

Minutes of the Southeast Vermont Transit Board of Directors Meeting
Thursday, March 24, 2016 5:00 PM
45 Mill St Wilmington, Vermont
706 Rockingham Rd, Vermont
Via Video Conferencing

President Tom Marsh called the Board of Directors meeting to order at 5:27 pm. Those in attendance and consisting of a quorum were as follows;

Board Members Present: Eithne Eldred, Matt Mann, Chip Stearns, Tom Marsh, and Wendy Harrison.

Invited Guests: Tim Bradshaw, Travis Wendell, and Katharine Otto

Staff Present: Randy Schoonmaker, Jan Terk, Rebecca Gagnon and Leona Linney

Public Input: None

Amend Agenda: Motion 1, Wendy Harrison made the motion under New Business to eliminate Current bus graphics and add Don Albano and Fare Boxes. Chip Stearns seconded the motion. The motion passed 5/0.

Approve previous minutes: Motion 2: Chip Stearns motioned to approve the minute of February 24, 2016. Wendy Harrison seconded. Motion passed 5/0.

Old Business

Board member training topic – Strategic Plan: The plan has been reviewed by the Board for several months, and Randy asked the Board to please finish work on it so that he could re-format it and put into action. The Board reviewed several pages and discussed certain areas. After many suggestions the Board decided to red line the plan and send it back to Randy with their individual suggestions within two weeks of this meeting. Randy will compile and present a draft at the next meeting for a final vote.

Current Construction Project: Randy stated that the Civil Engineer is finishing the Act 250 and Town of Rockingham zoning permit applications. The permitting process has been divided into separate application phases (the park and ride and the building addition). We are two weeks behind schedule but we will be meeting our Park and Ride construction deadline this summer.

On the building side, we have twenty-seven requests from Architects for the proposal. We decided to try an Architect pre-bid meeting, not typically done. It was very successful with fifteen firms participating in a two-hour Q&A with site tour. We will be opening proposals April 4th. There is no change in the project budget. We will be starting to fill out the USDA funding application. We will be meeting with the State Rep., Dave Taillon tomorrow.

Matt asked about the renderings. The architects will be given our renderings and the as-builts, and they will design to about 20-30%. We will have three design phases for the Board to view as the project is designed. Steve Horton will put together a draft estimate of cost at each of the design phases. By late summer the architect's design should be at 60% and 90% by late fall. At each of those stages the Board will have the opportunity for review, input and adjustments to the budget.

Grant Application: The application is due April 21st, before the next Board meeting. Randy asked the Board to allow the Finance Committee to approve the grant budget. The company's budget can be adjusted before June 30th, so the Board will have the opportunity to vote on the actual budget. **Motion 3:** Chip Stearns motioned to have the Finance Committee review and approve the budget for purposes of the application. Wendy Harrison seconded the motion. Wendy requested the preliminary budget be emailed to the Board before it goes out. Motion passed, 5/0.

Route 30 Update: Randy said that The Current will submit an application together with support letters and local match commitments. Tim stated that the application does not need to be separate from our annual application as in the past. Randy asked if funds were available or not for new starts, and Tim stated they may or not be available but to submit the application anyway.

Matt Mann said he was impressed with the support in general and from the key stakeholders - Brattleboro Memorial Hospital, Grace Cottage Hospital, and the Windham Central Supervisory Union. The support and demand are there, hopefully the application will be approved. The grant request will be \$100K, with local funding at 20%. This would be a three year grant that is reviewed each year for success measures.

Route Study: Katharine Otto updated the Board on the progress of the Springfield Route Study. The main goal was to find out why existing riders were using the bus and why those who were, why because we have seen a decrease in ridership over the past year. The goal is to have small improvements to existing routes to increase ridership and decrease cost. She identified that ridership dropped at the time fares were introduced. She reviewed the changes in ridership on each route as well as stop usage. The population has shifted; less people live and work in the town currently. There were 126 responses from the on-board rider surveys, emailed surveys, and links from social media outlets. Katharine reviewed where people go now and where they would like to go, as well as what would make the service more useful. She said that we need more detailed information that was not identified in the surveys, and hopes that the upcoming public meetings would help identify that.

Some draft preliminary recommendations were: Advertising, marketing, piloting a route expansion in Bellows Falls with Dial-A-Ride, updating schedules, and online maps. The study will have forty recommendations, short, medium and long term, low and high impact. The public meeting will be held April 12th at 11:00 am and 5:00 pm. The final report will be provided in June with the final draft presented at the May Board meeting.

Finance Committee Report: Chip stated there were no significant issues within the budget, balance sheet, or ridership reports. Costs have increased in the Hardship Ride line item due to increased need in Medicaid clients. The MOOver increase in office expenditures is due to onetime software and computer needs. The whole company should come out on the positive side with a surplus balance, and the Current may break even. Randy stated that the fourth quarter is the least amount of revenue for the MOOver since most of the grant funds have already been received and the MOOver runs a deficit weekly until year end but still posts an annual surplus because of cash flow in the previous three quarters. The Current will still have steady cash flow due to Medicaid. On June 30th whatever cash is left will be put into the capital reserve. Tom asked about the variance in Business and Town donations. Leona stated it's a matter of when it's booked; this is different from last year when it was booked all at once.

New Business

Don Albano remains in rehab and is working hard for recovery. **Motion 4:** Tom motioned to relieve Don of his responsibilities on the Board due to lack of attendance as outlined in our By-laws. Chip Stearns seconded. Motion passed 5/0.

Motion 5: Chip Stearns motioned to appoint Travis Wendell to fill the position of Don Albano. Etna Eldred seconded. The motion passed 5/0.

Fare Boxes: The Current will be purchasing up to ten boxes and the remainder next year if awarded capital grant funding electronic fare boxes from XPS this year. The machines will be automated to use smart cards, mag stripe tickets, dollar bills, and coins. We will no longer be using tokens. Reports will also be generated for finance that will include ridership, types of payment, dates, times, and accurate transaction accounting. All reports will be wireless and download automatically when the busses roll into the yard. We hope to have them installed this late summer or early fall.

Meeting date for future meetings: Motion 6: Tom motioned to move the Board meeting to the first Monday of the month at 5:00 pm. Wendy Harrison seconded. The motion passed 6/0. The next meeting will be May 2nd at 5:00 pm. The Finance Committee will meet the 4th Wednesday before at 5:00.

Company Updates: Jan mentioned the MOOver is transitioning into its spring schedule.

Board Member Comments: None

Future Agenda Items: Strategic plan, the Springfield area final draft ridership report, and budgets.

Adjourn: Motion 7 Travis Wendell motioned to adjourn the meeting at 6:45 pm. Chip Stearns seconded. The motion passed 6/0.