

Sherman County Community Transit
Advisory Board Meeting
Wednesday October 16, 2024
9:00 am
Meeting Minutes

Present

Chair- Bonne Whitley

Co-Chair- ReeElla von Borstel

Member- Dan Aldrich

Member- Mike Kozak

Member- Connie Greenwood

Transit Coordinator- Kelsi Phillips

Meeting was called to order by Chair Bonne Whitley at 9:00 am on Wednesday October 16th, 2024. Dan made a motion to approve minutes as written, Ree Ella seconded, none opposed, motion passed.

Kelsi presented the first quarter (July-Sept) financial report. She noted that due to lack of grant funding for preventative maintenance, Transit had to pay out of pocket for the PM expenditures in the amount of \$2612.26. Low Medicaid transportation and a change to reimbursement claim processes for the Highly Rural Transportation Grant (HRTG) may negatively impact the budget. In addition to hiring new drivers, labor costs increased by 4% in accordance with the COLA. Mike made a recommendation to increase the rate per mileage charge for Veterans, currently \$0.56/mile. Currently, Medicaid is charged \$3.00/mile. Kelsi will review current billing practices and speak with her Regional ODVA Grant Coordinator. Mike made a motion to approve the financial report as presented, Dan seconded, none opposed, motion passed.

Kelsi updated the board on current grant cycles and upcoming applications. SCCT was awarded \$32,000.00 in a Mid-Cycle Discretionary Solicitation for preventative and building maintenance. These funds were requested to cover a gap in PM funding due to overlapping grant cycles. These funds will be available for reimbursement beginning November 1, 2024. 5310 application is due November 20th, 2024. Kelsi will be applying for preventative maintenance, building maintenance, and mobility management funds. These funds will put SCCT back into the correct grant periods.

STIF Formula fund applications are due January 16, 2025. Estimated allocation for Sherman County is \$429,904.00 for 2026-2027 biennium. This is a \$35,152.00 from the previous biennium. Kelsi proposed using the majority of funding for operational expenses including but not limited to labor, fuel and overhead costs for Tuesday shopping bus and dial-a-ride services. Any unused STIF formula funds would be placed in reserve to be used for match funding and/or

other future projects. Dan Aldrich made a motion to accept proposed STIF projects as presented, Ree Ella seconded, none opposed, motion passed.

Efforts are being made towards the building of the bus barn. NEPA review has been deemed unnecessary as no federal funds are being used. Jeff Schott, Project Engineer, will apply for land use planning. He will submit an application to the City of Moro. He will also be sending the building layout to MEP engineers. He anticipates Request for Proposals for construction by the end of this year.

In other business, Kelsi explained to the board that the VA is requesting additional backup and verification for reimbursement for Veterans to attend community care appointments. We will no longer be reimbursed for any Veteran transportation that has not been authorized.

Ree Ella discussed doing hospital discharge transportation on the weekends. Kelsi said that as long as driver is available and willing this can be done. Ree Ella said she would pass the information along to other EMT's on staff. There was a general discussion of whether there was liability of transporting minors without their parent or guardian present. Sherman County Community Transit does not have a specific policy. Ree Ella suggested having letter from the parent stating it was okay to transport. Kelsi will speak with legal and report back.

Kelsi presented the draft of the 2024 Coordinated Transportation plan for approval. Mike made a note that on page 5 that it was not exactly or over $\frac{1}{4}$ of the population that made up seniors over the age of 65. Dan made a motion to recommend this draft of the 2024 Coordinated Transportation Plan for adoption by the Sherman County Court, Mike seconded, none opposed, motion passed.

Kelsi mentioned a potential new project. She'd like to explore software or application options for automated dispatching.

Meeting adjourned at 10:00 am.