

RUSK COUNTY TRANSIT COMMISSION
Regular BOARD Meeting
Friday, Oct 4 ,2024

Dave Willingham, Board Chair, called the meeting to order at 9:00 a.m.

Roll call-Commissioners present: Dave Willingham, Jennifer Shearer, Christine Newkirk, John Moore, Jeremy Jacobs

Excused Absence: Pete Boss, Al Hraban, Suzanne Vohs, John Hoover

Also Present: RCTC's Transit Manager, Sheryl Kisling-Werner, Tonya Sweeney, RC Fiscal Coordinator

The quorum was met.

APPROVAL OF MEETING MINUTES: Aug 16, 2024- approval moved to Dec 6th meeting

FINANCE COMMITTEE RECOMMENDATIONS: Boss

2007 WisDOT Audits: Rusk County noticed our agency that the 2007 audit invoice now has a collection notice included. Next steps will be discussed at the next Finance Committee Meeting.

2023 Financial Audit: CliftonLarsonAllen LLP gave presentation to Finance Committee on Sept 27, 2024. Per the audit notations with reviewing the last 5 years the agency has been positive overall. The same material weakness of managing segregation of duties was noted but hard to correct due to such a small staff. The Finance Committee presented the idea of implementing a compliance piece to the Financial Audit, discussion was to be held with Rusk County Finance on this idea. Future audit presentations will be given to the full Board of Commissioners.

2025 Draft Budget: A motion by Jacobs and seconded by Moore to authorize the Finance Committee to fine tune and approve the 2025 Budget to allow clerical work to begin transportation grants with WisDOT, carried.

Snowplowing Maintenance Shop: Per the Committee it was suggested to use current vendor. Discussion was held. The Transit Manager will meet with the vendor.

Fiscal/ HR Gen: A Personnel Committee meeting was held on Aug 20th regarding this position. This position was filled 9.30.2024, training began with guidance from Rusk County's Fiscal department.

FINANCE REPORT: Sweeney

PAYABLES/BANK REC/CREDIT CARD REVIEW: Per Transit Manager, Boss, had only vendor identity/use questions.

2024 YTD FINANCIALS

Yr to Date 08/31/2024 Revenue and Expense report were reviewed

- 8110— Transit (5311/85.20)- shows a negative fund balance of \$ 114,152.19
- 85.21 Drivers Escort- shows a positive fund balance of \$ 103,079.85
- RC Trust Fund positive balance of \$ 79,007.99
- 10% Holdback from 2015-2022/ 85.20 grant funds are \$ 205,295
- Current Advances owed to Rusk County \$ 0
- 2024 Total Pending 85.21 Grant \$ 0
- 2024 5311-85.20 Total Pending Grant funds- \$ 265,034.00

A motion by Shearer and seconded by Jacobs to accept the finance report as given, carried.

Transit Manager- Kisling-Werner

Return-to Work Drug and Alcohol Policy: Discussion was held on the change to a new policy. A Policy Committee meeting was set for Oct 25th to compose a policy by using a template from WisDOT. The Transit Manger will send the first draft to the committee for review prior to the meeting with supporting documents.

Mandated 85.21 Program Public Hearing Slated Nov 6th 9am-11am: Board was notified of time and date.

Volunteer Driver Program Appreciation Banquet: Save the date was distributed to the Board.

Accident Claim – Transit Manger stated a bus driver hit a residence's well pump when picking up a rider. The contractor's repair estimate was \$ 1,800.00. Most of the damage was underground so the contractor was not able to clearly see the full extent of the damage, so a claim was sent due to these facts. The driver was given a re-training by the Driver Trainer to help with understanding the distances to/from objects and for us to see what other issues were in play.

Vehicle Delivery: the third bus was delivered on 8.28.2024. Mechanic noted the wrong type of driver seat, but the back door leak was repaired by the vendor prior to its delivery.

Vehicle Disposal: Van 96 was sold for scrap and Bus 57 was sold on a third-party auction. The sum of \$4570.00 was deposited in the RC Trust Fund.

Chippewa County HHS Route Transportation Contract: was renewed for the transportation route into Cornell and Holcombe.

2024 Agency Compliance Audit: the kickoff will be in October and could run into December of 2024.

STAFF REPORT

1-PT- Driver resignation, 1-Fiscal/ HR Gen hired

SAFETY REPORT-Kisling-Werner:

ALL-Driver Training: Transit Manager held a meeting regarding rider securement and reporting protocol.

On-Board De-Escalation Training: scheduled 10.16.2024 with Driver Trainer / Safety Coordinator for both driver and Dispatch teams.

GRANT APPLICATIONS/BUDGETS-IF APPLICABLE-REVIEW/APPROVE:

2024- 5311 /85.20 WisDOT Grant Contract- received/ signed by RC County Board Chair/and returned to WisDOT per Transit Manager.

SmartSimple Software is the new software for WisDOT grant applications and management. Training will begin with the 85.21 Grant webinar, date and time not slated yet.

NEXT BOARD MEETING DATE SLATED: Friday, Dec 6th, 2024 at 9 a.m. RCTC's conference room

Next Finance Committee Meeting: Scheduled Nov 15 ,2024 at 9:00 a.m. @ RCTC

Adjourned at: 10:30 a.m.

Submitted by the Transit Manager, Sheryl Kisling-Werner

Reviewed by Dave Willingham, Board Chair