

MINUTES OF THE MONTHLY MEETING OF THE BARTA BOARD OF DIRECTORS

April 28, 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 3:05 PM by Ronald Seaman, Chair.

The following Board members were present: Commissioner Kevin Barnhardt, Vice Chair, Alice Kutz, Treasurer, James Schlegel, Secretary, Gregg Bogia, Jayne Dieruff, 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, 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, Matt McGough, Berks County Planning/Reading MPO, Richard Kadler, BARTA Passenger and Bernard Harris, Lancaster Newspaper.

APPROVAL OF MINUTES

Mr. Seaman entertained a motion to approve the Board minutes of March 31, 2014, as distributed by mail. Commissioner Barnhardt 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

Mr. Kilmer mentioned we are looking at setting up a Park-N-Ride at Vanity Fair for when the bridges go under construction in September 2014. We will be starting to work on a schedule and cost analysis. Mr. Kilmer stated that he will have more details by the June Board meeting for approval. We would unveil it to the public a month prior to the bridge closures if we are able to provide this service within our budget.

Mr. Bogia asked where we are at with the potential extra trips to Blandon/Fleetwood area. Mr. Kilmer mentioned that we have begun looking into this matter but will have to do surveys and a cost analysis. By the June Board meeting we will have more details on this potential expansion.

PUBLIC COMMENT

None

TREASURER'S REPORT

Mrs. Kutz presented the Treasurer's Report:

The previous report balance as of March 21, 2014 was **\$2,258,136.01**. The current cash receipts are **\$342,416.75**. ACH/Transfers into Checking Account were **\$616,710.32**. Interest earned was **\$423.73**. Total receipts: **\$959,550.80**. Total Funds available were **\$3,217,686.81**. Current checks issued were **\$716,013.01**. Checks outstanding were: **(\$95,225.76)**. EFT/Transfers from checking account total **\$1,379,740.99** for a disbursement of **\$2,000,528.24**. Balance reported as of April 18, 2014, was **\$1,217,158.57**. Payment history for during this time was included in the Board packet.

A motion was made by Mrs. Dieruff 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 March 31, 2014, was **\$5,102,675** versus the budget amount of **\$5,215,587** which is **\$112,912** or **2.21%** under budget. Our total operating expenses for the same period was **\$12,396,649** versus the budgeted amount of **\$13,088,065** which is **\$691,416** or **5.58%** under budget. The operating deficit for the year-to-date was **\$7,293,974** which is **\$578,504** or **7.93%** under budget.

COMMITTEE & STAFF REPORTS

Operations Report

Mr. Fletcher presented his report as follows:

The operating data for March 2014 indicates that the total system ridership increased by **3.1%** when compared to March 2013. There was a **3.7%** increase in the fixed route passengers and a **5.2%** decrease in special service passengers. For the month of March on the fixed route service, we experienced a **4.6%** increase in the revenue passengers, and a **2.4%** decrease in senior citizen rides.

In the fixed route division there were 21 weekdays and 5 Saturdays operated in March 2014 as compared to 21 weekdays and 5 Saturdays in March 2013. In the special services division there were 21 weekdays operated in March 2014 as compared to 21 weekdays operated in March 2013.

The average weekday ridership for March 2014 was 11,257 as compared to 10,875 in March 2013. For the fiscal year, the total system ridership has increased **0.8%**. The fixed route ridership has increased **1.1%**. This is composed of a **1.4%** increase in revenue passengers and a **0.4%** decrease in senior citizen passengers. The special service passengers decreased **3.7%**.

In the fixed route division there were a total of 190 weekdays and 39 Saturdays, operated this Fiscal Year as compared to 190 weekdays and 39 Saturdays operated last Fiscal Year. In the special services division there were a total of 190 weekdays operated this Fiscal Year as compared to 190 weekdays operated last Fiscal Year.

Special Services Report

Ms. Weidner presented her report as follows:

The total Special Services Division ridership for March was **20,262** a **5.2%** decrease compared to the same month of 2013. Year-to-date figures show a **3.7%** decrease when compared to the last fiscal year. There were 21 operating days, an average of **982** passengers were transported per day.

The decrease in ridership was caused by agencies closing one day because of a potential snow storm which we didn't receive.

Public Information

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

UNFINISHED BUSINESS

None

NEW BUSINESS

Extend Management Agreement with RRTA

Mr. Kilmer mentioned a copy of the amended agreement for management services with RRTA was included in the board packet. The Technical Assistance grant provided by PADOT will be fully expended by the end of April when the current agreement expires. The amended agreement will be for three additional months with RRTA with the provision that BARTA reimburses RRTA for salary and fringe expenses for the Executive Director and the IT Manager. The agreement is written that any additional time beyond the three months will be brought back before the Board for approval. The RRTA Board approved the amended agreement at their April 16, 2014 meeting.

A motion was made by Commissioner Barnhardt to approve the Renewal and Amendment of Management Agreement and was seconded by Mrs. Dieruff. A vote was taken and with no opposing votes, the motion was passed unanimously.

Award Supplemental Paratransit Services

Mr. Kilmer mentioned staff only received one proposal for providing Supplemental Paratransit Services from Easton Coach Co. which is our current provider. The proposed rates include on average a 1.76% increase over the current rates. The contract would be based on the fiscal year of July 1, 2014 through June 30, 2015 with the option for up to four additional years subject to annual negotiations of the rates. During this time period we are hoping to move to the new statewide Paratransit software which should add some efficiency to the service. That is one of the reasons Easton Coach came in at only 1.76% increase which is a good deal. Staff recommends approval.

A motion was made by Mrs. Dieruff to approve the Supplemental Paratransit Services be awarded to Easton Coach Co. and was seconded by Mrs. Kutz. A vote was taken and with no opposing votes, the motion was passed unanimously.

Draft Budget for FY 2015

Mr. Kilmer gave everyone a copy of the proposed budget for FY 2015. The budget does not include any changes in service levels at this time. Due to the bad winter and rising costs, Special Services will require a rate increase to remain within available funding for this service. At this time a fare increase is not proposed for fixed route service. No action on the budget will be needed until the May Board meeting. Before the May Board meeting Mr. Kilmer will have a meeting with the Finance Committee to go over the budget in more detail. Overall the Consolidated Operating Budget is showing a 4.8% increase over the current year, and part of that is because PADOT is making us show something as revenue whereas before we saw it as an offset of expenses. After this year everything will be even.

Draft Program of Projects for FFY14

Mr. Kilmer mentioned that included as part of the overall draft budget is the proposed Federal Program of Projects that shows how the federal funds are projected to be spent for the upcoming fiscal year. A Public Hearing will be scheduled prior to the June Board meeting to receive comments on the proposed listing of projects. We are always one FFY behind because the FFY begins in October 1, which is good because we know what funding we are receiving to develop our budget. Under MAP 21 we receive money to replace vehicles for capital projects. We also get STU Flex funds from the local urbanized area from Highway funds

since we never receive enough Federal funds to do our vehicle replacements. Most of the Federal funds are for vehicle replacement and a farebox system.

Resolution Authorizing Increase in Special Services Fare

Mr. Kilmer mentioned that the proposed budget for FY 2015 for Special Services will require a fare increase of 10% in order to keep pace with expenses and within the available funding for this service. The Resolution will authorize staff to file the fare increase application with PADOT for approval. A Public Hearing will be scheduled prior to the May Board meeting to receive comments on the proposed increase. Mr. Kilmer gave everyone a copy of the fare increase for Special Services to be effective July 1, 2014.

A motion was made by Mr. Roeberg to approve the resolution to authorize an increase in Special Service Fare and was seconded by Mr. Bogia. A vote was taken and with no opposing votes, the motion was passed unanimously.

OTHER BUSINESS

Mr. Seaman mentioned that prior to the Board meeting there was an Executive Session to discuss personnel matters.

Mr. Seaman also mentioned the following BARTA appointments to a Joint Committee with RRTA for the potential merger:

Commissioner Kevin S. Barnhardt
Timothy Snyder
Michael Roeberg (Alternate)

Mr. Schlegel mentioned that at the BTC when the ticket booth opens in the morning at 9:00a.m. there is always a huge line. People get so frustrated because they need to purchase their tickets and try to catch the bus at the same time. Is there any way to change the time frame for purchasing tickets to help with the long lines or get a vending machine?

Mr. Kilmer mentioned that there is potential for a vending machine. The staff will also begin looking into seeing if the sales office should be contracted out or done internally. We are looking to go out for proposals for security service and will be able to extend the hours of service.

COMMUNICATIONS

None

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