



South East Area Transit
Board of Trustees
Regular Meeting Minutes
September 21, 2022

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 September 21, 2022 at 205 N. Fifth Street, Zanesville, OH.

II. Roll call

Ms. Gill conducted a roll call. The following persons were present: Ron Gombeda, Rocky Hill, Jody Spencer, James Spraggins, Kurt Ufholz, and Keely Warden. Rob Guentter, Doug Hobson, and Ellen Rucker were absent. Jody Spencer left at 12:50 pm. Staff present were: Howard Stewart, Andrea Dupler, Rich Wood, Dianne Gill, and Michelle Frazier.

III. Approval of Board Minutes

The minutes for August 10th were reviewed. Mr. Hill made a motion to approve the minutes with a second by Mr. Spraggins. **Vote: (Verbal) In Favor – Unanimous at 12:06 pm.**

Amended Agenda

Mr. Ufholz requested to amend the agenda to the following order: Old Business, New Business, Executive Session, and Official Communication Reports.

A motion was made by Mr. Spencer and was seconded by Mr. Gombeda. **Vote: (Verbal) In Favor – Unanimous at 12:06**



IV. Old Business

None to report.

V. New Business

Resolution 2022-13: Approve Employee Appearance Policy

Discussion was held.

A motion was made by Mr. Hill to approve Resolution 2022-13, with a second by Ms. Warden.

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

Resolution 2022-14: Approve SEAT Passenger Code of Conduct and Prohibited Activities Policy.

Discussion was held

A motion was made by Mr. Spencer to approve Resolution 2022-14, with a second by Mr. Hill.

Vote: (Verbal) In Favor – Unanimous at 12:08 pm

Resolution 2022-15: Approve SEAT Demand Response Service's No-Show Policies and Procedures

Discussion was held.

A motion was made by Mr. Gombeda to approve Resolution 2022-15, with a second by Ms. Warden.

Vote: (Verbal) In Favor – Unanimous at 12:10 pm

Free Fares

Would like to have free fares for our Street Routes in Muskingum and Guernsey Counties starting October 1, 2022 through September 30, 2023. This will hopefully raise our Street Route numbers back to what they were pre-COVID. It was noted that we have already met the amount of fares that we planned to collect for the year.

A motion was made by Mr. Gombeda to approve free fares from October 1, 2022 through September 30, 2023, with a second by Mr. Spencer.

Vote: (Verbal) In Favor – Unanimous at 12:14 pm

RCI Funds / Staff Bonus

Since it has been around two years since anything has been done for staff as an incentive, it was requested that RCI money be used as bonus for Operations staff. RCI dollars can only be used for Operations staff so SEAT would pay the bonus for non-operations staff. The bonus would be in the amount of \$250.00. The RCI Funds will be reimbursed at 100%.

A motion was made by Mr. Spencer to approve a \$250.00 per person bonus to Operations and Non-Operations staff, with a second by Mr. Hill.

Vote: (Verbal) In Favor – Unanimous at 12:16 pm

VI. Executive Session

A motion was made by Mr. Hill to move to an Executive Session to discuss legal matters and was seconded by Mr. Spencer.

Vote: (Verbal) In Favor – Unanimous at 12:19 pm

Roll Call for session:

Ms. Gill conducted Roll Call. The following persons were present. Ron Gombeda, Rocky Hill, Jody Spencer, James Spraggins, Kurt Ufholz, and Keely Warden.

Executive session ended at 12:50 pm

Amended Agenda

Mr. Ufholz requested to amend the agenda to add Belmont County Services to New Business.

A motion was made by Mr. Gombeda and was seconded by Mr. Hill.

Vote: (Verbal) In Favor – Unanimous at 12:51 pm

VII. New Business

Belmont County Services

In 2022, 5310 Belmont County is currently 100% funded. Starting in 2023, 5310 Belmont County will only be funded 50%. Belmont county is 5-7% of the trip volume and around 20% of the miles. The plan to stop service will need to be reported to ODOT and a timeline will need to be established.

A motion was made by Mr. Hill to give Howard the authorization to step down operations in Belmont County and was seconded by Mr. Spraggins.

Vote: (Verbal) In Favor – Unanimous at 1:05 pm

VIII. Transit Director's Report

Mr. Stewart gave his Transit Director's Report.

- Customer appreciation day will be on October 14th There will be 10-12 agencies participating in the event and we will be offering free rides the entire day including bringing passengers in from Guernsey and Noble Counties if they wish to attend.
- We will also be having a staff appreciation cookout on October 21st.
- A correction: at the OPTA conference Howard will be being nominated as Vice President. The Vice President will become the President in 2024.
- The 6th annual Peer Conference is at the end of the month.
- Updates for Mobility Ohio will be discussed at the next meeting. There is potential to need to call an emergency board meeting.

Ms. Dupler gave the **Operations Report**.

22,231 trips were scheduled in August. A year ago the goal was 15,000. Out of those 22,000 trips only 773 were for Belmont. Muskingum and Guernsey are the bulk of the trips. Two drivers are out on medical leave for an extended period. One in Muskingum and one in Guernsey. We are working on bringing in seven more vendor drivers. There is also work being done on restructuring the Operations department. Since the Guernsey supervisor moved back to being a driver, our Belmont supervisor has switched over to supervising in Guernsey/Noble Counties. Our road supervisor in Muskingum County has been helping out with co-supervising the transit center as Andrea doesn't have as much time to help there if needed. Since we will no longer be transporting in Belmont, the Road supervisor at the next no longer needed. Hoping to have everything set for the department by January.

Maintenance Report.

Mr. Wood had nothing to report.

Ms. Gill gave the August 2022 **Financial Reports**. The August Revenues were \$5,595,939 and the Expenses for the month were \$5,362,356 for a Year-to-Date gain of \$236,583. The August Balance Sheet showed Total Current Assets as of August 31, 2022, as \$4,041,276. Our Total Current Liabilities are at \$593,677 for a Positive Net Position of \$3,447,599.

Ms. Warden made a motion to accept the August financials, with a second by Mr. Gombeda. **Vote: (Verbal) In Favor – Unanimous at 1:15 pm.**

The next meeting will be held Wednesday October 12 at 12:00pm

IX. Adjournment

Mr. Uffholz adjourned the meeting at 1:19pm with a motion to do so from Mr. Hill and a second from Mr. Gombeda.

Board President

Board Secretary/Treasurer

Witness

[Handwritten signature]
[Handwritten signature]
[Handwritten signature]