

Draft Minutes of the Regular Meeting
Southeast Vermont Transit Board of Directors
April 25, 2018, 5:30pm
230 Main St
Brattleboro, Vermont

Vice President Travis Wendell called the meeting to order at 5:35 pm. Those in attendance and constituting a quorum were as follows:

Board Members: Chip Stearns, Jonathan Meeks, Travis Wendell, Eithne Eldred, Wendy Harrison, and Matt Mann.

Invited Guest: None

Members of the Public: None

Staff Present: Leona Linney, Rebecca Gagnon and Christine Fayette

Public Input: None

Amend Agenda Motion 1, Chip motioned that we add to New Business the HRA resolution and authorization to have it signed. And add the Route 30 Application. Wendy seconded. Motion passed 5-0. **Motion 2** Wendy motioned to put the Route 30 application on the agenda under New Business, Matt seconded. Motion passed 5-0.

Approve minutes of March 4, 2018 Motion 3: Wendy motioned to approve the minutes. Jon seconded. After discussion, no one voted or approved this motion. **Motion 4** Chip recommended we make a motion to accept the minutes and get a second and then make another motion to amend the minutes and strike that sentence. Travis seconded. No one voted to approve this motion. **Motion 5** Chip motioned to amend the minutes and to strike the sentence that says “We need to re-elect Vice President, Secretary, Treasures and we need to elect a President”. Wendy agreed but wanted to add that Randy said “the board should be involved in identifying potential new board members to the table”. Wendy motioned to amend the minutes as she suggested. Jon seconded the motion. Motion passed 4-1-0. Matt abstained.

Chip said that we have amendments that say we are going to change the minutes so he withdrew his motion to accept the minutes, because we will then vote to accept the minutes at the next meeting. Jon asked if we need to withdraw the second to his motion to withdraw. Chip said once the motion is gone the second doesn't matter. Chip said minutes are the minutes of the recording clerk, they are no one else's minutes, they are not required to be adopted by any board for any reason. It is simply a formality that boards do adopt the minutes as they were presented, but the reality is the minutes are the minutes of the clerk who takes the minutes, and they are no one else's minutes. Rebecca asked then why he didn't we just adopt that? Chip said “traditionally this board has never done that, has never just said the minutes belong to the clerk who took the minutes, those are the minutes. There's a formality done and it's done state wide, that minutes get labelled as draft, get modified and then get accepted, but there is nothing in statute whatsoever, or Roberts Rules that says any of that has to take place.” Wend then said “but they are the official record of the organization business, so it makes sense to make sure they are accurate”. Chip said “they are the record of the recording clerk, not necessarily the record of the organization”. Wendy said, “Unless we have tapes that we keep”. Christine said we do have recordings. That's why when she types it, it comes

literally from the recording. Wendy said that was good. Rebecca said she will change the minutes going forward to say draft.

Old Business:

Officer Vote: Board members took the time to read the report from the nominating committee. **Motion 6:** Matt motioned that pending Tom Marsh's resignation he recommends Joel Blumming becomes a member of the board for a period of three years. Wendy seconded. Motion passed 5-0.

Motion 7: Wendy motioned to nominate Chip as President, Travis seconded. Motion passed 5-0.

Motion 8: Chip made the motion to nominate Wendy as Secretary, Travis seconded. Motion passed 5-0
Eithne arrived at this time after the motion.

Wendy asked the group if they were interested in changing the meeting days from Monday back to Thursday. Rebecca mentioned that one consistent day a month would help with more public participation. Wendy asked the group if they could think about it and talk at the next meeting. Chip asked Rebecca to check the third Thursday holiday conflicts. Wendy asked the board if they should just table the discussion until next meeting. No one responded.

Ridership: Rebecca and Christine reviewed the ridership for each division. Rebecca spoke to the routes that were low in ridership. She feels that once the routes are redefined in Brattleboro the rides will increase. The routes that are rebounding is a result of no fares. We will be working on Route 53 and figure out why it continues to decline. The 70 series continues to an offset year. It could decline even more with the adjustment in schedule and she feels that they will be the next set of routes up for review. Rebecca mentioned that Dartmouth College ridership is strong because the college pays the full fare for students and employees. Dartmouth Hospital also contributes. The demand response is what we have left after giving up Medicaid. We went from 13 routes down to 4 routes. The Gathering Place van is behind last year because the majority of ridership was Medicaid clients with an average of 110 rides a week. The volunteer services are increasing due to our service deliver change from vans to volunteers for the E&D clients.

Christine identified the reasons for the decrease in Readsboro ridership. Readsboro was predominately workers who are no longer utilizing the service. We are not seeing as many people working at Mount Snow from that area. The winter routes are down slightly, mostly due weather. Kingswood riders are going to the Hermitage in their cars. The parking lots did very well particularly in the month of March; there was an extra weekend of service around the Easter week and the Minus Zero event help to increase ridership. The E&D program participation is down. Overall SEVT is up 5% in ridership. Christine highlighted the record routes per year for the MOOver going back to 1997. FY18 had the biggest banner year with five routes being most successful, going back to 1997.

Medicaid: Rebecca stated that VPTA met with DHVA a few weeks ago. DHVA increased funding to VPTA with an additional \$1.2 million in additional funds for this year to offset the issue they are having. Rebecca reminded the board that although there is an increase in funding it's the VPTA board decision how that money will be disbursed. VPTA voted to create a PMPW of \$34. For some providers this was an increase from \$21-30 to \$34 and for ACTR, SEVT and RCT is would be a decrease from \$36-41 down to \$34. Rebecca also stated that Randy identified that this scenario may happen. Rebecca stated that if we stayed in we would have been making \$2 less a client, creating a larger deficit for this company. She also stated that DVHA has decided to not make the payment retro; therefore

SEVT will not be able to recapture any funds. DVHA has not made a decision on extending the contract with VPTA. Matt wanted us to keep tracking the savings without having Medicaid.

Future Meeting Locations: Chip suggested we send out a doodle poll for the decision on the next meeting with setting a tentative date for May 17th at 5:30 at the MOOver and if everyone is fine with the third Thursday at 5:30 going forward. They also discussed a rotation between MOOver, Brattleboro and The Current. No formal decision was made on this.

Long Term Plan: Rebecca state that Randy wanted to let everyone know that we will be discussing the strategic plan in June. Wendy wanted consensus of how the board felt about a board retreat. Members discussed location, time, date, and agenda. Consensus was June 21st or 28th for a doodle poll with a combined regular meeting and a retreat, with a suggestion time of 3 pm.

FY19 Grant Budget: Rebecca stated that the budget presented has a conservative revenue increase for state and federal funds of 2% with the exception of the E&D program of which we are asking for \$50,000 more. When we submit the grant we will ask for an additional 4% for 5311 funds. The grant request does not require a budget, but rather just a funding request. This first budget is only a draft to submit a funding request in the grant. Once the grant is awarded we will update the draft budget for the board to vote on. Rebecca and Christine explained that operation and dispatches wages are decreased due to less staff plus staff is taking on driving responsibilities. These wages are moved to the driver line item. The MOOver no longer has an Operations Manager position and The Current's Operations Manager will be driving part of the time. The admin line shows an increase compared to FY18 projected. Rebecca explained that some of those wage need to flow into the demand response line item. Rebecca explained that the Demand Response Admin was a function of the grant cost allocation plan. Leona stated that portions of the administration side of the business flow into this line item and represent a cost for the volunteer program. Chip understood it was a distribution of cost. Rebecca explained that it's a function of cost allocation not a true cost center, but just that pieces of admin cost flow into this line items to show what the volunteer program cost. Matt didn't think this was a detail that might not be necessary. Wendy didn't feel it was a fair comparison from year to year. Rebecca and Leona explained that it will be trued up come final budget but the bottom line is that the dollar amount to focus on. Wendy wanted to know what the personnel increases were; Rebecca said there's a 2% increase across the board. Wendy asked if that was by merit. Rebecca said no, it's not even the cost of living wage. It goes into effect on the anniversary dates for the Current and the MOOver on July 1st. Wendy is requesting the total amount of the 2% increase. Matt would like on every agenda to have a report from the E&D meeting of what was discussed. Rebecca said she would note that on the next agenda. Wendy asked if the diesel was going up, consensus was yes. Wendy noted that gas was down; Rebecca explained that due to fewer vans with no Medicaid program. Wendy asked about the fundraising and was that reasonable, Christine and Rebecca said yes. Wendy also noted that Marketing was high based on last year, and asked how much more marketing are we going to be doing. Rebecca said most of it is based on getting information out about the new routes in Brattleboro, mostly for mass mailing and printing brochures.

FY19 Capital Plan: Wendy wanted to note that she would like to see an AVL option for Brattleboro. Rebecca explained that is in the works with the AVL system that the MOOver is testing. Once the kinks are worked out the Brattleboro routes will have responders installed and be operational. Christine indicated there are some glitches within the systems and until the MOOver can rectify that we don't want to do an install with the Brattleboro busses. Wendy commented that if there is a surplus she would like to see it is used for this program.

Matt asked about the Route 30 new start service. Rebecca explained that we are submitting a separate funding request at the same time but it won't be part of this application. The service has a standalone budget that has match from Brattleboro Memorial Hospital, Grace Cottage and the Supervisory Union, so there no cash from SEVT. Barb Donovan has asked us to submit a standalone budget outside of this grant application at the same time we submit this application.

Motion 9: Eithne motioned to give Randy the approval to submit the proposed combined budgets for the FY19 combined grant application. Travis seconded. Motion passed 6-0.

Motion 10: Eithne motioned to approve the capital items on the budget in the amount of \$33,700. Jon seconded. The motion passed 6-0.

New Business: Motion 11: Chip motioned to sign the Certificate of Resolution. Eithne seconded the motion. The resolution is attached. Motion passed 6-0.

Executive Session: None

Company updates: Rebecca stated the final process of Brattleboro route re-structuring is under way. Thru May 4th we will finalize draft schedules and seek public input and tentative approval from VTrans. May 7-9 we will develop materials for public input. May 10th – June 1st we will conduct surveys and meetings. June 4-8 we will collect and analyze data. June 11-15 we will finalize the schedule, June 18-22 we will solicit approvals from VTrans and the SEVT board. July 2-August 3 we will print schedules and on August 6th the new schedule begin. Wendy wanted to know when we would present to the Selectboard. Rebecca said May 10th through June 1st. Wendy has concerns with this because she is not back in time. Rebecca said she was sure the schedule will be tweaked when Randy is back. Matt wants us to inform the board of when the presentation to the selectboard board will be so they can attend. Wendy also noted that we need to finalize Guilford because they will need to be notified.

Christine invited everyone to the end of season party at the North Star Bowl and reminded them that she sent out an e-invite.

Board Member Comments: Wendy said she is excited for the new routes in Brattleboro

Future Agenda Items: Wendy would like to see the total cost of raise for FY 19. Matt would like to see an E&D committee update on each agenda.

Adjourned at 7:45pm