**River Cities Public Transit**

**Board of Director’s Meeting Minutes**

**Wednesday February 1, 2023**

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

Board members present in person: Kevin Hipple, Hughes County Commissioner Rob Fines, Pierre City Commissioner Blake Barringer, Gary Grittner, and Mitch Kleinsasser. Fort Pierre City Council Member Greg Kenzy, and Aaron Fabel attended the meeting virtually. Karen Gallagher, Kelly Hanson, and Eric Weiss were absent.

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

Kevin Hipple called the meeting to order.

**Audit Presentation- Kinner & Co.**

Nathan Kinner from Kinner & Co. went over RCPT audited financials for FY2022.

Moved by Mitch Kleinsasser and seconded by Rob Fines to approve the audited financials. All voted aye. Motion passed.

Board requested an Action Response to findings on audited Financials as well as a walk through of the building and a Board Training for new and current members at the next Board meeting in March.

**MINUTES:** Moved by Blake Barringer and seconded by Mitch Kleinsasser to approve the minutes of the October 26, 2022 meeting. All voted aye. Motion passed. (Gary Grittner abstained since he was not at the meeting.)

**FINANCIALS:** Shellie presented a balance sheet showing a bank balance of $2,519,133.34 as of December 31, 2022 and a profit loss report for October 2021 to December 2022 showing a net income of $84,707.77 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 that City of Pierre looks higher due to a voucher being received in the new fiscal year, the same amount was received as last year. Expenses have increased due to the cost of goods like fuel and payroll has gone up to be more competitive with the market.

Moved by Mitch Kleinsasser and seconded by Blake Barringer to approve the financial reports. All voted aye. Motion passed.

**Add to FY2022 Fixed Asset List**

Dell Power Edge R540 Server $19,062.68

 Puetz Architecture Fees Highmore Building Work In Progress $34,000

 Puetz Architecture Fees Pierre Remodel Work in Progress $8,500

Puetz Architecture Fees Bus Barn Work in Progress $15,300

 M&R Signs Exterior Sign Deposit $15,653.33

Moved by Mitch Kleinsasser and seconded by Blake Barringer to approve the additions to the fixed asset list. All voted aye. Motion Passed.

**Approve Update to drug and alcohol policy**-

 Drug and Alcohol Policy- Addition of another SAP

Inclement Weather Policy Update

Employee Handbook Updates- CDL Expectations for new employees, and expectations with Women Prisoners not at RCPT

Standard Operating Procedures Manual Update- Updated training to twenty-four hours to help with on-street driving. Added Credit Cards as an option of payment.

Moved by Rob Fines and seconded by Gary Grittner to approve the changes to current policies. All voted aye. Motion Passed.

**Removal of Brett Tschetter to both the RCPT and Yankton bank accounts.**

Moved by Blake Barringer and seconded by Rob Fines to approve removing Brett Tschetter as a signer from bank accounts. All voted aye. Motion Passed.

**Approve Resolution for Sioux Falls Coordination Project grant Application.**

This is a grant application for 5310 Urban funds. RCPT is operating in Sioux Falls as a paratransit for LifeScape and Dakotabilities. This gives us the opportunity to request 5310 funds. The funds we are requesting through this grant is funding for two additional buses and $100,000 in Operating.

Moved by Mitch Kleinsasser and seconded by Blake Barringer to approve Kevin Hipple signing the resolution for the SFCP grant application. All voted aye. Motion Passed.

**DIRECTORS REPORT:**

Ron and Mallory discussed how the Pierre remodel is moving forward. This grant was originally set up in 2019. Because of Covid and other changes we are updating our current dispatch location keeping in mind the future remodel. Therefore, RCPT has currently purchased desks, chairs, partitions, and computer monitor desk clamps for the dispatch area through that grant. Those have all arrived, we are now working on updating the kitchen area with new cupboards, sink, refrigerator and hot water heater to use up more of the grant.

Adam spoke about a conference in Washington DC that resulted in lots of great knowledge and networking about current workforce issues. Ron and Mallory also attended.

RCPT along with other South Dakota transit providers hosted a reception in Pierre for Legislators last week. We served dinner and visited about what each transit agency is doing.

Adam talked about the update to the Shah App. RCPT has just finished testing Phase 1 and getting ready for Phase 2. Phase 2 consists of Shah Software working in the background of the app getting the fare side correctly. Then we will pick a few regular riders to try the app and work towards phase 3.

Adam talked about training on the new safety equipment. New AED’s have been ordered for out-of-town routes. We also have ordered multiple choking devices from LifeVac to help those on our buses. He read a letter from Dan & Paulette Petersen thanking RCPT staff and management for condolences received for their recent loss and commended them for their reaction by implementing choking rescue devices in the buildings and vehicles.

Ron talked about the amendment to the 5311 budgets. There has been an additional funding of $398,203.29 to the 5311 budgets.

Moved by Mitch Kleinsasser and seconded by Blake Barringer to approve the amendment for addition funding. All voted aye. Motion Passed.

Ron hit on a few building projects. Highmore Project was awarded to First Dakota Enterprise due to be done in September. Projects original cost was around $600k and now is $1.19 Million. The “Bus Barn” was not funded on the last grant. We are going to try again on this new grant opportunity. We will need more letters of recommendation from community members. We are also tossing around the idea of adding solar panels to the building. Ron asked Blake if he knew how the airports solar energy panels are working. Blake has said only good things.

Ron asked if it was ok to send the SDDOT the names and contact information of the Board because the SDDOT has asked for this information. No one had a problem with sharing their information.

**Next Meeting Date:** The next meeting is March 29, 2023.

Ron thanked the Board for their support.

**Adjourn:** Moved by Blake Barringer and seconded by Mitch Kleinsasser to adjourn the meeting. All voted aye. Motion passed.

Minutes by Mallory Meier