

MINUTES OF THE MONTHLY MEETING OF THE BARTA BOARD OF DIRECTORS

August 25, 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 Commissioner Kevin Barnhardt, Chair. The following Board members were present: Timothy Snyder, Vice Chair, Jayne L. Dieruff, Secretary, Dennis Rex, Treasurer, Gregg Bogia, Michael Roeborg (by phone), and James Schlegel.

Others attending the meeting were: David Kilmer, Executive Director, Robert Fletcher, Assistant Executive Director for Operations, Safety and Training, Ryan Furgerson, Director of Planning and Procurement, Melanie Heffner, Executive Assistant, Kevin Hessler, Director of Finance, Laura Hopko, Director of Administration and Human Resources, Robert Rimby, Manager of Special Projects and Systems, Daniel Russell, Director of Maintenance, 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, Liam Migdail-Smith, Reading Eagle Company and Matt McGough, Berks County Planning/Reading MPO.

APPROVAL OF MINUTES

Commissioner Barnhardt entertained a motion to approve the Board minutes of July 28, 2014, as distributed by mail. Mrs. Dieruff made a motion to accept the minutes which was seconded by Mr. Rex. There were no opposing votes and therefore the motion was carried unanimously by the Board.

EXECUTIVE DIRECTOR

Mr. Kilmer mentioned that BARTA received notification from the Department of Welfare that BARTA will no longer be receiving reimbursements for "No Shows" effective October 1, 2014. A "No Show" is when a van goes to pick the passenger up and they don't come to the door or are not present. Previously we would get reimbursed since we expended the resources to pick them up. They are now stating that they can no longer spend money on service that is not provided. In order to compensate for the cost of the "No Show", BARTA would have to increase the share ride fare to make up the loss. The average amount for BARTA that would have to be made up for the "No Shows" would be \$40,000. BARTA is unable to bill directly to the "No Show" passenger due to the Department of Welfare's rules. BARTA has a "No Show" policy. Mr. Kilmer will be meeting with PADOT on this matter on Tuesday, August 26, 2014.

PUBLIC COMMENT

None

TREASURER'S REPORT

The Treasurer's Report:

The previous report balance as of July 18, 2014 was **\$646,193.24**. The current cash receipts are **\$542,330.37**. ACH/Transfers into Checking Account were **\$1,799,574.95**. Interest earned was **\$143.72**. Total receipts: **\$2,342,049.04**. Total Funds available were **\$2,988,242.28**. Current checks issued were **\$663,399.71**. Checks outstanding were: **(\$5,366.95)**. EFT/Transfers from checking account total **\$2,026,524.38** for a disbursement of **\$2,684,557.14**. Balance reported as of August 15, 2014, was **\$303,685.14**. Payment history for during this time was included in the Board packet.

A motion was made by Mr. Snyder to accept the Treasurer's Report as written and was seconded by Mrs. Dieruff. 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 July 31, 2014, was **\$521,758** versus the budget amount of **\$513,362** which is **\$8,396** or **1.61%** over budget. Our total operating expenses for the same period was **\$1,437,217** versus the budgeted amount of **\$1,436,046** which is **\$1,171** or **.08%** over budget. The operating deficit for the year-to-date was **\$915,459** which is **\$922,684** or **.79%** under budget.

COMMITTEE & STAFF REPORTS

Operations Report

Mr. Fletcher presented his report as follows:

The operating data for July 2014 indicates that the total system ridership increased by **2.0%** when compared to July 2013. There was a **2.5%** increase in the fixed route passengers and a **3.3%** decrease in special service passengers. For the month of July on the fixed route service, we experienced a **3.2%** increase in the revenue passengers, and a **2.5%** decrease in senior citizen rides.

In the fixed route division there were 22 weekdays and 4 Saturdays operated in July 2014 as compared to 22 weekdays and 4 Saturdays in July 2013. In the special services division there were 22 weekdays operated in June 2014 as compared to 22 weekdays operated in July 2013.

The average weekday ridership for July 2014 was 10,923 as compared to 10,658 in July 2013. For the fiscal year, the total system ridership has increased **2.0%**. The fixed route ridership has increased **2.5%**. This is composed of a **3.2%** increase in revenue passengers and a **2.5%** decrease in senior citizen passengers. The special service passengers decreased **3.3%**.

In the fixed route division there were a total of 22 weekdays and 4 Saturdays, operated this Fiscal Year as compared to 22 weekdays and 4 Saturdays operated last Fiscal Year. In the special services division there were a total of 22 weekdays operated this Fiscal Year as compared to 22 weekdays operated last Fiscal Year.

Special Services Report

Ms. Weidner presented her report as follows:

The total Special Services Division ridership for July was **21,588** a **3.3%** decrease compared to the same month of 2013. Year-to-date figures show a **3.3%** decrease when compared to the last fiscal year. There were 22 operating days, an average of **981** passengers were transported per day.

Public Information

Public Information was included in board packet compiled by Mrs. Weiss. Mrs. Weiss mentioned that the quarterly newsletter was also included in the packet.

UNFINISHED BUSINESS

None

NEW BUSINESS

Award Electronic Validating Bus Farebox System

Mr. Kilmer mentioned that BARTA only received one bid for the replacement of the existing farebox collection system that is beyond its useful life. The bid was received from Genfare, a Division of SPX Corporation who is the current provider of the farebox equipment. The base bid was \$890,160.55 which included 57 new fareboxes, data collection software, new money vault, spare parts and tools. They also included an option for contactless Smart Card Processor for \$27,075 that would allow flexibility in the future for bar codes that will speed up the loading process and allow mobile applications for reading fares. Staff recommends award to Genfare, with the option, for a total of \$917,235.55. Funding for this project is available from federal and state capital funds.

A motion was made by Mr. Rex to award electronic validating bus farebox system to Genfare, a Division of SPX Corporation for a total of \$917,235.55 and was seconded by Mrs. Dieruff. A vote was taken and with no opposing votes, the motion was passed unanimously.

Award Website Design

Mr. Kilmer mentioned that BARTA received three proposals for the upgrade to the website from WebTek at a price of \$9,900, LMG Web Design at a price of \$17,000 and The Anderson Group for a price of \$112,240. The upgrade will allow BARTA to improve its E-Commerce capabilities, format for mobile applications, and improve the accessibility of website for the disabled. WebTek is the current host of the website and has made upgrades in the past and is very familiar with BARTA's needs. Staff recommends approval to award a contract to WebTek for \$9,900.00.

A motion was made by Mrs. Dieruff to award the website design/hosting to WebTek for \$9,900.00 and was seconded by Mr. Rex. A vote was taken and with no opposing votes, the motion was passed unanimously.

Award Architect for BARTA Credit Union

Mr. Kilmer mentioned BARTA issued a proposal for design assistance for the renovation of the space formerly occupied by the BARTA-Berks Credit Union. Three proposals were received with Olsen Design Group at a price of \$7,505, Kautter & Kelley Architects at a price of \$17,500 and Watkins Architect at price of \$24,320. The plan is to remove one wall to open the space to enlarge the driver's room and create a small file storage room from the roughly 1,100 square feet used by the credit union. The work will include preparing bid drawings and specifications for construction. It is expected the construction will be out for bid by December. Staff recommends approval to award a contract to the Olsen Design Group for \$7,505 to perform this work. Thanks to Mr. Rex for coming over to BARTA to give us some ideas for the area.

A motion was made by Mr. Snyder to award the Architect Design to Olsen Design Group for \$7,505 and was seconded by Mrs. Dieruff. A vote was taken and with no opposing votes, the motion was passed unanimously.

Fiscal Year 13-14 Summary and Route Performance

Mr. Kilmer mentioned in the board packet is a summary chart of the past five fiscal years. This chart shows the trends in ridership, expense and revenues for the last five years for comparison. Also included is a chart showing the individual route performance based on common measures used in transit to evaluate performance. The measures were based on the average cost per hour and average revenue per passenger system wide. In the future, a variable cost formula will be developed to better allocate expenses and revenues by route. This chart will be used as a guide for making recommendations for potential changes in service. No action is required.

OTHER BUSINESS

Joint Committee (BARTA/RRTA) Potential Merger

Commissioner Barnhardt mentioned that the Joint Committee met on August 13 and will be meeting again on August 27 and September 10. The committee has been making a lot of headway. Preliminary work has been done for the By-laws. At the August 27, meeting the committee will have a side-by-side comparison and drill down a draft documentation for review of both boards and both sets of Commissioners.

Commissioner Barnhardt also mentioned the article in the Reading Eagle to name the new agency. There were ten (10) responses and Commissioner Barnhardt read them to the board.

COMMUNICATIONS

Mr. Schlegel mentioned that the sidewalks down at the BTC look great. Also, he went by the Bike Shop but there is no sign with hours of operation but it looks very interesting. Mr. Schlegel also mentioned that we have been out of schedules for two weeks now down at the BTC. This is not acceptable, we should always have schedules.

Mr. Rex questioned if we were still looking into service on Sunday. Mr. Kilmer mentioned that we are working on a game plan and a cost analysis. If we do have service on Sunday we would also have to provide ADA service. The service would be limited to certain routes and times. Mr. Kilmer said the Board would receive this information in the near future.

ADJOURNMENT - There being no further business a motion was made by Mrs. Dieruff to adjourn at 3:50p.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
Jayne L. Dieruff, Secretary, Berks Area Regional Transportation Authority