

Minutes of the Regular meeting  
Southeast Vermont Transit Board of Directors  
Wednesday March 14,2018  
706 Rockingham Road, Rockingham, Vermont  
45 Mill Street, Wilmington, Vermont  
Via Video Conference

Vice President Travis Wendell called the meeting to order at 5:11pm. Those in attendance and consisting of a quorum were as follows:

**Board Members Present:** Tom Marsh, Chip Stearns, Jonathan Meeks, Travis Wendell, and Wendy Harrison.

**Guests:** Tim Bradshaw, VTrans, via GoTo Meeting

**Members of Public:** None

**Staff Present:** Randy Schoonmaker, Leona Linney, Christine Fayette, Rebecca Gagnon, Leona exited approximately 6:11 pm.

**Public Input:** None

**Amend Agenda:** No amendment made

**Approve minutes: Motion 1:** Wendy Harrison motioned to approve the February 5, 2018 minutes. John Meeks seconded. Motion passed 4-0. Tom Marsh abstained

### **Old Business**

**Financials:** Chip discussed ownership with fixed assets between the Current and Rockingham. This is a direct result of the auditor's adjustment they made in the audit. Randy explained this was discussed again with Tim Bradshaw. The FTA has an interest in virtually all our assets. There is a quick claim deed from CRT to Rockingham. Chip believes it was done for the local share as match for the earmark to build the project. We need the town's signature for anything moving forward, regarding permits and lending. We will contact the auditor and update them. Finance Committee reports on financials. Tom requests a half page executive summary of finances, to be drafted and reviewed by Finance Committee and then placed in board packet.

**Fuel Station:** Rebecca updated the fuel station, should be completed by the end of the month. The generator will be tested on the 22<sup>nd</sup> and then it will be online. Chip would like to know the warranty on the pumps and tanks.

**Annual Meeting Follow-Up:** Tom is still the President until someone else is appointed. The by-laws call for President change every two years, and that didn't happen on at the annual meeting. Randy asked if the Board wants to warn another meeting to elect a new president? Chip said we don't have to warn a meeting to change leadership. We need to re-elect Vice President, Secretary, Treasurer and we need to elect a President. The board is comfortable electing at the next meeting. Chip expressed interest in becoming President. We need the other three positions nominated by the Nominating Committee to bring to the next meeting. The Board should be involved in identifying potential new Board members to the table. The Board must vote on the officers and members. At the next meeting the Nominating Committee will be bring a proposed slate of officers.

**Meeting Locations:** Wendy reserved the retreat conference room for April 2 and July 2. Meeting time at 5:30 time would be better. Christine noted that July 2 will be our rain date for fireworks, and April 2 is office concerns. There was a suggestion about doing a Doodle poll. As we get closer to April we will solidify meeting dates. The meeting time will be 5:30 at all locations, with no food supplied.

**Long Term Planning:** Wendy requested a Board retreat for early fall to revisit long term goals. Tom requested an update on the Strategic Plan from Randy. Randy requested 60 days to work on looming deadlines, before updating the Strategic Plan. Due to the grant budget approval from the Board, there will be a Board meeting to do so in April prior to completing the grant process. Staff will get together a budget for the Finance Committee to review prior to Board review. Tim asked if we were expecting significant changes in the projected budgets sent for the five-year grant.

**Federal Audit, annual audit:** Tim explained this is actual the FTA triannual audit of VTrans. They selected SEVT and Advance Transit to review and site visit. They will spend about two hours at the Current and about an hour at the MOOver, and they will most likely look at procurements. Leona asked if there would be anything in finance. It is hard to say, so just be prepared said Randy The state management review was completed and needs to be a Board agenda item in the next month or so. Randy will send the general interest and our section of the VTrans performance review of state transit.

**New Business:** Randy highlighted the ridership document that tracked the change of the new routes in the near upper valley. Overall an increase by 28% shows good progress.

**Executive Session:** None

**Company Updates:** Randy updated the Board regarding a staff member absence. There are plans to meet with Okemo about possibly providing service for next year. The Town of Dover added a school bus to Brattleboro for students, and it passed. However, the MOOver \$4000 funding motion also passed and compliments given to the MOOver. We requested town appropriations from 24 towns totaling \$39,000 of which we received \$33,000. Seven towns - Athens, Cavendish, Dummerston, Londonderry, Reading, Vernon, and Weathersfield - either did not pass or did not warn it. We will visit these towns to see what is needed to regain the appropriation.

**Board member comments:** None

**Future Agenda Items:** None

**Adjourn: Motion 2:** Wendy Harrison motioned to adjourn. Chip seconded. Motion passed 5-0. Adjourned at 6:25 pm.