

Minutes of the Southeast Vermont Transit Board of Directors Meeting
Monday, August 1, 2016, 5:00 PM
45 Mill Street, Wilmington, VT
706 Rockingham Road, Rockingham, VT
Via Video Conferencing

President Tom Marsh called the Board of Directors meeting to order at 5:06 pm. Those in attendance and consisting of a quorum were as follows:

Board Members Present: Tom Marsh, Chip Stearns, Wendy Harrison, Matt Mann, Jonathan Meeks, Travis Wendel, and Marco Tallini

Invited Guests: None

Members of the Public: None

Staff Present: Randy Schoonmaker, Leona Linney, Jan Terk, and Rebecca Gagnon

Public Input: None

Amend Agenda Motion 1: Chip Stearns motioned to amend the agenda to delete the item for executive session after New Business for staff discussion. Wendy Harrison seconded. Motion passed 7-0.

Approve minutes of July 11, 2016 Motion 2: Tom Marsh motioned to approve the July 11, 2016 minutes. Travis Wendel seconded. Motion passed 7-0.

Old Business

October Board Meeting at The Current: The next meeting will be held Monday October 3, 2016 at The Current in Rockingham.

Medicaid update: Randy summarized the RFP that was issued by DVHA for Medicaid transportation. Bids are due 9/8/16. VPTA is working with a consultant to draft a proposal on behalf of all existing Medicaid brokers. Changes to the Medicaid program as it now exists, depending on the degree of the changes, could have a large impact on the company.

Current Construction Project: Randy has spoken with VTrans and has been advised that this project has been penciled in for \$800,000 in funding for FY18 and FY19 if needed. If additional funds are needed from FY19, local funds would be borrowed to finish the project, and then would be reimbursed in FY19 by VTrans. Randy summarized the changes in the project budget and sources of funds, explaining that even though the budget has increased, borrowing required has decreased from \$1,514,081 to \$1,414,508 due to availability of VTrans funds. VTrans is offering a total \$1.6 million in funds over the two fiscal years if needed, while the current budget calls for a need of \$1.3 million.

The current cost estimate is \$3,788,657. Two additional cost estimates will be provided; the design development phase in September, and the construction documents phase in November. The project budget will be updated accordingly for the Board's review and approval. Randy will provide paper copies of the project budget at the next meeting for easier viewing.

Chip Stearns motioned to approve a project not-to-exceed budget of \$4 million, and borrowing of up to \$1.5 million. Travis Wendel seconded. Motion passed 7-0.

Park & Ride update: The remaining permit required has been received. Chip Stearns explained that while there is a 30-day appeal period, there is no eligible party to appeal, and we are ready to start construction.

Finance Committee Report: Randy presented the ridership report and goals, outlining plans to increase ridership on all routes. Jan explained that increases in ridership for the MOOver reflect a normal winter season as opposed to last year. A plan is in place to improve the Bennington route ridership. Rebecca noted that the Current's Medicaid ridership consists of 60% methadone rides in FY16 as opposed to 40% in FY15. In addition, FY16 total Medicaid rides of 132,373 surpassed fixed route rides of 129,713. Final financials for FY16 should be available at the October meeting as field work is scheduled for the audit in mid-August for the MOOver, and the end of August for the Current. YTD Actual vs Budget for FY17 will also be available. Outstanding receivables were discussed, and it is unclear how those will be required to be reported for FY16.

New Business

Senator Leahy visited the MOOver today during his kick-off reelection campaign. Tom Marsh, Wendy Harrison, and Jonathan Meeks attended. The Senator was given a tour of the facility and offered thanks for his help in securing financial for the project.

Company Updates

Fare box update: Wendy Harrison asked for an update of fare boxes. Rebecca explained that a kick off meeting is scheduled for August 17th, with the hopes of completion in October.

Real time project: Randy explained that the real time "find my bus" project is a couple of years away, as the test program the MOOver is currently involved in does not include implementation.

Shelter replacement process: Upon Matt Mann's question regarding the process to replace shelters, Rebecca explained that shelters are inspected annually and noted for repair or replacement. Replacement costs are included in the annual capital request, and shelters are replaced as funding allows. This year two are being replaced in Mountain Home Park in Brattleboro. Randy noted that no one installs shelters any more. Manufacturers ship a box that then needs to be built and installed. The Mountain Home Park project required that one shelter be moved out of the flood plain and a new foundation be poured. The shelters were built at the MOOver's facility, trailered in to Brattleboro, and then secured to the slabs. Randy said Rebecca will work on a shelter prioritization schedule.

Board member comments: None

Adjourn Motion 4: Chip Stearns motioned to adjourn at 6:12 pm. Jonathan Meeks seconded. Motion passed 7-0.