

RUSK COUNTY TRANSIT COMMISSION
Regular BOARD Meeting Minutes
Friday, August 1st, 2025

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

Roll call-Commissioners present: Dave Willingham, John Hoover, Pete Boss, Jennifer Shearer, Chris Newkirk, John Moore, Ashley Nelson

Excused Absence: NA

Also Present: Sheryl Kisling-Werner- Transit Manager and Tammy Loomis, Fiscal Coordinator/HR

Guests: none

The quorum was met.

APPROVAL OF MEETING MINUTES: Revision of April 4th, 2025 and June 6th, 2025.

A motion by Moore and seconded by Newkirk to approve the minutes for June 6th, 2025 and the revision of April 4th meeting minutes as written, carried.

Agenda Items – Willingham

DRAFT Virtual Meeting Policy-

A motion by Newkirk and seconded by Shearer to approve the Virtual Meeting Policy as written, carried.

Reserve Funds / Payables: Discussion was held. It was the consensus of the Board to have Willingham, Boss, Werner, Shearer to meet with Rusk County regarding the transfer of the reserve funds to RCTC and review the 1st and 2nd Quarter administrative service invoices.

Open Savings Account: Discussion was held.

A motion by Hoover and seconded Moore to approve and authorize the Transit Manager to open a savings account for Rusk County Transit Commission, carried.

Finance Committee Report: Boss : none

FINANCE REPORT: Loomis

PAYABLES/BANK REC/CREDIT CARD REVIEW: Nelson – all payables reviewed were in order

2024 CLA Audit Status- at this time all the information they have requested has been submitted.

2025 YTD FINANCIALS

Yr to Date 6/30/2025 Revenue and Expense report were reviewed

- 8110—Transit (5311/85.20)- shows a negative fund balance of - \$ 274,475.84
- 85.21 Drivers Escort- shows a positive fund balance of \$ 107,799.07
- RC Trust Fund positive balance of \$ 41,942.93
- Reserve funds from 2019-2024/ 85.20 grant funds are \$ 147,459.40
- Current Advances owed to Rusk County \$ 78,101.00
- 2025 Total Pending 85.21 Grant \$ 0
- 2025 5311-85.20 Total Pending Grant funds- \$0- 1st and 2nd Reporting is now complete

A motion by Boss and seconded by Newkirk to accept the YTD Finance report as given, carried.

Loomis will send out an email to Board Members outlining the account named Due from Other Governmental Units, noted on the balance sheet.

Transit Manager- Kisling-Werner

Vehicle Lift: a inspection report was given to the Board regarding one of the vehicle lifts at the bus maintenance garage. Per the Manager the lift has not been renewed for use. The lift has been placed out of order and will be taken down and auctioned off through a 3rd party service. Per the mechanic there is no need to purchase another lift, the one in use now is in great working order and has passed inspection.

Dispatch Training Computer Modules: have been completed, implemented and staff have completed their re-training.

WIP- Volunteer Driver Training Modules: these modules are in progress.

Bus Order: ETA early October 2025

Budget Workshop Meeting: the Transit Manager requested to have an additional Finance Committee Meeting prior to the Sept 26 regular scheduled meeting to start reviewing the proposed 2026 budget. She stated she would send out some dates to the Committee and get it booked at the government center.

Staff Report: Werner

1-PT Driver - re-hired-active

1-FT Driver reducing hours to PT

1-FT Driver- hired- in process

Safety Report:

Fire Drill and Fire Extinguisher Use Training- was completed with the full staff

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

5311/85.20 Program Grant Application Status- no contract but coming per DOT

NEXT BOARD MEETING DATE SLATED: Friday, Oct 3, 2025 at 9 a.m / RC Gov Center, Board Room

Next Finance Committee Meeting: Scheduled Friday, Sept 26 at 9:00 a.m./ RC Gov Center, Board Rm

Adjourned at: 10:40 a.m.

Submitted by the Transit Manager, Sheryl Kisling-Werner

A handwritten signature in black ink, appearing to read 'Dave Willingham', with a stylized flourish at the end.

Dave Willingham, RCTC Board Chair