

Minutes of the Southeast Vermont Transit
Board of Directors September 9, 2020 Meeting
Via Video

President Chip Stearns called the meeting to order at 5:01 pm. Those in attendance and constituting a quorum were as follows:

Board Members: Chip Stearns, Joel Bluming, Seth Boyd, Wendy Harrison arrived 5:15, Scott Tucker, Randy Capitani, and Matt Mann

Invited Guest: Tim Bradshaw

Members of the Public: None

Staff Present: Randy Schoonmaker, Christine Howe and Keith Johnson

Public Input: None

Review of Minutes: Review of August 12th meeting, no comments

Amend Agenda: None

Executive Session: Motion #1 Randy Capitani motioned, Joel seconded motion, passed to enter Executive Session at 5:04 pm VSA 313 (a)(1)(a) for contracts where premature knowledge would place SEVT at a disadvantage by exposing our negotiation strategy, all invited to attend. Executive session exited 5:48

Old Business:

Coronavirus update: Nothing new

Ridership: Ridership is flat during the pandemic. SEVT is off sixty percent from a year ago. Which is similar to the statewide average. GMT has some fixed route increase but it is related to the college being back in session. Randy C. commented that it is interesting that with all the second homeowners in town the ridership is still flat. Choice riders are not transportation dependent and are choosing not to use the transportation. We are serving strictly locals who have to go somewhere.

Financial Overview: The executive summary of the financials was reviewed. Matt commented that even though the ridership is down, the constants of expenses remain the same. Randy explained that there is just a certain cost to running the company, even though there are less riders on the routes. Next month, there will be a budget versus actuals report done as a total company.

Partner Updates:

Mount Snow: We are in the second year of a two-year signed agreement with them. We are also not anticipating a problem with the local match of the condo complexes we are still serving.

Stratton: None

Okemo: None

Fundraising: There was a two-week period of ads that were taken out to try and sell local sponsorships, as the regional and nation-wide companies were not interested this year. There are a couple of leads in Brattleboro. We sell sponsorships in four regions: Wilmington, Brattleboro, Hanover/Lebanon NH; and the mid-Valley region from Windsor to Rockingham. We have sold two of the three sides of the buses in Wilmington. We hope to meet our modest sponsorship income budget this year. The GoVermont advertising ended June 1. We do have some ads on the buses from Vermont Department of Health promoting safe practices during COVID.

Re-Branding: All large buses are back from Burlington. We have redone all the bus stop signs and shelters in Brattleboro and at the Transportation Center and have cleaned the shelters. We have built in-house and installed a new front entrance sign in Rockingham. Uniforms are being distributed to the Rockingham staff. The magnets on the volunteer cars will be changed to MOOver. We are working with FourNine Design our new ad agency on the website, FB, brochures and a photo shoot. We have shuffled line items within the re-branding grant to put more toward marketing as other line items have cost less than we thought.

NEMT: The Medicaid Re-entry plan was presented. It is still a moving target, with no finishing dates yet. We have been working on vehicle procurements, as well as items needed from VPTA. Tim and Ross are aware of the progress. We are discussing re-entering one region at a time to ease into the rejoin. We need drivers, volunteers, and capital including a new phone system. We will present a Medicaid budget to the Board once we have all the estimates. Tim explained that Randy will put a capital waterfall list together for VTrans, then there will be an amendment to FY21 budget. Wendy asked if the VPTA agreement been finalized. The new contract is not signed yet, because it is not offered yet. The VPTA revenue sharing agreement is in place, and Randy will reconfirm with VPTA and have that in writing. Tim asked if the cost allocation would be discussed at the VPTA level, and if Tim needs to get involved to have all use the same cost allocation. Randy explained the new funding formula will be based on the previous quarters' expenses. Wendy asked how we arrived at three buses. Randy explained this was based on a grant from last year. We will also decide how many vehicles we need to provide service again. This will remain on the agenda.

Rockingham Addition: Randy showed a picture of the progress. Starting next week they will back fill and pour the slab. We are waiting on the cost of a change order. Once we find that out, we will place an order for the bus wash upgrade. Chip explained our goal is to spend the balance of the earmark including state and local match.

Route 30 Study: There is no update. Tim explained that we must formally meet between SEVT and the state to form a scope.

Replacement Board Member: Seth explained that the Nominating Committee met yesterday and discussed the need for guidelines on choosing future Board members. A final draft version was presented, open for comments. Randy reiterated that once this was adopted as a guideline there would then be actual board member suggestions brought forward. Wendy discussed the categories on which to look for a candidate, based on the draft presented. Seth reiterated these are only

guidelines but can be changed at any point. Diversity was emphasized by Joel. **Motion #2: Chip motioned that this document be titled SEVT BOD Candidate Guidelines for the Nominating Committee to be instituted and stored as documents to be utilized by the Nominating Committee dated September 9, 2020. Joel second the motion. Scott suggested diversity, equity and inclusion should also be considering riders and users of service. Diversity is also broader than ethnicity, and there are few available in our area and in high demand. Motion passed 7-0.**

New Business: None

Company Updates: Randy wanted the Board to note a complete change in the atmosphere in Rockingham, with Christine and Heather being instrumental in the change. Randy also noted that Keith has completed his first year, and just completed the audit and was very instrumental in paying the state back and cash flow. Christine noted that the Rockingham staff is supportive and in a good place. She thanked Randy for the support. Tim asked Keith if they need to go over the grant tracking spreadsheet one more time. Keith requested a quick phone call one more time regarding the construction account. Keith also commented on the team work all around.

Board Member Comments None

Future Agenda Items: Nominating Committee candidates, Stratton Leasing Buses

Adjourn: Motion 3: Joel motioned to adjourn, Randy C second; adjourned at 6:48 pm