**River Cities Public Transit**

**Board of Director’s Meeting Minutes**

**Wednesday October 26, 2022**

***8:00 am Large Conference Room & Virtually through Microsoft Teams***

Board members present in person: Kevin Hipple. Mitch Kleinsasser, Karen Gallagher, Eric Weiss, Greg Kenzy, and Kelly Hanson attended the meeting virtually. Hughes County Commissioner Randy Vance and Pierre City Commissioner Blake Barringer were absent.

RCPT staff present: Ron Baumgart, Andy Sharp, Brett Tschetter, Adam Sharkey, Shawna Sengelmann, Jennifer Arpan, Mallory Meier and Shellie Baumgart.

Kevin Hipple called the meeting to order.

**MINUTES:** Moved by Eric Weiss and seconded by Mitch Kleinsasser to approve the minutes of the July 27, 2022 meeting. All voted aye. Motion passed.

**FINANCIALS:** Shellie presented a balance sheet showing a bank balance of $2,610,359.52 as of September 30, 2022 and a profit loss report for October 2021 to September 2022 showing a net income of $1,071,252.77 that does not include any depreciation expense for the current year. These are unaudited financials. Shellie highlighted on a few items such as the ABT 20 month CD that was taken at American State Bank with a 2.7% interest rate. The American Bank & Trust number shows a negative number because of the sweep account we are using. On the profit loss report she noted Medicaid is down a little bit and that just depends on the riders using Medicaid for transportation so that will fluctuate. Sioux Falls income has increased but we will likely see a plateau. Expenses have increased due to the cost of goods like gas and payroll has gone up to be more competitive with the market.

Moved by Eric Weiss and seconded by Kelley Hanson to approve the financial reports. All voted aye. Motion passed.

**Add Vehicle to Fixed Asset List**

**#BB6 2023 IC 84 Pass VIN 4647 $157,126**

Moved by Mitch Kleinsasser and seconded by Karen Gallagher to approve the changes to the asset list. All voted aye. Motion Passed.

**Remove Auctioned Vehicles from Fixed Asset List**

**#49A 2014 Ford Champion 14&2 $13,000**

**#144 2009 Dodge Caravan $2,400**

**#112 2004 Bluebird 84 Pass $3,000**

Moved by Mitch Kleinsasser and seconded by Karen Gallagher to approve the changes to the asset list. All voted aye. Motion Passed.

Approve Update to drug and alcohol policy- Mallory Meier will be replacing Shellie Baumgart as a Program Manager. Shellie will continue to work with the drug and alcohol policy.

Moved by Karen Gallagher and seconded by Kelly Hanson to approve the change to the Drug and Alcohol Policy. All voted aye. Motion Passed.

FY 2023 Formula 5311 and 5339: Ron informed the Board the DOT has released a rough copy of the FY2023 Formula 5311 and 5339, when those numbers become available Ron will sign the agreements and move forward with the procurement process where necessary.

Moved by Mitch Kleinsasser and seconded by Kelley Hanson to approve the numbers for the FY2023 Formula 5311 and 5339. All voted aye. Motion Passed.

Add Adam Sharkey to the RCPT and Yankton Bank Accounts.

Moved by Kelly Hanson and seconded by Karen Gallagher to approve the addition of Adam Sharkey as a signer on the RCPT and Yankton bank accounts. All voted aye. Motion Passed.

**DIRECTORS REPORT:**

Adam talked about DTA, he informed the board at the 2022 Dakota Transit Association conference our drivers took top three and six of the top ten placement spots. Max Voller got 1st place in the DTA Rodeo. Eric Peterson our Lead Driver received the Above and Beyond award.

Karen Gallagher suggested the board send a letter to the winners recognizing their accomplishments at DTA.

Moved by Karen Gallagher and seconded by Mitch Kleinsasser to approve acknowledging the driver placement and awards. All voted aye. Motion Passed.

Mallory talked about RCPT adding additional training to the already in place training. RCPT will now add a more detailed and longer training for their new hires to hopefully cut back on vehicle repairs.

Adam and Mallory visited Martin, SD last week per DOT request. Martin has recently cut services with Prairie Hills and would be interested in RCPT providing services for veterans and out of town medical appointments.

Brett talked about the CDL Training he has been providing to the City of Pierre. He has been training two people and both have passed so far in the last month. More training will be coming with the City of Pierre Department hopefully helping us build a training program for future use.

RCPT is planning on moving from a SIMPLE IRA to a 401K plan. This will help keep employees due to the increased percentage match the vesting period.

Moved by Karen Gallagher and seconded by Mitch Kleinsasser to approve switching to a 401k. All voted aye. Motion Passed.

Ron discussed that Sioux Falls is leveling off on rides and we do not plan to have an increase, we have leased the back lot to have more parking areas, and we have done some rebranding in Sioux Falls, we have a new logo with our corporate name Community Coordinated Transportation System.

Eagle Butte tribal office is working on an RFP to continue services. We have high hopes our bid will win due to the fact we manage it already and do the NTD reporting.

RCPT received extra funding in 5339 for the Highmore facility, bidding is this week.

We were not successful on the Pierre remodel and bus barn grant applications. There were too many requests than funds available. We will try again next year.

Christmas Party is December 3rd at 5:30pm in the large conference room at transit.

The new message sign has been installed in the back parking lot and is in operation.

We have vehicles that are ordered that we haven’t received VIN numbers for, there is a long back log.

**Next Meeting Date:** The next meeting is January 25, 2023.

Ron thanked the Board for their support.

**Adjourn:** Moved by Karen Gallagher and seconded by Eric Weiss to adjourn the meeting. All voted aye. Motion passed.

Minutes by Mallory Meier