

Seth Boyd called the meeting to order at 10:31 am. Those in attendance and constituting a quorum were as follows:

Board Members:

Randy Capitani
Sue Fillion
Jason Rasmussen
Joel Bluming
Erin Ladd
Trisha Paradis
Seth Boyd
Chris Company
Dan Thoemke

Members of the Public: None

Staff Present:

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

Invited Guests:

Jeremy Whiting, VTrans

Public Input: None

Introductions Erin and Trisha: Introduced in Annual Meeting

Amendments to the Agenda: None

Minutes of the November 18 Board meeting: Reviewed with no changes

VTrans Update: Jeremy gave an update, noting VTrans is working through midyear amendments. SEVT will receive some new state funds for covering local match. SEVT did request the small amount of federal funds being forwarded midyear go toward preventative maintenance to aid in the aging fleet concerns. Discussion around Section 28 coordination for medical rides was shared, noting SEVT will be in touch with Jeremy to continue those efforts, specifically starting with dialysis coordination.

Ridership: Christine presented ridership as of December 7. There is no demand response rides reported this month due to a full software transition for that program. There is a shift in the housing in Brattleboro that has affected the White Line and Route 53 with a slight decline in ridership on those routes from last year. Total Rockingham is down 3% noting that Okemo does not start until December 26. Wilmington had the most route adjustments for FY26 which will skew some of the ridership. Year-round fixed routes in Wilmington are down 21% but the Winter routes started with an increase in ridership by 32% with Stratton-Manchester up 29%. Wilmington overall is down 11%, and the total company is down 6%. Randy S. presented an update on Springfield Microtransit, with an average of over 40 rides a day. Employment is a major trip purpose for Springfield. We are off to a really good start. Seth asked how we have such detailed statistics of ride purpose. Randy S explained that the new software requires data before they can book a ride. SEVT will also be hiring a volunteer coordinator in January to help with rides given.

Budget vs. Actual Report: Keith presented the budget versus actual as of December 7. Medicaid income is still behind. Other grant revenue is off due to timing. Keith noted the overspending on the O & D grant. Total income is behind budgeted revenue by \$40,000. On the expense side we are still running ahead of budget on wages, especially driver wages. We are running over budget on bus parts and repairs due to the aging fleet. Health insurance is ahead of budget, and overall, our expenses are ahead of budget by \$70,000. The YTD operating surplus is \$82,000 and ahead of budget by \$29,781.

Safety Update: Christine noted one small incident that was just found this morning that a client slid in their wheelchair during transport. This was due to our driver's reaction to being cut off by another driver. The client said no to our driver's request for a seat belt.

COO search update: Randy S explained we have initial interviews Thursday with seven or eight candidates, three from in-house. We have sent them two personality tests to initially screen them, and after a Zoom meeting we will choose our top three candidates for an in-depth face-to-face interview. We were hoping for an increase in admin grant from VTTrans for training funds this person with a start of February 1, but that money is not there. We will revisit the budget to see how we will finance that position for the training months. Randy S, Keith and Christine will interview the candidates, ask them all the same questions, and then rate them.

Audit Review: Keith said it is a requirement for audits based on the amount of federal funding we receive. The auditors spend days on site looking for internal controls and following cost allocation requirements. The audit found that SEVT has complied with all federal requirements and accounting principles. There were no findings or material weaknesses in the audit. There were three minor adjustments made and SEVT continues to be a low-risk auditee. Keith thanked his Finance staff for all their hard work. Jason asked how long we have used the same firm. Keith said we discussed going out for other firms and have used the same firm for many years. Jason noted there are fewer firms available but a thought to consider for future.

Executive Session: None

Motion to Adjourn by Joel, seconded by Chris meeting adjourned at 11:13