

Minutes of the December 14, 2022 SEVT Board of Directors Meeting
45 Mill St, Wilmington, Vermont and Via Video

Seth Boyd called the meeting to order at 5:20 pm. Those in attendance and constituting a quorum were as follows

Board Members:

Randy Capitani
Seth Boyd
Jason Rasmussen
Joel Bluming
Sue Fillion
Dan Thoemke

Members of the Public: None

Staff Present:

Christine Howe, General Manager, SEVT
Randy Schoonmaker, CEO SEVT
Keith Johnson, Finance Manager, SEVT

Invited Guests:

Tim Bradshaw, VTTrans

Public Input: None

Amendments to the Agenda: New Board Introductions

Introductions from new Board Members: Sue Fillion represents the Town of Brattleboro and is a resident of Walpole, New Hampshire. Sue is a planning director for Brattleboro for thirteen years and prior to that was on the planning commission. She is happy to join the Board and feels public transit is incredibly important for the health of our communities, jobs and equities. Dan Thoemke, the Mount Snow representative, is relatively new to Vermont. He spent 22 years in Beaver Creek Colorado and the last two winters at Mount Snow. He's looking forward to seeing how the MOOver impacts our local community, students, and Mount Snow guests. He is very excited to be a part of this Board and looks forward to what we can do.

Randy S introduced Tim Bradshaw to Sue and Dan. Tim introduced himself. Prior to working for the state, he was operations manager for the transit company in Burlington. Tim is the public transit program coordinator for Southeast Vermont Transit. He is looking forward to working with the new Board members, and Tim welcomed Sue and Dan aboard.

Review November 9, 2022, Minutes: Reviewed with no changes.

Review December 8th Finance Committee Executive Summary and Ridership: Christine presented the ridership data. The Brattleboro routes continue to climb, as does Route 53. Rockingham fixed routes are up 45%. While the demand response rides are a bit down, we are giving longer rides with less volunteers which costs more. In Wilmington the MOOver route along Route 100 is increasing nicely. Winter routes started on Thanksgiving weekend and are slow due to not a great ski season start. The company as a total is up 16%, but note that the winter routes had brought that number down and is expected to rebound. The executive summary was presented. Keith explained the weekly email with the cash flow statement and forecast for the Board to be kept in the know. Randy S introduced Keith Johnson, Finance Manager and Christine Howe, General Manager to the new board members.

Midyear Adjustment Request to VTTrans: Randy S. presented to the Board the grant amount and request amount for a mid-year adjustment. This has become an annual ask, due to the fact that so much changes from

our fiscal year start in July until mid-year. The justification for the request to VTrans was presented. Randy S. explained we are asking for \$290,000 more in federal grant dollars and is returning \$4,189 in state grant dollars. Tim explained it will be looked at statewide and see what will be granted. Jason asked for an update on the financial consultant study. Randy S. explained that we went out for bid twice which Christine worked hard to solicit interest. The second procurement produced one bid, but then the bidder withdrew the bid. VTrans has authorized SEVT to produce this study in house, with the input from VTrans and the Board. Because the study will be in house the funding will not need to be spent. There is potential in the future to see if we have a third party put eyes on it for input. Randy C. noted that we may want to revisit this and should in the future. Sue asked if the HVAC unit replacement will be looked at by Efficiency Vermont. Randy S. explained that yes, that is part of the bid spec. **Motion 1: Randy C. motioned to approve the mid-year budget adjustment request, seconded by Dan Thoemke motion passed 6-0.**

DirectorPoint Transition to BoardEffect: This is the last month using DirectorPoint, as they are merging with BoardEffect. After reviewing other software, BoardEffect is still the best option. DirectorPoint will no longer be supported after January 26, 2023. Our next board meeting in January will utilize BoardEffect. Randy S. will send the guide for BoardEffect tomorrow, and you will use the same credentials as you use now. The software was shown as a quick demo for Board members to view. Archive is where you find previous meeting packets. This has screenshots for what the board would use the most. Tim Bradshaw does have access to this new software.

Strategic Planning: Randy S. presented the updated Strategic Plan updates with comments from Keith and Christine. Randy included who would be responsible for the goals. The plan lists what is ongoing, completed, and what needs to be started. Seth requested the Board to read and digest. Seth requested the Strategic Plan be left on the agenda for a couple of months as it is visited, reviewed, and updated.

Bus Stop Plan: Randy S. presented the Bus Stop Plan. There are goals stated, including what information we want at each stop, including expensive solar lighting at certain locations. Costs were also included, and locations discussed of needs. Joel asked for clarification if the plan includes Route 30, and Randy S. explained that if we get the grant to run Route 30 we would then include a stop plan for that route at that time.

SWOT discussion with Staff: Seth would like to revisit this after the holidays, perhaps at the end of January. This will be carried forward to the next meeting.

New Business: Jason updated that Jules O'Guin had come to the last meeting and Jason reached out to see if they would be interested in being on the board, as a rider. Jules has not responded. Randy S. thanked Jason and Chris for all the efforts to find someone for to fill the board vacancies. Seth may have two potential members and will bring them forward if they work out to fill our two open board positions. These would be from towns we serve.

Dan had requested, if possible, a board meeting time change for his schedule. Randy S. will send out a Doodle Poll to see if the time can change to sometime within the workday. The second Wednesday of the month will remain the day, just looking to change the time.

Executive Session if Necessary: None

Motion to adjourn by Joel motioned to adjourn, seconded by Randy C, adjourned at 6:10 pm Seth thanked everyone for coming in person.