

RUSK COUNTY TRANSIT COMMISSION
Regular BOARD Meeting
Friday, Aug 16 ,2024

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

Roll call-Commissioners present: Dave Willingham, Jennifer Shearer, Pete Boss, Christine Newkirk, John Hoover, John Moore, Al Hraban

Excused Absence: Jeremy Jacobs, Suzanne Vohs

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

The quorum was met.

APPROVAL OF MEETING MINUTES: June 7, 2024

A motion by Hraban and seconded by Moore to approve the minutes of June 7th, 2024, carried.

Election of Board Vice Chair:

Nominations were opened by the Board Chair. Boss nominated Jeremy Jacobs; it was seconded by Moore. There were no objections. Nominations were closed. Chair called for a vote. The vote was unanimous for Jeremy Jacobs as Vice Chair of the Board, carried.

FINANCE COMMITTEE RECOMMENDATIONS: Boss

2007 WisDOT Audits: Boss gave the recap of the recent happenings regarding the 2007 Audit. A zoom meeting was held July 24th with WisDOT. Present at this meeting were Rusk County Finance Director, RCTC Finance Committee, Transit Manager and WisDOT Section Chief, and their Finance Dept heads.

WisDOT feels the invoice presented in 2011 regarding 2007 is valid. At the meeting it was stated RCTC does not approve the audit findings 2007.

Advice from RCTC's attorney on ways to approach the invoice's payment was outlined to the Board by Boss. No further action was taken on the next steps regarding the 2007 invoice.

Enterprise Admin Office Lease: a motion by Moore and seconded by Boss to approve the lease and have the Chair and Manager sign the lease document and return, carried.

ACH and Direct Deposit- Sweeney explained the change regarding the reimbursement payment process to the Volunteer Drivers. An ACH account/ direct deposit has been set -up. She stated the segregation of duties regarding this process were in place.

Procurement Support Vehicle- the Manager explained the need to replace the maintenance shop truck. WisDOT stated this would fall under a procurement process, and the plow and riggings could be bought with 85.21 Trust funds. Per the Manager, at this time RCTC has not received their 2024 capital grant, but once received the procurement process could start.

A motion by Hraban and seconded by Hoover to have the Transit Manager complete a procurement with WisDOT for a shop maintenance truck and approve the plow and riggings to be paid by the 85.21 Trust fund, carried.

Fiscal/HR Position Vacancy- discussion was held. Shearer was asked to assist the Personnel Committee.

A motion by Newkirk and seconded by Hraban to direct the Personnel Committee to help review and revise the current job description, set the wage rate and have the Manager start the recruitment process, carried.

FINANCE REPORT- Sweeney

PAYABLES/BANK REC/CREDIT CARD REVIEW- Hraban- after review payables were in order.

2024 YTD FINANCIALS

Yr to Date 06/30/2024 Revenue and Expense report were reviewed

- 8110—Transit (5311/85.20)- shows a negative fund balance of \$ 110,736.20
- 85.21 Drivers Escort- shows a positive fund balance of \$ 84,329.47
- RC Trust Fund positive balance of \$ 176,557.65
- 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- \$ 359,189.68

A motion by Hraban and seconded by Boss to accept the finance report as given, carried.

2025 Budget Update: Per Sweeney the 2025 Draft Budget was emailed to Rusk County regarding the local match needed for both Transit programs.

2023 RCTC Audit Update: Per Sweeney the last information requested for CLA was 8.13.2024. No further correspondence.

Transit Manager- Kisling-Werner

GTFS – General Transit Feed Specifications: the Manager explained the mandated GTFS data that was given to WisDOT. This data was for the City of Ladysmith designated route only. Future use of this data will be for customers with apps like “ Where is my Bus”.

Volunteer Vans Delivered- was 7.22.2024.

Bus Warranty Issues- the Manager explained the bus issues that were being addressed by the vendor. This included bad back door seals, wrong driver seat, lift installed improperly, interior lighting not secure.

Vehicle Disposal Guidelines: Per the Manager a review was done with Rusk County on the procedure of disposing of Transit vehicles that are leased by them. Per the Rusk County Finance Director, the process that was outlined was approved using a third-party auction site.

STAFF REPORT

1-PT- Driver retirement, 2 PT- Drivers hired, 1 PT Driver re-hired

SAFETY REPORT-Kisling-Werner:

Admin and shop fire inspections – NO Violations

Fire extinguishers use training was held with staff and vehicle fire extinguisher exchange was completed.

Driver Trainer Wheelchair Securement/ Incident Reporting Re-Training: was being slated for the Driver's meeting on August 21 after the rider incident was discussed.

GRANT APPLICATIONS/BUDGETS-IF APPLICABLE-REVIEW/APPROVE: none

NEXT BOARD MEETING DATE SLATED: Friday, Oct 4, 2024 at 9 a.m. RCTC's conference room

Next Finance Committee Meeting: Scheduled Sept 27th ,2024 at 9:00 A.M.

Adjourned at: 10:30 a.m.

Submitted by the Transit Manager



Reviewed by Dave Willingham, Board Chair