

Minutes of the Regular Meeting  
Southeast Vermont Transit Board of Directors  
Monday January 9, 2017, 5:00pm  
706 Rockingham Road, Rockingham, Vermont  
45 Mill St, Wilmington, Vermont  
Via Video Conference

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

**Invited Guests:** Steve Horton and Tim Bradshaw

**Members of the Public:** None

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

**Public Input:** None

**Amend Agenda: Motion 1:** Chip motioned to amend the agenda to include two legal items in executive session, Travis seconded, motion passed 7-0.

**Approve minutes of December 5, 2016 Motion 2:** Chip Stearns motioned to approve the December 5, 2016 minutes, Travis seconded, motion passed 6-0.

### **Old Business**

**Current Construction Project:** Steve Horton, the Construction Project Manager gave a PowerPoint presentation of the status of the Park and Ride and building construction, with final cost estimates. Final cost projections are within the previously-approved board limit, coming in at \$3,874,626. No action was taken.

Randy updated the board on the USDA funding, stating that they have no funding available until April-May or October-November, depending on Congress. Our application will be approved sometime in January but we cannot go out to bid for the addition until funding has been approved. Our bid process is on hold until then.

Randy presented four options on how to continue the process in part. The board selected plan D: to build the fuel system this spring and wait to hear from USDA and decide then what to do. **Motion 3:** Chip motioned to go with Plan D, Wendy seconded, motion passed 7-0.

**Medicaid:** Randy updated the board on The Currents agreement with DHVA to increase the PMPW rate from \$32.22 to \$35.96. The PMPW is what we are paid per member per week. This is based on an unduplicated client count given to us by Medicaid weekly, derived from 395 days prior excluding the last 30 days. In the past year our client count has dropped by 2.72%, thus decreasing our weekly payments.

Randy has reached an agreement with DVHA to increase our weekly payments by increasing the cost per rider. The increase is only for FY17 and they will not support our request for funding to cover our FY16 deficit. Medicaid will retro the increase back to July 1, 2016.

**Review of Ridership Goals:** Randy states we are within reach of our ridership goal for FY17. We should see a large increase in ridership at the MOOver due to the more normal winter weather this year over last. Also there will be an impact at the Current since removing the fares on routes 1, 2, and the 53.

**Fare Removal on Chester 101 route:** Randy asked the board to consider removing the \$3 fare from this route and demonstrated that the benefits of no fare outweigh the revenue we are realizing on this route. Total fares YTD are \$201. Tim Bradshaw stated that no public in-put would be needed to eliminate this fare. **Motion 4:** Chip motioned to eliminate the fares on the Chester 101 route, Matt seconded, motion passed 7-0

**Finance Committee Report:** Randy reviewed the finances in brief with the board. There were no concerns with the report.

**New Business:** None

**Executive Session: Motion 5:** Chip motioned to move into executive session to discuss a personnel matter and two legal issues at 7:00 pm, Travis seconded, motion passed 7-0. The board came out of executive session at 7:23pm.

**Company Updates:** No comments

**Board Member Comments:** Wendy suggested we look into hiring an Americorps person for assistance in the Brattleboro route review and design and possibly marketing. It was discussed that allowing the bus wash to be used by the general public was not possible since it was an unallowable expense under the grant.

**Future agenda items:** No comments

Adjourn: Motion 6: Wendy motioned to adjourn the meeting at 7:30 pm, Chip seconded, motion passed 7-0.

Windham Housing Trust perform another survey. Randy will inform Nancy and let her know he will be reaching out to her for more information.

**Medicaid:** The state Medicaid proposal was awarded to VPTA. Randy will be meeting with them as a member of VPTA next week to negotiate the contract. The state awarded 13.2 million and is requiring a separation of service and administration. 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. This office will be the go between with DVHA. The disbursement of funds will support each agencies total cost. This will eliminate agency deficits. There is enough funds in the contract to support each agencies 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 in November. We have gone out to bid for 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. Randy presented a timeline of construction and the funding formula. Randy 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 match of 1.5 million. Randy asked the board to approve the authorization to continue the with the design development to complete the design of the project.

**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 budget is predominately Medicaid. Medicaid alone lost \$149,000, include the capital match and the division lost \$67,561 last year. Medicaid will increase the Medicaid rate for FY 17 so we anticipation last year's Medicaid loss to be a one-time occurrence.

Starting in FY17, the board will now see a combined budget for SEVT. Each division's budget will also be available, along with each division's ridership. Rebecca and Jan reported 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. Rebecca 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 into the necessity of the fares, since it's an apparent burden on the riders. 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 4<sup>th</sup> of July event. The council on aging ridership although decreased, seems to be rebounding a bit in the last four weeks.

### **New Business**

**EEO/AA Policy:** Jan presented the policy 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 your community. We fall short on the driver's side. Our goal is to higher one more minority 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.

**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.