



South East Area Transit
Board of Trustees
Regular Meeting Minutes
September 17, 2025

I. Call to Order

Mr. Norman called to order the regular meeting of the South East Area Transit Board of Trustees at 12:05 pm on September 17, 2025 at 14 S. 5th Street, Zanesville, OH

II. Roll Call

Ms. Gill conducted the roll call. The following persons were present: Mr. Hines, Mr. Norman, Mr. Spencer, Mr. Spraggins, Mr. Ufholz, and Ms. Warden. Staff present: Howard Stewart, Andrea Lang, and Dianne Gill.



III. Public Comments/Official Communications

SEAT's Letter of Intent was due September 1 through September 12. It has been submitted to ODOT for funding year 2027.

We received several public information requests, including one from Delaware. We are confirming that they requested the information from the correct transit authority.

IV. Approval of Meeting Minutes

A motion was made by Mr. Spragins to approve the August 13, 2025, minutes as presented, with a second by Ms. Warden. **Vote: (Verbal) In Favor – Unanimous at 12:08 pm.**

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

- SEAT's TAR is scheduled for the 29th of September. There will be a prep meeting to make sure things are ready for that this coming Monday.
- Closing for the 5th Street building was August 21st.
- ODOT has sent out communication that the contract revenue earned amount allowed to be transferred to the TRF is going from 50% to 20%. Currently, we typically transfer around 15% – 25% per month.
- MOM's is continuing to work on the Evaluator contract. The official kick-off date for the Evaluation process will be October 1, 2025.
- The Union Contract has been successfully completed.
- COTA visit went well.
- Mr. Steward received an invitation to Muskingum County Day at the Ohio Statehouse on October 21st.

VI. Operations Report (presented by Ms. Lang)

- The Transit Center has hired 3 new Customer Service Reps.
- Driver interviews are ongoing.

VII. Maintenance Report (presented by Mr. Wood)

- Maintenance stats are included in the Board report.

VIII. Financial Report (presented by Ms. Gill)

- The current net position as of July is \$4.8 million.

A motion was made by Mr. Spencer to approve the financial report as presented, with a second by Mr. Hines. **Vote: (Verbal) In Favor – Unanimous at 12:27 pm.**

IX. Executive Session (Personnel)

Ms. Gill conducted a Roll Call: The following persons were present: Mr. Hines, Mr. Norman, Mr. Spencer, Mr. Spraggins, Mr. Ufholz, and Ms. Warden.

The board entered into an Executive Session at 12:28 pm.

Regular session resumed at 12:32 pm.

X. Old Business

Resolution 2025-19: Amend Lease Cost for Mobility Ohio

A motion was made by Ms. Warden to approve Resolution 2025-19 as presented, with a note to add that the cost listed is per month, with a second by Mr. Hines. Mr. Ufholz abstained. **Vote: (Verbal) In Favor – Unanimous at 12:35 pm.**

XI. New Business

Resolution 2025-16: Approve Asset Capitalization Policy

A motion was made by Mr. Spencer to approve Resolution 2025-16 as presented, with a second by Ms. Warden. **Vote: (Verbal) In Favor – Unanimous at 12:38 pm.**

Resolution 2025-17: Authorizing Resolution for SFY27 Contracts

A motion was made by Ms. Warden to approve Resolution 2025-17 as presented, with a second by Mr. Hines. **Vote (Verbal) In Favor – Unanimous at 12:39 pm.**

Resolution 2025-18: Accept 2024 Financial Audit

A motion was made by Mr. Spencer to approve Resolution 2025-18 as presented, with a second by Mr. Spraggins. **Vote (Verbal) In Favor – Unanimous at 12:40 pm.**

Mr. Spencer made a motion to accept the Labor Agreement as agreed to and presented, with a second by Ms. Warden. **Vote (Verbal) In Favor – Unanimous at 12:41 pm.**

Adjournment

Mr. Norman adjourned the meeting at 12:43 pm with a motion to do so by Mr. Spencer and a second by Mr. Spraggins.

Board ~~Vice~~-President



Board Secretary/Treasurer



Witness


