



South East Area Transit
Board of Trustees
Regular Meeting Minutes
November 12, 2025

I. Call to Order

Mr. Guentter called to order the regular meeting of the South East Area Transit Board of Trustees at 12:04 pm on November 12, 2025 at 14 S. 5th Street, Zanesville, OH

II. Roll Call

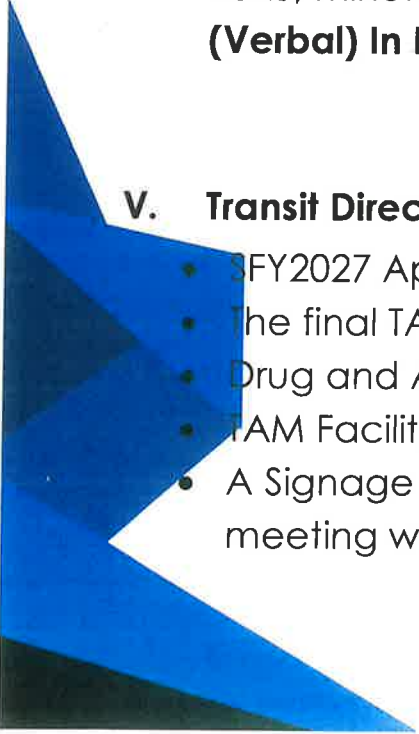
Ms. Gill conducted the call. The following persons were present: Mr. Gombeda, Mr. Guentter, Mr. Hines, Mr. Norman, Ms. Rucker, Ms. Russell, Mr. Spraggins, and Mr. Ufholz. Mr. Hobson, Mr. Spencer, and Ms. Warden were absent. Staff present: Howard Stewart, Andrea Lang, and Dianne Gill.

III. Public Comments/Official Communications

IV. Approval of Meeting Minutes

A motion was made by Mr. Ufholz to approve the September 17, 2025, minutes as presented, with a second by Mr. Spraggins. **Vote: (Verbal) In Favor – Unanimous at 12:05 pm.**

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

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- SFY2027 Application was submitted on 11-6-25.
 - The final TAR report was issued on 11-3-26.
 - Drug and Alcohol TAR review is now closed.
 - TAM Facility Assessment has been completed.
 - A Signage proposal has been received from Kessler, and there is a meeting with Xpressive graphiX & Signs soon.

- The Property Appraisal and Review ORC Info for 224 Main Street is underway.
- Architectural bids are in.
- SEAT's Christmas Party is on December 12th, along with a United Way campaign.
- OPTA conference is next week, and Mr. Stewart is to be re-elected as president
- SEAT received the "Ohio Auditor of State Award" for the 2024 audit. This award has been received by SEAT for the past 8 years.
- Mr. Stewart will be following up around mid-August to determine who is interested in remaining on the board.
- The library will be donating some of the boardroom furniture to SEAT.
- GoBus will likely be having a stop in Zanesville, potentially starting around the middle of March.

VI. Operations Report (presented by Ms. Lang)

- October fixed route numbers are up by a little over 1000 riders for the month. The goal number would be above 7000 riders.
- An evaluation was done on call intake, website, and email requests. It totaled around 20,000 for October, 950 contacts per day. CSRs are averaging over 100 calls per day
- The Transit Center is currently fully staffed
- We are working on a way to assist our passengers who are on oxygen to be picked up from their appointments as quickly as possible to alleviate the fear of their portable oxygen running out.
- The Operations team is putting on a food and clothing drive along with a few other local organizations. SEAT staff is also giving money to provide Thanksgiving meals to feed four families. There will be a raffle to determine who will receive a meal. The drawing will take place on Thursday, November 19th, and the food will be delivered the following Monday. **The board members were also interested in donating money for additional Thanksgiving meals.

VII. Maintenance Report (presented by Mr. Wood)

- The maintenance report was included in the board packet.
- There is a new agreement with the Perry County Library to do maintenance on their Bookmobile.

VIII. Financial Report (presented by Ms. Gill)

- Financials are through September 30th, and they will be the totals for the 1st quarter.
- The bank total was \$3.7 million, and the money owed to SEAT from ODOT for the first fiscal year quarter has been received.
- Current net position \$4.1 million.

A motion was made by Mr. Ufholz to approve the financial report as presented, with a second by Mr. Norman. **Vote: (Verbal) In Favor – Unanimous at 12:34 pm.**

IX. Executive Session (Personnel)

Ms. Gill conducted a Roll Call: The following persons were present: Mr. Gombeda, Mr. Guentter, Mr. Hines, Mr. Norman, Ms. Rucker, Ms. Russell, Mr. Spraggins, and Mr. Ufholz.

The board entered into an Executive Session at 12:35 pm.

Regular session resumed at 12:57 pm.

X. Old Business

Resolution 2025-21: Approve Revised Financial Policy

A motion was made by Mr. Norman to approve Resolution 2025-21 as presented, with a second by Ms. Rucker. **Vote: (Verbal) In Favor – Unanimous at 12:58 pm.**

Resolution 2025-22: Approve Revised D&A Policy

A motion was made by Ms. Russell to approve Resolution 2025-22 as presented, with a second by Mr. Hines. **Vote: (Verbal) In Favor – Unanimous at 12:59 pm.**

XI. New Business

Resolution 2025-20: Approve 2026 Board Meeting Schedule

A motion was made by Mr. Ufholz to approve Resolution 2025-20 as presented, with a second by Mr. Hines. **Vote: (Verbal) In Favor – Unanimous at 1:00 pm.**

Resolution 2025-23: Approve Transfer of 2501

A motion was made by Mr. Ufholz to approve Resolution 2025-23 as presented, with a second by Ms. Russell. **Vote (Verbal) In Favor – Unanimous at 1:01 pm.**

Resolution 2025-24: Approve Donation of Bus Shelter

A motion was made by Mr. Ufholz to approve Resolution 2025-24 as presented, with a second by Ms. Rucker. **Vote (Verbal) In Favor – Unanimous at 1:02 pm.**

A motion was made by Mr. Gombeda to approve the proposal from the Architectural Planning Group for the renovations to 14 S. 5th Street, with a second by Ms. Russell. **Vote (Verbal) In Favor – Unanimous at 1:03 pm.**

A motion was made by Mr. Gombeda to approve the bonuses as recommended and to authorize the 2026 raises based upon the already board-approved compensation schedule with a second by Mr. Ufholz. **Vote (Verbal) In Favor – Unanimous at 1:05 pm.**

A motion was made by Mr. Ufholz to adopt the PTO schedule negotiated with the union for the non-union employees, with a second by Ms. Russell. **Vote (Verbal) In Favor – Unanimous at 1:06 pm.**

A motion was made by Mr. Hines to request the refund of the GRF fund from Ohio Transit Risk Pool, and to deposit that refund into a subaccount of the investment account for future use, if needed, with a second by Mr. Norman. **Vote (Verbal) In Favor – Unanimous at 1:07 pm.**

Adjournment

Mr. Guentter adjourned the meeting at 1:08 pm with a motion to do so by Mr. Ufholz and a second by Mr. Spraggins.

Board ~~Vice~~-President



Board Secretary/Treasurer



Witness