

**Southeast Vermont Transit Board of Directors Meeting Minutes**  
**Wednesday May 10, 2017, 5:00 pm**  
**706 Rockingham Road, Rockingham, Vermont**  
**45 Mill Street, Wilmington, Vermont**  
**Via Video Conference**

**Board Members Present:** Tom Marsh, Chip Stearns, Jonathan Meeks, Matt Mann, Travis Wendell, Eithne Eldred, and Wendy Harrison (Wendy arrived during executive session)

**Invited Guest:** Erica Roper

**Members of the Public:** None

**Staff Present:** Randy Schoonmaker, Jan Terk, Leona Linney, Rebecca Gagnon, Christine Fayette

**Public Input:** None

**Amend Agenda: Motion 1:** Chip motioned to move executive session to just in front of adjournment. Matt seconded. Motion passed 5-0.

**Approve minutes: Motion 2:** Chip motioned to approve the April 3, 2017 minutes. Travis seconded. Motion passed 5-0.

**Old Business**

**Current construct project:** Randy explained that we are going out to bid for the installation of the fuel system within the next few weeks. We are waiting on the ACT 250 amendment approval and are shooting for a fall completion date. The building portion of the project is on hold pending the results of the Medicaid contract. Pending board approval, we anticipate going out to bid in January of 2018 with a completion date of winter 2018-19 for the building addition and office renovations. The budget for the project has not changed for the building addition. We will review with the board the budget when we are ready to proceed to go out to bid.

Randy presented the USDA Resolution Security Agreement in the amount of \$1.5 million. This document is to execute the loan, however, we are not required to spend the funds if the project does not proceed. Randy reviewed the document with the board. The board decided to execute the agreement to obligate the funds. **Motion 3:** Eithne motioned to approve the Loan Resolution Agreement and the resolution amending form RF 1942-9. Matt seconded the motion. Motion passed 5-0. The vote was: Yeas: 5 Nays: 0 Absent: 3. The President and Secretary both signed the document at that time.

**Medicaid:** Randy reviewed a handout of a sample day in the life of the Current Medicaid transportation. Out of 730 trips 83% were Medicaid, 15% were E&D, and 2% were ADA and general public. 58% were done by volunteers, and 27% were opioid and 7% were no-

shows. The majority of the service was methadone clients and hardship rides thru Medicaid. For snapshots like this Randy will be doing period samplings throughout the year.

**Finance Committee Report:** Randy reviewed the ridership reports for both the Current and the MOOver. Over all the Current is at break even and the MOOver is 25% ahead of last year. The company as whole is ahead of last year by 12%.

Randy reviewed the AR and AP statements and financials of each division. The Current has a surplus YTD of \$30,000. Overall as a company we are about \$1,000 in the red, basically at a breakeven budget. The board had no questions. Randy did review the location of all our documents on Director Point and encouraged the board to review them at their leisure. Randy also reviewed the capital budget of the grant, explaining that it will be adjusted once VTrans has awarded the grant. There is a five-year capital and operating budget as well that will be adjusted each year for submittal to VTrans.

**Route Performance Review:** Randy spoke to the FY16 Annual VTrans Performance Report. This is a plan done once a year by VTrans and given to the legislature. The document in its entirety is in Director Point. Randy outlined the regions between transit companies. The plan outlines what is successful, acceptable and non-acceptable (underperforming) regarding all aspects of transit throughout the state provided by each transit company. Specific categories were cost per ride, mile, and hour by mode for fixed route, commuter, demand response, and seasonal tourism routes in a rural or urban setting. There are three underperforming routes in the Current region that are being addressed this year in our route improvement plan. The MOOver has the most successful rural route throughout the state is the MOOver route that travels Route 100 year-round. This route has been the most successful route state wide since its inception in 1996. The Current has very successful commuter routes which are 70 series. Randy suggested the board review the detail on their own as the report is extensive and very informative.

## **New Business**

**Brattleboro Route Update:** We are in the beginning phase and are gathering information from bus surveys. We will have more to report at the next meeting.

**Title VI:** Jan presented to the board an overview of the requirements of the Title VI program. Title VI was written when the DVTA was under contract for their building construction. VTrans never required it until recently. At that point Jan re-wrote the policy, capturing all the new regulations, changing the company name to SEVT, Inc. and incorporating both the MOOver and Current divisions. Title VI is basically a non-discrimination policy and must outline the procedues for outreach, conflict, language assistance etc. There was a lot of fact gathering that was needed for the completion of the plan due to new regulations. We were lucky to have the state consultant Steve Falbel assist in finalizing the plan. The plan has been approved by VTrans and the states Civil Rights Department. The board consensus was to read the document and make a decision on acceptance at the next meeting.

**Company Updates:** Jan informed the board of the hiring of the assistant mechanic, Charlie Densmore. Charlie started this past week and has a degree in diesel maintenance. Charlie has taken

Dave Meeks position since Dave has moved into the lead mechanic position. Charlie is Randy's nephew.

Christine updated the board of what she has learned in the past few weeks. She has worked on the weekly financials, assisted with the grant application, and the management review required by VTrans. She also attended the state Roadeo, ridden most of the MOOver routes, and visited the Current division facility and met all the staff. She is studying for the CDL test and Randy has given her a brief introduction on cost allocation and procurement. She is impressed with the level of detail in training - it's the best she has seen.

**Board Member Comments:** Tom "Good work on the company newsletter"! Matt asked who was doing the car counts of the new park and ride. Erica mentioned that WRC would possibly work with the Current when that count is due. She said that it's a spot count, so possibly staff from the Current could do that when needed. Rebecca agreed.

**Executive Session: Motion 4:** At 6:30 pm Chip motioned to move into executive session for legal matters, and invited present board members and staff present. Matt seconded. Motion passed 5-0. The board came out of executive session at 7:15 pm.

**Motion 5:** Chip authorized the SEVT CEO to work with VPTA to negotiate for option #4, for the breakeven funding with an amount of \$12,999,999.00. Matt seconded. Motion passed 6-0.

**Adjourn: Motion 6:** Matt motioned to adjourn the meeting at 7:30 pm. Travis seconded the motion. The motion passed 6-0.