

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

**May 19, 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 3:05 PM by Ronald Seaman, Chair. The following Board members were present: Commissioner Kevin Barnhardt, Vice Chair, Alice Kutz, Treasurer, James Schlegel, Secretary, Dennis Rex, Michael Roeberg and Timothy Snyder.

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, Robert Rimby, Manager of Special Projects and Systems, Daniel Russell, Director of Maintenance and Vicki Weidner, Director of Special and Richard L. Orwig, Solicitor. Also present were William Frees and John Doerrman of the Amalgamated Transit Union #1345 and Richard Kadler, BARTA passenger.

There was a moment of silence for Emeritus Board Member Jacob Bowers who passed away on May 12, 2014. He served on the BARTA Board for 27 years.

## **APPROVAL OF MINUTES**

Mr. Seaman entertained a motion to approve the Board minutes of April 28, 2014, as distributed by mail. Mr. Roeberg 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**

Mr. Kadler stated that a way for BARTA to get the survey's out in the Blandon/Fleetwood area would be to give them to businesses in the area to hand out. Mr. Kadler also mentioned that our bathrooms at the BTC look really good.

## **TREASURER'S REPORT**

Mrs. Kutz presented the Treasurer's Report:

The previous report balance as of April 18, 2014 was **\$1,217,158.57**. The current cash receipts are **\$286,761.89** ACH/Transfers into Checking Account were **\$1,331,037.35**. Interest earned was **\$170.83**. Total receipts: **\$1,617,970.07**. Total Funds available were **\$2,835,128.64**. Current checks issued were **\$2,017,718.95**. Checks outstanding were: **(\$586,493.94)**. EFT/Transfers from checking account total **\$888,921.27** for a disbursement of **\$2,320,146.28**. Balance reported as of May 9, 2014, was **\$514,982.36**. 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. Snyder. 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 April 30, 2014, was **\$5,642,291** versus the budget amount of **\$5,785,383** which is **\$143,092** or **2.54%** under budget. Our total operating expenses for the same period was **\$13,926,708** versus the budgeted amount of **\$14,526,965** which is **\$600,257** or **4.31%** under budget. The operating deficit for the year-to-date was **\$8,284,417** which is **\$457,165** or **5.52%** under budget.

Mr. Seaman asked why the Parking Garage is half of what we budgeted. Mr. Kilmer stated that the Reading Parking Authority is not emphasizing our garage. We are still using the lot for events down town.

## **COMMITTEE & STAFF REPORTS**

### **Operations Report**

Mr. Fletcher presented his report as follows:

The operating data for April 2014 indicates that the total system ridership increased by **1.3%** when compared to April 2013. There was a **2.2%** increase in the fixed route passengers and a **9.1%** decrease in special service passengers. For the month of April on the fixed route service, we experienced a **4.6%** increase in the revenue passengers, and a **10.5%** decrease in senior citizen rides.

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

The average weekday ridership for April 2014 was 11,072 as compared to 10,826 in April 2013. For the fiscal year, the total system ridership has increased **0.8%**. The fixed route ridership has increased **1.2%**. This is composed of a **1.7%** increase in revenue passengers and a **1.5%** decrease in senior citizen passengers. The special service passengers decreased **4.3%**.

In the fixed route division there were a total of 212 weekdays and 43 Saturdays, operated this Fiscal Year as compared to 212 weekdays and 43 Saturdays operated last Fiscal Year. In the special services division there were a total of 212 weekdays operated this Fiscal Year as compared to 212 weekdays operated last Fiscal Year.

### **Special Services Report**

Ms. Weidner presented her report as follows:

The total Special Services Division ridership for April was **21,246** a **9.1%** decrease compared to the same month of 2013. Year-to-date figures show a **4.3%** decrease when compared to the last fiscal year. There were 22 operating days, an average of **965** passengers were transported per day.

The decline in ridership can be attributed to the Good Friday holiday (March 2013) and also the Berks County Area Agency on Aging has discontinued funding for many of the Foster Grand Parents.

Mr. Kilmer mentioned that the number of senior trips is going down and a lot of federal funding has been cut back which attributing to lower trip numbers. This is a trend and a dilemma that the state knows they need to deal with because there may not be enough lottery money to fund transportation. The draft Marketing Plan outlines how BARTA is going to address this issue.

## **Public Information**

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

## **UNFINISHED BUSINESS**

### **Approval of FY 2015 Operating Budget**

Mr. Kilmer mentioned that a copy of the proposed budget for FY 2015 was provided at the April meeting. The Finance Committee did meet to review the proposed budget for FY 2015. The budget does not include any changes in service levels at this time. The budget does include a fare increase for Special Services. At this time a fare increase is not proposed for fixed route service. It is staff's recommendation that the budget be approved as presented.

A motion was made by Commissioner Barnhardt to approve the FY 2015 Operating Budget and was seconded by Mr. Snyder. A vote was taken and with no opposing votes, the motion was passed unanimously.

### **Special Services Fare Increase**

Mr. Seaman mentioned that he would like to table this until the June 2014 Board of Directors meeting since we were unable to have public hearing prior to this Board meeting.

A motion was made by Commissioner Barnhardt to table the Special Services Fare Increase to the June Board of Directors meeting and was seconded by Mr. Roeberg. A vote was taken and with no opposing votes, the motion was passed unanimously.

## **NEW BUSINESS**

### **Resolution Certifying Local Match for State Operating Assistance**

Mr. Kilmer mentioned as required by Act 44 for operating assistance, BARTA must approve a Resolution stating that the required local match will be provided by Berks County in the amount of \$438,566 which is the required 5% greater than the previous year. The Resolution is required to be attached to the grant application in order to receive approval from PADOT. Staff recommends approval.

A motion was made by Mrs. Kutz to approve the resolution certifying local match for state operating assistance and was seconded by Mr. Roeberg. A vote was taken and with no opposing votes, the motion was passed unanimously.

### **Award Fuel Contract**

Mr. Kilmer mentioned that we opened bids on May 19, 2014, at 10:00a.m. The bid tabulation was included in the Board handouts. The fuel purchase is for the period of July 1, 2014 through June 30, 2015. A total of four (4) bids were received, two (2) were deemed unresponsive to the bid request and associated addenda. The recommendation is for award based on the fixed price. Petroleum Traders Corporation, of Fort Wayne IN is recommended for supply of both Unleaded Gasoline (87 Octane) at \$2.7703/gallon and Blended 2% bio-diesel/98% Ultra-Low Sulfur Diesel at \$3.0783/gallon. This includes Standard Lubricity Agent/Additive at no cost and Winterizing Agent at additional \$0.015 per gallon. Currently we are paying \$2.772 per gallon for gasoline and \$3.029 per gallon for diesel.

A motion was made by Commissioner Barnhardt to approve the fuel contract to be awarded to Petroleum Traders Corporation and was seconded by Mr. Rex. A vote was taken and with no opposing votes, the motion was passed unanimously.

### **Award Obsolete Parts Bids**

Mr. Kilmer mentioned a bid was issued for the sale of obsolete bus parts. This is part of the annual clean out of parts for buses that are no longer being operated by BARTA and cannot be used on other vehicles in the fleet. As shown on the memo included in the packet, BARTA only received one bid from DeVino Trucks & Parts for all six of the categories of parts being sold. The total amount bid was \$483 for all the obsolete parts. Staff recommends approval.

A motion was made by Commissioner Barnhardt to award the obsolete parts to DeVino Trucks & Parts and was seconded by Mrs. Kutz. A vote was taken and with no opposing votes, the motion was passed unanimously.

### **Approval of Park-n-Ride Demonstration Service at VF Outlet**

Mr. Kilmer mentioned due to the anticipated closing of the Buttonwood Bridge for construction, BARTA is proposing to implement a new Park-n-Ride Service from the VF Outlet to downtown Reading during the peak morning and afternoon work times. Initially, the service would only operate for six months in order to evaluate ridership levels with the option to extend the service for an additional six months, if warranted. For six months, the service would cost an estimated \$107,900 based on 10 hours/day, five days/week for 26 weeks. The proposed service would be slated to start on August 1, 2014; this date may change due to PADOT postponing construction. Staff is currently working on a lease with VF Outlet for 100 spaces at \$10/space/month at their Park Road lot that is not being used at this time (behind Willoughby's). There is funding in the budget to experiment with this service. Mr. Fletcher mentioned that the route will run up Court Street to 8<sup>th</sup> and then down Cherry and behind RACC. This way we can serve the County Services, City Hall, State Building and most of downtown coverage. Mr. Kilmer stated we would use the normal Park-N-Ride monthly pass. We also have our normal services all day long so if someone needed to leave work early that can catch our buses that normally go by there. Mr. Kilmer mentioned that we can capitalize the \$10 cost. As part of the Marketing Plan, you will see the promotion of this service and BARTA's other Park-N-Ride locations. PADOT will have many message boards posted and we are going to get them to mention the Park-N-Ride on this boards.

A motion was made by Commissioner Barnhardt to approve the Park-n-Ride Demonstration Service at VF Outlet and was seconded by Mr. Snyder. A vote was taken and with no opposing votes, the motion was passed unanimously.

### **Approval of Fixed-Route Fare Policy**

Mr. Kilmer mentioned under the new state transportation law, BARTA is required to formally adopt a general policy on increasing bus fares to keep pace with inflation. A draft policy has been included in the Board packet for your review. The policy includes language to ensure that all the federal requirements are also addressed when raising fares and other external issues to ensure that the increases will minimize any negative effects on ridership, but still meet the necessary financial needs of the Authority. Staff recommends approval.

A motion was made by Commissioner Barnhardt to approve the Fixed-Route Fare Policy and was seconded by Mr. Rex. A vote was taken and with no opposing votes, the motion was passed unanimously.

## **OTHER BUSINESS**

### **Marketing Plan**

Mr. Kilmer mentioned that each Board Member received a draft copy of the Marketing Plan that will be on the agenda in June.

**Appointment of Nominating Committee**

Mr. Seaman mentioned the he is appointing Michael Roeberg as Chair and Jayne L. Dieruff and Gregg Bogia to the Nominating Committee. The Committee will be expected to make a recommendation for a new slate of officers to take effect July 1, 2014 at the June Board meeting. The current slate of officers are: Ronald R. Seaman, Chair; Kevin S. Barnhardt, Vice Chair; Alice Kutz, Treasurer; and, James Schlegel, Secretary.

**Joint Committee (BARTA/RRTA) Potential Merger**

Commissioner Barnhardt mentioned that the Joint Committee will be meeting on Wednesday, May 28.

**COMMUNICATIONS**

None

**ADJOURNMENT** - There being no further business a motion was made by Commissioner Barnhardt to adjourn at 3:36p.m. and was seconded by Mr. Schlegel. 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