

Minutes of the Southeast Vermont Transit Board of Directors Meeting
Monday October 17, 2016
706 Rockingham Road, Rockingham, Vermont

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

Invited Guest: None

Members of the Public: None

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

Public Input: None

Amend Agenda: None

Approve minutes of August 1, 2016 Motion 1: Chip Stearns motioned to approve the August 1, 2016 minutes. Wendy Harrison seconded. Motion passed 6-0.

Old Business

Butterfield Commons: Randy reviewed the history of Butterfield Commons request for service to this facility in relation to a letter sent by Nancy Andersen addressed to the Board of Directors. Nancy is requesting fixed route bus service year round. The MOOver published a position statement in 2010 addressing the history of transit discussions, public hearings, communications, policies, and decisions on what level of service could be provided. The MOOver conducted a survey of residents in 2013, and three residents stated they would ride the bus. Randy mentioned a new service would need to be added that would act as a feeder bus travelling from their facility and link to the main route that travels from Mount Snow into Wilmington, and that the chance of getting funding for this new feeder route is negligent. The Board asked Randy to draft a response. Wendy Harrison will have the Windham Housing Trust perform another resident potential demand survey.

Medicaid: The state Medicaid contract was awarded to VPTA. Randy will be meeting with them as a member of VPTA to negotiate the contract. The state required a separation of brokering and service delivery, and so VPTA will set up a separate office that will dispatch the rides to each agency and manage the administration of the grant and payments to the providers. There are enough funds in the contract to support each agency's cost and support a management office based on total member payments in FY16. SEVT does the second highest amount of Medicaid service in the state.

Current Construction Project: Rebecca updated the board on the status of work done with the park and ride lot and building addition. We are on track for opening the lot in November. We have contracted for the purchase of the fuel system and hope to break ground this fall with a completion date the end of January. The bid for the building contractor will go out the end of January. Rebecca complimented the work that town staff has done on the foundation of the park and ride lot. Randy asked the board for renewed permission to continue the design based on the design development estimate. He presented a timeline of construction and the funding formula, and reviewed the source of funds that showed the different revenue streams and cost for the project. We are still on budget with past approvals of total project and company funding need of \$1.5 million. **Motion 2:** Chip Stearns authorized to continue with design development to complete the design of the project. Jon Meeks seconded. Motion passed 6-0.

Finance Committee Report: Randy presented the total company YTD actuals and year end FY16. The MOOver generated a small surplus before capital match and mortgage principal. Overall the MOOver ran a deficit of \$7,714.39. The building capital match of \$53,010 was a one-time occurrence this past year. The Current's operating funding is predominately Medicaid. The company generated a \$149,000 loss in its Medicaid. Including capital match and debt service the division lost \$67,561 last year. Medicaid will increase the reimbursement Medicaid rate for FY 17 so we anticipate last year's Medicaid loss to be a one-time occurrence. Starting in FY17, the board will see a combined budget for SEVT. Each division's budget will also be available, along with each division's ridership. Rebecca and Jan reported on their separate budgets. Leona will also have available for the Board balance sheets for the total company.

Rebecca spoke to the Current's ridership, indicating that the ridership is down system-wide with the exception of the volunteer and taxi services. She indicated that some riders had mentioned they are struggling still with the institution of fares, specifically on the Bellows Falls to Springfield route. Some drivers are getting feedback from riders, feeling the institution of a fare is a ploy by the company to eliminate a certain type of rider. Rebecca assured the driver who passed on the information that we are looking at fares, route improvements, and that there is no ploy of any sort. Ridership has not recovered since instituting the fares. Randy mentioned we will be evaluating the rationale of fares and report back to the board at the next meeting. Jan stated that the MOOver fixed route ridership is down predominately due to low turnout for the 4th of July event. The Council on Aging ridership seems to be rebounding a bit in the last four weeks.

New Business

EEO/AA Policy: Jan presented the policy draft to the board. Since the merger we are now required to have a formal policy. The AA policy is new and its goal is to employ minorities to the same level that are in our communities. We fall short on the driver's side. Our goal is to hire one more minority driver within the year. This is a policy that needs to be reviewed annually. The staff data is collected on a volunteer basis. Our area is defined in Windham County only. Jan will also be presenting the Title VI in the coming months. **Motion 3:** Chip Stearns motioned to adopt the EEO/AA policy as presented for SEVT. Matt Mann seconded. Motion passed 6-0.

Executive Session: Motion 6: Chip Stearns motioned to move into executive session for legal discussion at 6:40pm, Wendy Harrison Seconded. Motion passed 6-0.

The board came out of Executive Session at 7:12pm.

Company Updates: None

Board Member Comments: None

Future Agenda Items: Fares and Route Changes

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