

Minutes of the 2016 Annual Meeting
Southeast Vermont Transit Board of Directors
Monday, February 6, 2017, 5:00 PM
45 Mill Street, Wilmington, VT
706 Rockingham Road, Rockingham, VT
Via Video Conferencing

President Tom Marsh called the 2016 SEVT Annual Meeting to order at 5:05 pm. Those in attendance and consisting of a quorum were as follows:

Board Members Present: Tom Marsh, Chip Stearns, Wendy Harrison, Travis Wendell, Jon Meeks, Marco Tallini (arrived 5:10 pm).

Invited Guests: None

Members of the Public: None

Staff Present: Randy Schoonmaker, Leona Linney, Jan Terk, and Rebecca Gagnon

Public Input: None

Election of board members, Motion 1: The board members with terms expiring include Marco Tallini, Jon Meeks, and Travis Wendel. Chip Stearns motioned to re-elect Marco Tallini, Jon Meeks, and Travis Wendel as board members with terms through December 31, 2019. Wendy Harrison seconded. Motion passed 5-0.

Election of officers, Motion 2: Chip Stearns motioned to re-elect Tom Marsh as President, Travis Wendell as Vice President, Marco Tallini as Treasurer, and Chip Stearns as Secretary. Wendy Harrison seconded the motion. Motion passed 6-0.

Committee appointments and dissolutions, Motion 3: Chip Stearns motioned to keep all committee appointments as they currently stand, and additionally appoint Wendy Harrison to the Finance Committee and Travis Wendell to the Personnel Committee. Marco Tallini seconded the motion. Motion passed 6-0.

Annual reports: None

Approve minutes of January 28, 2016 Annual Meeting, Motion 4: Chip Stearns motioned to approve the January 28, 2016 minutes from the 2015 Annual Meeting. Jon Meeks seconded. Motion passed 6-0.

Board Member comments: Chip Stearns requested that the SEVT website be corrected, specifically with respect to Board meeting times.

Adjourn Motion 3: Chip Stearns motioned to adjourn at 5:16 pm. Wendy Harrison seconded the motion. Motion passed 6-0.

The Southeast Vermont Transit Board of Directors will hold their 2017 Annual Meeting at 5:00 pm February 5, 2018 meeting at The MOOver, 45 Mill Street in Wilmington, Vermont, and at The Current, 706 Rockingham Road, Rockingham, Vermont. The agenda is below.

**Southeast Vermont Transit, Inc.
2017 Annual Meeting Agenda**

1. Public input
2. Election of board members
3. Election of officers
4. Committee appointments and dissolutions
5. Annual reports of the:
 - a. President
 - b. Treasurer
 - c. Secretary
 - d. Committees
 - e. CEO, and
 - f. Bylaw amendments
 - g. Any other business that is legally presented at the meeting that the Board approves
6. Adjourn

The SEVT February Board meeting will be held February 5, 2018 at both company locations – 706 Rockingham Road, Rockingham, Vermont and 45 Mill Street, Wilmington, Vermont and connected by video conferencing following the Annual Meeting.

FY17 SEVT Annual Report

Southeast Vermont Transit (SEVT) completed its second full year of operation in Fiscal 17 (July 1, 2016-June 30, 2017). This annual report briefly outlines key events during this period.

Financial summary

The Company continued to realize significant savings in procurement, legal, and insurance costs during the year as a result of the July 1, 2015 consolidation. The Finance Department completed its three-year transition plan for software, staff assignments, and system development.

FY17 clearly illustrated the state's struggle to finance all of the providers' costs of the Medicaid transportation entitlement program. The Current division generated a \$218,000 program deficit, while all of its other programs broke even. The deficit is not sustainable long-term, and the SEVT CEO took a leadership position in working with the state's Medicaid administrator, the Division of Vermont Health Access (DVHA), to address the funding shortage on behalf of all eight of the state's Medicaid providers. The MOOver generated a small operating surplus.

The FY17 audit is due for release in late January, 2018, and revealed no material weaknesses or findings.

Capital

The Company was granted roughly 90% of the project costs below in federal and state funds to complete these projects. Two additional buses will be delivered in FY18 as part of FY17 approved and carried-over capital.

SEVT FY17 Capital	
The MOOver	
Item Description	Cost
Two 34-seat buses	333,732
Lawn mower	5,000
Total MOOver	338,732
The Current	
Item Description	Cost
Property surveillance	6,000
Destination signs	10,689
Electronic fare boxes	275,000
Lawn mower	3,000
Total Current	294,689
Total SEVT	633,421

In addition, the Current's Park & Ride facility was completed in FY17, featuring almost 50 parking spaces, electrical plug-ins, a bus shelter, and site lighting.

The Current's building addition design was fully completed to bid spec stage, and permitting continued for the addition and the fuel system. The SEVT Board decided to phase the project, and the fuel station will be bid out early in FY18 while the addition remains on hold.

Operations summary

The two divisions continued to share staff and tasks during FY17. Drivers from the MOOver worked on Current routes in Brattleboro, and Current drivers assisted with the MOOver's Independence Day event.

The Current's route study was completed by Southern Windsor County Regional Planning Commission with assistance from the Current and the Vermont Agency of Transportation VTrans. Routes 1, 2, 55, 57, 73, and 74 are

the subject of the effort to analyze existing demand and improve productivity. The public input phase began and route changes are expected in FY18.

The Current also has planning funds to improve its three Brattleboro routes. The completion of these two studies and implementation of new schedules will be a major accomplishment and improvement for the Current.

In early August the Current implemented the statewide RouteMatch dispatching and reporting software. Despite early hiccups, the software was modified and used successfully later in the year. Late in FY17 the Current made a concerted effort to use volunteer drivers whenever possible which resulted in lower ride delivery costs.

At the MOOver, the Head Mechanic Glen Beattie left the company after 19 years for a career change. Assistant Mechanic David Meeks was promoted to fill the vacant position. The MOOver General Manager Jan Terk announced her retirement effective September 1, 2017. A candidate search resulted in the hiring of Christine Fayette in February, providing for an unusually-long training period that will benefit the company. Both Glen and Jan made significant contributions to the Company over a long period of time. It is significant that they trained their replacements for over an extended period, so that proven methods and systems will continue after their departure.

There were no changes on the SEVT Board of Directors.

Ridership

Following a very unusual decline in FY16, ridership rebounded in FY17. More seasonable winter weather, more volunteers, more hardship drivers, the phasing out of taxi service, and the elimination of fares on several routes were the reasons for the increase.

The Company provided nearly half a million rides in FY17.

Total SEVT Ridership	FY17	FY16	Diff	%Chang
Winter Routes	153,292	99,235	54,057	54%
Fixed Routes	118,329	117,414	915	1%
Demand Response Routes	49,421	50,031	-610	-1%
Total Bus/Van	321,042	266,680	54,362	20%
Total Volunteer & Other	115,874	98,977	16,897	17%
Total Company	436,916	365,657	71,259	19%

The Company recognizes and thanks the Vermont Agency of Transportation (VTTrans), USDA, KeyBank, and contributing human service, resort, and municipalities for their support. It also recognizes and thanks the Board of Directors and staff for a very successful second year of operations.



SEVT Board Member Terms & Committees

Updated: 2/7/17

					Committees			
		Officer	Term # Years	Term Expires	Finance and Administration	Personnel	Executive	Nominating
Eithne	Eldred		3	12/31/17		X		
Wendy	Harrison		3	12/31/18	X			X
Matt	Mann		3	12/31/18		X		X
Tom	Marsh	President	3	12/31/17		X	X	
Chip	Stearns	Secretary	3	12/31/17	X		X	
Marco	Tallini	Treasurer	3	12/31/19	X		X	
Jon	Meeks		3	12/31/19				X
Travis	Wendel	Vice President	3	12/31/19		X	X	