

# River Valley Transit Authority

## Meeting Minutes

June 8, 2022

**Members Present:** Noah Bower, Max Moore, Chuck Crews and Trisha Marty. *Absent: Richard Staiman.*

**Administration Present:** Adam Winder, Todd Wright, Nicole Farr and Renee Smith.

**Others:** Jill Nagy with Summers Nagy Law Firm and Deb Schneider with Wells Fargo.

Mr. Bower called the meeting to order at 5:36

**Item # 1: Approval of May 17, 2022 meeting minutes:**

Ms. Marty made a motion to accept the minutes as presented, seconded by Mr. Moore, with all ayes the motion carried.

**Item # 2: Resolution #2022-015 – Pension plan for RVTA employees:**

Mr. Winder reviewed the information presented to the board and stated that this resolution would allow him to sign and keep moving forward with the pension information for RVTA. Each employee has met with Deb Schneider of Wells Fargo to go over their options to best determine which plan they should select. Don Boetger with Definiti, is the actuary that we have been working with to finalize this information.

Ms. Nagy stated that this plan is identical to the current city plan that all employees are under. Monies will be moved from the cities plan to RVTA and vice versa to help facilitate this.

Ms. Schneider stated that we are behind the eight ball with the time frames set forth and we are working with Empower to help set up these plans. This process normally takes 60-90 days to complete and we are trying to expedite it. We need authorized individuals to approve the paperwork/signature sheets. We are trying to keep this process going as fast as we can and streamline all aspects and complete it as soon as possible, thus having Mr. Winder sign all paperwork accordingly.

Mr. Winder said that the employees have some options to consider and that decision determines which program they will be in.

Ms. Marty made a positive motion, seconded by Mr. Moore, with all ayes the motion carried.

**Item # 3: Resolution # 2022-016 – Money purchase pension plan for RVTA employees:**

Mr. Winder stated that this pension is in design to have the employee still contribute the 5.5% and have RVTA contribute 7%. Ms. Schneider indicated that this is similar to 401K/403B plans with investment options and plan designs for each employee.

All new employees hired after July 1, 2022 will automatically be enrolled into this plan.

This plan gives each employee a five (5) year vested option. Under the cities plan you have to be vested for 12 years.

Mr. Crews made a positive motion for recommendation, seconded by Mr. Moore, with all ayes the motion carried.

**Item # 4: Resolution # 2022-017 – 457(B) Plan for RVTA employees:**

Ms. Schneider stated that this is an added benefit for each employee. No contribution from RVTA, strictly employee-based contribution.

Ms. Marty made a positive motion, seconded by Mr. Moore, with all ayes the motion carried.

**Item # 5: Resolution # 2022-018 – RVTA as a designated recipient:**

Mr. Winder stated that under Federal Transit law we are required to submit this for approval in order to continue to receive our FTA funding.

Mr. Moore made a positive motion, seconded by Ms. Marty, with all ayes the motion carried.

**Item # 6: Resolution # 2022-019 – MOU between RVTA and ATU Local 1496:**

Mr. Winder indicated that this resolution is to transition the current ATU contract from RVT to RVTA. Thus, allowing the transfer without opening the contract.

Mr. Moore made a positive motion for recommendation, seconded by Mr. Crews, with all ayes the motion carried.

**Item # 7: Resolution # 2022-020 – Assignment agreement between RVTA and the City of Williamsport:**

Mr. Winder indicated that agreement is to transition the union itself over to RVTA from the City of Williamsport. Ms. Nagy stated that we need to do this as a formality to acknowledge the union under RVTA.

Ms. Marty made a positive motion, seconded by Mr. Crews, with all ayes the motion carried.

**Item # 8: Resolution # 2022-021 – Travel policy:**

Mr. Winder stated this is mainly for travel procedures. When we go out of town for trainings, this is how they get reimbursed etc.

Mr. Crews made a positive motion, seconded by Mr. Moore, with all ayes the motion carried.

**Item # 9: Resolution # 2022-022 – Credit card policy:**

Mr. Winder stated that this outlines how/what employees can do to use credit cards with RVTa.

Ms. Marty asked if the credit cards that we use either get cash back or travel/air miles? Mr. Winder stated that as RVT, we have no credit cards, but once we have the account set up, we will look into that as RVTa.

Mr. Crews made a positive motion for recommendation, seconded by Mr. Moore, with all ayes the motion carried.

**Item # 10: Resolution # 2022-023 – Professional services contract with AssetWorks for a Fuel Management system:**

Mr. Warfel stated that this resolution is for a fuel management system. This is also in conjunction with the fleet management system as outlined in the following resolution. Both of these resolutions are similar and with the same company. The fuel management system proposal includes four (4) years of maintenance, same for the fleet management. This project was budgeted for in the CCA and this request was approved as an expenditure and we as RVT moving to RVTa are allowed to spend these funds. These are our systems for life, we just pay for the software. Our current system has outlived its current useful lifespan and this would replace our current system.

Mr. Crews asked if other transit agencies are using this system? Mr. Winder indicated that yes, (York) Rabbit and CAT are using this and we actually watched Rabbit Transit “go-live” with the program.

Mr. Warfel stated that this is under the GSA contract which means that the vendors have submitted their information to the state/federal and they have already competitively bid this item.

Mr. Winder stated that we included the mechanics on this program to get their thoughts and they like this. They believe that it will work for them.

Reports can be tallied on a daily, weekly monthly basis. Mr. Crews asked who currently does this job. Mr. Warfel stated that this helps to automate the streamline the process for the mechanics, finance and anyone who inputs information into the current system.

Ms. Marty made a positive motion for recommendation, seconded by Mr. Moore, with all ayes the motion carried.

**Item # 11: Resolution # 2022-024 – Professional services agreement with AssetWorks for a Fleet Management system:**

Mr. Warfel stated that this program will be able to tell us who fueled the vehicle, the mileage etc. and will also provide us with a breakdown of what needs to be completed for each vehicle in our fleet.

Mr. Crews made a positive motion for approval, seconded by Ms. Marty, with all ayes the motion carried.

**Item # 12: Resolution # 2022-025 – Procurement policy:**

Mr. Winder stated that this outlines the procedures when purchasing items. Under FTA guidelines anything under \$3500 does not require 3 quotes. Anything over the \$3500 does then require the 3 documented quotes and a purchase order.

We are in the process of creating a procurement officer position within RVTa to make sure that only one person is handling this process.

Ms. Marty made a positive motion, seconded by Mr. Crews, with all ayes the motion carried.

**Item # 13: Resolution # 2022-026 – Adopting the FFY23 Disadvantaged Business Enterprise (DBE) goal:**

Mr. Wright reviewed this information with the board and stated that we must have a goal/plan in place, because we are a direct recipient of Federal Transit dollars. We currently give 2% back to any DBE's.

This is necessary for our triannual reviews and they will look at this and our position and participation/goals.

Ms. Marty made a positive motion for adoption with minor administrative staff changes and/or corrections, seconded by Mr. Moore, with all ayes the motion carried.

**Item # 14: Resolution # 2022-027 – Authorizing RVTa's Title VI program:**

Mr. Wright reviewed this information and stated that we are direct federal recipients of transit dollars and we are required to have this comprehensive plan in place and this plan is submitted to the FTA for approval.

Ms. Marty made a positive motion for approval with minor administrative staff changes and/or corrections, seconded by Mr. Crews, with all ayes the motion carried.

**Item # 15: Resolution # 2022-028 – Naming authorized credit card users/signors on the Woodlands Bank account:**

Ms. Marty made a positive motion to approve the listed individuals as presented, seconded by Mr. Moore, with all ayes the motion carried.

**Item # 16: New Business:**

Mr. Winder brought forth an emergency resolution for signatures for the DOT Grants program that we have with the state. This document existed with RVT but we needed to define the positions and signors for RVTa.

Ms. Marty made a positive recommendation for approval, seconded by Mr. Moore, with all ayes the motion carried.

Mr. Winder presented to the board the new RVT A logo. This logo is more feasible to utilize on the clothing for all staff employees.

**Item # 17: Public Comments:**

N/A

Mr. Moore made a motion to adjourn the meeting, seconded by Mr. Crews. The meeting adjourned at 6:13pm.