

# MINUTES OF THE MONTHLY MEETING OF THE BARTA BOARD OF DIRECTORS

**September 29, 2014**

The monthly meeting of the Berks Area Regional Transportation Authority was held at BARTA headquarters located at 1700 N. 11<sup>th</sup> 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 and Alice Kutz.

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, Daniel Russell, Director of Maintenance, Vicki Weidner, Director of Special Services, 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 August 25, 2014, as distributed by mail. Mrs. Kutz 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

None

## PUBLIC COMMENT

None

## TREASURER'S REPORT

The Treasurer's Report:

The previous report balance as of August 15, 2014 was **\$303,685.14**. The current cash receipts are **\$409,364.51** ACH/Transfers into Checking Account were **\$981,523.85**. Interest earned was **\$99.08**. Total receipts: **\$1,390,987.44**. Total Funds available were **\$1,694,672.58**. Current checks issued were **\$1,193,894.85**. Checks outstanding were: **(\$313,381.41)**. EFT/Transfers from checking account total **\$584,126.81** for a disbursement of **\$1,464,640.25**. Balance reported as of September 19, 2014, was **\$230,032.33**. Payment history for during this time was included in the Board packet.

A motion was made by Mrs. Dieruff 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.

A motion was made by Mrs. Dieruff to accept the checks disbursed as written and was seconded by Mrs. Kutz. 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 August 31, 2014, was **\$1,082,313** versus the budget amount of **\$1,036,051** which is **\$46,262** or **4.27%** over budget. Our total operating expenses for the same period was **\$2,820,843** versus the budgeted amount of **\$2,889,705** which is **\$68,862** or **2.44%** under budget. The operating deficit for the year-to-date was **\$1,738,530** which is **\$115,124** or **6.62%** under budget.

## **COMMITTEE & STAFF REPORTS**

### **Operations Report**

Mr. Fletcher presented his report as follows:

The operating data for August 2014 indicates that the total system ridership decreased by **3.5%** when compared to August 2013. There was a **3.1%** decrease in the fixed route passengers and a **8.7%** decrease in special service passengers. For the month of August on the fixed route service, we experienced a **2.3%** decrease in the revenue passengers, and a **7.9%** decrease in senior citizen rides.

In the fixed route division there were 21 weekdays and 5 Saturdays operated in August 2014 as compared to 22 weekdays and 4 Saturdays in August 2013. In the special services division there were 21 weekdays operated in June 2014 as compared to 22 weekdays operated in August 2013.

The average weekday ridership for August 2014 was 11,306 as compared to 11,147 in August 2013. For the fiscal year, the total system ridership has decreased **0.9%**. The fixed route ridership has decreased **0.4%**. This is composed of a **0.3%** increase in revenue passengers and a **5.2%** decrease in senior citizen passengers. The special service passengers decreased **6.0%**.

In the fixed route division there were a total of 43 weekdays and 9 Saturdays, operated this Fiscal Year as compared to 44 weekdays and 9 Saturdays operated last Fiscal Year. In the special services division there were a total of 43 weekdays operated this Fiscal Year as compared to 44 weekdays operated last Fiscal Year.

### **Special Services Report**

Ms. Weidner presented her report as follows:

The total Special Services Division ridership for August was **20,305** a **8.7%** decrease compared to the same month of 2013. Year-to-date figures show a **6.0%** decrease when compared to the last fiscal year. There were 21 operating days, an average of **966** passengers were transported per day.

Ms. Weidner also mention that on September 24, Mr. Kilmer, Commissioner Barnhardt and herself met with the executive directors of the senior agencies in Berks County to give them an update on how we can assist with getting seniors to their centers.

### **Public Information**

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

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

### **Award Fence Bid**

Mr. Kilmer mentioned that one of the last items to complete for the Franklin Street Station project was to install fencing around the perimeter and vehicle gates for security. This was also a good opportunity to provide security gates at the BTC at all of the entrance/exit areas when the center is closed. Bids were solicited for both facilities using the existing fence style as a guide and only one bid was received from Pro Max Fence Systems of Reading, PA in the amount of \$99,479.96 for both facilities. The breakout was \$41,868.16 for the Franklin Street Station and \$57,611.80 for the BTC. There was federal and state funding remaining in the Franklin Street Station project for fencing and BARTA has sufficient state funding for the BTC portion. Staff recommends approval.

A motion was made by Mrs. Dieruff to award the fence bid to Pro Max Fence Systems in the amount of \$99,479.96 and was seconded by Mr. Rex. A vote was taken with Mr. Bogia abstaining due to the fact he works with Pro Max and with no opposing votes, the motion was passed unanimously.

### **Approve Change Order for AVL System**

Mr. Kilmer mentioned one of the options proposed by AVAIL for the AVL System was to provide Interactive Voice Response capability. This will allow customers to call in to BARTA's telephone system for current date and time of expected departures/arrivals of upcoming trips at any particular bus stop based on the real time status of the route. The price to add this feature is \$35,520.98 from AVAIL. This option will benefit our customers greatly during bad weather events in the winter when people are waiting for buses. There is adequate state funding available to add this feature. Staff recommends approval. A copy of the Change Order was included in Board packet.

Mr. Kilmer mentioned that this is an asset. This will be a onetime purchase.

A motion was made by Mrs. Kutz to approve the change order to purchase the Interactive Voice Response for a total of \$35,520.98 and was seconded by Mrs. Dieruff. A vote was taken and with no opposing votes, the motion was passed unanimously.

### **Resolution New Transit Authority**

Mr. Kilmer mentioned included in the Board packet is a resolution requesting the Berks County Board of Commissioners and the Lancaster County Board of Commissioners to form a new transit authority as the next step in the proposed merger with RRTA. The RRTA Board of Directors passed a similar Resolution at their September 17, 2014 meeting. The Berks County Board of Commissioners will then need to pass a Resolution to provide for a public hearing on the formation of new authority and provide a thirty day notice and then take official action afterwards. Staff recommends approval.

The Lancaster County Commissioners will be meeting on October 1 and Berks County Commissioners will meet on October 2. If they both go through the Lancaster Public Hearing will be on November 12 and Berks will be on November 13.

A motion was made by Mr. Rex to approve the resolution to move forward with the consolidation of its operations with RRTA and was seconded by Mrs. Dieruff. 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 Commissioner Barnhardt to adjourn at 3:21p.m. and was seconded by Mrs. Dieruff. 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