

River Valley Transit Authority
Board of Directors Meeting Minutes
MREC, Third Floor Trade and Transit Center II
Williamsport, PA 17701
Tuesday, September 17, 2024 at 5:30pm

The Board of Directors of River Valley Transit Authority held its regular meeting on September 17, 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, Richard Staiman, Feif Gallagher, Solicitor Jill Nagy (Zoom)

Administration Present: Todd Wright, Chris Smith, Steve Smith, Cameron Serafini, Garry Phillips, Sam Polys, Jennifer Steigelman (GFS Services)

II. EXECUTIVE SESSION

Session followed the board meeting.

III. APPROVAL OF MINUTES

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

IV. FINANCIAL BUSINESS

A. August Financial Report

SUMMARY REPORT

Total expenditures through the end of the August 2024 total \$1,998,609 or 18.83% of our budgeted amount. Salaries expended total 22% of the budgeted amount or \$1,043,362 through the end August 2024. One item to note as it relates to salaries, due to the Little League World Series our payrolls for August are the two largest payrolls for the year. The percentage of budget used will “smooth out” as we progress thru the year. Miscellaneous expenses are high due to recent training sessions on the Avail software that cost approx. \$9,000. Interest expense is high as we had a difficult start to the year as it relates to cash flow; to meet the organizations obligations, the Line of Credit needed to be increased an additional \$500,000 and those funds were drawn. However, we will see a significant decrease in interest incurred on the Line of Credit when the ARPA/Technical Grant funds are received.

CASH STATUS REPORT

The cash status report indicates \$779,768 available in various bank accounts. The line of credit currently has \$42,127 available for drawdown. The total line is for \$5,000,000 and currently \$4,957,873 is drawn on the line. Total interest expense on the line of credit for the month of July was \$30,501.67 and total interest expense for August was \$35,138.73.

CHECK APPROVAL

Checks cut since the last report at the July Board Meeting total \$1,215,112. The check run consisted of significant payments to Blackbaud (\$27,771 – accounting software renewal), Government Finance Solutions (\$23,308), various fuel purchases, SAFTI (\$52,569 – First Quarter Worker's Compensation) and Geisinger (\$503,802 – covering 3 months of Health Insurance).

RECEIVABLES

Since the meeting in which we last discussed Receivables (the July Board Meeting) we have received the anticipated Capital funds for vehicles that had been purchased in 2022 and never submitted for reimbursement; this receipt totaled approx. \$300,000. We have also recently received approx. \$1,040,000 for the first two months of the 24-25 Operating Grant funds. Future anticipated receivables are as follows:

ARPA Technical Grant	\$2,800,000 - should be received in the next 3 weeks
September 24-25 Operating	\$519,803 – should be received in the next 3 weeks
Remaining 23-24 Operating Grant	\$2,647,612 – will be received approx. 4 weeks after audit submitted to PennDOT

Mr. Crews made a motion to accept the financial report. Mr. Moore seconded. The motion carried.

B. Audit Update

Ms. Steigelman noted that she is currently working on identifying base year balances. RVTA's finance department met with the City of Williamsport to review items still owed by the city to RVTA.

V. MANAGERS REPORT

A. August Ridership / Operations Report

RVTA transported 72,454 riders during the month of August of those 72,454 riders, 11,919 were senior citizen riders. RVTA operated the Little League Express during the month August, RVTA transported 3,067 passengers on that route. RVTA continues to utilize Token Transit for mobile fares, 10,095 passengers used Token Transit. 28 road calls were performed during August, of those 11 were mechanical and 1 was an accident. 3 drivers are going for their CDL's. The annual PPTA fall conference took place in Pittsburgh, 4 RVT employees are attending.

VI. UNFINISHED BUSINESS

No unfinished business to report.

VII. NEW BUSINESS

A. Avail Overview

Mr. Serafini presented an overview of the Avail and Optibus systems for the RVTA board.

B. Shared Employee Agreement

Mr. Wright presented an agreement between RVTA and EMTA to utilize a shared employment agreement for Robert Simmons. Mr. Bower made a motion to have Ms. Nagy and Mr. Wright execute this agreement. Mr. Moore seconded the motion. The motion carried.

VIII. PUBLIC COMMENT

No public comments

IX. DATE OF NEXT MEETING

Tuesday, October 15, 2024 – Trade and Transit Centre II

X. ADJOURNMENT

The meeting was adjourned at 6:19 pm.