

**Minutes of the September 20, 2017
Meeting of the Southeast Area Transit District Board of Directors**

Board Members Present:	Fred Allyn III (Ledyard), Tammy Daugherty (New London) Ronald McDaniel (Montville), Rich Moravsik (Groton), Mark Nickerson (East Lyme), Mark Oefinger (Groton), Michael Passero (New London), Kevin Skulczyck (Griswold), Rob Simmons (Stonington), Daniel Steward (Waterford)
SEAT Staff:	Michael Carroll (General Manager), Alfred Fritzsche (Finance Director), Ginger Morse (Administrative Assistant)
SCCOG:	Jim Butler, Kate Ratten
Other Attendees:	Kimberly Drelich (The Day), Alan Geer (Jewett City)

1. **Roll Call:** Called to order at 9:25 am by Chairman McDaniel; it was noted that a quorum was present.
2. **Minutes of the Previous Meeting:** Minutes of the July 20, 2017 SEAT Board meeting and August 11, 2017 Special Meeting were distributed prior to the meeting. Motion to approve the reports (Simmons/Oefinger); unanimous.
3. **Public Participation:** None
4. **Communications:** None
5. **Business Report:**
 - a) **Manager's Report:** The report had been distributed prior to the meeting. No discussion held. Motion to approve Manager's Report (Moravsik/Sparkman); unanimous.
 - b) **Treasurer's Report:** The Treasurers report(s) were distributed prior to the meeting. August Financial statement provided in current board package and July statement sent earlier. Mr. Carroll provided an overview of the reports provided. Passenger revenue was over budget due to pre-sold tickets; however there is an expectation of declining sales due to the State reducing funds for social services programs, which would in turn cut their transportation funds. Operating expenses were slightly over budget for the month; however this is largely due services; legal fees associated with labor talks and management fees which are related to pending capital adjustments. SEAT reserve has been utilized to cover current cash flow needs, including outstanding capital reimbursements. The line of credit has been paid down. It was noted the budget should remain as stated until the end of 2017 however with the uncertainties of the State Budget, there may need to be adjustments made to the budget, which could result service cuts. Motion to approve Treasurer's Report (Nickerson/Allyn); unanimous.

6. **Old Business:** None

7. **New Business:**

- a) **Transfer Policy:** Staff recommends Transfer Policy Changes. The current policy was established in September 2016, as part of SEAT's new fare structure. Transfer use has dramatically increased contributing to a loss in revenue. Several months ago SEAT reduced the transfer time from 150 minute duration to 90 minutes however, revenue continues to decline and staff recommends that transfers should be more tightly controlled. The new policy would issue/accept transfers at designated transfer points, and would be issued at the end of the line. Transfers will be valid for 75 minutes. Extended transfers will be issued as needed. Essentially this is a return to the original transfer policy prior to the changes made during the new fare structures. Motion to approve (Steward/Oefinger); unanimous.
- b) **Special Event Service:** Staff recommends the Board adopt a policy that allows for the provision of Special Event Services, defined as service to the public events for functions that occur on an irregular basis or for a limited duration. FTA Charter Regulations, do not permit SEAT to provide special service to third parties, when there are willing and able private contractor. However, SEAT can provide special event service to itself (member towns) as long as there is no third party payment, the service is open to the public and service is free or charges the current fare to the riders. The service would be paid by a member town at current operating costs (currently \$82.00/hour/bus). The Board discussed various events which would could benefit from special bus service. Mr. Carroll reminded the Board that such service would need to be requested in a timely matter and could not affect current services. Motion to approve (Nickerson/Simmons); unanimous.
- c) **Route / Run 2 Changes**
- d) **Route / Run 5 Changes**
- e) **Route / Run 13 Changes**

Detailed Route recommendation changes were distributed prior to the meeting. It was the consensus of the board that further discussion was not needed. Motion to approve recommended changes to Route/Run 2, 5 and 13 (Skulczyck/Simmons)

8. **Adjournment:** There was no further business and the meeting was voted by consent to adjourn at 9:36 am. Motion to approve (Simmons/Allyn); unanimous.

9. **Next Meeting:**

Board meeting is October 18, 2017 (or directly following the close of SE CT Council of Governments meeting). SE CT Council of Governments, 5 Norwich Avenue, Norwich, CT.

Respectfully Submitted, Rich Moravsik, Secretary