



## 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, July 11<sup>th</sup> at 9:00am**

Join the ZOOM Meeting

<https://us02web.zoom.us/j/83727982886?pwd=VjhUVTZJTzEwUzlTcDIUak5BSi8xZz09>

Meeting ID: 837 2798 2886 Passcode: 784105 646-558-8656 US (New York)

#### **Agenda**

- 9:00 Call to order, Introductions, Public Comment, and Modifications to the Agenda
- 9:01 Board retreat status -scheduling date and developing content
- 9:03 Approval of Board Meeting Minutes: May 9, 2022\*
- 9:05 Questions about VTrans Update
- 9:10 Questions about Executive Director Update (see attached)
- 9:15 RCT Staff Update – Sandy Thorpe
  - Overview of what the team does and how it relates to other teams (5 minutes)
  - Difficult or good things the team is working on (5 minutes)
  - Questions from the Board (5 minutes)
- 9:30 Committee Reports and Updates
  - 9:30 Marketing
  - 9:35 Personnel
  - 9:40 Nominating Committee
- 9:45 Finance Committee report and Financial Update
- 10:00 Other Business
- 10:05 Executive Director search Committee
- 10:10 Determination of Need for Executive Session per 1 VSA 313(a)(1)\*
- 10:10 Executive Session if Need is Determined\*
- 10:30 Adjourn\*

\*Action Item and/or Board Vote

Next Meeting: August 8, 2022



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## **Executive Director's Report July 11, 2022**

During June there was a focus on preparing the close the books on fiscal year 2022 and preparing to move into fiscal year 2023. While the yearend work was underway, we began planning and scheduling our upcoming Non-Vehicle Capital projects:

Chain-link Security Fencing – WE have quotations have selected vendor, and the project is on the schedule.

LED Lighting for the Parking Areas – The project is underway.

Chairs for the Conference Room – We ordered and received the chairs. Assembly is required.

Additional Security Cameras – Our original design included complete coverage of all the areas around the property, and the cost was too high. We are revising our requirements.

Replacement Computers – We have reviewed our requirements and have ordered the equipment.

Water Bottle Filling Station – We reviewed three units, selected one, and the installation is scheduled. The unit is a replacement for one of the existing water fountains and will not require any modifications or additional plumbing.

Office Light Switches – We have selected an electrician and the work is on the schedule.

Bus Wi-Fi Equipment – We are evaluating two different Wi-Fi routers. We have purchased two small, portable routers for use in smaller buses; the routers plug into the cigarette lighter and sit on a shelf at the front of the bus. We have purchased two Verizon Wi-Fi routers for larger vehicles; installation requires mounting an external antenna and connecting the router to the vehicles electrical system.

Bathroom Upgrade – Scheduled for late July.

### **Operations**

There were no service disruptions or significant vehicle maintenance issues during the month.

During June GMT contacted us about the possibility of taking their US2 midday route due to driver shortage. We currently have a morning and evening route while GMT does the midday route. We responded that we could accommodate their request; we did not go forward because GMT found another solution. RCT

should look at the existing routes and determine the viability of assuming all responsibility for the US2 routes. There is a possibility that it would lead to more effective vehicle utilization and increased Town support from Marshville and Plainfield.

We are considering adding the Central Vermont Medical Center in Barre to the 14/15 route. This is a morning and evening commuter route that would benefit from additional ridership, and one of the existing passengers is taking a new job at the Medical Center.

We continue to work on disposal of four older vehicles.

### **Call Center**

We added two additional staff members to the Call Center in June; both did very well during their training and were able to begin taking telephone calls in their third week.

We had one resignation in the Call Center in June.

### **Procurement**

We continue to work on the acquisition of the vehicles approved in the FT23 budget.

We applied for a Vermont Internship Program Grant to bring two interns into RCT for an eight-week internship. We did not receive the grant, and companies that were successful applicants were larger and could involve a much larger number of interns.

### **MicroTransit – Phase II**

The State contract with VIA includes two MicroTransit studies for participating providers; RCT Phase I study area was the Morrisville / Hyde Park area. During the Phase II study we will be looking at the Newport / Derby / Derby Line area. We have submitted the data for the requested by VIA but do not have the schedule for the study.

### **Gasoline Prices**

We have not had additional volunteer drivers indicate they planned to stop driving due to the cost of gasoline.

We did lose five volunteers during June; two had their vehicles totaled in accidents, one needs a motor replaced, one has an unspecified vehicle issue, and one move out of the area.

## **Summer Transportation Requests**

We have started receiving requests to support summer activities. To date we have planned the following:

June 9<sup>th</sup> - Preservation Trust of Vermont – We received positive feedback from the Trust on the services we provided.

June 20<sup>th</sup> – July 29<sup>h</sup> – Hire Ability Vermont Summer Program – Transportation continues.

July 10<sup>th</sup> – August 28<sup>th</sup> – Catamount Arts - Eight Sunday afternoon concerts at Dog Mountain

## **Miscellaneous**

Juneteenth – We have discussed Juneteenth and determined that we will not observe it as a holiday. It is not a state holiday and medical services are open. We believe the demand for transportation will be like and other day.

Partnering with Ambulance Services – We had a suggestion to contact CALEX and Lyndonville Rescue about the possibility of sharing rides. Michael Wright, the Executive Director of CALEX, responded they would not be interested based on the reimbursement structure and the fact it would take an ambulance and crew out of the area. Lyndonville Rescue did not respond.