

Minutes of the June 20, 2023 SEVT Board of Directors Meeting Via Video

Seth Boyd called the meeting to order at 10:33 am. Those in attendance and constituting a quorum were as follows:

Board Members:

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

Members of the Public: Ross MacDonald, VTrans

Staff Present:

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

Public Input: none

Amendments to the Agenda: Bus Stop Sign Plan

Review May 16, 2023 Minutes: Accepted with no changes.

Review May 11, 2023, Finance Committee Executive Summary Accepted with no changes.

Ridership and Finance Update: The June 8th executive summary was presented. Randy presented ridership. Rockingham is up 17%, Wilmington is up 19%, and SEVT is up 17%. SEVT will come close to one half million rides this fiscal year. Jason asked for a comparison to pre-pandemic ridership. Randy will present that data at the next Board meeting when we have the end of the fiscal year ridership data. Discussion ensued surrounding the hotel/motel housing voucher program.

Review Initial FY24 Grant Awards Execute Capital Program: Randy S. presented the capital program that was approved previously by the Board. **Motion 1:** Randy C moved to accept Randy S's request to authorize the execution of the FY24 Capital Program. Joel seconded. Randy S thanked Ross and VTrans for the award. Ross acknowledged Randy S and stated that in years to come there may be more pressure on non-vehicle capital funding. Sue asked for clarification on the bike racks. Randy S explained they are for all buses on the whole fleet to accommodate any type of bike including electric bikes. Motion passed 6-0

SWOT Analysis: Seth explained the SWOT procedure and how each location had a good sampling of employees across departments. Seth was very pleased with the results, which will be put together as a formal presentation. From this information the Board can put together an action plan to work on points of strengths, weaknesses, threats, and opportunity. This is meant to be a component of the Strategic Plan. Seth noted employee satisfaction was at the top and SEVT can be considered a preferred employer. Christine noted that it was nice to see employees give feedback, and thanked the Board because without the Board oversight the managers could not do what we do. Keith mirrored

the sentiment and noted how nice it was to see the appreciation from the employees. Randy S noted employees said it was nice to see a board member in person.

Resort Updates: Randy S sent the update to Okemo to the Board previously and is working with Okemo to finalize the plan for this winter. Okemo started in one direction and is now moving in another direction, and Randy will continue to work with them. Randy S is hoping to hear from Stratton on possibly serving the Swiss Inn Property for Stratton. Dan from Mount Snow sent a plan for some drop zone changes at Mount Snow. That is still at the beginning stages and as it evolves, we will bring it to the Board.

Brattleboro Facility Site Study: Randy S presented the feasibility study information for a potential site location for a storage facility. This facility will be a garage, bus wash, fueling, and a small office. This draft study is in the Board packet. The plan recommended the need for approximately five acres and from there developed a list of potential sites. The top four sites were presented and discussed. Randy S explained the next step in the process will be to rate the sites. Randy S was pleased with the work, and knowledge of the local landscape was invaluable.

KeyBank Line of Credit Increase: Randy S presented the cash flow projections and reiterated that we need to increase the line of credit as our expenses have increased. The line of credit has not increased in many years. Randy S acknowledged Ross as they process our grant quickly to expedite prepaids to SEVT. Randy S wants Board approval to begin the official process with KeyBank to apply for an increase in the line of credit. Keith added the cash flow issue happens historically each year. Keith mentioned the line of credit has not increased since he has been a part of the organization, yet we have taken on new routes and Medicaid which causes our expenses to increase. The increase would offer another plan in case prepaids get delayed. Randy C asked why the prepaids may be going away? Ross explained Vermont offers up front funds to be drawn down until the balance is zero. In the fourth quarter we would see leftover funds in the prepaids which causes accounting concerns at the state level. That process is time-consuming and not ideal. The state has decided to withhold the fourth quarter payments of prepaids and have it completely reimbursable. Ross explained that if SEVT comes to VTrans and states the need to fund more than reimbursable that can be a discussion and possible exception to the rule. The only change will be to the last quarter, the first three quarters will remain prepaids. **Motion 2:** Sue motioned to allow Randy S to apply for a line of credit increase to one million one hundred thousand, Joel seconded **Motion Passed: 6-0**

Bus Stop Sign Plan: Randy S explained that the every SEVT stop will have a round MOOver sign and schedule when the plan is complete. Randy S presented the plan and showed the sign preview. A sample of the Brattleboro and Wilmington signs were presented. Randy S presented a picture of solar lighting that we were granted for two to try on a shelter. All this information is in the Board software. This year does not include shelters. Future shelters ideas were presented, noting that future shelters can be seen through for safety. Electronic signs were presented for future thoughts to show the next arrival and departure of routes at central hubs.

Executive Session if Necessary: Motion to enter for contracts at 11:38 by Joel, seconded by Chris. Exited at 11:52

Motion 3: Randy C moved to authorize Randy S to continue discussions with property owners identified in the Brattleboro Facility Study and bring findings back to the board members Seconded by Joel. **Motion passed 6-0**

Motion to adjourn by Joel motioned seconded by Seth, adjourned at 11:53 am.