

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

The Board of Directors of River Valley Transit Authority held its regular meeting on November 19, 2024. Mr. Noah Bower, Chairperson, 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 (via Zoom)

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

II. EXECUTIVE SESSION

No executive session held.

III. APPROVAL OF MINUTES

Ms. Gallagher noted an amendment should be made to the October minutes. The amendment was approved. Mr. Crews moved to accept the minutes of the Board of Directors meeting of September 17, 2024. Ms. Gallagher seconded. The motion carried.

IV. FINANCIAL BUSINESS

A. October Financial Report

Ms. Steigelman presented the financial report for October. Expenditures for the month of October totaled \$3,545,445 or 33% of the budgeted amount. Salaries amounted to \$1,453,925, including a \$34,760 longevity payout. Ms. Steigelman noted the line of credit increased in October by \$500,000. In November, the line of credit was reduced to \$2,200,000 with the receipt of the ARPA/CARES Act funds on October 31st. RVTA's cash status indicates \$520,396 in bank accounts. The interest expense of the line of credit totaled \$37,943. The line of credit rate is currently at 8.25%. Checks cut for October totaled \$692,928, of that \$175,540 was for Geisinger Health Insurance, fuel totaled \$69,202, Government Financial Solutions totaled \$42,069, RISK Program totaled \$31,166, SAFTI Pool totaled \$32,121, SAFTI Workers' Compensation totaled \$30,296. Operating Grant Funds totaling \$519,803 were received on November 14th.

Mr. Moore made a motion to accept the October Financial Report, Mr. Crews seconded. The motion carried.

B. Audit Update

Ms. Steigleman stated RKL has started the audit draft, Maher Duessel is helping RKL complete the audit. She is working to resolve and reconcile any requests that are submitted, these include fixed

assets, payables, receivables, and legal bills. The draft audit should be completed by the end of December.

C. Line Of Credit Resolution

Mr. Wright presented the resolution to increase RVTA's line of credit from \$2.2 million to \$4.3 million. The increase will remain until July 31, 2025, after which it will decrease to \$2.4 million. RVTA will apply the \$1.9 million from the PennDOT subsidy to the unpaid balance of the credit. The resolution will take effect November 19th, 2024.

Mr. Staiman made a motion to accept the resolution. Ms. Gallagher seconded the motion. The motion carried.

V. MANAGERS REPORT

A. October Ridership / Operations Report

RVTA's ridership for October totaled 73,685 passengers of those passengers 12,252 were senior citizen riders. RVTA's Token Transit passengers numbered 10,908. During October 12 mechanical road calls were made, and 7 non-mechanical road calls were made. Mr. Wright noted 2 new operators are beginning to drive on their own, and 2 more were hired to begin training. RVTA is currently subdividing the property from the City of Williamsport

Mr. Cochran presented the marketing campaign for December. RVTA will be promoting the "Bus Pass it Forward" campaign, as well as transit trivia on December 6th and 13th. New ride guides will be published in 2025. Ms. Gallagher asked if there is any way RVTA can include QR codes on the ride guides. Mr. Cochran noted that is something he is working on.

VI. UNFINISHED BUSINESS

A. Committee Updates

Mr. Wright noted the operations and planning committees combined and met on November 19th. The committees will meet quarterly.

B. Fuel Reimbursement Agreements

Mr. Wright presented a proposal to the board of implementing fuel reimbursements agreements. During Fiscal Year 2024 approximately 340,000 gallons of diesel and gasoline were used. RVTA used about 32,000 gallons of fuel. RVTA spends about \$15,000 annually to use the fuel pumps. The City of Williamsport, Lycoming County, and Old Lycoming Fire Department would be charged \$.15 per gallon. STEP Transit, WASD/STA, and the Parking Authority would be charged \$.20 per gallon. The reimbursements would bring in about \$55,000 in revenue. The agreement would be implemented in January 2025.

Mr. Staiman made a motion to accept, Ms. Gallagher seconded. The motion carried.

VII. NEW BUSINESS

A. Transfer of Bus 1401 – MCI Coach Bus

Mr. Wright presented a proposal to transfer the 2015 MCI D-4500 45' CNG Motor Coach bus to Westmoreland Transit Authority. The bus is rarely utilized by RVTA. All proceeds from the funding of the bus will be returned to PennDOT.

Mr. Staiman made a motion to accept the approval. Mr. Crews seconded the motion. The motion carried.

B. Security RFP Award

Ms. Elliftawi presented the completed RFP for a security detail at the Transit Center. Protective Services Inc. was awarded the RFP. The company was chosen based on cost, experience, and locality. The cost would be approximately \$960.00 per week.

Mr. Crews made a motion to accept, Ms. Gallagher seconded the motion. The motion carried.

VIII. PUBLIC COMMENT

A brief discussion was held on the status of board expansion bylaw amendments currently in the hands of City Council.

IX. DATE OF NEXT MEETING

Tuesday, December 17, 2024 – Trade and Transit Centre II – meeting canceled.

X. ADJOURNMENT

The meeting adjourned at 6:30 pm.