



Rural Community Transportation, Inc.

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"COMMUNITY IS OUR MIDDLE NAME"

RCT Board of Directors Annual & Regular Meeting

Monday, June 12, 2023, at 9:00 a.m.

In Person & Video and Teleconference

Present: Emily Rosenbaum, Dan Sherman, Jonathan Davis, Doug Morton, Tasha Wallis, Judy Nommik, Carole O'Connel, Justin (Tin) Barton-Caplin

Clerk: Jessy Pelow

Guests: Caleb Grant, Ross Macdonald, Mike Moore, Sandy Thorpe

Meeting called to order at 9:02 a.m. by Emily Rosenbaum.

1. Introductions, Opportunity for Public Comment, and Modifications to the Agenda. No members of the public for comments. No modifications to the agenda requested.

Carole O'Connel made a motion to reseat all board representative seats. Jonathan Davis seconded the motion. All approved.

Dan stated that he is no longer able to serve as the board Treasurer. There was discussion about Kitty potentially serving as the board Treasurer. Emily will connect with Kitty to see if she is interested in serving as the board Treasurer. If she is not interested Justin offered to serve as board Treasurer which would make board Secretary open.

Tasha Wallis made a motion to move the following slate of officers, Emily Rosenbaum as board President, Jonathan Davis as Vice-President and Justin Barton-Caplin as board Secretary. Doug Morton seconded the motion. All approved.

Jessy will email the Conflict-of-Interest form for all board members to sign and return within a reasonable time.

Justin Barton-Caplin made a motion to approve the minutes of the May 8, 2023, meeting. Dan Sherman seconded the motion. All approved.

2. Committee Reports and Updates:

VTrans Update: See attached full VTrans report. Ross stated that the grants have been submitted and he suspects early July payments to agencies. He discussed an alternative funding study that will assess and recommend additional revenue sources to support statewide transit services. He emphasized the importance of bringing mobility services and awareness to all areas.

Financial Update: Mike shared the current financial dashboard and budget numbers. Justin asked about the funding specifics of the E&D program and that outside people felt it differs significantly from Newport to St. Johnsbury. The E&D committees (soon to be the O&D Committees) are made up of the service providers in the region that provide trips through the E&D grant. The E&D program service providers set service guidelines based on their budget allocation. Doug noted that he has been involved for 18 years with the program and it isn't a one size fits all for funding and service areas.

Executive Director Update: See attached Executive Director report. Caleb thanked Ross for his assistance and support during the grant process. He noted that RCT has the largest grant request and carry over to date. Caleb shared images and a short video about The Crown Connection. In 2022 The Crown Connection had a total of 140 riders and already in 2023, The Crown Connection has had 85 riders. RCT is beginning Microtransit with a "soft opening" at the end of June with bigger announcements to follow.

Marketing Committee: No update.

Personnel Committee: No update.

Nominating Committee: The Nominating Committee met Nicole Gratton who will be sitting in for the July board meeting.

Finance Committee: No update.

3. Leadership Team Update: Sandy Thorpe: Operations Department. Sandy reported that Dan Kehoe is leaving RCT and moving out of state. That position (Assistant Operations Manager-Fleet) has been offered to a candidate who has accepted the offer and will begin on July 3rd. This candidate has an automotive, mechanical and military background that will be a good fit. There are a couple good candidates for the Assistant Operations Manager-Drivers position and Sandy expects to have an offer by the end of the week. One of RCT's Shuttle Drivers is moving into scheduling/dispatch for the new Micro Transit project in Morrisville. We are considering several good applicants for the current driver's position. A few more drivers are needed to help cover vacation time and bring overtime down.

Effective June 30th the 14/15, Twin City & Morrisville Loops are discontinued. Micro Transit will begin covering where the Morrisville Loops are currently, with an expected start date of June 27. We are also looking into expanding the Morrisville Shopper between Morrisville and Stowe. This will provide riders with more options and hopefully be able to provide less cost modes for medical trips between Morrisville and Stowe. Public hearings are being held about these changes and cancellations. She reported that we are still waiting for the arrival of the new RCT vehicles that were ordered in April of 2022. RCT has provided 2,112 demand response trips successfully in May on the vans.

4. Annual Budget Review: Caleb reported that RCT had a clean audit and soon there will be a new allocation formula.
5. Term Limit Discussion: Much discussion was had regarding opinions on term limits for officers and members. At this time the board will not be setting term limits.
6. Strategic Planning Update: RCT is bringing in an outside consultant as a procurement specialist who will handle the Strategic Planning.
7. Bylaw Review Update: Justin will present the proposed bylaw revisions to the Executive Committee and invite the Lawyer to attend. Bylaw revisions will then be brought to the July board meeting.
8. Fiduciary Duty Discussion: Caleb emphasized the importance of the board members' fiduciary responsibility. Board members must exercise due diligence to ensure that the organization is well managed. Correct policies should be in place regarding cash on hand.
Caleb reported that Mike is working on a cash on hand policy and that there are no audit recommendations regarding cash on hand. It was discussed that typically the organization should have 3 months reserve. Fiduciary Duty Discussion will be added to the August board meeting.
9. Determination of Need for Executive Session per 1 VSA 313(a)(1) * No need for executive session.
10. Other: Caleb said that the E & D program name is changing to Older Adults and Persons with Disabilities (O & D Program).
A board retreat date for at least a half day needs to be set. Jessy will consult with Caleb about his availability and report to Emily.
Caleb stated that Jessy and Renee have coordinated their efforts and are handing out employee appreciation coolers filled with fresh produce and local meat at the end of June for the 4th of July weekend.

Adjourn. Jonathan Davis made a motion that the meeting be adjourned; Dan Sherman seconded the motion. All approved, the meeting adjourned at 10:34 a.m.

Next Meeting: July 10, 2023.

*Action item and/or Board Vote

A handwritten signature in black ink, appearing to read "Justin Barton-Caplin". The signature is written in a cursive, flowing style.

Justin Barton-Caplin, Secretary

July 10, 2023

Date



State of Vermont
Policy, Planning & Intermodal Development Division
219 North Main Street
Barre, VT 05641
Ross.MacDonald@vermont.gov

Agency of Transportation
Public Transit
[802-522-7120]
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VTrans report for RCT Board Meeting for 06/12/2023

- Grants have been submitted to Contract Admin for processing. Without a budget in place, we will be able to proceed until the final signature is required (from our secretary) which cannot occur until the budget is passed. FY'23 invoices are still being paid, and we are asking the providers to prepare contingency plans to ensure a continuations of services after July 1.

- 4th Annual E&D Summit update. Review of discussion and outcomes.

- Via Statewide report on Microtransit Feasibility Studies. Via staff were in Vermont for meetings in Williston and Montpelier and have issued a report reviewing several service aspects for 12 VT communities. Together, we are learning about the best approaches for incorporating Microtransit service throughout Vermont.

- Two Legislative reports:

- An "Alternative Funding" study to assess and recommend additional revenue sources to support statewide transit and mobility services.

- An assessment of VT's current "Braided Service" model. To identify the benefits and risks to the current system, where the PT providers are also the NEMT contractors. The braiding of fixed, deviated fixed, and demand response programs are often cited as more efficient than separating these contracts but this study will quantify those benefits, identify how other states are managing these programs, and suggest approaches to minimize any risks or inefficiencies associated with this model.

- Age Strong VT. This Governor's Council is assessing programs and policies to ensure Vermont is an "Age-Friendly" state. PT staff are on the "Housing, Transportation and Community Design" subcommittee and likely recommendaitons from the Council will include additional trips for Older Vermonters and amplified and coordinated outreach .



Rural Community Transportation, Inc.

Executive Report

June 2023

Mission Moment:

One of our drivers, Brenda, brought to my attention that a member of our community had organized a fundraiser for a war memorial, but due to some recent health issues she was unable to attend the ribbon cutting. Thanks to Brenda's donated time and RCT's support we were able to offer paratransit for her to the ceremony.

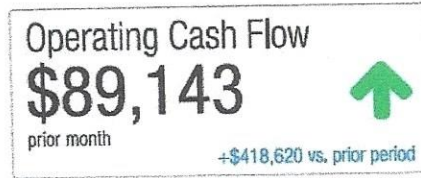


Rolling Stock

- New Vehicles approved in the 2024 grant
 - 5 new sedans
 - 1 minivan
 - 3- 450 cutaways

- 3- 450 cutaways for spare ratio

Fiscal Health

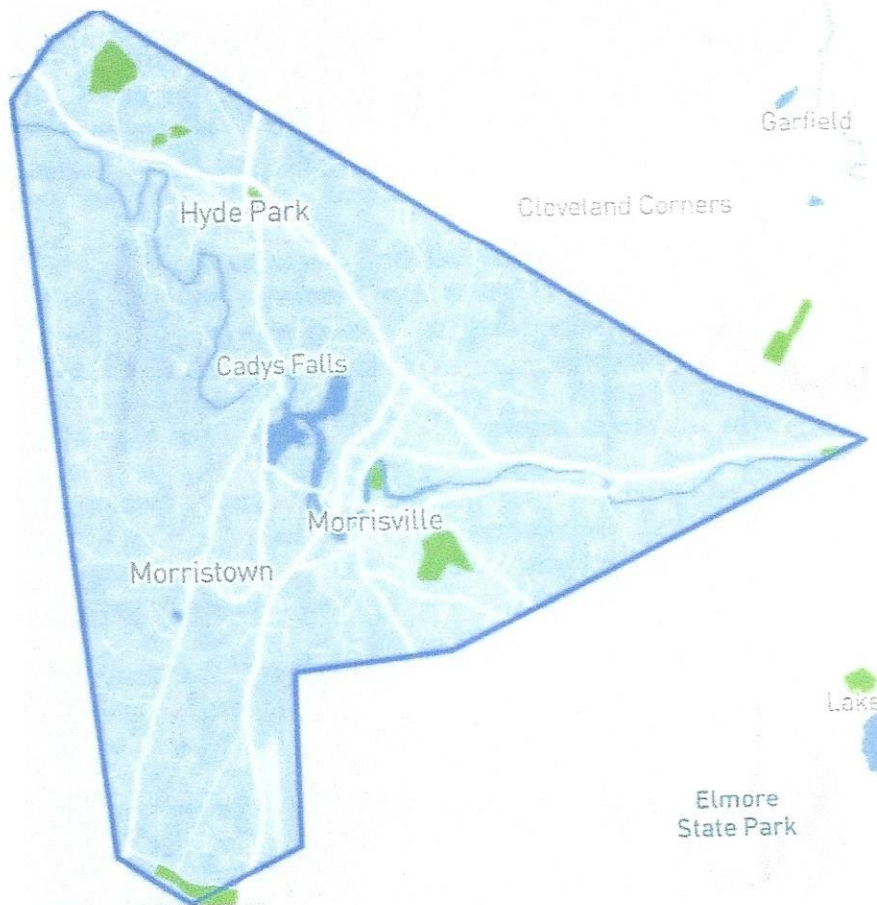


Staffing

- 2 new drivers
- 1 new call center representatives
- Offer being made for assistant operations manager for fleet

Initiatives

- Micro-transit
 - Officially name the HyMor
 - Launch is tentatively planned for the last week in June.



- Pending Grant Applications
 - AARP- denied
 - In collaborating with Catamount arts we submitted a \$18,000 grant proposal to hire local artists to design the outside of some of our buses.
- Remaining VTRANS capital projects
 - Planning
 - Rank order retainer consulting contract
 - Transit development plan
 - Johnson study
 - Architectural and environmental design for bus barn
 - Strategic Planning
 - Rebrand Planning
 - Transitioning to marketing rank order
 - HVAC
 - Pole Barn
 - Generator
 - Solar Panels
 - Bike racks
 - New onboard camera systems
 - Morrisville office improvements
 - Lyndonville office improvements
 - Yestermorrow bus shelter
 - Rebrand capital items