



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, April 10, 2023, at 9:00 a.m.
Video and Teleconference

Present: Emily Rosenbaum, Tin Barton-Caplin, Carole O'Connell, Tasha Willis, Dan Sherman, Jonathan Davis, Judy Nommik
Clerk: Jessy Pelow
Guests: Caleb Grant, Ross Macdonald, Mike Moore, Larry Lindquist

Meeting called to order at 9:00 a.m. by Emily Rosenbaum.

1. Introductions, Opportunity for Public Comment, and Modifications to the Agenda.
No members of the public for comments. No modifications to the agenda requested.
2. Committee Reports and Updates:

VTrans Update: See attached full VTrans report.

Ross shared that VTRANS has been working with RCT on the grant application. The deadline is April 19th.

Financial Update: Mike shared the current financial dashboard and budget numbers. He noted he is working with the Finance Committee to create the FY24 budget. He shared that he is working on time studies for correct cost allocation.

There was question about what we anticipate for loss aside from Medicaid. Caleb shared that we have a fixed cost understanding, but that there are unknown program related cost increases associated with Elderly and Disabled, Rides to Wellness, Rides to Recovery and service-related costs.

Mike said the RCT credit card principal agent needs to be updated from Fred Saar to Caleb Grant.

Judy made a motion to update the RCT credit card principal agent from Fred Saar to Caleb Grant. Jonathan seconded the motion. All approved.

Executive Director Update: See attached Executive Director report. Caleb stated that the RCT building security in Lyndonville has been updated with a keyless entry access system. The pole barn project is finalized, and the permit is underway. Caleb noted that he will address the underperforming routes at the May board meeting.

Marketing Committee: No update.

Personnel Committee: No update.

Nominating Committee: No update.

Finance Committee: No update.

3. Leadership Team Update: Larry Lindquist:
Larry updated the board with current staffing numbers. He noted that RCT is actively working with Northern Vermont University recruiting volunteer student drivers. There was the question of if having young drivers would affect RCT's insurance rates. Larry stated that he did not expect there to be an impact. RCT continues to use Indeed, RCT website, DOL, Front Porch Forum, Zip recruiter and Lyndon State College for posting job openings.
4. Bylaw Review Update: Tin reported that bylaw progress is underway, and he will have an update at the May meeting.
5. Conflict of Interest Update: The attached conflict of interest declaration was presented to the board for approval. This would be updated yearly or as needed. Judy made the motion to accept and approve the RCT Conflict of Interest Declaration as attached. Carole seconded the motion. All approved.
6. Board Positions: There is confusion about the current board positions listed. Dan noted that he was appointed by the Town of Waterford. There was conversation about Emily, Carole and Tin filling "at large" seats. These board positions will be corrected at the annual board meeting in June.
7. New Board Member Recruitment: There are two alternate member seats open. The board briefly mentioned outreach and advertising for board recruitment and a better understanding of diversity. Emily noted that diversity should be included in the strategic planning process and that the nominating committee will discuss outreach.
8. Climate Survey: The purpose of this topic is to gather employee feedback regarding the Executive Directors performance. The board discussed how and what they would like to use to accomplish this. Larry will research to determine what options would

be best and report at the May meeting. Caleb will construct the purpose of the survey and a list of questions he would like included. That information will be given to the Executive Committee.

9. Determination of Need for Executive Session per 1 VSA 313(a)(1) * No need for executive session.
10. Other: No other business.

Adjourn. Jonathan made a motion that the meeting be adjourned; Tin seconded the motion. All approved, the meeting adjourned at 10:20 a.m.

Next Meeting: May 8, 2023.

*Action item and/or Board Vote



Justin Barton-Caplin, Secretary

May 8, 2023

Date



Rural Community Transportation, Inc.

Executive Report

April 2023

Sugaring season is in full swing, and we are anxiously awaiting the newness of spring. RCT also feels the hum of newness with the potential for new vehicles and employees in the air. 2023 grant applications are due in April, and with it comes the promise of new possibilities and continued progress. Mud season brings its own challenges in the transportation world, but our numbers in all areas remain up, and we will make the rides regardless of the road conditions.

Rolling Stock

- 3 New Vehicles on order with chevy chassis switch due in July.

Fiscal Health

- VPTA anticipates distribution of the \$1.7 million to begin in the next few weeks

Staffing

- 3 new drivers
- 2 new call center representatives

Initiatives

- Micro-transit
 - RFP for software has been awarded to SPARE
 - We are working on timeline with the SPARE
- Pending Grant Applications
 - AARP- in collaboration with Kingdom Trails we applied for \$18k to promote and improve the crown
 - We were awarded \$5000 from the Vermont Community Foundation for the local match on strategic planning
- Remaining VTRANS capital projects
 - Rank order retainer consulting contract
 - Transit development plan
 - Johnson study
 - Strategic Planning
 - Rebrand Planning
 - Transitioning to marketing rank order
 - HVAC

- Pole Barn
 - New design
- Generator



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VTrans report for RCT Board Meeting for 04/10/2023

HBSS working with Tri-Valley Transit on their implementation. VTrans met with TripSpark formerly RouteMatch on the data conversion process for all the Vermont providers. We have them under contract to provide these services. VTrans consultant is drafting additional scope and fees to ensure we have technical support for the statewide implementation including RCT.

VTrans participated in the contract selection process for the RCT Microtransit RFP.

VTrans worked with RCT on a commitment letter to ensure they had adequate funding for increased unit costs for the purchase of three (3) cutaway buses. VTrans also provided RCT with guidance on the Washington State vehicle contract for them to purchase vehicle options. RCT is struggling getting reasonable delivery dates from vendors under the Vermont vehicle contracts.

Tim Bradshaw has provided his notice to VTrans. He has accepted a job at Green Mountain Transit, returning to his old position as Director of Rural Operations. He wants to thank RCT staff and the board of commissioners for all their hard work and dedication to providing friendly, efficient, accessible and fare-free transportation within the many communities they serve.

RCT continues to progress on upgrading their infrastructure to accommodate battery electric bus charging. VTrans is still waiting for confirmation from the vehicle manufacturer that the battery electric buses have been Altoona Test certified. It is a Federal Transit Administration (FTA) requirement that vehicles can't be purchased until they pass this safety inspection.





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A conflict of interest, or an appearance of a conflict, can arise whenever a transaction, or an action, of Rural Community Transportation conflicts with the personal interests, financial or otherwise, of that of a board member, or an immediate family member of a board member, or that the board member's employer (collectively "your personal interests").

Please describe below any relationships, transactions, or positions you hold (volunteer or otherwise), or circumstances that you believe could create a conflict of interest, now or in the future, between Rural Community Transportation and your personal interests, financial or otherwise:

_____ I have no conflict of interests to report.

_____ I have the following conflict of interests, or potential conflicts of interests, to report:

- 1.
- 2.
- 3.

I have reviewed Rural Community Transportation's conflict of interests of policy and I understand that it is my obligation to disclose a conflict of interests, or appearance of a conflict, to the chair of the board when a conflict, or appearance of a conflict, arises, and that for transactions in which I have a conflict, I will abstain from any vote on the matter involving the conflict.

Signature:

Date: