

MINUTES OF THE MONTHLY MEETING OF THE BARTA BOARD OF DIRECTORS

February 24, 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 Ronald Seaman, Chair.

The following Board members were present: Commissioner Kevin Barnhardt, Alice Kutz, Treasurer, Gregg Bogia (arrived at 3:15p.m.), 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 January 27, 2014, as distributed by mail. Commissioner Barnhardt 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

The Board retreat with BARTA and Red Rose will be held on April 8, 2014 from 1:00-5:00p.m. Place is to be determined.

PUBLIC COMMENT

None

TREASURER'S REPORT

Alice Kutz presented the Treasurer's Report:

The previous report balance as of January 17, 2014 was **\$2,933,646.83**. The current cash receipts are **\$304,994.37**. ACH/Transfers into Checking Account were **\$545,768.27**. Interest earned was **\$558.36**. Total receipts: **\$3,784,967.83**. Total Funds available were **\$3,784,967.83**. Current checks issued were **\$628,148.06**. Checks outstanding were: **(\$5,642.23)**. EFT/Transfers from checking account total **\$637,433.64** for a disbursement of **\$1,259,939.47**. Balance reported as of February 14, 2014, was **\$2,525,028.36**. Payment history for during this time was included in the Board packet.

A motion was made by Commissioner Barnhardt 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 January 31, 2014, was **\$3,949,454** versus the budget amount of **\$4,031,756** which is **\$82,302** or **2.08%** under budget. Our total operating expenses for the same period was **\$9,766,741** versus the budgeted amount of **\$10,210,268** which is **\$443,527** or **4.54%** under budget. The operating deficit for the year-to-date was **\$5,817,287** which is **\$361,225** or **6.21%** under budget.

COMMITTEE & STAFF REPORTS

Operations Report

Mr. Fletcher presented his report as follows:

The operating data for January 2014 indicates that the total system ridership decreased by **3.2%** when compared to January 2013. There was a **2.6%** decrease in the fixed route passengers and a **9.3%** decrease in special service passengers. For the month of January on the fixed route service, we experienced a **2.0%** decrease in the revenue passengers, and a **7.6%** decrease in senior citizen rides.

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

The average weekday ridership for January 2014 was 10,066 as compared to 10,272 in January 2013. For the fiscal year, the total system ridership has increased **1.7%**. The fixed route ridership has increased **1.8%**. This is composed of a **2.0%** increase in revenue passengers and a **1.1%** increase in senior citizen passengers. The special service passengers increased **0.1%**.

In the fixed route division there were a total of 150 weekdays and 30 Saturdays, operated this Fiscal Year as compared to 149 weekdays and 30 Saturdays operated last Fiscal Year. In the special services division there were a total of 150 weekdays operated this Fiscal Year as compared to 127 weekdays operated last Fiscal Year.

Special Services Report

Ms. Weidner presented her report as follows:

The total Special Services Division ridership for January was **20,463** a **9.3%** decrease compared to the same month of 2013. Year-to-date figures show a **0.1%** increase when compared to the last fiscal year. There were 22 operating days, an average of **930** passengers were transported per day. The decrease in ridership was caused by the six days of inclement weather, many agencies were closed.

Public Information

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

UNFINISHED BUSINESS

None

NEW BUSINESS

Award Broker Services

Mr. Kilmer mentioned that BARTA received three proposals to provide Broker Services for healthcare and other employee benefits. Based on the review and ratings by staff, Tompkins Insurance is recommended to provide this service with a monthly fee of \$1,250 or \$15,000 annually. Tompkins is the current Broker and did not raise their fee for this service. The other proposals were based on a commission that would cost the Authority a significant amount of money for their services, roughly \$75,000 or more. Staff recommends that Tompkins Insurance be awarded a year contract with an annual renewal for four additional years based on future pricing.

A motion was made by Mr. Rex to award Tompkins Insurance as BARTA's Broker Service and was seconded by Commissioner Barnhardt. A vote was taken and with no opposing votes, the motion was passed unanimously.

Resolution 2-14 Grant Application – Low or No Emission Vehicle

Mr. Kilmer mentioned this Resolution is to authorize BARTA to file a grant application for discretionary funds to purchase hybrid buses. The grant would pay the difference between a regular diesel and hybrid. With four buses reaching their useful life soon this funding would be very beneficial in enabling BARTA to effectively utilize its annual federal allocation. This application is being jointly filed with RRTA who is planning to purchase fourteen hybrid buses. This could save BARTA over \$700,000 on the next bus purchases.

A motion was made by Commissioner Barnhardt to approve the resolution for filing of grant application for the low or no emission vehicle deployment program and was seconded by Mrs. Kutz. A vote was taken and with no opposing votes, the motion was passed unanimously.

Approval to Purchase Two (2) New Copiers/Printers

Mr. Kilmer mentioned that BARTA's current copiers/printers are well beyond their useful life and are in need of replacement. The breakdown rate for both machines continues to increase in frequency and parts for the oldest machine have become very difficult to obtain. Both new machines will have copy, fax, scan, and network printer capabilities with black & white and color printing. A memo is included in the Board Packet detailing the pricing obtained from the state contract and pricing available from US Communities to BARTA. As shown on the memo, both copiers would be Ricoh brand from Stratix Systems at a cost of \$8,850 for the C45030 for the admin office and \$5,800 for the C3003 model for general use. The purchase would be made utilizing available state capital funds. Staff recommends approval for the purchase of two copiers/printers at a cost of \$14,650.

A motion was made by Commissioner Barnhardt to approve the purchase of two Ricoh copiers/printers and the maintenance plan and was seconded by Mr. Bogia. A vote was taken and with no opposing votes, the motion was passed unanimously.

Records Disposal Policy

Mr. Kilmer mentioned that a copy of a Records Disposal Policy for BARTA is included in the Board Packet. This Policy will set the parameters for the disposal of old files and records of the Authority in accordance with state municipal guidelines. As shown, the length of time that BARTA must keep certain records is dictated by the FTA and PADOT, particularly for capital related files, and certain financial related files. The Policy will also be in accordance with the Right to Know law to document that BARTA has properly disposed of files and

has a record of the disposal of each file. Storage space is limited at the facility and this will allow for the annual disposal of files to make room for newer files generated each year. Staff recommends approval.

A motion was made by Mr. Snyder to approve the Records Disposal Policy and was seconded by Mr. Rex. A vote was taken and with no opposing votes, the motion was passed unanimously.

Approval to Dispose of Files/Records

Mr. Kilmer mentioned a copy of the listing of files/records that can be disposed of in accordance with the Disposal Policy is included in the Board Packet. These files will be shredded to ensure security of information. Staff recommends approval.

A motion was made by Commissioner Barnhardt to approve the list of files/records to be disposed of and was seconded by Mrs. Kutz. A vote was taken and with no opposing votes, the motion was passed unanimously.

Approval of Amendment #1 – Unified Planning Work Program

Mr. Kilmer mentioned a copy of the proposed Amendment #1 to the annual UPWP for transit planning activities is included in the Board Packet. There are some additional FTA planning funds available for the current fiscal year of \$5,400. That is being made available to BARTA. These funds are used to offset staff expenses for on-going fixed-route planning activities. Staff recommends approval.

A motion was made by Mr. Bogia to approve the Amendment to the Unified Planning Work Program and was seconded by Commissioner Barnhardt. 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 Mr. Bogia to adjourn at 3:23p.m. and was seconded by Commissioner Barnhardt. 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