



Rural Community Transportation, Inc.

1677 Industrial Parkway • Lyndonville, Vermont 05851

Phone: (802)748-8170 • Fax: (802)748-5275 • <http://riderct.org>

"COMMUNITY IS OUR MIDDLE NAME"

RCT Board of Directors Meeting
Monday, June 13, 2022 at 9:00 a.m.
Video and Teleconference

Present: Rob Moore, Karen Desrochers, Tin Barton-Caplin, Judy Nommik, Emily Rosenbaum, Jonathan Davis, Dan Sherman, Carole O'Connell
Clerk: Amy Obenauf, Jessy Pelow
Guests: Fred Saar, Tim Bradshaw

Meeting called to order at 9:05 a.m. by Rob Moore.

1. Introductions, Opportunity for Public Comment, and Modifications to the Agenda. No members of the public for comments. No modifications requested to the agenda.
2. Board retreat status, scheduling date and developing content. Rob noted that via the Doodle poll, September and October will be the best times for the Board retreat, with no specific date set at this time. He requested that the Board members communicate topics and activities for desired training and growth opportunities. Judy noted that future envisioning needs to be included. Emily recommended using the dates submitted and moving forward with scheduling training. Rob will send a last request for response about best times due by end of today this Wednesday.
3. Approval of Board meeting minutes of May 9, 2022. Judy moved that the minutes be approved, second by Tin. No discussion or corrections, all approved, minutes approved.
4. VTrans - Questions About Update. No questions. Tim noted that VTrans is working on continuing to find ways to incentivize volunteer driving.
5. Questions about Executive Director Update (see attached). Fred noted a motion is needed to remove Karen Desrochers as a signer on the RCT accounts and to add Dan Sherman as a signer as treasurer of the Board. Emily moved that this be done, second by Judy. Dan agreed to perform this task, all approved, motion approved.

Fred noted that the state public transportation bill was signed last week. Proactive steps were discussed concerning retaining volunteer drivers and the effect that a decrease in our volunteer numbers would have on the finances of RCT. As of July 1, Rob noted the GSA will be 62.5 cents instead of 58.5 cents to cushion the effect of high gas prices. Tim noted expenses could be used in lieu of the mileage reimbursement rate, and other such options are being explored, each with their pros and cons.

6. Committee Reports and Updates

Marketing Committee: Karen suggested that a community group among area agencies to work together on ideas. Jonathan suggested RCT explore working together with Calx, and wants to pursue internship with RCT over the summer. Dan agreed that RCT could focus on increasing ridership through organizations serving patients in its service area.

Personnel Committee: Tin reported that the last committee meeting was with Larry Lindquist (HR Manager). Larry outlined trainings planned for the management team. Rob noted that the survey performed by Greg Hessel suggested the need for that training. Emily opined that Larry is on top of this need and the committee does not feel the need to micromanage that training process.

Nominating Committee: No report.

Finance Committee Report and Finance Update: Rob noted the need for the Board to approve the most recent financial data. Fred shared the profit & loss summary through April 30, 2022. Tim reiterated the 20% recommended matching local dollars needs for agencies receiving federal dollars. Dan asked about Medicaid true-up at the end of the year and how that works. Fred shared the budget vs. actual report through April 30, 2022. Fred and Michael will send May's financials out to Board members in a few days, as they are typically ready by the 15th of the month. On behalf of the finance committee, Dan made a motion to approve the April financials, second by Rob, no discussion, all approved, financial reports accepted.

7. Other Business.

Tin asked Tim if he could provide information about the microtransit plans for the Morrisville Loop route. Tim shared that a feasibility study with software vendor VIA demonstrated that the current loop doesn't allow for medical appointments based on times of day it runs. A microtransit service would meet more needs and move to a demand-response model running from 8 a.m. to 5 p.m.. VTrans will put out an RFP for transit agencies wanting to move route portions to this model. Morrisville will benefit from an expanded geographic service area. The model has been studied; implementation will begin to be studied on July 1 and the study could take a year. Emily noted RCT's service area is the first rural area this would be tried in, versus Montpelier.

8. Executive Director Search Committee. Emily noted that the position has been posted and the committee is receiving applications. It will meet soon to develop a tool to be used to evaluate the applications. The committee is operating a pace that allows it to undertake the appropriate measures. Tim asked if VTrans could be involved in the interview process when it arrives. VPTA also normally participates and the committee will reach out to them. Tin noted that the posting was delayed in order to allow for time to meet with RCT staff in all three locations and solicit their ideas about the qualities of a future executive director.

9. Determination of Need for Executive Session per 1 VSA 313(a)(1)* Carole moved that there is a need to enter executive session at this time. Second by Emily, all approved, need established. Rob made a motion to enter executive session with Fred attending, second by Tin, all approved. Executive session entered at 9:53 a.m. Executive session exited at 10:37 a.m.

Adjourn. _____ made a motion that the meeting be adjourned; _____ seconded the motion. All approved, meeting adjourned at 10:37 a.m.

Next Meeting: July 11, 2022.

*Action item and/or Board Vote

Karen Desrochers, Secretary

Date



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Executive Director's Report May 9, 2022

During April RCT participated in the Federal Transit Administration's four-year review of VTrans oversight of the individual provider programs. TVT and RCT were selected by the FTA for more focused reviews. Review activities included providing documentation and participating in a virtual site visit.

In April the fiscal year 2023 budget was developed, reviewed and submitted to VTrans. Highlights of the budget include:

- A significant increase in the funding request for the E&D program
- Six new vehicles ordered under the FY23 budget
- Five new vehicles carried over from the FY22 budget (all have been ordered)
- \$192,000 requested for FY23 non-vehicle capital projects
- \$223,000 carried over from the FY22 budget for non-vehicle capital projects

Operations

We continue to be successful fulfilling our scheduled routes with no cancellations during April. The driver pool has stabilized, and we are discussing the need to address "spare" drivers. Sandy continues to do an excellent job developing the weekly schedule and adjusting when unexpected events occur.

There were no significant vehicle maintenance issues during the month.

Operations has started their driver refresher training with classes in St. Johnsbury and Morrisville, with Newport to be scheduled. The training is mandatory for all drivers. This course meets the FTA requirement for quarterly driver training.

Call Center

RCT's call statistics showed significant improvement in April with Shawna reviewing how calls are being handled within the system and working with the vendor on "tweaks" to the system. All of the statistics appear to be more reasonable and accurate.

Procurement

We are working to finalize a pilot of Wi-Fi equipment on the RCT buses.

Volunteer Drivers

Efforts continue to recruit new Volunteer Drivers. Jessy posted flyers in several location is St. Johnsbury and Lyndonville and posted an entry on Front Page Forum. VPTA will be running radio and TV ads and will be planning to emphasize volunteer programs across Vermont.

Financial Management

Larry reviewed the history of “finance managers” at RCT with the following results:

Denisha Burns	Temporary	Tenure undetermined
Larry Monseratte	Temporary	Tenure undetermined
Cheryl Bunnell	March 2001 – July 2019	
Jeff Mealey	September 2019 – November 2020	(14 months)
Sharon Kincaid	November 2020 – April 2021	(6 months)
Brian Picard	April 2021 – August 2021	(5 months)
Sharon Kincaid	August 2021 – September 2021	(2 months)
Michael Waterhouse	September 2021 - Present	

Given the turnover in RCT’s financial management in the 2½ years preceding Michael employment, we are discussing the possibility of retaining our current auditor for several additional years. We believe this would provide a solid base of reviews and reliable information for the future.

Summer Transportation Requests

We have started receiving requests to support summer activities. So far we have been contacted by the following:

June 9th -Town of St. Johnsbury – Downtown & Historic Preservation Conference – Breakout session in multiple locations with 200 – 300 participants expected.

June 27th – August 5th – Hire Ability Vermont annual training

July 10th – August 28th – Eight Sunday concerts at Dog Mountain

TBD – Town of Newport summer activities. Interested in transportation from remote parking lots to event site and back.

IRS Late Filing Penalty

We have not received and correspondence from the IRS regarding the late filing penalty.