

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

**December 18, 2013**

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 Ronald Seaman, Chair.

The following Board members were present: Kevin Barnhardt, Vice President, Alice Kutz, Treasurer, James Schlegel, Secretary, Gregg Bogia, 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 and Matt McGough, Berks county Planning/Reading MPO.

## **APPROVAL OF MINUTES**

Mr. Seaman entertained a motion to approve the Board minutes of November 25, 2013, as distributed by mail. Commissioner Barnhardt 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**

Alice Kutz presented the Treasurer's Report:

The previous report balance as of November 15, 2013 was **\$3,081,149.05**. The current cash receipts are **\$276,450.21**. ACH/Transfers into Checking Account were **\$822,081.25**. Interest earned was **\$595.25**. Total receipts: **\$1,099,126.71**. Total Funds available were **\$4,180,275.76**. Current checks issued were **\$1,147,687.29**. Checks outstanding were: **(\$102,965.25)**. EFT/Transfers from checking account total **\$478,701.65** for a disbursement of **\$1,523,423.69**. Balance reported as of December 12, 2013 was **\$2,656,852.07**. Payment history for during this time was included in the Board packet.

A motion was made by Mr. Bogia 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 November 30, 2013 was **\$2,824,732** versus the budget amount of **\$2,841,152** which is **\$16,420** or **0.58%** under budget. Our total operating expenses for the same period was **\$7,030,798** versus the budgeted amount of **\$7,302,919** which is **\$272,121** or **3.87%** under budget. The operating deficit for the year-to-date was **\$4,206,066** which is **\$255,701** or **6.08%** under budget.

Mr. Hessler clarified what items are included in the miscellaneous items. The advertising for the Reading-Lebanon services and CMAQ funds are included in the miscellaneous expense. The funding to offset the expense is the State Technical Assist Funds for the advertising funds and the CMAQ funds are in the Fed Capital Assist Funds.

## **COMMITTEE & STAFF REPORTS**

### **Operations Report**

Mr. Fletcher presented his report as follows:

The operating data for November 2013 indicates that the total system ridership increased by **0.8%** when compared to November 2012. There was a **1.1%** increase in the fixed route passengers and a **0.8%** increase in special service passengers. For the month of November on the fixed route service, we experienced a **0.7%** increase in the revenue passengers, and a **4.5%** increase in senior citizen rides.

In the fixed route division there were 20 weekdays and 5 Saturdays operated in November 2013 as compared to 21 weekdays and 4 Saturdays in November 2012. In the special services division there were 20 weekdays operated in November 2013 as compared to 21 weekdays operated in November 2012.

The average weekday ridership for November 2013 was 11,477 as compared to 11,267 in November 2012. For the fiscal year, the total system ridership has increased **2.7%**. The fixed route ridership has increased **2.7%**. This is composed of a **2.8%** increase in revenue passengers and a **2.8%** increase in senior citizen passengers. The special service passengers increased **3.2%**.

In the fixed route division there were a total of 107 weekdays and 22 Saturdays, operated this Fiscal Year as compared to 107 weekdays and 21 Saturdays operated last Fiscal Year. In the special services division there were a total of 107 weekdays operated this Fiscal Year as compared to 107 weekdays operated last Fiscal Year.

Holiday Services Update – Mr. Fletcher stated that at this time he doesn't have the numbers since we have one more Sunday service. Numbers will be provided at the January Board meeting. Average ridership has not been exceptional due to the snow storm.

### **Special Services Report**

Ms. Weidner presented her report as follows:

The total Special Services Division ridership for November was **20,625** a **3.2%** decrease compared to the same month of 2012. Year-to-date figures show a **3.2%** increase when compared to the last fiscal year. There were 20 operating days, an average of **1,031** passengers were transported per day.

### **Public Information**

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

**UNFINISHED BUSINESS**

None

**NEW BUSINESS****File Application to Certify Local Match Resolution**

Mr. Kilmer mentioned that this is the standard resolution that resolves and certifies state money for Section 1517 funds and Section 1514 Bond funds for Fiscal Year 13-14 to help pay for projected capital costs, excluding asset maintenance, and that these funds will only be used for this purpose since these funds are ineligible to be used for operating costs.

A motion was made by Commissioner Barnhardt to approve the resolution to file application and to certify local match and was seconded by Mr. Rex. A vote was taken and with no opposing votes, the motion was passed unanimously.

**Legal Request for Proposal (RFP)**

Mr. Kilmer mentioned that in response to the advertised RFP in the Reading Eagle on Friday, November 8, 2013, for Legal Services, the Authority received responses from five firms, including Richard L. Orwig, Summers Nagy Law Offices, Hartman Shurr, Stevens & Lee, and Ballard Spahr. The RFP was for a 5-year period with annual renewals. The RFP was structured to award for General Solicitor and Labor Services, or both could go to the same firm. Based on rankings from the staff review committee and discussions with the Audit Committee, it is recommended that the General Solicitor services be awarded to Richard L. Orwig at a rate of \$185 per hour and that Labor Services be awarded to Stevens & Lee at a rate of \$245 per hour for the first year. Both contracts would be subject to annual renewal up to a total of four additional years. The Committee recommends this award.

A motion was made by Commissioner Barnhardt to approve Richard L. Orwig as the General Solicitor and Stevens & Lee for Labor Services and was seconded by Mrs. Kutz. A vote was taken and with no opposing votes, the motion was passed unanimously.

**Audit Request for Proposal (RFP)**

Mr. Kilmer mentioned that in response to the advertised RFP in the Reading Eagle on Friday, November 8, 2013, for Audit Services, the Authority received a response from Reinsel Kuntz Leshner, LLP, Wyomissing, PA and Maher Duessel, Harrisburg, PA. Reinsel Kuntz Leshner LLP has performed our audits in the past and is highly qualified in transit and governmental audits. The RFP was for a 5-year period with annual renewals.

Services for year ending June 30, 2014	\$29,500
Services for year ending June 30, 2015	\$29,500
Services for year ending June 30, 2016	\$29,500
Services for year ending June 30, 2017	\$30,300
Services for year ending June 30, 2018	\$31,300

The committee recommends this award.

A motion was made by Mr. Bogia to approve Reinsel Kuntz Leshner LLP to do Audit Services and was seconded by Mrs. Kutz. A vote was taken and with no opposing votes, the motion was passed unanimously.

### **Committee Resolution**

Mr. Seaman mentioned that the Board of Directors of BARTA appoints the Executive Director with the Deputy Executive Director as an alternate to serve on the Reading Area Transportation Study (RATS) Technical Committee and the Susquehanna Regional Transportation Partnership (SRTP) Board. This resolution shall remain in effect until rescinded or replaced with a new resolution.

Mr. Seaman respectfully requested the approval of the Committee Resolution.

A motion was made by Commissioner Barnhardt to approve the Committee Resolution and was seconded by Mr. Snyder. A vote was taken and with no opposing votes, the motion was passed unanimously.

### **Lebanon Service Update**

Mr. Kilmer mentioned that in the Board packet is a copy of the report prepared by Michael Baker regarding the Reading-Lebanon service. The service has been operating over three months. Mr. Kilmer went over the following costs and ridership data:

- Operating a little over seven (7) hours a day
- Cost to date: \$41,076
- Carrying only two (2) passengers an hour which is extremely low. The system averages 24-25 passengers an hour.
- Farebox Recovery is at 9%. The average system recovery is 27%.

Typically with any new service you do expect to start out slow but should show signs of gains each month following the start. This service is not drawing very much. For public transit to work it can't be for two (2) passengers an hour and be a taxi service. When Bieber Bus Company abandoned this service in July it was good that we were able to step in and assist with that potential need but looking at this report that need is not needed. We really didn't get ridership out of the Veterans Affairs as initially thought. This may need to be looked at again in a few years.

Mr. Kilmer went over the options the consultant proposed which are as follows:

- Continue service as is
- Continue service but make incremental changes (eliminate the worse productive trips)
- Re-evaluate and re-plan
- Corridor not ready for transit

Mr. Kilmer respectfully recommends that Board discontinue the service and give the public 30-days' notice.

Mr. Seaman suggested that we give the public till the end of January for service. The last day for service would be Friday, January 31, 2014.

Mr. Schlegel questioned how this would affect the Franklin Street Station. Mr. Kilmer said that since that is the only service going out of the Franklin Street Station we will have to look at how we can reuse that station. We will look at the possibility of leasing space in the building and possibly move some of the outlying services such as Morgantown to that building. Mr. Kilmer mentioned that we will come up with a plan for the stations use.

A motion was made by Commissioner Barnhardt to approve the discontinuation of the Lebanon services effective January 31, 2014 and to revisit the service if the need arises in the future 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 Commissioner Barnhardt to adjourn at 3:22p.m. and was seconded by Mr. Rex. 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