

Minutes of the April 14, 2021 Southeast Vermont Transit Board of Directors Meeting  
Via Video

President Chip Stearns called the meeting to order at 5:00pm. Those in attendance and constituting a quorum were as follows:

**Board Members:** Chip Stearns, Joel Bluming, Wendy Harrison, Randy Capitani, Seth Boyd, Scott Tucker, Matt Mann joined at 5:04, Dave Moulton joined at 5:06

**Members of the Public:** Mollie Burke, Colin Bratton

Mollie discussed the H433 bill that has passed the House and is in the Senate. You can search H433 on the Vermont government website. It states that there will be a zero-fare transit through FY22 paid by federal funds. There is also language regarding connectivity and intermodal connections. There is section 22, requiring the agency in consultation with the state to prepare a long-range plan to move to a fully electrified fleet that needs to be filed by January 2022. Wendy asked for clarification on inter connectivity, and also thanked Mollie for zero fare continuing through FY22. Mollie discussed the funds that are being appropriated toward personal electric vehicles and charging stations.

Colin introduced himself, the transportation planner of WRC, and just wanted to try to attend meetings to understand our company better.

**Staff Present:** Randy Schoonmaker, Christine Howe and Keith Johnson

**Guest Present:** Tim Bradshaw, VTrans,

**Public Input:** None

**Review of Minutes:** Review of March minutes.

**Amend Agenda:**

**Old Business:**

**Coronavirus Update:** None

**Ridership:** Ridership was reviewed. The company as a whole is off 59% with a 3% recent gain due to the Medicaid trips.

**Financial Overview:** The financial overview was reviewed and available on Director Point.  
**Motion 1:** Wendy motioned The Board of Southeast Vermont Transit, Inc hereby authorizes the following officers to open and close accounts with various financial institutions for the benefit of the company. Motioned with corrections to names, Randy C seconded, this is due to the change in Board members for the banking institution.

Willis D. Stearns 2<sup>nd</sup>, President (corrected name)

Scott Tucker, Treasurer

Randy C seconded, this is due to the change in Board members for the banking institution. **Passed 8-0.**

Randy presented shelter locations in our territory, eight at Mount Snow and eleven in Brattleboro. There is an additional list to show if the town or if the company owns the shelters. Chip asked if any of our owned shelters are in disrepair, and Randy explained that none are. Colin offered to confirm the list of Brattleboro shelter owners. Randy explained that with the exceptions of some of the Brattleboro shelters, the others are in good shape. Seth commented it is good to have a third party follow up with shelter owners to keep them up to our standards. Randy will add the two privately owned shelters along Rt 100 in Dover to the list.

**Partner Updates:**

**Mount Snow:** We normally meet in the summer and will follow up.

**Stratton:** Christine and Randy will meet with Seth soon.

**Okemo:** Reviewing numbers and conversation.

**NEMT:** Randy gave huge kudos to the dispatch office and how committed they are to the Medicaid program. This program has taken over Rockingham to some extent. Randy presented the rides and clients charted for the Medicaid program. The medical trips are flat, but the increase in trips is due to opioid trips. There will be some reconciling in the future for the funding. Discussion ensued regarding trying to get the word out to use the service for medical trips. Adult days were discussed, and we are on the list to know when they open.

**Route 30 Study:** Tim stated that the RFP for the study is going out to consultants this week. Tim asked if Joel had any other feedback to please send the info in a separate email by tomorrow, April 15, 2021 to Tim.

**New Business:**

**FY 22-26 Capital Plan:** Randy presented the capital plan, with some small modifications since meeting last Friday during the Finance committee. The board needs to review and approve this plan for our grant application. Randy needs to add \$4,000 to the final SEVT share amended to include the Brattleboro micro transit study. Randy discussed the vehicle requests. This is budgeted at 80% federal, 10% state 10% local, and that may change based on how funding is given by VTrans. This is just the first year of a five-year plan.

**Motion 2: Scott motioned approval on the FY22 total Capital request as presented plus four thousand dollars, amending to two hundred four thousand six hundred dollars. seconded by Randy C. Matt asked for clarification on the Rockingham Okemo title, motion passed 8-0**

**FY22 Grant Budget:** Randy presented the grant draft budget. It was reminded that this is a draft budget, and when VTrans awards the funding in late May or June we then revise the budget for the final approval from the board in July or August. There is no comparison to previous years, since

there is Medicaid and Covid, therefore we started at a zero-based budget with all services restored. With the addition of Medicaid our company has returned to a large company as defined by the ACA and that requires us to offer the insurance to all staff which is a huge cost increase. This also reflects the benefits we offered in January to our already employed staff that did not previously qualify. We have budgeted six million seven hundred thousand in expense, and on the revenue side we did a six percent for condo increase; Medicaid at two million one hundred eighty-five thousand; and grant revenue funded by VTrans. The CARES Ops one million six hundred fifty thousand in funding is the one-line item that might be adjusted. Matt wanted confirmation that the Capital match was based on the previous capital budget. Randy explained the labor wage and capital labor income. There were explanations surrounding the capital labor in revenue offsetting the full labor wages line item in expense.

**Motion 3: Scott motioned to accept the draft budget contingent upon revisiting in June for the purpose of submitting the grant application, Joel seconded. Randy C reminded that the capital amount showing here will be amended as well, motion passed 8-0.**

**Executive Session: None**

**Company Updates:** Keith presented that the 401K plan needs trustees appointed every five years. The previous two trustees are no longer associated with the company. We have a third party hired to take care of the administration. However, we need two appointees from the company. Keith recommended himself and either Randy or Christine. **Motion 4: Chip motioned that the CFO and CEO of SEVT by title be trustees of the 401k, Joel seconded. Wendy felt that a board member should be involved, Scott called the question, 5-3 motion passed.**

Christine thanked the board and Dispatch and stated we are in the third official month of Medicaid. Randy C thanked us for keeping them up to date on staffing issues. Chip and Randy C and Christine all thanked dispatch and directly Sara for her efforts and constant positive attitude. Christine will relay the Board's thanks to Sara. Randy thanked Tim and VTrans for the capital and support we needed to get back into Medicaid.

**Board Member Comments:** Matt saw the plans for the new passenger train station on the east side has a shelter, perhaps contact the lead designer Stevenson Associates regarding the Amtrak Stop shelter and how does that impact the bus drop off/pick up location. Chip noted we stayed on time.

**Future Agenda Items:** Electric bus handout, strategic plan update, Amtrak connectivity (can be pushed off to June), and the route performance report by Tim

**Adjourn: Motioned by Joel, Seth seconded: Adjourned 6:30 pm**