

River Valley Transit Authority
Board of Directors Meeting Minutes
MREC, Third Floor Trade and Transit Center II
Williamsport, PA 17701
Tuesday, June 18, 2024 at 5:30pm

The Board of Directors of River Valley Transit Authority held its regular meeting on June 18, 2024. Mr. Noah Bower, Chairman, called the meeting to order at 5:26 p.m.

I. ROLL CALL

Board Members Present: Noah Bower, Chuck Crews, Max Moore, Richard Staiman, Jill Nagy

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

II. EXECUTIVE SESSION

An executive session was held at 5:00 p.m. to discuss real estate and personnel issues.

III. APPROVAL OF MINUTES

Mr. Moore moved to accept the minutes of the Board of Directors meeting of May 21, 2024. Mr. Crews seconded. The motion carried.

IV. FINANCIAL BUSINESS

A. May Financial Report

Mr. Gair presented RVTA's financial report for May.

Total expenditures through the end of the May 2024 total \$9,456,826 or 89.19% of our budgeted amount. Salaries expended total 85% of the budgeted amount or \$4,299,682 through the end May 2024. Para-transit salaries and benefits are a year-end entry from regular other salaries based on hours worked on ADA by the Compliance Officer.

The cash status report indicates \$622,124.77 available in various bank accounts. The line of credit currently has \$432,196.88 available for drawdown. The total line is for \$4,500,000 and currently \$4,067,803.12 is drawn on the line. Total interest expense on the line of credit for the month of May was \$25,217.54.

Checks cut since the last board meeting total \$205,283.72. The majority of the costs included consists of fuel purchases totaling \$60,989.60.

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

B. Audit Update

Mr. Wright said calls have been set up with Tim Kraft of RKL to review the audit. The 2022 audit will be presented to the city of Williamsport in July.

C. FY25 Administrative Salary Detail

Mr. Wright said the final preparations for the FY 25 budget will be completed including 2 percent raises for all employees. These raises are performance based. Mr. Staiman made a motion to accept the raises. Mr. Moore seconded the motion. The motion carried.

V. OPERATIONS REPORT

A. May Ridership / Operations Report / Marketing Report

Mr. Wright presented the ridership for May. RVTA carried 70,053 passengers during May. 12,144 of those passengers were seniors. Mr. Wright noted it has been a 7% increase. Mr. Wright presented the maintenance report for May, 42 road calls were made, 18 were mechanical, 21 were non-mechanical, and 3 were accidents. Mr. Wright noted the maintenance department is on track with their preventative maintenance schedule. Two bus operators retired and 3 new operators are currently in training.

RVTA will be conducting customer satisfaction survey in July. RVTA will be operating an express bus for the Hughesville Fair from July 10-20.

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

A. Cummins Repair RFP

Ms. Elliftawi presented an RFP for Cummin’s Inc. This will cover bus engine and component repairs and overhauls. RVTA will receive a 30% discount for all parts with this agreement. The contract has been awarded for three years. Mr. Moore made a motion to accept the contract. Mr. Crews seconded the motion. The motion carried.

B. Fleet CNG tank Inspections/Repairs

Ms. Elliftawi presented an RFP for Susquehanna Fire Protection Company for the Amerex fire suppression system and component repairs and overhauls. Susquehanna Fire Protection Company was the only bidder for this project. RVTA will receive a 10% discount due to Susquehanna being a member of the Costars program. They will be utilized for RVTA’s Fleet CNG tank inspections and repairs. The total cost for the repairs will be \$45,000.00. Mr. Crews made a motion to accept the contract. Mr. Moore seconded the motion. The motion carried.

C. Avail Training

Mr. Wright stated that some employees will be participating in training provided by Avail Technologies. This will help employees learn the different aspects of Avail that operate on RVTA's vehicles. The total cost is \$8,700.00. Mr. Staiman made a motion to accept, Mr. Moore seconded the motion. The motion carried.

D. Appointment to Pension Board

Mr. Wright noted that a member of the RVTA Board of Directors needs to be a part of the pension board. Mr. Crews was nominated as a member of the board. Mr. Moore made a motion to accept the nomination. The motion carried.

VIII. PUBLIC COMMENT

IX. DATE OF NEXT MEETING

Tuesday, July 16th, 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 5:50 PM. Mr. Crews seconded. Motion carried. Meeting adjourned.