

**SOUTH CENTRAL TRANSIT AUTHORITY
AGENDA**

DATE: February 20, 2019

TIME: 6:00 PM

PLACE: 1700 N. Eleventh St.
Reading, PA

PURPOSE: Regular Monthly Meeting

ORDER OF BUSINESS:

1. Call to Order
2. Public Comment on Agenda Items
3. Approval of the Minutes of the January 16, 2019 Regular Board Meeting.
4. Bills and Communications
5. Reports of Committees
 - A. Personnel Committee – Jeff Ouellet, Chair
 - B. Operations Committee – Bonnie Glover, Chair
 - C. Finance Committee – Timothy Snyder, Chair
 - D. Marketing Committee – Gail Landis, Chair
6. Old Business
 - A. None
7. New Business
 - A. Award of Fuel Bids
 - B. Award of Lawn Services Contract
 - C. Approval to Assign Obsolete Buses to AppalCART, North Carolina
 - D. Approval for Engine Replacements for Reading Bus Fleet
 - E. Resolution 01-19 Capital Grant Application with PADOT
 - F. Approval of Change Order for BTC Roof Project
 - G. Approval of Summer Bus Pass Program in Reading
 - H. Approval of Operating Statements for January, 2019
8. Public Comment
9. Adjournment

SOUTH CENTRAL TRANSIT AUTHORITY
AGENDA REPORT
February 20, 2019

1. Minutes - The minutes of the January 20, 2019 public meeting are enclosed with the Agenda for your review.
2. Committee Reports -
 - A. Personnel Committee – No Report.
 - B. Operations Committee – No report.
 - C. Finance Committee – No Report
 - D. Marketing Committee - Monthly marketing report is included in the packet.
3. Old Business

None
4. New Business
 - A. Award Fuel Bids -Bids will be opened prior to the Board meeting. Staff will present a recommendation at the meeting.
 - B. Award of Lawn Services Contract- Staff solicited quotes for lawn services for all facilities as shown in enclosed spreadsheet from three different lawn care services. Based on the pricing received, Broderick's provided the overall lowest cost over the three year period at \$22,500 for year one with a 3% escalator for the next two years. Staff recommends approval to award to Borderick's for a three year period.
 - C. Approval to Assign Obsolete Buses to AppalCART, North Carolina – SCTA has two 2005 Gillig Phantom buses in Lancaster that were slated for disposal this month and was contacted by AppalCART looking for used buses. They originally inquired about the buses disposed of last month, but the Gillig Phantoms are in better shape than those buses. This is something SCTA has done a few times in the past to assist other transit systems in need. SCTA would assign the vehicles to them and when they are finished using them, they would dispose of the buses and remit funds received back to SCTA. Staff recommends approval.
 - D. Approval for Engine Replacements for Reading Bus Fleet - Due to recent engine failures on two of the 2008 Cummins engines, SCTA needed to purchase two rebuilt engines to keep the fleet operating. Both buses have operated over 300,000 miles and are ten years old. The first engine was not internally damaged and will cost \$12,818.23 to rebuild, while the second engine did have internal damage and will need to be replaced with a reman engine at a cost of \$38,037.00. Another engine is also expected to need re-built, but pricing is still being solicited from vendors.

- E. Resolution 01-19 Capital Grant Application with PADOT – This is the standard Resolution for the state capital grant ensuring that SCTA will pay the local match. This grant is for FY 2018-19 and was just approved by PADOT. Staff recommends approval.
- F. Approval of Change Order for BTC Roof Project – The BTC Roofing Project has experience an unexpected issue with the current roof that was not well documented by the existing drawings as explained in the included memo from Pennoni, our architect for this project. As explained, the cost to repair the issue is estimated not to exceed \$98,550.00. Pennoni reviewed the cost and is recommending approval of the Change Order. Staff recommends approval.
- G. Approval of Summer Bus Pass Program in Reading - SCTA was approached by the Berks County Community Foundation last year to consider a pilot program for summer job opportunities for students in the Reading School District. One of the barriers identified was transportation. A copy of the proposed Pilot Program is enclosed in the Board packet. The students would receive student bus passes that can be tracked by the fareboxes for trips made with SCTA being reimbursed roughly \$1 per ride. The Pilot would start in June and extend through August this year. Staff is still working on a few details with the Foundation and recommends approval.
- H. Approval of Operating Statements for January, 2019 - For the month of January total ridership in Lancaster showed a 3.4% increase with fixed route showing a 3.2% increase and shared ride showing a 4.9% increase. For Reading, total ridership showed a 4.4% decrease with fixed route showing a 5.3% decrease and shared ride showing a 6.1% increase. Total ridership for the month was 346,364 for fixed route and 43,666 for shared ride for a total of 390,030 rides for the month of January, 2019 compared to 395,469 rides last January for a decrease of 1.4% overall. For the fiscal year, fixed route ridership is 1.6% lower than last fiscal year, while shared ride is 2.7% higher than the previous year.

Financially for January, 2019, Lancaster showed \$818,026 in operating revenue combined with operating grants of \$847,306 for total revenue of \$1,665,332 against total expenses of \$1,546,174 for a net gain of \$119,158 on shared ride. For Reading, operating revenues \$782,509 combined with operating grants of \$858,994 for total revenue of \$1,641,503 against expenses of \$1,621,439 for a net gain of \$20,064 for Special Services. Overall, for January, operating revenue was \$1,600,536 combined with operating grants of \$1,706,300 for total revenue of \$3,306,836 against total expenses of \$3,167,613 for a net gain of \$139,222 all on shared ride. For the first seven months of the fiscal year, revenue is 57.2% of budget, grants are at 56.4% of budget, and expense is 54.6% of budget.

