

Minutes of the Regular Meeting  
Southeast Vermont Transit Board of Directors  
November 16, 2018, 5:30pm  
45 Mill Street, Wilmington, Vermont  
706 Rockingham Rd, Rockingham, Vermont

President Chip Stearns called the meeting to order at 5:32 pm. Those in attendance and constituting a quorum were as follows:

**Board Members:** Chip Stearns, Jonathan Meeks, Travis Wendell, Joel Bluming, Wendy Harrison, Scott Tucker and Matt Mann.

**Invited Guest:** None

**Members of the Public:** None

**Staff Present:** Leona Linney, Randy Schoonmaker, Rebecca Gagnon, and Christine Fayette

**Public Input:** None

**Review of October Minutes:** No comments. Chips asked if a rider has been identified for Wendy's ride along interview, Rebecca said no, but that she had not been actively looking this past month.

**Amend Agenda:** Randy stated there was a topic to be discussed in executive session regarding an employee issue.

**Old Business:**

**Ridership:** Randy reviewed ridership which is off 4% for the Current's fixed routes last year at this time. Brattleboro's routes will be updated next month reflecting the loss of ridership on the Red Line because so many transfers have been eliminated with the new schedule. The demand response routes are performing well with more ridership on the volunteers than the vans. Randy reminded everyone this is a good thing and more cost effective. The Current is just 1,600 rides behind a year ago. The MOOVer is off 12% from last year due to the July 4<sup>th</sup> fireworks low turnout. The demand response routes have gone down similar to last year's. In total the company is down 6%. Randy informed us that this Thanksgiving Weekend is the third year for the World Cup at Killington. The MOOVer and Current will be sending drivers and buses to assist Marble Valley in transporting spectators from the parking lots to the race on both Saturday and Sunday. Christine was there this week working with staff and organizing the drivers. She states it's a well-organized event and should run smoothly. Chip pointed out that the new ridership documents are the aggregate charts by year and will be distributed going forward month by month.

**Finance Committee:** The MOOVer is ahead of budget and the Current is the same behind.

**Earmark Update:** No update to report

**Current Fleet Overview:** Randy reviewed the graph of the Current's fleet. The graph identified size of busses, spare ratio and status of busses we need to replace. He identified specific busses of high cost this year due to unforeseen mechanical failures. He has requested \$91,971.52 to VTrans for additional capital funds for unforeseen

vehicle repair this year which, if reimbursed, would be an 80/20 split. He has also requested Brattleboro operations funding in the amount of \$37,133.12 due to the increase in hours. He is hopeful that VTrans will support this request.

**Fundraising update:** Randy indicated we have a 3,400-piece mailing getting ready to go out and should hit early to mid-December, a perfect time to ask for contributions. The letter is very nice with testimonials and pictures. Leona is working on the fund-raising website for those who want to donate electronically. This website will track donations and people who donate, and will be the start of building a data base for future events. Donations will be unrestricted funds.

**E&D Update:** Randy spoke of trends in the E&D program. Billable service is the actual cost plus in-kind from volunteer hours that inflates the billable cost, which spends the grant down faster. The partners are invoiced the rest for a cash payment. In-kind in the past year has increased to the point where the adult day partners are now paying 7% on an 80/20 funded program because the grant is being drawn at 93% not 80%. This year we are projecting a deficit. VTrans in the past has granted additional funds during mid-year adjustments. However, with limited funding and increased requests from other agencies we may not be granted additional funds and may have to fund the deficit out of our local funds and/or make adjustments to stay within budget. We coordinate rides with Medicaid transit providers for Gathering Place and SAAD. SEVT would work with the transit companies as a subcontractor that will provide rides for our E&D adult day riders on their vans that are already transporting Medicaid clients. This shares the cost of a van ride with a larger pool of riders. Joel wanted to know how much money would be paid to the other transit companies, and Randy thinks roughly \$200 to \$250K out of our \$700k budget, maybe less depending on the amount of trips and number of clients. Chip reminded the Board that this is conceptual only, and that we have not made the decision to give up any portion of the grant. Randy stated we still have to model the cost before making a decision. Rebecca is working on modeling new routes for a three-month pilot. Wendy asked if ultimately it would need to be blessed by VTrans to which Randy said yes. He outlined the funding priority of the E&D program; what services take priority within the grant. The first is chemo, dialysis and adult day. The second is NEMT trips, the third is meals and the fourth is shopping. We have indicated that there's excess usage in shopping that could be eliminated and to some extent the meal program as well. Rebecca is modeling cost in relation to the shopping and meals.

**NEMT Update:** Randy presented a slide show of the TCRP report on changes in the NEMT program nationwide. This was presented at the conference he recently attended. It relates to the fate of how Medicaid transportation services may be delivered in the near future and how it may impact our existing transit services in the state of Vermont. Discussion ensued.

### **New Business:**

**Board resolution:** Leona requested the board resolution be signed for Board members to open and maintain checking accounts. **Motion 1:** Wendy motioned that the Board of Southeast Vermont Transit, Inc. on this 15<sup>th</sup> day of November 2018 authorize the President, Secretary, or Treasurer to open and maintain checking accounts and all other accounts at Key Bank. Matt seconded the motion. The motion passed 7-0.

**Executive Session: Motion 2** At 6:59 pm Wendy motioned to go into executive session to discuss an employee matter. Joel seconded the motion. Motion passed 7-0. Board came out of executive session at 7:14.

**Company Updates:** Randy reviewed with the Board his and Christine's meeting with three key employees of Stratton to discuss providing transportation services at some point possibly next year. Randy provided a slide show of the drop zone, busses, and parking area. Randy has sent them a list of questions to better prepare a quote for next year. We would consider running the parking lot shuttles the first year, then an employee shuttle to Manchester and finally the condo routes.

**Board Member Comments:** None

**Future Agenda Items:** Succession Plan, Tim Bradshaw report, Bylaws.

**Adjourn:** Meeting adjourned at 7:15pm