

Southeast Vermont Transit  
Minutes of Regular Board of Directors Meeting  
45 Mill Street, Wilmington, Vermont  
May 17, 2018

**Board Members Present:** Chip Stearns, Jonathan Meeks, Marco Tallini, Joel Bluming, Matt Mann (entered 5:40), Travis Wendell, Eithne Eldred. Convened at **5:34 pm**

**Guests:** Tim Bradshaw, VTrans, via GoTo Meeting

**Staff Present:** Randy Schoonmaker, Leona Linney, Christine Fayette

**Public Input:** None

**Amend Agenda:** No amendment made

**Previous Minutes:** Chip asked if everyone had a chance to review the previous minutes. Chip explained that minutes are not statutorily required to be approved but are the summary of the recording clerk and a record of company business. This board has traditionally approved minutes. If there is an error in the minutes, there are comments and discussion surrounding the minutes. The meetings are recorded and are available for review if needed. Eithne feels the minutes are there in print and recording, so doesn't feel it is necessary to hash them out. **Motion 1:** Eithne motioned that minutes shall no longer be approved by the Board, simply accepted as presented with minor adjustments if necessary. Travis seconded. Motion passed 7-0

**Old Business:**

**Ridership:** Randy updated the Board on ridership. The Current is off about 1% in fixed routes. Please remember that Routes 1,2,57,53,55 and 74 have been redone and ridership has increased about 25% since February 5th. The Brattleboro routes will feature a new schedule late summer in the effort to increase ridership. Demand response van rides are down, but that is good because they have been replaced by volunteer drivers to be more cost efficient. Overall ridership at Current is up 2%. The MOOver ridership is up. It's main MOOver route, Wilmington to West Dover, is going to be just short of 100,000 rides, but a big year for that route. Readsboro is down, just due to declining population. We are up 6% for a company as a whole.

**Financials:** At Tom's last meeting, he requested the Finance Committee produce an executive summary from the Committee's previous meeting. This is the first Board meeting we produced that summary. We are attempting to give the board an overview without getting bogged down in the minutia. If there are concerns it would be brought to the Board level to discuss. The only budget vs. actual presented at the Board level are companywide, because we are one company. Matt is concerned that the overview may not allow the minutia to be brought up. Randy explained the detailed info from the Finance Committee documents are in DirectorPoint for access by board members. Chip offered to have Matt on the Finance Committee, becoming a fourth member. However, then we warn it as a board meeting instead of a Finance Committee meeting. Matt will let Chip know of his decision. Leaving Medicaid January 15, 2018 decreased 40% of the company's revenue but we did not redo the budgets. Our goal is to generate as small a deficit as possible, and

the bottom line shows \$103,000 behind budget YTD. We will have a loss this year, about \$150,000 but losing less than a year ago and closing the gap to hopefully have a break even or better next year.

**State Route Performance Study:** Tim Bradshaw explained the state's FY17 route performance study for SEVT. Tim is very pleased with the ridership data that Randy has shown. Specifically, the changes that were made to the routes, and showing some great progress. Data in the chart is self-explanatory.

**Brattleboro Update:** The state provided a grant to work with a consultant out of Montpelier, and we are working on improving three routes in Brattleboro. We took public input and tried to put it into a service plan, and finally have a draft schedule that we will show to the public. We will surveys and meetings, and then compiles the results. The consultant is done on June 15<sup>th</sup>, and after that there will be final approval from VTrans and this board. We are hoping to have the schedule change begin in early August.

**Medicaid:** Randy explained that although DVHA has committed to more money to go to VPTA, VPTA is not splitting the money evenly for the providers. We are out of Medicaid, so we will not see any of that money. However, with the way they are splitting the funds, we would have actually lost even more money than we were when we left Medicaid.

**Future Meeting Locations and Dates:** The doodle poll was shown and discussed for the regular board meeting day each month. The third Thursday of every month will be the regular meeting time after this June's meeting. We will produce a list of Third Thursdays.

- June 15<sup>th</sup> will have a Board Meeting with the only agenda as Financial Update at 11:00 am.
- The next regular board meeting will be Thursday July 19<sup>th</sup> @5:30 pm in Rockingham.
- August 16<sup>th</sup> @ 5:30 in Brattleboro, Wendy will confirm location
- September 20<sup>th</sup> @ 5:30 in Wilmington
- October through April will be back to two locations via GoToMeeting.

**Long-Term Planning:** This was based from Wendy's retreat request. The retreat is tabled until the Strategic Plan is reviewed again. Once the plan is updated, it would be up for discussion as would the need for a possible retreat.

**Board Protocol:** Individual Board members should avoid direct interactions with staff. This is a direct conflict if Randy was take any action against an employee, and the employee wants to appeal to the board, or if an employee comes to Randy and says a board member is asking for favors. The Board recognizes that we work as Board members when we sit as a quorum and unless voted by the Board to have authority to take some form of action. If an action item request needs to be made, it needs to be made by the Board at a Board meeting. Chip will update the protocol and ethics standard for the Board to adopt and add to our policy so that Board members understand their role.

**New business:** None

**Executive Session:** None needed

**Company Updates:** None

**Board Member Comments:** Joel asked about the Route 30 update. We put the request in the grant application and then Barb from VTrans said there is no money for it. It is still in the application, however and we did have local match to help funding. We are in line if funding becomes available. Matt would like an E & D committee update. This will become an Old Business item, and there will be an executive summary be placed in the Board Packet.

**Future Agenda Items:** None new

**Adjourn:** Marco motioned to adjourn, Eithne seconded. Motion passed, the meeting adjourned at 7:23 pm.