

DRAFT



Rural Community Transportation, Inc.



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

“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 March 11, 2019

East Side Restaurant, Newport, VT

11:00 AM

Present: Frank Maloney, Judy Nommik, Rob Moore, Robert Wilkins, Justin Barton-Caplin, Ed Jarrosak, Russell Curtin, Jonathan Davis, Melinda Gervais-Lamoureux and Christine Dudley on Google Hangouts.

Staff: Nick D’Agostino and, Sandy Thorpe.

Frank called meeting to order at 11:01 and added new business to the agenda.

1. No public attended for discussion.
2. No Partners attended the meeting today.
3. **Approval February 11, 2019 Minutes: Rob Moore made a motion to approve the February 11, 2019 meeting minutes with corrections, Russell Curtis seconded, and the motion passed with corrections.**
4. **Secretary/Treasurer Report** was moved to Finance Committee updates.
5. **Committee Updates:**
 - A. **Nominating Committee:** Frank reported that 3 directors have terms expiring in 2019. Judy Nommik, Ed Jarrosak, and Christine Dudley. All have said they would be willing to continue serving on this Board. Frank reported the Nominating committee recommends: Linda Lyman to continue as secretary/treasurer; (Christine Dudley is willing to assist if needed in this position); Rob Moore as vice president; and Frank Maloney for president. The Committee recommends the annual meeting be in May, and all present approved.
 - B. **Finance Committee:** Frank, Linda, and Russell met at the RCT office on February 26 and discussed with Cherryll Bunnell new formats for financials. They decided to add 3 months of history to the Schedule of Financial Position. The Schedule of Activities and Expense Comparisons were updated to include three months of activity 3 months along with budget and actual numbers for the three-month period and actual and fiscal YTD variances reported in dollar values and percentages, giving a better overall overview of RCT’s financial position and not concentrating on individual programs. They also added ridership numbers, broken out by routes/programs with variances. Linda will be given a check register in addition to the current pdf’s of account statements. Nick is looking to combining accounts if applicable. After discussion it is requested to add the prior month to Schedule of Financial Position. Russell will send the financials to the board.
6. **Approval of January 2019 Financials, subject to Audit** was moved to April meeting along with February Financials.
7. **VTrans report:** Tim Bradshaw was not present today. Nick reported RCT held a public hearing on the US 2 Commuter changes (adding Barre to the schedule) where 2 people attended and one voiced concerns about the earlier service time for the GMT run from St Johnsbury. GMT reported that at their hearing the recommendation for a slight

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change of dropping off in Montpelier before going to Barre. Nick also reported that VTrans will not be moving to the Barre facility until a later date. Members asked if RCT could postpone the change and Nick will check with Tim.

- 8. Executive Director Report:** Nick reported on his first 90 days. He reports RCT is in a strong financial position and has a positive reputation in public and with our partners. There are good opportunities to expand partner agencies, volunteers and programs. He has found there are multiple compliance issues that must be addressed as soon as possible and he has started making changes to address them. Many were addressed in the VTrans Management review.

The 35 passenger Gillig has arrived which brings up concern about facilities. This bus is not made to be stored outside. This bus is scheduled for 12-year replacement but the manufacturer cannot guarantee how this bus will handle be outside (He has also checked with other providers, and all garage theirs). Nick is not sure a bus barn is adequate. One concern is driver inspection climbing under vehicle to check for leaks, and this cannot be done outside. These vehicles need to be washed daily. Vtrans had offered to pay for a rental facility to park bus for now. Nick is following up on the Calkins facility in Danville, which would work well as the driver lives in Danville. If anyone know of another facility available with room to park one or 2 35 foot buses, please let him know. Nick has asked VTrans about funding a feasibility study for a facility. It is a long process. Nick understands there has been concern about State and federal funding being used, but he requests the Board keep an open view.

Nick reported a Human Resource Manager is needed. Currently Procurements are being handled by Nick. A procurement agent is recommended and there is still no back up for CFO. The Fleet has many vehicles that need replacement, and there are very limited spare vehicles (low spare ratio).

Nick offered sponsorship guidelines for bus advertising. He has 2 Organizations are interested in sponsoring. This could be an additional funding source.

Routematch went live on March 4th and it was not a smooth transition. By Wednesday and Thursday, it was a little smoother. There were a lot of missed calls and calls going to voice mails. The program uses an auto call for passengers reminding of their pick up time for the next day; and also a feature for volunteer driver and van driver to self-enter their completed trips and no shows. . The board suggested follow up calls to individuals that may have missed appointments. Verification and reporting department is still working on concerns. There is still some tweaking to be done on the optimizer, but Staff will get better at that. Marble Valley individuals will be coming on site to assist RCT staff.

Nick reported that the public and partners know RCT exists but not always clear on how RCT can help their needs. Nick has been meeting with several partners on helping and believe these partners understand. Christine sent email about an upcoming meeting about transportation concern in Morrisville on April 10. Nick and Christine will be attending.

Nick is requesting a change in the procurement procedures. Currently RCT has: Micro, small, Large, purchase definitions: Micro purchase is defined as under \$2,500, where the Federal is defined as under \$10,000. Nick asked to

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raise the limit for micro purchase to \$7,500. After some discussion **Judy Nommik made a motion to raise the micro purchase limit to under \$10,000, Rob Moore seconded, and the motion passed.**

9. Old Business:

Strategic Plan: Frank reviewed the meeting held January 10, 2018. Since that meeting the Board rewrote the Board By-Laws, made changes in the RCT Personnel Policy (with more organizational changes to the manual coming), and hired new Executive Director. The Board has also increased board members. Frank congratulated the board on how far they came in the plan in the first year.

Nick has brought several items on the strategic plan to the table without even seeing this plan. Frank requested all members review these items.

Frank discussed several of the items listed in the Plan; including the Strategic priorities. NVDA is funding the strategic plan and Marketing. Frank requested members review the current Strategic plan and prioritize. The mission should also be reviewed. Russell suggested that Nick give the board a priority list of things he needs the board help with. The newer members would like to get together to discuss the last strategic meeting that took place before they joined the Board. They agreed to meet at 9:30 before the next meeting on April 8 at the RCT main office.

Russell will send draft net asset document out before the next meeting.

10. Next Meeting: April 8, 2019- RCT Main Office

A. Items for next meeting:

11. **Town Appropriation:** Frank went to ST J informational meeting, Sandy went to Norton, Frank noted that the ST Johnsbury town report did not include RCT’s report and he will follow up with the town. Sandy will send results out soon.
12. **E-Mail, The Staff will be going to riderct.org. e-mails.**
13. **Motion to Adjourn*Rob Moore made motion to adjourn, Judy Nommik seconded, and the meeting adjourned 1:44 pm**

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Notes Taken by Sandy Thorpe

Presented to the Board by Linda Lyman, Secretary/Treasurer

Date Approved