



Rural Community Transportation, Inc.



1677 Industrial Parkway, Lyndonville, VT 05851
Tel: (802) 748-8170 Fax: (802) 748-5275
www.rideRCT.org

DRAFT

“The Ruby in the Kingdom”

It is the vision of RCT to establish a solid foundation for regional development of a safe efficient public transportation system.

RCT Board of Directors Meeting
Monday June 10, 2019
Green Mountain Tech Center
738 VT-15, Hyde Park, VT 05655
11:00 AM

Present: Frank Maloney, Rob Moore, Linda Lyman, Christine Dudley, Russell Curtis, Robert Wilkins, Ed Jarrosak, Tin Barton Caplin, Jonathan Davis, and Melinda Gervais-Lamoureux.

Staff: Nick D’Agostino, Sandy Thorpe

Guests: Tim Bradshaw by phone.

Frank brought the meeting to order at 11:02 am

- 1. Introduction and Opportunity for Public Comment: No public present, no changes to the agenda requested. Judy Nommik is not present; the Board recognized Tin as a voting member in her absence.**
- 2. Approval April, 2019 Minutes: Christine Dudley made a motion to approve, Ed Jarrosak seconded, and the motion passed.**
- 3. Secretary/Treasurer Report: Linda shared the Sheffield town report that includes the organizations that ask for town appropriations. This will be discussed under the old business. Check register will be sent out for next month.**
- 4. Nominating Committee: Board Committee assignments/discussion: Frank gave sheet of current committee assignments. Executive Committee by by-laws is the officers: Frank, Linda, and Rob; the Personnel Committee: Rob and Tin, and Linda; the Finance Committee: Russell and Linda, and Frank; the Nominating Committee: Frank, Judy and Robert; the Development/Marketing Committee: Christine Johathan, Melinda, and Ed. The committee chairs will organize when they meet, some do phone conferences and can also meet before the regular meeting. Frank reviewed each committee roles. Tin and Rob congratulated Robert on being on the board for 18 years. NVDA budget is not what was expected, so the \$15,00 is not available for RCT.**
- 5. Finance Committee: Review and approval of Financials, subject to Audit: Russell Curtis discussed any concerns presented such as a large movement in the financials was due to the Gillig purchase. Nick explained that March has been difficult due to the change to RouteMatch. Financials should go out at least the Thursday before the board meeting. Hopefully at the next meeting March, April, and May will be presented. Linda reminded the Board that financials are a snapshot in time; which changes daily.**

It is the Mission of RCT to:

- 1. Encourage the use, development and support of safe public transportation.**
- 2. Provide Coordinated, consolidated, non-duplicative transportation services.**
- 3. To promote the planning and development of public transportation.**



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6. **VTrans report:** Tim Bradshaw congratulated RCT on the success of the Roadeo, the organization was amazing. It was great to have the Board participation, and additional staff resources that came out to support it on a Saturday. Tim believes this one was as well-organized as the National Roadeo. Tim and VTrans thank RCT for all their efforts. Nick and Tim have discussed the Island Pond lease; a new agreement needs to be signed. Tim has given the formal grant award letter to Nick. VTrans had an additional \$3 million requested by providers statewide. VTrans did approve all capital vehicle and non-vehicle request, approved an additional \$20k for bus facility feasibility study, and additional admin costs. Most of request was approved, not quite everything, but an increase. Tim did remind the Board about the additional capital needed for match for the vehicles.
7. **Lunch**
8. **Executive Director Report:** VTrans Grant award has been sent to Nick He reviewed some of the items such as 2 buses that were rolled over from this FY; the two Mini vans may be delivered in the next couple weeks, but the cut-aways have not been ordered yet. He reviewed items such as boarding software, and 2 way radios. Nick has identified several items to save money on. Using the procurement process, he has been able to save over \$2 K on one copier, and \$13K on workman comp. Diane, new HR person is looking into retirement plans, insurance options which may save from \$30 to \$60 thousand. RCT had a Medicaid audit last week. Nick congratulated Tasha on how well she did on the audit, they asked some very difficult questions and she was right there with the answers. Tim Bradshaw wrote a grant for transportation for individuals in Opiate recovery and transportation to jobs. Nick has been sending weekly reports to the board, which they find very helpful. There is a huge opportunity for additional training at RCT. Cass Lyons has been working with Nick on additional training. Nick is looking at other providers to see if they have a trainer that could come to help catch up on training concerns. The scheduling and dispatch departments have been reorganized. RCT will be going away from the pager service to a different type of service that will take after hour calls, as well as calls during regular business hours if say the phones go out again, or the office closes for training.
9. **Old Business:**
 - A. **Town appropriations:** Discussion of how appropriation requests have been addressed. Rob and Russell will meet with Sandy and Nick to discuss the process and changes to appropriation requests.
10. **Next Meeting: July 8,2019 At Essex House & Tavern in Island Pond**
 - A. **Items for next meeting:** Nick will check with Human Services to attend.

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11. Motion to Adjourn*: Melinda made a motion of adjourn, Ed seconded, meeting adjourned 12:56 pm.

Notes taken by Sandy Thorpe

Submitted to Board by Linda Lyman, Secretary/Treasurer

Date

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