

MINUTES OF THE MONTHLY MEETING OF THE BARTA BOARD OF DIRECTORS

November 25, 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, Chair. The following Board members were present: Alice Kutz, Treasurer, James Schlegel, Secretary, Jayne L. Dieruff, Dennis Rex and Timothy Snyder.

Others attending the meeting were: David Kilmer, Executive Director, Robert Fletcher, Assistant Executive Director, 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 and Janet Weiss, Manager of Programs & Marketing. Also present were William Frees and John Doerrman of the Amalgamated Transit Union #1345, and Liam Migdail-Smith, Reading Eagle.

APPROVAL OF MINUTES

Mr. Seaman entertained a motion to approve the Board minutes of October 21, 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

Mr. Kilmer mentioned that the Transportation Bill finally got passed last week. Mr. Kilmer was at Harrisburg on Monday, November 18, and it got voted down twice and then the next day it finally passed. There will be a conference call on Tuesday, November 26 with PennDOT to find out exactly what it all means to transit once the money is divided.

PUBLIC COMMENT

None

TREASURER'S REPORT

Alice Kutz presented the Treasurer's Report:

The previous report balance as of October 11, 2013 was **\$2,842,382.11**. The current cash receipts are **\$905,695.48**. ACH/Transfers into Checking Account were **\$1,051,904.70**. Interest earned was **\$756.80**. Total receipts: **\$1,958,356.98**. Total Funds available were **\$4,800,739.09**. Current checks issued were **\$1,072,011.79**. Checks outstanding were: **(\$56,117.94)**. EFT/Transfers from checking account total **\$703,696.19** for a disbursement of **\$1,719,590.04**. Balance reported as of November 15, 2013 was **\$3,081,149.05**.

A motion was made by Mr. Snyder 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 October 31, 2013 was **\$2,307,520** versus the budget amount of **\$2,278,129** which is **\$29,391** or **1.27%** over budget. Our total operating expenses for the same period was **\$5,680,223** versus the budgeted amount of **\$5,832,655** which is **\$152,432** or **2.68%** under budget. The operating deficit for the year-to-date was **\$3,372,703** which is **\$181,823** or **5.39%** under budget.

COMMITTEE & STAFF REPORTS

Audit Committee Report

Mrs. Dieruff presented her report as follows:

The Audit Committee Members met with Larry Shaub of Reinsel Kuntz Leshner, David Kilmer, Kevin Hessler, Pam Laury and Ryan Furgerson and reviewed the audit in detail. The committee is pleased to announce that we have received an unqualified opinion; have no compliance issues; and have balanced the Fiscal Year 2012-2013 budget. Further, the Audit was completed in accordance with the PennDOT Audit Regulations. We would be happy to answer any questions. A motion was made by Mrs. Dieruff to accept the Audit Report which was seconded by Mr. Rex. There were no opposing votes and therefore the motion was carried unanimously by the Board.

Personnel and Labor Relations Report

Mr. Snyder presented his report as follows:

Mr. Snyder mentioned that the Committee met a few weeks ago to make some amendments to a Personnel Policy that was drafted a few years ago but never put in place. That Personnel Policy was reviewed by the committee and changes were made throughout the policy. In the Board packet is a copy of BARTA's Personnel Policy Manual for Administrative Staff. A motion was made by Mr. Snyder to accept the Personnel Policy Manual for Administrative Staff which was seconded by Mrs. Dieruff. There were no opposing votes and therefore the motion was carried unanimously by the Board.

Operations Report

Mr. Fletcher presented his report as follows:

The operating data for October 2013 indicates that the total system ridership increased by **7.8%** when compared to October 2012. There was a **7.9%** increase in the fixed route passengers and a **7.6%** increase in special service passengers. For the month of October on the fixed route service, we experienced a **7.5%** increase in the revenue passengers, and a **5.8%** increase in senior citizen rides.

In the fixed route division there were 23 weekdays and 4 Saturdays operated in October 2013 as compared to 23 weekdays and 4 Saturdays in October 2012. In the special services division there were 23 weekdays operated in October 2013 as compared to 23 weekdays operated in October 2012.

The average weekday ridership for October 2013 was 11,642 as compared to 10,700 in October 2012. For the fiscal year, the total system ridership has increased **3.2%**. The fixed route ridership has increased **3.1%**. This is composed of a **3.3%** increase in revenue passengers and a **2.4%** decrease in senior citizen passengers. The special service passengers increased **4.7%**.

In the fixed route division there were a total of 87 weekdays and 17 Saturdays, operated this Fiscal Year as compared to 86 weekdays and 17 Saturdays operated last Fiscal Year. In the special services division there were a total of 87 weekdays operated this Fiscal Year as compared to 86 weekdays operated last Fiscal Year.

Special Services Report

Mr. Fletcher presented Ms. Weidner's report as follows:

The total Special Services Division ridership for October was **24,506** a **7.6%** increase compared to the same month of 2012. Year-to-date figures show a **4.7%** increase when compared to the last fiscal year. There were 23 operating days, an average of **1,065** passengers were transported per day.

Public Information

Public Information and the Bulletin were included in board packet compiled by Mrs. Weiss.

UNFINISHED BUSINESS

Wireless Electric Vehicle Project Update

Mr. Russell mentioned the first vehicle has been wrapped and will be on display after the meeting. Vehicle #2 will arrive from Ohio this week and be wrapped the first week in December. It will take four days for the wrap to be completed and then it will take Momentum a few days to complete the charging station installation. The vehicle should be in service on December 16. Vehicle #1 will be transported back to Ohio in January to make all the improvements they made to vehicle #2. Once we have vehicle #2 we will set up a public meeting to announce our vehicle.

Dissolve the Interim Committee

Mr. Seaman thanked everyone on the Interim Committee for their hard work. Mrs. Dieruff made a motion to dissolve the interim committee and was seconded by Mr. Snyder. A vote was taken and with no opposing votes, the motion was passed unanimously.

Ratify and Certify Management Agreement

Mr. Kilmer mentioned the \$60,000 grant that Red Rose requested was approved. The agreement was signed last week. Billing will begin as of the end of December.

A motion was made by Mrs. Dieruff to ratify and certify the management agreement and was seconded by Mr. Snyder. A vote was taken and with no opposing votes, the motion was passed unanimously.

NEW BUSINESS

Title VI Approval

Mr. Kilmer mentioned the Title VI is a Federal Program that we are required to do to insure that we are providing our services in a nondiscriminatory manner. BARTA is required to update this plan every three years and it has to be ratified by the Board of Directors. This is one of the deficiencies that were found when we submitted it. In the Board packet was a copy of BARTA's Title VI. Mr. Kilmer respectfully requested the Board to approve the Title VI.

A motion was made by Mr. Rex to approve the Title VI and was seconded by Mrs. Dieruff. A vote was taken and with no opposing votes, the motion was passed unanimously.

Easton Coach Renewal

Mr. Kilmer mentioned that BARTA would like to renew our agreement with Easton Coach for the third year beginning September 1, 2013, and ending August 31, 2014. BARTA and Easton Coach agreed to maintain the current trip rate due to BARTA furnishing four (4) replacement vehicles. Mr. Kilmer respectfully requested the Board to approve the renewal agreement.

A motion was made by Mrs. Kutz to approve the Easton Coach Agreement and was seconded by Mr. Schlegel. A vote was taken and with no opposing votes, the motion was passed unanimously.

Mr. Rex asked if Red Rose uses Easton Coach for the possibility of combining services. Mr. Kilmer mentioned that Red Rose's entire shared ride service is operated by Easton Coach. There will be an opportunity to combine services.

Direct Media Renewal

Mr. Kilmer mentioned that BARTA would like to renew our agreement with Direct Media, Inc for the third year for the sale of exterior and interior bus advertising. The first two years were fixed rates. This year there will be an increase of \$62,500 per year or sixty (60) percent of net collected sales, whichever is greater, for the period of January 1, 2014 through December 31, 2014 and all other terms and conditions included in the contract executed on December 5, 2011, shall remain unchanged. This was one of the opportunities were it was Lancaster, Reading, York, Harrisburg and Lebanon went in together to give them the whole Central Pennsylvania market which pays dividends for all the transit agencies because they can lock in a big advertiser who would want all the markets. Mr. Kilmer respectfully requested the Board to approve the renewal agreement.

A motion was made by Mr. Schlegel to approve the Direct Media Agreement and was seconded by Mr. Rex. A vote was taken and with no opposing votes, the motion was passed unanimously.

Resolution for Filing Application with FTA, Resolution for Execution of Documents and Grants, and Resolution for National Penn Investors Trust

Mr. Seaman mentioned that the Board needs to approve the following resolutions to authorize Dave Kilmer to take action on behalf of BARTA: Resolution for Authorization for Filing of Applications with FTA; Resolution for Execution of Grant Agreements; Resolution for Execution of Documents; and, Corporate Resolution with National Penn Investors Trust Company to govern our account.

Mr. Seaman respectfully requested the approval of the above four resolutions.

A motion was made by Mrs. Dieruff to approve the Resolution for Authorization for Filing of Applications with FTA, Resolution for Execution of Grant Agreements, Resolution for Execution of Documents and Corporate Resolution with National Penn Investors Trust Company and was seconded by Mr. Snyder. A vote was taken and with no opposing votes, the motion was passed unanimously.

Purchase of Services Agreement with County of Berks

Mr. Kilmer mentioned that the purchase of service agreement with the County of Berks for Fiscal Year 2014 for the shared ride is an annual agreement. This is an agreement that has been going on for years but Mr. Kilmer wanted to bring it to the Board to make the members aware. Mr. Kilmer respectfully requested the approval of the services agreement with the County of Berks.

A motion was made by Mrs. Dieruff to approve the Purchase of Services Agreement with County of Berks and was seconded by Mrs. Dieruff. A vote was taken and with no opposing votes, the motion was passed unanimously.

Approval of 2014 Board of Director Meetings

Mr. Seaman mentioned in the Board packet is a copy of the 2014 Board Meeting Schedule which is as follows:

Monday, January 27, 2014	Monday, May 19, 2014	Monday, September 29, 2014
Monday, February 24, 2014	Monday, June 30, 2014	Monday, October 27, 2014
Monday, March 31, 2014	Monday, July 28, 2014	Monday, November 24, 2014
Monday, April 28, 2014	Monday, August 25, 2014	Wednesday, December 22, 2014

Mr. Seaman respectfully requested the board’s approval of 2014 Board meeting schedule which will be advertised in the Reading Eagle. A motion was made by Mr. Schlegel to accept the 2014 board meeting schedule and was seconded by Mr. Rex. A vote was taken and with no opposing votes, the motion was passed unanimously.

Sunday Holiday Schedule

Mr. Kilmer mentioned that BARTA will run Sunday Holiday Express service on Sunday, December 1, 8, 15 and 22 for passengers to do their shopping. In the Board packet is a copy of the holiday service. The service runs from 11:00a.m. till 6:00p.m. Mr. Kilmer respectfully requests the Boards approval of adding the above Sunday Holiday services. A motion was made by Mrs. Dieruff to accept the added Sunday Holiday Service and was seconded by Mrs. Kutz. A vote was taken and with no opposing votes, the motion was passed unanimously.

OTHER BUSINESS

Mr. Seaman mentioned that Mr. Gregg Bogia has been reappointed to the BARTA Board of Directors for a five year term to expire on December 31, 2018.

COMMUNICATIONS

None

ADJOURNMENT - There being no further business a motion was made by Mrs. Dieruff to adjourn at 3:29p.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