

**SOUTH CENTRAL TRANSIT AUTHORITY
AGENDA**

DATE: February 19, 2020

TIME: 6:00 PM

PLACE: 1700 North Eleventh Street
Reading, PA

PURPOSE: Regular Monthly Meeting

ORDER OF BUSINESS:

1. Call to Order
2. Public Comment on Agenda Items
3. Approval of the Minutes of the January 20, 2020 Regular Board Meeting.
4. Bills and Communications
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
6. Old Business
 - A. None
7. New Business
 - A. Resolution 01-20 Assurances for State Capital Grant
 - B. Resolution 02-20 Award of Maintenance Software
 - C. Resolution 03-20 Purchase of Three Buses - Lancaster
 - D. Approval to Purchase Finance Software Upgrade
 - E. Approval to Purchase Floor Scrubber - Lancaster
 - F. Approval of Change Order for Shannon A. Smith -Reading Facility Expansion Project
 - G. Approval of Change Order for ER Stuebner – Reading Expansion Project
 - H. Approval of Agreement with Easton Coach
 - I. Approval of Operating Statement for January, 2020
8. Public Comment
9. Adjournment

SOUTH CENTRAL TRANSIT AUTHORITY
AGENDA REPORT
February 19, 2020

1. Minutes - The minutes of the January 15, 2020 public meeting are enclosed with the Agenda for your review.
2. Committee Reports -
 - A. Personnel Committee – Committee met to review Personnel performance evaluations prior to the meeting.
 - B. Operations Committee – No report.
 - C. Finance Committee – No Report
 - D. Marketing Committee - Monthly marketing report is included in the packet.
3. Old Business
 - A. None
4. New Business
 - A. Resolution 01-20 Assurances for State Capital Grant – This is the standard Resolution required by PADOT for the Capital Grant Application to provide the state share for federal projects and for projects funded by the state in the amount of \$1,983,458. Staff recommends approval.
 - B. Resolution 02-20 Award of Maintenance Software – A total of six proposals were received to supply new maintenance software for both locations. The existing software is no longer being supported in a sufficient manner for the needs of the Authority and has been used since 2009. An evaluation team of staff have reviewed the proposals and narrowed the field to three submissions that were scheduled for on-site demonstrations of their software. The new software packages have built in dashboards on performance that will be very useful for all in measuring the overall performance of the Authority’s maintenance program. After the demonstrations the review team rated Asset Works the highest proposal at a cost of \$315,694 that includes five years of support. Staff recommends approval.
 - B. Resolution 03-20 Purchase of Three Buses – Lancaster – There are three 2009 35’ buses in Lancaster that will be beyond their useful life by the time the new buses will be delivered. Pricing from Gillig from the existing contract with SCTA was provided at a cost of \$720,018.00 each or \$2,160,054.00. These replacement buses will be BAE hybrids that coincide with the majority of the current fleet. Federal capital funds are in place for this purchase. Staff recommends approval.
 - D. Approval to Purchase Finance Software Upgrade – This purchase will upgrade the payroll portion of the existing SAGE financial software currently in use by SCTA. The price for the upgrade is \$27,000 from Nextstep the local authorized SAGE dealer. A copy of their proposal and pricing is included in the packet. SCTA budgeted capital funds for this purchase. Staff recommends approval.

- E. Approval to Purchase Floor Scrubber – Lancaster – This purchase will replace the existing floor scrubber that was purchased in 2009 and is beyond its useful life. The pricing for the new scrubber is from Tennant who is on the state contract and provided a price of \$24,959.34. A copy of the quote is included in the packet. Staff recommends approval.
- F. Approval of Change Order for Shannon A. Smith -Reading Facility Expansion Project – This Change Order is in the amount of \$28,851.37 and is related to modifications in the drawings by the Architect and in response to a Request for Information to the Architect that resulted in a change in the equipment specified. The funding for the Change Orders is being provided by PADOT. A copy of the Change Order is included in the packet. Staff recommends approval.
- G. Approval of Change Order for ER Steubner – Reading Expansion Project – This Change Order is to add steel for the overhead door at the rear of the new expansion in order for the overhead roll-up door to be properly supported for a value of \$6,210.00. The second part of this Change Order is for the removal of the steel beams at the North and South walls to provide the clearance for the buses at a value of \$15,106.12 for a total Change Order value of \$21,316.12. PADOT is providing the funding for this Change Order. Staff recommends approval.
- H. Approval of Agreement with Easton Coach – This approval is to settle the case involving an Easton employee that was found stealing parts in 2017 at the Lancaster operation. Ms. Nagy, in a letter to Easton coach, put them on notice of the claim by SCTA for the loss. The forensic audit found that the value of the parts stolen amounted to \$476,000. In order to reimburse SCTA for this loss, Easton was not given the contracted rate increase in 2018 of 2.5% that amounted to \$157,000 which carries through the next three years of the contract and is valued at \$628,000. Staff is requesting Board approval to resolve this issue with a letter to Easton Coach closing the claim. A copy of the letter is in the packet for your review.
- I. Approval of Operating Statements for January, 2020 - For the month of January, ridership in Lancaster showed a 2.7% increase with fixed route showing a 4.6% increase and shared ride showing a 7.7 % decrease. For Reading, ridership showed a 5.1% increase with fixed route showing a 4.8% increase and shared ride showing a 8.6% increase. Total ridership for the month was 362,619 for fixed route and 43,507 for shared ride for a total of 406,126 rides for the month of January compared to 390,030 rides last January for a increase of 4.1% overall. For the first seven months of the fiscal year, overall ridership is down .5%.

Financially for January, 2020, Lancaster showed \$661,299 in operating revenue combined with operating grants of \$784,509 for total revenue of \$1,481,573 against total expenses of \$1,481,573 for a net loss of \$35,765 on shared ride. For Reading, operating revenues \$762,864 combined with operating grants of \$858,552 for total revenue of \$1,621,416 against expenses of \$1,681,014 for a net loss of \$59,597 for Special Services. Overall, for January, operating revenue was \$1,424,163 combined with operating grants of \$1,643,061 for total revenue of \$3,067,224 against total

expenses of \$3,162,587 for a net loss of \$95,363 all on shared ride. For the seventh month of the fiscal year, revenue is 57.7% of budget, grants are at 54.1% of budget, and expense is 53.5% of budget.