

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

**January 27, 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 Ronald Seaman, Chair.

The following Board members were present: Alice Kutz, Treasurer, Gregg Bogia (by conference call), Jayne Dieruff, 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, 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 December 18, 2013, as distributed by mail. Mrs. Dieruff 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.

## **EXECUTIVE DIRECTOR**

In January, BARTA had their triennial review done by FTA, which is completed every three years. On Thursday, January 30 and Friday, January 31, PennDOT will be here to do their performance review. This is a requirement of Act 44 to do this review every five years.

## **PUBLIC COMMENT**

None

## **TREASURER'S REPORT**

Alice Kutz presented the Treasurer's Report:

The previous report balance as of December 12, 2013 was **\$2,656,852.07**. The current cash receipts are **\$435,478.77**. ACH/Transfers into Checking Account were **\$1,272,378.49**. Interest earned was **\$686.24**. Total receipts: **\$1,708,543.50**. Total Funds available were **\$4,365,395.57**. Current checks issued were **\$987,007.96**. Checks outstanding were: **(\$142,927.34)**. EFT/Transfers from checking account total **\$587,668.12** for a disbursement of **\$1,431,748.74**. Balance reported as of January 17, 2014 was **\$2,933,646.83**. 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. Rex. 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 December 31, 2013 was **\$3,439,597** versus the budget amount of **\$3,461,960** which is **\$22,363** or **0.65%** under budget. Our total operating expenses for the same period was **\$8,409,532** versus the budgeted amount of **\$8,767,883** which is **\$358,351** or **4.26%** under budget. The operating deficit for the year-to-date was **\$4,969,935** which is **\$335,988** or **6.76%** under budget.

## **COMMITTEE & STAFF REPORTS**

### **Operations Report**

Mr. Fletcher presented his report as follows:

The operating data for December 2013 indicates that the total system ridership increased by **0.9%** when compared to December 2012. There was a **1.4%** increase in the fixed route passengers and a **5.8%** decrease in special service passengers. For the month of December on the fixed route service, we experienced a **1.8%** increase in the revenue passengers, and a **0.2%** decrease in senior citizen rides.

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

The average weekday ridership for December 2013 was 10,642 as compared to 10,590 in December 2012. For the fiscal year, the total system ridership has increased **2.4%**. The fixed route ridership has increased **2.5%**. This is composed of a **2.7%** increase in revenue passengers and a **2.3%** increase in senior citizen passengers. The special service passengers increased **1.8%**.

In the fixed route division there were a total of 128 weekdays and 26 Saturdays, operated this Fiscal Year as compared to 127 weekdays and 26 Saturdays operated last Fiscal Year. In the special services division there were a total of 128 weekdays operated this Fiscal Year as compared to 127 weekdays operated last Fiscal Year.

Holiday Services Update – In the Board Packet was a copy of the Holiday Express Ridership for 2011, 2012 and 2013. In 2013, we had 2,077 riders for the Sunday Holiday Express. In 2011 there were 2,318 and in 2012 there were 2,705. Mr. Fletcher mentioned that we had snow storms on two of the Sunday's in December which hurt the ridership numbers.

### **Special Services Report**

Ms. Weidner presented her report as follows:

The total Special Services Division ridership for December was **18,792** a **5.8%** decrease compared to the same month of 2012. Year-to-date figures show a **1.8%** increase when compared to the last fiscal year. There were 21 operating days, an average of **895** passengers were transported per day.

Ms. Weidner mentioned that in December we had three (3) days that were medical/dialysis trips only and in January so far we have had four (4) days that were medical/dialysis trips only.

### **Public Information**

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

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**Award Banking Services**

Mr. Kilmer mentioned in response to the advertised Request for Proposal in the Reading Eagle on Thursday, December 19, 2013, for Banking Services, the Authority received responses from three firms, including National Penn Bank, M&T Bank and Metro Bank. The proposals were reviewed by staff. Metro Bank was non-responsive. The Request for Proposal was for a 5-year period with annual renewals. National Penn Bank has performed our banking services in the past and is highly qualified in transit and governmental banking. The cost for the FY 2013-2014 engagement is not to exceed \$75 a month which is the current rate BARTA is charged for service fees. The staff recommends approval of this award.

A motion was made by Mrs. Dieruff to approve National Penn Bank as BARTA's Banking Service provider for a 5-year period with annual renewals and was seconded by Mr. Rex. A vote was taken and with no opposing votes, the motion was passed unanimously. Mr. Snyder abstained from the vote.

**Annual Report**

Mr. Kilmer mentioned that in the Board Packet is a copy of BARTA's 2013 Annual Report. The Staff has developed a new Annual Report to show what has been accomplished and operating data for FY 2013. This is a new report that will be published annually. The report will be mailed out this week to legislature, municipalities, county agencies and service agencies we serve.

**Fiscal Year Summaries**

Mr. Kilmer mentioned that in the Board Packet is a copy of a chart showing the operating data performance for the past five Fiscal Years to show trends in operations. This report is for information purposes only.

**OTHER BUSINESS**

None

**COMMUNICATIONS**

None

**ADJOURNMENT** - There being no further business a motion was made by Mrs. Dieruff to adjourn at 3:26p.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