

Minutes of the Southeast Vermont Transit Board of Directors Meeting
June 20, 2019
45 Mill Street, Wilmington, 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, Travis Wendell, Joel Blumming, Scott Tucker and Marco Tallini,

Invited Guest: Tim Bradshaw

Members of the Public: None

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

Public Input: None

Review of February Minutes: No comments

Amend Agenda: Randy requested that we start our tour of MOOver projects when Tim Bradshaw arrives.

Old Business:

Ridership: The total Current ridership is down 1% over a year ago. Volunteer ridership continues to increase which is good and the demand response van is decreasing this is what we want. The MOOver is even with a year ago. The winter routes are up 10% and the local routes are down 7%. The company is down 1%. At some point the company will be at 450,000 rides. We are the third largest in ridership statewide behind Rutland and Burlington. Randy reviewed the Brattleboro ridership graphs with the Board which are up 6% without counting transfers, and when counting transfers the Brattleboro routes are up 15%.

Tour of MOOver Projects: At 5:50 pm the Board toured the MOOver facility and projects.

Financial Overview: Chip stated that the warrants mostly contain the weekly payroll process. Randy presented the cash flow chart that the company uses which focuses on at the end of the year due to borrowing from the line of credit. In general, in July we typically borrow from the line of credit until funds are received in August, most of which is used to pay off the line of credit from May, June, and July. As the year progresses, we are able to maintain our AP as more funds come in from our partners until April when the funds start to run low and we need to borrow again. This year we have borrowed almost \$230,000 less than last YTD. However, we still need to carry ourselves thru July and August which may bring us even with last year. We will also have revenue FY19 from VTrans that will help support our AP in July and August. Going forward we anticipate that our fundraising efforts will offset our need to use the line of credit at the end of the year. Our line of credit interest rate is prime plus 2. Chip asked Tim what the percentage of fund balance we

can have in reserve at the end of the year that won't be scrutinized by VTrans. Tim was unsure of an amount.

Grant Award: Randy presented the grant award totals going back to 2010. We received \$56,000 more this year than last, realizing a 2% increase, last year was a 3.4% increase, and the year before we were level funded. E&D funding had a substantial decrease this year of \$41,000. However, we have agreed to give the Adult Day transportation to the Medicaid providers, so the loss in income will not impact our E&D medical transportation at all. In fact, the \$660,000 awarded will allow us to increase our dialysis and cancer trips weekly and possibly increase our monthly medical trips from three to four.

Route 30 Study: Randy mentioned that we have been awarded funds for a feasibility study on Route 30. Tim explained that the last study and application was not approved for service due to no funds being available. The last study and application was a good one. However, VTrans is interested in more services for the route 30 corridor than were presented. Tim stated that they have additional transit funding needs for VTrans office staff in Montpelier since the office has been moved to Barre City Place. VTrans has been directed by the Secretary of Transportation to add services to Barre. Funds are tight however but VTrans is willing to take another fresh look at Route 30 with a new feasibility study. The Route 30 feasibility study will be supported by a VTrans retained consultant, thru an SEVT procurement.

Stratton update: Randy presented Stratton with a proposal of service and cost. The service would run from Thanksgiving to Easter and would focus on Stratton to Manchester the first season. The MOOver designed schedule options based on their need, offering an option for two different hourly rates. It's expected that Stratton will manipulate the schedule to their needs and financial abilities. Randy presented some draft schedules. Stratton should be back in touch with the MOOver in early July. Year One will be the Stratton to Manchester route with their vehicles to start and then our new vehicles once they arrive sometime in January. The second year the MOOver hopes to add parking lot shuttles using retired busses from the MOOver. Year Three the MOOver will provide all vehicles for the Stratton contract. Stratton likes the idea of going to Manchester to help with the employee housing shortage they have locally.

E&D Update: The letter from the Gathering Place Board was reviewed. Chip summarized that at this time their intention is to pay all the invoices in full by June 30, 2019.

New Business

State Route Performance: Randy explained that the report presented has been shortened from 187 pages to 67 highlighting SEVT information. He informed the Board that the entire document lives on Director Point. Tim reviewed the report with the Board and encouraged the Board to review it in its entirety at some point.

Company Updates: Rebecca updated the Board on Dump The Pump, an annual nationwide initiative to encourage people to curb their car and seek alternative modes of transportation. Dump the Pump is funded thru our VTrans grant. Rebecca explained that each year we're typically low key in advertising the event. This year we increased the promotion with radio ads, inserts in the Commons, Fact TV, commercials on Facebook, giveaways, and free ride cards. Rebecca stated that

the Facebook poll helped us gain over 100 new Facebook friends, and the commercial gained over 1000 views. The commercial was played for the Board. Also anyone who rides with a bike can ride for free thru the end of the month. We are also having a tablet and gift card raffle of which the drawing will be live on our Facebook page on the 24th.

Rebecca indicated that we hope to be doing more video work on, how to ride the bus, fare cards, wheelchair mobility and other things pertaining to riding the bus.

Christine updated the Board on the CTAA conference. Both Rebecca and Christine attended the Emerging Leadership Academy, (ELA). The academy requires participants to identify an issue or project, rectify it, and present at next year's Expo. The projects will develop throughout the year. The ELA group will meet six times this year via phone, outline our projects and gain support from the instructors leading up to the presentation. Both Rebecca and Christine will be announcing their projects to the Board this summer.

Board Member Comments: Chip asked how the Finance Manager search was going. Randy explained that we have had four interviews and are nearing a decision any moment. We are very close. We hope to start the training July 1st, this should prove enough time for the transition.

Future Agenda items: In August we will update the budget for FY20.

Motion 1 Chip asked if the Board wanted to go into executive session to discuss the CEO contract or would they like to authorize him to sign the contract. Marco motioned that we authorize the President to sign the contract as presented. Scott seconded. Motion passed 7-0, with Matt and Wendy giving Chip their proxy for approval. Randy has a three-year contract.

Adjourn: Motion 2 Joel motioned to adjourn at 7:15. Travis seconded. Motion passed 5-0.