

**SOUTH CENTRAL TRANSIT AUTHORITY
MINUTES**

DATE: March 16, 2022
TIME: 6:00 PM
PLACE: Hybrid Meeting
PURPOSE: Regular Monthly Meeting
ATTENDANCE: Members: June Wolf, Commissioner Kevin Barnhardt, Bonnie Glover, Gail Landis, Ineavelle Ruiz, Joy Ashley, Timothy Snyder, Jeffrey Ouellet, and James Schlegel.

Solicitor: Jill Nagy, Summers Nagy Law Offices

Staff: Gregory Downing, Laura Hopko, Jeffrey Glisson, Sharon Stephens, Dominique Thompson, and Natasha Steffenhagen.

Guests: Matt Scheiber, Petroleum Traders Corporation

ORDER OF BUSINESS:

1. Call to Order

Chairwoman June Wolf called the meeting to order at 6:00 p.m.

2. Changes to Agenda

None.

3. Public Comment on Agenda Items

None.

4. Approval of the Minutes of the January 19, 2022 Regular Board Meeting.

Upon motion by Ms. Glover, seconded by Mr. Ouellet the Board approved the January 19, 2022 Regular Board Meeting Minutes.

5. Bills and Communications

None.

6. 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

Ms. Landis mentioned the Annual Report is included with the packet.

Upon motion by Mr. Ouellet, seconded by Ms. Ashley, the Board approved the Reports of Committees.

7. Old Business

A. None

8. New Business

A. Award of Diesel and Gasoline Bids – Bids are due the afternoon of the Board meeting. A recommendation will be presented at the meeting.

Upon motion by Ms. Landis, seconded by Ms. Glover, the Board approved the Award of Diesel and Gasoline bid.

B. Resolution 04-2022 Purchase of Four Gillig Low Floor Fixed Route Buses for Reading– This purchase will replace four buses that are beyond their useful life in Reading. Pricing from the statewide contract would amount to \$719,014.00 each for four forty-foot, BAE Hybrid buses or a grand total of \$2,876,056.00. Federal and state grant funds are programmed for this purchase. Staff recommends approval.

Upon motion by Mr. Ouellet, seconded by Mr. Schlegel, the Board approved Resolution 04-2022, as amended.

C. Award of Vehicle Parts Bids – Bids were solicited to provide bus and van parts for a nine month period. The parts were grouped by different classifications such as engine parts, air conditioning, brakes, etc. A total of 17 suppliers bid various parts and were tabulated on the spreadsheet included in the Board packet. Based on the prices received for the various groupings, staff recommends award to the lowest bidders as identified on the bid tabulation sheet.

Upon motion by Mr. Barnhardt, seconded by Ms. Ruiz, the Board approved the award of vehicle bus parts.

D. Resolution 05-2022 - Award of Cleaning Services Contract – Proposals were issued to provide cleaning services for all facilities operated by SCTA in Lancaster and Reading. Four proposals were received and evaluated by staff based on the scope of cleaning services to be provided at each facility. Based on the review, Mint Condition, located in Lancaster ranked highest. References were checked and all current customers raved about the job Mint Condition does and their responsiveness when issues arise. The cost of the contract starts with a base period of one (1) year at a total annual cost of \$118,320. The contract includes an option for four (4) one-year extensions for a total term of five (5) years. The total annual cost for each of the option years is as follows: Option Year-two - \$118,320; Option Year three - \$124,020; Option Year four - \$124,020 and Option Year five - \$124,020. The total cost over the five-year term is \$608,700. Staff recommends approval.

Upon motion by Ms. Landis, seconded by Ms. Glover, the Board approved Resolution 05-2022.

- E. Resolution 06-2022 Purchase of Business Intelligence Software and Dashboard – SCTA is advancing a project providing for the visual presentation of key ridership, operating and financial data through a dashboard. Ridership data will be available through working with ModeShift for the mobile application and GFI for fareboxes. Staff proposes awarding a contract to NextStep Technology Advisors LLC for the research, development, deploy, maintenance and support of a business intelligence dashboard focused on the presentation of SCTA financial data. The proposed contract totals \$135,000 for a contract term that begins April 1, 2022 and ends June 30, 2025. Staff recommends the award and execution of a contract with NextStep Technology Advisors.

Upon motion by Ms. Glover, seconded by Mr. Barnhardt, the Board approved Resolution 06-2022.

- F. Rejected filter bids, as recommended by staff.

Upon motion by Mr. Barnhardt, seconded by Mr. Schlegel, the Board rejected the filter bids.

- G. Approval of Operating Statement for January and February 2022 - For the month of January, ridership in Lancaster showed a .09% increase with fixed route showing a 1.5% decrease and shared ride showing a 17.7% increase. For Reading, ridership showed a 34.7% increase with fixed route showing a 37.9% increase and shared ride showing a 3.0% decrease. Total ridership was 238,294 for fixed route and 21,467 for shared ride for a total for the month of January of 259,761 compared to 213,042 rides last January for an increase of 21.9% overall.

Financially for January 2022, Lancaster recorded \$693,000 in operating revenue combined with operating grants of \$591,279 for total revenue of \$1,284,279 against total expenses of \$1,407,129. For Reading, operating revenues of \$537,226 combined with operating grants of \$928,670 for total revenue of \$1,465,896 against expenses of \$1,628,668. For the first seven months of the fiscal year, operating revenue is at 83% of projected budget and operating grants are 90% for total revenue of 86.0% of the projected budget compared to expenses at 95% of projected budget.

For the month of February, ridership in Lancaster showed a 41.1% increase, with fixed route showing a 39.8% increase and shared ride showing a 49.3% increase for the month. For Reading, ridership showed a 49.7% increase with fixed route showing a 50.9% increase and shared ride showing a 32.3% increase for the month. Total ridership was 258,413 for fixed route and 23,758 for shared ride for a total for the month of February of 282,171 compared to 192,064 rides last February for an increase of 46.9% overall.

Financially for February 2022, Lancaster recorded \$420,103 in operating revenue combined with operating grants of \$805,782 for total revenue of \$1,225,885 against total expenses of \$1,347,095. For Reading, operating revenues of \$556,217 combined with operating grants of \$787,355 for total revenue of \$1,343,572 against expenses of \$1,395,061. For the first eight months of the fiscal year, operating revenue is at 82% of projected budget and operating grants are 83% for total revenue of 83.0% of the projected budget compared to expenses at 86% of projected budget.

Upon motion by Mr. Schlegel, seconded by Ms. Ashley, the Board approved the January, 2022 Operating Statement.

Upon motion by Mr. Ouellet, seconded by Ms. Love, the Board approved the February, 2022 Operating Statement.

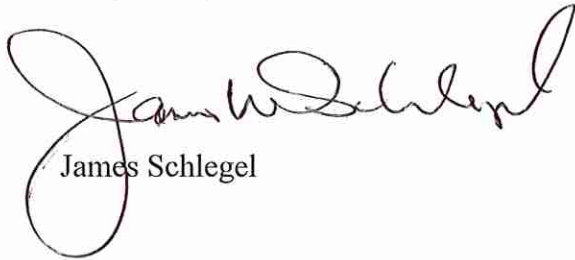
9. Public Comment

None.

10. Adjournment

With no further business to discuss, the meeting adjourned at 6:35 p.m., upon motion by Ms. Glover, seconded by Mr. Ouellet.

Respectfully Submitted,



James Schlegel