

Minutes of the Southeast Vermont Transit Board of Directors  
May 13, 2020 Meeting  
Via Video

President Chip Stearns called the meeting to order at 5:03 pm. Those in attendance and constituting a quorum were as follows:

**Board Members:** Chip Stearns, Joel Bluming, Seth Boyd, Matt Mann, Jamie Storrs, Randy Capitani, Scott Tucker

**Invited Guest:** Tim Bradshaw

**Members of the Public:** None

**Staff Present:** Randy Schoonmaker, Rebecca Gagnon, Christine Howe, and Keith Johnson

**Public Input:** None

**Review of Minutes:** Reviewed with no comments.

**Amend Agenda:** Amend Capital Budget in financial overview

**Old Business:**

**Coronavirus update:** Nothing new that will not be covered under other items on agenda.

**Staff return to work policy: Motion #1;** Joel motioned to accept the Staff Return to Work Policy as drafted and presented to the Board, Randy C. seconded. There are seven people on the FMLA program. All the options were vetted with legal counsel. Joel asked how many of the staff are working. Keith explained there was the normal seasonal layoffs, and we have a couple individuals at the Current doing cleaning duties to keep them working and MOOver employees have been removing vinyl. There is some assistance with CARES funding to keep people working while we are slower due to COVID 19. Seth asked about the two classes of employees, how do we say a PT worker is working 40 hours a week. Randy explained this is a benefits position differentiation and our definition of a class of employee. Matt asked what other transit providers are doing, and if they are similar. Randy explained that, as far as he knows, each provider has different circumstances but that we did not lay anyone off. Joel asked if this affects our unemployment rate. Keith explained that it is complicated, but there may be some relief based on rehires in a reasonable amount of time from leaving. **Motion passed 7-0**

**Ridership:** Randy presented the ridership during the COVID pandemic. Anything in yellow is an increase over the previous week. The MOOver's ridership falls substantially at the end of March due to the end of winter season. The Current's Brattleboro routes are increasing as are virtually all company routes but a slow pace. We will keep an eye on Brattleboro route for social distance concerns to see if any routes need to be restored. Routes 53 and 2 are doing better now than before the virus. Matt asked if we are following the Governor's soft opening of the state. Randy explained

that route changes are up to the providers working with VTrans, and that we are only covered by face mask policy but not tied to May 15<sup>th</sup> deadline. Tim reinforced that ridership is really what causes the shift in routes. Examples of this are some providers used demand response and some are adding buses for social distancing concerns, but VTrans trusts the providers to manage their services. Matt was more thinking planning, with anticipating a soft opening of the state will we need to bring on more routes. Rebecca explained that she is still down drivers so that will also affect restarting routes. The board authorized Chip and Randy to adjust routes as needed as the previously-approved route change policy remains in place.

**CARES Act Funding:** Randy explained the CARES Act funding. It will be a long-term wash of funds. Federal 5311 Operations and state assistance funding have already been advanced to us and partially spent, and the new CARES Act Ops funding will replace those two sources. This result in an eventual pay back of prepaid grant monies. Tim and Ross will be sending us the actual payback amount owed, and reimbursements now will be banked so that funds will be available when the state requests the payback. Matt asked about the capital waterfall list. That is on hold as the funding is not for capital but operations. Tim confirmed that as of now, that capital list will be on hold.

**Financial Overview:** The finance executive summary was reviewed. On the Budget vs. Actual we are anticipating a deficit with vehicle repairs at Current being \$100,000 over budget. With the COVID reimbursement it is difficult to sort revenue for the fourth quarter and project an FY20 surplus/deficit. The BVA report shows a large surplus but that is the effect of the COVID reimbursement. We are still on a spending freeze to carefully watch the year end expenses. We are still looking at about \$100,000 to \$150,000 deficit. Christine and Rebecca are working on a year-end projected budget and we will have a better projection before the next meeting. At the previous Board meeting noncapital was approved at \$190,000, with \$150,000 for rebranding effort. New quotes are showing we need an extra \$30,000 to complete that project. The request was accepted by Tim at VTrans. The board needs to approve the FY21 nonvehicle capital to increase from \$190,000 to \$220,000. **Motion #2:** Randy C made the motion to increase the non-vehicle capital budget for FY 21 from \$190,000 to \$220,000 Seth seconded. **Motion passed 7-0**

### **Partner Updates:**

**Mount Snow:** We will meet with Jamie and the new GM at Mount Snow to discuss, among other things, off site parking. Jamie confirmed there will be a meeting later this summer

**Stratton:** We have not spoken to Stratton and owe them a phone call.

**Okemo:** Randy and Rebecca had a good conversation with Bruce Schmidt (GM), Edwin Kenny, and John Neal. We discussed what SEVT might do for Okemo, a very similar conversation as we had with Stratton. Randy will request to give us their costs for their current shuttle services and we will go back with some ideas of service. Rebecca felt it was a productive conversation, and they were interested in how the MOOver runs Mount Snow. Chip asked about Hermitage possibilities. Randy said if they wanted a Hermitage to Mount Snow run that is an existing route which we could entertain.

**Fundraising:** Nothing to report

**Re-Branding:** Randy showed the board the spreadsheet of tasks involved in rebranding. Admin will work together on a new website, brochure etc. The MOOVer crew is removing vinyl on 19 Current buses very quickly. John will vinyl 13 smaller buses in house, and the eight largest buses will be done by an outside company. The vinyl IFB will be going out Friday. Chip spoke to the MOOVer drivers working since the loss of driver hours due to the winter season stopping suddenly is all covered by CARES act. The pictures of the existing Current vinyl layout versus the new spotted layout was shown.

**NEMT:** VPTA is working on a proposal to DVHA's RFP which came out last week, leaving VPTA only twenty-seven days to submit a proposal. July 1<sup>st</sup> is when the bid will be awarded. It is a two-year bid with an option for two additional years. Chip asked if Randy would revisit the vote in VPTA to share the revenue of Medicaid. Randy explained VPTA is not ready to discuss that yet but would revisit it should VPTA be awarded the contract.

**Route 30 Study:** Randy discussed the Route 30 study information. Matt asked Tim about CMAQ funding moving forward over the next year. This route would be considered under CMAQ and will this route rise to a priority. Tim explained CMAQ is very competitive and he would not say if this route would be prioritized. Due to the pandemic we have shifted some priorities as to what the "new norm" will be. We must look closely at the route performance report from 2019 to see if all routes will even start back up which will weigh into this. We also must ensure other CMAQ routes are sustainable.

**New Business:** None

**Company Updates:** Christine thanked the board for their support during this time and stated that our drivers are awesome. Tim thanked all the staff and volunteers of SEVT. Chip thanked all the frontline workers for coming to work every day and fulfilling the need of our clientele. Joel also thanked all SEVT staff.

Tim wanted to mention VTrans is hoping to have the Bus Rodeo next year. The Tri State Conference is being postponed until next spring. There is an E & D summit video conference in July, ahead of new guidance.

**Board Member Comments** None

**Future Agenda Items:** None

**Executive Session:** None

**Adjourn: Motion 3:** Joel motioned to adjourn; adjourn at 6:07 pm