



Rural Community Transportation, Inc.

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"COMMUNITY IS OUR MIDDLE NAME"

RCT Board of Directors Meeting

Monday, May 11, 2020, 9:00AM

Teleconference

Present: Robert Moore, Linda Lyman, Bob Wilkins, Russell Curtis, Judy Nommik, Justin (Tin) Barton-Caplin, Fred Saar, Jonathan Davis, Christine Dudley, Melinda Gervais-Lamoureux

RCT Staff and Guests: Nick D'Agostino, Lila Bennett, Timothy Bradshaw

Meeting called to order at 9:04AM by Russell Curtis

1. Introductions & Opportunity for Public Comment: No members of the public present
2. Approval of March 2020 Minutes: Motion to approve by Fred, seconded by Christine. Motion passed without opposition. Russell reminded all board members to sign the bylaws and return the signature page to Nick.
3. Approval of Jan – March 2020 unaudited financials: Request made for ridership numbers to be added as well as budget comparison. Motion to approve by Russell, seconded by Judy. Motion passed without opposition.
4. VTrans Update: Tim Bradshaw provided an overview of the CARES Act and how the funds will be used to offset expenses directly related to COVID-19. Rides 2 Wellness application for Lamoille County has been approved and the program will now be available in that county. The FY21 grant process is underway – the grant application has been submitted and awards are pending.
5. Executive Director Update: See attached
6. Introduction of Lila Bennett, RCT Community Relations Manager: Lila spoke about her similar role at NKHS, her goals of revamping RCT marketing materials, including the bus schedule and website, rebranding the volunteer driver program and spearheading the town appropriation work.
7. Grant application resolution: Resolution to grant permission for Nick to apply for grants on RCT's behalf. Motion to approve made by Fred, seconded by Robert Moore, motion passed with no opposition.
8. Approval of new employee handbook: Motion by Fred to combine with item #9 and approve as is. Seconded by Robert Moore. Motion approved with no opposition.
9. Approval of new policies: See item 8 above.
10. Approval of Title VI Policy: Motion to approve by Fred, seconded by Christine, motion approved with no opposition.
11. Review of Bylaws: Fred reviewed and recommends no changes. Nick offered to update the cover page with new RCT logo and new mission statement. Nick will also remove the witness signature line on the signature page and send to all board members for signature. They are to sign and return for Nick's files.
12. Annual Meeting: June's BOD meeting will be the annual meeting. The nominating committee will meet to discuss whether to nominate Bob Wilkins for an additional term, as well as to recommend officers and committee assignments.

13. Next Meeting: June 8, 2020 via Zoom.
14. Executive Session: Motion to propose the need for executive session for personnel issues made by Fred, seconded by Christine. Motion passed without opposition. Motion to enter executive session made by Fred, seconded by Christine. Motion passed without opposition. Motion to exit executive session made by Fred, seconded by Robert Moore. Motion passed without opposition.
15. New business: Motion to increase salary of Executive Director by \$12,000 effective immediately made by Fred, seconded by Robert Moore. Motion passed without opposition.
16. Motion to adjourn made by Fred, seconded by Judy. Motion passed without opposition. Meeting adjourned at 11:30AM.

5/11/2020 Executive Director Report

- COVID-19 Response...most office staff are working from home while 4 call center agents, drivers, operations staff and I continue to come to the office. RCT is deemed an essential organization under Governor Scott's Stay Home/Stay Safe order; therefore, we were to remain open during the emergency order. New requirements are introduced almost weekly with each addendum, and we are diligent in meeting these safety requirements. Requirements include: all common areas including bathrooms be cleaned and sanitized three times per day, buses cleaned and sanitized three times per day and after each passenger, all onsite staff completing a health survey and temperature check (starting this week when our infrared thermometers arrive), wearing a mask if within 6 feet of one another. All drivers wear masks and gloves, and all passengers are required to wear masks. Drivers wear face shields when getting within 6 feet of a passenger. We have installed plastic shower curtains as a barricade around the drivers, and windows are left open during transport and cleaning to allow air circulation.
- Ridership is down to 10% of normal for demand response (Medicaid, E&D) and roughly 30% for other transit routes.
- We are incurring significant expenses, especially due to cleaning services, cleaning supplies and PPE, but all expenses related to COVID-19 are paid at 100% by the CARES Act.
- RCT has not laid off any employees. While this is the case, remote staff do not have 40 hours of work per week to complete; therefore, they are receiving the benefit of full time pay with fewer hours. Staff that are required to be onsite are receiving hazard pay due to the inherent risk of coming to the office and working with the public. The hazard pay is being paid for by the CARES Act.
- We have taken delivery of three new buses...two 20-passenger and one 30-passenger. We have two 12-passenger buses on order and will be receiving five 20-passenger buses from GMT as part of the transition. Our fleet will be in very good shape.
- The transfer of routes operated by GMT to RCT is still moving forward.
- The FY21 grant application has been submitted. In addition to the transferred GMT routes, additional CMAQ funding was also requested for a seasonal route in Burke centered around Kingdom Trails.
- Jonathan and Nick have been discussing and exploring an opportunity for RCT to relocate its operations to the NVU Lyndon campus. This is in the preliminary stages, but there are many advantages for RCT to relocate, including IT and janitorial support, onsite maintenance facilities, employee benefits.
- Nick responded to the NVU Johnson grad student that emailed the board about a transit app and suggested she contact GMT regarding the micro-transit pilot in Montpelier, which is basically what she was describing.
- We are currently searching for a new director of Human Resources, and Diane is helping us out remotely on a part time basis until the next person can be found.
- Lila Bennett has joined the staff as the Community Relations Manager. This is a position that was budgeted for FY20 and for which we received additional admin grant funds in our award. Lila will be handling many projects, including marketing, town appropriations, public outreach, etc.