

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

**October 27, 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 3:00 PM by Commissioner Kevin Barnhardt, Chair. The following Board members were present: Timothy Snyder, Vice Chair, Dennis Rex, Treasurer, Gregg Bogia, Michael Roeberg, James Schlegel and Ronald Seaman.

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, 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 Company and Susan Friedman, Stevens & Lee.

**APPROVAL OF MINUTES**

Commissioner Barnhardt entertained a motion to approve the Board minutes of September 29, 2014, as distributed by mail. Mr. Rex made a motion to accept the minutes which was seconded by Mr. Snyder. There were no opposing votes and therefore the motion was carried unanimously by the Board.

**EXECUTIVE DIRECTOR**

None

**PUBLIC COMMENT**

None

**TREASURER'S REPORT**

The Treasurer's Report:

The previous report balance as of September 19, 2014 was **\$230,032.33**. The current cash receipts are **\$427,063.24** ACH/Transfers into Checking Account were **\$882,753.22**. Interest earned was **\$160.53**. Total receipts: **\$1,309,976.99**. Total Funds available were **\$1,540,009.32**. Current checks issued were **\$923,680.77**. Checks outstanding were: **(\$134,669.15)**. EFT/Transfers from checking account total **\$406,959.92** for a disbursement of **\$1,195,971.54**. Balance reported as of October 17, 2014, was **\$344,037.78**. Payment history for during this time was included in the Board packet.

A motion was made by Mr. Snyder to accept the Treasurer's Report and the payment history report as written and was seconded by Mr. Seaman. 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 September 30, 2014, was **\$1,733,630** versus the budget amount of **\$1,618,587** which is **\$115,043** or **6.64%** over budget. Our total operating expenses for the same period was **\$4,163,663** versus the budgeted amount of **\$4,331,056** which is **\$167,393** or **4.02%** under budget. The operating deficit for the year-to-date was **\$2,430,033** which is **\$282,436** or **11.62%** under budget.

## **COMMITTEE & STAFF REPORTS**

### **Operations Report**

Mr. Fletcher presented his report as follows:

The operating data for September 2014 indicates that the total system ridership increased by **3.0%** when compared to September 2013. There was a **3.4%** increase in the fixed route passengers and a **2.2%** decrease in special service passengers. For the month of September on the fixed route service, we experienced a **5.1%** increase in the revenue passengers, and a **6.2%** decrease in senior citizen rides.

In the fixed route division there were 21 weekdays and 4 Saturdays operated in September 2014 as compared to 20 weekdays and 4 Saturdays in September 2013. In the special services division there were 21 weekdays operated in September 2014 as compared to 20 weekdays operated in September 2013.

The average weekday ridership for September 2014 was 11,491 as compared to 11,565 in September 2013. For the fiscal year, the total system ridership has increased **0.4%**. The fixed route ridership has increased **0.8%**. This is composed of a **1.9%** increase in revenue passengers and a **5.5%** decrease in senior citizen passengers. The special service passengers decreased **4.8%**.

In the fixed route division there were a total of 64 weekdays and 13 Saturdays, operated this Fiscal Year as compared to 64 weekdays and 13 Saturdays operated last Fiscal Year. In the special services division there were a total of 64 weekdays operated this Fiscal Year as compared to 64 weekdays operated last Fiscal Year.

### **Special Services Report**

Ms. Weidner presented her report as follows:

The total Special Services Division ridership for September was **20,952** a **2.2%** decrease compared to the same month of 2013. Year-to-date figures show a **4.8%** decrease when compared to the last fiscal year. There were 21 operating days, an average of **980** passengers were transported per day.

Ms. Weidner mentioned that paratransit driver Joseph Perrotto received an service award from Threshold for the service he provides for the passengers.

### **Public Information**

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

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

### **Award Joint Vehicle Parts Bid**

Mr. Kilmer mentioned that BARTA and RRTA jointly issued a bid for vehicle parts for the bus fleet and shared ride fleet to take advantage of the joint quantities to obtain better pricing on the parts. Bids were received for 274 individual parts with a total price of \$100,626.28. The bids were reviewed for the parts to be purchased by BARTA to ensure that the lower price for each part is verified. A bid tabulation was given to each member. No bids were received on 53 parts and the bid was higher than current pricing on 122 parts. The end result for BARTA was a savings of \$45,613.09. The cost savings for BARTA and RRTA was \$83,326.55.

The staff recommends the bids be awarded to the following vendors:

<u>Vendors</u>	<u>Number of Parts to be Awarded</u>	<u>Total Contract Award</u>
CSTK East, LLC, Allentown, PA	0	\$ 0.00
Class 8 Parts, Inc., New Holland, PA	5	\$ 2,410.84
Cumberland Truck Parts, Ephrata, PA	13	\$ 2,980.46
D&W Diesel, Inc., Auburn, NY	23	\$18,309.30
Gillig LLC, Hayward, CA	32	\$19,256.30
Kirk's Automotive, Inc., Detroit, MI	11	\$ 3,136.84
Mohawk Mfg. & Supply Co., Niles, IL	41	\$ 9,971.49
Muncie Transit Supply, Muncie, IN	76	\$13,455.89
Neopart LLC, Honeybrook, PA	16	\$11,769.01
New Flyer Industries, Winnipeg MB Canada	28	\$ 9,253.16
Penn Detroit Diesel Allison, York Haven, PA	12	\$ 1,402.07
Prevost Car (US), Inc., Elgin, IL	17	\$ 4,122.11
Tom Masano Auto Group, Reading, PA	20	\$ 4,558.81

A motion was made by Mr. Seaman to award the joint vehicle parts bid to the above listed vendors for a total of \$100,626.28 and was seconded by Mr. Bogia. A vote was taken and with no opposing votes, the motion was passed unanimously.

### **Award Natural Gas Supplier**

Mr. Kilmer mentioned an RFP was issued for the supplier of natural gas services for three of BARTA's facilities for the period of November 11, 2014 through November 11, 2015, with an option to extend the contract on a year-by-year basis for up to two additional years through November 11, 2017. BARTA received one bid from UGI Utilities. After the bid opening, UGI realized that they missed an item in the bid, therefore, the bid is not compliant. Mr. Kilmer requests the bid be rejected and we go out for bid again and award at the November Board meeting.

A motion was made by Mr. Schlegel to reject the current bid and to advertise the RFP again and was seconded by Mr. Rex. A vote was taken and with no opposing votes, the motion was passed unanimously.

### **Approval of Lease Renewal for Labor Ready/True Blue Inc.**

Mr. Kilmer mentioned the lease for Labor Ready at the BTC was due to expire on March 31, 2015 and BARTA received notice that they would like to exercise the option to renew for three years in accordance with the current Lease Agreement. A copy of their letter was included in the Board packet. The rates are in accordance with the lease and Staff recommends approval.

A motion was made by Mr. Seaman to approve the renewal of the lease agreement with Labor Ready for additional three years and was seconded by Mr. Schlegel. A vote was taken and with no opposing votes, the motion was passed unanimously.

### **Resolution of Management Contract Extension**

Mr. Kilmer mentioned the initial contract extension for Management Services with RRTA for the three month period of August to October will soon expire. The contract was written to enable extensions under current terms and conditions for additional two months. The RRTA Board is expected to approve an extension for two months that would expire December 31, 2014 at their special meeting on October 29, 2014.

A motion was made by Mr. Roeberg to approve the extension of the management contract from November 1, 2014 through December 31, 2014 and was seconded by Mr. Bogia. A vote was taken and with no opposing votes, the motion was passed unanimously.

### **Resolution to Amend BARTA Articles of Incorporation**

Mr. Kilmer mentioned as part of the merger, it is recommended by the Joint Board Committee that each of the existing Authorities amend their Articles of Incorporation to reduce the number of board members from nine to five with the five members from Berks County appointed to the new South Central Transit Authority serving as the five members of the amended BARTA Board in order to meet its continuing legal obligations. The amended Articles of Incorporation were included in the Board packet for approval. BARTA would be required to have an annual meeting.

A motion was made by Mr. Snyder to approve the amended articles of incorporation and was seconded by Mr. Seaman. A vote was taken and with no opposing votes, the motion was passed unanimously.

### **Discuss Amendment of BARTA By-Laws**

Mr. Kilmer mentioned as part of the merger, it is recommended by the Joint Board Committee that each Authority amend their By-Laws to reflect the reduction in the number of board members and changes in committee structure to make the two authorities By-Laws identical for the future. Copies of the Amended By-Laws were included in the Board packet. There is no action required at this time. The action would be after the County Commissioners from Berks take official action in November.

### **Discuss Articles of Incorporation South Central Transit Authority**

Mr. Kilmer mentioned the proposed new Articles of Incorporation as recommended by the Joint Board Committee were included in the Board packet for discussion. The Articles of Incorporation include the Board being comprised of five members from each county and that the new authority is being legally formed under the Municipal Authorities Act by Berks and Lancaster Counties. Berks County will be conducting a public hearing on November 13, 2014 as part of the regularly scheduled Commissioner's meeting and they will then take action on the formation of the South Central Transit Authority. Lancaster County is slated to take action on November 12, 2014 at their regularly scheduled Commissioner's meeting. The County Commissioners from both Berks and Lancaster Counties will have the final approval of the Articles of Incorporation. No action required until November Board meeting.

### **Discuss By-Laws for South Central Transit Authority**

Mr. Kilmer mentioned the proposed new By-Laws for the South Central Transit Authority as recommended by the Joint Board Committee were included in the Board packet for discussion. The By-Laws include provisions for the conduct of meetings, officers, and board committee structure. The South Central Transit Authority will

schedule meetings on the third Wednesday of the month at 6:00 PM with the locations proposed to alternate between Berks and Lancaster. The County Commissioners from both Berks and Lancaster Counties will have the final approval of the By-Laws. No action required until November Board meeting.

### **Resolution Re-Designation of Recipient for Reading Urbanized Area**

Mr. Kilmer mentioned in order for the South Central Transit Authority to receive federal funds, it needs to be designated as the recipient of funds for the Reading Urbanized Area. BARTA was originally designated as the recipient in 1975 by then Governor Milton Shapp. The current federal regulations require that the designation as a recipient needs the concurrence of the Metropolitan Planning Organization, which is the Reading Area Transportation Study Coordinating Committee (RATS), for the Reading urbanized area. A Resolution requesting that RATS concur with the re-designation of the South Central Transit Authority is included in the Board packet for approval. This action is pending final approval by the Board of Commissioners in both Counties to form the new authority. The action by RATS would not take place until their regularly scheduled meeting on November 20, 2014 which is after the final actions by Berks and Lancaster Board of Commissioners, but also needs to be reviewed by the RATS Technical Committee which is scheduled to meet on November 6, 2014. The official designation as recipient for federal transit funds also requires an Opinion of Counsel on the legal ability of the new authority to conduct business and a letter from the Governor to the Regional Administrator of the Federal Transit Administration concurring with the designation. Similar action will need to be taken for the Lancaster Urbanized Area with the Lancaster Area Transportation Study Coordinating Committee scheduled to meet on November 24, 2014.

A motion was made by Mr. Rex to approve the resolution requesting RATS concur with the re-designation of the South Central Transit Authority and was seconded by Mr. Snyder. A vote was taken and with no opposing votes, the motion was passed unanimously.

### **New Joint Transit Authority Resolution**

Mr. Kilmer mentioned that every board member was given a copy of the new joint transit authority – South Central Transit Authority BARTA Resolution. No action is required until the November Board meeting.

### **OTHER BUSINESS**

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

Commissioner Barnhardt mentioned that the Joint Committee met on October 22, 2014. There were two additional cost savings which were the parts bid and healthcare. We are above the goal of \$780,000 of savings.

### **COMMUNICATIONS**

Mr. Roeberg mentioned that this will be his last Board meeting. He has served on the BARTA Board of Directors for 28 years. Mr. Roeberg recounted some of his highlights during his tenor.

**ADJOURNMENT** - There being no further business a motion was made by Mr. Rex to adjourn at 3:36p.m. and was seconded by Mr. Snyder. A vote was taken and with no opposing votes, the meeting was adjourned.

Respectfully submitted,

*Melanie A. Heffner*

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