

MINUTES OF THE MONTHLY MEETING OF THE BARTA BOARD OF DIRECTORS

January 28, 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 Ronald Seaman, Chairman.

The following Board members were present: Commissioner Kevin Barnhardt, Vice Chair, James Schlegel, Secretary, Gregg Bogia, Lawrence A. Greene, Jr., Alice Kutz and Timothy Snyder.

Others attending the meeting were: Dennis D. Louwarse, Executive Director/CEO, Ryan Furgerson, Deputy Executive Director, Kevin Hessler, Director of Finance, Robert Rimby, Director of Projects and Systems, 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 and Valdis I. Lacis, Reading Eagle.

APPROVAL OF MINUTES

Mr. Seaman entertained a motion to approve the Board minutes of December 19, 2012, as distributed by mail. Mr. Bogia 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.

PUBLIC COMMENT

None

THE EXECUTIVE DIRECTOR/CEO

In Washington, as you may be aware, the fiscal cliff was in fact averted. However, Congress and the President have until March to resolve the spending issues that still remain. Therefore, we are still unable to determine the exact dollar amount of Federal funds for this current fiscal year. The bill recently passed; however, did provide for the transit commuter tax benefit to equal the federal tax benefit allow for parking. The pre-tax benefit is an important element for the public transit users. We will all be interested to see the resolve of the budget and spending issues in the next month. I will certainly keep you advised.

In Harrisburg, recently the Governor announced that he would in fact be presenting a transportation funding package proposal prior to his budget presentation. There have been many suggestions on what the transportation proposal might be. However, the official proposal has not yet been presented. My information indicates that the proposal will be made public on Thursday, January 24, 2013. Perhaps we will have addition information for you at the Board meeting.

Mr. Louwarse mentioned that the Governor postponed his presentation of the transportation funding package proposal until he does his budget presentation on February 5, 2013.

TREASURER'S REPORT

Mrs. Kutz presented the Treasurer's Report as follows:

The previous report balance as of December 12, 2012 was **\$4,961,455.76**. The current cash receipts are **\$444,657.06**. ACH/Transfers into Checking Account were **\$1,915,374.07**. Interest earned was **\$1,509.66**. Total receipts: **\$2,361,540.79**. Total Funds available were **\$7,322,996.55**. Current checks issued were

\$1,440,365.31. Checks outstanding were: **(\$126,844.08)**. EFT/Transfers from checking account total **\$732,041.33** for a disbursement of **\$2,045,562.56**. Balance reported as of January 18, 2013 was **\$5,277,433.99**.

A motion was made by Commissioner Barnhardt to accept the Treasurer's Report as written and was seconded by Mr. Greene. A vote was taken and with no opposing votes, the motion was passed unanimously.

DIRECTOR OF FINANCE REPORT

Mr. Hessler presented his report.

The operating revenue for year-to-date ending December 31, 2012 was **\$3,295,582** versus the budget amount of **\$3,171,047** which is **\$124,535** or **3.78%** over budget. Our total operating expenses for the same period was **\$7,918,942** versus the budgeted amount of **\$8,649,497** which is **\$730,555** or **9.23%** under budget. The operating deficit for the year-to-date was **\$4,623,360** which is **\$855,090** or **18.49%** under budget.

COMMITTEE & STAFF REPORTS

Operations Report

Mr. Louwse presented Mr. Fletcher's report.

The operating data for December 2012 indicates that the total system ridership decreased by **4.9%** when compared to December 2011. There was a **5.2%** decrease in the fixed route passengers and a **0.1%** increase in special service passengers. For the month of December on the fixed route service, we experienced a **4.9%** decrease in the revenue passengers, and a **7.7%** decrease in senior citizen rides.

In the fixed route division there were 20 weekdays and 5 Saturdays operated in December 2012 as compared to 21 weekdays and 5 Saturdays in December 2011. In the special services division there were 20 weekdays operated in December 2012 as compared to 21 weekdays operated in December 2011.

The average weekday ridership for December 2012 was 10,590 as compared to 10,887 in December 2011. For the fiscal year, the total system ridership increased **1.1%**. The fixed route ridership has increased **1.0%**. This is composed of a **0.8%** increase in revenue passengers and a **2.5%** increase in senior citizen passengers. The special service passengers increased **2.4%**.

Special Services Report

Ms. Weidner presented her report.

The total Special Services Division ridership for December was **19,951** a **0.1%** decrease compared to the same month of 2011. Year-to-date figures show a **2.4%** increase when compared to the last fiscal year. With 20 operating days an average of **997** passengers were transported per day.

Public Information

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

UNFINISHED BUSINESS

Franklin Street Station Project Update

Mr. Louwse mentioned the following construction close-out plan for the Franklin Street Station Project:

Franklin Street Station Construction Close-out Summary

- 01/28/13 – Remaining glass will arrive on-site. Glass installation and cleaning will immediately follow.
- Remaining work items – ADA ticket counter, bulletin board, and final cleaning.
- 01/29/13 – On-site punch list meeting with Baker, Sowinski, and BARTA to finalize contractor to-do list.
- 01/30/13 – Issue punch list to contractors.
- 01/30/13 – 02/01/13 – Balancing and final HVAC start-up.
- 01/30/13 – 02/08/13 – Start-up and final sprinkler system and smoke alarm system testing and inspections.
- Week of 02/04/13 – Training for BARTA staff.
- Final inspections and occupancy approximately 02/18/13.
- 02/01/13 – 02/28/13 – Punch list work completed by contractors.
- 02/28/13 – Final payments made to Perrotto.

Mr. Louwse mentioned that in February we will do a field trip to the Franklin Street Station for Board Members. We will be having an open house/ribbon cutting ceremony and then there will be a few days when the Station will be open to the public for viewing.

Sunday Holiday Express

Mr. Louwse mentioned that in the Board packet is a copy of the Holiday Express ridership numbers from 2010, 2011 and 2012.

<u>2010</u>		<u>2011</u>		<u>2012</u>	
November 28, 2010	359	November 27, 2011	382	December 2, 2012	679
December 5, 2010	484	December 4, 2011	696	December 9, 2012	509
December 12, 2010	490	December 11, 2011	569	December 16, 2012	609
December 19, 2010	644	December 18, 2011	671	December 23, 2012	908
Total	1,977		2,318		2,705

Mr. Louwse mentioned that we had 387 more passengers in 2012 than in the previous year, which is a 16.6% increase.

NEW BUSINESS**Award Sale of Obsolete Vehicles**

Mr. Louwse mentioned we opened bids for Obsolete Vehicles on Friday, January 25, 2013, at 10:00a.m. and received bids for five (5) of the six (6) vehicles. A copy of the bid tabulation is included in the Board Packet.

Mr. Louwse respectfully requested that the bids be awarded as follows:

NAME	VEHICLE #	YEAR/MODEL	BID
Andre Entertainment LLC	0677	2006 FORD	\$ 505.00
Andre Entertainment LLC	0678	2006 FORD	\$ 505.00
Andre Entertainment LLC	0680	2006 FORD	\$ 505.00
Tom Rudloff	0351	2003 INTERNATIONAL	\$ 100.00
Tom Rudloff	679	2006 FORD	\$ 200.00

NO BIDS RECEIVED	676	2006 FORD	
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Vehicle 676 is in poor condition and received no bids. We will be disposed of the vehicle in the best interests of BARTA.

A motion was made by Commissioner Barnhardt to award the above bids as recommended and was seconded by Mr. Greene. A vote was taken and with no opposing votes, the motion was passed unanimously.

Approve the Procurement Regulations and Procedures Manual

Mr. Louwse mentioned that Federal Transit Administration (FTA) had changed their regulations and review which required BARTA to make updates to the Procurement Regulations and Procedures Manual. Staff invested a lot of time and energy to complete and update the BARTA Procurement Regulations and Procedures Manual. This update was in accordance with all Federal requirements. The updated manual was submitted to the FTA and approved.

Mr. Louwse respectfully requested the Board to approve the Procurement Regulations and Procedures Manual.

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

Approve the Code of Conduct Policy

Mr. Louwse mentioned that as part of the Federal Transit Administration (FTA) changes, an important part of this process was to update the BARTA Code of Conduct Policy to be consistent with the new regulations. Following the approval we will be putting in place an appropriate signing process to acknowledge the receipt of the Code of Conduct by all appropriate officials. The updated Code of Conduct Policy was submitted to FTA and approved.

Mr. Louwse respectfully requested the Board to approve the Code of Conduct Policy.

A motion was made by Mr. Schlegel to approve the Code of Conduct Policy and was seconded by Commissioner Barnhardt. A vote was taken and with no opposing votes, the motion was passed unanimously.

Resolution for Authorized Officials with dotGrants

Mr. Louwse mentioned that PennDOT requires the Board to have a resolution giving Authorized Officials of BARTA to assign roles within dotGrants. Be it resolved, by the authority of the Board of Directors that Kevin J. Hessler, Director of Finance of Berks Area Regional Transportation Authority be the Authorized Official (AO) and directed to assign roles within dotGrants on its behalf.

Mr. Louwse respectfully requested the Board to approve the resolution for Authorized Officials with dotGrants.

A motion was made by Mr. Bogia to approve the resolution for Authorized Official with dotGrants and was seconded by Mrs. Kutz. A vote was taken and with no opposing votes, the motion was passed unanimously.

OTHER BUSINESS

Commissioner Barnhardt mentioned that he had a meeting with folks from the Office of Aging and they feel areas of Berks County are underserved by BARTA. Commissioner Barnhardt would like to have a meeting with Office of Aging and BARTA to work out some of their concerns.

COMMUNICATIONS

None

ADJOURNMENT - There being no further business a motion was made by Commissioner Barnhardt to adjourn at 3:32pm and was seconded by Mr. Bogia. 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