

**SOUTH CENTRAL TRANSIT AUTHORITY  
MINUTES**

DATE: October 21, 2020

TIME: 6:00 PM

PLACE: Virtual Meeting

PURPOSE: Regular Monthly Meeting

ATTENDANCE: Members: Commissioner Kevin Barnhardt, Bonnie Glover, James Schlegel, Timothy Snyder, Dennis Rex, Jeffrey Ouellet, and June Wolf.

Solicitor: Jill Nagy, Summers Nagy Law Offices.

Labor Attorney: Susan Friedman, Stevens & Lee

Staff: David W. Kilmer, Laura Hopko, Jeffrey Glisson, Gregory Downing, Sharon Stephens, and Natasha Steffenhagen.

Guests: Kate Stairs, Walker Consultants

ORDER OF BUSINESS:

1. Call to Order

Chairman Kevin Barnhardt called the meeting to order at 6:00 p.m.

2. Public Comment on Agenda Items

None.

3. Approval of the Minutes of the September 16, 2020 Regular Board Meeting.

Chairman Kevin Barnhardt mentioned that the minutes from the September 16, 2020 Regular Board Meeting are in the packet and approved by the board as presented.

4. Bills and Communications

None.

5. Reports of Committees

A Personnel Committee – Jeff Ouellet, Chair

Mr. Ouellet mentioned that there was an Executive Session on personnel matters held on September 21, 2020.

B. Operations Committee – Bonnie Glover, Chair

None.

C. Finance Committee – Timothy Snyder, Chair

Mr. Snyder said a meeting was held just before the Board Meeting to review the draft audit.

D. Marketing Committee – Gail Landis, Chair

Mr. Barnhardt mentioned that the monthly marketing report is included in the packet.

6. Old Business

None.

7. New Business

A. Resolution 20-2020 Award of Design Services for Parking Garages

Mr. Kilmer mentioned that five proposals were received for design services to conduct an inspection of the two parking garages and the garage under the BTC. Staff reviewed the proposal and narrowed the field to three proposals for final evaluation. Based on interviews and qualifications, the staff is recommending award to Desman Design Management at a proposed cost of \$57,800. Desman specializes in parking garage rehabilitation and the plan is to inspect each facility and recommend actions needed to make repairs. Staff recommends approval.

Upon motion by Mr. Schlegel, seconded by Mr. Ouellet, the Board approved the adoption of Resolution 20-2020.

B. Approval of Fare Restructuring Changes

Mr. Kilmer advised that a public hearing was conducted at both locations for the restructuring of the fixed route fares. The new fares were unveiled at last month's meeting with Rider Notices being distributed on buses and at the BTC and QSS. A summary of comments received and responses will be distributed prior to the meeting along with a recommendation.

Upon motion by Ms. Glover, seconded by Mr. Rex, the Board approved the new fares for both locations.

C. Approval of Vehicle Disposals

Mr. Kilmer informed that bids for the sale of two obsolete supervisory vehicles were received prior to the Board meeting. A recommendation will be presented at the meeting.

Upon motion by Mr. Snyder, seconded by Mr. Ouellet, the Board approved the sale of the two vehicles.

D. Approval of Ride Guide Bids

Mr. Kilmer mentioned that bids were solicited for the annual printing of the ride guides for Lancaster and Reading. Only one bid was received from Engle Printing that has done this job numerous times in the past at a price of \$19,268.07. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Ms. Wolf, the Board approved the bid from Engle Printing for the ride guides.

E. Approval of Agreement with Berks County for the UPWP

Mr. Kilmer informed that a copy of the draft agreement is included in the Board packet for review. This is a two-year agreement for SCTA to conduct planning activities under the Unified Planning Work Program (UPWP) utilizing FTA planning funds that are dedicated to the region. Staff recommends approval.

Upon motion by Mr. Snyder, seconded by Mr. Ouellet, the Board approved the agreement.

F. Draft Audit for FY 2020

A draft copy of the FY 2020 audits will be presented at the meeting. No action is required this month. The audit will be on the agenda next month for approval.

G. Approval of Operating Statement for September, 2020

For the month of September, ridership in Lancaster showed a 43.7% decrease with fixed route showing a 42.9% decrease and shared ride showing a 48.9% decrease. For Reading, ridership showed a 40.4% decrease with fixed route showing a 39.9% decrease and shared ride showing a 46.2% decrease. Total ridership was 224,561 for fixed route and 22,291 for shared ride for the month of September compared to 423,967 rides last September for a decrease of 41.8% overall.

Financially for September, 2020, Lancaster showed \$457,461 in operating revenue combined with operating grants of \$703,440 for total revenue of \$1,160,901 against total expenses of \$1,160,902 for a \$1 loss. For Reading, operating revenues of \$384,094 combined with operating grants of \$921,838 for total revenue of \$1,305,932 against expenses of \$1,305,934 for a \$2 loss.

Upon motion by Mr. Rex, seconded by Ms. Glover, the Board approved the Operating Statement.

8. Public Comment

None.

9. Other Comments

Mr. Kilmer advised that SCTA is working on a deal with T-Mobile for free Wi-Fi on buses in the Lancaster location. This arrangement would last for 18 months, and unfortunately does not pertain to the Reading area, as that location is not in T-Mobile's target market.

10. Adjournment

With no further business to discuss, the meeting adjourned at 6:25 p.m., upon motion by Ms. Wolf, seconded by Ms. Glover.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jeffrey P. Ouellet".

Jeffrey P. Ouellet  
Secretary