

**SOUTH CENTRAL TRANSIT AUTHORITY
MINUTES**

DATE: November 15, 2017

TIME: 6:00 p.m.

PLACE: SCTA
45 Erick Rd.
Lancaster, PA 17601

PURPOSE: Regular Monthly Public Board Meeting

ATTENDANCE: **Members:** June Wolf, Kevin Barnhardt, Bonnie Glover, Dennis Rex, and James Schlegel,

Solicitor: Jill Nagy, Summers Nagy Law Offices

Staff: David W. Kilmer, Gregory Downing, Jeffrey Glisson, and Laura Hopko

Guests: Mark Glatz – Easton Coach, Bill Frees, John Doerrman, Matt Conover and Eryn Rosenblum – Nelson\Nygaard Consulting Associates, Inc.

ORDER OF BUSINESS:

1. Call to Order

Chairman June Wolf called the meeting to order at 6:00 p.m. The Board had a moment of silence in remembrance of Jeffrey Wibberley for his 25 years of service on the Board and his dedication to public transportation.

2. Public Comment on Agenda Items

None

3. Approval of Minutes of the October 18, 2017 Regular Board Meeting.

Mr. Kilmer mentioned there is a correction to the minutes. Mr. Fletcher and Valdis Lacis from the Reading Eagle were at the meeting but were not listed as attended.

Upon motion by Commissioner Barnhardt, seconded by Ms. Glover, the Board approved the October 18, 2017 Board Meeting Minutes with the above correction.

4. Bills and Communications

Mr. Kilmer mentioned that we received a reappointment for Ms. Glover and Mr. Schlegel for another 5 year term.

5. Reports of Committees

A. Personnel Committee

None

B. Operations Committee

None

C. Finance Committee

Mr. Kilmer reported on Mr. Snyder's behalf that the Finance Committee met prior to the Board meeting to review the BARTA Single Audit Report. Will be discussed under Old Business Item A.

D. Marketing Committee

Mr. Kilmer reported on Mrs. Landis' behalf that the monthly marketing report was included in the packet. Included is the recap of the 25 cent ride promotion in October. Mr. Kilmer is happy to report that in Reading we received a 28.8% increase in ridership and in Lancaster we saw a 12.94% increase. We had received positive feedback from customers and they really appreciated the promotion. Hopefully it will stir an ongoing increase for the fiscal year.

Upon motion by Ms. Glover, seconded by Commissioner Barnhardt, the Board approved the Committee Reports.

6. Old Business

A. Approval of FY 2017 SCTA Audit

Mr. Kilmer mentioned the draft audits were distributed at the October meeting and were reviewed by the Finance Committee prior to the October meeting.

The SCTA audit is clean. Staff recommends approval.

Upon motion by Mr. Schlegel, seconded by Mr. Rex, the Board approved the FY 2017 SCTA Audit.

The RRTA audit is clean. Staff recommends approval.

Upon motion by Mr. Rex, seconded by Mr. Schlegel, the Board approved the FY 2017 RRTA Audit.

The BARTA audit had an issue. After the review last month Reinsel was doing the final review of the audit and testing some of the Federal draw downs. The requirement is that when a draw down is processed the money has to be spent in three days. In one instance, money was spent on the fourth day and that was an audit finding for the BARTA audit. Procedures have been corrected. Other than that, everything is good with the audit. This is what was discussed at the Finance Committee prior to the Board meeting.

Upon motion by Commissioner Barnhardt, seconded by Ms. Glover, the Board approved the FY 2017 BARTA Audit.

7. New Business

A. Resolution 13-17 Award of Shared Ride Vehicles

Mr. Kilmer mentioned SCTA has federal and state funding to purchase ten (10) new vans for Lancaster and eleven (11) new vans for Reading. The vans will be purchased from the new state contract with Creative Bus Sales, Inc. at a total price of \$1,608,123.90. The average price of the vans for Lancaster is \$73,795.90 while the average price of the new vans for Reading is \$79,105.90 because of the configuration and painting differences between the fleets. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Commissioner Barnhardt, the Board approved Resolution 13-17 Award of Shared Ride Vehicles.

B. Approval of Contract with Pennsylvania Department of Human Services for MATP

Mr. Kilmer mentioned this is the first direct contract with DHS to provide MATP services. The total contract will be for \$6,145,127 for both Berks and Lancaster Counties. A final copy is included in the packet for review. Staff recommends approval.

Upon motion by Mr. Rex, seconded by Mr. Schlegel, the Board Approved the Contract with Pennsylvania Department of Human Services for MATP.

C. Award of Natural Gas Supplier

Mr. Kilmer mentioned prices were solicited to provide natural gas for the facilities in both Lancaster and Reading for a three year contract. The following are the bids for total cost we received:

WGL	\$78,026.33
Direct Energy	\$81,422.47
UGIES	\$86,847.18
Shipley	\$90,106.80

Mr. Kilmer mentioned WGL was the lowest bidder for all facilities. Staff recommends award of Natural Gas Supplier to WGL.

Upon motion by Commissioner Barnhardt, seconded by Ms. Glover, the Board Approved the award of Natural Gas Supplier to WGL.

D. Approval of October, 2017 Operating Statements

For the month of October, total ridership in Lancaster showed an 11.5% increase with fixed route showing a 12.9% increase and shared ride showing a 2.3% increase. For Reading, total ridership showed a 26.2% increase with fixed route showing a 28.4% increase and shared ride showing a .6% increase. Total ridership for the month was 492,623 for fixed route and 45,983 for shared ride for a total of 536,606 rides for the month of October, 2017 compared to 446,706 rides last October for an increase of 20% overall.

Financially for October, 2017, Lancaster showed \$747,400 in operating revenue combined with operating grants of \$1,078,512 for total revenue of \$1,825,912 against total expenses of \$1,794,901 for a net gain of \$31,011 on shared ride. For Reading, operating revenues \$667,435 combined with operating grants of \$767,301 for total revenue of \$1,434,736 against expenses of \$1,371,904 for a net gain of \$62,831 for Special Services.

Upon motion by Commissioner Barnhardt seconded by Ms. Glover, the Board approved the Financial and Operating Reports for October 2017 subject to audit.

E. Update on Transit Development Plan

Mr. Kilmer mentioned that representatives from Nelson\Nygaard Consulting Associates, Inc. were present to give an update on the Transportation Development Plan. Mr. Conover from Nelson\Nygaard gave a brief presentation for the Board. Mr. Conover mentioned that rider surveys and public presentations in both Counties have been completed. The next phase is moving towards meetings with the business community in both Counties.

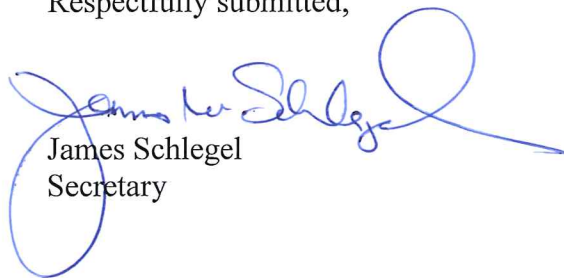
8. Public Comment

None

9. Adjournment

With no further business to discuss, the meeting adjourned at 6:34 p.m., upon motion by Commissioner Barnhardt, seconded by Ms. Glover.

Respectfully submitted,


James Schlegel
Secretary