

Minutes of the Southeast Vermont Transit Board of Directors March 21, 2019 Meeting  
45 Mill Street, Wilmington, Vermont

President Chip Stearns called the meeting to order at 5:32 pm. Those in attendance and constituting a quorum were as follows:

**Board Members:** Chip Stearns, Jonathan Meeks, Travis Wendel, Joel Bluming, Wendy Harrison, Scott Tucker, Marco Tallini, and Matt Mann.

**Invited Guest:** Tim Bradshaw

**Members of the Public:** None

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

**Public Input:** None

**Review of February Minutes:** No comments

**Amend Agenda:** Randy requested that we go into executive session to discuss an employee review. All agreed.

**Old Business:**

**Ridership:** Randy would like to table ridership graphs on the Brattleboro routes due to a Genfare discrepancy for the past two years that needs to be corrected. Ridership for the Current is virtually even with last year, and Route 61 is increasing nicely over last year. Rebecca identified that a planning study for the 70 series would help identify the decrease in ridership. The volunteer rides continue to increase while the van rides continue to decrease due to service being done by Marble Valley and GMCN and SEVT using volunteers as much as possible.

The MOOVer is doing well on the backs of the condo and parking lot routes. The MOOVer is 7% ahead of a year ago and the Gathering Place is now being done by GMCN. We will compare YTD ridership accordingly going forward relative to services that are no longer being done by SEVT.

The total company ridership is up 4% over a year ago.

**Executive Summary:** The Board reviewed the executive summary from the finance committee meeting held the week before. Randy stated the payment of capital funds should be coming in this week. Chip identified that we are borrowing substantially less than in the past years between grant payments. Wendy stated that the loss last year was due to Medicaid, this year we have no Medicaid therefore our borrowing should be less this year.

**Current Addition Update:** The board last month allowed SEVT to re-permit and go out to bid to design-build a one bay addition. All funds will be coming from the Earmark and the state, of which we are waiting on the state for confirmation, but in the meantime, we have enough funds from the Earmark to start the permitting process.

**Okemo, Stratton update:** Okemo has been quiet lately as we are waiting to hear from them regarding additional service for next year. We anticipate hearing back once the season is over. Randy and Christine visited Stratton, met with their VP Seth Boyd, rode busses and visited the drop zone. Stratton staff visited the MOOVer facility and discussed options for next year. Randy explained to them that VTTrans was in favor of a route to Manchester rather than parking lot shuttles and may approve the possible procurement of new vehicles for that service and other local routes. Stratton will propose a rough schedule of what they would like, and Randy will propose an hourly cost that clearly shows a profit margin on top of that. This will need everyone's approval when the time comes. Stratton really wants to get this going for next winter season. Funding should be 100% Stratton and open to the public. Randy reviewed a potential route and how it connects to existing services in Manchester.

**Vehicle Plan Concept:** Randy reviewed the proposed vehicle capital plan. He is working on a vehicle procurement now, so if the capital is approved by VTrans the vehicles can be ordered and delivered as soon as possible. Randy identified nine busses that are well past their useful life. Randy is asking the board to consider a two-year vehicle replacement plan for roughly \$2 million of which we are responsible for a 10% local match. This would be a total of 13 busses, most of which are needed at the MOOVer. The capital grant is a competitive process and doesn't necessarily mean we will be awarded all requested. Randy will present this plan next month for approval when the board needs to approve the grant application operating budget as well.

**E&D Update:** Randy presented the board with a written E&D update. Our E&D grant is \$700,000 with an additional \$50,000 that VTrans is holding for overruns. Randy has identified that since changing our cost allocation and the inception of the pilot program that we may not have the anticipated cost overruns as originally thought. We will be meeting on April 9<sup>th</sup> with DAIL, AHS, VTrans, GMCN, Marble Valley, The Gathering Place and SAAD to discuss the delivery of service going forward and into next year. Tim stated that VTrans is looking for the best bang for their buck. SEVT is working well with Marble Valley. GMCN is working directly with VTrans for payment.

SEVT has decided to cut back on Putney and Brattleboro shopping and meals from 2-3 and 5 days a week to 1 and 3 days a week respectively. The cost savings is being directed to an additional dialysis and critical rides. We will be changing E&D unlimited medical trips in Springfield and Brattleboro to three trips a month the same as it's done county-wide. We will also institute an ADA program in Springfield as it is in Brattleboro.

The basic management goals for the E&D program are: retain control of the grant, spend and do not exceed what we are granted by the state for our whole region, maximize coordination efforts with our two neighboring transit agencies, address the growing need for medical transportation, and address those adult day concerns that are within our control.

**AVL Update:** Swiftly (the Transit app) kicked off statewide in January with the installation of the trackers in all the transit busses from each agency. The route descriptions are being entered into the data system this month. The dashboard training will be in April for each transit agency with public launch sometime in May. Randy did a quick overview of the MOOvers dashboard since they have been in operations for the past year.

**New Business:** Wendy wanted to know when the board can review the state report, Randy said next meeting.

**Company Updates:** Christine invited all board members to the MOOVer year end party on April 14<sup>th</sup> and to look for the invite in their email. The MOOVer has extended service on the condo routes thru the weekend of the 30<sup>th</sup> and 31<sup>st</sup>. This will be roughly an additional \$4,000 in revenue.

**Board Member Comments:** Matt said kudos to the MOOVer drivers for shuttling both he and his two children from the parking lots, they were very courteous and professional.

#### **Future Agenda Items:**

- Tim present the route studies and Route 30 information.
- Grant and budget approval

Chip reminded everyone that the meeting will be on April 18<sup>th</sup> and will need a full quorum to vote on the board grant application.

**Executive Session: CEO Performance Review: Motion 1** at 6:45 Joel motioned to go into executive session to discuss the CEO performance, with only the board members invited. Wendy seconded. Motion passed 8-0.

The meeting ended at 8:05 pm.