

SOUTH CENTRAL TRANSIT AUTHORITY

MINUTES

DATE: September 21, 2022

TIME: 6:00 PM

PLACE: Hybrid Meeting (Lancaster)

PURPOSE: Regular Monthly Meeting

ATTENDANCE: Members: June Wolf, Bonnie Glover, Ineavelle Ruiz, Gail Landis, Cheryl Love, Jeffrey Ouellet, and James Schlegel

Solicitor: Jill Nagy, Summers Nagy Law Offices

Staff: Gregory Downing, Laura Hopko, Jeffrey Glisson, Sharon Stephens, Dominique Thompson, Lauri Ahlskog, Keith Boatman, and Paola Peguero.

Guests: Jessica and Fred with Gladioux Energy Wholesale, Sean Grimes from Optibus, JP, Matthew Smith, and DeRon Jordan from Michael Baker.

ORDER OF BUSINESS

1. Call to Order

Chairwoman June Wolf called the meeting to order at 6:00 P.M

2. Changes to Agenda

None

3. Public Comment on Agenda Items

None.

4. Approval of the Minutes from the August 17, 2022 Regular Board Meeting

Upon motion by Mr. Ouellet, seconded by Ms. Glover, the Board approved the August 17, 2022 Regular Board Meeting minutes.

5. Bills and Communications

None.

6. Reports of Committees

- A. Personnel Committee – No Report
- B. Operations Committee – Monthly performance report included in packet.
- C. Finance Committee – None
- D. Marketing Committee – Monthly marketing report included in packet.

Upon motion by Ms. Glover, seconded by Mr. Ouellet, the Board approved the Reports of Committees.

7. Old Business

None.

8. New Business

A. Approval of BTC Air Curtain Replacement–

Staff received a bid from Clark Electrical for the replacement of the 4 existing air curtains in the BTC passenger waiting area. Clark is contracted to perform HVAC repairs and maintenance on all of SCTA's facilities, as Clark was awarded a three-year contract commencing January 1, 2022 through December 31, 2024. The total cost for the replacement of the four air curtains in the passenger waiting area is \$31,950, excluding, if necessary, after-hours work. Staff recommends approval.

Upon motion by Ms. Love, seconded by Mr. Schlegel, the Board approved BTC Air Curtain Replacement.

B. Award of Diesel and Gasoline Bids –

Bids were requested from firms for the supply and delivery of 87 Octane unleaded gasoline to meet 100% of the monthly gasoline requirement. South Central Transit Authority (SCTA) acted as the lead agency on behalf of Lebanon Transit (LT), Lebanon, PA; and the Susquehanna Regional Transportation Authority (SRTA), Harrisburg and York, PA Operations, to solicit bids for a contract to supply unleaded gasoline to support their operations.

One bid was received in response to the invitation for bid: Gladieux Energy Wholesale, Fort Wayne, IN. The bid received was evaluated based on the criteria described in the IFB.

Staff recommended awarding the contract for the supply and delivery of 87 Octane unleaded gasoline to Gladieux Energy Wholesale, Fort Wayne, IN, with the term of a base period of six (6) months commencing October 1, 2022 and ending March 31, 2023 at per gallon cost of \$2.5828.

Staff also recommended awarding the option bid for one (1) year extension of the contract for the period of April 1, 2023 through March 31, 2024 for the supply and delivery of 87 Octane unleaded gasoline to Gladieux Energy Wholesale, Fort Wayne, IN, at a per gallon cost of \$2.5828.

Upon motion by Mr. Schlegel, seconded by Ms. Glover, the Board approved the Award of Diesel and Gasoline Fuel to Gladieux Energy Wholesale.

C. Resolution 19-2022 Upgrade Microwave System from BARTA Administration Offices to the BTC –

The communication system between the BTC and the main Operations Center in Reading requires improvement, as the connection through Comcast often fails. This system includes a microwave tower on the roof of the BTC and related hardware that provides all computer network communication between the two buildings, including the ability to monitor all cameras and other security equipment from the Reading Operations location. Pricing to replace the system was obtained from Radio Maintenance, Inc., Reading, which supplies this equipment off the state contract at a total cost of \$147,940. Staff recommends approval to execute a contract with Radio Maintenance, Inc. to upgrade the microwave system.

Upon motion by Mr. Ouellet, seconded by Ms. Love, the Board approved Resolution 19-2022.

D. Resolution 20-2022 Upgrade of the Transit Development Plan (TDP) –

Four proposals were received to conduct the TDP update, which will apply and be used for both BARTA and RRTA. The Evaluation Team reviewed and ranked the proposals, then held Technical Clarification sessions with the two highest scoring firms. Foursquare Integrated Transportation Planning was rated the highest. Staff seeks authorization to negotiate and execute a contract with Foursquare Integrated Transportation Planning at a total cost not to exceed \$244,853. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Ms. Love, the Board approved Resolution 20-2022.

E. Resolution 21-2022 Authorization to Negotiate and Execute Contract for Transit Scheduling and Run-cutting Software –

SCTA issued a RFP on behalf of itself, CamTran, LCTA and RVTA for the purchase and implementation of Transit Scheduling and Run-cutting Software. This software will provide tools for route and service planning and developing bus runs based on schedules for BARTA and RRTA systems. The data developed by this Transit Scheduling Software will integrate with the AVL system provided by Avail. Six

proposals were received and after review by the Technical Evaluation Committee Optibus, Inc. submitted the highest ranked proposal that met the requirements of the RFP. Staff requests authorization to negotiate and execute a contract with Optibus, not to exceed a total cost of \$413,302.40.

Upon motion by Ms. Ruiz, seconded by Mr. Ouellet, the Board approved Resolution 21-2022.

F. Approval of August Operating Statements –

For the month of August, ridership in Lancaster showed a 19.4% increase, with fixed route showing a 20.1% increase and shared ride showing a 15.1% increase. For Reading, ridership showed a 17.1% increase, with fixed route showing a 17.8% increase and shared ride showing a 9.1% increase. Total ridership was 290,462 for fixed route and 29,781 for shared ride for a total for the month of August of 320,243 compared to 271,526 passenger trips last August, for an increase of 48,717 passengers overall.

Financially for August 2022, Lancaster recorded \$504,104 in operating revenue combined with operating grants of \$814,037 for total revenue of \$1,318,141 against total expenses of \$1,447,842. For Reading, operating revenues of \$517,022 combined with operating grants of \$775,539 for total revenue of \$1,292,561 against expenses of \$1,434,983. For the second month of the fiscal year, operating revenue is at 101% of projected budget and operating grants are 90% for total revenue of 94% of the projected budget compared to expenses at 91% of projected budget.

Upon motion by Mr. Ouellet, seconded by Ms. Love, the Board approved the August Operating Statement, subject to audit.

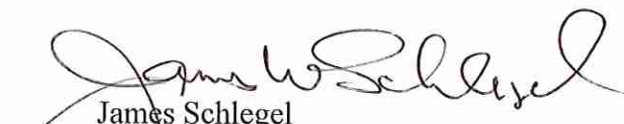
9. Public Comment

None

10. Adjournment

With no further business to discuss, the meeting adjourned at 6:21 p.m., upon motion by Mr. Ouellet, seconded by Ms. Love.

Respectfully Submitted,


James Schlegel
Secretary