

Minutes of the 2018 Annual Meeting
Southeast Vermont Transit Board of Directors
February 21, 2019, 5:30pm
45 Mill Street, Wilmington, Vermont
On video to 706 Rockingham Rd, Rockingham, Vermont

President Chip Stearns called the meeting to order at 5:30 pm. Those in attendance and constituting a quorum were as follows:

Board Members: Chip Stearns, Jonathan Meeks, Joel Bluming, Wendy Harrison, Scott Tucker and Matt Mann.

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

Public Input: No public present

Election of Board Members: Two Board members' (Matt Mann's and Wendy Harrison') terms expired 12/31/2018 and were extended until annual meeting by board vote in December.

Motion 1: Motion made by Scott Tucker to extend Matt Mann and Wendy Harrison's term thru 12/31/21. Seconded by Joel Bluming. Motioned passed

Election of officers: Present officers are Wendy Harrison, Secretary; Chip Stearns, President; Marco Tallini, Treasurer; Travis Wendel, Vice President. Wendy said that Marco would did not wish to be Treasurer. Discussion ensued that Wendy would take be nominated for Treasurer and Matt Mann as Secretary.

Motion 2: Scott motioned the slate officers for 2019 be Chip Stearns, President; Wendy Harrison, Treasurer; Matt Mann, Secretary; and Travis Wendel, Vice President. Seconded by Joel Bluming. Motion passed.

Committee appointments and dissolutions:

Chip motioned the following slate of committee members:

Finance and Administration; Joel Bluming, Wendy Harrison, and Chip Stearns.

Personnel Committee; Joel Bluming, Travis Wendel, Matt Mann, and Scott Tucker

Executive Committee; composed of the President, Vice President, Treasurer, and Secretary

Nominating Committee; Wendy Harrison, Matt Mann, Jon Meeks, and Travis Wendel. Jon Meeks is technically still on the board until 12/31/19 or until he finds a replacement. Chip recommends the slate remains the same until nominating committee finds a replacement for Jon. Randy brought to attention Wendy and Matt are on three committees. Scott explained the trends of some boards and the committees they hold.

Scott seconded. The motion passed.

Annual Reports:

President; Chip presented his President's Report. It was included on DirectorPoint.

Treasurer; Treasurer was not present, no report

Secretary; Wendy gave a verbal report. The minutes were well done all year by staff. Wendy appreciated the Brattleboro route implementation and is excited to provide better service. Wendy also really likes the graphs being produced for ridership comparison between years.

Committees; The Executive Committee did not meet, so there is no Executive Report.

CEO; The annual report executive summary was produced and presented for the board and is available in DirectorPoint. Wendy asked that the annual report be placed on the website.

Bylaw amendments; None presented

Any other Business; None

Motion 3: Motion to adjourn annual meeting was made by Joel, seconded by Jon. Motion passed. Annual meeting concluded 6:03 pm.

The Southeast Vermont Transit Board of Directors will hold their 2017 Annual Meeting at 5:00 pm February 21, 2019 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.
2018 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 21, 2019 at both company locations – 706 Rockingham Road, Rockingham, Vermont and 45 Mill Street, Wilmington, Vermont and connected by video conferencing following the Annual Meeting.

Southeast Vermont Transit, Inc.

FY19 Annual Meeting – February 21, 2019

Report from the Board President

SEVT experienced a year of extensive transitions. The landscape of public transportation relies heavily on State and Federal funding with local matching shares of twenty and fifty percent. Fixed reimbursement rates on Medicaid had resulted in a significant loss in prior years. The SEVT Board of Directors developed a plan to transition out of the Medicaid transportation service prior to last year's annual meeting and the results were realized during the past twelve months. The company ended Fiscal Year 2018 with an operational loss in excess of fifty thousand dollars. A deficit was expected.

The elimination of Medicaid service to operations has not been without serious consequences. The operations of both the MOOver and Current required reductions in staff. Remaining staff had workload adjustments that were excepted as a challenge and have been met. I want to thank the staff for their patience in adopting to the new working environment created by this decision. Focus on providing rides via volunteer drivers reduced the cost of service as much as possible. I want to thank all the volunteer drivers for their service to our clients.

The operating model reduced the number of on road vehicles needed. Excess vehicles were removed from the Current fleet and units from the MOOver got repurposed to the Current. The Current's fleet is under extensive review for appropriate size and condition for the new model of service being provided. The need to repair and/or replace twelve units in the Company's fleet in the next two years is a significant financial challenge.

The State of Vermont Agency of Transportation helped with funding a complete restructuring of the Brattleboro service lines. The result was implemented in October of 2018 and had positive results in meeting service requests and improved ridership. Continued support from VTrans is vital to the success of SEVT. Route studies are next anticipated for the Upper Valley known as the Seventy's routes. Ridership has been declining and the fleet has not been reliable over this time.

The Current facility completed a fueling system with the use of Earmark Funding from back in the 1990's! This project included a backup generator for limited operations in the event of a power failure. The remainder of these funds are being administered by VTrans with the intention to close out the Earmark and complete qualified capital improvements at 706 Rockingham Road. The local match of twenty percent has been offered and excepted to be covered by VTrans. I want to thank Tim Bradshaw and Barbara Donovan of VTrans for their wonderful partnership with SEVT in providing the services needed in public transportation.

The MOOver was just a few hundred rides short of a record ridership. Multiple routes exceeded records but overall fell just short. The partnership with Mount Snow remains the largest local match provider for services in the Deerfield Valley. Ridership numbers are heavily dependent on the weather during the holiday seasons. SEVT hopes to expand services by partnering with Stratton

Mountain. Okemo Mountain had been requesting SEVT extend services in the Ludlow area until they were purchased by Vail Resorts. These opportunities remain under discussion with the Resorts.

Board members Tom Marsh and Eithne Eldred stepped down during this period. Members Joel Bluming and Scott Tucker were nominated and elected to the Board of Directors. I want to recognize the commitment and value of all the past and present board members for volunteering their time and talents to the service of SEVT, Inc.

Respectfully Submitted,

Willis D. "Chip" Stearns II

FY18 SEVT Annual Report Executive Summary

Southeast Vermont Transit (SEVT) completed its third full year of operation in Fiscal 18 (July 1, 2017-June 30, 2018). This annual report executive summary 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.

On January 15, 2018 SEVT ceased Medicaid transportation services which were assumed by our neighboring providers after several years of substantial financial losses. The Current division operated to a \$50,534 operating loss and the MOOver division generated a \$681 operating loss based on revenues of \$5,576,821. These are unaudited numbers.

The FY18 audit revealed no material weaknesses or findings.

Capital

The Company requested and was granted a small capital award in FY19 and featured one new bus and numerous non-vehicle projects at the Current.

SEVT FY19 Capital Grant Program	Division	Federal	State	Local	Total
Vehicles					
One Diesel Bus	Current	\$170,000	\$10,000	\$20,000	\$200,000
Non-Vehicle Capital					
Used Loader	MOOver	\$16,000	\$0	\$4,000	\$20,000
Fire Alarm Panel Replacement	Current	\$5,600	\$0	\$1,400	\$7,000
Keyless locks	Current	\$4,320	\$0	\$1,080	\$5,400
Tire Handler	Current	\$2,800	\$0	\$700	\$3,500
Tire Racks	Current	\$9,600	\$0	\$2,400	\$12,000
Used Fork Lift	Current	\$8,000	\$0	\$2,000	\$10,000
Replace computers and 1 server	Current	\$14,394	\$0	\$3,598	\$17,992
		\$230,714	\$10,000	\$35,178	\$275,892

In addition, the Current's fuel system was completed in FY18, providing substantial savings on bulk fuel purchases.

The Current's building addition plan remained on hold while the scope and funding were being finalized.

Operations summary

The Current's route study was completed for Routes 1, 2, 53, 55, and 57 and new schedules began in February. A similar multi-year route study continued for three Brattleboro routes, highlighted by substantial public input.

The MOOver witnessed the first year of Christine Fayette as General Manager and David Meeks as Head Mechanic. Both made substantial contributions to a successful operating year.

Changes to the SEVT Board of Directors were the retirement of Board President Tom Marsh (replaced by Willis Stearns II), and the addition of Joel Bluming as Board member.

Ridership

In an effort to more efficient, the Company began in FY18 to move rides from vans to volunteers as much as possible, resulting in fewer van rides and more volunteer rides. Rides on the revised Current routes rose 14-70% depending on the route. The MOOver missed having a record year by less than 250 rides.

	FY18	FY17	Dif	%Change
Winter routes	158,997	153,292	5,705	4%
Fixed routes	256,573	234,941	21,632	9%
Demand response routes	18,121	19,826	-1,705	-9%
Total	433,691	408,059	25,632	6%
Volunteer rides	14,460	8,924	5,536	62%
Total SEVT rides	448,151	416,983	31,168	7%
Total MOOver	290,717	269,526	21,191	8%
Total Current	157,464	147,457	10,007	7%

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 third year of operations.

