

Minutes of the Regular Meeting
Southeast Vermont Transit Board of Directors
September 11, 2017, 5:00pm
706 Rockingham Road, Rockingham, Vermont
45 Mill St, Wilmington, Vermont
Via Video Conference

Board Members Present: Chip Stearns, Jonathan Meeks, Travis Wendell, Marco Tallini, Eithne Eldred and Wendy Harrison.

Invited Guest: Tim Bradshaw

Members of the Public: None

Staff Present: Randall Schoonmaker, Leona Linney, Rebecca Gagnon, Christine Fayette

Public Input: None

Amend Agenda: None

Approve minutes of August 7, 2017 Motion 1: Eithne motioned to approve the minutes. Marco seconded. Motion passed 6-0.

Old Business

Current construct project: Randy updated on the progress of the fuel station portion of the construction project. The tanks have been delivered and the excavation has begun. The excavation should take approximately three days. Once complete the tanks will be set and backfilled. Wright Construction will then begin the installation of the electric and generator. Our expected completion date is the end of October. The total cost for this phase of the project is roughly \$475,000. Randy thanked Barb Donovan from VTrans for assisting in finding \$100,000 in state funds to assist with the project. Town of Rockingham in-kind funds will help draw down the Earmark. \$511,476 will remain for the building addition phase of the project once the fuel system is done.

Route Improvement Plan final comment/approval: The outreach phase is done, and last week we finished updating the Brattleboro select board. Several service concepts have been drafted for company review, and as soon as we have a draft we will pass that along to the SEVT Board. Randy says serving all the outlying areas will be difficult without making fundamental changes. Wendy suggested documenting requested changes that require monetary means to implement now while we have the consultant. This information will be vital for future changes if we decided to apply for additional grants or request money by other means. Randy suggested an hour's estimate for any new concepts and apply it to an hourly rate for estimate of service cost. Wendy thought the outreach was excellent, and thanked the staff.

Finance Committee Reports budget including balance sheet: Randy presented the ridership, overall all the total ridership for the company is up 8%. The Current volunteer ridership up 61% over last year, this in part is mainly due to Brattleboro taxi departure, shifting more E&D rides to volunteers for medical, shopping and meal trips. We will not present a budget vs actual study until next month when the FY18 budget is finalized and broken down weekly. We are tracking actuals weekly as we move along. Leona summarized the AR and AP reports and balance sheet. She is working with SG Reed to finalize the outstanding payment due; they are reviewing warranty work before finalizing the invoice with a credit. The diesel tax and town appropriations typically can take months to capture. They are all invoiced in July and August and can take most of the year to pay. Diesel tax is a quarterly reimbursement. Chip reviewed the balance sheet and recommended we pay down the long term debts.

Medicaid: Randy stated that we continue to struggle to comply with the regulations of the new Medicaid contract, and we have not heard of a scheduled meeting with Medicaid for SEVT or VPTA to discuss revenue increases.

New Business: None

Executive Session: Motion 2 At 6:00 pm Chip motioned to go into executive session to discuss the Medicaid contract, Eithne seconded. Motion passed 6-0. The board came out of executive session at 6:39 pm.

Company Updates: Christine relayed a message from Jan thanking all the staff, board members and VTrans for such a lovely retirement party. Jan is very appreciative and will miss everyone deeply. Christine also states that Charlie Densmore, our Assistant Mechanic has passed his CDL test and thanks to Ed Tarvit for the help with training him. Christine will be starting her procurement classes in October. Tim Bradshaw informed us that at our next meeting he will have an update on the management review conducted by VTrans last month.

Board member comments: None

Future Agenda Items: VTrans management review

Adjourn: Motion 3: Marco motioned to adjourn at 6:45. John seconded. Motion passed 6/0.