

**Minutes of the Regular Meeting  
Deerfield Valley Transit Association Board of Directors  
Monday, May 26, 2015 3:00 PM  
706 Rockingham Rd. Rockingham, Vermont**

President Tom Marsh called the Board of Directors meeting to order at 3:05 pm. Those in attendance and consisting of a quorum were as follows;

**Board Members Present:** Susie Haughwout, Ted Reeves, Matt Mann and Mark Wallace

**Invited Guests:** Chip Stearns

**Staff Present:** Randy Schoonmaker, Jan Terk and Rebecca Gagnon

**Others Present:** Katharine Otto

**Public Input:** None

**Amend Agenda:** None

**Approve previous minutes: Motion 1** Susie Haughwout motioned to approve the minutes of April 20, 2015. Ted Reeves second the motion. Susie requested a change in the language under board member comments. Susie Haughwout requested to change “Susie Haughwout stated that the town will be assisting financially with the trail renovation” to read that “Susie Haughwout stated that it looks favorable that the town may assist financially with the trail renovations”. The motion with amendments passed unanimously.

**Old Business: Triangle concept/job descriptions,** Randy asked if the previous handouts were acceptable in reference to the new job descriptions. **Motion 2** Susie Haughwout motioned to accept the job descriptions for the CEO, and the divisional General Managers, Mark Wallace second. Motion passed unanimously.

**FY 16 Budgets:** Rebecca and Randy reviewed the Medicaid portion of the budget based on the recoupment of Stagecoach funds from FY15. We will assess the impact of the unduplicated count for FY 16 once accurate numbers are assumed.

Randy reviewed the grant awards for FY 16, and is happy to say VTrans supported all requested and found an additional \$55,000 from CMAQ funding regulations in FY 12 belonging to CRT. These additional funds will be on going.

Randy will send out another survey on board meeting options to include electronic meetings.

Next meeting will be June 22, 2015 at 3:00pm at the Wilmington office.

Randy reviewed a handout of the staffing structure and chain of command for SEVT and both divisions.

**New Business:** Leona Linney presented information regarding the insurance plan and becoming a company of over 50 full time equivalent employees. This would identify us as a large company changing from the present status of a small company. Although we are now regarded as a large company we can still report as a small company and receive the small group rate but will need to potentially offer all staff health insurance. This will only impact the MOOver division since The Current already offers health insurance to all staff. Based on the new policy the MOOver will have a look back period of 12 months to analyze how many new staff will qualify for insurance.

Randy presented two logo options, one with SEVT and another with the existing MOOver and Current logos.

**Company Updates:** None

**Board Member Comments:** Ted Reeves wanted to know why an Assistant Treasure position was requested during the last meeting. Susie mentioned the existing Treasure requested it and that it be the Finance Director.

**Future Agenda Items:** Merger and Nominating Committee

**Executive Session: Motion 3,** Ted Reeves motioned to go into executive session at 4:50 pm, in accordance with the provisions of 1VSA § 313 (1) (B) to enter into executive session to consider a proposed contract under consideration and personnel. The premature public knowledge of this proposed agreement would place DVTA at a substantial disadvantage. This motion for executive session includes the Board members present, invited guests, Leona Linney and staff. Suzie Haughwout seconded. The motion passed unanimously. The board came out of Executive Session at 5:30pm.

**Motion 4,** Ted Reeves motioned to approve the job description of the Finance Manager as presented. Susie Haughwout seconded. The motion passed unanimously.

**Motion 5,** Ted Reeves motioned to adopt the structure of the finance department as presented. Susie Haughwout seconded. The motion passed unanimously.

**Motion 6,** Ted Reeves motioned to authorize Randy Schoonmaker to negotiate with Wright Construction, to complete the work as discussed in executive session up to the limit discussed in executive session. Susie Haughwout seconded. The motion passed unanimously.

**Adjourn:** Motion 7, Mark Wallace motioned to adjourn at 5:40pm. Susie Haughwout seconded. The motion passed unanimously.