

**SOUTH CENTRAL TRANSIT AUTHORITY
MINUTES**

DATE: June 15, 2016

TIME: 6:00 p.m.

PLACE: SCTA
1700 N. 11th St.
Reading, PA 19604

PURPOSE: Regular Monthly Public Board Meeting

ATTENDANCE: **Members:** Commissioner Kevin Barnhardt, Bonnie Glover, Gail Landis, Dennis Rex, James Schlegel, Timothy Snyder, and Jeffrey Wibberley.

Solicitor: Jill Nagy, Summers Nagy Law Offices

Staff: David W. Kilmer, Jeffrey Glisson, Laura Hopko, and Melanie Heffner.

Guests: Mark Glatz – Easton Coach, William Frees and John Doerrman – Amalgamated Transit Union #1345 and Dave Kostival, Reading Eagle Company

ORDER OF BUSINESS:

1. Call to Order

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

2. Public Comment on Agenda Items

None

3. Approval of Minutes of the May 18, 2016 Regular Board Meeting.

The Board approved the minutes from the May 18, 2016 regular Board Meeting as written.

4. Bills and Communications

None

5. Reports of Committees

A. Personnel Committee

No report

B. Operations Committee

No report

C. Finance Committee

No report

D. Marketing Committee

Committee met prior to Board meeting to review proposed Marketing Plan for FY 2017. The monthly marketing report was included in the packet.

6. Old Business

A. Approval of Proposed Special Services Fare Increase for Reading

Mr. Kilmer mentioned a Public Hearing on the proposed fare increase was held on June 15, 2016 at 3:00 PM and a meeting of the Advisory Committee was held on June 14, 2016 at 10:00 AM to review the proposed fare increase. Staff recommends approval. A copy of the proposed fares was included in the Board packet.

Upon motion by Ms. Glover, seconded by Ms. Landis, the Board approved the Proposed Special Services Fare Increase for Reading.

7. New Business

A. Resolution 5-16 Certifying Local Match for State Operating Assistance

Mr. Kilmer mentioned this is the required Resolution to certify that the local match is available for state operating assistance. Due to the cost savings from the merger, the local match has been waived under Act 89, but the Resolution still needs to be filed with the grant. Staff recommends approval.

Upon motion by Mr. Barnhardt, seconded by Mr. Snyder, the Board approved Resolution 5-16 Certifying Local Match for State Operating Assistance.

B. Resolution 6-16 Certifying Local Match for State Capital Assistance

Mr. Kilmer mentioned this is the required Resolution to certify that the local match is available for state capital funds as needed for capital projects for FY 2017. SCTA has the necessary capital reserve funds for projects in both Lancaster and Reading to match the state capital funds being requested. Staff recommends approval.

Upon motion by Mr. Rex, seconded by Mr. Schlegel, the Board approved Resolution 6-16 Certifying Local Match for State Capital Assistance.

C. Resolution 7-16 Purchase of Twenty-Three Shared Ride Vehicles

Mr. Kilmer mentioned this purchase would include eleven vehicle replacements for the Lancaster shared ride service and twelve vehicle replacements for the Reading shared ride service. All the vehicles that are being replaced are beyond their useful life. The vehicles are being purchased from the state contract that is in the last year of its contract and PADOT has requested that systems purchase replacement vehicles as soon as possible to take advantage of the current pricing. The funding is included in this year's capital grant request from PADOT. The total purchase price is \$1,462,242 or roughly \$63,576 per vehicle. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Mr. Wibberley, the Board approved Resolution 7-16 Purchase of Twenty-Three Shared Ride Vehicles.

D. Resolution 8-16 Award of Vehicle Tire Bids

Mr. Kilmer mentioned bids were received from two vendors for the supply of bus tires for both Lancaster and Reading. The contract for Reading expires June 30, 2016 while the current contract for Lancaster does not expire until February, 2017 and both current contracts are with Goodyear. Both contracts are for leasing tires which has proven to be less costly than purchasing tires. A copy of the bid tabulation was included in the packet. Based on the prices received, Goodyear Tire & Rubber submitted the overall lower price per mile and is recommended for award.

Upon motion by Mr. Snyder, seconded by Mr. Schlegel, the Board approved Resolution 8-16 Award of Vehicle Tire Bids.

E. Award of Bid for Farebox Media Cards

Mr. Kilmer mentioned SCTA received two bids to furnish a supply of electronic tickets for the farebox system for monthly passes, ten trip tickets and all day passes for both locations, including transfers for a total of 425,000 passes. A copy of the bid tabulation was included in the packet. Paragon Magnadata, Inc. submitted the low bid of \$24,986.83 and staff recommends approval.

Upon motion by Ms. Glover, seconded by Mr. Rex, the Board awarded the bid for Farebox Media Cards to Paragon Magnadata Inc.

F. Approval to Purchase Two Computer Servers

Mr. Kilmer mentioned in order to keep pace with the growing computer storage space, staff is recommending adding two additional computer servers –

one at each location. The price from the state contract with Dell is \$11,267.34 each for a total price of \$22,534.68 for both. Funding for this project is from existing IT funds from this year's state capital grant. Staff recommends approval.

Upon motion by Mr. Rex, seconded by Mr. Schlegel, the Board approved the Purchase of Two Computer Servers.

G. Approval to Purchase Computer Network Switches

Mr. Kilmer mentioned this purchase will replace the existing computer switches on the network that are beyond their useful life and have started failing. The replacements will keep the network more stable and reliable. The cost is \$25,733.00 from the state contract with CDW. Funding for this project is from existing IT funds from this year's state capital grant. Staff recommends approval.

Upon motion by Mr. Wibberley, seconded by Ms. Glover, the Board approved the Purchase of Computer Network Switches.

H. Approval of Marketing Plan for FY 2017

Mr. Kilmer mentioned the proposed Marketing Plan for FY 2017 was included in the Board packet for review.

Upon motion by Ms. Glover, seconded by Mr. Snyder, the Board approved the Marketing Plan for FY 2017.

I. Approval of UPWP for LATS for FY 2017

Mr. Kilmer mentioned this approval is for the annual unified planning work program funded by FTA planning funds that pass through the Lancaster County Planning Commission. This provides funding for staff to conduct various route and schedule analysis of the transit system and comply with federal planning regulations. A copy of the work program is included in the Board packet. This is a two-year agreement with SCTA receiving \$63,250 each year. Staff recommends approval.

Upon motion by Mr. Snyder, seconded by Ms. Landis, the Board approved the UPWP for LATS for FY 2017.

J. Financial and Operating Reports for May 2016

For the month of May, total ridership in Lancaster showed a 2.2% decrease with fixed route showing a 2.5% decrease and shared ride showing a .5% decrease. For Reading, total ridership showed a 3.8% decrease with fixed route showing a 3.7% decrease and shared ride showing a 6.0% decrease.

Financially for May, Lancaster showed \$813,234 in operating revenue combined with operating grants of \$385,580 for total revenue of \$1,198,814 against total expenses of \$1,177,611 for a surplus of \$21,204 due to low gas prices. For Reading, operating revenues \$635,520 combined with operating grants of \$633,050 for total revenue of \$1,268,570 against expenses of \$1,372,022 for a loss of \$103,453, all in shared ride services.

Upon motion by Mr. Rex, seconded by Mr. Schlegel, the Board approved the Financial and Operating Reports for May 2016 subject to audit.

8. Public Comment

None

9. Adjournment

With no further business to discuss, the meeting adjourned at 6:23 p.m., upon motion by Mr. Snyder, seconded by Mr. Schlegel.

Respectfully submitted,



June J. Wolf
Secretary