

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

Chip Stearns called the meeting to order at 5:01 pm. Those in attendance and constituting a quorum were as follows:

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

**Members of the Public:** None

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

**Public Input:** None

**Review of Minutes:** Review of June minutes. Randy gave an explanation to Matt regarding the Okemo route and that we are understaffed to staff their intown routes.

**Amend Agenda:** None

**Old Business:**

**Coronavirus Update:** Seth asked about a date for mask wearing will expire. Randy explained the TSA date is September 13, 2021 to expire.

**Ridership:** The year-end ridership was reviewed. Rockingham demand response has jumped due to Medicaid. We are doing some of the largest ridership for demand response in the state. The Wilmington location had a larger deficit in rides because of the lack of ski season routes. The total company is off 51% from a year ago. Randy presented the pandemic ridership graphs thru June 28<sup>th</sup>. The Medicaid rides shows the unduplicated count is slowly increasing, but number of rides is increasing, causing the rides per client to increase. Wendy asked what the average ride per client was from other transit operators. Randy will ask VPTA to start tracking this ride per client data as well. Randy presented the rides per month for Brattleboro, showing pre pandemic was doing well, hoping to get back to that level.

**Financial Overview:** Randy presented the executive summary of the financial overview. There were no questions from the Board. Chip noted that June 30<sup>th</sup> does not have all the year end financial information. Seth asked what the bulk of the accounts receivable balance was. Keith explained that we just loaded our local appropriations, and some as shown, is capital. It is all collectable, with the majority within the next thirty days. Matt asked what the accounts payable for capital was. Keith explained it is many items, including security camera upgrade and lighting upgrade in Rockingham. Some is also FY22 RouteMatch billing, with their billing cycle flowing into next fiscal year.

**Partner Updates:**

**Mount Snow:** None

**Stratton:** None

**Okemo:** None

**NEMT:** Randy explained that VPTA will be doing a reconciliation and true up for expenses in September. At that time if SEVT is owed monies then VPTA will pay. The weekly reimbursement now is only based on a month and half of expenses. Moving forward we do not expect to have a deficit for expenses of Medicaid.

**Route 30 Study:** There was a kickoff meeting, and the consultants are studying ridership and demographics. We are going to have a meeting at the end of this month for steering committee members. A survey was drafted and we plan to have a corridor meeting in Townshend for public input. Joel will ask Amy for some clarification regarding the doodle poll that was received by the steering committee members. Seth asked about the scope of the Route 30 study. Randy explained the scope is from downtown Brattleboro to Stratton Mountain.

**Strategic Plan Update:** The topic of the month is the goal of #3, complete capital facility projects at each location. Chip explained we are trying to partner with the Town of Brattleboro to be part of their new Public Works Building. Randy connects with Steve Horton monthly. Steve assures us that we are an integral part of the building. Randy explained that it is probably a couple of years away. Maybe at that time we look at starting the electric bus charging and storage location, which would launch the electrification plan. Chip brought up the micro transit study and if we do move to micro transit, it would affect the Brattleboro facility partnership.

The Wilmington bus storage barn is less firm than the Brattleboro facility. If we are to go electric in Wilmington we need to go under cover in Wilmington. That is a more distant goal but it is tied to electrifying the fleet. Randy C. offered the thought to add solar panels to the roof.

A new MOOver drop zone at Mount Snow is not started because it is part of a much bigger discussion.

Christine started a very rough draft of a facility maintenance plan for Rockingham. Randy explained we need a thorough plan to identify life span of assets, budget, and service plan for both sites.

Dave Moulton asked for item #6 be the next topic for this agenda item, the next time it is on the Board Meeting Agenda.

### **New Business:**

**SEVT Property Use Policy:** Randy presented the Property Use Policy again for the board. It will always have some discretion involved. Chip explained it basically hangs our hat on the FTA rules for use on facilities, and as such those facilities used for those purposes. Chip stated the exception would be something such as an emergency operation center in the state of emergency. Wendy asked if the USDA funding stated that others can use the facility, as a publicly owned building. Randy explained that is not the case. Wendy asked for a list of who has used the building, example Wilmington fire department. Wendy suggested that only the CEO make exceptions to this policy. Wendy also feels it should be clearer. Randy C offered the option of CEO or the Board, so if there is a reason the CEO cannot make the decision, the board could make the decision. The Board agreed to the language change. Chip motioned to adopt this policy with the language change effective August 1, 2021, Randy C seconded. Matt reiterated that he felt we should allow public use of the building, and Randy C offered there is language in the policy that allows the CEO to make

that decision. Randy S explained further clarification that he will consider requests but wants to be consistent with who can and cannot use the building. Christine will investigate an agreement that may be in place in Rockingham, with a discussion from Wendy. Chip and Randy C withdraws the motion. Further information will be presented at the next meeting.

**Company Updates:** Randy explained the recruitment plan and presented the word document with all the links and the ads we are using for recruitment.

Chip read out loud the email from Tim, as he was not attending tonight. Randy expanded on the cash flow comments in the email. We are getting less money up front, so Randy and Keith are going to work out timing concerns. Randy explained that they have funded every capital request, but it is a cash flow concern because we have to pay out before we get reimbursed. Randy is looking to talk to the State about state money in addition to the already granted federal money to address our deficit.

**Board Member Comments:** None

**Future Agenda Items:** The executive committee may meet.

**Adjourn:** Chip motioned to go into executive session, with Board members and Randy S only pursuant to VSA 313 (a) (3) evaluation of a public officer or employee.

**Regular meeting adjourned at 6:17pm**