

River Valley Transit Authority
Board of Directors
MREC, Third Floor Trade and Transit Center II
Williamsport, PA 17701
Tuesday, December 19, 2023 at 5:30pm

The Board of Directors of River Valley Transit Authority held its regular meeting on December 19, 2023. Mr. Noah Bower, Chairman, called the meeting to order at 5:30 p.m.

I. ROLL CALL

Board Members Present: Noah Bower, Max Moore, Richard Staiman, Chuck Crews and Solicitor Jill Nagy (Zoom), Marshall Welch (Zoom)

Board Members Absent:

Administration Present: Todd Wright, Garry Phillips, Chris Smith, Cameron Serafini, Ben Gair, Skip Cochran

II. EXECUTIVE SESSION

Chairman Bower noted an Executive Session will be held after the board meeting to discuss personnel matters.

III. APPROVAL OF MINUTES

Mr. Welch moved to accept the minutes of the Board of Directors meeting on November 15, 2023. Mr. Moore seconded. The motion carried.

IV. FINANCIAL BUSINESS

A. November Financial Report

Mr. Wright presented the November Financial Report and schedule of bills for approval. Mr. Staiman questioned Mr. Gair on how things in the finance department were progressing. Mr. Gair gave a positive update on the department. Mr. Moore motioned to approve the report. Mr. Staiman seconded the motion.

B. FY 2022 Audit Update

Mr. Wright updated the board on the FY 2022 Audit. Mr. Wright had a call with RKL regarding the audit. RKL had some questions with the RVTA's fixed assets. Mr. Wright noted that the draft audit should be completed by the 2nd week of January. The FY23 audit should be completed by the end of March.

C. Woodlands Bank LOC Resolution

Mr. Wright presented the board with Resolution Number 2023-06, authorizing the extension of a temporary increase for Woodlands Bank Line of Credit. The increase to \$4,500,000.00 will remain in place until March 31, 2024. Mr. Staiman made a motion to accept the resolution, Mr. Moore seconded the motion. The motion carried.

V. OPERATIONS REPORT

A. November Ridership / Operations Report / Marketing Report

Mr. Wright presented ridership and operations reports for November, he noted it is continuing on the same trend as last year. He noted this is most likely the new norm. Mr. Wright Token Transit is currently doing well. Mr. Wright noted there is a major repair on bus 1312. He noted that the marketing department participated in the 12 Days of Prize Rides in December. During the month of December RVTA will be selling 31-Day passes for \$20. Mr. Wright also noted that a draft of the annual performance report is included for review.

VI. UNFINISHED BUSINESS

A. Parking Agreement

Mr. Wright noted there is further update at this time.

VII. NEW BUSINESS

A. Strategic Plan Update

Mr. Wright reviewed the updated strategic plan. There will now be regular meeting within departments. He asked if the board would like to form subcommittees for each department. Mr. Wright stated that overall, the short-term goals are being met. One potential goal is switching to Modeshift for bus tickets. RVTA is currently on CATA's RFP to obtain this. He also noted that the Transit Development Plan will begin in March or April. Mr. Wright also stated the ATU and RVTA will begin negotiating a new collective bargaining agreement in January.

B. 2025-2028 TIP Update

Mr. Wright notified the board that RVTA submitted the required information for the update. The update covers capital, planning, and asset management. It will be submitted to the county the final week of December 2023. Ms. Nagy noted that the TIP can be updated as needed and she will review it. Mr. Staiman asked if there could be a work session for the TIP Update and capital projects. Mr. Staiman made a motion to accept the update. Mr. Crews seconded the motion. The motion carried.

VIII. PUBLIC COMMENT

No public comment.

IX. DATE OF NEXT MEETING

Tuesday, January 16, 2024 at 5:30 pm – Trade and Transit Center II in the Michael Ross Event.

X. ADJOURNMENT

Mr. Moore motioned to adjourn the meeting at 6:15. Mr. Welch seconded.