

**SOUTH CENTRAL TRANSIT AUTHORITY  
MINUTES**

DATE: September 15, 2021  
TIME: 6:00 PM  
PLACE: Virtual Meeting  
PURPOSE: Regular Monthly Meeting  
ATTENDANCE: Members: June Wolf, Commissioner Kevin Barnhardt, Bonnie Glover, Gail Landis, Jeffrey Ouellet, Dennis Rex, and James Schlegel.  
  
Solicitor: Sean Summers, Summers Nagy Law Offices  
  
Staff: David Kilmer, Greg Downing, Jeffrey Glisson, Sharon Stephens,  
  
Guests: Mark Glatz, Easton Coach Company

ORDER OF BUSINESS:

1. Call to Order

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

2. Public Comment on Agenda Items

None.

3. Approval of the Minutes of the July 21, 2021 Regular Board Meeting.

Upon motion by Ms. Glover, seconded by Mr. Ouellet, the Board minutes were approved as presented

4. Bills and Communications

A. None

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

Upon motion by Ms. Landis seconded by Commissioner Barnhardt, the Reports of Committees are approved as presented.

6. Old Business - None

7. New Business

- A. Resolution 15-2021 Purchase of Eight Shared Ride Vehicles Lancaster – Mr. Downing stated this purchase will replace eight vehicles that are beyond their useful life for the Lancaster operation. Pricing was received from Shepard Brothers from the state-wide contract for a per unit cost of \$80,230 or a total price of \$641,840.00. SCTA has the capital funds available for this purchase. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Mr. Rex, Resolution 15-2021 for the purchase of eight shared ride vehicles was approved.

- B. Resolution 16-2021 Purchase and Installation of Heavy Duty Vehicle Lift for Lancaster – Mr. Downing noted that SCTA received one bid for the purchase and installation of one inground heavy duty vehicle lift from Alan Tye & Associates at a price of \$220,327.00. This lift is for the Lancaster operation and will provide greater flexibility for the maintenance of the fleet. The lifts are environmentally friendly with a self-contained vault to prevent any leakages. SCTA has capital funds available for this purchase. Staff recommends approval.

Upon motion by Mr. Schlegel, seconded by Ms. Glover, Resolution 16-2021 to approve the purchase and installation of a heavy duty lift was approved.

- C. Resolution 17-2021 Award of Design Service for Fuel Tank Replacement Project – Mr. Downing noted that SCTA received three proposals for engineering services for the design to replace the existing diesel fuel storage tanks at both locations. Both tanks are over 20 years old and close to their useful life. The tank in Reading is underground and the tank in Lancaster is above ground with both tanks having a 20,000 gallon capacity. The desire is to have them both above ground for improved leak detection. The engineering services will include ensuring both locations meet the latest environmental and code regulations. Mr. Kilmer noted that there is a revised Resolution with a lower price than previously listed. Based on review of the proposals, the staff recommends the contract be awarded to KCI Technologies at a cost of \$151771.42.

Upon motion by Ms. Landis, seconded by Mr. Ouellet, Resolution 17-2021 to approve the design for new diesel fuel tanks at both facilities was approved.

- D. Resolution 18-2021 Adoption of Safety Plan Update – Mr. Downing noted that SCTA has updated its Safety Plan in accordance with FTA regulations and has developed Performance Targets for FY 2022 as required. A copy of the Plan has also been forwarded to the two MPO's for their approval at their September meetings. A copy of the Updated Plan was included in the Board packet for review. Staff recommends approval.

Upon motion by Mr. Rex, seconded by Commissioner Barnhardt, Resolution 18-2021 to approve the updated Safety plan approved.

- E. Approval to Purchase Three Supervisory Vehicles – Mr. Downing noted that SCTA has received pricing to replace three supervisory vehicles that are beyond their useful life. The vehicles being replaced are a 2014 Ford Escape, 2010 Ford Fusion and a 2011 Chevrolet Tahoe. The three vehicles being purchased will be 2021 Toyota Highlanders from the state contract at a per unit cost of \$36,012 or a total cost of \$108,036. Two vehicles will be

primarily for Reading and one vehicle for Lancaster. SCTA has capital funds available for this purchase. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Mr. Schlegel, the purchase of three supervisory vehicles was approved.

- F. Approval of Shared Ride Rates with Easton Coach for FY 2022 – Mr. Kilmer noted that due to the ongoing effects of COVID on the ridership levels for Shared Ride Services, the trip rates to be paid to Easton Coach have been modified to ensure coverage of fixed costs (32%) and a variable cost for payment of trips completed. This payment structure is the same for all other contracts Easton Coach has with other transit systems. Mr. Kilmer noted that a revised rate sheet was emailed to the Board. Ridership continues to be roughly 40% lower than pre-pandemic levels and the cost of providing service, especially hiring drivers continues to increase above normal levels. It is expected that moving to this new cost structure will ensure the viability of the service. While the cost of the service will increase, the actual fare charged to the customer would remain the same as current. SCTA will assess the need for a fare increase for FY 2023.

Upon motion by Mr. Ouellet, seconded by Commissioner Barnhardt, the fare structure for Easton Coach for FY 2022 was approved.

- G. Approval of Supplemental Payment to Easton Coach for FY 2021 – Mr. Kilmer noted that in accordance with the Addendum for Easton Coach's contract for FY 2021, SCTA agreed to assess the ridership levels and make an adjustment to the contract to account for the loss in revenue. The contracted service only generated 46% of expected revenues for the fiscal year while fixed route service only generated 50.2% of expected revenues due to COVID. SCTA was able to cover the shortfall for fixed route service with CARES Act funding with \$9,505,802 being used to make up the revenue shortfall. For shared ride, SCTA has calculated that the shortfall in revenue to cover Easton Coach's fixed cost or overhead for FY 2021 would be \$862,880. Mr. Schlegel asked if Easton Coach received any CARES Act funding directly and Mr. Kilmer noted that they did for all of their contracts, but it was not enough to cover the losses for FY 2021. Mr. Kilmer noted that this amount would resolve any payment issues for FY 2021. SCTA has sufficient funding available to cover this cost. As noted above, the change in the cost structure would prevent this same issue for the future. Staff recommends approval.

Upon motion by Ms. Landis, seconded by Commissioner Barnhardt, the supplemental payment for FY 2021 for Easton Coach was approved.

- H. Approval to Extend Development Option for QSS – Mr. Downing noted that the Option Agreement to build on top of the Queen Street Station Garage expired at the end of July, 2021. SCTA is required to have the property appraised and then a review appraisal in accordance with FTA regulations that was completed in June, 2021. The appraisals are currently being reviewed by the FTA with SCTA expecting a concurrence letter in late September. Staff is recommending that the Option Agreement be extended until the end of the year with Myers Development. A copy of the Option extension is included in the Board packet for review.

Upon motion by Ms. Glover, seconded by Commissioner Barnhardt, the extension of the Option Agreement to build on top of the Queen Street Station was approved.

- I. Approval of Change Order for BTC Garage Upgrade Project – Mr. Downing noted that the Board received an email earlier about this Change Order that is part of the waterproofing of the drive area in the BTC. Mr. Downing noted the contractor placed moisture drive test patches down and all of them were showing moisture drive from the structural and wearing slabs. The issue with this is the bond of the deck coating to the substrate. The moisture between the two slabs is heated up as the day gets warmer, and it is expelled through the joints and wearing slab as water vapor. Knowing this, it can cause some issues with the deck coating staying adhered to the substrate. It was recommend applying a vapor barrier in the form of a moisture mitigating primer prior to placing the urethane primer. This process is rather inexpensive and goes a long way to ensure the coating doesn't experience failures when moisture is an issue. This vapor barrier helps stop the moisture drive and enhances bond to the slab. Mr. Rex noted that he totally agrees with this and that the Authority should make sure the same type of moisture barrier is included in any future work involving the parking garages. Mr. Downing noted that the cost is \$33,810.00 to install this added moisture barrier and capital funds are available for this project to cover the added cost. Staff recommends approval.

Upon motion by Mr. Rex, seconded by Mr. Schlegel, the Change Order for \$33,810 to add the moisture barrier at the BTC was approved.

- J. Approval of July and August Operating Statements - Mr. Downing noted for the month of July, ridership in Lancaster showed a 14% decrease with fixed route showing a 17.8% decrease and shared ride showing a 20.3% increase. For Reading, ridership showed a 26.0% increase with fixed route showing a 27.3% increase and shared ride showing a 9.1% increase. Total ridership was 272,853 for fixed route and 24,834 for shared ride for a total for the month of July at 297,687 compared to 270,538 rides last July for an increase of 10.0% overall. This compares to 383,680 for fixed route and 47,612 for shared ride for July of 2019 for total passengers of 431,292 prior to the pandemic that results in ridership still being down 31.0% overall.

Financially for July, 2021, Lancaster recorded \$416,758 in operating revenue combined with operating grants of \$899,927 for total revenue of \$1,316,685 against total expenses of \$1,371,128 for a net loss of \$54,442 for shared ride. For Reading, operating revenues of \$418,548 combined with operating grants of \$1,041,390 for total revenue of \$1,459,938 against expenses of \$1,555,507 for a loss of \$95,569 on shared ride. For the first month of the fiscal year, operating revenue is at 4.7% and operating grants are 9.5% for total revenue of 7.3% compared to expenses at 7.7%.

Mr. Downing noted that for the month of August, ridership in Lancaster showed a 4.4% decrease with fixed route showing a 8.4% decrease and shared ride showing a 30.0% increase. For Reading, ridership showed a 47.0% increase with fixed route showing a 49.2% increase and shared ride showing a 18.4% increase. Total ridership was 294,107 for fixed route and 26,534 for shared ride for a total for the month of August at 320,641 compared to 253,735 rides last July for an increase of 26.4% overall. This compares to 403,955 for fixed route and 46,291 for shared ride for July of 2019 for total passengers of 450,246 prior to the pandemic that results in ridership still being down 28.8% overall.

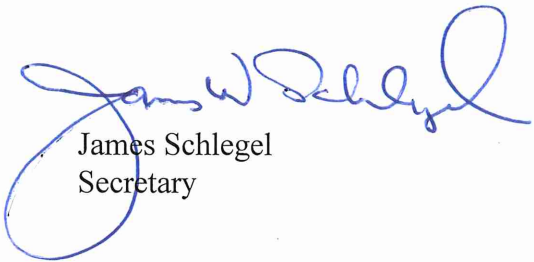
Financially for August, 2021, Lancaster recorded \$440,771 in operating revenue combined with operating grants of \$806,721 for total revenue of \$1,247,492 against total expenses of \$1,291,238. For Reading, operating revenues of \$507,637 combined with operating grants of \$656,311 for total revenue of \$1,163,948 against expenses of \$1,285,612. For the total

fiscal year, operating revenue is at 10.0% and operating grants are 16.7% for total revenue of 13.6% compared to expenses at 14.4%.

Upon motion by Commissioner Barnhardt, seconded by Mr. Ouellet, the operating statements for July and August were approved, subject to audit.

With no further business to discuss, the meeting adjourned at 6:40 p.m., upon motion by Ms. Glover and seconded by Mr. Schlegel.

Respectfully Submitted,



James Schlegel  
Secretary