

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

December 22, 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 Commissioner Kevin Barnhardt, Chair. The following Board members were present: Timothy Snyder, Vice Chair, Dennis Rex, Treasurer, Gregg Bogia, Alice Kutz, James Schlegel and Ronald Seaman.

Others attending the meeting were: David Kilmer, Executive Director, Robert Fletcher, Assistant Executive Director for Operations, Safety and Training, Melanie Heffner, Executive Assistant, Kevin Hessler, Director of Finance, Laura Hopko, Director of Administration and Human Resources, Robert Rimby, Manager of Special Projects, Daniel Russell, Director of Maintenance, and Richard L. Orwig, Solicitor. Also present were William Frees, John Doerrman and Jeff Martin of the Amalgamated Transit Union #1345, Liam Migdail-Smith, Reading Eagle Company and Matt McGough, Berks County Planning/Reading MPO.

APPROVAL OF MINUTES

The minutes of November 24, 2014, BARTA Board of Director's meeting was approved as presented.

EXECUTIVE DIRECTOR

Mr. Kilmer mentioned that he appreciates all the effort and support to those members of the Board who will no longer be on the Board as of January 2015.

PUBLIC COMMENT - None

TREASURER'S REPORT

The Treasurer's Report:

The previous report balance as of November 14, 2014 was **\$485,058.24**. The current cash receipts are **\$327,238.55** ACH/Transfers into Checking Account were **\$1,205,664.75**. Interest earned was **\$107.22**. Total receipts: **\$1,533,010.52**. Total Funds available were **\$2,018,068.76**. Current checks issued were **\$1,024,788.23**. Checks outstanding were: **(\$233,869.81)**. EFT/Transfers from checking account total **\$903,193.26** for a disbursement of **\$1,694,111.68**. Balance reported as of December 12, 2014, was **\$323,957.08**. Payment history for during this time was included in the Board packet.

A motion was made by Mrs. Kutz to accept the Treasurer's Report and the payment history report as written and was seconded by Mr. Bogia. 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 November 30, 2014, was **\$2,821,072** versus the budget amount of **\$2,654,639** which is **\$166,433** or **5.90%** over budget. Our total operating expenses for the same period was **\$6,925,942** versus the budgeted amount of **\$7,217,762** which is **\$291,820** or **4.21%** under budget. The operating deficit for the year-to-date was **\$4,104,870** which is **\$458,253** or **11.16%** under budget.

COMMITTEE & STAFF REPORTS

Operations Report

Mr. Fletcher presented his report as follows:

The operating data for November 2014 indicates that the total system ridership decreased by **10.6%** when compared to November 2013. There was a **10.6%** decrease in the fixed route passengers and an **11.3%** decrease in special service passengers. For the month of November on the fixed route service, we experienced a **9.0%** decrease in the revenue passengers, and a **19.3%** decrease in senior citizen rides.

In the fixed route division there were 19 weekdays and 5 Saturdays operated in November 2014 as compared to 20 weekdays and 5 Saturdays in November 2013. In the special services division there were 19 weekdays operated in November 2014 as compared to 20 weekdays operated in November 2013.

The average weekday ridership for November 2014 was 10,788 as compared to 11,477 in November 2013. For the fiscal year, the total system ridership has decreased **2.2%**. The fixed route ridership has decreased **1.8%**. This is composed of a **0.6%** decrease in revenue passengers and a **9.0%** decrease in senior citizen passengers. The special service passengers decreased **6.4%**.

In the fixed route division there were a total of 106 weekdays and 22 Saturdays, operated this Fiscal Year as compared to 107 weekdays and 22 Saturdays operated last Fiscal Year. In the special services division there were a total of 106 weekdays operated this Fiscal Year as compared to 107 weekdays operated last Fiscal Year.

The performance review of each bus route is included in the Board Packet.

Special Services Report

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

The total Special Services Division ridership for November was **18,289** an **11.3%** decrease compared to the same month of 2013. Year-to-date figures show a **6.4%** decrease when compared to the last fiscal year. There were **19** operating days, an average of **962** passengers were transported per day. And five Saturdays with an average **97** passengers transported per day.

The decline in ridership can be attributed to one less weekday and also one day of inclement weather.

Public Information

Public Information was included in board packet.

UNFINISHED BUSINESS - None

NEW BUSINESS

Approve BARTA Bylaws

Mr. Kilmer mentioned that a copy of the modified Bylaws to reflect the change in Board size, committees and meeting requirements was included in the Board packet for approval.

A motion was made by Mrs. Kutz to approve the modified BARTA Bylaws and was seconded by Mr. Seaman. A vote was taken and with no opposing votes, the motion was passed unanimously.

Approve Management Agreement with SCTA

Mr. Kilmer mentioned a copy of the proposed management agreement with SCTA to provide administrative and management services for BARTA was included in the Board packet. The agreement would require BARTA to pay a monthly fee of \$175,000 per month to SCTA to manage the system. The SCTA Board approved the agreement at their meeting on December 10, 2014. Staff recommends approval.

A motion was made by Mr. Snyder to approve the management agreement with SCTA and was seconded by Mr. Rex. A vote was taken and with no opposing votes, the motion was passed unanimously.

Approve Purchase of Parts Cabinets

Mr. Kilmer mentioned staff received pricing from the state contract to purchase ten parts cabinets to house bus parts. The price for the cabinets is \$22,400.63 and state funds are available for this purchase. These additional cabinets will help better organize the parts room and require less space than typical shelving units. Staff recommends approval.

A motion was made by Mr. Schlegel to approve the purchase of the parts cabinets for a total of \$22,400.63 and was seconded by Mrs. Kutz. A vote was taken and with no opposing votes, the motion was passed unanimously.

Approve FY 2014 Audit

Mr. Kilmer mentioned a copy of the draft audit was distributed last month and was reviewed by the Audit Committee. Staff has received no comments from the Audit Committee or other Board members. Reinsel noted that it was a clean audit with no issues. Staff recommends approval.

A motion was made by Mr. Rex to approve the FY 2014 Audit and was seconded by Mr. Seaman. 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 Commissioner Barnhardt to adjourn at 3:15p.m. and was seconded by Mrs. Kutz. A vote was taken and with no opposing votes, the meeting was adjourned.

Respectfully submitted,

Melanie A. Heffner

Executive Assistant for Jayne L. Dieruff, Secretary, Berks Area Regional Transportation Authority