

Minutes of the Regular Meeting
Southeast Vermont Transit Board of Directors
Monday July 11, 2016, 5:00pm
45 Mill Street, Wilmington, Vermont
706 Rockingham Road, Rockingham, Vermont
Via Video Conferencing

Board Members Present: Tom Marsh, Chip Stearns, Wendy Harrison, Eithne Eldred, Travis Wendel, and Marco Tallini.

Invited Guest: Jon Meeks

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 June 6, 2016 Motion 1: Chip Stearns motioned to approve the June 6, 2016 minutes. Travis Wendel seconded. Motion passed 6-0.

Old Business

Board Opening: Randy introduced Jon Meeks as the board candidate. Randy introduced all members to Jon. **Motion 2:** Chip motioned to accept Jon to fulfil the eighth position on the board effective immediately. Travis Wendel seconded. Jon introduced himself and highlighted his experience. He has served on several boards in the past including town and school boards. He has worked many years for the MOOver as a driver and trainer. Jon feels his experience can bring value to the SEVT board. The nominating committee interviewed Jon for over an hour and recommend he be approved to fill the position. Motion passed 6-0.

August Meeting at the Current: It's been recommended that the board meet together at each location once a year. The last time the board met in one location was January's annual meeting at the MOOver. The board agreed to meet jointly at the Current location on October 3, 2016. Tom recommended that, going forward, the board meet at perspective locations during non-holiday/vacation months such as October and April.

Strategic Plan update: The plan is designed on a monthly basis as topics of discussion and work completed by employees. However, not all tasks are competed within the month and therefore the task

will be discussed as updates or more in-depth when completed. The plan will remain on the agenda each month.

Current Construction Project: Randy reviewed funding documents and the site plan. Changes to the site plan included the location of the fuel tanks which are now placed underground south of the building within the roadway. There are two travel lanes on each side of the above ground pump stations. The location of the generator and dumpster are located adjacent to the access road of the town water tanks. The Town of Rockingham Development Review Board denied the Park and Ride lot permit, indicating a need for more aesthetically-pleasing landscaping. The plan was adjusted to accommodate tree plantings east of the lot. The adjusted design also required that the lot decrease parking spaces from 54 to 47 to accommodate the changes. A bus shelter and bike racks will be installed on the southwestern end of the lot. It's expected that the permitting will be approved and the project will be completed during this construction season. Randy reviewed the interior design as well. There were no changes from the initial plan last presented.

The parking lot design is nearly complete. We have gone out to bid for the construction of the parking lot and its permitting is 90% complete. The contractors for the lot are electrical and paving. The Town of Rockingham has donated time and equipment for the excavation of the site as their in-kind match. The building side of the project schematic design is about 25% complete; permitting has not started and we will be going out to bid for a General Contractor in January.

Funding for the project is supported by the earmark, Town Park and Ride Grant, Town in-kind, VTrans, a Key Bank construction loan, and funds from The Current. Project Manager Steve Horton has estimated the cost for the entire project based on the 25% design. Included in the cost is a 10% contingency. The building has grown from 7,000 square feet to 10,000 to accommodate the added space for the mechanic bays. The cost per square foot is \$195. The Admin renovation estimate, originally at \$100,000, has increased to \$250,000.

Randy reviewed the financing structure and how it relates to the financing requirements of SEVT. Included in the financing is a refinance of the existing Current's mortgage. Total amount the company needs to finance is \$2,117,931. This new debt service would not start until July 2017; we will use in-kind funds and earmark funds during FY17. Randy discussed additional funding options, such as fundraising, to pay off both divisions mortgages; eliminating a section of the building renovations such as the admin section to cut cost; reducing the size of the footprint; requesting additional funds from VTrans; or increasing our loan amount with Key Bank. Randy emphasized going to VTrans for additional funding.

Motion 3: Chip Stearns motioned to authorize Randy to request additional funds from VTrans, Wendy Harrison seconded. Motion passed 7-0. (Jon Meeks started voting)

A memo from the Finance Manager explained that an audit requirement was over looked which recommended notifying the Board of opening and closing of bank accounts. A memo explaining what accounts were open and closed during FY 16 was written by the Finance Manager. **Motion 4:** Wendy

Harrison motioned to approve the account changes as presented in the memo of July 7, 2016. Motion passed 7-0.

2017 Grant Award

The pre- grant budget was approved in April before the grant award, and once the grant is awarded is the staff reflects the awards and makes any other necessary adjustments. Randy reviewed the grants awards for both divisions going back eight years, and presented each division's adjusted budget as previously reviewed and approved by the Finance Committee. The Current is anticipating a modest surplus of \$4,276 after the capital match is realized. The MOOver is anticipating a \$10,373 surplus after the capital match is realized. **Motion 5:** Chip Stearns motioned to approve the SEVT budgets as presented. Marco Tallini seconded. Motion passed 7-0.

New Business: None

Executive Session: Motion 6: Chip Stearns motioned to move into executive session for staff discussion at 6:30pm, Wendy Harrison Seconded. Motion passed 7-0.

The board came out of Executive Session at 6:46pm.

Company Updates: None

Board Member Comments: None

Future Agenda Items: Medicaid Contracts

Adjourn: Motion 7: Chip Stearns motioned to adjourn at 7:00 pm, Wendy Harrison seconded. Motion passed 7-0.