

**SOUTH CENTRAL TRANSIT AUTHORITY
MINUTES**

DATE: March 18, 2015

TIME: 6:00 p.m.

PLACE: SCTA
45 Erick Road
Lancaster, PA 17601

PURPOSE: Regular Monthly Public Board Meeting

ATTENDANCE: **Members:** Commissioner Kevin Barnhardt, Jayne Dieruff, Bonnie Glover, Cindy Loneragan Jeffrey Ouellet, Dennis Rex, James Schlegel, Timothy Snyder, Jeffrey R. Wibberley and June Wolf

Solicitor: Jill E. Nagy, Summers Nagy Law Offices

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

Guests: Mark Glatz – Easton Coach

ORDER OF BUSINESS:

1. Call to Order

Chairman Kevin S. Barnhardt called the meeting to order at 6:03 p.m.

2. Public Comment on Agenda Items

None

3. Approval of Minutes of the February 18, 2015 Organizational Meeting.

Upon motion by Ms. Glover, seconded by Ms. Dieruff, the Board approved the February 18, 2015 minutes.

4. Bills and Communications

Mr. Kilmer updated the Board on the status of the AVL system. Each board member received a copy of a letter from Avail Technologies explaining how they are trying to resolve the identified issues and complete the deployment and validation of the real-time public information systems. RRTA is closer to being completed and going public. BARTA is still having issues with the rebooting of the system due to the farebox or voice over system at the BTC. Mr. Kilmer also showed the Board the new commercial

that will be broadcasted once we go live with system. The time for the commercial has already been purchased.

5. Reports of Committees

A. Personnel Committee

Mr. Ouellet mentioned that following the RRTA Board Meeting there will be a Personnel Committee meeting.

B. Operations Committee

No report

C. Finance Committee

No report

D. Marketing Committee

Ms. Glover mentioned that included in the Board packet is the Marketing report. Commissioner Barnhardt questioned if we were going to market the Park-N-Ride at the VF Outlet for the Buttonwood Bridge Closer and to see if there is a way to entice people to use the service? Mr. Kilmer remarked that we will do marketing for the Park-N-Ride and will look into doing the service for free the first week for people to try it.

6. Old Business

None at this time

7. New Business

A. Award of Audit Services Contract

Mr. Kilmer mentioned with the formation of SCTA, an RFP was issued from audit firms to provide SCTA, BARTA and RRTA with audit services for a five (5) year term subject to annual review. The first audit to be performed under this contract will be for the fiscal year ending June 30, 2015. Five proposals were received from the following firms: Buckno Lisicky & Company-Allentown, PA; Clark Schaefer Hackett-Columbus, OH; MaherDuessel-Harrisburg, PA; Reinsel Kuntz Leshner LLP-Lancaster, PA; and, Zelenkofske Axelrod LLC-Harrisburg, PA.

The staff reviewed the proposals received. Based on the scores and rankings, the staff interviewed two firms, Reinsel Kuntz Leshner LLP and MaherDuessel. The staff recommends the awarding of a five-year contract to

Reinsel Kuntz Leshner LLP (RKL) for the performance of audit services subject to an annual review. The fee for performing the 2015 audit will be \$47,800 without a FY 2015 Single Audit being performed for SCTA. The total five-year fee for RKL to perform the audit is not expected to exceed \$254,700. This fee may be lower depending on whether the federal required Single Audit will need to be performed on BARTA or RRTA in a specific fiscal year.

The combined BARTA and RRTA fees for the FY 2014 audit were \$49,400. The proposed MaherDuessel fee for the FY 2015 was \$54,140 with a proposed five-year fee of \$259,950.

Upon motion by Mr. Snyder, seconded by Ms. Lonergan, the Board approved to award Audit Services Contract to Reinsel Kuntz Leshner LLP.

B. Resolution 5-15 Authorizing the Authorizing Official to Assign Roles in DOT Grants

Mr. Kilmer mentioned this Resolution is required by PADOT in order for SCTA to be authorized as a grant recipient and the authorization of staff permitted in the state DOT Grant system. Staff recommends approval.

Upon motion by Mr. Rex, seconded by Ms. Wolf, the Board approved Resolution 5-15 Authorizing the Authorizing Official to Assign Roles in DOT Grants.

C. Resolution 6-15 Authorizing the Submittal and Modification of Pennsylvania Department of Transportation DOT Grant Objects.

Mr. Kilmer mentioned that this Resolution is required to authorize the submittal and modifications of grants and the designated staff positions authorized in the various sections of the state grant process. Staff recommends approval.

Upon motion by Ms. Wolf, seconded by Mr. Schlegel, the Board approved Resolution 6-15 Authorizing the Submittal and Modification of Pennsylvania Department of Transportation DOT Grant Objects.

D. Resolution 7-15 LO/NO Grant Application and Purchase of Seventeen Hybrid Electric Buses.

Mr. Kilmer mentioned since SCTA is now the designated recipient of federal funds, the FTA has indicated that the recent LO/NO Grant award will need to be filed by SCTA. This Resolution authorizes SCTA to file the grant and concurs with the purchase of the hybrid electric buses currently on order by BARTA and RRTA, plus the four additional buses that RRTA will now be able to purchase as included in the LO/NO grant.

Upon motion by Ms. Glover, seconded by Mr. Ouellet, the Board approved Resolution 7-15 LO/NO Grant Application and Purchase of Seventeen Hybrid Electric Buses.

E. Financial and Operating Reports for February 2015

For BARTA, total ridership decreased by 4.5% with a 6.4% decrease in fixed-route and a 24.7% increase in shared-ride for the month of February. Financially, operating revenues of \$489,894 combined with operating grants of \$632,560 for total revenue of \$1,122,454, against expenses of \$1,122,457 for a net loss of \$3 due to rounding.

For RRTA, total ridership increased 4.4% with a 2.6% increase in fixed-route and a 17.8% increase in shared ride. Financially, operating revenues of \$702,958 combined with operating grants of \$433,802 for total revenues of \$1,136,760, against expenses of \$1,101,520 for a net surplus of \$35,240. The surplus was all shared ride due to lower fuel prices.

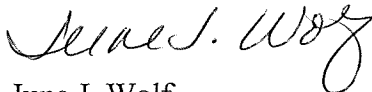
8. Public Comment

None

9. Adjournment

With no further business to discuss, the meeting adjourned at 6:32 p.m., upon motion by Ms. Dieruff, seconded by Ms. Lonergan.

Respectfully submitted,



June J. Wolf
Secretary