



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, May 9, 2022 at 9:00 a.m.
Video and Teleconference

Present: Rob Moore, Carole O'Connell, Emily Rosenbaum, Doug Morton, Jonathan Davis,
Dan Sherman, Tin Barton-Caplin
Clerk: Amy Obenauf
Guests: Fred Saar, Larry Lindquist, Jessy Pelow, Tim Bradshaw

Meeting called to order at 9:04 a.m. by Rob Moore.

1. Introductions, Opportunity for Public Comment, and Modifications to the Agenda. No comments from public. Agenda modified to include vote on board officers with Nominating Committee report.
2. Approval of Board meeting minutes of April 11, 2022 and April 26, 2022*. Emily moved that the minutes be accepted of these two meetings, second by Rob. No discussion, all approved with one abstaining, minutes approved.
3. VTrans Update. VTrans thanked RCT for its participation in the FTA federal audit and its thorough provision of records leading to a successful audit. Grant applications have been received by VTrans and are being reviewed. An RFP is active toward seeking a new transit software vendor.
4. Financial Update. The Finance Committee met last Friday and reviewed April's finances and expectations for the fiscal year end. Third-quarter P&L statement shows a need to revise how RCT allocates resources to serve Medicaid recipients. Tim reviewed VTrans matching funds policies.
5. Executive Director Update. See attached report.
6. Committee Reports and Updates

Marketing Committee: Jonathan noted the committee is looking into providing an intern student from NVU as a resource to help with marketing activities toward ridership, employment, and potentially the volunteer program.

Personnel Committee: The Committee worked with Larry on a couple minor changes to the draft provided by staff. Emily moved to approve the handbook as presented with minor changes suggested by the Committee, second by Tin, all voted in favor, handbook revisions accepted and new employee handbook approved.

Nominating Committee: Committee work is ongoing to fill open board seats. The current slate put forward comprises Rob as president, Emily as vice-president, Dan as treasurer, and Karen as secretary. Jonathan moved that the slate be approved by the board to fill current vacancies, second by Doug. Rob noted that the annual meeting is to be held in June, at which point the by-laws require that officers be elected for the year, and that next month at said annual meeting, the committee intends to put forward the same slate of officers for the next year (July 1, 2022 to June 30, 2023). No further discussion, all approved, officer slate accepted to fill vacancies until the annual meeting in June.

Finance Committee: Jonathan made a motion on behalf of the Finance Committee that the March financials pending audit, as presented during the financial review earlier in the meeting, be approved, second by Rob. All in favor, the financial documents presented were accepted.

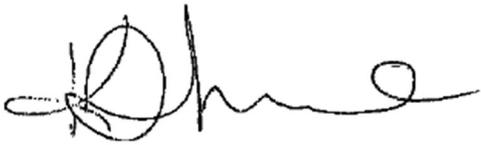
7. Board Retreat Date. Rob is working to find a consultant to facilitate a Board retreat this coming fall. In the meantime, Rob will coordinate with Tim and Fred for an expert from the State or VPTA to provide Board training on the basics of Open Meeting Laws and how they apply to the RCT Board and Committees.
8. Other Business. Amy and Rob reviewed tech support notes regarding use of board members' RCT e-mail accounts.
9. Determination of Need for Executive Session per 1 VSA 313(a)(1)* Rob moved that there is a need to enter executive session at this time. Second by Dan, all approved, need established. Rob made a motion to enter executive session with Larry Lindquist in attendance, second by Emily, all approved. Executive session entered at 10:09 a.m. Executive session exited at 10:32 a.m.

Tin made a motion that the board approve the job description as presented by the executive director search committee, with the addendum of a salary range of \$115,000 - \$130,000, contingent upon additional research in conversation with VTrans. Second by Doug, all approved, motion passed and job description approved by the board.

Adjourn. Rob made a motion that the meeting be adjourned; Doug seconded the motion.
All approved, meeting adjourned at 10:34 a.m.

Next Meeting: June 13, 2022.

*Action item and/or Board Vote



Karen Desrochers, Secretary

6/13/2022

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.