

MINUTES OF THE MONTHLY MEETING OF THE BARTA BOARD OF DIRECTORS

September 30, 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 Kevin Barnhardt, Vice Chair. The following Board members were present: Alice Kutz, Treasurer, James Schlegel, Secretary, Gregg Bogia, Jayne L. Dieruff, Dennis Rex, Michael Roeberg and Timothy Snyder.

Others attending the meeting were: Robert Fletcher, Assistant Executive Director, Ryan Furgerson, Deputy 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, Vicki Weidner, Director of Special Services and Richard L. Orwig, Solicitor. Also present were William Frees and John Doerrman of the Amalgamated Transit Union #1345, Liam Migdail-Smith, Reading Eagle and Andy Daga of Momentum Dynamics.

Commissioner Barnhardt mentioned that there were two Executive Session meeting that took place on September 9 and September 26 in regards to personnel issues. There will be two Executive Sessions today. One will take place during the meeting to be voted on and the other will follow directly after the Board Meeting regarding personnel and no voting will be needed.

APPROVAL OF MINUTES

Commissioner Barnhardt entertained a motion to approve the Board minutes of August 26, 2013, as distributed by mail. Mr. Roeberg made a motion to accept the minutes which was seconded by Mr. Bogia. There were no opposing votes and therefore the motion was carried unanimously by the Board.

PUBLIC COMMENT

Andy Daga from Momentum Dynamics thanked the Board and Dennis Louwse for partnering with them to create the first Wireless Electric Vehicle. Mr. Daga mentioned that we need to set a date for a press conference/ribbon cutting and he has been in touch with a few of the Congressman and they indicated that they could attend an event on either October 15 or 21. Commissioner Barnhardt mentioned that the Board of Directors will work with Ms. Heffner in coordinating this event.

TREASURER'S REPORT

Commissioner Barnhardt presented the Treasurer's Report:

The previous report balance as of August 16, 2013 was **\$4,689,504.27**. The current cash receipts are **\$342,818.12**. ACH/Transfers into Checking Account were **\$1,350,825.70**. Interest earned was **\$1,215.13**. Total receipts: **\$1,694,858.95**. Total Funds available were **\$6,384,363.22**. Current checks issued were **\$1,072,689.74**. Checks outstanding were: **(\$184,925.43)**. EFT/Transfers from checking account total **\$2,559,913.14** for a disbursement of **\$3,447,677.45**. Balance reported as of September 20, 2013 was **\$2,936,685.77**.

A motion was made by Mr. Bogia to accept the Treasurer's Report as written and was seconded by Mr. Roeberg. 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 August 31, 2013 was **\$1,084,030** versus the budget amount of **\$1,089,259** which is **\$5,229** or **.48%** under budget. Our total operating expenses for the same period was **\$2,859,933** versus the budgeted amount of **\$2,922,927** which is **\$62,994** or **2.20%** under budget. The operating deficit for the year-to-date was **\$1,775,903** which is **\$57,765** or **3.25%** under budget.

COMMITTEE & STAFF REPORTS

Operations Report

Mr. Fletcher presented his report as follows:

The operating data for August 2013 indicates that the total system ridership decreased by **1.0%** when compared to August 2012. There was a **0.8%** decrease in the fixed route passengers and a **2.4%** decrease in special service passengers. For the month of August on the fixed route service, we experienced a **0.1%** decrease in the revenue passengers, and a **3.8%** decrease in senior citizen rides.

In the fixed route division there were 22 weekdays and 5 Saturdays operated in August 2013 as compared to 23 weekdays and 4 Saturdays in August 2012. In the special services division there were 22 weekdays operated in August 2013 as compared to 23 weekdays operated in August 2012.

The average weekday ridership for August 2013 was 11,147 as compared to 11,166 in August 2012. For the fiscal year, the total system ridership has increased **1.2%**. The fixed route ridership has increased **1.0%**. This is composed of a **1.6%** increase in revenue passengers and a **1.3%** decrease in senior citizen passengers. The special service passengers increased **3.0%**.

In the fixed route division there were a total of 44 weekdays and 9 Saturdays, operated this Fiscal Year as compared to 44 weekdays and 8 Saturdays operated last Fiscal Year. In the special services division there were a total of 44 weekdays operated this Fiscal Year as compared to 44 weekdays operated last Fiscal Year.

Special Services Report

Ms. Weidner presented her report as follows:

The total Special Services Division ridership for August was **22,251** a **2.4%** decrease compared to the same month of 2012. Year-to-date figures show a **3.0%** increase when compared to the last fiscal year. With 22 operating days, one less operating day when compared to last year, an average of **1,011** passengers were transported per day.

Public Information

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

UNFINISHED BUSINESS

Wireless Electric Vehicle Project Update

Mr. Russell mentioned the following:

Vehicle Testing

Testing has begun on the wireless electric vehicle. We took a Special Services run which was a three (3) hour long test for four (4) days. The preliminary testing is inconclusive at this time. AMP Electric Vehicle is reconfiguring a module to control the regeneration process and when the module is received the testing will resume. The module is expected to be delivered in 7-10 business days.

Bus Wrap

Approximately three weeks ago, three (3) companies were contacted for quotes to design and install a complete wrap for the electric vehicle. After reviewing the quotes, Ewing Graphics, Inc., 6101 Loomis Rd., Farmington, NY is the vendor of choice. The design work will commence this week and once that is approved they will come on-site and do the installation.

BARTA & Lebanon Transit – Berks/Lebanon Service Plan

Mr. Fletcher mentioned the ridership for the BARTA LT Express. We broke it down by the week: week 1 there were a total of 45 trips taken (a trip is oneway), week 2 we had 51 trips taken, and the last week was 65 trips. So we had a 40% increase since the first week. Commissioner Barnhardt mentioned that he heard the advertisements on WEEU.

Mr. Furgerson reported that the consultant is still studying the corridor. There will be a meeting held on September 12. We will be focusing on the potential market verses the results of the interim service and to focus on the cost benefits. Commuter Services will be meeting with the Lebanon VA Hospital on October 17 and we are trying to get the consultant to attend the meeting as well.

Mr. Roeberg mentioned if BARTA has the demographics of who rides the bus by category. Mr. Fletcher mentioned that we do surveys every three years and on the survey we ask for the reason for the trip (i.e. shopping, going to work, medical, etc.). Mr. Furgerson mentioned that the Transit Development Plan (TDP) that was developed in 2012 and part of the plan was a customer survey that was given to our riders and the residents in the county which gives us the demographics. This is done every five (5) years. Mr. Furgerson also discussed that the advertising is not intended to market to the folks who are already riding our buses; we are trying to target the residents who have a vehicle that are not using BARTA and getting them to consider using BARTA.

NEW BUSINESS

Resolution for Execution of Contracts

Commissioner Barnhardt mentioned the following resolution: Be it resolved, by the authority of the Board of Directors of the Berks Area Regional Transportation Authority (BARTA) that the Chair or Vice Chair of said Municipality be authorized and directed to sign any contracts on behalf of BARTA. This resolution shall remain in effect until rescinded or replaced with a new resolution.

Commissioner Barnhardt respectfully requested the Board approve the Resolution for Execution of Contracts.

A motion was made by Mr. Roeberg to approve the Resolution for Execution of Contracts and was seconded by Mrs. Dieruff. A vote was taken and with no opposing votes, the motion was passed unanimously.

Award Hybrid Paratransit Bus Purchase

Mr. Russell mentioned for some time BARTA has been in the process of developing a purchase of seven (7) Hybrid Paratransit vehicles. It is BARTA's intention to acquire paratransit vehicles that are equipped with VTM Ultra Capacitor Hybrid Propulsion System. As you may recall from our last purchase, this system is different in as much as the Hybrid portion is provided by Ultra Capacitor rather than a battery system. The advantage of this type system based on testing performed is a reduction in omissions of 35%; increase full mileage by 30%; and extended brake life of up to four times. Further, the major difference again is the use of an Ultra Capacitor where no batteries are needed.

BARTA has been working with the New York State Office of General Services in order to take advantage of their statewide procurement. This large volume purchase results in reduced cost to the purchaser of these type vehicles. We are pleased that the New York State Office of General Services has approved our request to purchase these vehicles from the New York State Contract. The cost of the vehicle will be \$114,358 per vehicle. BARTA will be purchasing seven (7) vehicles from this contract. The total cost of the vehicles will be \$800,506.

We look forward to the implementation of this Hybrid Paratransit Vehicle Application as a part of BARTA's Special Services. We anticipate that the vehicles will arrive sometime in March or early April 2014.

Mr. Russell respectfully requesting that you make the award to Shepard Bros., Inc. of Canandaigua, New York, the New York State Contract low bidder. BARTA will then issue a purchase order for seven (7) vehicles.

A motion was made by Mr. Rex to award contract to Shepard Bros, Inc. in a total of \$800,506 and was seconded by Mr. Reoberg. A vote was taken and with no opposing votes, the motion was passed unanimously.

Award Paratransit Bus Purchase for Easton Coach

Mr. Russell mentioned that BARTA has been in the process of developing a purchase of nine (9) Paratransit vehicles for our subcontractor Easton Coach.

BARTA will be purchasing these vehicles off of the Pennsylvania State Contract. We are pleased that the State and FTA has approved our request to purchase these vehicles. BARTA will be purchasing six (6) PCID 1123D 158" Wheel Base Paratransit Vehicles. The cost of the vehicle will be \$65,270 per vehicle for a total of \$391,620. We will also purchase three (3) PCID 1108E Raised Roof Paratransit Vans. The cost of the vehicle will be \$47,096 per vehicle for a total of \$141,288. BARTA will be purchasing nine (9) total vehicles from this contract. The total cost of the nine (9) vehicles will be \$532,908.

We look forward to the implementation of this Paratransit Vehicle Application as a part of our contract with Easton Coach. We anticipate that the vehicles will arrive sometime in March or early April 2014.

Mr. Russell respectfully requesting that you make the award to Rohrer Bus of Duncannon, Pennsylvania. BARTA will then issue a purchase order for nine (9) vehicles.

Mr. Russell mentioned that we own these vehicles and they have our wraps on them. Easton Coach does not give us any money for these vehicles. Ms. Weidner stated that this is part of our contract with them. If we would not provide vehicles for them we would have to pay a lot more money. We contract with them for 5 years and review the contract yearly.

A motion was made by Mrs. Dieruff to award contract to Rohrer Bus in a total of \$532,908 and was seconded by Mrs. Kutz. A vote was taken and with no opposing votes, the motion was passed unanimously.

Approval of the 2014 Minimum Municipal Obligation

Mr. Hessler mentioned in the Board packet are two memorandums in regards to the 2014 Minimum Municipal Obligation for BARTA’s Administrative Pension Plan and the Union Retirement and Disability Plan. Mr. Hessler mentioned that the funding deficiencies are typical as to previous years. This is all calculated by Conrad Siegel Actuaries. The Authority makes up the short fall as it has done in the past.

A motion was made by Mr. Snyder to approve the 2014 Minimum Municipal obligation for the Administrative Pension Plan and the Transit Union Retirement and Disability Plan and was seconded by Mr. Schlegel. A vote was taken and with no opposing votes, the motion was passed unanimously.

OTHER BUSINESS

Commissioner Barnhardt mentioned that on September 27, BARTA received the Ralph Modjeski Award for Excellence in Transportation Design, Historic Preservation or Archaeology for the Franklin Street Station form the PA Historic Preservation. The plaque will be displayed at the Franklin Street Station.

Commissioner Barnhardt mentioned that the Chamber of Commerce is creating an committee to work on the bridge project of the Buttonwood Street Bridge closure and the Penn Street Bridge partial closure. The Board of Directors is going to appoint member(s) of the BARTA staff to serve on this committee. This project is going to affect BARTA services. We are going to have to create new park-n-ride’s and add potential bus routes and buses. We are trying to plan this in advance to help the residents and workers going in and out of Reading.

An Executive Session took place from 3:30p.m. till 3:55p.m. Commissioner Barnhardt entertained a motion for BARTA to pay for Mrs. Louworse’s health insurance from October 1, 2013 through June 30, 2014. A motion was made by Mr. Roeberg to pay for Mrs. Louworse’s Health Insurance from October 1, 2013 through June 30, 2014 and was seconded by Mr. Dieruff. A vote was taken and with no opposing votes, the motion was passed unanimously.

COMMUNICATIONS

None

ADJOURNMENT - There being no further business a motion was made by Mr. Schlegel to adjourn at 3:57pm and was seconded by Mrs. Dieruff. 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