

MINUTES OF THE MONTHLY MEETING OF THE BARTA BOARD OF DIRECTORS

May 20, 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 Commissioner Kevin Barnhardt, Vice Chair. The following Board members were present: James Schlegel, Secretary, Gregg Bogia, Michael Roeberg, and Timothy Snyder.

Others attending the meeting were: Dennis D. Louwerse, 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, Janet Weiss, Manager of Programs & Marketing and Richard L. Orwig, Solicitor. Also present were William Frees and John Doerrman of the Amalgamated Transit Union #1345.

APPROVAL OF MINUTES

Commissioner Barnhardt entertained a motion to approve the Board minutes of April 29, 2013, as distributed by mail which was seconded by Mr. Schlegel. There were no opposing votes and therefore the motion was carried unanimously by the Board.

PUBLIC COMMENT

Mr. Roeberg apologized for not attending the Franklin Street Station Rededication Ceremony on May 10. Mr. Roeberg mentioned that he had planned to attend but had a very busy day and forgot about the event. Mr. Dennis Perkins a BARTA patron came to the meeting in regards to possibly getting a new bus route from Wernersville to Van Reed Road then to State Hill Road to Spring Ridge Medical Center. A lot of passengers would like to go to the Wyomissing Area without going into Reading to catch that bus. Mr. Louwerse mentioned that that service is currently being looked into and that it is a good possibility that when we do our service expansion that will be a new route. Also, Mr. Perkins questioned BARTA having Sunday service. Mr. Louwerse mentioned that BARTA has evaluated for a number of years but financially we are not able to provide Sunday service. It would cost a lot of money to have Sunday service.

THE EXECUTIVE DIRECTOR/CEO

In Washington, there is no real action as relates to the upcoming transportation budget. However, recently the House Budget Committee held a hearing concerning the state of the highway trust fund and long-term solvency solution. It should be noted that MAP-21 expires on September 30, 2014. Around that same time it is anticipated that the trust fund will be near or will have a negative balance. I will keep you advised on this very important matter.

In Harrisburg, by a near unanimous vote, the Senate Transportation Committee reported Senate Bill 1, Chairman John Rafferty's comprehensive transportation funding bill out of committee. The Bill is now sent to the Senate Appropriations Committee. Following action by the full Senate the Bill would then be sent over to the House of Representatives. This is an extremely important matter as well as, the fact that timing is very important. I will keep you advised.

TREASURER'S REPORT

Commissioner Barnhardt presented the Treasurer's Report for Mrs. Kutz:

The previous report balance as of April 19, 2013 was **\$4,829,512.14**. The current cash receipts are **\$429,780.07**. ACH/Transfers into Checking Account were **\$1,024,438.68**. Interest earned was **\$1,571.06**. Total receipts: **\$1,455,789.81**. Total Funds available were **\$6,285,301.95**. Current checks issued were **\$666,766.31**. Checks outstanding were: **(\$189,981.18)**. EFT/Transfers from checking account total **\$482,588.04** for a disbursement of **\$959,373.17**. Balance reported as of May 13, 2013 was **\$5,325,928.78**.

A motion was made by Mr. Roeberg to accept the Treasurer's Report as written and was seconded by Mr. Bogia. 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 April 30, 2013 was **\$5,476,348** versus the budget amount of **\$5,320,760** which is **\$155,588** or **2.84%** over budget. Our total operating expenses for the same period was **\$13,216,684** versus the budgeted amount of **\$14,480,566** which is **\$1,263,882** or **9.56%** under budget. The operating deficit for the year-to-date was **\$7,740,336** which is **\$1,419,470** or **18.34%** under budget.

COMMITTEE & STAFF REPORTS

Administrative & Finance Committee Report on Unified Budget

Mr. Roeberg reported on behalf of the Administrative & Finance Committee. Mr. Roeberg is pleased to present this report concerning the Unified Budget Document for 2013-2014. The committee met and reviewed all information in detail. Each board member previously received this document.

As required by law, this document contains a balanced budget. Important facts as relates to this budget are as follows:

1. Total Operating Revenue – the Total Operating Revenue is projected to increase by 4.9%. This is the result of projected increase in passenger fares, the MATP program, and the Share-Ride Lottery Program. There are some decreases as relates to the income from a number of our facilities. We project that a fare increase is not required to balance this budget other than the fare increase requested as relates to the Special Services Program.
2. Total Operating Expenses – are projected to decrease 1.9% for the standard operating items. This has been achieved by our cost containment measures and reduced expenses in a number of items such as contracted services, purchases of transportation, and others. The initiatives that we have taken for cost containment has in fact been very helpful. I would note that there is a separate item under expenses is entitled System Improvement Expenses. Please note that these are provided for BARTA Fixed Route System as well as, the Human Service Transportation System and for the development of a fare structure analysis. We are indeed pleased that we are able to provide funding for the improved service for the citizens of Berks County.
3. Eligible Funds – Grants available will allow us to achieve a balanced budget. You will note that the State operating revenue grants will increase while Federal maintenance dollars decrease. This grant management strategy will enable us to provide new services, but also to have Federal Capital funds for the purchase of vehicles required by BARTA.

4. Capital Program – The capital budget as proposed is necessary for us to continue the investment in vehicles and equipment that are required as a result of older vehicles for passing their useful life.

The Committee unanimously recommends your approval of four (4) actions. These actions are as follows:

1. Approval of the FY 2013-2014 Unified Budget and appropriate resolutions.
2. Approval of a performance based wage increase for Administrative Employees for 2013 with a standard increase of 2%. This level of increase is consistent with that provided to other BARTA employees.
3. Approval for filing of all federal and state grants and appropriate resolutions as relates to the Unified Budget document.
4. Approval of a Local Transportation Organization Resolution Certifying the Local Match for State Operating Financial Assistance. The appropriate County Resolution concerning this matter has already been received by BARTA.

A motion was made by Mr. Roeberg to approve adoption of all four (4) actions above and was second by Mr. Schlegel. A vote was taken and with no opposing votes, the motion was passed unanimously.

Operations Report

Mr. Fletcher presented his report as follows:

The operating data for April 2013 indicates that the total system ridership increased by **6.8%** when compared to April 2012. There was a **6.4%** increase in the fixed route passengers and an **11.2%** increase in special service passengers. For the month of April on the fixed route service, we experienced a **6.6%** increase in the revenue passengers, and a **4.9%** increase in senior citizen rides.

In the fixed route division there were 22 weekdays and 4 Saturdays operated in April 2013 as compared to 21 weekdays and 4 Saturdays in April 2012. In the special services division there were 22 weekdays operated in April 2013 as compared to 21 weekdays operated in April 2012.

The average weekday ridership for April 2013 was 10,826 as compared to 10,665 in April 2012. For the fiscal year, the total system ridership has increased **0.7%**. The fixed route ridership has increased **0.5%**. This is composed of a **0.7%** increase in revenue passengers and a **0.2%** increase in senior citizen passengers. The special service passengers increased **2.5%**.

Special Services Report

Ms. Weidner presented her report as follows:

The total Special Services Division ridership for April was **23,365** a **11.2%** increase compared to the same month of 2012. Year-to-date figures show a **2.5%** increase when compared to the last fiscal year. With 22 operating days an average of **1,062** passengers were transported per day.

Public Information

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

UNFINISHED BUSINESS

Franklin Street Station Project Update

Mr. Louwse mentioned all the events that took place at the Franklin Street Station went well. Over 1,000 people took advantage of the employee only event, rededication ceremony and the two public open houses to view the station. We had many folks share their memories of the station with the BARTA staff. Many of the visitors were veterans who began their service to our country with a train ride leaving the station. We heard stories of people who were employed or had family members employed at the station. Attendees were questioning where the scale model Pacifica that use to be in the station. Mr. Louwse did some research on the scale model and it seems that it was sold at auction and we believe that it is stored at the Franklin Institute. The Reading Historical Society has a replica of the scale model train. A lot of folks want the train and wish it would come back.

Mr. Louwse mentioned that we are currently receiving some prices for gates to be installed to control the traffic from Chestnut to Franklin St. Folks driving around Reading were trying to use the facility as a thoroughfare. We will be going out to bid for this project in the near future.

Wireless Electric Vehicle Project Update

Mr. Louwse mentioned that we are near completion of the vehicles and they should arrive by mid to end of June. We are currently working with Met-Ed and Momentum Dynamics for the installation of the two wireless charging units which will be located on the 11th Street side of our building.

BARTA & Lebanon Transit – Berks/Lebanon Service Plan

Mr. Louwse was happy to report that PennDOT has approved and issued the Notice to Proceed (NTP) under their open end agreement (they pay for the study) with Michael Baker, Jr. Inc. and their subcontractor to conduct the study. First thing we will do is use the traffic counts on 422 from Berks to Lebanon and Lebanon to Berks during AM and PM peaks from Penndot. BARTA and LT will do seat drop surveys. There will also be a standalone test to coordinate with BARTA, LT, Lebanon VA hospital and Berks VA hospital regarding medical appointment travel demands. This process will take about five months.

The following are the tasks:

Task 1 - Establish base line conditions, service measure goals, and performance standards.

Task 2 - Transit service design.

Task 3 - Actual service/action plan.

Task 4 and 5 are options - Meet with the stakeholders and marketing / promotion.

NEW BUSINESS

Award Obsolete Parts

Mr. Louwse mentioned that BARTA opened bids for Obsolete Parts on Thursday, May 16, 2013, at 10:00a.m. and received one (1) bid for the obsolete/discontinued parts. A copy of the bid tabulation was included in the Board packet. Mr. Louwse recommends that the bids be awarded as follows to DeVino Trucks & Parts, Newark, NJ:

Detroit Diesel - \$101; 6V92 Engine - \$101; 748 Transmission - \$101; and, 2003-04 International - \$101 = For a total of \$404

The following items didn't receive bids and these parts will be disposed in the best interests BARTA:

EEC Lift, Pre-2000 Ford, TMC and Braun Lift.

Mr. Roeberg made a motion to award the above parts to DeVino Trucks & Parts for a total of \$404 and dispose of the parts that were not bid on which was seconded by Mr. Schlegel. There were no opposing votes and therefore the motion was carried unanimously by the Board.

Recognition of Service to BARTA – Lawrence A. Greene, Jr.

Mr. Louwarse mentioned on March 4, 2013, Mr. Greene submitted a letter to Commissioner Mark C. Scott concerning his appointment. Mr. Louwarse read Mr. Greene’s letter which expressed his appreciation for the opportunity to serve on the BARTA Board of Directors. Mr. Greene mentioned that it has been a pleasure working with Mr. Louwarse, the Board of Directors and staff since 1982.

Mr. Louwarse respectfully requested the Boards approval of two actions concerning Mr. Greene. The first is to approve a resolution of appreciation to Lawrence A. Greene, Jr. acknowledging his dedication and service to BARTA and the citizens of Berks County as a member of the BARTA Board of Directors from 1982 to 2013. The second is to approve a resolution naming Lawrence A. Greene, Jr. as Board Member Emeritus.

A motion was made by Mr. Roeberg to approve a resolution of appreciation to Lawrence A. Greene, Jr. and naming him as Board Member Emeritus and was seconded by Mr. Snyder. A vote was taken and with no opposing votes, the motion was passed unanimously.

Appoint Nominating Committee

Commission Barnhardt mentioned the following current officers are eligible for a second term:

- Chair: Ronald R. Seaman
- Vice Chair: Kevin S. Barnhardt
- Treasurer: Alice J. Kutz
- Secretary: James Schlegel

Commission Barnhardt appointed Michael Roeberg as Chair of the Nominating Committee and Timothy Snyder as a member of the Committee. Mr. Louwarse mentioned that they will need to conduct a meeting and submit the nominations by no later than June 14, so a notice can be sent to the Board prior to the June meeting.

OTHER BUSINESS

None

COMMUNICATIONS

None

ADJOURNMENT - There being no further business a motion was made by Mr. Roeberg to adjourn at 3:36pm and was seconded by Mr. Snyder. 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