

**SOUTH CENTRAL TRANSIT AUTHORITY
MINUTES**

DATE: September 18, 2019

TIME: 6:00 PM

PLACE: 45 Erick Road
Lancaster, PA

PURPOSE: Regular Monthly Public Board Meeting

ATTENDANCE: **Members:** Commissioner Kevin Barnhardt, Cheryl Love, Bonnie Glover, Dennis Rex, James Schlegel and Gail Landis

Solicitor: Jill Nagy, Summers Nagy Law Offices

Staff: David W. Kilmer, Jeffrey Glisson, Laura Hopko, and Rhonda Baer

Guests: Mark Glatz – Easton Coach

ORDER OF BUSINESS:

1. Call to Order

Chairman Kevin Barnhardt called the meeting to order at 6:06 p.m.

2. Public Comment on Agenda Items

None

3. Approval of Minutes of the July 17, 2019 Regular Board Meeting.

Chairman Kevin Barnhardt mentioned the minutes from the July 17, 2019 Regular Board Meeting is in the packet.

Chairman Kevin Barnhardt mentioned the Board approves the minutes from the July 17, 2019 Regular Board Meeting as presented.

4. Bills and Communications

Mr. Kilmer mentioned there is none.

5. Reports of Committees

A. Personnel Committee

Chairman Barnhardt mentioned there are no reports.

B. Operations Committee

Chairman Barnhardt mentioned there are no reports.

C. Finance Committee

Chairman Barnhardt mentioned there are no reports.

D. Marketing Committee

Chairman Barnhardt reported the monthly marketing report is included in the packet.

6. Old Business

None

7. New Business

A. Resolution 07-19 Award of Engineering Services –

Mr. Kilmer mentioned there were two proposals received for the Security and Solar Upgrades for the Lancaster Operations Facility. Proposals were from Pennoni, King of Prussia, PA and KCI, Mechanicsburg, PA. The proposals were reviewed by staff and a recommendation was presented at the Board meeting. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Ms. Love, the Board approved the Resolution 07-19 Award of Engineering Services to Pennoni.

B. Award of Bids for Vehicle Disposal –

Mr. Kilmer mentioned pricing was not provided in time for the Board packet and is presented at the meeting. This will be the purchase of 3 replacement buses for Reading that will include 4-35' and 2-40' 2008 model vehicles. The pricing presented is as follows:

FIXED ROUTE BUSES (SEPTEMBER 2019)

Invent.										
#	Dept.	Winning Bid	Buyer	City, State, Zip	# of Bids	Year	Make	Model	Mileage	Condition
0750	Rdg Ops	\$21,575.00	Best Bus Sales	Des Plaines IL 60016	277	2007	Gillig	BRT Low Floor	441,859	Fair
0752	Rdg Ops	\$28,460.00	76 Carriage Company	Philadelphia PA 19146	249	2007	Gillig	BRT Low Floor	432,052	Fair
0754	Rdg Ops	\$4,155.00	Best Bus Sales	Des Plaines IL 60016	124	2007	Gillig	BRT Low Floor	435,034	Poor. Needs transmission. Front-end accident to bumper and windshield
TOTAL BID AMOUNT RECEIVED		\$54,190.00								

Upon motion by Mr. Rex, seconded by Mr. Schlegel, the Board approved the Award of Bids for Vehicle Disposal.

C. Approval of Contract for Vehicle Washing in Reading -

Mr. Kilmer mentioned in order to keep the fleet clean during the construction project in Reading, an outside firm has been under contract to weekly wash the vehicles, weather permitting. Due to the construction project being extended due to hazardous materials issues, the contract for bus washing will need to be extended. The current cost has been roughly \$25,000 since the project began and has gone over the original estimate by \$5,300. It is estimated that the additional cost will be roughly \$15,000 to the end of the project. This expense can be reimbursed through the project. Staff recommends approval for the additional \$20,300.

Upon motion by Ms. Love, seconded by Ms. Landis, the Board approved the Approval of Contract for Vehicle Washing in Reading.

D. Approval of Contract with Millersville University –

Mr. Kilmer mentioned enclosed with the Board packet is a copy of the annual contract with Millersville University to provide the on-campus and Park City Express service for the new school year. Due to turnover at the school, they were late in getting us the renewal and needed approval right away before it could be brought to the Board. Staff is recommending ratification of the contract after the Chair and Treasurer signed the contract extension.

Upon motion by Ms. Glover, seconded by Mr. Schlegel, the Board approved the Approval of Contract with Millersville University.

E. Approval of TAM Goals for FFY 2020 –

Mr. Kilmer mentioned each fiscal year SCTA must develop and approve goals relating to the approved Transit Asset Management Plan (TAM) as a federal requirement. Staff has developed the goals for FFY 2020 and are included in the Board packet. The goals are designed to ensure that SCTA is taking proper care of its assets and programming funds for the routine replacement of vehicles and equipment. These goals must also be approved by the MPO's in both regions and are slated for the September meetings of LATS and RATS. Staff recommends approval.

Upon motion by Ms. Landis, seconded by Ms. Love, the Board approved the Approval of TAM Goals for FFY 2020.

F. Parking Agreement with Santander Arena –

Mr. Kilmer mentioned Included in the Board packet is an agreement to allow suite holder parking at the BTC for all events at the arena. The agreement would begin on October 1, 2019 for a one-year period with SCTA being paid \$4.00 for each car parking at the BTC. Staff recommends approval.

Upon motion by Mr. Schlegel, seconded by Mr. Rex, the Board approved the Approval of Parking Agreement with Santander Arena.

G. Report on Reading Summer Student Transportation Program –

Mr. Kilmer mentioned a pilot program for summer student passes in Reading was approved at the May meeting. The program was designed to allow students access for summer jobs or attend other summer activities. A summary of the results are included in the Board packet for your review. No action is needed.

H. Report on Reading Summer Student Transportation Program –

Mr. Kilmer mentioned the employer van service to the Denver area employers has now been operating for six months since March 2019 and ridership has grown from 70 in March to 880 in August for Four Seasons and High Concrete. Staff is recommending that the shuttle continue until the end of the year to provide time for the employers and the Chamber seek funding for the service. No action is needed.

I. Approval of Operating Statements for July, 2019 –

Mr. Kilmer mentioned for the month of July 2019, ridership in Lancaster showed a 2.6% increase with fixed route showing a 3.1% increase and shared ride showing a .3% decrease. For Reading, ridership showed a 1.5% increase with fixed route showing a .5% decrease and shared ride showing a 13.2% increase. Total ridership for the month was 383,680 for fixed route and 47,612 for shared ride for a total of 431,292 rides for the month of July, 2019 compared to 423,040 rides last July for an increase of 2.0% overall.

Financially for July 2019, Lancaster showed \$820,553 in operating revenue combined with operating grants of \$662,049 for total revenue of \$1,470,848 against total expenses of \$1,470,848 for a net gain of \$11,754 on shared ride. For Reading, operating revenues \$739,940 combined with operating grants of \$923,729 for total revenue of \$1,663,669 against expenses of \$1,612,652 for a net gain of \$51,016 for Special Services. Overall, for July, operating revenue was \$1,560,493 combined with operating grants of \$1,585,778 for total revenue of \$3,146,271 against total expenses of \$3,083,500 for a net gain of \$62,771 all on shared ride. For the first month of the fiscal year, revenue is 8.4% of budget, grants are at 8.4% of budget, and expense is 8.3% of budget.

J. Approval of Operating Statements for August, 2019 –

Mr. Kilmer mentioned for the month of August 2019, ridership in Lancaster showed a .8% decrease with fixed route showing a .1% decrease and shared ride showing a 4.9% decrease. For Reading, ridership showed a 2.4% decrease with fixed route showing a 3.0% decrease and shared ride showing a 5.7% increase. Total ridership for the month was 403,955 for fixed route and 46,291 for shared ride for a total of 450,216 rides for the month of August, 2019 compared to 474,023 rides last August for a decrease of 1.7% overall.

Financially for August 2019, Lancaster showed \$791,482 in operating revenue combined with operating grants of \$678,818 for total revenue of \$1,470,300 against total expenses of \$1,467,741 for a net gain of \$2,559 on shared ride. For Reading, operating revenues \$823,923 combined with operating grants of \$418,051 for total revenue of \$1,241,974 against expenses of \$1,272,241 for a net loss of \$30,367 for Special Services. Overall, for August, operating revenue was \$1,615,404 combined with operating grants of \$1,096,869 for total revenue of \$2,712,273 against total expenses of \$2,740,082 for a net loss of \$27,808 all on shared ride. For the second month of the fiscal year, revenue is 17.2% of budget, grants are at 15.7% of budget, and expense is 15.6% of budget.

Upon motion by Ms. Thompson, seconded by Ms. Love, the Board approved the Approval of Operating Statements for July and August 2019.

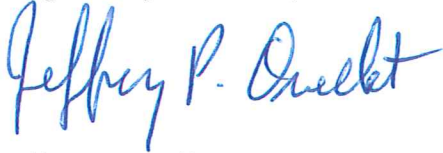
8. Public Comment

None

9. Adjournment

With no further business to discuss, the meeting adjourned at 6:34 p.m., upon motion by Ms. Glover, seconded by Ms. Love.

Respectfully submitted,



Jeffrey P. Ouellet
Secretary

