

River Valley Transit Authority
Board of Directors
MREC, Third Floor Trade and Transit Center II
Williamsport, PA 17701
Tuesday, March 19, 2024 at 5:30pm

The Board of Directors of River Valley Transit Authority held its regular meeting on March 19, 2024. Mr. Noah Bower, Chairman, called the meeting to order at 5:30 p.m.

I. ROLL CALL

Board Members Present: Noah Bower, Chuck Crews, Max Moore

Administration Present: Todd Wright, Chris Smith, Ben Gair, Steve Smith, Walt Treaster, Cameron Serafini, Stacie Elliftawi, Garry Phillips

Board Members Absent: Marshall Welch, Richard Staiman

II. EXECUTIVE SESSION

Mr. Bower announced there is a possibility there will be an executive session next week regarding property transfers.

III. APPROVAL OF MINUTES

Mr. Moore moved to accept the minutes of the Board of Directors meeting of March 20, 2024. Mr. Crews seconded. The motion carried.

IV. FINANCIAL BUSINESS

A. February Financial Report

Mr. Gair presented RVTA's financial report for February. The total operating expenses for January was \$6,575,436. Mr. Gair noted that it was 65.46% of RVTA's budget for February. RVTA's salaries for February totaled \$3,052,617. RVTA cut a total of \$413,776.75 in checks.

Mr. Wright noted that RVTA still has \$2,800,000 million available in ARPA funds. RVTA is awaiting property transfers for federal grants to be eligible.

Mr. Gair stated RVTA had \$434,933.33 in various bank accounts. The line of credit available for RVTA is \$14,814.46. Mr. Gair noted the line of credit expires at the end of the month. Mr. Gair noted RVTA is seeking to increase the line of credit from \$1,400,000 to \$4,500,000 and will remain in effect until September 30, 2024. Mr. Crews asked if the line of credit can be increased to \$2,500,000. Mr. Gair said that is possible and will be discussed with the bank.

Mr. Crews motioned to accept the February financial report and approve the current schedule of bills. Mr. Moore seconded. The motion carried.

B. FY 2022 Audit Update

Mr. Gair noted that the draft of the FY 22 Audit has been submitted.

V. OPERATIONS REPORT

A. February Ridership / Operations Report / Marketing Report

Mr. Wright presented the ridership for January. RVTA carried 67,139 passengers during February. 11,114 of those passengers were seniors. Mr. Wright presented the maintenance report for February, 7 mechanical road calls were made, 8 were non-mechanical. Mr. Wright also noted that all buses have been caught up on preventative maintenance for the month, and mechanics were servicing the vehicle lifts. Mr. Wright noted that RVTA's local match resolutions are being turned in and approved by the various municipalities. Mr. Wright discussed that RVTA is exploring the option of running service over to Water Tower Square, and there is the possibility of a new connector point for Loyalsock and Montoursville being set up.

Mr. Wright presented upcoming marketing promotions. RVTA will be installing new banners downtown at the Transit Center promoting seniors ride free, My Ride, Token Transit, Youth Passes, and the new rider conduct guidelines.

VI. UNFINISHED BUSINESS

A. Parking Agreement

Mr. Wright noted that he spoke with Ms. Mya Toon of the Lycoming County Government and Mr. David Kish of the Parking Authority for the county government to have parking spots in the Church Street Transit parking deck.

B. CDBG Request

Mr. Wright there has been no further information at this time.

VII. NEW BUSINESS

A. General Engineering Proposals

RVTA received two engineering proposals, one from LDG and one from KCI. Ms. Nagy advised that RVTA should award both contracts. KCI has FTA experience and LDG is a local engineering firm. Mr. Crews motioned to accept the proposals. Mr. Moore seconded. The motion carried.

B. Procurement Manual

Ms. Elliftawi presented RVTA's new procurement manual. This will ensure RVTA will be able to keep track of their finances and have a concise way to purchase items. Mr. Moore made a motion to accept the manual. Mr. Crews seconded the motion. The motion carried.

C. Advertising Policy

Mr. Wright presented RVTA's new advertising policy. RVTA has an ongoing advertising contract with Vector media. This policy ensures that RVTA will not break any set laws nor will cause offense to the general public. Mr. Crews asked if the contract with Vector includes bus shelters. Mr. Wight noted that the contract includes the shelters. Mr. Moore motioned to accept the policy. Mr. Crews seconded. The motion carried.

VIII. PUBLIC COMMENT

Mr. Bower thanked everyone at RVTA for their continued hard work.

Mr. Crews asked if their can be a training for operators and other RVTA staff to know the signs of mental health issues. Mr. Wright noted the potential new ambassador program will help with that and also help with knowing the signs of human trafficking.

Mr. Wright also noted that budget season is approaching and the proposed state budget will increase RVTA's budget by 1.8 million dollars. Mr. Wright noted that staff and board members should contact their local representatives to support the increased budget.

VIII. DATE OF NEXT MEETING

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

IX. ADJOURNMENT

Mr. Crews motioned to adjourn the meeting at 6:10 PM. Mr. Moore seconded. Motion carried. Meeting adjourned.