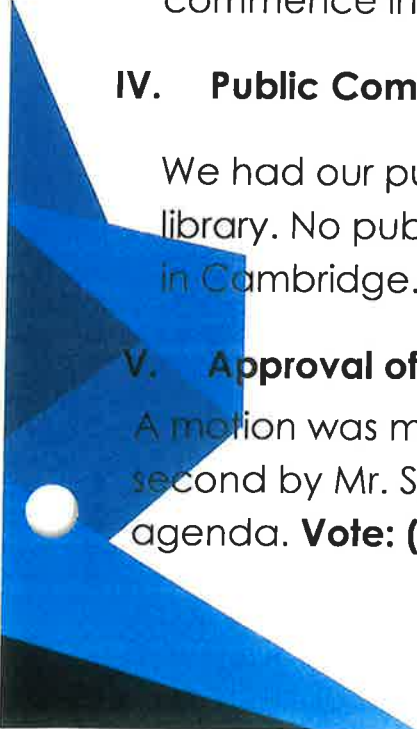
Stacey Russell has been officially sworn in and her term is set to commence in January 2024.

**IV. Public Comments/Official Communications**

We had our public meeting in Cambridge on October 18<sup>th</sup> at the library. No public attended to discuss the extension of the pilot program in Cambridge.

**V. Approval of Consent Agenda**

A motion was made to approve the Consent Agenda by Mr. Hill, with a second by Mr. Spencer. Financials were not included in the consent agenda. **Vote: (Verbal) In Favor – Unanimous at 12:10 pm.**



## VI. Transit Director Report (Presented by Mr. Stewart)

- John Sampson from Morgan County Transit was unable to attend the board meeting. However, our concurrence letter has been sent and it seems that everything is going well for us to withdraw from Noble County. Morgan County may be able to take over by the end of the first quarter of 2024. The board will potentially be able to vote on this officially during the December board meeting.
- Mr. Stewart will assume the role of President for OPTA effective January 1, 2024, while Ms. Silver will assume the role of Vice President of Mobility Managers.
- We received one of our new buses on Tuesday, November 2<sup>nd</sup>. More vehicles should be coming soon.
- A meeting was held with ODOT regarding the Mobility Ohio Pilot. They are looking into a further redesign that looks to continue to improve the pilot.
- We will sign a six-month contract addendum for Jan 1 - Jun 30, 2024. ODOT is transitioning to a July-June fiscal year.
- We had a driver at the Wall of Healing but we had no riders that required the shuttle service on October 19<sup>th</sup> or October 20<sup>th</sup>.
- Staff attended a Transportation Awareness Day in Noble County on October 25<sup>th</sup>.
- SEAT's customer appreciation day was a huge success. There was an estimate of 110 – 115 attendees.
- It's time to review our five-year Strategic Plan, as the last planning session was held in May 2018. We need to establish new goals for the upcoming years. There was a discussion about hiring a facilitator and the format of the meeting.
- SEAT held a countywide agency meeting on transportation in the library auditorium. Around 35-40 people attended and discussed gaps, barriers, and SEAT operation's education.

- The Health Department will hold a board meeting tonight to discuss storing their vehicle at our Fairbanks location and signing a maintenance agreement with SEAT.
- Since April, three drivers, one CSR, and one Dispatcher have been hired.
- Barbara Rhoades from OTRP will be at the meeting in December.
- SEAT is included in the emergency management plan for Muskingum County, which means we are eligible to be a part of AT&T FirstNet. This will not only help us save money but also provide us with better coverage. The cost is all-inclusive, so we won't have to rent towers and repeaters for Muskingum and Guernsey County. Additionally, the tablets will have push-to-talk features, while the phones will allow management to dispatch from home when needed. By joining FirstNet, SEAT will be able to save between \$40,000 to \$45,000 annually.

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

- Our Demand Response ridership has decreased as we are encouraging passengers to use our fixed routes. Putnam/Pine and Maple Street routes are now almost back to pre-COVID levels.
- A discussion was held with MVHC, where we addressed the issue of their transportation services. Initially, MVHC was providing transportation to anyone who needed it, rather than solely focusing on their own clients. That has now changed and as a result, there has been a significant reduction in the availability of these services through MVHC.
- We are not currently offering Foxfire trips. JFS is exploring funding options for future trips, but we may not resume them.
- Effective communication has been a major discussion at the Transit Center. The Transit Center is responsible for handling communication from drivers and passengers through various channels such as phone, website, and portal. The team is working

on devising a plan that ensures prompt assistance to drivers while also catering to the needs of passengers in a timely manner.

- SEAT has had to contact the police or deal with passenger behavior more frequently at the transit center.

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

- There was a decrease in miles traveled in September as was the number of gallons of fuel used. Sold Maintenance for September was very close to the numbers that were reported in August but there is a slight increase from 2022 numbers.
- Maintenance is working on getting the new bus ready. The vehicle should be ready to go on the road next week.
- The Maintenance Department has recently done Bloodborne Pathogen training and Defensive Driving training.

#### **IX. Financial Report (presented by Ms. Gill)**

Our income statement shows a net gain of \$306,000. However, we have exceeded our budget in some expense categories, particularly in Purchased Transportation. This is mainly due to the high number of General Public trips our Vendor Drivers are taking. We are also over budget in Services, which includes Temporary help. Although it is difficult to budget for this area, we are coming in under budget for Labor and Fringe, which helps offset the Services overage.

According to the budget, we will be short of the 2023 funding by about a month. However, with the budget being extended until June 2024 ODOT has advised us to add the shortfall to the budget addendum.

As of the end of September, our Balance Sheet shows a total of \$2.4 million. The General Account, which includes the General Account and the Sweep Account combined, has a balance of \$130,000. We still have over \$2 million in the Transit Reserve Fund.



The funds received by our Mobility Manager from the Community Foundation have been utilized, and our conference account is in good shape. We have secured multiple sponsors for the upcoming conference. Our net position stands at \$3.6 million. It was noted by Mr. Spencer that our receivables are almost all current. We rarely have anything over 60 days.

A motion was made by Mr. Spencer to approve the financials as presented with a second by Mr. Hill. **Vote (Verbal) In Favor – Unanimous at 12:47 pm.**

#### **X. Executive Session**

A Motion was made by Mr. Guentter to move to an Executive Session with a second by Mr. Hill to discuss a personnel matter at 12:48 pm.

Roll Call for session:

Ms. Gill conducted Roll Call. The following persons were present. Rob Guentter, Rocky Hill, Ellen Rucker, Jody Spencer, James Spraggins, and Kurt Ufholz.

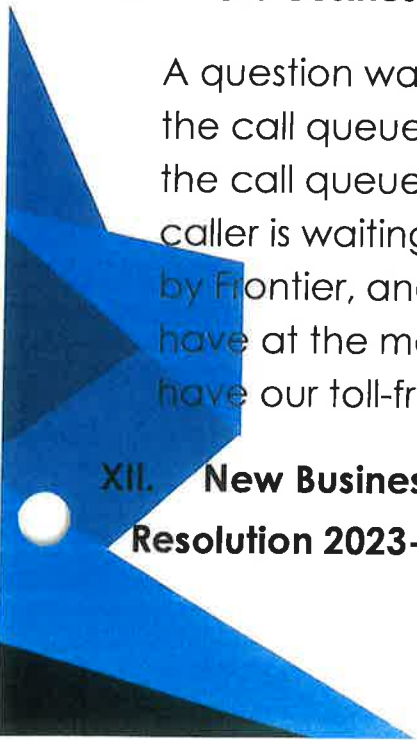
The regular meeting was called back in session at 1:32 pm.

#### **XI. Old Business**

A question was asked about the Cambridge phone line rolling over into the call queue. Unfortunately, we can only roll over the main line into the call queue. If any other calls come in on that line while the original caller is waiting, they will hear a busy signal. This issue cannot be fixed by Frontier, and AT&T does not cover that area. The only solution we have at the moment is to ensure that Guernsey County passengers have our toll-free number.

#### **XII. New Business**

**Resolution 2023-16:** Approve 2024 SEAT Compensation Schedule



The Compensation Schedule was presented to the board for approval. A motion was made by Mr. Guentter to approve Resolution 2023-16 as presented, with a second by Ms. Rucker. **Vote: (Verbal) In Favor – Unanimous at 1:35 pm**

**Resolution 2023-17:** Approve the 2024 Board Meeting Schedule. The Board Meeting Schedule for 2024 was presented to the board for approval. There were two options presented to the board. It was decided that it would stay the same as 2023, at the 12-month schedule. A motion was made by Mr. Spraggins to approve Resolution 2023-17 as presented, with a second by Mr. Hill. **Vote: (Verbal) In Favor – Unanimous at 1:38 pm**

A motion was made by Mr. Spencer to allocate \$16,500.00 to management staff to be distributed at the Transit Director's discretion, with a second by Ms. Rucker. **Vote: (Verbal) In Favor – Unanimous at 1:39 pm**

A motion was made by Mr. Hill to proceed with the purchase of the building located at 14 South Fifth Street, with a second by Mr. Guentter. **Vote: (Roll Call) In Favor – Unanimous at 1:40pm.** Mr. Spencer abstained from voting.

### Adjournment

Mr. Ufholz adjourned the meeting at 1:41 pm with a motion to do so from Mr. Hill and a second from Mr. Spraggins.

Board President

Board Secretary/Treasurer

Witness

  
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