



# Rural Community Transportation, Inc.

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*"COMMUNITY IS OUR MIDDLE NAME"*

RCT Board of Directors Annual Meeting

Monday, June 8, 2020, 9:00AM

Video and Teleconference

Present: Robert Moore, Linda Lyman, Russell Curtis, Justin (Tin) Barton-Caplin, Fred Saar, Jonathan Davis, Christine Dudley

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

Meeting called to order at 9:15AM by Russell Curtis

1. Introductions & Opportunity for Public Comment: No members of the public present.
2. Approval of May 2020 Minutes: Motion to approve by Fred, seconded by Linda. Motion passed without opposition.
3. Approval of April 2020 unaudited financials: Motion to approve by Russell, seconded by Christine. Motion passed without opposition.
4. VTrans Update by Tim Bradshaw: The FY21 grant award has been finalized. Rides 2 Wellness is up and running in Lamoille County. Like other state agencies, VTrans is running a large deficit and asking all public transit providers to return a portion of their state transportation grant. RCT is being asked for \$10,000 to be paid in July. VTrans is working hard to leverage CARES Act to provide operating funds at 100% Federal (no state or local match). Rob Moore inquired about VTrans potentially providing implicit bias training to staff and the board.
5. Executive Director Update: VPTA is finalizing the bid response for the new Medicaid NEMT contract, which is due on June 19. RCT was successful in obtaining multiple letters of support, including from Senator Kitchel and Representative Toll. In addition, Senator Kitchel inserted language into legislation which requires DVHA to explain how any decision other than awarding the contract to VPTA will not impact Vermont's public transportation system. The transfer of routes from GMT to RCT will occur on July 6. All RCT bus service (with the exception of the shopper routes) will resume on June 15. Bus capacity will be limited to 50% to allow for required social distancing. RCT has new financial liabilities, one due to the COVID-19 pandemic: VTrans will be asking for \$10,000 of the state grant to be returned in July. VPTA has overpaid RCT nearly \$146,000 this year due to an RCT accounting error. Both liabilities can be paid this fiscal year with little to no negative impact on cash flow.
6. Nominating committee & Director position vote: The Nominating Committee is recommending to the full Board not to reelect Bob Wilkins and instead nominate Jonathan Davis for the open full board position. Motion to elect Jonathan Davis to full voting Board position made by Christine Dudley, seconded by Linda Lyman. Motion approved with no opposition. Russell asked that suggestions for candidates to fill the now vacant alternate Board position vacated by Jonathan go to the Nominating Committee.
7. FY21 Committee Assignments: Discussion tabled until next Board meeting.

8. FY21 budget review and approval: Nick explained FY20 budget overages (payroll due to COVID-19 hazard pay and new positions, accounting due to CPA consultant being needed longer than expected). Russell asked for 403(b) participation levels and average contributions. Nick was asked to prepare options for employer contributions to staff's 403(b) accounts. Rob Moore moved to accept FY21 budget as proposed, seconded by Christine Dudley. Motion approved without opposition. Russell cautioned against making any large staff changes, such as hiring for new positions, until the Medicaid contract is awarded.
9. Old Business: Rob talked about prior implicit bias training provided to staff and the Board by VTrans. He suggested it was time for this again.
10. New Business: Christine called for ideas on how to honor Bob Wilkins long service to RCT as a Director. It was requested that Lila Bennett contact the Marketing/Development Committee.
11. Next Meeting: August 10, 2020.
12. Executive Session: None
13. Motion to adjourn made by Fred, seconded by Linda. Motion passed without opposition. Meeting adjourned at 10:17AM.

## 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.