

MINUTES OF THE MONTHLY MEETING OF THE BARTA BOARD OF DIRECTORS

April 29, 2013

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, Chairman. The following Board members were present: Commissioner Kevin Barnhardt, Vice Chair, Alice Kutz, Treasurer, James Schlegel, Secretary, Lawrence A. Greene, Jr., Dennis Rex, and Michael Roeberg.

Others attending the meeting were: Dennis D. Louwarse, Executive Director/CEO, Robert Fletcher, Assistant Executive Director, Ryan Furgerson, Deputy Executive Director, Kevin Hessler, Director of Finance, Laura Hopko, Director of Administration and Human Resources, Robert Rimby, Director of Projects and Systems, 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 and Liam Migdail-Smith, Reading Eagle.

Mr. Seaman welcomed new Board member Dennis Rex, President of Muhlenberg Greene Architects, Ltd.

APPROVAL OF MINUTES

Mr. Seaman entertained a motion to approve the Board minutes of February 25, 2013, as distributed by mail. Commissioner Barnhardt made a motion to accept the minutes which was seconded by Mrs. Kutz. There were no opposing votes and therefore the motion was carried unanimously by the Board.

PUBLIC COMMENT

None

THE EXECUTIVE DIRECTOR/CEO

March Report:

In Washington, both the House and Senate are giving consideration to a Continuing Resolution (CR) for Fiscal Year 2013. As you may be aware, since October 1, 2012, Congress has passed and the Administration has signed a number of Continuing Resolutions in order to keep the Government functioning. Current action will be a Continuing Resolution (CR) for the whole Fiscal Year of 2013. The issue at hand in addition to the CR is the impact of the sequester and what level of funding will be approved with the passage of the CR. I will keep you advised.

In Harrisburg, during the past month the Secretary of Transportation has testified to both House and Senate Committees regarding the Governor's Budget Proposal. As of the writing of the report, there has yet to be a bill introduced. As you are aware, we have a number of major concerns regarding the Governor's Proposal as it relates to the funding of public transportation. I anticipate that the legislative process will continue for the next number of months. I will keep you advised.

April Report:

In Washington, in late March the House and Senate approved a Continuing Resolution (CR), which was signed by the President. The CR appropriates funds to the Federal Government agencies throughout the remainder Fiscal Year (FY) 2013. At this point in time, the House and Senate, as well as the President have put forth budget documents for FY 2014. There will obviously be much debate and wrangling over what the budget will look like. It is certainly hard to determine at this point what the outcome of the budget debate will be. I will keep you advised on this matter.

In Harrisburg, the discussions continue as relates to a Comprehensive Transportation Funding Solution for the Commonwealth. On April 16, 2013, Senator Rafferty who is chair of the Senate Transportation Committee is expected to hold a press conference in order to release his proposal as relates to a comprehensive Transportation Funding Program. It is anticipated that discussions will continue in the near future concerning this important matter. I will keep you advised.

Mr. Louwerson mentioned U.S. Secretary of Transportation Ray LaHood is leaving his job. President Obama has appointed Anthony Foxx, Mayor of Charlotte, North Carolina. Charlotte, North Carolina has a well respected transit system that is highly rated. Mr. Louwerson also mentioned he attended the press conference for Senator Rafferty on April 16. Senator Rafferty's bill dramatically advanced the ball down the field in comparison to the Governor's proposal. Senator Rafferty has a \$2.5 billion dollar proposal compared to the Governor's \$1.85 billion proposal and it was much stronger in support of public transportation.

TREASURER'S REPORT

Mrs. Kutz presented the Treasurer's Report for February and March 2013 as follows:

February 2013

The previous report balance as of February 15, 2013 was **\$4,365,374.51**. The current cash receipts are **\$758,766.44**. ACH/Transfers into Checking Account were **\$1,349,800.45**. Interest earned was **\$1,230.22**. Total receipts: **\$2,109,797.11**. Total Funds available were **\$6,475,171.62**. Current checks issued were **\$1,302,401.52**. Checks outstanding were: **(\$142,766.07)**. EFT/Transfers from checking account total **\$487,026.75** for a disbursement of **\$1,646,662.20**. Balance reported as of March 15, 2013 was **\$4,828,509.42**.

March 2013

The previous report balance as of March 15, 2013 was **\$4,828,509.42**. The current cash receipts are **\$384,662.68**. ACH/Transfers into Checking Account were **\$1,082,185.27**. Interest earned was **\$1,394.53**. Total receipts: **\$1,468,242.48**. Total Funds available were **\$6,296,751.90**. Current checks issued were **\$1,135,836.99**. Checks outstanding were: **(\$158,986.52)**. EFT/Transfers from checking account total **\$490,389.29** for a disbursement of **\$1,467,239.76**. Balance reported as of April 19, 2013 was **\$4,829,512.14**.

A motion was made by Commissioner Barnhardt 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 for February and March 2013.

February Report

The operating revenue for year-to-date ending February 28, 2013 was **\$4,313,602** versus the budget amount of **\$4,160,590** which is **\$153,012** or **3.55%** over budget. Our total operating expenses for the same period was **\$10,538,958** versus the budgeted amount of **\$11,547,772** which is **\$1,008,814** or **9.57%** under budget. The operating deficit for the year-to-date was **\$6,225,356** which is **\$1,161,826** or **18.66%** under budget.

March Report

The operating revenue for year-to-date ending March 31, 2013 was **\$4,937,365** versus the budget amount of **\$4,791,777** which is **\$145,588** or **2.95%** over budget. Our total operating expenses for the same period was **\$11,863,297** versus the budgeted amount of **\$13,023,411** which is **\$1,160,114** or **9.78%** under budget. The operating deficit for the year-to-date was **\$6,925,932** which is **\$1,305,702** or **18.85%** under budget.

COMMITTEE & STAFF REPORTS

Operations Report

Mr. Fletcher presented his report for February and March 2013.

February Report

The operating data for February 2013 indicates that the total system ridership decreased by **4.7%** when compared to February 2012. There was a **5.1%** decrease in the fixed route passengers and a **.8%** decrease in special service passengers. For the month of February on the fixed route service, we experienced a **4.0%** decrease in the revenue passengers, and a **10%** increase in senior citizen rides.

In the fixed route division there were 20 weekdays and 4 Saturdays operated in February 2013 as compared to 21 weekdays and 4 Saturdays in February 2012. In the special services division there were 20 weekdays operated in February 2013 as compared to 21 weekdays operated in February 2012.

The average weekday ridership for February 2013 was 11,233 as compared to 11,305 in February 2012. For the fiscal year, the total system ridership increased **0.7%**. The fixed route ridership has increased **0.6%**. This is composed of a **0.6%** increase in revenue passengers and a **1.1%** increase in senior citizen passengers. The special service passengers increased **2.5%**.

March Report

The operating data for March 2013 indicates that the total system ridership decreased by **5.2%** when compared to March 2012. There was a **5.2%** decrease in the fixed route passengers and a **5.2%** decrease in special service passengers. For the month of March on the fixed route service, we experienced a **4.0%** decrease in the revenue passengers, and a **11.2%** decrease in senior citizen rides.

In the fixed route division there were 21 weekdays and 5 Saturdays operated in March 2013 as compared to 22 weekdays and 5 Saturdays in March 2012. In the special services division there were 21 weekdays operated in March 2013 as compared to 22 weekdays operated in March 2012.

The average weekday ridership for March 2013 was 10,875 as compared to 11,136 in March 2012. For the fiscal year, the total system ridership has remained even with last year. The fixed route ridership has decreased **0.1%**. This is composed of a **0.1%** increase in revenue passengers and a **0.4%** decrease in senior citizen passengers. The special service passengers increased **1.6%**.

Special Services Report

Ms. Weidner presented her report for February and March 2013.

February Report

The total Special Services Division ridership for February was **21,025** a **-0.8%** decrease compared to the same month of 2012. Year-to-date figures show a **2.5%** increase when compared to the last fiscal year. With 20 operating days an average of **1,051** passengers were transported per day.

March Report

The total Special Services Division ridership for March was **21,367** a **-5.2%** decrease compared to the same month of 2012. Year-to-date figures show a **1.6%** increase when compared to the last fiscal year. With 21 operating days an average of **1,017** passengers were transported per day.

Public Information

Public Information included in board packet compiled by Mrs. Weiss. Mr. Louwarse noted that included in the packet is the April 2013 Bulletin newsletter.

UNFINISHED BUSINESS

Franklin Street Station Project Update

Mr. Louwarse mentioned the construction is complete. Currently we are working on getting gates installed at the Franklin Street Station on Chestnut Street and Franklin Street to help control traffic since it will be a one way only. The gates were not part of the original bid package. The gates will be vertical since there is no space for horizontal gates.

Mr. Louwarse also mentioned that in the Board packet is a copy of a Board memorandum regarding the calendar of events taking place at the Franklin Street Station.

Franklin Street Station Calendar of Events:

May 5, 2013	BARTA Employee & Family Open House	12:00p.m. – 3:00p.m.
May 10, 2013	Rededication Ceremony (Invitation Only)	1:30p.m.
May 11, 2013	Public Open House	10:00a.m. – 3:00p.m.
May 13, 2013	Public Open House	11:00a.m. – 2:00p.m.

Parking will be available at the Park-N-Transit which is right next to the Franklin Street Station. It will be available for all the above events.

Wireless Electric Vehicle Project Update

Mr. Louwarse mentioned the paratransit vehicle will be completed by mid June and operational. On April 10, BARTA hosted a visit by an electric bus designed and built by Complete Coach Works of California. The Zero-Emission Propulsion System (ZEPS) bus is a remanufactured all-electric transit bus that is recycled which reduces landfill pollution; conserves raw material resources; and, a fraction of the cost of a new bus. In the board packet is a copy of Complete Coach Works brochure. Mr. Louwarse also distributed pens from Complete Coach Works that have a USB drive attached which contains information on Complete Coach Works and the technology. Mr. Louwarse mentioned that he is working on securing funding for a test program on getting a ZEPS bus. Mr. Louwarse respectfully is requesting the Board of Directors approval to authorize Dennis D. Louwarse, Executive Director/CEO of BARTA to secure the funds and complete the necessary applications.

A motion was made by Mr. Roeberg to authorize Mr. Louwarse to secure the funds for a ZEPS bus and complete the applications and was seconded by Mr. Rex. A vote was taken and with no opposing votes, the motion was passed unanimously.

NEW BUSINESS

Fare Increase and Analysis Resolution

Mr. Louwarse mentioned that BARTA is in need of doing a fare increase in the special services department and conducting a fare structure analysis and policy development for the fixed route system. Mr. Louwarse handed out an article that was in the Reading Eagle on Sunday, April 28 regarding companies that offer older Berks

County residents the opportunity to use transportation services. This article shows that more and more seniors are using BARTA and in order for us to provide the same level of service and improve the service we need to increase the fare. In the Board packet was a copy of the requested fare increase structure.

Mr. Louwrese mentioned that in the Fixed Route division we are making major service improvements (i.e. Berks to Lebanon, Berks Park 78, etc.) in the first quarter of 2013. Currently we are only charging a base fare; however, we don't know if that is feasible or should we charge per destination. We need to conduct a fare structure analysis and policy development.

Mr. Louwrese respectfully request that the Board approve the resolution authorizing the Executive Director/CEO to submit an application for an increase in the special services fare structure with the Pennsylvania Department of Transportation; and implement the proposed fare structure and policy analysis.

A motion was made by Mr. Roeberg to approve the resolution authorizing the Executive Director/CEO to submit the application for special services fare structure increase and conducting the fare structure analysis and policy development for the fixed route system and was seconded by Mrs. Kutz. A vote was taken and with no opposing votes, the motion was passed unanimously.

Fuel Contract Award Procedure Resolution

As in the past, BARTA, Lebanon Transit (LT) and Rabbit Transit have been doing a joint invitation to bid for diesel fuel and gasoline. We do this to take advantage of a bulk purchase. This resolution is known as the Awarding Fuel Contract. BARTA would desire a contract for fuel for the period of July 1, 2013 to June 30, 2014. Bids must be submitted by no later than 10:00a.m. prevailing time on Wednesday, May 29, 2013, at Lebanon Transit. Mr. Louwrese respectfully requests the Board of Directors hereby approve and authorize the Executive Director/CEO to award a contract to the bidder offering the lowest bid price cost for each type of fuel and meeting all federal and state purchasing requirements.

Mr. Roeberg made a motion to accept the Awarding Fuel Contract resolution which was seconded by Mr. Schlegel. There were no opposing votes and therefore the motion was carried unanimously by the Board.

OTHER BUSINESS

None

COMMUNICATIONS

Mr. Louwrese mentioned that today is Mr. Greene's last BARTA meeting and it has been a real pleasure working with him on many BARTA projects. Mr. Greene has served on the BARTA Board of Directors for 30 years. Mr. Orwig mentioned that it has been a pleasure to work with Mr. Greene. Thank you Mr. Greene for all your support of BARTA.

ADJOURNMENT - There being no further business a motion was made by Commissioner Barnhardt to adjourn at 3:57pm and was seconded by Mr. Roeberg. 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