

**River Valley Transit Authority**  
Board of Directors  
MREC, Third Floor Trade and transit II  
Williamsport, PA 17701  
Tuesday, February 21, 2023 at 5:30pm.m.

The Board of Directors of River Valley Transit Authority held its regular meeting on February 21, 2023. Mr. Noah Bower, Chairman, called the meeting to order at 5:35 p.m.

**I. ROLL CALL**

**Board Members Present:** Noah Bower, Max Moore, Richard Staiman and Solicitor Jill Nagy

**Administration Present:** Todd Wright, Bethany Jones, Chris Clark, Garry Phillips, Steve Smith

**II. EXECUTIVE SESSION**

Chairman Bower noted an Executive Session will be held after the adjournment of the regular board meeting.

**III. APPROVAL OF MINUTES**

Mr. Max Moore moved to accept the minutes of the Board of Directors meeting on January 17, 2023. Mr. Richard Staiman seconded. The motion carried.

**IV. FINANCIAL BUSINESS**

**A. January Financial Report**

Bethany Jones presented the comprehensive financial report for January 2023 as well as presented the current schedule of bills for approval.

Mr. Max Moore moved to accept the November financial report as presented. Mr. Richard Staiman seconded, motion carried.

**V. OPERATIONS REPORT**

**A. January Ridership / Operations Report**

Mr. Todd Wright presented the January ridership report noting activity is stable and outperforming prior year statistics. Mr. Wright stated that the three outlining routes need to be looked at and in the future alternatives to fixed route might be an option. Mr. Staiman wanted to know why we were keeping the Lock Haven Link if it was under performing. Mr. Wright advised that he would reach to Clinton County to receive their thoughts on the route if we were to keep the route. Also, he explained to the board how Micro-Transit worked which is an option for those outlining routes. Jill mentioned that Altoona and Williamsport are the only two agencies in the commonwealth that doesn't have Shared Ride in house. No action was necessary.

**VI. UNFINISHED BUSINESS**

Secretary Initial \_\_\_\_\_

## **A. Strategic Plan**

Chairman Bower stated February 6<sup>th</sup> workshop did occur as planned with board members, management, PennDOT and other participants. Another workshop will be held on April 6<sup>th</sup> at 1:00pm. Noah stated he would touch based with Alexis to make sure everything is set up

## **B. Bus Shelters**

Mr. Chris Clark stated the Bus shelters went out for sealed bid but we only received one bid and it was late. Jill suggested we go back out for bid again.

## **VII. NEW BUSINESS**

### **A. Fastenal Parts Vending Proposal**

Mr. Clark gave a brief description of what the vending mechanics can do and how it would track items. Mr. Max Moore made a positive motion, second by Mr. Staiman, all approved.

### **B. Vehicle Ownership Transfer**

Mr. Wright explained that the vans RVTA currently owns and use for EMTA Shared Ride services are up for replacement but PennDOT would like to see EMTA own and replace them. These vans were bought with local funds. Mr. Staiman questioned how much would we get the vans. Jill stated If EMTA would sell them, all proceeds would come back to RVTA. Mr. Max Moore made a positive motion, second by Mr. Staiman, all approved.

### **C. Audit Services RFP**

Mr. Wright explained that we needed to send out RFP for Auditing Services. Our three agreement with RKL is running out. Mr. Wright recommend RVTA and EMTA send out an RFP together to procure Auditing services. Mr. Max Moore made a positive motion, second by Mr. Staiman, all approved.

## **VIII. PUBLIC COMMENT**

Mr. Wright gave update on the FTA Review. He stated that they have had two virtual conferences with FTA and all documents have been submitted

## **IX. DATE OF NEXT MEETING**

Tuesday, March 21, 2023 – at 5:30 pm – MREC, Third Floor - Trade and Transit II, Williamsport, PA.

## **X. ADJOURNMENT**

Mr. Max Moore moved the meeting adjourn at 6:10 p.m. Mr. Richard seconded. Motion carried.