

MINUTES OF THE MONTHLY MEETING OF THE BARTA BOARD OF DIRECTORS

March 31, 2014

The monthly meeting of the Berks Area Regional Transportation Authority was held at BARTA headquarters located at 1700 N. 11th Street, Reading, Pennsylvania.

The regular monthly meeting was called to order at 3:00 PM by Ronald Seaman, Chair.

The following Board members were present: James Schlegel, Secretary, Gregg Bogia, Jayne Dieruff (arrived at 3:20p.m.), Dennis Rex and Timothy Snyder.

Others attending the meeting were: David Kilmer, Executive Director, Robert Fletcher, Assistant Executive Director, Ryan Furgerson, Deputy Executive Director, Melanie Heffner, Executive Assistant, Kevin Hessler, Director of Finance, Laura Hopko, Director of Administration and Human Resources, Robert Rimby, Director of Projects and Systems, Daniel Russell, Director of Maintenance, Vicki Weidner, Director of Special Services and Janet Weiss, Manager of Programs & Marketing. Also present were William Frees and John Doerrman of the Amalgamated Transit Union #1345, Liam Migdail-Smith, Reading Eagle, Matt McGough, Berks County Planning/Reading MPO, Kaitlin Daley, County Commissioner Barnhardt's Office, Richard Kadler, John Tejada, and Karina Tejada, BARTA Passengers.

APPROVAL OF MINUTES

Mr. Seaman entertained a motion to approve the Board minutes of February 24, 2014, as distributed by mail.

Mr. Bogia made a motion to accept the minutes which was seconded by Mr. Schlegel. There were no opposing votes and therefore the motion was carried unanimously by the Board.

EXECUTIVE DIRECTOR

Mr. Kilmer mentioned the BARTA Federal Credit Union has been taken over by Discovery Credit Union and they will no longer be utilizing space at BARTA as of April 30, 2014. This is potential lease space of approximately 1,000 sq. feet but there are no restrooms and the facility is very dated which will need a lot of work. Mr. Kilmer mentioned that we might be able to utilize this space for expanding the driver's area.

Mr. Kilmer mentioned that the nine (9) vans from Rohrer and seven (7) vans from Shepard Brothers have arrived and will be in service in the next 30 days.

PUBLIC COMMENT

Mr. Kadler, Mr. Tejada and Ms. Tejada mentioned that they would like to propose expansion of service to the Blandon/Fleetwood area. This would be a viable service for that area to use BARTA. They suggested that we extend possibly the Temple bus at certain times to run to Blandon/Fleetwood or possibly have more times for the Deka bus to run. The last bus that goes to Deka is at 2:00p.m. and most people work until 4-6:00p.m. and have no way home but to go to the Walmart in Temple and then walk which is dangerous on those roads. They presented the Board with a petition to extend the service.

TREASURER'S REPORT

Mr. Seaman presented the Treasurer's Report:

The previous report balance as of February 14, 2014 was **\$2,525,028.36**. The current cash receipts are **\$752,796.25**. ACH/Transfers into Checking Account were **\$864,481.63**. Interest earned was **\$533.60**. Total receipts: **\$1,617,811.48**. Total Funds available were **\$4,142,839.84**. Current checks issued were **\$1,143,946.80**. Checks outstanding were: **(\$139,145.43)**. EFT/Transfers from checking account total **\$879,902.46** for a disbursement of **\$1,884,703.83**. Balance reported as of March 21, 2014, was **\$2,258,136.01**. Payment history for during this time was included in the Board packet.

A motion was made by Mr. Rex to accept the Treasurer's Report as written and was seconded by Mr. Schlegel. A vote was taken and with no opposing votes, the motion was passed unanimously.

DIRECTOR OF FINANCE REPORT

Mr. Hessler presented his report as follows:

The operating revenue for year-to-date ending February 28, 2014, was **\$4,437,625** versus the budget amount of **\$4,594,779** which is **\$157,154** or **3.54%** under budget. Our total operating expenses for the same period was **\$11,032,758** versus the budgeted amount of **\$11,649,167** which is **\$616,409** or **5.59%** under budget. The operating deficit for the year-to-date was **\$6,595,133** which is **\$459,255** or **6.96%** under budget.

COMMITTEE & STAFF REPORTS

Operations Report

Mr. Fletcher presented his report as follows:

The operating data for February 2014 indicates that the total system ridership decreased by **8.3%** when compared to February 2013. There was a **6.6%** decrease in the fixed route passengers and a **29.2%** decrease in special service passengers. For the month of February on the fixed route service, we experienced a **6.5%** decrease in the revenue passengers, and a **10.8%** decrease in senior citizen rides.

In the fixed route division there were 19 weekdays and 4 Saturdays operated in February 2014 as compared to 20 weekdays and 4 Saturdays in February 2013. In the special services division there were 19 weekdays operated in February 2014 as compared to 20 weekdays operated in February 2013.

The average weekday ridership for February 2014 was 10,737 as compared to 11,233 in February 2013. For the fiscal year, the total system ridership has increased **0.5%**. The fixed route ridership has increased **0.8%**. This is composed of a **0.9%** increase in revenue passengers and a **0.2%** decrease in senior citizen passengers. The special service passengers decreased **3.5%**.

In the fixed route division there were a total of 169 weekdays and 34 Saturdays, operated this Fiscal Year as compared to 169 weekdays and 34 Saturdays operated last Fiscal Year. In the special services division there were a total of 169 weekdays operated this Fiscal Year as compared to 169 weekdays operated last Fiscal Year.

The decrease in ridership was caused by the inclement weather.

Special Services Report

Ms. Weidner presented her report as follows:

The total Special Services Division ridership for February was **14,878** a **-29.2%** decrease compared to the same month of 2013. Year-to-date figures show a **-3.5%** decrease when compared to the last fiscal year. There were 19 operating days, an average of **783** passengers were transported per day.

The decrease in ridership was caused by the inclement weather, many agencies were closed.

Public Information

Public Information was included in board packet compiled by Mrs. Weiss.

UNFINISHED BUSINESS

None

NEW BUSINESS

Approve Tentative Agreement with ATU Local 1345

Mr. Kilmer mentioned a settlement was reached with ATU Local 1345 for a new three year agreement beginning July 1, 2013 to July 1, 2016. A copy of the signed Tentative Agreement was included in the Board packet and has been reviewed by the Personnel Committee with a recommendation for the Board to approve. The ATU Local 1345 has already voted to approve the agreement.

A motion was made by Mr. Bogia to approve the Tentative Agreement with ATU Local 1345 and was seconded by Mr. Snyder. A vote was taken and with no opposing votes, the motion was passed unanimously.

Approve Administrative Employee Evaluation Plan

Mr. Kilmer mentioned in order to formalize and document the annual evaluation of administrative staff, it is recommended that the Board of Directors approve an annual evaluation plan that includes salary ranges for the various positions and performance measures for the evaluation process. A copy of the Evaluation Plan was included in the Board packet and has been reviewed and approved by the Personnel Committee. The Plan also includes the creation of a new Road Supervisor position that had already been budgeted for this year and a second shift Supervisor for the maintenance department. At present, BARTA is understaffed in both of these areas. Staff recommends approval.

A motion was made by Mrs. Dieruff to approve the administrative employee evaluation plan and the two new positions and was seconded by Mr. Schlegel. A vote was taken and with no opposing votes, the motion was passed unanimously.

Award Custodial Services

Mr. Kilmer mentioned a RFP was issued to solicit firms for the routine cleaning of the administrative offices, BTC, Franklin Street Station and the Park-N-Transit Facility. The purpose is to combine all the cleaning of the facilities under one firm to gain economies of scale and to improve the quality of the cleaning services. BARTA received five proposals that were rated by staff, including three DBE firms. One of the proposals was non-compliant. The top two rated firms were interviewed by staff to ensure a thorough understanding of the services to be provided and the frequency of services. The top rated firm was Clean All USA with a price of \$7,838.33 per month to clean all facilities. This would be a one year contract with an option for four additional years subject to annual renewal. They have indicated that the cleaning personnel will be all local employees.

Clean All USA is in Montgomery County and is a DBE. Staff recommends approval. Mr. Kilmer mentioned that we are looking at extra work being done at that BTC because it really needs work to get it back to looking like it did when it was opened.

A motion was made by Mr. Bogia to award custodial services to Clean All USA and was seconded by Mrs. Dieruff. A vote was taken and with no opposing votes, the motion was passed unanimously.

Award Electric Supplier

Mr. Kilmer mentioned that an IFB was issued for the supplier of electrical services for all of BARTA's facilities. With the amount of electric usage for the four facilities, it is expected that BARTA will be able to obtain better pricing and reduce costs for electric service. Due to the nature of the market, the bids were due at 10:00a.m. on March 31, 2014, in order to obtain the best pricing available. Bid packages were sent to 21 different energy suppliers and BARTA received only one bid from Constellation, An Exelon Company. Another bid was faxed to the office one hour past the deadline and did not include any signed documents and is non-compliant. The bids requested a one, two and three year price to supply electric to all four facilities. Currently, BARTA is paying on average \$.0944 per Kwh for all facilities with the lowest at the Franklin Street Station at \$.0923 to the highest at the Park-N-Transit Garage at \$.1003 Kwh. Constellation included pricing as follows:

- One Year - \$.07318 per Kwh (22.5% less)
- Two Years - \$.07098 per Kwh (24.8% less)
- Three Years - \$.06905 per Kwh (26.9% less)

Based on current annual costs for electric of roughly \$194,000, the annual savings based on the bid rates would be \$43,650, \$48,112, or \$52,186 respectively. Staff would recommend award to Constellation for the three year rate of \$.06905 subject to the negotiation of the contract.

A motion was made by Mr. Snyder to award Constellation for three years at \$.06905 subject to negotiation of the contract and was seconded by Mr. Rex. A vote was taken and with no opposing votes, the motion was passed unanimously.

OTHER BUSINESS

None

COMMUNICATIONS

None

ADJOURNMENT - There being no further business a motion was made by Mr. Bogia to adjourn at 3:40p.m. and was seconded by Mr. Schlegel. A vote was taken and with no opposing votes, the meeting was adjourned.

Respectfully submitted,

Melanie A. Heffner

Melanie A. Heffner, Executive Assistant for
James Schlegel, Secretary, Berks Area Regional Transportation Authority